



Port Moody Public Library |

Functional Program – Community Branch Library

2025-07-29

Resource Planning Group Inc.




TABLE OF CONTENTS

TABLE OF CONTENTS.....2

0.0 INTRODUCTION3

INTRODUCTION.....4

PURPOSE OF A FUNCTIONAL PROGRAM.....4

PROJECT OVERVIEW.....5

DESCRIPTION OF THE WORK PERFORMED.....5

ORGANIZATION OF THIS DOCUMENT.....6

1.0 SUMMARIES.....7

SUMMARIES.....8

INTRODUCTION.....8

FUNCTIONAL COMPONENT summary.....8

SUMMARY OF CUSTOMER ACCOMMODATION.....9

STAFFING & OCCUPANCY SUMMARY.....9

COLLECTION RESOURCES.....9

SPACE SUMMARY.....10

2.0 GENERAL PLANNING CRITERIA 12

INTRODUCTION.....13

PROJECT ASSUMPTIONS.....14

SITE DEVELOPMENT AND URBAN PLANNING CONCEPTS.....14

ARCHITECTURAL CONCEPTS.....16

INTERIOR DESIGN, SIGNAGE, AND DISPLAY CONCEPTS18

OPERATIONAL CONCEPTS21

BUILDING SYSTEMS CONCEPTS.....22

SUSTAINABILITY FEATURES24

3.0 COMPONENT PLANNING CRITERIA.....26

INTRODUCTION.....27

1. WELCOME AREA, COLLABORATION ZONE, AND PROGRAM ROOM29

2. CHILDREN’S AREA.....38

3. ADULT AND TEEN COLLECTIONS AND STUDY SPACES.....47

4. BACK-OF-HOUSE FUNCTIONS57

5. EXTERIOR SPACES.....65

APPENDIX A: ABBREVIATIONS.....71

APPENDIX A: ABBREVIATIONS.....72

0.0 INTRODUCTION

INTRODUCTION

The Functional Program document includes the following sections:

- This Introduction, which includes:
 - a discussion on the Purpose of a Functional Program and how it should be used,
 - a Project Overview, that relates the development of the Functional Programs to the previously developed Master Plan,
 - a description of the process to develop the Functional Programs, and
 - an overview of the Organization of the Functional Programs themselves;
- Functional Program Update for the Central Library, including Summaries, General Planning Criteria, and Component Planning Criteria;
- Functional Program for the Community Branch Library, including Summaries, General Planning Criteria and Component Planning Criteria; and
- Appendices.

PURPOSE OF A FUNCTIONAL PROGRAM

The Central and Community Branch Library Functional Programs are to be read in conjunction with the Port Moody Public Library Master Plan (2024), which provides high level demographic, site, and strategic planning context for the new Library projects and, in short, a rationale for the size and location of proposed Branch development. In contrast, the Functional Programs provide detail relating to proposed design criteria, including site and architectural criteria, and proposed space requirements for each facility.

The information in the Functional Programs is a constructive base of information to be used to assess any of the development opportunities and options that may arise.

The Functional Programs provide the information needed to develop a Class D cost estimate for the facility, as well as serving as a guide for the design team during the subsequent design phase. Once a specific site is selected and a development option has been confirmed, it may be prudent to revisit the Functional Programs to determine what, if any, of the assumptions around service delivery, staffing, collections, and public spaces may have changed and to refresh the Functional Programs in that light.

Depending on the type of development process selected, the Functional Programs may need to be reframed and developed as part of the Output Specifications which become part of the contractual documents with the developer. Alternately, as part of a standard design build process, they simply may need to be revisited, with opportunities for Library staff to be involved in design decisions.

Additionally, these Functional Programs provide:

- Council with a statement of what Port Moody is receiving for the capital investment;
- The Library and the City with criteria and specifications to evaluate emerging designs and design options; and
- The Library and the City with a guide for subsequent operations.

A WORD ABOUT STAFFING

Because of the detailed nature of a Functional Program document, assumptions have been made about the number of staff that will be accommodated in each Library. These numbers are provided for planning purposes only and not an indication of projected future staffing for operational purposes, or as a prescribed staffing model. However, the staffing provided falls in line with the general provision of staff from other systems, which typically vary from 0.6 to 0.7 full-time equivalent (FTE) staff per 1,000 residents.

As each Library project moves forward into development, staffing requirements should be reassessed and updated to reflect service priorities, the desired organizational model, and budgetary constraints.

PROJECT OVERVIEW

A Functional Program was developed in 2017 for a new Central Library for Port Moody; at that time, the population in 2042 was projected to be 50,000 people. This 2025 update of the Functional Program extends the planning horizon to the year 2050 and assumes a population of 70,000 people. This differential has been used in the Master Plan to calculate the space needs for the library system, which includes a new Central Library and a Branch Library.

Libraries continue to evolve, and many of these changes are reflected in the Functional Program, particularly as they relate to the Port Moody context.

Whereas the focus of the previous generation of libraries was the warehousing of books and audiovisual material, current library design focuses on spaces for customers. Libraries are community gathering places. People of all ages come to the library to use it as a place for creation, inspiration, information gathering, collaboration, discussion, meeting, learning, discovery, work and refuge – as well as to borrow materials. They are staying longer. Library design is responding by incorporating a wide range of flexible spaces to support these increasingly diverse community needs.

The proposed **Central Library** is envisioned to be two or more stories high, with a parking facility below. In the Master Plan, the total Central Library area was anticipated to be 3,950 building gross square metres (42,500 building gross square feet). The result of programming is a Central Library that is 4,524 building gross square metres, (or 48,696 building gross square feet); this is 15% larger than the estimated area identified in the Master Plan for the Central Library. This result is within an acceptable tolerance of the Master Plan's order of magnitude estimated area. Additionally, subsequent to finalizing the Master Plan, the City's population projections have been updated and are larger than the figures used for the Master Plan.

The proposed **Community Branch Library** is envisioned to be a single storey high building for efficiency of operations and staffing. The Community Branch Library area will be approximately 1,860 building gross square metres, (or 20,000 square feet). Together with a redeveloped Central Library of approximately 4,524 building gross square metres, the two Library developments are required to support residents' high utilization levels, and Port Moody's projected population of 70,000 by the year 2050. Again, it is important to note that the City's population projections have recently been updated and are larger than the figures used for the Master Plan.

Common to many newly constructed libraries, the future Libraries must incorporate:

- Visibility, image and form that celebrates the Libraries as welcoming to all, their openness to dialogue and ideas, their role as supplier of information and space where information is used in creative practices, and as a community gathering space;
- Self-service concepts and technology, such as clear wayfinding through visual connections, digital information displays, and self-check materials handling;
- Services showcased by way of visual transparency from the exterior, particularly focused on areas of high interest and community activity;
- A wide range of spaces for customers that support the full range of activities that customers want to participate in at the Library, such as meeting informally with other people, collaborating with other people, people watching, creating digital and physical projects, reading quietly in a group environment and alone, and studying in a silent environment;
- Easily accessed collections showcased in multiple formats, including print, multimedia and digital, including focus areas with highlighted collections, technology and customer seating;
- A range of adaptable and flexible spaces for delivery of programs led by the Library and/or by partners from other agencies; and
- Robust, flexible and easily reconfigured power and data infrastructures that support the use of digital devices and virtual information.

DESCRIPTION OF THE WORK PERFORMED

The process to complete the development of the Functional Program documents is provided below:

- April 3, 2025: RPG conducted the first of three work session/meetings with personnel from the Library, focused on the Circulation and Information Desk functions.
- April 10: RPG conducted the second of three work session/meetings with personnel from the Library, focused on Technical Services and Collections.

