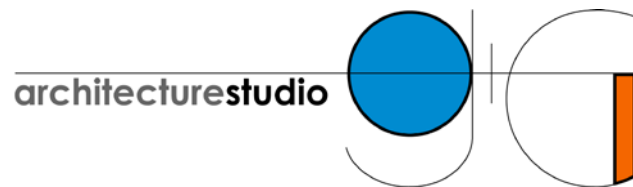




Central Library Functional Plan



November 2018

“Building on the architectural heritage of downtown Windsor, the new Central Library should be as iconic and valued by residents as the old Carnegie and 850 Ouellette have been for the last 115 years.”

From a WPL customer

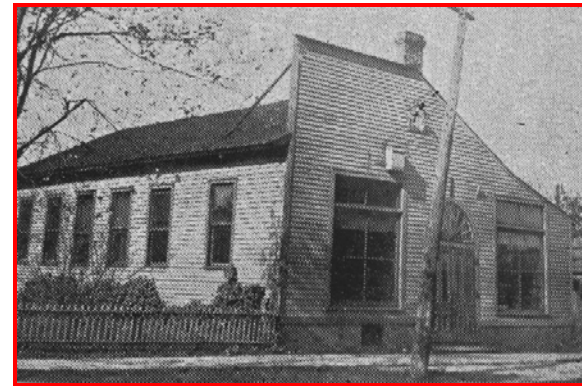
July 2018

Windsor Public Library

Central Library Functional Plan

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1. EXECUTIVE SUMMARY and RECOMMENDATIONS

There are thirteen steps required to plan, design and build a new Central Library in Windsor, Ontario. They include:

	Steps / Milestones*	Anticipated Duration	Comments
1	New Central Library Functional Plan	24 months	To Windsor Public Library Board November 2018 and referred to City Council
2	Financial Plan / Budget Allocations Request to Council	--	
3	Location Survey & Condition Assessments	12 months	Environmental assessments, designated substance & hazardous material assessments, archeological investigation, geotechnical investigation, etc.
4	Property Consideration	0-18 months	0 months if City owned property, 5 - 18 months if property acquisition is required.
5	Engage Architect/Consultant Team	1 month	
6	Programming, Schematic Design & Site Plans	12 months	
7	Schematic Design to WPL Board for Approval	--	
8	Detailed Design & Construction Drawings	8 months	
9	Tender Construction Contract	1 month	
10	Award Construction Contract	2 months	
11	Site Development / Construction	24 months	Dependent on size and condition of site, servicing requirements, etc.
12	Commissioning / Fit Up Space / Move In	6 months	
13	Public Opening	--	
	TOTAL	5 - 7 years	

* Note, once the details of the proposed site are known, the estimated timelines can be further refined

The first step is to develop a Central Library Functional Plan (CLFP) which captures the vision of the project including high level costing estimates. This process was initiated by the Windsor Public Library Board in 2016 with two phases.

Phase One was designed to consult the community and clarify the vision and principles of a new library. See Appendix A, “We’re All Ears”. The CLFP Team included Architect [J.Grossi](#) of g+G Inc. and Consultant [A. Mackay](#) plus the WPL Administrative Team. This work was completed in November 2017.

Phase Two was designed to draft a pre-programming building needs analysis including detailed library components and high level cost estimates. The working group included Architect [J.Grossi](#) and the WPL Administrative Team. This work was completed in November 2018.

The Central Library Functional Plan recommendations include:

1. Embark on a five-to-seven year project to build a 71,857 SF Central Library at an estimated cost in 2023 of **\$ 38,720,504.46** (\$ 538.85/SF) plus the cost of land.
2. According to 2,662 Windsorites, the community’s preferred location for the new library is in the downtown Cultural Hub.
3. The building should be a civic landmark, inspirational and unique, welcoming and comfortable with space for people, resources, programs and services. It should be the community’s living room.
4. The building needs to address the public library dilemma of being open to all, while also ensuring the safety of all.
5. The building should be an environmentally conscious, [High-Performance-Building](#) and sustainable library that will adapt to changing functions and uses over the next fifty years.
6. The building should be exciting and active but also provide community meeting spaces and quiet study areas.



In summary, the Central Library Functional Plan provides a “road map” for the Windsor Public Library Board and City Council to follow and move forward and build a new Central Library in downtown Windsor by 2026.

2. BACKGROUND

The Central Library Functional Plan is framed within the context of the:

- [Ontario Public Libraries Act](#) R.S.O. 1990 CHAPTER P.44 and Regulation 976
- [OPL Guidelines](#) 6th edition 2012
- [ARUPLO Guidelines 3rd edition](#) which addresses the functional issues of multi-branch library systems in Ontario
- [Wisconsin Public Library Standards](#) ALA/Wisconsin Dept. of Public Instruction
- [SOLS Library Development Guides](#) which address the functional issues of designing a public library in Southern Ontario

Other resources consulted were the Municipal and Regional Public Library Standards and Guidelines of the Manitoba Public Library Services and Making the Case for Your Library Building Project, by the Southern Ontario Library Service (2010).

Windsor’s Central Libraries

A Central Library functions as the core of a public library system and a community hub. Traditionally it is the largest library in the system and houses the most comprehensive collection of resources plus special collections relevant to the community, e.g. local history. In Canada, a Central Public Library is generally located within the downtown core and is an architecturally distinguished building, e.g. [Surrey Public Library](#), [Winnipeg Public Library](#). Windsor, Ontario has had three Central libraries.

	Central Libraries	Construction Date/Renovation	Population served when constructed *	Total Cost	Cost / SF	Square Footage	SF / Population
1	Lambie’s Hall	1855/1894	11,468	N/A	N/A	2,000	.17
2	Carnegie	1903	13,411	\$32,750	\$2.82	11,592	.86
3	850 Ouellette Ave.	1973	198,298	\$3,610,000	\$35.57	101,467	.51

Note* population figures are based on: the 1903 Annual Report of Assessment and the 1971 Municipal Directory.

The first Central Library was established under the Public Libraries Act, when a citizen’s committee obtained over 500 signatures on a petition requesting that the matter of a public library be submitted to the electorate. With a positive response from voters in 1893, Council authorized \$4,000 to renovate and organize the library through the sale of debenture bonds, with payments to be made from the library’s annual appropriation.

The first Central Library opened on December 4, 1894 in Lambie’s Hall, on the current site of the University of Windsor, School of Social Work. The small clapboard building had been constructed in 1855 for the congregation of James Lambie and was converted into a library in the summer of 1894 with 5,254 books, plus 80 newspapers and magazines. An annual reader’s card cost five cents and forbade exchanging books of fiction in less than three days to discourage reading too many novels! However, Windsor quickly outgrew the hall and the rules.



In 1901, the City appealed to American philanthropist [Andrew Carnegie](#) and was awarded \$27,000 to construct and furnish a new Central Library. After acquiring land at the corner of Victoria and Park Avenues at a cost of \$5,750, Architects John Scott and Company designed the 11,592 SF two floor Carnegie that opened on October 16, 1903. It was a traditionally styled building with a wide main staircase, pillars “lighting your way to learning” and constructed of very distinctive red brick. As per Carnegie’s wishes, it was the “most beautiful” public building in Windsor.

Although the Carnegie library served the City of Windsor as its Central Library for over seventy years, within ten years of opening, the need for more room was once again identified by the Board. In 1925, renovations altered the interior and provided an additional 5,840 SF. However, in subsequent decades the children’s, French language, cataloguing and administration departments were relocated to provide more space for customers and resources. In 1955, the purchase of an adjacent property allowed the “exiled” departments to relocate downtown, but space pressures continued.



After a twenty-five year campaign by library leaders and the public, a new 101,467 SF Central Library designed by Windsor architects Johnson and McWhinnie opened on November 24, 1973. The [brutalist](#) building was visionary for its time, with wide-open flexible spaces and huge windows. The cost of the new Central Library included: \$306,000 for the land; \$2,525,000 for construction; \$421,000 for furnishings and equipment; \$258,000 for professional fees; \$51,000 for art; and \$49,000 for incidentals for a total cost of \$3,610,000 or \$35.57/ SF.

By 2010, the digital age was rapidly changing the space requirements for public libraries across North America. There was less need for rows and rows of books and reference material, but this trend was counterbalanced by the community's growing need for more public space to "read, learn and discover".

In 2013, recognizing the growing need, the Windsor Public Library Board commissioned Monteith and Brown Planning Consultants to prepare a Library Facilities Discussion Paper. In the report, they recommended two options:

1. Downsize the Central Library and rent the excess space to strategic partners
OR
2. Relocate the Central Library to a smaller facility.

Numerous attempts were made by the Windsor Public Library Board in the following years to "right size" the Central Library from 101,467 SF to approximately 75,000 SF and to lease the excess space, but with no success. In January 2018, the United Church Downtown Mission, which owned property on two sides of the Central Library, purchased 850 Ouellette Avenue from the Windsor Public Library Board and the Dufferin Street parking lot from the City of Windsor at a total cost of \$3,400,000. In May 2018, after an exhaustive search, the Board agreed to temporarily relocate to the City Hall campus at 350 and 400 City Hall Square, while a five-to-seven year process began to plan and build a new Central Library.

3. CONSULTATION PROCESS

Phase One

In 2017, 610 Windsorites were consulted via online surveys, paper surveys, in person and at town hall meetings about public library services and facilities. Participants responded referencing five key messages including, in priority order:

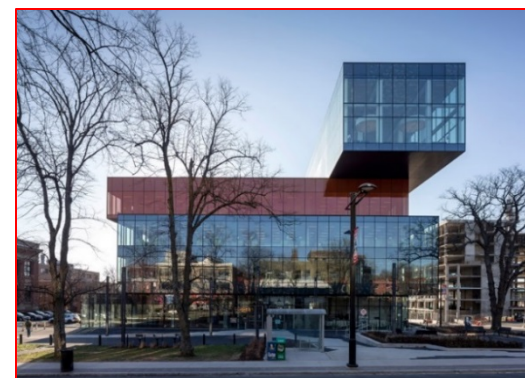
1. **Flexible Spaces** – the new library needs to accommodate both quiet research and large community gatherings. It needs to be the community's living room.
2. **The Building as a Living Invitation** – the community repeatedly described the exterior of the new library as a welcoming invitation to spark curiosity, learning and community pride.
3. **Lighting** - the most often mentioned feature to make the new library comfortable and safe. Respondents repeatedly referred to abundant natural lighting as crucial.

4. **Safety** – mirroring trends across North America, libraries are dealing with a full range of human experiences, including community members living in poverty, or with addictions and mental health issues. Respondents were thoughtful about the public library’s dilemma of being open to all, while also ensuring the safety of all.
5. **Library’s Essential Role in Society** – respondents repeatedly commented on the unique role of public libraries as the great equalizer, as a free and open community resource nurturing access to information for all. Many gave additional attention to confirming a location that depicts Windsor as a modern and inclusive 21st century city.

Phase Two

In November 2017, the Windsor Public Library Board accepted the Phase One consultation results and requested the process continue with input about an actual location. From November to May a second set of consultations resulted in an additional 1,445 responses. Of the 192 comments referencing a specific new location, the top five were:

- 28% Devonshire Mall / old Sears building
- 12% Paul Martin Building
- 9% One Riverside Drive
- 7% old Green Shield Building or City Hall (old, new or the 400 building)
- 37% other locations i.e. Jackson Park, on Ouellette Ave, old Grace Hospital site



Phase Three

By June 2018, with the Devonshire Mall - Sears building, Paul Martin Building and One Riverside Drive locations becoming unavailable, a third set of location questions were asked, with the following results from 607 respondents:

- 69 % (420) preferred a downtown Cultural Hub location; and
- 31 % (187) preferred a Jackson Park location

with 124 participants (30%) self identified as being from the downtown neighbourhood.

The iconic Halifax Public Library, during its community consultation process to build a new downtown library, consulted 2,210 residents through a series of community meetings and surveys. Following the same process, a total of 2,662 Windsorites were consulted about a new Central Library with the most popular site being the downtown Cultural Hub location.

4. WINDSOR PUBLIC LIBRARY CENTRAL LIBRARY FUNCTIONAL PLAN

A. Vision for a New Central Library

Public libraries across North America are being asked to rethink the rapidly evolving functions and services required of a 21st century public library facility. This unprecedented evolution necessitates a re-evaluation and re-imagining of the type and quantity of spaces required to perform present and yet-to-be-defined functions. In support of this vision:

“The mission of the Windsor Public Library is to enrich our community by providing access to resources that inform and entertain. We believe in the freedom to read, learn and discover.”

