

175.

A Facility Review & Future  
Requirements for the  
Yellowknife Public Library

# A Facility Review and Future Requirements for the Yellowknife Public Library



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# A Facility Review and Future Requirements for the Yellowknife Public Library

## 1.0 Introduction

The City of Yellowknife engaged the services of *Pat Cavill Consulting*, sub-contracting to *Library Planning Consultants*, to conduct a review of the current library facility and to make recommendations relating to its growth and a possible addition. The objectives of this study are:

- To examine the amount of space in the public and staff areas of the library as compared to what standards suggest should be available.
- To examine what space requirements will be (to 2016) using accepted standards and based on projected population growth.
- To examine the current library configuration and make recommendations for alterations to the existing space and layout.
- To examine and make recommendations related to the addition of a children's play area to the library
- To provide graphic representation of all recommendations and to submit budgets for any changes or additions to the existing building.

The study is intended to provide a basis from which the City can undertake an effective planning process to accommodate the current functions of the library and to provide the information needed to set future directions for library service delivery in Yellowknife.

The existing library has served the community since 1990 without significant changes to the space. However, changes in the use of technology have drastically affected procedures, programming and how both staff and users use the facility. Such change will continue into the foreseeable future as Yellowknife grows and pressures for additional, more diverse and sophisticated library services are experienced.

In an environment of reduced financial, human and other resources, the City of Yellowknife requires new information to determine its future actions.

The scope of the study relates to the current building and is to provide a framework for changes that will be necessary through 2016. It is important to recognize that this document is intended to serve only as a starting point, laying the necessary groundwork for the planning process. It should not be regarded as an end in itself.

## **2.0 Methodology**

This project evolved in three phases:

### ***Planning:***

The consultant requested documents and data from library management. A series of questions requiring feedback from the staff, management and other stakeholders was prepared for meetings with the consultant during the site visit. A review of original layout drawings for the library and notes related to current conditions were completed on-site and after the site visit.

### ***Site visit:***

A two-day site visit was made April 30-May 1, 2001. During a tour of the library, the operations were carefully observed. Areas of specific concern were examined, as was the condition of the current facility. The vision held by the City, both for the future of Yellowknife and the library in particular, were discussed with the city representatives and with the librarian. These meetings provided the consultant with information on the community and insight into the reasons for the study and the uses to which it will be put.

### ***Data Analysis and Drawings:***

The documents collected from the library (see Appendix) were further analyzed in relation to the site visit and resolutions were determined from the collected information. Drawings were prepared to illustrate areas of change recommended for the current facility and how a proposed addition would be incorporated into the existing space.

Architectural sources include the National Building Code, local and provincial bylaws. The building codes were consulted for details regarding interior spaces and buildings in general.

Standards established by local, national and international library-related organizations were searched for information relating to collection, staffing and user capacities and requirements. Literature was consulted to compile equipment and space needs to satisfy the identified criteria. Where electronic equipment or furnishings were suggested, manufacturers' literature was consulted for recommended sizes and required space.

## **3.0 The Planning Context**

### **3.1 Future Trends for the Library Community**

Some of the key trends that are playing a major role in the future of all libraries include the following:

#### ***Technology***

Ubiquitous internet access; e-commerce, continued convergence of cable and telecommunications; continued shrinkage of technology life cycles and planning frameworks; increasing computer power and lower costs; and a technologically literate younger generation.

#### ***Education***

Partnerships with private industry; greater pressure to use technology to improve the quality of the delivery of education; lifelong learning; the convergence of computer, library and media functions in educational institutions and the crisis in scholarly communication.

#### ***Libraries/Information***

Digital library initiatives; increasing competition from private information providers; user expectations for better organization of information on the Internet; increasing user demands for information - all combined with a continued need to support print sources, demand for longer hours; and the challenge of staff training in a changing technology environment.

#### ***Society***

Greater availability of home computers and connections to the Internet; a broader client community; lack of clarity on copyright in the electronic environment; lifelong learning/knowledge based economy; declining purchasing power of the Canadian dollar; continued public reluctance to support institutions such as libraries, schools, hospitals and universities from taxes; the cutbacks in public spending by governments which make it their mandate to emphasize deficit reduction; and the sincere but ill-informed belief that the Internet can replace libraries.

During the last two decades of library automation, the focus has been on the automation of bibliographic and citation information. Many libraries have substantially improved access to their collections by implementing on-line catalogues; converting the data from catalogue cards into electronic format; and making citation and abstract databases available on-line; and facilitating dial-in access from home.

The challenge into the twenty -first century is not only the provision of bibliographic information electronically, but also the provision to the desktop of any borrower, full-text, multi-media information in electronic format. This must be done at the same time as the maintenance and growth of print collections.

### 3.2 Planning Indicators for the Yellowknife Public Library

Library space analyses are concerned with five space components:

Primary Components:

1. collection space: to house the current and future collections,
2. staffing needs: space to accommodate the staff functions including lounge and locker or personal space,
3. user facilities space: space to accommodate the variety of needs that users have.

The primary components are largely dependent on a population base factor.

Other Components:

Multi-purpose or special use spaces: varies from community to community dependent on library programming and the need for meeting facilities in the City.

Non-assignable space: an allowance made for stairwells, washrooms, janitor closets, entry and exit spaces, furnace rooms etc. and is based on a percentage of the gross space occupied by the primary components.

Non-assignable space is necessary to support the operation of the library but is not considered as direct library use space in the calculation of required area. The amount of space designated non-assignable can vary between 20 and 25% depending on the efficiency of the building; the design; whether or not the building is a shared-use facility; the size of the project, and whether the project is new construction or an addition. In the case of Yellowknife Public Library, the fact that it is located on a second story of a shared-use building requiring several staircases as well as an elevator and due to the inordinate number of supporting columns, the higher figure of 25% to calculate non-assignable space will be used.

#### 3.21 Population

The population base served determines service parameters in the library and thus it is very important that the latest census statistics are obtained. It is also important to determine population growth rates for the community in order to arrive at a "design" population from which the following can be determined:

- optimum size of collection
- the number of FTE (full time equivalent) staff
- staff work stations required
- user stations needed

It has been confirmed with library management and corroborated with other sources that the current population of Yellowknife is 18,028. The population growth rate between 1991 and 2000 has averaged .012% per year. The Northwest Territories government statistics indicate that the population by 2004 will be 18,773; by 2009 it will have risen to 19,977 and by 2014 the City will serve 21,497 people.

It is likely that by 2005 libraries will have dealt with the unprecedented growth in technology that has occurred through the 1990's and will have developed a greater sense of its effect on the collection, procedures and user demand for these services. This is not to suggest that technology changes will have become static but rather that libraries and librarians will have a better knowledge of requirements and where technology will lead them.

Flexibility in terms of the availability of power and data sources, furnishings used and the number of computers necessary will continue to be an important consideration for all libraries and specifically when planning building projects.

It should be noted that buildings are normally designed for a twenty-year life cycle. The current building is eleven years old and it is appropriate that the library should be considering what its requirements will be in 2016 and whether or not the existing space (with the adjoining space taken in) will provide the necessary room for the library to carry on its service mandate.

### **3.22 Collection Space Component**

Collection size is determined by standards set by the library based on those established by provincial (territorial), national and international library associations.

These standards are currently determined by what equivalent-sized libraries in comparable circumstances provide; budgets set by the funding bodies of the library; access to other libraries' collections as well as basic standards for public libraries. A minimum of 2.0 books per capita served is a minimum standard for books in public libraries in communities from 25,000 to 100,000 population. (From American Library Association *Minimum Standards for Public Library Systems*.) In communities under 25,000, the collection must be developed so that it is viable as a resource to its users.

For the purposes of this study, the size of the current collection will be used. A factor based on the growth rate established from library statistics will be added to arrive at the collection size fifteen years hence as the population size is not expected to exceed 25,000 people.

Standards suggest that reference materials should be five percent of the total book collection although more and more material will be in electronic format. (Ontario Library Association, *Guidelines for the Planning and Design of Ontario Public Libraries* ). This does not mean that space needed will decrease as computers to access the collection will take up any space gained through attrition of the print collections.



Magazines and newspapers should be provided at 1 per 100 capita. (Public Libraries Association, *Interim Standards for Small Public Libraries*.)

The space required for the collection is determined by the following standards:

- Books will occupy space at the rate of ten volumes per square foot. (Wisconsin Department of Public Instruction, *Public Library Space Needs*.)
- Magazines and newspapers on display will occupy 1.4 square feet (this figure accounts for both display of current issues and storage of back issues for up to 1 year). (Wisconsin Department of Public Instruction, *Public Library Space Needs*.)
- 3.8 reference volumes will occupy 1 square foot. (Wisconsin Department of Public Instruction, *Public Library Space Needs*.)
- Non-print materials: 10 items will occupy 1 square foot. (Wisconsin Department of Public Instruction, *Public Library Space Needs*.)
- An average of 50 square feet per user computer workstation is required. (Boss, Richard W. *Information and Technology Planning for Libraries and Information Centers*. G.K. Hall, Boston, 1987.)

The ten volumes per square foot is derived as a standard because it takes into consideration an expansion factor and the necessity of a 42" wide aisle between stacks to accommodate handicapped access.

An allowance for circulation statistics is normally included in calculations of area required for collection. An average of 14%+/- (derived from circulation figures in the NWT Library Services reports) of the collection should be considered as on loan at all times and capacity for 86% of the lending collection should be allowed.

### **3.23 Staff Space Component**

The generally accepted standard for staffing a library is one FTE (full time equivalent) staff per 2000 capita for which there should be 1 professional staff per 5000 capita. An average of 175 square feet per staff person is allowed. (National Library of Canada, Library Survey, *Report on the Services and Systems Team*, 1994.) This figure allows for the different types of workstations in the library and provides for lockers and staff lounge areas. Pages and volunteer staff are not added to the FTE count because they are transitory and do not require dedicated workstations to fulfil their duties.

### **3.24 User Space Component**

The number of user seats provided in a library is broadly-based on a recommendation of five seats per thousand capita, and as this is satisfactory for most public libraries it is the standard used in this report. However, more detailed guidelines suggest allocating user seating on a sliding scale which decreases the number of seats per thousand

capita as population increases. Using this more detailed method, the Yellowknife Public Library should accommodate users at 5.7 seats per 1000 population. The number of seats can be modified depending on the service priorities set by the library. For example, if library use is more towards selection of material for home reading, the number of seats should be adjusted downwards but if the library encourages in-house use of collections and facilities, the amount of seating provided should be increased. A reference guide for user seating is provided in the Appendix to this report.

