CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: **Library**

AGENDA DATE: **August 10, 2010 (Consent)**

CONTACT PERSON NAME AND PHONE NUMBER: Carol Brey-Casiano (543-5406)

DISTRICT(S) AFFECTED: All Districts

SUBJECT: Resolution

Resolution authorizing City Council to approve the Naming Policy for the El Paso Public Library.

BACKGROUND / DISCUSSION:

El Paso Public Library has not had a formal Naming Policy in place, although final approval for naming of facilities has always been the purview of the City Council. This policy will establish what has been the past practice for naming of Library facilities. The policy was developed after a review of naming policies of other major urban U.S. libraries.

PRIOR COUNCIL ACTION:

Recommendations to name library facilities have been submitted to City Council for approval, the most recent being:

- Judge Edward S. Marquez Mission Valley Branch Library on January 9, 2007 (formerly Lower Valley Branch),
- the Esperanza Acosta Moreno Regional Branch Library on August 30, 2005, and
- the Dorris Van Doren Regional Branch Library on December 16, 2003.

AMOUNT AND SOURCE OF FUNDING:

N/A

BOARD / COMMISSION ACTION:

N/A

**********REQUIRED AUTHORIZATION**********

DEPARTMENT HEAD: _____

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City Council approve the Naming Policy For El Paso Public Library Facilities and Library Spaces.

ADOPTED this _____ day of _____ 2010.

THE CITY OF EL PASO

_____
John F. Cook
Mayor

ATTEST:

_____
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

_____
Kristen L. Choi
Assistant City Attorney

APPROVED AS TO CONTENT:

_____
Carol A. Brey-Casiano
Director of Libraries

Document #: 57101
Doc: Name: Reso – Library Naming Policy
Author: KCHO

NAMING POLICY FOR EL PASO PUBLIC LIBRARY FACILITIES AND LIBRARY SPACES

It shall be the policy of the City of El Paso to name El Paso Public Library facilities and/or spaces within a public library facility, including but not limited to rooms or other sections within the individual library, in accordance with this naming policy. This policy shall reflect the Library's mission to serve the entire community of El Paso as equitably as possible.

Library facilities and/or spaces shall be named in accordance with the naming policy set out below, provided that such has not been previously named.

A. Naming of Library Facilities

Recommendations of a name for a Library facility will be made by any member of the public who is a resident of the City of El Paso in writing to the Director the El Paso Public Library, who will make a recommendation to the City Manager for review and referral to City Council. The selection of a name will be based on the policies set forth below. The selected name will be placed on the council agenda for consideration and subsequent approval by the City Council.

The following guidelines shall apply when considering a name recommendation. Each request will be considered on a case-by-case basis.

1. Library facilities may be named for the neighborhood, street or road where the Library is located, and may reflect historical or physical features of the neighborhood.
2. Library facilities may be named for persons or organizations that have made a significant contribution to the Library or the City. If this guideline is not met, then additional weight will be given to other guidelines in this policy when considering names for Library facilities.
3. In the event that the name of a deceased person is proposed for a Library facility, that person shall:
   - Have been deceased for at least one year before consideration
   - Have been prominent in El Paso or elsewhere, and
   - Have demonstrated a continued commitment to the El Paso Public Library.
4. Library facilities may be named for an organization. Any organization that is considered shall have demonstrated a continued commitment to the El Paso Public Library.
5. Library facilities may be named for an event. An event that is considered for the name of a Library facility shall have occurred at least one year prior to consideration, and the event shall have local, national or international significance.
6. The name selected shall not duplicate the name of any other Library facility in El Paso.
7. The name of a Library shall not be changed without extraordinarily good reasons. Such extraordinarily good reason will be determined by the facts and/or circumstances behind the name recommendation and each case will be determined on a case-by-case basis.
8. The name shall not endorse or advocate any religion or specific religious belief, nor have an obscene connotation, or malevolently portray, demean or intimidate any racial or ethnic group.

Endowments that will be considered under this policy shall be made to the El Paso Public Library or the El Paso Public Library Foundation, for the purpose of supporting the El Paso Public Library.

The individual(s) or group requesting a specific name for a Library facility shall incur the customary costs associated with the naming or re-naming of a Library facility, such as installing or replacing signs with the Library name or other signs posted or affixed for a facility. Proposed signs shall be acceptable to both the Library and the individual(s) or group making the request.

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2. Library facilities may be named for persons or organizations that have made a significant contribution to the Library or the City. ~~, monetarily or otherwise.~~ If this guideline is not met, then additional weight will be given to other guidelines in this policy when considering names for Library facilities.
3. In the event that the name of a deceased person is proposed for a Library facility, that person shall:
   - Have been deceased for at least one year before consideration
   - Have been prominent in El Paso or elsewhere, and
   - Have demonstrated a continued commitment ~~and/or made a substantial endowment~~ to the El Paso Public Library.

~~4. Any living person proposed shall have made an endowment to the El Paso Public Library, constituting more than 50% of the cost of the construction of the facility or an endowment constituting more than 50% of an at least $1 million capital improvement to the facility.~~

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~~**B. Naming of Library Spaces**~~

~~Persons who have contributed significantly to the development of the El Paso Public Library may have a portion of a library facility ("Library space") named in his/her honor. Any member of the public who is a resident of the City of El Paso may make recommendations of such in writing to the Director of the El Paso Public Library, who will make a recommendation to the City Manager for consideration. A name will be selected based on the policies set forth below.~~

~~The following guidelines will be followed when considering a name recommendation for a Library space. Each request will be considered on a case-by-case basis.~~

1. ~~Library spaces may be designated with a donor's name if the Library space is significantly remodeled, rebuilt, expanded, or restored by the donor who has contributed 100% of the costs of such capital improvement. The public function of the area shall be retained as part of the named facility; e.g., the "Smith Auditorium."~~
2. ~~Library spaces may also be named after a donor when the donor has made a major contribution of more than $500,000, constituting more than 50% of a capital improvement to match other available government or private funding.~~