Paris Branch Library Facility Planning Study
Final Report



Prepared by:

Chamberlain Architect Services Limited
Burlington, Ontario L7L 5H4
www.chamberlainipd.com

in association with

dmA Planning and Management Services
Wolfville, Nova Scotia
www.dmaconsulting.com

August 9, 2016

Chamberlain
Architects
Constructors

Chamberlain Architect Services Limited

5096 South Service Road
Suite 103
Burlington, Ontario L7L 5H4
CANADA

Tel: 905.631.7777
Fax: 905.631.7717

www.chamberlain-online.com

August 9, 2016

Ms. Gay Kozak-Selby, CEO
County of Brant Public Library
12 William Street
Paris, Ontario
N3L 1K7

Subject: Paris Branch Library Facility Planning Study.

Dear Ms. Kozak-Selby:

Please find enclosed our Final Report for the Paris Branch Library Facility Planning Study. It has been a pleasure working with you and the Library Board.

Yours very truly,
CHAMBERLAIN ARCHITECT SERVICES LIMITED

Stephen Blood, OAA, MRAIC, LEED® AP
Associate

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Chamberlain dMA Planning & Management Services

1.0 Introduction

The Purpose of the Facility Planning Study

In March 2016, Chamberlain Architect Services Limited (CASL) and dmA Planning and Management Services (dmA) were retained by the County of Brant Public Library to prepare a Facility Planning Study for the Paris Branch.

On its most fundamental level, the library has historically been considered to be a collection of library and other resources which are accessible to a community. However, the demands of contemporary society have transformed and redefined the role of the library. It must function as a space which acts as a catalyst to community interaction and creative thinking. Therefore, it is critical that modern libraries provide both collaborative and private spaces and that spaces be flexible, multi-purpose, and easily adaptable to a variety of uses.

The current facility has identified shortcomings that must be addressed now if the Library's strategic direction of engaging the whole community with their library is to be achieved. The redevelopment of the Paris Branch Library is also crucial to enhancing the community's perception of their library as a centre of learning, information sharing, exploration and culture.

The overall objective of the study is to "identify existing and future needs of the County of Brant Library, Paris Branch, and to determine the feasibility of (1) renovating the facility on the existing site or (2) expanding the facility at another site."

2.0 The Paris Branch Library

2.1 Existing Building

The existing library, located at 12 Williams Street in downtown Paris, Ontario, was funded through a Carnegie Library grant in 1902 which realized the original neoclassical building.



In 1995, the library was expanded to include approximately 15,000sf of Gross Floor Area (GFA) on three levels. The original entrance on Williams Street was closed off and a new entrance on Broadway Street West was established to provide barrier-free access to the library with an elevator linking the Entrance Vestibule with Basement, Main Floor, and partial Second Floor.



Since amalgamation in 1999, staff has performed informal allocation studies that have led to a number of recommendations and subsequent projects to optimize the use of the available space. More seating areas were added which allowed for more functional uses, particularly for study, use of electronic devices and small group meetings was the objective for most change, but with limited results.

Seating space has been maximized to the extent that to gain more will require removal of shelves. A trend of note for the system was the drop in walk-in traffic by 12% over the past 3 years, and a drop of 2% of traditional borrowing of materials over the system..

2.2 Current Space Allocation

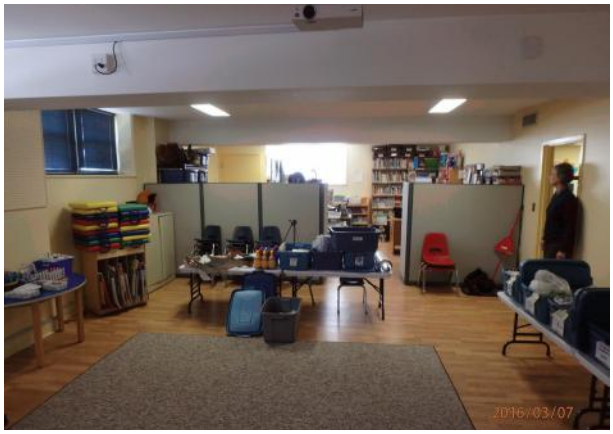
The 15,000sf GFA includes office and storage areas only accessible by stairs from the second floor and an Attic Area, which is currently used for limited storage, but does not meet current building code requirements. The stairs and elevator required to access the multiple floor levels, along with the questionable attic space usage, mean that the effective usable allocated area of the library is less than 11,000 sf. The efficiency of this usable area is further reduced by the need to provide administrative control spaces, washrooms and other staff facilities on each of the levels.

Basement

The Basement contains the Children's collection and a Meeting Room which functions as the Children Program space complete with an adjacent wet workroom. Part of this room has been closed off to provide office space adjacent to the book drop.



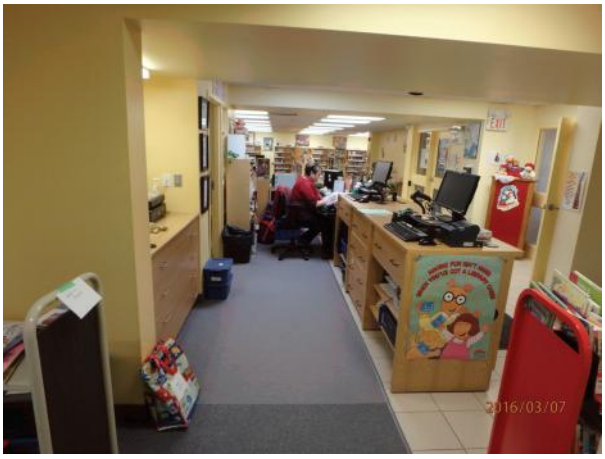
Children's Collection



Basement - Office Space Beyond Children's Program Room

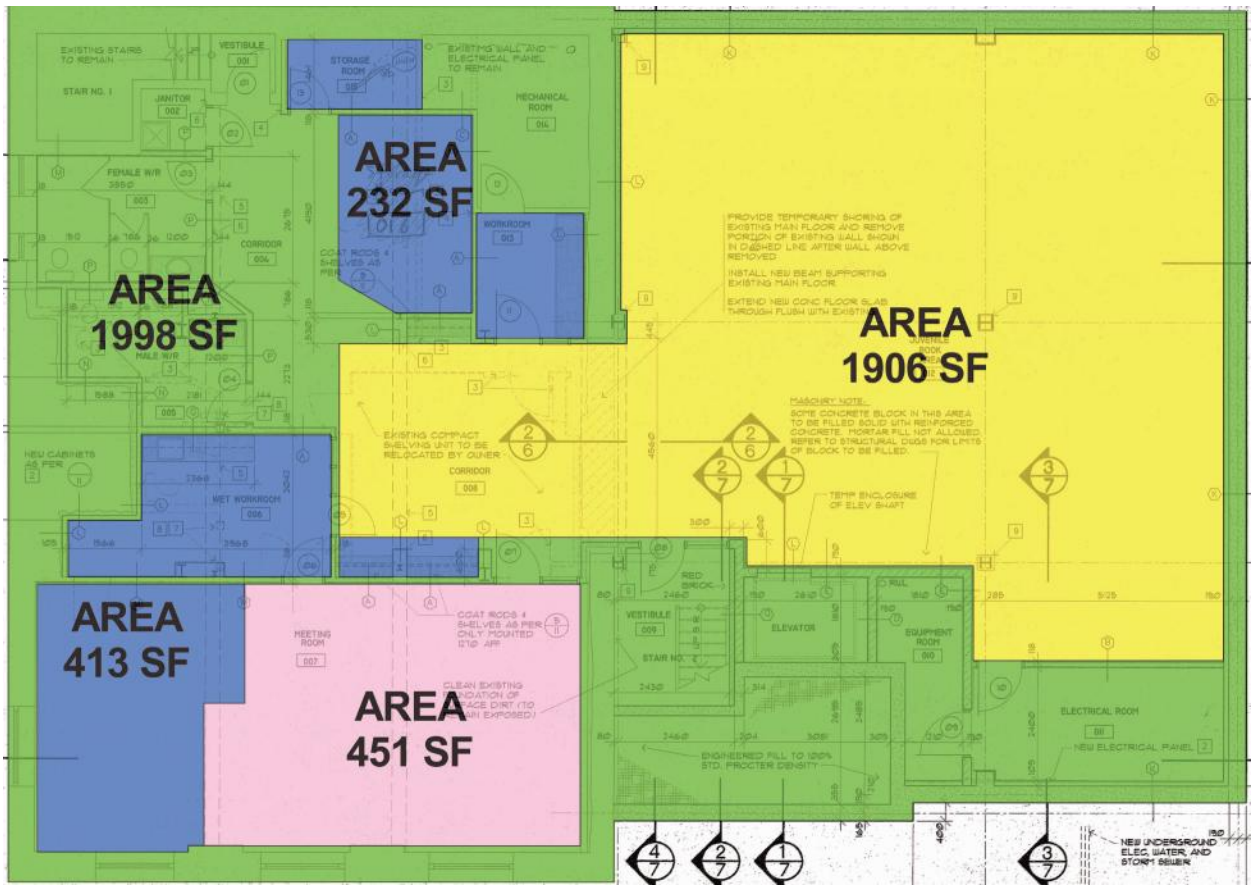
There is space in front of a small staff workroom for an information desk which provides visual coverage of all the major spaces and doors to washrooms, meeting room, vertical circulation, etc.

Two washrooms (with barrier-free access to previous OBC standards), storage rooms, a janitor closet, and mechanical rooms make up the remainder of the Basement area. Two stairs and the elevator provide access and exiting.



Basement - Info Desk

Basement Existing



Non Public Areas
- Staff Space

Public Service Areas
- Collection Services, Children
- User Space

Program/Activity Areas
- Children's Activity Room

Non-Assigned

Refer to 3.2 Illustrated Space Programs for Functional Breakdown

Main Floor

The Main Floor contains the Adult Collection areas, a Staff Work Room and the Circulation Desk facing the main stair and elevator with views covering all the major spaces and entrances to the washrooms. Where possible, space in the main circulation area has been used to add seating, tables, and computer workstations and catalogues (OPAC stations). Two public washrooms (designed to previous OBC standards) are provided along with two stairs, the elevator, and a vestibule one-half level down at street level.

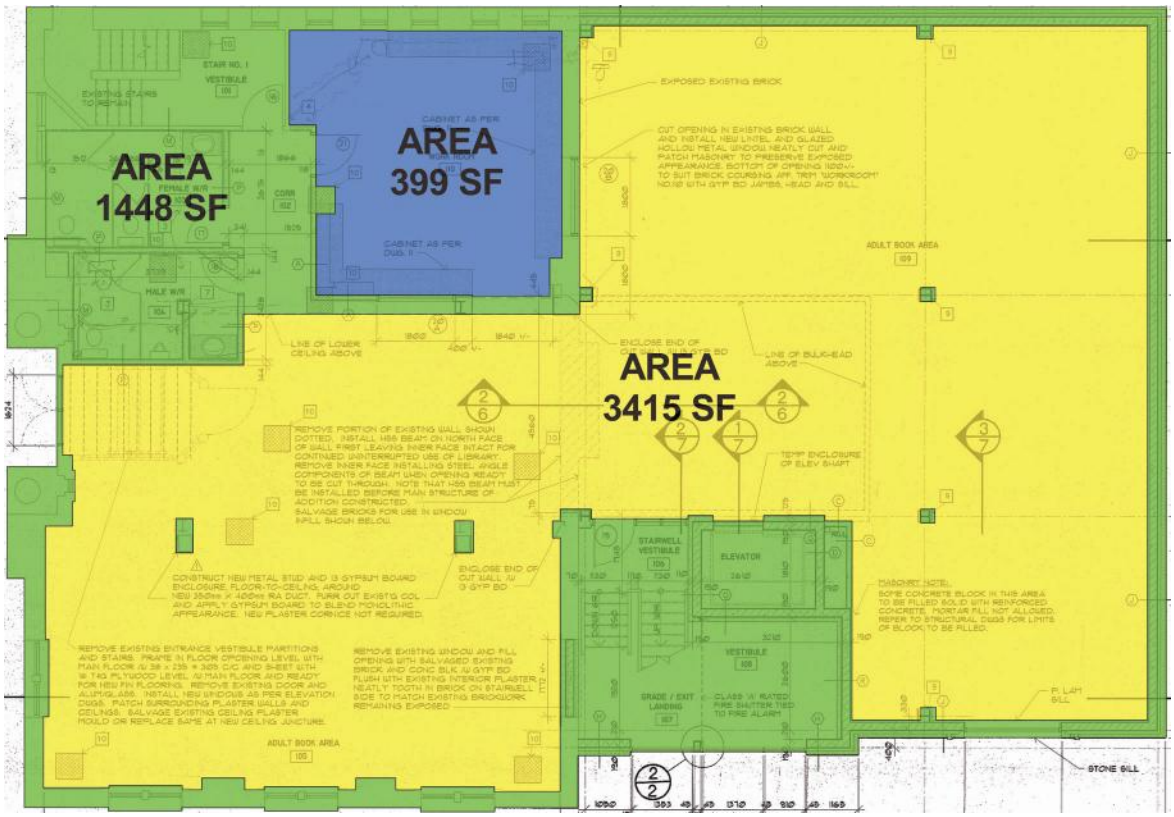


Main Floor Circulation Desk



Main Floor - seating, etc.

