

BRIGHTON PUBLIC LIBRARY BOARD AND LIBRARY EXPANSION WORKING GROUP : REPORT TO COUNCIL NOVEMBER 2015



11/1/2015

This report provides an estimate of library space and components for an expanded Brighton Public Library Main Branch based on [Making the Case for Your Library Building Project](#); Hubsher, Robert and Watson, Karen.

LIBRARY EXPANSION WORKING GROUP

The Library Expansion Working Group (LEWG) was formed by the Brighton Public Library (BPL) Board on May 20, 2015 as a result of the Municipality of Brighton Resolution No. 2015-415 that Council refers the matter of the Library expansion to the Library Board for consideration, and a report back to Council.

LEWG Members

Melissa D’Onofrio-Jones – BPL CEO, LEWG Chair

Robert Burke – BPL Board Chair

Murray Workman – BPL Board Secretary

Sandi Zwaan – BPL Trustee

Councilor Brian Ostrander – BPL Council Rep

Stan McMullin – Chair of the Friends of the Library

Mayor Walas – Municipal Council Representative

Since its appointment the LEWG has toured Public Libraries in Tweed, Trenton and Kingston. The LEWG has collected data regarding the current uses and needs of BPL, and has utilized Making the Case for Your Library Building Project; Hubsher, Robert and Watson, Karen, as a guide throughout the process of creating this report. This resource has been effectively used by a number of Library Boards in Ontario since 2010.

The intent of this Report is to illustrate what best practice is in regards to determining appropriate library space for the Municipality of Brighton. We believe that our Report gives a fair and accurate estimate of the amount of space and range of services that will be required by the citizens of Brighton in the next decade.

