

Santa Cruz Downtown Library  
Draft Spaces Summary (10.5.17)

	SPACE	PROPOSED	PROPOSED	EXISTING
CODE		SQ FEET	TOTAL SF	TOTAL SF
	<b>Public Areas</b>			
1.10	First Floor Lobby	228		
1.20	Friends' Corner	150		
1.25	Public Restrooms - First Floor	IN GSF		
1.30	Outdoor Patio Area	IN GSF		
1.35	Express Checkout	248		
1.40	Information/Service Desk	278		
1.45	Holds	80		
1.55	Copy Center	100		
	<i>Total Public Areas</i>		1,084	1,600
	<b>Adult Services</b>			
1.50	New Books	631		
1.90	Public Access Computers	1,180		
1.95	Reference Collection	1,118		
2.00	Tech Podium	60		
2.15	Adult Fiction	2,674		
2.20	Nonfiction	3,850		
2.25	Spanish Language Collection	291		
2.30	Magazine & Newspapers	988		
2.35	Media	882		
2.50	Genealogy/Californiana/Local History	3,334	3,334	2,323
2.60	Large Print Books	312		
2.70	Outreach	587		
2.90	Quiet Reading	550		
	<i>Total Adult Services</i>		16,456	16,000
	<b>Youth Services</b>			
2.40	Teenspace	1,328		
3.00	Family Space	625		
3.10	Kidspot	4,431		
3.20	Kidspot Storytime Area	910		
3.40	Children's Service Desk	60		
3.55	Family Restrooms	IN GSF		
	<i>Total Youth Services</i>		7,354	4,000
	<b>Meeting Spaces</b>			
2.45	Learning/Collaboration Space	541		
3.60	Community Meeting Room (Dividable)	1,910		
3.65	Meeting Room Storage	186		
3.70	Kitchen	90		
3.71	Medium Meeting Room	500		
3.75	Small Meeting Room	250		
3.80	Group Study/Tutoring Rooms	350		
	<i>Total Meeting Spaces</i>		3,827	1,200
	<b>Staff Areas</b>			
1.60	Branch Manager's Office	145		
1.65	Aide Supervisor's Office	100		
1.67	Telephone Info	97		
1.69	Staff Offices	768		
1.70	Circulation	727		
2.55	Local History Workroom	128		
2.75	Outreach Office	120		
3.45	Children's Services Workroom	568		
3.85	Staff Lounge	492		
	<i>Total Staff Areas</i>		3,145	6,000

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	<b>Support Areas</b>			
1.75	Delivery Area	94		
1.80	Janitorial Closet	227		
3.90	Server Room	180		
3.92	Storage	384		
	<i>Total Support Areas</i>		885	2,000
	<b>Net Assignable Square Feet:</b>		<b>32,751</b>	30,800
	<b>Gross Square Feet @ 70% Net to Gross SF:</b>		<b>46,788</b>	44,000

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		Quantity	Item	SF/Item	Total SF
<b>1.10</b>	<b>First Floor Lobby</b>				<b>228</b>
	floor mats, with minimum 16' walk-off length			NA	0
	seating, bench, 5' x 24", 2-person	1	bench	26	26
	community information display unit, wall-mounted, with brochure & racks, bulletin board & storage below, 8'L x 5'H x 1.5'D	2	units	36	72
	display case, glass-enclosed, wall-mounted, 6'w x 6'h x 2'd	1	case	30.0	30
	flat screen monitor, large, wall-mounted for announcements	1	monitor	0.0	0
	exhibit space for two- dimensional art	1.0	space	100	100
					0
<b>1.20</b>	<b>Friends' Corner</b>				<b>150</b>
	shelving, 72", wall-mounted, for books on sale	2	SS sections	10	20
	shelving, retail, 60" mobile units, for books on sale	2	D/S sections	40	80
	storage closet for immediate supply/inventory needs	1	closet	50	50
<b>1.25</b>	<b>Public Restrooms - First Floor</b>			GSF	<b>0</b>
<b>1.30</b>	<b>Outdoor Patio Area</b>			GSF	<b>0</b>
<b>1.35</b>	<b>Express Checkout</b>				<b>248</b>
	express self-checkout machines	4	machines	40	160
	shelving, reserves	4	sections	16	64
	queuing space	4	people	6	24
<b>1.40</b>	<b>Information/Service Desk</b>				<b>278</b>
	staff counter positions with computer workstns	4	positions	50	200
	cash register, behind counter	1	machine	12	12
	book trucks	2	trucks	8	16
	shelving, for ready reference	2	sections	10	20
	display of Library handouts, built into desk	1	unit	6	6
	queuing space	4	people	6	24
<b>1.45</b>	<b>Holds</b>				<b>80</b>
	shelving, reserves	10	sections	8	80
<b>1.50</b>	<b>New Books</b>				<b>631</b>
	shelving, new books	15	sections	15	225
	2 place tables, rectangular	8	seats	25	200
	seating, lounge chairs	4	seats	35	140
	online catalog workstation @ stack end	1	station	16	16
					0
<b>1.55</b>	<b>Copy Center</b>				<b>100</b>
	copy machines, standard	2	machines	40	80
	debit card dispenser, change machine	1	each	4	4
	storage cabinet w work counter & small eqpt	1	cabinet	16	16
<b>1.60</b>	<b>Branch Manager's Office</b>				<b>145</b>

