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Executive Summary

The Vision

This Library space requirements study undertaken by the Callander Public Library Board has been prepared to assist Council with its decision concerning the design and dimensions of a new library. The Board has made every effort to create a comprehensive and informative account of the physical spaces that will provide an innovative and sustainable library in Callander. This report was written using current and relevant resources from leaders in the public library field and the libraries in Ontario that we visited. The staff and Library Board provided written summaries of their attendance at conferences where additional information for this report was obtained.

Using a whole service approach the report will determine the assignable space inside the library for the public and staff. We have considered accessibility requirements, collections, programs, staffing structure, processes, and strategies in determining the physical structures required to best serve our community members in a fiscally responsible manner.

Areas such as washrooms, programming rooms, meeting rooms, etc., will need to be discussed and reassessed should partnership opportunities necessitate shared spaces.

We looked at current and future trends in order to anticipate the types of spaces which will inspire, enrich, and support our community not only for the present, but ideally for the next twenty years. What will happen in this new library will reach out to the community, challenging and inviting people to build their capacities, grow their community, and share their skills and knowledge with others. How do we do this? We provide the right space, the right tools, and the right staff to allow for these ideas and activities to happen. We aspire to a building that can evolve to changing trends in libraries and to our changing local needs by incorporating flexible space and moveable furniture.

Our Board looked at current library builds in Ontario and emerging trends in libraries. We sectioned the library into zones according to their purposes and activities, and then described the activities, outcomes for the community, and the approximate dimensions for each zone.

The Current Situation

The current Library is 1,038 square feet and is situated on a piece of property slightly larger than the building itself. There is no likelihood of an addition due to the poor condition of the current building and the size of the property.

The original Callander Public Library, founded in 1915, shared a building with the township office and burned in 1934. In 1935, when the population served was 900 people, a new 600 square foot library was built on Lansdowne Avenue on a 100 by 100 square foot lot, just east of the first library. The Library was moved to the current location on March 17, 1979.

Executive Summary *(continued)*

Since 1981, when the Library Board employed its first CEO, the Callander Public Library's membership and the services offered have grown substantially. Technology is a very large part of our services now and new, innovative programming is needed for all ages.

The Library has outgrown its current location and does not meet the needs of our community. According to the Ontario Public Library Guidelines 6th Edition: For Municipal and County Public Libraries our library does not meet the lowest standards for:

- total space
- total volumes per capita
- physical access for persons with disabilities
- parking
- access to materials & equipment
- layout of library
- interior lighting
- public use areas
- user space
- public washrooms
- furniture
- content and size of collection
- public meeting room space
- children's programming space

By building a new library in our community, we can meet these guidelines and give the people of Callander library services equitable with the rest of Ontario.

In addition our library's technology network infrastructure is inadequate to serve the current library resulting in poor WIFI services and slow internet speeds for the public and staff.

A new Library building is viewed as an important infrastructure project by the residents of Callander, the Library Board and Municipal Council. Fundraising has been ongoing for the last thirteen years to provide assistance with the building project, and significant funds have been raised by the Library's Fundraising Committee. Council has consistently set aside funds for this project in each budget for the last eight years. The balance of funds required will come from government sources that support infrastructure projects and further fundraising efforts by the Library's Fundraising Committee and community partners.

Included in this report will be quick fact sheets that highlight activities in each of the eight zones, as well as the outcomes provided for the community through these innovative library spaces.

Introduction

Strategic Plan 2014/2015

In 2013 and 2014 the Library Board through visioning sessions developed a new mission statement, **“Connecting, Enriching, Inspiring”** along with a clear vision statement, below: At the conclusion of these visioning sessions the library’s first Strategic Plan was completed.

The Callander Public Library endeavours to be a welcoming, comfortable, functional and environmentally friendly space where residents, organizations and visitors of all ages and walks of life are drawn to spend endless hours. It is a dynamic and invaluable community asset that:

- provides access to a rich array of stories, ideas and information
- offers leisure activities and facilitates formal and informal life-long learning
- affords access to wireless and other forms of technology and plays a unique role in building people’s capacity to use technology
- provides access to government programs and services
- facilitates connections and collaborations amongst people and organizations
- nurtures a strong sense of community as a cultural and tourism centre
- contributes to building robust partnerships with the municipality, and with people and organizations from within and outside the community
- is innovative, adaptive, sustainable and future focused

The Strategic Plan has been very valuable in providing the Library Board, staff, volunteers, Council and the community with a clear plan for the 2014/2015 years. We now are ready to assist Council in determining an ideal size for the new library building.

Library’s Proposed New Public Assets and Capacity Building

The Board has looked at opportunities that can be developed where a new library facility could serve as an important hub for the community, creating stronger connections and more networking opportunities throughout the municipality.

The new library will invite more people to use the new and expanded facilities and participate in innovative programming. It will be an agency for change where we are probing and pushing boundaries, mentoring, connecting, guiding, and curating for our community.

Introduction *(continued)*

Our location along the waterfront and our proximity to downtown would make us a destination for people walking or boating, providing a place to rest, meet friends and access Wi-Fi and other services. The convenient hours of operation will allow people to inquire about community information and services, and complete municipal service transactions during the evenings and weekends. People can sign up for recreational programs or volunteer opportunities and pick up a calendar of community events.

In providing the right amount of space for our library we must recognize that a new library will draw people from other surrounding communities to use our services. This could be revenue generation for the library if we incorporate a new fee structure for out of town memberships and for participation in activities that would be free to people who have library memberships. Some of these ideas will be addressed as we look at each zone's activities

The following statements address gaps in community assets:

1. A partnership with the Métis Nation of Ontario and First Nations bands in our area will enable us to examine Callander's history together, promoting good will and building relationships amongst all peoples in our communities. Our partnership will include valuable heritage and cultural experiences that lend understanding to the history of our waterways and the logging industry that built this community. Representations of all aspects of our history will be emphasized both inside and/or outside a new library.
2. A quiet outdoor space within walking distance of downtown where seniors and those looking for peaceful surroundings in a park-like setting will be part of the library's outdoor experience. Children's library programming and cultural events will take place in a small amphitheatre. Beautiful reading gardens will offer free herbs to library visitors, or a community garden providing for the food bank.
3. Teens will be offered indoor space where they can spend time with friends, enjoy age appropriate workshops, collaborate on interesting projects, enjoy a network of imaginative play and complete homework in a safe and enriching environment, supervised by adults. Our community must provide a platform for our vulnerable teens to be mentored, engage in positive encouragement, to learn new skills and gain new perspectives. We need to be the change agents that offer support and enriching programs to cultivate happy, industrious young adults in our community.
4. Providing comfortable social spaces where one can sit and converse for hours with colleagues or friends and have access to Wi-Fi, public computers, and information in a variety of formats encourages creative and collective actions for change. We will offer a collaborative, neighbourhood area where business entrepreneurs, committees, or any other group of two or more people can meet for innovative discussion, and the development of new ideas.

Introduction *(continued)*

5. A library wired for technology device access and robust internet connections will provide meeting, training, and event space for groups, businesses, agencies and visitors to our community. We will provide and promote such space for both the business and non-business sectors, (e.g. telehealth conferencing)
6. We will be providing public space in our community that has been built specifically with children's physical, educational, and creative needs in mind. The new library will allocate a space with height appropriate furniture & shelving and unique safety features, allowing for safe innovative programming that incorporates technology, creativity and collaboration.
7. Community space with a focus on the arts can offer workshops, training, arts experiences, and a place to display and champion all types of arts media. Spaces that offer inspiration for stories, poetry, photography, theatre, music and visual arts to be created do not currently exist in Callander. The new Library will provide these spaces both in and outside of the library facility.
8. Our community currently does not provide opportunities to encourage and guide creative activities or rapid learning sessions for all ages. Workshops of every kind that include hands on activities with access to a large TV/screen for instruction or video conferencing purposes will be available in the new library building.
9. Life-long learning and knowledge opportunities will be provided on a regular basis. Partnerships with colleges, universities, local businesses, government agencies, First Nations and the Metis Nation of Ontario, will provide people with special skills and knowledge that will contribute to a base group of organizations, businesses and individuals to deliver lifelong learning sessions.
10. The programming rooms will provide revenue generating space to assist with ongoing operational costs of the new library. A separate entrance with access to the outside would mean this room could be booked when the library is closed providing space for smaller community events.

Four Functional Spatial Areas

The idea of visualizing a library in terms of specific spaces or zones is taken from a Danish study called the Model Programme. The program was initiated and funded by the Danish Agency for Culture. Ideas from their model focus on creating inspiration and opening up possibilities of new interpretations of the public library. Internationally, libraries are looking at optimizing their square feet and design by creating space for new functions and facilitating the interaction of several functions in one space.

