

Kathryn Page Associates
Library Facility Planning

El Cerrito Library

SPACE NEEDS ASSESSMENT UPDATE

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Prepared by
Kathryn Page Associates
354 Los Palmos Drive
San Francisco CA 94127

El Cerrito Library
Space Needs Assessment Update
2014

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1. Executive Summary

Study Purpose and Scope

The goal of the Library Space Needs Assessment Update was to review the Needs Assessment completed in 2006 and revise recommendations as needed to match changing community demographics, incorporate residents' expressed service priorities and reflect current best planning practice for libraries. The consultant worked with the City and the Library to gather fresh community input both in person and through surveys, update service population projections and census data, update Library service patterns and service innovations, compare and assess the data in the context of current library industry design trends. Specific space need recommendations were then developed that the City can use as a basis for planning a new library facility to serve El Cerrito.

Needs Assessment Update

The update took place from September 2013 through January 2014. Over 80 people participated in targeted focus groups and a general community meeting. A community-wide survey distributed both online and in print form elicited 266 responses. Additional valuable input was received through a strategic planning process conducted by the County Library during the same time period. The consultant spent time observing public use of the current library and interviewed Library staff to better understand service usage patterns.

The space needs analysis revealed that lack of space and an obsolete physical structure remain the underlying obstacles to meeting El Cerrito residents' library service needs. The existing building is 6,500 square feet in size and has been in continuous operation in its current configuration for the past 53 years, following a building expansion in 1960. Both the community and public library service have evolved almost beyond recognition during that time. The Library in its current iteration can offer just a small sampling of the services and features that residents want, need and expect to find at their library.

Residents continue to use the library facility even with its limitations. Library visits have increased 20% since 2005/06 and circulation is up 35%. Remarkably, these increases have occurred even though the Library's hours and staffing have remained static. Service innovations, a fresh approach to collection management and invigorated children's programming each has played a part in these trends. Creativity within the current building footprint can improve the status quo only so far. A significant increase in space and a well-designed, efficient, technologically-current building are necessary to provide El Cerrito residents with a library that meets their needs.

A facility that offers approximately 20,845 square feet is recommended for El Cerrito to meet both current and projected library service needs through the year 2030 and beyond. A one-story library is recommended to keep staffing and operational costs to a minimum and to provide optimal building efficiency. The total amount of square footage is actually slightly less than the total recommended in 2006, by approximately 800 square feet, as the result of changes proposed in the use of space and square footage allocations within the building. These changes include:

- Increase the physical collection 68% to 60,320 books and AV media available onsite as well as access to econtent through the County Library website.
- Shelve the physical collection on mid-height shelving that encourages browsing and display instead of traditional full-height book stacks.

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- Increase seating to 134 open access seats as well as six group study/tutoring/collaboration rooms with a total of 56 seats.
- Expand computer access, from the current 8 workstations to 66 computers, including a mix of standard desktop units and laptops for in-library checkout.
- Add a learning space that can be used for computer-based workshops or informal group collaborations and projects.
- Add a tutoring and homework study area that can be used by individual students or by tutoring groups.
- Include a dedicated, acoustically separate community meeting room that seats 125 with up-to-date AV equipment, a refreshment prep kitchen and secure storage space for tables and chairs.

2. Project Purpose and Methodology

In August 2013, the City of El Cerrito engaged Kathryn Page Associates, a library planning consultant firm, to review and update an assessment of the City's library completed in 2006, to ensure that the new facility the City plans to build meets community needs and is in keeping with current and emerging library design trends. The City needs confirmation that the building recommended is appropriate sized, includes an appropriate configuration of spaces and will serve the community well into the future.

The needs assessment update included a community survey available both online and in print format with translation into languages other than English available on request, a well-publicized general community input meeting and design trends presentation, as well as focused conversations with key constituents groups, including teens, parents of school age children, adult school students, K-12 educators, afterschool child care providers and the Friends of the Library. The consultant also reviewed updated community demographic data, library usage statistics and input gathered during a strategic planning process undertaken by the Contra Costa County Library in 2013. Ms. Page toured the existing library, observed activity during open hours and spoke at length with the El Cerrito Library staff about how the public uses the Library and space-related service issues. She analyzed and compared input from all sources to input received in 2005/06 during the initial assessment process.

The consultant developed revised service level recommendations based on these findings. The recommendations were developed within the context of current best planning practice for libraries in the United States, with particular attention to trends within California. The consultant discussed service delivery strategies with both City and County Library representatives to ensure agreement on approach, such as incorporating self-service technologies and a combined service point.

The recommendations were refined and expanded to create a proposed outline of space needs for the new library. The City will be able to use the space needs outline as a basis for a cost estimate for the project, including design, construction and operation of the new building.

3. Service Population and Community Demographics

The Library serves El Cerrito's 23,549 residents¹ and students enrolled in public schools located in El Cerrito. Population size has remained stable since the 1990s and only modest growth is projected over the next twenty years. By 2030, an estimated 25,600 residents will live in town – an increase that represents, on average, approximately 100 additional residents each year.

The community is in transition, however, experiencing a steady increase in families with children. Family households with children under 18 grew by 13% between 2000 and 2010 although the overall population grew only 2%. The average household size increased from 2.25 to 2.31 during the last decade. Residents are culturally and linguistically diverse with more than one-third (36.4%) bilingual and 31.5% foreign-born. The K-12 student population mirrors this diversity, as shown in the chart below.

El Cerrito Public School Student Ethnicity 2012/13²

Ethnicity	Enrollment	Percentage
African American	770	23%
American Indian	11	less than 1%
Asian	680	21%
Filipino	111	3%
Latino/Hispanic	907	27%
Pacific Islander	20	1%
White	758	23%
Two or More Races	32	less than 1%
Not Reported	17	less than 1%
Total	3,306	

Public school enrollment has remained steady over the past several years and is beginning to increase even though one of the four elementary schools that served the community in 2005/06 has closed and its students been reassigned. Current year enrollment is 3,306, a 2% increase from 2006.

El Cerrito Public School Enrollment³

	2005/06	2011/12	2012/13
Castro	316		
Fairmont	276	555	590
Harding	289	365	343
Madera	351	525	551
Portola Middle School	640	466	525
El Cerrito High School	1,363	1,303	1,297
Total	3,235	3,214	3,306

Older adults continue to represent a sizeable portion of the population. In 2010, almost 33% of El Cerritans were 55 years or older, compared to 32% in 1990 and 30.4% in 2000. It is interesting to note that the County population is aging as well, and at a faster rate than El Cerrito. In 2010, 24.6% of County residents were 55 or older, compared to just 20.2% in 2000 and the County

¹ 2010 U.S. Census and City of El Cerrito Environmental Scan, January 2013.

² California Department of Education, Educational Demographics Unit, DataQuest website, www.cde.ca.gov

³ Op. cit.

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median age jumped from 36.4 to 38.5 years during the last decade. El Cerrito's median age, on the other hand, rose only slightly, from 42.7 in 2000 to 43.5 in 2010.

Clearly, the El Cerrito population is in transition. Library service in El Cerrito needs to address the needs of this diverse, changing population and anticipate changing needs as the youth population continues to grow.

4. Community Input Findings

The consultant worked with the City and Library to gather input about community members' experience with the Library, their library usage patterns and the priorities they expressed regarding library services. In addition, current input was compared with input gathered in 2005/06 to identify shifts in needs or priorities during the eight years since the original needs assessment took place. Input included both a citywide survey and focused conversations with specific constituencies to ensure that a wide variety of voices was heard. A strategic planning process undertaken by the County Library in Fall 2013 offered an opportunity to expand the scope of input through comments gathered at a well-attended Town Hall meeting and a series of key informant interviews conducted by Liz Ruhland, the El Cerrito Library manager. *Appendices A1 – A6* provide detailed summaries of each session.

Focus Groups and Community Meeting

The following sessions were held, with a total of approximately 88 participants:

10/3/13	School Principals and Afterschool Care Coordinators
10/8/13	Friends of the Library
10/14/13	Parents of School Age Children
10/24/13	General Community Meeting
10/29/13	Adult School ESL Class, Fairmont Elementary School
11/7/13	Students, El Cerrito High School

School Principals and Afterschool Care Coordinators

Attendees emphasized that the students they work with are extremely diverse socio-economically and love all forms of technology. The City of El Cerrito and the schools have forged a partnership to provide afterschool care. The Library would and should join this partnership, providing augmented access to “leveled reading” material, homework help space (the City and School District could provide personnel), tutoring and group study space, and simple “space to talk”. College prep materials could be highlighted in the space for older kids. Space for parents to wait or read while their kids are tutored would also help. Access to a café would attract family groups as well as students. Collections and programs need to reflect the multicultural diversity of the community. The group emphasized that convenient access to public transit is essential to reassure parents that their children can get home safely.

Friends of the Library

Ten active members and officers of the Friends of the Library shared their thoughts about the new library and about the space needs of the Friends book donation and sale operation. Comments focused on the need for larger, bookable meeting room space, good acoustics, comfortable seating with ubiquitous wifi access, more computers, sustainable design, views to the exterior and a welcoming, comfortable environment (with or without a fireplace). One attendee mentioned the need to “pay attention to the future” and focus on the needs of children and families moving into town. Another encouraged creating media-focused space for teens similar to the Chicago Public Library You Media space.

The Friends would like an expanded ongoing book sale presence in the new library, with dedicated space and display shelving located prominently off the lobby. Opinions varied regarding associating the book store with a food and drink concession (as well as on the pros and cons of

offering refreshments at all). Attendees emphasized that functional, appropriately sized donations sorting and processing space will be important to the enhanced book sale operation.

Parents of School Age Children

Five sets of parents with children between the years of 3 and 6 met with the consultant during Library story time to express their views and vision for the new library. The strongest needs expressed were the availability of a viable children's book and DVD collection as well as additional, varied programming and an acoustically buffered, appropriate space for children's programs and events. Repeatedly, parents noted that they have exhausted the on-site collections of print and media. Several stated that they travel to multiple libraries in the area to select books. A larger collection for children was seen as an important service need. Cozy seating for parents and children to read together was also suggested.

Adult School ESL Class, Fairmont Elementary School

Thirteen adults participated in the session, 10 of whom were El Cerrito residents. Participants ranged in age from the early thirties to over 60 years old and included native speakers of Mandarin, Cantonese, Farsi, Spanish, Vietnamese and Arabic. Eight reported that they use the El Cerrito Library (although several indicated they are not frequent users). Participants suggested the following services would likely bring them to the library – increased Chinese language books, newspapers and media, additional seating and quiet spaces for reading and study, homework help for their children (4 have children under 18 still living at home), a café, a larger selection of English language books (such as art techniques), jobs and career workshops, computer classes and ESL conversation practice classes.

Students, El Cerrito High School

Twenty students in the ECHS Media Class, which is responsible for broadcasting programs over the school radio station, met with the consultant to comment on how the new library could and should serve teens. Participants underscored the need for dedicated teen space both for quiet, uninterrupted study and for collaboration space – an area in which two or more students can talk without disturbing others. Other needs included tutoring space, access to computers, a book collection for teens, wifi access and plug-in capability, a place to buy snacks that can be consumed at the library and teen programs, such as video gaming events or a book club for teens. The new library location was also a major topic. Students emphasized that the library must be walkable from the high school campus.