The integration of technology into library services has precipitated a change to the original space allowance formula that called for an average of 30 square feet per user. The amount of space allowed per user seat has been increased to a standard 35 square feet regardless of the purpose. In addition, computer work stations for users require 50 square feet per station.

### **3.25 User Computer Space Component**

The growth of the use of computers affects the library in what it should provide to its users. An optimum goal is that 40% of the table and lounge seating should be capable of connection to power and data. This is not to say that computers should be provided for 40% of users but rather that tables and or carrels should be wired to accommodate laptops brought into the library. Space allowance for this service would not change from the 35 square feet per unit mentioned in 3.24 above.

User stations providing quick use (ie on-line catalogues, or OPACs), as well as stations for longer term work are essential in today's library environment. Early formulas established that one full service station per 2000 population be provided in addition to a minimum of 2 OPAC stations (1 adult and 1 children). A later formula, and the one employed in this study, is based on daily library visits. (Wisconsin Department of Public Instruction, *Public Library Space Needs*.) The formula for number of terminals ranges from a low of one terminal for every 20 visits (daily) to a high of one per 10 visits (daily). For purposes of this study a median of one terminal for every fifteen visits has been selected.

In the calculation of space needs following, seats provided for computer use are calculated separately from the total number provided for the library and the space differential is expressed as "*Technology component*".

### **3.26 Non-Assignable Space Component**

As was mentioned above, the allowance made for non-assignable space is 25% for this study because washroom facilities, stairwells and elevator shafts are located within the library space, janitorial closets, lobby areas and mechanical rooms are included and the large number of support columns all must be accommodated.

### **3.27 Meeting/Program Space Component**

Although the existing meeting rooms are not really a part of this study and will not affect our findings regarding space needs and layout, following are architectural standards related to this type of space.

A general meeting room should allow for 10 square feet per audience chair and an additional 100 square feet for a speaker's podium.

A conference room should allow 25 square feet at a conference table with an additional 10 square feet per audience chair (as in a gallery situation). For story time activities, 10 square feet per child is a standard plus an additional 50 square feet for the program leader. If craft activities are to be considered, an additional 5 square feet per seat will be required.

If computer training labs are included in the service parameters, 50 square feet per station should be allowed as well as an additional 80 square feet for the trainer.

## **4.0 Current Space Allotment by Library Components**

The first step in our analysis of the Yellowknife Public Library is to determine from actual scale drawings what the total library service space is now and to compare that to what standards suggest should be provided for the various components at existing levels of service.

The analysis is concerned with space in the existing building dedicated to library service only. The multi-purpose or meeting facilities included in the library are not considered as a component in the basic service parameters as use of these rooms varies and it is not dedicated library use only. Space for these areas will be discussed later in this study. The City and library management must ultimately make decisions on the desirability of maintaining or increasing this space and what its functions will be.

### **4.1 Collection Component**

The size of the collection used below is based on the information provided by the library. This takes into account the collection weeding completed most recently, and the addition of new materials since. Although the reference collection is not listed separately, the standard of 5% of the total book collection is used as the base. The newspapers and magazines collection is based on the standard of 1 magazine subscription per 100 capita.

Space standards used are as listed in Section 3 previously.

**Book collection** = 50,000 less 14% circulating = 43,000 items  
 less 5% reference (2,500) = 40,500 items

Total area as scaled from drawings: 3,548 square feet  
**Total area actually required: 4,050 square feet**

Reference collection = 5% of circulating collection = 2,500 items

Total area as scaled from drawings: 365 square feet  
**Total area actually required: 658 square feet**

Magazines and newspapers = 180

Total area as scaled from drawings: 108 square feet  
**Total area actually required: 252 square feet**

Collection area as scaled from drawings: = 4,021 square feet  
**Total area actually required for collection: = 4,960 square feet**

#### **4.2 User Seating Component**

The total number of user seats in the existing library is 68 (physical count during site visit; includes chairs at computer stations and children's area.)

Total area as scaled from drawings: 1,728 square feet  
**Total area actually required: 2,730 square feet**

User seating space as scaled from drawings = 1,728 square feet  
**Total area actually required for user seating= 2,730 square feet**

#### **4.3 Staff Space Component**

The total number of FTE staff is 8.0 as taken from the statistics provided by library management and accounts for 6 FTE employees plus a part-time summer position, and allows for space to manage the pages. Coat and boot storage for all staff is included although a workstation may not be required.

Total area as scaled from drawings 1,810 square feet  
**Total area actually required for staff 1,400 square feet**

Total area used for staff as scaled from drawings = 1,810 square feet  
**Total area actually required for staff = 1,400 square feet**

#### **4.4 Technology Component**

There are 14 computer stations in the library (including OPAC and word processing) for customer use at this time. Drawings showing computer stations do not exist therefore a comparative figure is not provided for this component.

14 computer stations for public use x 50 = 700 square feet  
 less 14 x 35 square feet included in 4.2 above = 490 square feet  
 210

**Total area actually required for user computers = 210 square feet**

#### **4.5 Non-assignable Space Component**

Total area actually used by components = 7,769 square feet  
**Total area actually required for components = 9,300 square feet**  
**Total area classed as non-assignable from scale drawings = 1,474 square feet**

Area required for non-assignable space in scaled drawings = 1,942 square feet\*  
**Area required for non-assignable space required by standards = 2,325 square feet\***

\*taken as 25% of total of all library components

Area used by the library = 9,711 square feet  
**Area actually required by components in the library = 11,625 square feet**

**Actual area of library as taken from drawings = 14,004 square feet**

**Notes:**

1. The previous exercise suggests that the area given to library service space in the Yellowknife Public Library is 2619 square feet larger than it currently needs to be to meet the accepted standards for the collection and services offered.
2. The exercise also indicates that in some of the component areas not enough space has been allocated while in others more space is provided than necessary:
  - Collection space is short of what the standards suggest by 939 square feet
  - User seating space is short of what standards suggest by 1002 square feet
  - The area provided for staff is larger than what the standards call for by 585 square feet
3. The section dealing with the non-assignable space in the above exercise is given as a comparison only because the measurement for non-assignable space was scaled directly from the drawings. The scaled figure of 1,474 square feet included the space occupied by columns, stairwells, and elevator shafts in the actual library. It does not, however, include the washrooms, janitor closet or the elevator lobby and entrance to the meeting rooms. The figure for these additional spaces would add to the total non-assignable space. This compares well to the 25% figure and justifies the use of this in the size/population comparisons to follow.

The main finding from the previous is that the amount of space provided for library service is adequate to what the library now provides for service standards. Indeed, almost 2,000 square feet additionally is available. The actual component measurements, however, indicate that not enough space is provided for each of them (with the exception of staff space) which means that too much of the library service space is taken in aisles or simply empty space (as in the children's library and the audio-visual area).

Drawings included with this study have addressed this issue to provide a rationalization of the existing space so that the components more closely match standards.

## **5.0 What the Standards Suggest the Current Size Should Be**

In the previous section the space the library service components actually occupy was determined based on actual current collections, staffing, and user facilities. Also looked at was the amount of space allotted to each of the components versus what standards suggest the space should be.

In this section, the amount of space that should be occupied by the library components using the established standards in Section 3 based on population is examined. The design population for Yellowknife is taken from GNWT population sources and documents provided by library management.

This exercise will provide comparative information that will highlight shortfalls in space provided for the various components between existing and what service standards suggest for both the levels and the space standards. This exercise is a useful tool to refocus the directions and actions the library should take in the immediate future but further, it also provides a starting point to extrapolate the requirements of the library five, ten and fifteen years hence.

The current population for Yellowknife is 18,028. This is the figure that will determine the component limitations below.

### 5.1 Collection Component

Total collection at 3.0 books per capita standard should be **54,084 items** plus an additional 5% of that number, or **2,704 items**, should be reference materials. The current collection averages this amount based on collection per population.

Space to house a collection of 54,084 items less 14% circulating = 46,512 items

**Total area required** **4,650 square feet**

Space for a reference collection of 2,704 items

**Total area required** **712 square feet**

Periodicals (magazines and newspapers) collection at 1 per 100 capita should be 180 titles

**Total area required** **252 square feet**

<b>Area required for collection = 5,614 square feet</b>
---

### 5.2 User Seating Component

The total number of user seats that should be provided by standards is 5 per 1000 capita

90 user seats x 35 square feet per seat = 3,155 square feet

<b>Area required for user seating = 3,155 square feet</b>
---

### 5.3 Staff Space Component

The total number of FTE staff should be 9.02 based on 1 FTE per 2000 capita.

$$9.0 \text{ staff} \times 175 \text{ square feet} = 1,575 \text{ square feet}$$

<b>Area required for staff = 1,575 square feet</b>
--

### 5.4 Technology Component

The library management needs to determine the support they wish to provide for on-line work at terminals. The formula for this is based on daily traffic through the building and range from a low of one terminal for every 20 visits (daily) to a high of one per 10 visits (daily). For purposes of this study an average of one terminal for every fifteen daily visits has been selected. Research indicates an average of 2,600 visits per week or average 400 visits per day.

$$\begin{aligned} 27 \text{ stations for public use} \times 50 &= 1,350 \text{ square feet} \\ \text{less } 27 \times 35 \text{ square feet included 5.2 above} &= \frac{945}{405} \text{ square feet} \end{aligned}$$

<b>Area required for user computers = 405 square feet</b>
---

### 5.5 Non-assignable Space Component

The 25% of gross library space is applicable.

Total library space required for components = 10,749 square feet

<b>Area required for non-assignable space = 2,687 square feet</b>
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<b>Area required for library use by components = 13,436 square feet</b>
---

<b>Area allotted to library service use in current building = 14,004 square feet</b>
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## Notes:

1. The above analysis indicates that when service standards are fully applied the area available for the library is larger than is required by 568 square feet. It should be noted however, that the non-assignable space shown in this calculation is 799 square feet larger than what is actually in the facility. If this is adjusted to the actual, the library is actually 1,367 square feet larger than standards suggest.
2. The component space dispersal is considerably different from what the actual layout indicates.

