TOWN OF GATOS

TOWN OF LOS GATOS ARTS AND CULTURE COMMISSION AGENDA APRIL 16, 2025 100 VILLA AVENUE, LIBRARY CONFERENCE ROOM 4:00 PM

Cristiano Colantoni, Chair Maureen Cappon-Javey, Vice Chair Anne Lamborn, Commissioner Rebecca Navid, Commissioner Thomas Spilsbury, Commissioner Janet Wolf, Commissioner Kaedon Chun, Youth Commissioner Arthur Wang, Youth Commissioner

HOW TO PARTICIPATE

The Town of Los Gatos strongly encourages your active participation in the public process. If you are interested in providing oral comments during the meeting, you must attend in-person, complete a speaker's card, and return it to the staff. If you wish to speak to an item on the agenda, please list the item number on the speaker card. The time allocated to speakers may change to better facilitate the meeting. If you are unable to attend the meeting in-person, you are welcome to submit written comments via email to rbaker@losgatosca.gov.

Public Comment During the Meeting:

When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Town meeting.

Speakers at public meetings may be asked to provide their name and to state whether they are a resident of the Town of Los Gatos. Providing this information is not required.

Deadlines to Submit Written Comments:

If you are unable to participate in person, you may email rbaker@losgatosca.gov with the subject line "Public Comment Item #_" (insert the item number relevant to your comment). Persons wishing to submit written comments to be included in the materials provided to the Commission must provide the comments as follows:

For inclusion in the agenda packet: by 11:00 a.m. the Thursday before the Commission meeting.

For inclusion in the agenda packet supplemental materials: by 11:00 a.m. the day before the Commission meeting.

For inclusion in a desk item: by 11:00 a.m. the day of the Commission meeting.

CALL MEETING TO ORDER

ROLL CALL

COMMISSIONER REPORTS

CONSENT ITEMS (Items appearing on the Consent are considered routine Town business and may be approved by one motion. Members of the public may provide input on any Consent Item(s) when the Chair asks for public comment on the Consent Items.)

1. Approve the Draft Minutes of the March 19, 2025 Meeting

VERBAL COMMUNICATIONS (Members of the public are welcome to address the Arts and Culture Commission on any matter that is not listed on the agenda and is within the subject matter jurisdiction of the Commission. To ensure all agenda items are heard, this portion of the agenda is limited to 30 minutes. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment. Each speaker is limited to three minutes or such time as authorized by the Chair.)

OTHER BUSINESS (Up to three minutes may be allotted to each speaker on any of the following items.)

- 2. Review a Presentation of the Online Public Arts Survey and Give Feedback
- 3. Receive a List of Building Permits Applications Subject to the Public Arts Fund Ordinance
- 4. Receive a Presentation on the Public Arts Funding Ordinance Process
- 5. Give Input on the Application to Exhibit Artwork in Town Exhibit Spaces
- 6. Discuss Producing a Commission Brochure

ADJOURNMENT

ADA NOTICE In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354-6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR §35.102-35.104]

MEETING DATE: 04/16/2025

ITEM NO: 1

DRAFT Minutes of the Arts and Culture Commission Meeting March 19, 2025

The Arts and Culture Commission conducted a meeting in-person on March 19, 2025 at 4:00 p.m.

MEETING CALLED TO ORDER at 4:02 p.m.

ROLL CALL

Present: Commissioner Cappon-Javey, Commissioner Colantoni, Commissioner Lamborn, Commissioner Navid, Commissioner Wolf, Youth Commissioner Chun

Also Present: Staff Liaison Baker

Absent: Commissioner Spilsbury

COMMISSIONER REPORTS

Commissioner Lamborn reported on attending the DEI Commission meeting. She also provided information on a Silicon Valey Creates event.

Commissioner Colantoni provided information on an upcoming event at NUMU.

CONSENT TIEMS

MOTION: Motion by Commissioner Cappon-Javey to approve the minutes of the January 12, 2025 ACC

meeting. Seconded by Navid.

VOTE: Passed 6 - 0.

VERBAL COMMUNICATIONS

Open public comment.

Bent Jensen complimented the new commissioners.

Close public comment.

