



STAFF REPORT

City Council
Meeting Date: 4/16/2019
Staff Report Number: 19-067-CC

Regular Business: **Review and approval of the Belle Haven branch library space needs study report and authorization to issue a request for proposals for architectural conceptual design services**

Recommendation

Staff recommends that City Council:

- Reviews the Belle Haven branch library space needs study and recommended building program;
- Directs staff to proceed to the Belle Haven library project's conceptual design phase; and,
- Authorizes staff to issue a request for proposals (RFP) for architectural conceptual design services, including conceptual design and visual renderings of a potential new library facility, analysis of location options, and formal construction cost analysis and estimation.

Policy Issues

The Belle Haven branch library project is one of the City Council's top five work plan priorities for 2019.

Background

In 2017, the City Council provided direction to staff to engage the necessary studies and conduct public outreach to build a new branch library to serve the Belle Haven neighborhood. The project has progressed since that time with the Library Commission incorporating the project in their two-year work plan. On March 5, the City Council identified the Belle Haven branch library one of its top five priorities for 2019.

At City Council's direction, the City retained Noll & Tam Architects in October 2018 to help conduct a thoughtful and focused analysis of the uses and space needs in a new branch library. What follows is a summary list of key activities, milestones and community engagement conducted for the project to date. Additional detail can be found in the analysis section and Attachments to this report.

- October 17, 2017.¹ City Council authorizes the library system improvements project (LSIP) and appropriated \$1 million to fund the project's planning phase
- October 9, 2018.² City Council authorizes the Belle Haven library space needs study including the engagement of lead consultant Noll & Tam Architects.
- November 26-27, 2018. Multiple community stakeholder focus groups are convened at Belle Haven branch library to solicit and collect detailed input and suggestions for space needs in a potential new Belle Haven branch library.

¹ *Approve next steps for library system improvements.* City Council, October 17, 2017. menlopark.org/DocumentCenter/View/15775/H1---Library-System-Improvements

² *Approve the library needs assessment for the Belle Haven neighborhood and direct staff to begin a space needs assessment for a new Belle Haven branch library.* City Council, October 9, 2018. menlopark.org/DocumentCenter/View/18751/I1---LIB---Belle-Haven-Assessment-18-187

- November 29, 2018 – January 31, 2019.³ Citywide community survey released online; paper versions of the survey mailed to all 2,600 residential households north/east of Bay Road. Over 900 survey responses are received citywide, including over 260 responses from self-identified Belle Haven residents (Attachment B.)
- December 2018 – January 2019. Multiple interviews are held with individual community stakeholders to gather input about space needs in a potential new Belle Haven Branch Library.
- December 13, 2018.⁴ Community workshop #1 held at the Menlo Park Senior Center in Belle Haven. Approximately 35 community members attend and participate in an interactive workshop and discussion of desired features for a potential new branch library to serve the Belle Haven area.
- January 15, 2019.⁵ City Council reaffirmed the LSIP's major components and prioritization
- January 18, 2019. Multiple community "intercepts" and on-the-street survey interviews are conducted in public locations throughout the Belle Haven neighborhood, including at the Senior Center, Childcare Center, Belle Haven School and local businesses.
- January 28, 2019.⁶ Community workshop #2 and Library Commission study session at the Belle Haven branch library. Approximately 30 community members attend and participate in an interactive workshop and discussion of hypothetical building programs for a potential new branch library.
- February 6, 2019. Staff present an update on the Belle Haven space needs study and hypothetical building programs at the Belle Haven Neighborhood Association meeting held in the Menlo Park Senior Center.
- February 12-13, 2019. Additional community focus groups are held at the Belle Haven branch library to solicit and gather additional detailed feedback and suggestions for the space needs study and hypothetical building programs.
- February 25, 2019.⁷ Library Commission reviews the draft Belle Haven Branch library space needs study survey results, preliminary program matrix, and feedback from community focus groups, and provides affirmation of the community indicators and general preferences regarding space needs and building program scenarios received to date.
- March 5, 2019.⁸ City Council adopts the annual work plan and priorities including the Belle Haven branch library project.
- March 18, 2019⁹. Library Commission reviews the draft recommended building program and recommends that City Council receives the Belle Haven branch library space needs study and recommended building program and authorizes staff to proceed to the project's conceptual design phase and issue a RFP for architectural conceptual design services.
- March 26, 2019¹⁰. City Council reviews a comprehensive informational report outlining the findings of the draft space needs study and recommended building program.

³ *Community Survey: Belle Haven Neighborhood Library Space Needs*. City of Menlo Park, December 11, 2018 – January 31, 2019. surveymonkey.com/r/bellehavenlibrary

⁴ *New Belle Haven Library Project - Community Meeting*. City of Menlo Park event calendar, December 13, 2018. menlopark.org/calendar.aspx?eid=4995

⁵ *Approve the proposed Library System Improvements project scope, planning process, goals and tentative timeline*. City Council, January 15, 2019. menlopark.org/DocumentCenter/View/20408/H1---Library-Improve-Projects---staff-report

⁶ *Belle Haven Library Space Needs Study*. Library Commission, January 28, 2019. menlopark.org/DocumentCenter/View/20475/Staff-report_LC_2019-01-28_Belle-Haven-Space-Needs-Study

⁷ *Update: Belle Haven Library space needs study*. Library Commission, February 25, 2019. menlopark.org/DocumentCenter/View/20694/Staff-report_LC_2019-02-25_Belle-Haven-Space-Needs-Study

⁸ *2019 City Council policy priorities and work plan*. City Council, March 5, 2019. menlopark.org/DocumentCenter/View/20789/E2---Work-plan

⁹ *Belle Haven Branch Library draft recommended building program and recommended next steps*. Library Commission, March 18, 2019. menlopark.org/DocumentCenter/View/20883/Staff-report_LC_2019-03-18_Belle-Haven-Space-Needs-Study-and-Recommended-Next-Steps

¹⁰ *Belle Haven Branch library space needs study – community survey results and preliminary program matrix*. City Council, March 26, 2019. menlopark.org/DocumentCenter/View/21091/J1-20190326-Belle-Haven-library-draft-study-CC?bidId=

Analysis

Community input methods and process

A variety of traditional and nontraditional methods were used to solicit feedback from a broad range of community members and stakeholders. Spanish translation services and/or Spanish-speaking staff were available to translate throughout the process. Community engagement methods and key participants included:

- Citywide resident survey
- Individual stakeholder interviews
- Targeted stakeholder focus groups
- Community workshops
- On-the-street community “intercept” interviews
- Library Commission meetings
- Belle Haven Neighborhood Library Advisory Committee (BHNLAC) members

Descriptions of the above-noted community outreach methods are provided in Attachment A.

Space needs study and recommended building program

A key steppingstone in the development of the recommended building program was the creation of a preliminary program matrix and hypothetical building program scenarios to stimulate conversation and more detailed feedback from the community. The scenarios were generated using input and data collected during the community surveys, focus groups and stakeholder interviews, factored in best practices, and synthesized analysis from prior needs assessments and studies of library needs in the Belle Haven and Bayfront neighborhoods.

The hypothetical program scenarios were respectively based in low, moderate and high population projections for the Belle Haven and Bayfront neighborhoods in the year 2040. The population projections are derived from current census data including the U.S. Census 2017 American Community Survey (ACS) and projections of maximum possible buildout and potential maximum population capacity of the Belle Haven and Bayfront neighborhoods provided by the community development department.

The preliminary program matrix and three hypothetical program scenarios were presented for community discussion and feedback at the January 28, 2019 community workshop and are provided in the Space Needs Study in Attachment B. Additional detailed community feedback about the hypothetical scenarios was collected during the February 12 and 13 focus groups. A follow-up review and discussion of the preliminary program matrix and scenarios was presented for public review and feedback at the February 25, 2019 Library Commission meeting.

Community feedback received during the above sessions was robust and detailed, and although individual opinions varied to some degree, the overall feedback clustered around and strongly indicated a desire to combine elements of hypothetical program B with elements of hypothetical program C.

Specifically, the overall community feedback indicated a clear emphasis toward and general community preference for:

- A space where children can receive homework help after school,
- A dedicated, sound-insulated room dedicated for use by teens,

- A 100-seat dividable community meeting room,
- Multiple sound-insulated small study rooms for 2-4 people each,
- Quiet reading areas and seating options geared for adult visitors,
- A space for computer classes, and
- A dedicated space for early childhood education activities like storytimes.

Additionally, community feedback indicated a strong desire for the various spaces to be as flexible and versatile as possible to provide adaptability to changing community needs over time, and a willingness to combine some of the above-noted individual building functions into multipurpose spaces to achieve this end.

Based on all the above noted data and community feedback, the project team prepared a recommended building program (Attachment B) that addresses community needs, responds to broad-based community input, and leverages the use of flexible, multipurpose spaces to incorporate the desired features of a new Belle Haven branch library. The recommended building program proposes a new branch library facility approximately 12,300 total square feet in size, which is approximately 350 percent larger than the current Belle Haven branch library facility.

It should be noted that while the space needs study was targeted and is specific to the needs of Menlo Park residents, especially residents in the Belle Haven and Bayfront neighborhoods, data suggests that new library facilities typically draw a two- to threefold increase in visitors, and draw from a broader population given the modern amenities, unique offerings, and inviting designs that are typically incorporated in a modern library facility. A new branch library facility is likely to draw new visitors from Menlo Park who do not use the current branch library facility. Also, it is common for new library facilities to draw new visitors from neighboring communities as well.

At this time, staff seeks City Council approval to accept the space needs study and recommended building program and issue a request for proposals for architectural services to develop a conceptual design for a new branch library.

Future considerations

It should be noted that no formal cost analysis has been prepared for a potential new construction branch library facility yet. A formal cost analysis will be prepared in the project's next phase (conceptual design), should City Council authorize staff to proceed to the next phase. However, it is possible to derive a rough estimate of a "base cost" by applying an estimated construction-cost-per-square-foot rate. At present, the cost rate of public library facility new construction in the Bay Area is approximately \$1,200 per square foot. Applying this approximate cost rate to a proposed 12,300 square foot construction project results in an estimated "base cost" of \$14.8 million. This approximate "base cost" does not factor in other potential variable costs such as furnishings, fixtures and equipment, land acquisition, site preparation, demolition and/or abatement, construction cost escalation over time, economic fluctuations and other variables, any of which could be significant factors that would likely increase the overall project cost. It also does not take into account the ongoing costs of operations and maintenance of a new facility. A formal cost analysis would take all of the above factors into account and would be part of the conceptual design process.

It should also be noted that no comprehensive analysis of potential sites for a new branch library has been undertaken yet. A formal analysis of site options will be undertaken in the next project phase (conceptual design), should City Council authorize staff to proceed to the next phase. A comprehensive site analysis is recommended to scan and evaluate the feasibility of multiple potential site options in the Belle Haven and

Bayfront neighborhoods including sites currently owned by the City, sites currently owned by other public agencies, vacant sites that could be acquired by the City, and/or new development projects that have a substantial community benefit requirement, among other possible options. The analysis also would include potential cost impacts, feasibility, timeline considerations, traffic, parking, bicycle and pedestrian access, integration with the surrounding neighborhoods and City as a whole, and other noteworthy potential benefits and/or drawbacks of each site for City Council's consideration.

Should City Council authorize staff to proceed to the project's next phase, the above-noted analyses would provide the necessary data to develop potential financing mechanisms for the project. Financing of public construction projects can be achieved through various financing mechanisms and/or combinations thereof. Some financing mechanisms, for example bond issuances supported by new tax revenues, would require voter approval and the City Council would have to authorize a bond measure for either the November 2020 or November 2022 general election. Other financing mechanisms potentially would only require City Council authorization, for example the use of existing general fund balance, private placement financing, earmarking of existing City revenue streams, or leveraging community benefit requirements on new developments, among other options. Private philanthropy and fundraising could also potentially come into play. A deeper analysis of specific site options, associated construction costs and potential public/private partnership options would be required to fully assess the feasibility and impacts of various financing mechanisms.

Impact on City Resources

There is no new substantive impact to City resources related to this project's activities at this time. Funding for current project activities is available in the Library System Improvements Program fund. Should City Council approves the project's advancement to the next phase (conceptual design), staff will prepare an estimate of any potential additional resource needs for that phase and bring it forward for City Council's review in the context of the fiscal year 2019-20 budget deliberations.

Environmental Review

No environmental review is required at this time. An environmental review according to the California Environmental Quality Act (CEQA) will be necessary for the project if it moves forward.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Next Steps

Should City Council approve the staff recommendation and authorize staff to proceed to the project's conceptual design phase and issue a request for proposals (RFP) for architectural conceptual design services, staff will:

- Prepare and issue an RFP for architectural conceptual design services, including conceptual design and visual renderings of a potential new library facility, analysis of location options, and formal construction cost analysis and estimation; and,
- Report to City Council in approximately 8-10 weeks (June 2019) to present the results of the RFP process and request City Council authorization to execute an agreement for services with the recommended architectural firm.

Attachments

- A. Descriptions of community input methods and process
- B. Belle Haven branch library space needs study and recommended building program
- C. Hyperlink: <https://www.menlopark.org/DocumentCenter/View/15775/H1---Library-System-Improvements>
- D. Hyperlink: <https://www.menlopark.org/DocumentCenter/View/18751/I1---LIB---Belle-Haven-Assessment-18-187>
- E. Hyperlink: <https://www.surveymonkey.com/r/bellehavenlibrary>
- F. Hyperlink: <https://www.menlopark.org/calendar.aspx?eid=4995>
- G. Hyperlink: https://www.menlopark.org/DocumentCenter/View/20475/Staff-report_LC_2019-01-28_Belle-Haven-Space-Needs-Study
- H. Hyperlink: https://www.menlopark.org/DocumentCenter/View/20475/Staff-report_LC_2019-01-28_Belle-Haven-Space-Needs-Study
- I. Hyperlink: https://www.menlopark.org/DocumentCenter/View/20694/Staff-report_LC_2019-02-25_Belle-Haven-Space-Needs-Study
- J. Hyperlink: <https://www.menlopark.org/DocumentCenter/View/20789/E2---Work-plan>
- K. Hyperlink: https://www.menlopark.org/DocumentCenter/View/20883/Staff-report_LC_2019-03-18_Belle-Haven-Space-Needs-Study-and-Recommended-Next-Steps
- L. Hyperlink: <https://www.menlopark.org/DocumentCenter/View/21091/J1-20190326-Belle-Haven-library-draft-study-CC>

Report prepared by:

Nick Szegda, Assistant Library Services Director

Report recommended by:

Sean S. Reinhart, Interim Library Services Director

Description of community input methods and process

Citywide resident survey

A citywide survey was developed and distributed to Menlo Park residents from November 29, 2018 through January 31, 2019. The survey asked Menlo Park residents to indicate their preferred library features and provide basic demographic and library use information for the study. A copy of the survey can be found in Attachment C.

An electronic version of the survey was emailed to every library card holder who resides in Menlo Park and has an email address on file with the library – approximately 22,000 email addresses in total. To maximize opportunities for participation by Belle Haven and Bayfront neighborhood residents, printed versions of the survey were also directly mailed to approximately 2,600 households in those neighborhoods. Printed versions of the survey were also distributed through the library locations, community and senior centers, and other public venues in Menlo Park. The survey was available in English and Spanish, and responses were collected through January 31, 2019.

A total 914 survey responses were received by the January 31, 2019 survey deadline. Approximately 750 of the responses were received electronically and approximately 150 were received on paper. Most of the responses were in English, however a small percentage of the responses were in Spanish.

The survey results have been tabulated in two reports. The full, citywide survey results of 914 responses, Attachment D, includes 666 responses that did not identify as residing in the Belle Haven neighborhood. Attachment E provides the survey results for the 234 respondents who self-identified as a resident of the Belle Haven neighborhood.

Overall, the survey results track closely with the responses received in the stakeholder interviews, focus groups and community meetings.. The response trends among self-identified Belle Haven neighborhood residents were similar to the response trends citywide. Additional discussion and analysis of the survey results accompanies the data and graphs in Attachments D and E.

Stakeholder interviews, focus groups and community workshops

In addition to the citywide survey noted above, numerous stakeholder interviews, focus groups and community workshops were convened throughout October, November, and

December 2018, and January and February 2019, yielding valuable insight and feedback from hundreds of residents about community needs and preferences for a new Belle Haven Branch Library. Participation in the process was strong throughout, and the overall feedback from community members about the process itself was generally positive and appreciative.

Four focus groups were conducted at the Belle Haven Branch Library on November 26 and 27, 2018. Participants were asked to share their perspectives, concerns, and suggestions about current and future library services in the Belle Haven neighborhood. A total 24 participants attended the focus groups in small groups of four to six people. The focus groups sessions were approximately 90 minutes in length each. The participants included Belle Haven neighborhood residents and other neighborhood and community stakeholders, including representatives from the Belle Haven Neighborhood Association, the Belle Haven Neighborhood Library Advisory Committee, the Ravenswood Education Foundation, the Belle Haven Child Development Center, the Sequoia Belle Haven Senior Housing, the Onetta Harris Community Center, and various other community nonprofit and faith-based groups with ties to Belle Haven. Staff also conducted an additional 11 individual interviews with stakeholders who could not attend the focus groups in person.

A community workshop was held at the Menlo Park Senior Center in the Belle Haven neighborhood on December 13, 2018. Participants engaged in an interactive exercise in which they shared their perspectives, suggestions and concerns about various proposed features of a new Belle Haven Branch Library. Approximately 30 community members attended the workshop, and provided robust and valuable feedback.

Additionally, staff engaged in multiple “on-the-street” community interviews at public locations in the Belle Haven neighborhood on January 18, 2019. Staff approached passersby and visitors at those locations to request their thoughts about a potential new Belle Haven Branch Library, and encouraged them to complete the community survey. Interviewees included parents picking up children from Belle Haven Child Development Center, visitors to neighborhood parks near the Belle Haven School, riders waiting at a carpool pickup, and parents and teachers at Belle Haven School, among others. Approximately 75 surveys were collected during this outreach. Many of the interviewees stated that they weren’t previously aware of plans to develop a new Belle Haven Branch Library; and some interviewees indicated that they didn’t know of the library’s existence.

A second interactive community workshop was held on January 28, 2019 at Belle Haven Branch Library in conjunction with the Library Commission meeting. Participants reviewed the preliminary results of the citywide survey (Attachments D and E) and the preliminary program matrix (Attachment F). Approximately 35 community members attended the workshop and provided valuable feedback and commentary.¹

Additional community focus groups were held on February 12 and 13, 2019 at Belle Haven Branch Library to review and discuss the preliminary program matrix in more

¹ *Minutes and presentation slides.* Library Commission, January 28, 2019.
menlopark.org/AgendaCenter/ViewFile/Minutes/_01282019-3218

detail. A total 24 participants attended the focus groups in small groups of four to six people. The focus groups sessions were approximately 60 minutes in length each. The participants included Belle Haven neighborhood residents and other neighborhood and community stakeholders, including representatives from the Belle Haven Neighborhood Association, the Belle Haven Neighborhood Library Advisory Committee, the Belle Haven Child Development Center, the Onetta Harris Community Center, and various other community nonprofit and faith-based groups with ties to Belle Haven.

Library Commission meetings

In addition to the January 28, 2019 Library Commission meeting and community workshop noted above, the Library Commission on February 25, 2019 reviewed the draft Belle Haven Library Space Needs Study survey results, preliminary program matrix, and feedback from community focus groups, and provided affirmation of the community indicators and general community preferences regarding space needs and building program scenarios received to date. The Library Commission on March 18, 2019 reviewed the draft final Space Needs Study and recommended that City Council receive the study and authorize staff to proceed to the project's preliminary design phase.

