North Vancouver District Public Library

CAPILANO BRANCH LIBRARY

Space Needs Assessment and Feasibility Study

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and Feasibility Study

Resource Planning Group Inc.
2004 November 29

RPG

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APPENDICES

Executive Summary

INTRODUCTION

This Executive Summary section is intended to capture key conclusions and recommendations contained in the Capilano Library Space Needs Assessment and Feasibility Study. It includes the following sections:

- This Introduction
- Planning Parameters
- Program Brief
- Physical Plan

BACKGROUND

In 2001, seismic evaluations were conducted for all North Vancouver District public libraries. The study indicated that the cost of seismic upgrading the Capilano branch was just under $500,000. Faced with this cost with no appreciable change in service levels and as Capilano Library suffers from a number of functional inefficiencies stemming, not only from the basic building shape, but also the placement of the various services, the Library Board sought more information on which to proceed, including a statement of needs and the development of alternative development scenarios.

PROCESS

This study is the result of extensive staff and public participation. The public was involved in the first task, setting parameters for the project, through a questionnaire and public forums about future directions of service. Discussions with NVDPL staff and Board representatives began with a review of current roles and activities and proceeded to the identification of future Library services. This information was used to develop Working Paper #1, Planning Parameters.

RPG met with three different groups of Library staff representatives to identify the space implications of the Project Parameters document. From these worksessions, RPG drafted Working Paper #2, Program Brief and submitted this to the group representatives. RPG met with the user group representatives a second time to review and further develop the Program Brief document. This was submitted to the user group representatives for final revisions.

Functional modelling is a technique whereby multiple participants can be involved in exploring options, in 3 dimensions, for how a building can be functionally organized.

RPG conducted a functional modelling or "gaming" worksession with Library staff and a Board representative. This worksession was very useful in identifying the opportunities as well as the constraints of the existing facility. The results of the functional modelling worksession were subsequently summarized and documented.

PLANNING PARAMETERS

The physical planning options are based on key parameters that provide terms of reference for planning. These are organized into functional parameters and physical parameters.

FUNCTIONAL PARAMETERS

Capilano Library Catchment Demography

Overall, growth of the Capilano Library catchment area population is projected to increase by approximately 12%, to 33,600 in 2023, the planning horizon of the study.

Review of Existing Library

Between 1996 and 2002, annual circulation at Capilano Library has been relatively consistent with peak circulation of 469,883 in 1998 and an average circulation of 453,465 through that period. Within this total, circulation of adult books dropped by 23%; circulation of juvenile and young adult books increased by 3%; and circulation of adult audio-visual and juvenile and young adult audio-visual increased by 60% and 29% respectively.

Through that period, attendance in children's programs decreased by 41% while attendance in adult programs increased by 183%.

Comparison with Other Systems

When compared with selected Canadian municipal library systems serving populations that range from 50,000 to 100,000, generally in large urban areas, NVDPL system has:

- The highest number of staff FTEs per capita, circulation per volume held, circulation per staff FTE and circulation per capita
- Holdings per capita second only to New Westminster Public Library System
- workload indicators that are well above the averages for the cohort group

Future Service Directions

Service Focus

The NVDPL recently conducted a strategic planning process. As part of the current study, a questionnaire distributed to patrons confirmed the outcomes of that process, with the following primary and secondary roles indicated as desired service directions:

Primary Roles
- Popular Materials Library
- Independent Learning Centre/Lifelong Learning
- a Preschoolers' Door To Learning
- Information Literacy

Secondary Roles
- Community Information Centre
- Reference Library
- Community Activities Centre
- Formal Education Support Centre
- Research Centre

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Public Services Directions

The Circulation Department will be affected by ongoing technological developments, providing self-checkout of materials, publicly retrieved holds and self check-in of materials.

The Children's Library will continue as a library within the Library, with collections that also include periodicals and audio-visual materials; a program room will be developed.

Young Adult Services, which bridges use of the Library between childhood and adulthood, will be more identifiable, with service enhancements that include a meeting room and variety of seating types.

Reference Services will decrease its focus on print reference but increase its focus on web-based resources. The non-fiction collection will be relocated from Adult Services to develop a Reference / Non-Fiction Collection area.

Adult Services will continue to include fiction, large print materials, books in other languages, and adult basic resources, A/V materials, and periodicals and newspapers. Along with a wider variety of seating types, pre-viewing stations will be provided for audio and visual materials.

Support Services Directions

Support services, including technical services, systems and technology, and administration, will continue to be provided from the Lynn Valley Main Library. The Circulation Department at Capilano Library will continue to process all branch periodicals.

Associated Services Directions

The Library will continue to provide the library meeting room as a public forum and will continue to sell donated and surplus books.

Future Collection Profile

The size of the overall collection will decrease by less than 5% in the next 20 years. Reductions include the reference book collection (74%), and the non-fiction collection (15%). Areas of growth include books in other languages, adult learning resources, new books and speed reads, and large print materials. The children's collection is anticipated to increase by just over 1% and young adults by 7.5%.

Patron Accommodation Directions

The number and type of patron stations will be enhanced, with the provision of viewing and listening stations, small meeting and study rooms, and program spaces.

PHYSICAL PARAMETERS

Existing Space Utilization and Inventory

With an overall building area of 16,005 square feet on two floors, Capilano Library suffers from a number of functional problems:

- The long, narrow configuration of the building results in an inefficient floor plan, with s significant amount of space needed for a corridor to access the meeting room
- The staircase and elevator to access the second floor are difficult to find
- The Children's Library is remote from the entrance; caregivers with strollers must use the elevator
- The Children's Library, whose patrons often generate a significant amount of noise, is located beside the quiet reading room

Comparison with Benchmark Libraries

Compared to selected municipal library systems, the NVDPL system, with 0.57 square feet per capita, is tied with the Brantford Public Library system for the second highest area of facilities per capita. The average for the cohort group is 0.54 sq. ft. West Vancouver Memorial Library, which is not in the cohort group, has 1.28 square feet per capita.

Gross Space Requirements

Preliminary gross space requirements were generated for Capilano Library using three standard methods of calculation. All three standards are based on service population, with one of the standards also factoring annual circulation.

The gross area identified by the standards ranges from 19,241 to 24,730 building gross square feet. This compares with Vancouver Public Library's Area Branch program, which allocates 20,000 building gross square feet for a similarly sized catchment area population.

PROGRAM BRIEF

KEY CONCEPTS

A functional component can be defined as a grouping of activities and assigned spaces that are physically related by their common mission to satisfy a specific group of functions or operations.

A functional component may or may not be synonymous with a department since the term "department" usually refers to an organization's administrative organization and not its physical or functional organization.

Functional Structure

The basic 'building block" for physically organizing facility projects and project information is the functional component. NVDPL is organized into 5 functional components.

1   Entrance, Circulation Services and Public Meeting Room

This component includes the "front door" patron services required for lending library materials and patron administrative services, along with staff work and amenity areas, and building support services. It also includes, as a "front door" function, a multipurpose meeting room that can be used after hours.

2   Popular Library

This component acts as the "living room" of the library and accommodates the adult fiction collection, current periodicals, large print and audio-visual books in other languages, as well as the patron areas to support access of the collection.

3   Children's Library

This component accommodates the collection resources and study, learning and program environments for children up to twelve years of age. In addition, it provides parents and those involved in child development with access to collection resources and reference services.

4   Young Adults

This component accommodates the base for young adult patrons and includes collections and study and learning space. The Young Adults component provides an initial connecting point with the Library and a bridge to the balance of the Library's resources.

5   Non-Fiction and Reference Services

This component accommodates the "study" functions, including the non-fiction and reference collections and the patron resources required to access print, non-print and electronic reference materials. It also includes a quiet reading room for patrons.

PATRON ACCOMMODATION REQUIREMENTS (2023)

By Component

Components	Existing Stations	Proposed Stations (2023)
1 Entrance, Circulation Services and Public Meeting Room	46	59
2 Popular Library	34	49
3 Children's Library	20	85
4 Young Adults	2	10
5 Non-Fiction and Reference Services	27	36
Total Patron Accommodation	**129**	**239**

By Type

Accommodation Type	Existing Stations	Proposed Stations (2023)
Online Public Access Catalogue/PC	11	19
Specialized Equipment[1]	1	6
Photocopier/Prier Station	2	3
Group Meeting Room	45	102
Group Table		38
Single Table	53	26
Study Carrel		4
Casual Seating	17	41
Total Patron Accommodation	**129**	**239**

FUTURE SPACE REQUIREMENTS (2023)

Components	Existing Component Gross Area (CGSF)	Net Area (Square Feet)	Estimated Component Grossing Factor [2]	Component Gross Area (Square Feet)
1 Entrance, Circulation Services and Public Meeting Room	4,111	4,140	1.15	4,760
2 Popular Library	3,356	3,980	1.20	4,775
3 Children's Library	1,902	4,200	1.20	5,040
4 Young Adults	148	635	1.15	730
5 Non-Fiction and Reference Services	3,035	3,100	1.15	3,565
Component Totals	12,552	16,055		18,870
Unassigned Building Area (factor of 1.15) [3]				2,805
TOTAL GROSS BUILDING AREA [4]	16,005			**21,675**

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[1] *Includes listening and viewing stations, Optelec.*

[2] *Includes allowance for component circulation, interior partitions.*

[3] *Includes mechanical and electrical service areas, major circulation, exterior walls, etc.*

[4] *Includes an approximate 1.35 component <u>net</u> to building gross ratio (i.e., component gross, plus building gross factor).*

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PHYSICAL PLAN

Physical planning was conducted through a functional modeling worksession during which representatives from NVDPL explored 3 scenarios. <u>Scenario 1</u> explored the possibilities inherent in the existing facilities with no new construction; <u>Scenario 2</u> explored the possibilities of the existing facilities and site, assuming a combination of renovation and new construction that maximized the building area; and <u>Scenario 3</u> reviewed the outcomes of building new facilities on an unrestricted site.

SITE AND FACILITIES REVIEW

Currently zoned C-1, the site has maximum site coverage of 60%, maximum height of 40 feet and no set back requirements. Buildings currently occupy approximately 60% of the site.

Parking must be provided at the rate of one stall for every 430 square feet. At its current size, 37 stalls are required, whereas 30 are provided.

Seismic issues are more significant in the single storey structure than in the two-storey structure. With approximately one-third the area, it accounts for 55% of the cost of seismic upgrading.

A number of minor code issues exist, however, none are of significance.

RECOMMENDED SCENARIOS

It is recommended that NVDPL pursue <u>Scenario 1A in the shorter term</u> as it addresses the immediate concerns about seismic deficiencies and successfully addresses the general functional organization at the least cost. As very little additional space is provided, it falls short of the 20-year program area by 30%.

However, since neither Scenario 1A nor any other option explored in Scenario 1 and 2 (both of which utilize the existing site) is able to overcome the inefficient layout and the need for a two-storey structure with a service point on each floor, it is recommended that <u>Scenario 3, the relocation of the library to a new site, be explored in for the longer term</u>. The new site must be capable of accommodating the library on a single floor, and in a configuration that is suitable.

For reference, the area summary for Scenario 1 and 2 options has been provided below. Scenario 1A and 3 have been documented in some detail. For more information on the other options, see the Physical Plan section of the complete study.

Planning Scenarios

The following tables compare the options developed for Scenarios 1 and 2 with the existing component gross areas and the component program areas respectively.

Table 1: Comparison of Existing Area to Scenarios 1A and 1B

Component	Existing Area	Scenario 1A			Scenario 1B		
		Area	Diff	%	Area	Diff.	%
1 Entrance, Circulation Services & Public Meeting Room	4,111	3,830	(281)	-7%	3,715	(396)	-10%
Public Meeting Room	*1,223*	*1,223*	*-*	*0%*	*1,019*	*(204)*	*-17%*
Building Support	*170*	*170*	*-*	*0%*	*170*	*-*	*0%*
Circulation Services	*2,296*	*2,015*	*(281)*	*-12%*	*2,104*	*(192)*	*-8%*
Staff Amenities	*422*	*422*	*-*	*0%*	*422*	*-*	*0%*
2 Popular Library	3,356	3,230	(126)	-4%	3,930	574	17%
3 Children's Library	1,902	2,440	538	28%	2,145	243	13%
4 Young Adults	148	190	42	28%	150	2	1%
5 Non-Fiction and Reference Services	3,035	3,280	245	8%	3,280	245	8%
	12,552	12,970	418	3%	13,220	668	5%

Table 2: Comparison of Programmed Area to Scenarios 2A and 2B

Component	Program Area	Scenario 2A			Scenario 2B		
		Area	Diff	%	Area	Diff.	%
1 Entrance, Circulation Services & Public Meeting Room	4,760	3,955	(805)	-17%	4,120	(640)	-13%
2 Popular Library	4,775	5,695	920	19%	4,915	140	3%
3 Children's Library	5,040	4,280	(760)	-15%	4,610	(430)	-9%
4 Young Adults	730	730	-	0%	755	25	3%
5 Non-Fiction and Reference Services	3,565	3,405	(160)	-4%	3,985	420	12%
Total	18,870	18,065	(805)	-4%	18,385	(485)	-3%
Component Gross Area of Retained Structure		7,170			7,570		
Component Gross Area of New Construction		10,895			10,815		
Building Gross Area of New Construction (25% Gross Up)		13,619			13,519		

Recommended in Short-Term: Scenario 1 – "As Is" With Seismic And Code Upgrades

Scenario 1 is based on minimizing building costs but addressing seismic and code upgrade requirements and improving the functional adjacencies of the various components. Planning was based on existing areas for each of the components.

Scenario 1A maintains the location of the existing meeting room, but relocates a number of functional services. The result is very limited construction of additional partitions. Major concepts include:

- Relocation of Children's Library to the Main Floor, adjacent to the existing meeting room
- Construction of a book drop room adjacent to the main entry
- Relocation of non-fiction collection and manager's office to Level 2 with the Reference Collection
- Retaining all other areas as currently configured
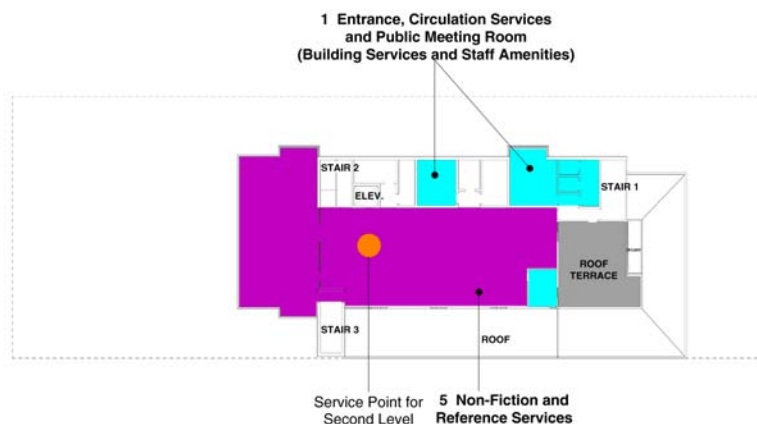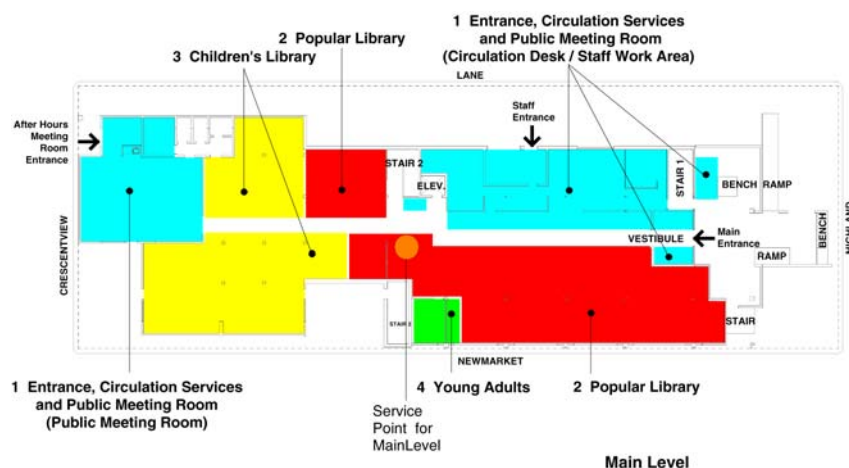
Main Level

Second Level
Capilano Library

KEY

1 Entrance, Circulation Services
  and Public Meeting Room
2 Popular Library
3 Children's Department
4 Young Adults
5 Non-Fiction & Reference Services
● Service Point

Advantages
- Least costly option that achieves desired affinities
- Locates Children's Library adjacent to the meeting room so that it can be more successfully used as a program room

Disadvantages
- Overall area is 30% short of Program area
- Floor plan remains inefficient, with long corridor through Main Floor
- Wayfinding to Level 2 remains difficult
- Traffic to meeting room must flow through Children's Library area, interfering with Children's Library activities and children's safety

The opportunity exists to enclose the existing roof terrace for use as a reading area, resulting in an additional 560 square feet of library space.

Recommended in Longer-Term: Scenario 3 – Single Storey Layout on New Site

Scenario 3 identifies the ideal arrangement of the component structure identified in the Program Brief section. The preferred layout is a single floor of approximately 21,000 to 22,000 BGSF that is almost square in shape.

Diagram Illustrating Ideal Functional Relationship for the Library
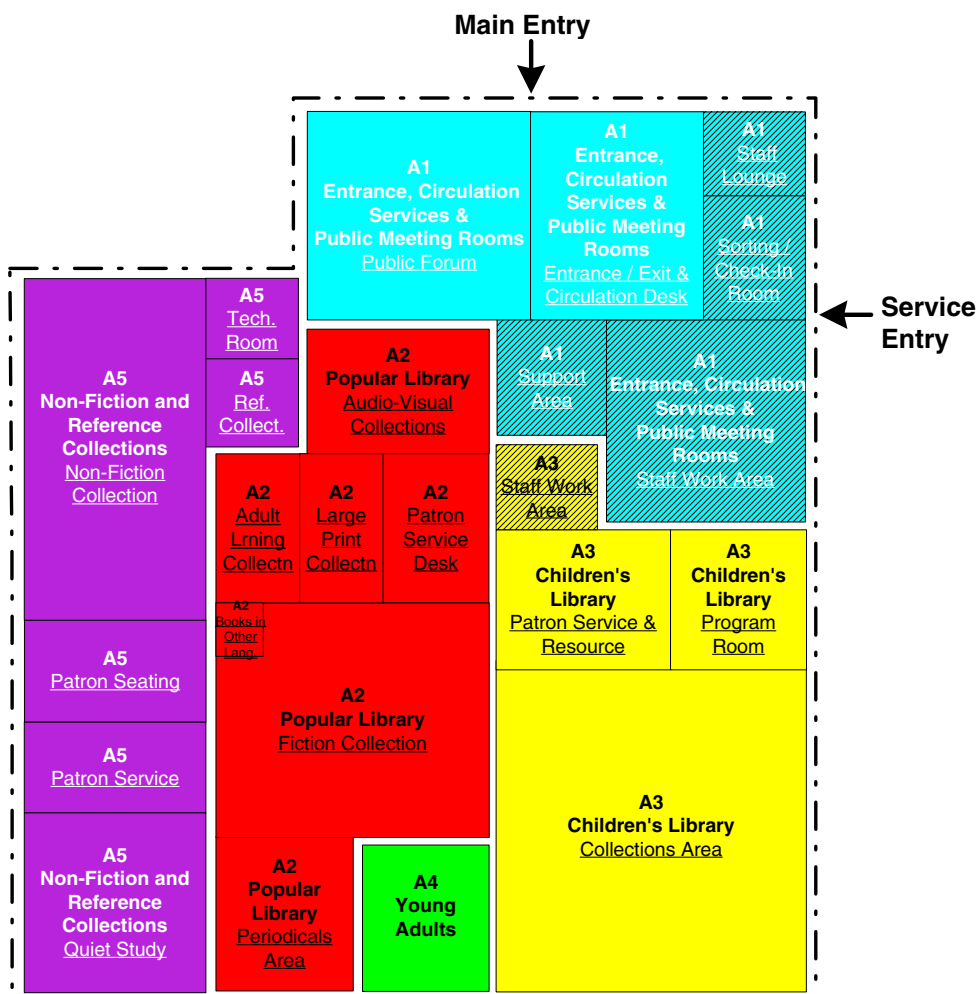
Underline Advantages

- Entire Program is accommodated
- Functionality is maximized
- Increases community excitement
- Single service desk results in reduced operating costs and in the need for slightly less space than indicated in Program
- Efficient floor plan with all components focused at main entry
- Reduced implementation costs as existing library may be used until new facility completed

Underline Disadvantages

- Most expensive option
- Appropriate site may not be readily available if available at all

Site Selection Criteria

Ideally, the Library should be located close to public transit, within or adjacent to a commercial core. It should support patrons arriving by car, on foot or wheelchair/scooter as well as service vehicle access.

The site should be approximately 24,000 square feet in a parcel that is almost square in shape. It should be highly visible from adjacent streets and sidewalks to aid in recognition and wayfinding.

PROJECT COSTS

The project costs presented here are preliminary, broad-based "order of magnitude" cost estimates only and are subject to significant refinement with design development.

Project Cost Estimates for Planning Scenarios (2nd Quarter 2004)

	Scenario 1A*	Scenario 1B*	Scenario 2A	Scenario 2B	Scenario 3
Construction	$1,189,500	$1,351,100	$4,769,800	$4,774,800	$6,606,400
Furnishings, Fittings and Equipment	$50,000	$50,000	$75,000	$75,000	$100,000
Professional Fees	$194,300	$216,500	$615,000	$615,500	$750,500
Municipal and Connection Fees	$13,800	$14,900	$66,800	$66,900	$114,800
Contingency	$72,400	$81,600	$276,300	$276,600	$378,600
Total Project Costs	$1,520,000	$1,714,100	$5,802,900	$5,808,800	$7,950,300

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* *Costs indicated do not include enclosing the roof terrace, which has been estimated at $143,000.*

1 Introduction

Capilano	*Space Needs Assessment*		
Branch Library	*and Feasibility Study*		**BACKGROUND**

1 INTRODUCTION

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BACKGROUND

The District of North Vancouver Public Library grew out of a number of community libraries that were organized and operated by volunteers. Operating first out of community halls, fire halls and basements, the first library branch, with a total area of 2,250 square feet, was built in Capilano in 1958. Six years later, the library received municipal tax support. The Capilano branch, the largest library in the system at the time, was enlarged with an addition of 2,500 square feet in 1969. In 1970 the Lynn Valley main branch was constructed, with a second floor addition completed 5 years later.

In 1984, faced with overcrowded conditions and a deteriorating building envelope, Capilano branch library was temporarily relocated to the gymnasium at North Star School while a major renovation, which tripled the size of the library, was undertaken.

In 1994, the new 15,000 square foot Parkgate branch was opened, serving the Seymour service area. Planning for a new Lynn Valley main branch, which will be part of a civic complex, has been completed with construction pending.

In 2001, seismic evaluations were conducted for all North Vancouver District libraries. The results showed that for the Capilano branch, the cost of seismic upgrading to be just under $500,000. Faced with this cost that resulted in no appreciable change in services, the Library Board sought more information including a statement of needs and the development of alternative development scenarios. On August 3, 2003 the Library issued a Request for Proposal inviting consultants to submit proposals for planning services.

RPG submitted a proposal of services, attended an interview with Library and, in September 2003, was commissioned to complete the work.

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OBJECTIVES OF THE STUDY

1 INTRODUCTION

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<u>OBJECTIVES OF THE STUDY</u>

The objectives of this study are:

- To determine the amount and type of library space needed to meet future community requirements over the next 20 years;

- To examine the present library building in the context of the recommended upgrade requirements and identified space needs; and

- To recommend alternative courses of action that could be taken to upgrade the building to a safe, functional and modern standard, meeting known and projected space and service requirements.

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DESCRIPTION OF THE WORK PERFORMED

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DESCRIPTION OF THE WORK PERFORMED

RPG officially initiated work on the study in September 2003, by reviewing relevant Library information and meeting with key Library staff to discuss the overall project process, outcomes and strategies.

In October, RPG attended a public meeting as well as attending the annual general meeting of the Edgemont Village Business and Professional Association to gather information about the community's aspirations for the future library. RPG also prepared a questionnaire which was included as part of the annual User Survey at Capilano Branch. Through October, RPG also met with senior staff to discuss role and scope of services information and to look at future needs.

In October, RPG conducted a worksession with staff (and including a Board member), to discuss current roles and activities and to identify Library services that, in the future, offer opportunities for enhanced services. This was followed by the development and distribution of Working Paper #1, Planning Parameters near the end of October. After review and revisions, Working Paper #1 was resubmitted. This document formed the basis for subsequent planning work, including meetings with user group representatives from the various departments and functional components.

In December, RPG conducted meetings with five different user groups comprised of Library staff representatives to discuss and identify the space implications of the role and scope of services identified in the Project Parameters on their specific areas of the Library. From these worksessions, RPG drafted a Working Paper #2, Program Brief and submitted this to the user group representatives for their review. RPG met with the user groups again in mid-February to review and further develop Working Paper #2, Program Brief. A copy of this was submitted to the user group representatives for final revisions.

Based on the latest Program Brief, RPG conducted a functional modelling or "gaming" worksession with staff from the Library in early March 2004. Functional modelling refers to a technique whereby multiple participants can be involved in decision-making and exploring options, in 3 dimensions, for how a building can be functionally organized. This worksession was useful in identifying some of the opportunities and, more particularly, the constraints of the existing facility in light of the component structure and sizes.

The results of the functional modelling worksession were summarized as the Physical Plan documentation. Based on the results of the functional modelling worksession and additional revisions to the Program Brief, an additional draft of the document was prepared and submitted to the Library at the end of March 2004, which was reviewed by Noreen Ballantyne prior to her retirement.

A final draft was submitted to the Library in June of 2004, which included costing, and an executive summary. A thorough review was made by members of the Library Board, with final revisions made in the fall of 2004.

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ORGANIZATION OF THE REPORT

1 INTRODUCTION

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ORGANIZATION OF THE REPORT   This report includes the following major sections:

- this INTRODUCTION, which includes a brief outline of the background of the project, a description of the work performed, organization of the report, and participants' summary.

- PLANNING PARAMETERS, which describe key factors expected to influence future development of the proposed Library program brief, with these factors organized according to whether they involve programs and services (Functional Parameters) or physical resources (Physical Parameters).

- PROGRAM BRIEF, which translates the planning parameters for the Library into a description of activities, functional relationship concepts, and room-by-room space estimates.

- PHYSICAL PLAN, which summarizes, in narrative and block schematic diagram form, the results of the functional modeling or "gaming" worksession held with the Library, including the proposed options for organizing the components within the existing facility, within a major renovation to the existing facility, and in a new, ideal site.

- APPENDICES, which provide supporting documentation to the sections described above, including:

  - Appendix A – Definition of Terms
  - Appendix B – Community Meeting Notes and Questionnaire Findings
  - Appendix C – Code Consultant's Report
  - Appendix D – Cost Consultant's Report
  - Appendix E – Cost Consultant's Report for Roof Terrace Renovation
  - Appendix F – Structural Consultant's Report for Roof Terrace Design Load

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PARTICIPANTS

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PARTICIPANTS

Key participants and consultant team members for this project are listed below for reference:

North Vancouver District Public Library

Noreen Ballantyne, Chief Librarian (at project initiation)
Gerry Collver, Chief Librarian (at project completion)
Michael DeKoven, Manager, Systems and Technology, NVDPL
Sandra Smith, Manager, Collections and Services/Deputy Chief
    Librarian, NVDPL
Allison Taylor McBryde, Coordinator of Children's and Young
    Adult Services, NVDPL
Teresa James, Manager, Capilano Branch
Fran Ashdown Librarian, Children's Department, Capilano
    Branch
Rebecca Hamdorff, Circulation Supervisor
Heather Goodwin, Information Librarian
Rachel Brown, Children's Librarian
Jacqui Johns-Cox, Information Librarian
Heather Miller, Sr. Circulation Assistant
Paul Tubb, Library Board Member

Resource Planning Group

Mark Mehrer, Project Director
Gladys Tough, Technical Support
Nancy Shin, Technical Support

2 Planning Parameters

INTRODUCTION

Planning Parameters

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Program Brief

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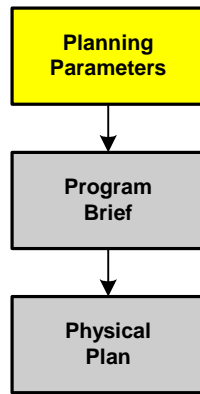
Physical Plan

This Planning Parameters section includes contextual information and key factors expected to influence the development of the program brief and physical plan for the Capilano Branch Library facility.