OTHER BUSINESS

1. Discuss on-line community public arts survey questions.

PAGE 2 OF 2

SUBJECT: DRAFT MINUTES OF THE ARTS AND CULTURE COMMISSION MEETING OF MARCH 19, 2025

The commissioners discussed the questions in the staff report attachments. Director Baker will compile a draft survey for review at the next meeting based on commissioner comments.

Open public comment.

Bent Jensen commented that past surveys have been single responses, and suggested business input on the survey.

Close public comment.

2. Receive a list of building permit applications subject to the public arts fund ordinance.

Item tabled due to lack of time.

3. Discuss producing a commission brochure.

Commissioner Lamborn presented a draft to the commission.

ADJOURNMENT

The meeting adjourned at 5:28 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes as approved by the Arts and Culture Commission.

Ryan Baker, Library Director



MEETING DATE: 04/16/2025

ITEM NO: 3

DATE: April 13, 2025

TO: Arts and Culture Commission

FROM: Ryan Baker, Library Director

SUBJECT: Receive a List of Building Permits Applications Subject to the Public Arts Fund

Ordinance

RECOMMENDATION:

Receive the informational list of building permit applications below. No action is required.

REMARKS:

Developer	Development Address Public Art Option Se	
Urban Catalyst	14789 Oka Rd	In-lieu
Arya Properties, LLC	15300/15330 Los Gatos Blvd	In-lieu
Emanuel Robinson	15349/15367 Los Gatos Blvd	On-site
Green Valley Corporation	15495 Los Gatos Blvd	Combination
Summerhill Homes LLC	50 Los Gatos Saratoga Rd	Combination

PREPARED BY: Ryan Baker Library Director

Page 5



MEETING DATE: 04/16/2025

ITEM NO: 4

DATE: April 13, 2025

TO: Arts and Culture Commission

FROM: Ryan Baker, Library Director

SUBJECT: Receive a Presentation on the Public Arts Funding Ordinance Process

RECOMMENDATION:

Receive a presentation on the Public Arts Funding Ordinance process

REMARKS:

The Public Arts Ordinance attached for commissioner review prior to the presentation.

ATTACHMENTS:

1. Town Ordinance for Public Arts Funding

PREPARED BY: Ryan Baker

Library Director

ARTICLE VII. - PUBLIC ART FUNDING

Sec. 25.70.010. - Definitions.

For the purposes of this Chapter, the following definitions shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (1) Affordable Housing Developments means a project with Below Market Price (BMP) dwellings, as those terms are defined by Los Gatos Town Code section <u>Section 29.10.3020</u>.
- (2) Art or Work of Art means original artist-designed and produced unique works in any of a variety of styles and forms.
- (3) Artist means a practitioner of the creative arts, generally recognized as such by critics and peers, with a body of work including commissions, exhibitions, sales, publications, and collections. For the purposes of this Chapter, "artist" shall not include:
 - a. Persons primarily working in the professional fields of architecture, engineering, design, or landscaping;
 - b. An employee or relative of the development project architect, landscape architect, engineer, or project manager;
 - c. Any person with a business interest in a development project or with respect to individuals or entities serving as project architects, landscape architects, engineers, or project managers; or
 - d. A relative of or anyone with a financial interest with respect to an individual or entity serving on an art selection panel for the development project.
- (4) Arts and Culture Commission ("Commission" or "ACC") means the Commission established by Town of Los Gatos Resolution 2016-051.
- (5) Developer means a person or entity that is financially and legally responsible for the planning, development and construction of any development project covered by this Chapter. The developer may or may not also be the project owner.
- (6) Development Project means any commercial or residential development or combination thereof.
- (7) Historic means a property which has been evaluated and found to have historical importance, as described by Los Gatos Town Code <u>section 29.80.215</u>.
- (8) Public Art or Publicly Accessible Art means a work of art that is visible or accessible to the public for a minimum of forty (40) hours per week. Public art may include sculpture, painting, installations, photography, video, works of light or sound, or any other work or

Page 7

project determined by the Arts and Culture Commission to satisfy the intent of this Chapter, provided, however, that none of the following shall be considered public art for the purposes of satisfying the requirements of this Chapter:

- a. Objects that are mass produced of standard design, such as banners, signs,
 playground equipment, benches, statuary, street or sidewalk barriers, or fountains;
- Reproduction, by mechanical or other means, of original works of art, except as incorporated into film, video, photography, printmaking, or other derivative works as approved by the Arts and Culture Commission;
- c. Landscape architecture or gardening, except where these elements are designed by an artist and are an integral part of a work of art.

