



AGENDA

SPECIAL CITY COUNCIL MEETING – CLOSED SESSION

Tuesday, March 4, 2014 – 6:00 p.m.

Hillside Conference Room

CITY COUNCIL MEETING

Tuesday, March 4, 2014 – 7:00 p.m.

City Council Chambers

Meeting Location

El Cerrito City Hall

10890 San Pablo Avenue, El Cerrito

Janet Abelson – Mayor

Mayor Pro Tem Rebecca Benassini
Councilmember Jan Bridges

Councilmember Mark Friedman
Councilmember Greg Lyman

ROLL CALL

6:00 p.m.

SPECIAL CITY COUNCIL MEETING – CLOSED SESSION

ANNOUNCEMENT OF CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (*Pursuant to Government Code Section 54957.6*)

Agency Designated Representatives: Scott Hanin, City Manager, Glenn Berkheimer, Labor Negotiator, Sky Woodruff, City Attorney and Sukari Beshears, Human Resources Manager.

Employee Organizations: Service Employees International Union Local 1021
International Association of Fire Fighters Local 1230
El Cerrito Police Employees Association
El Cerrito Public Safety Management
Unrepresented Employees

ORAL COMMUNICATIONS FROM THE PUBLIC (*Comments are limited to three minutes per speaker and to items listed on this special agenda only.*)

RECESS INTO CLOSED SESSION

ADJOURN SPECIAL CITY COUNCIL MEETING – CLOSED SESSION

ROLL CALL

7:00 p.m. CONVENE CITY COUNCIL MEETING

1. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF MOMENT OF SILENCE – Councilmember Lyman.

2. COUNCIL / STAFF COMMUNICATIONS (*Reports of Closed Session, commission appointments and informational reports on matters of general interest which are announced by the City Council & City Staff.*)

3. ORAL COMMUNICATIONS FROM THE PUBLIC

All persons wishing to speak should sign up with the City Clerk. Remarks are typically limited to 3 minutes per person. The Mayor may reduce the time limit per speaker depending upon the number of speakers. Kindly state your name and city of residence for the record. Comments regarding non-agenda, presentation and consent calendar items will be heard first. Comments related to items appearing on the Public Hearing or Policy Matter portions of the Agenda are taken up at the time the City Council deliberates each action item. Individuals wishing to comment on any closed session scheduled after the regular meeting may do so during this public comment period or after formal announcement of the closed session.

4. PRESENTATIONS

A. American Red Cross Month Proclamation

Approve and present a proclamation proclaiming March 2014 as American Red Cross Month in the City of El Cerrito and encouraging all residents, businesses and organizations to support the Red Cross and its noble humanitarian mission.

B. Arbor Week Proclamation and Tree Program Update – *Presentation by Stephen Preé, Environmental Programs Manager.*

Approve a proclamation proclaiming March 7 through March 14 of each year as El Cerrito Arbor Week and urging all residents to observe and celebrate the week by planting and caring for trees for the City's benefit and for the benefit of future generations. Receive an update on the City's Tree Program and Tree Committee Activities.

C. 2014 Library Needs Assessment Update – *Presentation by Kathryn Page, Principal, Kathryn Page Associates.*

Receive a presentation from Kathryn Page, of Kathryn Page Associates, on the 2014 El Cerrito Library Space needs Assessment Update and provide comments to staff.

5. ADOPTION OF THE CONSENT CALENDAR – Item Nos. 5A and 5B

A. Minutes for Approval

Approve the February 18, 2014 Regular City Council meeting minutes.

B. Women's History Month Proclamation

At the request of Mayor Abelson, approve a proclamation designating March 2014 as Women's History Month in the City of El Cerrito and encouraging all residents to reflect on, honor and celebrate the history, courage, commitment, accomplishments and contributions of women not only in El Cerrito but throughout America.

6. PUBLIC HEARINGS – None

7. POLICY MATTERS

A. Presentation of Survey Results Related to the Reauthorization of the Measure R Sales Tax

Receive a presentation from Bryan Godbe of Godbe Research on a recently completed survey related to the possible reauthorization of Measure R, the Preservation of Citywide Services measure passed by El Cerrito voters in 2010, and provide comments and possible direction to staff regarding next steps.

B. Amend El Cerrito Municipal Code Chapter 11.64 – Bicycles

Introduce by title, waive any further reading and approve an ordinance amending specified sections contained within Chapter 11.64 of the El Cerrito Municipal Code (Bicycles).

8. COUNCIL LOCAL AND REGIONAL LIAISON ASSIGNMENT REPORTS

Mayoral and City Council communications regarding local and regional liaison assignments and committee reports.

9. ADJOURN REGULAR CITY COUNCIL MEETING in memory of former Building Official John Canestro.

The next City Council meeting is Tuesday, March 18, 2014 at 7:00 p.m. at City Hall, 10890 San Pablo Avenue, El Cerrito, California.

The City of El Cerrito serves, leads and supports our diverse community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety and creating an economically and environmentally sustainable future.

- Council Meetings can be heard live on FM Radio, KECG – 88.1 and 97.7 FM and viewed live on Cable TV - KCRT-Channel 28 and AT&T Uverse Channel 99. The meetings are rebroadcast on Channel 28 the following Thursday and Monday at 12 noon, except on holidays. Live and On-Demand Webcast of the Council Meetings can be accessed from the City's website <http://www.el-cerrito.org/ind-ex.aspx?NID=114>. Copies of the agenda bills and other written documentation relating to items of business referred to on the agenda are on file and available for public inspection in the Office of the City Clerk, at the El Cerrito Library and posted on the City's website at www.el-cerrito.org prior to the meeting.
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk, (510) 215-4305. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title I).
- ***The Deadline for agenda items and communications*** is eight days prior to the next meeting by 12 noon, City Clerk's Office, 10890 San Pablo Avenue, El Cerrito, CA. Tel: 215-4305 Fax: 215-4379, email cmorse@ci.el-cerrito.ca.us
- IF YOU CHALLENGE A DECISION OF THE CITY COUNCIL IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE COUNCIL MEETING. ACTIONS CHALLENGING CITY COUNCIL DECISIONS SHALL BE SUBJECT TO THE TIME LIMITATIONS CONTAINED IN CODE OF CIVIL PROCEDURE SECTION 1094.6.
- The City Council believes that late night meetings deter public participation, can affect the Council's decision-making ability, and can be a burden to staff. City Council Meetings shall be adjourned by 10:30 p.m., unless extended to a specific time determined by a majority of the Council.

EL CERRITO CITY COUNCIL PROCLAMATION
March 2014 is American Red Cross Month

WHEREAS, March is American Red Cross Month, a special time to recognize and thank the Nation's "Everyday Heroes," those who reach out to help their neighbors when they are in need; and

WHEREAS, American Red Cross Heroes are on the front lines every day. They volunteer their time, give blood, take lifesaving courses, or provide financial donations to help those in need; and

WHEREAS, the City Council wishes all to remember our heroes here in the City of El Cerrito who assist people in need. They work tirelessly to help in time of disaster, when someone needs lifesaving blood, or the comfort of a helping hand. They provide round-the-clock support to members of the military, veterans and their families, and teach lifesaving classes in CPR, aquatics safety and first aid; and

WHEREAS, across the country and around the world, the American Red Cross responded to hurricanes, tornadoes, floods and wildfires, the tragedy at the Boston Marathon, and Typhoon Haiyan in the Philippines; and

WHEREAS, in the past year, the 3,000 local volunteers of the American Red Cross Bay Area Chapter helped more than 730 families with temporary housing, clothing, food, and emotional support during 433 local disasters. Our local Chapter trained more than 177,000 people in lifesaving CPR, first aid, water safety, and preparedness education. Our local Chapter provided emergency communications, counseling, financial assistance, and a caring presence to more than 8,000 local military families. Our local Chapter supported 28 Bay Area hospitals, providing them with nearly 75,000 units of red blood cells, platelets, and plasma to patients in need; and

WHEREAS, we dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on donations of time, money, and blood to fulfill its humanitarian mission.

NOW THEREFORE, the City Council of the City of El Cerrito hereby proclaims March 2014 as American Red Cross Month in the City of El Cerrito and encourages all residents to support this organization and its noble humanitarian mission.

Dated: March 4, 2014

Janet Abelson, Mayor

CITY COUNCIL OF THE CITY OF EL CERRITO ARBOR WEEK PROCLAMATION

WHEREAS, Arbor Day was initiated in 1872 by J. Sterling Morton who proposed that a special day be set aside for the planting of trees and said “Other holidays focus upon the past; Arbor Day focuses on the future;” and

WHEREAS, Arbor Day, was first observed with the planting of more than a million trees in Nebraska and is now observed throughout the world; and

WHEREAS, in California, Arbor Day is observed as part of California Arbor Week starting on the birthday of Luther Burbank, a famed California horticulturalist who produced hundreds of plants and trees that have contributed to the natural splendor and food production in our state; and

WHEREAS, trees are valuable economic assets that help maintain or increase property values and attract businesses and new residents in urban areas; and

WHEREAS, trees planted in urban areas play a significant role in meeting the State’s greenhouse gas emission reduction targets and the City’s Climate Action Plan by sequestering carbon as well as reducing energy consumption; and

WHEREAS, trees directly contribute to improving air quality by reducing air pollution, removing airborne particulates from the atmosphere, and helping to purify the air; and

WHEREAS, trees play a significant role in maintaining water resources by reducing surface runoff, preserving water quality, and protecting urban water resources; and

WHEREAS, trees provide essential habitats for much of California’s wildlife, including many listed, threatened, and endangered species; and

WHEREAS, trees enhance the aesthetic quality of life in urban communities by providing a natural buffer for surface noise and natural recreational resource for California’s children and at-risk youth.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby proclaim March 7 through March 14 of each year as El Cerrito Arbor Week, and urges all residents to observe and celebrate the week by planting and caring for trees for the City’s benefit and for the benefit of future generations.

Dated: March 4, 2014

Janet Abelson, Mayor



AGENDA BILL

Agenda Item No. 4(C)

Date: March 4, 2014
To: El Cerrito City Council
From: Karen Pinkos, Assistant City Manager
Subject: 2014 Library Space Needs Assessment Update

ACTION REQUESTED

Receive a presentation from Kathryn Page, of Kathryn Page Associates, on the 2014 El Cerrito Library Space Needs Assessment Update and provide comments to staff.

BACKGROUND/ANALYSIS

The City's Strategic Plan identifies "Develop and Rehabilitate Public Facilities as Community Focal Points" as a primary goal. The strategies outlined for this goal include continuing to assess facilities to prioritize and strategize investment (i.e., library, public safety building, senior center, community center).

Kathryn Page was originally selected as the City's consultant in 2005 as a result of a competitive procurement process to develop a needs assessment and building program for the El Cerrito Library. This project anticipated applying for grant funding from a State Library Bond Construction program, and sought to fulfill the grant requirements of such a program (the ballot measure for the construction bonds, however, failed in 2006). The resulting needs assessment document completed and presented to the City Council in 2006 recognized the deficiencies in the current library facility and recommended a larger facility with upgraded technology, larger collection, and increased seating capacity including flexible meeting space for groups and studying. The recommended space requirements to include all of the identified elements called for expanding the size of the building to approximately 21,000 square feet.

In the years since the needs assessment was completed, no opportunities for funding a library building through grants or bonds at the State level have materialized, and with the loss of the City's Redevelopment Agency, no new revenue streams have been identified nor projected. City staff has concluded that the best method for funding a new library facility must ultimately rely on new revenue generated by a measure approved by the voters of El Cerrito.

On July 16, 2013, the City Council received a presentation from Bryan Godbe of Godbe Research that indicated voter support for a new library facility, as well as support for several elements of recreational/community center facilities that could be harmonious with a library. Staff received consensus from the Council to pursue planning for a new library building, including the steps necessary to consider a ballot measure to fund the facility in November 2016.

Agenda Item No. 4(C)

To begin the planning process, staff engaged Ms. Page in 2013 to conduct an update of the 2006 needs assessment document, to include the most current trends in the library industry and to use refreshed data and community input. Ms. Page conducted her analysis throughout the fall of 2013/early winter 2014 and has completed the draft update as of February 2014. A copy of the document has been provided to the City Council for review, as well as to El Cerrito Library staff, Contra Costa Library staff, and community library groups. Staff anticipates that comments, concerns, and feedback from the Council and the public based on this presentation will be taken under consideration and could be incorporated within the conceptual design process when it begins.

NEXT STEPS

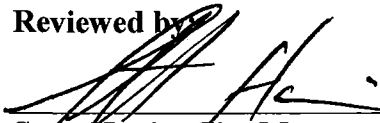
As discussed in July 2013, the Godbe survey results indicated that November 2016 is the likely best choice for a ballot measure. The general timeline for the development of the library facility remains the following:

2013-2014	• Update Needs Assessment--COMPLETED • Request For Proposals for architectural services • Site for building identified and secured
2015	• Conceptual design of building • Site studies and Environmental Review • Financing Plan developed • Public outreach efforts begin
2016	• Public information continues • Refined polling survey (May-June) • City Council places measure on ballot (July)

FINANCIAL CONSIDERATIONS

There is no impact at this time. The needs assessment update, as discussed during the FY 2013-14 budget process, was funded within the current year's appropriation limit. The actual cost of the library facility will be refined and discussed in more detail during the conceptual design phase.