These factors are organized in this section as follows:

- Functional Parameters
- Physical Parameters
- Financial Parameters

Functional Parameters are used primarily in the development of program brief information. A facility's intended functional content, services and major operating systems must be understood before they can be organized into discrete blocks of space. These blocks of space are called "functional components" and represent the building pieces that are used to construct models of facilities in subsequent physical planning and schematic design tasks.

Physical Parameters are used in both the development of program brief information and in physical planning. Standards for programming are identified and agreed to in order to form a common basis for developing space requirements.

Financial Parameters identify any capital or operational constraints that will influence physical planning.

Collectively, these planning parameters assist subsequent planning initiatives by describing:

- the services to be provided
- the number of "users" either providing, or provided with, these services
- the role of technology in service delivery
- the opportunities/constraints imposed by any capital or operating funding considerations

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FUNCTIONAL PARAMETERS
Vision, Mission, Values and Strategic Directions

2 PLANNING PARAMETERS

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FUNCTIONAL PARAMETERS

**VISION, MISSION, VALUES AND
STRATEGIC DIRECTIONS**

With a commitment to excellent service delivery, the North Vancouver District Public Library has developed a strategic plan to set goals for the Library's future direction. The most recent planning document, *Strategic Plan 2001-2003*, was developed with the participation of staff, members, and the Board. The Library is currently operating with the following vision, mission and organizational values:

Vision

Our Community's Gateway to Information and Ideas.

Mission

We strive to enrich the lives of the people in our community by creating open and easy access to a wide variety of information and ideas in a responsive and friendly environment.

Values of the North Vancouver District Public Library

The following values are contained in the *Strategic Plan 2001–2003* document. Values that have particular importance to the planning of the Capilano Branch Library facility have been underlined.

Advocating intellectual freedom
 Which is demonstrated by:
- *providing a <u>range of information and resources</u>*
- *ensuring policies and procedures are in place to support intellectual freedom and promote personal responsibility*

Creating a welcoming environment
 Which is demonstrated by:
- *<u>ensuring our facilities are comfortable, well maintained and user friendly</u>*
- *<u>providing friendly service</u> with resourceful and knowledgeable staff*
- *<u>offering services and materials to a diverse community</u>*

Providing universal access to information and ideas
 Which is demonstrated by:
- *advocating for funding strategies to meet the community's library requirements*
- *<u>promoting technology to enhance access to information</u>*

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Space Needs Assessment
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FUNCTIONAL PARAMETERS
Vision, Mission, Values and Strategic Directions

2 PLANNING PARAMETERS

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Striving for excellent service
Which is demonstrated by:
- *identifying new trends and innovations, and continuously reviewing our services and programmes*
- *actively seeking community feedback*
- *reevaluating established practices*

Encouraging opportunities for learning and change
Which is demonstrated by:
- *being willing to try new things*
- supporting ongoing Board and staff development
- *providing programmes and services that support lifelong learning and information literacy*

Fostering trust and integrity
Which is demonstrated by:
- *encouraging mutual respect and dignity in all interactions*
- *supporting open communication*
- *upholding core values*
- *ensuring the confidentiality of private information*

Strategic Directions

As part of its *Strategic Plan 2001–2003*, eight strategic directions have been identified. Again, directions that are particularly salient to the planning of the Capilano Branch Library facility have been underlined.

1. **Facilities**

   To create libraries which are inviting, well designed and maintained, and which provide a sense of community.

2. **Collection and Services**

   To provide library materials and services that meet the present and changing needs of the community.

3. **Organizational Development**

   To continue to develop an organization which encourages learning, change and teamwork with skilled, knowledgeable staff.

4. **Board Growth and Development**

   To continue to develop the Library Board's leadership role in areas of advocacy, policy and planning.

Capilano *Space Needs Assessment* **FUNCTIONAL PARAMETERS**
Branch Library *and Feasibility Study* Vision, Mission, Values and Strategic Directions

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5. Promotion and Communication

To improve external and internal communications, and to
<u>strengthen community awareness of the services and value</u>
<u>of the library.</u>

6. Community Building

<u>To encourage the building of connections within the</u>
<u>community</u> and to ensure awareness of changing community
needs.

7. Funding and Partnerships

To continue the development of funding strategies and
partnerships which further the Library's ability to provide
excellent service.

8. Technology

<u>To use technology to provide access to information and</u>
<u>services, and to improve the efficiency and effectiveness of</u>
<u>library operations.</u>

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FUNCTIONAL PARAMETERS
Library Organization

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LIBRARY ORGANIZATION

The current organizational structure of North Vancouver District Public Library is illustrated in the diagram below.

```
              District of North
                  Vancouver
              ┌──────────────┐
              │   Library    │
              │    Board     │
              └──────┬───────┘
              ┌──────┴───────┐
              │    Chief     │
              │  Librarian   │
              └──────┬───────┘
    ┌──────────────┬─┴──────────────┬──────────────┐
┌───────────┐ ┌───────────┐ ┌───────────┐
│ Manager of│ │Deputy Chief│ │ Manager of│
│ Systems   │ │Librarian/  │ │ Technical │
│ and       │ │Mgr. of     │ │ Services  │
│ Technology│ │Collections │ └─────┬─────┘
└───────────┘ │& Services  │ ┌───────────┐
              └─────┬──────┘ │ Technical │
                    │        │ Services  │
                    │        └───────────┘
    ┌───────────────┼──────────────┬──────────────┐
┌───────────┐  ┌───────────┐  ┌───────────┐
│Manager,   │  │Manager,   │  │Manager,   │
│Capilano   │  │Lynn       │  │Parkgate   │
│Branch     │  │Valley     │  │Library    │
│Library    │  │Library    │  └───────────┘
└───────────┘  └───────────┘
```

Capilano	*Space Needs Assessment*	**FUNCTIONAL PARAMETERS**
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COMMUNITY INFORMATION

Location

The District of North Vancouver, with a total land area of approximately 162 square kilometers, brackets the City of North Vancouver to the south and is directly adjacent to the District of West Vancouver. The cities of Burnaby and Vancouver are directly adjacent across Burrard Inlet.

Context Plan showing the relationship of the District of North Vancouver to surrounding municipalities, as well as the three service areas in the District of North Vancouver.
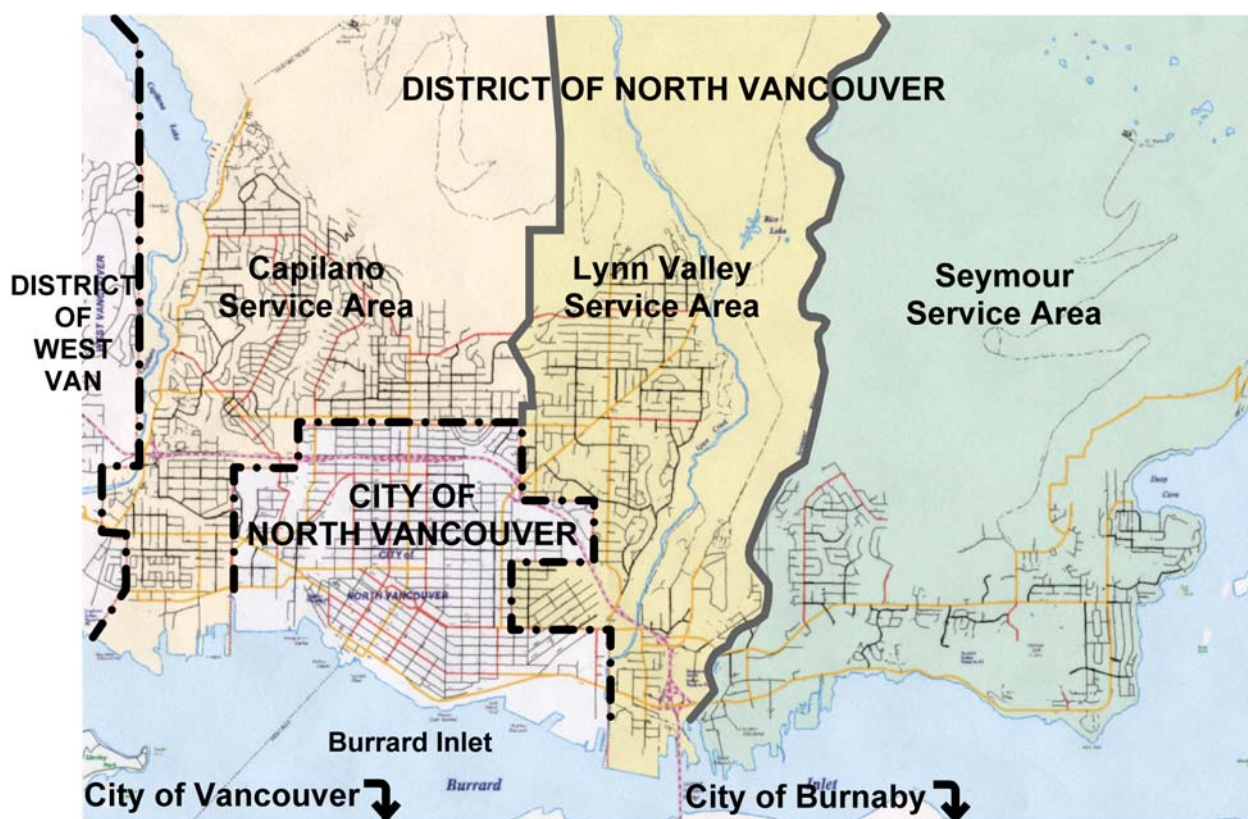
The North Vancouver District Public Library provides service to the residents of the District of North Vancouver through three library facilities, located in each of the three service areas: Capilano, Lynn Valley and Seymour. While the Capilano Service Area extends as far east as Williams Avenue, patrons living east of Lonsdale Avenue tend to use the Lynn Valley Library due to the geography of the area and the fact that the Lynn Valley branch is the main Library system branch, with somewhat larger collection resources.

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The Capilano Service Area is served by the Capilano Branch Library, which is located in Edgemont Village, at 3045 Highland Boulevard. The library is bounded by Crescentview Drive to the northwest; Newmarket Drive to the southwest; Highland Boulevard to the southeast and the laneway to the northeast. The site is bordered by residential housing to the south and northwest, and commercial premises to the south and northeast.

Plan showing detail of Capilano Service Area with area between Lonsdale and Williams indicated by hatch, the residents of which tend to use Lynn Valley Library

Population and Service Needs

Library space requirements are determined primarily by collection size, number of patron stations (including meeting rooms), circulation, staffing and other workload figures. These factors are, in turn, closely connected to the size of the population being served. This section identifies population trends for Capilano service area for the next 20 years in order to facilitate the development of estimates of space requirements for the Library in the future.

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The user survey information gathered in 2001 indicates that just under 19% of Capilano Branch Library users also use the City of North Vancouver Public Library, primarily due to locational factors as well as collection resources. The same survey indicates that almost one-quarter also use West Vancouver's Memorial Library, primarily because of its collections, but also because of locational factors, facility amenities and service factors.

While the most recent user surveys have not collected information about place of residence, a previous survey indicated that approximately 12% of users were from the City of North Vancouver.

North Vancouver District Library is affiliated with InterLINK, which provides patrons with free access to the resources of affiliates. InterLINK communities include Bowen Island, Burnaby, Coquitlam, Gibsons, Fraser Valley, City of North Vancouver, New Westminster, Pemberton, Port Moody, Richmond, Sechelt, Squamish, Surrey, Vancouver, West Vancouver and Whistler.

To develop an estimate of the future population of Capilano Library catchment, a combination of demographic information was applied, including PEOPLE 28, which combined populations of the City and the District of North Vancouver, as well as population estimates for both the District as a whole and for the Capilano Service Area to 2013 only developed by the District of North Vancouver School Board and the Department of Social Planning.[1] This information was used to develop a projection of overall population growth of the Capilano Library catchment to the year 2023.

	2003	2008	2013	2018	2023
"North Vancouver" [2]	136,175	139,918	143,075	145,754	147,732
Capilano Service Area – School District Projections	33,818	35,635	36,265	na	na
Capilano Service Area – Social Planning Revised Projections	33,818	na	34,968	na	na
Entire District of North Vancouver	87,364	90,915	94,610	98,456	102,457

Since the Capilano Branch Library catchment area does not coincide strictly with the boundaries of the Capilano Service Area (see p. 2-7 for discussion), the population of the Lonsdale to Williams area, which represents 11% of the overall Capilano Service Area population should be subtracted. For future population projections, it is assumed that the Capilano Library catchment area population is 89% of the Capilano Service Area population.

[1] *An annual population increase of 0.08% has been assumed. Comparison with the other projections indicates that this rate may be at the higher end range, but it should be sufficiently accurate for the purposes of this study.*

[2] *PEOPLE 28, BC Stats, Ministry of Finance and Corporate Affairs, August 2003. Populations are taken projected to July 1.*

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The following table graphs the various projections, with a trend line added to identify the service population of Capilano Library service area.

Population Projections
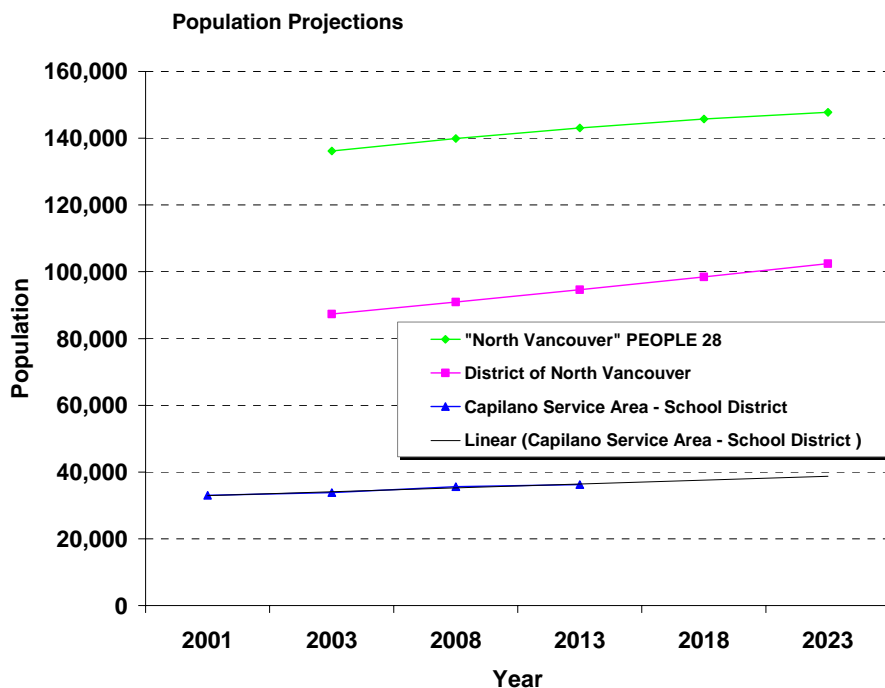
Review of this information indicates the following:

- The PEOPLE 28 projections anticipate a gradual leveling of population growth rates for North Vancouver (District and City of North Vancouver) in the future.

- Using an annual rate of increase of 0.8% for the District, an overall total population of approximately 102,400 can be assumed for 2023. This may be at the higher end, as it does not account for the leveling that is evident in the PEOPLE 28 projections.

For planning purposes, a population of 33,600 will be utilized as a basis for Capilano Library.

- Applying trend lines to the School District and Social Planning Department projections results in a Capilano Service Area population of between 37,000 and 38,500 in 2023. For the purposes of this study, it is recommended that the mid-point between the above range be used as a basis for planning and that a factor of 89% be applied to these figures to account for the residents within the Capilano Service Area that tend to access Lynn Valley branch rather than Capilano branch, as indicated in the following formula:

$$\frac{(37{,}000 \times 89\%) + (38{,}500 \times 89\%)}{2} \text{ equals } 33{,}597 \quad \textbf{say 33,600}$$

For planning purposes, a catchment area population of 33,600 has been assumed.

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FUNCTIONAL PARAMETERS
Review of Existing Library

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REVIEW OF EXISTING LIBRARY

Library Use Indicators

The importance of a library within a community may be measured by how the collections and staff resources serve the community. The following table indicates how the community utilizes the Capilano Branch Library with such workload indicators as circulation and reference questions, and program attendance.

Capilano Branch Library Use Indicators

	1996	1997	1998	1999	2000	2001	2002
Circulation							
Adult Books	211,070	208,245	207,366	200,726	183,061	174,690	171,742
Juvenile & Young Adult Books	119,679	132,798	133,254	133,342	127,224	129,099	122,809
Adult Audio Visual	66,737	73,394	80,349	88,713	87,042	92,719	107,265
Juvenile & Young Adult Audio Visual	35,710	45,153	48,914	51,188	50,943	45,007	46,020
Total Circulation	433,196	459,590	469,883	473,969	448,270	441,515	447,836
% Change		*6.1%*	*2.2%*	*0.9%*	*-5.4%*	*-1.5%*	*1.4%*
Reference Questions							
Reference Desk	Na	Na	Na	Na	Na	Na	4,630
Information Desk	Na	Na	Na	Na	Na	Na	11,596
Children's Desk	Na	Na	Na	Na	Na	Na	7,367
Total Reference Questions	Na	25,591	25,353	28,163	25,917	25,080	23,593
% Change			-0.9%	11.1%	-8.0%	-3.2%	-5.9%
Meeting Room Use	Na	Na	Na	180	187	171	199
Children's Programs	Na	172	198	141	140	140	124
Attendance	Na	9,999	9,181	6,503	6,721	7,156	5,888
% Change in Attendance			*-8.2%*	*-29.2%*	*3.4%*	*6.5%*	*-17.7%*
Adult Programs	Na	14	36	45	52	64	65
Attendance	Na	317	454	414	656	636	896
% Change in Attendance			*43.2%*	*-8.8%*	*58.5%*	*-3.0%*	*40.9%*

Source: NVDPL.

Comparison with Standards

In North America today, there are no generally accepted, specific standards for public library services, and this is even less the case for branch libraries. Since the 1980's, public libraries have relied on community-based planning efforts that set service levels based on an analysis of local community needs. North Vancouver District Public Library conducts User Surveys bi-annually to collect this information.

While there are no standards against which to measure the Library, it is helpful to compare the services and activity levels of the North Vancouver District Public Library with those of similarly sized and placed public libraries across Canada. This approach should not be seen as allowing the average to govern what North Vancouver

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District Public Library should do or not do, but rather indicates where the Library differs from or is similar to other city libraries.

To provide this sense of perspective, selected measures of library service and resources were compared to those of other city library systems typically within the context of a regional urban setting and serving populations ranging from 50,000 to 99,999. The comparison systems all operate a central library with most systems operating more than one branch.

To provide additional context, the neighbouring library systems of the City of North Vancouver and District of West Vancouver have been included.

Comparison of Selected Mid-Sized Municipal Library Systems Serving Populations of 50,000 to 99,999

				System-Wide Indicators			
Library System	Population	Number of Branches	Holdings Per Capita	FTE Per 1,000 Population	Circ Per Vol Held	Circ Per FTE	Circ Per Capita
Prince George Public Library	94,624	2	2.25	0.54	4.07	16,911	9.14
Pickering Public Library	92,300	5	2.26	0.56	4.07	16,911	9.99
North Vancouver District	**87,364**	**3**	**3.43**	**0.70**	**4.93**	**24,218**	**16.88**
Brantford Public Library	86,417	2	2.51	0.54	2.88	13,510	7.23
Ajax Public Library	78,000	4	2.27	0.36	2.56	16,183	5.81
Newmarket Public Library	70,000	1	2.51	0.43	2.66	15,538	6.66
New Westminster Public Library	54,207	1	4.48	0.67	3.14	21,010	14.07
Average - Cohort	80,416	2.6	2.82	0.54	3.47	17,754	9.97
Local Comparators							
North Vancouver City Public Library	45,291	1	2.26	0.65	5.61	19,401	12.69
West Vancouver Memorial Library	44,355	1 [3]	5.73	0.94	3.72	22,624	21.32

Source: Canadian Library Statistics – 2002, The Council of Administrators of Large Urban Public Libraries, for cohort group information and British Columbia Public Libraries Statistics 2001, Ministry of Community, Aboriginal and Women's Services, for local comparator information.

Review of this information indicates the following:

- North Vancouver District Public Library ranks highest in a number of measures, including number of staff FTEs per capita, circulation per volume held, circulation per staff FTE and circulation per capita.

- Holdings per capita are second only to the New Westminster Public Library system.

- Overall, the NVDPL is well above the averages for the cohort group in all identified workload indicators.

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[3] *West Vancouver Memorial Library also operates a bookmobile.*

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- West Vancouver Memorial Library system has higher numbers of holdings per capita, higher levels of staffing and greater levels of circulation per capita but lower levels of circulation per holding and circulation per staff than the NVDPL.

- Of note, but not shown in the above table is the high number of audio/visual format materials in the NVDPL collection in comparison to the cohort group. NVDPL has an A/V collection of 85,010 items, which is almost twice the size of Brantford Public Library, the next largest A/V collection of the cohort systems, which has 43,120 A/V holdings.

Existing Collections, Staff and Accommodations

This section provides a brief overview of the current library facility in terms of collection size and distribution, library use, patron accommodation, and staff organization and accommodation. These are not intended to be detailed in nature, but highlight key attributes only.

Existing Collection Size

The existing Capilano Branch Library collection consists of approximately 101,580 holdings as noted in the following table.

Capilano Branch Library Collection (August, 2003)

Collection		Total
Adult Collection		
Adult Learning		616
Books in Other Languages [4]		274
Fiction		9,833
Mysteries		2,666
Science Fiction		617
Large Print		1,978
New Books		674
Speed Reads		234
Oversize Books		3,386
Non-Fiction		22,192
Paperbacks [5]		5,462
Christmas Collection		11
Interlibrary Loan		34
Periodicals		3,069
Titles	132	
Newspapers		11
Titles	9	
AV Materials		11,151
Compact Discs	3,467	
CD-ROMs	104	
CD Books	52	
Adult Learning Videos	45	
Adult Learning Cassette	129	

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[4] *Includes 126 French books and 148 multilingual books.*

[5] *Includes 2,777 general paperbacks, 49 classic fiction, 39 classic non-fiction, 349 fantasy, 1,406 mystery, 298 non-fiction, 410 science fiction and 134 westerns.*

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Collection		Total
Adult Learning CDs	3	
Adult Learning CDROMs	3	
Audio Cassettes	753	
Video Cassettes	5,666	
DVDs	660	
Teacher's Kit	269	
Subtotal		62,208
Children's Collection		
Books in Other Languages		1,282
Picture Book		6,111
Fiction		4,189
Non-Fiction		9,371
Readers		1,546
Paperbacks		4,033
Board Books		594
Christmas/Holiday Collection		877
Special Collection		1
Reference		737
Caregiver-Teacher Collection		218
Periodicals		177
Titles	10	
Pamphlets		28
AV Materials		3,347
Compact Discs	211	
Audio Cassettes	826	
French Audio Cassettes	3	
CD ROMs	112	
French CD ROMs	1	
CD Books	16	
Video Cassettes	1,989	
French Video Cassettes	57	
DVDs	132	
Subtotal		32,511
Reference Collection		
Reference Books		3,623
Storage		7
Periodicals		19
Titles	1	
Pamphlets		594
Subtotal		4,243
Young Adult Collection		
Fiction		834
Non-Fiction		328
Paperback		1,037
Periodicals		152
Titles	17	
AV Materials		266
CD Books	1	
Video Cassettes	238	
DVDs	27	
Subtotal		2,617
Total		**101,579**

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Existing Patron Accommodation

The quality of public space is as critical as the quality of the collection. A variety of public seating and workspaces are necessary to enable successful access to and use of the collection. As summarized in the following table, the Capilano Branch Library currently provides patrons with casual seating, group study tables, OPAC and computer workstations (including CD-ROM stations and computers with internet and printing capabilities, a photocopier and V-Tech for visually impaired patrons.

Existing Patron Accommodation (October 2003)

	Chairs w/ Tables or Worksurface	Chairs, Casual	Printer Station	OPAC/ PCs	(Internet capable)	Listening Stations	Special Equipment	Photocopier	**Total**
Adult	12	15	1	5	(5)	-	1	1	**35**
Children's	16	-	-	4	(1)	-	-	-	**20**
Reference	25	-	-	2	(2)	-	-	-	**27**
Young Adult	-	2	-	-	-	-	-	-	**2**
TOTAL	**53**	**17**	**1**	**11**	**(8)**		**1**	**1**	**84**

In addition to the above patron stations, the Library currently provides meeting space as indicated in the table below.

Existing Meeting Rooms (October 2003)

Patron/Staff Meeting Rooms	Capacity	Seating Type/Room Format
Potlatch Room	45	Multi-use arrangement, movable chairs and tables
TOTAL	45 [6]	

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[6] *The room's fire code rating is for 60 people, which may be possible for standup reception activities. The estimated capacity of 45 is for its use as a meeting room.*

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Existing Staffing and Staff Accommodation

The following table summarizes staffing at the Library by departmental area, in terms of Headcount and Full-Time Equivalents (FTEs) and relates this information to existing staff workstations in the next table. As the following table indicates, there are currently 11.06 FTE positions drawn from 26 staff members.

Staffing for Library (October 2003)

Section	Full Time Position	Part Time Position		Total Full Time [7] Equivalent FTE	Total [8] Headcount	Maximum [9] Occupancy
		Headcount	FTE			
Librarian	2	5	2.26	4.26	7	4
Library Assistant	2	7	3.80	5.80	9	3
Maintenance	1	-	-	1.00	1	1
Pages	-	9	-	-	9	3
TOTAL	5	21	6.06	11.06	26	11

The quality of staff space is critically important to the overall efficiency of the operation of the Library. The following table summarizes existing Library staff accommodation, by type.

**Existing Library Staff Accommodation
(October 2003)**

	Office	Open Office Workstation	Patron Service Desk	Total
Public Services				
Children's/Young Adults	1	-	1	2
Circulation	-	2	3	5
Adults	1	-	1	2
Reference Services	-	-	1	1
TOTAL	2	2	6	10

---

[7] *FTE conversions are based on 375 hours per week.*

[8] *Total headcount refers to the total number of staff in each category.*

[9] *Maximum occupancy refers to the typical maximum number of staff that may be in that location at any one time.*

Capilano Branch Library *Space Needs Assessment and Feasibility Study* **FUNCTIONAL PARAMETERS** Role and Scope of Services

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ROLE AND SCOPE OF SERVICES

This section provides a brief review of the existing and proposed role and scope of services for the Capilano Branch Library. These are not intended to be detailed descriptions but rather highlights of key attributes and changes only. Proposed or future roles, described under Service Roles, Public and Support Services, and Associated Services, are anticipated services that the Library may offer in the future.

Planning Horizons and Patron Profile

Study Planning Horizon

The planning horizon for the study is 20 years, to 2023.

Patron Profile

The Library will continue to serve all residents of the Capilano service area and of the District of North Vancouver. As a member of InterLINK, the Library also recognizes that residents from other municipalities, including the City of North Vancouver and District of West Vancouver, will continue to use the library.

