

## **To receive a report on the temporary Library move and consider any actions and associated expenditure**

Currently, in partnership with Cornwall Council, we are continuing to 'thin' or 'weed' unwanted old and damaged stock on the shelves to reduce the quantity of books we will store in the Hub during the refurbishment. 250 flat pack boxes have been delivered from Truro for the storing and moving of the stock for the two-week moving period and the refurbishment period.

It has been confirmed that Cornwall Council I.T. need to assist in unplugging and preparing storage for C.C. public computers, staff computers, large printer and the two kiosks. The cost for the CC engineer daily rate is £300 per day to unplug and pack for storage. Kiosks need to be moved to storage position by a specialist company (OFR) as per recommended by C.C. IT at £495 per day. This will also apply to re-positioning post refurbishment.

It will also be determined by budget whether they will be involved during the refurbishment to move staff computers to the intended new reception area and move two public computers to the mezzanine landing as set out in the proposed plans.

We are in dialogue with CEPL12/Red Bus to plan and provide a bus service to take customers from the Library Hub car park to the Guildhall and back during the refurbishment period. Again, this will be organised precisely when dates for schedule of works are known.

During the moving two-week period, we will keep a click and collect service in operation from the front door only for customers enabling staff to safely work boxing up books and dismantling furniture and shelves as well as moving items to the Guildhall on the Thursdays and Fridays of each of the week.

### **TWO-WEEK LIBRARY MOVING SCHEDULE**

#### **WEEK 1**

MONDAY	LIBRARY CLOSED (OPEN FOR CLICK AND COLLECT) STAFF PACKING BOXES TO MOVE (200 APPROX IN TOTAL)
TUESDAY	LIBRARY CLOSED (OPEN FOR CLICK AND COLLECT) STAFF PACKING BOXES TO MOVE (200 APPROX IN TOTAL)
WEDS AM	LIBRARY CLOSED - STAFF PACKING BOXES TO MOVE (200 APPROX IN TOTAL)
THURSDAY	LIBRARY CLOSED (OPEN FOR CLICK AND COLLECT) STAFF PACKING BOXES TO MOVE (200 APPROX IN TOTAL) SERVICES MOVING GONDOLAS, SCREENS AND BOXES TO GUILDHALL (CHTL AT GUILDHALL WITH LAYOUT PLAN – MEMBER OF STAFF UNPACKING BOXES)
FRIDAY	RETURN EMPTY BOXES TO LIBRARY LIBRARY CLOSED (OPEN FOR CLICK AND COLLECT) STAFF PACKING BOXES TO MOVE (200 APPROX IN TOTAL) SERVICES MOVING GONDOLAS AND BOXES TO GUILDHALL (CHTL AT GUILDHALL WITH LAYOUT PLAN – MEMBER OF STAFF UNPACKING BOXES) RETURN EMPTY BOXES TO LIBRARY
SATURDAY	LIBRARY CLOSED

**WEEK 2**

MONDAY	LIBRARY CLOSED (OPEN FOR CLICK AND COLLECT) STAFF PACKING BOXES TO STAY AT LIBRARY (APPROX 240 BOXES) STAFF PREPPING GUILDHALL LIBRARY SHELVES
TUESDAY	LIBRARY CLOSED (OPEN FOR CLICK AND COLLECT) STAFF PACKING BOXES TO STAY AT LIBRARY (APPROX 240 BOXES) STAFF PREPPING GUILDHALL LIBRARY SHELVES
WEDS AM	LIBRARY CLOSED - STAFF PACKING BOXES TO STAY (APPROX 240 BOXES)
THURSDAY	LIBRARY CLOSED (OPEN FOR CLICK AND COLLECT) STAFF PACKING BOXES TO STAY AT LIBRARY (APPROX 240 BOXES) STAFF PACKING BOXES OF OFFICE STUFF/FURNITURE TO TAKE TO GUILDHALL STAFF PACKING BOXES OF OFFICE STUFF/FURNITURE TO STAY AT LIBRARY SERVICES MOVING BOXES OF OFFICE STUFF/FURNITURE TO TAKE TO GUILDHALL CHTL/STAFF GETTING FURNITURE READY AT GUILDHALL
FRIDAY	LIBRARY CLOSED STAFF PACKING BOXES TO STAY AT LIBRARY (APPROX 240 BOXES) STAFF PACKING BOXES OF OFFICE STUFF/FURNITURE TO TAKE TO GUILDHALL STAFF PACKING BOXES OF OFFICE STUFF/FURNITURE TO STAY AT LIBRARY SERVICES MOVING BOXES OF OFFICE STUFF/FURNITURE TO TAKE TO GUILDHALL SERVICES MOVING ALL REMAINING FURNITURE AND STUFF TO BACK OF LIBRARY CHTL/STAFF GETTING FURNITURE READY AT GUILDHALL
SATURDAY	BUILDING VACATED/LIBRARY CLOSED

- *Yet to be confirmed that during this period C.C. IT will be involved in unplugging and boxing staff computers, public computers, printer and kiosks.*

The approved Guildhall set-up requires 17 of our mobile wheeled book 'gondolas' to be moved as well as over 200+ boxes and associated furniture. These empty boxes are to be returned to the Library Hub from the Guildhall to store the books that will stay stored at the Hub over the refurbishment period.

Whilst at the Guildhall, C.C. four Library laptops will be used with mobile library software 'Soprano' through the Guildhall Wifi. Delivery of Click and Collect orders will continue on a Tuesday and Thursday from C.C. as normal for processing. These will be delivered to the library by use of the Guildhall elevator. No books will be returned to C.C. during this period so there will be an organic growth of stock in the interim Library as books are returned to us from local customers and held as stock.

In line with Guildhall opening hours and building security it is recommended that the interim Library will open full-days on Mondays, Tuesdays, Thursdays and Fridays and Half day on Wednesday (10am – 1pm) instead of opening Saturday mornings.

In our temporary Library space we will be able to promote the new Home Library Service and continue to welcome our current community groups. Music Man will continue on Tuesdays and we will endeavor to have other appropriate activities and events.

**End of report**  
**Community Hub Team Leader**