(Ord. No. 2318, § II, 5-4-21)

Sec. 25.70.020. - Los Gatos Public Art Fund.

There is hereby created a Los Gatos Public Art Fund, which funds shall be restricted to implementation for the Los Gatos Public Art Program. Such funds may be used for the following purposes, including: acquisition, placement, maintenance, and promotion of temporary and permanent art and art programs, including visual or performing arts, as approved by the Arts and Culture Commission, on or in Town owned, public property throughout the Town. This fund will account for inlieu contributions made under Section 25.70.100. This fund and the interest thereon shall be maintained by the Chief Financial Officer according to standard governmental accounting requirements. Art works acquired through the Public Art Fund shall be owned by the Town of Los Gatos and generally made accessible to the public.

(Ord. No. 2318, § II, 5-4-21)

Sec. 25.70.030. - Application.

- (a) This Chapter shall apply to all new commercial developments (including mixed use projects), including new construction, and additions and remodels that add more than fifty (50) percent square footage; and
- (b) All new residential projects of three (3) or more units, including new construction, and additions and remodels that add more than fifty (50) percent square footage.
- (c) Notwithstanding subsections (a) and (b) above, this Chapter shall not apply to:
 - (1) Affordable housing developments, or, if affordable housing is a part of the development, the affordable housing units shall be subtracted from the valuation of the project as in subsection (d) below;

Page 8

- (2) Historic renovations;
- (3) Repair or reconstruction of structures damaged by flood, fire, wind, earthquake, or other disaster;
- (4) Seismic retrofit projects;
- (5) Single family and two-family residential units;
- (6) Accessory dwelling units or junior accessory dwelling units;
- (7) Any project exempted by federal or state law;
- (8) Municipal facilities;
- (9) Buildings or structures primarily used for religious worship.

Those portions of projects excluded from application of this Chapter under subsection (c) shall be subtracted from the project for purposes of determination of applicability under subsection (a) and (b), above, and from construction valuation under <u>Sections 25.70.050</u> and <u>25.70.100</u>.

(Ord. No. 2318, § II, 5-4-21)

Sec. 25.70.040. - Public art requirement for private developments.

Before a certificate of occupancy is issued for any development project subject to this Chapter, the developer shall participate in the construction or installation of on-site public art under <u>Section 25.70.050</u>, or, at the developer's option, shall contribute to the Public Art Fund in lieu of providing on-site art, as provided in <u>Section 25.70.100</u>.

(Ord. No. 2318, § II, 5-4-21)

Sec. 25.70.050. - On-site public art.

Page 9

(a) A developer may satisfy the requirements of this Chapter by constructing or installing on-site public art valued at one (1) percent of construction valuation. For purposes of budgeting and planning for on-site art, an initial estimate of the art contribution shall be calculated based on estimated construction valuation at the time of application for entitlements. The arts contribution shall be finally determined based on the construction valuation determined at the time the building permit is issued.

(b) If the market value of the on-site public art is greater than the art contribution provided in Subsection <u>25.70.050(a)</u>, the Town shall have no obligation to refund the excess amount. If expenditures do not utilize the entire amount provided in <u>25.70.050(a)</u>, the remainder shall be deposited into the Public Art Fund.

(Ord. No. 2318, § II, 5-4-21)

Sec. 25.70.060. - Eligible expenditures for on-site public art projects.

The public art contribution for on-site installation may be expended only on costs associated with the selection, acquisition, purchase, commissioning, design, fabrication, placement, and installation of the public art, and project management and administrative costs not to exceed twenty (20) percent of the total budget. Eligible expenditures include:

- (1) Artist fees;
- (2) Labor of assistants, materials, and contracted services required for design, fabrication, engineering, and installation of the public art;
- (3) Any required permit or certificate fees and reasonable business and legal costs directly related to the public art;
- (4) Reasonable art consultant fees;
- (5) Communication, utilities, insurance, and other indirect costs associated with the creation but not the operation of the public art;
- (6) Transportation of the public art to the site;
- (7) Preparation of the site specifically required for the public art, such as fabrication of platforms or pedestals;
- (8) Installation of the public art;
- (9) Mountings, anchorages, containments, or other materials necessary for installation of the public art;
- (10) Public art project management and administration, in an amount not to exceed twenty (20) percent of the total art contribution; and

Page 10

(11) A plaque or plaques identifying the public art.