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	desk, computer workstation, printer, task chair	1	desk	50	50
	table, conference, round 36"	1	table	60	60
	chairs, guest	2	chairs	0.0	0
	shelving, 84", wall mounted	2	sections	10.0	20
	lateral file 3 drawer unit	1	cabinet	15.0	15
					0
<b>1.65</b>	<b>Aide Supervisor's Office</b>				<b>100</b>
	desk, computer workstation, printer, task chair	1	desk	50	50
	chairs, guest	1	chair	15.0	15
	shelving, 84", wall mounted	2	sections	10.0	20
	lateral file 3 drawer unit	1	cabinet	15.0	15
<b>1.67</b>	<b>Telephone Info</b>				<b>97</b>
	desk, computer workstation, printer, task chair	1	desk	50	50
	lateral file 3 drawer unit	1	cabinet	15.0	15
	Sheet music collection	4	sections	8	32
					0
<b>1.69</b>	<b>Staff Offices</b>				<b>768</b>
	workstations, modular, 8' x 8' (librarians and information specialists)	7	wkstns	64	448
	workstations, modular, 8' x 8' (library assistants I/II)	5	wkstns	64	320
					0
<b>1.70</b>	<b>Circulation</b>				<b>727</b>
	workstations, modular, 8' x 8' (library assistants I/II)	2	wkstns	64	128
	workstations, modular, 8' x 8' (aides, library volunteers)	2	wkstns	64	128
	work counter, 10' x 2', w sink, cabinets	1	counter	20	20
	staff workstations for returns + checkins, 6' x 6', height adjustable work surfaces	2	workstation	30	60
	mail and delivery sorting counter, 6' x 3'	1	counter	30.0	30
	book truck parking	12	trucks	8	96
	delivery box stacking space (6 stacks @ 4 boxes each)	6	stacks	4	24
	trash/recycling containers	1	container	6	6
	shelving, 84", for circ problems and withdrawn materials	6	sections	10	60
	lateral file 3 drawer unit	1	cabinet	15.0	15
	bulletin board, wall-mounted, 6' x 4'	1	board	0	0
	whiteboard, wall-mounted, 2' x 3'	1	board	0	0
	clear floor space for temporary storage	1	space	50	50
	supply closet for supplies storage	1	closet	50	50
	coat closet, 4' x 3'	1	closet	20	20
	material returns slot/bin, exterior	2	return unit	10	20
	material returns slot/bin, interior	2	return unit	10	20
					0
<b>1.75</b>	<b>Delivery Area</b>				<b>94</b>
	shelving, industrial	2	sections	14	28
	clear floor space for receiving + unpacking shipments	1	space	50	50
	trash container, large	1	container	6	6
	shelving, 84" for temporary storage (donations, boxes etc.)	1	sections	10	10

