

**MEMORANDUM  
PLACER COUNTY LIBRARY  
COUNTY OF PLACER**

**To:** Honorable Board of Supervisors

**Date:** September 7, 2010

**From:** Mark R. Parker, Director of Library Services

**Subject:** Approve the closure of the Rocklin Library from Saturday, October 2, 2010 to Monday, January 10, 2011 to allow sufficient time to remove materials from the current building, insert RFID tags into materials, re-organize and re-shelve materials in the new Rocklin Library, and train staff to operate the new check out and security systems

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**ACTION REQUESTED**

Approve the closure of the Rocklin Library from Saturday, October 2, 2010 to Monday, January 10, 2011 to allow sufficient time to remove materials from the current building, insert RFID tags into materials, re-organize and re-shelve materials in the new Rocklin Library, and train staff to operate the new check out and security systems

**BACKGROUND**

On April 6, 2010, your Board approved a contract with Sequoia Pacific Builders for the New Rocklin Branch Library Tenant Improvements Project. Construction of the new Rocklin Library has proceeded to the point where the shelving from the current Rocklin Library needs to be removed for refurbishment and installation at the new location. This requires that the books and other materials be taken off the shelving and put onto storage carts, which will be kept at the old library until they can be moved to the new library. This process will require the closure of the branch at about the time estimated in the construction plan.

Given the complexity of the move and the need to “tag” the collection for the RFID (Radio Frequency Identification) technology, we are requesting that the Library be closed to the public for approximately three months. This is somewhat longer than anticipated, but installation and training for the new technology cannot be scheduled on short notice and a multitude of other tasks must be completed before the branch reopens. Given the additional days off for staff and contractors associated with the Thanksgiving/Christmas/New Year’s holidays, staff recommends and requests that the opening be delayed until up to January 10<sup>th</sup>. If everything is completed earlier, the Library will be opened earlier.

The Library will make every effort to publicize the closure and invite patrons to utilize the Granite Bay Library, the closest branch, in collaboration with the County Public Information Office and the Friends of the Rocklin Library.

Staff from the Rocklin Library that are not needed for various tasks inside the branch while the library is closed will be re-deployed to other branches. Rocklin Library users will have access to

the Granite Bay and Loomis Libraries, which are a few miles away. During the closure, the Rocklin Library staff will continue to empty bookdrops and perform routine behind-the-scenes operations to ensure that materials coming back to Rocklin can be checked in and, if necessary, returned to their home locations.

### **FISCAL IMPACT**

There will be some savings in the use of Extra Help staff since it is assumed that there will be no need for Extra Help staff in Rocklin while it is closed. There may also be a reduction in Extra Help used at other branches where Rocklin staff can fill in. There will be additional savings in utilities since the branch will not be in operation as many hours a day or on Saturdays.