The building plan points to a future where the Windsor Public Library is a strong, identifiable symbol of the community. It incorporates the role of the public library and the services to be provided over the next fifty years. In support of this vision, the Windsor Public Library Board and staff have adopted the following statement:

“The Windsor Public Library makes our community a better place to live, work and raise a family. The board and staff envision a future where the library enriches the lives of all residents and where reading is a part of daily life.”

During the consultation process the community spoke clearly describing the new library as: “a beacon”; “an oasis”; and “an artful blending of the traditional and the new”. The new Central Library needs to serve the neighbourhood surrounding the facility but also support the system-wide need as a reference library, local history centre and administrative hub.

Customers also talked about the need for innovation in design and sound mitigation, plus the library as a community gathering place with a tolerance for noise but also a quiet sanctuary. Perhaps, as a result of the amazing 2018 renovation of the historic Windsor Armouries, customers also talked about preserving the old by incorporating some historic features and art into the new Central Library. Customers repeatedly told the CLFP Team in a variety of ways that:

“Building on the architectural heritage of downtown Windsor, the new Central Library should be as iconic and valued by residents as the old Carnegie and 850 Ouellette have been for the last 115 years.”

Specifically, the Windsor community envisions a new Central Library that is a dynamic part of Windsor life, supporting lifelong learning, literacy and recreation. It needs to be:

- A civic landmark, inspirational and uniquely Windsor... “a place we can be proud of”;
- Welcoming and inclusive with space for people, resources, programs, services and community art;
- Safe and secure inside and outside, addressing the dilemma of being open to all, while also ensuring the safety of all;
- Environmentally conscious, high functioning and sustainable; bright and open with as much natural light as possible;
- Exciting and active but also a quiet sanctuary with community meeting spaces and quiet study areas; and
- A flexible space which will evolve and adapt to changing functions and use over the next fifty years.



B. Public Library Trends in 2018

The American Library Association’s Center for the Future of Libraries, has identified a number of trends that will affect public libraries over the next twenty five years. They include:

An [aging population](#) will significantly impact public libraries. Increased leisure time in retirement will result in a greater demand for more senior friendly resources and programs, more volunteer opportunities and more community gathering spaces. A growing senior population will also shape building design and accessibility requirements.

Former President Barack Obama has called income inequality the “defining challenge of our time” because it limits upward mobility. As a result, library services that support skills development, literacy and lifelong learning will become more important to combat income inequality.

Online learning connects people to each other and supports the learner’s success. For [connected learning](#) to help level the playing field between the haves and have-nots, people need open access to new and emerging technologies and learning platforms. Public libraries need to provide the space and opportunity for people to read, learn and particularly discover new technologies.

Exemplifying these principles are the following trends:

- Physical collections are shrinking while the demand for public meeting and collaboration space is increasing;
- Customers want convenience e.g. self-service, free parking and beverage services;
- Public libraries are moving away from single purpose rooms, to multi-use spaces;
- Innovations in design and sound mitigation are offering more flexibility in library design and usage; and
- The library as a community-gathering place necessitates a tolerance for noise while still providing a quiet sanctuary.

These trends are exemplified in the following public library building projects: [CPL virtual-tour](#), [Galt Public Library](#), [Winnipeg PL Windsor Park](#) and the iconic [Halifax Public Library](#) and their [HPL Central-Library-Building-Program-Space-Requirements](#).

The CLFP Team also recommends the following architectural trends be considered in the development of the new Central Library. They include:

- Carnegie libraries were built to be noticed; so should Windsor’s new Central Library;
- Thoughtful integration into the architectural character of the neighbourhood;
- Capitalize on the library’s location and views;
- Incorporate internal and external security features;
- Provide an intuitive flow to the building, so it is easy to navigate in a wheelchair, runners or pushing a stroller;
- Thoughtful parking options including a drive through, drop- off zone, parking for seniors, parents and bicycles; and
- Environmentally friendly with landscape elements that reflect the unique horticulture of Windsor.

C. **Building Requirements**

1) **Location Requirements:** 2,662 residents were consulted about an appropriate location. The downtown Cultural Hub, loosely defined as Riverside Drive to Wyandotte Street and Caron Avenue in the west to Windsor Avenue in the east, is the most popular and most appropriate location for the new library because:

- It fulfills the community’s vision of a new Central Library and supports downtown revitalization efforts;
- It builds on the synergy of being co-located close to the Windsor International Aquatic and Training Centre, Art Gallery of Windsor, and Windsor’s Community Museum;
- It is close to both the St. Clair College and University of Windsor downtown campuses;
- It is readily accessible from all directions by car, bus, cycle and on foot;
- It is an appropriate distance from other library branches;
- It is a good location for the downtown neighbourhood; and
- It is a family destination, with something for every member of the family.

However, issues that would have to be addressed at the Cultural Hub location include:

- Assuring parking for up to 115 vehicles;
- Appropriately connecting with the Windsor International Aquatic and Training Centre, Art Gallery of Windsor, and Windsor’s Community Museum;
- Maximizing views and access to green spaces; and
- Assuring street access to a drive through, drop-off area and handicapped parking.

2) **Building Size:** Estimating and building the “right sized” public library to last fifty years is a challenging proposition.

- The first Central Library was less than 2,000 SF and within five years, the library Board was searching for a larger location.
- The second Central Library, the 11,592 SF Carnegie, within seven years was too small according to Board minutes.
- The third location, 850 Ouellette Avenue, is 101,467 SF; however, within twenty years the Board recognized the building was too large.

The challenge in 2018 is to plan a building which is the appropriate size for the community and with square footage to accommodate current and future resources and services. Any smaller and the community will outgrow the facility in less than the fifty year projection. However, any larger and the space will not be fully maximized.

To estimate the appropriate size of the new Central Library the CLFP Team referenced four measurement tools to provide the most informed size recommendation.

- a. **Canada Wide Benchmarking:** The average Canadian Central Library per capita square footage in similar sized municipalities is .35 SF per population. This ratio, applied to Windsor, results in a new Central Library of **76,300 SF**.

Community	Population when constructed	Central Library SF	SF / Population	Construction Date
Burnaby	229,464	61,000	.27	1991
Halifax	414,400	120,000	.29	2012-2014
Saskatoon	224,300	78,000	.35	1966 / 2006

- b. **Ontario Benchmarking:** Based on the [OLS Building Project Index](#) and recent Ontario Central Library building projects, square footage per population can be tracked and reflects an average of .3175 SF per capita. This ratio, applied to Windsor, results in a new Central Library of **69,215 SF**.

- c. **Wisconsin Model:** To estimate the space requirements for a new Central Library, the widely used Wisconsin Model identifies six data points, including proposed collection size, public seating/table requirements, staff work areas, meeting rooms, special use spaces and non-assignable space. It was developed by the American Library Association for the Wisconsin Department of Public Instruction to estimate the appropriate square footage and collection size for new facilities. This ratio, when applied to Windsor, results in a new Central Library of **69,143 SF**.

Category	SF	Measurement
Collection Space	17,410	10 volumes / SF
Seating / Tables	13,010	30 SF / seat; 306 seats + 81 tables = 387 + living room 1,400 SF
Work Areas	9,200	140 SF / work station
Meeting Areas	8,395	Including: meeting space 500 SF; auditorium 1,900 SF; living / program area 3,000 SF; maker space 1,200 SF; quiet study carrels 1,795 SF
Sub Total	48,015	
Special Use Areas	8,163	17% of the gross building area includes: lobby; staff areas; Wi Fi Bar 240 SF; cafe 350 SF; piano 200 SF
Non assignable	12,965	27% of the gross building area includes: washrooms; stair wells; mechanical rooms; halls; wall thickness
Gross SF	69,143	

- d. **ARPULO Model:** To estimate the space requirements for a new Central Library the Administrators of Rural and Urban Public Libraries of Ontario developed a model that identifies six categories like the Wisconsin model, but with slightly different measurements for volumes, work areas and non-assigned areas. This model, when applied to Windsor, results in a new Central Library of **72,772 SF**.

Category	SF	Measurement
Collection Space	20,193	8 volumes / SF
Seating / Tables	13,010	30 SF / seat; 306 seats + 81 tables = 387 + living room 1,400 SF
Work Areas	9,650	150 SF / work station
Meeting Areas	8,395	Including: meeting space 500 SF; auditorium 1,900 SF; living / program area 3,000 SF; maker space 1,200 SF; quiet study carrels 1,795 SF
Sub Total	51,248	
Special Use Areas	8,712	17% of the gross building area includes: lobby, staff areas, Wi Fi Bar 240 SF, cafe 350 SF, piano 200 SF
Non Assignable Space	12,812	25% of the gross building area includes; washrooms, stair wells, mechanical rooms, halls, wall thickness
Gross SF	72,772	

➤ **Summary**

	Measurement Tool	Recommended SF	SF/Population
1	Canada Wide Benchmark	76,300	.3500
2	Ontario Benchmark	69,215	.3175
3	Wisconsin Model	69,143	.3170
4	ARPULO Model	72,772	.3330
	Average	71,857	.3294

At this stage, not considering a full building program and averaging the four measurement tools, it is recommended that the new Central Library be 71,857 SF or .3294 SF per capita to accommodate the appropriate collection size and services for the next fifty years. However, if a partnership with an educational institution is considered, an additional 4,800 SF for quiet study and meeting rooms should be added, bringing the total recommended square footage to 76,657 SF or .3516 SF per population.

3) Structural Requirements:

The following structural considerations are necessary to build a public library:

- a) An open expanse with minimal obstructions, e.g. pillars, for sequential placement of stacks and clear sight lines;
- b) Industrial grade flooring with a minimum of 150 pounds/square foot;
- c) Incorporate universal designs to ensure that the building and services are AODA compliant;
- d) Compliant with all fire and municipal building codes plus appropriate water mitigation;
- e) Institutional grade wire and fibre cabling;
- f) Exceptional lighting: general stacks should be lit by 30-40 foot candles (measure of illumination), customer service and work areas 40-50 foot candles and study carrels/book sorting areas 52-56 foot candles;
- g) If additional floors are considered to accommodate on-site partners, structural requirements and cost estimates would have to be reviewed.



D. Building Areas Described

In developing a functional plan for a new public library, the following describes the areas to be included in the building.

1) General criteria for the building include:

- Interior must be open and flexible for many uses, but “not a barn”, i.e. movable walls, flexible task lighting;
- Maximum use of windows, balanced with the practical need for walls for bookshelves;
- Sound abatement with the building getting quieter as customers move upwards from floor to floor;
- “Airport style” public washrooms and water fountains on every floor;
- A single customer service point on each floor;
- Security gates and cameras at every exit.

2) Atrium

The atrium is the first space that customers experience as they enter the building. It needs to be open and inviting, with high ceilings and large windows. A way-finding and security desk will be immediately visible to assist customers and facilitate self-service. It will provide access to all areas of the library either by elevator or stairs. Signage will clearly provide directions to each of the services in the building. The auditorium will be accessible from the atrium and, with a grand piano in the area, acoustic design will be important.

3) Resource Services Area

The primary purpose of the Resource Services Area is to manage every aspect of the collection, i.e., purchasing, cataloguing and circulation. There will be staff areas as well as a public area to borrow materials, pick up holds, or ask a question. The sorting of returning materials, bibliographic services, Inter-Library Loan and a new drive-through service to pick up or return materials, will occupy a large portion of this “behind the scenes” area. There will also be multiple self-check out (RFID) units throughout the buildings allowing customers to manage their own borrowing.

4) Collections

Currently, the Central Library houses the central reference collection for the City as well as a neighbourhood library for the downtown area. The Central Library currently houses 156,885 volumes in 39,000 SF plus 113 ranges of wall shelving. In the new library, as much of the collection as possible will be housed on the walls, freeing up floor space for seating and study areas. The goal is to build and



then maintain an active, well-curated collection of 145,000 – 150,000 print volumes in 30,000 SF and a large digital collection.

5) Public Computers

The need for public access computers continues to grow, with the Windsor Public Library providing over 500,000 hours of computer access annually. The new Central Library needs 38 public computer terminals in the Children's, Young Adult, Adult, Tech Hub and Local History Areas; and four dedicated database terminals to support research. There also needs to be a fourteen seat Wi-Fi area for customers accessing the internet using their own technologies.

