

# Placer County Library MEMORANDUM

**TO:** Honorable Board of Supervisors  
**FROM:** Mark R. Parker, Director of Library Services  
**DATE:** December 8, 2009  
**SUBJECT:** Approve Closure of Colfax Library for Remodel

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## ACTION RECOMMENDED AND REQUESTED

Approve the closure of the Colfax Library for up to a two week period in January and/or February 2010 for remodeling project. The exact dates will be posted at the Colfax Library and on the County website by January 5, 2010.

## BACKGROUND

The Colfax Library is currently undergoing a major remodel. At mid-point the Library needs to be closed so services can be transferred from the current side of the building to the newly remodeled side, and some books and other materials can be taken to storage. County Facilities has given the Library the dates of January 11– 22, 2010 for the remodel, however, the dates may change based on work in progress. During the time of closure equipment, including computer workstations, will be moved from one side to the other and reconnected. About 25% – 30% of the collection will be moved to the new side with the remainder put into storage for the duration of the project. The Colfax Library will operate its normal schedule when it reopens but the collection will be reduced. Internet access and Wireless Internet access are expected to remain in service.

Library staff will work in the building during the closed period to facilitate the relocation of materials and equipment. Because the proposed time-frame is during a traditionally slow period it is believed that Library users can be accommodated by visiting the Applegate and Meadow Vista branches.

When the project is complete it is expected that the Colfax Library will be closed again while equipment and furnishings are placed in their permanent locations and the library collection is re-shelved. At this time the dates for this are not certain but it is likely to occur in late March or April.

## FISCAL IMPACT

There would be no fiscal impact.