City Council meetings

- October 17, 2017. City Council authorizes the LSIP project and appropriated \$1 million to fund the project's planning phase.
- October 9, 2018. City Council authorizes the Belle Haven Library Space Needs Study including the engagement of lead consultant Noll & Tam Architects.
- January 15, 2019. City Council reaffirmed the LSIP's major components and prioritization.
- March 5, 2019. City Council adopts the annual Work Plan and priorities including the Belle Haven Branch Library project.
- March 26, 2019. City Council reviews a comprehensive informational report outlining the findings of the draft Space Needs Study and recommended building program.
- April 16, 2019. City Council reviews the Space Needs Study and recommended building program and considers proceeding to the project's preliminary design phase by issuing a Request for Proposals (RFP) for architectural preliminary design service.

REPORT

**BELLE HAVEN LIBRARY
SPACE NEEDS STUDY AND
PRELIMINARY BUILDING
PROGRAM**

CITY OF MENLO PARK

APRIL 16, 2019



CITY OF
MENLO PARK

**NOLL
& TAM**

ARCHITECTS

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Introduction

Executive Summary

The 3,500 square foot Belle Haven Branch Library is a neighborhood-focused branch of the City of Menlo Park library system. The facility provides library services to the Belle Haven neighborhood and adjacent areas of Menlo Park north/east of Bay Road and the US 101 freeway. Constructed in 1999 as an attached wing of an elementary school facility owned by Ravenswood City School District, the Belle Haven Branch Library is operated by the City of Menlo Park as a dual-use school/public library. For various reasons, the branch library facility has experienced limited use by the public and is widely regarded as inadequate to meet community needs. In October 2018, the City engaged the services of architectural firm Noll & Tam to conduct a space needs study and develop a preliminary building program for a prospective new library facility. Working with City staff from the Library and Public Works departments, the project team gathered broad-based community input through multiple avenues and community touchpoints throughout the process, reviewed community demographics and library usage patterns, analyzed and synthesized previous studies and assessments of community needs, and compared current service levels with best planning practices in the library and architectural professional fields. The study process spanned approximately five months and included numerous opportunities for community input and feedback throughout every step of the study's development. Based on the above-noted data, evidence, and substantial community input collected over the course of the study process, the study results indicate that the development of a new branch library facility featuring the following elements is warranted:



Exterior of existing Belle Haven Branch Library

- A flexible, education-focused Community Learning Center space, suitable for after-school homework tutoring, adult/senior computer skills classes, community makerspace and arts/crafts, English language acquisition programs, and other lifelong learning activities;
- Substantial community meeting room capacity, including a dividable 110-seat meeting room and one 10-person conference room;
- Multiple sound-insulated study rooms to accommodate small groups of 2-4 people;
- Dedicated, age-appropriate spaces for young children and their caregivers, including a dedicated floor space for early childhood education and family literacy programs;
- A generously-sized, dedicated, sound-insulated space designed specifically for use by teens during after-school and out-of-school time;
- Substantially expanded and enhanced seating options for all ages especially adults and seniors, with a portion dedicated to a quiet reading/study area;
- Ample public access to digital technology including 24 in-house public access desktop and laptop computers and opportunities for loaning laptop computers to library users for home/school use outside of the library.

The above features were consistently identified as the most desired and needed amenities by broad-based community input received throughout the space needs study process. Many of the above features (community learning center, dedicated teen room, dedicated early childhood education space, sound-insulated study rooms) are not currently available in the Menlo Park Library system, neither at the current Main Library nor at the current Belle Haven Branch Library. Combined with other spaces essential to a branch library's operations (bookshelves, staff areas, restrooms, etc.), **the recommended preliminary building program comprises a total 12,300 square feet, a more than 300% increase in area compared to the current Belle Haven Branch Library facility.**

What follows is a summary of the process undertaken to develop these recommendations and descriptions of the service components needed by Menlo Park residents in and around the Belle Haven area now and in the future.

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Space Needs Recommendations

This study assumes a current service population for the Belle Haven Branch Library of approximately 6,700 people. Given that future population growth of the Belle Haven area is likely to be significant but also difficult to estimate with certainty, the first step in the process of developing a program for the new library was to develop hypothetical program scenarios envisioned as a possibility for the year 2040: 9,000 people, 12,000 people and 18,000 people. These three hypothetical program scenarios (Programs A, B and C) were developed, in part, by utilizing best practice ranges derived from data from the last two decades of construction of new or renovated public libraries in California.

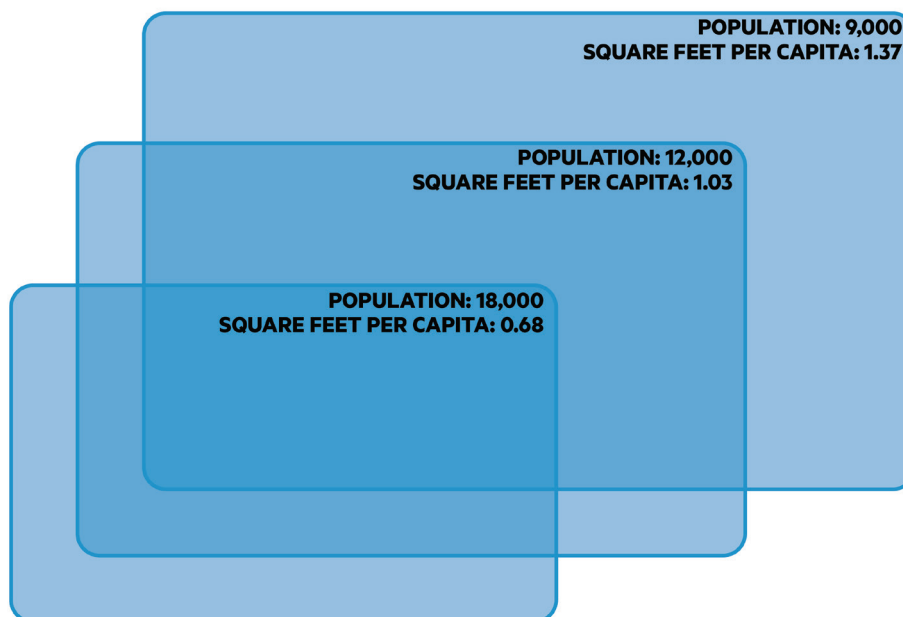
These three hypothetical program scenarios, which can be seen in Appendix D, were presented to the community to stimulate conversation and feedback at multiple community meetings, focus groups, and individual stakeholder interviews throughout January and February 2019. Community feedback received during this part of the process was robust and detailed, and although individual opinions varied to some degree, the overall feedback clustered around and strongly indicated a desire to combine elements of Hypothetical Program B with elements of Hypothetical Program C. Specifically, the overall community feedback indicated a clear emphasis toward and general community preference for:

- **An enclosed space where children can receive homework help after school,**

- **An enclosed, sound-insulated room dedicated for use by teens,**
- **A 100-seat dividable community meeting room,**
- **Multiple sound-insulated small study rooms for 2-4 people each,**
- **Quiet reading areas and seating options geared for adult visitors,**
- **A space for computer classes, and**
- **A dedicated floor space for early childhood education activities like storytimes.**

Additionally, community feedback indicated a strong desire for the various spaces to be as flexible and versatile as possible in order to provide adaptability to changing community needs over time, and a willingness to combine some of the aforementioned individual building functions into multipurpose spaces to achieve this end.

Based on the above, the project team prepared a recommended building program option that responds to the community feedback by combining elements of hypothetical Programs B and C, as described previously. The Recommended Program option leverages the use of flexible, multipurpose spaces to incorporate all of the above-noted desirable elements into a preliminary building program approximately 12,300 total square feet in size (approximately 300% larger than the current Belle Haven Branch Library facility), as outlined on the opposite page and described in more detail in Appendix F.



Population estimate comparison

	Best Practices (range)	Current Belle Haven Library	Recommended Program
Projected Population Served	-	Approx. 6,700	12,000 - 18,000
Approximate Size of Collection (books, media, etc.)	-	13,600 items	14,865 items
Reader Seating			
Quiet Reader Seating Area	-	-	12 seats
General Seating (tables, desks, lounge seating)	-	64 seats	60 seats
Seating per 1,000 People	4 - 10	9.6	4 - 6
Study/Conference Rooms			
2-Seat Study Rooms	-	-	3 rooms
4-Seat Study Rooms	-	-	3 rooms
Conference Room	-	12 seat room*	10 seat room
Community Learning Center (used for homework help, computer labs, etc.)	-	-	24 seat room
Total Seats/Total Rooms	24 - 48 seats 3 - 6 rooms	12 seats 1 room	52 seats 8 rooms
Teen Space	-	400 sf*	820 sf
Storytime Space (floor seating)	30 - 60+ seats	-	30 seats
Large Community Meeting Room	100 - 200+ seats	-	Dividable 110 seats
Public Internet Access Computers	-	15	24 (including 12 laptops)
Approximate Size of Building	-	Approx. 3,500 sf	12,300 sf
Square Feet per Capita	0.5 - 1.2	0.52	0.68-1.03

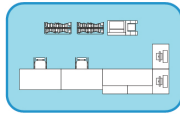
* The current Belle Haven Library conference room is also used as the teen space

RECOMMENDED PROGRAM

PUBLIC SPACES

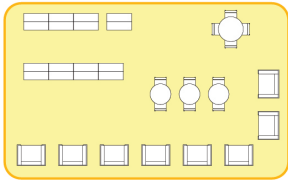


ENTRY LOBBY
161 SF



SERVICE DESK
275 SF

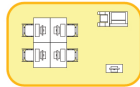
ADULT SERVICES



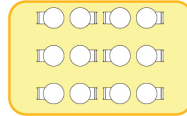
ADULT BOOKS AND
MAGAZINES
722 SF



NEW
MATERIALS
AND MEDIA
54 SF



PUBLIC ACCESS
COMPUTERS
160 SF

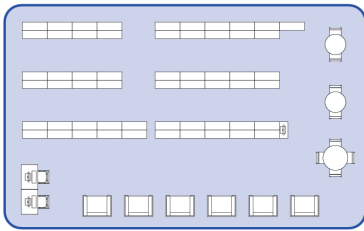


QUIET READING
300 SF

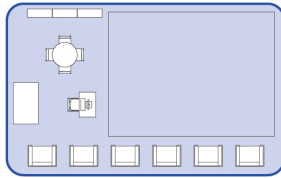


REFERENCE
COLLECTION
12 SF

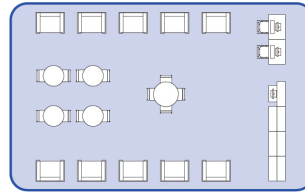
YOUTH SERVICES



CHILDREN'S AREA
1168 SF



FAMILY SPACE
691 SF

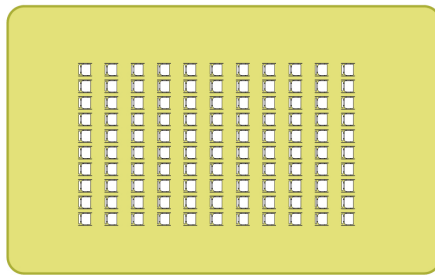


TEEN SPACE
820 SF

MEETING SPACES



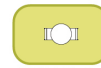
MEETING ROOM
STORAGE
201 SF



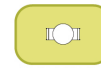
100 SEAT DIVIDABLE MEETING ROOM
1680 SF



GROUP STUDY/
TUTORING ROOM
80 SF



GROUP STUDY/
TUTORING ROOM
80 SF



GROUP STUDY/
TUTORING ROOM
80 SF



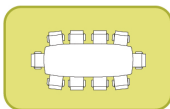
GROUP STUDY/
TUTORING ROOM
120 SF



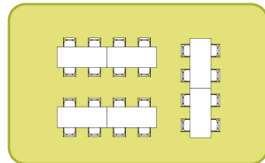
GROUP STUDY/
TUTORING ROOM
120 SF



GROUP STUDY/
TUTORING ROOM
120 SF



10 SEAT MEETING
ROOM
250 SF



COMMUNITY LEARNING
CENTER
600 SF

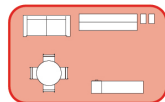
STAFF SPACES



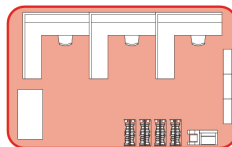
BRANCH
MANAGER
OFFICE
100 SF



SERVER
ROOM
87 SF



STAFF LOUNGE
222 SF



STAFF WORK AREA
469 SF



JANITORIAL
CLOSET
35 SF

Visual representation of the Recommended Building Program

Methodology

In October 2018, the City of Menlo Park engaged the services of architectural firm Noll & Tam to conduct a Space Needs Study for a prospective new Belle Haven Branch Library. The project team included architects Chris Noll, Trina Goodwin and Eli Mayerson and library facilities consultant Penny Hummel, led by City staff from the Library and Public Works departments. The project team began work on the study in November 2018 by engaging in a robust, multifaceted effort to engage a broad spectrum of community members and Belle Haven community stakeholders in articulating their vision for a new Belle Haven Branch Library. The many components of this effort are described in the Community Engagement section of this report.

Library facilities consultant Penny Hummel also reviewed a variety of information and data about the current branch library and its operations, including circulation data, usage statistics and demographic information of its service population. Best practices and service level recommendations were identified based on widely-accepted library professional standards developed over the course of 150 successful library building programs across California and nationally. These service level recommendations provided the framework for working with community stakeholders to develop a detailed preliminary building program (including the elements of all spaces within the new library) for a prospective new Belle Haven Branch Library.



Instrument Petting Zoo at the existing Belle Haven Branch Library

Community Engagement

What follows is a summary list of key activities, milestones and community engagement efforts conducted over the course of the five months-long space needs study process. Additional descriptions of the community engagement efforts can be found in the Details section following the list.

- **October 9, 2018.**¹ City Council authorizes the Belle Haven Library Space Needs Study including the engagement of lead consultant Noll & Tam Architects.
- **November 26-27, 2018.** Multiple community stakeholder focus groups are convened at Belle Haven Branch Library to solicit and collect detailed input and suggestions for space needs in a potential new Belle Haven Branch Library. A total of 24 participants attended the focus groups in small groups of four to six people.
- **November 29, 2018 – January 31, 2019.**² Citywide community survey released online; paper versions of the survey mailed to all 2,600 residential households north/east of Bay Road. Over 900 survey responses are received citywide, including over 260 responses from self-identified Belle Haven residents.
- **December 2018 – January 2019.** Multiple interviews are held with individual community stakeholders to gather input about space needs in a potential new Belle Haven Branch Library.
- **December 13, 2018.**³ Community workshop #1 held at the Menlo Park Senior Center in Belle Haven. Approximately 35 community members attend and participate in an interactive workshop and discussion of desired features for a potential new branch library to serve the Belle Haven area
- **January 15, 2019.**⁴ City Council reaffirmed the Library System Improvement Project's major components and prioritization

1. Approve the library needs assessment for the Belle Haven neighborhood and direct staff to begin a space needs assessment for a new Belle Haven branch library. City Council, October 9, 2018. menlopark.org/DocumentCenter/View/18751/11---LIB---Belle-Haven-Assessment-18-187

2. Community Survey: Belle Haven Neighborhood Library Space Needs. City of Menlo Park, December 11, 2018 – January 31, 2019. surveymonkey.com/tr/bellehavenlibrary

3. New Belle Haven Library Project - Community Meeting. City of Menlo Park event calendar, December 13, 2018. menlopark.org/calendar.aspx?eid=4995

4. Approve the proposed Library System Improvements project scope, planning process, goals and tentative timeline. City Council, January 15, 2019. menlopark.org/DocumentCenter/View/20408/H1---Library-Improve-Projects---staff-report

- **January 18, 2019.** Multiple community “intercepts” and on-the-street survey interviews are conducted in public locations throughout the Belle Haven neighborhood, including at the Senior Center, Childcare Center, Belle Haven School, and local businesses. Approximately seventy area residents participate by providing additional input about desired library features.
- **January 28, 2019.**⁵ Community workshop #2 and Library Commission Study Session at the Belle Haven Branch Library. Approximately 30 community members attend and participate in an interactive workshop and discussion of hypothetical building programs for a potential new branch library
- **February 6, 2019.** Staff presents an update on the Belle Haven Space Needs Study and hypothetical building programs at the Belle Haven Neighborhood Association meeting held in the Menlo Park Senior Center in Belle Haven. Approximately 15 community members attended the meeting and provided valuable feedback and commentary.
- **February 12-13, 2019.** Additional community focus groups are held at the Belle Haven Branch Library to solicit and gather additional detailed feedback and suggestions for the space needs study and hypothetical building programs. A total of 14 participants attended the focus groups in small groups of four to six people.
- **February 25, 2019.**⁶ Library Commission reviews the draft Belle Haven Library Space Needs Study survey results, preliminary program matrix, and feedback from community focus groups, and provides affirmation of the community indicators and general preferences regarding space needs and building program scenarios received to date
- **March 5, 2019.**⁷ City Council adopts their annual Work Plan and priorities and includes the Belle Haven Library project as one of their top five priorities for the year.
- **March 18, 2019.** Library Commission review of the draft recommended building program and recommended next steps.
- **March 26, 2019.** City Council informational review of draft Space Needs Study and recommended building program.

5. Belle Haven Library Space Needs Study. Library Commission, January 28, 2019. menlopark.org/DocumentCenter/View/20475/Staff-report_LC_2019-01-28_Belle-Haven-Space-Needs-Study

6. Update: Belle Haven Library space needs study. Library Commission, February 25, 2019. menlopark.org/DocumentCenter/View/20694/Staff-report_LC_2019-02-25_Belle-Haven-Space-Needs-Study

7. 2019 City Council policy priorities and work plan. City Council, March 5, 2019. menlopark.org/DocumentCenter/View/20789/E2---Work-plan



Detail

Citywide Resident Survey

A citywide survey was developed and distributed to Menlo Park residents from November 29, 2018 through January 31, 2019. The survey asked Menlo Park residents to indicate their preferred library features and provide basic demographic and library use information for the study. A copy of the survey can be found in Appendix A.

An electronic version of the survey was emailed to every library card holder who resides in Menlo Park and has an email address on file with the library – approximately 22,000 email addresses in total. To ensure robust participation by Belle Haven area residents, printed versions of the survey were also directly mailed to every Menlo Park household north/east of Bay Road – approximately 2,600 households. Printed versions of the survey were also distributed through the library locations, community and senior centers, and other public venues in Menlo Park. The survey was available in English and Spanish, and responses were collected through January 31, 2019.

A total 914 survey responses were received by the January 31, 2019 survey deadline. Approximately 750 of the responses were received electronically and approximately 150 were received on paper. Most of the responses were in English, however a small percentage of the responses were in Spanish. The results of the survey can be found in Appendix A.

Overall, the survey results track closely with the responses received in the stakeholder interviews, focus groups and community meetings. The citywide results are presented in Appendix A, along with results filtered to show only responses from self-identified Belle Haven residents. The response trends among self-identified Belle Haven residents were similar to the response trends citywide. Additional discussion and analysis of the survey results accompanies the data and graphs in Appendix A.

Stakeholder Interviews, Focus Groups, and Community Workshops

In addition to the citywide survey noted on the previous page, numerous stakeholder interviews, focus groups and community workshops were convened throughout October, November, and December 2018, and January and February 2019, yielding valuable insight and feedback from hundreds of residents about community needs and preferences for a new Belle Haven Branch Library.⁸ Participation in the process was strong

⁸. Spanish translation services were available at the community workshops, and Spanish-speaking staff were available to translate at the stakeholder interviews and focus groups as needed.

throughout, and the overall feedback from community members about the process itself was generally positive and appreciative.

Four focus groups were conducted at the Belle Haven Library on November 26 and 27, 2018. Participants were asked to share their perspectives, concerns, and suggestions about current and future library services in Belle Haven. A total 24 participants attended the focus groups in small groups of four to six people. The focus groups sessions were approximately 90 minutes in length each. The participants included Belle Haven neighborhood residents and other neighborhood and community stakeholders, including representatives from the Belle Haven Neighborhood Association, the Belle Haven Neighborhood Library Advisory Committee, the Ravenswood Education Foundation, the Belle Haven Child Development Center, the Sequoia Belle Haven Senior Housing, the Onetta Harris Community Center, and various other community nonprofit and faith-based groups with ties to Belle Haven. Staff also conducted an additional 11 individual interviews with stakeholders who could not attend the focus groups in person.