Without attempting to list or describe all of the various groups, constituencies and communities that comprise the Library's patron profile, the following list illustrates some of the range of their characteristics:

- children, teens, adults and seniors
- individuals, couples and families
- new users who are either first time library patrons or are re-entering the Library after an extended period of non-use and need extensive orientation and assistance
- independent users who know the library and how to use it, and want or need only limited or periodic assistance from library staff
- users who are very familiar with the library and users who make use of the full range and depth of reference skills of librarians
- occasional users
- readers who are looking for a specific new book, magazine, audio-visual item or a place to browse displays of new materials
- patrons who want a place to read
- patrons who want to study
- ESL students who do not speak nor read English well and who may not be familiar with conventions around library use
- patrons who want to meet or simply be around others in a safe and stimulating forum where ideas can be exchanged and discussed

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- the "rushed and focused" who need specific information and who have little time to find it
- the unhurried, with time to browse
- children through seniors who participate in and benefit from programming, formal and informal training, and learning
- those looking for a gateway to the world of information and technology
- those looking for an anonymous and safe place to explore and find new information and ideas

Service Focus

In the development of its *Strategic Plan 2001–2003*, the NVDPL Board and Management Committee reviewed the standard list of library roles identified by the American Library Association and selected, as directions for the overall library system, primary and support roles to indicate the relative importance of both in the future of the library. They are listed below:

Primary Roles

- Popular Materials Library
- Independent Learning Centre/Lifelong Learning
- Preschoolers' Door to Learning
- Information Literacy

Support Roles

- Community Information Centre
- Reference Library
- Community Activities Centre
- Formal Education Support Centre
- Research Centre

In addition, as part of this study, the community was asked for roles and services that would better reflect the community's needs and aspirations. These are included as *Appendix B – Community Meeting and Questionnaire Results*.

Primary Roles

Popular Materials Library

The Library currently offers popular materials in both print and non-print formats and with an emphasis on audio-visual materials. To provide more timely access to newly published or hot topic material, the Library offers a speed-reads collection, in which the checkout period is shorter and fines for late return greater. It offers a wide range of video and audio materials as part of its adult and children's collections. The success of this focus on providing popular materials can be seen in the high level of circulation per holding that NVDPL has achieved.

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In the future, Capilano Branch Library will continue to provide a wide range of popular materials in both print and non-print formats. In addition, listening and viewing stations may be provided.

Independent Learning Centre/Lifelong Learning

The Library currently supports its role of as independent learning centre by offering significant non-fiction collections, including a children's non-fiction collection, young adults non-fiction collection, the main adult collection and non-fiction large print collections. As well, the library provides stations for independent and group study, including a quiet reading room in the Reference area.

In the future, it is anticipated these services will continue and it is desirable that more emphasis be given to services and facilities that serve both children and young adults. In addition, with an aging, highly educated population, there will be increased use of the library's resources by this sector of the population.

Preschoolers' Door to Learning

The Library currently provides a significant children's collection, including picture books, readers and board books, as well as programming that is aimed at preschoolers that includes weekly story times for various age groups. Currently, picture books, board books and readers account for almost 40% of the circulation of the children's collection.

In the future, it is anticipated that these services will be enhanced, by better proximity to a program room, with the provision of program support space and a greater variety of reading environments, including parents and tots reading areas.

Information Literacy

The Library currently offers individual instruction as required on the use of its on-line catalogue, resources and subscriptions available electronically and general Internet access.

In the future, these services will be maintained, with additional computer stations provided.

Support Roles

Community Information Centre

The Library currently provides pamphlets and information about services available in the community, along with a bulletin board for the advertising of community events.

In the future, this service will continue.

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Reference Library

The Library currently provides collection resources, a service desk and quiet reading area to support this function.

In the future, this service will continue but will be located adjacent to or combined with the non-fiction collection area to better provide one-stop information.

Community Activities Centre

The Library currently supports its role of community meeting place by providing a meeting room for community organizations as well as patron seating for informal study and meetings.

In the future, this role may be enhanced by providing additional meeting space, and by providing more public seating in this, the living room of the community.

Formal Education Support Centre

The Library currently provides seating at tables to support formal learning, including student study groups.

In the future, additional study space may be provided, as well as small study/meeting rooms and a quiet study area.

Research Centre

With a collection that is decentralized across the three branches of the NVDPL system, the Capilano Branch Library has a fairly comprehensive collection for the size of community it serves.

In the future, more emphasis will be placed on the development of a more comprehensive collection at the Lynn Valley Main Branch that residents will be able to draw on at their service area branches.

Public Services

Public services currently include children's and young adults' services, reference services and adult services. Each of these services is characterized by interaction with library patrons.

Circulation Department

The Circulation Department checks out materials to library patrons, checks in returned materials, houses materials on reserve for patron pickup, sorts materials for reshelving, and re-shelves materials. It also issues library cards, and assesses and collects fines and fees. The Circulation Department also provides Interlibrary loan services and acts as the main Capilano Branch Library switchboard.

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Materials are checked in and out by staff using automated scanning equipment that interfaces with the library's automated catalogue and patron information system.

Capilano Branch Library had a circulation of 448,000 in 2002. Patrons are able to borrow materials for up to 3 weeks, with the exception of CDs and books on tape, which can be borrowed for 2 weeks, and the speed read collection and DVDs, which can be borrowed for 1 week. In 2002, patrons placed 37,811 holds on materials.

Patrons are able to borrow materials from all NVDPL branch libraries, placing holds through the on-line system or with the assistance of staff. Circulation staff retrieves requested items from the stack areas and ensures these are ready for pickup, as well as distributing requested items from other NVDPL libraries to patrons. Approximately 600 items are transferred to Capilano branch on a daily basis. As the collection becomes more centralized, this number is expected to grow.

Patrons are also able to borrow materials from other libraries through the Library's Inter-Library Loan Service, which is located centrally at the Lynn Valley Main Library but for which patrons can pick up and return books locally.

In the future, the Circulation Department will be affected by ongoing technological developments, with consideration given to the option of self check-out of materials, the use of publicly retrieved holds and self check-in of materials.

Children's

The children's services area of Capilano Branch Library can be described as a "library within a library" encompassing everything children need for a complete library experience.   Children's services are critical to the future of the library as they provide children with an introduction to the world of books, learning and information, and help create a pattern of lifelong learning.

The children's collection comprises reference and circulating materials of interest to children up to grade 7 and the adults who care for them. It includes the same range of media provided in the adult collection, including videos, audio cassettes, CD books, CDs, DVDs, CD-ROMs, magazines, etc. The Collection includes current and contemporary materials and books in other languages. The existing service provides a range of reference/reader's advisory services. In 2002, Children's Department staff answered 7,367 reference questions or approximately 30% of the total number of reference questions.

Children's Department programming is extensive, with up to 10,000 children attending programs provided at the library per year, although this figure has fallen somewhat in the past 5

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years. Departmental programming includes class visits to the library by local schools and daycares and outreach visits by librarians to schools during the school year; author visits; book club meetings; and story times for babies, toddlers and preschoolers. A reading club is conducted through the summer months. Attendance at Library programs averages approximately 47 children per program.

The Children's Department requires special collection storage systems and furnishings and decor that are oriented to children. In addition, the Department must accommodate the needs of adults who are personally or professionally interested in child development and children's literature. Services may be provided simultaneously for children of different ages, in single and group settings.

The staff of the Children's Department recommends new materials for the collection. Cataloguing of books and A/V material is done centrally at the Lynn Valley Main Library. Magazines are processed by staff of the Circulation Department at Capilano Branch Library.

In the future, it is anticipated that programming service levels will be maintained. It is important that the children's area in the Library has a separate and distinct atmosphere from the balance of the facility. The collection of children's fiction and non-fiction will be housed here, along with children's audio/visual collection materials, children's magazines, and books in other languages. The reference collection is expected to be reduced.

The children's area will be a place where children, their caregivers, and staff can explore and be creative. The facility will be planned and designed as a stimulating destination for families to spend time and which introduces children to the range of services provided by the Library.

Children's programming will include:

- Storytelling (babies, 2-3 years old, 4-5 years old, family evening)
- Author visits
- Puppet shows
- Art and crafts programs
- Tours and school visits
- Summer reading club

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Young Adult Services

Managed by the staff of the Children's Department, young adult services address the informational and social needs of young patrons in grades 8 through 12. Young adults comprise a varied group with social concerns, special areas of interest, and the simultaneous need for autonomy and guidance. These patrons require a sense of identity if they are to feel at home in this community facility. Currently, the teen collection comprises fiction and non-fiction materials, paperbacks and selected magazines, as well as A/V materials.

In the future, it is anticipated that a more identifiable teen area will be developed, with a larger collection that will include selected magazine titles, fiction and non-fiction items as well as high interest music and videos. This area will serve principally as a bridge as young adults make the transition to adulthood, with access provided to current and relevant information, programs and services.

The area should appeal to teens who are in a stage of transition in their lives and need a place in the library where they are free to learn, grow and explore new ideas in an anonymous, encouraging and responsive environment. Young adult services will include:

- The young adult collection:
  – fiction (particularly paperbacks)
  – nonfiction materials of interest to teens
  – high interest magazines
  – high interest CDs and DVDs

- The teen area should include the following key attributes:
  – a separate identity from the children's area
  – visible connection to an adjacent service point
  – area for group study and interaction
  – a welcoming, safe, responsive, and dynamic area that is attractive to young adult patrons

Reference Department

The Reference Department is central to the role of the Library as an information provider. Trained staff with professional expertise are supported by specialized resources in a variety of formats to answer a wide range of queries from the public using specialized materials in print, non-print and electronic formats. Staff may also use the non-fiction collection (see Adult Department) as a source for information. Patrons may request assistance in person, by telephone, by fax at the Lynn Valley Branch, and through the Internet.

The reference collection includes the following collections:

- current issues of non-circulating magazine titles
- pamphlets
- annual reports

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- business and legal resources focused on self-help materials
- resources focusing on medical and consumer information
- career and employment materials
- encyclopedias
- telephone books and city directories
- quick reference materials
- government publications, including citizenship guides
- various indices, including on-line magazine indices

In addition, the Library provides staff and patrons with access to the resources and assistance of the Internet. These represent resources that are major additions to the physical reference collections held by the Library.

Staff of the Reference Services department are supported by reference and reader's advisory services, within the Children's and the Adults' Services Departments.

In the future, there is expected to be a continued reliance on network-based resources. Portions of the reference print collection will be replaced both by increased use of web-based resources and the expansion of the Lynn Valley Main Library reference collection.

Adult Services Department

The Adult Services Department area accommodates the balance of the collections and public services resources not included in the reference and children's and young adult services areas. The collections include:

- Fiction
- Non-Fiction
- Paperbacks
- Mysteries
- Large Print
- Periodicals and Newspapers
- Seasonal Collections
- Speed Reads
- A/V Materials

The staff of the Adult Services Department provides programs for adult patrons including:

- Author visits
- Writers' Festival
- Library Week
- Friends of the Library

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Staff also provide readers' advisory services, general information and help to orient patrons to the use of Internet resources, as well as providing individual instruction in how to access resources. A VTec reader is provided for patrons with sight disabilities.

Fiction Collection

A substantial portion of the Adult collection consists of fiction materials with a broad recreational and cultural interest, including novels and general fiction, mysteries, fantasy and science fiction, and short stories. These materials are as varied as the range of the public's interests, abilities and backgrounds. Capilano Branch Library has developed a niche collection of mysteries, with over 2,666 hardcover and 1,406 paperbacks in the collection. Fiction materials tend to be in high demand.

In the future, the fiction collection area may include more display-type storage systems and additional public casual seating areas.

Large Print Collection

Capilano Branch Library has a significant large print collection, with almost 2,000 fiction and non-fiction volumes. The main limiting factor to growth of this collection at this time is the number of titles published. Patron accommodation is provided in association with the collection.

In the future, the large print collection is anticipated to increase somewhat, in keeping with the demands of an aging population.

Adult Learning Collections

The Adult Department includes adult learning collections in a number of formats, including print, video and audiocassette, CDs and CD ROMs.

The adult learning collections are not expected to grow considerably.

Books in Other Languages

Capilano Branch Library has a small collection of the books in other languages, including French collection material. This collection will be expanded, in keeping with changing community demographics.

Speed Reads and New Books

The Library features a modest browsing area that showcases new or current interest titles found throughout the Adult collections. Speed Reads are available for a shorter loan period.

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Due to the small size of the collection and the fact that materials tend to be in circulation, this collection may be combined with other collection areas that feature casual seating so that patrons can browse the collection, reading a page or two, prior to taking it out.

Periodicals and Newspapers

The Adult Department accommodates current and up to 1 to 2 years of back issues of magazines as well as current newspapers. Approximately 132 magazine titles are provided and 9 newspaper subscriptions. An area of casual seating is provided adjacent to the periodicals collections.

In the future, this service is expected to be maintained.

Non-Fiction Collection

The non-fiction collection forms the largest part of the adult department collection. The non-fiction collection encompasses the full spectrum of information arranged by the Dewey Decimal classification system in a continuous run. This collection consists of circulating material only and supports the library's reference resources.

In the future, this collection may receive increased support through the development of a more comprehensive non-fiction collection at the main Lynn Valley Library. Located in greater proximity to the reference collection, it will both support and be supported by that collection.

Audio-Visual Collection

The AV collection is a significant part of the Library's overall collection and is one of its most dynamic components. Current media include videos, CD books, audiocassettes and CDs, CD-ROMS and DVDs. These materials are circulating resources that require specialized devices for viewing or listening, as well as specialized shelving. The Library currently does not provide listening stations.

In the future, this collection is expected to grow rapidly in both volume and complexity to reflect both public demand and new and emerging formats. At least one additional new format, possibly MP3 or e-books, should be included in planning for the long term planning horizon. However, the size of the collections of some older formats, including audio and video cassettes, is expected to decrease or disappear altogether. The Library is likely to introduce the ability to preview some AV formats within the library.

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Support Services

Technical Services

Technical Services includes the acquisition, ordering, receiving, cataloguing and processing of collection materials. With the exception of magazines and newspapers, which are received directly at Capilano Branch Library, this is a centralized service accommodated at the Lynn Valley Main Library.

Staff of the Circulation Department at Capilano Branch currently receive and process all periodicals.

Systems and Technology

The Systems and Technology department manages the operations, maintenance and development of the information and communications technology system for the Library. This service is centralized at the Lynn Valley Main Library.

Administration

Administration for the NVDPL is located centrally at the Lynn Valley Main Library, including collection services, human resources and overall direction for the library system. Capilano Branch Library is managed by a branch manager who reports directly to the Chief Librarian. A number of community and public relations services are also provided by staff at the main library, including:

- media relations, including press releases and public service announcements
- promotion of programs
- production of brochures listing events
- development of lists of new materials
- planning, scheduling, and coordinating special events

Associated Services

Library as a Public Forum

The Library is a natural focal point of community activity and a natural public meeting place. The Library will provide expanded facilities to support literacy study, student study groups, and small group programs. It is envisioned that the library's meeting rooms will be used for library-sponsored programs as well as for programs presented or sponsored by community organizations.

Parking

Currently, 19 stalls are provided for patrons in structured parking below the building, including 2 stalls designated for patrons in wheelchairs. An additional 11 stalls are provided off the lane east of the building. Of these, 11 are primarily utilized by staff.

In the future, as there is increasing pressure due to the lack of parking in the surrounding Edgemont Village area, the number of parking stalls should be increased.

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Book Donations/Sale

Book sales are conducted on an on-going basis. These book sales provide revenue for the Library.

In the future, it is anticipated that the Library will continue to accept gifts and donations and will continue to have book sales.

Collection Profile

This section summarizes, for the purposes of planning, the projected collection size, organization and content. The planning horizon utilized is 20 years (2023).

Collection Organization

The arrangement of the collection will create logical adjacencies that connect the collection together as a whole and enhance its accessibility for the public. The collections include:

- circulating collections, including:
    - adult non-fiction collection organized in a straight Dewey run, including paperbacks
    - adult fiction collection, including:
        - mysteries
        - science fiction
        - large print books
        - new book and speed reads
        - books in other languages
        - adult learning collection
        - paperbacks
    - children's collection (all formats)
    - young adult collection
    - storage collection
    - periodicals

- non-circulating collections, including:
    - newspapers
    - new issues of periodicals
    - selected periodicals issues
    - reference materials
    - reference storage collection

Other collections will include:

- AV collection for adults, including music, audio books, video, DVDs, etc.
- AV collection for children in the children's area
- select AV titles displayed in the young adults area

Collection Size

The following assumptions for future collection sizes were developed from discussions with library staff, consideration of publishing trends, and the demands of the Capilano service area community.

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The Capilano Branch Library collection generally can be expected to reflect the changes in the NVDPL system as it moves from a system with highly decentralized collections to a more centralized collection at the Lynn Valley Main Branch.

Based on an overall population for the District of 102,500 in 2023, (see Population and Service Needs section, pp 2–8 to 2–10) and the maintenance of a rate of 3.43 items per capita for the overall system, a total collection of 351,500 volumes can be expected by the year 2023. Typical library planning guidelines place approximately 45% to 50% of a system's collection centralized in the main branch. This leaves between 176,000 and 194,000 items to be distributed between Parkgate and Capilano Branches. Assuming an even distribution between the branches, the total collection at each would be 88,000 to 97,000 items at each branch. Currently, Parkgate has just over 92,000 items, with a capacity for growth. Both branches currently surpass the lower figure and the Capilano Branch Library, with 101,000 items, surpasses the higher figure.

Specific areas of the collection will expand or contract as summarized in the following narrative and table:

1. Overall, the collection will contract by just under 5% over the next 20 years, reflecting the move to a centralized collection.

2. The adult fiction collections are projected to remain at the current size of approximately 9,800 items for fiction; 2,650 items for mysteries, 600 items for science fiction and 5,450 for paperbacks.

3. The library is expecting to increase its collection of large print materials from approximately 1,978 to 2,077 items, to meet the demands of an aging population.

4. Books in other languages collection is projected to grow significantly from its current size of 274 to 343.

5. Adult non-fiction collection will decrease by approximately 15% from 22,192 items to approximately 18,863.

6. The adult audio-visual (AV) collections now comprise videocassettes, audio and book cassettes, compact discs (including CD books), CD-ROMs and DVDs. While it is difficult to predict what new formats will replace the current technologies in this area, the collection is expected to increase by 4%, eventually reaching approximately 11,109 items from the current 10,702. The new formats may not have a space implication.

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7. The children's print collection is estimated to generally remain at its current size, with the exception of the reference collection, which will be approximately 50% of its current size.

8. The children's audio-visual collection is projected to expand from 3,347 items to approximately 4,080.

9. The main reference book collection is expected to decrease in size from its current 3,623 to 950 volumes, reflecting the increasing reliance on electronic resources and technology as well as the centralizing of the comprehensive collection resources to the main Lynn Valley Library.

10. Young Adult collection is projected to increase by 7.5% from the current level of approximately 2,612 items to 2,812, presented in a refreshing and appealing manner. Popular AV and periodicals will also be included.

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The following table summarizes existing collections and projects future collection sizes 2023.

Collection	Current 2003	Projected 2023	% Change
Adult Department			
Fiction	9,833	9,833	*0.0%*
Mysteries	2,666	2,666	*0.0%*
Science Fiction	617	617	*0.0%*
Large Print	1,978	2,077	*5.0%*
Adult Learning Items	796	995	*25.0%*
Books in Other Languages	274	343	*25.0%*
New Books/Speed Reads	908	1,090	*20.0%*
Oversized Books	3,386	3,386	*0.0%*
Paperbacks	5,462	5,462	*0.0%*
Non-fiction	22,192	18,863	*-15.0%*
Periodicals/Newspapers	3,080	3,142	*2.0%*
Miscellaneous (Christmas/ILL)	45	46	*2.0%*
Teachers' Kits	269	269	*0.0%*
Audio Visual Media	10,702	11,109	*3.8%*
Subtotal	62,208	59,897	*-3.7%*
Children's			
Primary/Juvenile Fiction	4,189	4,189	*0.0%*
Board Books	594	594	*0.0%*
Juvenile Picture Books	6,111	6,111	*0.0%*
Readers	1,546	1,546	*0.0%*
Paperbacks	4,033	4,033	*0.0%*
Books in Other Languages	1,282	1,282	*0.0%*
Primary/Juvenile Non-Fiction	9,371	9,371	*0.0%*
Seasonal Collection	877	877	*0.0%*
Special Collection	1	1	*0.0%*
Reference	737	369	*-50.0%*
Magazine Subscriptions	177	186	*5.0%*
Pamphlets	28	-	*NA*
Parent Teacher	218	218	*0.0%*
Audio Visual Media	3,347	4,080	*21.9%*
Subtotal	32,511	32,856	*1.1%*
Reference Services			
Reference Books	3,623	950	*-73.8%*
Storage	7	-	*-100.0%*
Periodicals	19	19	*0.0%*
Pamphlets	594	267	*-55.0%*
Maps	NA	NA	*NA*
Subtotal	4,243	1,236	*-70.9%*
Young Adult			
Fiction	834	917	*10.0%*
Paperbacks	1,037	1,141	*10.0%*
Non-Fiction	328	344	*5.0%*
Magazine Subscriptions	152	160	*5.0%*
Audio Visual Media	266	250	*-6.0%*
Subtotal	2,617	2,812	*7.5%*
Total	101,579	96,801	*-4.7%*
Overall Growth From 2003			*-4.7%*

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Patron and Staff Accommodation

Patron Accommodation

The quality of the public space is as critical as the quality of the collection. A variety of public seating and workspaces is necessary to enable maximum access to and use of the collection. Capilano Library currently has a meeting room for library programs and general public use. In addition, casual seating, group study tables, specialty equipment, and computer workstations which access on-line services such as the library catalogue, electronic databases, and the Internet are provided.

In the future, a comprehensive range of public accommodation will continue to be provided, organized into a mix of clusters and decentralized stations that are located adjacent to the appropriate collections and service points, as follows:

- multi-station, self-service general information/orientation area, including On-line Public Access Catalogues (OPACs)
- a photocopier
- PCs capable of supporting Internet access and printing
- viewing and listening stations
- group study and program spaces
- individual carrels and study tables, including spaces wired for network access and PC use
- individual casual seating
- large and small meeting rooms
- Informal seating at entrance, with public telephones and vending machines

All areas require convenient access to public washrooms.

For a summary of existing patron accommodation at the Library, see the Review of Existing Library section (p. 2-15).

Staff Accommodation

The quality of staff space is critically important to the overall efficiency of the library's operation and the well being of staff.

In the future, workstations for staff should be flexible and responsive to new technologies: ergonomic, glare-proof work surfaces, large size work surfaces, etc. Specialized types of staff work spaces and furnishings will be required. These must be sized, configured and engineered to be flexible and to allow for services to the public, non-public functions, the movement and storage of large quantities of print and AV materials, and the integration of technology. There will be staff workstations in both public and non-public areas of the library. Staff office areas should generally be adjacent to or contiguous with service desks for operational efficiency.

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A sophisticated and comprehensive range of staff accommodations will be required, including:

- private offices
- multipurpose workrooms with individual workstations and technical support
- main sorting and storage areas
- distributed janitorial and storage system
- delivery and receiving area
- maintenance workroom

For the purposes of planning the Library, it is assumed that overall future staff numbers will be approximately equal to current staff numbers.

For a summary of existing staff accommodation at the Library, see the Existing Collections, Staff and Accommodations section (p. 2-13).

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Capilano *Space Needs Assessment* **PHYSICAL PARAMETERS**
Branch Library *and Feasibility Study* Existing Space Utilization and Inventory

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PHYSICAL PARAMETERS

EXISTING SPACE UTILIZATION AND INVENTORY

The table below summarizes the overall building area, as well as a summary of the space allocated to the various collection, service and administrative areas on a floor-by-floor basis.

Existing Library Space Utilization

Components/Elements	Main Floor	Floor Level 2	Total Building	% of Total
Circulation Services, Building Support	2,296	592	2,888	*23.0*
Meeting Room	1,223		1,223	*9.7*
Adult Services (Excl. Non-Fiction)	3,356		3,356	*26.7*
Non-Fiction Collection	1,734		1,734	*13.8*
Children's Department		1,902	1,902	*15.2*
Young Adults	148		148	*1.2*
Reference Services		1,301	1,301	*10.4*
Total Functional Area[10]	8,757	3,795	12,552	*100*
Gross Floor Area[11]	10,835	5,170	16,005	

The current building configuration has a number of problems:

- The long and narrow configuration results in an inefficient floor plan as a significant portion of the building is needed for the corridor that is required to access major collection areas and the meeting room.

- The staircase and elevator to access the second floor are not obvious; patrons have commented that they did not know the 2nd floor existed.

- The Children's Department is remote from the entrance and requires caregivers with strollers to use the elevator.

- The Children's Department, which attracts patrons who can generate a significant amount of noise, is located directly adjacent to the quiet reading room and reference area.

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[10] Total Functional Area is the area that can be assigned to a given function, including internal circulation, partitions internal to the functional area, etc.

[11] Gross Floor Area is the area measured from outside wall to outside wall, including general circulation connecting various functions, partitions between functional areas, mechanical rooms, stairwells, etc.

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Existing Space Utilization and Inventory

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Existing Space Inventory

Main Floor Level

Component	Approximate Area (CGSF)
Circulation Department / Building Support	2,296
Public Meeting Room	1,223
Adult Services	3,356
Children's Department	-
Young Adults	148
Non-Fiction Collection	1,734
Total Area, L1 (CGSF)	8,757
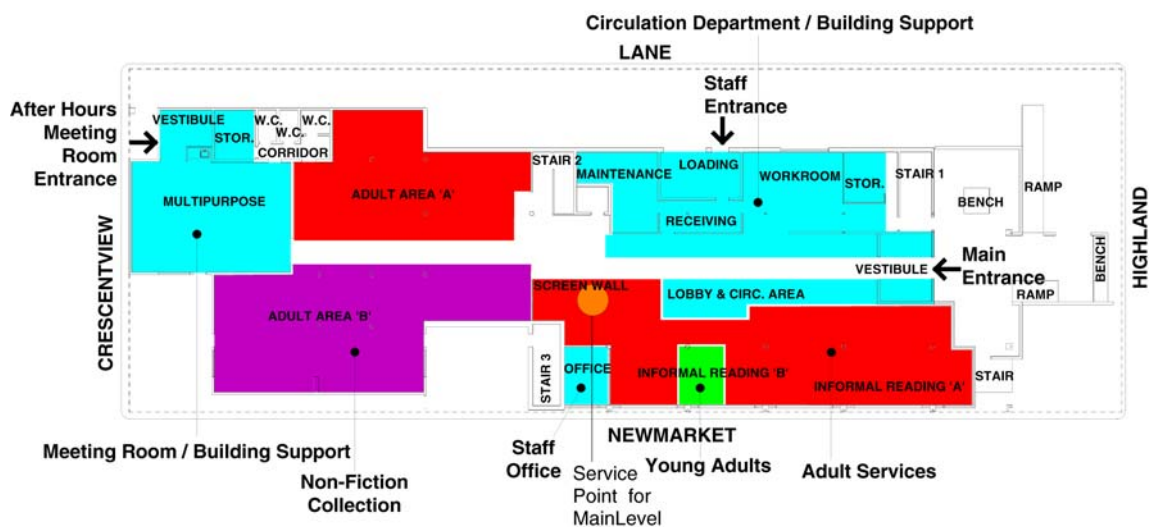
Main Level
Capilano Library

KEY

1 Entrance, Circulation Services and Public Meeting Room
2 Popular Library
3 Children's Department
4 Young Adults
5 Non-Fiction & Reference Services
● Service Point

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Existing Space Utilization and Inventory

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Floor Level 2

Component	Approximate Area (CGSF)
Staff Amenities and Building Support	592
Adult Services	-
Children's Department	1,902
Young Adults	-
Reference Services	1,301
Total Area, L2 (CGSF)	3,795
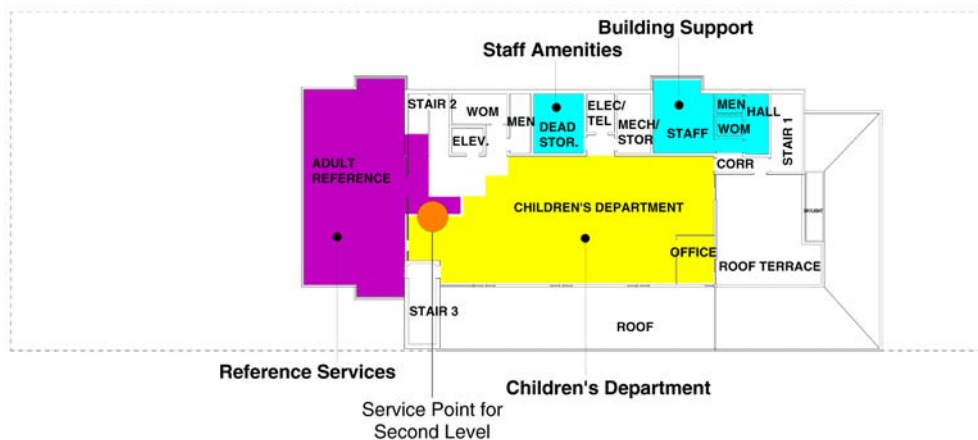
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Existing Space Utilization and Inventory

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PHYSICAL PARAMETERS
Comparison With Benchmark Libraries

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COMPARISON WITH BENCHMARK LIBRARIES

The following table compares the library facility area provided by selected city library systems in Canada. Each system serves a population of between 40,000 (BC only) and 100,000.