6) Cafe Area

Most new Canadian Central Libraries have a cafe or coffee bar. In Windsor an 8-12 seat Cafe offering a cup of coffee or a snack while customers enjoy the views, meet friends or read a book is recommended. In community consultations, this service was a high priority for both customers and staff.

7) Public Areas

Canadian public libraries have dedicated public space for programs, exhibits, meetings, research or to simply read a newspaper. The Living Room will be located on the 2nd or 3rd floor with great views of the community and take advantage of the natural light from the large windows. This area, close to the Cafe, will provide space for customers to enjoy sitting in comfortable chairs while reading, watching television or playing chess. There will also be small public meeting and study rooms throughout the building; in the community consultations this was identified as a high priority. However, if the library is in partnership with other educational institutions, an additional 55 seats, eight study tables and six study pods will be needed, adding 4,500 SF to the total square footage of the building.

The 850 Ouellette Avenue building currently provides 244 seats for children and adults. However, the new Halifax and Calgary Central libraries saw 68% - 90% increase in usage in their first year of operation. Similarly, the new Windsor library needs to accommodate 306 seats comprised of table seating for adults and children, comfortable reading chairs and bench seating in front of windows, auditorium seating of 75, for a total of 381 seats. Seating needs to be distributed throughout the building to serve a variety of customers.

Seating Capacity

Community	Population Served when constructed	Total # of seats	Seats/capita
Guelph Public - New Central Library	123,000	180	.0014
Halifax Public Library - New Central Library	403,131	250	.0006
Windsor Public Library - 850 Ouellette Ave.	199,250	244	.0012

8) Auditorium

Program and meeting spaces support the public library’s role as a community hub. In Windsor, there are a variety of medium and large auditoriums with a variety of rental rates from \$250 - \$2,000 per day.

Windsor Theatres

Location	Seating Capacity
Capitol Theatre	908 seats: Penta 602; Kelly 206; Joy 100
Chrysler Theatre	1,211 seats
Ecole Secondaire L' Essor	500 seats
Mackenzie Hall	210 seats
Old Walkerville Theatre	600 seats
University Players	440 seats: Essex 323; Hatch Studio 117

However, there are no public auditoriums in Windsor with an open seating capacity of 75 – 125 seats to accommodate small community events and programs that do not require a proscenium stage.

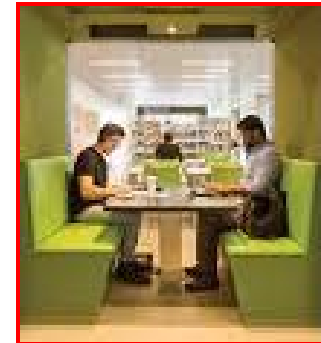
The 1,425 SF auditorium and program area will be located on the main floor, open to the Atrium, allowing customers to discover events and activities as they move through the building; or, it can be divided into smaller rooms. The auditorium will have flexible seating with a small presentation stage. The area will include a foyer with a reception area, space for public art, cloakroom, washrooms and separate entrance/ exit to accommodate after hours events. The need for this type of space was repeatedly referenced during the community consultations.

9) Children’s Area

The Children’s Area is designed for families and children aged from birth to 12. It will be a dynamic and creative space. Comfortable seating, tables and reading nooks will be dispersed throughout, in addition to specific spaces for programs. Furnishings, computers and shelving appropriate to a child’s height will be placed throughout. The collection of 19,100 print and video resources will be broad and varied. The program space will accommodate groups of up to 35 students with substantial storage.

10) Young Adult Area

Young Adults range in age from 13 to 18 and need a defined and interactive space to explore and discover. The area will include a collection of 4,500 print, media and technology resources, contain study pods and be adjacent to the Tech Hub. There will be a gaming and computer area to promote technology as a component of learning, plus individual and group study areas.



11) Adult Collection and Reference Services Area

The Adult Collection occupies the most significant portion of the building. As of October 2018, it includes: 17,800 Fiction titles; 56,241 Non Fiction titles; 8,666 Large Print titles and 16,306 AV resources, 12,639 Multilingual resources, 2,443 French materials, 3,610 Periodicals and 7,540 Local History documents, for a total of 125,245 resources. Staffed desks will function as public service points for information, reference, and research assistance on all floors.

12) Local History Area

The role of the Local History Area is to acquire, preserve and provide access to public and private documents that record and celebrate the rich history of Windsor and Essex County. The collection includes print and genealogical records, magazines, newspapers, slides, photographs, census records, maps and realia. The area will also include the Automotive Archives, and genealogy area. Newly acquired documents are being digitized to reduce storage requirements; however original documents are also being retained. The current collection is 7,540 volumes (810 SF) plus the 4,600 volume (2,200 SF) Automotive Archives. With an annual growth rate of 350 documents (43 SF) per year, the collection will grow to 10,000 volumes in by 2028.



13) Multi-Lingual Collection Area

The demand for recreational reading at all levels, in a wide variety of languages, continues to grow in Windsor. This area needs to accommodate a 4,000 + volume collection of print and non print materials, plus seating and tables.

14) French Collection Area

The distinct French Collection area contains 2,443 items at the adult level and 3,132 items at a juvenile level, which are currently on rotation at all branches.

15) Tech Hub

“We believe in the freedom to read, learn and discover”. The Tech Hub will be a dynamic and interactive discovery space close to the Young Adult Area, providing new and creative opportunities for customers of all ages to learn about and experience the newest of technologies. It will be an exciting place where activities such as editing videos, gaming and an introduction to the latest technologies and computer developments will be available.

16) Staff Areas

Within this area there will be a staff room with a kitchenette, washroom, sick room and locker rooms to accommodate 45 female and 15 male employees. The overall environment will be a bright, calm and inviting space. The staff area is dedicated space for employees and will not be accessible to the public.

17) Outdoor Areas

The majority of the outdoor space at the Central Library will be “wrap around” green space with a setback from the street, allowing for three entrance/exit points, including the main public entrance, the auditorium entrance and a staff entrance. The outdoor space will also provide access to a book drop directly into the Resource Services Area, bicycle parking, sidewalks, and public art. The landscaping and paved outdoor spaces will connect to the Library at ground level and potentially on the roof. The intent is to bring the outdoors in and create a welcoming, safe public space full of nature and light. Attention should be given to landscape elements that reflect the unique horticulture and climate of Windsor.

18) Public Washrooms / Water Fountains

Public washrooms will be located throughout the building and will be easily accessible and identified through clearly visible signage on each floor. The children’s washrooms will be appropriately sized. All washrooms will be safe,



self-cleaning and barrier-free with the appropriate safety and security features. Water fountains and water filling stations will be adjacent to the washrooms on all floors.

19) Maintenance /Janitorial Area

This area will include a janitorial work and supply area. This should include a separate garbage collection area, mail sorting area, shipping area and a delivery bay. All shipping and receiving will occur in this area. Garbage collection areas inside and outside the building will comply with all Municipal bylaws and regulations. Although this area will be a “back of house” space, it will be as functional and bright as the rest of the Library. The Maintenance area will be a “behind the scenes” section on the main floor and will not be accessible to the public.

20) Parking

In community consultations, *free* parking was a high priority for most. The Ouellette Avenue library had parking facilities for forty customer and thirty-five staff vehicles for a total of 75 parking stalls and 15 bicycle racks. However, parking regulations by 2026 may require accommodating up to 115 stalls of 45 sq. meters/space. To access parking of 45 SF/sp/usage gfa has been considered. Parking considerations need to be included in the site specific plans and accommodations should also be made for electric car plug ins and a bicycle repair station.

21) Sustainability / Energy Efficiencies

The Central Library will be a [high-performance-building](#), sustainable and environmentally conscious, embracing new energy efficiencies and recycling options. Sustainability will also be reflected in the materials used in the construction or renovation and the furnishings. The Central Library needs to be a flexible space so, with advances in technology, the building will remain an efficient and functional facility, able to adapt to changing functions and uses over the next fifty years.

22) Safety and Security

The Central Library deals with the full range of human experiences, including community members living in poverty, dealing with addiction or mental health issues. Public libraries face the dilemma of being open to all while also ensuring the safety of all. The challenge of public safety in a public building needs to be addressed in the library’s design and operations, including internal and external security and surveillance.

5. COSTING ESTIMATES

1) Cost Benchmarking

Cost benchmarking was completed by the CFLP Team on seven Central Libraries built or being built 2005 – 2020.

	Pop Served*	New Central Library	Building Architect	SF	SF/ Pop	Total cost	Cost / SF	Cost / Pop	Funding Sources
Calgary	1,097,000	http://calgarylibrary.ca/new-central-library/ 5 floors Opened November 2018	MIR LEED	240,000	.22	\$245 M	\$1,020	\$223	Community Redevelopment. Fund \$70 29% Comm Investment Fund \$135 55% City of Calgary \$40 16% Total Cost \$245 M
Halifax	440,400	www.halifaxpubliclibraries.ca 5 floors Opened 2015	Schmidt Hammer LEED	120,000	.28	\$63.46 M	\$529	\$144	Fed Bld Can Fund \$18.36 30% Nova Scotia Government \$13.0 20% City of Halifax \$25.7 40% Library Board fundraising \$6.4 10% Total Cost \$63.46 M
ONTARIO									
Guelph	131,794	4 floors Approved in 2018 Construction 2020 -22	N/A	88,000	.66	\$56 M	\$636	\$425	
Kingston Frontenac	154,899	4 floors 2017 - 2018 construction	HDR LEED	63,000	.39	\$14.3M	\$219	\$92	
Kitchener	233,000	renovation and build 3 floors Opened 2014	LGA Partners LEED	107,000	.46	\$46 M	\$385	\$210	Ontario Government and City of Kitchener Total Cost \$46 M
Milton	75,888	2 floors Opened 2011		30,000	.40	\$17.3M	\$576	\$228	
Whitby	111,184	3 floors Opened 2005	N/A	54,000	.42	\$23.7M	\$439	\$213	
Average				68,400	.466	31.46M	\$451	\$233	
Windsor		Budimir branch Chisholm branch John Muir branch	Architectura Architectura Studio g+G	6,000 6,500 5,940		2.9M 2.5M 5.5M	\$483 \$385 \$926		WPL/City WPL/City + \$120,000 fundraising WPL/City

Notes: * Population served reflects the population served at the time of construction

There were six key findings from the cost benchmarking exercise:

- All libraries received funding from at least two levels of government.
- Increases in the operational budgets were financed through a tax levy for the municipality or operational efficiencies.
- Five libraries included a café within the library; Halifax Public Library and Calgary Public Library included two cafés.
- All libraries included an auditorium or multipurpose room with a stage and seating for 90 – 200 people.
- The average period from hiring an Architect to opening day was 4 - 9 years.
- All libraries experienced a significant increase in library memberships and circulation in the new facility.

2) Design Programming

Design programming is defined as a thorough research and problem-solving process used to uncover, identify, examine and then expand upon all needs of the Central Library. It becomes the underpinning document used by the entire project design team for a creative, meaningful and successful architectural design response to functional needs. The initial information recommended here instigates design programming and design programming informs the initial space needs into a comprehensive guiding plan which is used in the Schematic Design phase of architectural design through to Construction Documentation.

Why is Design Programming important to the users and the design team?

- It provides information needed to arrive at the best possible solutions to the functional needs of the library.
- It provides a road map for how the building is to function and operate.
- It supports the design process by developing clear understanding of spatial and adjacency requirements.
- It provides performance requirements for all spaces including architectural, mechanical, lighting, plumbing, electrical, acoustic, material requirements, etc., that become acknowledged and agreed to BEFORE the design begins.
- It helps save time and money by ensuring objectives are clearly articulated beforehand and that the chance for omissions of user requirements is significantly reduced.
- It validates initial space needs with comprehensive room data sheets.

This process requires up to 12 months for a large complex library facility requiring a number of workshop-type seminar sessions between the users of the building and the consultant developing the programming. It also involves the integration of consulting engineers (Electrical, Mechanical, Plumbing, Acousticians, AV Consultants) to define the parameters of the building before the Schematic Design begins. It would also define what codes, regulations, accessibility requirements, specific building systems and equipment are necessary and specific to the users of the building, including security. It should be understood that a design program (sometimes referred to as Space Needs Analysis, Output Specification for P3 Projects, Detailed Statement of Requirements DSR, etc.) is not part of the standard services of an architectural design team and under most contracts are the

responsibility of the owner to provide. Ultimately, the architecture team awarded the project can develop a comprehensive design program.