Reviewed by



Scott Hanin, City Manager

Attachment:

1. 2014 El Cerrito Library Space Needs Assessment Update

Kathryn Page Associates
Library Facility Planning

El Cerrito Library

SPACE NEEDS ASSESSMENT UPDATE

February 2014

DRAFT

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

DRAFT

El Cerrito Library
Space Needs Assessment Update
2014
DRAFT
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Appendices:

Community Input Meeting Summaries:

- A1 School Principals and Afterschool Care Coordinators
- A2 Friends of the Library
- A3 Parents of School Age Children

- A4 General Community Meeting
- A5 Adult School ESL Class, Fairmont Elementary School
- A6 Students, El Cerrito Senior High School
- A7 Community Survey Results

Spaces Template

- B1 El Cerrito Library Space Needs Summary
- B2 El Cerrito Library Detailed Spaces Summary
- B3 El Cerrito Library Collection Growth Plan
- B4 El Cerrito Library Collection and Shelving Needs
- B5 El Cerrito Library Public Seating Needs
- B6 El Cerrito Library Computers and Other Equipment Needs

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.
- Shelf the physical collection on mid-height shelving that encourages browsing and display instead of traditional full-height book stacks.

- 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.

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 +/- 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	

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 +/- 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

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 LEFT: 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.

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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.

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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.

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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).

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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.

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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 Goodsell.

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.

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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

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APPENDIX A7

El Cerrito Library Community Survey Response Summary

The City conducted a community survey in late September through mid-November 2013 to elicit input on current library usage patterns, service experience and service priorities. The survey was posted electronically via the City and Library websites. Print copies were distributed at the El Cerrito Library, as well, and translations into Spanish or other languages were publicized. A total of 266 survey responses were received. A summary of the results follows. Note that percentages are based on the total number of survey responses rather than responses to individual questions.

1. Do you use the El Cerrito Library, located at 6510 Stockton Ave, El Cerrito?

228	Yes	86%
38	No	14%

2. If so, how often?

76	A few times per year	28%
91	1 – 3 times per month	34%
36	4 – 5 times per month	14%
21	More than 5 times per month	8%

Other Comments:
14 responses:
I download audiobooks.
I used to go more, but don't really feel comfortable due to getting asked to leave.
maybe once every 2 months
maybe once per year
Not often. The building is depressing and the collections are poor.
once every other month
only a handful of times since moving to El Cerrito
Probably about 8-9 times a year
Sometimes two or three times a week.
They are just places for lazy parents to leave their kids after school instead of a daycare.

3. Do you use other libraries in the area?

188	Yes	71%
69	No	26%

4. If you use other libraries, which ones do you use?

95	Berkeley	36%
87	Albany	33%
71	Kensington	27%
28	Richmond	11%
5	Kiosk at El Cerrito Del Norte BART station	2%

	Other Libraries Used:
11	San Francisco
7	Orinda
7	UC Berkeley
5	El Sobrante
5	San Pablo
4	Oakland
3	Hercules
2	Alameda
2	Contra Costa Library System ILL
2	Danville
2	Lafayette
2	Walnut Creek
1	Davis
1	El Cerrito High School Library
1	Emeryville
1	Fremont Main Library
1	Harding Elementary School's Library
1	Hayward (where my grandkids live)
1	Marin Co
1	Martinez
1	Mill Valley
1	North Berkeley
1	Pinole
1	Pleasant Hill
1	San Mateo
1	Woodland

5. If you do not use the El Cerrito Library, why not?

9	I don't have a Library card	3%
8	I don't know what the Library has to offer	3%
14	I don't feel comfortable or welcomed at the Library	5%
2	I don't have any transportation	1%
3	I don't know where the Library is located	1%
11	I don't know the hours the Library is open	4%
5	The Library is too far away from my home	2%
30	The collection doesn't include what I want or like	11%
12	I buy my own books, magazines etc.	5%
8	I buy e-books	3%
20	Library hours are not convenient	8%

	Other Comments:
	Responses have been aggregated in the following categories
13	Poor/Inadequate Building Condition
8	Inadequate Collection
5	Location
4	Parking Limitations
3	Lack of Space
2	Inadequate Open Hours
2	Staff
1	Children's Space Inadequate
1	Disabled Access
1	Lack of Electrical Outlets
1	Programming Inadequate

6. What is most important improvement to make at the El Cerrito Library? Please list up to 3 improvements. Note: responses were categorized and tallied to show their frequency as first, second and third item listed. Then all responses were cumulated to show overall frequency.

	First Item Listed
47	Improved Collection
31	More Space
25	Improved Environment - Lighting, quiet, comfortable
18	Improved Hours
17	Improved Children's Space
16	Improved Technology
15	Improved Building - Sense of Place, Seating, People Space
11	Improved Programming +/- Meeting Room Space
8	Improved Parking
5	Improved Location
1	Food + Drink
1	Disabled Access
1	Earthquake Safety
1	Tool Library

	Second Item Listed
33	Improved Collection
29	Improved Environment - Lighting, quiet, comfortable
24	Improved Building - Sense of Place, Seating, People Space
17	Improved Programming +/- Meeting Room Space
16	Improved Hours
16	More Space
15	Improved Technology
9	Improved Children's Space
9	Improved Parking
5	Improved Staffing
4	Improved Location
1	Earthquake Safety
1	Tool Library
1	Improved Teen Space + Programs

	Third Item Listed
21	Improved Collection
20	Improved Programming +/- Meeting Room Space
19	Improved Building - Seating, People Space
17	Improved Technology
15	Improved Hours
13	Improved Environment - Lighting, quiet, comfortable
10	Improved Parking
9	More Space
7	Improved Children's Space
4	Food + Drink
4	Improved Location
4	Improved Staffing
3	Improved Teen Space + Programs
2	Community Partnerships
2	Student Support
2	Sustainable Design
1	Disabled Access
1	Free Access to Information
1	Used Book Store

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

27	Improved Parking
13	Improved Location
9	Improved Staffing
5	Food + Drink
4	Improved Teen Space + Programs
2	Community Partnerships
2	Disabled Access
2	Earthquake Safety
2	Student Support
2	Sustainable Design
2	Tool Library
1	Free Access to Information
1	Used Book Store

7. What are the most important features you would like to see included in a new library for El Cerrito? Please prioritize each item below.

	Very Important	Somewhat Important	I'm neutral about this	Not Important
Good architectural design	111	93	39	8
Flexible space for reading, study and collaboration	163	68	19	3
Flexible space for special programs and events	127	81	35	7
Better/more parking	105	84	49	15
Better noise control/acoustics	94	100	42	11
Fireplace	10	20	68	151
Secure, covered bicycle parking	68	85	73	25
More display/browsing shelves	98	101	45	9
Enclosed group study/collaboration rooms	77	91	69	9
A better/larger room for meetings	78	91	66	14
More seats for studying	99	96	49	3
More lounge seats	74	107	57	11
Better parent/child space	114	66	63	7
Quiet reading space	138	81	30	4
More electrical outlets for laptop users	120	74	46	8
Larger/better space for children and families	107	80	56	6
Separate teen area	64	104	64	17
Space for computer training classes	55	102	69	16
After school homework/tutoring space	89	101	46	12
A digital lab or maker space / hacker space	47	62	94	39
Good natural light	181	59	10	2
Special space/shelving for El Cerrito history	45	83	94	26
Cafe to buy and consume food/drink at the library	32	51	80	85

Other Comments:
Locate near public transportation. Keep great tables & chairs, and order others to match (if more needed) -- great mcm design!
An outdoor children's playground/gym (this will create a community space, where kids could associate reading/learning with playing)
Appealing entry and adjacent outdoor spaces, proximity to other services
Better hours- longer and earlier
Better, bigger collection of material--very important!!
Books are going to be a smaller part of available media, computers, podcasts, downloadable media important. A collaboration w/Starbucks for a cafe space might be good. However, it may not be accepted by local businesses.
Central, convenient location
Check out Albany and the new South Berkeley library and N. Berkeley libraries for layout ideas
Close to urban amenities-- better pedestrian access - close to related activities, welcoming on FOOT.
Community access/rental to a commercial kitchen for small scale food preparation (and classes)
Core services matter most--shelving for materials and investment in collection, over things like maker spaces, separate teen areas, etc...
Don't believe the EC Library would end up 'big' enough to be able to support a cafe.
Enough staffing to perform the extra services and hours that are put in place.
I think current library is fine and will vote against any new library
I would definitely expect this possible new library to be more radiant, with greater natural lighting, and a naturalistic feel. And as for more outlets: adding in adapters for users, would probably work just as fine, maybe even better, due to the fact that it's long cord would make it more accessible.
I'd love to see community events, lectures, classes, book groups, concerts..etc.
If there were a cafe, make it outside/separate from library. Cafe mindset is different from library mindset.
LEED-certified would be very nice.
Location near public transportation
More flexible rules and a friendlier staff (ala Albany and Richmond library)
More photocopiers/printers
More selection on books, videos,
More space for more books
More space, more books, more staff!
No "hackerspace"... What are you even talking about?...A cafe to eat in the library seems like it would make the place dirty and smell bad.
No cafe or food consumption in the library!
Places to post info on local events
Please do not allow food/drink at the library. This makes a mess!
Reading areas and special collections for seniors
Reading nooks
Rules governing how many children can be at one computer at a time and child use of computers
Secure bicycle parking is good. I'm not sure it needs to be covered. Free wi-fi would serve me better than new computers.
Space for tool library
The Albany library is a perfect example of what a library should be.

8. What are the most important services or offerings that you would like to see included in a new library for El Cerrito?

	Very Important	Somewhat Important	I'm neutral about this	Not Important
More books	182	53	15	2
More e-books	96	73	62	17
More DVDs	78	95	67	11
More music CDs	33	83	107	20
More audiobooks	71	86	81	11
Literacy tutoring	100	91	43	10
More and/or improved computers	133	78	32	6
Laptops or tablets to use at the library	49	73	94	32
Free wi-fi	182	42	20	4
Computer training classes	66	96	73	11
Video game equipment	2	13	88	140
Exhibits of art by the community	66	117	53	15
Children's story times and other events	146	59	38	8
Programs for adults	90	99	53	4
Programs for teens	91	92	54	9
Programs for seniors	100	95	50	3
Self checkout	107	85	46	10
Easier pick up for self service holds	75	77	83	12
Magazines to browse	74	112	56	7
Current newspapers to browse	102	84	55	6
Able to ask Library staff for assistance	181	52	12	2

Other Comments:
A "Petting Zoo" of different types of eBook readers that patrons can load with eBooks & check out to try different kinds. Sunnyvale Library got a grant from Barnes & Noble to fund it.
Access to nature - a good garden
Accessibility
Better workspace for staff
Book & gift store
Can pick up books from Links (other libraries), a good online catalog system to hold books and get notifications when they are available for pickup
Community meeting room/s for small and up to 50 people sized groups
Computer training classes need to go BEYOND simple introductory info. Need more intermediate level!
Computer/laptop locks
Consider providing limited laptops and tablets for those who do not have them, but these days, most people do have their own.
Coordination with senior center for help with matters such as tax preparation and estate planning
Digital scanners
Enough staff to spend time helping patrons without being rushed
How could the pick-up for holds be any easier???? It's already easy!

I think the self-service holds are already pretty easy to pick up.
Increase reference materials and librarians to help with genealogy and kids' papers
Interlibrary loan and link plus services vital to me. Want the reference librarian back!
It would be nice to have a native plant garden that people could use computers at and read in at the library. Also, include special events by local authors etc. Maybe include a place to view topical films or have a movie night for teens on the weekend.
Library operating like a community center
Location near public transportation
Maker/hacker space with open activity time and formal classes. Fix-it clinics. Other library resources are a natural support for this activity, exploration and learning
More author readings and literary events would be fun.
More material for the minority groups.
More open hours is very important.
Most important is an expanded collection books, DVDs, CDS, periodicals/newspapers
New website
Please, please, more diverse quality e-books.
Programs for school aged children, especially crafts focused on holidays and seasons
Secure outdoor space to read, chat, study, hold classes?
Story time & activities in different languages, Spanish, Mandarin, Japanese, Tagalog, etc for the diversity of EC's community
Traditional needs of the community include literacy, books of many languages, computers for training and for use.
VHS and cassettes
Video game equipment?! Are you high?!
Video games have no place at a library. This is not an arcade. You need to really think about the space you are creating. Already parents use the library as free child care. Is that what you are really going for? People sitting around all day like zombies using free wifi like Starbucks. Yuck.
We need a tech savvy library staff that has the most recent relevant library science degrees or the new systems installed will go to waste.

9. Additional Comments

Allow for proper wireless security (no open wifi, allow vpn passthrough, many other considerations - consult experts for configuration)
A larger room for small children to enjoy reading. We've been asked to leave the library and that makes us sad and upset.
A library should be a playful space
A light and large space that the city can be proud of, however the city should strongly consider not spending too much money on a high-profile architect or design firm. The money should be focused on a nice space and excellent location for easy bicycle riding to and from the library.
A strong public library supports a strong and thriving community. Albany is a great example of a multigenerational use that attracts many local residents to use it for a variety of uses.
A tool lending library akin to http://www.berkeleypubliclibrary.org/about_the_library/neighborhood_branches/tool_lending_library/
Accessibility to mass transit very important. While lower stacks with easy display may be desirable, don't implement this so that it takes away space for others uses (tall shelves = more book space!). Do include a space for the El Cerrito Friends of the Library; I love their offerings and would be pleased to browse/buy from them more often.