In future focused libraries, four spatial intentions coexist, wrought and mixed in different ways:

Introduction *(continued)*

1. **The Learning Space:** is based on discovering and learning something new. It offers informal and formal courses, e-learning opportunities, talks, access to knowledge resources, and question and answer services. It demands PCs and work tables and could be secluded or in semi-closed spaces. Children may require a different space for learning that can support a more activity-based, playful approach.
2. **The Inspiration Space:** is based on experiences. It will typically offer access to materials including literature, art, films, music, entertainment, and games as well as events with artists. The library's role to a lesser degree is to ensure that the visitors find what they need, and to a higher degree that they also find what they did not know they needed. It is our challenge to guide different users efficiently and unobtrusively to experiences and activities that match their needs. This space may require a stage and sound system for performances.
3. **The Meeting Space:** is based on participation. It ranges from participation in events about current issues, reading and study groups to the facilitation of communities, or networks. It's a setting for a passive community, e.g. guest reading in a café to programmed meetings for external users, e.g. local senior citizens council. Many libraries are creating café areas that offer space for passive communities to meet, because some users prefer to be close to activity while others desire a quieter space, cafes can offer quiet fringe areas at the sides of the café.
4. **The Performative Space:** is based on creatively innovative activities carried out by the users. Its aim is active creation, but the performance space may also be a creative visual learning space. It facilitates workshops of different kinds: writer's workshops, innovation workshops, film workshops, etc. The performance space typically requires use and availability of tools and materials. Large table surfaces are useful, and room for people to be untidy and make a mess. The space should provide safe storage facilities for participant's work in progress and innovative tools for programs.

Library Zones

The following sections describe physical zones in the library where a mixture of the four functional spatial areas are incorporated. Each zone is described and the projected size of that zone is indicated. The discussion includes how the zone’s size was determined and what activities will take place there. The report will give examples of benefits to our local community stemming from the activities taking place in each zone.

In general most zones have flexible and moveable furniture along with other unique features that have an outdoor feel. A profusion of natural light and organic products such as wood and stone tend to induce feelings of comfort. Many of the libraries we viewed used design techniques like colour, floor tiles and unique signage to indicate where zones or areas are located to guide people coming into the library. A series of alcoves can be used to create organized spaces, and different ceiling heights to create specific zones. Clear views, low shelves, and windows at the end of routes help to create lighter uncluttered areas. Pathways can be created with flooring and clusters of chairs and tables can be used to create neighbourhoods within the library.

1. Adult, Teen and Children’s Collection Zone (2,842 square feet)

Information about the Collection Zone

The total collection area has been determined using a generally accepted formula used in Canada, the United States, and other developed countries around the world. We have determined the size of this space using the future resident population figure of 5,000 people, excluding the non-resident service population. The formula to determine the minimum number of volumes our library requires for the future population is:

4.36 volumes per capita x 5000 population = **21,800** volumes.

To determine the space required to house this collection size, of 21,800 volumes use the following formula:

$$21,800 \div 10 \text{ volumes per sq. ft.} = \mathbf{2,180 \text{ Sq. Ft.}}$$

The following areas are calculated in the same way:

- 32 magazines display at 1 sq. ft./title = **32 Sq. Ft.**
- 25 backfile mag. at 0.5 sq. ft./title/year held = **25 Sq. Ft.**
- 1600 non-print items at 13 items/sq. ft. = **123 Sq. Ft.**
- 18 Seats x 30 sq. ft. = **540 Sq. Ft.**
- Total square feet of space required **2,900 Sq. Ft.**

Library Zones *(continued)*

All of the libraries that we visited still have significant stacks area. E-books statistical uses have levelled off, and contrary to what people expected, e-books have not reduced the need for paper materials.

In fact, what has occurred is that e-books have just enticed people to read more, and more people to read. People in all income and educational groups are reading more according to recent studies.

Our membership numbers continue to climb in spite of Netflix, e-books, and so many other entertainment opportunities. In part, it is due to people visiting the library and discussing with staff and other patrons what they should watch, read or listen to next. People depend on our reader's advisory services, displays and online catalogue for reading suggestions. This service is of particular importance to new patrons, children and young adults, those who are uncomfortable finding new materials on their own.

The book collection area houses and markets the collection. Fiction is catalogued by author and will require an area separate from non-fiction. Non-fiction is catalogued according to the Dewey decimal classification system, which requires like materials to be located in the same area. In each adult, teen and children's area there will be these two distinct areas which require separate stacks.

Complying with the *Ontario Public Library Guidelines*, the increased size and layout of the stacks in the new the library addresses the current library's crowding, accessibility, and safety issues.

The Collection Zone will feature:

- good lighting
- spacious aisles (four feet minimum at all angles)
- space for book trucks to move between stacks and to allow full wheelchair access
- easy access to high and low materials, with lower stacks for a clear view
- attractive endcaps for book displays, clearly marked signage, clearly divided sections for easy browsing
- group and single seating close by for people to read and have easy access to materials
- enough space in the children's zone to hold a class of 30 children without disturbing other areas of the library
- flexible shelving which can be reorganized as required
- display space to offer more magazines, DVDs, and audio books as well as store back issues of magazines for reference
- space to locate our local history section in the stacks rather than in a back room
- space for more French materials and large print books in adult's, teen's and children's zones
- space for bins of board books within reach for children 6 months to five years of age

Library Zones *(continued)*

Trends in Collection Zone

- Design influenced by retail, library looks like Chapters locations, with numerous themed and interesting displays
- Shelves are lower, mobile and can be moved to create usable space
- Generally, the lines between the stacks and the seating are blurred by a sprinkling of seating throughout the stacks area.
- Staff spends less time at front desk and more time creating displays, providing reader's with information on programs and services and inspiring people to discover new experiences
- Interactive display areas, e.g. for people to display their favourite picks
- Library shelves "sold" for fundraising: name a room, a shelf or whole row of stacks with a brass bookplate for a set fee (Scugog Library raised \$37,000 selling shelves)
- Offering e-readers with a number of e-books on subjects like mental health, sexuality, parenting, etc. so we could ensure anonymity for patrons while checking out and returning these materials
- One public access computer in this area to access library catalogue, online resources, and conduct internet searches with room for staff to assist customers.
- DVDs, magazines, and newspapers are displayed face-out and back-issues of magazines are stored behind each section.
- A warm, living room atmosphere, with some natural light and a fireplace close to the stacks for reader comfort. Reader nooks and window seats with outside views encourage browsing and the pleasure of reading. These comforts provide reasons for the library to become a destination in the community.
- Some chairs suitable for older adults should have fairly high firm seats and arms to offer assistance in sitting. Bottoms shelves are left empty for easy access.

Activities in Collection Zone

This is a learning and inspiration space where the following activities occur:

- Patrons browse shelves for materials for leisure, learning, travel, self-improvement, interests, hobbies, etc.
- Groups such as school classes, Sparks and Cubs visit and are able to find materials in the catalogue and on the shelves – one of our local schools does not have a library
- Preparing boxes of themed project materials to lend to schools
- Children visit the library to borrow materials to work on projects

Library Zones *(continued)*

- Adults research topics such as travel, parenting, mental health, cooking, gardening and construction
- Book clubs and reading groups are provided with suggestions for monthly reading
- Supplying books for library members through interlibrary loans
- Staff inspiring readers to delve into the stacks area by offering unique displays and book talks
- Browsing through magazines, DVDs, CD and MP3 audio books
- Reading magazines, books and newspapers in seating area close to stacks
- Staff assisting patrons with finding books to match their reading interests and skills, as well as recommending new, popular, and award winning materials
- Loaning e-readers loaded with fifteen to twenty fiction and non-fiction e-books titles

Outcomes for the Community:

- ✓ A larger number of materials will encourage exploration, knowledge and learning; skills that lead to well-being, personal growth, empowerment and employment
- ✓ Knowledge on current events will be gained more efficiently through well displayed newspapers, magazines and books
- ✓ People with disabilities will now be able to access technology and browse the collection
- ✓ Tourists and summer residents will have access to the same quality and quantity of materials that they access in their own community libraries
- ✓ Readers will be surprised, inspired and challenged by the way materials are showcased
- ✓ Materials will support library programs and school curriculum helping our children and teens become better researchers and inquisitive learners
- ✓ Expanded adult, teen and children departments in both French and English
- ✓ Resources available for two French Immersion feeder schools and Francophone library members
- ✓ People with disabilities, as well as our aging population, will have access to more large print books, audio books on CD and MP3 and e-readers that allow patrons to increase font size
- ✓ Access to materials that meet the community's changing needs

Library Zones *(continued)*

2. Technology Zone (490 square feet)

Information about Technology Zone:

Total area for computers: **490** square feet as calculated below:

- **Computer workstations 8 x 35 Sq. Ft. = 280 Sq. Ft.**
Six of these workstations will be grouped together to be used for training purposes.
Two of the workstations will be placed close to the circulation desk with filtering software so young teens and children can work on research projects, play online games, etc. away from adult computers. (As seen in Acton Public Library)
- **Laptop bar area 4 x 35 Sq. Ft. = 140 Sq. Ft.**
A bar like area will be created in the teen section with 4 spaces for laptops where teens can plug in their own devices or borrow a library laptop and access library WiFi. (as seen in Acton Public Library)
- **Early literacy workstations for the children's department 2 x 35 Sq. Ft. = 70 Sq. Ft.**
These early literacy workstations have been assembled specifically for children two to ten years of age. The computers will be identical and provide access to hundreds of learning software programs including numeracy, literacy, science, and spatial/object recognition games. We currently have one of these workstations in the library and there is often a line-up of children waiting to use it.