## 6.0 Library Space Requirements to 2006

The population of Yellowknife is expected to rise to 19,255 (18,773 in 2004 + 241 in 2005 + 241 in 2006). Following is the effect of population on the space required.

### 6.1 Collection Component

If the standard of 3.0 items per capita is used:

Total collection should be at **57,765 titles + 2,888 reference materials + 192 periodicals**. 14% will be circulating.

**Area required for collection = 5,950 square feet**

### 6.2 User Seating Component

The number of user seats that should be provided is 96

96 user seats x 35 square feet per seat = 3,360 square feet

**Area required for user seating = 3,360 square feet**

### 6.3 Staff Space Component

The number of FTE staff should be at 9.6

9.6 staff x 175 square feet = 1,680 square feet

**Area required for staff = 1,680 square feet**

## Notes:

1. The above analysis indicates that when service standards are fully applied the area available for the library is larger than is required by 568 square feet. It should be noted however, that the non-assignable space shown in this calculation is 799 square feet larger than what is actually in the facility. If this is adjusted to the actual, the library is actually 1,367 square feet larger than standards suggest.
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The number of user seats that should be provided is 96

96 user seats x 35 square feet per seat = 3,360 square feet

<p><b>Area required for user seating = 3,360 square feet</b></p>
--

### 6.3 Staff Space Component

The number of FTE staff should be at 9.6

9.6 staff x 175 square feet = 1,680 square feet

<p><b>Area required for staff = 1,680 square feet</b></p>
---

## 7.2 User Seating Component

The number of seats that should be provided is 103

103 user seats x 35 square feet per seat = 3,605 square feet

**Area required for user seating = 3,605 square feet**

## 7.3 Staff Space Component

The number of FTE staff should be 10.6

10.6 staff x 175 square feet = 1,855 square feet

**Area required for staff = 1,855 square feet**

## 7.4 Technology Component

The daily visit estimate will be 428.

28 stations for public use x 50 =	1,400 square feet
less 980 square feet included in 7.2 above=	<u>980</u> square feet
	420

**Area required for user computers = 420 square feet**

## 7.5 Non-assignable Space Component

25% of gross library use space

Total library space required for components = 12,293 square feet

**Area required for non-assignable space = 3,073 square feet**

**Area required for library use by components = 15,366 square feet**

## 8.0 Library Space Requirements to 2016

The population of Yellowknife will have risen to 22,088.

### 8.1 Collection Component

Using the standard of 3.0 items per capita, the total collection should be 66,264 titles. 5% (3,313) will be reference + 220 periodicals are required and 14% of the collection (9,277 items) will be in circulation.

<p><b>Area required for collection = 6,879 square feet</b></p>
--

### 8.2 User Seating Component

The number of seats that should be provided is 110.4

110.4 user seats x 35 square feet per seat = 3,864 square feet

<p><b>Area required for user seating = 3,864 square feet</b></p>
--

### 8.3 Staff Space Component

The number of FTE staff should be 11.02.

11.02 staff x 175 square feet = 1,928.5 square feet

<p><b>Area required for staff = 1,928.5 square feet</b></p>
---

### 8.4 Technology Component

The daily visit estimate will have risen to 452

30 stations for public use x 50 = 1500 square feet  
 less 35 sq ft per station included above =  $\frac{1,050}{450}$  square feet

<p><b>Area required for user computers = 450 square feet</b></p>
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## 8.5 Non-assignable Space Component

25% of gross library use space.

Total library use space required for components = 12,868 square feet

**Area required for library use by components = 16,085 square feet**

### Notes:

1. The space analysis of library components indicates that the library will need to grow by **2081 square feet** in order to fulfil its service mandate over the next fifteen years. This does not take into consideration space needed for multi-purpose uses (see 10.0 following).
2. A time frame of fifteen years is a realistic period in which to extrapolate given that the affect on service of technology has not been completely documented. However, new buildings are designed on the basis of twenty-year time frames and it would be inappropriate to use any less of a time frame for planning.
3. The space now on sub-lease to the RCMP is 3,090 square feet and will allow for the expansion of the library for the period under discussion.
4. In comparing space allotments for the three major components now, versus what they will require up to fifteen years hence, it is obvious that modifications to the configuration of the library are necessary although a general increase in the space required will not occur until 2006 wherein the library will be short 240 square feet. This will increase gradually through 2016 to a deficit of 2,081 square feet.
5. The possibility that the library may engage in new services during the period will alter the demand for space. The issue of the proposed children's play area is addressed in another section of this report
6. Section 11.0 discusses the good features as well as problems with the current layout. Three major problem areas were identified in the current library configuration; the very definite lack of shelf capacity for collection, the serious scarcity of storage facilities in the library and the inefficiency of the Technical Services areas. One of the options proposed to alleviate these involves using a portion of the sub-leased space to rework the staff areas returning the existing offices and Technical Services spaces to public use.
7. The non-assignable space component is also seriously lacking in the current building. This indicates that such spaces as storage room, janitor closet, washrooms, mechanical service areas are not of sufficient size.

## 9.0 Chart Summary of Space Analysis

The following chart summarizes the pertinent information from the last 4 sections. It will provide a quick overall comparison of size requirements for the library and a reference to what the component spaces should be.

Library Component	Space used by components in existing library (Section 4.0)	Space which should be used by components by sizing standards (Section 4.0)	Size library should be using size and population Standards (Section 5.0)	5- year space projection by components, size and population standards (Section 6.0)	15- year space projection by components, size and population standards (Section 6.0)
Collection: Standard books	3,548 sq. ft.	4050 sq. ft.	4,650 sq. ft.	4,968 sq. ft.	5,699 sq. ft.
Collection: Reference	365 sq. ft.	658 sq. ft.	712 sq. ft.	713 sq. ft.	872 sq. ft.
Collection: Periodicals	108 sq. ft.	252 sq. ft.	252 sq. ft.	269 sq. ft.	308 sq. ft.
Total Collection Area	4,021 sq. Ft.	4,960 sq. ft.	5,614 sq. ft.	5,950 sq. ft.	6,879 sq. ft.
User Seating	1,728 sq. ft.	2,730 sq. ft.	3,155 sq. ft.	3,360 sq. ft.	3,864 sq. ft.
Staff Work Stations	1,810 sq. ft.	1,400 sq. ft.	1,575 sq. ft.	1,680 sq. ft.	1,928 sq. ft.
Technology for users (in addition to user seating above)	210 sq. ft.	210 sq. ft.	405 sq. ft.	405 sq. ft.	450 sq. ft.
<b>TOTAL LIBRARY SERVICE SPACE</b>	7,769 sq. ft.	9,300 sq. ft.	9,749 sq. ft.	11,395 sq. ft.	12,868 sq. ft.
25% Non Assignable Space	1,474 sq. ft.	2,325 sq. ft.	1,474 sq. ft.	2,849 sq. ft.	3,217 sq. ft.
<b>TOTAL LIBRARY SERVICE SPACE (+ multi-use space)</b>	9,243 sq. ft.	11,625 sq. ft.	12,223 sq. ft.	14,244 sq. ft.	16,085 sq. ft.

Note: The chart does not indicate the requirements for a ten-year extrapolation due to chart size restrictions vs. readability. Please refer to section 7.0 for this information. If the library elects to add space to the current building it should use nothing less than the fifteen-year extrapolation for determining size as anything smaller would become too crowded by the time it was completed.

## 10.0 Multi-Purpose and Meeting Room Facility

The Yellowknife Public Library currently engages the community in various well-attended programs and will continue to do so. The existing library has a meeting room with an attached cupboard area and a separate entrance that can be used when the library is closed. This space is also the area in which the extensive children's programming can be held. The library is under some restriction in that all of the children's materials must be taken down and put into storage when the programs are completed because other adult groups use the room between times and require different equipment from what the children's programs need. The constant setting up and taking down of materials requires storage space to house what is necessary for both functions.

Although a folding wall separates the meeting room into two spaces, the fact that the wall does not provide an adequate sound barrier rather negates the idea of having two meetings or programs occurring at the same time.

The following section will provide some parameters as to the amount of space needed to house the different programming functions and the necessary adjunct facilities.

### 10.1 Existing Multi-Purpose Room Capacity

Please refer to section 3.27 for information describing space standards for meeting/program room facilities.

The standards indicate that each half of the current meeting room is capable of accommodating the following in the differing configurations (double if divider wall is retracted):

- In a general meeting format, 55 people on chairs plus a speaker can be accommodated.
- In a conference meeting (people around a table), 23 people can be accommodated.
- For children's story time activities (children sitting on floor or cushions), 55 children plus a program leader can be accommodated.
- For children's craft activities (children around tables), 35 children plus a program leader can be accommodated.

The Yellowknife Public Library meeting rooms are well used by both children and adult programs. The only identified problem with these facilities is that storage for craft materials used in the children's programs is not located near the rooms. A clean-up area including a sink in the immediate vicinity would also assist the program managers.

It is recommended that the area currently used to house dated computer equipment boxes and other unused materials be cleaned of extraneous material and fit out with storage shelves and a work table to accommodate the children's craft programming.

## **11.0 General Observations on the Existing Library**

Part of the site visit consisted of a walk-through of the existing library from the entrance through the public areas, into the staff work areas and the service and storage facilities. The following is a summary of observations made during the walk-through.

### **11.1 Exterior and Entry Area**

Entry to the library is from the mall and accessed by an elevator. The sign indicating that the elevator is the entrance to the library is not immediately obvious nor does it indicate that this is the only access to the library. The sign on the outside of the mall and those in the concourse of the mall are again too small to make an immediate impact.

If it is at all possible, it would be to the library's and its users' benefit to create an elevator dedicated exclusively to library use from a small foyer area, which is accessible to both the street and the mall. The foyer should display books and other materials prominently, a bulletin board announcing library programs, hours and activities, and a book return bin should be included. An arrangement such as this would immediately increase the visibility of the library and serve to bring the facility closer to its users.

The elevator lobby on the second floor is quite satisfactory although possibly somewhat sterile. Once again, a dedicated display of materials and a bulletin board indicating library activities would improve the entrance area.