As noted in responding to a previous survey, I'm actually quite happy with the library as it is, although somewhat more space and a somewhat larger in-house collection would likely be convenient. The county-wide system of bringing books around through hold requests currently works very well as a way of getting maximum access to desired items. I don't think the library should be turned into an everything-for-everyone-for-every-purpose center, as I fear there is ambition to do. The library planning should not be regarded as the place of first and last resort to address current-perceived deficiencies in other parts of the city's public spaces or the West Contra Costa County School District programs. There are other places in the community already where meetings can be held, where special classes can be offered, and where tutoring programs can occur. Keep in mind that eventual operating costs are likely to be substantially increased with a larger facility and a more complex operation! There is still a place for a relatively traditional sort of library, which will certainly be the most achievable and practicable goal.
Be sure that all the people want it!! There is nothing wrong with what we have except the hours open!
Building a building that can be flexible and enable future enhancements/needs would be wise. Don't let great get in the way of good but also realize that needs, technology, etc. will change and building a building that can adapt to those unanticipated needs would be a prudent use of public funds.
Check into the possibility of trading property with WCCSD. Lower area of old Portola site for the current library site. It would be nice to have library & the Senior Center next to the community center.
Check out Sacramento Public Library (esp. Valley Hi Branch). Amazing in terms of design and offerings. Libraries are the heart of the community. Keep that in mind when in the planning.
Closer to the northern end of El Cerrito...closer to city hall and police station
Combine library building with other community space to make a vibrant center for people to gather.
Consider moving next to the EC Community Center on the flat area where Portola portables are located. Please make it big. EC is a large enough city to handle it. It would be nice to have rooms that can be rented.
Consider noise level of children's activities vs. adults and teens studying or quietly reading. Too much emphasis on self-service instead of knowledgeable, trained staff.
Consider that County Library has staffing problems and may not be able to provide high-quality staff. they often use library assistants with few or no skills rather than trained librarians with master's degrees
Consider your user demographic. Consider the external environment and keep the architecture compatible.
Convenient, easily accessible location. Nice if it was next to a coffee shop and/or senior center.
Design the building so that there can be quiet spaces and loud spaces.
Do not spend city time money or effort on a library. Spend time bringing new businesses to the city not wasting money on something that there is no need for.
Does not need to be LEED as long as made to best current standards.
Don't mix food/drink with anything in the library. Food in meeting room OK, but no food prep area, any food must be brought in for the occasion. Anything else is a recipe for disaster.
Don't think you should build a new library. Think might make more sense to have another branch in northern part of the city.
Easy access by public transportation; keep cozy feel of library; include openable windows; keep open airy feel with lots of windows and outdoor views.
Easy access for seniors. On bus lines, near San Pablo Ave. Not near Plaza. More centrally located.
Eco-friendly - solar energy, use renewable resources - perhaps an outdoor tranquil space to read/study
El Cerrito Library deserves a new building.
Energy efficient, add solar panels? LED lighting? Etc.
Expand library scope to include/support complementary community services and activities to bring more of a vibrant hub and awareness to the library. Co-locate with an active transportation corridor to support walking biking and transit. Also, car share and bike share resources are just another library/loan-like resource that could be accessed at the library hub.
Good hours, open late evenings 2 nights a week, and all weekends, a lot of natural sunlight and open space
Green green green. Make it a model of efficiency, both in that it's a good building practice, but also so it demonstrates the importance (and ease!) of efficient building to the public.
How about combining the library and senior center in a new multi-level building?

I hope you create an inviting space with a lot of natural light.
I know many El Cerritans want new library, but I love the current location, am OK with the size, like the design of building. I have been enjoying current location for over 50 years now, would hate to see it move! IMPORTANT: If new library is built, please don't make mistake Albany Library did by building it off a bus line, far from BART. Please! And thanks for asking for our input.
I like the current location, it would be great to combine it with a new senior center.
I like the one we have, could the new one be similar? I like the native plants that are on the side.
I personally think new construction near an existing hub of activity would be best, e.g., the lot of the old Portola Middle school. Or anywhere near the BART stations, making pickup or drop off easier (although it's kinda noisy where it is now). Or near the DMV, making running other errands easier. Or using an empty lot on San Pablo...Mill Valley's Public Library and Seattle's Public library should be used as inspiration. Both are multi-story and feel bigger in the inside than they look from the outside.
I prefer other libraries where the staff reliably checks in returned items. when i return written or sound materials (CDs or DVDs) thru the slot, they are too often not checked in and i need to return to the library to show the staff the material re-shelved but not checked in. To make one trip, i have to go during open hours and request immediate check-in.
I seem to be the rare person who thinks the library is fine as is. My only issue is that I would love for there to be more books. Last year there was a reduction in the number of nonfiction children's books. The audio book collection is also quite limited. I hate to see the waste (sending to landfill) of materials tearing down a building. I also hate to see the location move. Even though the proposed locations are closer to where I live, the current location is close to the growing business district and Stockton and San Pablo, and, I think, helps support those businesses and the library.
I still love a book in the hand but use audio books for my commute and carry a kindle all the time. Computer literacy!
I think I have covered it. You have probably figured out that I do not approve the city spending money on a new library. The city has enough problems following the elimination of redevelopment to jump into an expensive project. Work on current buildings and projects owned by the city. Perhaps take a good look at the community center. Our community rooms are shabby and dirty. Perhaps the city needs to think about how all their spaces do double duty. Why would I want to have a community meeting in a room that doubles as (daycare, floral society space, you name it) the rooms are covered with junk all over the walls. If you want to see what the library will be like, take a visit to the downtown Berkeley Library at opening time. A bunch of homeless people and individuals with no prospects waiting for the doors to open so they have a place to while away the hours. No thanks.
I think it absolutely needs to be accessible via transportation other than cars. A location with safe bike access is key, and preferably being closer to one of the BART stations. The current location provides good bike/bus access, but is otherwise constrained.
I think it's important to focus on improving the selection of books with a separate area for kids / teens, and providing wifi, self checkout, and programs for literacy more than anything else. A library is supposed to function as a space to quietly read or study, in a tranquil environment. So a lot of options in the list above are nice, but unnecessary, or they would add noise and distraction (e.g. video game equipment). Although a coffee area or cafe would be nice if people are studying / writing / reading for long periods of time. I think the children's story time and events is a nice idea.
I would like to see additions to the existing building instead of a whole new building. I have very fond memories of visiting the library with my mother as a child and every time I visit, I am reminded of those memories!
I'd like to see an outdoor space and playground available, so that young children can go out and play if they're tired of being quiet. It will also serve as a point of community for those to come and play (then ideally go read afterwards); associating learning/reading w/ "fun" and thus strengthening children's perception of learning/library. Also 'green' technology like solar and renewable energy would be a good example to the next generation. Story-time in different languages & multi-lingual DVDs, audio CDs and even language classes for locals to use/sign out.
I'd rather see it demolished and put a real business there instead.
If possible, locate library near other public buildings to create a civic center area and atmosphere. For example, that former Portola Middle School site or purchase of the DMV site. Avoid locating facility directly on San Pablo Avenue.
If this will be a two-story library, have the first level be the photocopiers/printers, check-out, meeting/tutoring areas, reference materials, lounge while the second level have library stacks with separate adult/teen/children areas, study areas with laptop/tablet-friendly tables/desks/cubbies.
Including ebooks and free wifi on this list is silly. Those things are county-wide, do not impact a new library space and may skew a survey. That seems sneaky and unethical. Staff is the most important part of a good library!

It would be great to make the library very "green" like the recycling center.
It would be nice to have a teen and pre-teen area that's more soundproofed. Also a more secure place for scooters, strollers. I have seen high school kids steal scooters etc. It would be nice to have a guard available for a couple of hours after school is finished (approx 2-4).
Keep parking separate from Fairmount School.
Landscaping, maintenance, exterior appearance
Library circulation is continually going up and events are well attended. If a larger, more usable library is created it will indeed be used by, and will improve, the community.
Look at what's been done in some local libraries and take away the best from that. do not have the building below street level like the current one
Look to the Albany Community Center as a model. It is great to have a pleasant library with a large multi-purpose room. If the new library would be sited next to the Community Center, it would be a similar arrangement. A cafe would be nice, but not as important as other improvements.
Make it a better place for kids! Check out the kids' room in the Iowa City Public Library for inspiration. It's a destination for families. I want that here.
Many people use the library for job search. Any programs and or systems to help them would be great. Good data base subscriptions and technology learning tools would be great. Opportunities for volunteers.
Maybe make it larger than the other El Cerrito library.
More space between book shelves. I can't back up far enough to read the titles.
Near public transportation -- NOT in hills -- to ensure access by non-drivers. NOTE: I'm a wheelchair user, very conscious of the automobile bias in CAL.
Nice landscaping. Outdoor area or patio to study.
No video gaming please.
None, looking forward to improvements; go there mainly with our young kids for activities and to check out reading materials.
Not too far away San Pablo Ave.
Parking is the real problem with the current site. Sharing a very limited number of parking spaces with the Senior Center, especially at noon when they serve lunch, and the parking reserved only for the school, makes it impossible to find a place to park. I often time my visits to the library to late afternoon so I can park within a block of the library. Issue #2 - low-level shelving makes it difficult to search for books. It feels like I'm standing on my head to see the titles of books near the floor.
Please consider this new library an opportunity to create a community space for all ages and abilities. I want to wake up, walk down to the library, grab a cup of coffee (revenue generating), read the paper, books or magazines. I also want to come back later in the day and have a private space to meet with my club or group.
Please do not coincide the library's day off with that of the Kensington Library. Otherwise, we have to go outside of the library system to go to a library on Wednesday.
Please expand the collection
Please make a separate space for children's books (with a door that closes or is sound-proofed)! My little ones need to be read to out-loud and don't know how to whisper. Other patrons complain that we are making too much noise. I have heard this has been experienced by many families and is why not many of us visit the library much. It would be wonderful if there could be a space where we could enjoy the library with our small children without feeling like we are annoying everyone and then end up being asked to leave.
Please place audiobooks, etc., where wheelchair users can actually reach them.
Please use this civic opportunity as a way to knit the community together by foot; to spur arts development, to make better places for kids and family.
Should be at least Certified LEEDS Gold
Space for the El Cerrito Historical Society collection?
Space, programs for seniors
Streamline your website so suggestions and other messages can be given without hunting for said site (within 10 minutes)!
The City should not be concerned about Library services. That's the job of the County Library. The City should be only concerned with the building, and how use of the building builds value in the community.

The El Cerrito library is old and out of date. It is too small, with limited facilities for studying/working. In redeveloping the library, El Cerrito has the opportunity to provide its citizen with a much needed indoor public space. I appreciate the work you are doing.
The Friends of the El Cerrito Library seem like a very good group that volunteer, raise money and make the library a more welcoming place. It would be good to continue to give this group a role in any new library.
The interior space at the Claremont Library is beautiful with natural light. I would recommend that library as a model to look at.
The library needs more hours!
The location needs to be easily accessible by children and seniors and those who prefer not to drive everywhere. Ideally it would be located near other businesses and services such as coffee shops and grocery stores. Additionally, although the current location is convenient for me personally, I have had trouble with safety issues because of the proximity to the BART tracks greenway.
The main library in San Leandro is a great model to consider, esp. their community events.
The staff is great already, as are some of the suggestions above. General updating/ modernizing and space planning is needed.
There needs to be a balance between needs and cost. Recent facilities built in Hercules and Walnut Creek seem beyond what those communities required.
We are very heavy library users - but we go to Albany or Berkeley. El Cerrito desperately needs a new library.
We have lived in El Cerrito for several years but rarely go to the library as we find it inconvenient and not a particularly pleasant space. It is somewhat hidden (so not very welcoming) and the inside is dingy and dated. I far prefer the library in Berkeley and near my work in SF both for their facilities and also because I can drop by them while running other errands or grab a coffee afterwards - the EC location is very isolated. I would also like to see a dedicated children's space where I can read aloud to my kids and they can express some enthusiasm without getting dirty looks from other patrons. I would also like to see an increasing selection of eBooks (like many, I often read on a tablet or phone while commuting) and self-checkout kiosks. I am very glad that the city is addressing the library issue. Libraries, rather than old fashioned, are increasingly important in providing equal technology access and teaching the skills needed to evaluate and make sense of information overload in today's world. But to accomplish that they need to be attractive and service oriented ---- otherwise people will just go to Barnes and Nobles to browse books or to their local Starbucks for studying and meeting.
We use the library 2-3 times/week; however, usually just to browse and pick up what we need so we don't hang out there long.
What other operating options exist, other than CCC, e.g., LSSI? Would it provide better services? Has the city looked into this option -- is it even willing to consider the option? Are there other 'consortia' agreements available in operating the library? Is the city open to those options? Is it even aware of other operating options? What added value does the county system add by operating the El Cerrito "branch" library?
When I walk into the El Cerrito Library, it feels like I've traveled back in time. The building is outdated, not very welcoming, and limited in resources. It's great to hear that you are conducting a needs survey. This is something that I see frequently from other libraries.