Community Input Meeting

A general community meeting was held in mid-October, to follow up on the County Library Town Hall meeting in September and offer an input venue for residents not represented by one of the focus groups. The meeting was publicized widely and attracted approximately 30 participants, primarily older adults. Ms. Page presented a summary and slideshow of current library service and design trends and then asked the group how the new library can best serve the community:

- A larger collection that reflects community members' interests – “more like Cody's Books than Barnes & Noble” – offering both print and digital collections.
- A facility that serves as a gathering spot for the community.
- Multicultural and inclusive of all residents, including non-native English speakers and LGBT community, with bilingual collections.

- A “hub of sharing” with multifunctional community meeting rooms outfitted with easily operable AV equipment and plentiful group study space.
- Expanded range of services made possible through community partnerships.
- A welcoming, vibrant, architecturally significant and functional design, accessible throughout, accommodating technology well into the future.
- A flexible design that will serve the City over the long haul.
- Increased space and emphasis on services to children and families, including features like stroller parking.
- Student support space and adult literacy space.
- Good public transit access, sufficient parking capacity for cars and bicycles and well-designed parking access.
- Café space, especially if the location is not adjacent to a retail center.

Community Survey

The survey was posted on both the City and Library websites from late September through mid-November. In addition, print surveys were distributed at the Library and versions translated into Spanish and Chinese were offered on request. A total of 266 responses were received and tabulated (see *Appendix A7* for the complete survey summary).

Most respondents identified themselves as El Cerrito Library users (86%), including 22% who said they use the Library an average of at least once a week, 34% more occasional users (1 to 3 times per month) and 28% “a few times per year”. Almost three-fourths (71%) said they use other area libraries, as well. Thirty other libraries were named, with Berkeley, Albany, Kensington and Richmond cited most frequently as alternate library venues visited. The most frequent reasons given for not using the El Cerrito Library (or using additional libraries) were the collection not offering what the person needed, inconvenient open hours, not feeling comfortable or welcome at the Library or poor/inadequate building conditions.

Respondents were asked to name three improvements – in their own words - that they considered most important to make at the El Cerrito Library. The comments were analyzed and placed in categories that provided a profile of public perceptions regarding the current library. The most frequently cited needs, each called out by at least 10% of respondents, are shown below.

101	Improved Collection
67	Improved Environment - Lighting, quiet, comfortable
58	Improved Building - Seating, People Space
56	More Space
49	Improved Hours
48	Improved Programming +/-or Meeting Room Space
48	Improved Technology
33	Improved Children's Space
27	Improved Parking

Respondents were also asked to rate various possible building features as ‘very important’, ‘somewhat important’, ‘neutral’ or ‘not important’ to include in a new library. The following list shows the number of respondents who marked each feature as “very important”.

Good natural light	181
Flexible space for reading, study and collaboration	163
Quiet reading space	138
Flexible space for special programs and events	127
More electrical outlets for laptop users	120
Better parent/child space	114
Good architectural design	111
Larger/better space for children and families	107
Better/more parking	105
More seats for studying	99
More display/browsing shelves	98
Better noise control/acoustics	94
After school homework/tutoring space	89
A better/larger room for meetings	78
Enclosed group study/collaboration rooms	77
More lounge seats	74
Secure, covered bicycle parking	68
Separate teen area	64
Space for computer training classes	55
A digital lab or makerspace/hackerspace	47
Special space/shelving for El Cerrito history	45
Cafe to buy and consume food/drink at the library	32
Fireplace	10

In a separate question, respondents were asked to rate an array of library services as ‘very important’, ‘somewhat important’, ‘neutral’ or ‘not important’ to offer at the library. The table below shows the number of times respondents indicated that each service was “very important”.

More books	182
Free wi-fi	182
Able to ask Library staff for assistance	181
Children’s story times and other events	146
More and/or improved computers	133
Self checkout	107
Current newspapers to browse	102
Literacy tutoring	100
Programs for seniors	100
More e-books	96
Programs for teens	91
Programs for adults	90
More DVDs	78
Easier pick up for self service holds	75
Magazines to browse	74
More audiobooks	71

Computer training classes	66
Exhibits of art by the community	66
Laptops or tablets to use at the library	49
More music CDs	33
Video game equipment	2

Community Input Findings

El Cerrito residents have been asked twice in the past decade to express themselves on what they want in the way of library service, in 2005/06 and in 2013. The picture that emerges from their responses shows enduring demand for traditional services, a strong sense of the value that a library brings to the community as well as awareness of and interest in innovative possibilities.

Community input from teens, parents, seniors and the general public focused on a handful of important themes:

- Access to a larger, more robust collection
- A welcoming, comfortable physical environment that supports varied uses and activity levels
- An attractive building that fosters a sense of community and offers plenty of room for visitors and a “sense of place”.
- Space for meetings and community events
- Space for families and children
- Space for teens, both for study and for ‘hanging out’
- Increased computer access and infrastructure to accommodate personal technology
- Increased service hours
- Convenient access for all residents including plentiful parking and good public transportation

These themes echo comments made during the original needs assessment and reflect enduring community desires and values. They are also in sync with current trends in library service, with an emphasis on “the library as place” even as digital technologies are incorporated into every aspect of service.

The findings repeat trends noted in the *2006 Needs Assessment*, that El Cerrito includes many intellectually active, literate residents who use library services regularly and respond improved or expanded services.

Other enduring usage patterns suggest that the Library is not meeting community needs. Almost 75% of survey respondents use other libraries in the area. In and of itself, this is not a negative. Ours is a mobile society and many people travel regularly on a regional basis to school, work, entertainment and other venues. The reasons people give for multiple library usage, however, suggest widespread dissatisfaction with the El Cerrito Library. The most prominent causes given were poor or inadequate building conditions, inadequate collections, lack of space and parking limitations, expressed both by survey respondents and focus group participants.

El Cerrito residents value both traditional and new services. This dual emphasis is clearly illustrated by the two highest rated “most important services” in the survey – “more books” and “free wi-fi” – each of which received 182 votes. Richer, more varied collections in any and all formats were, in fact, the most requested service overall. Community members include many readers, expressing considerable interest in ebooks and other digital content complemented by

strong interest in print materials. While many people are satisfied, active users of the County Library interlibrary request service, there was widespread desire for a viable onsite browsing collection. Parents were especially vocal about the need for a critical mass of children's titles available locally for family browsing.

The community wants a library building that offers not only an attractive, well developed collection but also a facility that is comfortable, spacious and flexible. Increased seating and spaces for people surfaced repeatedly in a variety of ways – quiet reading space, flexible space for reading, study and collaboration, better parent/child space, more and improved space for children and families, enclosed group study and collaboration rooms, separate teen area.

This idea was developed and enlarged to emphasize the desire for separate, dedicated and appropriately outfitted meeting room and programming space, replacing the current practice of holding programs in the Library's main public area. More broadly, there were numerous comments about the need for a community gathering space and focal point, perceiving the new library as a civic venue that can help improve a sense of community.

5. El Cerrito Library Service Levels and Trends

Even with its limitations, the community still uses the El Cerrito Library. Last year, the Library had 128,370 visits, over 500 people each day the facility was open. This represents a 57% increase over the past ten years and a 20% increase from 2005/06, the year of the original needs assessment. Last year, 174,411 books and media were checked out from the El Cerrito Library, almost double the circulation ten years ago and a 35% increase over the 2005/06 annual circulation.

The surge in use since 2005/06 is particularly noteworthy since the Library's hours and staffing have remained at the same, minimal levels. In addition the onsite collection has become somewhat smaller, at 35,975 books and AV media compared to 37,062 items in 2005/06. Several factors are behind these increases:

- Demand for children's services has taken off in response to the Library's energetic expansion of programming for children. Attendance at children's programs has grown from 2,000 two years ago to an anticipated 5,000 this year. With more families visiting the Library, children's circulation has grown 43% since 2005/06, from 50,178 to 71,921 checkouts in 2012/13.
- The entire collection has been refreshed, non-circulating material reduced significantly and shelving made more browsable.
- AV media now "floats" through the County Library system so that a fresh selection of DVDs, audiobooks and CDs is constantly available.
- A powerful interlibrary borrowing network is now in place that offers the public quick, convenient access to millions of books and media titles through the Library website.

The collections in highest demand are DVDs, which turn over between 12 and 17 times annually⁴, a rate that indicates that much of the collection is in circulation most of the time. New books (for adults, teens and children) are the next most popular category; in 2012/13, adult and children's new books had the same turnover rate – 14 – and teen new books followed closely at 9. Turnover for the regular collection is significantly lower, suggesting that many visitors limit their borrowing to the new book and media shelves. The overall turnover rate nonetheless has improved considerably since 2005/06, increasing from 3.1 to 4.8, in response to the service improvements mentioned above and to the energy and innovative spirit of the staff.

El Cerrito library card holders continue to use other County Library outlets as well as other public libraries in the region. Last year, 55% of items checked out by El Cerrito residents were checked out at the El Cerrito Library, 14% at Kensington and smaller percentages at 13 other County Library branches.

Last year, the Library sponsored 221 public programs, 144 for children and families, 64 for adults and 13 for teens, with a combined total of 5,895 participants. All programs took place in the open public space.

⁴ Turnover rate refers to the average number of times each item in a collection is checked out during the year.

6. Needs Assessment Findings and Recommendations

Overview and Service Level Recommendations

The review of El Cerrito's library space needs just completed confirms the findings of the *2006 Needs Assessment*. The current 6,500 square-foot facility is too small and too limited to serve the community. Approximately three times more space, designed for flexibility and technology integration, continues to be the basic, underlying need. A facility that offers approximately 20,845 square feet is recommended for El Cerrito to meet both current and projected library services through at least 2030.

Although the overall building size recommended is very close to the findings of the *2006 Needs Assessment*, numerous adjustments are proposed to the use of space and square footage allocations within the building. These reflect 1) evolving service trends in libraries, 2) shifting service priorities expressed through fresh community input and 3) updated community demographics. The table below lines out the original and updated recommendations and compares them to current service levels and current library industry best planning practice. The rationale behind each recommendation update follows.