3) Site Selection

The pre-programming spatial analysis included does not benefit from a review of specific site locations for a new Central Library. Rather it has been developed to provide a framework for a thorough site selection process which should follow after or concurrent with design programming. The site selection process requires that contextual constraints and opportunities be united with the recommendations included in this document in the community consultations captured in “We’re All Ears”, in addition to sound urban design guidelines appropriate to placement within the Cultural Hub of the City of Windsor. Many of the precedent libraries listed in this document provide services to downtown communities that would typically include business development and the workforce such as the Halifax Library – much referenced in our recommendations. Windsor’s downtown is currently in a state of dynamic change with the growing academic student and faculty presence in the downtown core. This trend needs to be considered in the site selection process alongside supporting the existing Art Gallery of Windsor, Aquatic Centre and the Windsor Museum functions plus the Bus Station transit hub. The Central Library may be a frequented and shared space for students, researchers and public library customers.

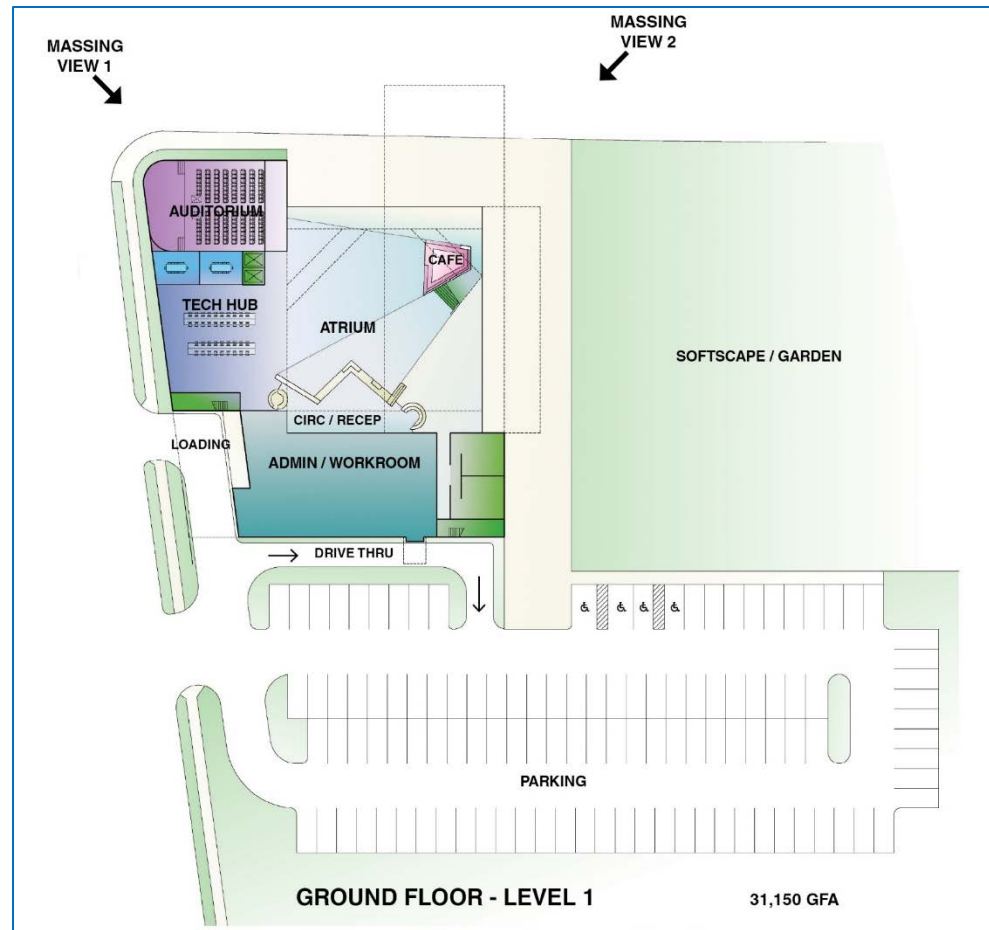
Numerous studies have documented that new libraries in downtown cultural districts have the ability to draw visitors from a larger catchment area to the cultural hub. In this way they have an impact locally and regionally with an economic spinoff effect; supporting a more vibrant and activated downtown and enhancing other civic adjacent institutions.

Costs associated with site selection vary dramatically since many considerations related to underground services, infrastructure, Site Plan Control requirements and potential contaminants can affect project costs and construction time considerably. Pedestrian and multimodal access to the site, in relation to separating vehicular traffic connections, and consideration to library drive-thru services, is a key factor to a successful site and building orientation. All of these factors need to be addressed during site selection.

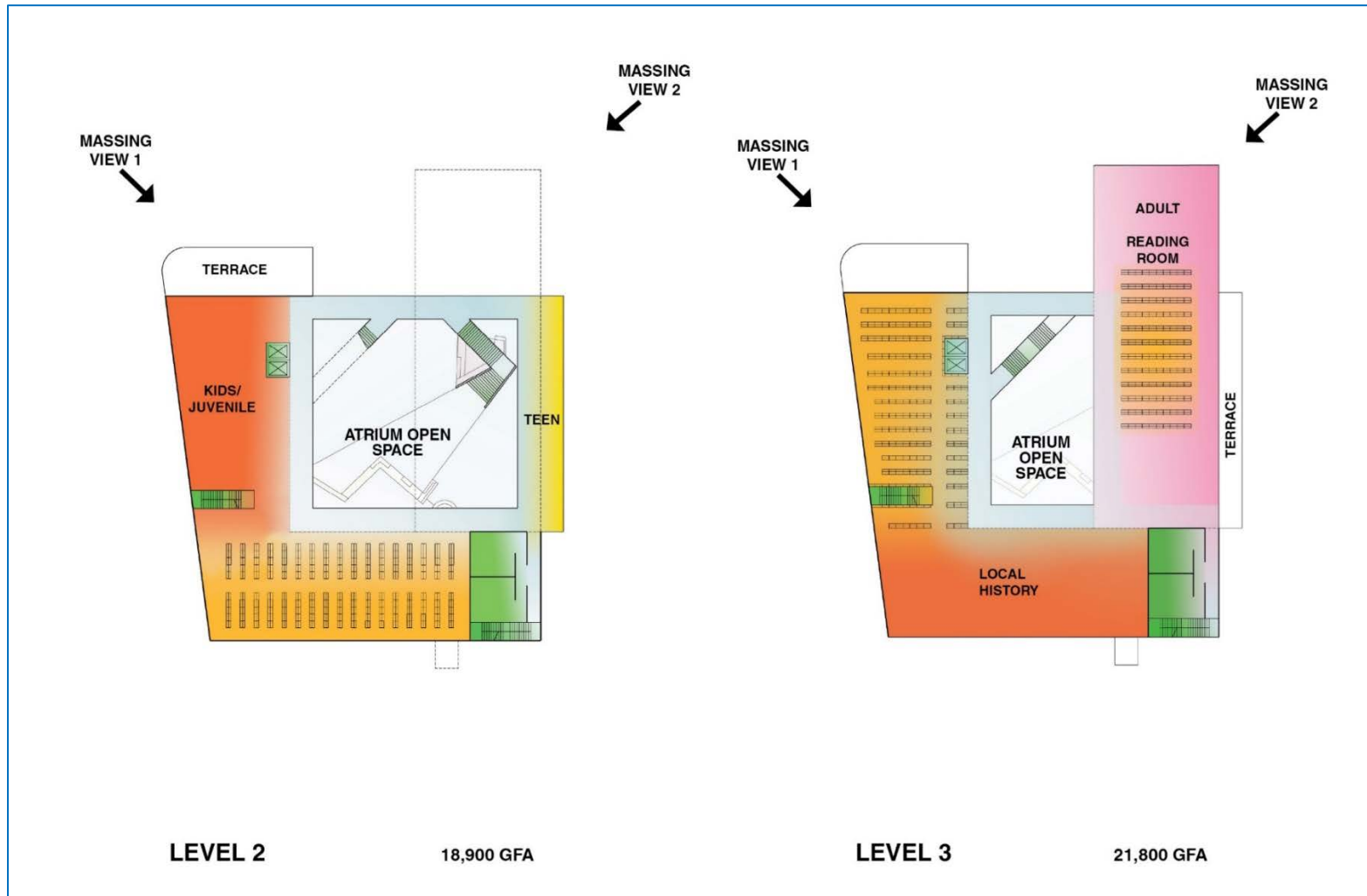
4) Pre-Programming Blocking and Stacking

A spatial review of the initial library building needs has been developed on an arbitrary corner facing site. What has resulted is a three storey arrangement of library program around a predominant atrium space with public spaces located on the ground level with library serviced above. Between the light filled atrium space and the optimal width of floor plates, the library could be provided with ample natural lighting throughout, aiding in a sustainable design approach and user comfort.

Depending on the needs of the selected site and urban context, the library program could be expanded upward and downward through collaborations with other businesses or academic entities where a 'programmatic fit' could be developed. If a building over three stories is contemplated, costing estimates and design elements would have to be adjusted. Parking is on site in the back area of the building allowing the more transparent parts of the massing to relate to a more prominent street corner. The arrangement of program has also taken into account security needs and visibility of users and is sculpted to provide an outreach with a broad upper cantilever and maximize light above a prominent street which could also be oriented towards a site specific feature. The nature of this spatial exercise is to provide an initial visual articulation of the library space needs. The selected design team is to have complete design freedom to develop the project with the benefit of a site and completed design program. In short, this is simply the result of the preliminary library space needs with some considerations to the visions identified in community consultations.

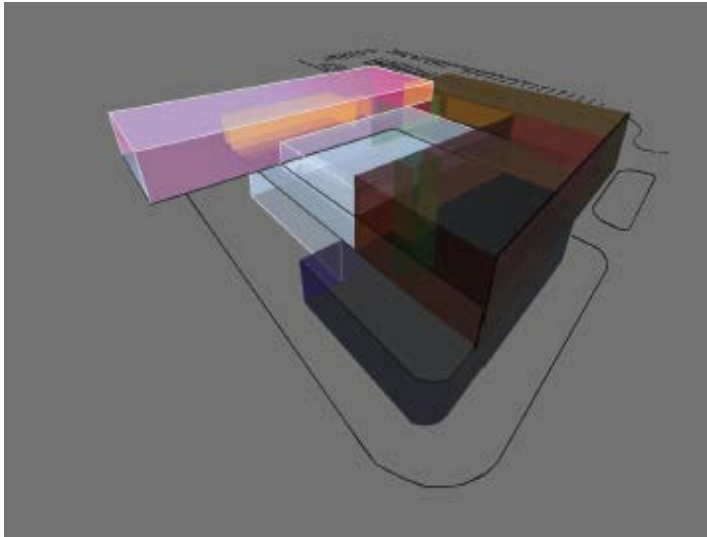


Pre-Programming Blocking and Stacking Levels 2 and 3

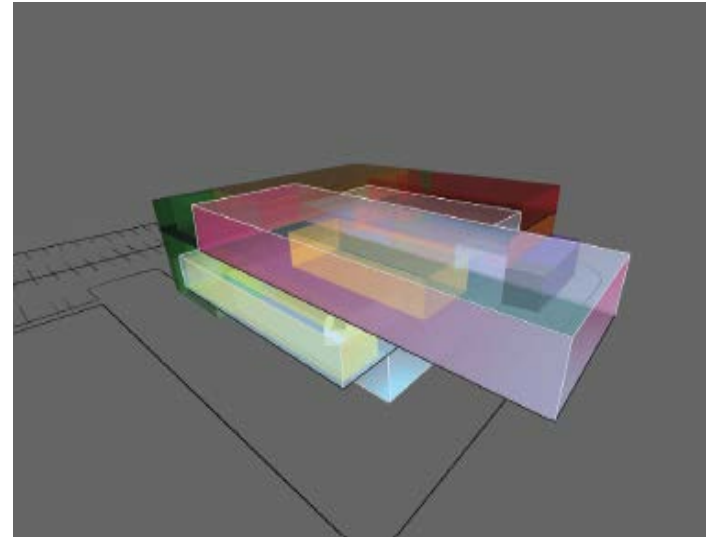


The massing models below illustrate the proposed structure of the Central Library in three dimensions and reflect the gross shape of the structure. The massing models also define the interior space and the exterior shape of the building, reflecting the building footprint and how it could be situated on a piece of property.