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	

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APPENDIX B2
El Cerrito Library Detailed
Spaces Summary

2

		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

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APPENDIX B2
El Cerrito Library Detailed
Spaces Summary

3

		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

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APPENDIX B2
El Cerrito Library Detailed
Spaces Summary

4

		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

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		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
EI Cerrito Library Detailed
Spaces Summary

6

		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/print 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

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APPENDIX B2
El Cerrito Library Detailed
Spaces Summary

7

		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

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APPENDIX B2
El Cerrito Library Detailed
Spaces Summary

8

		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

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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	

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APPENDIX B4
El Cerrito Library Collection and Shelving Needs

10

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

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APPENDIX B4
El Cerrito Library Collection and Shelving Needs

11

			% on Shelf	Items Shvld	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

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APPENDIX B4
El Cerrito Library Collection and Shelving Needs

12

				% on Shelf	Items Shvld	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 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

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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

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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	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

EL CERRITO CITY COUNCIL

MINUTES

CITY COUNCIL MEETING
Tuesday, February 18, 2014 – 7:00 p.m.
City Council Chambers

Meeting Location
El Cerrito City Hall
10890 San Pablo Avenue, El Cerrito

Janet Abelson – Mayor

Mayor Pro Tem Rebecca Benassini
Councilmember Jan Bridges

Councilmember Mark Friedman
Councilmember Greg Lyman

ROLL CALL

Councilmembers Benassini, Bridges, Friedman, Lyman and Mayor Abelson.

7:00 p.m. CONVENE CITY COUNCIL MEETING

Mayor Abelson convened the City Council meeting at 7:03 p.m.

1. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF MOMENT OF SILENCE was led by Councilmember Benassini.

2. COUNCIL / STAFF COMMUNICATIONS

Mayor Pro Tem Benassini announced that the Recreation Department's Dynamo Golf Scramble will be held at the Mira Vista Country Club on April 28. The event provides an opportunity to play golf at a beautiful club and raise funds for the David Hunter Memorial Scholarship Fund. The Fund is used by participants who enroll in the City's recreational programs on a sliding scale payment basis.

Mayor Abelson stated that she attended the Elks Lodge Police Officer of the Year dinner and award ceremony. El Cerrito Police Officer Matt Wong was honored. The event was well attended.

The Celebration of Earth Day in El Cerrito this year has been expanded to Earth Season and will be marked by a number of events. The focus will be on the drought. A preliminary schedule of events includes the observance of Earth Hour, a special showing of the movie Chasing Ice, a home energy efficiency workshop, a residential solar workshop, celebration of Earth Day on April 26, a drought resistant home workshop, Bike to Work Day on May 8, a Hillside Nature Area Festival on May 17, Ohlone Greenway Celebration Day on May 31.

Mayor Abelson also participated in the Chamber of Commerce's installation of officers. The new president is Mark Figone. Nancy McCarthy is first vice-president and Marty Kalisky is second vice-president. The Secretary is Dwayne Dalman. On February 15 Mayor Abelson attended a tree planting ceremony sponsored by the Urban Forestry Council. Trees were

planted in El Cerrito around Avila Street and also included other streets. Twenty sites were planted throughout the Bay Area with a goal of planting 1700 trees on that day. The El Cerrito Tree Committee and staff liaison, Stephen Preé also participated in the event. Mayor Abelson queried why trees were being planted during a drought and was informed that trees handle drought conditions very well and reduce carbon in the atmosphere.

3. ORAL COMMUNICATIONS FROM THE PUBLIC

Kiev Smith, El Cerrito, expressed concerns about cars racing down the street on Cypress Avenue. He is particularly concerned about people and children crossing the street as Cypress is near St. Peters Church and Stege Elementary School. Mr. Smith asked for speed bumps to be placed on the street.

Fana Moeslein, El Cerrito, expressed concerns about heavy traffic on Ashbury Avenue, particularly near the High School, and also spoke about impacts from heavy traffic, garbage and pollution on her health and quality of life.

Al Miller, El Cerrito, spoke about the New Priorities Campaign and asked the City Council to support a resolution in support of the New Priorities Campaign proposal which includes moving money from military spending to domestic priorities, education and the environment. Mr. Miller described actions that will occur in coordination with the April 14 Day of Global Action on Military Spending.

4. PRESENTATIONS

Good to Great – *Presentation by Scott Hanin, City Manager and Karen Pinkos, Assistant City Manager.*

Receive a presentation from City Manager Hanin and Assistant City Manager Pinkos regarding City staff's analysis and discussion of the *Good to Great* series of books by Jim Collins. The series explored themes such as: how good is the enemy of great; organizations can achieve enduring greatness; the type of leadership required to achieve greatness; confronting the brutal facts; the hedgehog concept; creating a culture of discipline; and the role of technology.

Action: Received presentation.

5. ADOPTION OF THE CONSENT CALENDAR – Item Nos. 5A through 5D

Moved, seconded (Friedman/Lyman) and carried unanimously to adopt Consent Calendar Item Nos. 5B through 5D in one motion as indicated below. Consent Calendar Item No. 5A was withdrawn from the Consent Calendar at the request of Councilmember Bridges who was absent from the February 4, 2014 meeting.

A. Minutes for Approval

Approve the February 4, 2014 Regular City Council and Special Closed Session meeting minutes.

Action: Moved, seconded (Friedman/Benassini; Ayes – Councilmembers Benassini, Friedman, Lyman and Mayor Abelson; Noes – None; Absent – None; Abstain – Councilmember Bridges) and carried to approve the minutes.

B. Agreement with the Association of Bay Area Governments/San Francisco Estuary Partnership to Implement the San Pablo Avenue Green Stormwater Spine Project

Adopt a resolution authorizing the City Manager to enter into an Agreement (Attachment 2) with the Association of Bay Area Governments (ABAG) / San Francisco Estuary Partnership (SFEP) to implement the San Pablo Avenue Green Stormwater Spine Project in El Cerrito on the east side of San Pablo Avenue north of Stockton Avenue. *Exempt from CEQA.*

Action: Adopted Resolution No. 2014-02.

C. Sustainable Cities Planning Grant Application

Adopt a resolution approving the filing of an application for grant funds for a Sustainable Communities Planning grant to do a targeted update to the 1999 General Plan under the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006. *Exempt from CEQA.*

Action: Adopted Resolution No. 2014-03.

D. Transactions and Use Tax Legislation

Authorize Mayor Abelson to request support from Assemblywoman Skinner in seeking legislation that would allow the City of El Cerrito the flexibility to consider a measure that would increase the current level of transactions and use taxes above the cumulative local limit of 2% (which includes the City, Contra Costa Transportation Authority, and BART). *Exempt from CEQA.*

Action: Approved recommendation.

6. PUBLIC HEARINGS – None

7. POLICY MATTERS

CITY COUNCIL ACTING AS THE REDEVELOPMENT AGENCY SUCCESSOR AGENCY

A. Review and Authorization to Submit the Draft Recognized Obligations Payment Schedule 14-15A (July-December 2014), the Successor Agency's Fiscal Year 2014-15 Administrative Budget, and a Repayment Schedule for Housing Loans

Adopt a Successor Agency resolution reviewing and authorizing submittal of the draft Recognized Obligations Payment Schedule 14-15A covering the period July to December 2014, the Successor Agency's Fiscal Year 2014-15 administrative budget, and a repayment schedule of obligations to the City's Low Income Housing Asset Fund.

Presenter: Lori Treviño, Senior Financial Analyst.

Action: Moved, seconded (Friedman/Bridges) and carried unanimously to adopt Successor Agency Resolution No. 2014-01 as revised to change the reference to Recognized Obligation Payment Schedule 13-14A in the second enacting clause of the resolution to 14-15A and include an updated and revised table contained in Exhibit C to the resolution.

8. COUNCIL LOCAL AND REGIONAL LIAISON ASSIGNMENT REPORTS

Mayoral and City Council communications regarding local and regional liaison assignments and committee reports.

Mayor Abelson reported that she was re-elected as Contra Costa Transportation Authority's (CCTA) representative to the West Contra Costa Transportation Advisory Committee (WCCTAC) and was also re-elected as WCCTAC's chair. Mayor Abelson also reported that she and Councilmember Lyman attended the February Contra Costa Mayors Conference in San Pablo. The meeting featured a presentation by Tom Barnidge, columnist for the Contra Costa Times who explored twenty-three reasons why newspaper columnists are like elected officials.

9. ADJOURNED REGULAR CITY COUNCIL MEETING at 8:38 p.m.

SUPPLEMENTAL REPORTS AND COMMUNICATIONS

Item No. 7 Review and Authorization to Submit the Draft Recognized Obligations Payment Schedule 14-15A (July-December 2014), the Successor Agency's Fiscal Year 2014-15 Administrative Budget, and a Repayment Schedule for Housing Loans

1. Revised resolution and Exhibit C – *Submitted by Lori Treviño, Senior Financial Analyst.*

Other:

2. New Priorities Campaign – *Submitted by Al Miller, El Cerrito.*

EL CERRITO CITY COUNCIL PROCLAMATION

Designating the Month of March as “Women’s History Month”

WHEREAS, Women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation and the City of El Cerrito in countless recorded and unrecorded ways; and

WHEREAS, Women have played and continued to play a critical economic, cultural, and social role in every sphere of the life of the Nation and the City of El Cerrito by constituting a significant portion of the labor force working inside and outside the home; and

WHEREAS, Women have played a unique role throughout the history by providing the majority of the volunteer labor force; and

WHEREAS, Women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in the Nation and throughout the Bay Area. Women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which create a more fair and just society for all; and

WHEREAS, locally, women have played a key role in the City’s history as leaders in the community, in our schools universities and at City Hall, including opening doors for the appointment of women as Planning Commissioners as early as 1928, urging support for disarmament proposals in 1961, and celebrating the recognition of local appointments to West County, Contra Costa County, and Assembly District 15 Woman of the Year award ceremonies and the 100th anniversary of the Women’s Suffragist Movement by co-sponsoring a showing of Iron Jawed Angels in 2011.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby designate March 2014 as Women’s History Month in the City of El Cerrito and encourages residents to reflect on, honor and celebrate the history, courage, commitment, accomplishments and contributions of women, not only in El Cerrito but throughout America.

Dated: March 4, 2014

Janet Abelson, Mayor



AGENDA BILL

Agenda Item No. 7(A)

Date: March 4, 2014
To: El Cerrito City Council
From: Scott Hanin, City Manager
Subject: Presentation of Survey Results Related to the Reauthorization of the Measure R Sales Tax

ACTION REQUESTED

Receive a presentation from Bryan Godbe of Godbe Research on a recently completed survey related to the possible reauthorization of Measure R, the Preservation of Citywide Services measure passed by El Cerrito voters in 2010, and provide comments and possible direction to staff regarding next steps.

BACKGROUND/ANALYSIS

The City's Strategic Plan identifies "Achieve Long-term Financial Sustainability" as a primary goal. The strategies outlined for this goal include continuing to pursue opportunities for new funding as well as the development of a plan to ensure that revenue meets the cost of providing the services identified in the Strategic Plan, including adequate reserve funds.

The voters of El Cerrito have approved two transactions and use taxes (also known as "sales taxes") in recent years. Measure A, the Pothole Repair, Local Street Improvement and Maintenance Measure, was passed in 2008 and is a 0.5% tax that generates funding strictly for the comprehensive street repair and maintenance program in El Cerrito. Measure R, the Preservation of Citywide Services measure, was passed in 2010 and is a seven-year general tax of 0.5% which is due to sunset in 2018. Based on a recent survey, November 2016 was identified as the best time for the City to consider a ballot initiative to fund a new library. Because Measure R is a general tax, it can only be considered by the voters at a general election (one in which members of the Council are up for election). With that being the case, November 2014 would be the optimal time to consider a reauthorization of the Measure prior to its expiration. The survey was undertaken to help inform the City Council's direction.

As discussed during recent budget sessions, the City has struggled to maintain its high level of services. A number of departments have lost positions through attrition and others have carried vacancies for quite some time. Cutbacks in landscaping and maintenance have recently occurred and reserves will be used to balance the General Fund budget. As previously described, the General Fund contribution towards capital and public works has decreased dramatically over the last few years, resulting in reduced reinvestment in our community. With the loss of a number of significant sales tax

Agenda Item No. 7(A)

generators, the dissolution of the Redevelopment Agency by the State, and the significant decrease in assessed values of property in El Cerrito, the General Fund is strained. Continued reductions in services or staffing are possible. Additionally, the City's reserves are lower than is arguably prudent and no funds are being set aside for capital reinvestment.

The survey data indicates that the overall favorability results for the City are very high, as is the support for an extension and potential increase in the sales tax rate. It should be noted that any increase in the sales tax rate would require an exception to the 2% cap on transactions and use taxes for local agencies with overlapping boundaries, which would be available only through special State legislation. A request of Assemblymember Skinner for such special legislation was approved by the City Council at its February 18, 2014 meeting. However, as was mentioned in the accompanying staff report to that request, this does not bind the City Council to a specific tax amount, and staff is not making a recommendation as to the details of a potential ballot measure at this time.