### **11.2 Circulation Desk and Entry**

The way in which the circulation desk has been positioned between columns and with dropped bulkheads projects the sense that the user is passing through a serious security checkpoint and is thus rather intimidating. The lighting is directed onto the desk area and to several spots highlighting wall displays and informational materials. Unfortunately these displays do not really have an impact as a result of the tunnel-like atmosphere created by narrow passageways and low ceilings and rather dark surroundings. The entrance and circulation area should convey a welcoming, service-oriented attitude to its users rather than sending the negative signals it does now. The desk itself is monolithic in nature and as such was not easily configured to accommodate technology advances and the service modifications that entailed. This resulted in a lack of wire management evident on both sides of the desk. It also limited the placement of the computer equipment as well as the extent of the desk to the two side counters rather than the entire desk.



Access to and from the desk is difficult and limited. There is only one entrance/exit and that requires the lifting of a substantial portion of the side counter. The staff area behind the desk is exceedingly cramped as a result of locating the video/CD shelving in the centre of the desk space. Because of the lack of space remaining, it is not possible to keep a book truck in the circulation area and returning materials must be handled at least three times before they leave the area.

The current circulation desk is inefficient as well as a source of staff fatigue, possible back strain or other lifting injuries. The entire area should be redesigned and updated with appropriate equipment that is attractive to users; is flexible to the changing needs of the library environment and can improve the efficiency of the processes which occur in this important area of the library. The issue of a redesigned circulation area has been addressed on the accompanying drawings (see drawings section) and budget guidelines are provided for the recommended changes.

### **11.3 Adult Fiction, AV Materials, Northern Collection, Periodicals, Adult Non-Fiction**

The layout of all of the public areas of the library has been determined by the large number and positions of the many columns in the space. These very necessary structural components limit the flexibility of the library and make it difficult to accommodate changing systems and equipment. They are also an impediment to staff in the control of the library. This said, the Yellowknife library designer was very successful in creating a space that flowed well and was quite workable. The various ceiling heights; the effect of the lighting changes between the main connector alleys and the stack and work areas; the sign system and the colours and finishes on the columns and walls all work to create an air of stately elegance which bring to mind images of university halls of learning. Regardless of changes made to the layout, it is recommended that the quiet elegance of the original design be maintained.

New stack areas will need to be created immediately and room to expand stack areas in the future must be made available, especially in the adult non-fiction area where shelves are completely full and titles are being placed on top of the books already on the shelves. Other areas under stress are the children's fiction and non-fiction, the reference area and the Northern collection. It is interesting to note that while some parts of the library are straining to expand, others have an overabundance of space. The AV/paperback stacks area at the entrance to the library and the children's easy section, for example, each can be condensed and the area freed up used to house other functions. Please refer to proposed suggestions in the drawing section of this report.

There is only one wall of the library that contains windows, yet bookstacks and large study carrels are located such that daylight can not penetrate the library. The fact that there is so little daylight entering the library even though it is on a second floor is a problem that is addressed on proposed plans in the drawings section.

The periodical display area works well. There are several seating groups in the area appropriate to the number of magazines and newspapers periodicals to which the library subscribes and table seating is located within easy range. The lighting is adequate to the need but the entrance of daylight to the lounges would be an asset to people using this part of the library.

The sign system in the library is a good one; easy to read and visible and essential in a facility with as many blocked sight lines as this one presents. When changes are completed to the layout, it is recommended that a sign specialist be engaged to re-sign the library. The fact that as many small notices and hand written material is taped to walls and stacks indicates that some remedial work is needed on the existing system. A signage checklist is included in the appendices to this report.

The Northern collection space is both attractive and pleasant with good lighting and appropriate tables and chairs available for study near by. As the collection grows and more stack space is required, the stacks can be heightened by replacing the existing upright posts with taller ones and adding shelves as necessary.

#### **11.4 Juvenile Fiction, Non-Fiction and Easy Books**

The children's easy book area is located in the best part of the library because it contains the window wall and has access to daylight. It is, however, too large a space to house just the easy collection. If the children's programming were held in this area, the size may be understandable, however, programming is held in the meeting rooms. Our recommendation, therefore, is that the raised area by the windows be removed and the collection condensed to approximately half the existing space. The juvenile fiction and non-fiction collections can then be moved into the freed-up area rather than block the windows as they do now.

#### **11.5 Reference Desk and On-line services**

The reference desk acts as a control point for the library and it is essential that it do so given the layout of the library and the location of the circulation desk. It is an appropriate size to deal with its functions. It is convenient that the area is defined by low reference stacks that allow the ready reference materials to the staff side, and the encyclopedias and other reference texts on the public side.

The OPAC stations on the reference desk counter are an excellent solution as any assistance needed can be done conveniently from the desk. When the circulation desk is reworked, it would be advisable to place two more machines near that area as well. Placing the full Internet access equipment relatively close to the reference desk allows staff to monitor and to answer questions from users. Close proximity should be maintained regardless of where the two are located in the library. Room for growth in the number of stations available for public use must be accommodated, and this will in all likelihood entail a move as space in the area has been used up.

The pod arrangement is the most efficient use of space when there is a need to give users some writing space. It would be a good idea to attach wire cages under the tables to support the CPUs. At some point the library will need to consider the addition of tables and/or carrels which will allow users the option of bringing their own lap tops and connecting to the data line and power sources of the library. It is recommended that libraries being built today should be designed to provide some form of connectivity within a grid system of 3 feet in any direction.

The major directional signage in the library should indicate the location of this important function. Currently the signs only show "information" which is only a small portion of what is done there.

## **11.6 Staff Areas**

All staff areas and offices are located at the back of the library. Although they are all administrative in nature there are differing purposes for each. They were designed to accommodate very different functions than libraries operate under today and as a result the spaces in all cases are inappropriate to their needs.

### **11.61 Technical Services Area**

The location of Technical Services at the back of the library means that all materials (new books or other items, mail incoming, interlibrary loans, donations, discards) coming in or going out must be carted through the main library public areas from the elevator lobby. Further, there is no holding/unpacking area provided where materials can be placed on trucks to be moved to the various processing stations. At this time, all incoming materials are placed on the floor, on tables, on counters or wherever there may be space.

Due to lack of space, there is no room to move loaded book trucks through the area because of the number of work stations necessary, the lack of holding shelves or racks and because of lack of separate storage for newspaper archival copies, discards and donations.

A part of the solution for this area must be to consider replacement of the existing workstations. Currently, old desks and tables have been modified and pressed into service. These are hard to place, take up more room than is required and provide a stop-gap measure only. Modular work centres are easier to group, are considerably more efficient in terms of space requirements and allow a better flow of materials around and through the facility.

### **11.62 Staff Lounge**

The size of the staff lounge/lunch facility is adequate for this purpose and contains all that is necessary in terms of tables, chairs, counter and equipment.

This space has, however, been over-taken as the processing area of Technical Services, dealing with the application of jackets and pockets to all new incoming materials. This is the only spot available near the Technical Services area for this function. The problem with this is that the equipment in the lunchroom is not designed for this purpose, is not appropriate ergonomically and work in progress cannot be left as it must still act as staff lounge. Access is a problem in that materials to be processed are physically lifted into the area and then must be physically removed when completed because there is not enough room to maneuver book trucks.

### **11.63 Offices**

There are four office areas within the confines of the library all of which would be adequate to their purposes but for two factors:

- There is a serious lack of storage space in each and especially in the office where storage for all of the children's programming materials are kept. This will improve once the storage area next to the meeting rooms is cleaned out and refit with appropriate shelving.
- The equipment (e.g. desks, files and shelving) is currently inappropriate to the technology in use. Modular workstations in the offices would allow staff a great deal more flexibility in the arrangement of their office space and in arranging their workflow. More importantly, the ergonomic problems associated with inappropriate equipment could be addressed.

## **11.7 Storage Rooms**

Storage facilities in the library are scarce, poorly located and at the time the consultant was there, were filled with materials which should be discarded or moved to off-site storage as they are occupying room which can be put to much better use. Shelves in the storage areas should be at least 18" deep and should be adjustable up or down on the frame system employed. There was no shelving of this construction in any of the storerooms.

One of the major reasons that the Technical Services area is under stress and appears too small is that it has, by default, become the repository of withdrawn materials, donated materials, all items coming into the library and back issues of periodicals which have not yet been shelved.

Until such time as expansion into the sub-leased area becomes viable, maximum use of the existing storage facilities must be made. It is suggested that consideration be given to the following:

- A thorough weed of materials in storage must be done and all unnecessary items be discarded.

- All newspaper back issues, discards (withdrawn materials) donations etc. should be placed in a holding area until they are dealt with. In the drawing for the library to 2006, it is dealt with in a few ways: construction of a holding room off the elevator lobby; installation of appropriate shelving in the storage areas; shelving and appropriate furnishings in the Technical Services areas and in the staff work areas; removal of the fixed counter and cupboard units in Technical Services and replacement with book shelving and finally, if there still is not enough storage capacity, the writer's room be returned to storage and appropriate shelving installed.
- If materials in the existing storage area must be retained, consideration should be given to the renting of off-site storage either in the mall or in another location in the city.

## 12.0 Suggested Modifications to Existing Library and Cost Estimates

The drawings section of this study contains a series of drawings which detail how the library can be reconfigured out to 2006, 2011 and finally through to 2016. Re-configuration of the existing library (Fig. 1) suggests modifications to correct the deficiencies identified in **section 11**. Further modifications to 2011 include the addition of 1,400 square feet of space from the sub-leased area and the modifications to 2016 will require the whole of the sub-leased area. The following is a detailed listing of changes suggested and furnishings or equipment upgrades recommended.

All estimates are considered in 2001 dollars.

### 12.1 Physical Modifications

Physical modifications refer to actual changes to the physical plant of the library and will entail construction and removal of some parts of the library so that it can continue to fulfill service expectations. Following are the expected projects anticipated for each phase of the three phases defined.

#### 12.11 Phase 1 Changes: Current to 2006

1. Removal of existing Library Manager's and Public Service Librarian's office and construct new in locations shown on drawing (Fig 1) as item **4 A** and **4B**.
2. Removal of existing circulation desk, dropped ceiling and lighting and construct new in location marked on Fig 1 as item **1**.
3. Removal of raised platform area in children's area shown as item **10** on Fig 1.
4. Removal of existing reference desk and dropped ceiling and lighting. Rebuild reference desk and install appropriate lighting shown as item **7** on Fig 1.