A community workshop was held at the Menlo Park Senior Center in the Belle Haven neighborhood on December 13, 2018. Participants engaged in an interactive exercise in which they shared their perspectives, suggestions and concerns about various proposed features of a new Belle Haven Branch Library. Approximately 30 community members attended the workshop and provided robust and valuable feedback.

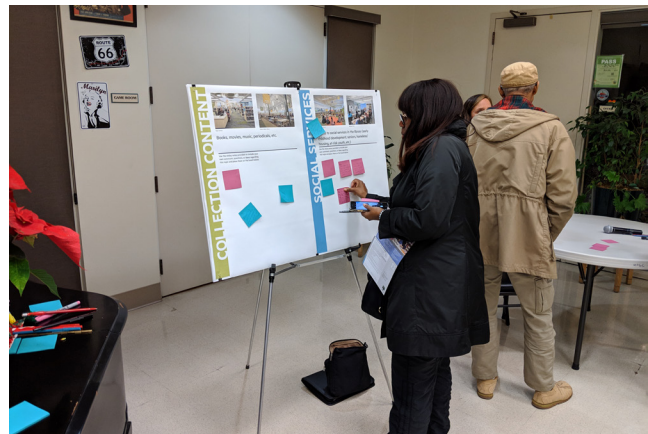
Additionally, staff engaged in multiple “on-the-street” community interviews at public locations in the Belle Haven neighborhood on January 18, 2019. Staff approached passersby and visitors at those locations to request their thoughts about a potential new Belle Haven Branch Library and encouraged them to complete the community survey. Interviewees included parents picking up children from Belle Haven Child Development Center, visitors to neighborhood parks near the Belle Haven School, riders waiting at a carpool pickup, and parents and teachers at Belle Haven School, among others. Approximately 75 surveys were collected during this outreach. Many of the interviewees stated that they weren’t previously aware of plans to develop a new Belle Haven Branch Library; and some interviewees indicated that they didn’t know of the library’s existence.

A second interactive community workshop was held on January 28, 2019 at Belle Haven Branch Library in conjunction with the Library Commission meeting. Participants reviewed the preliminary results of the citywide survey (Appendix A) and the preliminary program matrix (Appendix D). Approximately 35 community members attended the workshop and provided valuable feedback and commentary.⁹

Additional community focus groups were held on February 12 and 13, 2019 at Belle Haven Branch Library to review and discuss the preliminary program matrix in more detail. A total 24 participants attended the focus groups in small groups of four to six people. The focus groups sessions were approximately 60 minutes in length each. The participants included Belle Haven neighborhood residents and other neighborhood and community stakeholders, including representatives from the Belle Haven Neighborhood Association, the Belle Haven Neighborhood Library Advisory Committee, the Belle Haven Child Development Center, the Onetta Harris Community Center, and various other community nonprofit and faith-based groups with ties to Belle Haven.

On February 25, 2019, the Library Commission reviewed the draft Belle Haven Library Space Needs Study survey results, preliminary program matrix, and feedback from community focus groups, and provided affirmation of the community indicators and general community preferences regarding space needs and building program scenarios received to date.

9. Minutes and presentation slides. Library Commission, January 28, 2019. menlopark.org/AgendaCenter/ViewFile/Minutes/_01282019-3218



Belle Haven residents participating in the Community Workshop on December 13, 2018



Library staff discussing library program elements with Belle Haven residents at the Community Workshop on December 13, 2018

Community Description

According to 2017 American Community Survey data,¹⁰ plus data from Menlo Park's Community Development department regarding two new residential developments in the area, the service population of the Belle Haven Branch Library is approximately 6,700, or about 19.5% of the 34,357 residents of Menlo Park, California. The service area is defined as all incorporated areas in City of Menlo Park located north/east of Bay Road. Major traffic thoroughfares ring the area, including the Bayfront Expressway (CA 84), Marsh Road, Willow Road (SR 114), and the 101 freeway (US 101).

According to recent U.S. Census data for Census Tract 6117, Belle Haven area residents are demographically distinct compared to Menlo Park residents citywide in several ways.¹¹ The median age in the Belle Haven area is younger than citywide (30.9 vs. 37.3) and the percentage of residents age 65 and over is lower than citywide (6.8% vs. 13.7%). With respect to ethnicity and language:

- **20.9% of Belle Haven residents are Black or African American, compared to 4.7% in Menlo Park citywide and 2.3% in San Mateo County;**
- **57.6% of Belle Haven residents are Hispanic or Latino, compared to 15.4% in Menlo Park citywide and 24.9% in San Mateo County;**
- **28.3% of Belle Haven residents speak only English in their home, compared to 69.3% in Menlo Park citywide and 58.2% in San Mateo County.¹²**
- **In 2017-18, 56% of Belle Haven Elementary School students were classified as English learners.¹³**

With respect to socioeconomic and educational status:

- **21.2% of Belle Haven children under 18 live below the poverty line, compared to 7.1% in Menlo Park citywide and 8.7% in San Mateo County.**
- **At Belle Haven Elementary School, 87.5% of children in 2017-18 were eligible for free or reduced lunches.¹⁴**
- **Per capita income in Belle Haven is \$23,022, compared to \$77,030 in Menlo Park citywide and \$53,516 in San Mateo County;**
- **17.6% of Belle Haven residents have a bachelor's degree or higher education, compared to 70.8% in Menlo Park citywide and 48.5% in San Mateo County.**

Historically a working-class community of color, Belle Haven housing prices have dramatically increased in recent years, a trend that has affected every community throughout the Bay Area. This, combined with the rapid changes brought about by major commercial and residential developments in the area, and resultant traffic impacts, coinciding with the strong and sustained growth in the local, regional and national economies, has led to substantial changes in the constitution and character of the neighborhood. Many community members who have lived through and experienced these changes over time are strongly committed to preserving the neighborhood's historic character and advocating for improvements to community facilities and infrastructure in the neighborhood. This advocacy comes with a strong sense of urgency when discussing the branch library facility's limitations, and a clearly stated desire that these limitations be addressed as soon as possible. Community advocates often expressed frustration that past studies and community outreach efforts related to the branch library improvements were flawed in various ways or resulted in no noticeable forward movement toward a solution even after many years of time. The project team identified these areas of concern as critically important and exercised great care to acknowledge and address them from the outset of and throughout the space needs study process.

10. <https://censusreporter.org/profiles/14-000US06081611700-census-tract-6117-san-mateo-ca/>

11. <https://censusreporter.org/profiles/14-000US06081611700-census-tract-6117-san-mateo-ca/>

12. <https://censusreporter.org/profiles/14-000US06081611700-census-tract-6117-san-mateo-ca/>

13. Data collected by the California Department of Education. <http://www.ed-data.org/school/San-Mateo/Ravenswood-City-Elementary/Belle-Haven-Elementary>

14. Data collected by the California Department of Education. <http://www.ed-data.org/school/San-Mateo/Ravenswood-City-Elementary/Belle-Haven-Elementary>

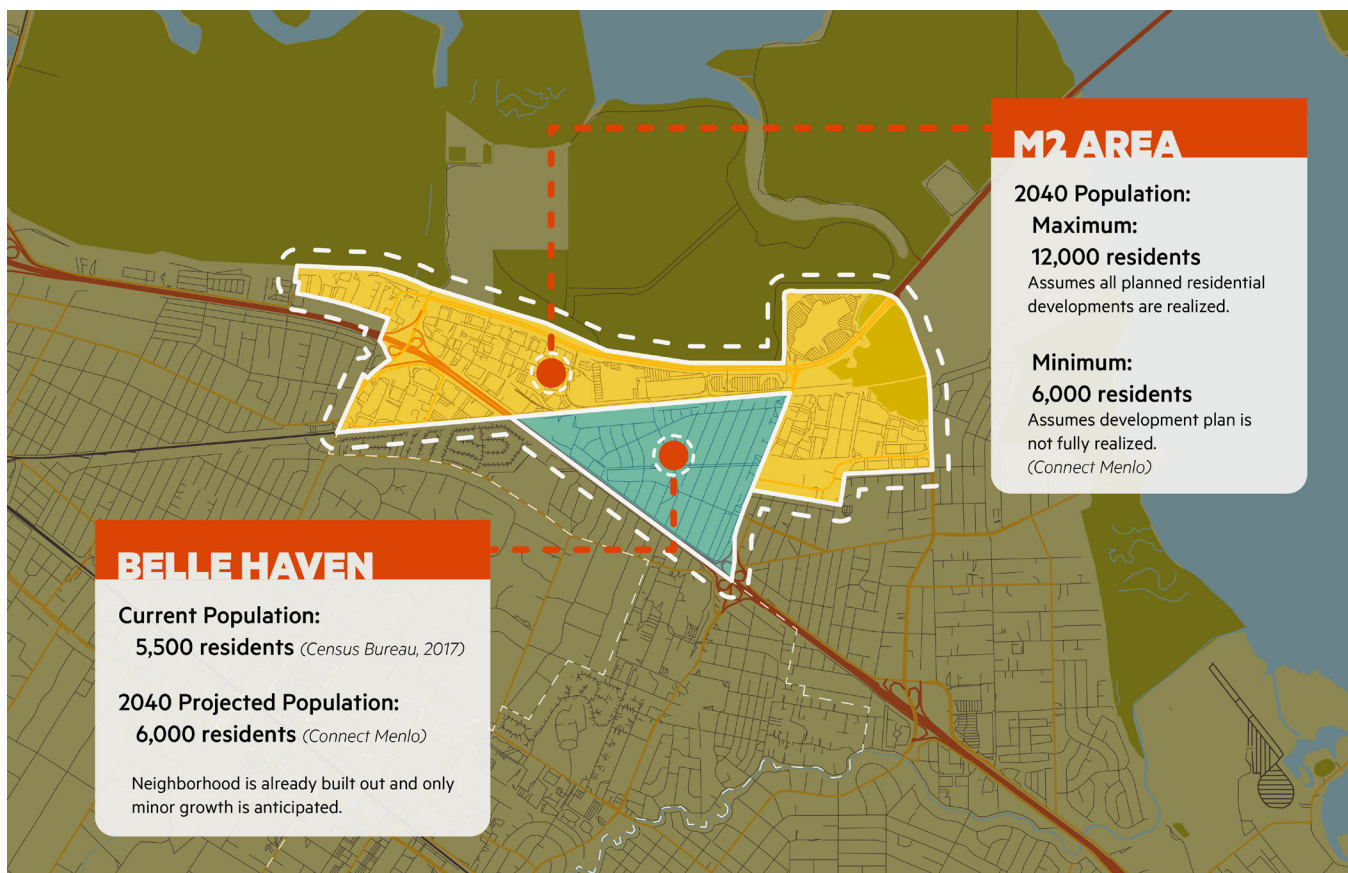


Belle Haven children playing at Belle Haven Park (now Kelly Park) in September 1960

Population Estimates

As noted previously, based on information from the U.S. Census, this study assumes that the Belle Haven Branch Library's current service population is approximately 6,700 people. With respect to estimating what the branch library's future service population will be in the year 2040, while there are known trends and reliable maximums on which population projections can be based, there are a number of significant unknowns and variables that make it difficult to project future population growth with absolute certainty. Using data provided by the City of Menlo Park's Community Development department, it is estimated that the maximum population growth in the Belle Haven and M2 (commonly known as Bayfront) areas is approximately 18,000 residents by 2040, based on a projected future maximum build-out of all possible new residential units allowable under current City zoning regulations. This maximum population figure is highly dependent upon multiple variable factors over the next two decades, including the frequency and degree of cyclical economic downturns, future planning and building decisions, future legislative or regulatory changes, and other unforeseen factors that may arise over that long span of future time. Each one of these variables introduce a degree

of uncertainty in the population projections and increase the likelihood that the maximum population growth figure may not be achieved. A more realistic scenario may entail substantial population growth that nevertheless falls somewhat short of the maximum figure. Therefore, multiple hypothetical population scenarios were used to develop hypothetical library building program scenarios for a prospective new branch library to serve the Belle Haven and M2/Bayfront areas of Menlo Park. One hypothetical scenario considers a low-end population projection of approximately 9,000 residents by 2040. Another hypothetical scenario considers the high-end population projection for "maximum build-out" of approximately 18,000 residents. A third hypothetical scenario considers a moderate population estimate between the other two, or 12,000 people. The building program ultimately recommended by study findings is designed to comfortably provide and sustain service to a population on the higher end of this range and would support a projected area population between 12,000 – 18,000 people.



Map of the Belle Haven neighborhood and M2 development district

Overview of Current Services

The public library system in the City of Menlo Park currently consists of two library facilities: a centrally located, 33,000 square foot Main Library owned and operated by the City, and a 3,500 square foot branch library in the Belle Haven neighborhood owned by Ravenswood City School District and operated by the City. The Belle Haven Branch Library also doubles as an elementary school library. Currently on weekdays until 3:15 p.m., the Belle Haven Branch Library is closed to the public and is only accessible to the students and teachers of Belle Haven Elementary School. At 3:15 p.m. weekdays, the library opens its doors to the public until 9 p.m. Monday – Wednesday, and until 6 p.m. Thursday and Friday. The branch library’s weekend hours parallel those offered at the Main Library: 10 a.m. – 5 p.m. on Saturday, and noon - 5 p.m. on Sunday. Overall, the Belle Haven Branch Library is open to the public 35.75 hours per week currently, and the Main Library is open to the public 59 hours per week. The City plans to expand the Belle Haven Branch Library public operating hours effective on May 1, 2019 to include opening at 12pm Mondays through Wednesdays and opening at 10am on Thursdays and Fridays. This schedule expansion will increase the public operating hours at Belle Haven Branch Library from 35.75 hours per week to 56 hours per week.

The décor and much of the Belle Haven Branch Library’s furniture were refreshed and renovated in January 2018. The building’s interior is neat, clean, well-lit and relatively modern and comfortable. However, although the library has a separate front entrance from the elementary school to which it is attached, community members consistently report that residents do not realize that it is a public library, or if they are aware of it, do not find that it suits their needs for a public

library. As one survey respondent said, “The current library looks and feels more like an elementary school library—it feels invasive to go in there.” Another said, “I lived in Belle Haven for five years before I realized there was a library.”

Consequently, visitation at the branch library is low. In 2017-18, the branch library’s door count was 15,636, or slightly over 300 public library visitors a week. This represents 5.3% of the overall 293,998 annual visits to both of Menlo Park’s public libraries.

Detail

Programming and Event Space

The current Belle Haven Branch Library has one enclosed room approximately 400 square feet in size. The room features a conference table as well as the teen collection. The room can accommodate meetings or gatherings of up to 20-25 people. This arrangement is less than ideal because meetings displace teens from accessing and using the room and accessing the library materials shelved there. In addition, library-sponsored programs and special events routinely exceed this capacity requiring most events to be held in the library’s main area, displacing other library activities like browsing books and reader seating. This makeshift programming space is labor intensive and is limited with respect to control of lighting.

Programming at the Belle Haven Branch Library includes craft programs, performances and educational events, but the lack of programming space limits what is provided at this facility, particularly in comparison with the Main Library. A particular gap is the lack of regular storytimes for babies, preschoolers and their caregivers. In 2017-18, the Belle Haven Branch Library offered 71 programs that attracted 2,573 participants—16% of the library system’s 437 programs and 15% of its participants that year, a proportion somewhat comparable to the percentage of Menlo Park’s population that is in the Belle Haven service



Entry and Information/Service Desk of the existing Belle Haven Branch Library



The conference room doubles as the teen space at the existing Belle Haven Branch Library

area (19.5%). The popularity of programming suggests that expanded capacity in this area would result in much higher attendance. Additional meeting room and community event space is needed, not only for library programming, but for use by community groups, who have few other options for meeting and gathering space in the area. The branch library currently offers no enclosed quiet study rooms, a frequent complaint from community members who are impacted by noise from children's activities and events taking place in close proximity to the relatively small reader seating areas.

Areas for Children and Teens

While functional, each of the three age-appropriate areas for youth aged 0 – 18 are deficient of the features that attract usage and participation:

- The early childhood area (babies through preschoolers) includes some age appropriate seating and a picture book collection, but no storytime area, no early literacy computers or tablets or interactive/educational components.
- The area for school aged children primarily holds shelving and 4-person tables. All public access computers (save one in the adult section) are in a separate area.
- The cramped teen area is dominated by the library's one conference table and lacks age appropriate seating, computers and opportunities for teen study, socialization or organized programming.

Computers and Technology

The library offers 15 computers for public use, including 2 online catalogs and 13 online public access computers (OPACs). Apart from one computer station in the adult fiction/nonfiction area, the OPACs are concentrated in one room. Whether they use the library's computers or access the internet via library Wi-Fi, Belle Haven Branch Library patrons frequently use this service.

In FY17-18, the library tallied 5,462 individual sessions on library computers and an additional 14,366 Wi-Fi sessions (patrons using their own devices), or an average of 381 internet sessions a week. This weekly average internet use is higher than both weekly average circulation and weekly average visitors. The Belle Haven Branch Library also provides a self-check machine for patron convenience.

Seating

The current Belle Haven Branch Library includes 64 seats, which are a combination of lounge chairs, small toddler tables and seats at tables. While 64 seats for a library serving 6,700 people is theoretically ample at 9.6 seats per 1,000 people, many

of these seats are at six 4-person tables, which in reality are often used by only one person. In addition, not all of the library's seating options are adjacent to a power source, which hinders patrons who need to plug in laptops, phones or tablets.

In-house Collections of Books and Media

As of December 2018, the Belle Haven Branch Library offers an in-house collection of 13,592 physical items, including books, DVDs and periodicals. The Belle Haven Branch Library shares a catalog with the Menlo Park's Main Library as well as with over 30 other public and community college libraries in San Mateo County's Peninsula Library System. Through this system, visitors to Belle Haven Branch Library have access to hundreds of thousands of books and media items which can be requested and typically delivered to the branch library within 2-4 days of the request at no charge to the visitor. Menlo Park patrons also have access to a large digital collection (including e-books, online resources and downloadable media).

Consistent with its dual nature as a public/school library, materials for school aged children dominate the branch library's in-house collections and comprise 81.8% of the total in-house



Book stacks at the existing Belle Haven Branch Library



Computer Lab and lounge seating at the existing Belle Haven Branch Library

collection. Materials for teens (1,039 items) comprise 7.6% of the in-house collection and adult materials (1,438 items, including all general DVDS) comprise 10.6%. There is small Spanish language adult collection and larger Spanish/Bilingual collection for children. There are no audiobooks or music CDs in the collection.

Year round, circulation at the Belle Haven Branch Library is low, but it dips down even further when school is out. For example, circulation in FY17-18 in July, August and June averaged 937 items a month, while during the other months of that fiscal year (when school is in regular session), the average monthly circulation was 1,730. Total circulation at the Belle Haven Branch Library was 18,380 items in FY17-18, comprising 3% of the Menlo Park Library system's total circulation of 604,909 items.

As might be expected from the relatively low door count and relatively modest size of the in-house adult print and media collections at the branch library, circulation of adult books and media items is minimal. In FY17-18, for example, adult nonfiction and fiction items circulated 1,058 times—an average of about 21 items a week. In January of 2018, the library comprehensively updated the adult collection with new and popular books, but this change did not result in a significant increase in use, suggesting that the low door count and perception by adult visitors that the branch library is primarily geared toward children may be the main factor driving low circulation, as opposed to the selection of books on offer in the in-house print collections.

Staff Areas

The library currently has one circulation/service desk. Given the low use of this branch, little space is currently needed for holds pick up. Behind the desk, there are two work stations for library staff, as well as a general staff area. As reported by staff, storage is inadequate, so some equipment and materials are stored at the Main Library and delivered to Belle Haven when needed.