	CURRENT LEVELS	CURRENT BEST PRACTICE	2014 RECOMMENDATIONS	2006 RECOMMENDATIONS
Population served	23,900 in 2013		25,600 in 2030	25,000 in 2030
Books + AV Media				
Physical collection	35,975	51,200 to 64,000	60,300	75,700
	1.5 volumes/capita	2.0 to 2.5 volumes/capita	2.4 volumes/capita	3.0 volumes/capita
		(for multi-outlet regional libraries; stand-alone city libraries often higher)	68% increase	
Digital collection	20,050 items owned/leased		TBD	NA
	includes ebooks, e-audiobooks + e-govt documents	varies widely; no best practice yet determined	anticipate increased access to downloadable content thru ownership + leasing	
Seating				
Open Access	86 seats	103 to 154 seats	134 seats	126 seats
	3.4 seats/1,000 people	4 to 6+ seats/1,000 people	5.2 seats/1,000 people	5.0 seats/1,000 people
			59% increase	
Group Study/ Collaboration/ Tutoring seats	0 seats	24 to 48 seats	56 seats in 6 rooms	30 seats in 4 rooms
Overall Seating	86 seats	128 to 180 seats	190 seats	156 seats
	3.4 seats/1,000 people	5 to 7+ seats/1,000 people	7.4 seats/1,000 people	6.1 seats/1,000 people
			120% increase	

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Programming seats				
Community meeting room	0 seats	100 to 175+ seats	125 seats (dividable space)	100 seats
Children's programming	0 seats	30 to 60+ seats	40 floor seats	30 seats
	use open access public space			
Public computers	8 workstations	50 to 75 workstations	66 workstations	54 workstations
	0.33 computer/1,000 people	2 to 3 workstations/1,000 people	2.6 computers/1,000 people	2.2 computers/1,000 people
			36 Internet access desktops	48 Internet access desktops
			24 laptops +/- or tablets	(12 in computer lab)
			12 laptops for workshops	6 online catalogs
			6 special use workstations	
			6 online catalogs	
			700% increase	
Square Feet of Building Space	6,500 SF	19,200 to 21,750 SF	20,845 SF	21,626 SF
	0.27 SF/capita	0.75 to 0.85+ SF/capita	0.81 SF/capita	0.87 SF/capita

Collection Shelving

While the 2006 Needs Assessment's high profile browsing and display area for new books and AV media remains valid, the concept of browsable, easily accessible collections has continued to develop and expand. The distinction between "new books" and "stacks" has been blurred in many libraries, favoring lower overall shelving heights, face-out display peppered throughout the collection and even a migration (usually partial but sometimes total) away from traditional classification systems to a more topical, "bookstore-like" arrangement. Typically, adult shelving is between 66" and 84" inches high (compared to the 90" high shelves considered standard and proposed in 2006). In short, the ideal is to make the entire collection browsable, with the result that shelving occupies more floor space.

Collection Size

A significantly larger collection of books and media is still needed onsite to provide residents with a critical mass of titles on hand to browse and check out. This is especially important for children and families, teens and individuals whose native language is not English. Many adult residents who are native English language speakers also want and need a more robust selection of current fiction and nonfiction to browse, even though this group is more likely to use digital ereaders. The new target will enable expansion in all categories.

Electronic content – ebooks, e-audiobooks, and ereaders – was anticipated but not yet a reality for most libraries in 2006. Publishers, booksellers and libraries were feeling their way into this new world but many questions remained about licensing, digital rights management, and related topics. Recommendations about target collection size, therefore, did not factor in this material. While econtent continues to present many thorny questions, the Library now does offer over 20,000 ebook titles, the public is eagerly exploring this medium and the County Library is committed to developing its collection. Also, interlibrary borrowing has become increasingly sophisticated and easy for the public to use over the past few years, providing quick, convenient

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access to millions of books and AV media via the Link+ system. Many El Cerrito Library users are adept users of this service. Finally, some formats, such as music CDs, can be offered more selectively because of wide availability of downloadable material.

These factors suggest that the previous recommended onsite collection size of 3.0 volumes per capita can be reduced to a more modest 2.4 volumes per capita. The onsite collection of books and AV media should be increased from the current 35,975 items to 60,320 items, which represents close to a 70% increase from the 1.5 volumes/capita currently offered – resulting in an onsite collection in the midrange of current best practice. *Appendix B3: Collection Growth Plan* summarizes a hypothetical allocation of the proposed collection and *Appendix B4: Collection and Shelving Needs* shows the types of shelving proposed for each part of the collection as well as the other variables that affect the amount of square footage assigned.



UPPER LEFT: Willow Glen Branch, San Jose
UPPER RIGHT: Willow Glen Branch, San Jose
LOWER EFT: Fairfield Library, Solano County
LOWER RIGHT: Portola Valley Library, San Mateo County

Public Computer Access

Demand for computers and Internet access continues to be a primary service need in El Cerrito. The desktop workstations now available cannot begin to match community demand. Community input on this issue is underscored by daily evidence at the Library of queuing and frustration at wait times. At the same time, developments in mobile computing technology have made it possible for libraries to offer a mix of desktop units and less expensive, more flexible laptop devices. This enables more seating flexibility, also, as simple reading tables become effective computer workstations as long as wifi access and ubiquitous plug-in capability are made available.

Library visitors have discovered library wifi access in ever-growing numbers over the past few years. Many visitors now use their own laptops, tablets, smartphones and ereaders throughout most libraries, including in El Cerrito, quietly at work on business plans, school assignments, checking email or a multitude of other activities. This growing trend both lessens the need for as many Library-owned computers and puts additional pressure on seating.

While a major increase in computer access is still proposed, the recommendation has been updated to include a combination of standard desktop PCs and portable computing devices – from the current 8 workstations (0.33 computers/1,000 people) to 66 workstations (2.6 computers/1,000 people). The breakdown of desktops to laptops (or tablets – depending on the preferred device by the time the new library becomes a reality) includes 36 standard desktop units, 6 specialty workstations with additional features that support group projects and content creation, 6 online public access catalogs, 24 laptops for in-library checkout and 12 laptops for training workshops. These quantities can be refined and adjusted as planning for the new library goes forward. The proposed space-by-space allocation of computers is detailed in *Appendix B6: Computers and other Equipment Needs*. Library-owned portable devices are proposed for in-library checkout at the Service Desk and also for use by participants in workshops held in a Computer Learning + Collaboration space. A basic design goal should be to integrate technology use throughout the public space rather than require visitors who wish to use a Library computer, with the exception of a secure space for specialty equipment. Desktop computers need to be located where people need them – in adult, teen and children’s spaces as well as the literacy and tutoring areas.

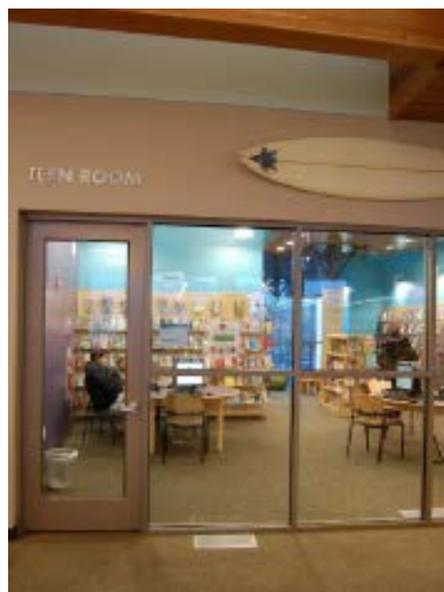
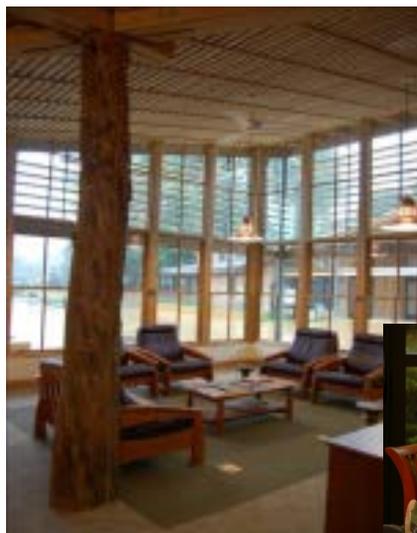


LEFT: Vineland Branch, San Jose
RIGHT: Portola Branch, San Francisco

Seating

More and better space for people was a primary space need at the El Cerrito Library in 2006 and continues to be an overarching need today. Ample seating capacity, zoned by activity and acoustical level - quiet 'oasis' space for comfortable reading, study tables for concentrated solo work, parent/child seating, casual interactive seating, enclosed group use space – is arguably the most important element in a successful library today. This trend reflects broad public recognition that the Library is a community gathering place and crossroads. Space for children and families, teens, laptop users, adult readers and browsers all need to be accommodated within the building envelope, in appropriately sized spaces that offer acoustical separation. Collaboration space and space for group study of all sorts as well as tutoring is badly needed.

While the Library has actually added more seats than were available in 2006 (86 now rather than 70), many of these are clustered in tight areas with no allowance for personal comfort or space. The original seating recommendation of 156 seats, including 126 open access seats, three group study and tutoring rooms (with 18 seats total) and a 12-seat homework study area has been updated to address community demand more realistically. The revised seating recommendation includes 134 open access seats, four group study/collaboration rooms (with 20 seats total) and a 28-seat tutoring/study/homework space. The overall seating capacity has been updated to 190 seats – 7.4 seats per 1,000 people served – a capacity that will enable the Library to sustain high visit levels from students as well as the general public. Designated seating for teens, families and students has been augmented in recognition of the high usage levels anticipated by these user groups while seating targeted for adults remains substantial – at 72 seats. Overall, the seating capacity assumes visits of longer duration, for multiple purposes and increasing use by families and small groups. *Appendix B5: Public Seating Needs* outlines the proposed seating distribution with details on the types of chairs – at tables, laptop work counter, parent/child armchairs, toddler tables, lounge seats etc. In addition, *Appendix B2: Detailed Spaces Summary* calls out the seating within each proposed space.



LEFT: Portola Valley Branch, San Mateo County
CENTER: San Francisco State University
RIGHT: Redwood Shores Branch, Redwood City

Programming and Meeting Room Space

The 2006 report called for a dedicated, enclosed, multipurpose meeting room, accessible from the building lobby to allow events to take place independent of Library open hours and to allow attendee access without intruding into the Library public space. This need is still valid - many community members commented on the importance of such a space not only for Library sponsored programs but also for community events. Increasing the seating capacity from the original proposal's recommended 100 seats to 125, at minimum, should be considered given the pervasive community interest in programming for families, for adults and for teens. This will position the new Library more effectively as an active community hub. This role is closely associated with the trend already described – the Library as a community gathering place. The meeting room needs to be carefully designed and outfitted to support AV and digital presentations and wifi access, with a refreshment prep kitchen and adequate storage for folding tables and stacking or nesting chairs.

Children's programs can take place in the meeting room; in fact, events that draw large audiences will work best in that space. A secondary programming space for smaller children's programs is also needed, to provide a space within the children's area for more intimate events that benefit from adjacency to the picture book collection or the Family Space. This space also needs acoustical separation from the open public space. In 2006, a story time/class visit space was recommended that would accommodate up to 30 children and adults. This capacity should also be updated to accommodate 40, in response to the positive community response to the current Library children's programming.



LEFT: Belmont Library, San Mateo County
RIGHT: Redwood Shores Branch, Redwood City

Service Delivery Strategies and Service Points

The assumptions made in 2006 about Library staffing and service delivery are still valid. The building must operate with minimal staff based at a single service desk that is highly visible and efficiently organized. Staff will be mobile, responsive and active throughout the public space, helping where needed. Self-service technology is now standard at County Library facilities and is integral to best planning practice. Returned materials will be checked in and sorted behind the scenes using automated technology to eliminate confusion at the service point and improve efficiency. Visitors will be able to retrieve their holds without staff mediation, check out and renew items at self-checkout devices, return materials to automated materials handling system, book a group study room, register for a new library card, update their account, pay fines, among other things. The spaces associated with these services were reviewed and updated as needed and generic components called out, as appropriate, to accommodate up-to-date equipment when the new Library is constructed and occupied.



