



FUTURE OF THE SUNNYVALE MAIN LIBRARY

Civic Center Phase 2: Planning – Main Library

Parks and Recreation Commission | Dec. 13, 2023



Agenda

1. Introduction
2. Project Background
3. Phase 2 Project Overview
4. Project Development
5. Community Outreach Progress Update
6. Needs Study
7. Next Steps

Introductions



Allison Boyer, Stephen Ping

Michelle Perera, Garrett Kuramoto



David Schnee, Andrea Gifford, Hannah Bahney

Project Background

Civic Center Modernization

- The **Civic Center Master Plan** was adopted by City Council in 2018
- The Master Plan was broken into **three phases** for implementation
 - ◆ Phase 1: City Hall & Emergency Operations Center
 - ◆ **Phase 2: Main Library**
 - ◆ Phase 3: DPS Headquarters



Full Civic Center Master Plan Vision

Civic Center Master Plan Project Success Criteria



Improve the Quality of Services – Leaders in New Service Innovation



Fiscally Responsible



Accessible to All Members of Our Diverse Community



Civic and Community Engagement



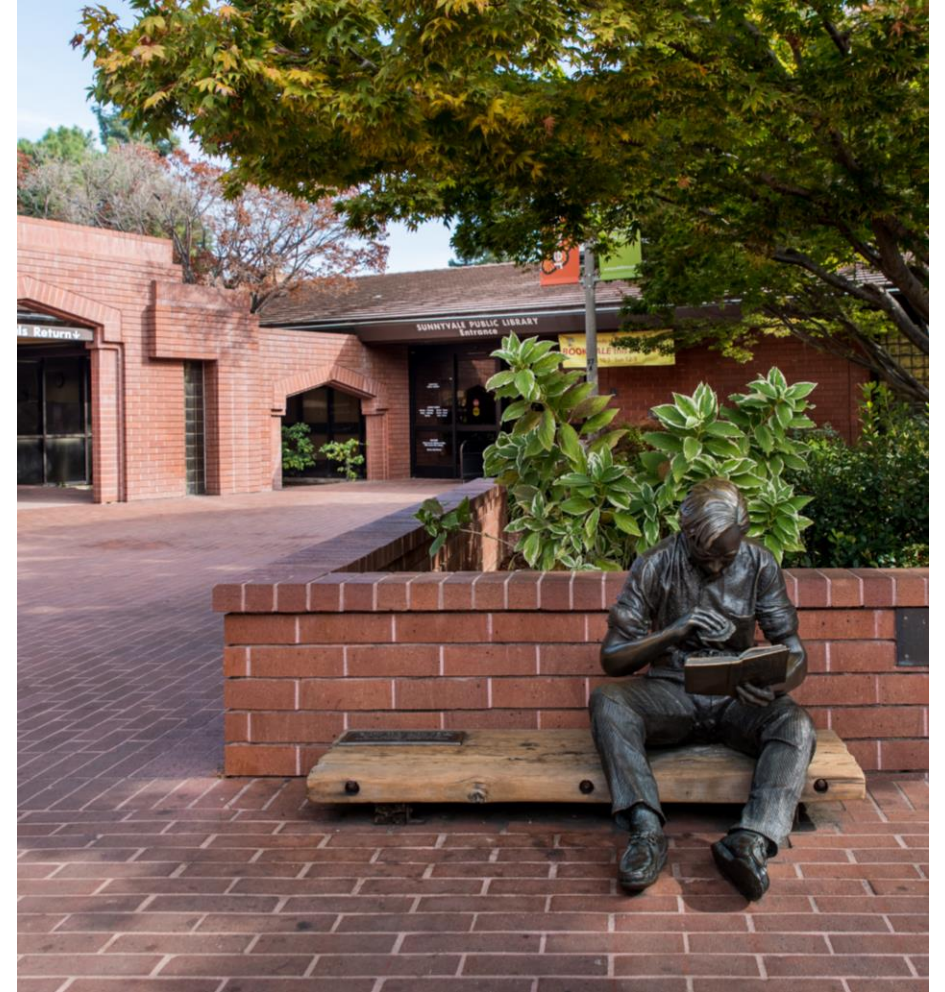
Increase Usability of Open Space



Leaders in Sustainability

Phase 2 Project Overview

- **Funding for planning** is currently available for the Main Library.
- We are anticipating that an item will need to be placed on the **voter ballot** to raise the necessary funding.
- The focus right now is to **determine and prioritize needs** of the main library for current and future use.
- Next, the team will design **three concepts** that will be presented to Council. Council will choose a concept and decide whether that concept is placed on the voter ballot in November 2024.



Library Options that will be Explored

- Renovate Existing Library and Addition



OPTION 1

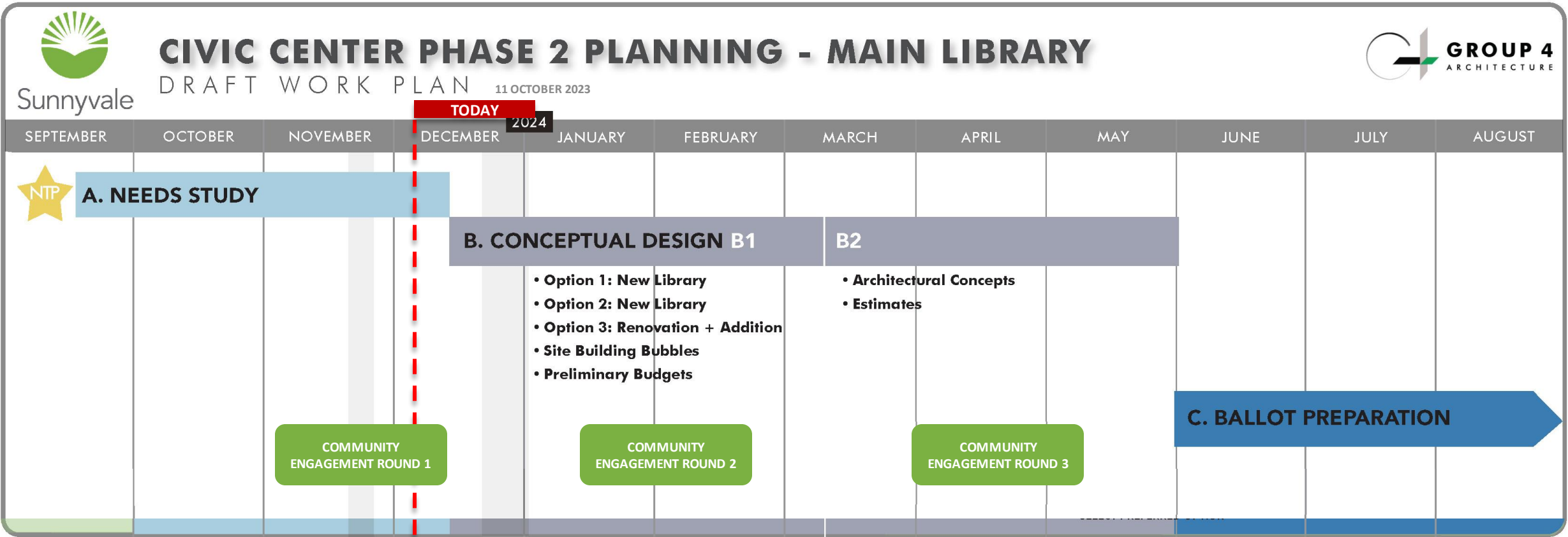
Library Options that will be Explored

- New Library that meets medium and high priorities
- New Library that meets all needs



OPTION 2 + 3

Project Schedule & Work Plan



NTP

TODAY
2024

2024

B. CONCEPTUAL DESIGN B1

B2

- Option 1: New Library
- Option 2: New Library
- Option 3: Renovation + Addition
- Site Building Bubbles
- Preliminary Budgets

- Architectural Concepts
- Estimates

COMMUNITY
ENGAGEMENT ROUND 1

COMMUNITY
ENGAGEMENT ROUND 2

COMMUNITY
ENGAGEMENT ROUND 3

C. BALLOT PREPARATION

Project Development

Library of the Future Needs Study (2007)

- Children's Services: only **11%** of total space in library, lacking room for **display, seating, play, storytelling**
- Configuration of library **limits flexibility**
- **Technological demands** on facility exceed data wiring infrastructure
- Lacking in **group study rooms, self-contained teen area, presentation room** large enough for programs



Study and Strategy

VOLUME 1

Prepared in collaboration with the
Sunnyvale Public Library

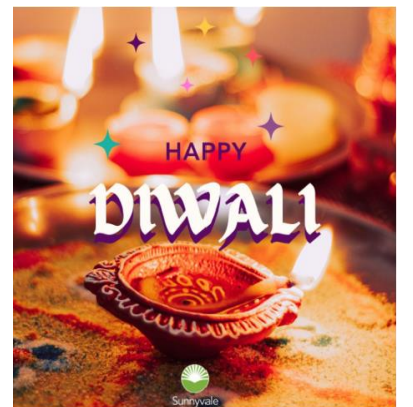
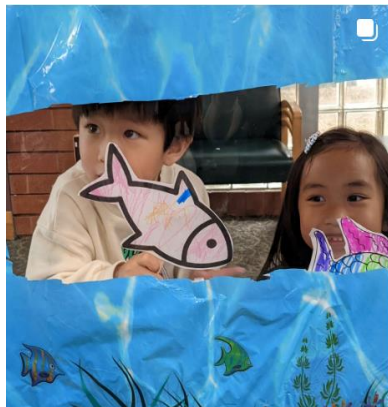
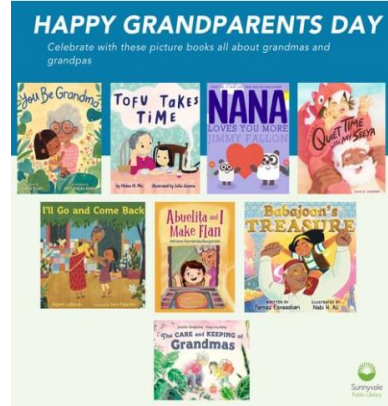
Published Date, December 13, 2006
Revised Date, June 28, 2007