Comparison of Selected Municipal Library Systems
Serving Populations from 40,000 to 100,000s

Library	Population	Number of Branches	Area Per Capita
Prince George Public Library	94,624	2	0.32
Pickering Public Library	92,300	5	0.40
North Vancouver District	**87,137**	**3**	**0.57**
Brantford Public Library	86,417	2	0.57
Ajax Public Library	78,000	4	0.52
Newmarket Public Library	70,000	1	0.51
New Westminster Public Library	54,207	1	0.76
Average - Cohort	80,384	2.6	0.54

Local Comparators

North Vancouver City Public Library	45,291	1	0.30
West Vancouver Public Library	44,355	1	1.28

Source: British Columbia Public Libraries Statistics 2001 & Council of Administrators of Large Urban Public Libraries 2002.

Review of this information indicates the following:

- The North Vancouver District Public Library system is above the average for the cohort group but substantially below some of its BC counterparts, including New Westminster Public Library and West Vancouver Public Library.

  Of note is that both the City of North Vancouver and the District of North Vancouver have building initiatives planned which will increase the area per capita for their library systems. Recent studies have recommended 150% more space for the City of North Vancouver's library building and 110% more space for the District of North Vancouver's main library building.

- While the North Vancouver Districts Public Library's area per capita is slightly higher than the average of the cohort systems, utilization in terms of circulation, holdings per capita and staffing is substantially higher than the cohort average. Again, the configuration of the existing building results in less usable space, at least for Capilano Branch Library, than the area would otherwise indicate.

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Comparison With Benchmark Libraries

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PHYSICAL PARAMETERS
Gross Space Requirements

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GROSS SPACE REQUIREMENTS

For context and to provide some overall guidance of space requirements for this project, two alternate approaches have been taken to identify an overall project area: a review of three library planning standards and a review of the outcomes of the comprehensive branch study conducted by the Vancouver Public Library. Note that the current library size is approximately 16,000 gross square feet.

Standards

Summary

While there are no standards that have been developed that apply solely to library branches, the following preliminary gross space requirements calculations have been undertaken. It must be noted that they relate more closely to main branch libraries, which have increased staff area requirements to accommodate technical services and administration. These calculations are formula-based and utilize library planning standards and/or known input measures identified in previous sections for the primary functions of collections, patron accommodation and staff accommodation.

It should be emphasized that the different formulae and standards generate preliminary approximations only, and do not necessarily account for recent library planning trends and the unique features of a library such as collection emphasis, public amenities, etc.). In addition, the wide range in space grossing factors that result from different designs cannot be reflected accurately in formula-based calculations. The current layout of Capilano Branch Library is inefficient and results in a higher grossing factor.

The methods of calculating collection, patron and staff functional areas for the Library result in a range of gross area totals for the targeted planning horizon. These have been summarized in the table below. As note above, because they apply primarily to a main branch, all are likely higher than required for a branch library.

Summary of Gross Space Requirements Using Various Methodologies

Year	Method 1	Method 2		Method 3	Range	
		Low	High		Low	High
2023	20,160	18,935	20,390	24,580	18,935	24,580

The programmed area for Capilano Library, developed in conjunction with staff, is 21,675 building gross square feet. See Space Requirements (2023) on p. 3-5, for summary.

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Calculations

For the purposes of comparison only, three methods have been used to generate preliminary space approximations. Key inputs into the formulae include library service population, collection size, and circulation. Note that these apply largely to main libraries, which also accommodate centralized administration, technical service and systems functions.

Method 1 – Gross Square Feet Per Capita

A gross square feet per capita standard has been developed from an analysis of constructed libraries throughout North America. The standard, which is mainly applicable to main libraries, is sensitive to service population and ranges from 0.45 square feet per capita for libraries with a service population of more than 200,000 to 0.6 square feet per capital for libraries with a service population of less than 100,000, as indicated in the table below:

Gross Area Per Capita For Various Service Populations

Service Population	Gross Area per Capita (ft^2)
Under 100,000	0.6
100,000 to 150,000	0.55
150,000 to 200,000	0.5
Over 200,000	0.45

The service population for Capilano Branch Library is based on the previously identified population projections, which projects a service population of 33,600 in the year 2023. (See pp. 2-9 and 2-10)

The following general formula is used to approximate the overall size of a library:

Gross space required = projected service population x standard ft^2 per capita

The following table provides gross area estimates based on this formula for the Capilano Branch Library for the 2003 planning horizon:

Preliminary Calculation of Space Needs Based on Method 1 – Gross Area Per Capita

	2003	2023
Population – Capilano Library Catchment Area	30,106	33,600
Area Per Capita	0.6	0.6
Gross Area	18,065	20,160

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PHYSICAL PARAMETERS
Gross Space Requirements

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Method 2 – Functional Element

Calculating the space requirements for each of collections and patron and staff accommodation can generate a total gross building area, as follows:

A. Collection - Space for collections, without identifying different collection formats and their respective needs, is based on an approximate standard of 12 vols. per ft^2, as follows:

    Number of volumes ÷ 12 vols. per ft^2 = Area required for collections.

B. Patron Accommodation - patron seating requirements are calculated using a per capita formula of 3 – 3.25 seats per 1,000, for service populations up to 100,000.

    Service population ÷ 1,000 x 3 (or 3.25) = Number of seats.

    This figure includes individual seats for adults and children at carrels, tables, equipment stations, group study and informal seating, etc. Space for patron seats is estimated at 30 square feet per seat, as follows:

    Number of seats x 30 ft^2 = Area required for patron accommodation.

C. Staff Accommodation and Service Area - space for library staff and service areas is determined by taking 25% of the total collection and patron accommodation space, as follows:

    25% x (Area for collections + Area for patron accommodation) = Area required for staff accommodation.

    Additional service space for programs and meeting areas is estimated at 5% of the total functional area, as follows:

    5% x (Area for collections + patron accommodation + staff/service) = Area for services.

D. Total Library Area - total area includes space allocations for the three functional elements, and space for non-assignable functions such as washrooms, corridors, walls, stairwells, escalators/elevators, mechanical and electrical/ communication rooms, etc. A range of 30% to 40% reflects the various net to gross factors that could reasonably expected in design:

    30% to 40% x (Area for collections + patron accommodation + staff accommodation + service area) = Total Library Area.

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Gross Space Requirements

2 PLANNING PARAMETERS

The following table provides estimates of area requirements for the Capilano Branch Library based on the Method 2 functional area standards for 2023.

Preliminary Calculation of Space Needs Based on Method 2 – Functional Element

	2023
A – Collection	
Collection Size	96,800
Volumes per Sq. Ft.	12
Collection Area	8,067
B – Patron Accommodation	
Population – Service Area	33,600
Seats per 1,000	3.00
Seats	101
Area per Seat	30
Patron Accommodation Area	3,030
C – Staff Accommodation and Service Area	
Staff Accommodation	
Collection Area	8,067
Patron Accommodation Area	3,030
Total of A and B	11,097
Staff Accommodation (25% of A and B)	2,774
Service Area	
Total of A, B and Staff Accommodation	18,871
Service Area (5% of A, B and C)	694
D – Total Library Area	
Total Net Space	14,565
Low End Gross Up – 30% of Total Net Space	4,370
High End Gross Up – 40% of Total Net Space	5,825
Building Gross – Low End	18,935
Building Gross – High End	20,390

Method 3 – Wheeler/Githen Formula

A formula for calculating the area of main library buildings was developed by J. H. Wheeler and A. M. Githen in 1941, and revised by them in 1958. A further adjustment was made by Canadian jurisdictions in the 1970s to reflect the increase of in-library use of collections for reference purposes. This formula assumes that total main library area is determined by collections, patron accommodation and annual circulation of library materials, as follows:

V = Existing or projected collection size
S = Seats for readers at 1.25 seats per 1,000 projected population, excluding auditoria and meeting rooms
C = Annual circulation for the entire library system for the most recent year.

(V ÷ 10) + (50 x S) + (C ÷ 35) = Total Main Library Gross Area.

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Oddly, this method does not account for projected increases in circulation. Applied to the Capilano Branch Library, this formula generates the following area requirements:

Preliminary Calculation of Space Needs Based on Method 3 – Wheeler/ Githen Formula

	2023
V – Existing or Projected Collection Size	96,800
Collection Area (Collection ÷ 10)	9,680
S – Seats	
Service Population	33,600
Seats (Population ÷ 1,000 X 1.25)	42
Area Per Seat	50
Seating Area	2,100
C – Existing Circulation	448,000
Circulation per Sq. Ft.	35
Circulation Area	12,800
Gross Area	24,580

Vancouver Public Library Branch Model

Vancouver Public Library has developed branch prototype programs for their area, community and neighbourhood branches, which serve different populations with different levels of services, including collection sizes, and meeting room and patron accommodation. The factors and outcomes are summarized in the table below:

Factor	Area	Community	Neighbourhood
Population Served	35,000	20,000-30,000	15,000-20,000
Primary Catchment	¾ to 1 mile	¾ to 1 mile	¾ to 1 mile
Secondary Catchment	1 to 4 miles	-	-
Collection (Items)	80,000	60,000	26,250
Reference Collection (Volumes)	1,600	950	400
Seating	132	85	28
Multipurpose Room	80	50	25
Staffing (FTE)	14	9	4.5
Branch Size (BGSF)	20,000	12,000	6,000

Capilano Branch Library falls most closely into the Area Branch model as far as population served and catchment. A building gross area of 20,000 square feet is identified, which falls within, but at the lower end of, the range provided by the standards.

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LIBRARY SPACE STANDARDS

This section presents the standards used to calculate areas for collection space and patron and staff workstations. The standards indicated are net area requirements and include the area of the item or unit plus the adjacent space required for access or use.

Collection Standards

Collection shelving units are assumed to be three feet wide, with three, five, six or seven shelves per unit. Depending on the collection type, each shelf has a capacity ranging from eighteen volumes (for reference material) to fifty volumes (for material in the children's collection) including an allowance of 15% for sorting. As the majority of shelving units will be double-sided, circulation space is assumed to be one-half the aisle width, with a small additional factor included to allow for increased spacing at every fifth shelving unit. Currently, aisle widths at Capilano Library range from 42 inches to as much as 61 inches. For the purpose of planning, a range of aisle widths will be assumed, from the typical standard of 42 inches to 54 inches. Cross aisle circulation will be included in the component net-to-gross factor.

One-half aisle width for circulation

3 ft   1 ft
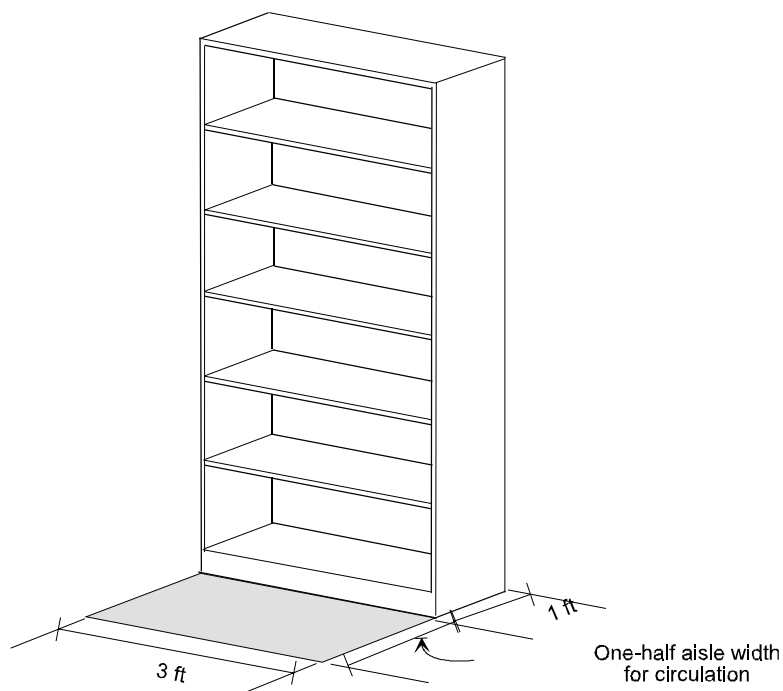
Where both high and low shelves will be used to accommodate a collection, the ratio of high to low shelving units is listed along with the resulting number of volumes per net square foot (Vol./NSF).

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PHYSICAL PARAMETERS
Library Space Standards

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Patron and Staff Accommodation Standards

The standards indicated in the table below for patron and staff workstations, technology and communications devices, and seating are the net requirements and consist of the area of the workstation, seating area or device, plus the circulation space required for access or use. Note that casual seating includes an associated side table.

Patron Workstation/Seating Standards

Space Type	Approximate Size with Circulation		Total Unit plus Circulation
	Width (ft)	Depth (ft)	(~NSF)
Patron Workstations/Accommodation			
Casual Seat with Side Table	5.5	6.0	33
Study Carrel	5.0	6.0	30
Table - Workstation at Individual or Group	5.5	6.0	33
Photocopier	8.0	6.5	52
Facsimile Machine	5.0	6.5	32
OPAC - Standing Station	3.0	6.0	18
OPAC	5.0	6.0	30
Computer Station with Associated Printer	6.0	6.0	36
Wheelchair Accessible Computer Station	6.0	7.0	42
Self-Checkout Station	6.5	7.0	45
Staff Workstations/Accommodation			
Aides/Volunteers Workstation	5.0	7.0	35
Basic Staff Workstation	7.0	7.0	49
Supervisors Office	10.0	12.0	120

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FINANCIAL PARAMETERS

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FINANCIAL PARAMETERS

Capital Costs

No limitations have been imposed on the project's construction costs at this time. As a result, capital costs will be based on the information developed in the Physical Plan and Program Brief which is, in turn, based on the future role and scope of services and functional requirements outlined in this Planning Parameters section. Key criteria in the development of the Program Brief will include identifying opportunities to reasonably share space wherever possible.

Operating Costs

No future operating cost limitations have been imposed on the project. It is anticipated that planning should assume that there will be no increases in staff in the future, other than to increase hours of operation.

Programming should endeavor to maximize flexibility, minimize duplication of facilities, look for opportunities to share facilities where appropriate, and highlight general building planning criteria that will support long-term operational effectiveness.

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INTRODUCTION

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INTRODUCTION

Planning Parameters

↓

Program Brief

↓

Physical Plan
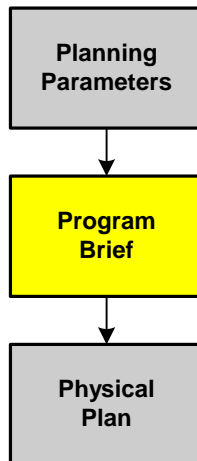
This section describes the space and functional requirements required to support the potential role of the Capilano Branch Library documented in the preceding Project Parameters section. Program Brief information will be used as the basis for physical planning scenarios 2 and 3, which is documented in the next section.

This section includes the following subsections:

- this Introduction;

- a Summary that includes the functional structure and summaries of patron accommodation and space requirements to 2023;

- the Component Planning Criteria that includes, for each component in the year 2023, a brief functional description, affinity criteria and a detailed space list.

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SUMMARY
Functional Structure

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SUMMARY

FUNCTIONAL STRUCTURE

The basic 'building block" for physically organizing facility projects and project information is the functional component. A functional component can be defined as a grouping of activities and assigned spaces that are physically related by their common mission to satisfy a specific group of functions or operations. A functional component may or may not be synonymous with a department since the term "department" usually refers to an organization's administrative organization and not its physical or functional organization.

The functional structure for library services is organized into the 5 functional components described below.

1   Entrance, Circulation Services and Public Meeting Room

This component includes the "front door" patron services required for lending library materials and patron administrative services, along with staff work and amenity areas, and building support services. It also includes, as a "front door" function, a multipurpose meeting room that can be used after hours.

2   Popular Library

This component acts as the "living room" of the library and accommodates the adult fiction collection, current periodicals, large print, audio-visual books in other languages, as well as the patron areas to support access of the collection.

3   Children's Library

This component accommodates the collection resources and study, learning and program environments for children up to twelve years of age. In addition, it provides parents and those involved in child development with access to collection resources and reference services.

4   Young Adults

This component accommodates the base for young adult patrons and includes collections and study and learning space. The Young Adults component provides an initial connecting point with the Library and a bridge to the balance of the Library's resources.

5   Non-Fiction and Reference Services

This component accommodates the "study" functions, including the non-fiction and reference collections and the patron resources required to access print, non-print and electronic reference materials. It also includes a quiet reading room for patrons.

Capilano Branch Library   *Space Needs Assessment and Feasibility Study*   **SUMMARY**
Patron Accommodation Requirements (2023)

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PATRON ACCOMMODATION REQUIREMENTS (2023)

By Component

Components	Existing Stations	Proposed Stations (2023)
1 Entrance, Circulation Services and Public Meeting Room	46	59
2 Popular Library	34	49
3 Children's Library	20	85
4 Young Adults	2	10
5 Non-Fiction and Reference Services	27	36
Total Patron Accommodation	**129**	**239**

By Type

Accommodation Type	Existing Stations	Proposed Stations (2023)
Online Public Access Catalogue/PC	11	19
Specialized Equipment[1]	1	6
Photocopier/Printer Station	2	3
Group Meeting Room	45	102
Group Table		38
Single Table	53	26
Study Carrel		4
Casual Seating	17	41
Total Patron Accommodation	**129**	**239**

---

[1] *Includes listening and viewing stations, Optelec.*

SPACE REQUIREMENTS (2023)

Components	Existing Component Gross Area (CGSF)	Net Area (Square Feet)	Estimated Component Grossing Factor [2]	Component Gross Area (Square Feet)
1 Entrance, Circulation Services and Public Meeting Room	4,111	4,140	1.15	4,760
2 Popular Library	3,356	3,980	1.20	4,775
3 Children's Library	1,902	4,200	1.20	5,040
4 Young Adults	148	635	1.15	730
5 Non-Fiction and Reference Services	3,035	3,100	1.15	3,565
Component Totals	12,552	16,055		18,870
Unassigned Building Area (factor of 1.15) [3]				2,805
TOTAL GROSS BUILDING AREA [4]	16,005			**21,675**

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[2] *Includes allowance for component circulation, interior partitions.*

[3] *Includes mechanical and electrical service areas, major circulation, exterior walls, etc.*

[4] *Includes an approximate 1.35 component <u>net</u> to building gross ratio (i.e., component gross, plus building gross factor).*

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SUMMARY
Space Requirements (2023)

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COMPONENT PLANNING CRITERIA
Introduction

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COMPONENT PLANNING CRITERIA

INTRODUCTION

Master Program information is presented for each component under the following headings:

FUNCTIONAL DESCRIPTION provides information on the general services or operations of the component in a format which identifies, in point form, the functions and activities which take place within the component space as well as related activities which take place outside the component

AFFINITY CRITERIA lists the component's required adjacencies of up to five priorities. High priority adjacencies are described as requiring <u>direct</u> access while lower priorities require <u>convenient</u> access. Due to the nature of the library facility, with its large blocks of space and relatively few components, it is assumed that most components will be in convenient reach of all others.

SPACE REQUIREMENTS indicates the number of rooms or spaces (units), the net square feet (nsf) per unit, the total square feet for each space type, and any explanatory or supplementary remarks. A reference number is provided to reference the spaces in the future.

Net area estimates for all collection space includes circulation space adjacent to shelving or other types of storage units. Estimates for staff workstations similarly include allowances for circulation adjacent to the workstation.

Space requirements are totalled as Component Net Square Feet (CGSF). A grossing factor is applied to this total to arrive at an estimated Component Gross Area, which includes additional circulation, minor mechanical space and space occupied by internal partitions. Component grossing factors differ according to the complexity of the space and the number of partitions and circulation paths anticipated. The relatively low ratios in most components reflect the fact that much of the facility will involve large open spaces.

A Building Gross factor must be applied to the total of the estimated Component Gross Areas for all the components in the building. This factor includes allowances for major building circulation systems and corridors/aisles, electrical and mechanical spaces, general washrooms, and shared space such as elevator lobbies. This factor produces the final Building Gross Area (see Summary).

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COMPONENT PLANNING CRITERIA
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1 ENTRANCE, CIRCULATION SERVICES
AND PUBLIC MEETING ROOM

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FUNCTIONAL DESCRIPTION

This component includes the public library entrance, Circulation Services' service desk and staff areas, as well as public meeting space. Circulation Services is the main administrative link between patrons and the North Vancouver District Public Library System.

Activities taking place in this component include:

Entrance/Exit and Check-In/Check-Out Service Area

- main public entry to and exit from the library via controlled entry and exit gates, possibly including pay phone and vending machines
- lost and found service
- library foyer area, including public elevators and stairways
- patron movement to other public service components
- general display, including public notices, pamphlets, free materials, etc.
- library directory, illustrating building layout and services
- marshaling of patrons for building tours
- drop-off of materials at internal and external drops
- check-out functions, including:
    - staff check-out and de-sensitizing of materials
    - self-check-out of materials
    - storage and processing of holds
    - self-retrieval of holds
- patron queuing
- other staffed functions, including:
    - patron registration
    - payment of fines
    - answering of inquiries, and
    - in-person renewals
- display of sale items
- photocopying of materials
- printing of materials
- temporary holding of items going to other library areas
- receiving of book gift materials

Public Forum
- public meetings, lectures, presentations, seminars, exhibits, etc.
- group and individual study (between scheduled activities)
- library programs area
- refreshments may be offered to support activities
- storage of furniture and equipment that is required to support activities

Staff Work Area
- inspection, check-in, re-sensitizing and sorting of materials
- temporary storage of collection materials and mends on booktrucks and shelves

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1 ENTRANCE, CIRCULATION SERVICES
AND PUBLIC MEETING ROOM

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- temporary holding of book gift materials
- parking of empty booktrucks and booktrucks filled with sorted materials
- switchboard services
- administrative activities for services and resources in this and the non-fiction and reference library components in enclosed office and open workstation environments
- staff workroom activities, including the minor repair of materials and containers
- processing of new books and periodicals
- cleaning audio-visual materials
- administration and implementation of Inter-Library Loan Services, Home Library Services and the audio-visual collection
- staff access of closed collection materials
- storage of library and community information materials, such as bus schedules
- washrooms (included in building net to gross)
- storage of personal belongings in lockers
- display of staff bulletins and schedules
- temporary storage of mail

Support Area
- storage of supplies
- maintenance activities
- storage of intra- and inter-system materials

Related activities taking place outside this component include:

- exterior book and AV materials drop-off adjacent to the library entrance
- information requests requiring the services of a reference librarian may be referred to components 2 Popular Library and 3 Children's Library or component 5 Non-Fiction and Reference Services, as appropriate
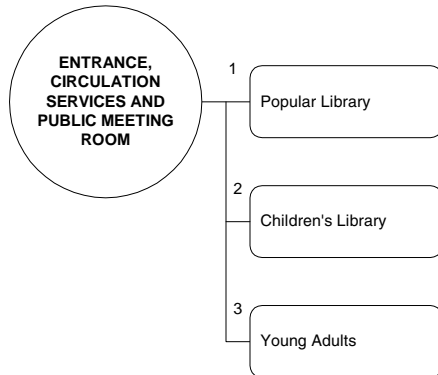
Capilano   *Space Needs Assessment*   **1 ENTRANCE, CIRCULATION SERVICES**
Branch Library   *and Feasibility Study*   **AND PUBLIC MEETING ROOM**

3 PROGRAM BRIEF

AFFINITY CRITERIA

ENTRANCE,
CIRCULATION
SERVICES AND
PUBLIC MEETING
ROOM

1   Popular Library

2   Children's Library

3   Young Adults

1   Provide <u>convenient</u> access to the Popular Library for the movement of patrons.

2   Provide <u>convenient</u> access to the Children's Library for the movement of young patrons and their caregivers.

3   Provide <u>convenient</u> access to Young Adults for the movement of patrons.

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**1 ENTRANCE, CIRCULATION SERVICES
AND PUBLIC MEETING ROOM**

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Space Requirements

Ref	Space	Area Requirements units	nsf/unit	nsf	Remarks
	Entrance/Exit and Check-In/Check-Out Service Area				
01	Library Lobby Allowance	1		200	Incl. vestibule, security gates, building directory & display, public notices, (incl. telephone and vending machines in vestibule)
02	Patron Queuing Area	1		50	10 waiting spaces
03	Patron Self-Sort Book/AV Materials Return/Drop Area	1		80	Incl. separate book & AV materials drops (4)
04	Check-In/Check-Out and Membership Services Desk	1		225	Incl. continuous desk surface; 3 stations, each unit w/ PC, security equipment pieces, receipt printer, supplies & handout storage; shared debit-card machine
05	Cash Register	1		40	
06	Bin Storage (InterLINK)	1		30	Accommodates 20 bins
07	Sorting Area	1		65	Accommodates 12 booktrucks
08	Supply Closet	1		10	
09	Holds Storage	1		50	Incl. 5 bays; provision for self-select should be made
10	Check-Out Station, Self-Service	1		45	
11	Printer Station	1		40	
12	Photocopier	1		40	
	Subtotal			875	
	Public Forum				
13	Vestibule/Lobby Area	1		210	6 casual seats

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**1 ENTRANCE, CIRCULATION SERVICES
AND PUBLIC MEETING ROOM**

3 PROGRAM BRIEF

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Ref	Space	Area Requirements units	nsf/unit	nsf	Remarks
14	Meeting Room	1		880	Accommodates 50 using movable chairs; incl. whiteboards, projection screen, built in audio-visual equipment (LCD & overhead projectors, sound system), rheostat controlled lighting, splash lighting on whiteboard; consideration should be given to providing sliding shelves for book sale storage
15	Refreshment Alcove	1		45	Incl. sink, outlets for microwave/ coffee maker
16	Coat Alcove	1		40	
17	Storage, Equipment/Furniture	1		140	
	Subtotal			1,195	
	Staff Work Area				
18	Sorting/Check-In Room	1		350	Incl. 3 check-in workstations, space for 16 booktrucks, perimeter shelving, book drop bins; should connect directly to both internal and external book drops
19	Workroom, Circulation Services	1		350	Incl. mending workstation, processing workstation for new books and periodicals, 2 workstations at worktables, e-mail workstation, pages' workstation, copier, printer, paper cutter, audio-visual cleaning workstation, counters around perimeter with storage above, sink, bulletin board,
20	Workroom, Librarians	1		180	Incl. workstation, worktable, 3 bays for books, filing cabinet; may be combined with Circulation Services Workroom
21	Office, Circulation Services Supervisor	1		110	Incl. desk/chair, PC, telephone, vertical filing cabinet, bookcase, 1 side chair

Capilano Branch Library   *Space Needs Assessment and Feasibility Study*   **1 ENTRANCE, CIRCULATION SERVICES AND PUBLIC MEETING ROOM**

3 PROGRAM BRIEF

(0354\program brief\1 entrance.doc)

Ref	Space	Area Requirements units	nsf/unit	nsf	Remarks
22	Office, Branch Manager	1		120	Incl. desk/chair, PC, telephone, vertical filing cabinet, 2 bookcases, room for booktruck, 1 – 2 side chairs
23	Secure Storage	1		120	
24	Storage, Equipment/Supplies	1		40	
25	Deliveries Staging Area	1		180	Incl. areas for temporary storage of inter-branch materials, mail sorting table
26	Staff Lounge	1		200	Incl. 4 soft chairs, counter, table and 4 chairs, sink and counter
27	Locker Area	1		35	Incl. 15 half lockers
28	Coat Closet, Staff	1		10	Incl. 3 lin. feet
29	Staff Shower	1		45	Incl. shower and ante/change room
	Subtotal			1,740	
	Support Area				
30	Janitor's Closet	1		50	Incl. floor sink, industrial shelving
31	Maintenance Workroom/ Supplies Storage	1		220	Incl. workbench, supply cabinets, industrial shelving along one wall
32	Recycling	1		60	
	Subtotal			330	
	Total			**4,140**	**Estimated gross area @ 1.15 ratio = 4,760 CGSF**

Capilano
Branch Library

Space Needs Assessment
and Feasibility Study

2 POPULAR LIBRARY

3 PROGRAM BRIEF

(0354\program brief\2.doc)

FUNCTIONAL DESCRIPTION

The Popular Library will be the living room of the community. It includes the general fiction collection, magazines and newspapers, the adult learning collection, large print collection and books in other languages collections; and adult audio/visual collections; along with the staff and patron resources to develop and support access to the collections.
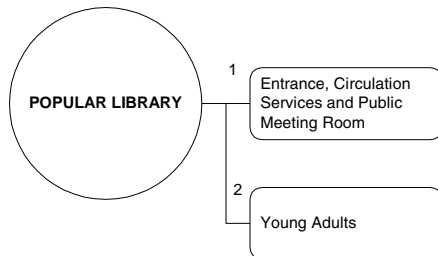
Activities taking place in this component include:

- general information and readers advisory functions
- topical displays of collection materials
- provision of a range of reference counselling and readers advisory services
- print-based and electronic research activities associated with reference questions
- storage and staff access of ready reference materials
- patron self-service and assisted access of OPACs, PCs (Internet capable) and printers, including quick internet access
- storage, display and access of the following print collections:
    - fiction collection, including specialty genres, such as mysteries, science fiction, fantasies
    - fiction paperback collection
    - large print collection
    - speed reads
    - books in other languages collection
    - adult learning collection
    - seasonal collections
- storage, display and access of the following audio-visual collections
    - music cassettes and CDs
    - books on CD
    - cassette books
    - videocassettes and DVDs
    - new audio-visual format
- pre-viewing videos and listening to music and spoken books
- patron and staff access of materials in stacks
- reading and study
- shelf checks and reshelving of collection materials by library staff

Related activities taking place outside this component include:

- staff work areas in component 1 Entrance, Circulation Services and Public Meeting Room
- information requests requiring the services of a reference librarian may be referred to component 5 Non-Fiction and Reference Services
- in-depth internet research activities in Non-Fiction and Reference Services

Capilano
Branch Library

Space Needs Assessment
and Feasibility Study

2 POPULAR LIBRARY

3 PROGRAM BRIEF

AFFINITY CRITERIA

POPULAR LIBRARY

1 — Entrance, Circulation Services and Public Meeting Room

2 — Young Adults

1   Provide <u>convenient</u> access to Entrance, Circulation Services and Public Meeting Room for the movement of patrons.

