

**VI. General, Miscellaneous Revenue, and Library Services Improvement Funds**

**A.2 Purchase Request – action item**

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The agency is working with Administrative Services and their architect to find some ways to adapt building space, so our two new supervisors have offices that allow them to shut doors and have privacy for employee/supervisor conversations. We are utilizing approximately \$20,000 in state funds that normally would have been spent on travel but may need to utilize some additional funds to cover construction expenses. We are requesting Board approval to use up to \$10,000 from the Library Services Improvement Fund, if needed, to enclose two office spaces in the building and convert the “records room” to an enclosed multi-use room.

**Suggested motion:** I move expenditures of up to \$10,000 be approved from the Library Services Improvement Fund for construction costs needed to provide two enclosed offices and an enclosed multi-use room.

MSC \_\_\_\_\_