UPPER LEFT: Columbus Metropolitan Library
Columbus, Ohio
UPPER RIGHT: Millbrae Library
San Mateo County
LOWER LEFT: Covington Library
King County, Washington

Partnerships and Joint-Use Facilities

Many new libraries are being designed to support partnerships with other service providers. These designs range from including generic learning or classroom space within the library to imbedding the library within a larger, shared-use complex to pairing the library with another service, such as a community center, with selected joint-use functions. Common to each is the desire to leverage community resources and offer residents access to service in as convenient a way as possible. Service partnerships are also implicit manifestations of the idea of the library as a part of the community's civic life.

Examples of creative, successful partnerships abound – Oakland's Cesar E. Chavez Library at the Fruitvale Transit Village, the Lafayette Library and Learning Center, San Francisco's Mission Bay and Glen Park Branches, the Sacramento Robbie Waters Pocket-Greenhaven Branch, co-located with the School of Engineering & Sciences, a STEM magnet school and Palo Alto's Mitchell Park Branch, currently under construction, is a shared-use facility with a City-operated Youth Recreation Center.

El Cerrito's new library can operate either as a stand-alone facility or in a campus setting, sharing functions with collaborating organizations. In addition, the tutoring and afterschool homework space as well as the computer learning space are potential venues for service collaborations between the Library, the City and the West Contra Costa County Unified School District. As the new library planning proceeds, the City and the Library need to explore possible joint efforts and design space into the building that supports those possibilities.



LEFT: 81st Avenue Branch, Oakland, collocated with two schools
RIGHT: Redwood Shores Branch, Redwood City, with an interpretative nature center

Amenities

The Library as a center of community life and community focal point is a burgeoning national trend, increasing demand for seating and space for people in almost every community. As this trend has developed, public expectations regarding accompanying services such as retail space, food and drink services and exhibits and displays have also grown. The community input received as part of the update process certainly reflected this expectation, with frequent comments supporting a café-like feature, especially if the new Library is located away from commercial areas of the City. In addition, conversations with the leadership of the Friends of the Library revealed that the scope of the used book sale operation has expanded in the intervening years to now include online sales as well as both periodic large scale book sales and an ongoing book sale within the Library. The Friends are interested in expanding the ongoing book sale to a permanent browsing and display area adjacent to the lobby.

The update took a fresh look at the amenities offered in 2006, resulting in an expansion of this aspect of the Library. A high-profile, clearly defined “bookstore” space of approximately 170 square feet is recommended in which books, media and other items received as donations can be displayed for browsing and purchase, managed and sorted by the Friends. A second space, secure and convenient to the “store” is also recommended for donation sorting and online sales processing.

In addition, a space for food and drink sales is recommended directly off the lobby – approximately 300 square feet should be earmarked to accommodate this service, with decisions about the nature and extent of the service deferred until the City has time to research the best option, an actual small café, a coffee cart or self-service vending machines. In any case, that space needs casual seating and a laptop counter as well as space for refreshments display and sales. There are numerous successful models for this type of operation available to study at libraries across the country. At this point, the recommendation is to save space for the possibility.



LEFT: Willow Glen Branch, San Jose
RIGHT: Willow Glen Branch, San Jose



Building Size

The total amount of building square footage recommended is 20,845 SF, slightly less than the 2006 recommendation at 21,626 SF. A building of this size will offer each resident 0.81 square feet of space – an overall service level that places the new library solidly within the current range of best planning practice. *Appendix B1: Space Needs Summary* and *Appendix B2: Detailed Spaces Summary* provide details on the proposed spaces and their contents.

This recommendation assumes, as did the earlier analysis, that the building is a one-story, well-designed and well-organized facility that is 75% efficient. This means that three-quarters of the total square footage is devoted to library services and functions and the remaining one-quarter consists of other necessary functions, including restrooms, mechanical spaces, corridors, lobbies, walls and similar building elements.

Kathryn Page Associates

Library Facility Planning

354 Los Palmos Drive
San Francisco, CA 94127

t 415.337.7552

c 415.238.3060

APPENDIX A1

El Cerrito Library
City of El Cerrito/School Principals and Afterschool Care Coordinators
10/3/13

On October 3rd, Kathy attended a meeting between El Cerrito school principals, afterschool care staff and City Parks and Rec staff, convened by Karen Pinkos, Assistant City Manager. City and schools have held these meetings periodically for the past 3 years to discuss issues of mutual concern, including afterschool care coordination and security. Principals from the high school, junior high and three elementary schools attended as well as afterschool care staff and City Rec and Park staff.

Kathy was able to ask the group to comment on how the new library could and should serve students and their families. Input is summarized below.

- Students represent a wide range socio-economically – very diverse – there is a gap in achievement
- Students love anything related to technology
- Many students have smart phones and this is their only access to Internet, online world
- Some have additional tech access available at home
- Increasing School District interest in providing access to ebook content. Would be good if the public library supported this by offering ebooks for kids.
- School District is also starting to focus on “leveled libraries”, that is, encouraging independent reading identified by reading level. Would be helpful to have public library books identified by this coding system (there have been multiple coding systems used – would need to offer “translation” from one to another – the District can help with this)
- No El Cerrito schools offer laptops or tablets for student use at this time, though it is part of the District’s long term plan – lack of money is currently an issue.
- Discussion followed on current reports of LAUSD’s troubles implementing a laptop/tablet program. Disdain expressed for LA’s strategy to rescind loan to students until tablets are made hack-proof, saying that student “hacking shows creativity and ingenuity and the situation could be used to teach “media responsibility” to students

El Cerrito schools have been in transition for several years. Since 2004/05, Castro School has been closed, its students reassigned to other EC elementary schools. Portola Middle School’s 6th graders are also reassigned to elementary schools. Portola is supposed to reopen in 18 months.

The High School is now operating on beautiful nice new campus – almost all portable trailers are gone.

Ways the new library could help students:

- Space for afterschool homework help – this program is managed by the City for the District. Needs more space. City and District personnel could manage the programs, need appropriate space.
- Enclosed group study, tutoring space – maybe older teens could tutor younger
- Students need enclosed space for small and medium size groups – space to talk!
- Also space for parents to wait while their kids are being tutored
- Coffee shop? Café? (reference made to new Lafayette Library as successful example, also mentions the Lafayette book store – would attract families)
- Need a college prep section for HS students – scholarship opportunities, how to apply for college, also programs and workshops for parents as well as students
- Have ongoing publicity about Library programs and events – Library Website? Marquee?
- For younger kids, avoid upholstered FFE – head lice a problem in daycare centers!
- Library must be convenient to AC transit – parents need to know their kids will be able to safely catch a bus to get home. And kids will not visit unless it is convenient to get there – plan on at least 1 bus pickup every hour.
- Library must reflect the community diversity in many ways – collections, displays, programming, interior finishes and décor – must be inclusive

School libraries – are they operative? Effective?

- High School and Middle School both have librarians and libraries that are open, HS even open after school 2 days a week – very popular.
- Elementary schools – libraries open 1 day/week, staffed that day by clerks, not credentialed teachers. Mostly parent volunteers make them happen. Dark most of the time.
- The Public Library can complement and expand access provided at the school libraries.

Kathryn Page Associates

Library Facility Planning

354 Los Palmos Drive
San Francisco, CA 94127

t 415.337.7552
c 415.238.3060

APPENDIX A2

El Cerrito Library
Focus Group - Friends of the Library
10/8/13

Kathy Page conducted the session. Ten FOL members participated.

Kathy distributed notes from the meeting she and the Friends held in December 2005 and asked whether or not the organization's activities have changed since then. The current activities described are:

- Two major on-site sales per year held in the Library basement.
- Ongoing online sales on Amazon – has been quite successful in bringing in new revenues.
- A small (book cart) ongoing sale in the Library central space.
- Funding support for the New Library Committee.
- Funding of Library collections and special furniture requests.
- Annual membership meeting – 40 to 50 attendees.

Donations are received at the basement door on an ongoing basis, sorted and stored in the basement until the next book sale. Volunteers who manage the online sales can either work in the basement, which is equipped with a computer for their use, or in their own homes.

Used Book Store – the Friends would like the new Library to have dedicated space close to and visible from the public lobby for an ongoing on-site book store. Like the current book cart sale, it would need to be self-service, with a secure payment box. Opinion varied on the location of the sorting and processing space – some could see a combined sales and sorting space, similar to the Mill Valley Library. Others preferred separation with the sorting space closed off from public access.

The group discussed the pros and cons of associating the book store with a café concession located next to the lobby. Some participants voiced concern over introducing food and drink into the Library. Kathy shared her observations on how various libraries have successfully managed this amenity.

Kathy then asked the group to share their ideas about features or services that are needed in the new library:

A big meeting room – comments on management of bookings – what is best strategy? Liz Ruhland mentioned that the City may handle booking, with the Library's programs given first priority.
Small meeting rooms – for tutoring, need as many as possible (mentioned popularity of Albany's small meeting rooms)

Service desk with a counter low enough to welcome children

Teens – one participant offered the Chicago PL You Media center as a possible model

Acoustics – good sound absorption

Fireplace? Participants were split on the benefit of this feature – Grace McNeil mentioned that the fireplace in the current library used to be operable, burning actual wood.

It is now decorative only.

Comfortable seating for using the wifi with your laptop.

Needs to be a green building – low flush toilets, permeable pavers in the parking lot and other sustainable features – this is a high priority for the community.

Comfortable browsing access to the collection, with wide aisles, ADA accessible.

Lighting – avoid glare, indirect light, clerestory windows.

More plentiful parking - ! – especially if it is a joint-use facility. The group discussed the current problems related to parking, given the adjacency of the senior center and Fairmont School.

Parking space for strollers during story time programs.

Windows to the exterior - views to the outside.

More public computers.

Laptop plug-in access everywhere!

All participants have computer at home. Two use ebooks (1 Nook and 1 Kindle) – enjoy them now that they have learned how to use. See ebooks as important, especially for the younger generations.

Most participants request print books, too, and DVDS using the Library catalog – generally request and then pick up. Some use Link+. High kudos for the request system – very fast and efficient.

Not a lot of comment on lack of material for immediate browsing.

The notes from the 2005 still contain lots of valid information!

Would like to see the Library help people find governmental help available – with Affordable Care Act, etc.

Would like to see the Library provide a safe after-school place for students, for homework study.

Liz commented that community demographic trends is showing highest growth in the 0 – 5 year age range, which means there will be lots of teens in a few years!

Someone commented that anecdotally, more families with children are moving in – pay attention to the future.

Kathryn Page Associates

Library Facility Planning

354 Los Palmos Drive
San Francisco, CA 94127

t 415.337.7552
c 415.238.3060

APPENDIX A3

El Cerrito Library
Focus Group – Parents of School Age Children
10/14/13

Kathy spoke with 5 parents while their kids participated in a story time program at the Library.