All computer workstation space is calculated to include the space required around each computer for wheelchair access and for staff to assist clients.

Technology Zone to address current library's crowding, accessibility, safety and to provide:

- improved ability for staff to monitor adult computer area
- ability for staff to designate a specific area for young teens and children requiring access to the internet or computers
- public access computers with plenty of room for wheelchair access and staff assistance
- two public access computers with special software applications for people with hearing and vision impairment, includes large print keyboards and voice over software
- provide comfortable seating space, and electrical outlets for people to plug in their own devices and access Wi-Fi

Library Zones *(continued)*

Trends in Technology Zone:

- Offer laptop bar counter space with high stools
- Lounge chairs with side-panels that fold over the users lap for laptops use. Most people like some sort of hard surface to use their laptop or other device.
- Create a technology learning centre by adding a partial glass wall to the cluster of 6 computers. This area will also be utilized for other types of learning such as distance education, writer's workshops, employment certifications, computer skills, etc.
- Public access computers are in a row facing windows
- A few computer workstations or seating for laptop use face to face along the ends of the stacks for some private computer areas
- Some libraries are lending out in-library laptops. (We have recently purchased three laptops with Trillium funding to be used for training or in-library lending)
- Specific technology training room that can be used for technology training, distance education, and video conferencing (Additional space will be required as this is not included in our space estimate)

Activities in Technology Zone

This is learning space where the following activities occur:

- Technology training, including teaching skills in internet searching, Microsoft Office use and managing files, folders, photos, and social media and any other technology skills required by individuals, groups or small businesses
- E-reader, tablet, smart phone training
- Staff helping people with their technology needs e.g. downloading and understanding upgrades to software, operating systems and apps
- Access to social media e.g. Facebook, Pinterest, Twitter, Instagram
- Access to distance education learning earning special certificates e.g. smart serve training, online college and university courses
- Access to federal and provincial government services e.g. applying for birth certificate
- Completing certificates in the trades, trucking, boating e.g. Canada Pleasure Craft Operator license
- Banking and e-business such as shopping and selling online
- Online database searches e.g. health, family law, building code information
- Genealogical research
- Résumé writing and applying for jobs online
- Playing online games for relaxation and skills building
- Unique workshops for adults, teens and children in gaming, apps development, animation
- TD Summer Reading Program computer activities

LibraryZones *(continued)*

- Homework help utilizing laptops and public access workstations
- Access to scanners, fax services, public access computers, printer and scanners for individuals and small businesses

Outcomes for the Community:

- ✓ Expands the notion of literacy, encourages curiosity, helps to build new mind-sets and provides new ways of learning
- ✓ Meeting accessibility standards provides all community members access to technology services and training
- ✓ Opportunities to learn new computer skills or upgrade computer skills so that people can find employment, use social media to connect with others, share or learn new hobbies and improve their health
- ✓ Supports tourism by providing visitors access to online information about accommodations and local attractions
- ✓ Visitors stay in the community longer with the ability to connect with family, work, and others through wireless technology
- ✓ Provides access to computers for low income residents helping them to find employment and upgrade skills
- ✓ Provides access to computers for students to complete their homework
- ✓ Offers space to provide after school programs
- ✓ Offers quick processing of important documents for life events e.g. notification of death
- ✓ Printers, scanners, photocopiers, and fax machines available for multiple purposes
- ✓ Résumés, cover letters, homework assignments, internet searches are completed with staff guidance and assistance
- ✓ New businesses have access to office equipment and the Business Centre Kiosk

3. Children's Zone (695 square feet, not including collection and literacy workstations)

Information about Children's Services Zone

Main Area: 10 seats x 30 Sq. Ft. per seat = 300 Sq. Ft.

Programming room: 23 seats x 15 Sq. Ft. = 395 Sq. Ft.

(included is 50 Sq. Ft. for program leader at front, and sink and cupboards, 15 Sq. Ft. for each participant includes table set-up for craft activities)

Total Area required not counting stacks = **695 Sq. Ft.** *

LibraryZones *(continued)*

This is an area where children should feel special, welcome, safe, comfortable and respected. We invite parents and children to become involved in active learning, so the space will promote curiosity, excitement and a sense of awe. It will be a space that is child friendly in scale, colours and design.

The Children's Zone will require 10 seats, one table with 5 seats in the play and reading area and 5 single seats for parents and children. The stacks have already been calculated and discussed under Collections Zones; children's early literacy computers have already been discussed and calculated under Public Access Computer Zone.

This area of the library will serve children from six months of age to thirteen years of age. Materials must be offered in a variety of formats, and we must provide seating for different age groups, including parents, caregivers and grandparents.

Trends in Children's Zone

- Clear routes or paths from the entrance to the children's area
- Peripheral areas for parking strollers and hanging coats
- Storage area for tables and chairs, audiovisual equipment next to programming room
- Low shelving for collection with good sight lines for supervision by staff and parents
- Sink and cupboards in the programming room
- Walk-in thematic space with interactive play areas
- Sound buffered from the adult area through unique ceilings, etc.
- No sharps edges or steps in this area
- Physical containment and child security built into the design. A partial wall or shelving will be used to separate this area from the rest of the library as in the Clarington Public Library, Newcastle Branch. This prevents children from easily wandering away or adults with no need to be there from entering
- An area for very young children six months to three years within this zone, which provides materials such as board books and developmental toys to encourage sensory stimulation, and early language skills
- Rather than an open room there are small intimate spaces, partially enclosed spaces, and creative spaces for imaginative play alone or with others
- Tables and chairs for children and comfortable seating for parents or care-givers to cuddle with a child and read a story
- A child-specific programming room

Library Zones *(continued)*

Children's Programming Room in Children's Zone

The children's Storytime Room has been calculated at: 23 seats x 15 Sq. Ft. per seat = **345 Sq.Ft.**
room for sink and cupboards = **50 Sq. Ft.**

This programming room may be used for babies and toddlers, as well as, older children. Many parents with very young children stay during the Raising Readers program so there must be room for parents and quite often their strollers and younger siblings. The right sized room will offer a safe environment with ample space to move around freely.

The 15 Sq. Ft. per person will include table space for arts and crafts, which is an important part of children's programming. Arts and crafts also require storage for craft supplies and a sink for clean-up. Black out curtains or blinds would allow for audiovisuals in the programming room.

It is desirable to have a door from this space to the outside for outside programming. This would be a fast and safe way to leave and enter the building during programming events. (See Halton Hills, Acton Branch photos)

*Does not include the square footage necessary for peripheral spaces such as storage areas for audio-visual equipment, chairs, mats, toys, etc. as well as an area for parking strollers.