(Ord. No. 2318, § II, 5-4-21)

Sec. 25.70.070. - Ineligible expenditures for on-site public art projects.

Expenditures that are ineligible to be counted toward the on-site public art contribution include:

- (1) Labor of assistants, materials, and contracted services not required for design, fabrication, engineering, and installation of the public art;
- (2) Promotional materials or activities for the artist, the public art, the development project, the developer, or other parties involved in the development project;
- (3) Opening, dedication or other costs of events for the public art, artist, developer, or development;
- (4) Services, materials, utilities or other expenses association with the ongoing operation or maintenance of the public art; and
- (5) Land costs or any other costs associated with the development that are not part of and solely attributable to the public art.

(Ord. No. 2318, § II, 5-4-21)

Sec. 25.70.080. - Process for planning and approval of on-site public art.

- (a) Application and Planning. Developer shall be informed at the time of Development Review Application about the Public Art requirement and given details of what is required for either public art installation or payment of in-lieu fee, including one (1) percent fee calculated on construction valuation of the project.
- (b) Arts and Culture Commission Review and Approval. If the developer elects to comply with this Chapter by providing on-site art, the developer's public art plan must be presented to the Arts and Culture Commission. The plan should include:
 - (1) The identity of the artist or description of the process by which the artist will be selected. The developer is encouraged to give preference to artists living or working in the San Francisco Bay area and to avoid using artists whose work is already displayed as public art within the Town of Los Gatos boundaries;
 - (2) Preliminary sketches, photographs, or other documentation of sufficient descriptive clarity to indicate the nature of the proposed public art;
 - (3) An appraisal or other evidence of the value of the proposed public artwork, including acquisition and installation costs;
 - (4) Preliminary plans containing such detailed information as may be required to adequately

Page 11

evaluate the location of the artwork in relation to the proposed development and its compatibility to the proposed development, including compatibility with the character of adjacent conforming developed parcels and existing neighborhoods; and

- (5) A detailed plan that demonstrates how the property owner or developer will maintain the artwork, including schedule, cost, and manner of maintenance; and
- (6) A narrative statement or plan that demonstrates the public art will be displayed in a publicly accessible manner.
- (c) The ACC shall, within sixty (60) days, render a decision whether the proposed public art plan conforms to the requirements of this Chapter. The ACC approvals required under this section must be obtained prior to the issuance of any building permit for the development project.
- (d) Before a Certificate of Occupancy is issued, the Town must inspect and confirm that public art has been installed as required by the ACC approvals and to the satisfaction of the Director of Community Development, in consultation with the ACC. If actual expenditures do not utilize the entire amount provided by the one (1) percent valuation of the development, the excess funds are to be deposited into the Public Art Fund. If the market value of the on-site public art is greater than the one (1) percent art contribution required, the Town shall have no obligation to refund the excess amount.
- (e) If Developer choses to pay In-Lieu Fee:
 - (1) Within sixty (60) days of Development Permit application or other discretionary approval, the developer shall deposit one (1) percent of estimated construction valuation into the Public Art Fund.
 - (2) A developer who elects to satisfy the requirements of this chapter through a contribution to the Fund must complete the payment in-lieu prior to the issuance of any building permit for the development project. If the building valuation has increased from the time of the initial deposit into the Public Art Fund, additional funds are to be deposited into the fund to meet the one (1) percent requirement.

(Ord. No. 2318, § II, 5-4-21)

Sec. 25.70.090. - Additional requirements for on-site public art.

