



# Irvin L. Young Memorial Library

March 20, 2023 Library Board Meeting

## Discussion of Demco Spaces and Sign Up Software

The current Microsoft 365 calendar feature is not designed for scheduling meeting rooms. We have been using it for many years and it has become less well-suited to our purposes as MS has made changes in their software. Demco offers two software products, Spaces, for scheduling meeting spaces and Sign Up, for registering for events, that are designed specifically for library usage. We have done trial demonstrations of several products and this one is the easiest to use and manage. The cost for each product is \$940 per year with a \$460 one-time cost for implementation. Demco suggests planning a 5% increase in cost for each budget year.

As we move towards the expansion of the library and the addition of four meeting rooms, we need to consider how we will manage these spaces. Discussion about the impact on the library's budget is needed at this time.