5. Remove built-in counters and cupboards from Technical Services area, item 16 on Fig 1.
6. Installation of power poles to service on line services area (item 10), reference desk area (item 7) and the computer station at the Northern Collection area. Install power and data lines from walls or columns at the new circulation desk, the new study area and the new offices. Install new lighting where required.
7. Make good all carpet and flooring where construction has occurred and repaint entire library

<b>Estimated cost for all construction work above</b>	<b>\$ 38,000.00</b>
<b>Estimated cost for carpet replacement</b>	<b>\$ 60,000.00</b>
<b>Estimated cost for painting</b>	<b>\$ 15,000.00</b>
<b>Total Budget for reconstruction work above</b>	<b>\$113,000.00</b>

#### **12.12 Phase 2 Changes: 2006 – 2011**

1. Construction of walls, entrances and exits, to add 1,400 square feet to the library. This will include some removal of partitions, as well as a refit for entry areas. All work to occur within the sub-leased area, see Fig 2 for further details. This phase includes moving the Technical Services and cataloguing areas to the sub-leased space, refit of the space vacated for public use and connection of the new spaces to the existing library.

<b>Estimated cost for construction work in Phase 2</b>	<b>\$ 49,000.00</b>
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#### **12.13 Phase 3 Changes: 2016**

1. Balance of sub-leased space (1,500 square feet) to be returned to library. All offices for administration functions, all cataloguing and support services of the library. An expansion of the children's area will also be necessary at this point.
2. Re-carpet of the entire complex will need to be done at this time
3. Re-paint of the entire complex will be required.

<b>Estimated cost for construction work in Phase 3</b>	<b>\$ 65,000.00</b>
<b>Estimated cost for carpet replacement</b>	<b>\$ 65,000.00</b>
<b>Estimated cost for re-paint of the entire facility</b>	<b>\$ 17,000.00</b>

## 12.2 Suggested Equipment Additions or Replacement to 2006

### ***Circulation Desk***

The desk should be completely modular so that it can be added to or changed easily regardless of location. Careful consideration should be given to the functions to be performed at the desk; the types of storage to be accommodated in the desk; the equipment which will be used (e.g. number of computers, telephone, typewriter etc.) and whether or not a staff workstation will be included. Perhaps the most important concern with the desk area is that it allow returned materials to be easily checked in and moved out of the circulation area without undue handling. In the previous section, a purpose-built circulation desk was discussed; however, it would also be possible to purchase a circulation desk system comprised of a series of units that can be fit together on-site. The advantage of this option over a purpose-built desk is that units can be added and unit locations in the desk can be altered or taken out completely as the situation demands. Desk units can be built in choices of woods or plastic laminates and various components are available.

**Estimated cost                    \$ 7,000.00 ( 7 units @ \$1,000.00)**

### ***Staff modular work stations.***

A total of six stations will be required: one in each of the administration offices and four in Technical Services and cataloguing. They may be by the same manufacturer; however, the sizes and types of the units will have to vary as a result of their intended purposes and/or space restrictions. Any reputable system provides options such as drawer modules, pull out keyboards, overhead shelves and storage compartments etc. An established, well-known manufacturer of office systems should be selected who will offer a minimum five year warranty and can supply both service and additional components should the need arise. It is possible that the City of Yellowknife has in place a manufacturer and dealer locally and can obtain the best pricing possible with the add on services.

**Estimated cost                    \$ 9,000.00**

### ***Reference Desk:***

The reference desk will need to be replaced because of the location change and configuration. As with the circulation desk, a purpose-built unit was considered under physical modifications; however, similar units to those suggested for the circulation desk can be purchased to match. Once again, flexibility in these systems is desirable.

**Estimated cost                    \$ 5,500.00**

***Study tables:***

Four study tables to accommodate plug and play stations and which provide appropriate space for laptops and users working on both sides of the table will be required. Size of the tables should be 72"wide x 48"deep x 29" high.

**Estimated cost                    \$ 3,600.00**

***Chairs:***

New chairs and some replacement chairs will be necessary. All of the user on-line services stations should be provided with operator chairs which have a gas lift and back adjustment capacity (25 required). Lounge chairs should be purchased to match existing (9 more required) and lounge tables may also be required (4 in varying sizes). Consideration of replacement of staff workstation chairs should also be given. Ergonomic science has progressed tremendously over the last ten years as a result of the ever-increasing use of technology. Staff chairs in use during the site visit were observed to be due for replacement. As with the desk system, it is possible that the City has a supplier in place who can provide the equipment and the after services that may be necessary.

**Estimated cost                    \$ 9,325.00**

***Shelving:***

Library shelving stacks to match existing Montel product for the adult non-fiction, reference, travel section and some for the children's area (it may be possible to re-use all of the shelves and simply replace some frames)

**Estimated cost                    \$ 15,000.00**

Shelving for the Technical Services area and storage facilities will be required. Some of this will be library stack and the rest will be storeroom style.

**Estimated cost                    \$ 8,700.00**

***Towers:***

The paperback and AV display racks in the library should all be replaced with a tower system which can accommodate larger sizes of paperbacks and as well, the various formats of audio visual materials. A total of 14 units each consisting of a wood frame which will contain four towers with differing levels dependent on medium to be stored and displayed. These units are also capable of expansion as the collection grows.

**Estimated cost                    \$ 15,000.00**

<b>Estimated Budget for Equipment Additions</b>	<b>\$ 73,125.00 (2001 dollars)</b>
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### 12.3 Suggested Furniture and Equipment Additions to 2016

Once the equipment mentioned above has been purchased and put into use, the only item (other than replacements for worn out equipment) would be shelving required to house collection growth. The shelving needed to 2006 will house a collection based on +/- 57,000 titles and the growth to 2016 will be +/- 15% during that ten year period. This would translate to an expenditure of approximately \$3,000.00 for new shelving. There will be a need to add a further two computer stations for users, unless there is a very substantial price drop and the library management makes a decision that many more stations than the current standards call for are required. A further fourteen user seats will be necessary, distributed over table, computer station and lounge seating. Staff will increase from the current six + FTE positions to 10 FTE which will entail at least two more workstations over the period.

<b>Estimated budget for equipment over next 15 years</b>	<b>\$ 15,000.00 (2001 dollars)</b>
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### 13.0 A Proposal to Add a Children's Play Area to the Library

In 1998, a proposal was made to the library and the City administration to combine the existing children's library with a play area to be developed in the space sub-leased currently to the RCMP. Approximately 30% of the space would include playground equipment, a toy area and a padded floor. The proposal further suggested that all of the multi-language collection be removed to the adjoining area at the current entrance to the RCMP space from the elevator lobby.

#### 13.1 Feasibility of Implementing the Proposal

Modifications to the existing library space and the space requirement analysis discussed earlier in this study indicate that it can continue without increasing its footprint for up to five years from now. This means that the sub-leased area would be available for other uses until that time. After 2006 and up to 2011 approximately 50% of this space will need to be taken in as part of the library. The full area will be required in 2016.

The library will need the additional space for circulation collection and check-in, Technical Services and processing facilities, administration and office area, receiving and shipping, storage for donations, weeded materials awaiting removal from the catalogue, back issues of periodicals and newspapers and other operational procedures. As their existing space is returned to accommodate collection, on-line services and other public user-related activities, it is presumed that all of the library staff-related activities will be accommodated in the now-leased space. Please refer to the drawings section Fig 2 and Fig 3 which indicate proposed configuration of the space and what it will do to the existing library.

In terms of time-lines to allow for the proposal of the expanded children's area and playroom, it could be accommodated for a minimum of five years and maximum ten.

### **13.12 Issues That Require Resolution**

The following issues have been identified which will have an impact on any decision to proceed with a playroom affiliated with the library.

#### **13.121 Library issues**

The biggest problem from the library's perspective is that the play area does not currently fall within the vision and mission of contemporary library services. The library is endeavouring to provide the services being demanded by the citizens of Yellowknife, and can ill-afford to divert resources to an activity that does not fall within its mandate. Although having the play area as part of the library might be successful in attracting children and parents to the library, there are other issues which are of concern. These suggest that traditional library activities and a children's play area are not compatible.

The fundamental question is the impact such a facility would have on the carefully-created environment the library provides to support reading readiness for children. How will noise levels be controlled so that it will not affect other users of the library or other children using the collection portion of the proposed area? Quiet enjoyment of library facilities is the right of every library customer. One of the many strengths of a public library is that it offers parents and caregivers some refuge from the onslaught of sights and sounds of the market place raging outside library doors. A place for reflection and communication between adult and child is one of the selling features as it sets libraries apart from McDonald's and IKEA.

Installation of such a facility would affect insurance rates as the library would be liable for any accident or injury. Would a signed waiver be necessary for a child to use the play area? Negative public relations for the library would ensue after any injury incidents, yet the library currently has a reputation as being a safe place for children.

Would the play area be open the same number of hours as the library? If so, it would take more than one person to manage and supervise the area. How would the area be supervised and who would assume responsibility for this function? Would a staff member be pulled from duties serving regular library customers to attend to an incident in the play area? What specialized training not currently possessed by library staff will be required to supervise children in a play area? If the play area serves any functions similar to licensed day cares, such training must be provided.

Who will pay the staff costs? What is the impact on the library budget of adding additional staff?

What is the effect on staff morale as resources needed for library service delivery are diverted to an area not typically a library responsibility? What is the impact on the library budget and on library staff of purchasing and maintaining play equipment?

There is also an impact on the library budget of the loss of revenues from the sub-leased space.

What could the library gain? "It is our guess that tending carefully to parts of library service where the interaction of real people constitutes a part of the perceived value will allow public libraries to remain vital parts of their communities."<sup>1</sup> Public libraries are not just information providers, they are also people and community builders. This occurs as people interact with each other in person. The library would gain a new service that would meet the play needs of very young children. The library would likely gain the eternal gratitude of the parent who wishes to have their children in a structured play environment in the middle of a cold winter! The potential for partnering with a business such as McDonald's could be explored.

If the structures and toys build skills in areas such as literacy, this could conceivably become part of a library's mandate. Activities for children that build upon rhythm (drums and musical instruments), rhyming (singing), creativity and imagination (arts and crafts) are all involved in literacy skills.