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<b>1.80</b>	<b>Janitorial Closet</b>				<b>227</b>
	shelving, industrial, 80" for supplies,storage	8	sections	14	112
	supply cabinet, 2-door, for secure supplies storage	2	cabinet	20	40
	clear space for boxed, bulk storage	1	space	50	50
	mop sink, floor-mounted w mop storage, wall-mounted	1	space	25	25
				0	0
<b>1.90</b>	<b>Public Access Computers</b>				<b>1,180</b>
	computer workstations	26	wkstns	40	1,040
	special needs computer	1	wkstns	40	40
		1	space	100	100
					0
<b>1.95</b>	<b>Reference Collection</b>				<b>1,118</b>
	shelving, 66", for reference books	19	sections	12.0	228
	seating @ 2-pl tables	20	seats	25	500
	seating @ 1-pl tables	10	seats	25	250
	seating, lounge chairs	2	seats	35	70
	online catalog workstation @stack end	1	wkstn	16	16
	networked printer/print release station	1	printer	24	24
	scanner	1	scanner	30	30
					0
<b>2.00</b>	<b>Tech Podium</b>				<b>60</b>
	work station, 8' x 6' + 25% circ space	1	position	60	60
					0
<b>2.15</b>	<b>Adult Fiction</b>				<b>2,674</b>
	shelving, 66", fiction	181	sections	12	2,172
	shelving, 66" for adult book club kits	5	sections	12	60
	seating, lounge chairs	6	seats	35	210
	tables, occasional @ lounge chairs	6	tables	0	0
	seating @ 2-pl tables	8	seats	25	200
	online catalog workstation@stack end	2	wkstns	16	32
					0
<b>2.20</b>	<b>Nonfiction</b>				<b>3,850</b>
	shelving, 66", nonfiction	284	sections	12.0	3,408
	seating @ 2-pl tables	8	seats	25	200
	seating, lounge chairs	6	seats	35	210
	tables, occasional @ lounge chairs	4	tables	0	0
	online catalog workstation@stack end	2	wkstns	16	32
					0
<b>2.25</b>	<b>Spanish Language Collection</b>				<b>291</b>
	shelving, Spanish language books	6	sections	12.0	72
	shelving, 66", for Spanish audio books	1	sections	12.0	12
	shelving, 66", for Spanish DVDs	1	sections	12.0	12
	shelving, 66", Music CDs	1	sections	15.0	15
	shelving, 66" display for Spanish language magazines	1	sections	10.0	10
	seating @ 2-pl tables	4	seats	25	100
	seating, lounge chairs	2	seats	35	70

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<b>2.30</b>	<b>Magazine &amp; Newspapers</b>				<b>988</b>
	shelving, slanted, for magazine, with backfiles below	24	sections	10.3	247
	shelving, for newspaper display of current/recent issues	2	sections	10.3	21
	shelving, for newspaper back issues	5	sections	8	40
	seating, lounge chairs	8	seats	35	280
	tables, occasional @ lounge chairs	8	tables	0	0
	seating @ 2-pl tables	8	seats	25	200
	seating @ 1-pl tables	8	seats	25	200
					0
<b>2.35</b>	<b>Media</b>				<b>882.0</b>
	new media display tables, 3' x 3'	2	tables	25	50
	shelving, DVDs	12	sections	12.5	150
	shelving, 66", Music CDs	14	sections	15.0	210
	shelving, 66", audiobooks	34	sections	12.0	408
	shelving, 66", for Soundswell music collection	1	bookshelf	12.0	12
	shelving, 66", for mass market paperbacks	1	bookshelf	12.0	12
	benches, 2-person, 2' x 6'	2	seats	20	40
<b>2.40</b>	<b>Teenspace</b>				<b>1,328</b>
	shelving, retail display, for teen new and popular books	1	unit	30	30
	shelving, teen fiction	19	sections	12.0	228
	shelving, teen nonfiction	2	sections	12.0	24
	shelving, teen Spanish	1	sections	12.0	12
	shelving, teen audio books	3	sections	12.0	36
	shelving, teen DVDs	1	sections	12.0	12
	seating @ 4-pl round tables or booth seats	8	seats	35	280
	casual seating (e.g., café tables, cockpit chairs)	8	seats	25	200
	seating @ 2-pl tables	10	seats	25	250
	computer workstations, sitdown	5	wkstns	40	200
	online catalog workstation @ stack end	2	wkstns	16	32
	networked printer/print release station	1	printer	24	24
					0
<b>2.45</b>	<b>Learning/Collaboration Space</b>				<b>541</b>
	seating, 2 place tables, mobile	15	seats	25	375
	counter, 8' x 2', w double sink, commercial grade, cabinets above and below	1	counter	50	50
	supply closet	1	closet	30	30
	laptop/tablet storage/recharging station, 12-unit capacity, w 12 devices	1.0	storage uni	12	12
	networked printer/print release station	1	printer	24	24
	service desk, 1-person, with computer workstation	1	desk	50	50
	video/digital projector, ceiling-mounted	1	projector	0	0
	projection screen, ceiling-mounted	1	screen	0	0
	white board, wall-mounted, interactive	1	board	0	0
					0
<b>2.50</b>	<b>Genealogy/Californiana/Local History</b>				<b>3,334</b>