Staff work area at the existing Belle Haven Branch Library

Community Priorities

Results of the community engagement process were consistent with and reinforced community feedback and data collected in previous needs assessments and studies conducted in the neighborhood. In the citywide survey, focus groups, community meetings and one-on-one conversations, Belle Haven stakeholders underscored how the current library is inadequate to community needs. Many community members emphasized that they would like the library to be open during the day and to cease being a joint public/elementary school library.

Community members also frequently described the following services and amenities as priorities:

- **Ample space for a variety of high-interest community activities, such as arts and crafts programs, computer skills classes, and lifelong learning opportunities.** One survey respondent wrote: “Makerspace! Hands-on check out tools and access to educational content.” Another noted, “I would like to see this library be an inviting and vibrant learning space for everyone! A multicultural space.”
- **Additional meeting room space—for more library programming and for community use.** Survey responses included a request for a “room with good acoustics and video equipment for showing movies or having musical performances” and for “writing workshops, reading groups/book clubs, poetry readings.”
- **Small meeting rooms for individual and small group use.** “I like having more space for tutoring and homework help,” wrote one survey participant.
- **Improved areas for elementary and preschool children.** One survey response requested “a great kids’ area. There is always a good selection of kids’ books, but sometimes the space is too small to enjoy with kids.” With respect to younger children, several survey takers requested amenities appropriate to their needs. One wrote “having quiet learning toys and puzzles and soft seating for children to comfortably read with parents is crucial to making the library a fun place to spend time together and enjoy literacy.”

- **An improved and expanded teen area.** One focus group participant said: “The kids need more space to come to after school.” Another said, “We need a space for teen socializing.” A teenager made the following suggestion: “Lots of good study spaces would be helpful.”
- **Ample seating, with a quiet area.** One survey taker requested “Lots of nice seating and electrical outlets everywhere so that people can work on their computers.” Another asked for “A quiet place for people to read who want quiet.”
- **Improved access to computers and technology.** “A feature I would like to see in the library is having more computers” wrote one community member.
- **A more culturally and linguistically diverse collection that reflects the makeup of the community.** Participants mentioned not only the desire for more Spanish language materials, but also suggested the library consider adding materials in other languages spoken by people in the neighborhood.
- **An expanded adult collection.** One focus group participant said, “It would be nice if it were bigger. I like to browse.” A survey respondent wrote: “More books! New, up to date nonfiction books.”

Community members also expressed a desire for spaces that supported adult learning and for a makerspace/creative space to stimulate imagination and creativity. The ability to enjoy food and drink in the library was consistently a low priority. Beyond the contents of the building, community members also described the following as important considerations for siting the new library:

- Adequate parking
- Access to public transit
- Walkability
- Proximity to other services
- Central location
- Outdoor space

A synopsis of responses to the community survey is in Appendix A. Focus group comments are in Appendix C.

Elements of a 21st Century Library

A new branch library serving the Belle Haven and Bayfront neighborhoods would provide residents with the spaces and services that meet and anticipate their needs, in a comfortable facility that encourages use by the entire community.

A successful public library today plays multiple roles in the life of the community it serves. First, it provides access to the world of learning, knowledge and human creativity. Access to books and the printed word for all age groups continues to be the primary service expectation of many residents and remains a basic library function. As a corollary, library service to children introduces families to the joy of reading and establishes a foundation for a lifetime of reading. This role has expanded in recent years to include access to creative and informative works in many formats, including digital media and electronic content. Libraries have also become a primary public gateway to online information, offering free access to the Internet, wireless access and providing guidance in navigating and assessing the wealth of material available through these resources.

Even as the library's role as a resource for virtual information and literature continues to grow, its traditional role as a community destination and gathering place is also evolving and expanding. The public library now serves as the community's principal place for solitary reading and study as well as a venue for collaboration and group interaction. Book discussion groups, teen tech nights and family literacy evenings are a few examples of the multitude of educational and social community events that draw significant participation. The library facility can and should offer residents a safe, and comfortable place to be. This can be a sanctuary for solitary reflection, a quiet workspace in which to complete a school assignment or a social space for connecting with peers.



Interior of Half Moon Bay's new public library

Overview of Proposed Services

Detail

Community Learning Center

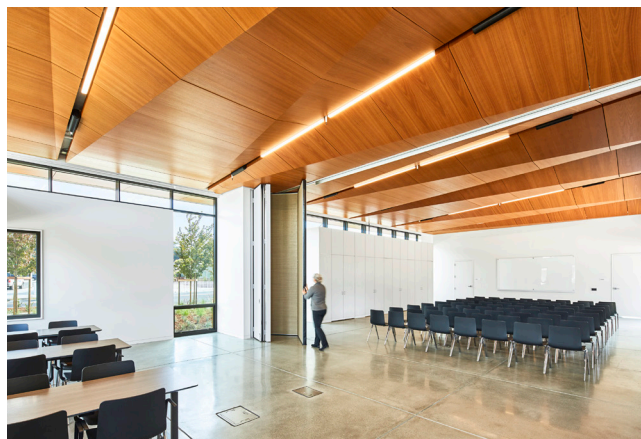
The centerpiece of the recommended program for the new branch library is an education-focused 24-seat Community Learning Center space. Intended for maximum flexibility, the space will be suitable for after-school homework tutoring, adult/senior computer skills classes, community makerspace and arts/crafts, English language acquisition programs, and other lifelong learning activities.

Teen Space

To replace the current teen area, which has numerous deficiencies, this program recommends a new, generously-sized, dedicated, sound-insulated Teen Space designed specifically for use by teens during after-school and out-of-school time.



Teen Space at the Los Gatos Library



Dividable Community Room at the Half Moon Bay Library

Incorporating ample age-appropriate seating and teen-designated computers, the design and layout of the Teen Space will send a strong message that teens are welcome at the library.

Community Meeting Rooms

Programs and events are a basic library service that complements the collection, attracts new users and provides the community with needed information on many topics. Dedicated space within the library is needed to provide an appropriate, accessible venue for these events, with seating to accommodate different groups of people. The primary programming space needs to be flexible and multipurpose, with a flat floor, stacking chairs, media projection equipment, adjustable lighting, a kitchen, and table and chair storage.

Given that the library's existing programming space is inadequate to meet current demand, this study recommends a significant expansion of programming capacity. A dividable 110-seat meeting room with a kitchenette will offer the ability to host two 50 to 60-person events. Additionally, one 10-seat meeting room offers capacity for smaller meetings.

Small Group Study Rooms

To provide the opportunity for small groups of people to work, study or meet in a private space, the recommended program for the proposed new branch library includes three 4-seat and three 2-seat sound-insulated study rooms.

Added together, the library's plan for small to medium rooms includes eight different spaces varying size, with a total capacity of 52 people. Exceeding the best practice capacity of 4 – 6 rooms holding 24 – 48 people, this constellation of meeting room spaces (complemented by the dividable 110 seat meeting room) responds to the community vision of the new facility (in the words of the 2018 Gensler study) as "Community space first, library second."



Open seating arrangements and small meeting rooms at the Santa Clara Mission Branch Library

Quiet Reading Areas/Seating for Adults

In a library facility, it is as important to provide space for people to use the building, as it is to provide space to house and display the collection. Seating should be provided in a variety of formats: at study tables and lounge chairs, parent/child seats, casual seating for teens, and acoustically shielded study seating.

This report recommends substantially expanded and enhance seating options for all ages, especially adults and seniors. Adults need both table seating and lounge chairs for quiet reading of books and periodicals as well as concentrated work at a laptop. All seats will be adjacent to electrical power, with outlets located safely out of circulation paths. The program also includes a 12-seat quiet seating area that can be used by both adults and teens. Overall, the program recommends 78 seats, or 4 – 6 seats per 1,000 people. In comparison to the current library, the new plan focuses less on 4-person tables and more on smaller 1 and 2-person desks, resulting in greater capacity for community use.

Children’s Room/Early Childhood Education Space

Providing a dynamic and enriching space for school aged and younger children is an important priority in the recommended building program. The children’s area will offer distinct seating areas for individual school aged children who need to do homework or quietly read. The preschool/family space will feature age appropriate features for young children and their caregivers, including a dedicated floor space for early childhood education and family literacy programs.

Books and Media Collections

The community needs access to a well-balanced collection in both print and digital media formats. The various collections of the library need to be shelved in appropriate locations within the overall space, clearly identified and easily found, and at heights appropriate to their target audiences. Currently, while public interest in downloadable books and media continues to be strong, there is increasing evidence that use of digital media is complementing, not replacing, the use of physical resources. Therefore, most public libraries currently plan their future collections assuming future use of both types of resources. The recommended program for the proposed new branch library assumes an increase of over 1,200 items in the adult and Spanish language collections.

Computers and Technology

The library’s Internet access and early literacy computers are in frequent use. While patrons increasingly are bringing in their own devices (laptops, tablets and smart phones) for library use, for many others, library computers are their only way to access the Internet for research, job seeking, and connecting with friends and family.

This plan includes ample public access to digital technology including 24 in-house public access desktop and laptop computers and opportunities for loaning laptop computers to library users for home/school use outside of the library.

Service Delivery/Staff Areas

The recommended building program features a single two-person service desk to handle reference, information and circulation functions, as well as two self-check machines. Staff workspace is expanded with a branch manager’s office, three workstations, a staff lounge (with seating and a kitchenette) and a staff bathroom.



Varied, multi-media collections at the Castro Valley Library



Early childhood programming at the Los Gatos Library

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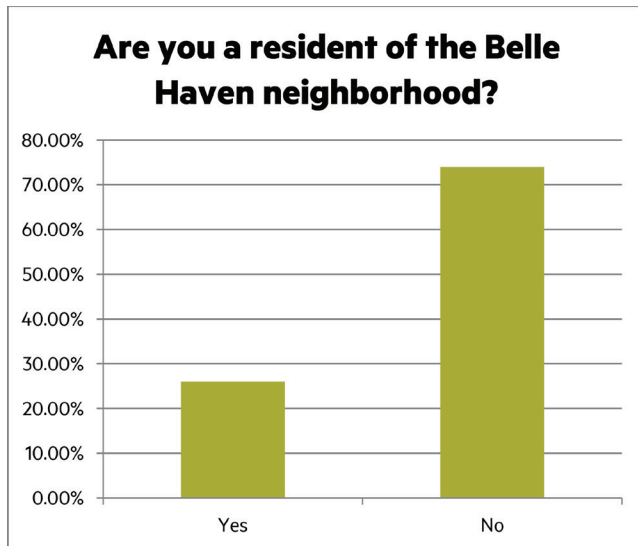
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Appendix A

Community Survey Responses From Self-Identified Belle Haven Residents

The survey was distributed and made available to Menlo Park residents for approximately seven weeks during December 2018 and January 2019. A total 914 responses were received citywide as of the January 28, 2019 Library Commission meeting. Several responses continued to trickle in by US Mail over the subsequent week, bringing the total number of responses received to 927. What follows is a side-by-side comparison of the citywide survey responses and the self-identified Belle Haven residents' responses.

Answer Choices	Responses	
Yes	26.00%	234
No	74.00%	666
	Answered	900
	Skipped	14

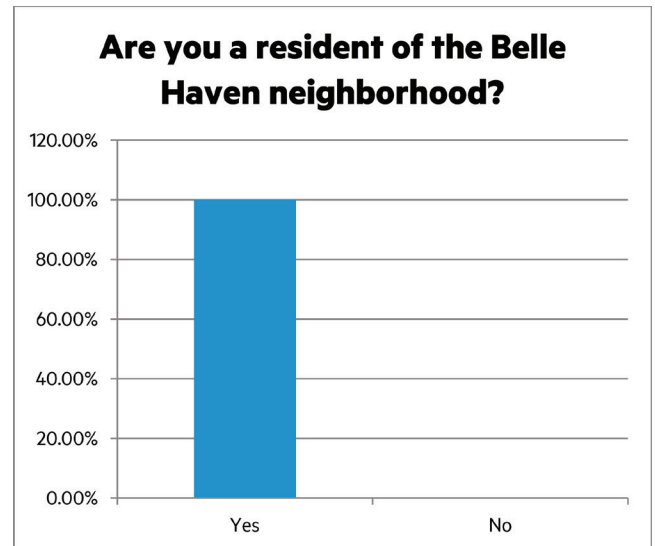


Question 1 – “Are you a resident of the Belle Haven neighborhood?”

The citywide responses as presented during the January 28, 2019 Library Commission meeting are shown on the left in green. The self-identified Belle Haven residents' responses (including 13 additional responses that arrived by US Mail after the January 28 meeting) are on the right in blue.

Approximately 26% of the responses were from self-identified residents of the Belle Haven neighborhood. This is a strong response rate by Belle Haven residents. The total population of Menlo Park is roughly 34,000, of which approximately 6,000 or roughly 17% reside in Belle Haven.

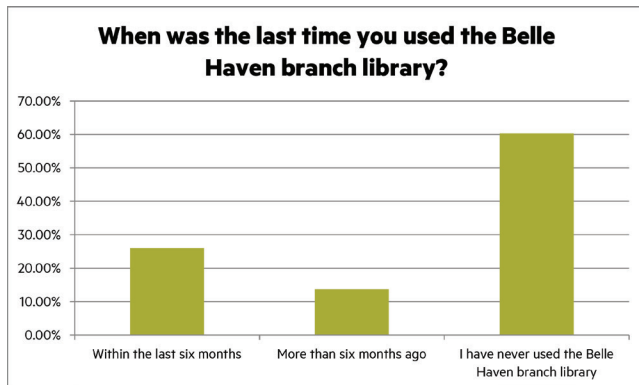
Answer Choices	Responses	
Yes	100.00%	247
No	0.00%	0
	Answered	247



Question 2 – “When was the last time you used the Belle Haven branch library?”

The citywide survey results suggest that three out of five (60%) Menlo Park residents have never used the Belle Haven Branch Library. Approximately one in four (26%) residents have used it recently (defined as “within the last six months”). These results are consistent with the relatively small service area

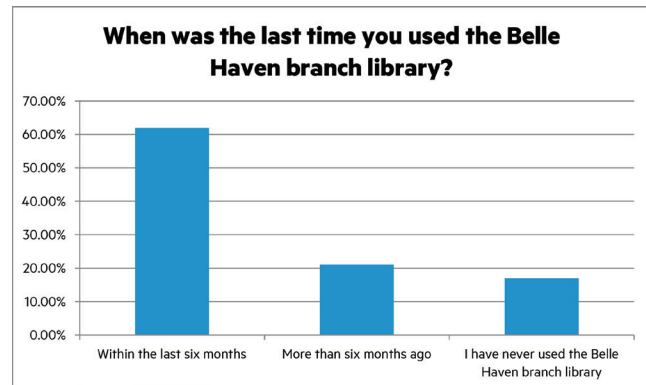
Answer Choices	Responses	
Within the last six months	26.02%	236
More than six months ago	13.67%	124
I have never used the Belle Haven branch library	60.31%	547
	Answered	907
	Skipped	7



and neighborhood-focused nature of the Belle Haven Branch Library.

As expected, use of the Belle Haven Branch Library was much higher among self-identified Belle Haven residents, nearly 83% of whom indicated that they have visited the Belle Branch Library at some point in time. Nearly 62% indicated that they have visited the Belle Haven Branch Library within the past six months.

Answer Choices	Responses	
Within the last six months	61.94%	153
More than six months ago	21.05%	52
I have never used the Belle Haven branch library	17.00%	42
	Answered	247



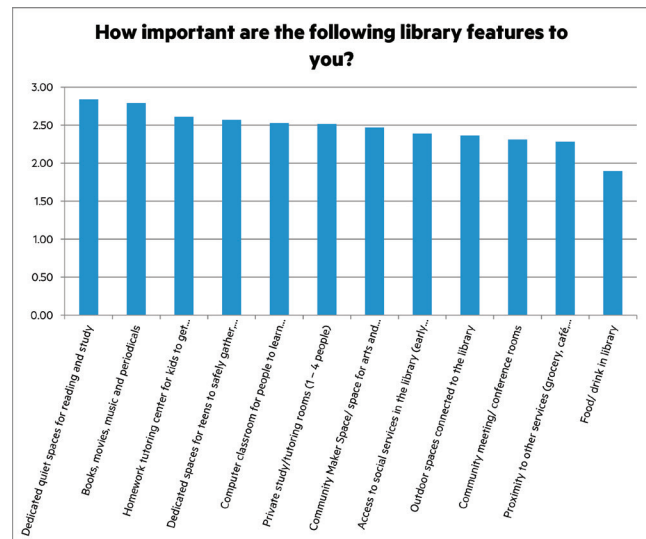
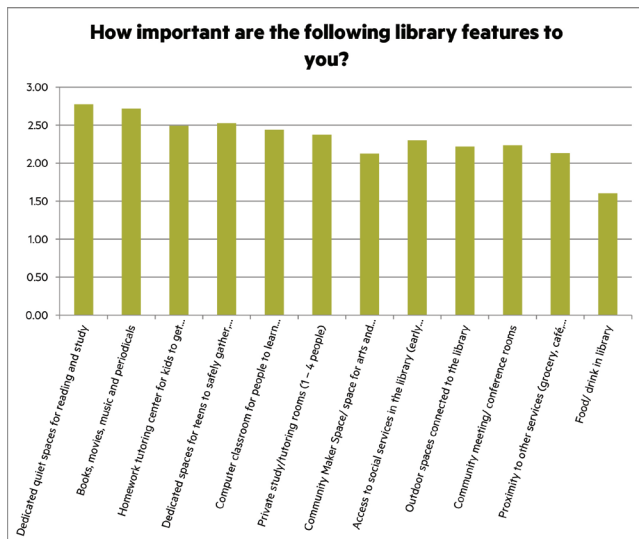
Question 3 – “How important are the following Library features to you?”

This question asks respondents to indicate how important various proposed library features are to them. The rating scale assigns a point value of 1 for “not at all important”; 2 for “somewhat important”; and 3 for “very important.” The survey results indicate that residents find nearly all of the proposed features to be somewhat or very important except for “Food/drink in the library.”

The responses from self-identified Belle Haven residents are

similar to the responses received citywide. Self-identified Belle Haven residents assigned slightly higher levels of importance across the board, and rated “Community Maker Space / space for arts and crafts” somewhat higher than the citywide responses, but otherwise the results are nearly identical.

The most important features, with weighted average responses ranging from 2.49 to 2.77, are “Quiet spaces for reading,” “Books, movies and periodicals,” “Dedicated spaces for teens,” and “Homework tutoring center for kids.” The next most important features ranging from 2.37 to 2.44 are “Computer training classroom” and “Private study and tutoring rooms.”



