



DATE: June 2, 2015

AGENDA ITEM # 2

**TO:** Library Commission

**FROM:** Peggy Ford, Staff Liaison

**SUBJECT:** Directional Signage for Woodland Library

**RECOMMENDATION:**

Receive 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.

At the March Library Commission meeting, staff reported that a new directional sign for Woodland Library was being added to an existing sign post at Grant Rd. and Foothill Expressway.

City staff will also be installing a Library symbol sign near the Woodland Library entrance. The Commission will be notified when signs are in place.



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The Woodland Library sign at Foothill and Grant Roads has been installed. This is the wooden sign with white engraved writing and a directional arrow. The reflective sign is being updated to have a library symbol and arrow on the front and back of it. It will be installed across from the Library entrance as soon as it is complete. The Commission liaison and Commissioner Bhagavan met at Woodland Library to best determine location of sign placement. Another location of consideration for a library symbol sign is at Grant Road and the frontage road leading to the library on the Saint Simon's side of the road. Staff will work with the City Maintenance department to request additional signage and installation if approved for installation.

Staff is waiting for sign to be updated which will include both sides of sign with same information directing drivers to the Woodland Library.