- (a) *Plaque*. The public art shall be identified by a plaque that meets the standards in use by the Town at the time of installation of the public art. The plaque should contain information such as date of installation, title, and artist and medium.
- (b) Ownership and Maintenance. All on-site public art shall remain the property of the property owner or the property owner's successor in interest. The installation or placement of public art on private property shall not constitute a donation to the Town. The Town shall bear no

Page 12

obligation nor assume any responsibility or liability with respect to the installation, operation or maintenance of any art installed on private property. The property owner shall retain the obligation to provide all necessary maintenance to preserve the public art in good condition. Immediately upon installation and continuously thereafter, the developer and the property owner shall maintain the public art and shall promptly perform all necessary repairs and maintenance to the satisfaction of the Town. The obligation to maintain and preserve the public art includes the obligation to take reasonable steps to protect the public art against destruction, damage, or modification.

- (c) Location and Relocation of Public Art. Except as provided herein, the public art must remain at the development in the location approved by the Arts and Culture Commission. A property owner may petition the Arts and Culture Commission to relocate the public art within the development project.
- (d) When and if the development project is sold, the public art must remain at the development and may not be claimed as the property of the seller or removed from the site. If the development is to be demolished, the owner must relocate the public art to another publicly accessible permanent location approved in advance by the Arts and Culture Commission.
- (e) Removal and Replacement of Public Art. If the owner desires to deaccession, sell or remove the art from the site, the owner shall give prior notice to the Town by providing written notice to the Arts and Culture Commission no less than ninety (90) days before the intended action. The owner must receive prior approval from the Arts and Culture Commission. The developer will be required to replace the sold or de-accessioned artwork with an alternative work of equivalent or greater value, as determined by the Arts and Culture Commission, in current dollars. The replacement artwork selection should follow the initial selection process. In the alternative, the developer may elect to pay fees in lieu of replacing on-site art, at a reasonable rate equivalent to the cost of replacing the art in current dollars, as determined by the Arts and Culture Commission.
- (f) Statutory and Contractual Rights of Artists. The owner is solely responsible for complying with all statutory and contractual rights of the artist, including rights under the California Preservation of Works of Art Act, the federal Visual Artists' Rights Act, and any other applicable law.
- (g) *Covenant; Recordation.* The property owner shall record against the property a declaration of covenants, conditions, and restrictions, in favor of the Town, and in a form approved by the Town Attorney. The declaration shall include (i) the owner's obligation to provide all necessary maintenance of the public art, including preservation and restoration of the public art, in good condition, to the reasonable satisfaction of the Town, and to protect the public art against destruction or damage; (ii) the owner's obligation to ensure that the public art is accessible to

Page 13

the public as required by this Chapter; and (iii) any other terms reasonably necessary to implement this Chapter.

(Ord. No. 2318, § II, 5-4-21)

Sec. 25.70.100. - Developer's option to pay fees to public art fund in-lieu of providing on-site art.

In lieu of installation of on-site public art, the developer may elect to make a monetary contribution to the Los Gatos Public Arts Fund. The amount of the contribution shall be the cost of the public art required by Section 25.70.050. A developer who elects to satisfy the requirements of this Chapter through a contribution to the Fund must complete the payment in-lieu prior to the issuance of any building permit for the development project.

(Ord. No. 2318, § II, 5-4-21)

Sec. 25.70.110. - Inspection and final approval.

Before a Certificate of Occupancy is issued for the development project, the Town shall inspect and confirm that either: (i) public art has been installed as required by the Arts and Culture Commission approvals and to the satisfaction of the Director of Community Development, in consultation with the Public Art program staff; or (ii) in-lieu contributions have been paid in full. In addition, before a Certificate of Occupancy is issued, the Town shall confirm that the developer has executed and recorded a covenant as required by Section 25.70.090(f).

(Ord. No. 2318, § II, 5-4-21)

Sec. 25.70.115. - Enforcement.

The provisions of this chapter shall apply to all agents, successors and assigns of an applicant proposing or constructing a development governed by this chapter, or a property owner with art installed governed by this chapter. The Town may institute any appropriate legal actions or proceedings necessary to ensure compliance herewith, including but not limited to, actions to revoke, deny or suspend any permit, including a development approval, building permit or certificate of occupancy. The Town shall be entitled to costs and expenses for enforcement of the provisions of this chapter, or any agreement pursuant thereto, as awarded by the court, including reasonable attorneys' fees.