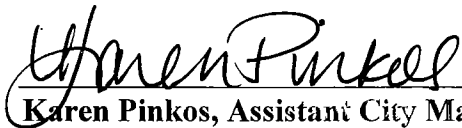
NEXT STEPS

Based on the comments and possible direction received from the City Council, staff will return as appropriate with a recommendation, schedule and proposed budget for any potential initiative. At the March 18, 2014 City Council meeting, staff will provide another update on the current fiscal year budget. In March, staff will also be convening four community meetings throughout the City and will introduce an online survey to better engage the community about the budget and seek community input on budget priorities. Staff anticipates holding a budget workshop at the April 22 City Council meeting to help shape the fiscal year 2014-15 budget.

FINANCIAL CONSIDERATIONS

There is no impact at this time. The survey was funded within the current years appropriation limit. Should the City Council ultimately decide in the future to place an initiative of up to 0.5% increase in the sales tax rate before voters and the initiative is approved, the increase in annual revenues could be as much as \$1.5 million.

Reviewed by:


Karen Pinkos, Assistant City Manager

Attachment:

1. Presentation of survey results



GODBE RESEARCH
Gain Insight



City of El Cerrito: 2014 Sales Tax Renewal Survey

February 2014

Overview and Research Objectives

The City of El Cerrito commissioned Godbe Research to conduct a survey of local voters with the following research objectives:

- Gauge satisfaction with City services and financial management;
- Assess potential voter support for a sales tax renewal measure to continue to protect and maintain City services;
- Identify the optimum tax amount and duration at which voters will support the measure;
- Prioritize projects and programs to be funded with the proceeds;
- Test the influence of supporting and opposing arguments on potential voter support; and
- Identify any differences in voter support due to demographic and/or voter behavioral characteristics.

Methodology Overview

➤ Data Collection	Telephone Interviewing
➤ Universe	10,528 likely November 2014 voters in the City of El Cerrito
➤ Fielding Dates	February 1 through February 9, 2014
➤ Interview Length	18.5 minutes
➤ Sample Size	400
➤ Margin of Error	$\pm 4.8\%$

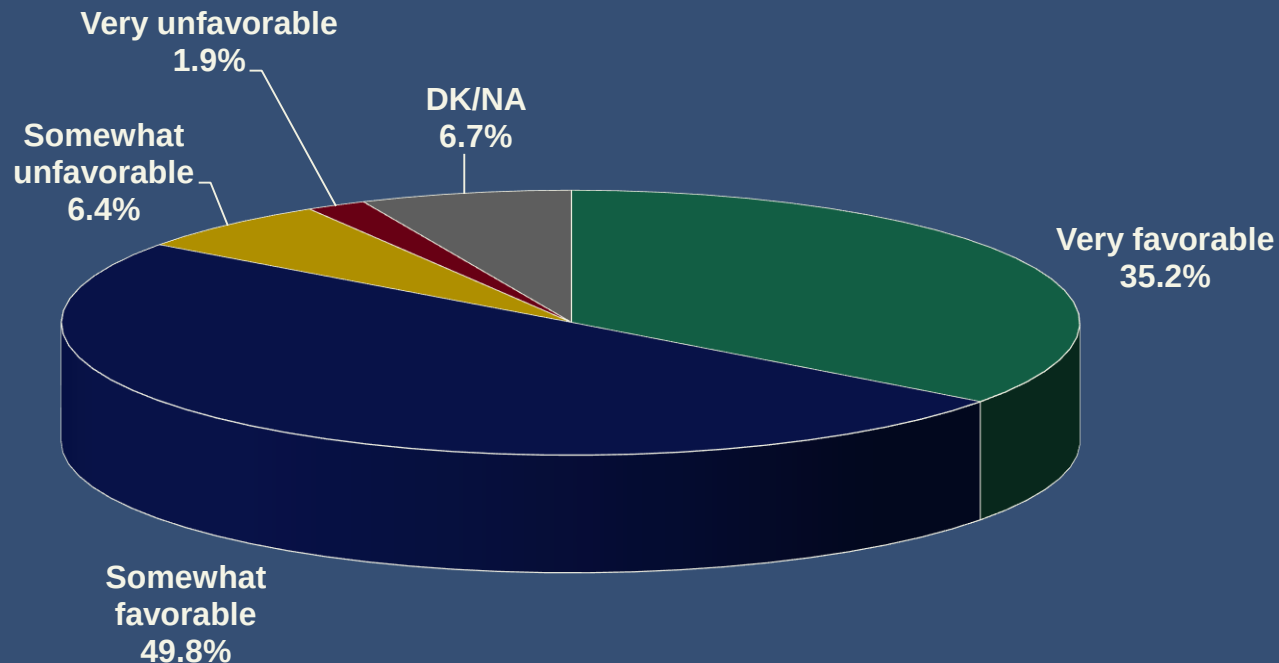


GODBE RESEARCH
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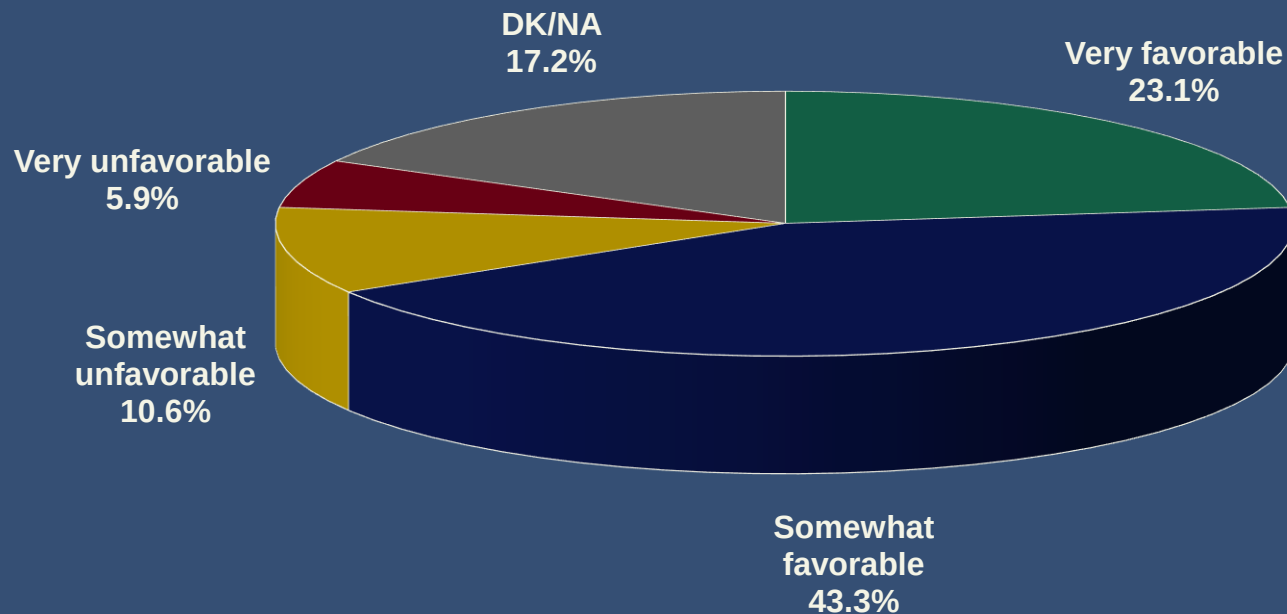
Key Findings

Opinion on Job City is Doing to Provide Services (n=400)



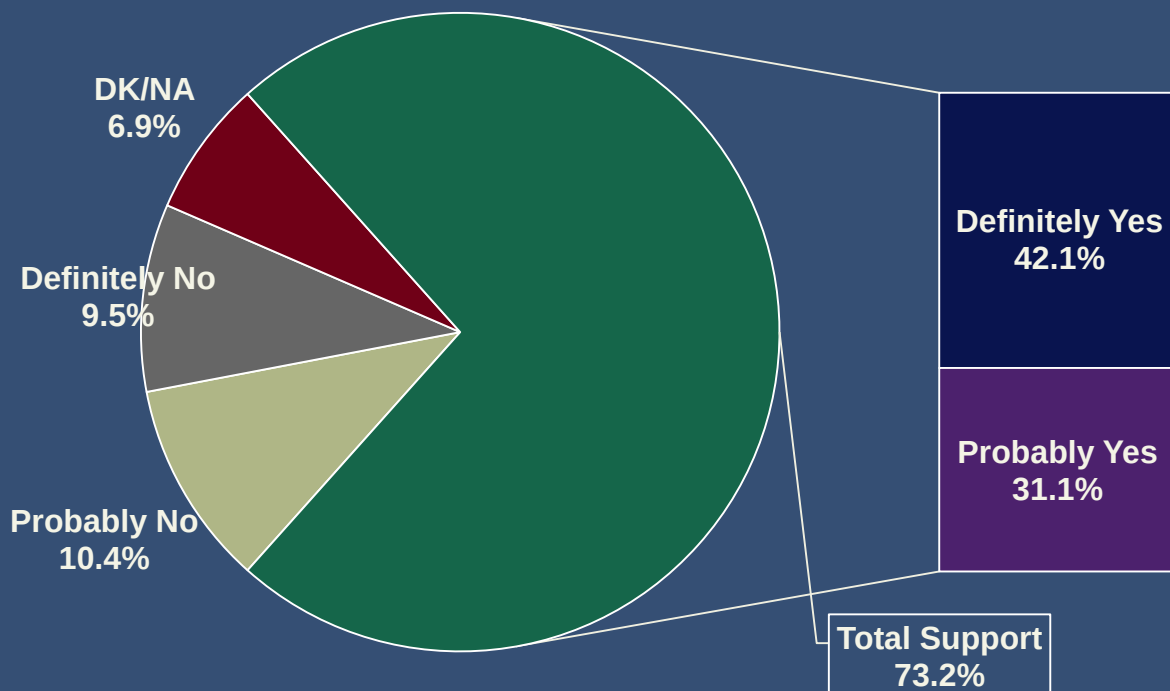
Ratio Fav to Unfav:
10.2 to 1

Opinion on Job City is Doing to Manage Public Funds (n=400)



Ratio Fav to Unfav:
4.0 to 1

Uninformed Support (n=400)