Pre-Programming Massing Models



MASSING MODEL - VIEW 1



MASSING MODEL - VIEW 2

5) Pre Programming Probable Budget Estimates

The construction of a new Central Library to address the needs of the Windsor community for fifty years requires a gross square footage of 71,857 SF, at a pre-programming probable cost in 2023 of \$38,720,504.46. This includes the construction of the substructure and structure, exterior enclosure, partitions and doors, finishes and the mechanical and electrical work. In 2023, the estimated cost per gross square foot for the new construction is \$538.85 /SF. This does not include the cost of land which could be \$3.5 - \$4.5 million. The costing estimate also does not include an allowance to build to the Silver [LEED](#) specifications (a 3% or \$722,883.75 cost).

Description	Cost
Building (\$321.90 at 71,857 SF)	\$23,130,685.00
Site Development, Parking, Landscape/Gardens	\$965,440.00
General Conditions and OH&P (CCDC2)	\$2,409,612.50
Design and Pricing Contingency (10%)	\$2,650,573.75
Construction Contingency (5%)	\$1,325,286.88
Consultant Fees (8%)	\$1,927,690.00
Furniture, Furnishings & Equipment	\$2,168,651.25
Permits	\$150,600.78
Total project cost in 2018 (\$483.30/SF)	\$34,728,540.16
Escalated project cost in 2023 (\$538.85/SF)	\$38,720,504.46

Pre - Programming Budget Review Central Library

Description	Area	Rate	Cost	Subtotal
Program areas				
Kids and Juvenile Area	4390 SF	\$170.00	\$746,300.00	
Young Adult Area	2710 SF	\$205.00	\$555,550.00	
Local History	4625 SF	\$155.00	\$716,875.00	
Tech Hub	1085 SF	\$220.00	\$238,700.00	
Auditorium	2000 SF	\$300.00	\$600,000.00	
Meeting Rooms	500 SF	\$170.00	\$85,000.00	
Café	400 SF	\$360.00	\$144,000.00	
Public Areas	20295 SF	\$220.00	\$4,464,900.00	
Collection Storage	7686 SF	\$110.00	\$845,460.00	
Staff Areas	4098 SF	\$130.00	\$532,740.00	
Staff Services	1216 SF	\$120.00	\$145,920.00	
Administration Dept	5450 SF	\$140.00	\$763,000.00	
subtotal				\$9,838,445.00
Non - Assigned Areas				
Circulation and Service Spaces	16150 SF	\$120.00	\$1,938,000.00	
Public Washrooms	1800 SF	\$132.00	\$237,600.00	
subtotal				\$2,175,600.00
Building Shell Costs (Structure and Enclosure)				
Exterior wall enclosure	46032 SF	\$170.00	\$7,825,440.00	
Roof	21800 SF	\$22.00	\$479,600.00	
Atrium Skylight	9350 SF	\$120.00	\$1,122,000.00	
Foundation (IF cost)	13200 LF	\$128.00	\$1,689,600.00	
subtotal				\$11,116,640.00
GROSS BUILDING BUDGET		71857 SF	\$321.90	\$23,130,685.00

Pre - Programming Budget Review Central Library continued

Description	Area	Rate	Cost	Subtotal
Site Development and services (assume greenfield site)				
Parking lot	41000 SF	\$12.50	\$512,500.00	
Hardscape	12600 SF	\$22.00	\$277,200.00	
Softscape	30300 SF	\$5.80	\$175,740.00	
subtotal				\$965,440.00
Provisional LEED Silver Allowance (at 3%) - not included in costs			\$722,883.75	
General Conditions and OH&P (CCDC 2) at 10%			\$2,409,612.50	\$2,409,612.50
Design and Pricing Contingency at 10%			\$2,650,573.75	\$2,650,573.75
Construction Contingency at 5%			\$1,325,286.88	\$1,325,286.88
TOTAL CONSTRUCTION HARD COSTS		71857 SF	\$424.20	\$30,481,598.13
ESCALATION to 2023			\$33,985,386.39	
Consultant Fees at 8%			\$1,927,690.00	\$1,927,690.00
Furniture Furnishings & Equipment				
New FF&E			\$1,474,651.25	
FF&E recycling Plan (Appendix C)			\$694,000.00	
subtotal				\$2,168,651.25
Permits			\$150,600.78	\$150,600.78
TOTAL PROJECT COSTS		71857 SF	\$483.30	\$34,728,540.16
ESCALATION to 2023				\$38,720,504.46

6. SUMMARY

Having consulted over 2,662 residents, the Windsor Library Board and library staff, the Central Library Functional Plan Team recommend in the next five to seven years (2024 - 2026) the Windsor Public Library Board build:

1. A 71,857 SF Central Library at an estimated 2023 cost of \$38,720,504.46 (\$538.85/SF).
2. The building should be located in the downtown Cultural Hub.
3. The building should be a civic landmark, welcoming, comfortable and uniquely Windsor.
4. The building should have sufficient space for people, resources and services.
5. The building needs to serve the downtown neighbourhood but also the city as a whole.
6. The building needs to address the public library dilemma of being open to all, while also ensuring the safety of all.
7. The building and exterior spaces should be environmentally conscious, high functioning and sustainable.
8. The building needs to be a flexible space that will adapt and change over the next fifty years.
9. The building should be exciting and active but also provide community meeting space and quiet study areas.



The CLFP Team would like to thank the Windsor Public Library Board for their vision and support over the last two years. It has been an honour and a pleasure to craft the *New Central Library Functional Plan* and be a part of our community's future.

7. APPENDICES:

Appendix A “We’re All Ears”

Appendix B Current and Proposed Building Square Footage

Appendix C Furnishing and Fixture Recycling Plan



Lambie's Hall



Carnegie Library



850 Ouellette Avenue

WINDSOR
PUBLIC LIBRARY

WE'RE
ALL
EARS



Main Library Community Survey 2017 | Anne MacKay for studio g+G inc.

SPECIAL THANKS

Jason Grossi of studio g+G inc. and Kitty Pope of the Windsor Public Library for their wisdom around building projects and the nuances of libraries.

WPL's Board of Directors and Seniors Staff for their guidance on key community members and groups to contact.

Christine Rideout-Arkell for her indispensable partnership on this project, and in community meetings and interviews as a reliable listener.

Tracey McManus and Christine Rideout-Arkell for coordinating community meetings, with Anne Rutherford also supporting Board gatherings.

Christine Rideout-Arkell, Nancy Peel and Tracey McManus as essential notetakers for community and staff town hall meetings.

EXECUTIVE SUMMARY

Process:

Comments were gathered from:

- On-line surveys – over 290 people
- Paper surveys – over 150 people
- In-person interviews and town hall meetings - over 170 people

In total, over 610 Windsorites were consulted.

Key Messages

Participants responded to the community consultations by referencing five key messages. In priority order, they include:

1. Flexible Spaces – moving from the stereotypical library experience as a solitary one to appreciating the North American practice of adopting libraries as a space for community gatherings, small group and individual activities, with the accompanying flexible complementary services, such as lighting and acoustics.
2. Building as Living Invitation – considering the outside of the building as an essential element in the perception of the library, along with the surrounding landscape space, to spark curiosity about the library, a sense of welcome and participation.
3. Light – the most often mentioned sense in what makes a building welcoming and engaging. Regardless of the area of the building, respondents named light and lighting as crucial building block.
4. Safety – again mirroring trends across North America, libraries are finding themselves dealing with the full range of human experiences, including community members living with addictions and the accompanying behaviours. Respondents were thoughtful about being open to all while also ensuring the safety of all.
5. Library's essential role in the Social Contract – comments addressed the role of libraries as the great equalizer, as a community tool in nurturing access to information for all. Many gave additional attention to confirming a location that accommodated those populations with the least ability to travel.

PROCESS:

Community feedback was obtained using three methods;

1. Online survey, shared internally and with community groups (over 290* responses)
2. Paper survey, available through WPL branches (over 150* responses)
3. Individual and group interviews, both users and non-users (over 170 – including a town hall meeting and a full staff meeting)

*In a couple of cases, respondents shared comments about their local branches, not the Main Library.

INTERPRETING THE DATA - Numbers versus Importance

The vast majority of questions included in these surveys and interviews were open ended. This approach had a three-fold impact upon the survey report:

1. It allowed respondents to share the full scope of their perspective of the library
2. It is not so straightforward as a multiple choice questionnaire to summarize
3. It allowed respondents to bring forward areas of importance that might have been missed otherwise.

In some cases, it is the vehemence of one comment that marks its relevance, rather than the number of times it is mentioned.

COURTSHIP OF A COMMUNITY

In reviewing feedback from community members, it is obvious that they share deep longing for the community to understand the library's potential to have a positive impact on the lives, and the life, of Windsor. What emerged was the idea of a courtship of the community moving from:

Awareness to Curiosity to Exploration to Ownership.



As such, the concept of the new building became a **Living Invitation.**

VISION was a common theme in community feedback, both figuratively and literally. We will begin from the big picture and work in towards the individual.

VISION for visitors and those outside of Windsor involved:

- Those concerned with the national image of Windsor, expressed interest in creating a building that could signal the city's strength, innovation and economic resurgence (most often mentioned by local political leaders)
- Those at political and strategic levels also spoke of the social contract in making library resources available to the entire community
- Community members were articulate in their vision of the future – they saw strong leadership from library management to City Council in championing the library

VISION for the local community included:

Outside:

- The sense of 'Living Invitation' that the site, the landscaping and building's exterior are being asked to create. It's the idea that the people on the outside of the building know about the magic of what happens inside the library and want to share that with others by drawing them in. It is a magnetic quality.
- The building to be a beacon, a stand-out building, wherever its location
- To be able to identify it easily
- Easily reachable – signage, car and bike parking, curb cuts for buses and drop offs, and on a bus route
- Safety – good lighting, clean pathways
- All entrances being well-kept, well-lit and attractive
- A dynamic landscape around the building that implied the same inside
- Gardens, art and seating outside
- Ability to host activities outside
- Potential for outside reading/activity courtyard

Inside:

- The duality that libraries are now being asked to support. People mentioned both the space to engage the community, have events while at the same time offering the refuge of peace and quiet for solitary or private group work.
- Most often mentioned – bright, big, open space (light came up regularly)
- A mix of materials – organic feeling, plants, water
- Sense of a vista – ability to get an idea of the areas within the larger space
- Flexible space – open areas for activities, spaces for teaching, tutoring, studying, solitary work or reading
- ‘Walk-by-ability’ – the capacity to wander past activities and join in (author readings, music, cultural activities)
- Elite infrastructure services – Acoustics and lighting to support areas for group gatherings, quieter places for individual work, soft music in one area, privacy for classes and flexibility to shift between uses; lighting that can serve based on the event needs, offering similar lighting regardless of above- or below-ground spaces; up-to-date technical support
- Specific concerns for ongoing partners – such as the Ontario Early Years site which may prefer safe washrooms for children only accessible through their space

VISION for Individuals included:

- Light – for reading, for a sense of space
- Space – to browse (one of the top activities), to read, to talk, to work, to learn, to gather, to be surprised
- Safety – outside the building (parking lot, entrance, for bikes) and inside (washrooms, sitting areas)
- Power – one consumer mentioned many more charging stations so that people may spread out (adding to a sense of safety)

THE FIVE SENSES OF THE BUILDING

Sight - This sense was mentioned by the majority of people:

- Bright and lots of light were most often requested, and consistent between floors
- To see into the building from the outside, the action inside to be a magnetic aspect, almost a magical sense
- To enter the building and have a sense of a bright, internal vista – both horizontal and vertical
- Parents spoke about being able to see their children from another area

Sound – This sense may reflect the rapidly changing nature of libraries:

- To keep some quiet spaces
- To have central space for community gatherings open to anyone, with sound being contained from other areas
- Spaces for private conversations – tutoring, study groups, classes
- Ability to have music playing in some areas

Taste – Again reflecting the interest from the library in formalizing its ‘community gathering space’ reputation:

- Many requested the return of an on-site cafe (Halifax’s model was often cited – that community brought in an outside business)
- Some groups or gatherings may need access to space to prepare, consume and dispose of food (First Nations group clarified that food is always a part of their gatherings)
- Ability for the library to host its own events, perhaps after hours

Touch:

- “Organic” was also a word often mentioned, a feeling of natural elements of wood, plants, water within the bright space
- Landscaping outside the building that also encouraged interaction – plant materials, art installations and places to sit
- People often spoke of cleanliness as a desire for the library, as people use the space for sleeping, bathing, drug use – the ability to ensure clean spaces for all (note: staff were adamant about having safe, clean washrooms for everyone)
- Comfortable furniture was a request (and easily cleanable)

Smell:

- The gardens on the way into the building
- Fresh air
- One person mentioned “the smell of learning”

- A number of people mentioned the scent of those who had not been able to bathe – as something that pushes people apart, are there elements that can reduce that complaint, while still welcoming all individuals?