Main Floor Existing



Non Public Areas
- Staff Space

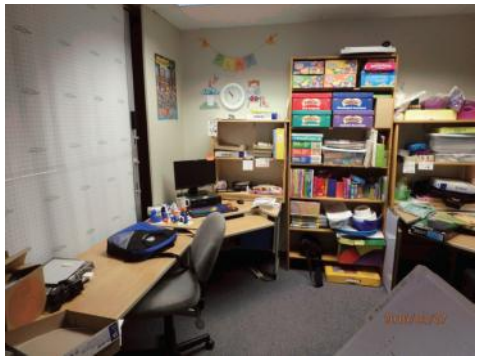
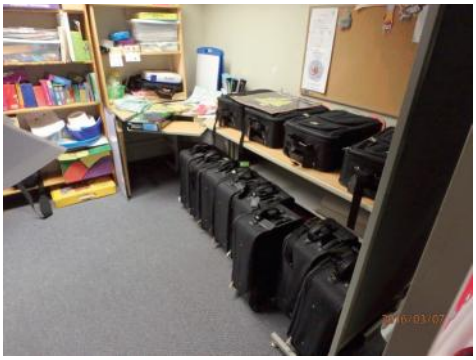
Public Service Areas
- Collection Services
- User Space

Non-Assigned

Refer to 3.2 Illustrated Space Programs for Functional Breakdown

Second Floor

The Second Floor includes a larger Meeting Room, offices and storage spaces. It is served by the two stairs and an elevator, but one of the exit stairs is accessed via a corridor which includes stairs so that the barrier-free access route does not extend to the exit stair enclosure. Spaces that were once intended to be part of the public circulation and study areas, designated "Reading Lounge", "Study area" and "Local History Room" are now largely used as administrative offices and storage due to the difficulty in providing continuous oversight by staff.

Second Floor - Admin Offices, Pre-function Area for Meeting Room, and Storage in what were originally meant to be publicly-used spaces.

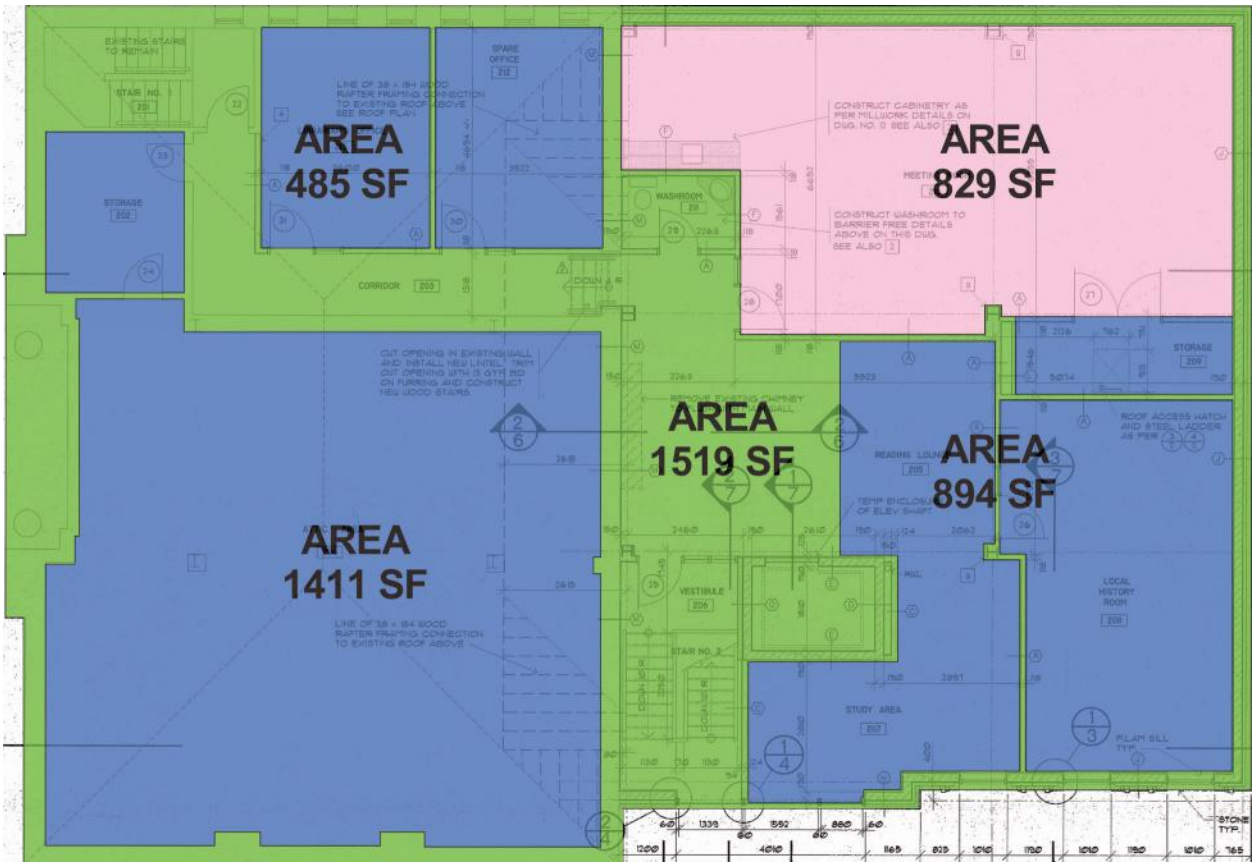
Second Floor - Attic Space

There is one large attic space, taking up more than a quarter of the Second Floor, This is used for miscellaneous storage, is accessed by stairs and has exposed and protruding structure above the floor. It does not meet current building code requirements for even limited occupancy and may not meet acceptable structural requirements.



Second Floor - Attic Space

Second Floor Existing



Non Public Areas
- Staff Space
- Storage

Program/Activity Areas
- Multi-purpose Room

Non-Assigned

Refer to 3.2 Illustrated Space Programs for Functional Breakdown

3.0 Library Space Requirements

3.1 Needs Assessment Background Report

dmA Planning & Management Services has provided a Needs Assessment Background Report, which is included as Appendix A. In the report, they note that the catchment population is expected to grow from approximately 13,000 in 2016 to approaching 20,000 in 2031.

Conclusion & Recommendations

Based on the evolving role of current library facilities, it is important that library space be well-planned, flexible and functional. Section 2.4, page 18 of the report recommends the following:

Recommendation 1:

The Paris Branch should be a minimum of 14,000 Gross Square Feet (GSF) to meet the needs of the anticipated catchment area population in 2031 and provide administrative support for the County wide system. However, given the changing role of this Branch and the likelihood it will serve a larger catchment area population post 2031, we would not recommend planning for the minimum size.

Recommendation 2:

Planning for the Paris Branch should accommodate opportunities for the full range of services consistent with the needs of future library users and reflecting the Branch's role as the main library in the County of Brant Public Library system. This could add as much as 6,000 GSF to the minimum size of the branch resulting in a community library of about 20,000 GSF and a level of provision of 1.0 GSF/ capita in 2031.

Recommendation 3:

In addition to planning for a library building of 20,000 GSF, the site and building design should be capable of accommodating additional space should other agencies be identified who will contribute to the cost and offer services in partnership with the County of Brant Public Library at the Paris location.

A breakdown of the distribution of these spaces are provided in the table overleaf.

3.2 Illustrative Space Programs

Shown in Square Feet (sf)

NON-PUBLIC AREAS		Paris Branch Library	Core Library	Full Service	Partnerships
Staff Space	Workroom/Technical Services/Receiving Office Space Administration Storage Staff Room Staff Washroom	2,423 (Attic) 1,411			Add 4,000 net square feet to the Full Service Scenario to reflect partner's contribution to the project. The type of space to be determined by the nature of the partnership but services will be offered jointly by the Library and partners from this space.
	Sub Total	3,834	1,600	1,900	
PUBLIC SERVICE AREAS					
Collection/ Services	Circulation Desk Adult Collection/Services Children and Youth Collection Services Information Services Periodicals/Audio/Video			Add 300 to Collection Space	
	Sub Total	5,321	6,100	6,400	
User Space	Casual Reading Areas Computer Workstations Study Areas/General Seating	Incl. in 5,321 above	2,500	200 2,500	
	Lounge/Social Space/Food Service Area		excluded	600	
	Community Information/Local Artifacts Events/Archival Information Area		excluded	400	
	Sub Total		2,500	3,700	
Program/ Activity Areas	Multi-Purpose Room	829	900	900	
	Children's Activity Room	451	300	300	
	Creative (Media lab/Maker Space)	-	excluded	500	
	Training Room/Conference Room	-	excluded	600	
	Private Group Study Room	-	excluded	700	
	Community Assembly Space	-	excluded	1,000	
	Sub Total	1,280	1,200	4,000	4,000
TOTAL NET FLOOR AREA SQ. FT.		10,435	11,400	16,000	20,000
NON-ASSIGNED (25% of Net)		(48%) 4,965	2,850	4,000	5,000
Lobby, Display Areas, Public Washrooms, Building Services, Custodial, Storage, Corridors, Exterior/Interior Walls					
GROSS FLOOR AREA (GSF)		15,400	14,250	20,000	25,000
GSF/per capita based on 2031 population			0.7	1,0	1,25

Notes on the Paris Branch Library:

1. Attic storage area is not accessible and is usable as a limited-load storage area only.
2. Without the Attic space, the net floor area of the building is 9,124 sf with non-assigned space being 70% of this number.

4.0 Functional Shortcomings of Existing Library

As noted in dmA's report:

- There are significant operational inefficiencies associated with small, public service areas on two to three floors.
- The main storage is located in a converted attic that is relatively inaccessible and of poor quality. There are no shipping/receiving facilities and the movement of materials generally is extremely difficult for staff.
- The building is not fully accessible.
- Staff working, office and support space is deficient.
- Comfortable working and reading areas for users are in short supply.
- Given the layout of the public service spaces visual supervision is constrained and acoustic and visual separation is difficult.
- The entrance to the library is not welcoming and provides limited opportunities for display space that would be customary in most libraries. There are few of the customer conveniences, such as food service, that are features of most contemporary libraries.
- None of the specialized areas that define the future role of public libraries (creative space; media and technology labs; well designed, flexible presentation and assembly space; technology equipped group work rooms; private group study rooms, etc.) are available.
- There is limited space to accommodate informal social interaction and networking.

5.0 Expansion on the Existing Site

5.1 Existing Library Site

The existing Library largely fills its site. There is a 2.7m dimension to the adjacent property line on the West elevation along William Street and an approximate 1.7m dimension to the property line on the North side along Broadway Street West. At the street corner, the dimensions are even tighter, with the older portion of the library essentially on the property line to the East facing Broadway and less than 0.6m from the South property line on William.

Current zoning for the site is Institutional (I): I-7 (Municipal Uses). In an (I-7) Zone the rear yard, which would now fall on the west side, should be 7.0m deep so that the current yard of 2.7m is less than half of what would normally be required. The interior side yard to the north should be 5.0m so that the 1.7m current dimension is also less than half what the current zoning requires.

We can assume that any expansion would require a variance and meet opposition from Owners on either side. A small expansion of the building in any horizontal direction would also be prohibitively expensive due to the difficulty of extending the existing structure and envelope, and the additional requirements resulting from the building's historical designation.

The maximum height permitted by the current zoning is 10m. While it may be possible to add an additional floor over the newer portion of the existing library, a third floor with a similar floor-to-floor height will exceed the height limits of the current zoning. It would also cause additional snow loading of the oldest, sloped portion of the library roof, which would be difficult to reinforce.

Expanding vertically would also exacerbate the control issues and disjointed nature of the existing library and be unhelpful in not providing the flexibility required to address the changing nature of library services as addressed in the dmA report.

In the most extreme case, rebuilding on the existing site to provide more flexible usable space, the current zoning would require a building much smaller than the existing library with large 10m setbacks from most lot lines and a maximum of 30% lot coverage. Heritage concerns for the original library building would also prohibit redevelopment. Zoning parking requirements for a new library are 1 space per 50m2. This would indicate that 26 to 47 parking spaces will be required depending on which option in the dmA Needs Assessment report is selected.

5.2 Accessibility on the Existing Site

There are major accessibility issues at the current site. There is no parking provided on-site and the closest available parking spaces are the 6 diagonal spaces provided on William Street, of which only one may be considered barrier-free.

This means that there is a 30m plus distance from the only barrier-free space to the current building entrance, and the sidewalk has a significant slope of more than 8% up to the entrance along Broadway Street West. As the slope is more than 1:20 (5%), and this is a required barrier-free path, according to the current Ontario Building Code, it should be designed as a ramp with guard rails and hand rails on either side. It is reported by library staff that difficulties are common for seniors and persons with disabilities, especially in bad weather.

There appears to be little likelihood that additional parking can be made available on nearby sites, so parking is limited to available street parking, where the Library is in competition with the nearby, busy downtown retail area, adjacent churches, etc. It will also be difficult or practically impossible to include any off-site parking that meets current barrier-free AODA requirements.