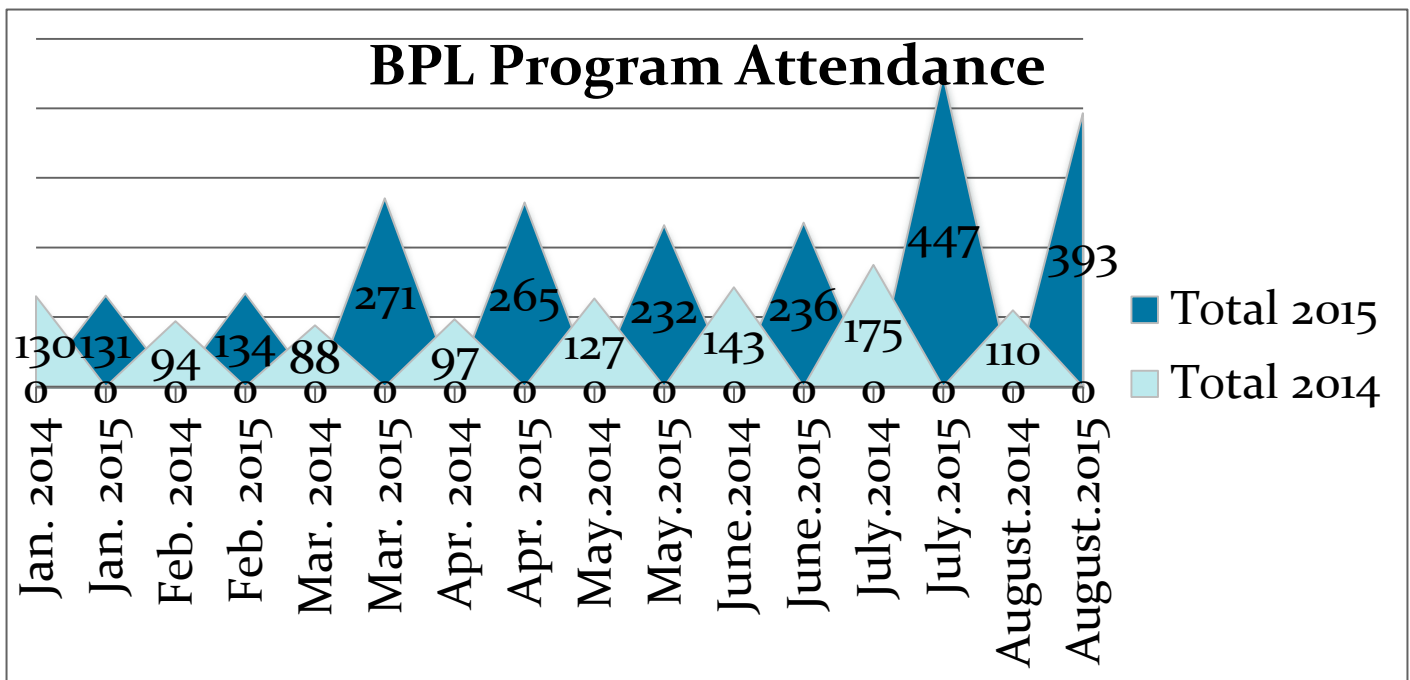
INTRODUCTION

The Brighton Public Library moved into the Municipal Building at 35 Alice St. in 1994. In that year the Town of Brighton had a population of 4,584. At that time the Codrington Library operated as a regional library system that did not include BPL. In 1998 a Union library was formed between Codrington and Brighton and after amalgamation Codrington library became a branch member of the

Brighton Public Library. By 2006, that last data available from Statistics Canada, shows Brighton with a population of 10, 928. Recognizing the significant event of amalgamation the 10,928 represents a 139% increase to the population that the Brighton Public Library and its Codrington Branch serves since 1994.

According to the Municipality of Brighton Community Development Plan, in 2011 “Brighton’s largest age segments were between the ages of 45-49 and 55-69” (McSweeny and Associates 3). In addition the report noted that there was growth in the population segment ages 20-24. It could be speculated that the growth in the latter age range in 2011 is influencing the increased participation in children’s programming in the library as parents and grandparents bring the young children of this age bracket to library programs.

In addition to growth in program attendance BPL has also seen a dramatic increase to the number



of items circulated. In 1994 the library circulated 49,891 items; by 2014 Brighton Public Library staff circulated 123,428 items to library members.

Residents of the Municipality of Brighton use the library heavily. There are 5,947 active cardholders in this community. As a part of data collection for this report BPL staff collected Typical Week data for August 11 to the 15 of 2015. This data is usually only collected in November as required by the Province of Ontario. During the 5 days open there were 1,376 individuals who entered the library. That is an average of 33 people per hour open entering the library. These 1, 376 people as well as the library’s online visitors asked 515 reference questions and circulated 2,780 items between August 11 and August 15 which is an average of 65 items circulated per hour. Brighton’s residents utilize the Brighton Public Library on a regular basis as is shown in the above usage statistics. As one survey respondent so eloquently stated “The Brighton Library is one of the busiest places in town. The library serves the public in so many ways providing knowledge, information, entertainment, socializing” – Survey Respondent.

The mandate of the public library has changed drastically since 1994 as well. We are providing increased programming to Brighton citizens both young and old, offering a meeting place for relaxed reading, community gathering place, access to technology and tech help to patrons. We provide access to electronic resources both databases and e-books as well as reference and technology help for this wide range of resources.

Public Libraries are changing to meet the needs of their patrons and as a result the way they use their space is changing. The Brighton Public Library has reached capacity in space. Our current space is limiting choices about both the types and number of programs we can offer, criteria for removing items from the collection, and how staff manage workflow to meet the traditional service demands of our patrons.

The intent of this report from the Library Expansion Working Group and the Brighton Public Library Board is to illustrate what best practice is in regards to library space and also what the Brighton Public Library Board and the Library Expansion Working Group estimates the libraries space requirements are according to each component of an expanded library space.

During this process the Library Expansion Working Group engaged and encouraged community input in the form of two public meetings, as well as, paper and online surveys that were circulated both inside and outside of the library. Public input, statistical data, staff feedback and community engagement have informed this report.