2   Provide <u>convenient</u> access to Young Adults for the movement of young patrons.

Space Requirements

Ref	Space	units	nsf/unit	nsf	Remarks
		Area Requirements			
01	Patron Service Desk	1		60	Incl. 1 workstation, central shelving for ready-reference collection (1 bay); may be combined with other service desks depending on building adjacencies
02	Booktruck Parking	1		10	2 trucks
03	Computer Stations, Clustered	1		225	Incl. 2 stand-up OPAC/PCs, 4 regular OPAC/PCs, Optelec station, 1 of which is wheelchair accessible; located adjacent to public service desk
	Quick Internet Access Stations			0	See Ref. 03 above
04	Speed Reads/New Books Display	4	15	60	Incl. 4 display bookcases
	Fiction Collection Area				
05	Fiction Collection - Regular	1		720	9,833 vols. (less 20% circulation factor), on 72 5-shelf bays, generally with the top shelf of half of the bays used for face-out display
06	Fiction Paperback Collection	1		210	2,940 vols, (less 25% circulation factor) on 7 carousels
07	Casual Seating	3	25	75	
08	Mysteries	1		200	2,666 vols. (less 20% circulation factor), on 20 5-shelf bays, generally with the top shelf of half of the bays used for face-out display
09	Mysteries Paperback Collection - Paperback	1		90	1,260 vols, (less 25% circulation factor) on 3 carousels
10	Science Fiction	1		50	617 vols., (less 20% circulation factor), on 5 5-shelf bays, generally with the top shelf of half of the bays used for face-out display

Ref	Space	Area Requirements units	nsf/unit	nsf	Remarks
11	Casual Seating	3	25	75	
12	Science Fiction Paperback Collection - Paperback	1		90	1,260 vols, (less 25% circulation factor) on 3 carousels
13	Casual Seating	2	25	50	
14	Large Print Collection	1		200	2,077 vols, (less 15% circulation factor) on 20 5-shelf bays, generally with the top shelf of half of the bays used for face-out display
15	Group Table	1		120	Accommodates 4
16	Adult Learning Collection	1		100	995 vols., (less 15% circulation factor) on 10 5-shelf bays, generally with the top shelf of half of the bays used for face-out display; consideration should be given to use of slotted shelves
17	Group Table	2	120	240	Accommodates 4 each
18	Group Meeting Room	1		120	Accommodates 4
19	Books in Other Languages Collection	1		30	343 vols. (less 15% circulation factor), on 3 5-shelf bays, generally with the top shelf of half of the bays used for face-out display
	Casual Seating			0	
	Periodicals Area				
20	Current Magazine Issues Collection	1		200	135 titles on 8 5-shelf face-out display units, with back issue storage behind
21	Newspapers Collection	1		30	10 titles on newspaper "tree" rack
22	Casual Seating	10	25	250	Incl. side table
23	Individual Table	2	45	90	Oversized for newspapers

Ref	Space	Area Requirements			Remarks
		units	nsf/unit	nsf	
	Audio-Visual Collection Area				
24	Audio Cassettes Collection	1		10	377 cassettes., (less 40% circulation factor), 9-shelf bay
25	Music CDs Collection	1		170	3,977 CDs., (less 40% circulation factor) in 14 CD display units (assumes175 CDs per unit)
26	Listening Station	2	30	60	
27	CD Book Collection	1		30	61 items, (less 15% circulation factor) on 3 bays
28	Video-Cassette Collection	1		80	1,417 cassettes (less 40% circulation factor), on 8 6-shelf bays
29	DVD Collection	1		95	2,277 DVDs (less 40% circulation factor) in 8 DVD display units (assumes 175 DVDs per unit)
30	New Format Collection	1		130	3,000 items (less 40% circulation factor) in 11 display units (assumes 175 items per unit)
31	Pre-Viewing Station	2	30	60	Stand-up station with 12 inch monitor/headphones for pre-viewing video cassettes and DVDs
32	Casual Seating	2	25	50	Incl. side table
	Total			**3,980**	**Estimated gross area @ 1.20 ratio = 4,775 CGSF**

Capilano
Branch Library

Space Needs Assessment
and Feasibility Study

2 POPULAR LIBRARY

3 PROGRAM BRIEF

(0354\program brief\2.doc)

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FUNCTIONAL DESCRIPTION

The Children's Library accommodates the collection resources and study, learning and program environments for children up to twelve years of age. In addition, it provides parents and those involved in child development with access to collection resources and reference services.

Activities taking place in this component include:

- patron orientation
- exhibits and displays, including community events materials
- group marshalling
- storage of children's personal effects
- reference services for children's and child development resources, including storage of and access to a small ready-reference collection
- educational activities at PCs with CD-ROM/DVD, multimedia and Internet capabilities
- access to the on-line catalogue system
- storage, maintenance, display and access of the following print collections:
    - picture book and board book collections
    - easy readers
    - primary and juvenile fiction collection, including hardcover and paperback collections
    - primary/juvenile non-fiction collection
    - Books in Other Languages collection
    - parenting and child development focus area collection
    - current periodicals (37 titles)
- storage, maintenance, display and access of the following non-print collections:
    - music CDs and cassettes
    - video and audio cassettes
    - DVDs
- thematic and seasonal displays of collection materials
- shelf checks and reshelving of materials by staff
- story-time and reading programs, children's theatre, puppet shows, creative play and arts/crafts activities
- administrative activities of staff in open workroom environment, including developing children's collections and programs, answering reference queries
- program support activities, including designing, developing and constructing program materials, as well as storing program materials
- collection maintenance activities, including temporary storage of materials
- storage of staff belongings in lockers
- longer term storage of materials

Capilano
Branch Library

Space Needs Assessment
and Feasibility Study

3 CHILDREN'S LIBRARY

3 PROGRAM BRIEF

(0354\program brief\3 children's library.doc)

Related activities taking place outside this component include:

- check out and check-in of materials at the Circulation Services desk in component 1 Entrance, Circulation Services and Public Meeting Room
- collection storage, display and access of teen materials and associated readers advisory services in component 4 Young Adults
- children's tours to public areas of the library

AFFINITY CRITERIA

CHILDREN'S LIBRARY

1 — Young Adults

2 — Entrance, Circulation Services and Public Meeting Room
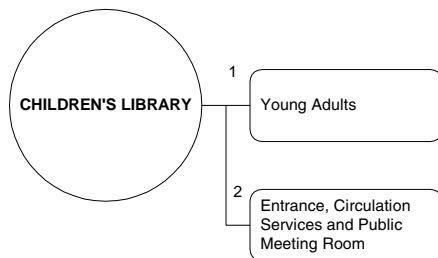
1 Provide <u>direct</u> access to Young Adults for the ease of monitoring activities in that component.

2 Provide <u>convenient</u> access to Entrance, Circulation Services and Public Meeting Room for the movement of young patrons and their caregivers who will be checking out materials.

Capilano
Branch Library

Space Needs Assessment
and Feasibility Study

3 CHILDREN'S LIBRARY

3 PROGRAM BRIEF

(0354\program brief\3 children's library.doc)

Space Requirements

Ref	Space	Area Requirements units	nsf/unit	nsf	Remarks
	Patron Service and Resource Centre				
01	Arrival and Orientation	1		40	Transitional feature such as bridge, archway
02	Display Area - Community	1		15	5 linear feet wall display
03	Mustering Area	1		120	Accommodates 30 school-aged children
04	Children's Washroom	2	80	160	Incl. changing tables
05	Service Desk	1		60	1 workstation with small worktable; may be combined with other component if correct adjacency available
06	Ready-Reference Materials	1		10	1 section
07	Booktruck Parking	1		10	Accommodates 2 booktrucks
08	Reference Collection	1		30	370 vols. on 4-shelf bays: 3 sections
09	Parent-Teacher Collection	1		20	218 vols. (less 15% circulation factor) on 2 6-shelf bays
10	Single Table	2	30	60	
11	Display Collection	1		20	5-shelf lockable display units: 2 sections
12	Computer Stations, Clustered	1		120	4 child-sized PCs, incl. 2 with CD-ROM capability & 1 adult-sized PC, printer provided if remote from component 1
	Subtotal			665	

Ref	Space	Area Requirements units	nsf/unit	nsf	Remarks
	Collections Area				*Collections should be organized from board books to picture books, to controlled vocabulary readers, to early chapter/first fiction to juvenile novels*
	Pre-School Area				
13	Magazines, Primary	1		5	3 titles on wall mounted display unit
14	Board Books	1		40	594 vols. (less 20% circulation factor) on 4 2-shelf bays
15	Juvenile Picture Books	1		200	6,111 vols. (less 40% circulation factor), on 20 3-shelf bays
16	Audio-Visual Materials	1		20	Includes 2 bays
17	Group Table	1		100	Accommodates 6 children at round table
18	Parent and Child Reading Area (Casual Seating)	1		100	Casual reading area accommodating 4 patrons
19	Bead Toys	1		10	
	Primary Area				
20	Primary Fiction Collection	1		160	Incl. 807 paperbacks, and 2,094 hardcover volumes, (less 15% circulation factor) on 16 4-shelf bays
21	Reader Collection	1		90	1,546 vols. (less 15% circulation factor) on 9 4-shelf bays
22	Audio-Visual Materials	1		20	Includes 2 bays
23	Casual Seating	4	25	100	
24	Group Study Table	1		100	Accommodates 4 children each
25	Non-Fiction Collection	1		420	9,370 vols. (less 30% circulation factor) on 42 4-shelf bays

Capilano
Branch Library

Space Needs Assessment
and Feasibility Study

3 CHILDREN'S LIBRARY

3 PROGRAM BRIEF

(0354\program brief\3 children's library.doc)

Ref	Space	Area Requirements			Remarks
		units	nsf/unit	nsf	
	Intermediate Area				
26	Juvenile Fiction Collection	1		300	Incl. 3,266 paperbacks & 2,094 volumes (less 15% circulation factor) on 30 4-shelf bays
27	Audio-Visual Materials	1		20	Includes 2 bays
28	Carrels	4	30	120	
29	Group Study Table	2	120	240	Accommodates 4 children each
30	Group Study Room	1		120	Accommodates up to 4 children
	Other Collections				
31	Books in Other Languages Collection	1		70	1,282 vols. (less 15% circulation factor) on 7 4-shelf bays
32	Reference Collection	1		50	369 vols. on 5 3-shelf bays
33	Seasonal/Display Collections	1		50	5 bays to accommodate storage and display of seasonal materials
34	Magazine Display Collection	1		40	25 titles, 5-shelf display bays, with back issue behind
35	Casual Seating	4	25	100	Associated with Magazine Display Collection
	Audio/Video Collection Area				
36	Video Cassettes	1		30	500 items, (less 40% circulation factor) on 3 6-shelf bays
37	DVD Collection	1		60	1,200 items (less 40% circulation factor) on 5 cabinets, each accommodating up to 175 DVDs
38	Music CD Collection	1		35	633 items (less 40% circulation factor) on 3 cabinets, each accommodating up to 175 CDs
39	Kits	1		20	2 bays
40	Book CD Collection	1		10	32 items (less 15% circulation factor) on 1 bay

Capilano
Branch Library

Space Needs Assessment
and Feasibility Study

3 CHILDREN'S LIBRARY

3 PROGRAM BRIEF

(0354\program brief\3 children's library.doc)

Ref	Space	Area Requirements units	nsf/unit	nsf	Remarks
41	Audio Cassette Collection	1		30	415 items (less 40% circulation factor) on 1 9-shelf bay
42	New Format	1		20	1,300 items (less 40% circulation factor) on 5 cabinets each of which accommodate 175 items (assumed same size as CDs/DVDs)
43	Program Room (Group Meeting)	1		400	Accommodates 40 children; carpet, puppet stage, sink (may be used as general meeting room)
44	Coats	1		45	Accommodates 30 coats on hooks
45	Storage, Furniture	1		120	For displays, furniture, program materials
	Subtotal			3,245	
	Staff Work Area				
46	Workroom	1		280	Incl. 1 workstation, worktable, 4 bays for discards and seasonal collection materials, booktruck parking area, 2 vertical filing cabinets, 1 bay for books in process, sink, fax/photocopier, printer, storage cupboard, map drawer
47	Locker Area	1		10	Incl. 4 half-lockers
	Subtotal			290	
	Total			**4,200**	**Estimated gross area @ 1.20 ratio = 5,040 CGSF**

Capilano
Branch Library

Space Needs Assessment
and Feasibility Study

4 YOUNG ADULTS

3 PROGRAM BRIEF

(0354\program brief\4 young adults.doc)

FUNCTIONAL DESCRIPTION

This component accommodates the base for teen patrons and includes a collection area along with reading and study and socializing space. Young Adults provides a bridge for young patrons so that they continue to utilize the services and resources of the library as they make the transition between children's services and adult services.
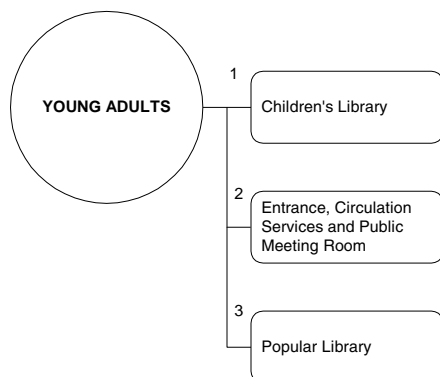
Activities taking place in this component include:

- exhibits and displays
- storage, maintenance, display of and access to the following collection materials:
  - teens' (grade 7 through 12) fiction and non-fiction, paperbacks and graphic novels
  - current (up to 1 year) teen magazines and possibly school newspapers
  - selected audio visual materials
- browsing, reading and socializing
- computer access
- meetings and group study
- shelf checks and reshelving of collection materials by library staff

Related activities taking place outside this component include:

- access of additional teen and adult non-fiction material in component 5 Non-Fiction and Reference Services
- monitoring of patron activities by staff located in component 3 Children's Library

AFFINITY CRITERIA

YOUNG ADULTS

1 Children's Library

2 Entrance, Circulation Services and Public Meeting Room

3 Popular Library

1 Provide <u>direct</u> access from the Children's Library for the movement of staff.

2 Provide <u>convenient</u> access from Entrance, Circulating Services and Public Meeting Room for the movement of library patrons from the library entrance.

3 Provide <u>convenient</u> access to the Popular Library for the movement of library patrons who will also use the collections found there.

Space Requirements

Ref	Space	Area Requirements units	nsf/unit	nsf	Remarks
01	Arrival and Orientation	1		25	Consideration should be given to neon signage
02	Display Area/Bulletin Board	1		15	
03	Graphic Novels Collection	1		40	Accommodates 75 graphic novels (less 40% circulation factor) on 4 5-shelf bays
04	Information Display	1		15	Incl. handouts
05	Current Magazines	1		100	Incl. 200 titles on display shelving@ 20 titles per bay, with back issues access from other side
06	Computer Station	1		40	Additional space for groups of 2 – 3 to use computer
07	Casual Seating Area	1		90	Incl. 3 comfortable chairs
08	Study Table	2	30	60	
09	Small Study Room	1		120	Accommodates 4; glazed for ease of monitoring; should be placed so that can be used by others during lulls in YA activity
10	Young Adult Collection – Fiction/Non-Fiction/Paperbacks	1		100	Incl. 2,327 vols. (less 25% circulation factor for fiction and non-fiction and 30% circulation factor for paperbacks), on 10 5-shelf bays
11	DVD/New Format/Stories on CD Collections	1		30	Accommodates up to 250 items on 2 units
	Staff Work Room			0	See component 3 Children's Library
	Total			**635**	**Estimated gross area @ 1.15 ratio = 730 CGSF**

Capilano
Branch Library

Space Needs Assessment
and Feasibility Study

5 NON-FICTION AND REFERENCE SERVICES

3 PROGRAM BRIEF

(0354\program brief\5 non-fiction & ref.doc)

FUNCTIONAL DESCRIPTION

This component, which serves as the community's study, accommodates the reference and non-fiction collections, including government documents, maps, pamphlets, and telephone books. It also includes the patron resources required to access print, non-print and electronic reference materials; and the staff resources required to assist patrons in locating the information they require.

Activities taking place in this component include:

Patron Service and Collection Area

- exhibits and display
- provision of a range of reference information referral services
- research activities associated with reference questions
- storage and staff access of ready-reference print collection
- patron in-depth research activities using OPACs, PCs (Internet/CD-ROM capable) and printers
- storage, maintenance, display and access of the following print collections:
    - reference collections focussed on business, local history, consumer information, medicine, telephone directories and limited government documents
    - non-fiction collection in a straight Dewey run
- patron reading and study at tables and in limited lounge seating
- shelf checks and reshelving of collection materials by library staff
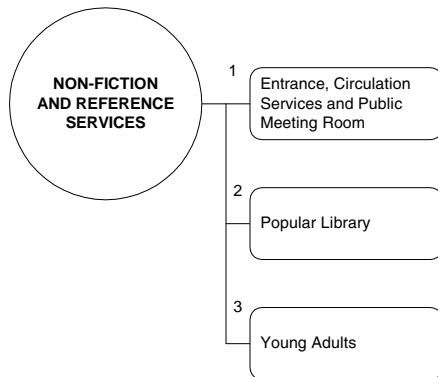
Quiet Study Area

- patron reading and study in quiet environment at tables and in limited lounge seating

Related activities taking place outside this component include:

- check-out and check-in of materials at Circulation Services
- storage and access of fiction materials and circulating magazines in the Popular Library
- staff work area included with the Popular Library

Capilano
Branch Library

Space Needs Assessment
and Feasibility Study

5 NON-FICTION AND REFERENCE SERVICES

3 PROGRAM BRIEF

(0354\program brief\5 non-fiction & ref.doc)

AFFINITY CRITERIA

```
        ┌─────────────┐
        │             │      1   ┌──────────────────────┐
        │ NON-FICTION │          │ Entrance, Circulation │
        │AND REFERENCE│──────────│ Services and Public   │
        │  SERVICES   │          │ Meeting Room          │
        │             │          └──────────────────────┘
        └─────────────┘
                           2   ┌──────────────────────┐
                               │                      │
                               │ Popular Library      │
                               └──────────────────────┘

                           3   ┌──────────────────────┐
                               │                      │
                               │ Young Adults         │
                               └──────────────────────┘
```

1   Provide <u>convenient</u> access from Entrance, Circulation Services and Public Meeting Room for the movement of library patrons & staff.

2   Provide <u>convenient</u> access from Popular Library for the movement of library patrons.

3   Provide <u>convenient</u> access from Young Adults for the movement of young library patrons.

Capilano
Branch Library

Space Needs Assessment
and Feasibility Study

5 NON-FICTION AND REFERENCE SERVICES

3 PROGRAM BRIEF

(0354\program brief\5 non-fiction & ref.doc)

Space Requirements

Ref	Space	Area Requirements units	nsf/unit	nsf	Remarks
	Patron Service and Collections Area				
01	Arrival and Orientation Area	1		25	
02	Signage Display - Permanent	1		10	Incl. 10 linear ft. for library information
03	Patron Service Desk	1		80	Incl. 1 workstation with computer, 3 bays for the ready-reference collection; may be combined with other service desks, depending on adjacencies
04	Booktruck	1		10	2 booktrucks
05	Computer Station, Clustered	1		225	Incl. 7 OPAC/PCs, 1 of which is wheelchair accessible and 2 of which are stand-up stations and which may be included in the stacks; may require printer if on other floor from main printer station
	Data Internet Station			0	See Ref. 05 above
06	Photocopier	1		40	
	Technology Room			0	
07	Reference Books	1		130	950 vols. on 13 3-shelf bays; locate adjacent to Patron Service Desk
08	Pamphlet/Map Collection	1		50	267 pamphlets in 4 vertical filing cabinets
09	Non-Fiction Collection	1		1,100	18,863 vols. (with 15% circulation factor) on 110 6-shelf bays; provide display on stack ends and face-out on selected top shelves
10	Kits Collection	1		30	3 bays
11	Over-Sized Collection	1		360	3,386 vols. (with 15% circulation factor) on 30 4-shelf bays

Capilano
Branch Library

Space Needs Assessment
and Feasibility Study

5 NON-FICTION AND REFERENCE SERVICES

3 PROGRAM BRIEF

(0354\program brief\5 non-fiction & ref.doc)

Ref	Space	Area Requirements units	nsf/unit	nsf	Remarks
12	Atlas/Dictionary Stand	2	10	20	
13	Group Table	2	120	240	
14	Single Table/Carrels	6	30	180	
	Optelec Station			0	Moved to component 2 Popular Library due to access concerns
	Subtotal			2,500	
	Quiet Study Area				
15	Reading Room	1		600	Accommodates 20; should be visible from service desk
	Subtotal			600	
	Total			**3,100**	**Estimated gross area @ 1.15 ratio = 3,565 CGSF**

4 Physical Plan

Capilano
Branch Library

Space Needs Assessment
and Feasibility Study

INTRODUCTION

4 PHYSICAL PLAN

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INTRODUCTION

Planning Parameters

↓

Program Brief

↓

Physical Plan
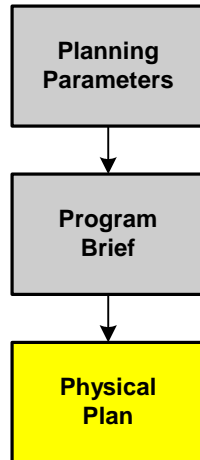
This section documents the assumptions and results of a functional modelling work session held with representatives from the North Vancouver District Public Library on March 16, 2004. The objectives of the worksession were to:

- Examine the present library building in light of upgrade requirements and space needs identified in the Program Brief;

- Identify options for organizing the components within the existing site and facility, and

- Develop site criteria to be utilized in evaluating any proposed new site.

This section is organized as follows:

- Site and Zoning Review

- Terms of Reference for Physical Planning

- Planning Scenarios and Evaluation

- Project Costs

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SITE AND ZONING REVIEW

This section identifies the relevant information about the site and facilities that informed the physical planning options.

Site Review

1. Currently, the site is zoned C-1 with a maximum site coverage of 60% and a maximum height of 40 feet (12.19 metres).

    With an overall site area of approximately 18,400 square feet (1 709 m^2) and a building site area of 10,835 square feet (1 007 m^2), current site coverage is approximately 60%.

2. There are no building setback requirements.

3. One parking stall is required for every 430 square feet (40 m^2) of building area.

    Currently, 19 stalls are provided in structured parking and 11 stalls in surface parking (excluding street front parking) for a total of 30. With a current gross building size of approximately 16,000 square feet, 37 stalls should be provided.

Facilities Review

4. Seismic issues are more extensive for the single-storey structure to the north of the site, with the installation of a roof diaphragm required, bolstering of connections of roof to structural walls, reinforcing of structural walls, and bolstering connections of floor to foundation and the upgrading of the foundation.

    Costs were estimated at $185,000 in 2001, excluding soft costs.

5. Seismic issues for the two-storey structure include additional bracing for the roof and west wall, and bolstering of the connection of the roof to the structural walls.

    Costs were estimated at $152,000 in 2001, excluding soft costs.

6. There are number of minor code issues related to current usage, as identified in *Appendix C – Code Consultant's Report*.

7. The current "bowling alley" layout of the facility results in spatial inefficiencies due to the need for a corridor that runs the entire length of the main floor, connecting the entrance with the meeting room.

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SITE AND ZONING REVIEW

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8. The location of the vertical circulation core (elevator and staircase) to the second floor is not evident from the entrance and impedes wayfinding.

9. The Children's Library is removed from the entrance and requires the use of an elevator, which is an issue as many of the patrons arrive with a stroller.

10. Current Floor Level 2 uses include the Children' Library and the reference collection/quiet study area. The collocation of these functions results in conflict due to the differing expectations around noise and activity levels.

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TERMS OF REFERENCE FOR
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TERMS OF REFERENCE FOR PHYSICAL PLANNING

The physical planning session was initiated with a discussion and confirmation of the following terms of reference:

1. Physical planning will be based on the most recent Program Brief documentation, which has determined the Library's space requirements to 2023.

2. Physical planning will assume no expansion to the existing Library building envelope in Scenario 1, expansion of facilities in line with site zoning in Scenario 2, and no site or building envelope restrictions in Scenario 3.

3. As all 2023 programmed areas cannot be accommodated within the existing facility, physical planning for Scenario 1 will be based on the existing component areas.

4. Planning will attempt to limit the scope of renovation while achieving the required affinities and functional relationships.

5. While no fixes have been identified, the elevators and stairways will be retained to the extent possible in Scenarios 1 and 2.

6. Physical planning should strive to minimize operating costs and maximize flexibility, with as few service points as possible.

