LIBRARY BOARD
ITEM DESCRIPTION

DATE OF MEETING: March 20, 2025

ITEM TITLE: Google to Microsoft

BACKGROUND:

The library has been using Google and many of its products - gmail, drive, calendar, and forms since we moved to the new library in 2008. The city uses Microsoft 365 products. They are providing outlook email addresses to all of our staff, full-time and part-time, and want us to change our work to use Microsoft 365 instead of Google products to have more uniformity throughout the city and also for security purposes. It will be a very complex and time-consuming process involving a lot of training and changes in workflow.

RECOMMENDATION:

Gain awareness of the library workflow and involvement in making this change. It appears this will impact our ability to reach several of our goals in our strategic plan due to the time needed to focus on these changes.