

PUBLIC BUILDINGS AND PROPERTY COMMITTEE

Library (General Services) Building 160 Placerville

Reason for the Report

The Grand Jury selected the Library (General Services) Building 160 as one of its general reviews for 2002/2003.

Scope of the Investigation

The members of the Grand Jury:

- Made an unannounced visit to the Library and General Services Complex on January 16, 2003;
- Were guided on an extensive tour of the facilities by the Administrative Technician, Store Keeper II, Assistant Coordinator, and Library Director;
- Inspected the facilities for cleanliness, neatness, and compliance to safety regulations;
- Reviewed previous Grand Jury reports for year's 1999/2000, 2000/2001 and 2001/2002 and found no findings or recommendations pertaining to this building.

Background

The Library (General Services) Building appears to be adequately designed. Located in the building are the County Main Library and its Technical Services, General Services Warehouse, Print Shop, Purchasing Department, Mail Room, Archival Record Storage, and General Services Administration. The building is currently adequate, clean, neat, and well utilized.

Overall, the Library appears to be functional, attractive, and adequately lighted. Use of the computers accessed by the public has outpaced availability resulting in increased waiting time. The carpet in the Library is original to the Building (1976) and is showing wear. The carpet has areas of rippling and disintegration that pose a safety hazard to the users and a potential liability to the County. Funds are budgeted this year to replace the carpet, however, no plans for replacement have been made.

The Print Shop appears adequate for usage. It appeared neat, clean and well organized. However, the fire extinguisher was partially blocked and the exit sign was not illuminated.

Findings

- F1. The Library carpet is old, rippling, and disintegrating, thus posing a safety hazard to users and a potential liability to the County.

Response to F1: The respondent agrees with the finding.

F2. The Print Shop exit sign is not illuminated.

Response to F2: The respondent agrees with the finding.

F3. The Print Shop fire extinguisher is partially blocked.

Response to F3: The respondent agrees with the finding.

F4. The wall in the southwest corner of the Archival Record Storage area shows evidence of prior water leakage.

Response to F4: The respondent agrees with the finding.

Recommendations

R1. The carpet should be replaced.

Response to R1: The recommendation has not been implemented, but will be implemented in the future. General Services has completed the bidding procedure for the carpet replacement at the Main Library in Placerville and are in the final stages of contract approval. Re-carpet is scheduled for completion prior to September 2003.

R2. The exit sign should be repaired.

Response to R2: The recommendation has not been implemented, but will be implemented in the future. A service ticket has been issued to repair the exit sign in the Print Shop. The anticipated date of completion is October 2003.

R3. The print shop fire extinguisher should be unblocked for easier emergency use.

Response to R3: The recommendation has been implemented. The partial blockage around the fire extinguisher in the Print Shop has been removed. The area around the fire extinguisher will remain clear in the future.

R4. The possible leakage in the southwest corner of the Archival Record Storage Area should be monitored.

Response to R4: The recommendation has been implemented. The wall in the Archival Record Storage Area was sealed in December 2002. We will continue to monitor this area for leakage in the future.

Responses Required for Findings

F1 through F4

El Dorado County Board of Supervisors
El Dorado County Department of General Services
El Dorado County Library Director

Responses Required for Recommendations

R1 through R4

El Dorado County Board of Supervisors
El Dorado County Department of General Services
El Dorado County Library Director