7. Functions should continue to operate through construction.

Capilano Branch Library — *Space Needs Assessment and Feasibility Study* — **TERMS OF REFERENCE FOR PHYSICAL PLANNING**

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PLANNING SCENARIOS AND EVALUATION

This section includes block schematic functional zoning diagrams and corresponding tables that document the results of the functional modelling session conducted with NVDPL representatives. During the functional modelling session, three planning scenarios were investigated with two options explored for each of the first two scenarios. All are described below in narrative and diagrammatic form, along with a discussion of the advantages and disadvantages of each.

AREA SUMMARY BY SCENARIO

The following charts compare the options developed for Scenarios 1 and 2 with, respectively, the existing component gross areas and the programmed area from the previous section. For example, the existing area for component 1 Entrance, Circulation Services and Public Meeting Room is 4,111 component gross square feet (CGSF). Scenario 1A allocates 3,830 CGSF to component 1, which is 281 square feet less than the current area.

For Scenario 3, the area accommodated is equal to the programmed area.

Table 1 Comparison of Existing Area to Options 1A and 1B (CGSF)

Component	Existing Area	Scenario 1A			Scenario 1B		
		Area	Diff	%	Area	Diff.	%
1 Entrance, Circulation Services & Public Meeting Room	4,111	3,830	(281)	-7%	3,715	(396)	-10%
Public Meeting Room	*1,223*	*1,223*	*-*	*0%*	*1,019*	*(204)*	*-17%*
Building Support	*170*	*170*	*-*	*0%*	*170*	*-*	*0%*
Circulation Services	*2,296*	*2,015*	*(281)*	*-12%*	*2,104*	*(192)*	*-8%*
Staff Amenities	*422*	*422*	*-*	*0%*	*422*	*-*	*0%*
2 Popular Library	3,356	3,230	(126)	-4%	3,930	574	17%
3 Children's Library	1,902	2,440	538	28%	2,145	243	13%
4 Young Adults	148	190	42	28%	150	2	1%
5 Non-Fiction and Reference Services	3,035	3,280	245	8%	3,280	245	8%
	12,552	12,970	418	3%	13,220	668	5%

Table 2: Comparison of Programmed Area to Options 2A and 2B [1] (CGSF)

Component	Program Area	Scenario 2A			Scenario 2B		
		Area	Diff	%	Area	Diff.	%
1 Entrance, Circulation Services & Public Meeting Room	4,760	3,955	(805)	-17%	4,120	(640)	-13%
2 Popular Library	4,775	5,695	920	19%	4,915	140	3%
3 Children's Library	5,040	4,280	(760)	-15%	4,610	(430)	-9%
4 Young Adults	730	730	-	0%	755	25	3%
5 Non-Fiction and Reference Services	3,565	3,405	(160)	-4%	3,985	420	12%
Total	18,870	18,065	(805)	-4%	18,385	(485)	-3%
Component Gross Area of Retained Structure		7,170			7,570		
Component Gross Area of New Construction		10,895			10,815		
Building Gross Area of New Construction (25% Gross Up)		13,619			13,519		

[1] *Note that the building gross area of the 2ⁿᵈ floor addition on the retained building is approximately 3,000 square feet.*

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PLANNING SCENARIOS AND EVALUATION

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SCENARIO 1:
**"AS IS" WITH SEISMIC AND CODE**
UPGRADES

Scenario 1A and 1B is each based on minimizing building costs but addressing seismic and code upgrade requirements and improving the functional adjacencies of the various components. Planning for both Scenario 1A and 1B is based on the existing areas for each of component.

Scenario 1A

Scenario 1A maintains the location of the existing meeting room, but relocates some functional components to result in a more functional overall scheme.

Main Level:
• Relocate the Children's Library to Main Level, adjacent to the Potlatch Room
• Construct a book drop room adjacent to the main entry
• Retain all other areas as currently configures
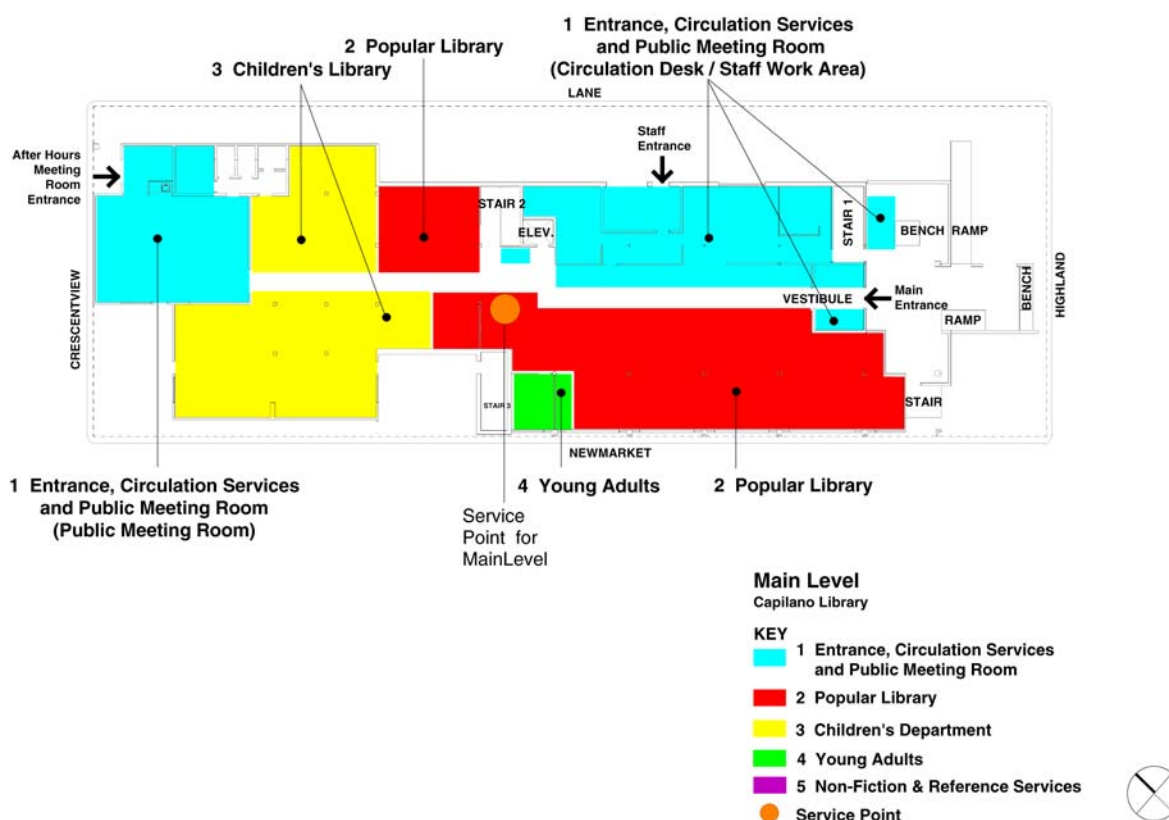
Level 2:
- Relocate non-fiction collection and branch manager's office to Level 2
- Retain staff lounge and service areas
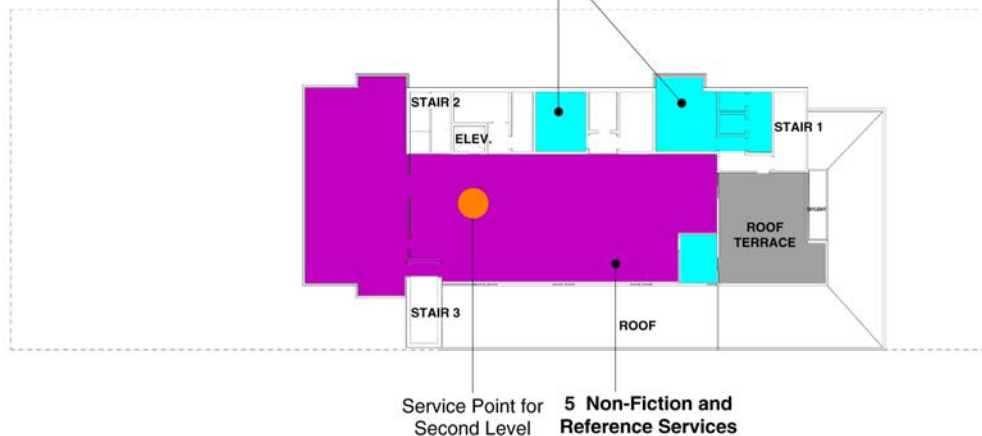
Advantages
- Least costly option (estimated to be $1.52 M in June 2004)
- Achieves desired affinities for all components, with minor exceptions
- Locates Children's Library adjacent to the meeting room so it can be more successfully used as a program room

Disadvantages
- Only accommodates 70% of overall Program Brief area
- Floor plan remains inefficient, with long corridor through main floor
- Wayfinding for Level 2 functions remains difficult
- Traffic to meeting room must flow through Children's Library area, interfering with Children's Library activities and children's safety

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Scenario 1B

Scenario 1B relocates the meeting room near the existing entrance and assumes various relocations of functional components.

Main Floor:
- Relocate Children's Library to Main Floor in space currently occupied by the Popular Library near the main entry
- Relocate meeting room to current periodicals reading area
- Construct book drop room adjacent to main entry
- Relocate Popular Library to current Potlatch Room complex, removing existing partitions
- Retain Circulation Services as currently configured

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PLANNING SCENARIOS AND EVALUATION

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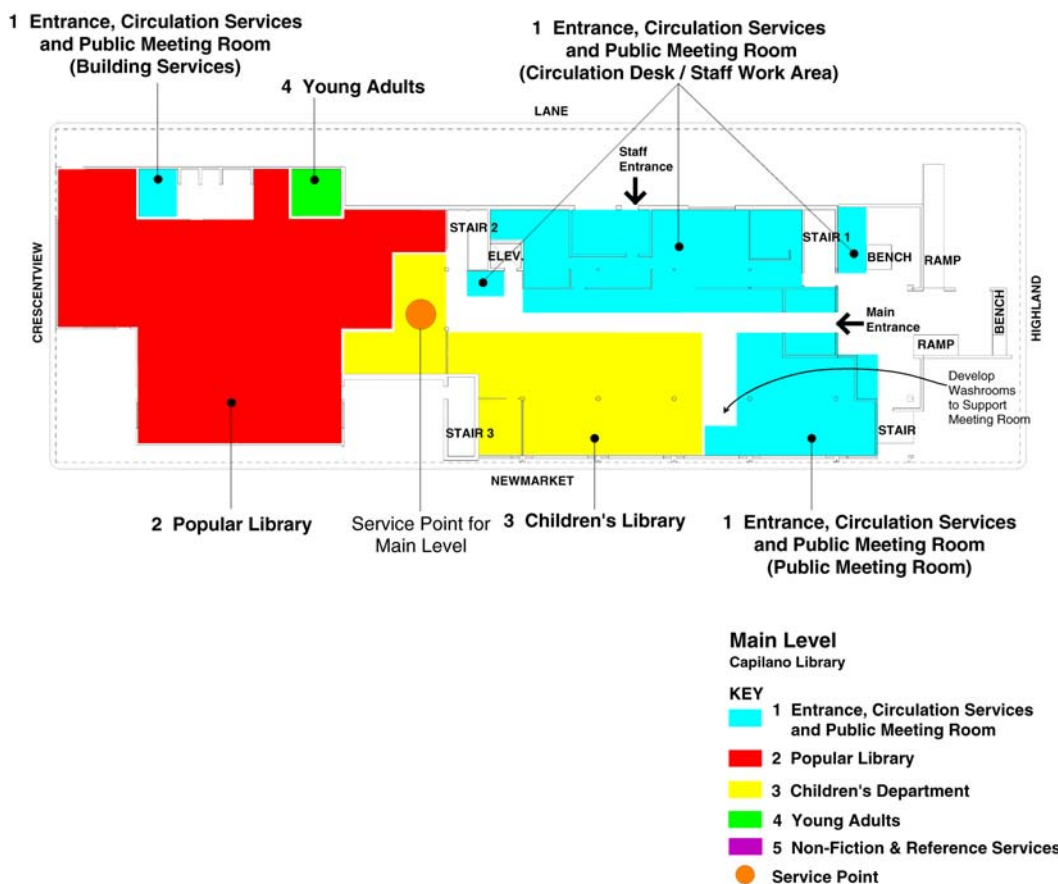
Level 2:
Same as Scenario 1A

Advantages
- Second least costly option (estimated to be $1.714 M in June 2004)
- Showcases children's services and programs
- Achieves desired affinities for all components, with minor exceptions
- Locates meeting room near the main entry where it will be more closely affiliated with the Library, where staff can monitor it more successfully and where it can be used as a children's program room
- Overall, more efficient use of space than current in that major corridor does not extend through the length of the library

Disadvantages
- More costly than Scenario 1A, with only a small increase in usable area
- Only accommodates 70% of overall Program Brief area
- Requires development of new washrooms, creating 3 sets of public washrooms throughout the building
- Meeting room use is impeded by columns and is 12% smaller than the Potlatch Room
- Floor plan, though better than existing and Scenario 1A, is still inefficient

Capture of Existing Roof Terrace

Both Scenarios 1A and 1B allow the existing roof terrace to be enclosed, adding to the Library's usable area. (Currently, the public does not have access to this area, even for outdoor activities.) The terrace is identified in grey tone on the drawing on page 4-9. Enclosing the terrace would add approximately 560 square feet to the Library at a cost of approximately $143,000 (October 2004). See *Appendix E – Cost Consultant's Report for Roof Terrace Renovation* for further details. With a floor design live load of 100 lbs. per square foot, this area could only be used for patron reading and study or staff office/lounge activities and not for accommodating stacks. See *Appendix F – Structural Consultant's Report for Roof Terrace Design* for further details.

Given the anticipated reorganization of the Library, it appears to be most suitable for use as a current periodicals reading area. Alternatively, if the reorganization did not take place, it could be used as a children's program room.

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SCENARIO 2:
DEMOLITION OF 1-STOREY
BUILDING AND CONSTRUCTION
OF EXPANDED ADDITION

Scenario 2A and 2B are each based on the demolition of the 1-storey portion of the existing facility, which, on a per unit area basis, is the most costly portion of existing facilities to upgrade seismically and which offers the greatest opportunity to add density to the site. Both Scenario 2 options anticipate a Level 2 addition to the west and south sides of the building, resulting in a second level that is roughly equal in area to the Main Floor. Both options assume that structured parking will be provided under the new addition, as an extension of existing structured parking.

Planning for Scenario 2 is based on the component areas identified in the Program Brief.

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Scenario 2A

Scenario 2A maintains the main entry on Highland Boulevard and retains use of the existing service entry off the lane.
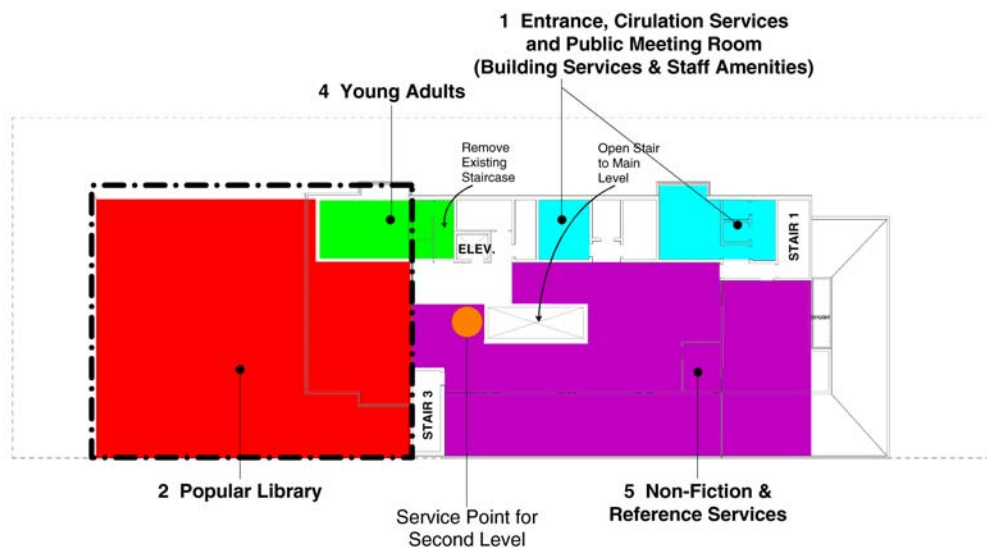
Main Floor:
- Develop a meeting room adjacent to the main entry with after-hours access and develop, in association with the meeting room, new washrooms
- Expand the entrance/exit and check-in/check-out service and staff work areas in place
- demolish the existing main staircase to Floor Level 2
- Retain the large print, new books, speed-reads and audiovisual collections of the Popular Library on this floor
- Relocate the Children's Library from Level 2 to new construction
- As in Scenario 1, provide a new book drop adjacent to the entry.
- Provide a significant and open stair, creating a strong visual connection between the Main Floor and Level 2.

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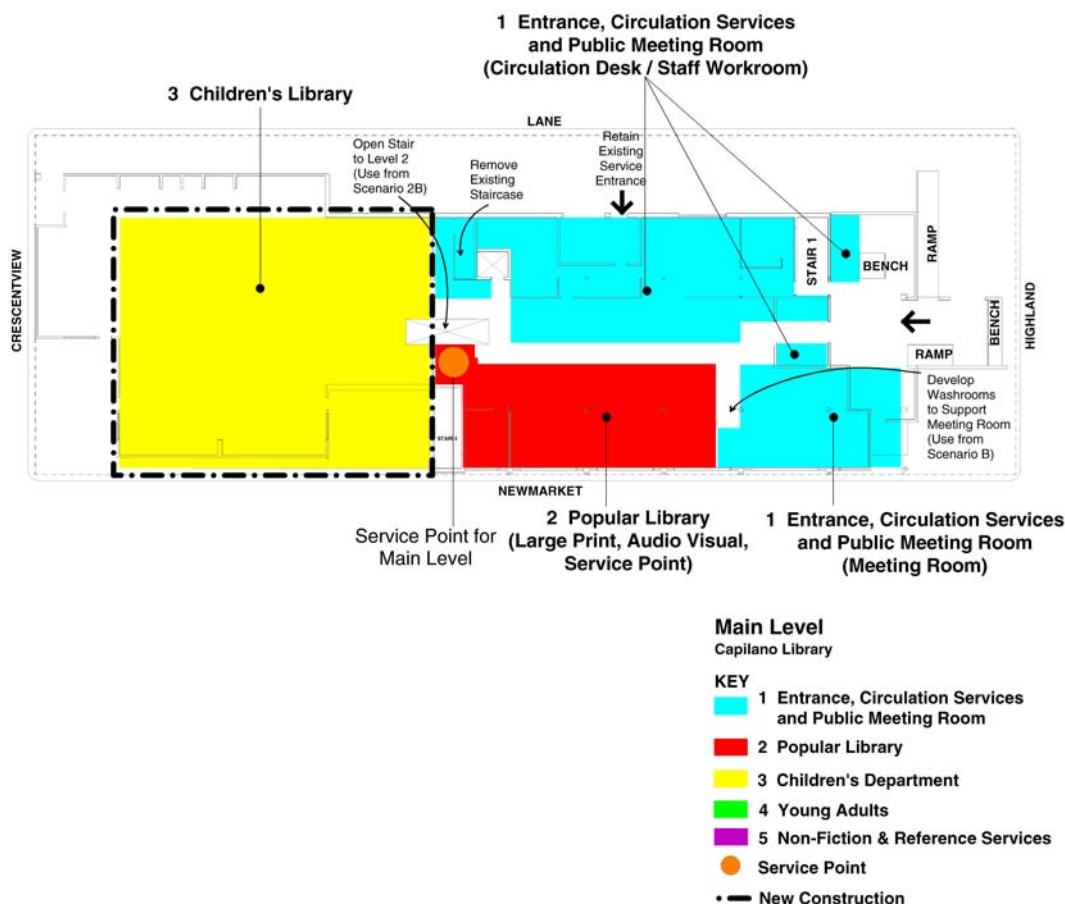
Level 2:

- Locate the remaining elements of the Popular Library, including fiction, books in other languages, adult learning resources and associated patron stations, and Young Adults in new construction on Level 2
- Provide a single service point, central to the floor that will serve patrons of the Popular Library and Non-Fiction and Reference Services
- Retain the staff lounge and storage areas along with existing washrooms

1 Entrance, Cirulation Services and Public Meeting Room (Building Services & Staff Amenities)

4 Young Adults

Remove Existing Staircase

Open Stair to Main Level

ELEV.

STAIR 1

STAIR 3

2 Popular Library

Service Point for Second Level

5 Non-Fiction & Reference Services

Second Level
Capilano Library

KEY
1 Entrance, Circulation Services and Public Meeting Room
2 Popular Library
3 Children's Department
4 Young Adults
5 Non-Fiction & Reference Services
● Service Point
•━ New Construction

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Advantages

- Accommodates a substantial portion (over 95%) of the Program Brief area
- Retains current entry, address and orientation to Edgemont Village
- Least expensive of the Scenario 2 options (estimated to be $5.803 M in June 2004)
- Locates audio-visual, large print and speed read collections near main entrance

Disadvantages

- Program area as defined in the Program Brief is not accommodated
- Requires the construction of additional structured parking stalls under new construction and connected to existing parking, as well as surface stalls along Crescentview Drive
- Floor plan is less efficient than Option 2B
- The Popular Library collections are located on two floors
- The larger portion of the Popular Library, which receives the majority of patron traffic, is located on Level 2
- Use of the meeting room is impeded by columns
- Services will be disrupted through construction period

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Scenario 2B

Scenario 2B reorients the library's entry toward Crescentview Drive.

Main Floor:
- Develop meeting room complex, including washrooms, adjacent to new main entry in new construction to allow after hours use of the meeting room
- Relocate the Circulation desk to new construction with a new service entry created off the lane
- Develop component 1 functions, including building services, librarian workspace, and managers' offices in new construction across from the Circulation desk
- Relocate the Children's Library from Level 2 to the area currently occupied by Circulation Services and the Popular Library
- A Children's program room may be developed near the existing periodicals area, with access to outdoor space
- Some Popular Library collections, such as large print and speed reads, are also provided on the Main Floor
- As in Scenario 2A, provide a significant, open stair with a strong visual connection between the Main Floor and Level 2
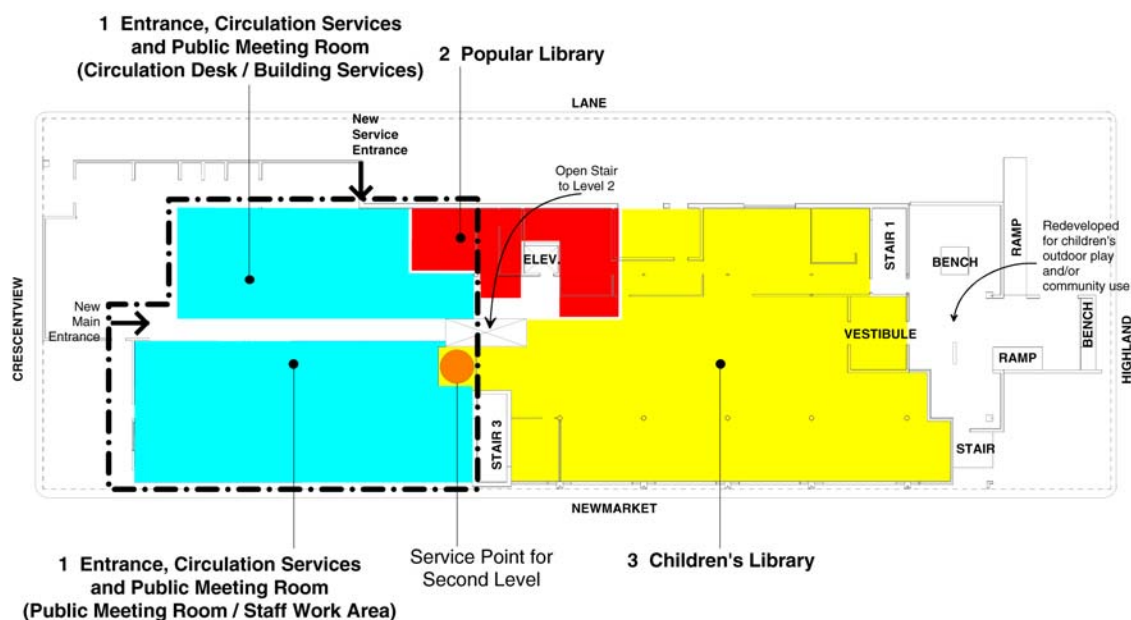
1 Entrance, Circulation Services and Public Meeting Room (Circulation Desk / Building Services)

2 Popular Library

1 Entrance, Circulation Services and Public Meeting Room (Public Meeting Room / Staff Work Area)

Service Point for Second Level

3 Children's Library

Main Level
Capilano Library

KEY
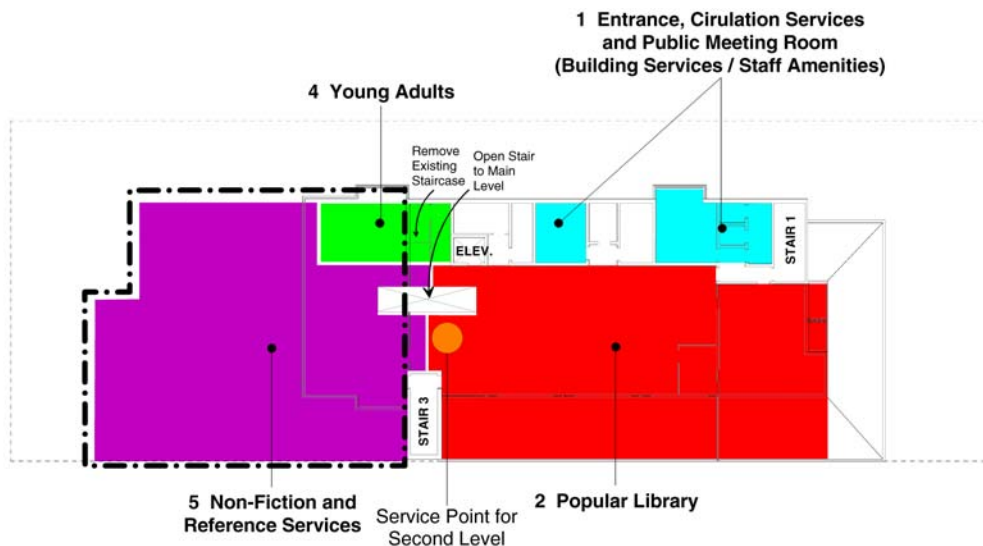1 Entrance, Circulation Services and Public Meeting Room
2 Popular Library
3 Children's Department
4 Young Adults
5 Non-Fiction & Reference Services
● Service Point
▪▬ New Construction

Level 2:
- Locate the remaining elements of the Popular Library, including the fiction, books in other languages, adult learning collections and associated patron stations on Level 2 in the existing facility and associated expansion
- Locate Non-Fiction and Reference Services in new construction
- Locate Young Adults between the two components
- As in Scenario 2A, provide a single service point central to the floor and retain the existing staff lounge, patron washrooms and storage areas

Advantages
- Accommodates a substantial portion (+95%) of the Program Brief area, likely greater than Option 2A
- A meeting room without columns can be developed
- Allows current exterior entrance area to be used/developed for community activities without unduly affecting library operations
- Results in a more efficient floor plan

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Disadvantages

- Program area as defined in the Program Brief is not all accommodated
- May require some distribution of Circulation Services functions on Main Floor, divided by major traffic route
- Many of the collection areas are remote from entry
- Requires the development of a new service entry
- Likely requires the removal of a number of partitions on Main Floor
- Floor plan, though improved, remains somewhat inefficient due to overall shape of building
- A larger portion of the Popular Library, which receives the majority of patron traffic, is located on Level 2
- Popular Library collections are located on two floors
- Services will be disrupted during construction period
- The most expensive of the renovation options (estimated to be $5,808,800 in June 2004)

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**SCENARIO 3:
IDEAL FUNCTIONAL
RELATIONSHIPS**

Scenarios 3 identifies with ideal functional arrangement of the components identified in the Program Brief section. The preferred layout is a single floor of approximately 21,000 to 22,000 BGSF, which is almost square in shape.

