



2024 Technology Planning Guide

Narrative for WVLS Member Libraries

Revision 4 (draft)

Introduction:

Please Note: The Wisconsin Digital Library Shares information included in previous years has been separated from this guide and made into a standalone resource. Starting January 1, 2024, WVLS will only provide no-cost staging, deployment, and maintenance services for supported computers procured through WVLS. Through 2024, WVLS will work with libraries that currently have non-supported computers in place to migrate or plan for the migration to WVLS supported computers.

The “2024 Technology Budget Planning Details for WVLS Member Libraries” follows the service outline starting on the next page. The details sheet is for the 2024 planning year. Our intent to reshape this guide into a more accessible and dynamic web-native resource in 2020 was disrupted, but it remains a goal and we are hoping to readdress that with the conversion of this 2024 guide and the creation of the 2025 guide during 2023.

This budget planning guide has its own depth of history now, but we were reminded this season that there are many new library directors and technology managers among the membership who may not be familiar with the intent and purpose of this resource. The “Budget Planning Details” sheet – following the service outline below – represents a forecast of membership costs based on a combination of known, predicted, and potential factors. Over the past decade and recently with its LEANWI partners, WVLS has strived to build up technology service operations in a way that allows for a high degree of cost-certainty at least two years out and we in turn leverage that to make it easier for member libraries to plan out technology services and expenses with nearly a year of lead time before budgeting season for a given year.

Lifecycle Procurement for computers and displays, soft-launched in 2020 and will be the default mode for new computers in 2024. It is intended to help libraries level the cyclical spikes in expense for replacing batches of end-of-life computers and displays by flattening those expenses out year over year. Libraries will still be able to pay down the entirety of remaining balances of computer expenses in any given year but will have the flexibility to do that at any point during the lifecycle. Additional information regarding the Lifecycle Procurement strategy will be presented in the summer of 2023.

The service outline following this introduction highlights the various core, specialized, and consultation services libraries have access to as a system membership benefit. Unless otherwise noted, these services are included in Libraries Win service membership without any additional individual/component costs.

For all technology goals, long and short-range planning, or other consultation needs please submit inquiries to the Help Desk (help@librarieswin.org) or directly to the technology consultant, Joshua Klingbeil (cio@wvls.org).



2024 Technology Planning Guide

Narrative for WVLS Member Libraries

Revision 4 (draft)

Service Outline:

Libraries Win Core Technology Services Include:

- General technical support, priority for Core Technology standards (those included in this list)
- Local and wide area network equipment, wired and WiFi services, and operations management
- Remote work enabling services
- Lifecycle computer and display procurement including staging, deployment, and maintenance facilitation for all supported models *
- High durability Fileserver / Filesharing individualized by library and/or service department
- System state software licensing and management (Faronics Deep Freeze)
- Antivirus software management
- Computer session software licensing and management (Pharos Signup)
- Automated installation and update maintenance for various third-party software applications
- Email account hosting for library staff (Office 365 – Exchange Online)
- Office Desktop Licensing for library staff** (Office 365 Pro Plus)
- Office Desktop Licensing for public computers** (Office 2019 or newer)

Libraries Win Specialized Technology Services Include:

- Illuminating Our Northwoods History (ION History) Digitized Content Repository (<https://ion.librarieswin.org/>)
- Website hosting (including website migration assistance and website management training)
- Microsoft Office 365 Teams (and other O365 Services) hosting and management support
- Custom-use virtual server hosting**

Libraries Win Technology Consultation Services Include:

- Long and short-range technology plan review, assessment, and/or development
- Computer, software licensing, and other technology-related lifecycle planning and budgeting guidance
- Grant management assistance
- Collaboration facilitation
- Technology infrastructure improvement projects (including new building or major renovation projects)

* Libraries will be invoiced a percentage of the cost of computers and displays procured through WVLS each year their respective lifecycles but may pay down parts of or the entirety of any remaining balances at any point in the lifecycle.

