2025 Technology Planning Guide
Narrative for WVLS Member Libraries

Introduction:

Reminders:

- The Wisconsin Digital Library Shares information included in previous years was separated from this guide and made into a stand-alone resource.
- WVLS provides no-cost staging, deployment, and maintenance services for supported hardware and software procured through WVLS. Please ensure hardware, software, and other technology services procured through other parties are appropriately covered by relevant warranties or third-party service agreements.
- WVLS will continue to work with libraries that have non-supported computers, other hardware, or software in place to migrate or plan for the migration to WVLS supported services.

The "2025 Technology Budget Planning Details for WVLS Member Libraries" – 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. The details sheet is for the 2025 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 intend to convert this 2025 guide into a web-native resource in preparation for the 2026 budget details development process (2nd half 2024).

Lifecycle Procurement for computers and displays, soft-launched in 2020. This option is intended to help libraries experiencing temporary budgetary challenges to 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. For additional information regarding the Lifecycle Procurement option, please schedule a Technology Consultation.

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).

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
- Traditional and 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
- Antivirus software management
- System state software licensing and management (Faronics Deep Freeze)
- 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)

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[*] For Lifecycle Procurement, 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.

2025 Technology Budget Planning Details

WVLS Member Libraries	Base	PC Tier[1]	+ PC[1]	Network Tier[2]	+ Network[2]	New Integrated Services[3]	2025 Totals	Change from 2024[4]
Abbotsford Public Library	$ 1,400.00	1	$ -	1	$ -	$ -	$ 1,400.00	$ (280.00)
Antigo Public Library	$ 4,200.00	2	$ 300.00	4	$ 1,000.00	$ -	$ 5,500.00	$ (200.00)
Colby Public Library	$ 1,400.00	2	$ 300.00	2	$ 250.00	$ -	$ 1,950.00	$ 270.00
Crandon Public Library	$ 1,400.00	1	$ -	1	$ -	$ -	$ 1,400.00	$ (250.00)
Dorchester Public Library	$ 1,400.00	1	$ -	1	$ -	$ -	$ 1,400.00	$ (190.00)
Edith Evans Memorial Library (Laona)	$ 1,400.00	1	$ -	1	$ -	$ -	$ 1,400.00	$ (220.00)
Edward U. Demmer Memorial Library (Three Lakes)	$ 1,400.00	2	$ 300.00	2	$ 250.00	$ -	$ 1,950.00	$ 180.00
Frances L. Simek Memorial Library (Medford)	$ 1,400.00	2	$ 300.00	2	$ 500.00	$ -	$ 2,200.00	$ 40.00
Granton Community Library	$ 1,400.00	1	$ -	1	$ -	$ -	$ 1,400.00	$ (130.00)
Greenwood Public Library	$ 1,400.00	1	$ -	1	$ -	$ -	$ 1,400.00	$ (190.00)
Jean M. Thomsen Memorial Library (Stetsonville)	$ 1,400.00	1	$ -	1	$ -	$ -	$ 1,400.00	$ (220.00)
Loyal Public Library	$ 1,400.00	1	$ -	1	$ -	$ -	$ 1,400.00	$ (220.00)
Marathon County Public Library[5]	$ 9,900.00	5	$ -	5	$ -	$ 3,000.00	$ 12,900.00	$ 3,000.00
Minocqua Public Library	$ 1,400.00	3	$ 600.00	3	$ 500.00	$ -	$ 2,500.00	$ 40.00
Neillsville Public Library	$ 1,400.00	1	$ -	1	$ -	$ -	$ 1,400.00	$ (310.00)
Owen Public Library	$ 1,400.00	1	$ -	1	$ -	$ -	$ 1,400.00	$ (160.00)
Rhinelander District Library	$ 1,400.00	3	$ 600.00	4	$ 1,000.00	$ -	$ 3,000.00	$ (450.00)
Rib Lake Public Library	$ 1,400.00	1	$ -	1	$ -	$ -	$ 1,400.00	$ (310.00)
T.B. Scott Free Library (Merrill)	$ 1,400.00	3	$ 600.00	4	$ 1,000.00	$ -	$ 3,000.00	$ (570.00)
Thorp Public Library	$ 1,400.00	1	$ -	1	$ -	$ -	$ 1,400.00	$ (220.00)
Tomahawk Public Library	$ 1,400.00	2	$ 300.00	2	$ 250.00	$ -	$ 1,950.00	$ 120.00
Wabeno	$ 1,400.00	1	$ -	1	$ -	$ -	$ 1,400.00	$ (160.00)
Westboro Public Library	$ 1,400.00	1	$ -	1	$ -	$ -	$ 1,400.00	$ (220.00)
Western Taylor County Public Library	$ 1,400.00	1	$ -	1	$ -	$ -	$ 1,400.00	$ (220.00)
Withee Public Library	$ 1,400.00	1	$ -	1	$ -	$ -	$ 1,400.00	$ (160.00)

[1] Tier 1: 1-10 computers (included in base); Tier 2: 11-25 computers; Tier 3: 26-50 computers; Tier 4: 51-100 computers; Tier 5: 101-150 computers

[2] Tier 1: 1xrouter, 1x24 port switch, up to 3x APs ("core" included in base); Tier 2: +3x APs; Tier 3: +1x24 switch, 1xPoE switch; Tier 4: +2x48port switches, +4x8port switches; Tier 5: TBD

[3] No new integrated services are expressly planned for 2025. 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 refelected here in revisions or future versions as the MCPL Technology planning process and operations continue to develop.

[4] Reflects estimated differences in Libraries Win Membership Services amounts from the previous year.

[5] MCPL historically received a single, discounted port rate (inclusive of shared license costs) as it self-managed its WAN interconnections. The 2024 guide introduced an estimated cost adjustment for 2024. It appears the base estimate for 2024 of $9,900 will be accurate enough to use as a starting point for 2025. The 2025 projected estimates will be reviewed and reassed during the remainder of 2023 and through 2024.

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 modelsl 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 $200 per year per desktop computer; $225 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 waranteed 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 seperately for network router, network switching, or Wireless Access Point equipment.

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:

- 2025 Technology Budget Planning Details adopted September 2023 - unpublished

Revision 2:

- Narrative updates
- Full 2025 Planning Guide compiled for publication (no change to details sheet) - July 2024