- April 17: RPG conducted the last of three work session/meetings with personnel from the Library, focused on Program spaces.
- May 13: RPG submitted the draft Functional Programs for review by Library staff and the Library Board.
- June 13: RPG provided the final drafts of the Functional Programs to BTY for costing.
- June 20: RPG submitted the final drafts of the Functional Programs, based on detailed comments from the Library.
- June 30: RPG received final comments from the Library and submitted the final Functional Program to BTY for costing.

ORGANIZATION OF THIS DOCUMENT

The Functional Program reports which follow each include the following subsections:

1. Summaries of the building's functional components, customer accommodation, staffing and occupancy, collections, and space requirements;
2. General Planning Criteria, which includes criteria related to the site and facility in general, including design objectives, criteria for the Library experience, the exterior public realm, interior public realm, operational systems and building systems; and
3. Component Planning Criteria, which includes criteria related to each of the functional components comprising each type of branch.

1.0 SUMMARIES

SUMMARIES

INTRODUCTION

This section summarizes information provided in the Functional Program, including functional components, workloads, staffing, occupancy, and space requirements.

STAFFING summarizes estimated staffing in terms of full-time equivalents (FTEs) where relevant, as well as total headcount and maximum occupancy.

SPACE REQUIREMENTS are tabulated to indicate the number of rooms or spaces (units), the net square metres per unit (nsm/unit), the total net square feet for each room or space (nsf), explanatory or supplementary remarks (Remarks). Each space is given a reference number (Ref) which is used for cross referencing within this document and which will be available for use in any future supplementary document (e.g., Space Data Sheets and Schematic Design).

Indented line items indicate a close adjacency with or accessed internally from the preceding line item.

FUNCTIONAL COMPONENT SUMMARY

The proposed Branch Library includes the following functional components:

1. Welcome Area, Collaboration Zone and Program Room, which includes:
 - A single entrance to the Library itself, with an Information Desk and Circulation Desk, check-out stations, Holds storage, and wayfinding tools,
 - A Fireside Lounge for 10 people, with views to the exterior,
 - The New and Notable display of high demand items,
 - Computer stations for quick reference and longer research activities,
 - A flexible area for small groups to work collaboratively on projects, learn together, share information, meet and socialize in an environment that they can arrange themselves to best meet their needs. It accommodates up to 20 customers,
 - A versatile Program Room that accommodates 40 for meetings and for creative activities; it will include a small catering support area and storage space and will be accessible through the Library, but will have independent egress to the exterior to allow events to extend beyond regular Library operating hours as required. Washrooms will also be accommodated here for associated use after-hours, and
 - Public washrooms that supports both general Library customers and the Program Room when used after-hours;
2. Children's Area, that includes:
 - Children's collections, and the spaces organized along age and abilities,
 - A flexible Program Nook,
 - A small Family Literacy Area that encourages gross motor skill activities, and
 - Spaces for caregivers and children to read and explore information together, as well as spaces for children to read on their own;
3. Adult and Teen Collections and Study Spaces, that includes:
 - Teen Collection and associated seating,
 - Large Print Collection and seating for browsing,
 - World Languages Collections,
 - Non-Fiction Collections on fixed and movable shelving, including collection focus areas that include associated customer seating such as computer stations, casual seating or seating at tables that can easily be rearranged,

- Fiction Collections on fixed and movable shelving, including two collection focus areas, as described above,
 - Group table and individual table seating, and
 - Meeting Rooms for four to six;
4. Back-of-House Functions, that includes:
- A Loading Bay and Storage Area,
 - Circulation Services Workstations, Workroom, with easy access to the Circulation Desk,
 - Staff entrance and end of trip facilities,
 - Support spaces for staff copying and printing, sorting mail, training and collaboration/planning activities,
 - Staff amenities, such as washrooms, lockers, and lunchroom/lounge; and
5. Exterior Spaces, which includes:
- Vehicular, pedestrian and service approaches and access,
 - Landscape elements, and
 - Spaces that may be used for Library and City programming, including a plaza adjacent to the entrance to the facility.

SUMMARY OF CUSTOMER ACCOMMODATION

The following table identifies total numbers of seats and stations by component.

Component	Customer Seats/Stations
1. Welcome Area, Collaboration Zone, and Program Room	110
2. Children's Area	102
3. Adult and Teen Collections and Study Spaces	92
4. Back-of-House Functions	-
5. Exterior Space	-
Total	304

STAFFING & OCCUPANCY SUMMARY

The following table identifies overall staffing for the facility, including existing staffing, and future anticipated staffing.

Component	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
1. Welcome Area, Collaboration Zone, and Program Room	-	-	-	4-5
2. Children's Area	-	-	-	2
3. Adult and Teen Collections and Study Spaces	-	-	-	2
4. Back-of-House Functions	-	14.0	16	10
5. Exterior Space	-	-	-	-
Total	-	14.0	16	18-19

COLLECTION RESOURCES

Type	Total Collection ¹
Children's	
Board Books	2,198
Picture Books	8,324
Easy Readers	4,032
Comics	6,773
Fiction/First Fiction	12,150
Non-Fiction	9,358
French	630
Holiday	1,805
Audio Visual (AV)	
Other	250
Subtotal, Children's	45,520
Teen	
Fiction	3,841
AV	
Other	250
Subtotal, Teen	4,091

Type	Total Collection ¹
Adult	
Fiction	20,270
Non-Fiction	16,593
Large Print	1,589
World Languages	1,876
English as a Second Language (ESL)	739
Graphic Novels	3,358
AV	
Video Games	832
Library of Things	133
Subtotal, Adult	45,390
Total	95,000²

Notes:

1. Number is total collection items, including both items that are shelved and items in circulation.
2. The collection figures provided above provide one snapshot of what the collection could be. The size of each collection may vary as community needs change.

SPACE SUMMARY

Component	Net Area (NSM)	Net Area (NSF)	Grossing Factor	Component Gross Area (CGSM)	Component Gross Area (CGSF)	Grossing Factor	Building Gross Area (BGSM)	Building Gross Area (BGSF)
1. Welcome Area, Collaboration Zone, and Program Room	280.3	3,017	1.20	335	3,606	1.17	390	4,198
2. Children's Area	307.3	3,308	1.20	370	3,983	1.17	435	4,682
3. Adult and Teen Collections and Study Spaces	569.5	6,130	1.20	685	7,373	1.17	800	8,611
4. Back-of-House Functions	234.4	2,523	1.25	295	3,175	1.17	345	3,714
Total	1,391.5	14,978	1.21	1,685	18,137	1.17	1,970	21,205
<i>Net-to-Building Grossing Factor</i>								<i>1.42</i>
Identified Building Area of Master Plan							1,858	20,000

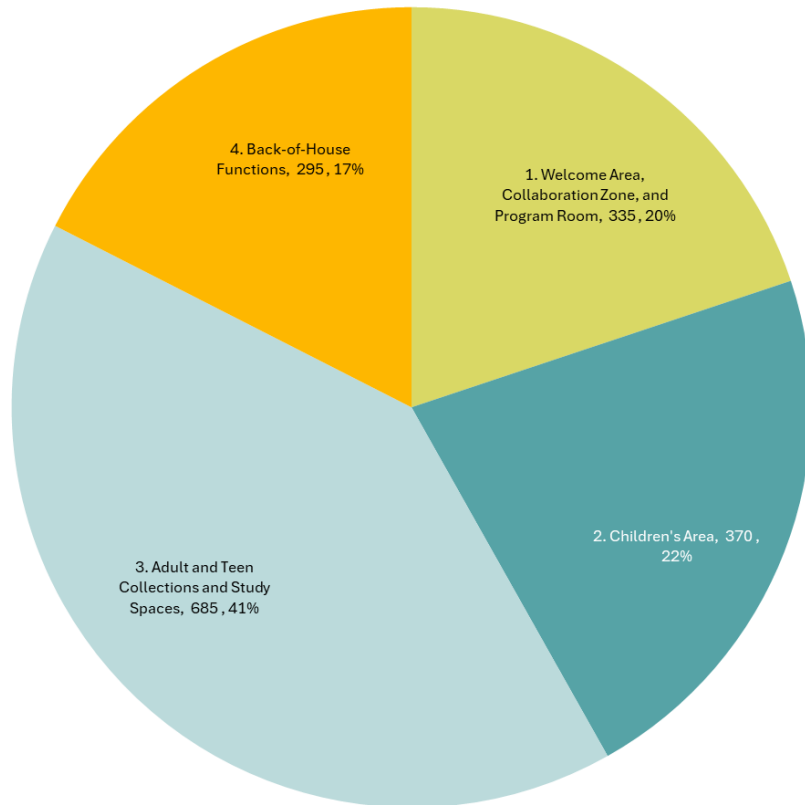
Note:

1. The Functional Program represents an approximately 6% increase from the Branch area identified in the Mater Plan. However, it should be noted that the Component Gross Area to Building Gross Area factor is for a stand-alone facility. If the development is part of a larger building development there may be an opportunity to share some of the building support and mechanical rooms, decreasing the factor, which is estimated at 1.17.