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	seating @ 2-pl tables	12	seats	25	300
	seating @ 1-pl tables	8	seats	25	200
	Large historical table (2.6' x 10')	8	seats	25	200
	seating, lounge chairs	4	seats	35	140
	online catalog workstation @ stack end	1	wkstn	16	16
	computer workstations, sitdown	1	wkstns	40	40
	copier/scanner	1	copier/ sca	30	30
	microform printers	3	printers	36.0	108
	shelving, 72", Genealogy Collection	81	sections	12.0	972
	shelving, 72", Californiana Collection	42	sections	12.0	504
	shelving, 72", Local History Collection	9	sections	12.0	108
	shelving, 72", Local History Collection, oddly shaped items, archival boxes, etc.	2	sections	12.0	24
	microform cabinets (Genealogy)	20	cabinets	12.5	250
	file cabinets (Genealogy)	2	cabinets	8	16
	file cabinets (Genealogy)	2	cabinets	10.0	20
	cabinet, 2 door, 6' wide x 6' high (Genealogy)	1	cabinet	30.0	30
	bulletin board (Genealogy)	1	bulletin boa	12.0	12
	map case (Local History)	1	case	24	24
	file cabinets (Local History)	16	cabinets	8	128
	flat files (Local History)	1	case	24	24
	atlas stand (Local History)	1	stand	38	38
	Display unit for current genealogy/local history periodicals	1	display unit	8	8
	historic wooden bookshelves	2	bookshelve	10	20
	historic wooden clock	1	clock	2	2
	display cases, glass-enclosed, wall-mounted, 6'w x 6'h x 2'd (1 for Genealogy, 1 for Californiana/Local History)	2	cases	30.0	60
	1 person service desk with computer workstation (Local History/Genealogy) 8' x 6' + 25% circ space	1	position	60	60
					0
	<b>2.55 Local History Workroom</b>				<b>128</b>
	workstations, modular, 8' x 8' (Local History librarians/info specialists)	2	wkstns	64	128
	<b>2.60 Large Print Books</b>				<b>312</b>
	shelving, 66", large print books	26	sections	12.0	312
	<b>2.70 Outreach</b>				<b>587</b>
	staff/volunteer offices (desk, computer, task chair, guest chair)	2.0	officew	100	200
	shelving, 66", for collection	1	bookshelf	12.0	12
	lateral file 3 drawer unit	1	cabinet	15.0	15
	work counter, 8' x 24", w sink, cabinets below	1	counter	40	40
	computer workstations	2	wkstns	40	80
	6 person table	6	seats	25	150
	seating, lounge chairs	2	seats	35	70
	display unit for current brochures and materials	1	display unit	8	8
	bulletin board	1	bulletin boa	12.0	12
					0