STANDARDS APPROACH

In an effort to be comprehensive the LEWG has opted to provide the Municipality of Brighton Council with an estimate of space for both components and standards approach. The Standards Approach uses a basic formula to calculate space. The formula begins by defining a population range. Brighton falls into the 5,001 to 15,000 category, and according to Roberts and Watson Comprehensive Service requires 1.64sq ft per capita for this population (60-61).

Municipality of Brighton Population		Comprehensive Service Levels		
10,928	x	1.64	=	17,922 sq ft

The current sq footage of the BPL Main at 35 Alice is 3, 600 sq ft, obviously far short of the footage projected by the Standards Approach.

COMPONENTS APPROACH

According to Roberts and Watson the Components Approach “may prove to be somewhat more accurate than the Standards Approach, because it will take into consideration the actual components included in the library building rather than relying on a standard based on an average building configuration” (35). This report will now examine each section under Estimating Space Requirements using the Components Approach Appendix 1.

Collections – 5,556 sq ft

- All collections calculations are based on a 25% growth rate of BPL collections. It was identified through the Survey that the service of Borrowing was Very Important or Important to citizens library experience by 81 % of respondents.
- This 25% growth rate will relieve overcrowding materials on shelves which will make choosing an item easier, as well as, more efficient shelving of items
- The extra shelf space would enable us to conduct a better weeding practice. Basing the removal of items non-circulation for 5 years, condition and relevance to our population rather than 2 years non-circulation, condition and relevance to our population
- The increased collections space will allow for better accessibility to collections by patrons with mobility issues
- “Library has always been an important part of my life. I can’t imagine my world without books” – Survey Respondent

Public Service Areas – 4,846 sq ft

- “Brighton is a limited access ‘space’ we have to leave for so many things. The library opens up the world to all” – Survey Respondent
- Comfortable seating was identified by 61% of survey respondents as Important or Very Important in a new library space
- Increased seating areas was identified as a priority at the July 22 Town Hall Meeting
- Staff have observed occasions where patrons had no place to sit down to read the newspaper or use their personal devices. “Patron with leg brace could not find a place to sit downstairs

without having her leg in the line of traffic. She was very concerned about tripping someone” - Staff Observations Sept. 5, 2015

- This increased public space would provide adequate space to provide service to individuals who have accessibility needs
- This proposed space includes an area for a self check out machine which would assist in workflow, and provide more expedient check out options for busy patrons
- “I live in an area where internet service is not available. I am able to do what I want and read using wifi at library. And I love to read books and mags sometimes for educational purposes, sometimes pure enjoyment. Having access to these materials enriches my life.” – Survey Respondent
- Increased children’s space and programs have been identified as a priority by staff, patrons, parents and community members.
 - o Our space no longer fits regular Preschool Story Time participants comfortably on a regular basis.
 - o Our average story time participation is 25, with numbers as high as 40
 - o A parent at the July 22 Town Hall meeting shared that she would not bring her children to Story Time because it was too crowded
 - o A component of the Public Service Areas is a craft room with sinks. This area will be used for children’s programming and will comfortably hold 40 participants. This space could also be used for adult programming such as book clubs, art programs and community meetings.
 - o “It provides the general public access to important leisure activities and excellent resources. It also provides important internet access to those without computers. The children’s programs are excellent, considering the space available, and are also an important asset.” – Survey Respondent
- Community meeting rooms have been highlighted as a need by community members at the July 22, Town Hall Meeting, Library Board Strategic Planning Community Meeting as well as through the survey where 124 respondents stated that Community Meeting Space was Important or Very Important to them
 - o The Multi Purpose Room will be a flexible room with removable furniture that can act as a community meeting space, program space and gallery for our existing BAC exhibits.
- A group study room can provide smaller meeting space as well as quiet study space for patrons wishing to work quietly, or for those who are writing an exam.
- The Library Café could be just that, a place to buy coffee and treats to enjoy while reading the paper, or enjoying a chat with a friend. This may provide revenue to the Library Board or

the Municipality. This café space could instead be used for partnership office and programming space. For example an employment services office or chamber of commerce may want to partner with the library to provide services out of the library space.