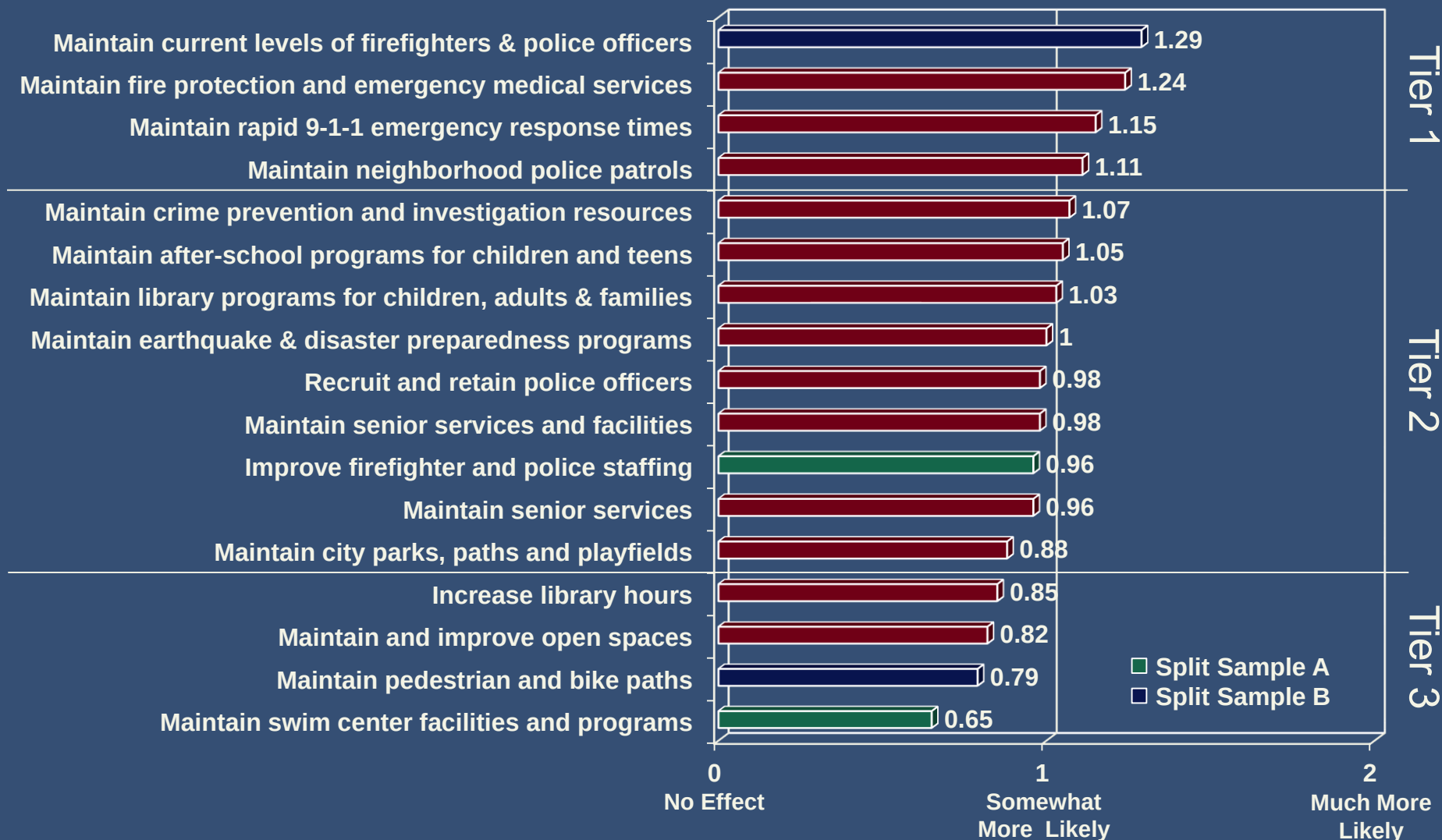


To continue to protect and maintain City services, including

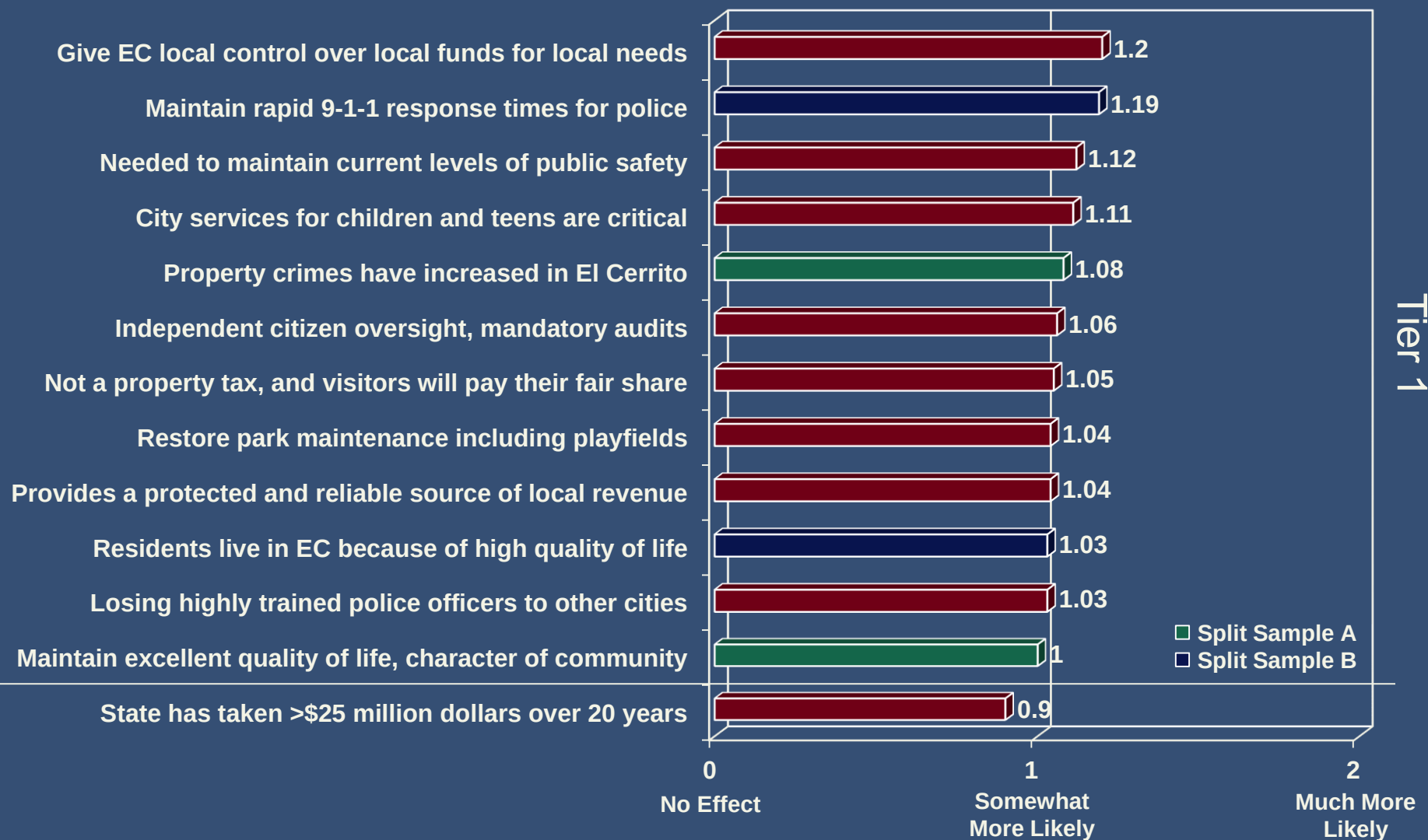
- fire prevention and emergency services;
- neighborhood police patrols;
- emergency response times;
- crime prevention and investigation resources;
- firefighter and police staffing;
- library hours and programs;
- afterschool programs for children and teens;
- senior services;
- open space, parks, paths and playfields; and
- other general City services;

shall El Cerrito extend the existing voter-approved sales tax and set the future rate at one cent for 12 years, with citizens' oversight, annual audits, and all funds staying local, none to Sacramento?

Features of the Measure (n=400)

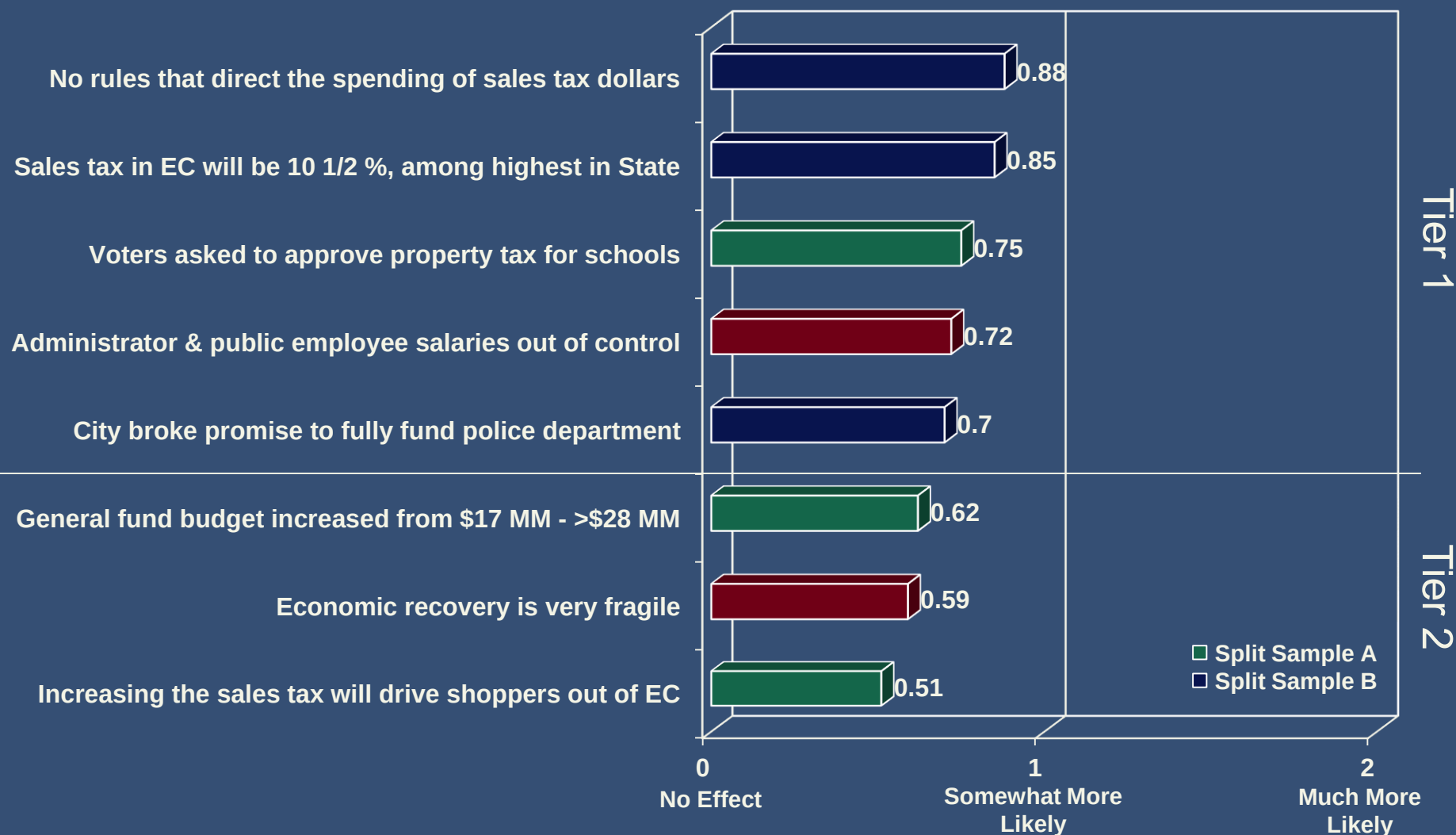


Influence of Supporting Statements (n=400)



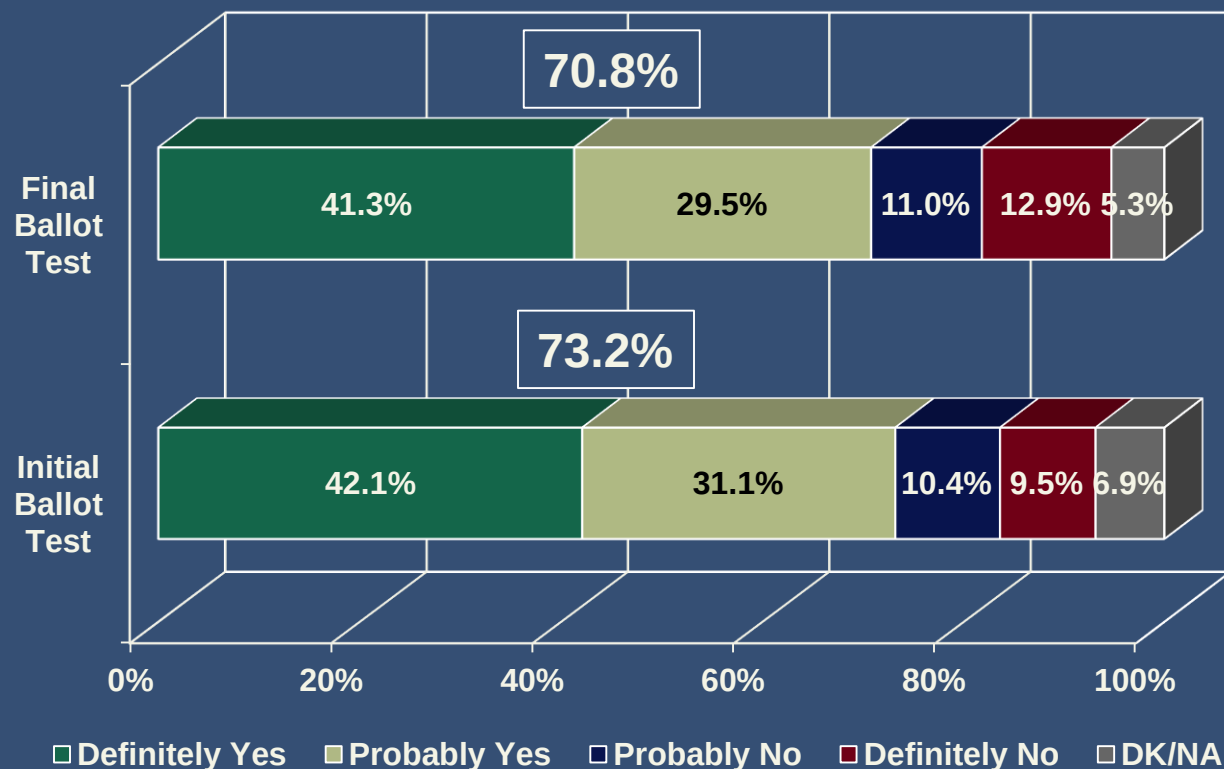
Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, and "No Effect" = 0.

Potential Opposition Statements (n=400)



Note: The above rating questions have been abbreviated for charting purposes, and responses were recoded to calculate mean scores: "Much More Likely" = +2, "Somewhat More Likely" = +1, and "No Effect" = 0.

