



DATE: March 3, 2015

AGENDA ITEM # 3

**TO:** Library Commission

**FROM:** Peggy Ford, Staff Liaison

**SUBJECT:** Directional Signage for Woodland Library

**RECOMMENDATION:**

Receive staff report

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**BACKGROUND**

At the November 4, 2014 Library Commission meeting, Commissioners asked staff to look into clearing away overgrown trees that were obscuring signs that direct people to the Woodland Library. Also, Commissioners asked if signs could be installed that were bigger in size. Subsequently, maintenance staff did go out and cut back the trees that were in the way of signage, but unfortunately the signs cannot be made larger.

In addition, at the January 6, 2015 Library Commission meeting, Commissioners asked staff to look into the possibility of reflective lettering for signage and/or a library symbol sign to be installed in route to the Library as a directional sign for Woodland Library.

**DISCUSSION**

All street signs are made a standard size. Maintenance staff is unable to increase specific sign size to accommodate this request. Signs must adhere to appropriate standardizations. Maintenance staff will look into the purchase and installation of a “Library Symbol Sign” for Woodland Library. Since the last meeting, Maintenance crews have also trimmed tree branches that were blocking lighting near the Woodland driveway. Staff will update the Commission with more information concerning signage as it becomes available.

At the February Library Commission meeting, Commissioners asked that staff enquire about additional Library signage to be installed at Arboretum Ave and Grant Ave. Staff visited the location and noted a new wooden sign installed at this location. A Woodland Library sign can be added to this sign location. If it is installed, Woodland Library Signage would be located at all cross streets thus improving directional access to the library.