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<b>2.75</b>	<b>Outreach Office</b>				<b>120</b>
	desk, computer workstation, printer, task chair	1	desk	55	55
	chairs, guest	2	chair	15.0	30
	shelving, 84", wall mounted	2	sections	10.0	20
	lateral file 3 drawer unit	1	cabinet	15.0	15
<b>2.90</b>	<b>Quiet Reading</b>				<b>550</b>
	seating @ 1-pl tables	8	seats	25	200
	seating, lounge chairs	10	seats	35	350
					0
<b>3.00</b>	<b>Family Space</b>				<b>625</b>
	lounge seats, parent/child	10	chairs	35	350
	seating @ 4 person tables, mobile, round for toddlers	8	seats	20	160
	computer workstation, early literacy	2	computers	40	80
	space for interactive manipulatives	1	space	20	20
	cabinet for puzzle and toy storage	1	cabinet	15	15
					0
<b>3.10</b>	<b>Kidspot</b>				<b>4,431</b>
	shelving, 48", for picture books/easy readers	37	sections	12	444
	shelving, 66" for children's nonfiction	61	sections	12.0	732
	shelving, 66" for children's fiction	35	sections	12.0	420
	shelving, 66" for children's reference	22	sections	12.0	264
	shelving, 66" for youth Spanish language F/NF books	9	sections	12.0	108
	shelving, 66", for Spanish language media	1	section	12.0	8
	shelving, retail display for children's new books	5	sections	15	75
	new media display tables, 3' x 3'	2	tables	25	50
	shelving, 66" for children's DVDs	5	sections	15.0	75
	shelving, 66" for children's audio CDs	4	section	15.0	60
	shelving, 66" for children's music CDs	1	section	15.0	15
	shelving, 66" for Read to Me kits	2	sections	12.0	24
	shelving, 66" display for children's magazines	1	sections	10	10
	seating @ 4-pl tables	32	seats	25.0	800
	seating @ 2-pl tables	18	seats	25.0	450
	seating @ 1-pl tables	8	seats	25.0	200
	seating, lounge chairs	8	seats	30.0	240
	online catalog workstation @ stack end	2	wkstn	16	32
	computer workstations, sitdown	5	wkstns	40	200
	express self-checkout station	1	machine	40	40
	networked printer/print release station	1	printer	24.0	24
	flat screen monitor, large, wall-mounted for announcements	1	monitor	0.0	0
	display boards, tackable, wall-mounted	2	boards	0	0
	display cases, glass-enclosed, wall-mounted, 6'w x 6'h x 2'd	2	cases	30.0	60
	aquarium	1	aquarium	50.0	50
					0
<b>3.20</b>	<b>Kidspot Storytime Area</b>				<b>910</b>

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	carpeted floor space for children and caregivers	85	spaces	10	850
<b>3.40</b>	<b>Children's Service Desk</b>				<b>60</b>
	work station, 8' x 6' + 25% circ space	1	wkstn	60	60
					0
<b>3.45</b>	<b>Children's Services Workroom</b>				<b>568</b>
	workstations, modular, 8' x 8'	4	wkstns	64	256
	printer	1	printer	12	12
	work counter, 8' x 2', w sink, cabinets	1	counter	40	40
	shelving, 84", for supplies, storage	8	sections	10	80
	supply closet	1.0	closet	50	50
	bulletin board, wall-mounted, 6' x 4'	1	board	0	0
	whiteboard, wall-mounted, 2' x 3'	1	board	0	0
	work table, 8' x 3', with flat file storage below	1	table	40	40
	file cabinets	4	cabinets	8	32
	mobile AV cart	1	cart	12	12
	clear space for temporary storage of exhibits, supplies, programming materials	1	space	40	40
					0
					0
<b>3.55</b>	<b>Family Restrooms</b>				IN GSF
<b>3.60</b>	<b>Community Meeting Room (Dividable)</b>				<b>1,910</b>
	stacking chairs	125	seats	15	1,875
	tables, folding, lightweight, 5' x 2'	24	tables	0	0
	baby grand piano	1	piano	35	35
	podium, moveable	1	podium	0	0
	video/digital projector, ceiling mounted	1	projector	0	0
					0
<b>3.65</b>	<b>Meeting Room Storage</b>				<b>186</b>
	dollies, mobile, for stacking chairs	12	dollies	8	96
	table trucks for folding tables	4	dollies	10	40
	equipment racks for meeting room AV equipment	1	rack	10	10
					0
<b>3.70</b>	<b>Kitchen</b>				<b>90</b>
	work counter, 8' x 2.5', w double sink, commercial grade, dishwasher, cabinets above and below	1	counter	50	50
	refrigerator, full size	1	unit	20	20
	microwave oven, on counter	1	oven	0	0
	oven with range-top, under counter	1	oven	0	0
	storage cabinet for supplies	1	cabinets	20	20
					0
<b>3.71</b>	<b>Medium Meeting Room</b>				<b>500</b>
	table, conference	1	table	0	0