by



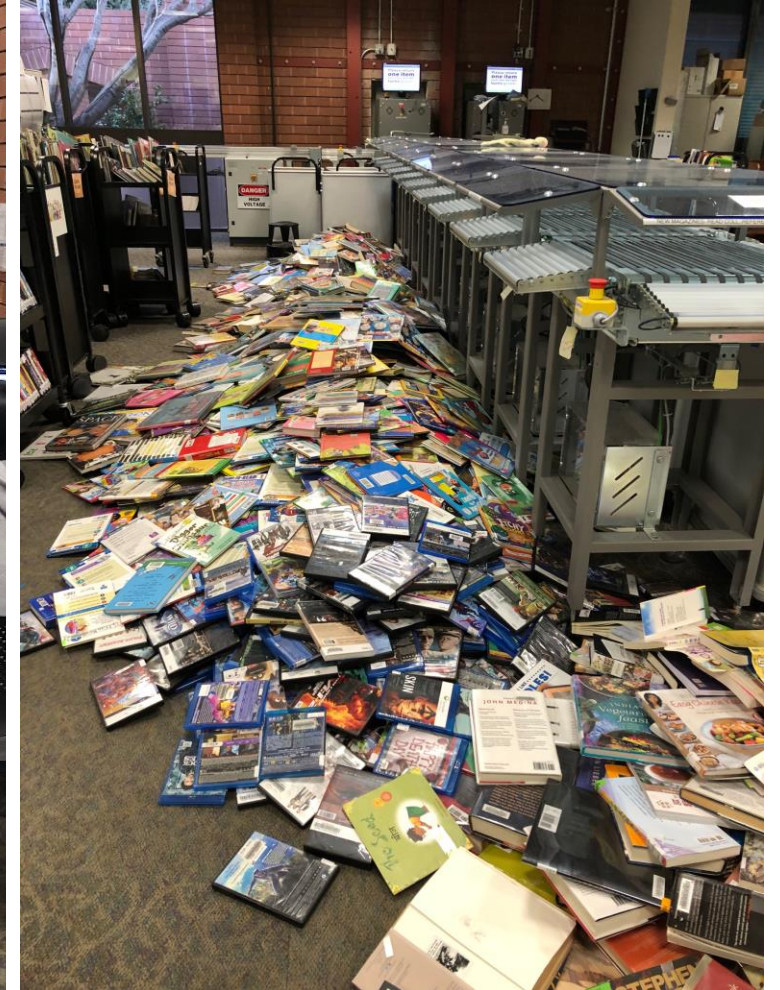
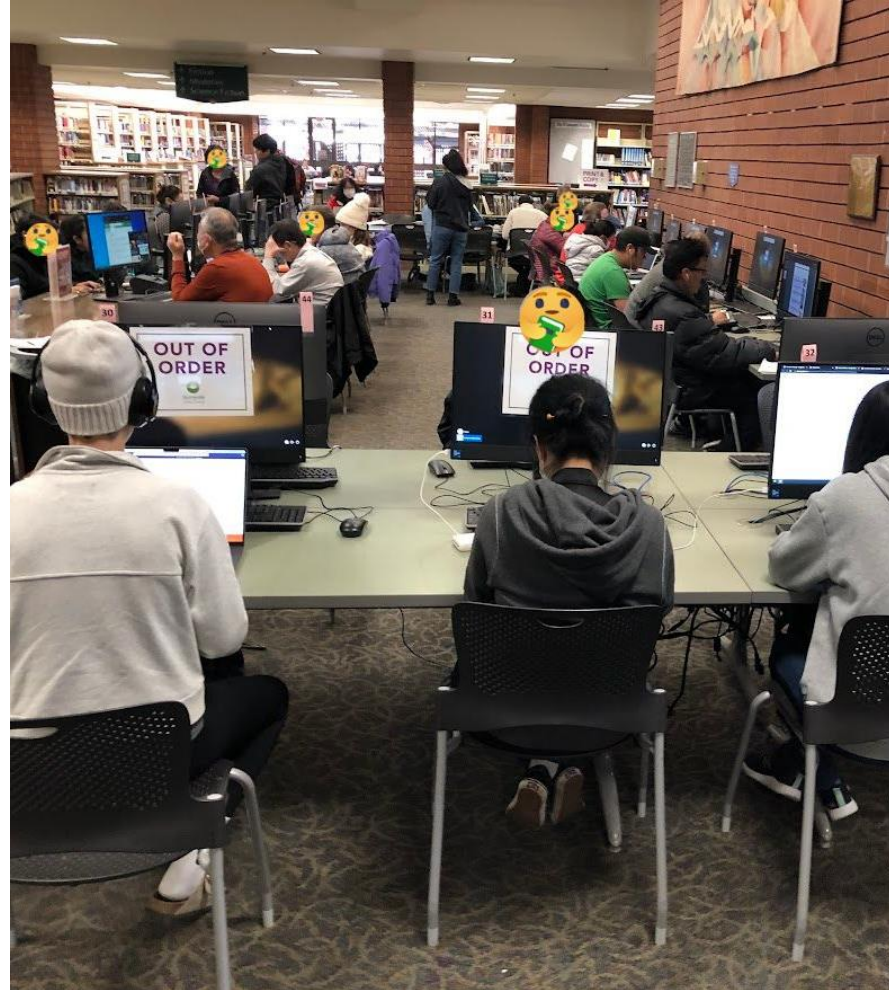
ANDERSON BRULE ARCHITECTS

Sunnyvale Library is vibrant, vital center of community life



We Have Outgrown the Facility

- Materials (books, videos, etc.)
- Program Space
- Technology



Current facility unable to meet program & service demand



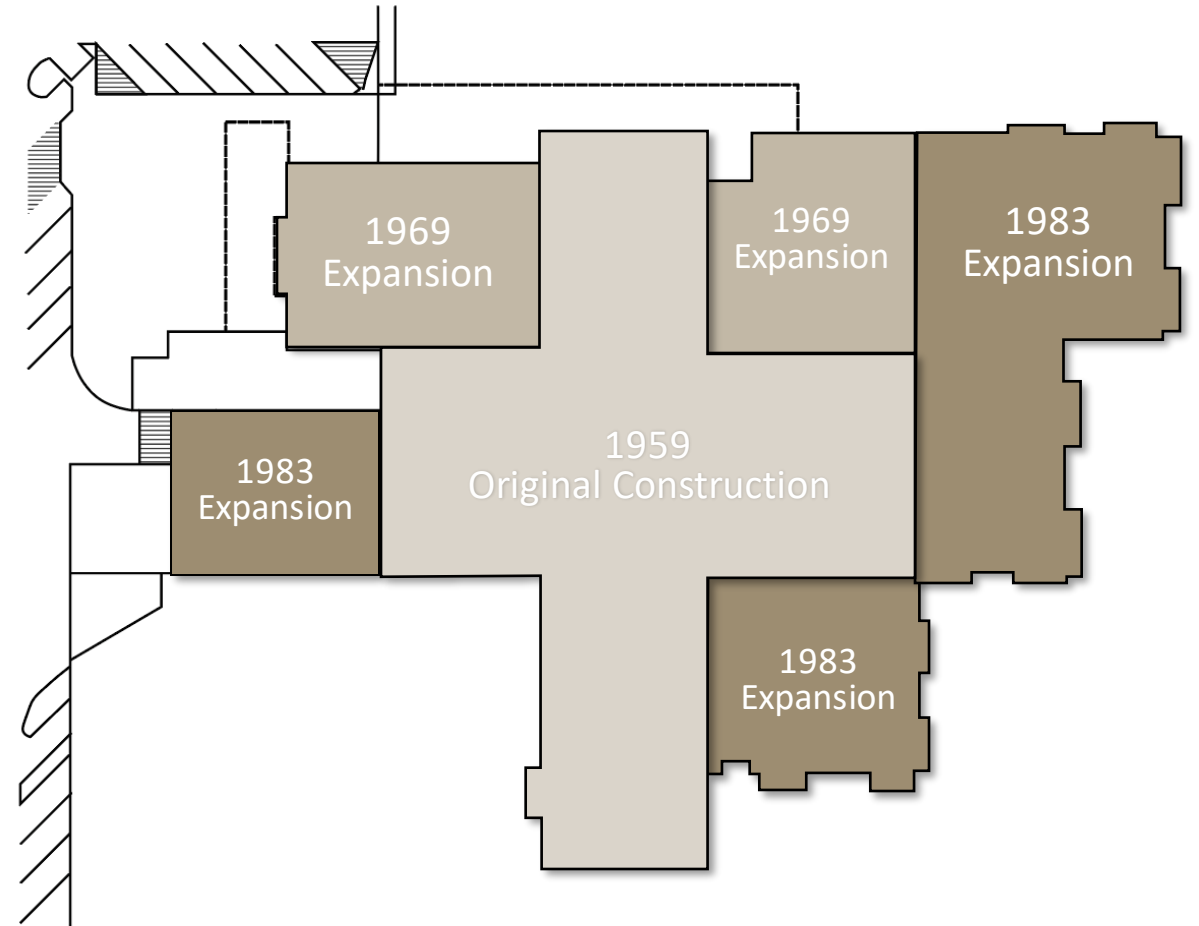
Old Building in Need of Serious Maintenance



The library has not kept up with community growth

Expansions over Time

- Built in 1959, the Library has been expanded twice to double its original size
- But Sunnyvale **population has more than tripled!**



Keep, Toss, Create Exercise with Library Staff & Leadership

Keep:

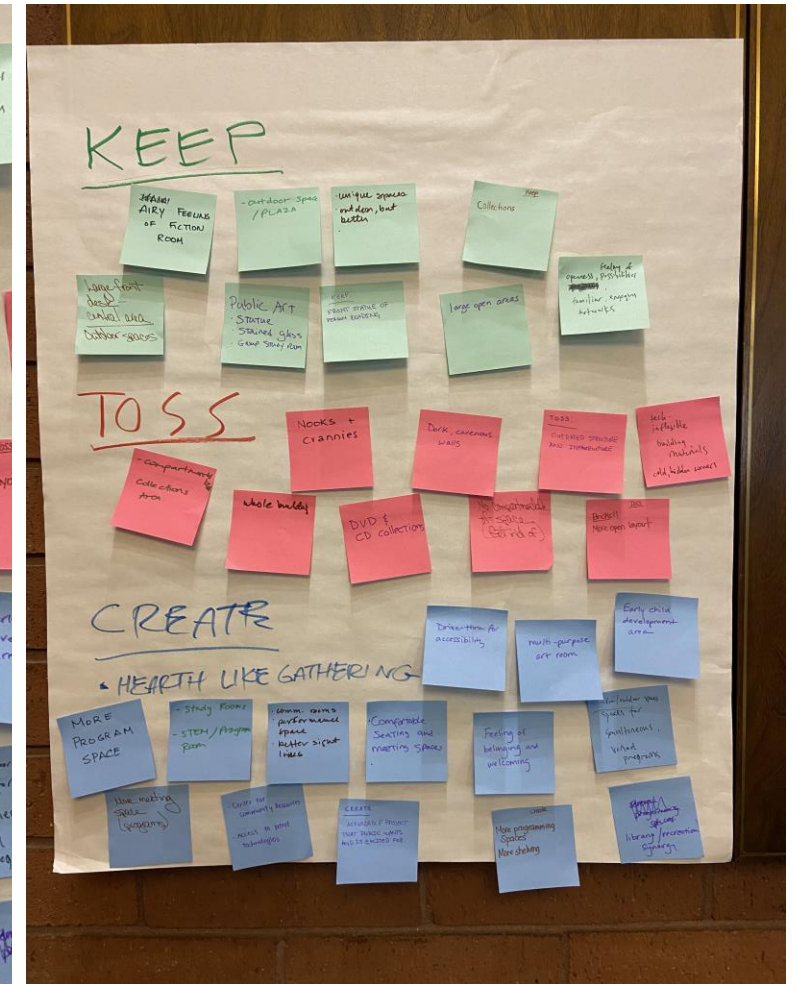
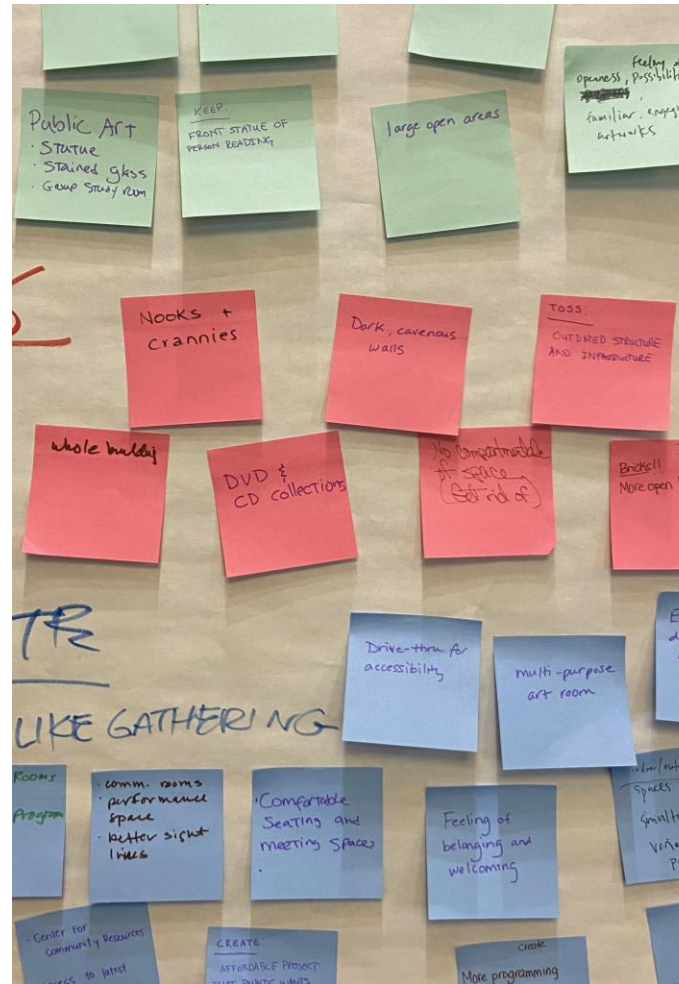
- local art, large front desk area, outdoor space, cultural & inclusive programming

Toss:

- old carpet, dark and cramped spaces, outdated equipment, poor restrooms

Create:

- light/airy/open space, more program & study rooms, children's rooms and expanded programming, dedicated teen space, access to tech, outdoor space & programming



A Place to Browse and Read



A Place to Learn and Play



A Place for Tweens and Teens



A Place to Gather and Connect



A Place to Collaborate and Share



A Place to Create and Innovate



A Place to Learn and Explore



Welcoming Customer Experience



Our Community Engagement Process

Engaging the Community

- **5 Pop Up Kiosks** at Local Events
 - 2 Farmer's Markets, Winter Wonderland, Friends of the Library Book Sale, and the Christmas Tree Lighting
- **iPad Kiosks** at the Sunnyvale Main Library and the Community Center
- **Community Survey**
 - Multiple rounds – progress report for Round 1 later in this presentation!