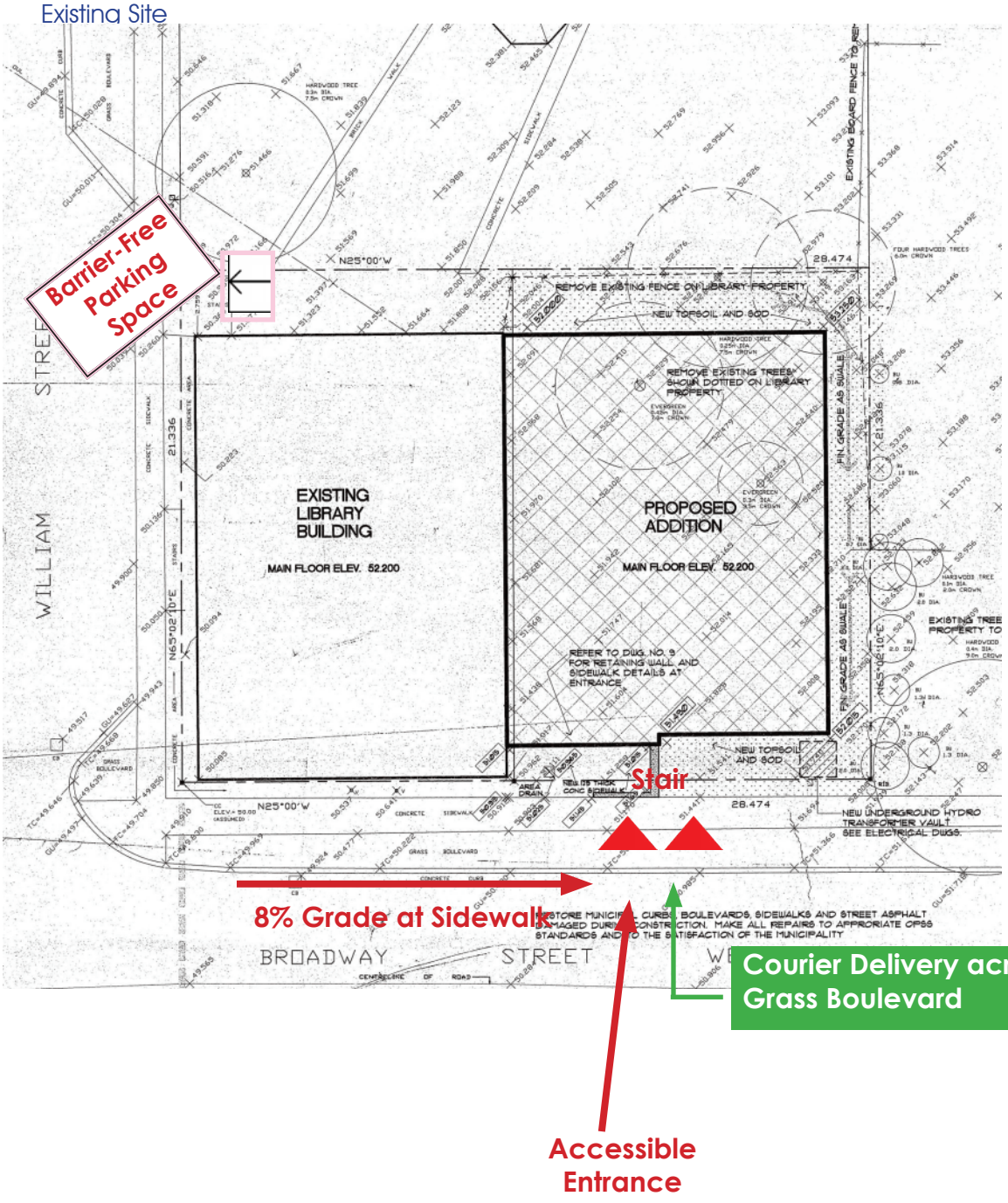
The current barrier-free entrance to the building is via a small vestibule and the elevator which provides a route to the circulation desk one-half level above. The door size no longer meets current (OBC 2016) barrier-free standards and the indirect access to the main access point is not ideal. The latest building code also requires a universal washroom for a public building of this nature and this will be difficult to provide in the current building without forfeiting other facilities.

5.3 Summary of Problems of Renovating on the Existing Site

In summary, the key difficulties in meeting future needs through renovating the facility on the existing site are:

1. Expansion of the existing facility to accommodate future growth in patronage is difficult or impossible on the current site.
2. The current multi-level layout of the library has lead to inefficiencies in staffing solutions and patron support, control and monitoring.
3. The multiple levels also limit flexibility, as it is difficult for departments to spill over from level to level if they need to expand or contract. This inflexibility will likely have an even larger negative effect in the future as the Library needs to continually adjust to meet its changing and evolving roles.
4. With a growing elderly population and current efforts to provide better accessibility for all to public facilities, the current accessibility problems at the library and the physical/structural constraints on practical solutions make it unlikely that the current facility can be adequately renovated to provide appropriate barrier-free access.
5. Zoning and accessibility requirements for parking cannot be accommodated on the current site.

Existing Site



6.0 Feasibility of Development on Another Site

6.1 New Site

The areas provided in this Draft Report for three size options on another site all assume that the library will be a single-level facility for maximum flexibility, barrier-free accessibility, and control.

If an urban site near the downtown could be found, then the library would likely be best located close to the street with parking to the side or rear of the building. This would allow easy access by public transit and drop off from cars. A location near schools and other public facilities would also encourage greater use of the library.

As land of a sufficient size is more likely to be available outside the developed core, we have assumed that a site similar to that chosen for the Brant Sports Complex might be chosen. It could even be located near to the Complex to create a shared destination. This location would also suit the Paris Branch's current role as the main branch of the Brant County Library system by making it more accessible to other parts of the County off a main road into Paris from Highway 403.

As this type of site would place the entrance to the library on a minor highway, the new facility is set back further from the road with parking in front of the building, The parking area would be easily accessible and would not obstruct visibility of the library from the roadway. There are many ways this could be laid out depending on the shape and location of the site. The Proposed Site Plan provided gives an indication of the amount of land likely required for this scenario.

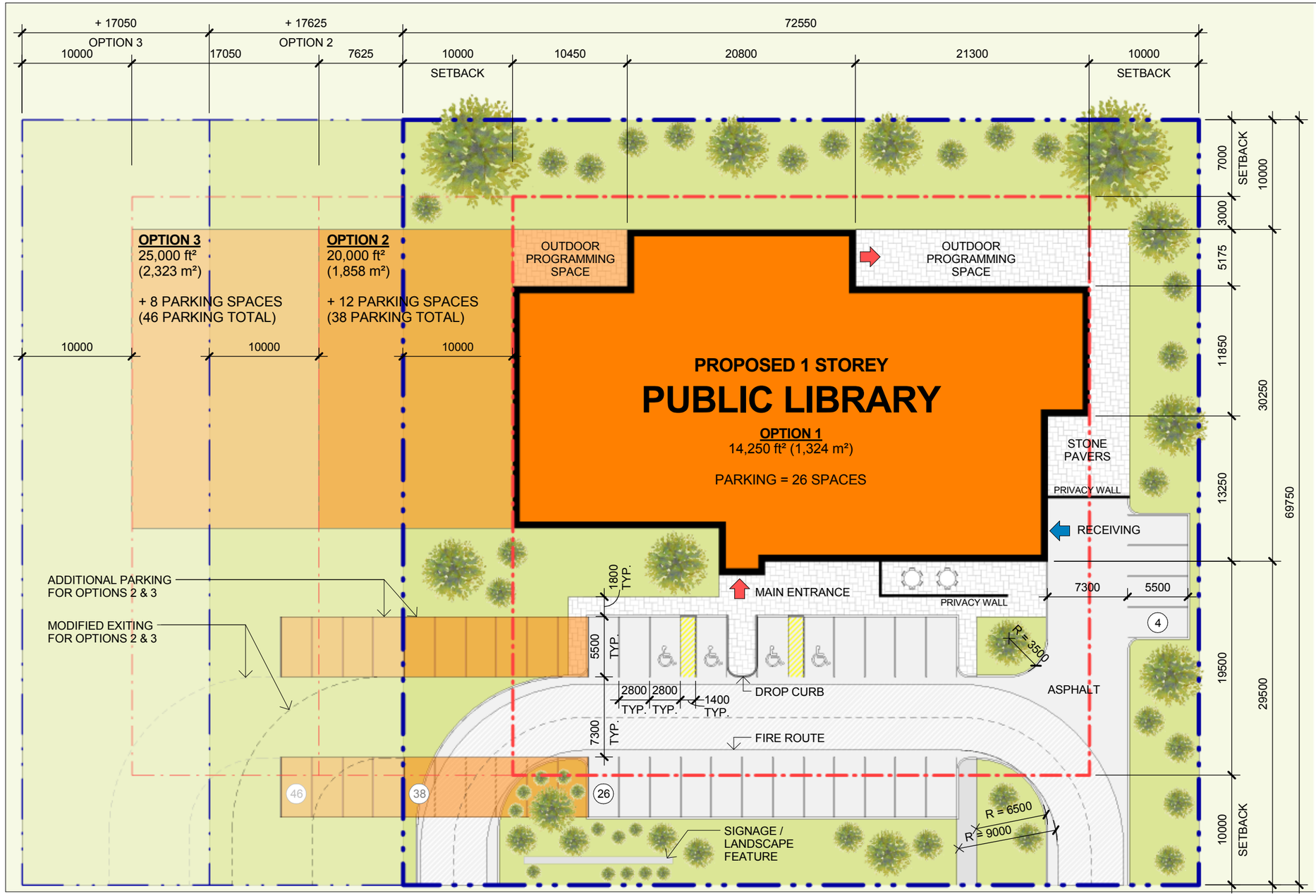
6.2 Potential New Library

The development of a new Paris Branch Library on another site affords the Brant County Library System the opportunity to create exactly the type of facility they need to support their strategic vision now and into the future.

Inserted overleaf are:

- P.1.0 Site Plan (Options 1, 2 and 3)
- P.1.1 Ground Floor Plan - Option 1
- P.1.2 Ground Floor Plan - Option 2
- P.1.3 Perspective 1 - Option 2
- P.1.4 Perspective 2 - Option 2
- P.1.5 Perspective 3 - Option 2.

The Site Plan shows three size options of the facility depending on the future direction of the library.



SITE PLAN
1/32" = 1'-0"

1m 5m 10m
5ft 10ft 25ft

SITE STATISTICS - OPTION 1

	AREA (SM)	AREA (SF)	AREA (ACRES)	%
BUILDING FOOTPRINT				
BUILDING	1324 m²	14250 ft²	0.33 acres	26%
	1324 m²	14250 ft²	0.33 acres	26%
HARD LANDSCAPE				
ASPHALT	1161 m²	12495 ft²	0.29 acres	23%
PAVERS	487 m²	5245 ft²	0.12 acres	10%
SIDEWALK	21 m²	225 ft²	0.01 acres	0%
	1669 m²	17960 ft²	0.41 acres	33%
SOFT LANDSCAPE				
LANDSCAPE	2068 m²	22260 ft²	0.51 acres	41%
	2068 m²	22260 ft²	0.51 acres	41%
TOTAL SITE AREA	5061 m²	54475 ft²	1.25 acres	100%

BUILDING OPTIONS

Name	AREA (SM)	AREA (SF)	AREA (ACRES)
OPTION 1			
BUILDING	1324 m²	14250 ft²	0.33 acres
SITE/LANDSCAPE	3736 m²	40215 ft²	0.92 acres
	5060 m²	54465 ft²	1.25 acres
OPTION 2			
BUILDING	1858 m²	20000 ft²	0.46 acres
SITE/LANDSCAPE	4432 m²	47705 ft²	1.10 acres
	6290 m²	67705 ft²	1.55 acres
OPTION 3			
BUILDING	2323 m²	25000 ft²	0.57 acres
SITE/LANDSCAPE	5158 m²	55515 ft²	1.27 acres
	7480 m²	80515 ft²	1.85 acres

Chamberlain
Architects
Constructors
Managers

Chamberlain Architect Services Limited

5096 South Service Road
Suite 103
Burlington, Ontario L7L 5H4
CANADA

Tel: 905.631.7777
Fax: 905.631.7717

www.chamberlainipd.com

Brant County Library - Paris Planning Study

PARIS, ONTARIO

SITE PLAN

Project number	116012
Date	JUNE 2016
Scale	1/32" = 1'-0"
Drawn by	JS/MY/SB

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DEPARTMENT LEGEND

- 1. GENERAL
- 2. ADULT
- 3. CHILDREN
- 4. PROGRAMMING
- 5. STAFF
- 6. WASHROOM

LIST OF ROOMS	
101	VESTIBULE
102	FOYER
103	WOMENS WR
104	MENS WR
105	STORAGE
106	MULTIPURPOSE ROOM
107	STORAGE
108	JAN.
109	INFORMATION DESK / DISPLAY
110	REC.
111	WORKROOM
112	CORRIDOR
113	MECH. / ELEC.
114	STAFF
115	STAFF WR
116	CHILDRENS' ACTIVITY ROOM
117	CHILDRENS' COLLECTIONS / SERVICES
118	OFFICE
119	FAMILY WR
120	CASUAL READING
121	GENERAL STUDY
122	CIRCULATION / CASUAL READING
123	CASUAL READING
124	OFFICE
125	ADULT COLLECTION / SERVICES
126	PERIODICALS / AUDIO / VIDEO

GROUND FLOOR PLAN
1/16" = 1'-0"

Chamberlain Architects Constructors Managers

Chamberlain Architect Services Limited

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Burlington, Ontario L7L 5H4
CANADA

Tel: 905.631.7777
Fax: 905.631.7717

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Brant County Library - Paris Planning Study