Activities in Children's Zone and Programming Room

This is a learning, inspiration, meeting and performing space where the following activities will take place:

- Children accessing age appropriate books, shelving and furniture
- Story time and creative play programming for children of all ages, school classes, home-schooling groups, day-cares, and TD Summer Reading Program
- Parenting programs and support groups meetings
- Child and parent physical activities
- Forest of Reading Program activities
- After school programming
- Special guest visits
- Special events for children, e.g. Halloween reading or creative writing workshop
- Junior book clubs
- Art and music classes, movies and cultural events
- Special displays on walls or suspended from ceiling
- Children's physical activities e.g. dance, yoga
- Children's parties or special commercial event rentals
- Maker spaces – creative learning opportunities
- Summer camps such as Science North, North Bay Mattawa Conservation Authority, arts, theatre, and music camps

Library Zones *(continued)*

Outcomes for the community:

- ✓ Expand children's literacy and numeracy skills, and help them to discover the world of books and knowledge; enriching literacy programs help to build skills that will allow children to be more successful in school
- ✓ Expand notion of literacy to include visual, musical, technical, and cinematic experiences
- ✓ Provide a warm, safe, and stimulating after school environment where children learn new skills and are provided with supervised homework help
- ✓ Provide opportunities to build children's confidence, skills, positive outlook, and feelings of belonging through programming and new experiences
- ✓ Build partnerships with schools, day-cares, and home-schooling organizations to augment each other's services and programs
- ✓ Build strong communities by providing children's services for our future teens and adults, particularly those children with less opportunities at home
- ✓ Provide a destination for parents and children walking, biking, skiing, sledding, where they will want to spend a few hours playing, reading, or enjoying a scheduled program
- ✓ Build confidence in children and parents by demonstrating that their community cares about their needs and that Callander is a great place to enjoy a healthy, engaged lifestyle
- ✓ Provide an indoor public space in our community that is built just for children's safety, enjoyment, unique experiences, and comfort that can be used for both community and private purposes
- ✓ The children's programming room will allow parents to relax and not worry about crowding, sharp edges or children falling off adult furniture, allowing parents and children to truly enjoy the library's programming experiences

4. Teen Zone (180 square feet not including collection and laptop counter)

Information about Teen Services Area

Teens bring life to the Library, yet they are often the age group that least uses this community service. Most often that is because they feel that the Library doesn't have anything to offer them. In this report the Board shares a plan to include a teen zone in the new Library. We have studied teen zones in other libraries and there are some clear components to setting up a successful teen zone.

6 seats x 30 Sq. Ft. = 180 Sq. Ft. (technology space and collection countered under those zones)

We have planned for the design of a distinct and separate area for teens twelve to seventeen years.

Library Zones *(continued)*

Trends in Teen Zones

- Comfortable lounge seating
- Bar-type, electrically wired counter with high stools for laptops and study
- Sense of privacy while allowing staff to monitor the area
- Access to computers with educational games, speakers and headphones
- Access to other technologies that entertain such as Wii or Nintendo
- Access to magazines, paperbacks, graphic novels, DVDs, CDs
- Casual atmosphere that gives a distinct “cool” identity, but doesn’t try too hard
- Buffer for noise, partial wall, sound absorbing ceilings
- Media wall: TV, DVD, Audio system – selection and sound controlled by staff
- Interactive media zone where teens can express themselves through drawing, graffiti, etc.
- Proximity to food and drink
- Display space for information of interest to teens

Activities in Teen Zone

This is a learning, inspiration and meeting space where the following activities will take place:

- Completing homework unaided or participating in after school homework help
- Socializing with other teens
- Collaborating on projects, joining a network of imagination and new concepts
- Help with résumé writing and job applications
- Reading for pleasure from a variety of formats
- Listening to music and watching DVDs
- Playing interactive learning games e.g. Minecraft
- Gaming tournaments
- Participation in Forest of reading activities for this age group
- Drawing, chess games, board games
- Mentoring opportunities
- Ability to meet with probation officer, tutor, estranged parent in a safe place
- Assistance with university/college or vocational applications and aptitude tests

Outcomes for the community:

- ✓ Provides a safe, indoor supervised space for teens in our community
- ✓ Provides teens with a transition space from children’s to adult areas
- ✓ Expresses to our teens that the Library and community leaders value them

Library Zones *(continued)*

- ✓ Creates a space relevant for their age and culture that provides exploration, education, enrichment and entertainment
- ✓ Keeps this age group reading and exploring the Library
- ✓ Keeps teens informed about community events and opportunities, and allows teens to share information relevant to their age group
- ✓ Provides an opportunity for teens to take part in arts and cultural events
- ✓ Exposes teens to a variety of programs, exhibits, training, etc. so that they envision possibilities outside of their community and their realm of experiences
- ✓ Provides opportunities for this age group to learn more about postsecondary options for education and training
- ✓ Provides a destination for teens
- ✓ Helps parents by providing a safe, enriching place for their children to go after school
- ✓ Could have a positive effect on reducing teen crime and mischief in the community, and allows teens to choose more positive experiences
- ✓ Provides many opportunities to build teens' confidence, skills, positive outlook, and feelings of belonging through programming and experiences
- ✓ Strengthens our community by providing excellent services for our future adults

5. Multi-Purpose Programming Room Zone (700 square feet)

Information about Multi-Purpose Room

The Multi-Purpose Programming Room has been calculated as follows:

60 people x 10 Sq. Ft. per seat = ***700 Sq. Ft.**, which includes a modest allocation of 100 Sq. Ft. for a speaker podium.

*This space does not include the peripheral spaces below:

- A stage for performances
- A small kitchen area for serving coffee and snacks
- Cupboards for storing crafts in progress, supplies and equipment
- An adjacent storage space to store audiovisual equipment, tables and chairs when not in use

Trends in Multi-Purpose Zone

- Electrical outlets throughout the room so laptops and other devices can be plugged in for computer training, meetings, distance education learning, video conferencing, etc.
- Battery powered tables with electrical outlets

Library Zones *(continued)*

- Robust internet access for video conferencing, distance education learning, and multiple users at one time
- Library promoted as a learning centre, for many unique learning opportunities
- Flexible design so that the room can be easily adapted for different purposes, and for groups of different sizes
- Space is accessible outside of Library hours, with a separate entrance. Washrooms co-exist with multi-purpose room behind accessible doors that can be locked so multi-purpose room can be rented or used by other community groups

- A kitchen or kitchenette with space for preparation of food, warming, cooling, serving and cleanup, with coffee machine, kettle, dishes and cutlery.
- A full kitchen for cooking classes, canning demonstrations, and children's cooking life-skills classes (in partnership with the North Bay and District Health Unit), and social events. North Bay and District Health Unit currently provides all of the necessary equipment, manuals, and some funding, to provide a life-skills cooking program for children ten to thirteen years of age.
- Displays for art and photography on walls. Built in display case or recessed shelving for other art forms.
- Maker spaces: using 3D printers, raspberry pi kits, 3D animation classes, etc.

Activities in this Space

This is a learning, inspiration, meeting and performative space

- Rental space for meetings, video conferencing, workshops, seminars, distance education
- Authors visits and presentations for school classes
- Public events for smaller audiences including musical and theatre productions, guest talks, celebrations, and community forums
- Holiday celebrations and birthday parties
- Promotional events for businesses, government agencies, health agencies, environmental, arts, health & wellness and local community groups
- Collaborative 'maker space' activities for all ages, e.g. electronics, robotics, apps development, 3D printer, green screens, arts projects, and newly emerging technologies
- Training and workshops, e.g. technology, cooking, money management, art, music, dance lessons, basic bookkeeping, decorating, knitting, math skills, learning a new language
- Health and wellness classes for all ages e.g. yoga, stretching, mindfulness, relaxation, healthy eating, stress management. These classes could be in partnership with individuals, local organizations or businesses.

Library Zones *(continued)*

- Place for artists, knitters, sewers, rug hookers, and other groups to meet and create or collaborate on projects
 - Public showings of artisan work
 - Place for small groups to discuss topics of interest e.g. book clubs, politics, board, small businesses, collective action groups
 - Municipal and Library staff meetings and training
 - Speakers or experts brought in remotely via video conferencing
 - Unique events or exhibits can stay for an extended period of time, e.g. Science North displays, ROM displays
- *A full kitchen could provide opportunities for fundraising dinners, musical/dinner evenings, luncheon meetings and lunch programs for seniors; however, this would require more square footage not identified in this report

Outcomes for the community:

- ✓ Opportunities for library revenue through rental of this space
- ✓ A more intimate space than the Community Centre for holding public events
- ✓ Callander is promoted as a place to work, live, and visit, providing a welcoming meeting space for everyone; a destination that promotes arts and culture, offers access to robust technology services, meets the public's information needs, and provides progressive children's services
- ✓ Businesses, community groups, health care professionals, distance learning groups government agencies, and municipal council will have access to the technology to bring in remote speakers and experts, which will open many doors for learning opportunities and innovative partnerships
- ✓ Possibilities for local businesses and agencies to offer economical workshops, meetings and conferences within our community
- ✓ A comfortable and inspiring space to carry on innovative and collaborative meetings that can lead to new economic and community development initiatives
- ✓ New opportunities for visitors and residents to enjoy a variety of cultural experiences, e.g. arts cooperatives, community green initiatives, theatre
- ✓ An enriched cultural identity
- ✓ Gaming, trivia, board game nights and other age- and/or theme-based events, e.g. trivia challenge night for teens or adults, a girl power day for preteens
- ✓ The Library becomes the community learning centre
- ✓ Library staff meets the community's changing needs through programs and life-long learning opportunities
- ✓ Activities and learning opportunities for seniors that improve self-confidence and health, provide social interactions and contribute to a sense of belonging
- ✓ Volunteer opportunities (seniors currently make up 90% of the library's volunteer workers)

Library Zones *(continued)*

6. Small Meeting Room Zone (180 square feet)

Information about the Small Meeting Room

The small meeting rooms will have a very special purpose in the library. They will provide a public but safe space where confidential conversation can take place. These spaces will also be used by people that do not want to be interrupted or distracted because they need to focus. They will be appreciated in the community by businesses, government agencies, tutors, students and many others. There may be some revenue to earn by charging a fee to invigilate exams for distance education in these spaces. We have been unable to offer that service in our current library. Each room would hold a table and 4 chairs, and plenty of electrical outlets. With a computer, large screen and quality earphones it could become a distance interview, a distance education classroom, and/or a health consultation room.