For more information, visit: [Sunnyvale.ca.gov](https://www.sunnyvale.ca.gov),
Search: Future Main Library

Over **1,000**
community
members
participated to
date!



Take our Round 1 Community Survey!

FUTURE OF THE SUNNYVALE MAIN LIBRARY

EL FUTURO DE LA BIBLIOTECA CENTRAL DE SUNNYVALE

桑尼維爾圖書館的未來




WHAT IS YOUR VISION FOR OUR FUTURE MAIN LIBRARY?

¿CUÁL ES TU VISIÓN PARA LA NUEVA BIBLIOTECA PRINCIPAL?

你對主圖書館的構想是什麼?

The Sunnyvale Main Library is a vital place for culture, connection, and life-long learning within our community. Built in 1960, the Library has not been renovated since 1983. We are not able to meet community demand for programs and services with the current facility. We are exploring revitalizing the Library as part of the Civic Center Modernization project. We want to hear your thoughts to ensure the project meets the needs of the community. Let's bring this vision to life together!

La Biblioteca Central de Sunnyvale es un lugar vital de cultura, conexión y aprendizaje para nuestra comunidad. Fue construida en 1960 y no ha sido renovada desde 1983. Actualmente no podemos satisfacer la demanda de programas y servicios con las instalaciones existentes. Estamos explorando la revitalización del edificio como parte del proyecto de Modernización del Centro Cívico. Queremos tu opinión para asegurarnos que el proyecto cubra las necesidades de la comunidad. ¡Demos vida juntos a esta visión!

桑尼維爾圖書館是為我們的社區提供文化、連結和終身學習最重要的地方。建於1960年的圖書館，距離上次1983年的翻修也已經過了很久。我們現有的設施已經無法滿足社區對於活動和服務的需求。作為市政現代化計畫的一部分，桑尼維爾正在積極為圖書館注入新的活力。我們希望聆聽你的想法，以確保該計畫能滿足社區的需求。讓我們共同將願景變成現實！

BEGIN BY PLACING YOUR DOTS ON OUR INTERACTIVE BOARDS BELOW...

COMIENZA COLOCANDO TUS PUNTOS EN NUESTROS TABLEROS INTERACTIVOS...

請把你手中的圓點貼在我們下方的互動板上...

HOW OFTEN DO YOU USE THE LIBRARY?

¿CON QUÉ FRECUENCIA UTILIZAS LA BIBLIOTECA?

你多久使用一次圖書館?

NEVER NUNCA 從不	QUARTERLY TRIMESTRAL 每季一次	MONTHLY MENSUAL 每月一次	WEEKLY SEMANALMENTE 每週一次	DAILY DIARIAMENTE 每天一次
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HOW DO YOU GET TO THE LIBRARY?

¿CÓMO LLEGAS A LA BIBLIOTECA?

你怎麼前往圖書館?

WALK CAMINANDO 走路	BIKE / SCOOTER EN BICICLETA O MONOPATÍN 自行車/摩托車	PUBLIC TRANSIT TRÁNSITO PÚBLICO 大眾運輸	CAR AUTO / CARRO 私家車	OTHER OTRO 其他
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FUTURE OF THE SUNNYVALE MAIN LIBRARY

EL FUTURO DE LA BIBLIOTECA CENTRAL DE SUNNYVALE

桑尼維爾圖書館的未來

WHAT WOULD YOU LIKE TO SEE IN THE NEW LIBRARY?




¿QUÉ TE GUSTARÍA VER EN LA NUEVA BIBLIOTECA?

你希望在新圖書館看見什麼?

-Vote with dots for all that apply

-Vota con puntos por todo lo que te guste




-用點投票給所有符合的情況

MAKERSPACE
ESPACIO DE CREACIÓN
手工勞動空間

MUSIC + VIDEO LAB
LABORATORIO DE MÚSICA + VIDEO
音樂 + 影片實驗室




COWORKING + SMALL BUSINESS SUPPORT
ESPACIO DE TRABAJO + APOYO A PEQUEÑAS EMPRESAS Y EMPRENDIMIENTOS
合作 + 小型商業發展支持

EVENTS + PRESENTATIONS
EVENTOS + PRESENTACIONES
大型活動 + 演示

RECREATION PROGRAMS + CLASSES
PROGRAMAS DE RECREACIÓN + CLASES
娛樂項目 + 課程



ARTS + CRAFTS PROGRAMS
PROGRAMAS DE ARTES + MANUALIDADES
藝術 + 工藝品項目

GAMING + VIRTUAL REALITY
VIDEO JUEGOS + REALIDAD VIRTUAL
遊戲 + 虛擬現實

CHILDREN'S EXPLORATION + DISCOVERY
ÁREA DE EXPLORACIÓN + DESCUBRIMIENTO PARA NIÑOS
兒童探索 + 發現

OTHER?
¿ALGO MÁS?
其他?



SURVEY OPEN UNTIL JANUARY 12

<https://www.surveyhero.com/c/SVMLCommunitySurveyRound1>

Engagement Schedule Round 1

Past + Existing Engagements	When	Votes
Sunnyvale Farmer's Market	Saturday, November 18, 9am-1pm	250
Friends of the Library Book Sale	Saturday, November 18 - Sunday, November 19	130
Winter Wonderland	Saturday, December 2, 9am-12pm	150
Downtown Tree Lighting	Saturday, December 2, 5pm-7:30pm	155
Library: Ipad Kiosk	November 10 – December 16	379
Community Center: Ipad Kiosk	November 28 – December 16	
Upcoming Engagements	When	Total as of 12/4: 1,064
Library Board of Trustees	Monday, December 4, 7pm	
Parks Commission	Wednesday, December 13, 7pm	
Winter Wellness Event	Saturday, December 16	
City Council Study Session	Tuesday, January 9, 7pm	





Community Outreach Progress

November 08 – November 30, 2023

Over **1,000** community members have participated through:

- *4 Pop-Up Kiosks: Farmer's Market, Friends of Library Book Sale, Winter Wonderland, Tree Lighting Ceremony*
- *2 Standing Kiosks at the Library and the Recreation Center*
- *Online Survey*

 Sunnyvale
Public Library



Future of the Sunnyvale Main Library

PARTICIPATE AND SHARE YOUR VISION


Join us in shaping the vision for our future Sunnyvale Main Library at the Civic Center Campus. With input from the community, we will design the library to meet your needs. Come to the Sunnyvale Library Board meeting or the Sunnyvale Parks and Recreation Commission to provide feedback. Scan the QR code below to take the Community Survey.

TAKE THE COMMUNITY SURVEY

SUNNYVALE MAIN LIBRARY
BOARD OF TRUSTEES MEETING
MONDAY, DEC. 4

SUNNYVALE PARKS AND
RECREATION COMMISSION MEETING
WEDNESDAY, DEC. 13

MEETINGS WILL
BE HELD:
7 P.M.
@ ROOM 145
CITY HALL
456 W. OLIVE AVE



What We Are Hearing: Community Input as of 11/30



INTERACTIVE DISPLAYS +
DEMONSTRATIONS
PANTALLAS INTERACTIVAS +
DEMOSTRACIONES
互動展覽 + 演示



OUTDOOR READING
LECTURA AL AIRE LIBRE
室外閱讀



ENTERTAINMENT + MUSIC + MOVIES
VIDEO JUEGOS + REALIDAD VIRTUAL
娛樂 + 音樂 + 電影



JOB + RESOURCES CENTER
CENTRO DE EMPLEO + RECURSOS
工作 + 資源中心



MULTI-CULTURAL PROGRAMS +
WORLD LANGUAGES COLLECTION
PROGRAMAS MULTICULTURALES
+ COLECCIÓN DE LENGUAJES
MUNDIALES
多功能文化項目 + 世界語言匯集



AFTER HOUR BOOK PICK-UP &
DROP-OFF
PRÉSTAMO Y DEVOLUCIÓN
LIBROS CON HORARIO AMPLIADO
正常上班時間外圖書領取及歸還



MAKERSPACE
ESPACIO DE CREACIÓN
手工勞動空間



MUSIC + VIDEO LAB
LABORATORIO DE MÚSICA + VIDEO
音樂 + 影片實驗室



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EVENTS + PRESENTATIONS
EVENTOS + PRESENTACIONES
大型活動 + 演示



RECREATION PROGRAMS + CLASSES
PROGRAMAS DE RECREACIÓN
CLASES
娛樂項目 + 課程



RESILIENCE CENTER
CENTRO DE RESILIENCIA
復原力中心



ARTS + CRAFTS PROGRAMS
PROGRAMAS DE ARTES +
MANUALIDADES
藝術 + 工藝品項目



GAMING + VIRTUAL REALITY
VIDEO JUEGOS + REALIDAD
VIRTUAL
遊戲 + 虛擬現實



CHILDREN'S EXPLORATION +
DISCOVERY
ÁREA DE EXPLORACIÓN +
DESCUBRIMIENTO PARA NIÑOS
兒童探索+發現



LOCAL ART DISPLAY
MUESTRA DE ARTE LOCAL
本地藝術展覽



FLEXIBLE COMMUNITY ROOM
SALA COMUNITARIA FLEXIBLE
靈活的社區房間



OTHER?
¿ALGO MÁS?
其他?

Program Options

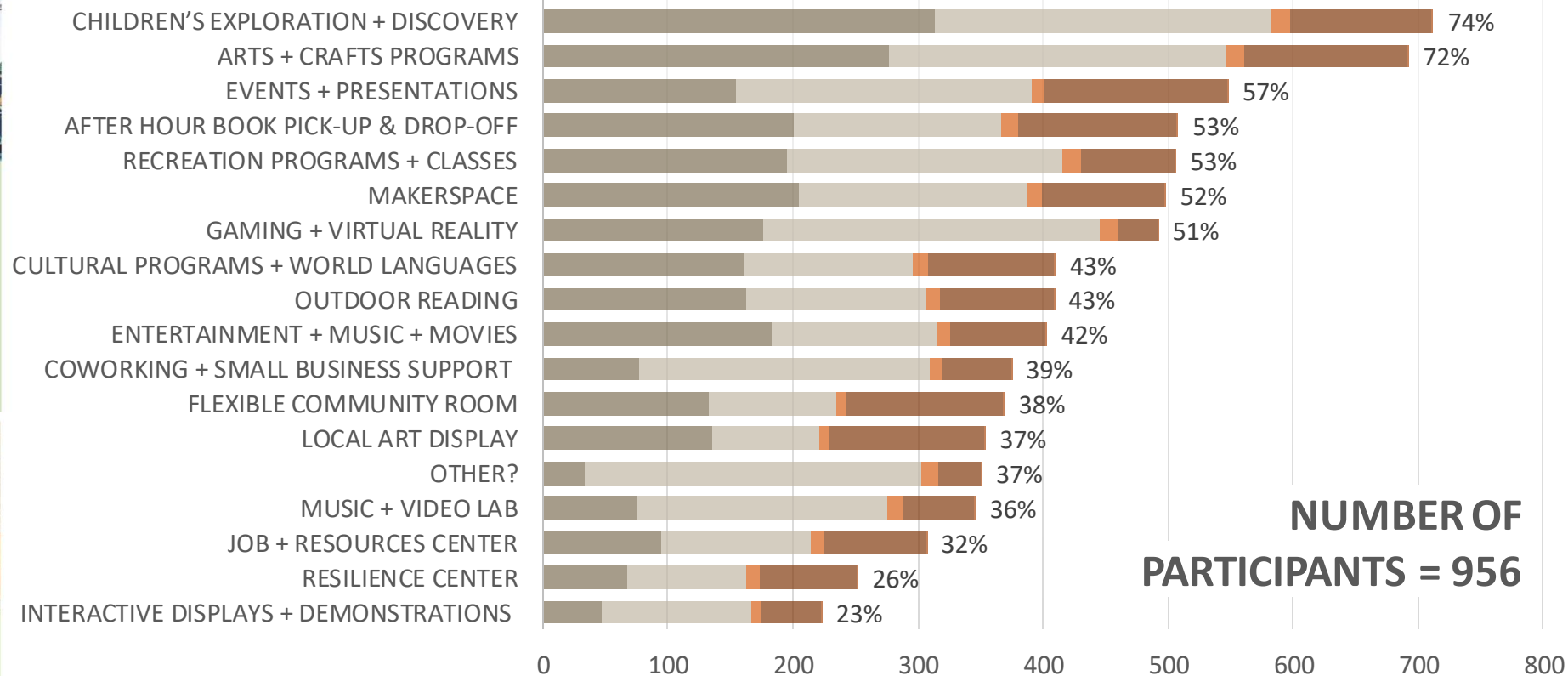


CHILDREN'S EXPLORATION + DISCOVERY
ÁREA DE EXPLORACIÓN + DESCUBRIMIENTO PARA NIÑOS
 兒童探索+發現



ARTS + CRAFTS PROGRAMS
PROGRAMAS DE ARTES + MANUALIDADES
 藝術 + 工藝品項目

CHILDREN'S & ART are high priority for the community



■ Library 11/8-11/30 ■ Book Sale 11/18 ■ Farmer's Market 11/18 ■ Survey as of 11/30