Diagram Illustrating Ideal Functional Relationship for the Library
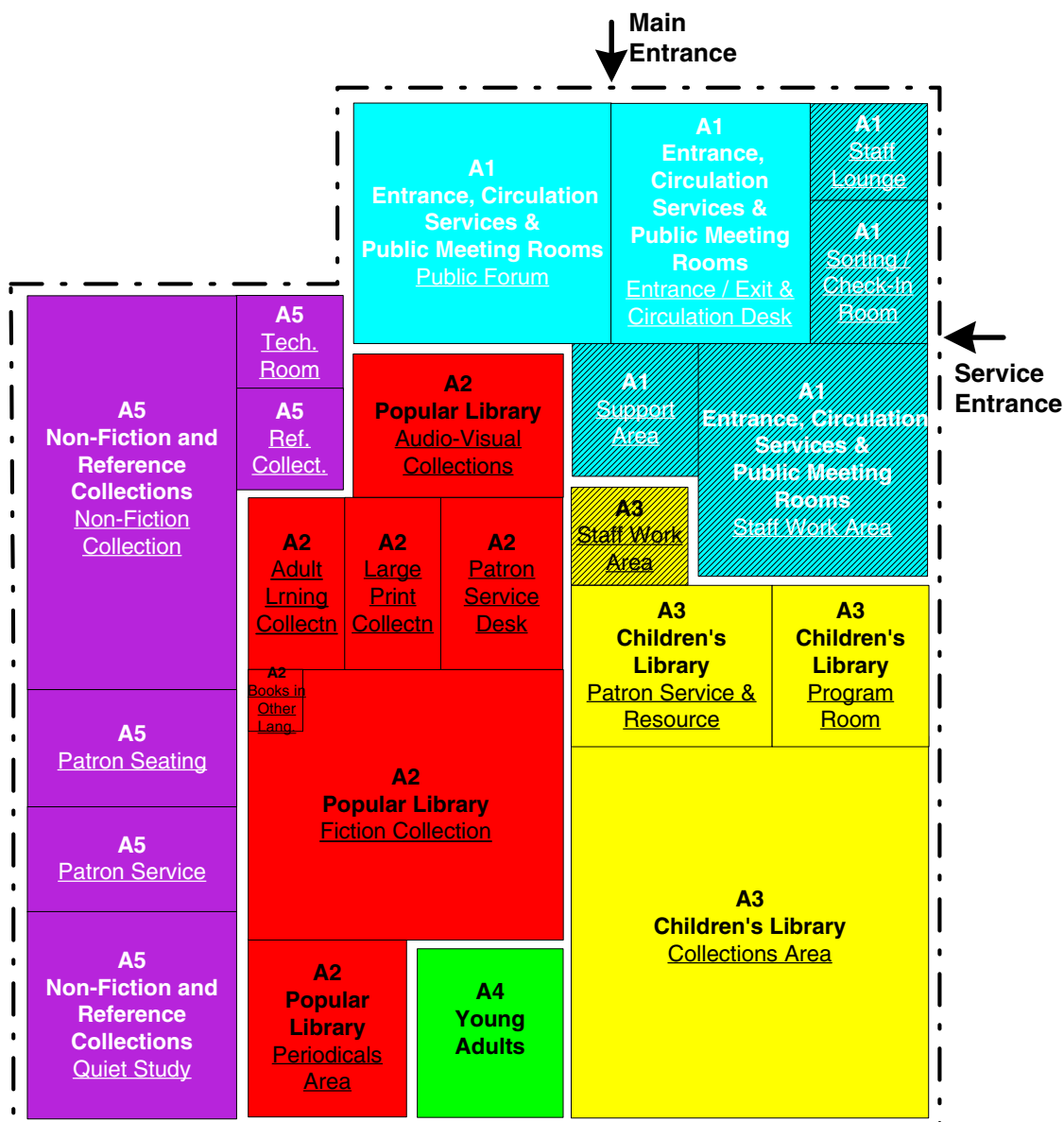
Due to the configuration and size of the current site, it is not possible to develop this scenario in the library's current location. A new site is required that has at least 24,000 square feet. (See site selection criteria below).

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Advantages
- Entire program can be accommodated
- Functionality is maximized
- Increased sense of community excitement as library moves to a new facility
- Service desks may be combined into a single service point, resulting in reduced operating costs as a single staff is able to provide services during slower periods and the need for less space than provided in the Program Brief
- The provision of a single floor library can result in a more efficient floor plan with all components focused around the main entry
- Development of a library on a new site will reduce implementation costs as the existing library can be used until the new facility is completed; other scenarios entail either attempting to keep the library operational through the period of construction and reorganization, closing the branch through that period or relocating the branch to another location, possibly resulting in rent costs and costs for two moves.

Disadvantages
- This is the most expensive option on a capital basis (estimated to be $7.95 M in June 2004)
- A site may not be available or may not be available when the Library wants to proceed

Site Selection Criteria

The following site selection criteria were developed in response to Scenario 3, which proposes that the branch be located on a new site. They were prepared in order to begin the investigative and comparative studies required to determine an optimal site for the new facility.

The site selection criteria consists of the following subsections:

1. Access Requirements
2. Site Conditions and Status
3. Development Potential
4. Design Opportunities

1. Access Requirements

a) Public Transit

Ideally, the Library should be located close to major bus stops, and to an intersection of major bus routes. Bus stops may be integrated into the site development.

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b) Car

Many library patrons will arrive by car. On-site parking must be provided, preferably below grade. If parking facilities are located adjacent to the building site, on-site parking may not be required. Automobile drop-off points should be integrated into the site development.

c) Pedestrian

The Library must be readily accessible to all pedestrians, including those moving through the commercial core of the Village. High volume or high speed traffic may be barriers to pedestrians. In addition, pedestrians security is mandatory at all times, especially after dark. The size of the site, the scale of the building, and the suitability of a single patron access point should be considered in the evaluation of pedestrian criteria.

d) Mobility-Impaired

Persons who are mobility-impaired require level entrances for wheelchair and scooter access. Convenient access for senior citizens is also required. Bus/automobile drop-off point integrated into the site development should be provided.

e) Service

Service access will be required for Library deliveries. Separate access points for the Library and adjacent retail space may be appropriate. Service access may be below grade.

2. Site Conditions and Status

a) Availability of Site

Legal, zoning, or public relations issues may be generated by certain sites and development. Site should be evaluated on the basis of current ownership and the ease (and/or the complications) of acquisition.

b) Cost Implications

Factors such as acquisition, demolition, and site preparation affect costs. In addition, the following cost implications:

- Site area: a smaller area will require a multi-storey building necessitating more service points and increased operating costs.

- Dimensions: a narrow street frontage on a deep site would preclude optimal functional relationships. A square site is preferable.

- Service access: convenient access for service vehicles will optimize the efficiency of building space.

c) Site Area

There should be a minimum buildable area approximately 24,000 square feet for the Library itself. The area must be increased if the development of street level, retail space and open space, and landscaping are required. This assumes that any or all on-site parking will be located below grade. Upper levels may be constructed for other uses, which may be leased or used by other services.

d) Zoning Status

Ideally, the site should conform with existing regulations.

e) Subsurface Conditions

Subsurface conditions involving high water tables, low load-bearing capacities, underground streams, old foundations, buried utilities, or geological faults will add to the cost of construction.

f) Site Obstructions

Existing buildings requiring demolition may complicate the preparation of the site and will add to the project cost.

3. Development Potential

a) Adjacencies

The following are prime considerations:

- proximity to commercial and business activity
- proximity to civic space, which generates or focuses pedestrian activity
- proximity to civic and other government activity
- proximity to educational and cultural activities, such as galleries, language schools

b) A catalyst for other types of activity and development

The degree of activity attracted by the Library may, in the right location, encourage other development and maintain the vitality of adjacent areas.

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4. Design Opportunities

a)   Image, Visibility and Scale

The building should be highly visible, easily accessible and identifiable from as many approaches possible. If possible, site selection and subsequent design should avoid the creation a non-public or service side of the facility to optimize the Library as a focus of community activity.

b)   Functional Requirements

The geometry of the building must recognize the priority of certain functional relationships and effectively use space and staff resources. These requirements will be best accommodated by a rectangular building that is approaching a square shape (and not a long and narrow configuration).

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PROJECT COSTS

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PROJECT COSTS

The project costs of the various scenarios presented here are preliminary, broad-based "order-of-magnitude" cost estimates only, based on limited planning/design information and subject to significant refinement with design development. More accurate cost estimating must be undertaken at the completion of any subsequent design stages. As such, the provided costs must be used with discretion.

The following factors/considerations have been assumed for the purposes of preparing these cost estimates:

- Unit costs have been derived from an analysis of similar projects, factored for time and scale. The unit costs are based on the work being tendered to multiple general contractors with trade contract prices established from a minimum of five bids.

- All costs are based on second quarter 2004 dollars. No allowance is made for escalation to the date of tender.

- Unit costs have been applied to building gross areas for new construction and for renovation. This building gross area includes all horizontal and vertical general circulation space, mechanical rooms, duct shafts and external wall thicknesses.

Other costs are added to the construction costs to achieve a total project cost. These include:

- A modest allowance for furniture, fittings and equipment, which, especially in Scenario 3, will not cover the cost of providing new furniture, equipment and shelving throughout the library

- Professional fees and other consultant costs

- Municipal and connection fees

- project contingencies

The costs include Provincial sales tax, where applicable, but do not include GST. The costs also do not reflect the moving and decanting costs or costs of renting alternate facilities that may be required through the period of construction.

For more detail on costing, see *Appendix D – Cost Consultant's Report.*

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PROJECT COSTS

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Project Cost Estimates for Planning Scenarios

	Scenario 1A	Scenario 1B	Scenario 2A	Scenario 2B	Scenario 3
Construction	$1,189,500	$1,351,100	$4,769,800	$4,774,800	$6,606,400
Furnishings, Fittings and Equipment	$50,000	$50,000	$75,000	$75,000	$100,000
Professional Fees	$194,300	$216,500	$615,000	$615,500	$750,500
Municipal and Connection Fees	$13,800	$14,900	$66,800	$66,900	$114,800
Contingency	$72,400	$81,600	$276,300	$276,600	$378,600
Total Project Costs	$1,520,000	$1,714,100	$5,802,900	$5,808,800	$7,950,300

Appendices

APPENDIX A – DEFINITION OF TERMS

AISLES – An <u>aisle</u> is the pedestrian circulation space between the bookstack ranges. A <u>cross aisle</u> is the pedestrian circulation space at the end of bookstack ranges.

BOOKSTACK – A section of bookstack which is 3 feet wide, normally 7.5 feet high and either single faced (shelves on one side only) or double faced (shelves on both sides, allowing the section to stand alone). They include:

- Single-Faced Section (S.F.S.)
- Double-Faced Section (D.F.S.)

A Range consists of a series of Double Faced Sections.

BAY – A single-faced shelving section.

BUILDING GROSS AREA (BGSF) – The sum of all building floor areas measured to the outside face of exterior walls for all stories or areas having floor surfaces. Building gross area includes component gross areas, general circulation, mechanical and electrical space and exterior walls.

CATALOGUES – Access to library collections is provided through on-line catalogues. Patrons use computer terminals referred to as On-line Public Access Catalogues (OPACs) to search for a desired title, author or subject. OPACs also are used to reserve materials, check patron records and search the catalogues of remote libraries.

COLLECTION – Refers to the reference, circulating, and stored materials that are housed and managed by the Library.

COLLECTION MAINTENANCE – Maintaining a collection entails making decisions with regard to particular items, such as, whether or not to replace, add, discard, rebind, or assign to another agency. Criteria are established to govern each of these decisions.

COLLECTION SERVICES – Refers to the acquisition, cataloguing, processing and sometimes binding and repair of library materials.

COMPONENT – A cohesive grouping of activities or spaces related by service or physical arrangement. A planning component may or may not be a department, since the term "department" refers to an administrative organization rather than a functional organization or space and activities.

COMPONENT GROSS AREA (CGSF) – That portion of a building assigned to a specific component, including net areas, internal circulation, partitions, building structure and small

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APPENDIX A – **DEFINITION OF TERMS**

APPENDICES

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mechanical shafts. Component gross area is measured to the inside face of exterior walls and to the centre line of partitions adjoining other components or general circulation space.

CONVENIENT ACCESS – Physical access between components through the use of extended horizontal and/or vertical general circulation.

DIRECT ACCESS – Physical access between components through the use of a minimal amount of horizontal and/or vertical general or internal circulation.

FTE (FULL TIME EQUIVALENT) STAFF – A term equivalent to the number of hours allocated divided by a 40 hour work week (e.g., 40 hours = 1 FTE).

GENERAL CIRCULATION – The system of connecting links (corridors, elevators, stairs, conveyors, etc.) providing access for people and materials to or between functional components.

INTERNAL CIRCULATION – The system of connecting links (corridors, elevators, stairs, conveyors, etc.) <u>within</u> functional components, connecting rooms of a component or directly connecting contiguous components.

LIBRARY MATERIALS – All items or informational material stored in a library, whether print or non-print. This includes books, newspapers and magazines, maps, microforms, tapes, abstracts, videos, cassettes, CDs, etc.

NET AREA (NSF) – The horizontal area of space assignable to a specific function. The net area of rooms is measured to the inside face of wall surfaces.

OPAC – On-line Public Access Catalogue.

PATRON ACCOMMODATION – Typical accommodation within a library can consist of several varieties:

- <u>On-Line Public Access Catalogue/PC:</u> A patron workstation which may include OPACs, PCs with general software, DVD and/or Internet capability, with associated printer

- <u>Specialized Equipment:</u> A specialized technology station which may include listening and viewing devices, specialty devices for patrons with special needs, etc.

- <u>Photocopier/Printer Station:</u> A patron support workstation which may include photocopiers, printing stations, scanning stations and copy card vending machines

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APPENDIX A – **DEFINITION OF TERMS**

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- Group Meeting Room: An enclosed room large enough for a number of persons to meet or study together. It contains multi-station tables and chairs.

- Group Table: A larger table for two or more users.

- Single Table: A table for one user with a work surface that is normally 2 feet by 3 feet.

- Study Carrel: A work unit with back and side shroud providing visual cut-off for the user. A carrel usually has a book shelf above the work surface, and should have its own light, power and communications outlets. The work surface is normally 2 feet by 3 feet.

- Casual Seating: A more comfortable type of seating, not associated with a study table or carrel and often including soft and lounge-type seating as well as bench-type seating.

PATRON SERVICE AND RESOURCE CENTRE – This includes a staffed service point adjacent to a collection area where reference and/or readers advisory services are available in person to patrons. It may also include technology devices where patrons may access on-line catalogues, indices or other information resources.

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APPENDIX B – COMMUNITY MEETING
NOTES AND QUESTIONNAIRE FINDINGS

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APPENDIX B – COMMUNITY
MEETING NOTES AND
QUESTIONNAIRE FINDINGS

To identify the community's goals and aspirations for the library and assist in determining the future development of Capilano Branch Library, RPG undertook a public meeting process as well as developed a questionnaire to be completed by library patrons along with the annual user survey.

The results of these activities are listed below:

PUBLIC MEETINGS

A public meeting was held on Wednesday, October 8th at the Potlatch Room of Capilano Branch Library. While the meeting was advertised throughout the community and in the library, no members of the public attended.

In order to garner public input, RPG made a presentation at the annual general meeting of the Edgemont Village Business and Professional Association where it gathered information about the role of the library and desired services. In addition, a meeting with invited guests from the neighbourhood community organizations was held in October 2004.

To the question, **What unique needs and features of your community should be recognized and celebrated in the Capilano Branch Library?,** the following responses were given.

- Add a local history collection
- Provide a comfortable place for children and adults
- Open the library on Sundays
- Make the entrance into a permanent stage that can serve community events
- Provide public washrooms that are external to the library for community use
- Ensure that crime prevention is considered through design
- Relocate children's from its upstairs location to where it is more accessible
- Provide a YA focus, with the possibility of services outside of regular library hours and which acknowledges the cultural diversity of the young adults in the community
- Ensure that there is sufficient meeting room space and that it is suitable for presentations

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APPENDIX B – COMMUNITY MEETING
NOTES AND QUESTIONNAIRE FINDINGS

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QUESTIONNAIRE

The following questionnaire developed by RPG was included as part of the annual user survey at Capilano Branch Library. Surveys were taken on Tuesday October 21 and Saturday, October 25. Of the total of 402 questionnaires completed and collected, approximately 106 did not fill out the numerical portion correctly. Approximately 80 respondents completed the second, open question portion of the questionnaire.

North Vancouver District Public Library has retained Resource Planning Group Inc. to conduct a feasibility study for the redevelopment of the Capilano Branch Library. To initiate the planning study, the consultants have developed the following questionnaire to understand the community's needs and aspirations for the library branch.

1. The following is a list of roles that libraries commonly fulfill. (There is space to identify and write in additional roles at the bottom of the list, if required.) For the Capilano Branch library, please identify and rank the relative importance of each role as currently exists under **Current Activities**, and, in the far right hand column, rank what you believe the Library's commitment should be for each role: 1 should equal the top priority; 2, the second priority; 3, the third; and so on.

Role	Current Activities	Desired Commitment
Community Activities Centre *The library as a central focus for community activities, meetings, etc.*		
Community Information Centre *The library as a clearinghouse for current information on community organizations, issues and services*		
Formal Education Support Centre *The library assists individuals of all ages enrolled in formal studies in meeting their educational objectives*		
Independent Learning Centre/Lifelong Learning *The library supports individuals of all ages pursuing leaning activities independent of any educational provider*		
Popular Materials Library *The library features current high demand, high interest materials in a variety of formats for all ages*		
Pre-Schoolers' / Children's Door to Learning *The library encourages children to develop an interest in reading and learning through child / caregiver-child programs*		
Reference Library *The library actively provides timely, accurate and useful information for community residents*		
Other: _____		
Other: _____		

2. What unique needs and features of your community should be recognized and celebrated in the Capilano Branch Library?

_____

_____

_____

_____

_____

_____

_____

_____

Capilano Branch Library *Space Needs Assessment and Feasibility Study* **APPENDIX B – COMMUNITY MEETING NOTES AND QUESTIONNAIRE FINDINGS**

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Question 1

Question 1 was a numerically-oriented question about perceived existing and desired future roles of the library. Patrons of the Capilano Branch Library were asked to prioritize a list of service roles that libraries commonly fulfill. These roles were to be ranked in the perceived order of importance that currently exists at the Capilano Branch Library and also in the desired order of importance that the Library should commit to in the future.

Review of the data showed no significant differences between the ranking of current activities and the ranking of desired commitment of the Capilano Branch Library. This may be attributed to one of the following two factors:

1. The Capilano Branch Library currently provides services that are aligned with what patrons want and need.

2. Respondents did not fully understand the intent or methodology of the survey.

Regardless of these factors, clear trends were evident regarding the ranking of library roles, which is more apparent when priorities are weighted. (Weighting was done by multiplying the number of first priority responses by 7, second priority responses by 6, third priority responses by 5 and so on.)

The results indicate that the highest priority for the library is as a popular materials library. High priority was also given to the library's role as a pre-schoolers'/children's door to learning, a reference library and as an independent learning centre. Much lower importance was placed on the library as a centre for community information and as a centre for formal education. The lowest priority was for the library as a centre for community.

Noteworthy is the significant change from current perception to desired focus of the library as a reference library.

Table 1: Current Activities

	Unweighted Ranking						
	1	**2**	**3**	**4**	**5**	**6**	**7**
Community Activities Centre	21	42	20	19	15	28	67
Community Information Centre	26	40	30	25	27	52	14
Formal Education Support Ctre	27	45	36	26	36	23	17
Independent Learning Ctre/Lifelong Learning	52	48	32	30	24	19	6
Popular Materials Library	110	57	16	14	8	4	4
Pre-Schoolers'/Children's Door to Learning	57	48	39	20	23	9	15
Reference Library	57	65	38	24	14	8	9

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**APPENDIX B – COMMUNITY MEETING
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	Weighted Ranking						
	1	**2**	**3**	**4**	**5**	**6**	**7**
Community Activities Centre	147	252	100	76	45	56	67
Community Information Centre	182	240	150	100	81	104	14
Formal Education Support Ctre	189	270	180	104	108	46	17
Independent Learning Ctre/Lifelong Learning	364	288	160	120	72	38	6
Popular Materials Library	770	342	80	56	24	8	4
Pre-Schoolers'/Children's Door to Learning	399	288	195	80	69	18	15
Reference Library	399	390	190	96	42	16	9

Three-Dimensional Chart of Currently Perceived Priorities - Weighted
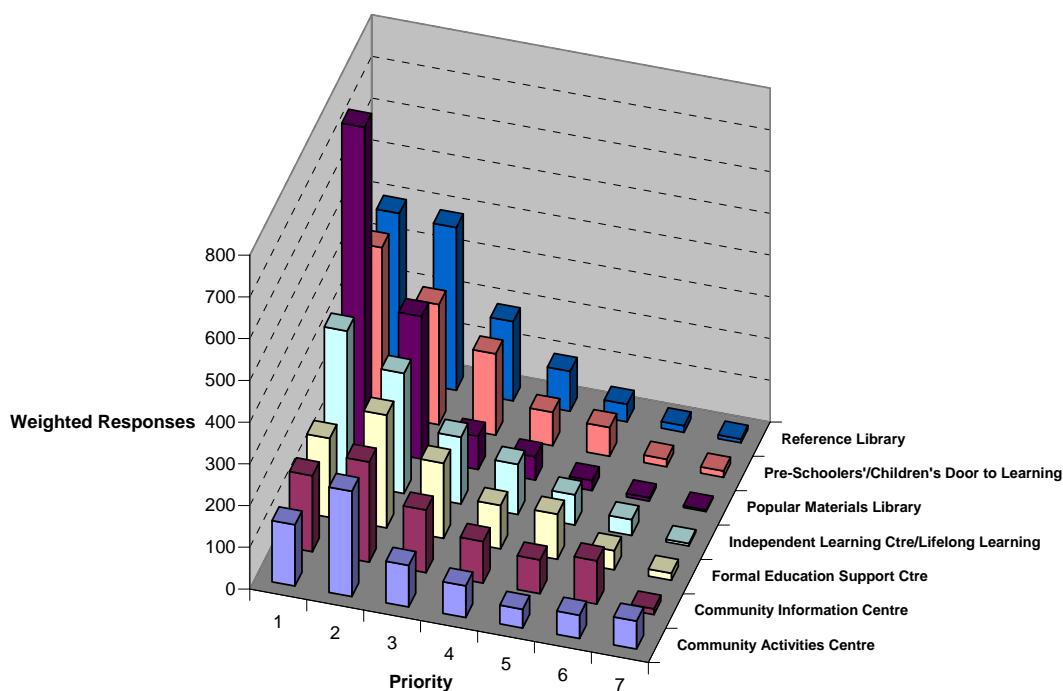
Table 2: Desired Commitment

	Unweighted Ranking						
	1	**2**	**3**	**4**	**5**	**6**	**7**
Community Activities Centre	21	26	14	24	15	32	59
Community Information Centre	30	29	27	23	21	48	14
Formal Education Support Ctre	33	31	30	21	35	14	27
Independent Learning Ctre/Lifelong Learning	52	38	27	26	23	18	6
Popular Materials Library	107	32	24	11	11	6	2
Pre-Schoolers'/Children's Door to Learning	53	51	36	22	14	8	8
Reference Library	63	57	26	20	18	6	5

Capilano Branch Library   *Space Needs Assessment and Feasibility Study*   **APPENDIX B – COMMUNITY MEETING NOTES AND QUESTIONNAIRE FINDINGS**

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	Weighted Ranking						
	1	2	3	4	5	6	7
Community Activities Centre	147	156	70	96	45	64	59
Community Information Centre	210	174	135	92	63	96	14
Formal Education Support Ctre	231	186	150	84	105	28	27
Independent Learning Ctre/Lifelong Learning	364	228	135	104	69	36	6
Popular Materials Library	749	192	120	44	33	12	2
Pre-Schoolers'/Children's Door to Learning	371	306	180	88	42	16	8
Reference Library	441	342	130	80	54	12	5

Three-Dimensional Chart of Desired Priorities - Weighted
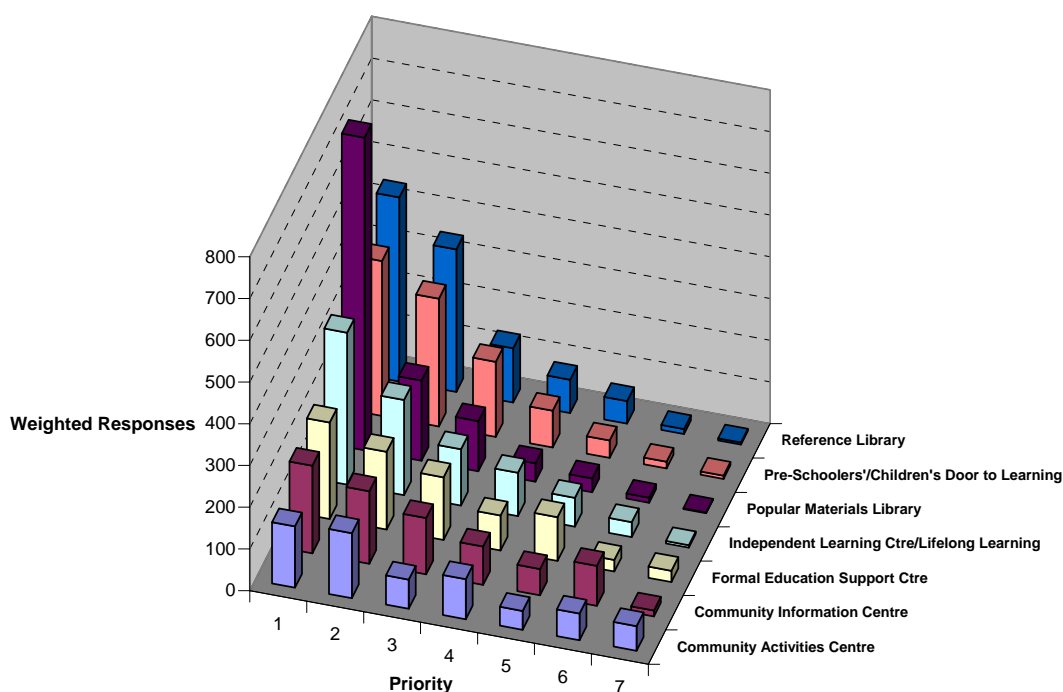
Question 2

To the question, **What unique needs and features of your community should be recognized and celebrated in Capilano Branch Library?,** the following responses, which have been organized by subject area, were provided:

<u>Collections</u>

Local Focus
- Local history collection
- Merchants index for Edgemont Village
- Municipal meeting minutes
- Local community books, boards, display
- Provide additional community resources, retail outlets by service by category
- Reinforce local interest, hiking, skiing, etc.

