



Agenda
Library Board

March 23, 2023

2:00 pm

St. Marys Public Library

15 Church Street North, St. Marys

YouTube Link - <https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Pages

1. CALL TO ORDER

2. NEW AND UNFINISHED BUSINESS

2.1 Review of Draft Space Calculations

2

2.2 Additional Space Discussion

2.3 Confirmation of Recommendations for Board

3. ADJOURNMENT

Library Space Calculations March 2023

COLLECTIONS		Rationale for St. Marys	St. Marys Calculations
1	Books @ 8 volumes per sq. ft.		
	This multiplier is based on five (5) shelves per bay and includes the space required to accommodate AODA accessibility standards. Although the multiplier includes a small percentage of empty shelf space, once you have calculated the space required to accommodate your collections you should add 10% to 20% to assure that there is sufficient empty shelf space to meet your needs. It is important to note that any multiplier cannot accommodate all space configurations, placement of columns, doors or entries and windows. These factors will affect the layout of shelving and can reduce the total number of volumes that can be housed.		
2	Books with 1 shelf face out display for every 5 shelves spine out display @ 6.5 volumes per sq. ft.	60" high shelves for adult material; 48" shelves for childrens for new space	
	This multiplier is based on using 20% of the shelving in a 5 shelf bay for face out display. There is no recommended standard for the percentage of materials which should be displayed face out. Keep in mind that a standard shelf (3 feet wide) will support only 4 or 5 face out items, whereas the same shelf with spine out display will support 15 to 20 items (with 20% of the shelf empty). The multiplier includes the space required to accommodate AODA accessibility standards.	23,040 items /6.5 items = 3,544.61 Sq. Ft. Add 20% per cent for extra space = 4,253.54	4,253.54
3	Reference books @ 4 volumes per sq. ft.	N/A	-
4	Periodicals face out display @ 1 title per sq. ft.	Existing wall mounted plexiglass unit; 8 feet across, 6 feet tall = 32 sq. ft.	32.00
5	Periodicals back issues @ 3 periodical boxes per sq. ft.	N/A	-
	The total space required will depend on the number of issues per year, the average thickness of each issue and number of years of back issues you are storing. The square feet number provided in the table is based on using periodical boxes containing between 7 and 32 issues each, depending on the thickness of the individual issues of each title. If you currently store back issues of magazines in this manner you can count the number of boxes currently in use for each title and divide by three. The emerging trend is to eliminate back issue storage in favour of full text electronic databases.	N/A	
6	Non-print materials (DVD, audiobooks, games etc.) @ 12 per sq. ft.	Childrens Collection: 18 shelves of DVDs Adult Collection: 48 DVD shelves and games + 15 audiobook shelves 4,591 items /12 per sq. ft. = 382.58	382.58
7	Non-print materials face out display (DVD, audiobooks, and games) @ 2 per sq. ft.	382.58 / 5 = 1 shelf per bay	76.51
8	Virtual and digital resources (public access computer workstations) @ 1 workstation per 45 sq. ft.	6 workstations = 270 sq. ft.	270.00
9	Public Access Catalogue (PAC) standing station @ 1 PAC per 25 sq. ft.	1 standing station = 25 sq. ft.	25.00
10	PAC sit-down station @ 1 PAC per 35 sq. ft.	1 sit down = 35 sq. ft.	35.00
11	Microfilm Reader/Printer @ 1 per 35 sq. ft.	N/A	-
12	Microfilm cabinet (six drawers) @ 1 cabinet per 10 sq. ft. (Note: one drawer holds up to 64 rolls of 35mm film)	N/A	-
13	Microfiche Cabinet @ 1 cabinet per 10 sq. ft. (Note: one drawer holds up to 12,880 fiche)	N/A	-
14	Newspapers display/storage rack @ 1 unit (10 - 20 newspapers) per 35 sq. ft. (3.252 sq. m.)	N/A	-
15	Newspapers back issues @ 160 issues per 12 sq. ft.	N/A	-
16	Paperbacks @ 1 spinner per 35 sq. ft. (Note: holds 210 to 420 items depending on number of pockets and thickness of the paperbacks)	N/A	-
17	Maps @ 1 map cabinet per 35 sq. ft. (Note: a five drawer cabinet holds about 100 maps)	N/A	-
18	Lines 18 to 22 are provided to add items unique to your library or items not listed. They can also be used for specific spaces or rooms in your current building that you find have the adequate capacity to accommodate the collections for their intended purpose.	Board games, lendable non-traditional items (bird kits, walking poles)	60.00
to 22			
23	Collections Subtotal - Total of lines 1 to 22		5,134.63