The area allocation for the Children's Area, at 22% of the total library area, is higher than other branch libraries, where the typical allocation is 15% to 18%. The increased allocation for the Community Branch Library is driven, in part, by the historically higher circulation of PMPL's children's collections.

The following chart indicates the relative size of each component in terms of Component Gross Area (CGSM):

Area Summary (CGSM)



2.0 GENERAL PLANNING CRITERIA

INTRODUCTION

This section of the document describes General Planning Criteria that describe strategies to ensure user enjoyment, practical functioning, and efficient building operation.

General Planning Criteria should set the stage for the eventual development of design responses and technical specifications. They assume that any existing municipal, provincial, and/or national building codes and standards will take precedence over concepts suggested below.

More detailed component-specific design criteria are included in each Functional Component description.

General Planning Criteria are described in seven sections as follows:

- Project Assumptions;
- Site Development and Urban Planning Concepts;
- Architectural Concepts;
- Interior Design, Signage, and Display Concepts;
- Operational Concepts;
- Building Systems Concepts; and
- Sustainability Features.

PROJECT ASSUMPTIONS

The following general assumptions guided the project:

1. Planning horizon for the Functional Program: 2050;
2. Projected population of the City of Port Moody in 2050: 70,000;
3. A Building Gross Area of 1,970 square metres, or 21,205 square feet;
4. Future total collection size: 95,000 items;
5. Average collection circulation factor, i.e., that portion of the collection that is borrowed and that does not need to be accommodated in the Library: 26%;
6. Site location: proximate to Moody Centre, as noted in the Master Plan;
7. Estimated parking spaces required assuming a Community Branch of 1,970 square metres (approximately 21,205 square feet): 54 parking spaces, plus an additional two accessible spaces (see City of Port Moody Zoning Bylaw, 2018, No. 2937); and
8. Future staff: ~17, based on a review of peer library systems delivering equivalent services and similar workloads.

SITE DEVELOPMENT AND URBAN PLANNING CONCEPTS

As noted in the Master Plan, it is assumed that the Community Branch may be part of a comprehensive development in the vicinity of the Moody Centre Skytrain station area, and as far as Kyle Park, increasing community access to library services. As such, the following goals have been identified for site development:

Site Utilization

- To maximize the site efficiency for both the Library and potential development, consider locating parking for the Library in structured parking under the Library and associated plaza/landscaping;

Visibility

- The Community Branch Library should introduce a new and exciting public space to the community;
- The Community Branch should complement important facilities near or partnered with on the site and introduce aesthetically pleasing links to them;
- Signage for the Community Branch should be prominently visible from adjacent arterial routes;
- The Branch's exterior and interior should be prominently visible from adjacent streets, sidewalks, and buildings, including those yet to be developed;
- The Community Branch should be adjacent to an urban plaza that is sheltered from the noise and bustle of adjoining streets;

Views

- Provide significant views of nearby sidewalks, streets and urban features from the interior of the Library;

Pedestrian and Vehicular Access

- The Community Branch Library should be an easily approachable and welcoming destination;

- Provide convenient pedestrian access from adjacent sidewalks and streets to the Community Branch;
- Provide vehicular access and surface and/or underground parking on or adjacent to the Community Branch site. Underground parking should be well-lit and feel safe to Library customers and staff;
- Provide barrier-free access for each of the following:
 - pedestrians,
 - customers and staff being picked up or dropped off by car or bus,
 - customer and staff vehicles entering on-site parking areas (including bicycles) or accessing the drive-through book drop, and
 - service vehicles delivering and picking up materials to and from the Library.

Pedestrians: The Community Branch must relate strongly to the adjacent streetscape. Pedestrian traffic must flow easily into the building via wide sidewalks.

Customer/Staff Drop-off Points: The Community Branch will be a focus of activity. Site development may include bus stops, and a drop-off lane for customers (including persons with disabilities) arriving or departing by private car or mini-bus.

Book Drop Access: For the convenience of customers, a book drop should be easily accessible by pedestrians and, if possible, by vehicle.

Parking Access: Surface or structured parking must be provided for customers. Access and egress to parking areas must be fully integrated into the traffic patterns of adjacent streets. Lockable bicycle storage should be located at street level and highly visible to prevent theft.

Collection Service Delivery: Provide for the delivery of materials being transferred between the branches. Provide a dedicated staff/service access connecting directly into the staff work area. Provide a doorbell or other signalling device on the outside of the staff/service entrance for tradespeople, visitors, etc., to alert staff that their attention is required.

Integration with Surroundings

While the Library must have a single controlled entry point, every effort must be made to develop a facility that is identifiable, approachable, and accessible from multiple directions. Similarly, the Library should connect—visually and physically—to the streetscape to avoid inactive perimeter spaces.

Building Visibility

The Community Branch Library should be a visual focal point in the community. The visibility of the Branch should be maximized from surrounding streets and from adjacent buildings. Facades and elevations present opportunities for a symbolic statement about the value of the Branch to the community.

Not all customers will be familiar with the area or siting of the Community Branch Library. To facilitate access and wayfinding, the Library should be readily identifiable at some distance.

The Branch will not be as high as surrounding buildings; therefore, consideration must be given to its appearance from above, particularly the screening of rooftop mechanical equipment and satellite dishes.

Siting and Image

The external image of the Community Branch Library is a directional and informational device for customers. It should make a symbolic statement about the social values that the Library embodies, and at the same time respect the architectural context in which it resides.

Urban design and architectural features present opportunities to define the customer's relationship with Port Moody Public Library's (PMPL) services. These might include the following:

- The siting of the building, the approach, the sense of safety;
- Views into the building during the day and at night;
- The visibility and configuration of the entrance;
- The presence and visibility of appropriate activity around the building;

- The scale and architectural vocabulary of the entrance, fenestration, and formal details;
- The actual writing/signage on the building; and
- The integration of urban design and landscaping elements with the building.

Parking Facilities

General public and staff parking will be provided on-grade or in structured parking, depending on the siting context and opportunities. Due to such factors as the density of the neighbourhood, the size of the facility, and distance from public transit, the final number of stalls at the Library should be reviewed and confirmed in design.

Exterior Signage

Exterior signage should include the following:

- Formal identification of "Port Moody Public Library", the PMPL logo, and the branch name fixed in an architecturally appropriate location, lit at night; and
- Floodlighting of the building, specifically of its architecturally outstanding elements.

Urban Design Elements

Features such as innovatively designed street furniture, lighting systems, ornamental paving, bike racks, landscaping, and artwork should be integrated as required to create a visually active, secure, and dynamic space.

Landscape

Landscape is an integral part of urban design and includes elements such as wide sidewalks and plazas. The development of public green space and the provision of trees and other vegetation can greatly enhance the civic image and attractiveness of the facility and provide the sense of a quiet refuge in less active areas of the site.