Winter Wonderland, Tree Lighting, and Parks and Recreation votes to be added soon

Community Values



OPEN GREEN SPACE



ACCESS TO TECHNOLOGY

GREEN SPACE & TECHNOLOGY
are high priority for the community



Winter Wonderland, Tree Lighting, and Parks and Recreation votes to be added soon

Library Experiences and Places

BROWSING
DISCOVER
INSPIRE



CHILDREN
LEARN
PLAY



TWEEN
STUDY
HANGOUT



TEEN
ENGAGE
CHILLOUT



ADULT
BROWSE
RELAX



GATHER
CONNECT
INTERACT



COLLABORATE
FOCUS
SHARE



MAKER
TINKER
INVENT



LEARN
EXPLORE
REFLECT



INNOVATE
CREATE
IMAGINE



STAFF SERVICE
FRIENDLY
CONVENIENT

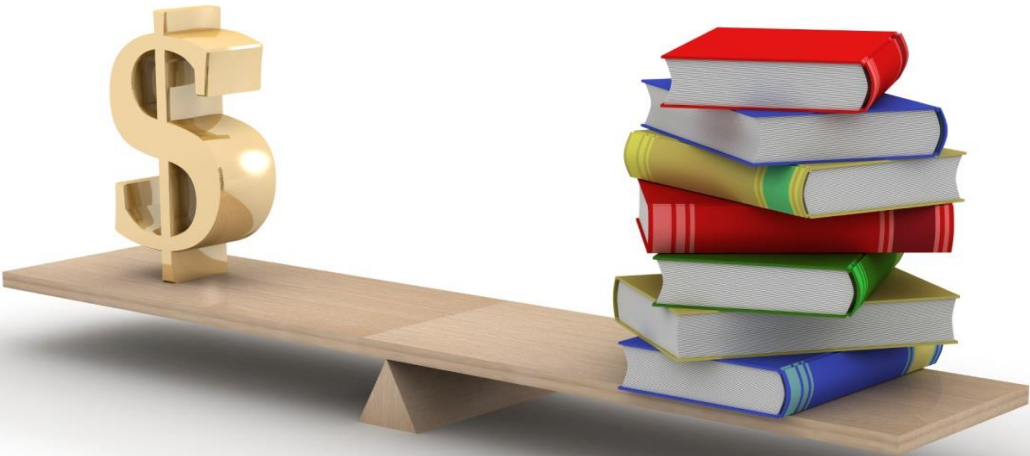


PLAZA
COMMUNITY
GROW



Library Spaces → Building Program

- We will prepare a building program that is scalable depending on cost and funding



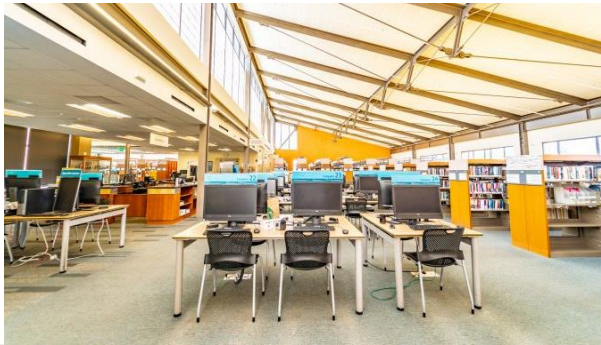
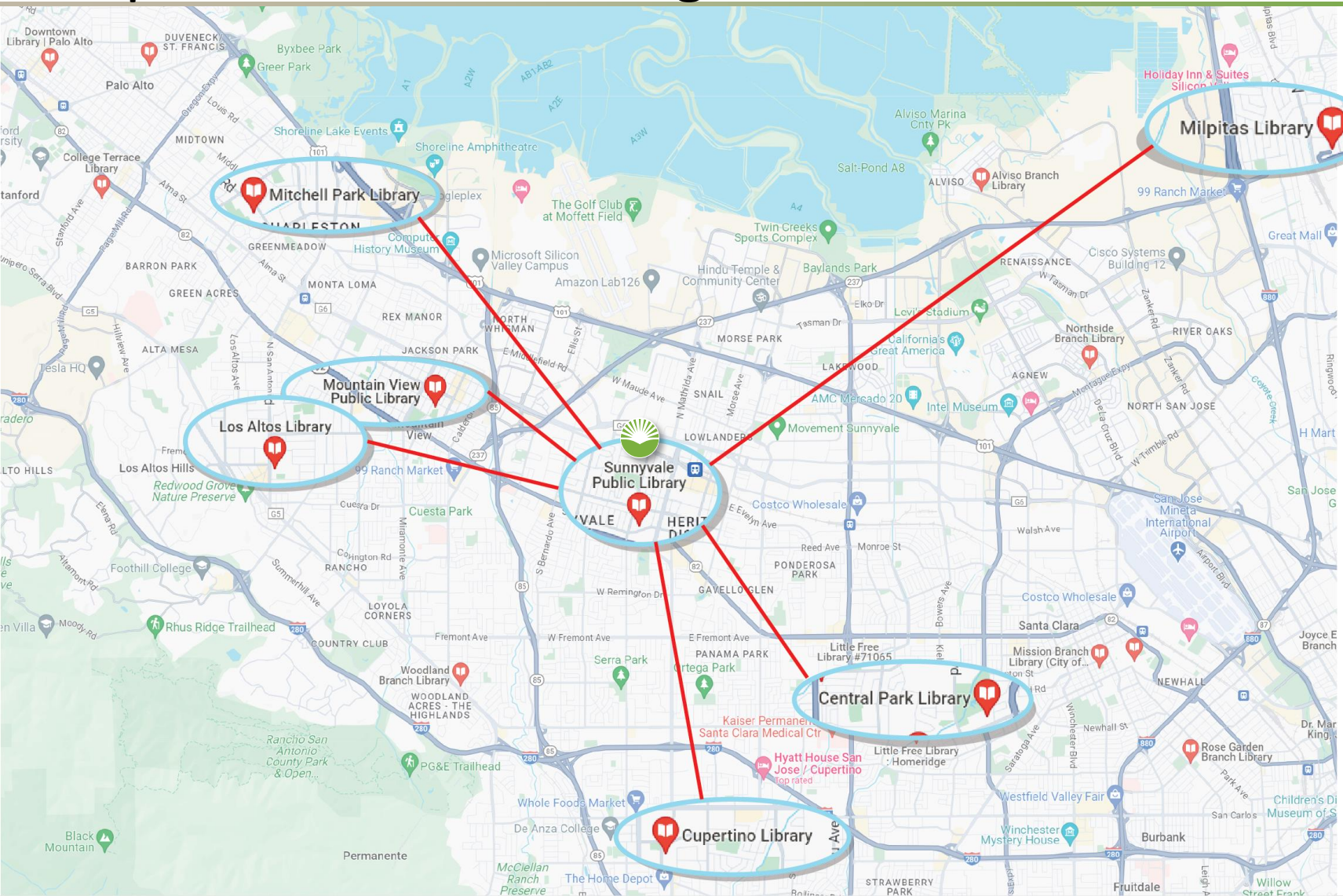
DRAFT BUILDING PROGRAM