Question 4 – “Please tell us about any other features you would like to see in a new library”

This question was open-ended and respondents were encouraged to write in their thoughts. 435 open-ended responses were received citywide. What follows is the full, unedited text of the 137 responses received from self-identified Belle Haven residents. A complete list of all 435 survey responses received citywide is available in the City Council staff report on March 26, 2019.¹⁵

1. Self-service features, wireless internet, internet and laptop rentals
2. More winter activities
3. Audio books.
4. I would like it to be for Belle Haven residents, not Facebook employees.
5. I would like to see a library that reflects the culture of the Belle Haven Community. The current library feels more like an elementary school library--it feels invasive to go in there. I envision a library where the entire community feels comfortable and safe. I also would like work spaces where workshops and classes could happen. The Onetta Harris Center could easily be modified to accommodate the social value of libraries--while enriching the activities already provided there.
6. Near parking transit, etc., YES, but incorporated into Community Center which duplicates services included for the library in the survey.
7. Large windows and light. Hours of operation that go into evening and on weekends.
8. I would like to see a library that is in a safe part of the neighborhood, particularly not right on Willow Road.
9. Research Assistance availability.
10. Used book store like the one at the library near Burgess park; 24 hr. secure book return slots; dedicated used book donation drop off location; small soundproof audio recording rooms with latest software and hardware and big enough for 1-3 people; a digital display dedicated as a community bulletin where we can post items of interest (similar to next door but without the ads and better curated; really fast wifi).
11. Longer hours
12. it would be very important to have a toddler and pre-school hands on learning opportunities for our youth such as the discovery museum has
13. Currently, there aren't many books/magazines for adults. I hope the new library can offer more books and new books for adults.
14. A kid's reading section; 24/7 drop-off boxes; book reading sessions in English and Spanish, especially for toddlers; Lego building sessions for kids 3-7 years old.
15. Provide children area and books
16. Adult materials for college level interests and reading levels.
17. Comfortable spaces for my students to study (high schoolers) that will be quiet enough for them
18. Spaces for everyone. Services for all.
19. Seminars: Personal professional and recreational
20. I would love to see information about resources within the community whether it has to do with housing, tutoring, extracurricular classes for the youth. More classes within the library like reading to the kids or different workshops
21. if possible aquarium
22. I would like the library to open earlier and close later. There is also college and HS student that would benefit off later hours or even weekends
23. A vending machine or a little bookstore to purchase books like the one at the main library
24. More books! New, up to date nonfiction books. Books for adults. More library events. We've enjoyed the puppet shows and music
25. I'd like to have more movies and DVD/blu-ray disks in the library. I would also like to have more books and periodicals available for checkout. Thanks!
26. More comprehensive collections for children
27. Office space for remote office work.
28. Lots of nice seating and electrical outlets everywhere so that people can work on their computers.

15. <https://www.menlopark.org/DocumentCenter/View/21091/J1---Belle-Haven-library-draft-study>

29. Offer classes for people who want to learn (languages, math, computer, etc)
30. Children story times
31. Library is waste of public money in this area. Do you know this area? West Menlo people may use library better.
32. A spot for storytelling.
33. Regular hours! 9am-9pm
34. Interactive learning stations to mirror how children learn today. Take advantage of VR and AR technology.
35. Job search resources i.e. Job Train Works info,
36. Early literacy, homework help, safe space for after school, education and enrichment for parents. A family place.
37. Charging stations and outlets for laptops and cellphone. Stations to connect your laptop. Wireless printers. Service to buy Cloud space for a low rate. Copy and scanner machines
38. Used bookstore and donation drop off. Weekly story time in multiple languages.
39. Toddler play space
40. Avoid wasteful spending
41. Makerspace! Hands-on check out tools and access to educational content.
42. B/W and Color printing at cost; 3D-printing at cost.
43. Computers available for job, career and higher educational opportunities.
44. Maybe a cafe style like a Barnes & Noble, creating community. Top notch technology. Being separated with a children's area, teen area, adult area.
45. A connected play area would look good in the new library.
46. Computers for young children/ area for younger kids, computers or area for teens separate from adults. Tutoring area with school text books for college students
47. Game room
48. Bean-bags or couches
49. I would like there to be more activities, also bean bags, Piano?
50. Have more programs for the smaller children
51. Workshops for adults.
52. Senior tutoring activities Hitech
53. Printer; self-helping printer
54. Expansion on book/ movie selection.
55. Include traditional library services such as multi-language reading materials, regular storytelling telling for children, computer checkout
56. Eliminate the Belle Haven Library. It is a school library, subsidized by the city to serve less than 10% of our population in thirty blocks out of 10 square miles. There is another, larger SMC library nearby at 2415 University Avenue that is open more hours with greater options.
57. I think the library has to have more space, because the actual space is very small.
58. Separate adult area away from the children's noisy side
59. Well trained librarians available to help when needed, enough to actually be there when people need help.
60. updated books, reading areas, toddler activities.
61. The new Half Moon Bay Library is phenomenal. It has a number of things that the BH library could use. Lots of light, bringing in nature, computers to check out, a community room, private study rooms, etc.
62. A separate room for those who can't stay quiet.
63. Ebook rental. Book clubs.
64. more children books
65. Cell phone charging
66. Equal access. I have lived in the Belle Haven neighborhood all my life and only now with gentrification taking place do we all of a sudden matter. We were always passed aside but now that there are more affluent community members we are seeing improvements. Please take the time to think about us ALL.
67. Friends of the Library store Magazine exchange

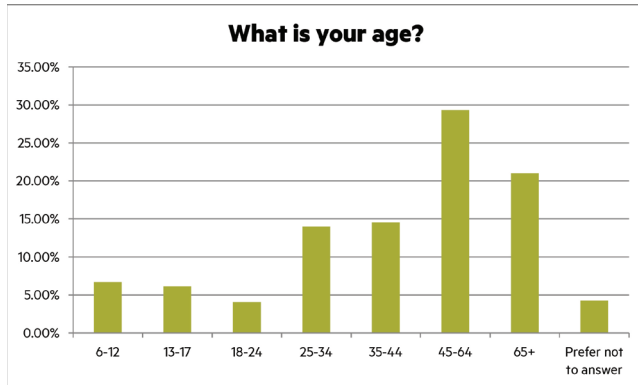
68. Able to get online book access within the 5 county region. Large monitor computers, higher level reading media for your educated adults. Books of the same caliber as the other MP library
69. Open during school hours and larger space
70. Public access computers
71. Better hours - It's hard not being able to use the library until 3:15p on weekdays. I would also like more adult books.
72. Toddler music classes
73. Wider range of reading material for young adults and adults.
74. More variety of books especially for teenagers and interesting books in Spanish.
75. Author visits, book clubs, excellent Wifi
76. Area for bike tools/improved bike parking to help booster traveling by bike. Job/career development area for local youth/teens. Utilizing local tech industries to "host" an area for an ongoing event. IE: Facebook Cares Crafts first Fridays, etc. A multi-use space for young adults and level entry career individuals to utilize. Not everyone that works at Facebook or the tech industry is making a lot of money and has a personal space to resort to work on projects, graduate school, or even get some sanity from roommates. Thank you so much for your work!
77. Maybe more computers
78. Having a safe space for kids to go after school hours would be fantastic!
79. We go to the library every weekend. We have two young kids and absolutely love how many kids books there are. The play area and small tables are great. I'm glad the library focuses on young kids. I am not as familiar with the value of offerings for older kids, but I'm glad they exist!
80. More extensive children's library, more graphic novels for adolescents, and to keep to improve the number of community events at the library. The live music, puppet theatre, and reading have been great!
81. The library books are outdated compared to the main library. The space is too small to provide enough choices for me & my kids. I love that it supports the school but that means the library needs more space to provide more after-school opportunities. We visit the library bi-monthly, so I'd be happy to provide more input.
82. Small park for outdoor reading.
83. Extended hour of service
84. A job center
85. Don't spend tax dollars on a whole new library. It's under-utilized. New building won't make the difference. Keep it as a community space and stay economical. We can use our money better.
86. Internet interface for book checkout/renewal
87. The children's section is very important to us and as an early elementary teacher I think it is an integral part of a library. Having quiet learning toys and puzzles and soft seating for children to comfortably read with parents is crucial to making the library a fun place to spend time together and enjoy literacy. I also like the cafe aspects that some libraries are doing now. It helps extend one's stay, feels modern and adds a nice perk. Maker's spaces are crucial too. We were spend a lot of time at the library if there was a maker's/creation space! Having a park next to the library is also very helpful for little ones to make a day out of their experience.
88. I want to see a better infrastructure in the Belle Haven Community. The city seems so hell bent on building a new library. No doubt, there is some self-serving intent going on. There has never been a decent amount of commercial resources in this neighborhood. It's high time that the City focus on that. Facebook will no doubt have something to do with that if it happens. Seems they are the only ones in this area of town whose opinion matters.
89. Stem center
90. Dedicated space for classrooms on finance (budgeting, credit resources, etc.) -Dedicated space to help with mental illness(counseling, resources)
91. I'd really like it to be focused on books and community resources. I have young kids and would love an outside place to read, a great kids section, etc.
92. Dedicated quiet space and books for adults.
93. A large children's section
94. I would like to see more variety of books. I'd like for the library to be constantly updated.
95. Longer hours

96. Multicultural supports (eg., language consideration)*
support for seniors such as large print, books on tape, etc.
extended programs that may incentivize new library users to visit
97. 1. city council meeting beamed to community room. 2. go to schools & boys & girls club to sign up for kids cards. 3. have moveable book cases
98. A baseball field
99. A better selection og challenging for (and larger) elementary & middle school students. modern & better computers. better printing service. color printing
100. A gimnis room
101. Better quality reading materials for higher reading levels
102. Bigger manga collection
103. Expand dvd collection, place to study
104. Expand the movie collection, cd collection in adults and young adults, bicycke rack, water fountain detached from restrooms!
105. Feature i would like to see in the library is having more computers
106. For the library to have reasonable hours. and for it to be in the center of town. not to far from everyone.
107. Free local reservations 4 meeting rooms
108. High level/ advance books for kids in math, science, english -stem-
109. I would like some more restrooms and have a snack shack.
110. I would like the library to be a place where kids in the belle haven community to have access to information media, books, internet. to improve their learning and i think people of all ages deserve a functioning library
111. I would like to see more advanced books. also recomdations for better websites. video games should not be allowed less inopropite comics.
112. Less people smoke outside
113. Library of "things" that can be checked out. "friends" bookstore.
114. More computers
115. More manga please
116. More manga please
117. More movies
118. More space, more hours, more resources for adults, more events
119. Music
120. Natural light, display cases
121. None
122. Nothing
123. Parent areas similar to epa library
124. Puzzles, small café, snacks area, rent laptops/ipads
125. Slime room, gymnastics room
126. Small business incubator/ support for belle haven residents who want to start and/or run/improve their small business (catering, gardening, day care, adult care, cleaning...etc.)
127. Space and programs for children 0 to 5 yrs old (storytimes)
128. Story time for kids
129. Toddler time
130. Tool rental/ share like berkeley
131. Update resources, my son continually checks out books that are from the 1980's! :(
132. Vending machine
133. We need a class to teach english to the parents who don't speak and read english.
134. We would like the library to stay at the school or very close. we really enjoyed last year when there was dedicated librian during the school day.
135. We would like to have a space for kids separated from adults.
136. When we build computer software, the wisdom is "the most important feature is shipping/ releasing rhw software.along the same line, the most important feature" building and opening the new library.
137. You have covered everything above.

Question 5 – “What is your age?”

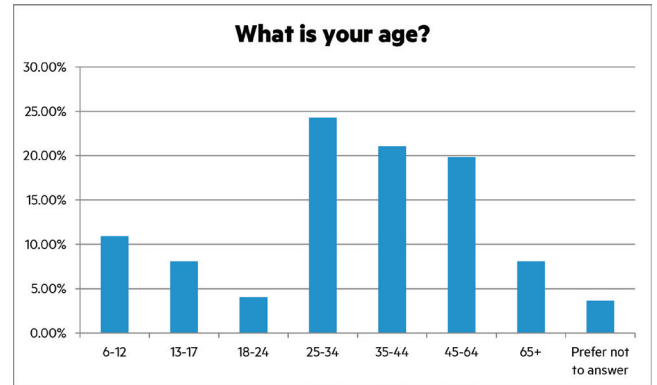
Citywide, 50.33% of the surveys were completed by adults who self-identified as 45 years of age or older. An additional 28.55% of the surveys were from adults who self-identified as between ages 25-44. Self-identified children and youth between ages 6-17 provided 12.8% of the responses.

Answer Choices	Responses	
6-12	6.67%	61
13-17	6.13%	56
18-24	4.05%	37
25-34	14.00%	128
35-44	14.55%	133
45-64	29.32%	268
65+	21.01%	192
Prefer not to answer	4.27%	39
	Answered	914
	Skipped	0



Among self-identified Belle Haven residents, the responses skewed younger. 28% of the surveys were completed by self-identified adults 45 or older. Approximately 45% of the responses were from self-identified adults between ages 25-44. Self-identified children and youth between ages 6-17 provided 19.03% of the responses.

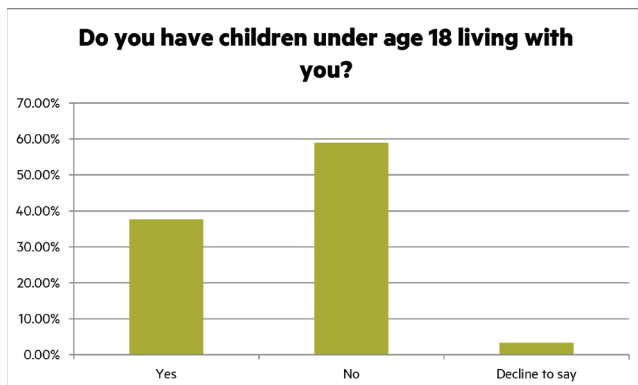
Answer Choices	Responses	
6-12	10.93%	27
13-17	8.10%	20
18-24	4.05%	10
25-34	24.29%	60
35-44	21.05%	52
45-64	19.84%	49
65+	8.10%	20
Prefer not to answer	3.64%	9
	Answered	247



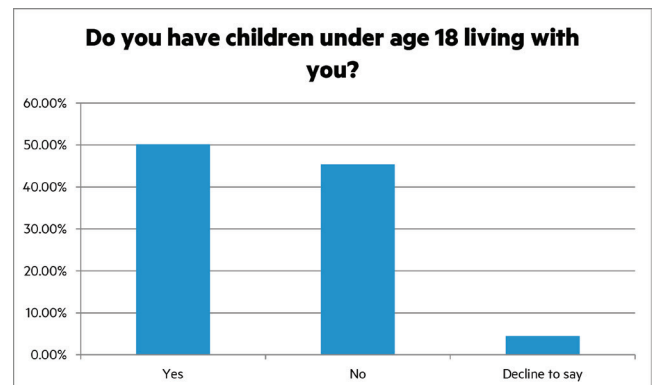
Question 6 – “Do you have children under age 18 living with you?”

Citywide, 37.64% of respondents indicated that they have children under age 18 living with them. Among self-identified Belle Haven residents, the percentage of households with children under age 18 in the home was significantly higher at 50.20%.

Answer Choices	Responses	
Yes	37.64%	344
No	58.97%	539
Decline to say	3.39%	31
	Responses	914



Answer Choices	Responses	
Yes	50.20%	124
No	45.34%	112
Decline to say	4.45%	11
	Responses	247



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¡QUEREMOS ESCUCHAR SU OPINIÓN!

ENCUESTA COMUNITARIA - NUEVA BIBLIOTECA EN BELLE HAVEN

La ciudad de Menlo Park está desarrollando un plan de espacio para el potencial de obtener una biblioteca nueva en la comunidad de Belle Haven. Por favor ayúdenos llenando la siguiente encuesta.

Tome nuestra encuesta por la red en
www.MenloPark.org/mylibrary

Atendiendo una de las siguientes reuniones para la comunidad:

- Jueves 13 de diciembre 7:00 pm - 8:30 pm en el Centro Para Personas Mayores de Onetta Harris, 100 Terminal Ave.
- Lunes 28 de enero 7:00 pm - 9:00 pm en la biblioteca de Belle Haven, 413 Ivy Dr.
- Marzo 2019 (fecha aún no determinada) en una sesión en el consejo municipal 7:00 pm, 701 Laurel Street.
- Abril 2019 (fecha aún no determinada) en una audiencia pública en el consejo municipal 7:00 pm, 701 Laurel Street.

Encuesta comunitaria - Nueva biblioteca en Belle Haven

1. ¿Vives en el vecindario de Belle Haven? (Circulé uno) **SI NO**
2. ¿Alguna vez a usado la biblioteca de Belle Haven? (Circulé uno) **SI NO**
3. ¿En los últimos 6 meses a usado la biblioteca de Belle Haven? (Circulé uno) **SI NO**
4. ¿Qué importancia le das a las próximas características? (Circule sus respuestas)

	<i>nada de importancia</i>	<i>algo de importancia</i>	<i>mucha importancia</i>
Ayuda para los niños después de clases en un centro de tutoría	1	2	3
Un lugar seguro y dedicado específicamente para jóvenes donde puedan llegar a socializar, leer y estudiar después de clases o los fines de semana	1	2	3
Un salón con acceso al desarrollo de aprendizaje básico a intermedio sobre la computación	1	2	3
Un espacio para artes y manualidades	1	2	3
Un espacio tranquilo y dedicado para estudiar y leer	1	2	3
Salón privado para tutoría o estudiar (1 – 4 personas)	1	2	3
Salón comunitario o para conferencias	1	2	3
Bebidas y comida en la biblioteca	1	2	3
Libros, películas, música y publicaciones periódicas	1	2	3
Acceso a servicios sociales en la biblioteca (desarrollo de la primera infancia, ancianos, indigente/alojamiento, jóvenes en riesgo, etc.)	1	2	3
Espacios al aire libre adjunto a la biblioteca	1	2	3
Cercanía a otros servicios (tienda de comestibles, café, banco, restaurantes, estacionamiento, tránsito, etc.)	1	2	3

5. ¿Qué otras características le gustaría ver en la biblioteca nueva?

6. ¿Cuál es su edad? (Circulé uno) 6-12 13-17 18-24 25-34 35-44 45-64 65+
7. ¿Tiene hijos menores de edad viviendo con usted? (Circulé uno) **SI NO**

30 Noll & Tam Architects & Planners

Despegue la tarjeta sobre la línea punteada

**COLOQUE
ESTAMPILLA
AQUÍ**
o entregue
a la biblioteca

Por favor regrese a:

Belle Haven Library Study
c/o City of Menlo Park Library
800 Alma St.
Menlo Park CA 94025





WE WANT TO HEAR FROM YOU!

BELLE HAVEN LIBRARY SURVEY



The City of Menlo Park is taking an important next step toward a new branch library in Belle Haven. We're focusing in on the specific space needs for a planned new branch library. Your input is welcomed and encouraged. We want to hear from you!