Each room will require **90 Sq. Ft.** for a total of **180 Sq. Ft.**

Trends in Small Meeting Room Zone:

- To have lending laptops available to use in this space
- Windows to the outside so the space is cozy, but light and airy
- Good location and insulation from noise
- Electrical outlets in the floor beneath the table.
- Glass wall facing inside and view to the outdoors

Activities in this Space

This is learning and meeting space

- Study and individual homework help
- Small community meeting room
- Small group computer training
- Small group maker spaces lab
- Small meeting space for Council and Municipal staff
- Invigilating exams
- Tutoring students
- Meetings between social services worker and client, in client's community
- Student(s) working on a project
- Estranged parent/child meeting
- Interviews (local or Distance)
- Green Screen activity
- Distance health consultation
- Distance education
- Language training

Library Zones *(continued)*

Outcomes for the community:

- ✓ Provides a place for confidential meetings
- ✓ Supports our businesses and social agencies
- ✓ Supports post-secondary or life-long education and learning
- ✓ Demonstrates commitment and support of community's social and educational needs
- ✓ Offers economic assistance to families and supports northern access to southern Ontario services
- ✓ Supports people with learning disabilities who require study space with no distractions
- ✓ Offers space for staff to try new services and programs, such as green screen photography, electronics or computers
- ✓ Affords unique programming and training opportunities

7. Café/Meeting Zone (280 square feet)

Information about the Café/Meeting Zone

The café meeting zone can contribute to strengthening the library's function as a meeting place. It invites the public to be comfortable and to stay longer. It should accommodate soloists and those who wish to speak, relax or work together.

This space requires about **100 Sq. Ft.** for the coffee, snacks centre and some space for comfortable seating **6x 30 Sq. Ft. = 180 Sq. Ft.**

Trends in Café/Meeting Zone:

- Offering drinks and snacks that contribute to a healthy diet
- Providing comfortable seating
- No shushing, this is a conversation meeting zone
- Transparency between the indoors and the outdoors, to draw people into the building and to allow people to take their snack and drink outside.
- Boxes of magazines, books, newspapers can be taken to the outdoor space on nice days.
- Keep the café close to the adult collection so people can locate magazines, newspapers, and books to read while enjoying their coffee
- Groups chairs together and leave some alone for watchers and soloists, groups should always be in the middle and soloists on the fringe

Library Zones *(continued)*

- Use signage and graphics to create attention to this space
- Place the café close to a window with a beautiful view in space away from the front entrance so people have to enter into the library to gain access to the café
- It could be an intimate stage for music
- Cafes in all libraries are run by volunteers or a vendor

Activities in this Space

This is a meeting space

- People can obtain a drink and snack
- Open discussions and meetings can take place
- Non-confidential business can be carried out
- Café style atmosphere invites people to sit and read or access Wi-Fi in comfort
- A waiting room for parents and caregivers picking up family members participating in library programs
- Puzzles and adult colouring books can be displayed for the public to complete
- Outdoor café can provide concrete tables with checker and chess board insets on tops
- Displays that promote community events, or local art
- Quiet musical events
- Demonstrations

*kiosk partnerships with local coffee shop or not for profit groups such as Community Living

*partnership could be a separate building space

Outcomes for the community:

- ✓ A relaxing space to engage with others
- ✓ A venue for informal cultural experiences
- ✓ An indoor/outdoor café experience with access to library materials
- ✓ A fireplace in this area becomes an attractive focal point for the interior
- ✓ Contributes to a longer stay at the library
- ✓ Invites people to participate in open discussions and meetings
- ✓ More people visit and see the value, opportunities and importance of a library
- ✓ Library memberships increase
- ✓ Financial benefits for not-for profit and /or local business
- ✓ People with disabilities engaged and supported

Library Zones *(continued)*

8. Staff Areas Zone (930 square feet)

Information about Staff Areas Zone

These areas provide efficient interplay between the front and back-end service of the library. These areas include a front desk with two check-out check-in computers, so patrons can be served in a more efficient manner. This staff attending the checkout desk will also provide reference services.

There will be a backend workroom where staff can focus on tasks that require attention to detail, such as cataloguing new materials, and interlibrary loans. This area will include an office for the CEO. This office is necessary for confidentiality, focusing on detailed work, and meeting with volunteers, staff, patrons, publisher reps., etc. The office will also be used to for filing and storing confidential documents and information on finances, personnel, grant applications, etc.

| | |
|-----------------|--|
| Front desk: | 2 x 150 = 300 Sq. Ft. |
| Back work room: | 2 x 150 = 300 Sq. Ft. with room for shelves, and bins to store supplies, etc. |
| Staff Rest area | 1 x 150 = 150 Sq. Ft. bar fridge, microwave, cupboards, small kitchen table and 2 chairs, 2 comfortable chairs |
| CEO's Office | 1 x 180 = 180 Sq. Ft. |
| Total of | 930 square feet |

Trends in Staff Area Zone:

- Staff working at check-out area also walk around library and offer to help people similar to department store customer service
- Separate tasks, but at least two people know how to do the same task
- Encourage rest and meal breaks so that staff are refreshed throughout the day
- Tasks that are messy and require attention to detail moved to the back area
- Large window in back work-room so that staff can see when their attention is needed on the floor
- Windows and natural light in staff area give a mood and well-being boost
- Lots of storage for book processing supplies, new materials ready for cataloguing, materials to be taken out of the system, files, office supplies, etc.
- Staff lockers

Activities in this Space

Staff Work Area

- Greeting and directing public
- Signing up new members

Library Zones *(continued)*

- Having public fill out “Acceptable Internet Use Policy”
- Checking materials in and out, renewing, noting lost materials
- Taking requests for interlibrary loans
- Accepting fines, faxes, photocopies & prints payment, taking donations
- Readers advisory, helping clients find books, videos and audio materials
- Booking and cancelling rooms
- Helping clients adjust equipment for accessibility options
- Faxing, photocopying, scanning for clients
- Helping clients on public access computers
- Sign-ups/registration for programs
- Running programs, helping program leaders get set-up
- Helping clients fill out loan documents for e-readers and projector
- Taking ID from clients borrowing Library equipment, iPads and laptops
- Shelving books, organizing shelves
- Putting up and taking down displays
- Selling tickets for events and raffles
- Answering reference questions
- Filling out new book requests and book reserves

Circulation Desk

- Receiving, cataloguing and processing new materials
- Shipping and receiving interlibrary loans & bulk rotating materials
- Repairing and cleaning materials
- Preparing marketing materials for events
- Posting on social media and website
- Calling clients about overdue materials and holds
- Preparing materials to go out to schools
- Writing thank you letters and recording donations
- Storage of loan items such as laptops, iPads, e-readers, projectors boxes for bulk rotating materials, printer toner, tools, kits
- Filing documents
- Answering the phone
- Answering emails
- Workstation for interns or CAP students to work

CEO’s Office

- Purposes that require confidentiality, concentration, attention to detail and few or no interruptions to complete
- Submitting payroll hours and scheduling staff