Site Services

All services to the building and other parts of the site should be located underground.

Safety and Security

The safety and security of customers, staff and the building itself should be a major consideration in siting, design, landscaping, lighting, sightlines, and general visibility into and around the building. Crime Prevention Through Environmental Design (CPTED) principles should be integrated in design.

Ample exterior lighting should be provided at all entrances and for outdoor public space to identify secure public gathering places, promote access, and deter vandalism.

ARCHITECTURAL CONCEPTS

Building Image

The Community Branch Library should build on the profile, urban design concepts, and design concepts of the new Central Library to create a consistent PMPL experience.

The Community Branch Library's architecture should reference the beauty of Port Moody's natural landscape. The building's design should be warm and inviting, using natural materials and be appropriately scaled to suit the site and surrounding buildings.

The architectural image should reflect contemporary library design that highlights the dynamic, interactive relationship between customers and the Library, between customers themselves, and between people and information.

Where the Community Branch Library is part of a larger development, it should be recognizable as a Library, with consideration given to separate articulation of the Library within the development. The Library should have its own entrance accessed at street level.

Building Massing

The Community Branch Library will, ideally, be accommodated on a single level for efficient staffing. The Branch should also be located on a Ground Floor for easy customer access, including the use of strollers.

Permanence, Flexibility and Durability

The Community Branch Library will be a long-term and significant member of the community it serves. Consequently, design should combine an appropriate formal vocabulary with appropriately durable materials and concepts that optimize flexibility, adaptability, and innovation. Design should strive to be timeless and not too tied to current trends that may appear dated in several years.

Architectural concepts and building systems should support building flexibility and adaptation.

Building Entrance

The Community Branch Library should be accessed by way of the following entry points:

- Street level access to the entrance for the public; and
- Street level access to the staff/service entrance for materials and staff.

Accessibility

The Community Branch Library provides a free public service; therefore, the design of the building must reflect its universal accessibility, surpassing code requirements as appropriate.

Those outside the Branch should be able to see into the building and have a sense of the range of activities taking place (both during the day and at night). Customers and staff inside the building must also have views of the community and its setting.

Interior space must be appropriately scaled for the movement of people. The layout of the building should be transparent and self-explanatory, encouraging customer security, confidence, comfort, and the full utilization of library resources.

Special access conditions are required by a variety of library customers:

- Customers with disabilities, including those using wheelchairs, scooters or crutches, and those who are sight impaired;
- Caregivers with young children in strollers; and
- Seniors unsure of their footing.

Within the Library there should be clearly identifiable traffic "corridors" and generous aisles in the collection areas. An aisle width of 42" (106 cm) in all public collection areas is required. Cross aisles should also be a minimum of 60" (152 cm) wide.

Hierarchy of Spaces

The building must include a logical hierarchy of spaces ranging from the larger volume of the entry area, generous circulation paths, central resource area, collection area, and finally, individual reading/study and work areas.

Space Layout and Flexibility

Generally, the Community Branch Library should be as open as possible, with walls kept to a minimum. Interior load bearing walls are impractical in all but a few areas. Permanent partitions are not desirable. However, all public areas must be clearly and securely separated from staff work areas and non-public space by partially glazed or solid partitions.

The Branch must provide the ultimate in flexibility so that it can accommodate future program changes with no structural modifications. Building elements with the least likelihood of change should be grouped to ensure as much freedom of expansion and change of use in the remaining areas of the building.

Structural module or structural bay spacing will be based on consideration of the standard library shelving module of 3', with consideration given to shelving ranges that are a maximum of 15' or five bays. Columns, where provided, will be as few and as unobtrusive as possible within economic reason.

Strategies for ensuring future adaptability include providing energy saving building systems and features, multipurpose spaces, easily adaptable spaces, flexible and functional systems, such as a raised floor system, a regular structural grid, and use of easily reconfigured modular partitions and other building elements.

Public Amenities

Public amenities should include drinking fountains, water bottle filling stations, public telephones, and accessible universal and gender-neutral washrooms (*gender-neutral washrooms to be confirmed*) with baby changing facilities. If the Library is located as part of a larger development, all these public amenities must be located within the Library itself.

Service Desks

PMPL prides itself on providing welcoming and helpful customer service. Two service desks will be provided, one of which will be an Information Desk and the other, an Accounts/Circulation Desk. They should be located within sight of arriving customers. These desks should be permeable, with high and low counters (for service to customers with disabilities and children). Service desks should be designed to minimize clutter from all angles of approach. The Information Desk will accommodate a single staff station, and the Circulation Desk will have at least two staff stations. One station at each desk will be lower in height to serve those using mobility aids and children.

Fenestration

Windows provide visibility into the public activity areas of the Library and will serve as an attraction to the passing public. They also provide visual relief to those inside the building. The amount of fenestration must be carefully gauged, balancing the advantages of visual continuity with the need for environmental control.

Selected windows in each area must be operable, not fixed, for ventilation in the event of mechanical failure. Operable windows must include screening or be situated sufficiently high to ensure collection security.

Window placement and size must take into consideration shelving heights, work counters and standard desk heights to avoid unsightly views from outside. Windows in the Children's Area should be lower to allow smaller

children to look outside. Wherever possible, windows should be located adjacent to public accommodation and staff work areas. All windows require ultra-violet (UV) filtering capabilities to reduce damage to books and other resources.

Staff Work Area

The staff work area should be partially glazed or fully enclosed with demountable partitions. It will typically include built-in or modular workstations, layout and repair surfaces, a sink, shelving adjacent to desk space, and online access terminals/computer stations.

Provision of an automated sortation unit is dependent on annual circulation volume and material handling; however, for planning purposes, space has been allocated for one. The decision around use of an automated sortation unit should be made in conjunction with PMPL staff in the design stage of the project.

Adjacent storage should be provided for stationery supplies, materials, display items, etc.

Staff Amenities

Staff amenities include a washroom, lockers, and a lunchroom with kitchenette. The staff lunchroom should be acoustically treated to minimize noise transmission to and from public areas.

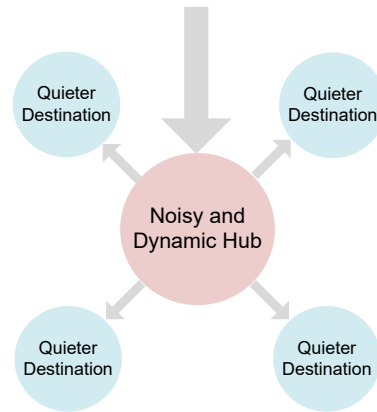
INTERIOR DESIGN, SIGNAGE, AND DISPLAY CONCEPTS

General Features

General features of the interior of the Library facility include:

- An interior environment that complements the Community Branch Library's architectural image as well as that of the Central Library. It should be approachable in its aesthetic and convey familiarity, comfort, and a serene quality to customers using soft colours, textures, and natural materials;

- A general spatial concept that allows immediate visual contact with the layout of the spaces and functions to be easily understood;
- A focus on beauty through a concentration on building systems and furnishings forms, colours, and natural materials, all scaled for human comfort and enjoyment, with a focus on attention to small, immediate details throughout;
- Numerous opportunities for viewing and people watching, as well as secure and quiet refuge throughout;
- Highlighted service destinations along a hub-and-spoke model, with a central arrival space with services, signage, and display features, etc., and specific related functions and spaces clustered around this central space;
- Generally open and contiguous spaces with enclosed spaces the exception; all enclosed space must be acoustically dampened;
- Program spaces should be located so that any noise generated does not disrupt quieter areas of the Library;
- Ample natural light throughout the interior;
- Exterior walls that feature large expanses of glazing; provide multiple views into and out of building, to and from adjacent buildings, natural features, and public spaces;
- Intuitive wayfinding, visual cues and connections that ensure that building users:
 - have a clear understanding of the overall layout of the building, including the sequence of arrival spaces, and locations of key services and features,
 - have a clear understanding of where stair and elevator/ systems are located, and



- experience secure individual workspaces and private destinations.