1. What ages are your children?

3 – 3 years old (including a pair of twins)
2 – 4 years old
1 – 5 years old
2 – 6 years old

2. How long have you been El Cerrito residents?

2 - since 2005 (8 years)
1 – since 2007 (6 years)
2 – since 2008 (5 years)

3. How do you use the Library? What services do you use?

Bring our kids to story time (our caregiver brings them during the day, we bring them to the evening program)
Check out DVDS and watch movies together
Check out books – some use only the print collections, other use all formats – print, ebooks, audio books
We get children's books from several libraries – Albany, Berkeley, Oakland (Golden Gate Valley) – we read a lot!
Use self check-out – kids love it!
I used to study here, too, before I went to work
We check out print books only – “the old fashioned kind”! – and CDs (music)

4. What library services, features and spaces are most important to you personally and to your family? What will make the new library in El Cerrito successful for you and your family? What sort of experience should the new library offer visitors? What qualities should the library have – over and above specific services or collections?

The family story times are very important – with an ongoing relationship between the storyteller and the kids. Erica does a great job with that.

Availability of books is most critical – sometimes experience long waiting lists for books on reserve, especially the high demand titles

Would like more activities for kids – we love the story times.

Beef up the selection of DVDs – most are older and we have watched them all

That goes for the children's book collection, too – we would like to have a larger selection to choose from – we have to visit several libraries just to get access to more titles

Provide small enclosed rooms for study, like Albany Library

Audiobooks – also could use a larger selection

More carpeted, comfortable space for parents and young children to read together. We like the space at Golden Gate Valley – carpeted and cozy. This library does not have a comfy space for families – all hard surfaces.

5. Do you have any other comments about the new library that we haven't talked about yet?

Include a large function room – again, similar to Albany which has a separate space for programs.

More modern building

Perhaps bookable/rentable spaces for families – for birthday parties and such – so we can have a choice other than Chuck E. Cheese, something less commercial.

More open hours in the evening so we can get to the library more after I get home from work.

My kids attend Fairmont School – have to wait till 6 pm to pick them up, then go home for dinner. Tuesday is the only night the library is open late enough for us to come.

Kudos to Erica (children's librarian) - ! – she has really elevated the Library's programming

More publicity about Library events – we didn't know till our caregiver told us about the story times.

A good graphic novel collection (for me, not my kids – this from a Dad).

Kathryn Page Associates

Library Facility Planning

354 Los Palmos Drive
San Francisco, CA 94127

t 415.337.7552

c 415.238.3060

APPENDIX A4

El Cerrito Community Meeting
10/24/13
El Cerrito City Hall

Kathy Page presented a slideshow of current library service and design trends and then led approximately 30 meeting participants in a discussion about the proposed new library. Liz Ruhland recorded the discussion.

1. How can and should the new library facility best serve the community? What roles should it play in the life of the community?

- Should be multicultural – reflect ALL residents including those native to other countries – Asian, Spanish speakers and others. A larger collection of materials in the languages spoken by these residents is very important. Also, bilingual storytelling programs are needed to draw in these families.
- Provide community meeting rooms. Lounge area, group study
- Accessible in all areas of the library, including the meeting rooms.
- Laptop plug-in outlets everywhere and ample laptop seating.
- A larger collection of real, print books. The library collection should be like Cody's Books, not Barnes & Noble.
- Make sure to research the demographic makeup of the community – just who are we planning for? Look at current and projected demographics.
- El Cerrito has the highest Asian pop in Contra Costa County and the highest number of same sex couples – make sure the Library services and collections reflect this.
- Can have both/and digital and print books.
- Lend more types of materials – e.g., tools, seeds for native plants
- Explore partnerships with community groups to expand range of services.
- The Library should be a hub of sharing

Include future technology accommodation in the design – plentiful conduit space perhaps rather than drop down conduit. (KP = “Future proof the building” – plan it for future flexibility)

2. What features or services should the new library offer? What would make it a place that you and your family would enjoy visiting? What qualities ought the building and its spaces have?

A functional library designed by an architectural firm that knows libraries – that has talked with the library staff to find out what works and what doesn't. Think of traffic flow within the building, be practical.

Improve the interlibrary delivery system so that requested items arrive sooner, including delivery direct to the home

Raise awareness of available service – publicize!

Meeting room should have easily understandable AV setup, so staff can use it and can show the public how to use.

Better self-check – more intuitive (I haven't been able to successfully use any of the units in various nearby libraries, always have to get staff help).

Make sure the self service return unit prints receipts for what you have dropped off.

Increased services and resources for children (this was a major priority at the County Library Town Hall meeting in September and should not be overlooked).

Quiet rooms

Small group study rooms

A place for after-school homework and tutoring

Adult literacy space that provides confidentiality for students

Bilingual books for children

The entrance should be grand – exciting – inviting! Welcoming to everyone into the building. Maybe have an atrium.

Comment: the Cerritos Library in southern California has a great entrance, with a huge aquarium at the entrance to the children's space.

Collections should be more tailored to the local population

The interior décor should be colorful – not institutional like the current building – provide a vibrant, inspiring color palette

Good natural lighting and outdoor seating. This would work well in El Cerrito as long as attention is paid to overhead protection

Effective climate control – AC if necessary (several people disagreed that this was necessary in El Cerrito). Windows that open

Parking? Enough spaces! (unlike current situation)
Locate the library near public transit

Provide secure, ample bike parking – making bicycle transit easy is a City priority

And stroller parking inside during children's programs!

Programming space should be multipurpose, with spaces that accommodate readings, musical performances

A more extensive used book sale will be good – with actual shelving, not on a book cart.

Café, especially if the Library is not located close to retail shops

Keep the library space on 1 floor for functionality (another person asked to not rule out multiple floors. Cited exemplary libraries in Minneapolis and elsewhere that are on multiple levels)

Provide effective, ergonomic staff work space, unlike existing building! (from a Library volunteer)

Post-meeting comments:

Design as open plan space with flexibility for the long haul

Use Walnut Creek's new library as a model: minimal interior walls, zoning of spaces, sound control
Provide an emergency generator in the event of local/regional emergencies, so Library can serve as a community center and gathering spot.

Kathryn Page Associates

Library Facility Planning

354 Los Palmos Drive
San Francisco, CA 94127

t 415.337.7552

c 415.238.3060

APPENDIX A5

El Cerrito Library
Focus Group - Adult School Class, Fairmont School
10/29/13

13 adult students participated, ages between 35 – 70, 11 women and 2 men, plus the class teacher, Alison Goodwill.

Kathy Page conducted the session and Liz Ruhland recorded the discussion.

Group profile:

- 10 live in El Cerrito (others reside in San Pablo, Pinole and Albany).
- 4 have children under 18 living at home; several others have grown children.
- 8 have library cards.
- 8 reported that they use the El Cerrito Library, but several indicated “not often”.
- 6 - 7 live within walking distance of the existing library, 3 drive to class, 1 takes the bus (from Pinole).
- 5 – 6 said they have computer access at home (several held iPads or ereaders).
- Use their computers and digital devices to view movies, look at and organize photos, read the news, access online dictionary

1. Which library services do you use?

- Check out books, videos (2 reported they use Chinese books at El Cerrito Library)
- Bring children to story time
- Read Chinese language newspaper

2. Which languages do you speak and read besides English?

- Chinese (Mandarin – several, and Cantonese -1)
- Farsi
- Spanish
- Vietnamese
- Arabic

3. What services or features would you like to see at the new El Cerrito Library? What would make it a place you would like to come to?

- Bilingual story times
- More Chinese language material – collection is very small, get new material

- Enough chairs
- Quiet space for reading and study
- Café
- Homework help for children
- Ditto for children with special needs (one student has a daughter with special needs who needs more homework help than she can provide)
- Larger selection of English language books and DVDs, too – e.g., books on making art
- Job and career workshops

4. Other questions:

How about computer classes – how to use technology? 5 – 6 indicated this might bring them to the library

How about ESL conversational classes? The Library currently offers these with a volunteer leader. Several said they would be interested but not during the evening – daytime better.

Kathryn Page Associates

Library Facility Planning

354 Los Palmos Drive
San Francisco, CA 94127

t 415.337.7552
c 415.238.3060

APPENDIX A6

El Cerrito Library
Focus Group - Students at El Cerrito High School
11/7/13

Kathy Page and Liz Ruhland met with 20 students in the Media Class taught by Corey Mason. The group responded to several discussion questions and completed a brief priority exercise/survey regarding library services important to teens.

1. Does anyone use the public library currently?
 - 5 students reported that they are El Cerrito Library users.
2. Do you use other libraries? Which one/s?
 - Other libraries used: Richmond (several), Hercules, Pinole, Berkeley, Oakland, Albany
3. If you are a library user, how do you use it? What services do you use?
 - Study space, nonfiction books for homework
4. Where is your favorite place to study? Why?
 - Several responded: “my room,” because it’s comfortable
5. What would make the El Cerrito Library a place you would be likely to visit? What services or features or spaces would draw you there?
 - Tutors
 - Computers
 - Place to study with: no noise or distractions, not cluttered, *space*, allows eating, good light
 - ...but also a hang out place, to talk and “break the rules” [implied the rules against noise]
 - Books for teens
 - Quiet area
 - Wifi
 - Computers and places to plug-in
 - Café with a microwave

6. Do you need to group projects? If so, where do you meet to do this?

- When working in groups, do so at home or at school. Many group assignments are completed in class.

7. Do you have your own computer at home? How many have a laptop? If not, what computer access do you have? How could the library help you in terms of technology access?

- Almost everyone reported they have access to a computer at home, most have their own, some laptops, some desktops

8. Does anybody read for fun? If so, what do you like to read? Do you find what you like to read at the Library? If not, where do you find it?

- 4 students read for pleasure, “when I have time.” They read: fiction, mysteries, “adventure,” realistic, and biographies.

9. Should the library offer music or video media for teens to check out, or is this irrelevant with downloading access?

They mostly reported downloading their music, from iTunes or elsewhere. “Library not a good place for learning about new music: underground bands, underground rappers, or local music”. One person was interested in the idea that the library could offer new, local groups whose music isn’t generally available – thought it sounded like a neat service.

10. If the library offered programs and events for teens, would you be interested in participating? Examples = movies and pizza night, video gaming nights, poetry slams

This idea generated a lot of interest with several games mentioned as particularly appealing. Kathy asked them to include titles of specific games on their survey forms.

- Expressed a great interest in gaming tournaments with lots of popular games so people could choose.
- Pajama movie night, all ages.
- Book club for teens
- Poetry slam

11. Questions? Comments?

Thoughts on location: current location on Stockton is good because they can walk to it from school – they felt this would be crucial for teens. When asked about the Portola site, were quite sanguine about the walking distance there. Expressed that it would not be a deterrent.

Publicity: best way to reach high school student would be through flyers, the school radio station, e-tree (mostly just their parents read it, but share items of interest with some of the students). Print announcements posted at ECHS would get people’s attention.

Service Priorities for Teens

12 students completed the library services priorities questionnaire, each marking the six services they believe are most important for teens. The results are shown below.