PARIS, ONTARIO

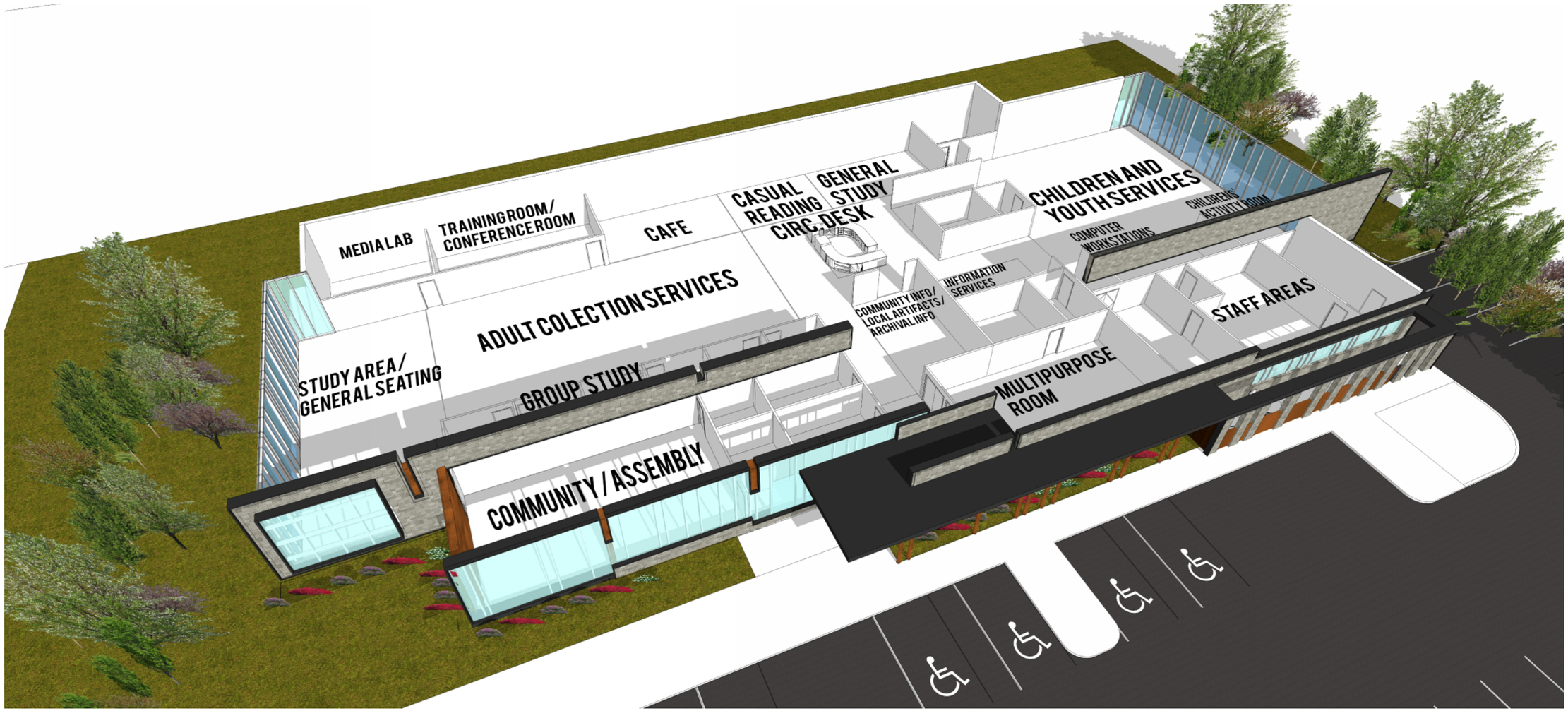
GROUND FLOOR PLAN - OPTION 1

Project number	116012
Date	AUGUST 2016
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5096 South Service Road
Suite 103
Burlington, Ontario L7L 5H4
CANADA

Tel: 905.631.7777
Fax: 905.631.7717

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Brant County Library - Paris Planning Study

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GROUND FLOOR PLAN - OPTION 2

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P1.2

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Tel: 905.631.7777
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Brant County Library - Paris Planning Study

PARIS, ONTARIO

PERSPECTIVE 1 - OPTION 2

Project number	116012
Date	AUGUST 2016
Scale	
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P1.3

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Tel: 905.631.7777
Fax: 905.631.7717

www.chamberlainipd.com

Chamberlain Architects Constructors Managers

Brant County Library - Paris Planning Study

PARIS, ONTARIO

PERSPECTIVE 2 - OPTION 2

Project number	116012
Date	AUGUST 2016
Scale	
Drawn by	Author

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Chamberlain Architect Services Limited

5096 South Service Road
Suite 103
Burlington, Ontario L7L 5H4
CANADA

Tel: 905.631.7777
Fax: 905.631.7717

www.chamberlainipd.com

Chamberlain Architects Constructors Managers

Brant County Library - Paris Planning Study

PARIS, ONTARIO

PERSPECTIVE 3 - OPTION 2

Project number	116012
Date	AUGUST 2016
Scale	
Drawn by	Author

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7.0 Projected Capital Cost

Based on the recommended expanded library concept, the total construction cost is estimated to be between $5.0M and $8.7M, including site development of an assumed green field site. Estimated costs for furniture, fittings and equipment and consultant fees would be an additional $0.9M to $1.56M to give a total estimated cost for the project of between $5.9M and $10.2M.

The budget cost estimates shown on the following charts provide a breakdown of the major elements of the project. They are based on the design sketches and building areas provided in this report. These budget estimates are intended to provide "order of magnitude" costs for current planning purposes and would be developed and refined further as the design for the Library building and site areas are finalized.

7.1 Budget Estimate - Option 1

Building Construction - Option 1, 14,250 sf.

1.	New Library Facility	14,250sf x $300/sf	$4,275,000
2.	Site Development	Allowance	$ 300,000
3.	Design Contingency	10%	$ 427,500
	TOTAL CONSTRUCTION COST		$5,002,500
	Furniture/Fittings/Equipment	Allowance	$ 500,000
	Consultant Fees (8%)		$ 400,200
	TOTAL PROJECT COST		$5,902,700

7.2 Budget Estimate - Option 2

Building Construction - Option 2, 20,000 sf.

1.	New Library Facility	20,000sf x $300/sf	$6,000,000
2.	Site Development	Allowance	$ 350,000
3.	Design Contingency	10%	$ 600,000
	TOTAL CONSTRUCTION COST		$6,950,000
	Furniture/Fittings/Equipment	Allowance	$ 700,000
	Consultant Fees		$ 556,000
	TOTAL PROJECT COST		$8,206,000

7.3 Budget Estimate - Option 3

Building Construction - Option 3, 25,000 sf.

1.	New Library Facility	25,000sf x $300/sf	$ 7,500,000
2.	Site Development	Allowance	$ 400,000
3.	Design Contingency	10%	$ 750,000
	TOTAL CONSTRUCTION COST		$ 8,650,000
	Furniture/Fittings/Equipment	Allowance	$ 870,000
	Consultant Fees		$ 692,000
	TOTAL PROJECT COST		$10,212,000

7.4 Exclusions

The budget cost estimates do not include:

1. Cost escalation beyond fourth quarter 2017
2. Harmonized Sales Tax
3. Financing charges
4. Library moving/relocation costs
5. On-site septic and well water systems
6. Storm water management
7. Land costs
8. Hydro service installation fees
9. Building Permit and Development fees
10. Non-conventional foundations and soil remediation
11. Winter construction allowances.

8.0 Summary

The existing Paris Branch Library located at 12 Williams Street does not meet current building code and AODA accessibility requirements for a public building. It also does not provide the usable space requirements of a functional, modern branch library.

Expansion of the existing facility to address the building code and accessibility shortcomings and to accommodate future growth in patronage is difficult or impossible on the current site.

During the course of this study, the future directions for public libraries were examined in some detail and the shift from Content to Creation was an important consideration. As was the Library's changing roles as:

- A Community Hub and "Third Place"
- A Centre for collaboration, research, and study, and
- A significant community resource and partner.

The building implications of this evolution is a requirement for:

- Expanded/improved working and reading areas
- Technology Centres - media lab, training and collaborative work spaces
- Social Spaces - for networking, new library and community programs
- Meeting space that can be used by or rented out to support small business people or enterprises.

Three space options have been provided in this report:

Option 1: Core Library - 14,000 sq. ft.
Option 2: Full Service (Main Branch) Library - 20,000 sq. ft.
Option 3: Partnership (Sharing space with another compatible agency) - 25,000 sq. ft.

The next step will be for the Brant County Library Board to decide on the future role of the Paris Branch Library -- will it become the Board's Main Branch Library? Where should it be located? When that decision has been made, then a new site should be secured and the project put into motion. This is required if the spaces and resources to meet the evolving needs of new libraries is to be realized.

In conclusion, the benefits of a new Paris Branch Library include;

- A much greater capacity to serve a wider range of residents with diverse interests,
- A key resource for digital literacy, innovation and creative communities,
- A major contributor to economic growth and development in an information-based economy,
- Dependent on the location, a demonstrated, immediate impact on community revitalization and adjoining development, and
- Planning for and addressing the needs of the Brant County Library system into the foreseeable future.

Appendix A

Needs Assessment Background Report
Final Report

Prepared by: dmA Planning & Management Services

Chamberlain
dmA

County of Brant Public Library:

LIBRARY FACILITY PLANNING STUDY:

PARIS BRANCH

NEEDS ASSESSMENT BACKGROUND REPORT

Final Report

April 29, 2016

Prepared by:

dmA Planning & Management Services

21 Gaspereau Ave. PO Box 3935

Wolfville, Nova Scotia. B4P 2C5

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1.0 INTRODUCTION

1.1 THE PURPOSE OF THE NEEDS ASSESSMENT

In March 2016, Chamberlain Architect Services and dmA Planning and Management Services (dmA) were retained by the County of Brant Public Library to prepare a Facility Planning Study for the Paris Branch. The overall objective of the study was to "identify existing and future space needs of the County of Brant Library, Paris Branch and to determine the feasibility of (1) renovating the facility on the existing site or (2) expanding the facility at another site…".[1]

As part of the consulting team, dmA was responsible for the needs assessment that would determine the size of the Paris Branch. This report addresses that study deliverable. The report is intended as background for Chamberlain Architect Services and for the Library Board. It provides information that is relevant to the overall objective of the study, as noted above.

1.2 NEEDS ASSESSMENT APPROACH

In this initial planning study for the Paris Branch, facility space requirements will be determined based on service area population and space planning guidelines. While this approach is appropriate for an initial planning study of this type, actual size and allocation of space will be refined through more in-depth investigations as planning and design proceeds. The needs assessment included the following tasks:

- Assess the existing characteristics of the Paris Branch.
- Review size and composition of the current and future catchment area population for the Paris Branch.
- Consider trends affecting space requirements for public libraries and the manner in which these trends will be reflected in the County's library service delivery.
- Review and revise library space planning guidelines based on the previous tasks and determine an appropriate guideline for planning the Paris Branch.
- Recommend the size of the Paris Branch.

[1] Request for Proposals for the Library Facility Planning Study: Paris Branch. October 21, 2015.

1.3 Report Organization

The findings of the needs assessment are summarized in the next section of the report. The research and analysis supporting these findings are documented in the following appendices:

Appendix A: The Existing Libraries: Selected Indicators

Appendix B: Trends Affecting Library Facility Requirements

Appendix C: Library Space Planning Guidelines

Appendix D: Demographic Profile and Population Projections

2.0 NEEDS ASSESSMENT: FINDINGS

2.1 INTRODUCTION

The primary purpose of the needs assessment is to determine how large the Paris Branch must be to serve the catchment area population in 2031. To do this, we will recommend a facility space planning guideline expressed as gross square feet per capita[2]. While facility space planning guidelines have been adopted by a variety of provincial and state library associations, these cannot simply be applied without understanding the local context and developing a guideline appropriate for the County of Brant. To do this, we will consider the following factors:

- current and future catchment area populations.
- the characteristics and constraints associated with the existing Paris Branch.
- changing patterns of use and expectations for library service that have implications for facility requirements.
- the role the Paris Branch will play in the future of the County of Brant Library system.

2.2 FACTORS AFFECTING THE NEEDS ASSESSMENT

2.2.1 Current and Future Catchment Area Population

The catchment area population of the Paris Branch was approximately 13,000 in 2016 and is projected to approach 20,000 in 2031 based on the anticipated share of the County's projected increase of population that will be accommodated in the Paris area.

The demographic profile of existing County residents is generally consistent with higher levels of library use (relatively high levels of education and income and limited cultural diversity).

We have no information on the demographic profile of future residents for the County or for the Paris catchment area. However, given the disproportionate share of new residents that will reside in the Paris area, we should expect somewhat younger, family oriented, better educated and higher income households than the County average. All of these characteristics would be positively related to library participation.

[2] See Appendix C for a definition of gross square feet

The population projections and the demographic profile are discussed in greater detail in Appendix D.

2.2.2 The Existing Paris Library Branch

The Paris Branch of the County of Brant Library has a long history predating a Carnegie grant in 1902 that created the existing facility, which was subsequently renovated and expanded. The library is a three and a half storey building on a small site in the urban area of Paris. The main public service areas of the library are located in the basement and main floor, each encompassing an area of about 5,000 square feet. The top floor accommodates the library's largest assembly room, offices and administrative support, and a raised attic area that is used for storage. The total area of the library is not entirely clear but would be in the order of 15,000 gross square feet (GSF)[3]. We have discussed this allocation of space with respect to library planning guidelines in Section 2.3 of the report. However, we should note that 15,000GSF overstates the functional size of the library because of the inefficiencies of a 3 storey building.