### **13.122 Other Issues**

*How many children can a facility such as was designed in 1998 accommodate?*

The play area is a total of 900 square feet. The standard used for children occupied in craft activities is 25 square feet per child. This means that the maximum number at any one time would be 35 children. The standard takes in to account equipment as well.

*What equipment and/or toys would be used in the play area?*

The plan suggested a play structure by a specific manufacturer and a toy area that is to accommodate an unknown quantity or description of toys. Consultation is required with those who have specific knowledge of what would work in the proposed area and with the parameters established by both the library and the City. People involved with children's pre-schools; educators who deal with kindergarten activities and children's librarians would be ideal sources for this information.

*What construction implications are involved in installing the facility?*

The installation of the play area and the re-location of the children's easy collection would entail the complete removal of the existing leasehold improvements installed by the current tenant. This would require a refit of the space to accommodate a padded floor and columns in the play area; walls which would include double paned tempered glass on at least the upper half to allow vision by the supervisor; entrances from the existing library; appropriate carpet in the area not enclosed by the play area; appropriate lighting for the balance of the facility to meet library standards (70 foot candles minimum); refinishing and painting of all walls and ceilings.

<sup>1</sup> "The public library and the Internet; is peaceful coexistence possible?" (American Libraries, May 2001, p. 61)

### **13.13 Cost Estimates for Play Area and Expansion of the Children's Library**

#### ***Capital Construction Costs (2001 dollars):***

Construction will involve removal of all existing floor coverings and removal of the partition walls currently in place. New walls defining the play area, special padded flooring and wall coverings will be necessary in the play area, entrances both from the library and from the elevator lobby, window walls between the library and the new area and lighting upgrades in the stack areas will be required. It is also possible that washrooms may be required within the area.

**Estimated Capital Costs: \$120,000.00 - \$150,000.00**

#### ***Capital Equipment Purchases:***

Appropriate play area equipment and other toys will be required to complete the facility. The costs will depend entirely upon what items are selected and the quality levels. Costs shown here are based on library catalogues.

**Estimated Equipment Purchases: \$ 18,000.00 - \$ 22,000.00**

#### ***Operating Costs:***

At a minimum, a person to supervise the area will be essential at all times the library is open. If possible, that person would be responsible for programs, which would maximize use of the facility, would be familiar with the collection and children's library services. Additional part time people may be necessary depending on the decision regarding hours that the play area is to be open. These costs will continue for as long as this special service is in place (up to 15 years)

**Estimated Compensation Packages (annual): \$ 30,000.00 - \$40,000.00**

#### ***Conversion to Library Space Costs:***

As determined in the space analysis portion of this study, the library will require space in the proposed area as soon as 2006 and eventually will need the full area in order to continue with its service mandate. This means that any infrastructure put in place for the play area will need to be removed and replaced with appropriate office and staff accommodations as detailed on Fig 2 and Fig 3 attached. Either the library or the City of Yellowknife will need to provide for this eventuality either by establishment of a fund to complete the changes over a long or a short term.

**Estimated Conversion Costs: \$ 75,000.00**

## 14.0 The Existing Infrastructure in the Sub-leased Space

The lease hold improvements on the sub-leased space were completed according to the highest standards of the National Building Code and have been maintained in an appropriate manner during the lease term.

The area consists of six private offices, meeting and general office space. Lighting is appropriate to an office environment.

A separate entrance is available. Although the library does not need the space immediately, it will need a portion of it within five years. It will be office and general work and storage space that is required as the current staff space is returned to public use. Given that the space is not needed immediately, the area could continue to be rented as it is. The following options are identified as possible alternatives for the existing infrastructure.

The infrastructure could remain in place for the next five years and be either re-leased to the existing tenant or leased to another tenant with the proviso that only minor alterations would be permitted or that all modifications would need library and City approval prior to undertaking. This option will maintain the configuration and use so that it would be available and appropriate when the library requires it.

The area would be completely gutted and reconfigured if the City and library elect to institute the proposal for the children's services and play area and will then need to be returned to library office space in later years. A major consideration with this option could be that the area could be lost to library expansion as suggested in this report if the proposal is instituted as proposed.

The area could be leased to a party that envisions a use completely different from what the existing space provides. Retail space, or a restaurant or snack bar facility would be two examples of this. In such case, the existing construction would be entirely removed and once again would need to be rebuilt to accommodate library use again as the years pass.

## 15.0 Conclusion

### A few words about the future of print

Current research with library users across North America shows that they have little difficulty predicting that their use of technology will continue to grow. For example, Although most still want to print out an article to carry with them to read in spare moment, library users are articulate in their requirement for more full-text information, to "the desktop", whether in the office, at home or at the public library. Many expect wireless technology to proliferate, and five to ten years down the road anticipate greater use of palm pilots (or their future equivalent) and possibly voice-recognition technology. They say that with a few exceptions, they will not be relying as much on print sources for *current* information.

Library users do want experienced, trained library staff to help them navigate the maze of information now available to them and to train them in the most efficient ways to access the Internet *and* to evaluate its content.

Users also talk very convincingly about the need for the library as "a place to go". It could be a quiet place to study; a place to drop in and read the Globe and Mail; a place to meet and discuss a school assignment; a place to check e-mail; a place to browse the shelves for an interesting "read" or a place to do serious research from both print and electronic sources.

And, interestingly, there appears to be a building boom for libraries across North America, not only construction and renovation of public libraries but on university and college campuses as well.

The need for recreational (both fiction and non-fiction) and children's material in print, for example, is expected to continue for the foreseeable future as books and magazines still remain highly practical and preferred in many circumstances.

Libraries are typically the place where a community of borrowers concentrates and shares expensive resources, ranging from computers to books to videotapes to photocopiers. Libraries are still the place where the "digital divide" can be bridged. Until the last of the baby boomers "expires", the Yellowknife Public Library is still going to see a lot users who are uncomfortable with a computer and prefer print, or those who need better access to a computer workstation than their own workplace or home provides.

There is no definitive answer for the library to the question "will we ever go entirely electronic?" There is great confusion and controversy in the publishing world as to the length and nature of the transition from print as well as how to deliver, charge for, and protect copyright in the electronic environment. The library has absolutely no influence over what publishers will do in the next five to twenty years. Many publishers these days are huge international conglomerates who are exploiting this confusion by price gouging.

The best the library can do is to be constantly assessing the available resources and the budgeted funds for the tools that best serve the needs of the citizens of Yellowknife, recognizing that a planned migration to virtual services is the wisest course. For the foreseeable future, library materials will be delivered in both print and electronic form.

The preceding study, together with drawings, recommendations and estimated budgets will provide the City of Yellowknife and the Yellowknife Public Library with the information needed to determine the library's future. Library space needs today have been examined and have been extrapolated to fifteen years to determine what will be needed in the future, based on established standards and best predictions of technology trends.

Alternatives to problem areas existing in the current configuration have been provided as have options for future expanded space needs.

Information related to a proposed combined children's library and play area has been provided and, finally, the current state of the infrastructure in the sub-leased space has been discussed as to its quality and the possible ultimate condition of it.

As stated in the introduction to this document, the groundwork for the examination of changes to the library has been provided. Any questions relating to the study should be directed to the undersigned who will provide any further information to help with the implementation of any part of the report.

**Pat Cavill Consulting**, through **Library Planning Consultants** has enjoyed working on this project and trust that the work done will prove of use in deciding future directions for the library.

