

# MEMORANDUM

Placer County Library

County of Placer

**To:** Honorable Board of Supervisors

**Date:** September 23, 2014

**From:** Mary George, Director of Library Services *mg*

**Subject:** **Approve Tahoe City Library Closure – New Carpet**

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## ACTION RECOMMENDED AND REQUESTED

Approve the closure of the Tahoe City Library for up to a maximum of seven days, to be determined based on carpet installation schedule, between September 30, 2014 and October 14, 2014.

## BACKGROUND

The Tahoe City Library is scheduled to have new carpet installed. Placer County Facility Services plans to start carpet installation on Monday, September 29, 2014. The start date is based on delivery of the carpet which is planned to arrive by September 26, 2014. The carpet installation requires six contractor working days and one Library working day in order to ready the branch for public service. The Library's goal date for returning to normal open hours for the public is October 8, 2014. However, installation needs to have some flexibility in scheduling. It could be necessary to shift the installation dates based on when the carpet is actually received. Therefore, it is requested that the seven day branch closure days will be flexibly scheduled to occur between the dates of September 30, 2014 and October 14, 2014.

The Library will make every effort to publicize the closure and invite patrons to utilize the Kings Beach Library, the closest Library, in collaboration with the County Public Information Office and the Tahoe City Friends of the Library.

## FISCAL IMPACT

The library closure will not have a fiscal impact. Extra Help staff will not be scheduled to work during the closure. The Branch Manager will temporarily relocate to the Kings Beach Library to work and/or will modify her schedule to accommodate the closure.