One method of evaluating the size of the Paris Branch is to examine the role it plays in the overall system. This is typically done with reference to a facility model. A library facility model creates a hierarchy of libraries defined by population served, size, physical features of the library and selected service indicators. Facility models describe how the total amount of library space will be distributed among different types of library facilities. While facility models vary with the size of the municipality and from one library system to another, but might include Central, District, Community and Neighbourhood libraries. Some models might also include physical service points smaller than a neighbourhood library, sometimes referred to as Deposit Stations or Satellite Branches. Central and District libraries will generally only be found in communities with very large populations (100,000 and more), but the hierarchy applies to all communities. This hierarchy of libraries would be characterized in descending order by increasingly smaller facilities and more limited levels of service (hours of operation, collection, anticipated circulation, staffing, etc.). County of Brant Public Library has not adopted a facility model and does not classify its branches. Nonetheless, selected characteristics of the Paris Branch[4] can be compared to a generic facility model (see Figure 2.1).[5]

[3] This is an estimate. The interior dimensions of the building indicate an area of about 15,000 sq. ft. or about 5,000 sq. ft. per floor. Within this area, most of the areas that would be included in a calculation of gross sq. ft. are included (stairwells, corridors, elevator, mechanical and storage etc.); however, the thickness of exterior walls is likely not included and this might increase the size somewhat.

[4] See Appendix A for a description of the County of Brant Library branches.

[5] Facility models would generally be adopted by a library system as part of a master plan for all library facilities. County of Brant Public Library has not prepared such a master plan; however, this might be a useful endeavour building upon this study's recommendations concerning the future of the Paris Branch.

Figure 2.1 Generic Library Facility Model

Key Characteristics	Paris Branch	District Library	Community Library	Neighbourhood Library	Satellite Library
Population Served	13,000	40,000-70,000	20,000-35,000	Up to 10,000	1,500-2,000
Size GSF (gross sq. ft.)	15,000	30,000-45,000	14,000-24,000	Minimum of 3,000 up to 7,000	Less than 2,000
Operating Hours (per week min)	56 (54 summer)	65	50-55	25-30	15-20
Collection (minimum items)	52,000	150,000	75,000	25,000	7,500
Circulation (annual)	126,200	400-560,000	200-240,000	35-65,000	8-10,000
Program/Meeting Space (sq. ft.)	900	3-4,000	1,500	300-500	None
Possible Specialized Service Areas	None	Training facilities, community info, employment; media lab/maker space; assembly space; private group study space	Community information/ employment services; small creative space	None	None
Internet Workstations	6	35-60	25-30	5-10	1-2
Reading Areas/ Workstations[6]	48	100-200	75-130	20-35	3-5

The Paris Branch based on the catchment area population today would be slightly larger than a neighbourhood library. Assuming a 2031 catchment area population of 20,000, the Paris Branch would be a small community library.

Currently, the Paris Branch meets or exceed (sometimes by a considerable margin) all of the characteristics of a neighbourhood library, explained in part by the somewhat larger population it serves and its role as the largest library in the County system. The size of the library is already in the range of community libraries; however, as noted this overstates the actual space available for users due to functional inefficiencies. This is reflected in the space committed to internet work stations and reading/working areas that are the only characteristics closely aligned with a neighbourhood library.

By 2031 the Branch must be expanded and improved to become a small community library. The Facility Model suggests this will require a significant expansion in the areas committed to working and reading as

[6] Based on public reading areas and workstations; does not include seating in program rooms.

well as additional programming space. This transition would also typically see the introduction of specialized areas not customary in neighbourhood libraries.

Based on the facility model, at 15,000GSF one could argue that the Paris Branch is an appropriate size to serve a 2031 population of 20,000. This might be the case if it was an efficient allocation of space. It is extremely difficult to create functional library space in multi-storey building of this age and design. The architectural assessment will explore the possibility of expanding and renovating the building to address these constraints; however, based on our review we note the following limitations:

- There are significant operational inefficiencies associated with small, public service areas on two floors.
- The main storage is located in a converted attic that is relatively inaccessible and of poor quality. There are no shipping/receiving facilities and the movement of materials generally is extremely difficult for staff.
- The building is not fully accessible.
- Staff working, office and support space is deficient.
- Comfortable working and reading areas for users are in short supply.
- Given the layout of the public service spaces visual supervision is constrained and acoustic and visual separation is difficult.
- The entrance to the library is not welcoming and provides limited opportunities for display space that would be customary in most libraries. There are few of the customer conveniences, such as food service, that are features of most contemporary libraries.
- None of the specialized areas that define the future role of public libraries (creative space; media and technology labs; well designed, flexible presentation and assembly space; technology equipped group work rooms; private group study rooms, etc.) are available.
- There is limited space to accommodate informal social interaction and networking.

These issues will be explored further with respect to renovations to the existing library and the option of developing a new library in the architectural assessment that is part of this study. For the purposes of the needs assessment, they point to the functional limitations and inefficiencies of the existing space program.

2.2.3 Public Library Facility Trends: Facility Implications

Library facility needs assessments must be based on a solid understanding of the changing role of the public library and the shifting perceptions and expectations of users and non-users. This is true for libraries to a much greater extent than most other municipal facilities because technology is drastically restructuring service delivery with direct implications for physical facilities. The fundamental issue for all library needs assessments is how technology will support roles that have not traditionally been played by public libraries and affect space requirements, and most importantly the space required for print. This issue is critical to the interpretation of the space planning guidelines used to recommend the size of the future Paris Branch.

Relevant trends with implications for library space requirements and design are discussed in Appendix B. Key considerations are briefly summarized below.

- Increasingly, libraries are being thought of as a “centre” or “focal point” of a community. They are spacious, welcoming, highly visible, accessible places where people come together to gather information, exchange ideas and explore their creativity. While not well recognized by urban planners, libraries can play a unique role in community planning. A library with appropriate physical features and services can be a place-maker, a “third place” and a community builder. It can play this role in a way that few other public facilities can and consequently should be seen as a pivotal component of community plans.

- A trend in municipal planning is the development of neighbourhood centres that bring together multiple civic amenities including libraries, government services, economic development, health and social services, recreation centres, and public parks or plazas. This can enhance sense of place but also create synergies between complementary services.

- The potential to build library facilities in partnership with other service providers is particularly important in communities with small populations. Few of these communities will have the necessary user base to provide many of the physical spaces necessary to completely fulfill the role of a modern library (e.g. assembly/performance space or fully equipped training facilities). While

these features can generally not be supported by the Library alone in community libraries, they can be included if done with partners.

- Through elements of design, programming, and partnerships, libraries are increasingly fostering dialogue and exchange with users. Interior and exterior spaces are the ideal locations for civic events, celebrations, fairs, festivals, political debates and concerts. Public art installations, temporary exhibits, and local history displays help libraries establish a setting for social interaction, encouraging people to gather, talk, and learn.

- The library as a space for community knowledge exchange remains paramount and, for such users, the library's digital services are less about computer terminals than about space to have their 'way of knowing and creating' expressed and included.

- Increasingly, support for community social and economic development is becoming a core function of the library in an information economy characterized by rapid change. Libraries are providing workshops and training in computer literacy, e-technology, and navigation through the information age. The library increasingly plays a role in supporting small businesses, home-based business, the self-employed and individuals who must continually upgrade skills or search for new careers in a changing marketplace.

- To complement the increasing range of activities and services provided in a major library, users have expressed the desire for a more diverse mix of spaces. New spaces are being considered for both user type (children, seniors, level of technical skill, etc.) and activity type (quiet study, group work and collaboration, social interaction and conversation, etc.).

These facility trends are strongly rooted in the changing roles and functions of public libraries. They indicate a shift from print to digital resources accompanied by much greater levels of in-library use and in-library programming, training and patron service. They require specialized physical spaces to support new library roles and services and foster significantly expanded partnerships with implications for the size, building program and design of library buildings. They envision a library that is fully engaged with the community. These trends support larger libraries and higher square feet per capita provision levels. They also are a major reason why library systems increasingly have fewer but larger library branches.

2.2.4 County of Brant Library System and the Role of the Paris Branch

The County of Brant Public Library Strategic Plan

More generous guidelines for the amount of library space per capita can be defended based on the literature that describes libraries of the future with spaces (such as media labs; specialized training facilities; spontaneous social space; group study areas) that are not found in traditional libraries. Even with the decline in the space required for the print collection, if these other areas are provided larger libraries will result. However, this rationale cannot be defended for the County of Brant Public Library based on the literature only. Library Board's that wish to adopt more generous space planning guidelines must fully embrace these new directions for the library and commit to significantly restructuring their service delivery models. These Boards need to articulate a Vision and a strategy to become a contemporary library with new roles, new staff competencies, new partnerships, and a significant reallocation of budget consistent with these new directions. Most libraries would set the framework for this restructuring with a comprehensive Strategic Plan firmly grounded in library futures.

The County of Brant Public Library prepared a Strategic Plan in 2011[7] and is contemplating a new plan in 2016.[8] The 2011 Strategic Plan is forward looking in many important respects that have implications for future facilities. It acknowledges the impact of technology and the implications for print by noting "the Library cannot afford to be perceived by the community as only a warehouse for book materials. The Library must assume a leadership role to enable residents to developed understandings and knowledge."

Further the Strategic Plan states the "Library must focus on the creative content for both information and recreation along with maintaining an open attitude so the Library brings fluidity to its delivery of services regardless of the packaging that houses the content". It also recognizes the "major challenge in addressing how the community perceives the Library" and the need to "change the community's perception beyond the services of a stereotypical public library".

The Strategic Plan demonstrates a commitment to embrace the changes affecting library service delivery and ensure that future facilities are consistent with trends and new service directions to realize the Plan's outcome of "innovative spaces ...to expand our relevancy and reach".

[7] Changing Perceptions. County of Brant Public Library Strategic Plan. 2011-2015
[8] Referenced in the 2015 Business Plan. page 3.

This outcome will be pursued in part through this study and the improvement of the Paris Branch as the central service point in the County of Brant Library system.

The 2011 Strategic Plan embraces contemporary spaces and new roles for library branches. Our assessment is based on the assumption the 2016 Plan will continue in this direction with bold new outcomes that envision a progressive library system with facilities aligned with the needs of future generations.

The Future Role of the Paris Branch

The County of Brant Public Library has not adopted a system wide facility model that specifies a hierarchy of branches with different levels of service. This would be customary in most library systems. It acknowledges that because of the demand and/or the cost of provision some services won't be provided at every branch. While the County makes no distinction between the services available at various branches, the Paris Branch based on size alone can provide a higher level of service. As libraries attempt to provide a wider range of more specialized services, many of which require a significant investment in technology and equipment, it will be increasingly difficult to offer comparable service at all branches. A main library with a mandate to provide some services for the entire library system is required. This should be the role of the Paris Branch, and should be formally recognized by the Board. For the purposes of this assessment, we will treat the Paris Branch as the main library with a unique role system wide.

2.2.5 Conclusion

The following are relevant considerations in determining the size of the Paris Branch in 2031.

- The Branch's catchment area population will increase form about 13,000 to 20,000 by 2031 as Paris will receive the bulk of new population growth in the County. The demographic profile of current and future residents indicates higher than average levels of public library use.

- The existing library provides few of the functional areas that would be customary in a contemporary library serving a catchment area population of 20,000. To serve the future population a somewhat larger and much more efficient building design with significantly expanded in-library work and reading space and enhanced spaces for technology, programming and social networking will be required.

- The County of Brant Public Library has embraced strategies to transform its physical spaces into contemporary libraries consistent with trends and the changing expectations of library users. It will continue to pursue these directions. These trends and expectations all point to larger libraries.

- The Paris Branch will increasingly play the role of the County's main branch with specialized services that not available at other branches.

These considerations indicate a significant need for a larger and improved library as well as suggesting a space planning guideline for the Paris Branch that is at the upper end of the ranges that characterize these guidelines.

2.3 Recommended Facility Space Planning Guideline

Our Approach

The simplest approach to determining the size of the Paris Branch in 2031 would be to use the guidelines recently adopted by the Administrators of Rural and Urban Libraries of Ontario. (ARUPLO).[9] However, for reasons that are discussed in Appendix C, these guidelines have significant limitations and, on their own, are not reliable for predicting facility requirements. Consequently, rather than simply accepting these guidelines we will start with existing levels of provision and consider the unique aspects of the local community and the County of Brant Public Library that would suggest they might be revised. Guidelines will then be considered to define the upper limit of what might be an acceptable target to find a reasonable and defensible community specific space planning guideline.

The Application of Space Planning Guidelines to the Paris Branch

It is difficult to determine how the existing Paris Branch compares to space planning guidelines because of the characteristics of the existing building. While seldom explicitly stated, library facility planning guidelines are presumably based on an efficient building design. This is not the case for the Paris Branch due to its inefficient multi-story design. If all 15,000GSF were accommodated on a single floor much less space would be lost to service corridors, stairwells and elevators, and duplicated staff work stations and washrooms. Consequently, the existing three storey facility commits considerably less space to library

[9] Administrators of Rural and Urban Libraries of Ontario. (ARUPLO). Guidelines for Rural/Urban Public Library Systems. 2nd Edition.

service and therefore overstates the supply relative to the population. The fact that this Branch accommodates County wide administrative functions that are unrelated to the local catchment area population is a further consideration. Consequently, rather than 15,000GSF, a maximum of 12,000GSF would be a better estimate of the functional library area currently committed to serving the population in Paris.

Discussions concerning space planning guidelines have largely focused on two conflicting influences – less space committed to print materials offset by expanded areas for accessing electronic data, working and reading in the library, and specialized spaces consistent with new roles (creative space; public assembly and training space; amenities such as food service). These changes in the role of the library point to larger facilities. As a result, in recent years the long-standing 0.6 GSF/capita has often been abandoned in favour of more generous guidelines.