DML COLLECTION
WORK

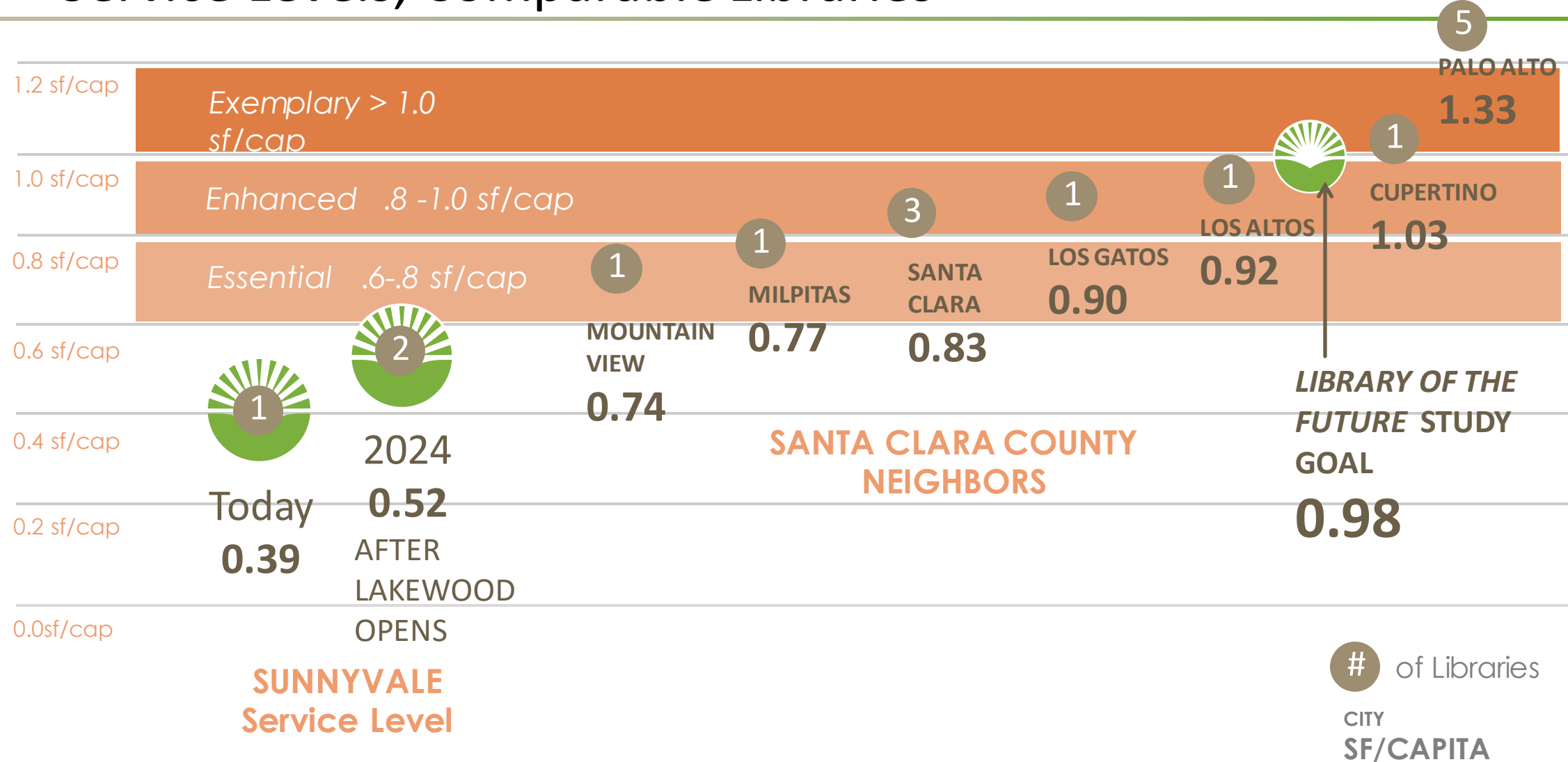
DRAFT

DRAFT BUILDING PROGRAM		QTY	ABBREV.	Items on Shelves 29% Reduction from MP	ITEMS ON SHELVES - BUILDING PROGRAM	ITEMS PER LF	STACK DEPTH	UNIT QTY.	STACK TYPE	STACK DESCRIPTION	NSF/ UNIT	TOTAL NSF
1	ENTRY											
	1a Vestibule	1								20 hour lobby	150	150
	1b Lobby	1									300	300
	SELF-CHECK STATIONS	4									25	100
	HOLDS				810		12"	3.0 DF units	60" wooden shelving	5 sh, 12" deep		54
	1c Food Service (Vending)	1									80	80
	TOTAL											
2	MARKETPLACE											
	3a Marketplace Ar											
	SERVICE D											
	Collection											
	BROWSING											
	Adult B											
	Childre											
	Teen N											
	AV Fict											
	AUDIO / VIS											
	AUDIO/VIS											
	Childre											
	Childre											
	Childre											
	DISPLAY											
	Seating											
	LOUNGE											
	READER 4-											
	READER 2-											
	Computers											
	EXPRESS I											
	CATALOG I											
	PC RESER											
	3b Copy											
	TOTAL											
3	MEETING ROOM											
	3a Meeting Room											
	3b Meeting Room											
	3c 2-Person Group											
	3d 4-Person Group											
	3e 6-Person Group											
4	OPPORTUNITY SPACE											
	4a Opportunity Space	1										
	4b Opportunity Space storage	1										
	TOTAL											
5	ADULT											
	5a Adult Area											
	Fiction											
	COLLECTION Adult Fiction											
	Adult Fiction Books				AFIC	3,500	3,510	9	10 in	13 DF units 60" metal shelving	5 sh, 10	
	Genre Fiction				AGENR	3,000	2,970	9	10 in	11 DF units 60" metal shelving	5 sh, 10	
	Paperback - Mass Market											
	COLLECTION Pocket sized mass market				APB	1,000	1,080	12	10 in	3.0 DF units 60" metal shelving	5 sh, 10	
	Non Fiction											
	COLLECTION Adult non-fiction, incl. Ref											
	Adult Nonfiction/Biographies/Spanish				ANF	7,600	7,560	9	10 in	28.0 DF units 66" metal shelving	5 sh, 10	
	Reference				AREF	100	120	8	10 in	0.5 DF units 66" metal shelving	5 sh, 10	
	Periodicals											
	PERIODICALS - MAGAZINES				MAG	42	36	1	12 in	1.5 DF units 60" metal shelving	4 sh, 12	
	PERIODICALS - NEWSPAPERS				NEWSP	3	12	1	12 in	0.5 DF units 60" metal shelving	4 sh, 12	
	Large Type											
	LARGE TYPE				ALP	900	810	9	10 in	3.0 DF units 60" metal shelving	5 sh, 10	
	Seating											
	LOUNGE				TBD							
	READER 4-PERSON				TBD							
	READER 2-PERSON				TBD							
	FIREPLACE ELEMENT				1							
	Computers											
	ASSISTIVE DESKTOPS				1							
	COLLABORATIVE DESKTOPS				3							
	ADULT DESKTOPS				12							
	PRINT RELEASE DESKTOPS				1							
	PRINTER				2							

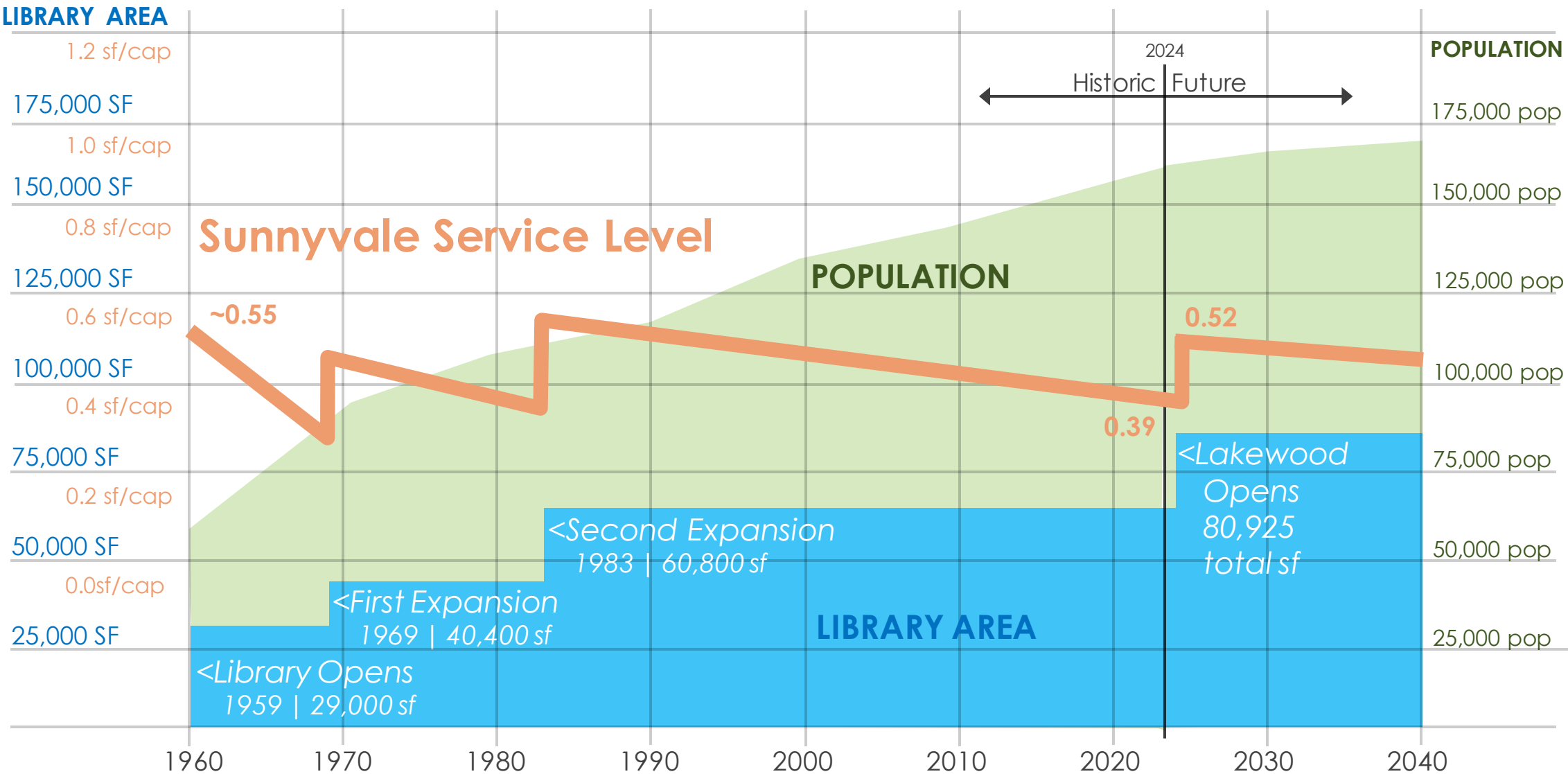
Comparable Libraries Targets



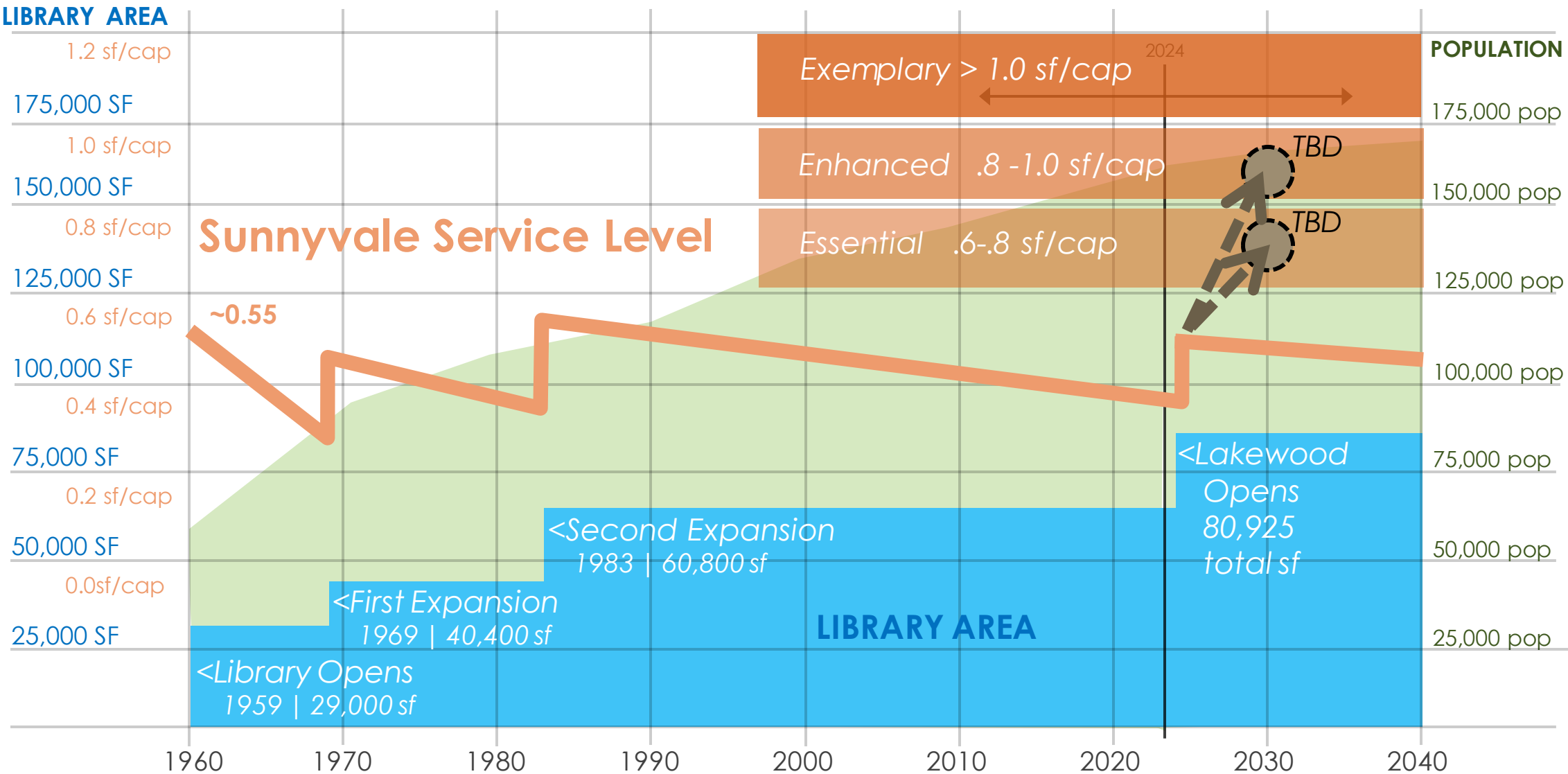
Service Levels, Comparable Libraries



Population Increasing, Service Level Decreasing

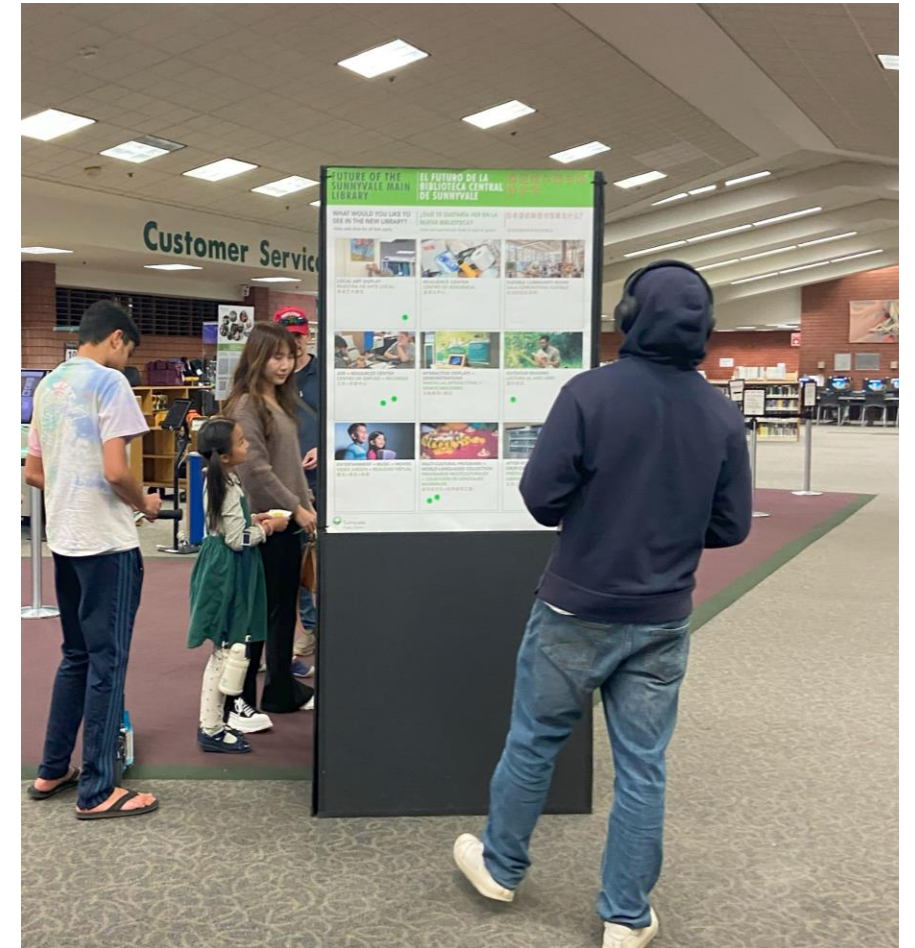


Population Increasing, Service Level Decreasing



Next Steps

- Community Survey Round 1
 - ◆ Collecting input until January 12th
- Sunnyvale City Council
 - ◆ Study Session on Community Input: January 9th
- Next Commissions Meetings
 - ◆ Joint: Board of Library Trustees + Parks and Recreation Commission
 - Proposed date: March 3rd at 7pm





THANK YOU!