Library Zones *(continued)*

- Preparing staff evaluations
- Accounting, accounts payable, accounts receivable
- Writing grant applications, completing post project reports
- Ordering new equipment
- Communications by phone, and email
- Writing board reports, minutes, agendas
- Filing documents, both paper and electronic
- Communication with Board members, peers, Ministry of Culture, municipal staff
- Choosing and ordering new materials, supplies, marketing materials, ordering subscriptions to online databases, magazines, rotating materials
- Answering and sending email to vendors, government agencies, etc.
- Discussions with staff, volunteers, Board members, the public, both in person and online
- Completing monthly and yearly reports for Ministry of Culture, CAP program, Federation of Ontario Public Libraries, Ontario Library Service North, Service Ontario, Provincial Connectivity Funding
- Registering for and completing online training
- Supervising and planning fundraising events
- Maintaining current partnerships and exploring new ones
- Planning and implementing new programs and services
- Developing and exploring new staff initiatives and training

Outcomes for the Community

- ✓ Staff will have the time and space to provide greater customer service
- ✓ The quantity and quality of staff work will improve with more space and defined areas for specific tasks
- ✓ New materials will be ordered, catalogued and on the shelves in a more timely manner
- ✓ Staff can respond to confidential phone calls in a non-public area
- ✓ Space will allow for respectful boundaries for confidential work and conversations
- ✓ Staff will feel more refreshed and ready to work when they have a place to take a break and eat meals in a clean, private area, ensuring that they are not disturbed during their break
- ✓ The public will feel more comfortable when they are not intruding on someone's conversation, meal, or work
- ✓ Staff have more time to complete grant applications, post project reports, and research new initiatives and government programs
- ✓ New programming, services and initiatives for our community

Conclusion

Our intention with this report is to provide Council with a comprehensive view of the activities that will take place in the zones specified; however, even more important is to explain how the activities in these zones will impact our community and the people who live here. These activities and the new space created for them will define this community. Not only will this be a community that wants to grow its infrastructure; it will also be one that aspires to provide personal growth opportunities for all its community members through innovative public spaces.

The report proposes zones for every age group, offering innovative programming that inspires, educates, and cultivates a sense of exploration while creating a building accessible for all.

The zones will be large enough to provide opportunities for life-long learning sessions, a space for creative synergies, and performance space for enriching cultural experiences. This community facility will entice people to stay here and become a part of the collective community, building upon each other's strengths and creativity towards common goals. This project has already encouraged that kind of cooperative spirit with the generous efforts from all kinds of people that have raised substantial funds for the new library building.

The new library building needs to be a sustainable design that incorporates health and safety for staff and the public with a strong focus on accessibility for all persons. Important spaces for children and teens will provide opportunities to develop their creativity and offer support by way of after school and early year's programs.

Unique zones such as the café and small meeting rooms are opportunities for new paradigms in services; another way we can grow our community and service our public.

In closing we hope that, we have given Council an understanding of the assignable space needs within our new library, and a clear view of what this unique library building can deliver to the people of Callander.

Supporting Documents

1. **Library Tour** to five recently built, innovative libraries in southern Ontario undertaken in November 2014. This tour was attended by Library Board members, Dianne Allen, Alison Peden, and David Villard, council member Robb Noon, and the Library CEO Helen McDonnell. The five libraries visited were, 1) Clarington Public Library, Newcastle Branch; 2) Haliburton Public Library, Dysart Branch; 3) Halton Hills Public Library, Acton Branch; 4) Innisfil Public Library, Newmarket Branch; 5) Scugog Public Library in Port Perry, stand-alone library. (copies of each library tour report are attached) We also received advice and building documents from many of these and other libraries in Ontario. Library Board members and the CEO individually visited another 4 recently built libraries to collect more relevant information for this report, including Haliburton Public Library, Minden Branch; Selwyn Public Library, Bridgenorth Branch (partnership with community centre); Sudbury Public Library, Southend Branch; Waterloo Public Library, John M. Harper Branch (partnership with YMCA). Many of these communities' Library CEOs, Board members, Councillors, and municipal CEOs were very generous in sharing RFPs, floor plans, etc. over email, telephone conversations, and site visits. We commend these people for giving us their time and sharing their expertise and knowledge.
2. Attendance by Board member Alice Brooks, and Library CEO, Helen McDonnell at **The Annual Institute of Library as a Place**, an annual Library Building Conference, which took place in Kitchener, Ontario July 2nd and 3rd, 2015. This conference looked at building trends, social changes, workplace trends, community partnerships & collaborations, and green initiatives just to touch on some of the information offered during this intensive two day conference.
3. **Libraries 2025 Symposium April 19, 2015** attended by Helen McDonnell, CEO, which focused on 4 areas in serving our current and future communities:
 - a) Community Based Design
 - b) Continuous Improvement and Innovation
 - c) Proving Our Stories
 - d) Staff Evolution
4. **Ontario Public Library Guidelines Sixth Edition w/ Amendments August 2013 for Municipal and County Public Libraries**. These guidelines have been created to offer standards that each library in Ontario will strive to meet so that library services become equitable across the province.
5. **AODA, Integrated Accessibility Standards Regulation: Compliance Toolkit for Ontario Public Libraries** is a comprehensive toolkit to assist libraries in meeting AODA standards legislated by the Province of Ontario.

6. **LEED** certification provides independent, third-party verification that a building, home or community was designed and built using strategies aimed at achieving high performance in key areas of human and environmental health: **sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality.** (website URL provided below:
<http://www.cagbc.org/CAGBC/LEED/CommercGreenBuild/RatingSystems/CAGBC/Programs/>
7. **Library Space-Needs Worksheet** which are the recommended attributes of a new library gleaned from a library visioning session with all Library Board members, two Municipal Councillors, and the Library CEO.; facilitated By Mike Purcell, Municipal CAO, and Marjatta Asu, Ontario Library Service-North consultant in preparation for our Library Strategic Plan 2014/2015.
8. **Callander Public Library Facility Review Brief: Larocque Elder Architects Inc. December 2005**
This report was commissioned by Municipal Council in 2005 to comment on the functional program provided within the Facility Review prepared by Ontario Library Service North. This outdated report creates a valuable description of the existing building conditions at that time and would be recorded the same if done in 2015. The proposed program to rectify the library building situation at that time was a 5,350 square foot building when the population was less than 3,249 (2006 census) .
9. **Facility Review with Spaces Estimates for Callander Public Library provided by Ontario Library Service North, updated September 2015.**
10. **Purposes of the Callander Public Library**, prepared for the Library Board and Council on January 3, 2013.
11. **Callander Public Library Strategic Plan 2014-2015, Building Community Connections**, prepared by the Library Board and staff.
12. Danish Agency for Culture; H.C. Andersens Boulevard 2, 1553 Copenhagen V Denmar
+45 3373 3373 bib@kulturstyrelsen.dk EAN-nr 5798000793132

| Zone: 1 | | Adult, Children's & Teen Print and Non-Print Collection | | | |
|---|--------------|--|--------------|----------------|---------------|
| Activities in This Space | | Outcomes for the Community | | | |
| <ul style="list-style-type: none"> ➤ Patrons browse shelves for materials for leisure, learning, travel, self-improvement, interests, hobbies, etc. ➤ Groups such as school classes, Sparks and Cubs visit and are able to find materials in the catalogue and on the shelves – one of our local schools does not have a library ➤ Preparing boxes of themed project materials to lend to schools ➤ Children visit the library to borrow materials to work on projects ➤ Adults research topics such as travel, parenting, mental health, cooking, gardening and construction ➤ Book clubs and reading groups are provided with suggestions for monthly reading ➤ Supplying books for library members through interlibrary loans ➤ Staff inspiring readers to delve into the stacks area by offering unique displays and book talks ➤ Browsing through magazines, DVDs, CD and MP3 audio books ➤ Reading magazines, books and newspapers in seating area close to stacks ➤ Staff assisting patrons with finding books to match their reading interests and skills, as well as recommending new, popular, and award winning materials ➤ Loaning e-readers loaded with fifteen to twenty fiction and non-fiction e-books titles | | <ul style="list-style-type: none"> ✓ A larger number of materials will encourage exploration, knowledge and learning; skills that lead to well-being, personal growth, empowerment and employment ✓ Knowledge on current events will be gained more efficiently through well displayed newspapers, magazines and books ✓ People with disabilities will now be able to access technology and browse the collection ✓ Tourists and summer residents will have access to the same quality and quantity of materials that they access in their own community libraries ✓ Readers will be surprised, inspired and challenged by the way materials are showcased ✓ Materials will support library programs and school curriculum helping our children and teens become better researchers and inquisitive learners ✓ Expanded adult, teen and children departments in both French and English ✓ Resources available for two French Immersion feeder schools and Francophone library members ✓ People with disabilities, as well as our aging population, will have access to more large print books, audio books on CD and MP3 and e-readers that allow patrons to increase font size ✓ Access to materials that meet the community's changing needs | | | |
| Existing Collection: | 12,000 items | Future Collection: | 23,034 items | Area Required: | 2,900 Sq. Ft. |