A 2010 publication from the Southern Ontario Library Service[10] (SOLS) identifies three levels of service (basic, enhanced, and comprehensive) with progressively higher per capita guidelines of provision. For libraries serving 15-35,000 population at the most basic level of service the guideline is 0.96GSF/capita increasing to 1.50GSF/capita at the comprehensive level of service. These are extremely generous standards of provision and it appears very few libraries in Canada would meet them. (See further discussion in Appendix C). The authors of the SOLS document offer virtually no discussion to support these guidelines.

In 2012, ARUPLO[11] updated its guidelines. Guidelines are defined as "a level of service or a preferred manner of delivering a service that can be measured and is adopted as a minimum target appropriate for ARUPLO libraries."[12] The guidelines are voluntary targets. The minimum guideline for assignable space for Large Branches (serving populations 10-35,000) are 10,000 sq. ft. or 1.0 sq. ft. per capita in the library's catchment area, whichever is greater.[13]. The guideline refers to assignable space so presumably the recommendation is for something in the order of 1.25GSF/capita. As with the SOLS document (and virtually all other guidelines of this type), a detailed argument justifying the recommended level of provision is not provided.

[10] "Making the Case for Your Library Building Project". Library Development Guide #5. March 2010.
[11] Administrators of Rural and Urban Libraries of Ontario.ARUPLO. Guidelines for Rural/Urban Public Library Systems. 2nd Edition. January 2012.
[12] Page 5.
[13] Page 6

If we adopt the estimate of 12,000GSF for the Paris Library as discussed above and a 2016 catchment area population of 13,000, the level of provision is 0.92GSF/capita. While data sources are not ideal for comparisons, we are confident this is much higher than most public libraries in Canada, where provision levels in the range of 0.6-0.7GSF/capita would be more common. Figure 2.2 describes the implications of various provision level guidelines, including those recommended by ARUPLO and SOLS, for the current (13,000) and projected (20,000) catchment area populations of the Paris Branch.

Figure 2.2: Possible Facility Space Requirements – Various Scenarios

Provision Guideline	0.7GSF/capita	1.0GSF/capita	1.25GSF/capita	1.5GSF/capita
Requirements Based on Current Population (GSF)	9,100	13,000	16,250	19,500
Surplus/(Deficit) (GSF)	2,900	(1,000)	(4,250)	(7,500)
Requirements Based on Projected Population - 2031 (GSF)	14,000	20,000	25,000	30,000
Deficit (GSF)	(2,000)	(8,000)	(13,000)	(18,000)

Figure 2.3 illustrates the general characteristics and allocations of space for a future Paris Branch under three scenarios. These are intended as examples only to illustrate the impact of adopting different space planning guidelines.

Scenario One describes a small community library of roughly 15,000GSF which provides space for core library functions and accommodates system wide administrative responsibilities. This would be the most basic option. While it provides slightly less space on a per capita basis than the current library (although in a much more efficient building) it is a level of provision that meets or exceeds that of most comparable libraries in Ontario and yields the functional spaces required to provide a basic level of library service.

Scenario Two presumes the Library will actively pursue roles requiring space that would not typically be provided in a small community library. This scenario formalizes the role of the Paris Branch as the system's main library accommodating functional areas that serve all County residents (a population of 47,000 in 2031). It also builds on the directions in the 2011 Strategic Plan to provide the physical spaces that would

allow the Library to fully conform to trends and best practices.[14] In this scenario, a library of 20,000GSF is provided representing a level of provision of 1.0GSF/capita.

A third scenario includes partnership space, defined as specialized facilities that are built and funded jointly with other community service providers. As with Scenario Two, these services would serve residents throughout the County. The space required would of course depend on the nature of the partnership and the resources brought to the project by others, but for reasons discussed in Appendix C, we would strongly encourage the Library to pursue these opportunities. Other public libraries in North America have created partnerships at community branches with social service and health agencies; economic development agencies; universities and colleges; municipal governments, and others. To illustrate this opportunity, we have arbitrarily assumed that a partner or partners would be recruited to fund and directly deliver services requiring an additional 4,000 square feet of building space. This would result in a library of 25,000GSF and represent 1.25GSF/capita for the Paris catchment area population in 2031.

The allocation of space in Figure 2.3 is only intended to illustrate the options available to the Library consistent with the space planning guidelines discussed above. An actual space program would be developed during detailed design.

These general allocations of space assume the library is developed in the next 5 years. The space allocated to collection and computer works stations in Figure 2.3 likely over-estimates needs in 2031 depending on the pace of the print-to-digital transition and adoption of tablets and other personal computing devices. In this case, we would see a greater proportion of library space allocated to specialized areas and program, assembly and social space. This highlights the need for flexibility in the planning and design of library facilities, particularly the areas committed to the print collection.

[14] See discussion in Section 2.2.3 and Appendix B.

Figure 2.3: Future Paris Library - Illustrative Space Programs

NON-PUBLIC AREAS		Core Library	Full Service	Partnerships
Staff Space	Workroom/Technical Services/Receiving Office Space Administration Storage			
	Staff Room Staff Washroom			
	Sub-Total	*1,600*	*1,900*	
PUBLIC SERVICE AREAS				Add 4,000 net square feet to the Full Service Scenario to reflect partner's contribution to the project. The type of space to be determined by the nature of the partnership but services will be offered jointly by the Library and partners from this space.
Collection/Services	Circulation Desk Adult Collection/Services Children and Youth Collection/Services Information Services Periodicals/Audio/Video		Add 300 to collection space	
	Sub-Total	*6,100*	*6,400*	
User Space	Casual Reading Areas Computer Workstations Study Areas/General Seating		200	
	Lounge/Social Space/Food Service Area	excluded	600	
	Community Information/Local Artifacts Events/Archival Information Area	excluded	400	
	Sub-Total	*2,500*	*3,700*	
Program/Activity Areas	Multi-Purpose Room	900	900	
	Children's Activity Room	300	300	
	Creative (Media Lab/Maker Space)	excluded	500	
	Training Room/Conference Room	excluded	600	
	Private Group Study Rooms	excluded	700	
	Community Assembly Space	excluded	1,000	
	Sub-Total	*1,200*	*4,000*	*4,000*
TOTAL NET FLOOR AREA (SF)		11,400	16,000	20,000
NON-ASSIGNED (25% of Net)		2,850	4,000	5,000
Lobby, Display Areas, Public Washrooms, Building Services, Custodial, Storage, Corridors, Exterior/Interior Walls				
GROSS FLOOR AREA (GSF)		14,250	*20,000*	*25,000*
GSF/per capita based on 2031 population		0.7	*1.0*	*1.25*

Non-public space shown in Figure 2.3 are areas devoted primarily to staff and administrative functions. While there is also staff space included in the other functional areas of the library, the dedicated staff area shown in the core scenario could include 3 private offices, staff amenities such as a small kitchen/lunch room and washrooms and a technical services workroom. We have increased this space marginally in the full service scenario.

Public service areas are divided into three major areas – space for the collections, users and program areas.

The total area committed to the collection and service areas is 6,100 SF. This is slightly less than the area that would be suggested by existing guidelines for collection space per capita consistent with the anticipated continual transition from print to digital. This is also the rationale for only marginally increasing the space in the full service scenario.

The area for seating, studying and computer work stations is shown as 2,500 square feet. This would accommodate a significant increase in user space over the existing library. Additional computer workstations and more spacious and comfortable casual reading areas with greater separation of spaces and resources for teens, children, and adults would be achieved. However, these areas may still not fully meet expectations and there is no dedicated space for social networking/food service or to address the community information and archival role played by contemporary libraries.[15] We have addressed this with additional space in the full service scenario.

A general multipurpose room and children's program/activity areas are included in the core library scenario. Separate activity areas of this type exist in the current library, but those in Figure 2.3 are larger and might be designed and located to provide an enlarged combined space. It is the additional, specialized program and activity areas that primarily separate the core service scenario from the full service library in Figure 2.3. A community assembly space that might be combined with the multipurpose room significantly expands the assembly and performance space in the library. In addition, space is allocated to increasingly popular specialized functions such as private group study rooms, training/conferencing facilities and creative space.

As noted earlier, the purpose of Figure 2.3 is to illustrate how the role and service delivery model might change as additional space is provided in the Paris Branch. Developing what we have termed a full service scenario would be an ambitious undertaking for most public libraries and result in a library at the upper end

[15] See Levien discussion in Appendix C.

of facility space planning guidelines and the actual size of most comparable libraries in Ontario. However, understanding that the Paris Branch will be a resource to the entire County and that the Board is committed to programming and operating the additional spaces with enhanced operating resources, the full service concept is recommended as the plan for the Paris Branch.

2.4 Conclusion and Recommendations

The following recommendations are based on the assumptions, including those dealing with the future role of the Paris Branch, noted in Section 2.2 of the report.

Recommendation 1: The Paris Branch should be a minimum of 14,000GSF to meet the needs of the anticipated catchment area population in 2031 and provide administrative support for the County wide system. However, given the changing role of this Branch and the likelihood it will serve a larger catchment area population post 2031, we would not recommend planning for the minimum size.

Recommendation 2: Planning for the Paris Branch should accommodate opportunities for the full range of services consistent with the needs of future library users and reflecting the Branch's role as the main library in the County of Brant Public Library system. This could add as much as 6,000GSF to the minimum size of the branch resulting in a community library of about 20,000GSF and a level of provision of 1.0GSF/capita in 2031.

Recommendation 3: In addition to planning for a library building of 20,000GSF, the site and building design should be capable of accommodating additional space should other agencies be identified who will contribute to the cost and offer services in partnership with the County of Brant Public Library at the Paris location.

APPENDIX A. THE EXISTING LIBRARIES: SELECTED INDICATORS

The following charts describe key characteristics of the County's libraries. While the focus of this study is the Paris Branch, all libraries are included to provide the reader with an overview of the County-wide system. The County of Brant Public Library may wish to prepare a facility master plan to confirm the role of all branches in view of this study's recommendations concerning the Paris Branch.

As noted in the text, the estimated size of the Paris Branch in the following table significantly over-estimates the functional library space. See section 2.2.2 for further discussion.

County of Brant Public Library – Branch Information Template			
	Paris Branch	Scotland-Oakland Branch	St. George Branch
SERVICE INDICATORS			
1. Estimated Catchment Population	12,841	2500	6829
2. Collection Size (Volumes)*	52,035	16,069	25,860
3. Annual Circulation	126,182	29,988	57,560
4. Number of Personal Visits	96,445	9,309	28,160
5. Total Weekly Hours of Operation	56 hrs Jan –Jun / Sept – Dec 54 hrs Jul - Aug	26	46
FACILITY			
6. Branch Size (Gross sq. feet)	15,000 (estimate)	2800	4000
7. Facility meeting room/program space (sq. feet)	600 Adult 300 Children area	200	420
8. Year Opened/Age of Facility	1905	2005	1998
9. Barrier free access (yes/no)	Yes	Yes	Yes
10. Accessible washroom space (yes/no)	Yes	Yes	Yes
EQUIPMENT			
11. # of public access computer workstations	6	4	5
12. # of public access computer workstations with internet access	6	4	5
13. Wireless Internet access (Yes, No)	Yes	Yes	Yes
14. Seating, # of user spaces	48	16	26

County of Brant Public Library – Branch Information Template (cont.)

	Glen Morris Branch	Burford Branch
BRANCH INFORMATION		
1. Estimated Catchment Population	**1100**	**4500**
2. Collection Size (Volumes)*	**7,819**	**30,960**
3. Annual Circulation	**6,889**	**44,940**
4. Number of Personal Visits	**3,122**	**22,270**
5. Total Weekly Hours of Operation	14	33
FACILITY		
6. Branch Size (Gross sq. feet)	1200	6000
7. Facility meeting room/program space (sq. feet)	400	800
8. Year Opened/Age of Facility	1890's	2007
9. Barrier free access (yes/no)	No	Yes
10. Accessible washroom space (yes/no)	No	Yes
EQUIPMENT		
11. # of public access computer workstations	1	6
12. # of public access computer workstations with internet access	1	6
13. Wireless Internet access (Yes, No)	Yes	Yes
14. Seating, # of user spaces	6	35

APPENDIX B. TRENDS AFFECTING LIBRARY FACILITY REQUIREMENTS

Introduction

The future of the public library is widely discussed and debated. While future directions are not always clear, the role of the public library is changing with implications for librarian competencies; collaboration and consolidation between libraries; digitization of materials and collections; personalization and social networking; archiving and cataloguing; etc. In the discussion that follows, we have only dealt with trends affecting design, functional areas and the need for space in library buildings. While not exhaustive, this discussion is essential to understanding the facility recommendations in the report.

We have focused this discussion on four topics which are likely to have the greatest impact on library space requirements. These are:

- Strategic Library Futures
- The Future of Print in a Digital World
- The Library's Unique Role in Community Development
- Library Partnerships

Strategic Library Futures

A recent article from the American Library Association provides an excellent overview of the challenges and choices facing the 21st Century Library. In his report "Confronting the Future"[16], Roger Levien addresses the major issues facing public libraries in the future and provides a framework for envisioning the next generation of libraries. Levien cites a number of factors shaping the future of libraries including continuing advances in digital media and technology, heightened competition, demographic transformation and financial constraints. He identifies four "dimensions" for considering the future of libraries (Figure B.1).