- 10 Separate space for teens where talking is OK
- 9 A place to buy and eat snacks and drinks
- 7 Computers to search the Internet
- 7 Comfortable lounge chairs
- 7 Group study rooms to work together with other students
- 6 Places to plug in laptop computers and other digital devices
- 5 Plenty of study seating
- 5 Digital workshop with special technology for making films, music and other creative projects
- 4 Computers for word processing and other software applications, such as:
- 4 Library programs for teens (poetry slams, video game nights, film nights)
- 4 Nonfiction books for research and study
- 4 DVDs and videos
- 3 Fiction books for teens
- 3 Books and media in languages other than English
- 3 Magazines for teens
- 3 Music CDs
- 2 Career prep books

Comments:

Video games to provide: Call of Duty Ghosts, Madden 25, NBA 2K 14

APPENDIX B1
 El Cerrito Library
 Space Needs Summary

		Square Feet	
1.1	Public Entrance / Lobby	54	
1.2	Community Meeting Room (Dividable)	1,500	
1.3	Refreshment Prep Kitchen	66	
1.4	Meeting Room Storage	186	
1.5	Public Restrooms	IN GSF	
1.6	Friends' Bookstore	170	
1.7	Donation Sorting Space	435	
1.8	Café / Vending Area	308	
1.9	Community Information	30	2,749
2.1	Express Checkout + Reserves	236	
2.2	New Books / Browsing	361	
2.3	Media Collection	218	
2.4	Service Desk	173	988
3.1	Public Access Computers	492	
3.2	Reference Collection	109	
3.3	Adult Circulating Fiction Books	797	
3.4	Adult Circulating Nonfiction Books	1,195	
3.5	International Languages Collection	343	
3.6	Quiet Reading / Magazines + Newspapers	544	
3.7	Local History / El Cerrito Collection	129	
3.8	Literacy Center	289	
3.9	Literacy Office	287	
3.10	Group Study / Collaboration Room A	120	
3.11	Group Study / Collaboration Room B	120	
3.12	Group Study / Collaboration Room C	120	
3.13	Group Study / Collaboration Room D	200	
3.14	Teen Area	854	
3.15	Tutoring / Study / Homework Space	752	
3.16	Computer Learning + Collaboration Space	436	6,786
4.1	Children's New Books + Media	253	
4.2	Children's Public Access Computers	192	
4.3	Children's Circulating Books	826	
4.4	Family Space	305	
4.5	Picture Books + Easy Readers	892	
4.6	Storytelling + Class Visits Area	460	
4.7	Storytelling + Programming Storage	58	
4.8	Family Restroom	IN GSF	2,986
5.1	Library Manager's Office	145	
5.2	Staff Workroom	667	
5.3	Sorting + Returns	457	
5.4	Mail + Deliveries	134	
5.5	Supplies + Equipment Storage	170	
5.6	Server Room	80	
5.7	Staff Entrance / Lockers / Coat Closet	54	
5.8	Staff Lounge	294	
5.9	Staff Restrooms	IN GSF	
5.10	Custodial / Maintenance Services	123	2,124
	Net Assignable Square Feet:	15,633	
	Gross Square Feet @ 75% Efficiency:	20,845	

APPENDIX B2
 El Cerrito Library Detailed
 Spaces Summary

		Quantity	Item	SF/Item	Total SF Needed
1.1	Public Entrance / Lobby				
	display cases, glass-enclosed, wall-mounted, 6'w x 5'h x 1.5'd min overall	1	case	30	30
	RFID compatible security gates	1	pair	24	24
	total				54
1.2	Community Meeting Room (Dividable)				
	stacking chairs	125	seats	12	1,500
	tables, folding, lightweight, 5' x 2'	24	tables	0	0
	podium, movable	1	podium	0	0
	video/digital projector, ceiling-mounted	1	projector	0	0
	projection screen, ceiling-mounted	1	screen	0	0
	total				1,500
1.3	Refreshment Prep Kitchen				
	counter, 8' x 2', w double sink, commercial grade, dishwasher, cabinets above + below	1	counter	40	40
	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
	trash containers/recycling container	1	container	6	6
	total				66
1.4	Meeting Room Storage				
	dollies, mobile, for stacking chairs	12	dollies	8	96
	table trucks for folding tables	4	dollies	10	40
	equipment racks for meeting room AV media projection equipment	1	rack	10	10
	clear space for storage of easels, equipment, other programming supplies	1	space		40
	total				186
1.5	Public Restrooms				IN GSF
1.6	Friends' Bookstore (Placeholder)				
	display shelving, 72" for books + media on sale	12	SS sections	10	120
	display tables, freestanding, 2.5' x 2.5	2	display tables	25	50
	secure payment box, wall-mounted	1	payment box	4	4
	total				170
1.7	Donations Sorting Space (Placeholder)				
	donation dropoff point / bin (placeholder)	1	dropoff bin	12	12
	desk/workspace with computer for processing online sales	1	desk	40	40
	shelving, 84", for online sales items	4	sections	10	40
	supply cabinet, 2-door, for online supplies storage	1	cabinet	20	20
	work tables, 8' x 3' for processing/sorting donations	2	tables	40	80
	book truck parking	6	trucks	8	48
	clear floor space for incoming donations, temp storage, shipments to recycling	1	space	75	75
	shelving, 84", for sorting and storage	12	sections	10	120
	total				435
1.8	Café/Vending Area (Placeholder)				
	coffee vending machine, tabletop unit	1	machine	6	6
	cold drinks vending machine	1	machine	15	15
	snack counter / vending machine	1	machine	15	15
	condiments table, 4' x 2'	1	table	16	16
	café tables + seating	8	seats	20	160
	laptop counter, 18' x 2'	6	seats	16	96
	total				308
1.9	Community Information				
	community information display unit, wall-mounted, with brochure & nsp racks, bulletin board & storage below, 6'L x 5'H x 1.5'D	1	unit	30	30
	total				30

APPENDIX B2
 El Cerrito Library Detailed
 Spaces Summary

		Quantity	Item	SF/Item	Total SF Needed
2.1	Express Checkout and Reserves				
	express self-checkout machines	3	machines	40	120
	shelving 66", for reserves	8	sections	10	80
	queuing space	6	people	6	36
	total				236
2.2	New Books / Browsing				
	shelving, display, 2.5' x 5' for new + popular books, slatwall display @ either end	8	DS units	42	336
	bench, 2-person	1	bench	25	25
	total				361
2.3	Media Collection				
	shelving, display, 2.5' x 5', 66"h for DVDs	2	DS sections	42	84
	shelving, 66" browse bins for music CDs	1	DS section	17	25
	shelving, display, 2.5' x 5' 66" for audiobooks	2	DS sections	42	84
	bench, 2-person	1	bench	25	25
	total				218
2.4	Service Desk				
	staff counter positions with computer workstations + staff printer (1 for Library Accounts, 1 for Information)	2	positions	50	100
	cash register	1	machine	0	0
	laptop/tablet storage/recharging station, 12-unit capacity, w 12 devices	1	storage unit	12	12
	book truck parking	2	trucks	8	16
	shelving, wall-mounted, for secure reserves, etc.	1	sections	10	10
	library card application workstation, self-service	1	workstation	35	35
	total				173
3.1	Public Access Computers				
	computer workstations, sitdown	16	wkstns	30	480
	networked printers/print release station	1	printer	12	12
	total				492
3.2	Reference Collection				
	seating @ 2-pl tables	2	seats	25	50
	shelving, 66", for reference books	0.5	DS section	17	9
	copy machine, freestanding	1	machine	30	30
	debit card dispenser, change machine	1	each	4	4
	copier storage cabinet with work counter + small eqpt	1	cabinet	16	16
	total				109
3.3	Adult Circulating Fiction Books				
	shelving, 66" for fiction	25	DS sections	17	425
	shelving, 66" for mysteries, science fiction	7	DS sections	17	119
	shelving, 66" for large print books	3	DS sections	17	51
	online catalog stations, standup @ stack ends	2	wkstns	16	32
	seating @ 2-pl tables	4	seats	25	100
	seating, lounge chairs	2	seats	35	70
	total				797
3.4	Adult Circulating Nonfiction Books				
	shelving, 66" for adult nonfiction, biographies	39	DS sections	17	663
	shelving, 66" for teen nonfiction	2	DS sections	17	34
	online catalog stations, standup @ stack ends	2	wkstns	16	32
	seating @ 2-pl tables	12	seats	25	300
	laptop / study counter	6	seats	16	96
	seating @ lounge chairs	2	seats	35	70
	total				1,195

APPENDIX B2
 El Cerrito Library Detailed
 Spaces Summary

	Quantity	Item	SF/Item	Total SF Needed
3.5 International Languages Collection				
shelving, 66", for International language books	6	DS sections	17	102
shelving, 66" for J International languages F/NF/picture books	4	DS sections	17	68
shelving, 66", for International languages DVDs	0.5	DS section	17	9
shelving, 66" for International languages music compact discs	0.3	DS section	17	6
shelving, 66", for ESL & Language learning materials	0.4	DS section	17	7
shelving, 66" for International languages magazine/newspaper display	0.6	DS section	26	16
seating, lounge chairs	1	seat	35	35
seating @ 2-pl tables	4	seats	25	100
total				343
3.6 Quiet Reading / Magazines + Newspapers				
shelving, 66" for magazine current issue display and backfiles below	3	DS sections	26	78
shelving, 66" for newspaper display of current/recent issues	0.6	DS section	26	16
seating, lounge chairs	10	seats	35	350
seating @ 2-pl tables	4	seats	25	100
total				544
3.7 Local History / El Cerrito Collection				
shelving, 66" for local history, documents, EIRS	0.5	DS section	17	9
display case, glass-front, for exhibits 4'x4'x1.5', wall-mounted	1	case	20	20
lateral file, 3-drawer	1	cabinet	15	15
seating @ 2-pl table	2	seats	25	50
seating @ lounge chairs	1	seats	35	35
total				129
3.8 Literacy Center				
tables, rectangular, 2-person, with removable carrel dividers	6	seats	25	150
shelving, 66" for adult literacy collection	3	DS sections	17	51
shelving, 66" for magazine current issue display	0.6	DS section	26	16
computer workstations, sitdown	2	wkstns	30	60
networked printer/print release station	1	printer	12	12
total				289
3.9 Literacy Office				
work station, 8' x 6' + 25% circ space, for literacy staff	1	wkstn	60	60
table, 2-person + 2 chairs, for student + tutor intake interviews	1	table	50	50
shelving, 84", for literacy tutoring consumables	6	sections	10	60
shelving, industrial, 80", for training supplies	6	sections	12	72
shelving, display, for new tutoring materials, new literacy titles	1	section	15	15
supply cabinet, 2-door, 6' wide x 6' high	1	cabinet	30	30
total				287