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| Zone: 2 | | Technology Zone | | | |
|---|------------|--|--|----------------|-------------|
| Activities | | Outcomes for the Community | | | |
| <ul style="list-style-type: none"> ➤ Technology training, including teaching skills in internet searching, Microsoft Office use and managing files, folders, photos, and social media and any other technology skills required by individuals, groups or small businesses ➤ E-reader, tablet, smart phone training ➤ Staff helping people with their technology needs e.g. Downloading and understanding upgrades to software, operating systems and apps ➤ Access to social media e.g. Facebook, Pinterest, Twitter, Instagram ➤ Access to distance education learning earning special certificates e.g. smart serve training, online college and university courses ➤ Access to federal and provincial government services e.g. applying for birth certificate ➤ Completing certificates in the trades, trucking, boating e.g. Canada Pleasure Craft Operator license ➤ Banking and e-business such as shopping and selling online ➤ Online database searches e.g. health, family law, building code information ➤ Genealogical research ➤ Résumé writing and applying for jobs online ➤ Playing online games for relaxation and skills building ➤ Unique workshops for adults, teens and children in gaming, apps development, animation ➤ TD Summer Reading Program computer activities ➤ Homework help utilizing laptops and public access workstations ➤ Access to scanners, fax services, public access computers, printer and scanners for individuals and small businesses | | <ul style="list-style-type: none"> ✓ Expands the notion of literacy, encourages curiosity, helps to build new mind-sets and provides new ways of learning ✓ Meeting accessibility standards provides all community members access to technology services and training ✓ Opportunities to learn new computer skills or upgrade computer skills so that people can find employment, use social media to connect with others, share or learn new hobbies and improve their health ✓ Supports tourism by providing visitors access to online information about accommodations and local attractions ✓ Visitors stay in the community longer with the ability to connect with family, work, and others through wireless technology ✓ Provides access to computers for low income residents helping them to find employment and upgrade skills ✓ Provides access to computers for students to complete their homework ✓ Offers space to provide after school programs ✓ Offers quick processing of important documents for life events e.g. notification of death ✓ Printers, scanners, photocopiers, and fax machines available for multiple purposes ✓ Résumés, cover letters, homework assignments, internet searches are completed with staff guidance and assistance ✓ New businesses have access to office equipment and the Business Centre Kiosk | | | |
| Existing Area: | 75 Sq. Ft. | Future Area(s): | 280 Sq. Ft. workstations (8) | Area Required: | 490 Sq. Ft. |
| | | | 140 Sq. Ft. laptop (4) bar | | |
| | | | 70 Sq. Ft. children's workstations (2) | | |

| Zone: 3 | | Children's Services Zone | | | |
|---|------------|--|--|----------------|---------------|
| Activities | | Outcomes for the Community | | | |
| <ul style="list-style-type: none"> ➤ Children accessing age appropriate books, shelving and furniture ➤ Story time and creative play programming for children of all ages, school classes, home-schooling groups, day-cares, and TD Summer Reading Program ➤ Parenting programs and support groups meetings ➤ Child and parent physical activities ➤ Forest of Reading Program activities ➤ After school programming ➤ Special guest visits ➤ Special events for children, e.g. Halloween reading or creative writing workshop ➤ Junior book clubs ➤ Art and music classes, movies and cultural events ➤ Special displays on walls or suspended from ceiling ➤ Children's physical activities e.g. dance, yoga ➤ Children's parties or special commercial event rentals ➤ Maker spaces – creative learning opportunities ➤ Summer camps such as Science North, North Bay Mattawa Conservation Authority, arts, theatre, and music camps <p>*Does not include the square footage necessary for peripheral spaces such as storage areas for audio-visual equipment, chairs, mats, toys, etc. as well as an area for parking strollers.</p> | | <ul style="list-style-type: none"> ✓ Expand children's literacy and numeracy skills, and help them to discover the world of books and knowledge; enriching literacy programs help to build skills that will allow children to be more successful in school ✓ Expand notion of literacy to include visual, musical, technical, and cinematic experiences ✓ Provide a warm, safe, and stimulating after school environment where children learn new skills and are provided with supervised homework help ✓ Provide opportunities to build children's confidence, skills, positive outlook, and feelings of belonging through programming and new experiences ✓ Build partnerships with schools, day-cares, and home-schooling organizations to augment each other's services and programs ✓ Build strong communities by providing children's services for our future teens and adults, particularly those children with less opportunities at home ✓ Provide a destination for parents and children walking, biking, skiing, sledding, where they will want to spend a few hours playing, reading, or enjoying a scheduled program ✓ Build confidence in children and parents by demonstrating that their community cares about their needs and that Callander is a great place to enjoy a healthy, engaged lifestyle ✓ Provide an indoor public space in our community that is built just for children's safety, enjoyment, unique experiences, and comfort that can be used for both community and private purposes ✓ The children's programming room will allow parents to relax and not worry about crowding, sharp edges or children falling off adult furniture, allowing parents and children to truly enjoy the library's programming experiences | | | |
| Existing Area: | 20 Sq. Ft. | Future Area(s): | 300 Sq. Ft. main area 395 Sq. Ft programming area | Area Required: | * 695 Sq. Ft. |

| Zone: 4 | | Teen Services Zone | | | |
|---|------------|--|-------------|----------------|-------------|
| Activities | | Outcomes for the Community | | | |
| <ul style="list-style-type: none"> • Completing homework unaided or participating in after school homework help • Socializing with other teens • Collaborating on projects, joining a network of imagination and new concepts • Help with résumé writing and job applications • Reading for pleasure from a variety of formats • Listening to music and watching DVDs • Playing interactive learning games e.g. Minecraft • Gaming tournaments • Participation in Forest of reading activities for this age group • Drawing, chess games, board games • Mentoring opportunities • Ability to meet with probation officer, tutor, estranged parent in a safe place • Assistance with university/college or vocational applications and aptitude tests | | <ul style="list-style-type: none"> ✓ Provides a safe, indoor supervised space for teens in our community ✓ Provides teens with a transition space from children's to adult areas ✓ Expresses to our teens that the Library and community leaders value them ✓ Creates a space relevant for their age and culture that provides exploration, education, enrichment and entertainment ✓ Keeps this age group reading and exploring the Library ✓ Keeps teens informed about community events and opportunities, and allows teens to share information relevant to their age group ✓ Provides an opportunity for teens to take part in arts and cultural events ✓ Exposes teens to a variety of programs, exhibits, training, etc. so that they envision possibilities outside of their community and their realm of experiences ✓ Provides opportunities for this age group to learn more about postsecondary options for education and training ✓ Provides a destination for teens ✓ Helps parents by providing a safe, enriching place for their children to go after school ✓ Could have a positive effect on reducing teen crime and mischief in the community, and allows teens to choose more positive experiences ✓ Provides many opportunities to build teens' confidence, skills, positive outlook, and feelings of belonging through programming and experiences ✓ Strengthens our community by providing excellent services for our future adults | | | |
| Existing Area: | 10 Sq. Ft. | Future Area: | 180 Sq. Ft. | Area Required: | 180 Sq. Ft. |