STAFF

The positive presence of staff in the public areas was mentioned regularly by all groups in identifying what made them feel welcome:

- Active welcoming was stated as extremely important – eye contact and greeting
- Ability to locate Help desks easily in the internal vista
- Ability for the desks to move easily with the changing use of space
- Design of desks to enhance privacy (many now are open from behind, so screens are on display), as defined by staff
- It seemed from the interviews that people with less sense of ownership or rights to the spaces spoke more emphatically about how important welcoming staff were (First Nations members, Newcomers, literacy students, people of modest incomes)

SUMMARY OF KEY SURVEY QUESTIONS

1. What do you like/love about the Windsor Public Library?

Of note: In the interviews, respondents who were living in more marginalised situations (such as newcomers, literacy students ESL students), tended to be more likely to mention the importance of direct contact with the staff members.

"You take books and bring 'em back for new ones. I can't believe people have forgotten this."

"I love its layout and most of all, its space. As it is now, the radiating light penetrates through the windows illuminating the once dingy and dreary corners."

"It's very close to home, friendly helpful staff – lots of space, horizontal and vertical – diversity of services, diversity of clientele of all ages and backgrounds."

Accessibility of the Site, Building and Collection – 32%

- Convenient location – Many reported the site being part of the urban centre, relevant for people living in the core
- Transportation – Parking located nearby was cited often, especially in a downtown location, and being on a bus route for those without cars
- Accessible building and collection – The space is easy to move into and through, convenient hours - the various parts of the collection were available and simple to reach, including inter-branch transfers and on-line resources
- Place for people without shelter – Respondents acknowledged the importance of a place for people who may have no other place, the democratic space
- Clean and safe, including for children – People identified the library as a place of welcome for everyone

Physical Space/ The Building – 27%

- Space/size – Room to move, ample space for displays and activities
- Comfortable – Light (particularly on the second floor) , space to work, study, read and tutor, living room area
- Welcoming – Space feels inviting for people
- Building itself/architecture – The modern design, open space, a unique building, drive through
- Art – both the pieces belonging to the library and the shows by local artists, the Sumo wrestler, that art has such a prominent role

Collection 16%

- Range of formats – Printed books, on-line, e-resources, large print, CD's, DVD's
- Range of audiences – Multicultural community,
- Special offerings – Graphic novels, curated section, children, teens
- Archives - Genealogy and local history
- Breadth – People were pleased with the huge range of materials they could access

Staff -9%

- Welcoming – Staff were active in speaking to and smiling at people
- Knowledgeable and professional – Staff were reliable in being able to connect people with information they sought, and they knew how to navigate systems
- Helpful – Willing to assist whenever requested
- Friendly – Always approachable, including with children
- Respectful – People mentioned being helped without judgement

Programming and events – 8%

- On-going - Kids activities, classes
- Many one-time events – Readings, lectures
- Activities for all – That there is something for everyone, the schedule is a busy one, sometimes surprised at all that is going on
- SEED library – Praise particularly for a city site

- Partners - Such as Ontario Early Years and Library Settlement Partnership

Community Hub 3%

- Diversity of people – An appreciation that the library welcomes people of all walks of life regardless of age, wealth, cultural background and sexual orientation
- Meeting place for the community – A natural place to mingle with others, whether in a solitary activity, connecting with one other or gathering for an event or activity
- Community information centre – A place welcoming of curiosity, goal to connect people to answers

Tech Capacity - 3%

- WIFI – Essential for people who do not have home connections, offers another place to work or study
- Computers – A huge service utilized by so many people, in various formats
- On-line resources – Researching, downloadable resources, Hoopla
- Self-publishing

It's Free - 1%

- The very fact that it's available at no cost – A number of people used the “it's free” wording exactly
- No restrictions on amount to borrow – A huge wealth of opportunities to access
- An equalizer for the community – True equal service for all

2. What do you wish the community knew about the Windsor Public Library?

Of note: two comments that were important:

- It's here and it's free – this comment spoke again to the need for this space to be an **Active Invitation**.
- It's "more than just books" – approximately 30 people mentioned this point, many using these exact words. They may be responding to a sense that non- users may remember the library of their childhood and not appreciate how current the resources are.

"The unique services that are completely different from what is understood as a traditional library."

"Who wants to live in a stupid community?"

"That it is a community and it negates the current trend to isolation and relentless self- involvement."

"It's free... it's amazing ... it's ours."

The Collection – 29%

- Breadth - The range of the collection, both in subject and in medium drew the most notes, print books, eBooks, movies, music, homes school resources, and books, newspapers and magazines from around the world in multiple languages.
- Formats - People were enthused the ability to access printed, on-line and downloadable resources
- Archives - Access to the community's history was considered highly valuable

Programming and Events – 21%

- Children's activities - People mentioned how valuable the programs were to their families and the regularity of accessing them
- Classes - Respondents noted programming for adults, seniors, youth and families. Newcomers, ESL and literacy were emphatic about the programs importance
- Events - Movie night, readings and talks, in addition to being surprised about what was available

Accessibility of the building and its collection – 12%

- Free – Again, the great point was that the library services are available without cost
- Accessibility – Location, long hours, the building is accessible and the location is on a bus route.
- The collection – People could find what they sought, alone or with the help of staff

Vibe – 9%

- Welcoming atmosphere – Light, actively friendly staff, wealth of offerings
- Feels peaceful, calm and comfortable – Spaces for people to browse, relax and study, an acceptance that everyone deserves entry

Demonstration of Windsor Community Values – 9%

- Respect for people of all circumstances - How important the library is to people living in modest circumstances, including newcomers
- Social contract – In sharing community power, all people must have access to tools of learning
- Coming together - That it's a needed gathering and connecting place for everyone

Building – 6%

- Design – It's an iconic modern building, a rarity
- Space - Room to study, ready and work; there are community meeting spaces, it's spacious and that there are spaces to lounge and hangout as a community
- Light – An essential element in people's positive experience, the more the better

3. Is there anything missing or awkward in the current main library?

This was a terrific question suggested by Jason Grossi, the architect on the project, and really captured the nuances of what patrons noticed.

Of note – There were two small points that may have great impact for the building:

- Ease of Movement – people who spoke about their frustration in being unable to navigate the building intuitively were highlighting the idea **I Matter**.
- Community Connections/ Media – this point speaks to the idea of the building itself being an **Active Invitation**. The building, its surroundings, its signage and the visible activity can all contribute to the community curiosity to find out more.

“More window space, natural light.”

“Dangerous after sunset, I’ll never go then, and unclean around the building.” “Signage out front - if I am driving, I often miss the building.”

“Small meeting rooms for a few people.”

No Change needed – 22% Space Set-Up - 22%

- Cafe - People missed the coffee shop and its ability to host coffee and discussed, large and small
- Underused areas - The open area on the first floor feels cavernous, “almost a ghost town”
- Specific activity spaces - More ability to use the library as an individual – quiet spaces to read, study, work, more comfortable chairs and tables, room for groups to meet, host public lectures and events, the TV’s are either loved or hated
- Resources – Ample outlets, more chairs, tables and chairs
- Accommodating needs - More organized space, support and connections for the homeless community
- Shelving - That acknowledges the users - too low in some areas (language) and too high in others (children’s)

Collection – 10%

- Depth - In this area, respondents were articulate about wishing for more fullness of the collection – they mentioned classics such as Dostoyevsky,
- Hemingway and Hitchens and full selections from series. More for children and tweens.
- International – Both more language resources were requested and works from other countries in English.
- Arrangements - Regarding media, the suggestion was made to displays new movies and music as new books are showcased.
- Current copy policy – This move for periodicals seems to have caught people’s attention.

Building Interior – 10%

- Light - More window space and natural light; back of escalators not well lit; fluorescent light is terrible for working; from comments it seems that the light gets weaker from the second floor to the first and to the basement
- Power - More visible electrical outlets, in walls and tables
- Acoustics - 'outside' voices really travel, can hear voices from kid's area, need better sound system for when authors speak (and confine that sound to appropriate area); tiles are loud; Soundproof glass for 2nd floor rooms; silence is awkward
- Colour – more current wall colour, paint colours on 2nd floor - currently looks Stalinesque; dreary-looking; updated decor; more local art
- Space - Updated basement rooms, they feel packed and dingy for people in classes
- Temperature - Too cold in the summer
- Smell - Very musty aroma to the building, poor ventilation? , always smells of urine and/or alcohol - it's missing regular carpet cleaning and odor control, building is not as clean as it could be, more plants
- Restrooms - need an upgrade, too small for larger wheelchairs, an additional washroom would be great

Building Exterior – 9%

- Entrance - More well-defined entrances; well lit (see the architect's original plans); Wheelchair ramps
- Parking - More secure parking for bikes (city has unused bike lockers) or inside since there is so much room; more, free parking and short-term for picking up holds; more accessible parking
- Landscaping - More outdoor benches, trees, landscaping
- Outdoor visual presence - statue, sign that is not flush to the building, vertical banners, needs to be visible from both directions; community garden; Outdoor space to read
- Cleanliness - Needs upgrade and clean-up, cigarette butts; garbage cans at back entrance (to be removed?)

- Accessibility - curb cut for buses; Accessing drop box after hours is awkward, could try at ground level
- Extras - Solar panels on roof, pond for humidity

Ease of Movement – 8%

- Intuitive - Need an easy-to-navigate map of the collection (or for events) – the vast majority of comments focused on this area
- Clarity – layout seems random; Put auto collection near archives
- Communication - Need community bulletin board at back entrance

Technology – 5%

- Quantity - More computers, including to access the collection in more private areas, near back entrance is awkward; more stand-up terminals on 2nd floor; more computers for family history research
- Easier access to digital information and printability
- More time for individuals on microfilm reader
- Variety - More tech stuff for kids - photography, video, podcasting, 3D lab (like St. Thomas Library); Kids need tablets, not computers
- On-line - Very little resources on-line
- Electronic books that give pronunciation when reader touches word
- Hackforge programs

Programming and Building Usage – 5%

- Community programs - More programs for adults, reading groups, creative writing - like the nights at Riverside of films, speakers; More celebrations/ displays of Windsor's heritage
- On-going programs - More programs/activities for kids, story time would be great, programs for teens
- Partners - More accessible, cost-friendly space for community groups, such as Canterbury College
- Addressing community vulnerabilities - More support for people with mental illness (maybe social workers); for homeless community; for at-risk kids
- Accessibility - Longer hours, seven days a week

Safety – 4%

- Balance of Safety and Welcome - People on drugs, using washrooms for drug use. Happy to have homeless, don't want addicts; there's crime and it doesn't feel safe; lack of security guards; no washrooms in kids area; people using the handicapped washrooms to bathe and speaking rudely to patron who asked for them to hurry; fire drills
- Outside - Parking lot, moms and kids walking past needles; back entrance; after dark
- Young love - Surprise corners with kids "not reading"

Archives – 2%

- Accessibility - Have the archives and reading room collection in one place; Reading room on lower level to have more regular hours (have to make appointment now); local history room open on Sunday; make local history room bigger; more archival staff and more digital access

Staff -2%

- Numbers of staff – respondents sought more staff
- Social service needs – an awareness regarding the need for social work skills to support the homeless and people with mental health issues

Location – 1%

- Personal preferences – a few wanted locations further north into downtown

Community Connections/ Media – 1%

This area spoke to respondents' wish to grow the library's awareness within the community. The question may be how to use the building design itself, and its surroundings, to add to community curiosity.