Specific Features

The following specific features should be provided:

- Minimum 3.7 metre ceilings in main public spaces;
- Enclosed Meeting/Program Room and nooks with modular construction and significant glazing. These rooms should have provisions for audio visual (AV) including connection to the public address (PA) system, and whiteboards;
- Visible and welcoming Fireside Lounge featuring a prominent fireplace;
- Ceiling systems and ceiling suspended features that are major design opportunities, with care taken to avoid visual monotony;
- Decorative ceiling features that are suspended from an exposed structure and used to define specific areas and functions below; skylights may admit welcome natural light; and
- Print collections that are laid out to be optimally visible, self-explanatory, and visually interesting, including shelving of variable height and with many opportunities for face-out displays.

Functional Organization

Design of the Community Branch Library should include the following organizing principles:

- Individual workspaces that are typically located adjacent to surrounding windows; with active learning spaces at the centre, although all spaces should have ample daylight;
- A variety of spatial scales, including large, medium, and individually scaled spaces; and
- Spaces which may be modified in the future that are designed to allow reconfiguration and expansion with minimal disruption of services and operations.

Lighting

Principles for lighting include:

- Ample artificial lighting throughout the interior;
- General artificial lighting that is indirect and glare-free;
- Local task lighting that is used to illuminate work surfaces, displays, and special features; and
- Windows that have operable window coverings for shade and glare control.

Acoustic Quality

Principles for acoustics include:

- Acoustic shielding in all program rooms, offices and meeting rooms; and
- Generally, noise from any mechanical system will require acoustic dampening.

Ergonomics and Human Factors

Principles for ergonomics and human factors include:

- Spatial dimensions and proportions, furnishings and fixtures that respond to the ergonomic and human factors realities of the Library staff and customers, particularly their ability to access, move, lift, adjust, and rearrange collection resources, equipment, furniture, doors, lighting, play equipment, presentation equipment, and storage units; and
- User seating and workspaces that are selected due to their ergonomic design.

Furnishings

Furnishings will be a key design element contributing to the artistic character of the building. Principles include:

- Simplicity of design and coordination of forms and colours that are sustainably sourced;

- As much as possible, furnishings that allow for flexible use over time (i.e., movable and reconfigurable);
- Selecting furnishings for ease of maintenance, high durability and conformance to infection control and general maintenance policies and procedures; and
- Power and cabling access that is integrated with furnishing design and layout.

Fixtures and Equipment

Principles and criteria for fixtures and equipment include:

- Feature signage and displays, wall/ceiling-mounted projection equipment and integrated whiteboards or screens;
- Presentation equipment that is either movable and/or securely fastened to walls or ceilings;
- Collections stored on shelving units typically three feet wide and of variable height throughout the Library to accommodate flexibility in changing collection sizes and to allow for sightlines with respect to lower height shelving;
- Shelving/display for non-book items should be thoughtfully considered based on item type and ease with which customers can browse these collections;
- Generally, the various collections will be grouped by height, with Non-Fiction having higher shelving than Fiction and Fiction also having more feature face-out shelving for display. Adult Collections could be spread across three to four different shelving heights. The Children's Collection could be spread across at least two different shelving heights;
- Shelving units that are movable (if under 132 cm high) or fixed to the floor structure, (if higher than 132 cm); and
- Display features that are freestanding, suspended, and/or mounted on wall systems.

OPERATIONAL CONCEPTS

Planning and design must consider the following operational concepts and systems:

After-Hours Egress

- A direct means of egress from the Program Room to the exterior must be provided to facilitate after-hours use;

Room Booking

- The Program and Meeting Rooms will be used/booked by Library staff and/or the public for meetings, programs, and other events;

Service Points

- There will be one Information Desk and a Circulation Desk near the entrance;

Movement Systems

- Circulation paths must be carefully coordinated to lead to and coincide with key functional destinations, such as feature collection areas, service points and collection displays;
- Pathways to destinations should optimize direct movement by the shortest route;
- Planning should develop circulation paths with simple geometries and clear sightlines; there should be no dead ends or hidden corners;

People Moving Systems

- Many customers will use mobility devices, such as walkers, automated wheelchairs, and, especially, strollers accommodating small children. People moving systems must accommodate this with all systems optimizing ease of movement, orientation, and safety;

Materials Handling Systems

- Library customers are the primary carriers of Library collection resources into and out of the building. Customers typically carry collection resources and technical devices, as well as other personal effects. As such, all spaces and fixtures must be scaled to allow

movement of customers carrying these materials, and should support the need to set them down occasionally on horizontal surfaces;

- The exterior materials drop must connect directly to the materials sorting area;
- Consideration should be given to accommodating an automated materials handling system even though it may not be included at the outset;
- Collections resources will be moved by staff from the sorting room (Circulation Services Workroom) via Book Trucks;
- Other supplies and equipment may be moved via small pallet trolleys;

Security Systems

- All materials will have radio-frequency identification (RFID) tags that will be used for identification and security. Unobtrusive security gates at the entrance to the Library facility will be used to monitor the security of the collection utilizing the RFID system;
- Passive surveillance will be provided through the strategic positioning of general occupants and staff, who will be located with direct sightlines to all activity areas;
- Keypad or card activated locks (swipe or proximity) will be provided for secured areas;
- Card operated entry systems will be provided for staff-only workspaces; and
- Provisions for a multi-camera security system should be installed throughout, allowing for flexibility in deciding to install or not;

Crime Prevention Through (Interior) Environmental Design (CPTED)

General safety and security is a critical objective. The principles of CPTED must be incorporated into all systems and design features, including:

- Public areas that are visible from service points and staff work areas;
- Safety and security features that are integrated unobtrusively through the use of discreet, intuitive layout and design features, (including interior glazing), rather than through obvious surveillance and/or physical barriers;

- The design, materials, finishing details, fixture installation features, and maintenance activities of finishes that minimize the likelihood of injury due to accidents, falls, etc.;

Communication Systems

Communications systems include:

- Provision of a flexible network that is easily accessed, managed, and reconfigured;
- Access to IP-based (internet protocol) television service in common gathering areas, the Program Room and in Meeting Rooms;
- Internet access provided throughout common areas, and learning and study areas through a robust and high-capacity Wi-Fi system;
- Display monitors with permanent and/or ephemeral signage provided at critical points and in visitor gathering spaces;
- High speed charging stations;
- Electrical outlets provided in association with casual seats to support use of personal devices;
- Work tables with data and power but that is not hard wired in order to support the reconfiguration of tables; and

Waste and Recycling Management

Waste and recycling management systems include:

- Waste and recycling collection points in public and staff areas;
- Building Service Worker Closets on each floor; and
- Sufficient space in non-public areas to store accumulated materials.

BUILDING SYSTEMS CONCEPTS

Overall Building Systems Concept

The overall building systems concept should be comprised of a kit of parts consisting of:

- An efficient and regular structural system;
- A high performance, sustainable building envelope;
- A network of universally distributed, easily accessed Building Services;
- Reconfigurable, non-structural, secondary partitions systems; and
- A family of reconfigurable interior design elements and/or furnishings that are sustainably sourced.

The building systems concept should make it possible to avoid unnecessary cosmetic features and finishes. It should allow optimal flexibility and modifications to the interior character.

Partition Systems

In line with the overall building systems concept described above, the partition systems include:

- Structural system column and bay spacing that accommodate the installation of non-load-bearing partitions, with all non-loadbearing walls, with the exception of those at the exterior and those surrounding elevator and service chases, etc.;
- Non-structural wall and partition systems that are impact-resistant, acoustically shielded, and easily demountable to allow for possible future reconfiguration of space;
- Movable partitions that are designed to be anchored to adjacent ceilings, walls and/or adjacent partitions systems to preclude the risk of injury;
- Partition systems that accept changing displays of decorative items, and/or the mounting of flat screen monitors, etc.; and

- Wall surfaces that have low reflectivity and that can be cleaned and maintained easily.