(Ord. No. 2318, § II, 5-4-21)

Sec. 25.70.120. - Regulations.

The Town Manager, or the Town Manager's designee, is authorized to adopt administrative

Page 14

regulations, procedures or guidelines that are consistent with and that further the terms and requirements of this Chapter.

(Ord. No. 2318, § II, 5-4-21; Ord. No. 2320, § III, 9-7-21)

Sec. 25.70.130. - Severability.

If any provision, clause, sentence or paragraph of this Article, or the application to any person or circumstances, shall be held invalid, such invalidity shall not affect the other provisions of this Article which can be given effect without the invalid provision or application and, to this end, the provisions of this Article are hereby declared to be severable.

(Ord. No. 2318, § II, 5-4-21)

Sec. 25.70.140. - Implementation.

This Article shall be effective on July 1, 2021 and shall immediately apply to all development projects that have not yet received final land use entitlements.

(Ord. No. 2318, § II, 5-4-21)

Page 15

MEETING DATE: 04/16/2025

ITEM NO: 5

DATE: April 13, 2025

TO: Arts and Culture Commission

FROM: Ryan Baker, Library Director

SUBJECT: Give Input on the Application to Exhibit Artwork in Town Exhibit Spaces

RECOMMENDATION:

Give input on the application to exhibit artwork in Town exhibit spaces

REMARKS:

The ACC may give input on the application to exhibit artwork draft (Attachment 1) prior to releasing a call for artists.

ATTACHMENTS:

1. Draft application to exhibit artwork

PREPARED BY: Ryan Baker

Library Director



Application to Exhibit Artwork in Town Exhibit Space

The Town currently maintains two spaces for members of the community to exhibit artwork:

Art in the Council Chambers

The Town Council Chambers have the capacity to exhibit approximately 20 pieces of 2-dimentional objects. Displayed objects are hung vertically from the walls of the Council chamber. This space does not have the capacity to exhibit 3-dimensional objects. Public viewing times are limited to 15 minutes before the start of, and during the intermissions of, official Town Council or Town Commission meetings.

Art in the Library

The Library has the capacity to exhibit small scale 3-dimensional objects up to 7 inches in height. Displayed objects are arranged horizontally inside of locked glass cabinets measuring 42 inches wide by 20 inches. Public viewing is possible whenever the Library is open for normal business.

Guidelines:

Exhibits should be able to be displayed for at least 16 weeks.

Artist/owner will need to sign a release damage/loss waiver

Objects/Artwork may not be priced, and the exhibit cannot be used for the purpose of promotion for selling the artist work, or services as an artist, either directly or indirectly.

All exhibits must adhere to the Town's Art Exhibit Policy.

The artist, or a representative of the exhibiting group, must be available for installation and deinstallation of the exhibit.

Priority is given to exhibitors that are:

- 1. Non-profit collectives, artist groups, student groups, school groups, or organizations located in Los Gatos showcasing the work of a variety of artists.
- 2. Non-profit collectives, groups, students, or organizations affiliated with Silicon Valley Creates.
- 3. Individual artists residing in the zip codes of 95030-95033

Additionally, priority will be giving to exhibitors from the above that:

A. have not previously had the opportunity to exhibit

B. have not exhibited in the past two years.

An application does not guarantee selection. The decision of the selection panel is final.

Application:

• •
I am applying as: a group of artists or organization an individual artist
Applicant name:
Organization Name (if applicable):
Eligibility: Organization or individual located in zip codes 95030 to 95033 Silicon Valley Creates Affiliated/Member
Contact email:
Contact phone number: I want to exhibit art in: Council Chambers Library
Description of proposed exhibit:

71 44 b f	 		

Please attach four sample photos of artwork for consideration

MEETING DATE: 04/16/2025

ITEM NO: 5

DATE: April 13, 2025

TO: Arts and Culture Commission

FROM: Ryan Baker, Library Director

SUBJECT: Discuss Producing a Commission Brochure

RECOMMENDATION:

Discuss producing a Commission brochure.

REMARKS:

Commissioner Lamborn and Commissioner Cappon-Javey have been working on design and content for a brochure. The Commission should discuss next steps, if any.

PREPARED BY: Ryan Baker

Library Director