

Brief checklist as to what to look for when we are making our site visits.

Library – Westerly
Sue and Mike

Physical Space

Arrangement of space?

(How does the arrangement of physical space foster or influence use and “create” the environment? This also includes "non-traditional" spaces like: tv/media areas; mini theaters; dedicated spaces for technology use; patron & guest performance space (like story-telling, poetry readings); social enterprises like cafe shop (e.g. Warwick Library); and reading centers, (aka teaching spaces and exhibit spaces).

First floor has a lot of open space so exhibits are possible. Information desk centrally located in entranceway. **Circ desk off to side with large area for circ staff to work in which they like a lot.**

They updated their very old community room with paint, etc, new track lighting, and updated media capabilities. They kept the original design and it is beautiful.

The third floor has a more modern community room which is well-lighted and fully equipped and they allow community groups to use this if the purpose aligns with library offerings – not birthday parties.

Lots of reading spaces. Small groupings of computers so noise is less of an issue than we have. One librarian said that they have great small rooms for groups of 4 or large rooms but nothing for groups of 6-8 people. **They get a lot of requests to accommodate the 6-8 or 10 person size. Suggestion is to go for community spaces as much as possible to accommodate meetings and gatherings.**

Implementation of "green" technology and exceptional design?

No green technology other than lighting. Too expensive.

(Ideas for excellent/exception design features that characterizes the building entry and natural light, etc...)

Mike got a lot of information about the mechanical and structural renovations from the Maintenance Supervisor.

Smaller groupings of computers than we have so there is less noise.

Large area for circ staff to work in.

Children's library separated and can be closed early while rest of library stays open. Great storytime area with outside patio to take behavior issues outside or strollers. Another great separate reading area for kids. Areas separated by rolling bookshelves.

Note: the desks in each area are pretty but not functional. The librarians had to find old shelves and storage to put under them because they are not useful for storing everyday supplies. They were also not ergonomically designed.

Note: Their Maintenance staff has a very useful shop area that holds tools, etc, including a table saw with adequate space and lighting.

Recent or upcoming renovations?

Completed \$8 million update about a year ago, which included the adjacent Wilcox Park that they manage.

Automated lighting system which was expensive and is not very functional for either the maintenance dept or some of the librarians.

Service Delivery& Partnerships

Ratio of traditional holdings (books, magazines) to electronic ones (e-books, computers, online reference programs)?

Forgot to ask!

Relationship of reference staff to patrons? (behind reference desk, stationed out in center of room, roving through the space)

There are generally 4 reference staff at the desk and they have an office behind the desk which is separated by a wall but has windows so they can see what is going on.

Relationship with other community organizations to collaborate on programs similar to what we are doing with the school dept and getting this ESL program going

Program Coordinator has been gone for a year and they are struggling to get programs up and running again because the regular staff has time limitations. There is no one doing community outreach and the Executive Director knows that is a real need but they are limited by the budget right now.

They only receive 20-30% of their funding from the City and the rest is done by fundraising. They don't have a development person on staff so the ED does the grant writing.

"If you want people to use libraries, and eventually *love* libraries, you have to get people *in* libraries.

Wayne Pearson, Cerritos City Librarian