Respectfully submitted,

Leighton P. McCarthy,  
President  
**Library Planning Consultants**

June 29, 2001

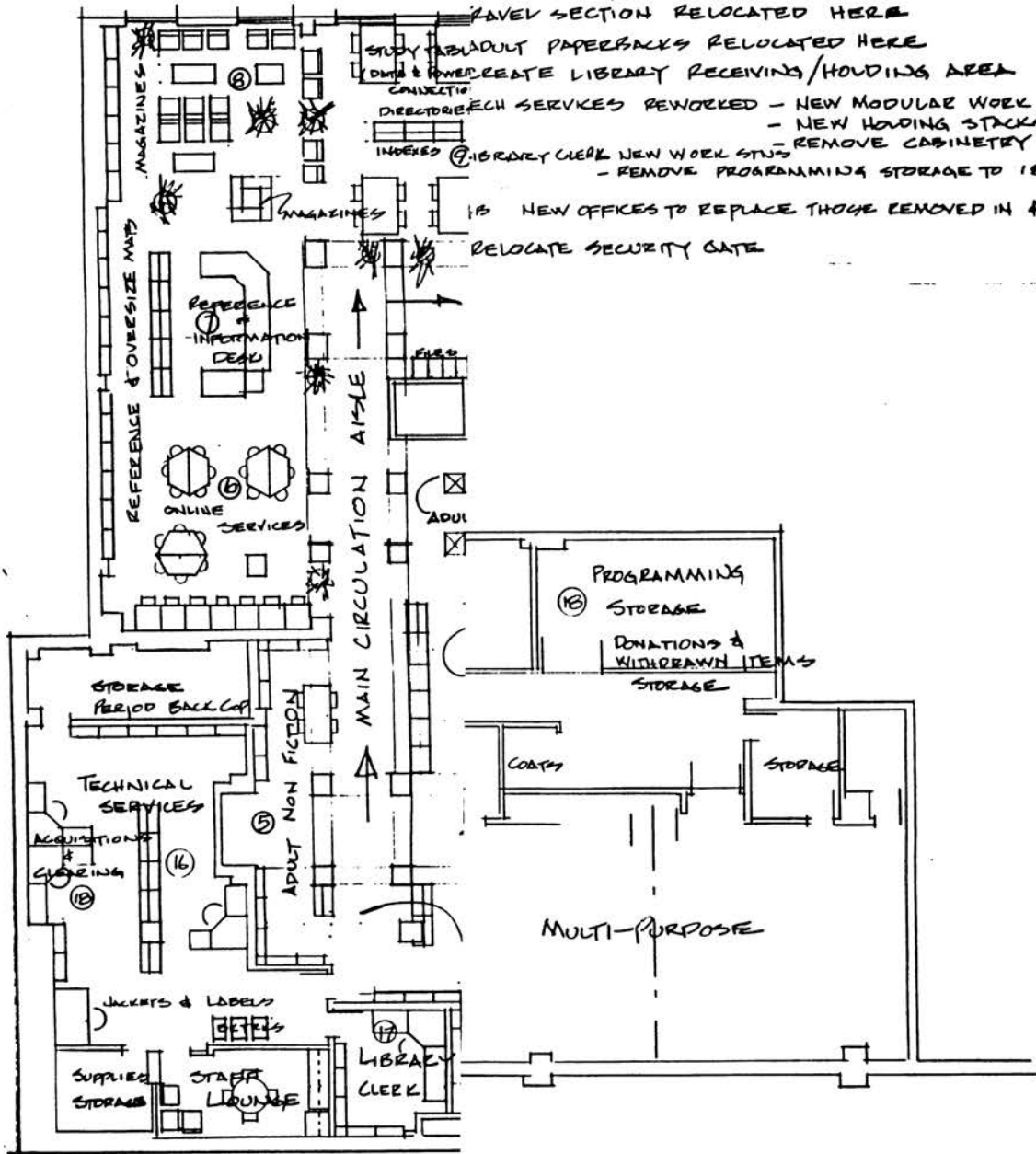


# Drawings



LIBRARY MODIFICATIONS TO 2006

- REMOVE EXISTING CIRC DESK - REWORK CEILING & LIGHTS
- REMOVE COLUMN & INSTALL 2-4 OPAQ STNS
- ELOCATE ADULT FICTION - NEW STACKS REQ'D
- ELOCATE ADULT FICTION - NEW STACKS REQ'D
- ELOCATE MAGAZINES TO LOUNGE AREA #8
- ELOCATE ONLINE SERVICES & ADD 13 STNS  
-NEW FOD & EXISTING CARRIERS TO HERE
- ELOCATE REF COLLECTION & DESK (REPLACE WITH NEW)
- CREATE READING LOUNGE WITH MAGAZINES SECTION
- CREATE NEW STUDY AREA - INCLUDE PUK & PLAY TABLES
- REMOVE RAISED AREA IN CHILDREN'S EASY AND  
IMPACT COLLECTION AS SHOWN
- ELOCATE JUV FICTION & NON-FICTION TO HERE
- ELOCATE AV MATERIALS DISPLAY AREA HERE
- RAVEL SECTION RELOCATED HERE
- STUDY TABLES ADULT PAPERBACKS RELOCATED HERE
- ADULT PAPERBACKS RELOCATED HERE
- CREATE LIBRARY RECEIVING/HOLDING AREA
- DIRECTOR RECH SERVICES REWORKED - NEW MODULAR WORK STNS  
- NEW HOLDING STACKS  
- REMOVE CABINETRY
- INDEXED LIBRARY CLERK NEW WORK STNS  
- REMOVE PROGRAMMING STORAGE TO 18.
- 15 NEW OFFICES TO REPLACE THOSE REMOVED IN 4
- RELOCATE SECURITY GATE



LIBRARY PLANNING CONSULTANTS CANADY, ALBERTA

YELLOWKNIFE P.L. SPACE & BUILDING MODIFICATIONS

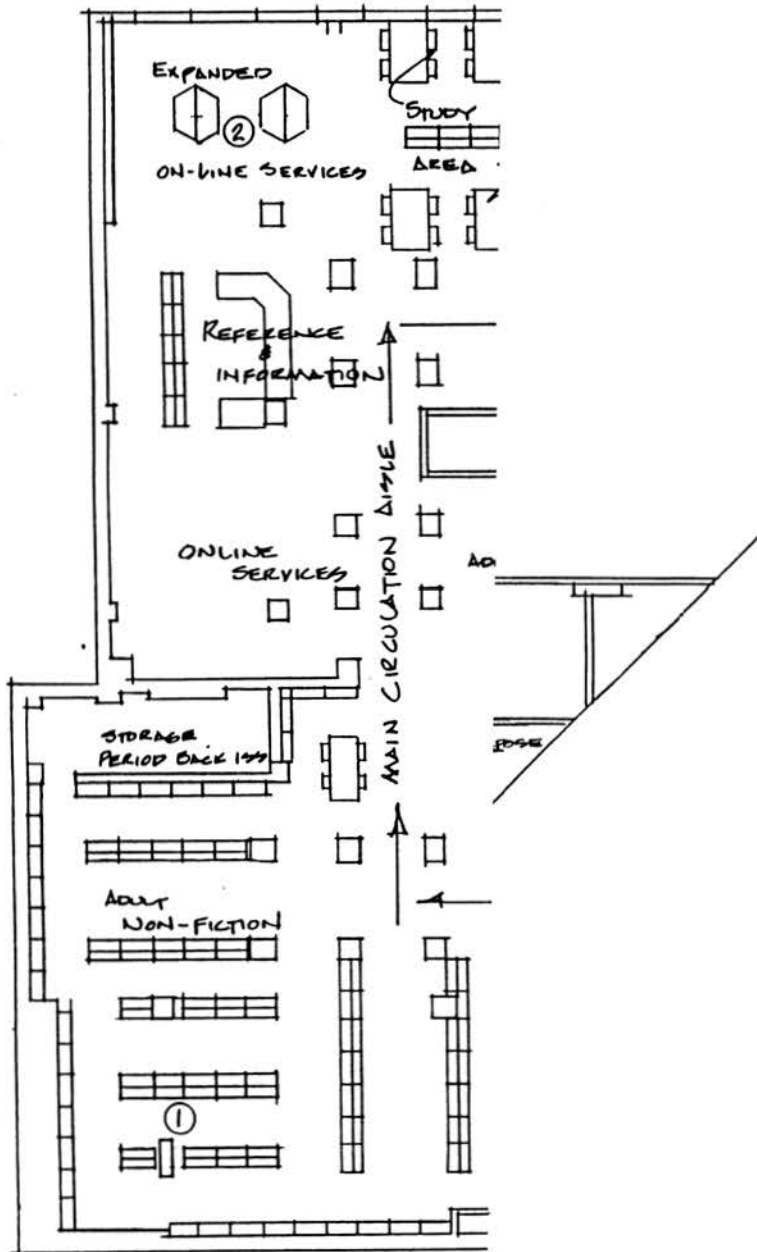
PHASE 1: PROPOSED

DATE	MAY 2001
BY	LPM
SCALE	1:100
BY	

FIG 1

OTHER LIBRARY MODIFICATIONS TO 2011

- EXISTING TECHNICAL SERVICES MOVED TO CURRENT SUB-LEASE AREA & SPACE RETURNED TO STACKS
- ON-LINE SERVICES EXPANDED - LOUNGE & PERIOD AREA MOVED
- LIBRARY MANAGER OFFICE MOVED TO SUBLEASE AREA - PERIODICALS & READING LOUNGE IN THIS AREA
- SEPARATE YA AREA ESTABLISHED
- CIRCULATION DESK ACCESS TO TECHNICAL SERVICES
- TECHNICAL SERVICES TO OCCUPY 1/2 SUBLEASE AREA
- LIBRARY CLERK OFFICE CREATED
- STORAGE AREA EXPANDED



LIBRARY PLANNING CONSULTANTS CALGARY ALBERTA

YELLOWKNIFE P.V. SPACE & BUILDING MODIFICATIONS II

o PHASE 2: PROPOSED

DATE	MAY 2001
DESIGNED BY	LPM
SCALE	1/8" = 1'-0"
APPROVED	

FIG 2

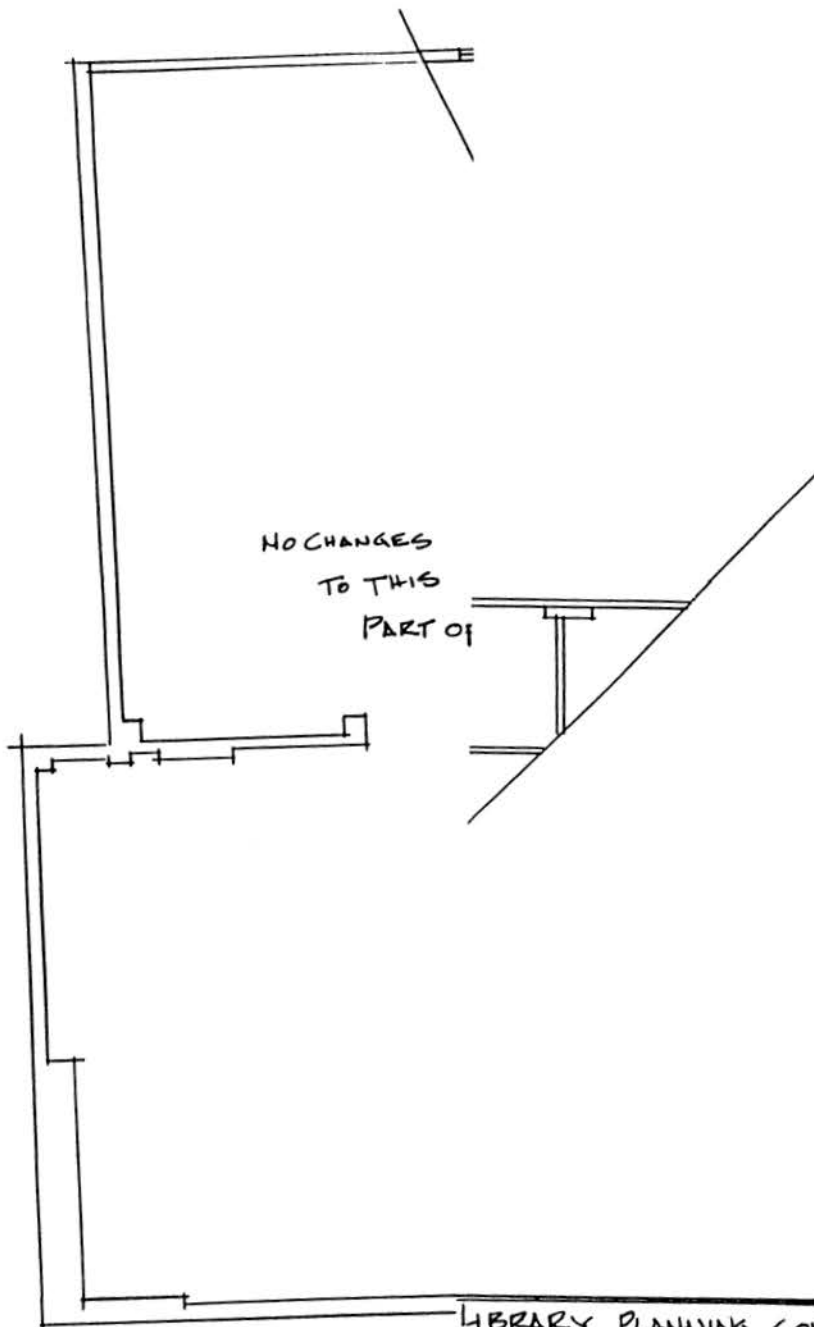
LIBRARY MODIFICATIONS TO 2016

LIBRARY OFFICE REMOVED TO ADMINISTRATION AREA

MAGAZINES & LOUNGE TO FORMER OFFICE AREA  
& SPACE LEFT USED FOR STUDY TABLES

CHILDREN'S AREA EXPANDED & OFFICE PROVIDED FOR  
CHILDREN'S SERVICES LIBRARIAN (MANAGER)