Informed and Uninformed Support (n=400)

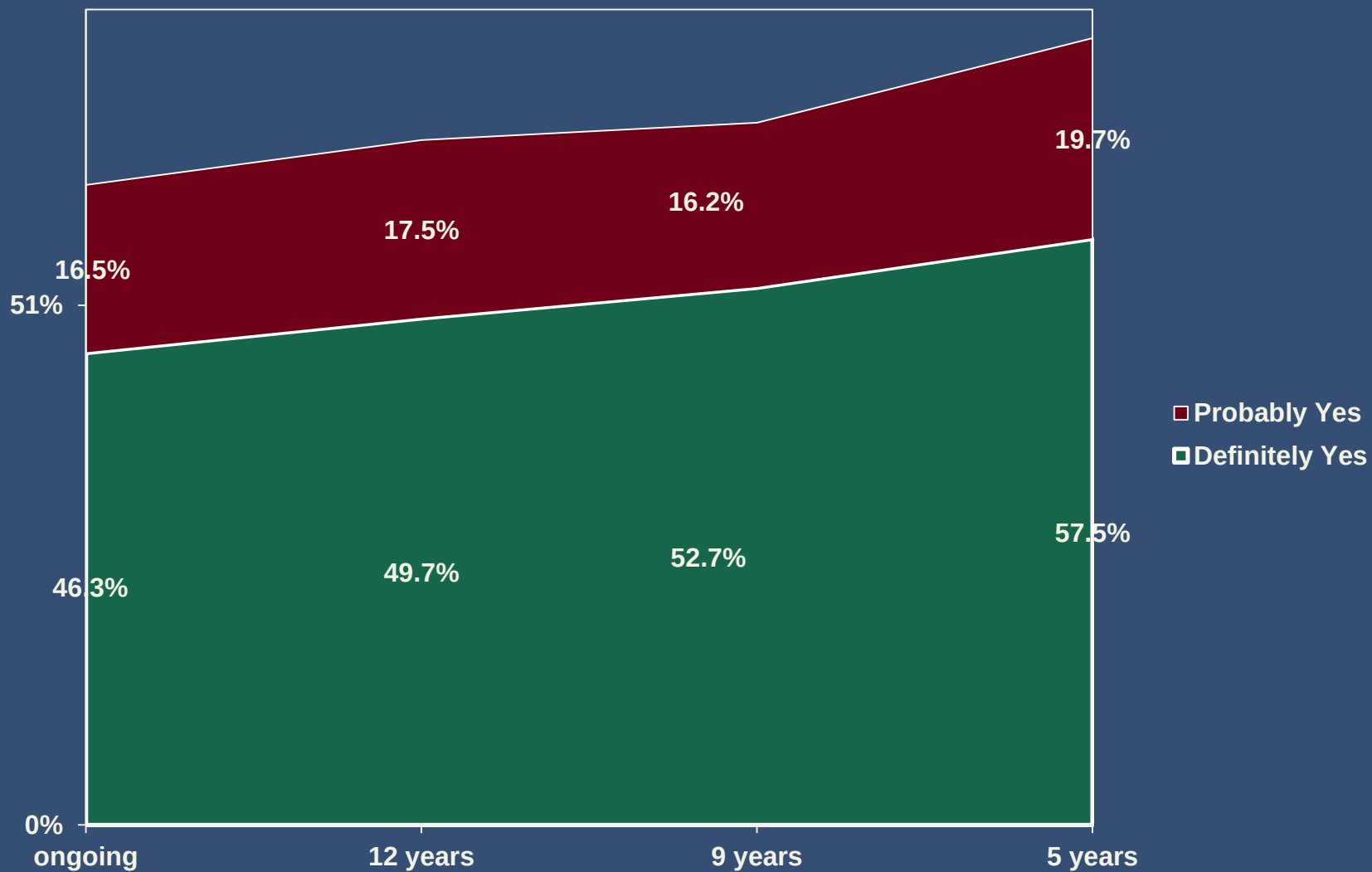


To continue to protect and maintain City services, including

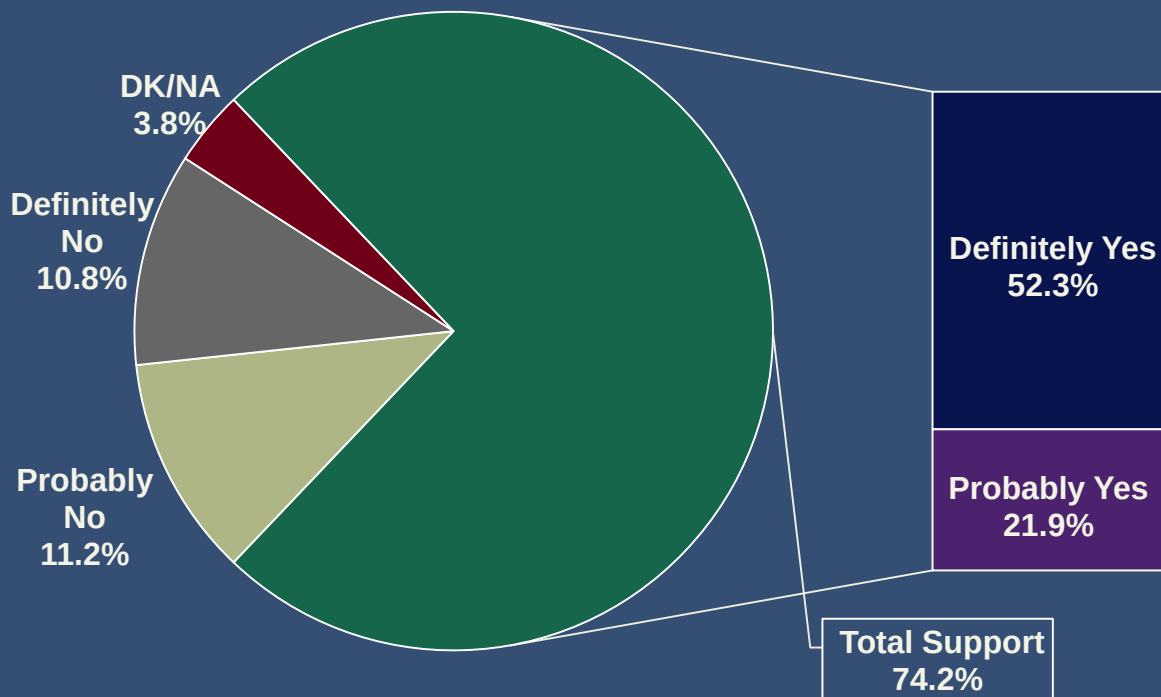
- fire prevention and emergency services;
- neighborhood police patrols;
- emergency response times;
- crime prevention and investigation resources;
- firefighter and police staffing;
- library hours and programs;
- afterschool programs for children and teens;
- senior services;
- open space, parks, paths and playfields; and
- other general City services;

shall El Cerrito extend the existing voter-approved sales tax and set the future rate at one cent for 12 years, with citizens' oversight, annual audits, and all funds staying local, none to Sacramento?

Support for Different Durations (n=400)

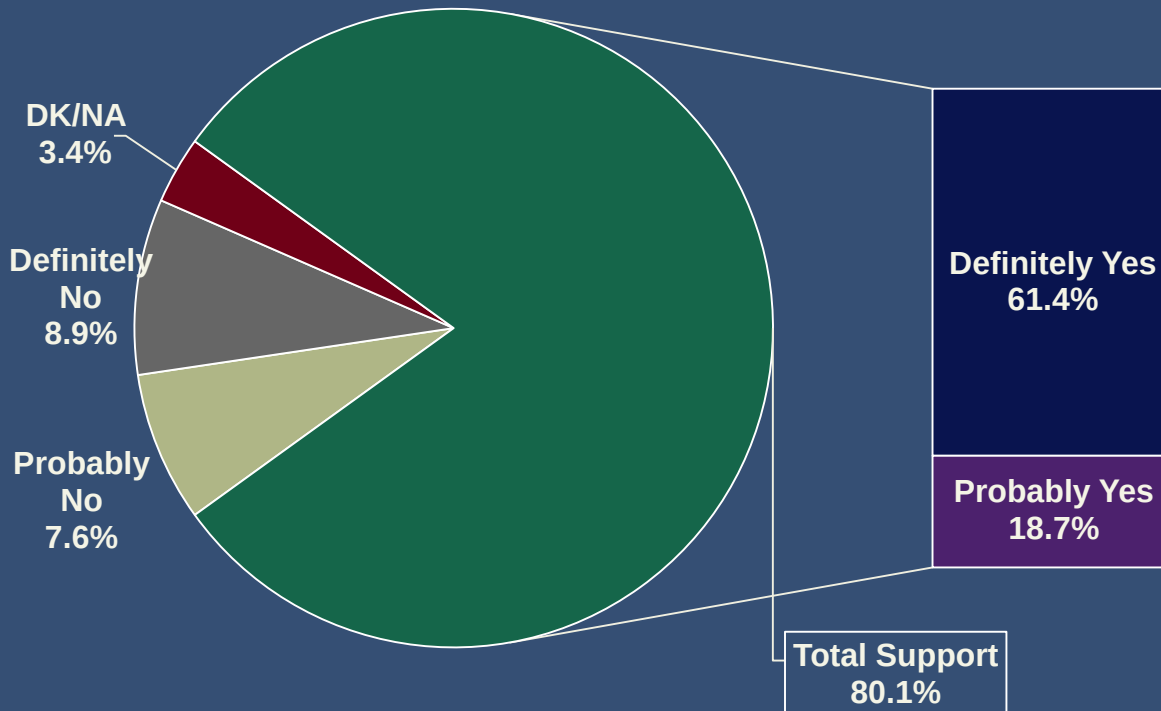


Support for ½-Cent Sales Tax Alternative (n=400)



If you heard that the measure to maintain City services, including fire prevention and emergency services; neighborhood police patrols; emergency response times; crime prevention and investigation resources; firefighter and police staffing; library hours and programs; afterschool programs for children and teens; senior services; and open space, parks, paths and playfields would be a one-quarter cent increase instead of a half cent would you vote yes or no on this measure?

Support for No Increase, Extension Only Alternative (n=400)



If you heard that the measure to maintain City services, including fire prevention and emergency services; neighborhood police patrols; emergency response times; crime prevention and investigation resources; firefighter and police staffing; library hours and programs; afterschool programs for children and teens; senior services; and open space, parks, paths and playfields would just extend the existing rate, without increasing it would you vote yes or no on this measure?



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Summary and Recommendations

Summary and Recommendations

- The survey revealed a very strong base of voter support for a general sales tax renewal with a rate adjustment, and Godbe Research recommends that City of El Cerrito consider preparing to place a sales tax measure on the November 2014 ballot.
- The survey also suggests that an in perpetuity measure may be possible, although a 12 year sunset might be a more acceptable risk level.
- The survey results indicate potential voter support for a variety of City services, including:
 - Maintaining current levels of firefighters & police officers.
 - Maintaining fire protection and emergency medical services.
 - Maintaining rapid 9-1-1 emergency response times.
 - Maintaining neighborhood police patrols.
 - Maintaining crime prevention and investigation resources.
 - Maintaining after-school programs for children and teens.
 - Maintaining library programs for children, adults & families.
- The survey results indicate the City of El Cerrito should:
 - Begin the necessary steps to place a general sales tax renewal measure on the ballot in the November 2014 election.
 - Begin a community outreach and public information effort to explain the City's service needs.
 - Be prepared to head off voter concerns, explaining the accountability features and the residents' service needs and priorities.



GODBE RESEARCH
Gain Insight



www.godberesearch.com

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San Mateo, CA 94402

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Newport Beach, CA 92660

Nevada Office
59 Damonte Ranch Parkway, Suite B309
Reno, NV 89521

Pacific Northwest Office
601 108th Avenue NE, Suite 1900
Bellevue, WA 98004



AGENDA BILL

Agenda Item No. 7(B)

Date: March 4, 2014
To: El Cerrito City Council
From: Sylvia M. Moir, Chief of Police
Subject: Amend El Cerrito Municipal Code Chapter 11.64 - Bicycles

Introduce by title, waive any further reading and approve an ordinance amending specified sections and repealing other sections contained within El Cerrito Municipal Code Chapter 11.64.

BACKGROUND

The City has a history of supporting bicycling as both a means of transportation and recreation and of encouraging community input and interaction as we introduce and approve ordinances that are considered for inclusion into our El Cerrito municipal Code.

Through the community input received during various planning efforts, staff recognized the need to update Title 11 Chapter 11.64 of the El Cerrito Municipal Code relative to bicycles to assure that the code provided clear and consistent policies. When the initially proposed ordinance amendments were presented to council in November 2013, a community concern was raised regarding the changes. Because the resident did not raise the concerns until the ordinance was on the council calendar, the chief of police decided to suspend the proposed changes until the community member and the chief of police could meet to discuss the changes. The proposed El Cerrito Municipal Code amendments included in the attached ordinance reflect new language that consider the community concerns while still enhancing safety and eliminating sections that are obsolete or otherwise appropriately governed by state law. This ordinance reflects the outcome of respectful and open dialogue between the community and the police department with safety in mind.

ANALYSIS

The proposed text amendments to Chapter 11.64 of the El Cerrito Municipal Code are mostly the same as those that the City Council considered at the public meeting in November 2013. In response to the concerns raised by the public at that meeting changes have been made to proposed paragraphs A and E of section 11.64.040.

November 2013 Ordinance

- A. Riding on Sidewalks. No person shall ride or operate a bicycle on any sidewalk in the city except as herein specifically permitted.

Revised Ordinance

- A. No person shall ride or operate a bicycle on any sidewalk in the city except as herein specifically permitted and peace officers who determine in good faith that riding or operating a bicycle on the sidewalk is necessary to perform official duties and juveniles as specifically permitted herein.

November 2013 Ordinance

- E. Trick Riding. No person riding or operating a bicycle, moped, coaster, roller skates, sled, skateboard, toy vehicle, or motorcycle shall perform or attempt to perform any acrobatic, fancy or stunt riding upon any public highway or street in the city, right-of-way, or upon any space, land, property or facilities owned or controlled by the city of El Cerrito.