Fenestration and Glazing

The criteria related to windows and glazing throughout the facility include:

- UV and glare shielding exterior glazing including operable blind systems, with preference given to electrically assisted systems;
- Internal glazing as possible for clear orientation, light transmission, spatial continuity, and informal visual surveillance;
- Glazing and windows that are impact-resistant;
- Glazing with high performance thermal properties;
- In areas featuring grouped workstations, minimal internal corridors that incorporate intermittent views and natural light along their length;
- Orientation features and/exterior views at the ends of corridors; and
- Bird-friendly window design, materials and treatments to reduce or eliminate bird strikes.

Floors

Criteria related to flooring include:

- Flooring that is load bearing throughout to provide flexibility in moving and expanding the collections as needed;
- A raised floor system throughout to allow for universal access to sub-floor conduits and heating, ventilation and air-conditioning (HVAC) plenums;
- Floors that feature a combination of non-skid surfaces, such as rubber, resilient or carpet tile;
- Floor systems that include seamless or flush joints with no raised thresholds at doorways; and
- Floor materials and finishes that are selected for ease of movement, sustainability, and acoustical performance.

Plumbing Requirements

Criteria related to plumbing include:

- Access panels to plumbing systems located in general circulation/ corridor spaces; and
- Environmentally responsible approaches to water conservation, such as low-flow plumbing fixtures, and collection of grey water.

Materials and Finishes

Criteria related to materials and finishes include:

- Materials and finishes that contribute to an overall atmosphere of space, clarity, and light, and that do not compete visually with the activities taking place;
- Materials that are aesthetically pleasing, including consideration of wood and glazing for doors and partitions;
- Impact-resistant wall finishes in public spaces and high-volume staff spaces, particularly where Book Trucks and other materials are moved;
- Non-allergenic materials; and
- Materials that are selected for durability and low maintenance.

Lighting and Electrical Systems

Criteria related to lighting and electrical systems include:

- Introduction of innovative, energy efficient and sustainable lighting systems, with consideration given to light emitting diode (LED) lighting, to create a distinctive image and to address the functional complexity of many activities occurring in the program spaces;
- Decorative focus lighting suspended at an appropriate height in reading areas and in the Fireside Lounge;
- Lighting systems that contribute to an overall atmosphere of space and clarity and that do not compete visually with collection displays or activities taking place;
- A minimal number of lighting systems with system maintenance, anticipated longevity of use and availability, and ease of parts replacement considered in the selection of all systems;
- Localized controls for lighting in open areas, with dimmers, as appropriate, and in each enclosed meeting room space;

- Programmable lighting in most public areas including manual override systems;
- Reading areas should have general lighting that is bright and adjustable;
- Use of controls, access panels, wiring, conduit, and fixtures that are not publicly accessible, demountable or breakable;
- Consideration given to accessing lighting fixtures for maintenance;
- Provisions should be provided for the installation of digital signage throughout, allowing for changing signage needs as required; and
- Infrastructure planning should be robust to support future technologies beyond current CAT5/power needs (i.e., additional conduits).

General HVAC Systems

Criteria related to general HVAC systems include:

- Provision of flexible systems that facilitate future modifications through looped distribution lines, ample branch-isolation valves, and adequate space for new services and maintenance access;
- Thermostats placed away from direct sunlight;
- Use of technology that has been tested;
- Consideration given to a Thermenex type system that makes use of heating and cooling sources within the facility and distributes these as necessary; and
- Individual environmental controls.

Acoustic Systems

Criteria related to acoustic systems include:

- Wall, movable partition, floor and/or ceiling-mounted acoustic shielding in areas that involve higher noise levels or require lower noise levels, with mitigating insulation features placed as close as possible to the sound source; and
- Acoustic assemblies, such as sound reflectors, acoustic panelling on walls and/or ceilings that are fully secured.

SUSTAINABILITY FEATURES

It is expected that the Library facility will be in use for the next 50 or more years. As such, the strategy around environmental sustainability should take the long view, with strong consideration given to its continued operation in a post-carbon world. The following criteria relate to sustainability features.

Standards

Criteria related to environmental standards include:

- [BC Energy Step Code and Zero Carbon Step Code](#);
- [City of Port Moody Sustainability Report Card](#);
- Creation of a sustainability profile of the Library facility from typical and innovative sustainability practices and standards that also establish the building as a valuable demonstration project and teaching tool; and
- Consideration of approaches to environmentally responsible materials selection, and energy use that meet or exceed approved sustainability standards.

Energy Consumption Strategies and Targets

Criteria related to energy consumption include:

- Optimal passive solar orientation as well as strategic envelope apertures and enclosures for passive and active solar gain;
- Opportunities for natural ventilation and cooling; allowing warm and cool air to pass over concrete slab floors; use of solar chimney features to extract air; and
- Exposed mechanical and electrical services to demonstrate the technology used as part of the building's teaching capability.

Water Consumption and Management

Criteria related to water use include:

- Innovative approaches for the management of groundwater related to building construction and maintenance;
- Recycling and reuse of waste water produced on-site;
- Reuse of treated water in a general grey water system and for local irrigation; and
- Use of solar panels to generate hot water augmented by point of use heating.

Materiality

Criteria related to materials and finishes include:

- Use sustainable materials in all construction process or construction systems;
- Consideration of polished concrete floors, heated and cooled with in-floor radiant systems;
- Sourcing local materials;
- Sourcing materials with low embodied energy;
- Sourcing reused, recycled and/or recyclable materials;
- Sourcing renewable and sustainably harvested materials;
- Sourcing materials that are non-toxic/non-polluting in manufacture, use and disposal; and
- Use of materials that are chlorofluorocarbon (CFC) and hydro chlorofluorocarbons-free (HCFC).

3.0 COMPONENT PLANNING CRITERIA

INTRODUCTION

The basic “building block” for physically organizing facilities projects is the FUNCTIONAL COMPONENT. A functional component can be defined as a grouping of activities and assigned spaces which are physically related by their common mission to satisfy a specific group of functions or operations. A functional component may or may not be synonymous with a department, since the term “department” refers to an administrative organizational structure and not a physical planning structure.

Information for each functional component is presented under the following headings:

COMPONENT OVERVIEW provides a high level overview of the component including a brief description, key metrics, key adjacencies, a statement of character, and indicative photos.

KEY ADJACENCIES indicates the priorities of the component for its location relative to other components.

“Direct access by internal or dedicated circulation” refers to components which are horizontally contiguous and linked internally. This form of access avoids movement through the general circulation system of the facility.

“Direct access by general circulation” refers to components linked by a minimal amount of horizontal and/or vertical general circulation.

“Convenient access by general circulation” refers to components linked by substantial horizontal and/or vertical general circulation.

FUNCTIONAL DESCRIPTION provides information on the feature, character, general services or activities of the component.

OPERATIONAL DESCRIPTION provides information on the primary operational concepts or systems which support the functional activity of the component.

WORKLOAD – EXISTING AND PROJECTED ACTIVITY summarizes existing and projected workload in appropriate units. This information is

used to estimate the space requirements of the component. Not all components have quantifiable workloads.

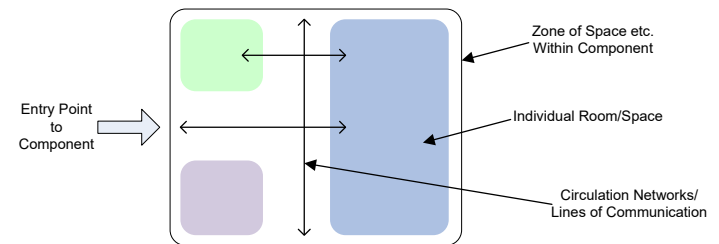
STAFFING & OCCUPANCY ESTIMATES summarizes future estimated staffing in terms of full-time equivalents (FTEs) where relevant, as well as total headcount and maximum occupancy staffing. Staffing estimates are provided to support planning only and should be revisited during the project development process.