ADMINISTRATION & TECHNICAL SERVICES TO OCCUPY  
ALL AREA SHOWN



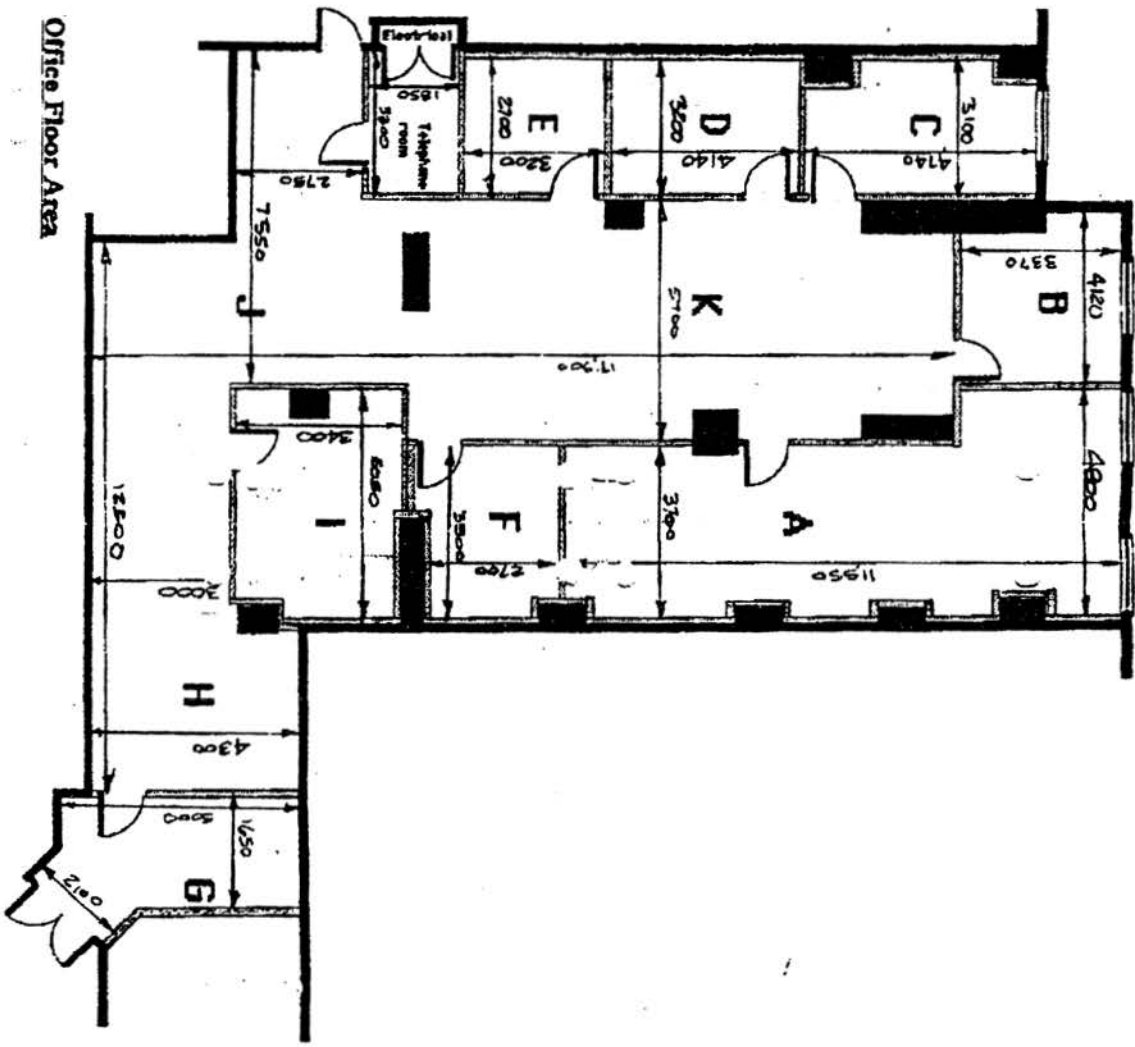
LIBRARY PLANNING CONSULTANTS CALGARY ALBERTA

YELLOWKNIFE P.L. SPACE & BUILDING MODIFICATIONS III

DATE	MAY 2001
DRAWN BY	LPM
CHECKED	18/00
APPVED	

o PHASE 3: PROPOSED

FIG 3



Office Floor Area

ALL DIMENSIONS ARE  
 SHOWN IN ILLUSTRATED  
 TYPE WALL TO INSIDE WALL  
 JUNE 17/93  
 ARCHITECTURAL "AS BUILT"

THIS DRAWING IS THE EXCLUSIVE  
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 Yonkersville, N.Y.T.  
 11A 27B

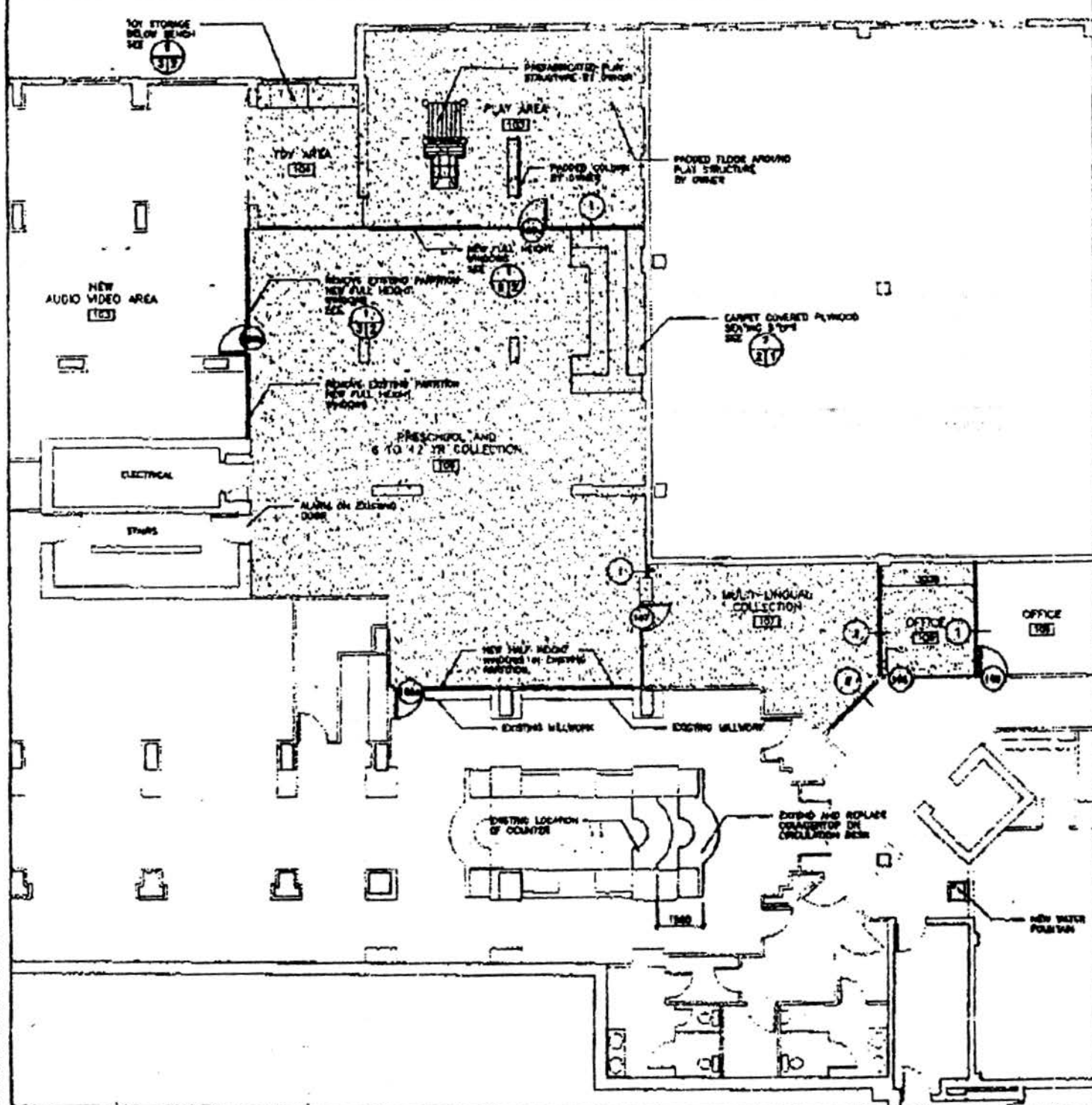
PROJECT:  
 Office Space for  
 RCMP "S" Bldg.  
 2nd. Floor

TITLE: Floor Plan  
 DESIGN BY: L.S.A.  
 DRAWN BY: L.S.A.  
 SCALE: 1/8" = 1'-0"  
 DATE: March 10/1992  
 SHEET 01 OF 1

FIG 4

GRANT

FIG 5



drawing title FLOOR PLAN

project title YELLOWKNIFE PUBLIC LIBRARY RENOVATIONS  
YELLOWKNIFE, N.W.T.

revision

PARK SANDERS ADAM YKSE

design by

tab no.

DATE: FEBRUARY 23, 1998 @ 11:23 AM