Revised Ordinance

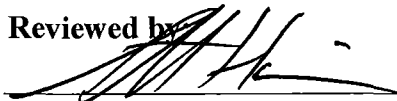
- E. Trick Riding. No person riding or operating a bicycle, moped, coaster, roller skates, sled, skateboard, toy vehicle, or motorcycle shall perform or attempt acrobatic, fancy or stunt riding, wherein such action creates a dangerous situation to the rider, pedestrians or motor vehicles, upon any public highway or street in the city, right-of-way, space, land, property or facilities owned or controlled by the city of El Cerrito. The foregoing prohibition shall not apply to city parks, open space, greenways and areas designated specifically to accommodate cycling and riding activities, such as designated skateparks, bikeparks and cross-country mountain bike trails, unless such venues are being used for special events that prohibit trick riding, because a large gathering of pedestrians or vehicular traffic is present, thus creating a dangerous situation.

This ordinance is not a "project" within the meaning of section 15378 of the State CEQA Guidelines, because it has no potential for resulting in a direct or reasonably foreseeable indirect physical change in the environment.

LEGAL CONSIDERATIONS

The amendments have been reviewed by the city attorney who agrees that the changes are appropriate in form.

Reviewed by



Scott Hanin, City Manager

Attachment:

1. Ordinance

ORDINANCE 2014-XX

AN ORDINANCE OF THE CITY OF EL CERRITO AMENDING EL CERRITO MUNICIPAL CODE CHAPTER 11.64, BICYCLES

THE CITY COUNCIL OF THE CITY OF EL CERRITO DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. AMENDMENT AND RENUMBERING OF SPECIFIED SECTIONS OF CHAPTER 11.64 OF THE EL CERRITO MUNICIPAL CODE

Sections 11.64.090 and 11.64.180 of Chapter 11.64 of the El Cerrito Municipal Code are hereby amended and re-numbered to read as follows (deletions indicated by ~~strikeout~~ and additions indicated by underline. Existing text is unmarked):

~~Section 11.64.090 Equipment prerequisite to license issuance.~~

Section 11.64.020 Required equipment

~~Every person desiring a bicycle license must comply with the requirements of the Vehicle Code as to equipment, and with the following requirements as to safe mechanical condition:~~
Every person operating a bicycle upon a public right-of-way or upon park or open space lands owned and/or controlled by the city of El Cerrito shall maintain a bicycle in a safe mechanical condition and in accordance with the California Vehicle Code, including but not limited to the following requirements and prohibitions:

A. Sirens and Whistles. It is unlawful to equip a bicycle with a siren or whistle except for bicycles used by members of the El Cerrito Police Department or other authorized sworn peace officer in the course and scope of employment.

B. Handlebar Grips. Every bicycle that is equipped with handlebar grips must have the grips securely fastened, glued or cemented to the handlebars.

C. Reflectors. Every bicycle shall be equipped with a reflector, pedal reflector, reflex reflector or reflectorized tire.

~~Section 11.64.180~~ 040 Rules of the road—Accident reports.

It is unlawful for any person to ride or operate a bicycle in the city in violation of any of the rules of the road as defined in the California Vehicle Code and set forth in this section as follows:

A. Riding on Sidewalks. No person shall ride or operate a bicycle on any sidewalk in the city ~~except as herein specifically permitted and~~ peace officers who determine in good faith that riding or operating a bicycle on the sidewalk is necessary to

perform official duties and juveniles as specifically permitted herein.

- B. Juveniles Riding on Sidewalks. Juveniles under the age of ~~eighteen~~ sixteen years exercising due care may ride and operate their bicycles upon the sidewalk, except such sidewalks as are in front of stores or other buildings used for business purposes.
- ~~C. Riding in a Group. Persons riding or operating bicycles in the city shall not ride more than two abreast except on paths or parts of a roadway set aside for the exclusive use of bicycles. Persons riding bicycles on the sidewalk or upon a portion of the roadway not set aside for the exclusive use of bicycles shall do so in single file.~~
- ~~D.C. Carrying Children.—No person shall carry any child between the ages of 1 to 4, or weighing 40 pounds or less, anywhere on a single-passenger bicycle except in a baby seat attached to the bike or in a manufactured bicycle trailer designed or intended for the use of carrying passengers. The child must be able to sit upright in the seat or trailer and must be held in the seat by a harness or seat belt. Passengers. No person riding or operating a bicycle in the city shall carry another person on the bicycle unless such person or passenger is seated upon an individual seat or carrier separate from that used by the operator. No person shall ride upon a bicycle as a passenger unless he is seated upon an individual seat or carrier separate from that used by the operator.~~
- E.D Towing. No person riding or operating a bicycle in the city shall tow any other vehicle or person, moped, motorcycle, sled, toy vehicle, or any other similar human-powered or motor-powered device including a skateboard and rider, upon a public right-of-way or upon park or open space lands owned and/or controlled by the city, except for manufactured bicycle trailers being used for their intended purpose.
- G.E Trick Riding. No person riding or operating a bicycle, moped, coaster, roller skates, sled, skateboard, toy vehicle, or motorcycle shall perform or attempt to perform any acrobatic, ~~fancy~~ or stunt riding wherein such action creates a dangerous situation to the rider, pedestrians or motor vehicles, upon any public highway or street in the city, right-of-way, or space, land, property or facilities owned or controlled by the city of El Cerrito. The foregoing prohibition shall not apply to city parks, open space, greenways and areas designated specifically to accommodate cycling and riding activities, such as designated skateparks, bikeparks and cross-country mountain bike trails, or whenunless such venues are being used for special events that prohibit trick riding, wherebybecause a large gathering of pedestrians or vehicular traffic is present, thus creating a dangerous situation.
- H. Parking. ~~No person shall park any bicycle against windows or on the main-traveled portion of the sidewalk, nor in such manner as to constitute a hazard to~~

Agenda Item No. 7(B)
Attachment 1

~~pedestrians, traffic or property. Any merchant or person desiring to construct and erect bicycle racks may do so, provided the rack is not a hazard to public safety. If there is no bicycle rack or facility intended to be used for the parking of bicycles in the vicinity, bicycles may be parked on the sidewalk in an upright position parallel to and within twenty-four inches of the curb.~~

~~I.F~~ Parks, Playgrounds and Schools. No person shall ride or operate a bicycle upon any playground, park or school ground where children are playing without permission of the person having supervision thereof.

~~J.G~~ Turns and Stops. No person shall turn a bicycle or stop a bicycle which he is riding or operating unless such movement can be made with safety, and then only after an appropriate signal during the last fifty feet traveled by the bicycle before turning or stopping.

~~K.H~~ Accident Reports. The operator of any bicycle involved in an accident shall take reasonable steps to ascertain whether or not anyone was injured, and he shall give his name and address ~~and the license number of his bicycle~~ to the person with whom he was in collision, and he shall obtain the same information from the other person. It shall be the duty of the bicycle operator to make a written report of any accident resulting in death or injury to the police chief within twenty-four hours of such accident.

SECTION 2. REPEAL OF CERTAIN SECTIONS OF CHAPTER 11.64 OF THE EL CERRITO MUNICIPAL CODE.

Chapter 11.64 of the El Cerrito Municipal Code is hereby amended to repeal Sections 11.64.020, 11.64.030, 11.64.040, 11.64.070, 11.64.80, 11.64.100, 11.64.110, 11.64.120, 11.64.130, 11.64.160, 11.64.170, and 11.64.190 as indicated below:

~~Section 11.64.020 License—Required.~~

~~It is unlawful for any person to operate or use a bicycle, as defined in the Vehicle Code, upon any street in the city without first obtaining from the city a license therefor.~~

~~Section 11.64.030 License—Exception for nonresident.~~

~~Notwithstanding anything to the contrary contained in Section 11.64.020, any nonresident of the city may operate in the city any bicycle which is duly licensed and registered by another municipality and equipped with a city or state license plate or license indicia. A nonresident may operate a bicycle without a license plate or license indicia if that person resides in a jurisdiction that is exempt from licensing requirements.~~

~~Section 11.64.040 License—Application and conditions required.~~

~~Every person applying for a bicycle license shall make application to the police chief upon a form furnished by the city. Such application shall contain such information as may be~~

~~required in Section 39005 of the Vehicle Code as to the applicant and the description of the bicycle to be licensed. No license shall be issued unless the bicycle to be licensed complies with the requirements of this chapter and the Vehicle Code as to its safe mechanical condition.~~

~~Section 11.64.070 License—Fees.~~

~~Every person applying for a bicycle license shall pay to the police chief a fee at the time the application is made. The fee required by this section shall be set by resolution of the council.~~

~~Section 11.64.080 License—Issuance and period of validity.~~

~~Upon approval of the application and payment of the license fee, the police chief shall issue a license plate or indicia and registration certificate. Each bicycle plate or indicia shall bear a unique license number which shall be permanently assigned to a bicycle.~~

~~Section 11.64.100 Operation without equipment or in unsafe mechanical condition prohibited.~~

- ~~A. It is unlawful for any person to ride or operate a bicycle in the city unless the bicycle is equipped and in safe mechanical condition as provided in Section 11.64.090 of this chapter and by the Vehicle Code.~~
- ~~B. No bicycle shall be operated after sunset unless it is equipped with lights that are lit.~~
- ~~C. It is unlawful to ride a bicycle as an operator or passenger without wearing a safety helmet.~~

~~Section 11.64.110 License indicia and registration certificate—Issuance—Attachment and form.~~

~~It shall be the duty of the police chief to cause to be attached to the bicycle frame one California State license indicia, and to issue a registration certificate to the licensee upon the payment of the license fee. The size, form and character of the license indicia shall be designated in conformity with the Vehicle Code. The registration certificate shall be designated by the police chief.~~

~~Section 11.64.120 License indicia and registration certificate—Notice of loss or theft required—Duplicate issuance—Fee.~~

~~In the event that any bicycle license or registration certificate issued pursuant to the provisions of this chapter is lost or stolen, the licensee shall immediately notify the police chief of such loss, and shall within ten days apply to the police chief for a new bicycle license, whereupon the police chief shall cancel such license or certificate and shall issue the licensee a new one upon payment of the fee set forth in the city's master fee schedule.~~

~~Section 11.64.130 Sale or transfer of ownership—Procedures required.~~

~~It shall be the duty of every person who sells or transfers ownership of any bicycle to~~

~~report such sale or transfer by returning to the police chief the registration certificate issued to such person as licensee thereof together with the name and address of the person to whom the bicycle is sold or transferred.~~

~~Such report shall be made within ten days of such sale or transfer. It shall be the duty of the purchaser or transferee of such bicycle to apply for a transfer and registration therefor within ten days of said sale or transfer.~~

~~Section 11.64.160 Rental agency bicycle licensing requirements.~~

~~All persons engaged in renting or lending bicycles to patrons shall first obtain a license plate and registration certificate for each bicycle so used by paying the regular license fee. License plates thus obtained by bicycle renting agencies shall not be transferred from one bicycle to another.~~

~~Section 11.64.170 Destroying bicycle numbers or licenses prohibited—Identification number placement authorized.~~

~~It is unlawful for any person to willingly or maliciously remove, destroy, mutilate or alter the number of any bicycle frame licensed pursuant to the provisions of this chapter. It is also unlawful for any person to remove, destroy, mutilate or alter any license plate or indicia seal or registration certificate during the time in which the license plate, indicia seal or registration certificate is valid; provided, however, that nothing in this chapter shall prohibit the police chief from stamping numbers on the frames of bicycles upon which no serial number can be found or on which the numbers are illegible or insufficient for identification purposes.~~

~~Section 11.64.190 Operation prohibited as penalty for violation.~~

~~Where this chapter has been violated, in lieu of a fine and in lieu of filing charges, the police chief may prohibit the operation upon the streets, alleys and public places of the city, for a period not to exceed thirty days, of a bicycle so used in such violation. In such event the bicycle so used in such violation shall be impounded by the police chief and retained during the period of operation which is prohibited. The owner's registration certificate shall be held for the same period.~~

SECTION 3. This ordinance is not a “project” within the meaning of the California Environmental Quality Act (Public Resources Code §§ 21000 et seq. (“CEQA,”) and 14 Cal. Code Reg. §§ 15000 et seq. (“CEQA Guidelines”). The ordinance enacts operating standards for bicycles within the City and therefore has no potential for resulting in a direct or reasonably foreseeable indirect physical change in the environment. Pursuant to CEQA section 21065 and section 15378 of the State CEQA Guidelines, no environmental review of the ordinance is required.

SECTION 4. This ordinance is adopted pursuant to the procedures established by state law, and all required notices have been given, and the public hearing has been properly held and conducted.

Agenda Item No. 7(B)
Attachment 1

SECTION 5. This ordinance shall take effect and be enforced thirty days after the date of its adoption, and prior to the expiration of fifteen days from the passage thereof, the ordinance or a summary thereof shall be posted or published as may be required by law, and thereafter the same shall be in full force and effect.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the City Council on March 4, 2014 and passed by the following vote:

AYES:
NOES:
ABSENT:

ADOPTED AND ORDERED published at a regular meeting of the City Council held on the March 18, 2014 and passed by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

APPROVED:

Janet Abelson, Mayor

ATTEST:

Cheryl Morse, City Clerk

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on March _____, 2014.

Cheryl Morse, City Clerk