

PROPOSAL FOR ADDITIONAL STAFF WORKSTATION

PURPOSE

To request the use of library gift account funds to purchase furnishings for an additional workstation in the staff breakroom.

BACKGROUND

With our growing staff, there are now times each week when the number of staff exceeds the number of available workstations. While the new laptops will offer flexibility, a dedicated additional workstation is necessary to ensure all staff have the space they need to complete tasks effectively.

PROPOSED SOLUTION

Create an additional workstation in the breakroom with the following items:

- Office Chair - \$85.00
- Storage Drawers - \$80.00
- Writing Desk - \$82.00
- Shipping and Handling - \$12.28

Total Cost: \$259.28

JUSTIFICATION

- Improves Productivity: Ensures adequate workspace for staff to carry out essential duties.
- Supports Programs: Helps staff continue delivering high-quality programs and services to patrons.
- Appropriate Funding: Gift account funds are an ideal source for this operational improvement, as Friends of the Library funds are better reserved for public-facing initiatives.