APPENDIX B2
 El Cerrito Library Detailed
 Spaces Summary

		Quantity	Item	SF/Item	Total SF Needed
3.10	Group Study / Collaboration Room A				
	table, conference	1	table	0	0
	seating @ conference table	4	seats	30	120
	total				120
3.11	Group Study / Collaboration Room B				
	table, conference	1	table	0	0
	seating @ conference table	4	seats	30	120
	total				120
3.12	Group Study / Collaboration Room C				
	table, conference	1	table	0	0
	seating @ conference table	4	seats	30	120
	total				120
3.13	Group Study / Collaboration Room D				
	table, conference	1	table	0	0
	seating @ conference table	8	seats	25	200
	total				200
3.14	Teen Area				
	shelving, display, 2.5' x 5' for teen new + popular books	1	DS section	42	42
	shelving, 66", for teen fiction / graphic novels	7	DS sections	17	119
	shelving, 66" for teen audiobooks	1	DS section	17	17
	shelving, 66" for teen magazine display + backfiles	0.6	DS section	26	16
	computer workstations, sitdown	2	wkstns	30	60
	online catalog stations, standup @ stack ends	1	wkstn	16	16
	seating @ 4-pl café tables	8	seats	20	160
	seating @ 4-pl diner booths	8	seats	25	200
	casual lounge seating	8	seats	16	128
	laptop / study counter	6	seats	16	96
	wall-mounted display boards	2	boards	0	0
	total				854
3.15	Tutoring / Study / Homework Space				
	seating @ 2-pl tables, 24" x 42"	12	seats	20	240
	seating @ 4-pl tables, 30" x 60"	16	seats	20	320
	computer workstations, sitdown	4	wkstns	30	120
	networked printers/print release stn	1	printer	12	12
	shelving, 84", for reserve textbook collection	1	section	10	10
	supply cabinet, 2-door, for supplies	1	cabinet	20	20
	monitor's desk + computer workstation (placeholder)	1	desk	30	30
	total				752
3.16	Computer Learning + Collaboration Space				
	laptop/tablet storage/recharging station, 12-unit capacity, w 12 devices	1	storage unit	12	12
	seating @ 2-pl work tables, 30" x 48"	8	seats	20	160
	computers, sit-down, enhanced/specialized equipment	4	wkstns	35	140
	networked printers/print release stn	1	printer	12	12
	supply closet	1	closet	50	50
	monitor/instructor's desk + computer workstation (placeholder)	1	desk	50	50
	video/digital projector, ceiling-mounted	1	projector	0	0
	projection screen, ceiling-mounted	1	screen	0	0
	green screen	1	space	12	12
	white board, wall-mounted, interactive	1	board	0	0
	total				436

APPENDIX B2
 El Cerrito Library Detailed
 Spaces Summary

	Quantity	Item	SF/Item	Total SF Needed
4.1 Children's New Books + Media				
shelving, display 2.5' x 5' for children's new books	3	DS sections	42	126
shelving, 66" display for J magazines, with backfiles underneath	0.5	DS section	26	13
shelving, 66" for J DVDs	2	DS sections	17	34
shelving, 66" AV browsing for J music CDs	0.4	DS section	17	6
shelving, 66" for J audio books	1	DS section	17	17
shelving, 60" w hang-up rods for J AV media kits	1	DS section	17	17
express self-checkout machine	1	machine	40	40
total				253
4.2 Children's Public Access Computers				
computer workstations, sitdown, with 2 low seats @ each	6	wkstns	30	180
networked printer/printer release station	1	printer	12	12
total				192
4.3 Children's Circulating Books				
shelving, 66" for J fiction	13	DS sections	17	221
shelving, 66" for J large print	0.4	DS section	17	6
shelving, 66" for J nonfiction/biography	19	DS sections	17	323
seating @ 2-pl tables	8	seats	25	200
lounge seats or window seats	2	seats	30	60
online catalog stations, standup @ stack ends	1	wkstn	16	16
total				826
4.4 Family Space				
lounge seats, parent/child	2	chairs	30	60
seating @ 4-person tables, mobile, round for toddlers	8	seats	20	160
computer workstations, sitdown, child-height, 2 seats each	2	wkstns	30	60
space for interactive manipulatives (placeholder)	1	space	10	10
cabinet for puzzle and toy storage	1	cabinet	15	15
total				305
4.5 Picture Books + Easy Readers				
shelving, 45" for picture books/toddler books	29	DS sections	17	493
shelving, 45" for easy readers	7	DS sections	17	119
seating @ 4-pl tables, mobile, round for toddlers	8	seats	20	160
lounge seats or window seats	2	seats	30	60
lounge seats, parent/child	2	chairs	30	60
total				892
4.6 Storytelling + Class Visits Area				
carpeted floor space for children and parents	40	spaces	10	400
stroller parking	10	strollers	6	60
total				460
4.7 Storytelling and Programming Storage				
shelving, industrial, 80" for puppets, programming props	4	sections	12	48
shelving, 84" for programming collection	1	section	10	10
total				58
4.8 Family Restroom				IN GSF

APPENDIX B2
 El Cerrito Library Detailed
 Spaces Summary

		Quantity	Item	SF/Item	Total SF Needed
5.1	Library Manager's Office				
	desk, computer workstation, printer + task chair	1	desk	50	50
	table, conference, round, 36"	1	table	60	60
	chairs, guest	2	chairs	0	0
	shelving, 84", wall-mounted	2	sections	10	20
	lateral file, 3-drawer unit	1	cabinet	15	15
	total				145
5.2	Staff Workroom				
	work stations, 8' x 6' + 25% circ space, for assigned staff	6	wkstns	60	360
	work stations, 6' x 6' + 25% circ space, for volunteers +/- or shared use	3	wkstns	45	135
	work table with 4 chairs, for volunteers + staff	1	tables	40	40
	sections full-ht shelving	4	sections	10	40
	bulletin board, white board	2	boards	0	0
	flat file, 10-drawer, for posters + art supplies	1	file	36	36
	work counter, 8' x 2', with cabinets above + below + sink	1	counter	40	40
	networked color laser printer	1	printer	16	16
	total				667
5.3	Sorting + Returns				
	automated materials handling system, 7-bin	1	sorter	225	225
	staff workstations for returns + check-in, 6' x 6'	2	workstn	50	100
	book truck parking	12	trucks	8	96
	shelving, 84" for damaged items/temporary storage	2	sections	10	20
	extra return bins for automated sorter	2	bins	8	16
	total				457
5.4	Mail + Deliveries				
	mail delivery sorting counter, 6' x 3'	1	counter	30	30
	delivery box stacking space (4 stacks @ 4 boxes each)	4	stacks	4	16
	book truck parking	4	trucks	8	32
	clear floor space for receiving & unpacking shipments	1	space	50	50
	trash container, large	1	unit	6	6
	total				134
5.5	Supplies + Equipment Storage				
	shelving, 84", for general supplies	6	sections	10	60
	clear floor space for box storage	1	space	50	50
	shelving, 84", for literacy supplies	6	sections	10	60
	total				170

APPENDIX B2
 El Cerrito Library Detailed
 Spaces Summary

	Quantity	Item	SF/Item	Total SF Needed
5.6 Server Room				
equipment racks	2	racks	30	60
supply cabinet, 2-door, for IT supplies storage	1	cabinet	20	20
total				80
5.7 Staff Entrance / Lockers / Coat Closet				
lockers, half-height, 2 per stack (for 12 people)	6	stacks	5	30
coat closet, 6' x 3'	1	closet	24	24
total				54
5.8 Staff Lounge				
seating @ 4-person tables	8	seats	22	176
sofa, 2-person	1	sofa	50	50
counter, 8' x 2', w double sink, commercial grade, cabinets above + below	1	counter	40	40
dishwasher, under counter	1	unit	0	0
refrigerator, full size	1	unit	20	20
microwave oven, on counter	1	oven	0	0
trash containers/recycling containers	2	containers	4	8
bulletin board, wall-mounted	1	board	0	0
total				294
5.9 Staff Restrooms				IN GSF
5.10 Custodial / Maintenance Services				
shelving, industrial, 80" for supplies storage	4	sections	12	48
supply cabinet, 2-door, for secure supplies storage	1	cabinet	20	20
clear space for boxed, bulk storage	1	space	30	30
mop sink, floor-mounted w mop storage, wall-mounted	1	space	25	25
total				123
Total Net Assignable Square Feet:				15,633
Total Gross Square Feet @ 75% Efficiency:				20,845

APPENDIX B3
El Cerrito Library Collection Growth Plan

	Adult	Teens	Children	Total	
Total Physical Book + Media Collection:				60,300	
Audiovisual Media				6,800	11%
Books				53,500	89%
Books	29,950	3,250	20,300	53,500	
	56%	6%	38%		
Media	4,600	200	2,000	6,800	
	68%	3%	29%		
Total	34,551	3,450	22,300	60,300	
Books	Adult	Teens	Children	Total	
Reference Collection	25			25	
New Books/Browsing Collection	2,500	250	1,000	3,750	
Mysteries/Science Fiction	2,500			2,500	
Fiction/Graphic Novels	8,500	2,500	4,500	15,500	
Nonfiction/Biographies	12,625	500	6,000	19,125	
Local History	50			50	
International Languages F/NF	2,000		1,200	3,200	
Large Print	750		100	850	
Picture Books/Toddler Books			6,000	6,000	
Easy Readers			1,500	1,500	
Adult Literacy Collection	1,000		0	1,000	
Total Books:	29,950	3,250	20,300	53,500	
Audiovisual Media					
DVDs / Videos	1,500		1,200	2,700	
DVDs / Videos - International languages	250			250	
Music Compact Discs	1,000		250	1,250	
Music Compact Discs - International Languages	250			250	
Audiobooks (F/NF)	1,500	200	400	2,100	
AV Media Kits (book + CD)			150	150	
ESL/Language Learning	120			120	
Total Media	4,620	200	2,000	6,820	
Total Books & Media:	34,570	3,450	22,300	60,320	

APPENDIX B4
El Cerrito Library Collection and Shelving Needs

		BOOK STACKS = Standard steel shelving footprint is 3' x 1' and is allocated 17 SF per double-sided section.								
		BROWSING = Display shelving footprint is 5' x 2.5' and is allocated 42 SF per double-sided section.								
		MAGAZINE/NEWSPAPER = Slanted shelves with flat shelf below for recent issue storage and allocated 26 SF/double-sided section.								
				% on Shelf Items Shld	Shelf Type	Items/LF	LF Needed	Sections Needed	Sections (round)	SF Needed
		Items in 2025								
Adult Books										
Reference Collection										
3.2	Reference books	25	100%	25	66"/4 sh	7	4	0.1	0.5	9
3.7	Local History / El Cerrito Collection	50	100%	50	66"/5 sh	7	7	0.2	0.5	9
Total Reference Collection		75		75			11	0	1	17
Circulating Books										
2.2	New Books/Browsing Collection	2,500	66%	1,650	66"/5 sh, display gondola, 2.5' x 5'	4	413	8.3	8	336
3.3	Mysteries/Science Fiction	2,500	70%	1,750	66"/5 sh	8	219	7.3	7	119
3.3	Fiction	8,500	70%	5,950	66"/5 sh	8	744	24.8	25	425
3.3	Large Print	750	75%	563	66"/4 sh	8	70	2.9	3	51
3.4	Nonfiction/Biographies	12,625	75%	9,469	66"/5 sh	8	1,184	39.5	39	663
3.5	International Languages Collection	2,000	70%	1,400	66"/5 sh	8	175	5.8	6	102
3.8	Adult Literacy	1,000	70%	700	66"/5 sh	8	88	2.9	3	51
Total Adult Circulating Books		29,875		21,481			2,891	91	91	1,747.0
Total Adult Books		29,950		21,556			2,902	92	92	1,764.0
Teen Books										
3.4	Teen Nonfiction (interfiled with Adult NF)	500	75%	375	66"/5 sh	8	47	1.6	2	34
3.14	Teen New Books	250	66%	165	66"/5 sh, display gondola, 2.5' x 5'	4	41	0.8	1	42
3.14	Teen Fiction/Graphic Novels	2,500	66%	1,650	66"/5 sh	8	206	6.9	7	119
Total Teen Books		3,250		2,190			294	9	10	195.0