Take our survey at MenloPark.org/mylibrary or fill out and return this survey card

COMMUNITY MEETING #1

- Thursday, December 13, 2018
7:00pm - 8:30pm
Onetta Harris Community Ctr
100 Terminal Ave

Review the project's progress and help us prioritize the community feedback we've heard so far

COMMUNITY MEETING #2

- Monday, January 28, 2019
7:00pm - 9:00pm
Belle Haven Branch Library
413 Ivy Dr

Review the project's progress and help us prioritize the community feedback we've heard so far

COMMUNITY MEETINGS #3, #4

- March 2019 (date TBD), 7:00 pm
City Council study session
Menlo Park City Hall
701 Laurel St
- April 2019 (date TBD), 7:00 pm
City Council public hearing
Menlo Park City Hall
701 Laurel St

COMMUNITY SURVEY - BELLE HAVEN LIBRARY

- Are you a resident of the Belle Haven neighborhood? (Circle one) YES NO
- Have you ever used the Belle Haven branch library? (Circle one) YES NO
- Have you used the Belle Haven branch library in the last six months? YES NO
- How important are the following features to you? (Circle your answers)

	not at all important	somewhat important	very important
Homework tutoring center for kids to get help with their homework after school	1	2	3
Dedicated spaces for teens to safely gather, socialize, read and study after school and on weekends	1	2	3
Computer classroom for people to learn beginner-to-advanced computer skills	1	2	3
Community Maker Space/ space for arts and crafts	1	2	3
Dedicated quiet spaces for reading and study	1	2	3
Private study/tutoring rooms (1 - 4 people)	1	2	3
Community meeting/ conference rooms	1	2	3
Food/ drink in library	1	2	3
Books, movies, music and periodicals	1	2	3
Access to social services in the library (early childhood development, seniors, homeless/housing, at-risk youth, etc.)	1	2	3
Outdoor spaces connected to the library	1	2	3
Proximity to other services (grocery, café, bank, restaurants, parking, transit, etc.)	1	2	3

5. Please tell us about any other features you would like to see in the new library.

- What is your age? (Circle one) 6-12 13-17 18-24 25-34 35-44 45-64 65+
- Do you have children under age 18 living with you? (Circle one) YES NO

Tear off card at dotted line

PLACE
STAMP
HERE

or drop off at Library

Please return to:

Belle Haven Library Study
c/o City of Menlo Park Library
800 Alma St.
Menlo Park CA 94025



Appendix B

Focus Group Participants

Monday November 26 2:00 – 3:30 PM

Betsy Halaby – Belle Haven Neighborhood Library Advisory Committee (BHNLAC) /Library Foundation

Monica Corman – Foundation

Jason Ellis – MidPen Housing (Sequoia Belle Haven Senior Housing)

Monday November 26 6:30 – 8:00 PM

Jacqui Cebrian - BHNLAC

Rachel Bickerstaff – BH Neighborhood Association

Kristen Leep – Library Commission Chair

Pushpinder Lubana - BHNLAC

Rondell Howard – City Staff - Onetta Harris Community Center

Fr. Lawrence Goode – St. Francis of Assisi Catholic Church – EPA

Rose Bickerstaff – BH Neighborhood Association

Matt Henry – BH Neighborhood Association

Martel Arroyo – St. Francis of Assisi Catholic Church – EPA

Teresa Diaz – resident

Antonio Noriega – resident

Teresa Baruman – resident

Ruben Baruman – resident

Tuesday November 27 9:00 – 10:30 AM

Juan Quinonez – Belle Haven Library staff

Yesenia Fierro – Belle Haven Library staff

Sonia Delgado – Belle Haven Library staff

Winnie Chan – Belle Haven Library staff

Rani Singh – Belle Haven Library staff

Tony Armendariz – Belle Haven Library staff

Tuesday November 27 11:00 AM – 1:00 PM

Natalie Bonham – Belle Haven Child Development Center

Nicole Acker – Menlo Park Police Department (MPPD)

Katie Hadrovic – Library Commission

Adriane Lee Bird – Assistant Director – Menlo Park Community Services Department

Kira Storms – Belle Haven Child Development Center

Konstance Kirkendoll – Teacher - Beechwood School

Sabine De Brabandere – Science in the Parks, resident

Ellen Mouchawar – Ravenswood Education Foundation

Tuesday November 27 1:30 PM - 3:00 PM

Ester Bugna – Library Commission

Matt Henry, Rose Bickerstaff, Rachel Bickerstaff – model presentation and discussion

Tuesday February 12 6:30 PM

Jacqui Cebrian – BHNLAC/resident

Tiffanie Lai – BHNLAC/resident

Tuesday February 12 7:30 PM

Martel Arroyo – St. Francis of Assisi Church parishioner and resident

Ruben Baruman – neighborhood resident

Wednesday February 13 3:00 PM

Alan Cohen – Library Commission

Ester Bugna – Library Commission

Monica Corman – Library Foundation

Jeff Cooley – MPPD

Wednesday February 13 4:00 PM

Pushpinder Lubana – BHNLC/resident

Matt Henry – BHNA/resident

Diana Ramirez – Boys & Girls Club/resident

Ashley Chambers – Library Commission

Kira Storms - Belle Haven Child Development Center

Katie Hadrovic – Library Commission

Stakeholder Interviews

Dec 2018/Jan 2019/Feb 2019

Carmen Gonzalez Casteneda - BH staff 12/12/18

Koby Chavez - BH Staff 12/18/18

Cristina Carillo - Project READ – adult literacy program 12/4/18

Sergeant Jeff Cooley – MPPD 12/4/18

Officer Christine Powell – MPPD 12/4/18

Kathy Connolly - 8th Grade Advisor and Alumni Director, at Beechwood School – 1/16/19

Lynne Bramlett – former Chair of the Library Commission 12/12/18

Carolyn Blatman - 12/11/18, 2/20/19 Every Student Matters (BH School volunteer tutoring organization)

Lorena Alcayaga - Family Connections 1/9/19

Shamar Edwards – Principal of TIDE Academy, Sequoia HS District tech school opening in fall of 2019 1/5/19, 2/22/19

Steve Young – Team Sheeper/Manager of BH Pool at OHCC 12/19/18

Steve Haas – President Friends of the Library 2/22/19

Focus Group Invitees Who Could Not Attend

Amanda Kemp – Principal of Belle Haven School

Steve Eichman – Chief Building Official, Ravenswood City School District

Matthew Zito – Facilities Director, Sequoia Union HS District

Pastor Memphis Latchison – Cummings Park Christian Methodist Church

Bishop Terman L. Bostic – Mount Olive AOH Church of God

Fran Dehn – Menlo Park Chamber of Commerce

Avideh Samardar – Menlo Park Senior Center (Staff did speak to Program Assistant Airel Tinajero during outreach visits to the Senior Center)

Linda Torgeson – ESL teacher for Project READ

Renu Nanda – Ravenswood Education Foundation (Foundation member Ellen Mouchawar did attend)

Julie Shanson – Belle Haven Action

Appendix C

Focus Group Discussions

November 26 - 27, 2018

(Survey was handed out for people to fill out at the beginning and then referred to in the discussions.)

Focus Group #1

Do you personally use the library—and if so, how? Do you use the main library?

- No—it's not my local library (I use the Main Library). Yes, in that I provide programming.
- I use the Main library—it's closer to where I live and work. I have visited here.
- I'm new—I used to be a library user in my old community.

What works well in the current library?

What will you and other community members not want to lose?

- Division of space, such as it is, works well. Glass wall makes multi-use for the teens. Literacy partners can happen in this quiet space. Visually it doesn't feel closed off.
- When I've been here for more formal programming, seating is a great use of space because it's flexible. I do workshops for children and families. I'm usually in the window/alcove area. It's OK if I only have 10 – 15 people. It would not hold more. Flexibility of open space also inhibits programming at one end and people doing other stuff at the other end. Having too much open space. Programming is thematic—6X a year. This space isn't used for programming.
- I used to be a teacher. As a teacher, this is a nice school library aesthetically. A lot of school libraries have gone way from books. Studies show that students retain info better from books than electronic info. I like the open view with partitions. I would support that idea. Smaller rooms for specific needs. There can always be more books. It could be warmer.
- I think it is a nice open space. I do like that about it. High ceilings good lighting. It looks like you could sit down and enjoy the books. Meander and explore...

What are the issues or challenges that need to be addressed?

- I think the biggest one is that no one thinks it is a library. As a program provider, attendance is always quite small. We are oversubscribed in MP in the main library and here it's the opposite. (She does them both places). Library isn't available afternoons. Weekends: My feeling is that the library doesn't get used a lot. Perception of availability.
- The biggest downside is that you can't get in here during the week. It's completely locked down. So that's why people don't come here.
- First thing I wrote: ACCESS. I'm ¼ mile away and had to loop around to get here.
- It looks like a school library. That visual impact is not appealing to other people. Nice, clean, a little austere. I'd like it a little warmer. Even the colors are not welcoming. I don't know how many of the seniors I work with know that this is here. They don't get out very much. I'm trying to fix that. I don't know what kind of language the library supports. I have five different languages in addition to English. English, Russian, Tagalog, Mandarin, Spanish. Some Vietnamese. 60% of seniors at my facility are solid English speakers, easily 20% don't speak English at all.

Thinking about your answers to the survey questions, which potential features of the new library are most important to you? Why?

- My biggest issue is accessibility—welcoming (aesthetically), and in terms of people be able to physically enter rooms.
- I was involved with Gensler report. Spaces for teens—I hardly see them here. If you build it they will come. Branch library in Redwood City works—when there is access to social services (if not in the library but close to), it meets the needs of seniors and others who don't have a voice. I feel like they would be served better if it were there. Fair Oaks in Redwood City is right next to community center.
- I added in other features—I didn't feel serving kids was in there as a choice. Dedicated children's 10 years and under. Los Gatos jumped out to me as the best blending of generations. Banquette seating. People bring in food or coffee. It's a place where people come together.

- Almost all are important. All should be included to be part of a community. Are there books here for seniors or just kids?
- All these social services are important. During the downtown, the San Mateo Library helped people find jobs and apply for jobs, offered clothes to wear. They have sections for different languages. All make it a community library.
- I like the idea of having the mix in the room—intergenerational contact. At the same time, there needs to be a way to avoid that.
- If we want to have non library services like housing and stuff like that, I feel like it needs to be a hybrid of urban/suburban features.
- Should we think of the people commuting on the buses as library users? There are thousands of them. We keep talking that we would be building a library of the future. Will people buy condos in Redwood City? We don't really know.
- Buses come from North and South and East Bay. Any CA resident can get a library card.
- Does Facebook have a library that people use there? What about other employers?
- A lot of them do little excursions for team building. My son is doing a pizza making excursion with Google today. (We totally rolled our eyes.) They are always looking for these team building opportunities. I think the library could have programs that would be attractive. Facebook gives them bikes. (Blue bikes in front of the library).
- Facebook is developing a bus mall.

Are there any potential features on the list that are unimportant or inadvisable to you?

- I had two #2s—food and drink. It would be great to have a little café. Not a priority. I'd rather see a dedicated food truck scene—more interactive way to bring people into the space. Feels more “of the moment.” If you had to cut dollars, I would cut it there.
- Around the neighborhood of the Giants and where the Warriors stadium is going in—I do a lot with Redwood City—they are asking how to incorporate greenspace. People are concerned about it going away. As they build the infrastructure, at certain curbs, they are putting in pipes and hookups and places to fix your bike, food trucks... people can plug into that system. If outdoor space seems to be important now, if that becomes an interesting feature, then you could do a food truck or other pop up things. I think we have the opportunity to have something really hip.
- Where do you charge your electric car? What will be around it? Creating spaces for entertainment and commerce. Some dying shopping centers become places to do that. If you are close to others buying food and drink, more people are buying. You need to expand your mind. Library could be place to house them.
- Outdoor spaces are important.

What would you see as commonly desired characteristics of library sites?

- One of the challenges for Belle Haven—it's surrounded by busy roads. I think walkability and mass transit are the future. It's a walkable neighborhood but I don't know if people get out and walk. I don't know if this neighborhood has the same bike neighborhood.

What do you think should be in the collection for the new Belle Haven library?

- I use the Main Library to check out books for my book club. I will use books on travel at the library. I do programming there. I have done some visual design by the library. I put books on hold because it's usually an assigned book for my book club. I don't check out other stuff. I attend events.
- I'm a bad library user, I don't return books on time. When I really want to read a book, I buy it and read it and then give it to the library. I go to meetings and events. I enjoy going there.
- Content: languages. There should be areas for individual languages. Large print books. Books on tape. People who don't read English. Not like ethnic food section. Something that is inclusive and welcoming. Quantity and presentation.
- We have large collection of audio books and large print.
- I just moved a few blocks away. How I used my last library: historical fiction. We'd use DVDs, sewing machines. You could check out a VCR.

Is there anything else you'd like to share?

- I'm a visual person and how you feel when you first come into the door leaves an impression. There's no real entrance. It should say: this is my community center. This is a welcoming place. I feel like sight lines should take you to where you want to go. Los Gatos is amazing. When you first walk in...straight to the cozy library men's club, with setting of the trees. To the right: the wavy ceiling. When I had little kids, we would go straight there—so welcoming. Should feel like the best thing EVER.
- What I like about the library: it's very familiar. That's what you are trying to convey. Friendly neighborhood place. It has to feel like you belong there.
- I agree with all that. An air of safety, whatever that entails. Things that encourage seniors to want to come, parents to bring their children. Something that is not just aesthetically pleasing.

What would seniors come here to do?

- The current library isn't appealing. Accessibility is #1 thing. Getting older, your mobility is diminished. They have to rely on mass transit. How far do they have to go from the bus? That is #1 concern, along with cost. It would have to be at a central spot. Maybe they'd love to read the newspaper. I get a lot of requests for technology. They want to know how to use the internet. They're still learning. My job is to keep them from being stagnant.
- Are materials available in Russian and Mandarin? He'll pass them out if the library makes them available that way.

Focus Group #2

Do you personally use the library—and if so, how?

- I would like to use it. I'm a babysitter and I don't have time to bring my kids in the evening. When I come in the morning it's closed. I want to use it but I can't.
- I bring my after-school kids here—special events.
- I don't have a computer at home. I am also taking a math class online and I come here to do homework.
- I pick up books. I check out books—quite a few. I browse the collection.

- My daughter needs research. Books aren't here so we go Redwood City or Menlo Park.
- Sometimes DVDs.
- I teach kindergarten—I'll pick them up here.
- This has always been a school library. Strictly for children. I never found it to be anything but school library.
- I lived in BH for five years before I realized there was a library. Perception is that it's for the school children. I work on the other side of town and live here.
- The library has been updated. This has not been like this all the time. Dolled it up a little bit.

What works well in the current library? What will you and other community members not want to lose?

- Great kids collection.
- Great place for kids to come after school.
- Newspapers.
- It was great to bring my kids here.
- Good sightlines.
- It's close to my house and my husband comes to do homework over here. Computers.
- It's great, I like it. They have good books.
- It's not a big enough library, however, it is nice. As a parent with a small kid, I liked the Atherton library—kids and adults are in good visual sight.
- We have an after-school program that takes kids to East Palo Alto.

What are the issues or challenges that need to be addressed?

- Hours. It's a school library.
- Perception. That's huge. It's next to the school. People think, "am I allowed?" Getting that perception off of this building.

- It didn't start out that way but it increased and they wanted to make it inclusive. When it started, it was just for the students.
- I don't compare it with a regular public library. You don't have the same things, or the access to people getting their degree would want. I have not engaged in it.
- It's great for the students.
- When my kids were in elementary school, it was good. After that, it didn't work. I had to go to Menlo Park.
- For now, I take care of the kids and I want to bring them to the library, but I can't bring them to East Palo Alto or Menlo Park because it's far. From here I walk and use a stroller.
- It would be nice if it were bigger. I like to check knitting books out. I like to browse. I could choose one and have it sent over but I like to browse.
- Quieter place.
- East Palo Alto—why don't we use it as a model? Traffic makes it hard to get to Menlo Park.
- In my opinion, Hayward library would be a good model. It's new, state of the art.
- Being between the giants Facebook and Google, it has to be modernized. Technology has to be a key point as well. Being at the community center, knowing that it is a resource for kids but it also needs to be a resource for parents. More than just books.
- What if they could get the companies to use the library as a beta space. Space to play with.
- 21st century stuff is a very high priority.
- There is no available land. We'll have to house it at the community center.

Thinking about your answers to the survey questions, which potential features of the new library are most important to you? Why?

- Space for kids to gather and socialize and study. Kids, teens, whatever.
- I think it's important for kids and grownups to know that this is where you get information.
- Computer classrooms
- I would say that dedicated quiet spaces for reading and tutoring. Right below book in terms of being a priority.
- Homeowners association drew up a plan for a library with the elements we want. We've been discussing this for years.
- All the features on the survey are important.

Are there any potential features on the list that are unimportant or inadvisable to you? Why?

- Food and drinks? I'm not good with that.
- The only one I marked –proximity to other services.
- There was some community pushback when Willow Road was mentioned. I wouldn't prioritize that.

What do you think should be in the collection for the new Belle Haven library?

- More stuff for grownups. More stuff for research. Multilingual collection.
- New library should be for everybody.
- It should have all languages. For everyone.
- It goes back to the 21st century library.
- New apartments will need it.
- Library of things is a good idea.
- Need to have it as a community connecting space.
- 21st century thing should also be with BH character. Perhaps our focus can be looking in ways in which community and technology can be married.

- We do need meeting rooms. 75 – 125 capacity.
- Small conference room. Study rooms. Lounge area. Even a chat room.
- Flexibility

What would you see as commonly desired characteristics of library sites?

- There aren't that many choices.
- Centrally located.
- Easy access.
- Close to a bus line.
- Parking is huge.
- Located where there is a lot of activity. Pedestrian activity.
- Community center—swimming pool, senior center, the bus...everything is right there. Park.
- City owns the property.
- Really important to be connected to the community—input on selection
- Unique because of different ethnic groups that are here. Wonderful soup of different nationalities. But it's isolated from the rest of the city. Gentrification is happening. My grandmother grew up here. It had a different character then. Community is so blended because we're isolated. Techies are coming in, it's going to be wild.
- What I like about Onetta Harris site—my son would go to swimming; my mom can walk there to go sit at Senior Center. It was comforting for her to be with people her own age. She's an avid reader. Donated stuff at Senior Center. We'd take her to Atherton or Menlo Park. From kids to seniors –that's the 21st century library. Marry needs of the library with the needs of the actual community.
- Neighborhood plan for the library: we spaced the shelves in such a way that a wheelchair could go all around. I wasn't sure if the bookshelves should be permanent. Half Moon Bay did that. We also put an elevator in/ The problem is that on the second floor, we have 2 options, on one of them, there wasn't an emergency exit, so we developed another option to where the emergency exit could take you outside.

- Location—generally speaking the residents of BH spend enough time in traffic that it would be awesome that we wouldn't have to drive around to get to the library.

Focus Group #3

Do you personally use the library—and if so, how? Do you use the main library?

- I used it when it was open daytime hours.
- I used to use it when I was a teacher.
- I check out books and DVDs—I put a lot on hold.

What works well in the current library? What will you and other community members not want to lose?

- I like that there is a soft area for small children.
- I love the robust collection of actual books for all ages of kids. I'm concerned about the shift away from books. I think it's important to touch them.
- I like that there is a private area.
- There's a lot of good stuff for preschool kids. Both picture books and nonfiction.
- I know people want a bigger space but I didn't feel like that was an issue.
- Computer area is used.
- My husband was on the city council 84 – 92. It's been a learning curve being on the library commission.
- My approach was twofold. I wanted to understand the library commission. Read old minutes from the 60s and 70s. My friends were all involved in various organizations. I then wanted to understand modern libraries. I found the history of the BH library. Problem in 1960, 1980, 1998, at that juncture a friend was on the library commission. That's when it was decided to put the library in a school setting.
- Ravenswood School District has a long troublesome history. Putting the library here created a new set of problems. Community is again saying we need a library.

What are the issues or challenges that need to be addressed?

- Small adult collection.
- Not enough space. Way too small. I think it should be much more welcoming and open to the entire community.
- School library limits the adult collection.
- Space feels like a school library.
- I like the open space, the short shelves. It doesn't look like there is a clear separation between adults and kids.
- Small space limits what they can do. Stuff for older kids. The kids need more space to come after school vs. messing around in the plaza doing nothing.
- Getting community support. First educating the community that there is a need—not just Belle Haven. Education and partnerships are vital. With the main going in pause mode, BH is catching up. Big question is the funding. Do you do one first—BH first and then follow with the main? That will take time.

Thinking about your answers to the survey questions, which potential features of the new library are most important to you? Why?

- Most important: dedicated spaces for homework, teen safe space, thing that support high school students.
- Super important to have the library open during the day. I would like to see something that is not just for young children but for teens. Something that is much bigger than this. Welcoming and engaging.
- Gathering spaces. Internet.
- I checked almost everything on the survey as important. Do homework and educational things that are not just after-school programs and not just for children but also for adults.
- Spaces for teens and kids.
- Spaces for people to learn.
- Areas that are easily separated because we know that children tend to be louder.

- Nice relationship between the seniors and the library—staff say they wish there was dedicated space for social services at senior center—it would be nice if it were all one thing.
- Having more opportunities for us to come over (works at school).
- Belle Haven has minimum days on Wed. We ask for a librarian to be there so we can have 2nd graders come here.
- East Palo Alto Library is great—they rely on schools to have field trips at the library.
- Having a day where the officer can do storytime and be a role model.
- Homework center, esp. in this area—many kids are lower than grade level. Reach them by 2nd grade. Tutoring.
- Gathering space for kids to socialize. Computers. A lot of people don't have computers in their homes.
- Access to social services.
- Quiet space—yes. Social services is key here. At CDC we used to have storytime. Doing stuff like that with seniors. Bring the community in. Seniors have literacy issues. Give them activities.
- My #1 priority—those things that are the essence—books, movies, whether electronic or old fashioned. Because that's the basis of where libraries are.
- Parallel to that: social interaction. That's an area that's evolving.
- Makerspace is not a high priority—we'll have a new high school, with a tech focus.
- I think the library should go over by the community center and senior center.