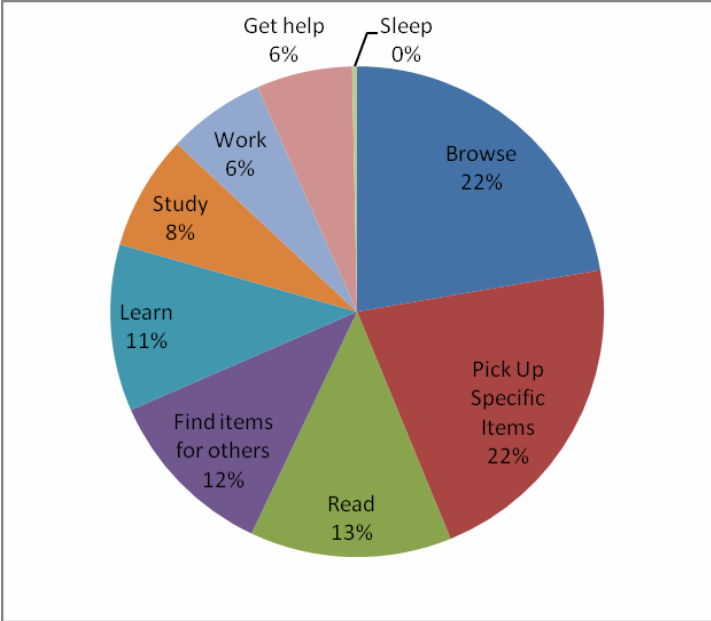
- Outreach - More outreach about adult programming, more social media; connect with more partnerships, particularly homeless agencies, family support department of the city, other city departments

4. What do you do in the library?

Of note:

- Browsing may not have been the first activity expected in the library. It may connect back to question 3, regarding the wish to navigate the space easily as the patron chooses – **I Matter**.

Activity	# of Responses	%
Browse	209	22%
Pick up specific Items	202	22%
Read	124	13%
Find items for others	107	11%
Learn	103	11%
Study	71	8%
Work	60	6%
Get help	59	6%
Sleep	3	0%
Total	938	100%



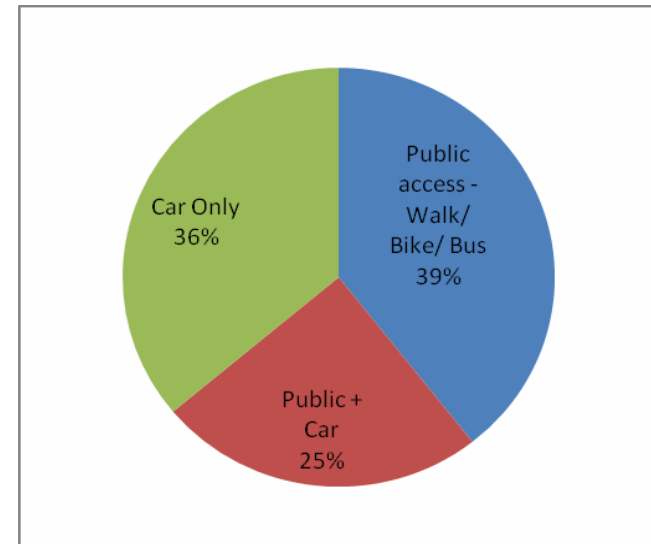
5. How do you get to the library?

Of note:

- Over a third of patrons use only public transportation (walk, bike, bus) and over a third use only cars – this may have impact for parking considerations.

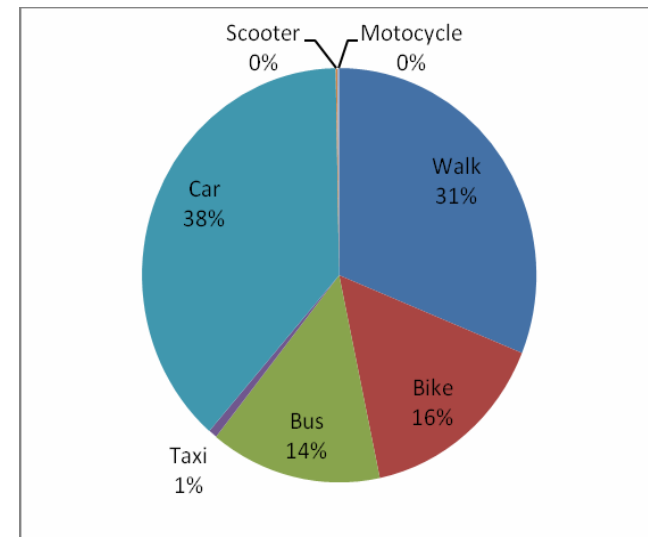
Travellers by Option

Options Used	# of People	%
Public access - Walk/ Bike/ bus	122	34%
Public + Car	95	26%
Car only	142	40%
Total	359	100%



Frequency of Comments

	Total	%
Car	273	38%
Walk	222	31%
Bike	111	16%
Bus	100	14%
Taxi	5	1%
Scooter	1	0%
Motorcycle	1	0%
Total	713	100%



6. What makes the outside of a building welcoming?

Of note:

- This was a question asked mainly in the Town Hall meeting as it became clear that drawing people into this particular building was a key step in getting people involved with the Windsor Public Library. Participants were very articulate about what draws people into a space and acts as an **Active Invitation**.

"Like the Louvre, everything builds to that entrance ... that awakening, art feel before you enter."

"Landscaping that looks great all year." "We can see activity on the inside."

Building itself – 27%

- General Design - Glass to reflect the 21 millennium; modern; sleek; some risk to the design; well lit; living roof; friendly looking; distinctive feature to be identifiable; wheelchair ramp
- Vision Into and Out of the Building - Many windows; outside of building reflects excitement on inside; be able to see into the building; big, bright doorway(s)
- If remaining in current site - Cosmetic refresh if staying; use original architect's thoughtful lighting plan

Landscaping-26%

- Active growing space around building - Green space around the building; don't want the view to be a bare parking lot; landscaping that complements, rather than obscures the building; learning garden; community garden; water feature; year-round appeal; balconies overflowing with greenery; it could be a green oasis downtown; courtyard; trees
- Cohesiveness - Design that alludes to the nature of the building
- Safety - Clear bright path to front doors; safe, bright path to parking lot; no alley way entrances

Visibility-20%

- Signage - Big sign, not flush to the building; digital; drive-by knowledge
- Distinctive – Colourful; clear that it's a library; window displays; exterior lighting
- Dynamic presence - People coming and going

Outdoor Draws/ Activities-13%

- Connecting options - Gathering space; safe outside too; seating, benches
- Public Art – Statue; sculptures; mural; wrought iron art; something of substance
- Organized activities - Events outside; site for children to learn about nature
- Passive activities - Living chess board; maze; labyrinth

Parking-10%

- Accessibility - Ample for regular local patrons and people from farther; free; safe and secure; secure bike parking area
- Inspiring – Clear; landscaped; living roof-

Awareness-6%

- Virtual presence - Social media; advertising
- Physical presence - Downtown Business bulletins; outdoor banners; city signage at major intersections

Accessible-3%

- Public transit - On a bus route; curb cut for buses and drop offs

7. What makes the inside of a building welcoming?

Of note:

- As with early question, "light" seemed to be a re-occurring theme
- Comments seemed to indicate that "I can tell that I matter" and "I can find my way" were important to people as they were so specific

"Natural light"

"Ability to read, study - individually or in a group (including culturally specific), a private, accessible room for meetings

"Good signage – directions plus what is happening today, this week" "A café"

"Space for events and classrooms"

There is space for everything and everyone – 34%

- Room for different demographics - Interactive space for teens + kids Area: to be loud; a kid/adult friendly area; children's interactive area - foot piano
- Comfort and refreshment – Cafe; refreshments; tables with lamps; taffy (a five year old)
- Relaxing - Comfy furniture; tables to sit alone or with others; social areas to relax and work; fireplace
- Consistently usable - Fully finished, bright basement
- Individual space - Closed study areas; Tables with plugs so people can spread out; space to read, learn and study; private areas
- Community space - Public space; space for start-ups and non-profits; gathering and performing spaces; meeting and gathering areas; Connect
- Collection - More books; changing displays; sales of discards; SEED library; displays; online resources; tool library
- Artwork - Rotating displays; statues; local artwork
- Space - Flexible walls and furniture; being able to see between floors; encourages wandering; varied ceiling heights
- History - Archives; access to the history room

- Tech Capacity - Computers; technology; service; the technology of the building itself; Wi-Fi

My senses are engaged – 24%

- Excitement - It sparks all the senses; there is an element of surprise
- Sight - Interactive vista - we can see into other areas; great light - skylights, windows, suncatchers, like the light on the 2nd floor (of current building)
- Sounds - Laughter; music ... quiet for reading and tutoring
- Colour - pleasant, fresh, stained glass, Pink (from a 5 year old girl - she likes bright)
- Smell - Clean building - fresh air; Good temperature and airflow
- Living elements - plants; atrium; living wall; organic; wood
- Touch - It feels safe; fountain (for drinking or atmosphere?)
- Taste - the cafe and space to eat and drink

The staff members are welcoming – 22%

- Staff are actively welcoming - Greet us; acknowledge that we exist (First Nations community); smiles; eye contact
- Nice staff - Non-judgemental; polite; the way people talk to you
- Accessible - Find-able; available

I can tell that I matter – 9%

- Vibe - Civil; welcoming; inclusive; relaxing; entrance; open; inviting; double doors; greeters, not guards
- Feedback - Able to share my opinion; informed design; - there was genuine consultation and we see ourselves in the building (First Nations Community)
- I can see myself - Reflection of oneself; First Nations community; presence of 'us'

Things are happening: - 6%

- The building is alive - "People energy"; exploring play; learning; classes and programs are scheduled and spontaneous; movies; community centre activities

I can find my way – 4%

While this point seems to fit within “I can tell that I matter” – respondents were so specific about this that it earned a separate point.

- Easy directions - Good signage - can self guide; sign/ brochures - to show upcoming events; information desk is staffed, and there is one at each entrance

I like the building – 2%

- The architecture - Great building - honour the architect's plan (lighting, entrance, etc); good location

8. What will make you proud of this new library?

Of note:

- The element of “Leaders as Champions” was very articulate in how this project moves forward and in how WPL management and city council continue to champion the library
- How the building will matter in the revitalization of the downtown core

“It’s an access point, an attraction for dignitaries, a meeting place for international neutral talks.”

“Library should be kind of a puzzle someone should not be able to explore in a single visit.”

“The ability to have my own opinions voiced and heard, the act of free thinking is emphasized.”

“If you can feel “this place is mine”, that “this is a place for me” – that’s perfect.”

The Building 33%

- Ample space - open
- Bright - can see between floors; skylight; sunlight; great lighting
- Fresh - smells good
- ALL areas are welcoming - bright; colour; decor in the basement
- Comfortable furniture - relaxing space; home atmosphere
- Environmental design - Climate control; LEED certified; wind/solar; green roof
- Modern building/ innovative - Wow effect; design of renown; welcoming entrances; top of the line amenities ; iconic (like Halifax); visionary; inspirational; beautiful, cutting edge; part of our rebirth; impact; reflects where we’re going, not just where we’ve been; element of surprise; colour
- Functional spaces - Art display space (in basement too), professionally designed displays; cafe; theatre space; space for groups, including food prep area, performance, speakers, movies; children's area; study space
- Flexibility - A/V capacity; flexible design to allow for continuous innovation
- Accessible to all - Washrooms - Accessible (size + door button); a gender neutral restroom, family washrooms; elevators sized beyond code; drive-through pick-up
- Greenery Inside

This Building Matters 16%

- Vibe - Welcoming; clean; I Matter (suggestion box); accessible; signs in various language; respected
- Hub for residents and groups to interact - Vast capacity to discover; a gathering space; place to discover (people, resources, activities); intellectual, conversational and informational hub; food for the mind
- Part of the Downtown Core - it demonstrates commitment to the core; an element in a vibrant urban community
- More local partnership - no charge for agencies using meeting space; sharing space; connection with post-secondary institutions; co-location with other agencies

The Resources Available 14%

- Deeper Collection - Online services; more old books; DVD's; more new books; access to anything; digital collection (shared globally); scholarly reference book; multilingual, especially French, Italian, Arabic
- Archives - Effective space; native history; local history; digitized records; accessible on-line
- Technology - Resources are current; more computers; computer for kids; larger computer centre

It's a Place for Everyone 7%

- Level playing field for all - study paces; computer training; reading programs for kids; social worker; drug-free space; care packages available; easy to navigate information boards
- Safe - Security; top of the line surveillance and monitored; good communication tools; security guard; respectful; women feel safe; clearly marked exits

The Inviting Outdoor Space 7%

- Landscaping - actively inviting; welcoming entrances; safe, well-lit; benches; garden; statues; art; community garden; teaching garden
- Parking - Secure bike parking; more free parking, build a deck over it
- Signage - Informative, easy to see - on foot, on bike, by car or bus, easy to find, welcoming

The Cool Programs and Events 7%

- Public Events - Movies about Canada; activities; courses; community events; more public use of space
- Library Programs - More kids story time; more holds; programs for kids and parents; programs for Newcomers; learning for all; for kids; youth; seniors