DESIGN CRITERIA presents information as follows:

Internal Relationships/Concepts indicates basic criteria and concepts for the organization or environmental design of space. They are organized into Architectural Concepts which includes zoning and organization of space; Interior Design Concepts, which considers interior design concepts, signage, wayfinding and display concepts; Operational Concepts; and Building Systems Concepts, which indicate specialized structural, mechanical, power and information systems requirements. This section also includes a conceptual functional diagram showing organizational principles to be pursued in the design of the component.

The content of the diagrams is generally reflective of the headings used in the narrative and in the space requirements lists referring to “zones” of space, groups of rooms and, in some cases, individual rooms for which important internal relationship need to be emphasized. In general, thin lines terminating in arrows are used to indicate principal circulation networks or lines of communication between zones of space, groups of rooms, or individual rooms. Continuous/unbroken bold lines forming rectangles typically indicate zones or rooms.

Example:



Space Requirements are tabulated to indicate the number of rooms or spaces (units), the net square metre/feet per unit (nsm or nsf/unit), the total nsm/nsf for each room or space (nsm or nsf), explanatory or supplementary remarks (Remarks), and a reference number (Ref) used for cross referencing within this document and which will be available for use in any future supplementary document (e.g., Space Data Sheets and Schematic Design).

Indented line items indicate a close adjacency with the preceding line item.

Functional components are as follows:

1. Welcome Area, Collaboration Zone and Program Room;
2. Children's Area;
3. Adult and Teen Collections and Study Spaces;
4. Back-of-House Functions; and
5. Exterior Spaces.

1. WELCOME AREA, COLLABORATION ZONE, AND PROGRAM ROOM

FUNCTIONAL DESCRIPTION

COMPONENT OVERVIEW

This component accommodates the main Entrance to the building, features, services, and functions encountered as one enters and leaves the Library, a Collaboration Zone, and a secure the Program Room.

KEY ADJACENCIES

- 1 **5. Exterior Spaces** Provide direct access by general circulation to adjacent pedestrian and urban spaces for the movement of visitors and customers.
- 2 **Parking Facility** Provide direct access by general circulation to adjacent Parking Facility for the movement of visitors and customers.
- 3 **2. Children's Area** Provide direct access by general circulation to Children's Area for the movement of families and children.
- 4 **3. Adult and Teen Collections and Study Spaces** Provide direct access by general circulation to the Adult and Teen Collections and Study Spaces for the movement of customers.



Links from exterior space, program room, library entrance features, services, and functions

FUNCTIONAL DESCRIPTION

This component accommodates four zones: the Library Entrance, Welcome Area, Collaborative Zone, and a Program Room.

The Library Entrance connects the Community Branch Library to the surrounding pedestrian pathways and sidewalks. Inside the Library, the Library Entrance includes unobtrusive security gates. The Entrance opens to a Welcome Area that contains spaces and services required to welcome, orient, and distribute Library customers.

The Collaboration Zone is a dynamic and flexible space designed for groups to work on projects, learn, conduct business activities, share information, study and socialize in an environment that they can arrange themselves to best suit their needs.

The Program Room is key to fulfilling the Library’s mission, vision, and values in providing welcoming and inspiring space to promote lifelong learning (see the PMPL Master Plan for the full Mission, Vision, and Values, pg. 14). This versatile space accommodates up to 40 people for larger group programs. The room will serve as a community forum, meeting room, small conference space, and host for large active family programs, including those that require stroller parking for sizeable numbers, such as Babytime. The Program Room is normally accessed via the Welcome Area. After-hours egress from the room is provided directly to the exterior.

Features of the Entrance and Welcome Area include:

- Weather-protected Entrance;
- Clear sightlines into Library space;
- Significant “green” features, including plantings and/or living walls, as well as optimal daylight, sunlight and views of the sky and changing weather conditions;
- The Library Security Threshold itself, followed by a sequential arrangement of activities and spaces in the Welcome Area, generally as listed below:
 - exterior materials return with direct connection to the Circulation Services Workroom (see Component 4. Back-of-House Functions),

- Self-Service Check-Out stations,
- Circulation Desk with direct connection to the Circulation Services Workroom (see Component 4. Back-of-House Functions) where customers are able to register for a Library card, enquire about their account, pay fines, and obtain general information about the Library,
- Information Desk where customers will have access to staff who will provide help using Library resources and equipment, readers advisory recommendations, answers to information requests, and similar services,
- Holds self-pick-up area,
- Fireside Lounge,
- access to the Program Room,
- displays for New and Notable Collections,
- Quick Read Collections, and
- access to Public Washrooms.



Features of the Collaboration Zone include:

- An open, flexible space accommodating a wide range of activities, involving groups of various sizes, which may involve various user-provided technologies and associated resources.

Features of the Program Room include:

- Space for up to 80 people, with the ability to subdivide the space to accommodate 40 people on each side;
- Multiple room entrances;
- Audio visual (AV) equipment; and
- Support spaces serving both sides.

Activities taking place within the general component include:

- Movement of customers in and out of the Library space;
- Movement of groups of event and program attendees in and out of the Program Room;
- Movement of collection materials carried in and out of the building by customers;
- Return of collection materials using materials drop(s);
- Scheduled Library and community-led events in the Program Room;
- Providing help using Library resources and answering information queries at the Information Desk;
- Answering enquiries about customer accounts and registering at the Circulation Desk;
- People watching and socializing;
- Browsing and reading quick reads in the Fireside Lounge area;
- Prominent merchandizing of collection to facilitate browsing of new, high demand and featured titles/collection items;
- Group study and projects;
- Presentations;
- Collaborative learning, including gaming;
- Tutoring;
- Recreation, such as board games and gaming;
- Access to Wi-Fi and use of personal technology;

- Printing, scanning and copying, with nearby access to Information Desk for payment;
- Self-serve access of Holds;
- Self-check of materials;
- Displays of topical events; and
- General directional, event and ephemeral signage.

Activities specifically within the Program Room include:

- Library programs and events for all ages including:
 - early literacy programs for groups of caregivers and children, including Babytimes and storytimes with stroller parking,
 - author readings, panels and book launches,
 - workshops and classes on a variety of topics including financial literacy, writing, health, digital literacy, job skills (resumé writing, interviews, etc.), and various educational topics,
 - community debates and open houses,
 - book clubs,
 - celebration of international events, such as Science Literacy Week, Scratch Day, Table Top Day, and Free Comic Book Day,
 - sensory story times for families with children with sensory processing disorders,
 - conversation circles and classes for English language learners,
 - day camps and holiday programs,
 - expert panel discussions to encourage community discourse on topical issues,
 - active after-school programs for children and teens,
 - maker fairs, and
 - family events, such as children’s musicians and entertainers;
- Programs conducted by and with other agencies and community partners;
- Provision of catering support;

- Wi-Fi access and use of personal technology; and
- Storage of equipment and supplies.

OPERATIONAL DESCRIPTION

Hours of Operation

Hours of operation for this component will be determined as the operational profile of the new building evolves.

The Program Room may occasionally be occupied when the rest of the Library is closed.

User Profile

The following types of users will access this component. Some users will be coming to this area as a destination (e.g., Fireside Lounge and Program Room) while others will be quickly passing through:

- Community members accessing programs, events or meetings without using other Library services;
- Customers carrying personal effects, including books and other Library resources, clothing, personal devices, and sometimes food and drink;
- Customers who have never been in the Library before, or who are still somewhat unfamiliar with the building and its services, and who will require time and space to orient themselves to the building;
- Customers familiar with the building and its services and who know exactly where they are going, and who will move through the component quickly and into the Library;
- Customers who are waiting for others, people watching and/or standing still, browsing displays, reading signage and adjusting to the building environment;
- Customers in groups, who will typically move more slowly than individuals alone; and
- Many families with children, who will typically move more slowly and be encumbered with strollers and other equipment.

