

# Princeton Library PC Replacement Schedule

Passed by the library board November, 2021

Industry best practice says that we ought to replace computers every four or five years.

We replaced PTPL-4, a public computer, and Staff Desk 2 in 2022. When our fax machine failed, we replaced this as well.

In 2023, we will replace two more, PTPL Front (the 2017 front staff desk computer) and the 2013 presentation/projector laptop.

In 2024, we can replace two of the 2019 computers (which will be five years old at this point).

In 2025, we'll replace the last two of the 2019 computers (which will be six years old).

In 2026, we'll replace our scanner and fax machine.

In 2027, we'll replace the computers we bought in 2022... and so on from there.

As of 2021, Pete Hodge at Winnefox recommends setting aside at least \$635 per desktop computer, and \$800-\$900 per laptop. This includes software.

After this year, the money will be budgeted for in a separate line item within the library budget.

| 1  |               | Order Date | Model             | O/S    | CPU               | Memory | Function         | Purchase Price | Service Tag |               |             |
|----|---------------|------------|-------------------|--------|-------------------|--------|------------------|----------------|-------------|---------------|-------------|
| 2  | <b>STAFF</b>  |            |                   |        |                   |        |                  |                |             |               |             |
| 3  | GLPL          | 3/3/2015   | Optiplex 3020 SFF | Win 10 | Intel i3 3.50Ghz  | 8 GB   | Public           | \$793.08       | H5W0B42     | PTPL-Desk2    | Office365   |
| 4  | PTPL          | 3/1/2017   | Optiplex 3040 SFF | Win 10 | Intel i5 3.20Ghz  | 8 GB   | Staff - Desk     | \$642.12       | FG71DH2     | PTPL-Front    | Office 2013 |
| 5  | PTPL          | 12/3/2019  | Optiplex 3070 SFF | Win10  | Intel i5 -9500    | 8 GB   | Staff - Director | \$563.67       | 9Q1JH03     | PTPL-Director | Office 365  |
| 6  | <b>PUBLIC</b> |            |                   |        |                   |        |                  |                |             |               |             |
| 7  | WLS           | 5/29/2013  | Latitude E5530    | Win 10 | Intel i5 2.70 Ghz | 8.0 GB | Staff/Public     | \$945.40       | BKP4KX1     | PTPL-Present  | Office 2013 |
| 8  | WCPL          | 2/23/2015  | Optiplex 3020 SFF | Win 10 | Intel i3 3.50Ghz  | 8 GB   | Public           | \$879.92       | JRSKS22     | PTPL-4        | Office 2016 |
| 9  | PTPL          | 12/3/2019  | Optiplex 3070 SFF | Win10  | Intel i5 -9500    | 8 GB   | Public           | \$563.67       | 9FQGH03     | PTPL-2        | Office 2019 |
| 10 | PTPL          | 12/3/2019  | Optiplex 3070 SFF | Win10  | Intel i5 -9500    | 8 GB   | Public           | \$563.67       | 9G8GH03     | PTPL-3        | Office 2019 |
| 11 | PTPL          | 12/3/2019  | Optiplex 3070 SFF | Win10  | Intel i5 -9500    | 8 GB   | Public           | \$563.67       | 9QG9H03     | PTPL-1        | Office 2019 |

Princeton Public Library Board Meeting Minutes  
Monday, November 1, 2021  
In Person

Meeting was called to order at 6:02 PM

Present at meeting: Lara, Sandy, Tabitha, Sally, Helene and Julie also present Laura Skalitzky and Mary Lou Neubauer. Absent: Crystal and Jasper

Approval of Minutes: Julie made a motion to accept the October minutes, 2nd by Helene with one adjustment to the correct spelling of her name in the October minutes under "Approval of Bills". Motion approved.

Friends Report: Next meeting for the Friends will be November 10th at 5p. Window decorating will be on 11/21. Christmas sale begins November 22nd. They are looking for donations for the upcoming Christmas sale. Friends will be participating in the Christmas in Princeton parade and will be handing out books. Donation was made by Thrivent/St Johns Lutheran Church.

Approval of Bills: Motion by Tabitha to approve the bills as presented, 2nd by Julie-motion approved

Directors Report: See attached. Motion by Helene to approve the Directors Report as presented, 2nd by Sandy, motion approved

Library Budget:

- Donation from T.K-B
- Reimburse Director for the 2nd Bench

Staff Holiday Bonus: Motion made by Julie to approve the following donations:

Laura \$250, Millie \$150, Trish \$100, Lucy \$100 and \$50 each to the following volunteers: Bill, Marlene, and Betty T. The Board will write the checks totaling \$750. 2nd by Tabitha- Motion approved.

PC Replacement Schedule: Board agrees to implement a system to replace the computers/laptops. Laura believes the software is included in the replacement cost, however she will double check

Motion by Sally and 2nd by Helene to use the General Reserve Funds in 2022 to replace and purchase a desktop and laptop.

Motion by Julie and 2nd by Helene moving forward to approve the replacement of 2 computers each year. This will be implemented into the 2023 budget and future budgets.

Pandemic Precautions:

- Loosen or tighten restrictions? Board advised to leave as is, Laura is to use her discretion.

Regular Board meeting adjourned at 635p

Next meeting: December 6th, 2021 at 6