

Board packet August 18, 2020: Addition of new phone system to FY 2020/2021 budget

Friday, August 14, 2020 12:38 PM

Subject	Board packet August 18, 2020: Addition of new phone system to FY 2020/2021 budget
From	Ryan Livergood
To	libraryboard
Cc	Noreen Reese; Gina Ornelas; Amy Blanchard; Sandy Beda; Jan Marsh; 'AFarr@MichaelSilver.com'; Douglas Wideburg; Kevin Getty
Sent	Friday, August 14, 2020 12:33 PM

Good afternoon,

As I mentioned during the August Committee of the Whole, we have a great need to transition to a new phone system. We didn't realize this need until we had completed the budget process for this fiscal year. I would like the Board to approve the addition of a new phone system to the budget. We are still in the process of determining an exact amount for a budget request, in addition to what potential savings there may be by transitioning to a new phone system, but the request will be probably be for around \$30,000. I have a few thoughts on where the funds could come from for this request:

1. Taking these funds out of the Special Reserve Fund.
2. Scaling back the LED lighting project this fiscal year and utilizing some of the funds allocated to this project.
3. A new phone system might be eligible to be covered out of the CARES Act Coronavirus Relief Fund. We won't know this for some time, but obviously this would be the way to fund the project if it is eligible to be covered out of these funds.

I am leaning towards recommending that the Board reallocate some of the LED lighting project funds to pay for the new phone system. While I think the LED lighting project is a no-brainer to do in terms of ultimate cost savings, it is going to be challenging to do the project on the scale we had intended anyway with adding a new phone system project to the mix that needs to be prioritized first. Kevin has a lot on his plate and is the project lead for both projects, and I don't think it is realistic for him to work on both concurrently.

Thanks,
Ryan

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