- The library as a social meeting place was identified as important to many people through the survey
- Lack of youth activities was reported as a Brighton weakness in the Municipal Community Development plan. The teen space could provide a hangout for local youth, a space for library and community generated youth programming.

Staff Service Area

- Staff break room and kitchenette could be shared with other staff in the multiuse building.
 - There is currently no staff break or washroom for library staff
- Staff workroom provides area for up to 3 staff members to be cataloguing, processing interlibrary loan, returns, holds, program planning, reports etc.
 - Staff currently undertake all of these duties while simultaneously serving the public. This current situation leads to inefficient use of staff time.

CONCLUSION

The LEWG and the Brighton Public Library Board submit this report to council as an estimate for library space required based on statistical data, community and staff input. The Brighton Public Library Board recommends to council that they accept the Brighton Public Library Board and Library Expansion working Group: Report to Council November 2015, and further council issue an RFP for expanded library space, and further that the BPL Board be consulted during the RFP process.

Washrooms – It should be noted that the Library Board and LEWG is prepared to share public washrooms within a multiuse building. We however, require a family washroom so that children do not have to leave the library area to use the washroom while participating in programming or enjoying the space. Estimating space required for a public washroom is beyond the scope of this group due to Building Code and Accessibility requirements and would therefore need to be added onto the recommended square footage by an industry professional.

Appendix 1

Workform for Estimating Space Requirements

Workform for Estimating Space Requirements using the Components Approach¹

Component		Current Square Feet	Quantity	Square Feet Required	Square Metres Required
COLLECTIONS					
1	Books @ 8 volumes per sq. ft. * Please note that all Collection Components have been calculated with a 25% growth allowance				
2	Adult Non-Fiction, Young Adult Non-Fiction		6736	842	78
3	Adult Fiction: Large Print, Mystery, Literature, Western, Science Fiction		16333	2042	190
4	Young Adult: Fiction, Graphic Novels		1413	177	16
5	Juvenile Non-Fiction		2298	287	26
6	Juvenile Fiction: Board Books, Easy Readers, French, Spanish, Picture Books, Graphic Novels		5730	716	67
7	Non-print materials (videotape, CD, DVD, audiotape, games etc.) @ 12 per sq. ft.				
8	Adult A/V: CNIB, Audio Books, DVD		4443	370	34
9	Juvenile A/V: Audio Books, DVD, Video Games		914	76	7
10	Periodicals face out display @ 1 title per sq. ft.				
11	Children's Periodicals		12	12	1
12	Adult Periodicals		88	88	8
13	Upstairs: Currently Adult Non-Fiction, Science Fiction, Periodicals, Western, Local History	556	52		
14	Downstairs: Adult Fiction	1680	156		
15	Downstairs: Children's Fiction and Non Fiction	294	27		
16	Virtual and digital resources (public access computer workstations) @ 1 workstation per 45 sq. ft.	15	16	720	67
17	Public Access Catalogue (PAC) standing station @ 1 PAC per 25 sq. ft.	0	2	50	5
18	PAC sit-down station @ 1 PAC per 35 sq. ft.	15	1	35	3
19	Microfilm Reader/Printer @ 1 per 35 sq. ft.	15	1	35	3
20	Microfilm cabinet (six drawers) @ 1 cabinet per 10 sq. ft. (Note: one drawer holds up to 64 rolls of 35mm film)	0	1	35	3
21	Newspapers display/storage rack @ 1 unit (10 - 20 newspapers) per 35 sq. ft.	15	1	35	3
22	Newspapers back issues @ 160 issues per 12 sq. ft.	0	3	36	3
23	Collections Subtotal (Lines 1 to 22)	2590		5556	516

¹ This form is also available as an Excel spreadsheet on the Facilities page of the joint SOLS/OLS-North Clearinghouse at <http://www.sols.org/links/clearinghouse/facilities/index.htm>. The online form includes formulae under Square Feet Required and Square Metres Required to automatically transpose your quantities into space requirements.