APPENDIX B4
 El Cerrito Library Collection and Shelving Needs

			% on Shelf	Items Sh/d	Shelf Type	Items/LF	LF Needed	Sections Needed	Sections (round)	SF Needed
Children's Books:										
4.1	New Books	1,000	66%	660	66"/5 sh, display gondola, 2.5' x 5'	4	165	3.3	3	126
4.3	Children's Fiction	4,500	70%	3,150	66"/5 sh	8	394	13.1	13	221
4.3	Children's Large Print	100	70%	70	66"/4 sh	8	9	0.4	0.4	6
4.3	Nonfiction/Biography	6,000	75%	4,500	66"/5 sh	8	563	18.8	19	323
3.5	Children's International Languages Collection	1,200	70%	840	66"/5 sh	8	105	3.5	4	68
4.5	Picture Books/Toddler Books	6,000	70%	4,200	45"/3 sh	8	525	29.2	29	493
4.5	Easy Readers	1,500	70%	1,050	45"/3 sh	8	131	7.3	7	119
Total Children's Books		20,300		14,470			1,891	75	75	1,356.2
Total Book Collection:		53,500		38,216			5,088	177	177	3,315.2
Media Collections										
Adult/Teen Media:										
2.3	DVDs	1,500	66%	990	66"/5 sh, display gondola, 2.5' x 5'	10	99	2.0	2	84
2.3	Music Compact Discs	1,000	70%	700	66"/AV browsing, 3 sh	20	35	1.5	1.5	25
2.3	Audiobooks (F/NF)	1,500	66%	990	66"/5 sh, display gondola, 2.5' x 5'	10	99	2.0	2	84
3.5	DVDs - International languages	250	66%	165	66"/5 sh, display gondola, 2.5' x 5'	10	17	0.3	1	21
3.5	Music Compact Discs - International Languages	250	66%	165	66"/AV browsing, 3 sh	20	8	0.3	0.3	6
3.5	ESL/Language learning (all formats)	120	66%	79	66"/4 sh	8	10	0.4	0.4	7
3.14	Teen Audiobooks	200	66%	132	66"/5 sh	8	17	0.6	1	17
Total Adult/Teen Media:		4,820		3,221			284	7	8	244

APPENDIX B4
El Cerrito Library Collection and Shelving Needs

			% on Shelf	Items Sh/d	Shelf Type	Items/LF	LF Needed	Sections Needed	Sections (round)	SF Needed
Children's Media:										
4.1	Children's DVDs	1,200	66%	792	66"/5 sh, display gondola, 2.5' x 5'	10	79	1.6	2	84
4.1	Children's Music Compact Discs	250	70%	175	66"/AV browsing, 3 sh	20	9	0.4	0.4	6
4.1	Children's AudioBooks	400	70%	280	66"/5 sh	8	35	1.2	1	17
4.1	AV Media Kits	150	66%	99	60"/4 sh	6	17	0.7	1	17
Total Children's Media:		2,000		1,346			139	4	4	124.2
Total Media Collection:		6,820		4,567			424	11	12	367.8
Total Books & Media:		60,320		42,783			5,511	187	189	3,683.0
Magazines & Nsp's Displayed										
3.5	Adult International Language Magazine/Nsp Display	15 titles/bkfiles	100%	15	66"/4 slanted sh w flat shelf below for recent issues	1	15	0.6	1	16
3.6	Adult English Language Magazine Display/Backfiles	75 titles	100%	75	66"/4 slanted sh w flat shelf below for recent issues	1	75	3.1	3	78
3.6	Newspapers, English language - Adult Display/ Recent Issues	10 titles	100%	10	66"/4 slanted sh w flat shelf below for recent issues	0.67	15	0.6	0.6	16
3.8	Literacy Center Magazine Display	15 titles	100%	15	66"/4 slanted sh w flat shelf below for recent issues	1	15	0.6	0.6	16
3.14	Teen Magazines	15 titles	100%	15	66"/4 slanted sh w flat shelf below for recent issues	1	15	0.6	0.6	16
4.1	Children's English Language Magazines	12 titles	100%	12	66"/4 slanted sh w flat shelf below for recent issues	1	12	0.4	0.5	13
Total Mag & Nsp Display:		127		127			132	5	5	140
Total Linear & Square Ft Needed:							5,643	193	195	3,823

APPENDIX B5
El Cerrito Library Public Seating Needs

Space		Seating Type	# Tables	# Seats	SF/Chair	SF Needed
Open Access Seats:						
General						
1.8	Café/Vending Area	seats @ café tables	4	8	20	160
1.8	Café/Vending Area	laptop / study counter	1	6	16	96
For Adults						
2.2	New Books / Browsing	bench, 2-person		1	25	25
2.3	Media Collection	bench, 2-person		1	25	25
3.2	Reference Collection	2-place tables, rectangular	1	2	25	50
3.3	Adult Circulating Fiction Books	2-place tables, rectangular	2	4	25	100
3.3	Adult Circulating Fiction Books	lounge chairs		2	35	70
3.4	Adult Circulating Nonfiction Books	2-place tables, rectangular	6	12	25	300
3.4	Adult Circulating Nonfiction Books	laptop / study counter	1	6	16	96
3.4	Adult Circulating Nonfiction Books	lounge chairs		2	35	70
3.5	International Languages Collection	2-place tables, rectangular	2	4	25	100
3.5	International Languages Collection	lounge chairs		1	35	35
3.6	Quiet Reading / Magazines + Newspapers	lounge chairs		10	35	350
3.6	Quiet Reading / Magazines + Newspapers	2-place tables, rectangular	2	4	25	100
3.7	Local History / El Cerrito Collection	2-place tables, rectangular	1	2	25	50
3.7	Local History / El Cerrito Collection	lounge chairs		1	35	35
3.8	Literacy Center	tables, rectangular, 2-person, with removable carrel dividers	3	6	25	150
Adult Seats subtotal:					72	1812
For Teens						
3.14	Teen Area	seats @ café tables, 4-pl	2	8	20	160
3.14	Teen Area	diner booth seating, 4-pl	2	8	25	200
3.14	Teen Area	casual lounge seats	0	8	16	128
3.14	Teen Area	laptop / study counter	1	6	16	96
Teen Seats subtotal:					30	424
For Children						
4.3	Children's Circulating Books	2-place tables, rectangular	4	8	25	200
4.3	Children's Circulating Books	lounge chairs/window seating		2	30	60
4.4	Family Space	parent/child lounge seats		2	30	60
4.4	Family Space	4-place toddler tables, mobile	2	8	20	160
4.5	Picture Books + Easy Readers	lounge chairs/window seating		2	30	60
4.5	Picture Books + Easy Readers	4-place toddler tables, mobile	2	8	20	160
4.5	Picture Books + Easy Readers	parent/child lounge seats		2	30	60
Children's Seats subtotal:					32	760
Open Access Seats Total:					134	2996
Collaboration / Conference Room Seats:						
3.10	Group Study / Collaboration Room A	seats @ conference table	1	4	30	120
3.11	Group Study / Collaboration Room B	seats @ conference table	1	4	30	120
3.12	Group Study / Collaboration Room C	seats @ conference table	1	4	30	120
3.13	Group Study / Collaboration Room D	seats @ conference table	1	8	25	200
3.15	Tutoring / Study / Homework Space	2-place tables, mobile	6	12	20	240
3.15	Tutoring / Study / Homework Space	4-place tables, mobile	4	16	20	320
3.16	Computer Learning + Collaboration Space	2-place tables, mobile	4	8	20	160
Collaboration / Conference Room Seats Total:					56	1280
Total Open Access Seats:					190	4276
Programming / Meeting Room Seats:						
1.2	Community Meeting Room	stacking chairs		125	12	1500
4.6	Storytelling + Class Visits Area	floor seating		40	10	400
Programming / Meeting Room Seats Total:					165	1900

APPENDIX B6
El Cerrito Library Computers and Other Equipment Needs

Space #		Equipment Type	Table	Units	SF/Seat	SF Needed
Public Access Computers						
2.4	Service Desk	laptops +/- tablets for in-library use, stored in recharging/storage unit		0	12	0
3.1	Public Access Computers	sitdown computer wkstn	16	16	30	480
3.3	Adult Circulating Fiction Books	online catalog wkstn @ stack end	0	2	16	32
3.4	Adult Circulating Nonfiction Books	online catalog wkstn @ stack end	0	2	16	32
3.8	Literacy Center	sitdown computer wkstn	2	2	30	60
3.14	Teen Area	sitdown computer wkstn	2	2	30	60
3.14	Teen Area	online catalog wkstn @ stack end	0	1	16	16
3.15	Tutoring / Study / Homework Space	sitdown computer wkstn	4	4	30	120
3.16	Computer Learning + Collaboration Space	sitdown computer wkstns, enhanced/specialized equipment	4	4	35	140
3.16	Computer Learning + Collaboration Space	laptops +/- tablets for in-library use, stored in recharging/storage unit	0	12	0	0
4.2	Children's Public Access Computers	sitdown computer wkstn	6	6	30	180
4.3	Children's Circulating Books	online catalog wkstn @ stack end	0	1	16	16
4.4	Family Space	sitdown computers - educational games/early lit	2	2	30	60
Public Access Computers Total:				36	66	1196
Internet Desktop Computers:					30	
Public Access Laptops / Tablets:					24	
Online Catalog Lookup Stations:					6	
Specialty Workstations:					6	
Other Public Equipment:						
2.1	Express Checkout & Reserves	express checkout station	1	3	40	120
2.4	Service Desk	library card application workstation	1	1	35	35
2.4	Service Desk	laptop/tablet storage + recharging unit, 12-unit capacity	0	1	12	12
3.2	Reference Collection	copy machine	0	1	30	30
3.16	Computer Learning + Collaboration Space	laptop/tablet storage + recharging unit, 12-unit capacity	0	1	12	12
4.1	Children's New Books + Media	express checkout station	1	1	40	40
Other Public Equipment Total:			2	7		209
Public Printers						
3.1	Adult Public Access Computers	networked printer/print release station	1	1	12	12
3.8	Literacy Center	networked printer/print release station	1	1	12	12
3.15	Tutoring / Study / Homework Space	networked printer/print release station	1	1	12	12
3.16	Computer Learning + Collaboration Space	networked printer/print release station	1	1	12	12
4.2	Children's Public Access Computers	networked printer/print release station	1	1	12	12
Public Printers Total:			5	5		60
Total Public Technology:			43	78		1465