All regular shelves = 3 ft long; Retail display browsing units =6 ft long					Standard steel shelving footprint is 3' x 1' and is allocated 12 SF/single-sided							
			% on Shelf	Items Shlvd	Shelf Type	Number of Shelves	Items/LF	LF Needed	Sections Needed	Sections Rounded	SF Needed	
<b>Adult Books</b>												
<b>Noncirculating Collection</b>												
Reference	1,982		100%	1,982	72"	5	7	283	18.9	19	228	
Genealogy	8,500		100%	8,500	72"	5	7	1,214	81.0	81	324	
Californiana	4,359		100%	4,359	72"	5	7	623	41.5	42	504	
Local History	977		100%	977	72"	5	7	140	9.3	9	108	
								0	0.0	0	0	
<b>Noncirculating Collectio</b>	<b>15,818</b>			<b>15,818</b>				<b>2,260</b>	<b>151</b>	<b>151</b>	<b>1,164</b>	
<b>Circulating Books</b>												
New Books/Browsing	2,324		66%	1,534	66"display gondola, 4' x 5'	5	4	383	15.3	15	225	
Nonfiction	45,417		75%	34,063	72"	5	8	4,258	283.9	284	3,408	
Veterans Connect	61		80%	49	66"	4	8	6	0.5	1	12	
Spanish Language ( F/NF)	811		70%	568	66"	4	8	71	5.9	6	72	
Fiction	27,115		70%	18,981	72"	5	7	2,712	180.8	181	2,172	
Adult Book Club Kits	204		66%	135	66"/5sh	5	1.7	79	5.3	5	60	
Large Print	2,924		75%	2,193	66"	4	7	313	26.1	26	312	
								0	0.0		0	
<b>Total adult circulating books</b>	<b>78,856</b>			<b>57,521</b>				<b>7,822</b>	<b>518</b>	<b>518</b>	<b>6,261</b>	
<b>Total adult books</b>	<b>94,674</b>			<b>73,339</b>				<b>10,082</b>	<b>668</b>	<b>669</b>	<b>7,425</b>	



			% on Shelf	Items Shlvd	Shelf Type	Number of Shelves		Items/LF	LF Needed	Sections Needed	Sections Rounded	SF Needed
DVDs	4,698		66%	3,101	gondola, 2.5' x 5'	5	10		310	12.4	12	180
Spanish DVDs	127		66%	84	66"	5	10		8	0.6	1	12
Teen DVDs	194		66%	128	66"	5	10		13	0.9	1	12
Music CDs	6,031		70%	4,222	66"	5	20		211	14.1	14	210
Spanish music CDs	225		70%	158	66"	5	20		8	0.5	1	15
Audio Books on CD (F/NF)	4,680		66%	3,089	66"	5	6		515	34.3	34	408
Teen Audio Books on CD (F/NF)	378		66%	249	66"	5	6		42	2.8	3	36
Spanish Audio Books	16		66%	11	66"	5	10		1	0.1	1	12
<b>Total Adult/Teen Media:</b>	<b>16,349</b>			<b>11,041</b>					<b>1,108</b>	<b>66</b>	<b>67</b>	<b>885</b>
<b>Youth Media:</b>												
Youth DVDs	1,126		66%	743	66"/5sh	5	10		74	5.0	5	75
Youth Music Compact Discs	280		70%	196	66"/AV browsing, 3 sh	3	20		10	1.1	1	15
Youth Audio Books on CD	529		70%	370	66"/5sh	5	6		62	4.1	4	60
Read to Me Kits	60		66%	40	66"/5sh	5	1.7		23	1.6	2	24
<b>Total Children's Media:</b>	<b>1,995</b>			<b>1,349</b>					<b>169</b>	<b>12</b>	<b>12</b>	<b>174</b>
<b>Total Media Collection:</b>	<b>18,344</b>			<b>12,390</b>					<b>1,277</b>	<b>77</b>	<b>77</b>	<b>1,059</b>