PUBLIC SERVICE AREAS			
24	User seating @ 1 user space per 30 sq. ft.	See Line 26	
25	Study carrels @ 1 carrel per 35 sq. ft.	N/A	
26	Lounge/informal seating @ 1 seat per 40 sq. ft.	Reading Room; have 16; want 30 = 900 sq. ft.	900.00
27	AV listening viewing station @ 1 per 35 sq. ft.	N/A	
28	Atlas/dictionary stand @ 1 stand per 35 sq. ft.	N/A	
29	Self Checkout Station @ 1 unit per 45 sq. ft.	future addition of 1 station = 45 sq. ft.	45.00
30	Children's story area @ 1 child per 10 sq. ft.	10 children	100.00
31	Children's craft room w/ craft storage and sink @ 1 child per 20 sq. ft.	See Line 34	
32	Teen space (in addition to collections housed in this area) @ 1 teen per 30 sq. ft.	See Line 26	
	To calculate the space requirements, estimate the anticipated maximum number of teens using the space at any one time.		
	Board or conference room @ 1 user per 25 sq. ft.	Space for 20 = 500 sq. ft.	500.00

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33	The configuration of this type of room is fixed, with a single board table surrounded by chairs and some space at one end of the room for a presenter. It is not intended as a multi-purpose room. Keep in mind that the space allocation must be adjusted if you plan on using a custom designed table and upholstered chairs that are larger than normally found in a standard board or conference room.		
34	Multi-purpose room (with storage for tables and chairs, a kitchenette and space for a presenter) @ 1 user per 15 sq. ft. 1. 20% of the space allocation is for storage of chairs, tables and miscellaneous items plus a kitchenette and space for a presenter. 2. This standard will accommodate X number of users in theatre style seating and approximately half of this number sitting at tables, conference style, e.g., a room for 50 users sitting theatre style will require 750 sq. ft. which will accommodate 25 people sitting at tables conference style. 3. If the multi-purpose room is intended for use when the library is closed, a separate entrance with access to the outside is required and this will have space implications to accommodate a vestibule or lobby. In addition there are security issues that need to be addressed.	multipurpose space for 75 children = 1,125 sq. ft.	1,125.00
35	Computer lab (dedicated) including space for trainer @ 1 user per 35 sq. ft.	MakerSpace 10 people = 350 sq. ft.	350.00
36	Group study room @ 1 room per 165 sq. ft. (Note: will accommodate up to six users) This room is sized to hold a free standing table and 6 chairs.	See Line 33	
37	Tutorial @ 1 room per 50 sq. ft. (Note: will accommodate tutor and one student) This room is sized to hold a fixed work surface and 2 chairs.	5 rooms = 250 sq. ft.	250.00
38	Photocopiers @ 1 copier per 50 sq. ft.	1 = 50 sq. ft.	50.00
39	Bulletin boards @ 1 board per 9 sq. ft.	2 = 18 sq. ft.	18.00
40	Pamphlet display unit, free standing @ 20 sq. ft.	1 = 20 sq. ft.	20.00
41	Display case @ 1 case per 50 sq. ft.	1 = 50 sq. ft.	50.00
42	Local History Room: 1. Book collection @ 8 volumes per sq. ft. 2. Cabinet for photographs, documents, etc. @ 1 lateral cabinet per 12 sq. ft. 3. Study space @ 1 table with six chairs per 150 sq. ft. 4. Staff workspace @ 1 staff workstation per 125 sq. ft.	N/A	
43	Library Café @ 1 user per 15 sq. ft. This standard includes space for a preparation/service area with storage and seating at café tables for 4 people each. The minimum size for a library café as described is 350 square feet.	Friends Café Stations = 15 sq. ft.	30.00
44	Friends' Shop: 1. Book collection @ 8 volumes per sq. ft. 2. Volunteer workspace @ 1 volunteer per 65 sq. ft. 3. Lockable closet @ 8 sq. ft.		
		500 volumes = 62.5 sq. ft.	62.50
		1 volunteers = 65 sq. ft.	65.00
		1 lockable closet = 8 sq. ft.	8.00
45 to 59	Lines 45 to 59 are provided to add items unique to your library or not listed. These lines can also be used to document specific spaces or rooms in your current building which you determine have the adequate capacity to accommodate the furniture, equipment and library users for their intended purpose(s). If you intend to replicate these spaces or rooms in the new building exactly as they are currently configured, rather than using the multipliers for the components within these spaces, you can measure these rooms and add a description and the calculated square feet in these lines. In addition, you can use these lines to add service and program spaces, identified in the library's strategic plan, that are not included in the Workform. These may include such spaces as: <ul style="list-style-type: none">• Art gallery• Literacy centre• ESL centre• Video creation and editing facility• Theatre or performance space• Small business centre• Job and career centre		
		Adult Learning Program	500.00
60	Public Service Areas Subtotal - Total of lines 24 to 59		4,073.50
STAFF SERVICE AREAS		Rationale for St. Marys	Square Footage
61	Public service counters (e.g., circulation, reference, etc.) @ 1 staff per 175 sq. ft.	2 staff = 350 sq. ft.	350.00
62	Staff workrooms @ 1 staff per 150 sq. ft. This standard accommodates space for staff and the materials related to their work, especially with regards to technical service, e.g., book trucks, boxes of new books, materials waiting to be rotated to another location, materials waiting to be repaired or removed from the collection, story time puppets and other supplies, etc. When entering the number of staff, allow for the maximum number that would be working in the workroom at any one time.	2 staff = 300 sq. ft.	300.00
63	Staff offices @ 1 staff per 150 sq. ft. to 250 sq. ft. The upper end of the range assumes a table and chairs to accommodate meetings.	2 staff @ 150 = 150 sq. ft.	150.00
		1 staff @ 250 = 250 sq. ft.	250.00
	Computer room: 1. Server rack @ 1 rack per 75 sq. ft. 2. Network and telecom rack @ 1 rack per 75 sq. ft.		