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| Zone: 5 | | Multi-Purpose Programming Room Zone | | | |
|--|------|---|--------------------------------------|----------------|-------------|
| Activities | | Outcomes for the Community | | | |
| <ul style="list-style-type: none"> ➤ Rental space for meetings, video conferencing, workshops, seminars, distance education ➤ Authors visits and presentations for school classes ➤ Public events for smaller audiences including musical and theatre productions, guest talks, celebrations, and community forums ➤ Holiday celebrations and birthday parties ➤ Promotional events for businesses, government agencies, health agencies, environmental, arts, health & wellness and local community groups ➤ Collaborative ‘maker space’ activities for all ages, e.g. electronics, robotics, apps development, 3D printer, green screens, arts projects, and newly emerging technologies ➤ Training and workshops, e.g. technology, cooking, money management, art, music, dance lessons, basic bookkeeping, decorating, knitting, math skills, learning a new language ➤ Health and wellness classes for all ages e.g. yoga, stretching, mindfulness, relaxation, healthy eating, stress management. These classes could be in partnership with individuals, local organizations or businesses. ➤ Place for artists, knitters, sewers, rug hookers, and other groups to meet and create or collaborate on projects ➤ Public showings of artisan work ➤ Place for small groups to discuss topics of interest e.g. book clubs, politics, board, small businesses, collective action groups ➤ Municipal and Library staff meetings and training ➤ Speakers or experts brought in remotely via video conferencing ➤ Unique events or exhibits can stay for an extended period of time, e.g. Science North displays, ROM displays ➤ *A full kitchen could provide opportunities for fundraising dinners, musical/dinner evenings, luncheon meetings and lunch programs for seniors <p>* would require more square footage not identified in this report</p> | | <ul style="list-style-type: none"> ✓ Opportunities for library revenue through rental of this space ✓ A more intimate space than the Community Centre for holding public events ✓ Callander is promoted as a place to work, live, and visit, providing a welcoming meeting space for everyone; a destination that promotes arts and culture, offers access to robust technology services, meets the public’s information needs, and provides progressive children’s services ✓ Businesses, community groups, health care professionals, distance learning groups, government agencies, and municipal council will have access to the technology to bring in remote speakers and experts, which will open many doors for learning opportunities and innovative partnerships ✓ Possibilities for local businesses and agencies to offer economical workshops, meetings and conferences within our community ✓ A comfortable and inspiring space to carry on innovative and collaborative meetings that can lead to new economic and community development initiatives ✓ New opportunities for visitors and residents to enjoy a variety of cultural experiences, e.g. arts cooperatives, community green initiatives, theatre ✓ An enriched cultural identity ✓ Gaming, trivia, board game nights and other age- and/or theme-based events, e.g. trivia challenge night for teens or adults, a girl power day for preteens ✓ The Library becomes the community learning centre ✓ Library staff meets the community’s changing needs through programs and life-long learning opportunities ✓ Activities and learning opportunities for seniors that improve self-confidence and health, provide social interactions and contribute to a sense of belonging ✓ Volunteer opportunities (seniors currently make up 90% of the library’s volunteer workers) | | | |
| Existing Area: | none | Future Area: | 700 Sq. Ft. to accommodate 60 people | Area Required: | 700 Sq. Ft. |

| Zone: 6 | | Small Meeting Room | | | |
|--|------|--|--|----------------|-------------|
| Activities | | Outcomes for the Community | | | |
| <ul style="list-style-type: none"> ➤ Small community group meeting ➤ Small community meeting room ➤ Study and individual homework help ➤ Small group computer training ➤ Small group maker spaces ➤ Small meeting space for Council and Municipal staff ➤ Invigilating exams ➤ Tutoring students ➤ Meetings between social services worker and client, in client's community ➤ Student(s) working on a project ➤ Estranged parent/child meeting ➤ Interviews (local or Distance) ➤ Green Screen activity ➤ Distance health consultation ➤ Distance education ➤ Language training | | <ul style="list-style-type: none"> ✓ Provides a place for confidential meetings ✓ Supports our businesses and social agencies ✓ Supports post-secondary or life-long education and learning ✓ Demonstrates commitment and support of community's social and educational needs ✓ Offers economic assistance to families and supports northern access to southern Ontario services ✓ Supports people with learning disabilities who require study space with no distractions ✓ Offers space for staff to try new services and programs, such as green screen photography, electronics or computers ✓ Affords unique programming and training opportunities | | | |
| Existing Area: | none | Future Area: | Two rooms: 90 Sq. Ft. each Accommodates 4 people per room | Area Required: | 180 Sq. Ft. |

| Zone: 7 | | Café/Meeting Area | | | |
|---|------|---|-------------|----------------|-------------|
| Activities | | Outcomes for the Community | | | |
| <ul style="list-style-type: none"> ➤ People can obtain a drink and snack ➤ Open discussions and meetings can take place ➤ Non-confidential business can be carried out ➤ Café style atmosphere invites people to sit and read or access Wi-Fi in comfort ➤ A waiting room for parents and caregivers picking up family members participating in library programs ➤ Puzzles and adult colouring books can be displayed for the public to complete ➤ Outdoor café can provide concrete tables with checker and chess board insets on tops ➤ Displays that promote community events, or local art ➤ Quiet musical events ➤ Demonstrations <p>*kiosk partnerships with local coffee shop or not for profit groups such as Community Living *partnership could be a separate building space</p> | | <ul style="list-style-type: none"> ✓ A relaxing space to engage with others ✓ A venue for informal cultural experiences ✓ An indoor/outdoor café experience with access to library materials A fireplace in this area becomes an attractive focal point for the interior ✓ Contributes to a longer stay at the library ✓ Invites people to participate in open discussions and meetings ✓ More people visit and see the value, opportunities and importance of a library ✓ Library memberships increase ✓ Financial benefits for not-for profit and /or local business ✓ People with disabilities engaged and supported | | | |
| Existing Area: | none | Future Area: | 280 Sq. Ft. | Area Required: | 280 Sq. Ft. |

| Zone: 8 | Staff Area Zone |
|--|---|
| Activities | Outcomes for the Community |
| <p>Circulation Desk (public space)</p> <ul style="list-style-type: none"> ➤ Greeting and directing public ➤ Signing up new members ➤ Having public fill out “Acceptable Internet Use Policy” ➤ Checking materials in and out, renewing, noting lost materials ➤ Taking requests for interlibrary loans ➤ Accepting fines, faxes, photocopies & prints payment, taking donations ➤ Readers advisory, helping clients find books, videos and audio materials ➤ Booking and cancelling rooms ➤ Helping clients adjust equipment for accessibility options ➤ Faxing, photocopying, scanning for clients ➤ Helping clients on public access computers ➤ Sign-ups/registration for programs ➤ Running programs, helping program leaders get set-up ➤ Helping clients fill out loan documents for e-readers and projector ➤ Taking ID from clients borrowing Library equipment, iPads and laptops ➤ Shelving books, organizing shelves ➤ Putting up and taking down displays ➤ Selling tickets for events and raffles ➤ Answering reference questions ➤ Filling out new book requests and book reserves <p>Staff Work Area (private space)</p> <ul style="list-style-type: none"> ➤ Receiving, cataloguing and processing new materials ➤ Shipping and receiving interlibrary loans & bulk rotating materials ➤ Repairing and cleaning materials ➤ Preparing marketing materials for events ➤ Posting on social media and website ➤ Calling clients about overdue materials and holds ➤ Preparing materials to go out to schools ➤ Writing thank you letters and recording donations ➤ Storage of loan items such as laptops, iPads, e-readers, projectors boxes for bulk rotating materials, printer toner, tools, kits | <ul style="list-style-type: none"> ✓ Staff will have the time and space to provide greater customer service ✓ The quantity and quality of staff work will improve with more space and defined areas for specific tasks ✓ New materials will be ordered, catalogued and on the shelves in a more timely manner ✓ Staff can respond to confidential phone calls in a non-public area ✓ Space will allow for respectful boundaries for confidential work and conversations ✓ Staff will feel more refreshed and ready to work when they have a place to take a break and eat meals in a clean, private area, ensuring that they are not disturbed during their break ✓ The public will feel more comfortable when they are not intruding on someone’s conversation, meal, or work ✓ Staff have more time to complete grant applications, post project reports, and research new initiatives and government programs ✓ New programming, services and initiatives for our community |

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| <ul style="list-style-type: none"> ➤ Filing documents ➤ Answering the phone ➤ Answering emails ➤ a workstation for interns or CAP students <p>CEO's Office (private space)</p> <ul style="list-style-type: none"> ➤ Purposes that require confidentiality, concentration, attention to detail and few or no interruptions to complete ➤ Submitting payroll hours and scheduling staff ➤ Preparing staff evaluations ➤ Accounting, accounts payable, accounts receivable ➤ Writing grant applications, completing post project reports ➤ Ordering new equipment ➤ Communications by phone, and email ➤ Writing board reports, minutes, agendas ➤ Filing documents, both paper and electronic ➤ Communication with Board members, peers, Ministry of Culture, municipal staff ➤ Choosing and ordering new materials, supplies, marketing materials, ordering subscriptions to online databases, magazines, rotating materials ➤ Answering and sending email to vendors, government agencies, etc. ➤ Discussions with staff, volunteers, Board members, the public, both in person and online ➤ Completing monthly and yearly reports for Ministry of Culture, CAP program, Federation of Ontario Public Libraries, Ontario Library Service North, Service Ontario, Provincial Connectivity Funding ➤ Registering for and completing online training ➤ Supervising and planning fundraising events ➤ Maintaining current partnerships and exploring new ones ➤ Planning and implementing new programs and services ➤ Developing and exploring new staff initiatives and training | | | | | |
| Existing Area: | 120 Sq. Ft. | Future Area: | 930 Sq. Ft. | Area Required: | 930 Sq. Ft. |