Component		Current Square Feet	Quantity	Square Feet Required	Square Metres Required
PUBLIC SERVICE AREAS					
24	User seating @ 1 user space per 30 sq. ft.	144	20	600	56
25	Study carrels @ 1 carrel per 35 sq. ft.	0	4	140	13
26	Lounge/informal seating @ 1 seat per 40 sq. ft.	80	20	800	74
27	Atlas/dictionary stand @ 1 stand per 35 sq. ft.	0	1	35	3
28	Self Checkout Station @ 1 unit per 45 sq. ft.	0	1	45	4
29	Children's story area @ 1 child per 10 sq. ft.	150	30	300	28
30	Children's craft room w/ craft storage and sink @ 1 child per 20 sq. ft.	0	40	800	74
31	Teen space (in addition to collections housed in this area) @ 1 teen per 30 sq. ft.	0	10	300	28
32	Board or conference room @ 1 user per 25 sq. ft.	0	15	375	35
33	Multi-purpose room (with storage for tables and chairs, a kitchenette and space for a presenter) @ 1 user per 15 sq. ft.	0	50	750	70
34	Group study room @ 1 room per 165 sq. ft. (Note: will accommodate up to six users)	0	1	165	15
35	Photocopiers @ 1 copier per 50 sq. ft.	35	1	50	5
36	Bulletin boards @ 1 board per 9 sq. ft.	5	2	18	2
37	Pamphlet display unit, free standing @ 20 sq. ft.	5	2	40	4
38	Library Café @ 1 user per 15 sq. ft.	0	15	225	21
39	Friends' Shop: Book collection @ 8 volumes per sq. ft.	0	520	65	6
	Volunteer workspace @ 1 volunteer per 65 sq. ft.	0	2	130	12
	Lockable closet @ 8 sq. ft.	0	1	8	1
40	Public Service Areas Subtotal (Lines 24 to 39)	419		4846	451
STAFF SERVICE AREAS					
41	Public service counters (e.g., circulation, reference, etc.) @ 1 staff per 175 sq. ft.				
	Children's Public Service Counter	123	1	175	16
	Main Public Service Counter	204	3	525	49
42	Staff workrooms @ 1 staff per 150 sq. ft.	0	3	450	42
43	Staff offices @ 1 staff per 150 sq. ft. (13.935 sq. m.) to 250 sq. ft.	114	1	250	23
44	Computer room: Server rack @ 1 rack per 75 sq. ft.	0	1	75	7
	Staff work area @ 1 per 150 sq. ft.	0	3	450	42
	System printer @ 1 printer per 16 sq. ft.	0	1	16	1
45	Staff lounge/break room @ 1 staff per 35 sq. ft.	0	3	105	10
	Kitchenette @ 1 per 80 sq. ft.	0	3	240	22
46	Staff lockers @ 1 staff per 4 sq. ft.	0	15	60	6
47	Book drop return room - minimum size 4 feet by 6 feet	0	1	24	2
48	Staff Service Areas Subtotal (Lines 41 to 47)	441		2370	220
49	Staff Service Areas Subtotal (Lines 41 to 47)	441		2370	220

50	Collections Subtotal (Line 23)	2590		5556	516
51	Public Service Areas Subtotal (Line 40)	419		4846	451
52	Assignable Space (for use by public and/or staff) (Lines 49 to 51)	3450		12772	1186
53	Non-assignable space (25% of line 52)			3193	297
	Unaccountable Space – Current Building	150			
54	TOTAL GROSS (Lines 52 and 53)	3600		15965	1485

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