Are there any potential features on the list that are unimportant or inadvisable to you?

- Food and drink—it does have a safe place to eat. Outdoor space?
- Proximity to services
- If this were linked to the community center, so many other ways it could serve a community.

- 21st century library –Los Gatos had food program; I smelled curry. It works fine.
- How when I was a student, I wanted to eat. Is forbidding it a barrier?
- My nightmare as a librarian is flaming hot cheese.
- Food is not at the top of my list.
- School district—I would just hate for this to not be a school library anymore. Could you continue to work with Bell Haven to keep this a school library?
- Meeting rooms:
 - There are some at the community center, but there aren't enough. Even our space gets utilized at child care.
 - 1 – 2 small ones
 - 1 large one—maybe 15 – 20
 - We have a lot of community and advocacy groups who use the senior center. There could be 30 - 45 people. Candidate forums.
- Senior center isn't open at night.
- And even if you get a successful storytime for kids, you need room for it. We're running out of space at the Main Library—we limit by registration.
- Storytime—both dedicated storytime area and meeting room?
- Have a community room the size of the one at the main library?
- Storytimes downtown: approx. 35 kids but they do multiple sessions. 35 – 50 is the right size downtown. But other events—94 people for a puppet show.
- If you had a nice new room the community would use it.
- One of the things I've seen at high tech spaces with large spaces with partitions.
- Locked wheels on shelving so you can move it.
- Outdoor spaces—there are challenges. There's not a lot of real estate.
- Arts and crafts
- Food and drink
- Not important to be near other services. BUT transit is important.
- Collection:
 - I think this collection is really small for the people we have in our area.
 - Not as diverse as it could be.
 - Multicultural books and resources for brown people.
 - The library should have materials in languages beyond English and Spanish. Polynesian—Tongan, Samoan, Mandarin.
 - We need a bigger adult collection.
 - I think it would be a mistake to make any assumptions based on the book use in this library, because that this is not considered to be a full access community library.
 - What do East Palo Alto and East Redwood City look like in terms of what's circulating?
 - There's nothing about this library that invites adults to come in. This library doesn't work for me.
 - With the crazy traffic, why would anybody who wasn't within walking distance to choose to put a book on hold here. Fighting upstream.
 - No fines, automatic renewals.
 - Why not park books here, and I'll place a hold on them from the other library.
- A lot of my parents don't know how to use on computers.
- The size of the collection isn't as important as the currency.
- We have parents coming to the child care center, looking for job resources, things for their children to be involved in, summer programs.
- They really would like to see the library be close to as the community. Proximity helps. Create a seamless comprehensive program near transportation and services.
- We need a space for teen socializing. We need more little rooms. I don't know if we need more rooms for various needs.

- Collection is one of the major areas that is evolving due to technology.
- A lot of Belle Haven people go to another library because it has a better Spanish collection.

What would you see as commonly desired characteristics of library sites?

- Within walking distance. Our school is across the street. Their parking is horrible.
- Great transit.
- A lot of my families (pre-school) don't drive, they take transit.
- I worry what will happen to this library if the public library goes elsewhere. Now the school district gives zero financial support. We're down to 2 LIMBS—each one covers three schools. Reality is if the library pulls out, the school library would suffer.
- People know where Onetta Harris Center is.
- We're doing park master planning for community services and parks—one of the things I've heard is that Onetta Harris is less utilized than senior center. Some people think that it's because it's on the outskirts.
- I grew up here and it was heavily used. There was a change in management at Onetta Harris and that severed some relationships. Beechwood school used to have their productions there. A lot of our families were so used to using it. Costs went up, it wasn't as accessible and people felt excluded.
- It's back in the corner but not far. A 5 minute walk.
- This is more central but they have the bus stop there.
- Young adults are willing to walk further here. Quicker to walk—it's a necessity.
- Research support: should that be available here? Physical reference collections. My staff are not computer savvy.
- This location is close to all corners to this community. If you live near Willow and you want to go to Onetta Harris, it's quite a walk. Needs to be near a thoroughfare, where others can access it. Parking.

- Site is key. Onetta Harris People don't drive; walking distance to everything is key. Centrally located. If it ends up at Onetta Harris, then we need to think about parking. That whole campus is an issue. I think there should be food vendors. Another possible location: other side of Willow, if there was a walking bridge.
- Next to a community center.
- Unknowns around Facebook Village. 1500 housing units. That is far from where the children are.
- I have heard talk about putting the library in the village, given that the school is over here. It would be great to separate the Belle Haven school from Ravenswood School District.

Is there anything else you'd like to share?

- Aesthetics—inviting and colorful. No monotones.
- Having an area for children to play. If you are trying to attract the younger generation, that is important. "Let's take a brain break."
- Given our weather, I like the idea of enclosed within the library, an atrium or to sit and read. A reading garden, with tons of natural light.
- Mountain View library is nice.
- The value of the library is huge over here. It has been a hot topic for many years. I think it would really be used. If it was bigger and had more variety it would be a good thing. The more we improve it, the more value we would see.

Library Staff

Who is using the library? Which parts of the community are the heaviest users?

- School children who are here.
- Families from the neighborhood. A lot walk to the library.
- 2X a week LIMBS—school district.
- We start at 3 pm before we open at 3:15.
- Teachers can come in when we're closed.

- Compared to the main branch: it's a different crowd and a different vibe. People who come here are usually looking for resources: space to do work, something that they heard of somewhere else and want to find, social services.
- Newer residents want info about private schools, housing, child care, transportation. The neighborhood is changing.
- We'll see 25 – 40 people in one hour. Bunches of kids—a lot want to use the computers.
- There are a few members of the community who like to use the library.
- Teens come and use this room, more often. Some like to read.
- People do browse the collection.

Who isn't using the library? Who is underrepresented?

- Parents. Adults in general. Parents come and check out kids' books.
- People are surprised that there are adult books.
- People brows and pick up a book, they read it, and then they put it back.

What works well in the current library? What will people not want to lose?

- People wouldn't want to lose the area for books for young children. Read to kids. Space for that.
- Space for studying or quiet time.
- Tables get used a lot, more frequently than they have in the past.

What aspects of the facility get in the way of providing an excellent library experience?

- School library
- Parking
- If you come in this way, the island blocks access.
- If you're outside, there's nothing that says it's a public library

- We open at 3:15. It is a little later than other public libraries.
- People know that it's a high trafficked area. They won't come here in the evening.
- Are there enough computers? Kids use them a lot for games. Adults do too. I think there are enough. It depends.
- If the traffic is not coming in, the amount is enough. We have fewer desktop computers at the Main Library but there are chrome books.
- I don't feel that we have enough computers.
- If we had software that people could use that would be great.
- Computers we have serve our current purpose. I've seen kids playing video games. I haven't seen real work being done on these computers.
- Adults bring own laptops. The number is OK but if we shifted and assigned certain #s to people doing actual work. (another person): what is considered real work?
- Mom who was doing research to find preschools. Resumes. Applications. People come to print something.
- Does the school have a laptop cart? Yes.

What services or features will be most important to incorporate into a new library?

- Community resources. We need bulletin board or small room.
- Homework center. With volunteers.
- Hillsboro kids used this facility to tutor East Palo Alto kids. Family Connections.
- Teen zone.
- Study rooms.
- Google Chromebooks for homework. Most kids have Gmail accounts.
- Makerspace.
- Separate children's room

- Quiet room.
- Project READ office. Adult literacy

What do you think should be in the collection for the new Belle Haven library?

- Larger adult collection. I feel like the books aren't getting checked out a lot, because it's so small. People associate it with being a children's library. More quick picks.
- Make it four times as big?
- If we increased the NOLO section, that would be good-- Self-help law books.
- There have been occasions where an adult asked for a specific book of fiction. I couldn't give them anything.
- People pick up holds.
- Teen collection is fine. We could always have more.
- Graphic novel collection is pretty small. Make it larger, particularly for the teens.
- More DVDs—newer ones.
- Spanish language collection is not too good. I don't think people know we have them.
- There's a stigma about checking out—losing them. High fines with kids. Spanish juvenile materials do circulate.
- Adult: Cantonese and Mandarin people are moving into the area. Also: Russian, Hindi. We have a small collection of non-English materials.
- CDs, audio books—we got rid of them, they were underutilized.
- If we could allow for younger group to stream, that would work better. Like Hoopla.
- Picture books are kind of old. That is probably the most used section in kids section.
- Library of things? I think so...
- Tool kit. Energy audit.
- I like the sewing machine idea. Other library does programming with that. Quilt was made by someone in the community. Grabs attention and we can get people to come back in.

- Programming—we are growing attendance. Better than last year, due to PR. We have had new neighbors come in. People are moving in—families with kids
- Pace here is slower than at Main. There, you pick up more technical skills, but here you are able to spend more time with staff. More training. More one on one with customers.
- 94 people came to puppet show.
- We don't see seniors here. They do go to the senior center. They have a lot of programs.
- Working here, you get more one on one time with patrons. I feel like the Main Library is more of a pass and go. Here, there is immediate gratification with the work you've done. You get to see the kids grow up and establish that relationship with them.

Are there staff workflow changes that you like to see in the new library?

- Not enough storage. We have a huge TV. Crafts. Now, equipment and materials have to be sent from Main.
- We need 2 canopies, audio system. TV. Projector.
- No storytime.
- Not enough desk space.
- Back office that has one sit down computer.
- Minimum 3 offices.
- Our goal is to bring librarians in here, and more permanent staff.
- One private place—one on one with staff.
- Computers can be in a shared area.
- I learn the kids names and build a relationship with them. If they do something inappropriate, when you correct them, they will listen.
- Childcare teachers. They want to bring classes at the library. They would prefer to have them at the facility. Important way to educate them about the library and how to use it.
- RE: Gensler study: They missed those who don't come to the library. People who speak Spanish aren't as exposed. Surveyors didn't speak Spanish.

What would you see as commonly desired characteristics of library sites?

- Close to Willow—easier access, it's busier.
- Glass building with lights on, it's visible.
- Parking
- Open space—open plaza here gets used a lot.
- Accessible for the community. Willow site sounds great but it seems like we are capturing people who are going through Willow. Location should serve the community as well.
- Majority of patrons that do come here, walk here.
- Woman sells food out on the plaza.
- Proximity to other services. If it was near a community center that would be good.
- Onetta Harrison—it's too deep into the neighborhood.
- At least right now the library is in the heart of Belle Haven overall.
- Proximity to other services like a grocery store would be great.
- Hamilton Plaza isn't a good site. They need parking too.
- People go to Redwood City to do their business.

Is there anything else you'd like to share?

- Latino community doesn't tend to ask for stuff.
- I think we need to combine both sides—the entire Belle Haven community. There's a wide range.
- I don't see us being the same as Main, our clientele is different.
- Offer a good selection of bike locks. Both parking and locks.
- Lighting outside—yellow light bulbs, need to be brighter. Mercury vapor.
- Light above the door doesn't even work.
- People didn't walk in this neighborhood when I was a kid.

Appendix D

Hypothetical Building Program Scenarios

The following three program scenarios were created for discussion purposes as a means to gather feedback from community members during Community Workshop #2 on January 28th, 2019 and the second round of Focus Groups on February 12-13, 2019. The commentary received directly correlates to the ultimate Recommended Building Program.

	Best Practices (range)	Current Belle Haven Library	Hypothetical Building Program Scenarios (Used for Discussion Purposes Only)		
			Program A	Program B	Program C
Projected Population Served	-	Approx. 6,700	Approx. 9,000	Approx. 12,000	Approx. 18,000
Approximate Size of Collection (books, media, etc.)	-	13,600 items	15,400 items	15,400 items	23,100 items
Reader Seating					
Quiet Reader Seating Area	-	-	8 seats	12 seats	20 seats
General Seating (tables, desks, lounge seating)	-	64 seats	46 seats	60 seats	166 seats
Seating per 1,000 People	4 - 10	9.6	6.0	6.0	10.3
Study/Conference Rooms					
2-Seat Study Rooms	-	-	1 room	2 room	4 room
4-Seat Study Rooms	-	-	1 room	2 room	4 room
Conference Room	-	12 seat room*	-	10 seat room	24 seat room
Homework Center/Conference Room	-	-	20 seat room	20 seat room	35 seat room
Computer Training Classroom	-	-	-	-	12 seat room
Total Seats/Total Rooms	24 - 48 seats 3 - 6 rooms	12 seats 1 room	26 seats 3 rooms	42 seats 6 rooms	95 seats 11 rooms
Teen Space	-	400 sf*	440 sf	610 sf	1,584 sf
Storytime Space (floor seating)	30 - 60+ seats	-	-	30 seats	40 seats
Large Community Meeting Room	100 - 200+ seats	-	-	Dividable 100 seats	Dividable 150 seats
Public Internet Access Computers	-	15	24 (including 12 laptops)	24 (including 12 laptops)	30 (including 12 laptops)
Approximate Size of Building	-	Approx. 3,500 sf	Approx. 7,100 sf	Approx. 11,400 sf	Approx. 20,600 sf
Square Feet per Capita	0.5 - 1.2	0.52	0.78	0.95	1.1

* The current Belle Haven Library conference room is also used as the teen space

Appendix E

Community Workshop Feedback

Community Workshop Presentation December 13, 2018

Participants were asked to provide feedback regarding 12 common elements of a 21st century library, which matched the 12 items residents were asked to prioritize on the Community Survey. The following are boards created by Noll & Tam with community responses on sticky notes. The following are transcripts and photos from this workshop.

Community Room

- Have large screen in the community room so all meetings in the council chambers can be shown
- All book cases on wheels so they can be moved to different positions
- Yes, with ability to reserve spots
- Yes to a community room!
- Yes to a large and small community meeting/conference rooms, much needed
- In combo with community center
- Yes to a community room
- Let's find out why Mitchell Parks library/community center blend didn't work quite how they expected so that ours will
- Absolutely needed
- The spaces should be so nice that residents and/or business want to rent spaces when available (additional revenue)

Food and Drink

- Yes to cafes (eg. Barnes and Noble Bookstore cafes)
- It will be nice
- A dedicated space for a café or/and food to socialize
- Yes, food = happy people

Collection Content

- Yes
- And games computer
- Rotating collections to keep it small and spicy, lots of kid/teen
- Yes, love this idea

Social Services

- I like the artistic ceiling work/ lights, happy environment (Half Moon Bay)
- Open space for pre-k and younger with appropriate furniture, games, books
- Like the open space and work lights of the half moon bay library
- Yes, STEM related game center etc. for kids
- How do we avoid replicating too many of the same services? Careful attention should be paid to existing services so that we are making best use of the limited resources
- Definitely need this
- People are so pressed of time that one stop shopping would be great
- Having all social services located in one area is a community hub, yes to one library, community center, senior center, after school services

Outdoor Spaces

- Connecting library to the outside is a great idea, make good use of the sunshine
- Yes please
- Good for youth
- Solar energy
- Outdoor yes

Proximity to Services

- Totally agree to having access to grocery stores, bank, and restaurants so people can stay local

- More little free libraries throughout community
- Important for one community gathering place in our small triangle of the city, don't split
- Collocation senior center community
- Yes important but for drive/pedestrian
- Transit yes
- Yes

Homework Center

- Yes, with options to reserve space
- Yes please, we need a homework center
- Tutoring center, drop-in hours
- Tutoring center is a definite needed space for our kids
- Please visit the Mitchell Park library in Palo Alto on Middlefield road. It is more contemporary and it goes with the technological area with live in
- Yes, love this idea
- Poor welcoming design
- Too empty, need better interior design finishes and colors
- Local schools would be able to bring their students to the library for various forms of educational enrichment

Teen Social Spaces

- I like
- You got the idea on this one (Valley Hi)
- On this one, you need to work with finishes (Half Moon Bay)
- I like all the natural lighting
- To have social areas for teens: comfy furniture, also studying tables with electricity ports
- Yes!
- Vending machines or café for teens
- Be sure to partner with community services or programs

- Evening places for high school, live mic, performing arts, music
- I love dedicated spaces so our kids can feel safe
- Enclosed, glass windows or doors for their own space
- Makers spaces for teen programming
- Food area
- Food/drink outside only
- Parks/rec master plan coordination
- Whiteboard, corkboard, space for teens to collaborate and do homework in teen area
- Also add a tech center for the teens to help out with computer issues (eg. Help seniors)
- Reach out to TIDE academy to find out how we could work together

Computer Room

- Much needed
- We need computer rooms for teens/adults or a teen place to do homework
- Absolutely! Plus conference style rooms with projectors
- We definitely need a computer room with more space for adults and teens

Arts/Maker Space

- A maker space is a great idea and much needed for creativity/projects and for teens/kids
- Collaborate with parks/rec master plan and involve community services
- Have open space/ rooms for arts and crafts for pre-k and teens, workshops
- Yes, and tools for kids to build stuff (eg. Robotics, buildings, etc.)

Quiet Spaces

- Let's not be too obvious that this place is for seniors, this design is more likely for the 60s and 70s, too old (Los Gatos)

- Yes with ample power outlets
- Square footage for photos in presentation
- Workshop spaces
- Too much wood, too dark, use a better alternative for acoustical at ceiling, lets use it with the different moving shelves/shelving incorporated (Los Gatos)
- I like!
- Love this!
- Like at Mitchell Park, more modern chairs with stowable trays for e-readers, books to rest on
- Design and build as if its 10-15 years from now and budget based on that time frame rather than based on today's \$
- Mezzanine level rather than 2nd floor or similar to Mitchell Park's 2nd floor outdoor meeting/ study areas

Private Rooms

- Yes, with option to book space in advance
- Yes, we need tutoring help/rooms for elementary/teens
- Much needed for finals and tutoring
- 3-4 tutoring rooms
- Warmer more inviting and welcoming entry ways into private study rooms
- Rooms for workshops
- Better designs for study rooms
- Restriction on who people come in, who using for safety
- Rooms for literacy partners adult EL/tutoring sessions
- Make spaces for older people more comfortable, wider chairs, easier to sit up
- Glass buildings
- Increase number of computers
- More welcoming spaces
- Valley Hi photo of computer room is modern and inviting

Library Commission Review January 28, 2019

Participants were asked to provide feedback on the initial 3 programs while discussing four categories of library spaces. The following are boards created by Noll & Tam with community responses on sticky notes. The following are transcripts and photos from this workshop.

Adult Services

Responses to Program A:

Responses to Program B:

- Need more private study table and seat
- Option B is decent size IMO

Responses to Program C:

- Prefer this one
- Option C seems to be best fit for the need of the community! We're growing...
- Seems most suitable
- Build the biggest building possible
- Preferred, aging pop. Will be majority in this neighborhood
- 6 public access computers no matter which option
- If you build it, they will come- so many student age kids throughout our neighborhood who need it
- Too many outdated resources- please update books and kids activities
- Los Gatos Library:
- <3 the inside/outside

Child/Teen Services

Responses to Program A:

Responses to Program B:

- Storytime space is important
- Include storytime space
- At least this amount of space for teens

Responses to Program C:

- Must have storytime space with floor seating
- Needed space
- Option C- I like
- Larger children's area and family space for children
- C!! Build the library- it will be filled
- So many students in our neighborhood who need a "home" away from home- so yes to all rooms and biggest size
- Option C meets the need of the teens and children
- Los Gatos library design would be very attractive for inviting kids
- Big teen enclosed space is important with comfy chairs for hanging out
- C due to population growth

Meeting Spaces

Responses to Program A:

Responses to Program B:

- This size won't quite make it
- Include computer training classroom
- Flexibility, more tutoring rooms, soundproof rooms for music

Responses to Program C:

- Needs space to reinforce learning/supporting kids needs
- Ditto! Hold events here
- This space is best for events
- Seems optimal
- No common area for neighbors to meet up for meetings- so yes to C

Technology

Responses to Program A:

Responses to Program B:

Responses to Program C:

- Seems best!
- We need to have modern robust computers and printers
- Preference! For technology section
- Family space is twice as big as Option B. Very inviting!
- Computer labs yes!
- Computer lab= yes needed!
- Family space-> decrease the space here
- Separate computer lab to host community classes, need!
- Need more larger family room and provide toys and books for the family
- We need separate/designated room for a computer lab
- Public access computers!
- Bigger please- there is a need

Appendix F

Detailed Program Tables

The following pages include a series of tables which describe the Recommended Program in finer detail, delineating the furniture necessary in each space. These unit counts are a direct result of the community input received throughout the study and these units in turn, with their associated square footage, directly correlate to the size of each space in the program and, thus, the total area of the proposed library.