** Additional costs may apply. Custom-use virtual server hosting may necessitate a capacity recovery cost.

2024 Technology Budget Planning Details

WVLS Member Libraries	Libraries Win - Membership Services					
	PCs ¹	Base	+ PC ²	New Integrated Services ³	2024 Totals	Change from 2023 ⁴
Abbotsford Public Library	11	\$ 1,350.00	\$ 330.00	\$ -	\$ 1,680.00	\$ -
Antigo Public Library	40	\$ 4,500.00	\$ 1,200.00	\$ -	\$ 5,700.00	\$ -
Colby Public Library	11	\$ 1,350.00	\$ 330.00	\$ -	\$ 1,680.00	\$ -
Crandon Public Library	10	\$ 1,350.00	\$ 300.00	\$ -	\$ 1,650.00	\$ -
Dorchester Public Library	8	\$ 1,350.00	\$ 240.00	\$ -	\$ 1,590.00	\$ -
Edith Evans Memorial Library (Laona)	9	\$ 1,350.00	\$ 270.00	\$ -	\$ 1,620.00	\$ -
Edward U. Demmer Memorial Library (Three Lakes)	14	\$ 1,350.00	\$ 420.00	\$ -	\$ 1,770.00	\$ -
Frances L. Simek Memorial Library (Medford)	22	\$ 1,500.00	\$ 660.00	\$ -	\$ 2,160.00	\$ -
Granton Community Library	6	\$ 1,350.00	\$ 180.00	\$ -	\$ 1,530.00	\$ -
Greenwood Public Library	8	\$ 1,350.00	\$ 240.00	\$ -	\$ 1,590.00	\$ -
Jean M. Thomsen Memorial Library (Stetsonville)	9	\$ 1,350.00	\$ 270.00	\$ -	\$ 1,620.00	\$ -
Loyal Public Library	9	\$ 1,350.00	\$ 270.00	\$ -	\$ 1,620.00	\$ -
Marathon County Public Library ⁵	150	\$ 6,900.00	(port rate)	\$ 3,000.00	\$ 9,900.00	\$ 3,000.00
Minocqua Public Library	32	\$ 1,500.00	\$ 960.00	\$ -	\$ 2,460.00	\$ -
Neillsville Public Library	12	\$ 1,350.00	\$ 360.00	\$ -	\$ 1,710.00	\$ -
Owen Public Library	7	\$ 1,350.00	\$ 210.00	\$ -	\$ 1,560.00	\$ -
Rhineland District Library	40	\$ 1,650.00	\$ 1,200.00	\$ 600.00	\$ 3,450.00	\$ 600.00
Rib Lake Public Library	12	\$ 1,350.00	\$ 360.00	\$ -	\$ 1,710.00	\$ -
T.B. Scott Free Library (Merrill)	44	\$ 1,650.00	\$ 1,320.00	\$ 600.00	\$ 3,570.00	\$ 600.00
Thorp Public Library	9	\$ 1,350.00	\$ 270.00	\$ -	\$ 1,620.00	\$ -
Tomahawk Public Library	16	\$ 1,350.00	\$ 480.00	\$ -	\$ 1,830.00	\$ -
Wabeno	7	\$ 1,350.00	\$ 210.00	\$ -	\$ 1,560.00	\$ -
Westboro Public Library	9	\$ 1,350.00	\$ 270.00	\$ -	\$ 1,620.00	\$ -
Western Taylor County Public Library	9	\$ 1,350.00	\$ 270.00	\$ -	\$ 1,620.00	\$ -
Withee Public Library	7	\$ 1,350.00	\$ 210.00	\$ -	\$ 1,560.00	\$ -

¹ Estimated active "traditional" staff or patron computers only. Counts displayed are for planning purposes, number of active computers assessed during previous year used for invoicing.

² Utilized to support equitable sharing of per-computer related expenses (eg Antivirus, DeepFreeze, LogMeIn Licensing).

³ Integrated services services introduced in 2018, including lifecycle management for routers, switches, and managed WiFi are now included in the Base. No new integrated services are expressly planned for 2024. This column is intended to highlight the expansion of services to meet needs/demands for a given year and will be merged into the base column in subsequent planning guides. Adjustments to MCPL's utilization of core resources may be reflected here in revisions or future versions.

2024 Technology Budget Planning Details

- ⁴ Reflects estimated differences in Libraries Win Membership Services amounts and Wisconsin Digital Library shares from the
- ⁵ MCPL historically received a single, discounted port rate (inclusive of shared license costs) as it self-managed its WAN interconnections. This will remain in effect through 2023 irrespective of service utilization changes (to be reflected in 2024 forward). This 2024 guide introduces an estimated cost adjustment for 2024 which will be reviewed and reassessed along with the comprehensive cost sharing analysis in 2022/23.
- ⁶ WVLS manages the Digital Library Shares using a "bill behind" model. 2018 was a "bridge year" with Digital Libraries Shares tied to the 2017 WPLC cost share and subsequent budget planning years have used the cost shares for the previous year.

NOTE: This component remains variable from year to year and though the 2024 planning guide utilizes the 2023 budget adopted by WPLC, the Digital Library shares may be subject to change prior to September 2023.

NOTE: It is recommended that libraries budget for approximately $1/n$ (where 'n' is the supported product life in years) of the replacement cost of any capital equipment. For technology equipment, 3 or 5 years should be a general default for anything with service agreements or warranties less than 3-5 years. WVLS supports specific Dell Computer models with 5 year comprehensive warranties, and will likely continue to do so indefinitely within the LEANWI partnership and Libraries Win technology services suite. We recommend budgeting at least \$180 per year per desktop computer; \$200 per year per laptop computer; and no longer recommend local procurement of physical servers. Replacements can be pushed beyond five years but we recommend maintaining a 100% cost-of-replacement reserve in those cases. The Lifecycle Procurement strategy enables libraries to flatten expense spikes for computers and displays by dividing out their costs over their warranted lifecycles. These strategies can help establish consistency in libraries' appropriations each year. Except for MCPL which self-manages, and Granton Community Library which shares resources with its K12 cohabitant, member libraries no longer need to budget separately for network router, network switching, or Wireless Access Point equipment.



2024 Technology Planning Guide

Narrative for WVLS Member Libraries

Revision 4 (draft)

Revision Log:

At times, the budget planning guide may need to be revised to account for changes in systemwide circumstances or to correct errors in labeling, formulas, etc. Revisions to the most recently adopted version leading to significant changes in share amounts will result in the revision being presented to LAC if feasible and to the WVLS Board for review and approval. Edits resulting in more than a 2% difference in the total shares or in more than a 4% increase in the amount any individual member share will be considered significant.

Revision 1:

- Adopted September 2022

Revisions 2, 3:

- Internal edits and adjustments unpublished

Revision 4:

- Removed Wisconsin Digital Library shares
- Added notes regarding Digital Library shares
- Added notes regarding limitation of staging, deployment, and maintenance to supported computers procured through WVLS
- Updated information regarding the Lifecycle Procurement strategy
- Presented for adoption May 2023