Sunnyvale

Presentation Title Slide 2 with Sunnyvale Logo

Presenter Name
Location, Date





Presentation Title Slide 1 with Sunnyvale Logo + Partner Logo Placeholder

Presenter Name
Location, Date





Partner Logo Placeholder
in Slide Layout: Align with
Left Edge of This Box

Max. Height

Presentation Title Slide 2 with Sunnyvale Logo + Partner Logo Placeholder

Presenter Name
Location, Date





Presentation Title Slide with Sunnyvale Logo; No Photo Option

Presenter Name
Location, Date



Partner Logo Placeholder
in Slide Layout: Align with
Left Edge of This Box

Max. Height

Presentation Title Slide with Sunnyvale Logo + Partner Logo Placeholder; No Photo Option

Presenter Name
Location, Date



Section Divider Slide with Sunnyvale Logo

Presenter Name or Subtitle (Optional)



Partner Logo Placeholder
in Slide Layout: Align with
Left Edge of This Box

Max. Height

Section Divider Slide with Sunnyvale Logo + Partner Logo Placeholder

Presenter Name or Subtitle (Optional)

This is an Example of a Two Line Title, Title Case, Calibri, 32pt

Subtitle Placeholder: 2 Column Bullet Text, Broadcast

- First level bullet: Broadcast 28pt
 - ◆ Second level bullet: Decrease font 2pt and “Before Paragraph” spacing by half
 - Third level bullet: Same font and paragraph rules as above
- **2 column spacing = 0.4**
- Demote text using **HOME > PARAGRAPH > INCREASE LIST**
- **LEVEL** button (or **TAB** at start of line)
- Promote text using **HOME > PARAGRAPH > DECREASE LIST** **LEVEL** button (or **SHIFT+TAB** at start of line)

(1) Sample source formatting.

(2) Sample source formatting.

This is an Example of a Two Line Title, Title Case, Calibri, 32pt

Subtitle Placeholder: 1 Column Bullet, Non-broadcast

- First level bullet: Non-broadcast 24pt
 - ◆ Second level bullet: Decrease font 2pt and “Before Paragraph” spacing by half
 - Third level bullet: Same font and paragraph rules as above
- Demote text using **HOME > PARAGRAPH > INCREASE LIST LEVEL** button (or **TAB** at start of line)
- Promote text using **HOME > PARAGRAPH > DECREASE LIST LEVEL** button (or **SHIFT+TAB** at start of line)

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Subtitle Placeholder: 2 Column Bullet, Non-broadcast

- First level bullet: Non-broadcast 24pt
 - ◆ Second level bullet: Decrease font 2pt and “Before Paragraph” spacing by half
 - Third level bullet: Same font and paragraph rules as above
- **2 column spacing = 0.4**
- Demote text using **HOME > PARAGRAPH > INCREASE LIST LEVEL** button (or **TAB** at start of line)
- Promote text using **HOME > PARAGRAPH > DECREASE LIST LEVEL** button (or **SHIFT+TAB** at start of line)
- First level bullet: Non-broadcast 24pt
 - ◆ Second level bullet: Decrease font 2pt and “Before Paragraph” spacing by half
 - Third level bullet: Same font and paragraph rules as above

(1) Sample source formatting.

(2) Sample source formatting.

Two Content Layout

Two Columns of Text with Heading Boxes

Column One Heading

- First level bullet: Broadcast 28pt
 - ◆ Second level bullet: Decrease font 2pt and “Before Paragraph” spacing by half
 - Third level bullet: Same font and paragraph rules as above

Column Two Heading

- First level bullet: Broadcast 28pt
 - ◆ Second level bullet: Decrease font 2pt and “Before Paragraph” spacing by half
 - Third level bullet: Same font and paragraph rules as above

(1) Sample source formatting.

(2) Sample source formatting.

Sample Box Styles

Heading Box #1

- First bullet level
 - ◆ Second level
 - Third level

Heading Box #1

- First bullet level
 - ◆ Second level
 - Third level

Heading Box #2

Additional Content that Could Use a Secondary or Comparison/Contrasting Heading

Highlight Key Takeaway Box – Use Sparingly

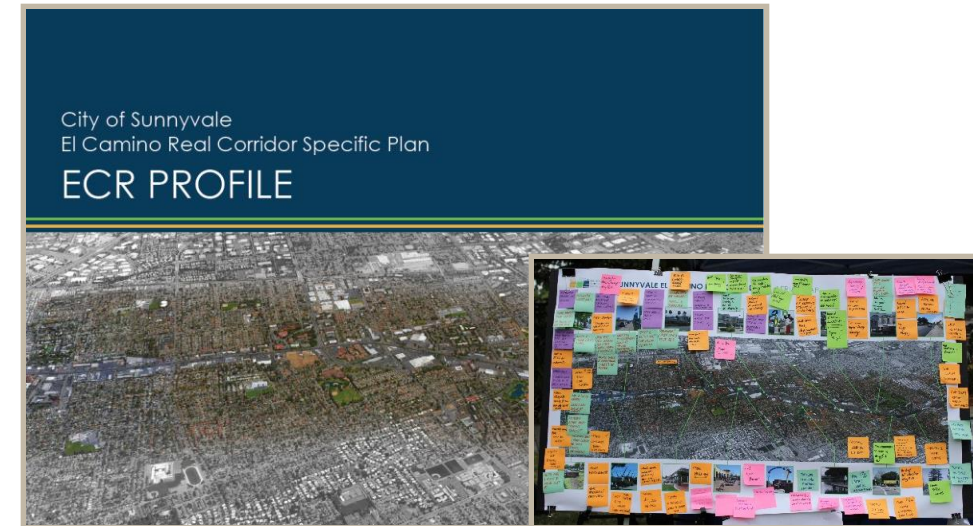
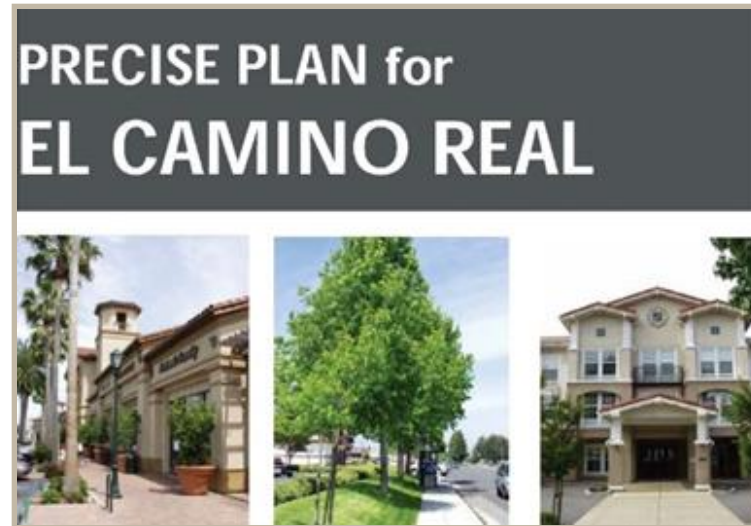
Image Sample: Full-page Landscape



Image Sample: Full-page Portrait



Multiple Images Example



Multiple images: Apply
2pt outline (sand color)
to frame images and
bring visual consistency

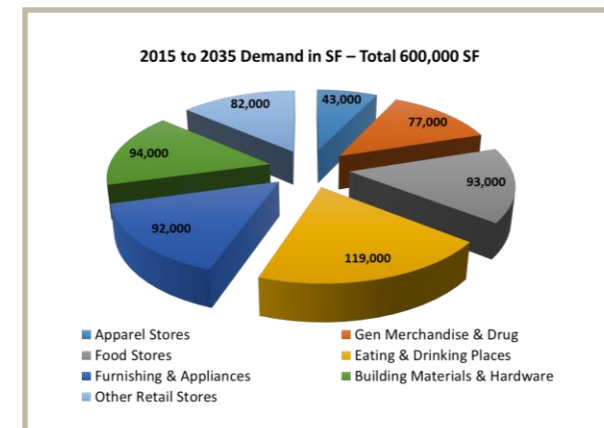
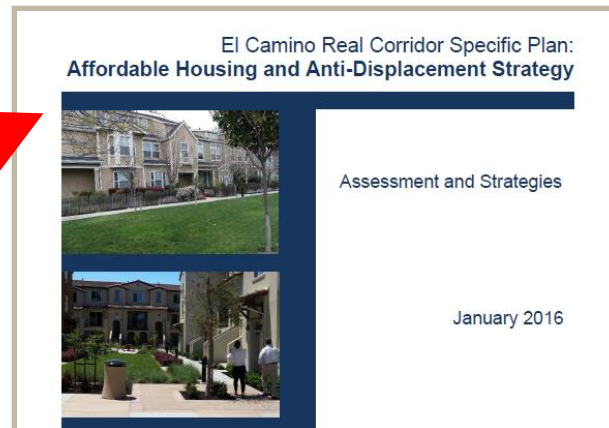


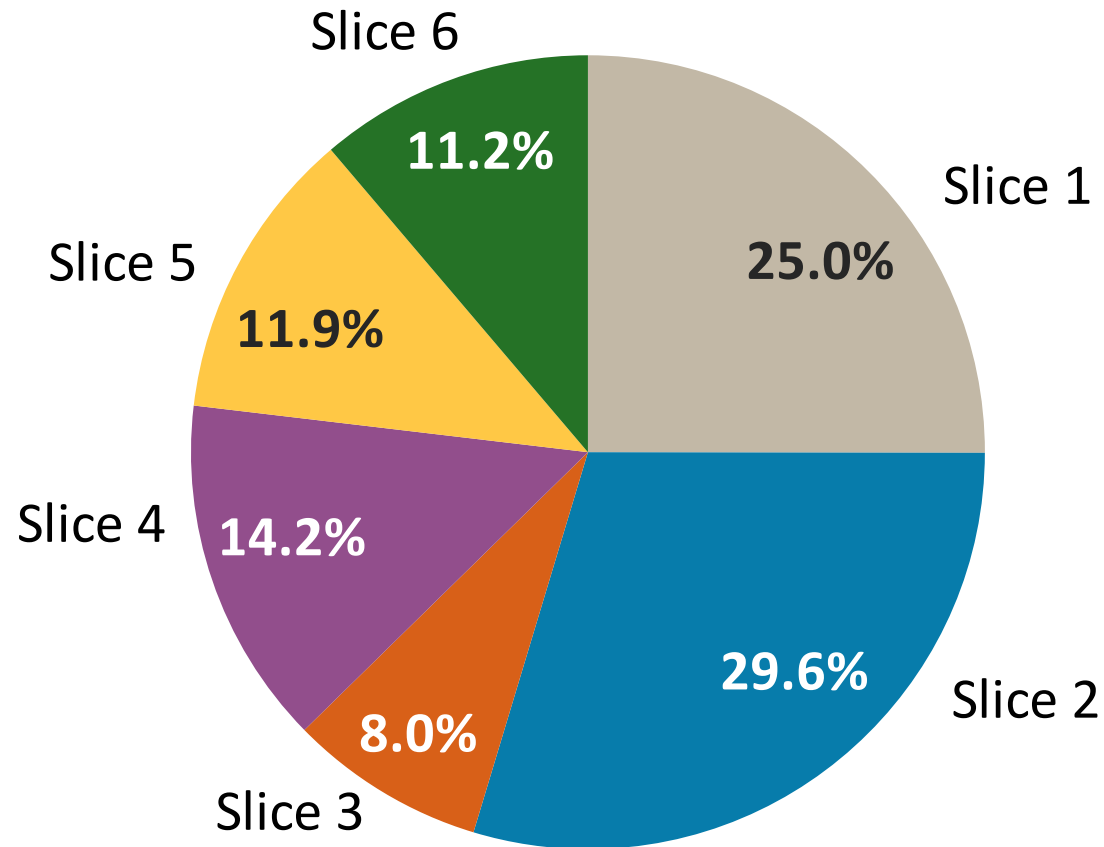
Image with Bullet Points Sample

- First level bullet: Broadcast 28pt
 - ◆ Second level bullet
 - ◆ Decrease font 2pt and Before Paragraph spacing by half
- First level bullet: Broadcast 28pt
 - ◆ 2nd level bullet: Decrease font 2pt and Before Paragraph spacing by half