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64	3. Staff work area @ 1 per 150 sq. ft.		
	4. System printer @ 1 printer per 16 sq. ft.		
	This standard does not include space for a dedicated A/C and humidity control unit housed within the room. If such a dedicated unit cannot be accommodated within the building's mechanical room, then provisions will have to be made to put it in this room. This can add 12 to 16 square feet to the room's overall size.		
STAFF SERVICE AREAS continued		Rationale for St. Marys	Square Footage
65	Staff lounge/break room @ 1 staff per 35 sq. ft. Add 80 sq. ft. for kitchenette.	3 staff + kitchenette = 185 sq. ft.	185.00
	To calculate the space requirements, estimate the anticipated maximum number of staff using the space at any one time. It is important to include volunteers in this calculation if they also spend time in the library and will make use of the staff lounge. The square feet figure provided accommodates staff seating at a table and in lounge chairs.		
66	Staff lockers @ 1 staff per 4 sq. ft.	12 staff = 48 sq. ft.	48.00
67	Book drop return room. The minimum size of this room is 4 feet by 6 feet.	2 book drop = 24 sq. ft.	24.00
	Book drops which are open to the outside of a building can pose a fire hazard. A vandal can drop in items which could pose a nuisance to the library, such as a “stink bomb” or a fire hazard such as lighted paper. One way to mitigate this problem is to require the inclusion of a fire proof book drop or ensure that the book drop opens into a room that is designed with firewall protection and equipped with smoke and fire alarm. The size of this room will vary depending on the quantity of items anticipated to be returned overnight or over a long weekend when the library is closed. The minimum size of this room would be 4 feet by 6 feet.		
68	Lines 68 to 74 are provided to add items unique to your library or not listed. These lines can also be used to document specific spaces or rooms in your current building, which you determine have the adequate capacity to accommodate the furniture, equipment and staff for their intended purpose(s). Examples of items you may want to add are: <ul style="list-style-type: none">Additional volunteer space, such as workstations, lockers, bulletin boards, etc.Mail work area or roomRFID automated returns processing areaSpace to accommodate book trucks	Storage for non-traditional collection, book trucks; accessible from behind staff desk	120.00
to 74			
75	Staff Service Areas Subtotal - Total of lines 61 to 74		1,427.00
76	Collections Subtotal - Line 23		5,134.63
77	Public Service Areas Subtotal - Line 60		4,073.50
78	Assignable Space (for use by public and/or staff) - Total of lines 75 to 77		10,635.13
79	Non-assignable space @ 25% of line 78		
	The term “non-assignable space” encompasses those spaces necessary to support the operation of the library building but that cannot be directly used for library services. In the early stages of the concept design, it is a rule of thumb that 25% of the building will be devoted to non-assignable space. This includes space allocations for:		2,785.00
	<ul style="list-style-type: none">Wall thicknesses		
	<ul style="list-style-type: none">All horizontal and vertical <i>circulation paths</i> in the building, such as elevator shafts, stairwells, corridors, HVAC, plumbing, wiring, etc.		
	<ul style="list-style-type: none">Building foyer and interior vestibules (e.g., at the entrance to a meeting room)		
	<ul style="list-style-type: none">User waiting areas adjacent to service desks (Circulation, Reference, children and teen desks)		
	<ul style="list-style-type: none">Washrooms, water fountains, vending machines, and public telephones		
	<ul style="list-style-type: none">Loading dock, receiving area, garbage, recycling		
	<ul style="list-style-type: none">Furnace/mechanical room and associated duct work		
	<ul style="list-style-type: none">Electrical/telecommunications room and associated conduits and cabling		
	<ul style="list-style-type: none">Fire and security systems (cameras, alarm panels, etc.)		
	<ul style="list-style-type: none">Fire hose closets and extinguishers		
	<ul style="list-style-type: none">Custodian's closet(s)/workshop, storage rooms, coat rooms and closets		
80	TOTAL GROSS SQUARE FEET (SQUARE METRES) - Total of lines 78 and 79		13,420.13

Incubator Space for 5 singles and three doubles	550.00
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