

# MEMORANDUM

Placer County Library  
County of Placer

**To:** Honorable Board of Supervisors  
**Date:** April 7, 2015  
**From:** Mary George, Director of Library Services *MJG*  
**Subject:** **Approve Auburn Library Closure – New Carpet**

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## **ACTION RECOMMENDED AND REQUESTED**

Approve the closure of the Auburn Library for up to a maximum of twenty five days, to be determined based on carpet installation schedule, between April 30, 2015 and May 30, 2015.

## **BACKGROUND**

The Auburn Library's carpet has reached the end of its life expectancy and is beyond repair due to high use. New carpet is scheduled for the entire first floor including new flooring for the Beecher Community Room, quiet room, employee work room and back stairs. Placer County Facility Services estimates preparation work to begin on April 30, 2015. Carpet installation is currently scheduled to begin on May 5<sup>th</sup> and requires a minimum of eleven contractor working days and three Library working days in order to ready the branch for public service.

The Library's goal date for returning to normal public open hours is May 21, 2015. However, it may be necessary to shift the installation dates based on when the carpet is actually received. Therefore, it is requested that the branch closure days be permitted to be flexibly scheduled and occur between the dates of April 30, 2015 and May 30, 2015.

The Library will make every effort to publicize the closure and invite patrons to utilize other branches.

## **FISCAL IMPACT**

The carpet replacement is funded by the Capital Projects Fund in the FY 2014-15 Final Budget, project 4898. No Library funds are used to fund this capital project.

The library closure will not have a fiscal impact. The affected staff will continue to work in the Auburn Library on the second floor or will temporarily relocate to other branches to work and/or will modify their schedules to accommodate the closure.