Sample Chart without Chart Title Heading Box

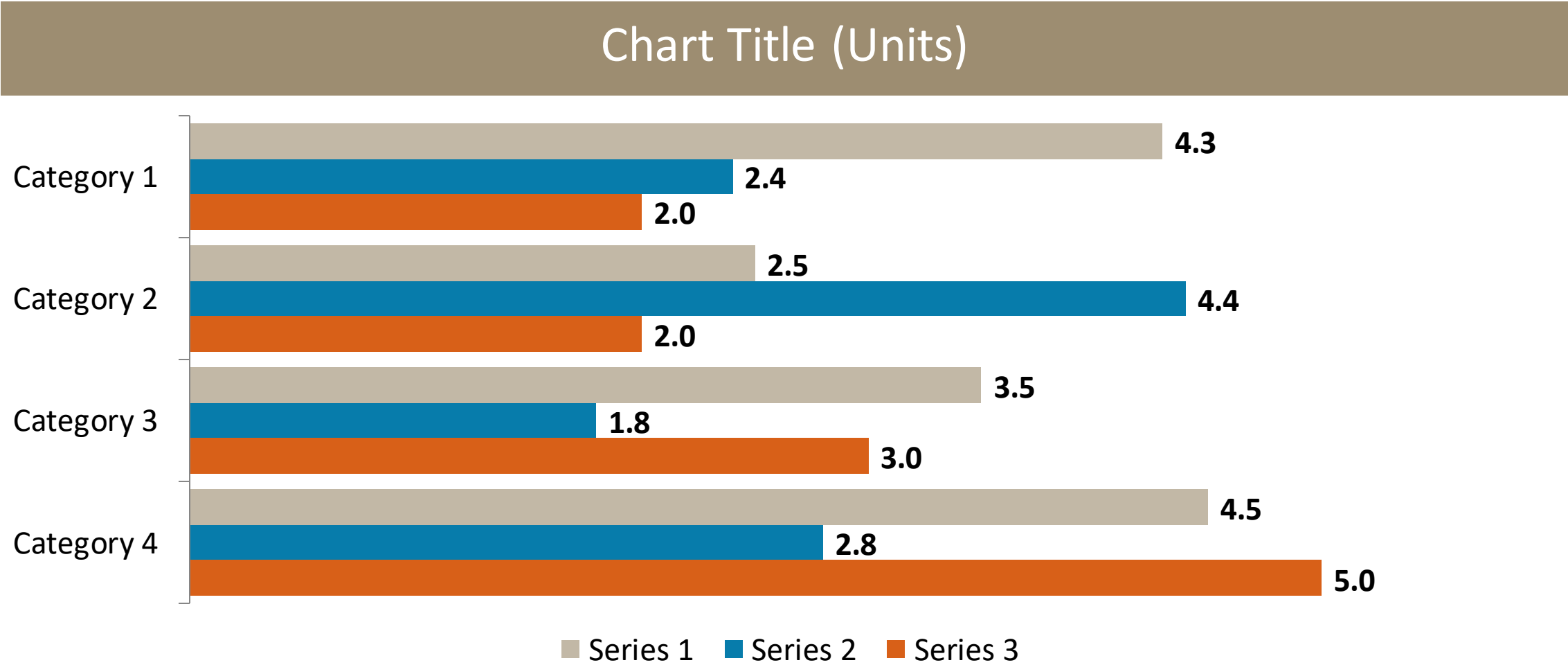
With Subtitle and Source Placeholders



(1) Sample source formatting.

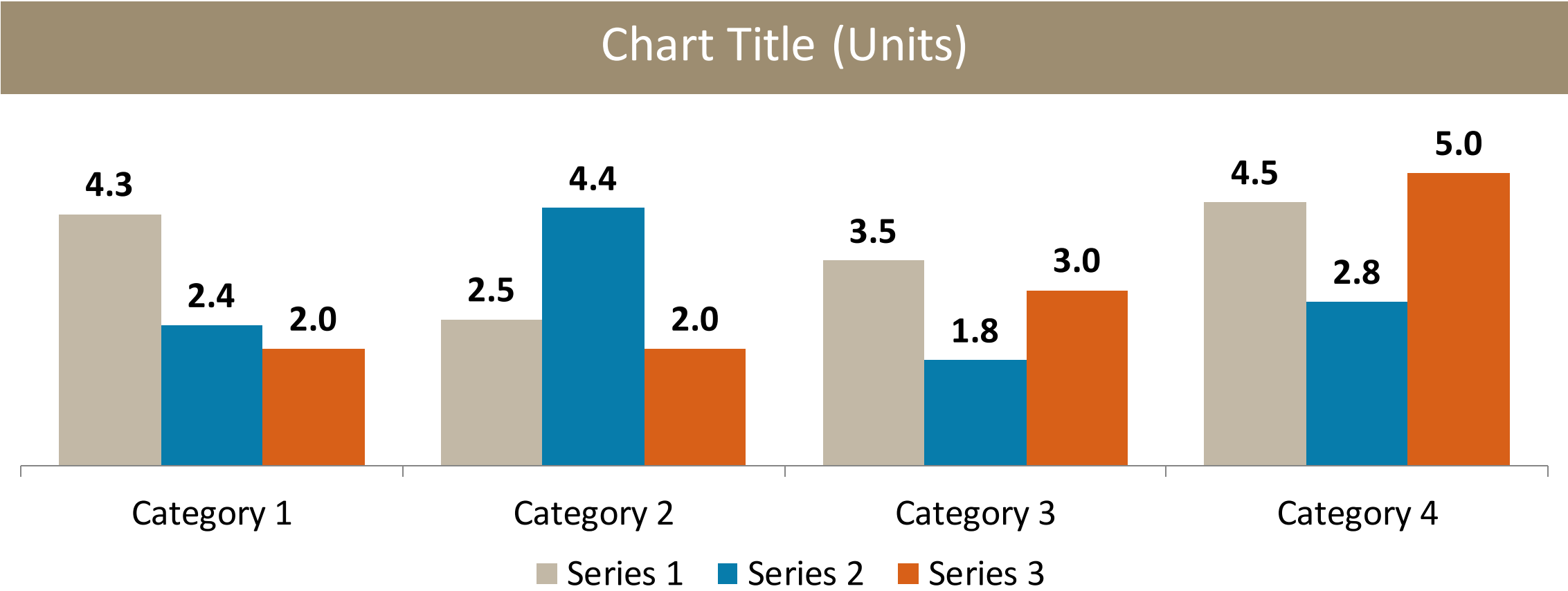
(2) Sample source formatting.

Sample Chart with Chart Title Heading Box: No Subtitle, No Source Placeholders



Sample Chart with Chart Title Heading Box

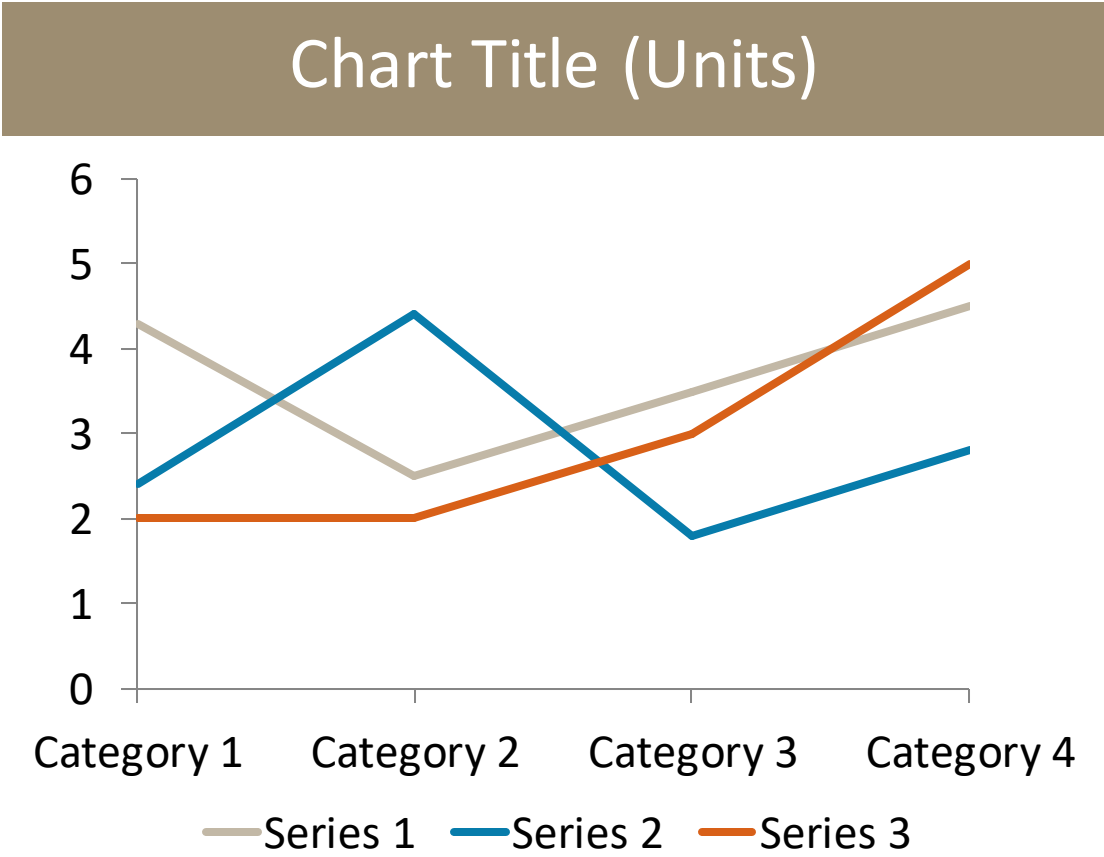
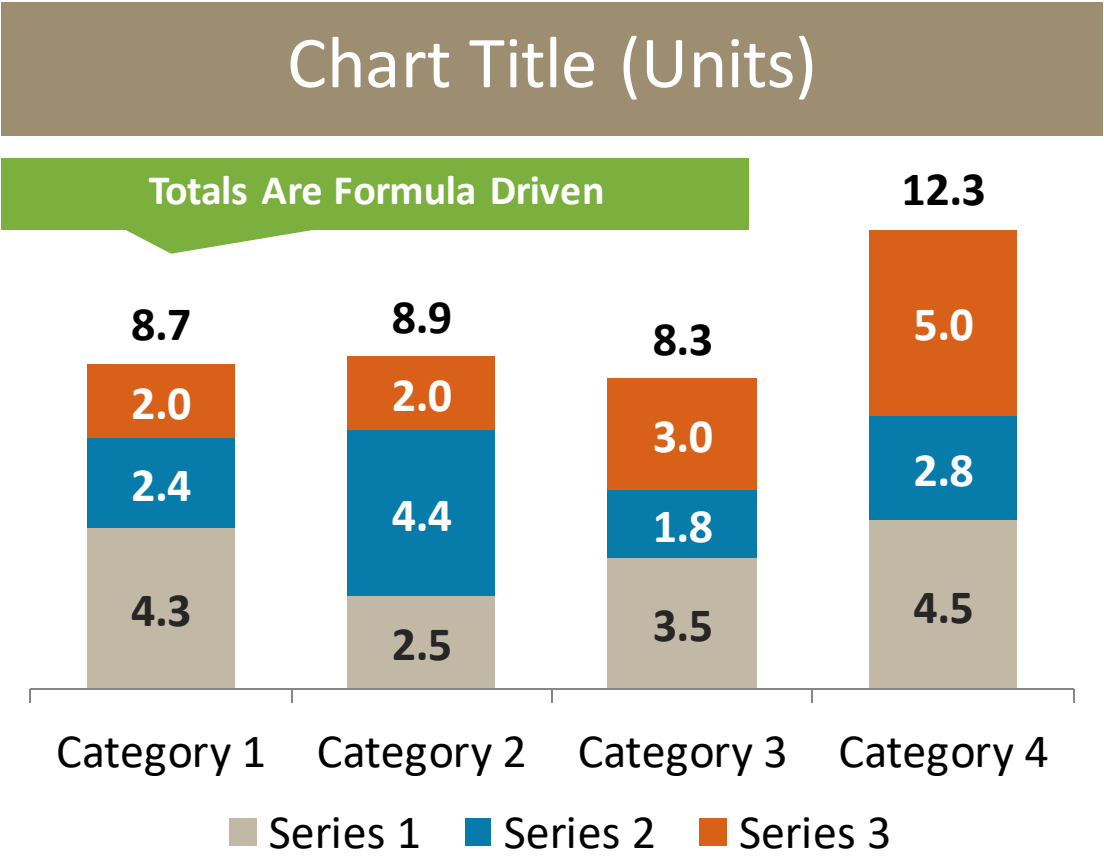
With Subtitle and Source Placeholders



(1) Sample source formatting.
(2) Sample source formatting.