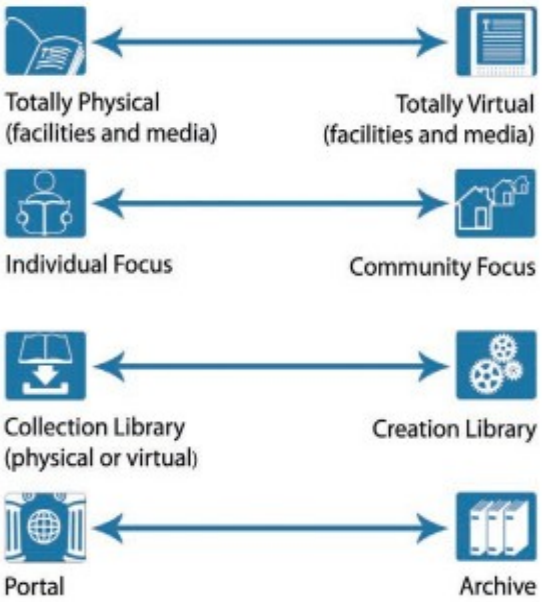
These dimensions have implications for all aspects of library service delivery. However, of relevance to this study, they describe shifting roles and responsibilities for libraries that have direct implications for the physical (and virtual) spaces required to deliver library services.

[16] Levien, R. June 2011. "Policy Brief No. 4: Confronting the Future". American Library Association, Office for Information Technology Policy.

Dimension 1: Physical to Virtual Libraries

This dimension relates to the form of both the library as a facility and the form of its collection. The notion of a purely physical library is no longer realistic or desirable and the challenge for public libraries is to find their place on the physical-virtual continuum.

Figure B.1 The Four Dimensions of Public Libraries



Most modern libraries are somewhere in the middle and this is the most realistic immediate scenario where libraries increasingly provide virtual features but still have a physical presence in the community. However, the physical presence will accommodate a variety of different functions and features reflecting other changes in the library's role.

Dimension 2: Individual to Community Libraries

The second dimension deals with the type of service provided by the library and the point of focus for its users. There is a continuum from attempting to accommodate each user independently (with quiet study space, privacy, comfort, one-on-one service, etc.), to a community focus with space for community interaction and group work. In the future, libraries will increasingly move to the community end of the spectrum as they play the role of community hub; employment and training centre; venues for public debate and discussion; community programmer and other related roles.

Dimension 3: Collection to Creation Libraries

This third dimension involves the way in which libraries interact with their users. On one end of the continuum is the traditional library where users come to enjoy and experience the materials in the library's collection. This traditional role sees the library as a warehouse where residents can borrow the intellectual, creative and imaginative works of others. At the other extreme is a library where users are encouraged to use creative spaces, equipment, technology, and staff expertise to produce their own creative products. This is the library where residents create music, documentaries, engage in interactive media and experience the full realm of creative possibilities that technology increasingly makes available. Modern libraries are increasingly embracing creative spaces.

Dimension 4: Portal to Archive Libraries

The fourth dimension focuses on the ownership of the library's collection - whether physical or virtual. In the portal library, the materials available to users are not the property of the library - rather the library acts as a facilitator between the user and the resources available through other organizations. The other extreme is an archive library whose role is to possess documentary materials in a range of genres and media. However, this is not simply a historical archive, rather the library is the keeper of the community memory and an organization committed to telling the community's story – both past and present. This is a living library with a very strong orientation to the local community and access to the memorabilia, images, artifacts and stories that define that community. In this scenario, the library is both the local community's "archive" and its "portal" to worldwide information resources.

These dimensions illustrate a shift in library roles with implications for the size of libraries and the spaces they will provide. We discuss the implications further below.

The Future of Print in a Digital World

Predicting library space requirements on the basis of the guidelines noted earlier would often suggest that as much as half of the net floor space of a new library would be committed to the book and periodical collection. The continued relevance of this proposition is the single most important issue affecting the validity of these guidelines for library space planning.

The future of print is critical, especially when some library commentators are saying "*"a library without books was once unthinkable. Now it seems almost inevitable".*[17] Whether a totally print-free library is in our future (or in what year the inevitable will occur), is debateable but the transition from print to digital resources is not. Of course, the issue for facility planning is not only to what extent the space required for print will decline in libraries of the future but also whether these areas will be replaced with new spaces to accommodate new functions and what the public thinks about these possible changes. A cursory review of the literature dealing with library trends of relevance to facility needs assessments will demonstrate that community expectations for public libraries are changing in ways that have implications for the design, size

[17] "What Will Become of the Library? How it will evolve as the world goes digital". Michael Agresta. http://www.slaye.com/articles/life/design/2014/04/the future of the library.

and type of libraries. This theme is nicely summarized by the latest survey completed by Pew Research.[18] The author's state:

American libraries are buffeted by cross currents. Citizens believe that libraries are important community institutions and profess interest in libraries offering a range of new program possibilities. Yet, even as they express interest in additional library services, there are signs that the share of Americans visiting libraries has edged downward over the past three years.

46% of Americans aged 16 and over say they visited a library or a bookmobile in-person in the prior year [2014]. This is roughly comparable with the 48% who said this in 2013, but down from 53% in 2012.

A trend in the other direction is that mobile access to library resources has taken on more prominence. Among those who have used a public library website, 50% accessed it in the past 12 months using a mobile device such as a tablet computer or smart phone – up from 39% in 2012.

These findings highlight how this is a crossroads moment for libraries. The data paint a complex portrait of disruption and aspiration. There are relatively active constituents who hope libraries will maintain valuable legacy functions such as lending printed books. At the same time, there are those that support the idea that libraries should adapt to a world where more and more information lives in digital form, accessible anytime and anywhere.

As the authors of the Pew Report note, this raises two big questions for library facility needs assessments. What should libraries do with their books and with their buildings? The following question from the Pew survey addresses the first issue and shows a remarkable shift in attitudes in just three years. The question asked was *"Should libraries move some print books and stacks out of public locations to free up more space for such things as tech centres, reading rooms, meeting rooms, and cultural events?* The percentage of respondents answering this question in the following ways in 2012 and 2015 is noted below.

Response	2012	2015
Maybe	39%	40%
Definitely	20%	30%
Definitely Not	36%	25%

[18] Libraries at the Crossroads. John Horrigan, Pew Research. September 2015. The results of a survey conducted nation-wide in the United States, March – April 2015 with over 2,000 people, aged 16 years of age and older. While the survey was conducted in the United States, there is no reason to believe the results are not applicable in Canada.

These responses indicate growing support for less traditional spaces at the expense of print. The authors of the Pew report continue:

The second key question is: Should bricks-mortar libraries have a smaller physical footprint in their communities? A majority do not think so. Nearly two-thirds (64%) of those aged 16 and over say libraries should definitely have more comfortable spaces for reading, working and relaxing. This represents a modest increase over 2012, and suggests that libraries still occupy a prominent spot in people's minds as a place to go.

This theme of changing expectations and new roles for public libraries with implications for "bricks and mortar" is explored further in a recent article that asks the question: "What will become of the library as the world goes digital?".[19] The author laments the loss of public funding for libraries in the United States and describes a history within which the book occupies an increasingly less important place in library buildings – so much, so that the author can envision a library without books. The initial response of libraries involved *"redefining their mission around providing access to new technologies," reflected in the "slow invasion of computer clusters that defined … the past two decades of library design".* However, this response *"now seems increasingly redundant given that three quarters of Americans' access the internet at home, with both broadband and mobile access rising steadily, particularly among young people. It seems unlikely that providing on-site public access to on-line media will be a compelling justification for funding brick-and-mortar libraries even a decade from now". [20]*

However, consistent with the findings of the Pew Research cited earlier, this commentator does not believe this means the end of library buildings. Instead, these building will be transformed and different activity spaces and technologies will occupy areas formerly committed to print. Libraries will find "their rationale for institutional survival … in the principle of a *"third place" committed to learning".* There will be an increasing emphasis on maker spaces, which *"collect old and new technologies and encourage patrons to develop and share skills that cannot be practiced over the Internet".* The author also references other programs and projects that involve displaying, facilitating and disseminating local art and leasing recordings from local artists – projects that *"engage library patrons in producing their own content".* This direction is consistent with the "creation library" discussed by Levien.

[19] "What Will Become of the Library? How it will evolve as the world goes digital". Michael Agresta. http://www.slaye.com/articles/life/design/2014/04/the future of the library.
[20] Make a comment here about the 2012 ARUPLO guidelines still predicting needs for computer work stations at 30 sq ft.

Another commentator[21] addressing the future of libraries, similar to the authors of the Pew Research, believes we are at a crossroads and the beginning a great transformation. The great transformation is *"from a time when information was scare and precious to today where information is vast and readily available, and in many cases, free. People, who in the past visited libraries to find specific pieces of information, are now able to find that information online. The vast majority of people with specific information needs, no longer visit libraries".* However, this does not mean the end of library facilities – it means a transformation, driven by technology, to a different kind of facility. The author cites nine technology trends with implications for library services and the role of public libraries. Many of these are not directly related to library buildings, but have implications for librarians and their relationship to their customers. The following trend is most relevant to library facilities.

"Libraries will transition from a center of information to a centre of culture. A culture-based library is one that taps into the spirit of the community, assessing priorities and providing resources to support the things deemed most important."

The authors recommend that libraries experiment with creative spaces in their physical facilities to determine the appropriate future role. The types of creative spaces they mention include band practice rooms; podcasting stations; blogger stations; art studios; recording studios; video studios; imagination rooms; and theatre drama practice rooms. The obvious overlap with other service providers (such as the recreation department and local schools) implied by some of these spaces points to the need to clarify roles, and hopefully partnerships. However, the driving force behind most of these spaces is technology, which suggests the public library has a special role to play.

These are a few of many articles dealing with the future of the library in a digital world which highlight the following implications for library buildings, and consequently for facility needs assessments:

- Bricks-and-mortar facilities will increasingly be defined by their role in a digital world. This means different types of spaces to support a different role for the library. It also means a major shift in the allocation of space within libraries – away from collection space and toward spaces that accommodate community, creativity and local resources.
- Bricks-and-mortar facilities will still be required in the future and may actually require more space per capita than was the case in the past – but only if libraries embrace new roles.

[21] The Future of Libraries. Beginning the Great Transformation. DaVinci Institute. August 2015. www.davinciinstitute.com. (article is no longer available online).

- In the future, libraries must incorporate specialized spaces, many of which must be supported by significant investments in technology with new, expensive and sophisticated equipment. These spaces must be supported by highly trained staff and to make effective use of the fixed investment be open to the public for extended hours. These trends suggest larger libraries, fewer service points and longer hours of operation.

The Library's Unique Role Community Building

Another major factor that will influence the size of public libraries is their role in the community. While most urban planners have been slow to realize the unique role that the public library can plan in building communities, to a much greater extent than most municipal facilities than library can act as a "third place", and a key contributor to "smart cities" and "urban places and spaces". Libraries that play these roles will attract more users and be the appropriate municipal venue for a wider range of services. This will be reflected in their size and design.

As with many of these trends, the role of the library in creating community is driven at least in part by technology. Buildings to house materials and information resources are increasingly less important in a digital world where the "*information superhighway* threatens to make them less relevant, even obsolete. Yet now, these institutions are as prominent as ever, with a wave of innovation as the next generation of libraries extend their mission well beyond the storage of knowledge …. These new libraries serve as centres of discovery and communication – places where people gather and where information comes alive through teaching and personal interaction"[22].

Another author refers to the important role that libraries should play as "third spaces". The article traces the social and cultural meaning of space through time and the transformation of libraries as public spaces, again largely in response to technology. The author notes the concern expressed among librarians as the internet and commercial spaces (bookstores and cafes) appeared to compete for the library's market share, and libraries responded by introducing these spaces into the library. However, he describes the challenge for libraries as follows:

"We can choose to become more like commercial entities with products and customer bases, or we can aim to be socially meaningful institutions with a higher role and calling. We can become bookstores in an effort to beat bookstores, or we can work to build libraries and librarianship around the concept of shared

[22] Libraries that Matter. Cynthia Nikitin and Josh Jackson. Project for Public Spaces. Hhtp://www.ppsorg/reference/libraries that matter.

social space where real people engage in real struggle for meaning and purpose in a landscape of increasingly rapid human movement and social change."[23]

This reflects an important perspective on the continuing role of the library even as we increasingly incorporate new spaces into facilities. Libraries are not (or should not) be adding cafes and comfortable reading areas to compete with bookstores, instead they are creating open, universally accessible, safe environments for learning, discourse and the exchange of ideas. The library has a unique opportunity to be a true third space. Other public institutions cannot play this role. However, libraries that wish to play this role cannot simply provide the appropriate physical spaces; they must change their operations, the role of staff and programming.

Public libraries can also contribute to other municipal planning priorities, such as "smart cities". There are a number of definitions of smart cities, but *"in the ideal smart city robust internet connectivity and big data analytics support the delivery of services and the creation of opportunity, enabling residents to live in more sustainable, productive, healthy, and civically engaged ways."* [24] City planners seldom discuss the role of the library in the "*smart city*", perhaps because few libraries fully embrace their potential contribution. To play this role, one must embrace *"a techno-centric vision of libraries as essential digital connectors. [In this vision] libraries emphasized their role in helping the jobless find employment, in supporting maker labs for entrepreneurs to experiment in innovation, in supporting digital literacy and other training programs, and in advancing e-government and citizen engagement".*

Place-making, "third spaces" and smart cities are all important principles in community planning. There is a growing recognition that the public library can play an important and unique role in urban planning[25]. If this role is fully embraced as new residential areas are planned in Paris, we expect it will support a larger library with a much more active role in the community.