Belle Haven Branch Library - Recommended Building Program

		Total Net Assignable Square Feet:		8,607
		Total Gross Square Feet @ 70% Efficiency:		12,296
Code	Helper Column	General Area	Specific Area	SF
1.04	1.00	Public Areas	Entry Lobby	161
1.08	1.00	Public Areas	Public Restrooms	-
1.10	1.00	Public Areas	Service Desk	275
Public Areas Total				436
2.02	2.00	Adult Services	Adult Books and Magazines	722
2.04	2.00	Adult Services	New Materials and Media	54
2.06	2.00	Adult Services	Public Access Computers	160
2.08	2.00	Adult Services	Quiet Reading	300
2.10	2.00	Adult Services	Reference Collection	12
Adult Services Total				1,248
3.02	3.00	Youth Services	Children's Area	1,168
3.04	3.00	Youth Services	Family Space	691
3.06	3.00	Youth Services	Teen Space	820
Youth Services Total				2,679
4.04	4.00	Meeting Areas	Meeting Room Storage	201
4.06	4.00	Meeting Areas	110 Seat Dividable Meeting Room	1,680
4.08	4.00	Meeting Areas	Group Study/Tutoring Rooms	600
4.12	4.00	Meeting Areas	10 Seat Meeting Room	250
4.14	4.00	Meeting Areas	Community Learning Center	600
Meeting Areas Total				3,331
5.02	5.00	Staff Areas	Branch Manager Office	100
5.06	5.00	Staff Areas	Server Room	87
5.08	5.00	Staff Areas	Staff Lounge	222
5.10	5.00	Staff Areas	Staff Work Area	469
5.14	5.00	Staff Areas	Janitorial Closet	35
Staff Areas Total				913
Grand Total				8,607

Detail Report

		Total Net Assignable Square Feet:		8,607			
		Total Gross Square Feet @ 70% Efficiency:		12,296			
Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
1.04	Public Areas	Entry Lobby	entry lobby	1	space	100	100
1.04	Public Areas	Entry Lobby	mounted brochure racks, bulletin board and storage below 4' x 4' x 1.25'	1	display unit	16	16
1.04	Public Areas	Entry Lobby	donor recognition display, wall mounted benches, 5' x 2', 2 person	1	display unit	0	0
1.04	Public Areas	Entry Lobby	display case, glass enclosed, wall-mounted	1	bench	15	15
1.04	Public Areas	Entry Lobby		1	display unit	30	30
Entry Lobby Total							161
1.08	Public Areas	Public Restrooms	restrooms	GSF			IN GSF
Public Restrooms Total							0
1.10	Public Areas	Service Desk	staff counter position with computer workstations	2	wkstns	50	100
1.10	Public Areas	Service Desk	shelving 66" for reserves	2	sections	10	20
1.10	Public Areas	Service Desk	cash register behind desk	1	machine	6	6
1.10	Public Areas	Service Desk	book trucks	2	trucks	8	16
1.10	Public Areas	Service Desk	copy machine, standard	1	machine	25	25
1.10	Public Areas	Service Desk	storage cabinet w/work counter	1	cabinet	16	16
1.10	Public Areas	Service Desk	shelving for service desk	1	sections	10	10
1.10	Public Areas	Service Desk	laptop storage/recharging station (12 laptops)	1	units	12	12
1.10	Public Areas	Service Desk	self checkout machines	2	machine	35	70
Service Desk Total							275
2.02	Adult Services	Adult Books and Magazines	shelving, 66" for adult fiction				48
2.02	Adult Services	Adult Books and Magazines	shelving, 66" for adult nonfiction				60
2.02	Adult Services	Adult Books and Magazines	shelving, 66" for adult Spanish F/NF				48
2.02	Adult Services	Adult Books and Magazines	shelving, 66" for adult Span/Eng bilingual, adult literacy materials				12
2.02	Adult Services	Adult Books and Magazines	shelving, 45", for adult/teen magazines and back issues				24
2.02	Adult Services	Adult Books and Magazines	seating, lounge chairs	8	chairs	35	280
2.02	Adult Services	Adult Books and Magazines	seating, 4 person tables	4	chairs	25	100

Detail Report

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
2.02	Adult Services	Adult Books and Magazines	seating, 2 person tables	6	chairs	25	150
Adult Books and Magazines Total							722
2.04	Adult Services	New Materials and Media	shelving, 66" for DVDs				24
2.04	Adult Services	New Materials and Media	display shelving, 66" for new adult fiction and nonfiction				30
New Materials and Media Total							54
2.06	Adult Services	Public Access Computers	computer workstations, sitdown	4	wkstns	30	120
2.06	Adult Services	Public Access Computers	online.catalog.workstation @stack end	1	wkstns	16	16
2.06	Adult Services	Public Access Computers	networked printer release station	1	printer	24	24
Public Access Computers Total							160
2.08	Adult Services	Quiet Reading	seating, 1 person tables	12	chairs	25	300
Quiet Reading Total							300
2.10	Adult Services	Reference Collection	shelving, 66" for reference collection				12
Reference Collection Total							12
3.02	Youth Services	Children's Area	shelving, 45" picture books/EZ readers				300
3.02	Youth Services	Children's Area	shelving, 66" for juvenile fiction and graphic novels				96
3.02	Youth Services	Children's Area	shelving, 66" for juvenile nonfiction				216
3.02	Youth Services	Children's Area	shelving, 66" for juvenile Spanish F/NF and bilingual materials				36
3.02	Youth Services	Children's Area	shelving, 66" for new juvenile fiction and nonfiction				12
3.02	Youth Services	Children's Area	shelving, 66" for youth DVDs				12
3.02	Youth Services	Children's Area	Shelving, 45" for juvenile magazines and back issues				10
3.02	Youth Services	Children's Area	computer workstations, sitdown (low seats)	2	wkstns	30	60
3.02	Youth Services	Children's Area	online.catalog.workstation @stack end	1	wkstns	16	16
3.02	Youth Services	Children's Area	seating, lounge chairs	6	chairs	35	210
3.02	Youth Services	Children's Area	seating, 4 person tables	4	chairs	25	100
3.02	Youth Services	Children's Area	seating, 2 person tables	4	chairs	25	100
Children's Area Total							1,168
3.04	Youth Services	Family Space	shelving, 45" for Spanish picture books, EZ readers				36
3.04	Youth Services	Family Space	4 person toddler table, round	4	chairs	20	80

Detail Report

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
3.04	Youth Services	Family Space	seating, lounge chairs	6	chairs	35	210
3.04	Youth Services	Family Space	cabinet for puzzle and toy storage	1	cabinet	15	15
3.04	Youth Services	Family Space	space for interactive manipulatives	1	space	20	20
3.04	Youth Services	Family Space	early learning station	1	wkstns	30	30
3.04	Youth Services	Family Space	carpeted floor space	30	seats	10	300
Family Space Total							691
3.06	Youth Services	Teen Space	shelving, 66" for YA fiction and graphic novels				48
3.06	Youth Services	Teen Space	shelving, 66" for new YA fiction and nonfiction				12
3.06	Youth Services	Teen Space	shelving, 66" for YA nonfiction				12
3.06	Youth Services	Teen Space	shelving, 66" for YA Spanish F/NF				12
3.06	Youth Services	Teen Space	wall-mounted display boards	2	board		0
3.06	Youth Services	Teen Space	seating, lounge chairs	10	chairs	35	350
3.06	Youth Services	Teen Space	seating, 4 person tables	4	chairs	25	100
3.06	Youth Services	Teen Space	seating, 2 person tables	8	chairs	25	200
3.06	Youth Services	Teen Space	online catalog workstation @stack end	1	wkstns	16	16
3.06	Youth Services	Teen Space	computer workstations, sitdown	2	wkstns	35	70
Teen Space Total							820
4.04	Meeting Areas	Meeting Room Storage	folding tables, lightweight, 5' x 2'	20	table	0	0
4.04	Meeting Areas	Meeting Room Storage	table trucks for 20 folding tables	4	dollies	10	40
4.04	Meeting Areas	Meeting Room Storage	dollies, mobile, for stacking chairs	12	dollies	10	120
4.04	Meeting Areas	Meeting Room Storage	podium, portable	1	podium	6	6
4.04	Meeting Areas	Meeting Room Storage	equipment rack/mobile A/V cart	1	rack	10	10
4.04	Meeting Areas	Meeting Room Storage	clear space for storage of programming supplies	1	space	25	25
Meeting Room Storage Total							201
4.06	Meeting Areas	110 Seat Dividable Meeting Room	stacking chairs	110	chairs	15	1,650
4.06	Meeting Areas	110 Seat Dividable Meeting Room	large screen video monitor, wall-mounted	2	monitor	0	0
4.06	Meeting Areas	110 Seat Dividable Meeting Room	work counter, 6' x 2', w double sink, undercounter refrigerator, cabinets above and below	1	kitchenette	30	30
110 Seat Dividable Meeting Room Total							1,680
4.08	Meeting Areas	Group Study/Tutoring Rooms	2 seats and table	6	seats	40	240

Detail Report

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
4.08	Meeting Areas	Group Study/Tutoring Rooms	4 seats and table	12	seats	30	360
Group Study/Tutoring Rooms Total							600
4.12	Meeting Areas	10 Seat Meeting Room	10 seats at conference table	10	seats	25	250
10 Seat Meeting Room Total							250
4.14	Meeting Areas	Community Learning Center	24 seat multiuse space	24	seats	25	600
Community Learning Center Total							600
5.02	Staff Areas	Branch Manager Office	desk, computer workstation, printer, task chair	1	desk	50	50
5.02	Staff Areas	Branch Manager Office	guest chair	1	chairs	15	15
5.02	Staff Areas	Branch Manager Office	lateral file, 3 drawer unit	1	cabinet	15	15
5.02	Staff Areas	Branch Manager Office	shelving, 84", wall mounted	2	sections	10	20
Branch Manager Office Total							100
5.06	Staff Areas	Server Room	telecom equipment and patch panels, wall	1	units	30	30
5.06	Staff Areas	Server Room	equipment rack	1	rack	25	25
5.06	Staff Areas	Server Room	monitor on stand	1	printer	12	12
5.06	Staff Areas	Server Room	supply cabinet, 2 door	1	monitor	20	20
Server Room Total							87
5.08	Staff Areas	Staff Lounge	sofa, 2-person	1	sofa	40	40
5.08	Staff Areas	Staff Lounge	work counter, 7' x 2', w double sink, undercounter refrigerator, cabinets above and below	1	kitchenette	45	45
5.08	Staff Areas	Staff Lounge	trash and recycling containers	2	container	4	8
5.08	Staff Areas	Staff Lounge	table and four chairs	1	table	100	100
5.08	Staff Areas	Staff Lounge	bulletin board, white board, wall mounted	2	board	0	0
5.08	Staff Areas	Staff Lounge	supply cabinet, 2 door	1	cabinet	20	20
5.08	Staff Areas	Staff Lounge	wall safe	1	safe	4	4
5.08	Staff Areas	Staff Lounge	lockers, one stack (six lockers)	1	stacks	5	5
5.08	Staff Areas	Staff Lounge	staff restroom	GSF			IN GSF
Staff Lounge Total							222
5.10	Staff Areas	Staff Work Area	workstations, modular, 8' x 8'	3	wkstns	64	192
5.10	Staff Areas	Staff Work Area	mail and delivery sorting station, 6' x 3'	1	station	30	30
5.10	Staff Areas	Staff Work Area	clear space for receiving and unpacking shipments, donations, etc.	1	space	50	50

Detail Report

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
5.10	Staff Areas	Staff Work Area	bulletin board, white board, wall mounted	2	board	0	0
5.10	Staff Areas	Staff Work Area	staff workstation for returns and check ins	1	station	30	30
5.10	Staff Areas	Staff Work Area	delivery box stacking space	2	stacks	4	8
5.10	Staff Areas	Staff Work Area	materials return slots +2 bins	1	space	12	12
5.10	Staff Areas	Staff Work Area	clear space for receiving and unpacking shipments, donations, etc.	1	space	50	50
5.10	Staff Areas	Staff Work Area	copy machine, standard	1	machine	25	25
5.10	Staff Areas	Staff Work Area	book truck parking	4	trucks	8	32
5.10	Staff Areas	Staff Work Area	shelving, 84" for supplies storage	3	sections	10	30
5.10	Staff Areas	Staff Work Area	shelving, 84" for children's programming materials	1	sections	10	10
Staff Work Area Total							469
5.14	Staff Areas	Janitorial Closet	mop sink, with mop storage	1	space	25	25
5.14	Staff Areas	Janitorial Closet	shelving, 84" for supplies storage	1	sections	10	10
Janitorial Closet Total							35
Grand Total							8,607

Shelving Report

Assumes 12 SF/Single sided shelf, standard shelving is 3' x 1'											
General Area	Specific Area	Materials Count	% on Shelf	Items Shelved	Storage Type	No of Shelves or Items	Items/LF	Sections Needed	Section Type	Description	SF
Adult Services	Adult Books and Magazines	516	70%	361	Shelf	4	7	4	Single Sided	shelving, 66" for adult fiction	48
Adult Services	Adult Books and Magazines	700	75%	525	Shelf	4	8	5	Single Sided	shelving, 66" for adult nonfiction	60
Adult Services	Adult Books and Magazines	575	75%	431	Shelf	4	8	4	Single Sided	shelving, 66" for adult Spanish F/NF	48
Adult Services	Adult Books and Magazines	162	75%	122	Shelf	4	8	1	Single Sided	shelving, 66" for adult Span/Eng bilingual, adult literacy materials	12
Adult Services	Adult Books and Magazines	18	100%	18	Shelf	3	1	2	Single Sided	shelving, 45", for adult/teen magazines and back issues	24
Adult Services	New Materials and Media	590	66%	389	Shelf	5	15	2	Single Sided	shelving, 66" for DVDs	24
Adult Services	New Materials and Media	354	50%	177	Shelf	4	8	2	Double Sided	display shelving, 66" for new adult fiction and nonfiction	30
Adult Services	Reference Collection	50	100%	50	Shelf	4	8	1	Single Sided	shelving, 66" for reference collection	12
Adult Services Total											258
Youth Services	Children's Area	4,800	70%	3,360	Shelf	3	15	25	Single Sided	shelving, 45" picture books/EZ readers	300
Youth Services	Children's Area	1,450	70%	1,015	Shelf	4	10	8	Single Sided	shelving, 66" for juvenile fiction and graphic novels	96
Youth Services	Children's Area	3,000	70%	2,100	Shelf	4	10	18	Single Sided	shelving, 66" for juvenile nonfiction	216
Youth Services	Children's Area	470	75%	353	Shelf	4	10	3	Single Sided	shelving, 66" for juvenile Spanish F/NF and bilingual materials	36
Youth Services	Children's Area	120	50%	60	Shelf	4	10	1	Single Sided	shelving, 66" for new juvenile fiction and nonfiction	12
Youth Services	Children's Area	246	65%	160	Shelf	5	15	1	Single Sided	shelving, 66" for youth DVDs	12
Youth Services	Children's Area	8	100%	10	Shelf	3	1	1	Magazines	Shelving, 45" for juvenile magazines and back issues	10
Youth Services	Family Space	669	70%	468	Shelf	3	15	3	Single Sided	shelving, 45" for Spanish picture books, EZ readers	36
Youth Services	Teen Space	777	66%	513	Shelf	4	10	4	Single Sided	shelving, 66" for YA fiction and graphic novels	48
Youth Services	Teen Space	120	50%	60	Shelf	4	10	1	Single Sided	shelving, 66" for new YA fiction and nonfiction	12
Youth Services	Teen Space	120	70%	84	Shelf	4	10	1	Single Sided	shelving, 66" for YA nonfiction	12
Youth Services	Teen Space	120	75%	90	Shelf	4	10	1	Single Sided	shelving, 66" for YA Spanish F/NF	12
Youth Services Total											802
Grand Total											1,060

Seating Report

General Area	Specific Area	Description	No of Tables	Qty	Unit	SF/Unit	SF
Adult Services	Adult Books and Magazines	seating, lounge chairs		8	chairs	35	280
Adult Services	Adult Books and Magazines	seating, 4 person tables	1	4	chairs	25	100
Adult Services	Adult Books and Magazines	seating, 2 person tables	3	6	chairs	25	150
Adult Services	Quiet Reading	seating, 1 person tables	12	12	chairs	25	300
Adult Services Total				30			830
Meeting Areas	10 Seat Meeting Room	10 seats at conference table	1	10	seats	25	250
Meeting Areas	110 Seat Dividable Meeting Room	stacking chairs		110	chairs	15	1,650
Meeting Areas	Community Learning Center	24 seat multiuse space	1	24	seats	25	600
Meeting Areas	Group Study/Tutoring Rooms	2 seats and table	3	6	seats	40	240
Meeting Areas	Group Study/Tutoring Rooms	4 seats and table	3	12	seats	30	360
Meeting Areas Total				162			3,100
Public Areas	Entry Lobby	benches, 5' x 2', 2 person		1	bench	15	15
Public Areas Total				1			15
Youth Services	Children's Area	seating, lounge chairs		6	chairs	35	210
Youth Services	Children's Area	seating, 4 person tables	1	4	chairs	25	100
Youth Services	Children's Area	seating, 2 person tables	2	4	chairs	25	100
Youth Services	Family Space	4 person toddler table, round	1	4	chairs	20	80
Youth Services	Family Space	seating, lounge chairs		6	chairs	35	210
Youth Services	Family Space	carpeted floor space		30	seats	10	300
Youth Services	Teen Space	seating, lounge chairs		10	chairs	35	350
Youth Services	Teen Space	seating, 4 person tables	1	4	chairs	25	100
Youth Services	Teen Space	seating, 2 person tables	4	8	chairs	25	200
Youth Services Total				76			1,650
Grand Total				269			5,595

Computers and Equipment Report

Code	General Area	Specific Area	Description	Qty	Unit	SF/Unit	SF
1.10	Public Areas	Service Desk	laptop storage/recharging station (12 laptops)	1	units	12	12
1.10	Public Areas	Service Desk	self checkout machines	2	machine	35	70
1.10 Total							82
2.06	Adult Services	Public Access Computers	computer workstations, sitdown	4	wkstns	30	120
2.06	Adult Services	Public Access Computers	online catalog workstation @stack end	1	wkstns	16	16
2.06	Adult Services	Public Access Computers	networked printer release station	1	printer	24	24
2.06 Total							160
3.02	Youth Services	Children's Area	computer workstations, sitdown (low seats)	2	wkstns	30	60
3.02	Youth Services	Children's Area	online catalog workstation @stack end	1	wkstns	16	16
3.02 Total							76
3.04	Youth Services	Family Space	early learning station	1	wkstns	30	30
3.04 Total							30
3.06	Youth Services	Teen Space	online catalog workstation @stack end	1	wkstns	16	16
3.06	Youth Services	Teen Space	computer workstations, sitdown	2	wkstns	35	70
3.06 Total							86
Grand Total							434