Sample Side by Side Charts with Chart Title Heading Boxes

With Subtitle and Source Placeholders



(1) Sample source formatting.
(2) Sample source formatting.

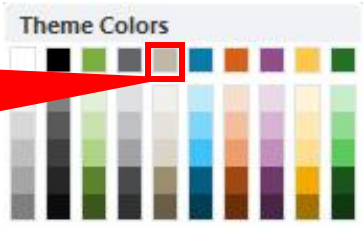
Sample Data Table 1

With Column 1 Heading; Decimal Align

Column Heading	Column Heading	Column Heading
Row Heading	1.0	4.0
Row Heading	1.0	4.0
Highlight Heading	1.0	4.0
Row Heading	1.0	4.0
Total Row	4.0	16.0

(1) Sample source formatting.
(2) Sample source formatting.

Divider lines between rows are 1 pt thick;
Bottom table row line is 2¼ pt thick;
Lines are this sand color



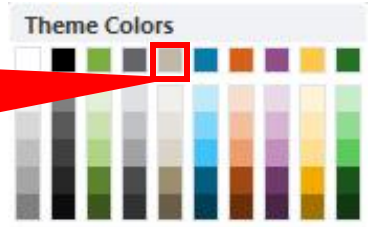
Sample Data Table 2

Without Column 1 Heading; Center Align

	Column Heading	Column Heading
Row Heading	1	4
Row Heading	1	4
Row Heading	1	4
Row Heading	1	4
Total Row	4	16

(1) Sample source formatting.
(2) Sample source formatting.

Divider lines between rows are 1 pt thick;
Top & bottom table row lines are 2¼ pt thick;
Lines are this sand color



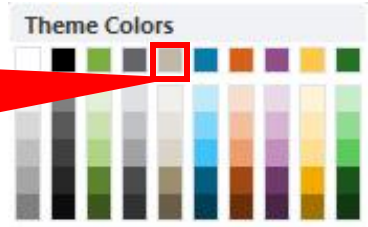
Sample Text Table

Without Column 1 Heading; Left Align

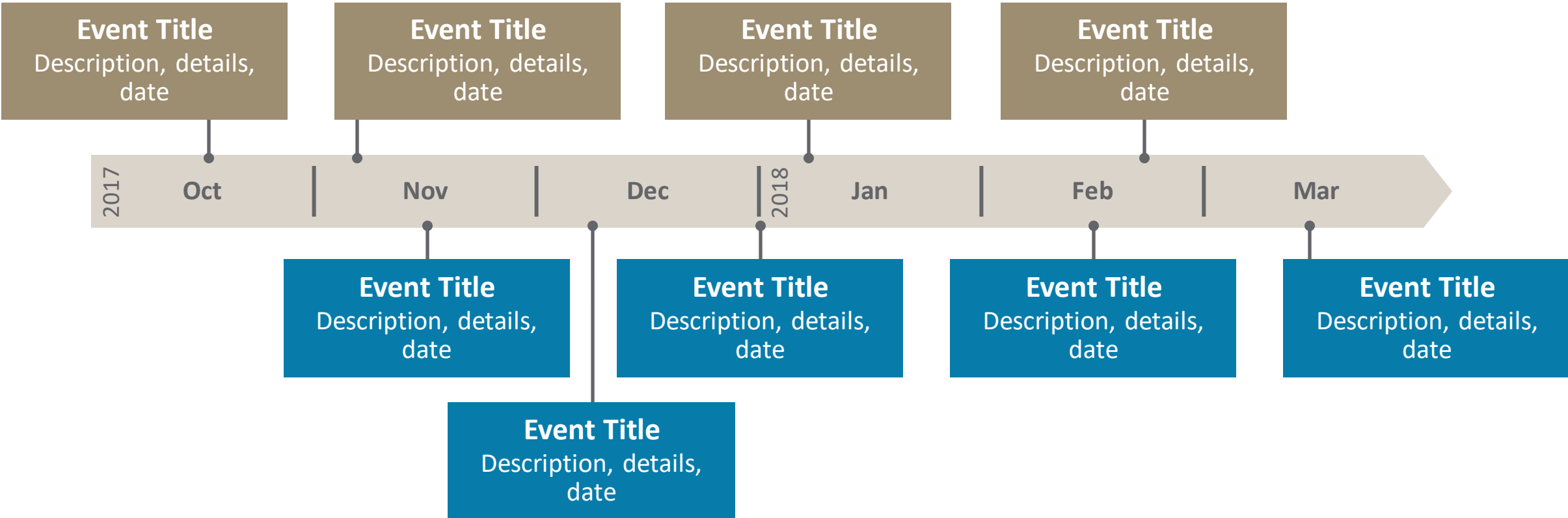
	Column Heading	Column Heading
Row Heading	Lorem ipsum dolor sit amet, sed eu viderer debitis tistique	<ul style="list-style-type: none">• Sample bullet text• Sample bullet text• Sample bullet text
Row Heading	Est ipsum interpretaris, commune democritum	<ul style="list-style-type: none">• Sample bullet text<ul style="list-style-type: none">◆ Sample bullet text◆ Sample bullet text

(1) Sample source formatting.
(2) Sample source formatting.

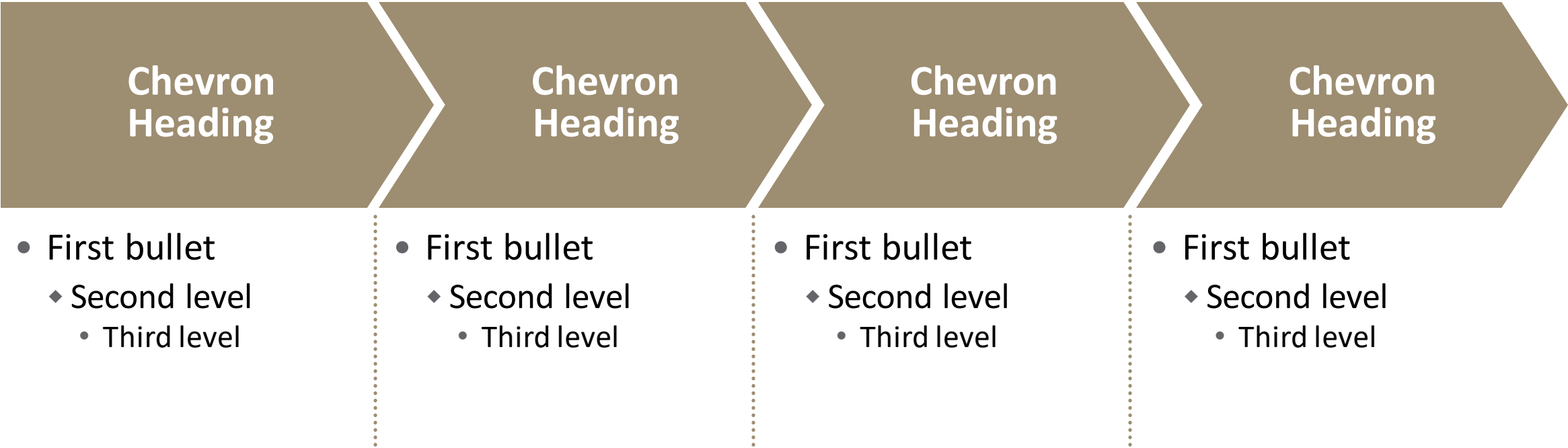
Divider lines between rows are 1 pt thick;
Top & bottom table row lines are 2¼ pt thick;
Lines are this sand color



Timeline Sample



Chevron Diagram with Bullet Text Sample



Recommendation – Staff Only Sample

Considerations

- This defines the style of first level bullets 26pt
- This defines the style of first level bullets 26pt
- This defines the style of first level bullets 26pt

Staff Recommendation

- First bullet level 26pt

Recommendation – Commission Only Sample

Considerations

- This defines the style of first level bullets 26pt
- This defines the style of first level bullets 26pt
- This defines the style of first level bullets 26pt

Commission Recommendation(s)

- First bullet level 26pt
- First bullet level 26pt

Recommendation – Staff vs. Commission Sample

Considerations

- This defines the style of first level bullets 26pt
- This defines the style of first level bullets 26pt
- This defines the style of first level bullets 26pt

Staff

- First bullet level 26pt
- First bullet level 26pt

Commission(s)

- First bullet level 26pt
- First bullet level 26pt

Recommendation with Figure Sample

Table Title

Column Heading	Column	Column	Column
Row Heading	1.0	4.0	4.0
Row Heading	1.0	4.0	4.0
Row Heading	1.0	4.0	4.0
Row Heading	1.0	4.0	4.0
Row Heading	1.0	4.0	4.0
Total Row	5.0	20.0	20.0

Staff Recommendation

- First bullet level 26pt

Instructions - General

- Open the template PPT and **save it under a new filename**
- Select New Slide and pick an option from the “Layout” drop-down **OR** edit template slides **OR** copy components of template slides into new slides
- Slide Master: Use this view to edit title page images/partner logos and footer text
- To convert an existing presentation to the new format:
 - ◆ Create new PPT from template **saved with new name**; select and copy old slides
 - ◆ Paste old slides into the new PPT by **right-clicking and selecting “Use destination theme”** clipboard icon as the paste option
 - ◆ Choose from “Layout” drop-down a layout that best fits the format for each slide
 - ◆ Select “Reset” (under Layout drop-down) to strip old formatting and convert to the base template format on each copied slide
 - ◆ Edit as necessary to delete carry-over elements, adjust formatting, etc.

Instructions - General

- Colors: Theme Colors in template are from the City brand palette
- Images: Use images when they are meaningful to the presentation
 - ◆ Avoid using clip art, too many or poor quality images
 - ◆ Arrange multiple images in a grid; avoid overlapping, crowding, etc.
 - ◆ Use a border around multiple images to help unify them (slides 18, 19)
- Placeholders: Some template slides have placeholders for sub-heads and source notations. Copy to replicate; delete if not using.
- Broadcast/Non-broadcast:
 - ◆ If PPT will be displayed during a televised meeting, use the broadcast font size of 28 point as often as possible
 - ◆ Bullet copy for broadcast template slides starts at 28 point; non-broadcast slides start at 24 point

Instructions – Edit Footer

- Select “View” from menu, then “Slide Master”
- Select Slide 1 from the left-hand panel (top slide)
- Click on the footer text field and make edits
- Save
- Select “Close Master View” to return to the PPT and continue edits

Instructions – Edit Title Page Photos

- Select one of six template title pages from left panel of template PPT or layout drop-down (single/multiple/no photos, partner/no partner logos)
- Select “View” from menu, then “Slide Master”
 - ◆ Right-click on the image in the template and select “Change picture”
 - ◆ Select “From a file”
 - ◆ Choose new image from saved location and select “Insert”
 - Use high quality images only; crop/resize to fit in advance, if necessary
 - ◆ Click on the newly placed image
 - ONLY click on the image; clicking/editing other elements will alter the layout of the slide master
 - ◆ Drag/scale image to fit within masked area (image can extend beyond the right edge of the slide; this won’t show in Slide Show view)
- Save and then select “Close Master View” to continue editing PPT