Our Leaders are our Champions 7%

- City Councillors/ Board of Directors/ Senior Staff are visibly supportive - part of a fully connected downtown; champion visionary design; commitment to the "public" in WPL; constantly innovating; visionary; amply supported; lobbying for funding; transparent communication with community
- More local profile/awareness of programs - magnet for living/ working/investing downtown; ,more people
- National, world-class profile - as a destination; tourist attraction

I'm already proud 3% Perfect Location 3%

- It's accessible - by public transit, walking/biking
- Downtown - Convenient; partner with Gallery; Chrysler building

Local presence - 2%

- Local impact - Sourcing local furniture; recognise local history

The Wonderful Staff 2%

- Important presence - consider a social worker; friendlier; available; kind; informed; welcoming

9. Should this building be a Beacon or Blend In?

Beacon was mentioned in the vast majority of cases:

- All but 2 staff wanted “beacon” – regardless of where the site was
- In interviews, people spoke about wanting the building to be prominent and recognizable, wherever it might be or whatever the design

Current and Proposed Building Square Footage

Appendix B

Area / Department	850 Ouellette Building Square Feet		Proposed Permanent Building Square Feet		Proposed Building Notes
Kids & Juvenile Area	Collection	2,350	Collection	2,000	Collection – print & non print on movable floor shelving includes space between shelves Computers 8 work stations x 25 sf/ & chairs= 200 sf Service Desk 85 sf ; Seating/Tables 8 small tables & 24 chairs = 1,600 sf ; 2 lounge chair = 80 sf ; 3 rocking chairs = 75 sf ;story area 10 sf x 25 kids = 250 sf ; Storage 100 sf Note: with adjacent washroom facilities Space allocations from SOLS Lib Development Guide
	Public computers	300	Public computers	200	
	Service desk	85	Service desk	85	
	Seating/ tables	<u>5,100</u>	Seating/tables	1,755	
	TOTAL	7,835	Story area	250	
		Storage	<u>100</u>	TOTAL	4,390
Young Adult Area	Collection	on walls	Collection	1,500	Collection – print & non print on movable floor shelving 2 large tables & 8 chairs = 300 sf : 4 Lounge chairs= 160 sf Program/study area 15 sf x 10 YA = 150 sf . Storage 100 sf Note: located close to Tech Hub Space allocations from SOLS Lib Development Guide
	Seating/study area	<u>3,000</u>	Seating/tables	460	
	TOTAL	3,000	Program/study area	150	
			Storage	<u>100</u>	
Adult & Public Areas	Collection	16,240	Collection	15,500	Collection – print & non print on movable floor shelving includes space between shelves and wall shelving. Computers 38 workstations x 25 sf/ chairs = 950 sf 12 Wi-Fi work stations x 20 sf/ = 240 sf ; Service desk 85 sf ; Lobby 500 sf ; Piano 200 sf Public seating 28 Lounge seats x 40 sf = 1,120 sf ; 3 medium tables & 12 chairs = 900 sf 3 small tables & 4 chairs = 300 sf ; 4 Study pods = 300 sf ; Magazine/Newspaper 200 sf Space allocation from SOLS Lib Development Guide
	Public computers	1,290	Computers /Wi Fi	1,190	
	Public Area	2,500	Service desk 2 nd floor	85	
	Seating/study areas	<u>3,000</u>	Lobby/piano	700	
	TOTAL	23,030	Seating/tables	2,320	
			Study pods	300	
			Magazines/Newspapers	<u>200</u>	
Local History Area	Collection	on walls	Collection	1,700	Collection - print , fiche., film & documents on movable floor shelving plus Carnegie wall shelving; Technology; computers 1 table + 2 chairs= 100 sf ; 3 Micro film tables & 3 chairs = 900 sf ;Micro film cabinets 400 sf ; Map Cases 300 sf ; 1 public service desk= 85 sf 2 tables & 6 chairs = 600 sf : Genealogy Area 400 sf Work area 2 staff x 70 sf = 140 sf ; Storage 500 sf . Note: located in the quietest area with minimal natural light and includes the WPL Automotive Archives Space allocations from SOLS Lib Development Guide
	Computers/ microfiche	1,000	Technology	1,700	
	Seating/study area	1,500	Service desk	85	
	Work & storage area	<u>800</u>	Research Area	600	
	TOTAL	3,300	Genealogy Area	400	
			Work & storage area	<u>640</u>	

Current and Proposed Building Square Footage

Appendix B

Area / Department	850 Ouellette Building Square Feet	Proposed Permanent Building Square Feet	Proposed Building Notes
Collection Storage	TOTAL 18,000	TOTAL 7,686	Includes back stock, series, last copy Canadian and local history duplicates
Tech Hub	Laboratory 983 Pub Lab <u>320</u> TOTAL 1,303	Computers 50 Service desk 85 Innovation & Production Labs 800 Storage <u>150</u> TOTAL 1,085	Computers 1 table + 2 chairs= 50sf 1 service desk 85 sf ; 20 seat innovation lab 500 sf ; Production lab 300 sf ; Storage 150 sf Note: located adjacent to Young Adult area
Auditorium /Meeting rooms	Auditorium 2,390 Meeting rooms <u>450</u> TOTAL 2,840	Lobby/entrance 300 Seats 1,125 Stage 300 Chair/table storage <u>225</u> TOTAL 1,950	Lobby/ entrance/ Cloak room 300 sf ; 75 theatre style seats @ 15 sf = 1,125sf ; Presentation stage 300 sf ; Storage 225 sf ; Note: located on the main floor with a separate entrance Space allocations from SOLS <u>Lib Development Guide</u>
Cafe	N/A	Seating 120 Service Area 80 Storage <u>150</u> TOTAL 350	8 seats x15 sf/seat = 120 sf ; Service counter 80 sf ; Prep/storage 150 sf Note: Note: located on the main floor with a separate entrance and spectacular views! Space allocations from SOLS <u>Lib Development Guide</u>
Municipal Archives	Collection, research & work areas <u>3,600</u> TOTAL 3,600	N/A	Owned by the City. Current space includes: 35 x 9 ft. shelving units, 4 map cases, catalogues and filing cabinets & storage plus 600 sf research area
Work Areas	CAT& Bib Dept. 3,169 Info Services 2,002 Design/Special Needs/Outreach 3,800 Community Outreach <u>410</u> TOTAL 9,381	Customer Service 2,070 Information Services. 1,174 Design/Sp. Needs /O Dept. 444 Comm. Outreach <u>410</u> TOTAL 4,098	Customer Services combines CAT, Info & Bib Depts. 1 large circ & info desk 200 sf ; CAT 5 staff x 70 sf = 350 sf ; Sorting area 500 sf ; Drive-Thru 100 sf ; ILLO Dept. 100 sf ; Bib Serv. 4 staff x 80 sf = 320 sf ; Delivery 500 sf Info Services: 7 staff x 90 sf= 630 sf ; Storage 400 sf ; TL Office= 144 sf ; Design/Sp. Needs /Outreach Dept. 3 staff x70 = 144 sf ; Storage 300 sf Comm. Outreach Dept. Literacy Office and Book Buddy Program 3 staff X 70 sf 210 sf , Lab 200 sf Note: CAT and Bib on the Main floor Space allocations from SOLS <u>Lib Development Guide</u>

Current and Proposed Building Square Footage

Appendix B

Area / Department	850 Ouellette Building Square Feet	Proposed Permanent Building Square Feet	Proposed Building Notes
Staff Area	TOTAL 1,418	Staff room 920 Lockers 96 Sick room 200 TOTAL 1,216	Staff room 24 FTE x 35 sf = 840 sf ; kitchen 80 sf ; lockers 24 x 4 = 96 sf ; sick room 200 sf Note: washrooms and sickroom adjacent to staff area Space allocations SOLS Lib Development Guide
Admin Dept.	TOTAL 7,112	Admin Dept. 4,350 Board Area 1,152 TOTAL 5,502	Admin: reception 300 sf ; photocopier 100 sf ; 6 offices x 210 = 1,260 sf ; 1 meeting room 400 sf ; staff room 7 FTE x 35 = 240 sf ; kitchen 40 sf ; storage 600 = 2,940 sf HR: 1 office 210 sf ; meeting room 350 sf ; storage 400 sf =960 sf Finance.: 1 office 210 sf ; 3 staff x 80 sf = 240 sf = 450 sf Board: table +12 seats 700 sf ; public seating 10 x 20 = 252 sf ; cloak room/galley 200 sf = 1,100 sf Space allocations from SOLS Lib Development Guide
Net Space	80,819	53,907	Includes all public and staff areas as listed above
Non Assigned Space	20,648	17,950	Defined as the spaces necessary to support the operation of the building i.e. elevator/stairs, loading dock, washrooms, mechanical, janitorial room & thickness of walls... Model average 25% of total space =17,950 sf
TOTAL	101,467	71,857	

Area /Department	850 Ouellette Current	Move to New Location	New Library Purchase	Notes
Front of House				
SEATING				
Adult /YA				
- Wooden	25	25		Straight backed study chairs
- Computer	57	47	25	Rolling chairs for computer and study tables
- Study	53		52	Replace green study table chairs
	36	36		Upholstered study chairs/ re-cover
- Lounge chairs	32	32	28	Comfortable reading chairs purchase 28 new
- Foot Stool	3	3	2	Refurbish old ones and purchase 2 new
- Benches	6	6	15	Built in window benches with electrical plugs. Millwork
- Theatre seating			75	For the Auditorium
Kids				
- Wooden	25	25		Straight backed study chairs
- Computer	8	8		Rolling chairs
- Bench	2	2		Re-upholstered benches
TOTAL		184	197	Total seating capacity 381
TABLES				
- Study 2 person	4	4	8	12 in total 2 in kids area
- Study 4 person	2	2	18	20 in total 2 in kids area
- Study 6 person	25		8	New
- Study Carrels	1		10	With task lighting and electrical
- Study Pods			4	In YA and Adult areas
- Computer	3	3		
- Wi-Fi Bar	1		1	Millwork
- Microfiche	6		6	
- Coffee tables	2	2	4	6 in total
- Side tables	16		24	Electrified
- Round	3		4	Table seats 4
- Rectangular	2		2	Table seats 6
TOTAL		11	89	Total tables 100 with seating capacity of 166

Area /Department	850 Ouellette Current	Move to New Location	New Library Purchase	Notes
SHELVING				
Ranges	720		45	Purchase: 25 2-shelf; 10 3-shelf; 10 4-shelf
- 1 st Floor	210			
- 2 nd Floor	510			
Shelves	2,681			
- 1 st Floor	794			
- 2 nd Floor	1,887			
AV Shelving	26		10	Purchase 10 additional shelves
- 1 st Floor	5			
- 2 nd Floor	21			
Local History/Genealogy	16		22	Ranges 2/3/4 metal shelving
			8	Slot back shelves
			4	Shelving units with sliding glass doors
			12	Shelving units with locking glass doors
	1	1	2	Atlas stand
Wall Shelving				Budget allocation required purchasing 113 wall shelves, depending on the amount of wall space in the new design.
- Ranges	113		113	
- Shelves	588			
- Circ. Area	26		22	Ranges for AV, self pick up, holds, discards, ILLO
Display Racks	16		10	2 and 3 shelving units
Magazine Racks	8		8	3 shelf magazine units
Newspaper Racks	3		3	
Circulation Desks	1		1	Movable 34 inch width, 60 inches long with 4 work stations
Book Trucks	95	10	40	In a variety of configurations
Self Checkout Kiosks	4	4		
Book Drop	1		2	Print and AV
Information Desks	4	4	2	A total of 6
Lighting				
Table	10		16	
Floor	6		10	

Furnishings and Fixture Recycling Plan (excludes IT equipment)

Appendix C

Area /Department	850 Ouellette Current	Move to New Location	New Library Purchase	Notes
Signage Internal External			X X	Dependant on the design of the building
TV Monitors	5	5	8	
Back of House				
Board Room - Table/side table - Chairs - Sec. desk - Public Seats - Refrigerator - Microwave, - Dishwasher - Podium	1 12 1 16 1 1 1	1	1 14 1 20 1 1	To seat 14 people
Staff Work Areas - Work stations - Work tables - Chairs	35 12 35		35 12 35	Open area with desks and a large communal work table:
Staff Room - Chairs: - Study - Lounge - Tables - Refrigerator - Microwave - Dishwasher	12 8 6 1 2		12 8 6 1 2	
Staff Locker Room - Lockers - Benches	59 2	59 2		
Staff Sick Room - Bed - Table and lamp	1 1		1 1	