[23] *Libraries as the Spaces between Us. Recognizing and Valuing the Third Space*. James K. Elmborg. Reference and User Services Quarterly. Vol. 50. No. 4. ALA 2011. This article has much more to do with how libraries are managed and the librarian's skills and relationship with users, than with the physical design of the building. An entirely different approach to library service delivery is required to effectively complement changes in physical space. These operational issues are not within the scope of this study.

[24] Smart Cities Meet Anchor Institutions: The Case of Broadband and the Public Library. Ellen P. Goodman. http://ssm.com/abstract=2476159. This article is primarily focused on public policy in the United States. Issues associated with public-private partnerships, legislative constraints and other initiatives affecting libraries as providers of broadband, especially to those who rely exclusively on the library as a provider, are discussed.

[25] Berndtson, Maija. "Public Libraries and Placemaking". Paper submitted to IFLA Conference. Singapore. 2013.

Library Partnerships

Libraries are natural partners for almost every public service provider. With extensive information resources, professional expertise and advanced research capabilities, the library can support the objectives of a wide range of public agencies. Most libraries, including the County of Brant Public Library, establish programming and service delivery relationships with other agencies in their community. However, our concern is not the wide range of partnerships the Library could pursue with other community agencies; but only those with implications for the size and design of a new library building.

This is particularly important in Brant Count because the population will generally not support many of the specialized spaces that central or district libraries might provide in larger municipalities. Fully equipped training facilities or assembly/performance space for lectures or community events will not be feasible in libraries serving populations of 20,000 if undertaken by the Library alone. However, these and other spaces can be provided (or enlarged and enhanced) through partnerships.

When discussing library facility partnerships it is important to distinguish between co-location and shared service delivery. Co-location involves building a complex to house the library and another service provider where some spaces (such as a meeting room or lobby) are shared. There are many successful examples of public libraries co-locating with other public service providers (e.g. educational authorities, community recreation facilities). Experience consistently demonstrates a positive impact on service delivery, but limited impact on facility space requirements beyond a minor reduction due to some sharing. More significant benefits occur when another partner helps to finance a space to provide services in conjunction with the library. Economic development is often a municipal partner for joint service delivery (an opportunity reflected in the Library's Strategic Plan). The public library is also the appropriate home for creative spaces. Library staff has the skills, experience and networks to enhance the community's creative capital. This should lead to joint service delivery with community cultural service providers, including municipal and educational authorities, around maker spaces; media labs; technology programming and training focused on experiential learning, creativity and community collaboration. In addition to the traditional partnership opportunities in education, culture and economic development, public libraries are partnering with social service agencies (e.g. the community kitchen in the new Antigonish, Nova Scotia branch); with Universities (the recently opened Innovation Library in Kelowona, British Columbia) and others to provide spaces that complement their mission and would not otherwise be possible in their branches.

If the County of Brant Public Library pursues joint service partnerships at its Paris Branch, a larger facility than that required for core library services will be required.

APPENDIX C: LIBRARY SPACE PLANNING GUIDELINES

The Use of Guidelines for Library Space Planning

In North America, many provincial and state library authorities have developed planning guidelines. In addition to facility space planning, these guidelines generally deal with all aspects of library service (e.g. governance, policies, marketing and communications, technology, planning) and identify desirable service levels and/or best practices for libraries.

Facility planning guidelines generally specify per capita levels of provision for total library space (e.g. one gross square foot per capita) often accompanied by a minimum size independent of population. This guideline is often accompanied by what is sometimes referred to as a components approach to projecting facility requirements where a variety of guidelines, often population or user based, are used to "construct" the library building (e.g. a guideline of 3.0 volumes per capita and a requirement of 1 sq. ft. for every 10 volumes produces an area required for the collection, or a guideline of 0.5 professional staff per 1000 population suggest a requirement for 20 staff, each requiring an office of 150 sq. ft.). While these are sometimes seen as a more accurate method of projecting space requirements, to the extent that they are based on population based ratios such as volumes per capita or professional staff per 1,000 population, they suffer from the same limitations as those specifying total library space per capita.

Space planning guidelines are generally expressed as gross square feet; however, in many reports the issue of whether the guideline refers to gross or net square feet is not specifically addressed. Consequently, the concept of net and gross square feet is frequently a source of confusion. Net square feet includes assignable space while gross square feet also includes non-assignable space. The distinction is important because building costs are based on gross square feet. According to one definition, "assignable space is available for use by the public and/or staff. Non-assignable space is not available for use by the public and/or staff, but is essential to the operation of the building and includes such things as mechanical rooms, elevator shafts, stairwells, corridors and wall thicknesses"[26]. While the notion of assignable and non-assignable space is used to define net and gross square feet, there is not a consistent definition of non-assignable space. For example, the authors noted above include areas such as building foyers, washrooms, loading docks, and custodian workshops as non-assignable spaces, despite the fact that some of these areas are clearly used by staff and/or the public. The translation of net to gross square feet is generally done at the conceptual design stage by adopting a multiplier such as 1.25 based on the assumption that an additional 25% of the net building area will be required to accommodate the gross area.

[26] .Southern Ontario Library Service. Making the Case for Your Library Building Project". Library Development Guide #5. March 2010.

Because different definitions of non-assignable space are adopted, these multipliers vary considerably (e.g. in the range of 1.15-1.45). The actual multiplier can only be determined during detailed design. For the purposes of this discussion, we have assumed that the size of the existing libraries has been expressed as gross square feet where approximately 25% is non-assignable.

In Ontario, the most up to date guidelines are those developed by the Administrators of Rural and Urban Libraries of Ontario. (ARUPLO).[27] The space planning guidelines adopted by ARUPLO are also referenced in the Ontario Public Library Guidelines.[28]

While an appropriate starting point for a library needs assessment, library space planning guidelines are relatively unsophisticated tools with a number of limitations, including:

- While sometimes referred to as standards, this may connote a level of enforcement and regulation customary with such things as drinking water standards but in no way associated with the public library. These are guidelines at best and most jurisdictions (including Ontario) make it clear their use is voluntary and their purpose is to provide a starting point for planning and goal setting that ultimately must reflect the individual characteristics of each library system.

- In a planning context that changes as quickly as the library's, the continued relevance of any guideline is questionable. We note for example that there was no change in the ARUPLO collection guideline of 3 print items per 1000 population in the 2012 edition. This has been a frequently used guideline for many years. While acknowledging that requirements for print are in transition, there is no discussion concerning how this guideline might change overtime and consequently whether it would be an appropriate measure when planning a facility for 2031. Similarly, ARUPLO suggest a best practice of 5 user spaces per 1,000 population @ 30 sq. ft. per user space. While not specified in the guidelines, at 30 sq. ft. per space, this presumably deals with computer work stations.[29] Given the transition to hand held devices, the validity of this guideline in 2031 is questionable. If these guidelines were used to plan the Paris Branch, the space committed to the print collection and computer workstations would grow by 55% between 2016 and 2031, during a time when most commentators would argue the demand for these spaces will continue to decline.

[27] Administrators of Rural and Urban Libraries of Ontario. (ARUPLO). Guidelines for Rural/Urban Public Library Systems. 2nd Edition. 2012.
[28] Ontario Public Library Guidelines. 6th Edition. 2012. Appendix B. Aids to Measurement.
[29] The ARUPLO Guidelines do not provide a best practice for other seating and working areas in the library.

- The guidelines themselves are sometimes open to interpretation. For example, many facility planning guidelines do not specify gross or net square feet. Given that the difference in space requirements could be as much as 25-35%, this is a major limitation. (In the case of the ARUPLO guidelines, it is clear the provision guideline is for assignable space. However, no guidance is provided on an appropriate multiplier to arrive at gross square feet.)

- The guidelines are not community or project specific. Characteristics of the community that may affect library facility and service requirements are not considered (e.g. demographic, linguistic, economic, education and income profile; availability of alternate service providers or reciprocal borrowing relationships with neighbouring library systems; rural/urban and single or multi-branch systems). The characteristics of the library project, such as partnerships and single or multi-story construction are also generally not considered.

- Most guidelines do not provide direction on the allocation of library space in multi-branch systems. For example, should a central library that presumably serves all residents command a higher per capita level of space provision than a branch that serves a specific community or neighbourhood?

- The possible implications of increasingly stringent standards for barrier free deign and full accessibility are not explicitly addressed in most guidelines and could have a major impact on space requirements, particularly in more traditional libraries with large print collections.

- While seldom discussed by those using space-planning guidelines, they are generally meant to apply to stand-alone buildings. The overall space allocations would presumably be reduced if the library is built with another service provider where a facility such as a meeting room is shared. On the other hand, a partner that shares space to jointly deliver services of mutual interest would create the demand for larger spaces.

- Presumably the guidelines assume fully functional space of the type that would be provided in a new, well designed, contemporary building built as a library. Renovations to existing buildings or re-purposing a building as a library would generally require more space, but this issue is not often addressed in guidelines of this type.

In addition to these challenges associated with the interpretation and use of library planning guidelines, whether these guidelines are realistic and required to provide superior library service is debateable. We are aware of no research that demonstrates a direct and significant relationship between compliance with

facility space guidelines and customer service or satisfaction. While one might expect libraries that provide the recommended square feet per capita to consistently demonstrate higher levels of service and a larger and more satisfied membership, to our knowledge this relationship has not been conclusively demonstrated. More importantly, while data is not readily available to illustrate levels of compliance, it is likely that a significant proportion of libraries in most jurisdictions will not meet facility space guidelines. We note that the ARUPLO guideline would suggest a level of provision of 1.25GSF/capita and the SOLS document[30] suggests a range of 0.96-1.50GSF for a library serving a population of 15-35,000 population. Ontario Library Statistics don't indicate how many libraries meet guidelines, we can offer the following observations based on our library planning practise.

- In recent studies (2011-12) completed by dmA, five libraries in the GTA and four rural systems outside of the GTA reported levels of provision ranging from 0.43-0.59GSF/capita. While all of these systems were planning for the expansion of their library facilities, none were contemplating increasing these levels of provision above 1.0GSF/capita.

- In a 2013 survey of libraries in northern Ontario completed by dmA for OLS North, the average level of provision for the six libraries serving populations over 10,000 was 0.57GSF/capita.

- Data compiled by dmA in 2009 from the Canadian Urban Libraries Council for libraries in eleven larger Ontario communities (populations in the 150-900,000 range) showed an average level of provision of 0.58GSF/capita.

- In a recent study by another consultant based on 2012 data from 25 libraries in large, small, urban and rural communities in Alberta and Saskatchewan, only one library exceeded 1.0GSF/capita and two others topped 0.8GSF/capita. The majority of these libraries were providing 0.5-0.7GSF per capita of library space.

Our review of library planning guidelines indicates facility space guidelines in general, and certainly those advocating levels of provision in excess of 1.0GSF/capita, must be treated with caution. They cannot be accepted as "gospel" and applied without interpretation. Rather than simply accepting these guidelines, we should start with existing levels of provision in light of Library and community specific considerations.

Guidelines might then define the upper limit of an acceptable target to find a reasonable and defensible community specific space planning guideline. This is the perspective we have adopted for this study.

[30] .Southern Ontario Library Service. Making the Case for Your Library Building Project". Library Development Guide #5. March 2010.

APPENDIX D: DEMOGRAPHIC PROFILE AND POPULATION PROJECTIONS

Population Projections[31]

The County of Brant Official Plan includes the most up-to-date and accurate projections available and indicates a 2031 population of 47,000.[32] In 2014, the County's population was estimated to be 38,300[33] suggesting an increase of about 9,000 residents County wide by 2031.

The Official Plan designates the Paris and St. George areas as approved growth areas where future population will be concentrated. Due to servicing constraints the Paris area will develop more quickly. It is estimated that perhaps 7,000 of the 9,000 future residents expected by 2031 will reside in the Paris area. This would result in a catchment area population of 20,000 by 2031.

For the purposes of this study we have used the 2031 as the end date for the planning period. However, available development lands will not be exhausted in 2031 and additional population growth is expected after that date. Consequently, the design of the library and the site selected should accommodate the possibility of future expansion. This is particularly important because library trends point to larger facilities and fewer service points. It is likely therefore that population after 2031 will be better served by an expansion of the Paris Branch than by the development of a second branch to serve the Paris service area.

Population Profile – County of Brant

The following are key themes emerging from a demographic analysis of the County prepared in 2014 based on 2011 census data:[34]

- aging; in the period 2014-19,the population 65 years of age and older is expected to grow 22% compared to no growth in population under the age of 25.
- not culturally diverse; approximately 10% of the population are immigrants.
- commuting labour force; only about 26% of the employed labour force work in Brant.
- homeowners; about 90% of homes are owner occupied; 85% are single detached dwellings.

[31] The information concerning population projections is based on a discussion with Marcus Davidson, Senior Planner, County of Brant on March 23, 2016.
[32] County of Brant. Official Plan. 2012. Page 2-2.
[33] An Overview of Demographics of the County of Brant. Dec. 2014. Environics Analytics.
[34] An Overview of Demographics of the County of Brant. Dec. 2014. Environics Analytics.

- relatively well educated; 58% of the population over the age of 25 have post-secondary degrees or diplomas.
- relatively affluent; at about $99,000 the average household incomes so slightly above the Provincial average.
- When compared to 15 surrounding municipalities, Brant County "ranks among the top in terms of education levels, home ownership and household income [but is] much less culturally diverse".[35]

[35] An Overview of Demographics of the County of Brant. Dec. 2014. Environics Analytics. Page 9.