More Collection Resources
- More collection materials, especially fiction
- Increased collection size
- Increased book selection
- Better selection of newer books
- Increase seniors' materials, both demographic materials and health
- Adult fiction
- Christmas
- More and a broader variety of materials
- Provide more resources for the elderly; both in care homes and living independently
- Collection areas including outdoor pursuits, exercise, adventure travel and First Nations
- Greater sophistication required in the selection of art books

Multilingual Focus
- Provide popular literature in Farsi and Chinese as there are a growing number of these groups and it would help with integration into society
- Books in other languages, Chinese

<u>Programs</u>

Children/Young Adults
- Caregiver/child programs for the many children in the area
- There are many young children and families that should continue to be supported through children's programs, summer reading clubs, author visits
- Pre-Schooler reading encouragement
- Activities for pre-schoolers and seniors should be a top priority to reflect community needs

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- More children's programs, including authors' visits and puppet shows
- More reading programs for school-aged children and for adults
- Needs of young people because they are our future
- Group activities that appeal to 10 – 14 year olds
- Increased visibility of children and teens, including displays of what they do at the library, at school and in the community
- Display of school projects (e.g., the Grade 4 Heritage Project)

Adult/General
- More social interaction functions
- Special events
- Provide activities for different age groups, e.g., reading club for middle-aged people
- Provide information on community learning activities, such as speeches, lectures, book reviews
- Community safety through police and fire information/participation
- More community activities to draw more of the community to the library
- Book clubs for adults
- Provision of computer and Internet access for those who cannot afford it
- Lot of kids and seniors in the community; children need to come first; seniors require specialized help, reading aids
- Features of Community – mixture of seniors and young families
- Family orientation, appeal not just to children
- Community activities and information should be the top priority
- Guest lecturers on weekly basis
- Multicultural events, inform others of multicultural community
- Singles night at the library
- Offer reading groups to celebrate community spirit

Instruction
- Computer and Internet education for those who want it
- Instruction in use of computers and the Internet
- Additional time on computers to learn how to use them

Amenities

- Comfortable reading environment
- Group seating required
- Place for teenagers to study

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APPENDIX B – COMMUNITY MEETING
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– Provide a quieter environment, noisy children are a particular concern
– Quiet study and net access
– Provide additional quiet study areas, as they are often full
– Increased parking

Access

Hours of Operation
– Needs to be open longer, until 10 pm
– Open Sundays (X2)
– Longer hours, as West Vancouver has

Location
– Accessible location
– Central location

Associated Services

– Display of art (that could be for sale) by a juried committee, as provided by West Vancouver Library, New Westminster Library and Coquitlam Library

Accolades

Staff
– Staff are friendly (X2)
– Excellent help from staff
– Great staff
– Wonderful children's story times

Collection
– Excellent resource with good variety, particularly through ILL
– It does a good job catering to a large community of diverse people and ages
– Happy with present level of service and materials
– Excellent DVD and video collection
– Excellent system for reserving books (holds and quick reads)

Facilities
– Maintenance of building is superb
– Level of natural light is just right
– Easily accessible with underground parking
– The library is good as is

Capilano Branch Library   *Space Needs Assessment and Feasibility Study*   **APPENDIX B – COMMUNITY MEETING NOTES AND QUESTIONNAIRE FINDINGS**

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<u>Concerns and Caveats</u>

- Concerned about the cost of redevelopment of the library
- Keep the library focused on being a library
- The Library should not compete with schools or adult education programs

APPENDIX C – CODE CONSULTANT'S REPORT

The following report of the code shortfalls of the existing facility was provided by LMDG Building Code Consultants Ltd.

TRANSMITTAL

LMDG Building Code Consultants Ltd.

RE: **PRELIMINARY BUILDING ASSESSMENT**
        CAPILANO BRANCH LIBRARY, NORTH VANCOUVER, B.C.

Attached is a copy of our preliminary building assessment for the above-noted Project. The assessment was based on Architectural drawings dated October 26, 1984, and a site visit conducted on March 12, 2004.

The preliminary assessment outlines the building classification and requirements for the existing building under the current British Columbia Building Code, as well as identifying areas of non-compliance. It should be noted that a building addition or expansion might change the building classification and therefore incur more stringent building requirements. For example, if the building were to undergo an expansion so that the building area exceeds 1200 m², or a 3rd storey addition, the building requirements would change. Requirements such as sprinkler protection throughout and 1-hour fire-resistance rating for the floor assemblies would apply.

If you have any questions please do not hesitate to contact our office.

Regards,

CL/ 041481703trans.wpd

cc: Glenn Gibson, LMDG Building Code Consultants Ltd.

PRELIMINARY B.C. BUILDING CODE ANALYSIS SUMMARY			
Project: Capilano Branch Library, North Vancouver, BC	**Date:** March 16, 2004	**Project No:** 04-148	**Prepared By:** CL
Code Edition: *BCBC 1998* X Part 3		FIREWALL RATING: N/A	

BUILDING CLASSIFICATION AND REQUIREMENTS

Construction Requirements

		Other Requirements	
Occupancy:	Group A, Division 2 (Library)	Fire Alarm:	Single or 2-Stage System[c] (Edwards Custom 6500 provided)
Article:	3.2.2.25. Up to 2 storeys	Standpipes:	Not Required
No. of Storeys:	2	Emergency Lighting:	Required - ½-hr duration
No. of Streets:	3	Exit Signage:	Required
Sprinklers:	Required in Parking Area only	Access for Disabled:	Required throughout building
Construction Type:	Combustible or Noncombustible Construction permitted	Panic hardware	Required for egress/exit doors
Permitted Bldg Area:	1200 m² (for 3 Streets)	Areas of Refuge	Required for 2nd Storey
Existing Bldg Area:	1050 m²		
Floor Rating:	¾-hour [a][b]		
Mezzanines Rating:	¾-hour[b]		
Roof Rating:	¾-hour[b]		
Loadbearing:	same as for supported assembly		

Separation from Remainder of Building [a]

Service Room Containing Fuel-Fire Appliances	1-hr rated fire separation
Electrical Room	1-hr rated fire separation
Exit Stairs	¾-hour rated fire separations
Elevator Shafts	¾-hour rated fire separations
Service Shafts	¾-hour rated fire separations

(a) Constructed as a fire separation.
(b) Required only if assembly of combustible construction.
(c) The fire alarm system is required to be supervised and monitored.

Code Reference	Building Code Requirements	Existing Non-Complying Features Comments
3.1.8.10.	Fire protection rating for closures	¾-hr fire protection rating is required on all closures in the 1-hr fire separations. Refer to Electrical Room and Mechanical Room.
3.1.8.11.	Self closing devices	Doors in fire separations are required to have self-closing devices. Refer to Electrical Room and Mechanical Room.
3.1.8.13	Door latches	Swing type doors in fire separations are required to be equipped with a positive latching mechanism designed to hold the door in the closed position after use. Refer to Electrical Room and Mechanical Room.
3.2.2.25.	Roof Assembly	The roof assembly is required to have a ¾-hr fire resistance rating, if of combustible construction.
3.2.7.4.	Emergency Lighting	Emergency lighting is required throughout the building, power to supply the emergency lights in the event of a power failure shall be provided for a period of 30 minutes. To confirm with Electrical.
3.3.1.12.	Doors and door hardware	Panic release hardware is required on all doors in an access to exit and exterior exit doors. See **attached** photograph # 1
3.3.1.17	Guards	A guard not less than 1070 mm high is required at each balcony, and shall be designed so that no member, attached or opening located between 140 mm and 900 mm above the level protected by the guard will facilitate climbing. Refer to roof terrace, built-in table and pot stands are located less than 900 mm close to the guard and could facilitate climbing. See **attached** photograph # 2
3.4.	Exit stairs are nonconforming	Exit stairs are required to comply with the following items: • Tactile warning system • Contrasting nosings • Handrail extension at the top and bottom of the stairs • At least one handrail is require to be continuous throughout the stairway including landings • The size of guard openings to not permit a sphere with a diameter of not more than 100mm • Height of guards/handrails • Guards design to prevent climbability
3.4.4.1.	Fire resistance rating of exit separations	Exits are required to be separated from the remainder of the building by a ¾-hr fire separation. Stair 3 has a 1" opening between the landing and the stairs. This is a fire separation infraction. See **attached** photograph #3.
3.4.5.1	Exit signs	Exits are required to be clearly marked with illuminated exit signs.

Code Reference	Building Code Requirements	Existing Non-Complying Features Comments
3.4.6.4.	Handrails	Exit stairs and ramps shall have a handrail on at least one side, and on both sides if 1100mm or wider. Handrails on stairs and ramps shall be between 865mm and 965mm high. Typical handrail height 770mm throughout. At least one handrail is required to extend horizontally at least 300mm beyond the top and bottom of the stair or ramp. The exterior stair outside Stair 3 and the main entrance steps have no handrail. Horizontal extensions are not provided on handrails. Typical throughout. See **attached** photographs # 4-7.
3.4.6.5.	Guards	Height of guards for exit stairs shall be not less than 920mm measured vertically to the top of the guard from the outside edge of the stair nosing and 1070mm around landings. No opening that allows the passage of 100mm diameter sphere is permitted. Refer to both parking garage stairs, existing guards are nonconforming.
3.4.6.7.	Treads and risers	Stairs shall have a run of at least 280mm and a rise of 125mm to180mm between steps, a closed riser, and a rakeback not more than 38mm. Refer to Stair 1 which is non-conforming.
3.6.	Service rooms	Service rooms are required to be separated from the remainder of the building by a 1-hr fire separation. The Electrical Room, and the Mechanical Room are not constructed as a 1-hr fire separation.
3.8.	Requirements for Persons With Disabilities	Washrooms are required to be accessible and designed in conformance with Article 3.7.4.8. Items such as grab bars, wheelchair clearance, coat hooks and locking hardware are specified in this Article. Washrooms provided are not accessible. See **attached** photograph #8.

#2 Planter construction facilitates climbing.

#4 Side and intermediate handrails required.

#1 Panic hardware required on access-to-exit door.

#3 Gap present in fire separation of exit Stair 3.

#6 Horizontal extension required on handrail.

#8 Washrooms required to be accessible.

#5 Handrail required for exterior stair.

#7 Horizontal extension required on handrail.

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APPENDIX D – COST CONSULTANT'S REPORT

APPENDICES

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APPENDIX D – COST CONSULTANT'S REPORT

The following cost estimate report for the various options was provided by BTY Group.

BTYGROUP

knowledge to build with

Capilano Branch Library

Space Needs Assessment
And Feasibility Study

Program Estimate #1

June 2004

BTYGROUP
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1.0   INTRODUCTION

The estimates presented in this report provide a comparison of the costs for the proposed development options for the Capilano Branch Library as outlined in the Space Needs Assessment and Feasibility Study Report prepared by Resource Planning Group Inc.

The comparison of the estimated costs contained in this report is of a generic nature and based upon program information. It is to be utilized for financial planning and modeling to consider the feasibilities for the various options of the project .

2.0   PROJECT COST SUMMARY

The current estimated costs for the various options of this project are as follows:

Description	Scenario 1A $	Scenario 1B $	Scenario 2A $	Scenario 2B $	Scenario 3 $
Construction	1,189,500	1,351,100	4,769,800	4,774,800	6,606,400
Furnishings, Fittings & Equipment	50,000	50,000	75,000	75,000	100,000
Professional Fees	194,300	216,500	615,000	615,500	750,500
Municipal & Connection Fees	13,800	14,900	66,800	66,900	114,800
Project Contingency	72,400	81,600	276,300	276,600	378,600
TOTAL PROJECT CONST	**1,520,000**	**1,714,100**	**5,802,900**	**5,808,800**	**7,950,300**
Gross Floor Area (sq ft)	16,005	16,005	21,700	21,700	21,675
Cost / sq ft	$94.97	$107.10	$267.41	$267.69	$366.80

All costs are in 2nd Quarter 2004 Dollars

Gross Floor Area excludes underground parking area

BTY GROUP
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3.0 PROJECT COST ESTIMATE

	Scenario 1A		Scenario 1B		Scenario 2A		Scenario 2B		Scenario 3	
1. Construction	$1,189,500		$1,351,100		$4,769,800		$4,774,800		$6,606,400	
2. Furnishings, Fittings & Equipment										
Furnishings, Fittings & Equipment Allowance	50,000		50,000		75,000		75,000		100,000	
Total Furnishings, Fittings & Equipment	$50,000		$50,000		$75,000		$75,000		$100,000	
3. Professional Fees										
Architectural	11.1%	132,000	11.1%	150,000	7.3%	348,200	7.3%	348,600	6.6%	432,700
Structural *	12.8%	30,300	12.8%	34,500	7.2%	68,700	7.2%	68,800	6.5%	85,900
Mechanical **		5,000		5,000	7.7%	55,100	7.7%	55,100	7.0%	69,400
Electrical ***		5,000		5,000	8.3%	39,600	8.3%	39,600	7.5%	49,500
Quantity Surveyor		12,000		12,000	0.7%	33,400	0.7%	33,400	0.5%	33,000
Other Consultants		10,000		10,000		70,000		70,000		80,000
Total Professional Fees	$194,300		$216,500		$615,000		$615,500		$750,500	
4. Municipal and Connection Fees										
Development Cost Charges	0		0		22,300		22,300		47,000	
Building Permit	8,800		9,900		34,500		34,600		47,800	
BC Hydro, Telus, Others	5,000		5,000		10,000		10,000		20,000	
Total Municipal and Connection Fees	$13,800		$14,900		$66,800		$66,900		$114,800	
Sub-Total Project Cost	$1,447,600		$1,632,500		$5,526,600		$5,532,200		$7,571,700	
5. Contingency										
Project Contingency (5% of items 1 - 4)	5.0%	72,400	5.0%	81,600	5.0%	276,300	5.0%	276,600	5.0%	378,600
Total Contingency	$72,400		$81,600		$276,300		$276,600		$378,600	
TOTAL PROJECT COST	$1,520,000		$1,714,100		$5,802,900		$5,808,800		$7,950,300	

Note:
* Fee percentage is applied to 20% of item 1 for structural components only
** Fee percentage is applied to 15% of item 1 for mechanical components only
*** Fee percentage is applied to 10% of item 1 for electrical components only

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4.0 CONSTRUCTION COST SUMMARY

The estimated costs for the various options of the project are as follows:

Component		Scenario 1A		Scenario 1B		Scenario 2A		Scenario 2B		Scenario 3
1 Building		865,100		982,600		3,052,600		3,056,500		3,687,300
2 Underground Parking		0		0		618,000		618,000		1,275,000
3 Site Work		0		0		100,000		100,000		400,000
Subtotal		**$865,100**		**$982,600**		**$3,770,600**		**$3,774,500**		**$5,362,300**
4 General Requirements & Fee	25%	216,300	25%	245,700	15%	565,600	15%	566,200	12%	643,500
Subtotal		**$1,081,400**		**$1,228,300**		**$4,336,200**		**$4,340,700**		**$6,005,800**
5 Design Allowance	10%	108,100	10%	122,800	10%	433,600	10%	434,100	10%	600,600
6 Escalation Allowance	0%	0	0%	0	0%	0	0%	0	0%	0
7 Construction Allowance	0%	0	0%	0	0%	0	0%	0	0%	0
TOTAL CONSTRUCTION COST		**$1,189,500**		**$1,351,100**		**$4,769,800**		**$4,774,800**		**$6,606,400**
Gross Floor Area (sq ft)		16,005		16,005		21,700		21,700		21,675
Cost / sq ft (excl. u/g parking cost)		$74.32		$84.42		$183.78		$184.01		$232.32
Cost / sq ft (incl. u/g parking cost)		-		-		$219.81		$220.04		$304.79

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5.0   CASH ALLOWANCES

The estimates include the following cash allowances:

Description	Scenario 1A $	Scenario 1B $	Scenario 2A $	Scenario 2B $	Scenario 3 $
Code Upgrades to Existing	200,000	200,000	150,000	150,000	0
Site Work	0	0	100,000	100,000	400,000
Furnishings, Fittings & Equipment	50,000	50,000	75,000	75,000	100,000
TOTAL	**250,000**	**250,000**	**325,000**	**325,000**	**500,000**

6.0   AREAS

The gross floor areas for the various options of the project are as follows:

Description	Area (sq ft)				
	Scenario 1A	Scenario 1B	Scenario 2A	Scenario 2B	Scenario 3
Existing Building	16,005	16,005	11,400	11,400	-
New Construction	-	-	10,300	10,300	21,675
Total Gross Floor Area	**16,005**	**16,005**	**21,700**	**21,700**	**21,675**
Underground Parking	-	-	5,150	5,150	10,500

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Capilano Branch Library
Space Needs Assessment
Program Estimate #1

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7.0 SCOPE

The estimates **include** all direct and indirect construction costs identified in the documents provided by the Prime Consultant. The estimates specifically **exclude** the following:

- Legal fees and expenses
- Financing fees
- Land acquisition costs
- District of North Vancouver planning and administrative costs
- Storage and relocation of existing millwork, furniture, furnishings, fittings and equipment due to reconfiguration of functional components
- Unforeseen ground conditions
- Any interruption in the natural progression of the work
- Removal of hazardous/contaminated materials
- Erratic market conditions
- Cost escalation past June 2004

Taxes

The estimates **include** the Provincial Sales Tax (P.S.T.) where applicable. The estimates **exclude** Goods and Services Tax (G.S.T.).

8.0 DOCUMENTATION

Our cost estimates for the various options of the project are based upon the following information:

- Capilano Branch Library – Space Needs Assessment and Feasibility Study of April 29, 2004 prepared by Resource Planning Group Inc.

- Seismic Evaluation of Library Facilities for The District of North Vancouver of August 2001 prepared by Read Jones Christoffersen Ltd.

The available information is of a very preliminary nature and further estimates based upon more detailed documentation may vary considerably from this Program estimate comparison.

9.0 PRICING AND ESCALATION

The estimates have been priced at current rates taking into account the size, location and nature of the project. The unit rates utilized are considered competitive for a project of this type, with the work being tendered to multiple general contractors with trade contract prices established from a minimum of five bids, supported by a similar number of material suppliers. No provision or contingency has been included in the estimates for erratic market conditions, resulting in labour and materials shortage.

No escalation allowance has been made for further cost increase and as such all costs are in 2nd Quarter 2004 dollars.

10.0 CONTINGENCIES

10% design contingency allowance has been included in the estimates to cover future design development.

No construction contingency allowance has been included in the estimates for changes that may occur during the construction phase.

11.0 Cost Plan

Description	Quantity	Unit	Rate	Amount
1. Scenario 1A - "As Is" with Seismic and Code Upgrades				
1.1 Seismic Upgrade to Existing				
One Storey Building	1	sum	218,400.00	218,400
Two Storey Building	1	sum	179,700.00	179,700
1.2 Code Upgrades to Existing				
Cash allowance	1	sum	200,000.00	200,000
1.3 Finishes				
Remove existing and provide new floor finishes (GFA)	16,005	sf	6.00	96,000
Remove existing and provide new ceiling finishes (GFA)	16,005	sf	5.50	88,000
Remove existing and provide new wall finishes (GFA)	16,005	sf	4.00	64,000
1.4 New Book Drop				
Provide book drop room (GFA)	90	sf	100.00	9,000
1.5 Miscellaneous Allowance	1	sum	10,000.00	10,000
Total				*$865,100*

Description	Quantity	Unit	Rate	Amount
2. Scenario 1B - Seismic Upgrades and Various Relocations				
2.1 Seismic Upgrade to Existing Buildings				
One Storey Building	1	sum	218,400.00	218,400
Two Storey Building	1	sum	179,700.00	179,700
2.2 Code Upgrades to Existing				
Cash allowance	1	sum	200,000.00	200,000
2.3 Finishes				
Remove existing and provide new floor finishes (GFA)	16,005	sf	6.00	96,000
Remove existing and provide new ceiling finishes (GFA)	16,005	sf	5.50	88,000
Remove existing and provide new wall finishes (GFA)	16,005	sf	4.00	64,000
2.4 New Book Drop				
Provide book drop room (GFA)	90	sf	100.00	9,000
2.5 New Meeting Room and Washrooms at G/F				
Remove partitions say 145' x 9'6"	1,378	sf	3.00	4,100
New partitions say 130' x 9'6"	1,235	sf	8.00	9,900
New washrooms say 23' x 9'	207	sf	500.00	103,500
2.6 Miscellaneous Allowance	1	sum	10,000.00	10,000
Total				***$982,600***

Description	Quantity	Unit	Rate	Amount
3. Scenario 2A - Demolish Existing One Storey Building and Construct New Addition				
3.1 Demolish Existing Building				
Demolish existing one storey building (GFA = 5,200 sf)	1	sum	50,000.00	50,000
3.2 Seismic Upgrade to Existing				
Two Storey Building	1	sum	179,700.00	179,700
3.3 Code Upgrades to Existing Two Storey Building				
Cash allowance	1	sum	150,000.00	150,000
3.4 Finishes				
Remove existing and provide new floor finishes (GFA)	11,400	sf	6.00	68,400
Remove existing and provide new ceiling finishes (GFA)	11,400	sf	5.50	62,700
Remove existing and provide new wall finishes (GFA)	11,400	sf	4.00	45,600
3.5 New Book Drop				
Provide book drop room (GFA)	90	sf	100.00	9,000
3.6 G/F Renovations Including New Meeting Room and Washrooms				
Remove existing partitions say 65' x 9'6"	618	sf	3.00	1,900
Remove existing staircase and G/F renovation (GFA)	6,036	sf	15.00	90,500
New partitions say 130' x 9'6"	1,235	sf	8.00	9,900
New washrooms	211	sf	500.00	105,400

Description	Quantity	Unit	Rate	Amount
3. Scenario 2A - Demolish Existing One Storey Building and Construct New Addition				
3.7 Addition of Area on Existing Roof				
Remove existing roof structure and finish	1,291	sf	7.00	9,000
New additional area on roof incl. upgrade existing supporting structure	1,800	sf	175.00	315,000
3.8 Miscellaneous Allowance	1	sum	50,000.00	50,000
3.9 New Addition				
New Addition	10,300	sf	185.00	1,905,500
Underground parking	5,150	sf	120.00	618,000
3.10 Site Work				
Cash allowance	1	sum	100,000.00	100,000
Total				*$3,770,600*

Description	Quantity	Unit	Rate	Amount
4. Scenario 2B - Same as Scenario 2A with Main Entrance at New Construction				
4.1 Demolish Existing Building				
Demolish existing one storey building (GFA = 5,200 sf)	1	sum	50,000.00	50,000
4.2 Seismic Upgrade to Existing				
Two Storey Building	1	sum	179,700.00	179,700
4.3 Code Upgrades to Existing				
Cash allowance	1	sum	150,000.00	150,000
4.4 Finishes				
Remove existing and provide new floor finishes (GFA)	11,400	sf	6.00	68,400
Remove existing and provide new ceiling finishes (GFA)	11,400	sf	5.50	62,700
Remove existing and provide new wall finishes (GFA)	11,400	sf	4.00	45,600
4.5 New Book Drop				
Provide book drop room (GFA)	90	sf	100.00	9,000
4.6 G/F Renovations				
Remove existing partitions say 200' x 9'6"	1,900	sf	3.00	5,700
Remove existing staircase and G/F renovation (GFA)	6,036	sf	15.00	90,500
New partitions say 130' x 9'6"	1,235	sf	8.00	9,900
New washrooms	211	sf	500.00	105,500

Description	Quantity	Unit	Rate	Amount
4. Scenario 2B - Same as Scenario 2A with Main Entrance at New Construction				
4.7 Addition of Area on Existing Roof				
Remove existing roof structure and finish	1,291	sf	7.00	9,000
New additional area on roof incl. upgrade existing supporting structure	1,800	sf	175.00	315,000
4.8 Miscellaneous Allowance	1	sum	50,000.00	50,000
4.9 New Addition				
New Addition	10,300	sf	185.00	1,905,500
Underground parking	5,150	sf	120.00	618,000
4.10 Site Work				
Cash allowance	1	sum	100,000.00	100,000
Total				*$3,774,500*

Description	Quantity	Unit	Rate	Amount
5. Scenario 3 - Brand New Single Storey Building with Underground Parking				
5.1 Entrance, Circulation Services and Public Meeting				
Entrance/Exit and Check-In/Check-Out Service Area	875	nsf	220.00	192,500
Public Forum (lobby, meeting room, etc.)	1,195	nsf	180.00	215,100
Staff Work Area (offices, lounge, workrooms,	1,740	nsf	200.00	348,000
Support Area (storage, janitor, recyclin, etc.)	330	nsf	175.00	57,800
5.2 Popular Library	3,980	nsf	200.00	796,000
5.3 Children's Library				
Patron Service and Resource Centre	665	nsf	200.00	133,000
Collections Area	3,245	nsf	200.00	649,000
Staff Work Area	290	nsf	200.00	58,000
5.4 Young adults	635	nsf	200.00	127,000
5.5 Non-Fiction and Reference Services				
Patron Service and Collections Area	2,500	nsf	200.00	500,000
Quiet Study Area	600	nsf	200.00	120,000
5.6 Unassigned Building Area	2,805	sf	175.00	490,900
5.7 Underground Parking	51	stall	25,000.00	1,275,000
5.8 Site Work				
Cash allowance	1	sum	400,000.00	400,000
Total				***$5,362,300***

Capilano   *Space Needs Assessment*   **APPENDIX E – COST CONSULTANT'S REPORT**
Branch Library   *and Feasibility Study*   **FOR ROOF TERRACE RENOVATION**

APPENDICES ——————————————————————————————————————

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APPENDIX E – COST CONSULTANT'S REPORT FOR ROOF TERRACE RENOVATION

The following cost estimate report for the various options was provided by BTY Group.

DRAFT

Description	Quantity	Unit	Rate	Amount
1 Demolish Existing				
Remove roof structure and finish (high roof)	194	sf	6.00	1,200
Remove existing roof finish	580	sf	2.00	1,200
Remove exterior wall	780	sf	5.00	3,900
Remove exterior bulkhead & soffit	387	sf	3.00	1,200
Remove single doors	4	no.	100.00	400
Remove sliding door	1	no.	200.00	200
Remove parapet	262	sf	3.00	800
Remove handrail	33	lf	10.00	300
Remove partitions	407	sf	3.00	1,200
Remove misc.	1	sum	3,000.00	3,000

c/f   13,400

DRAFT

Description	Quantity	Unit	Rate	Amount
		b/f		13,400
2 Addition				
New floor sheathing	580	sf	5.00	2,900
New roof structure	710	sf	20.00	14,200
New roof finish	710	sf	10.00	7,100
New exterior wall	562	sf	25.00	14,000
New windows	374	sf	40.00	15,000
New soffit	86	sf	10.00	900
New carpet and base	580	sf	5.00	2,900
New drywall ceiling	580	sf	6.00	3,500
New wall paint	562	sf	1.00	600
mechanical	580	sf	15.00	8,700
Electrical	580	sf	10.00	5,800
Allow for make good & misc.	1	sum	15,000.00	15,000
				104,000
General Requirements & Fee		25%		26,000
Design Allowance		10%		13,000
Total				**$143,000**

Capilano
Branch Library

Space Needs Assessment
and Feasibility Study

APPENDIX F – STRUCTURAL CONSULTANT'S REPORT FOR ROOF TERRACE DESIGN LOAD

APPENDICES

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APPENDIX F – STRUCTURAL CONSULTANT'S REPORT FOR ROOF TERRACE DESIGN LOAD

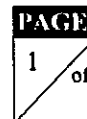The following cost estimate report for the various options was provided by Read Jones Christoffersen Ltd.

☐ For Your Review	**READ**	RJC #	**35588-05**	**PAGE**
☐ For Prompt Reply	**JONES**	Date	**22 Oct. 2004**	1 / of
☐ As Requested	**CHRISTOFFERSEN**	☐ Memo	☑ Transmittal	
☐ Via Email	**LTD.**	☑ Fax	☐ Courier	☐ Mail

FROM: Renato Camporese

RE: Capilano Branch Library

To: RPG
(Company)

Mark Mehrer (Attention)   736-0479 (Fax/Address)

CC:

Mark:

We have reviewed the existing structural drawings of this building to determine the design live load for the existing roof terrace at the south-east end of the second floor level. The drawings indicate a steel structure with open web steel joists and steel beams. The design live loads for the joists indicated on the drawings reflect a floor design live load of 4.8 kPa (100 lbs per sqare foot).

This is our best estimate of the design live load for this portion of the structure. Please note however the following:

- The structural drawings which we reviewed are dated October 26 '04 and are noted as "Issued for Building Permit". They are not construction or record documents therefore we cannot establish that the structure was built in accordance with these drawings. In fact the drawings are not complete and additional information will likely have been added prior to construction.
- The design load has been based on a design requirement for the open web steel joists. We have not reviewed the shop drawings for these joists so we cannot verify that the joists were in fact designed to meet these loading requirements.

We are not able to certify therefore the live load capacity of the structure however, in our opinion we feel it is most likely 4.8 kPa based on:

- The building code required design live load for a balcony or terrace would be 4.8 kpa.
- The drawings reviewed, although not the construction documents, reflect a requirement for a 4.8 kPa live load.

We trust this meets your requirements. If you have any questions or require additional information, please do not hesitate to contact the writer.

READ JONES CHRISTOFFERSEN LTD.

Renato Camporese, P.Eng., Struct.Eng.
Associate