Group Discovery, Exploration and Interaction

- Generally, the Collaboration Zone is an open space that will be used for multiple concurrent activities involving groups of various sizes. The range of community activities will be open-ended.
- It will not have enclosed meeting or workspaces, but there may be areas that are screened off by movable partitions to create a sense of enclosure.
- Spaces must be easily reconfigurable to accommodate frequent changes in the schedule, profile, and scope of activities.

Movement of Building Users and Library Customers

All customers using the Community Branch Library will move through this component, so it will have the heaviest use of any of the building components. All movement spaces must be scaled accordingly.

Some building visitors will only access functions taking place in the Program Room and may not need to access the remainder of the Library.

The main operational goal will be to allow the maximum number of visitors and customers to safely and comfortably move into the building, orienting themselves to their appropriate internal destination, and to move back out into the surrounding community when their visit is completed.

Movement of Materials

Collection resources may be dropped off by customers at materials drops located both outside the building and within the Entrance area.

Materials drop-offs should be directly connected to the Circulation Services Workroom located in the Back-of-House Functions component.

All borrowed collection materials will enter and leave this component carried by customers, who pass through the RFID security gates at the Entrance.

Library staff will enter the Community Branch Library through a separate staff entrance located in Component 4. Back-of-House Functions.

Storage of furniture, supplies and materials will be located in Component 4. Back-of-House Functions.

Staff Support

The Circulation Desk will provide general continual surveillance of the Library.

The Information Desk will also provide surveillance of this area, in addition to the rest of the floor. This desk will be staffed at all times; however staff will also provide roving service.

Library program coordination staff may be present in the Program Room.

WORKLOADS

Customer Accommodation

Type	Number of Stations	Number of Seats	Customer Occupants
Entrance Public Seating (bench seats)	-	10	10
Fireside Lounge (lounge seats)	-	10	10
Collaboration Zone	-	10	10
Program Room (seats)	-	80	80
Total	-	110	110

Collection Resources

Type	Items
<i>New and Notable Collection</i>	100
Books	
Media	
Subtotal, New and Notable Collection	100
<i>Holds</i>	
General	500
Subtotal, Holds	500
Total	600

STAFFING AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Position	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Information Desk	-	-	-	1
Circulation Desk	-	-	-	2
Program Room	-	-	-	1-2
Circulation Staff ¹	-	-	-	-

Position	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Shelver ¹	-	-	-	-
Librarians/Library Assistants ¹	-	-	-	-
Total	-	-	-	4-5

Note:

- Included in staffing tables in Component 4. Back-of-House Functions.

DESIGN CRITERIA

Design criteria relevant to this component address unique conditions and design features required in the space.

For planning criteria that apply to the exterior generally, see the General Planning Criteria section of the Functional Program.

Internal Relationships

Architectural Concepts

- There are four zones involved: Entrance, Welcome Area, Collaboration Zone, and Program Room.
- This component is the first that building users encounter in the Library. As such, it is intended to be a spatially and aesthetically notable destination.
- The space should be simple and logically understood; the intuitive layout of space, features and sightlines should facilitate easy self-orientation. Key aspects include:
 - views of parkland/greenery, exposure to daylight, the sky and changing weather patterns;
 - views of activities taking place in adjacent streets; and
 - views across the Library.
- With respect to after-hours use, the Program Room should have separate egress to the exterior as well as access to washrooms.

Interior Design Concepts

- The Library Entrance should make a striking and memorable impression on visitors, through use of spatial volume, vibrant colours, original building systems features, multiple views into and out of the building, and options for public art (there are currently permanent collections, but to continue to allow for temporary displays as well). As these will be very active areas of the Library and the first spaces customers travel through, they are logical locations for significant design features, including unusual materials, daylight, as well as innovative, attractive, comfortable social and seating spaces and furnishings.
- Signage must be carefully arranged to optimize user self-direction and efficient movement. There may be daily event signage, Library building floor layout and collection organization signage, and donor recognition/commemoration signage. Signage and wayfinding should be easily read and understood from a distance and incorporate clear graphics and colour.
- There should be clear sightlines from the Information and Circulation Desks to the remainder of the Library.
- The Fireside Lounge will require a feature fireplace, ideally a higher ceiling, decorative ceiling treatment, special lighting, and comfortable lounge furnishings.
- The Fireside Lounge and adjoining areas should have pleasant views of Exterior Spaces as well as walls that are conducive to showcasing artworks.
- The Fireside Lounge must include:
 - a combination of hard and soft flooring materials;
 - data ports and power outlets; and
 - an acoustic control system.
- Being a very high traffic area, all materials and finishes should be durable, easily cleaned and maintained.

Operational Concepts

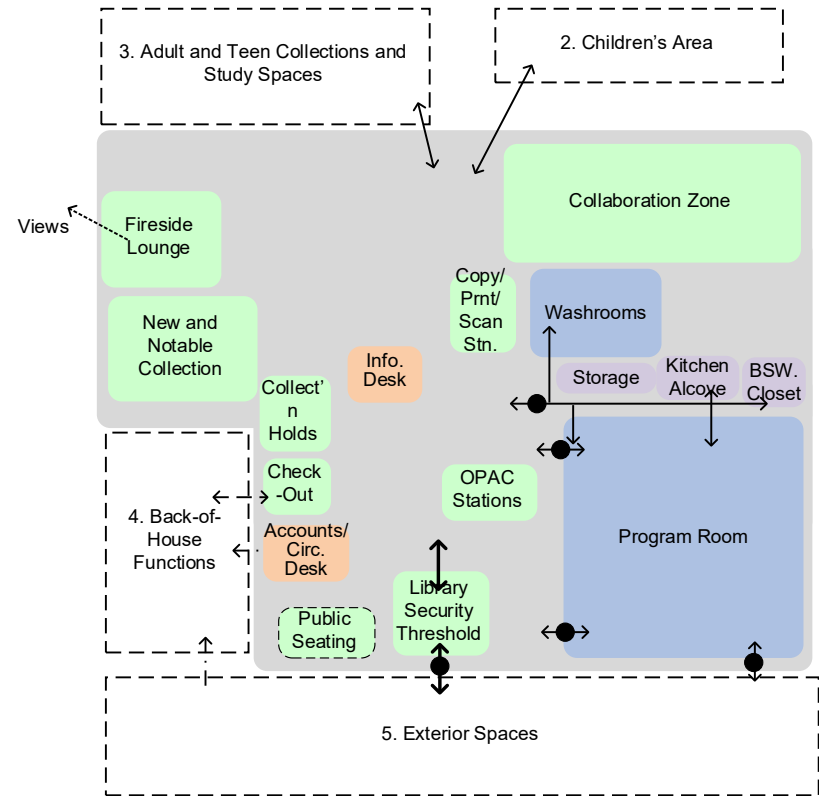
- This component includes public space with high customer traffic.
- All spaces used by the public must be suitably scaled, optimally direct, safe, attractive and people-friendly. Good customer service is an important part of PMPL; the Library Entrance should be conducive to staff greeting and assisting customers upon arrival.
- Spaces must be scaled to accommodate the movement back and forth of large numbers of people, as well as the presence of stationary customers accessing services, and stationary services, and resources.
- Seating areas and informal gathering areas should not conflict with major movement paths to and from the Library threshold. Queues should not block circulation paths.
- The following services and spaces should be located adjacent to the Information and Circulation Desks:
 - Inter-Library Loans (ILL) (see Component 4. Back-of-House Functions);
 - lost and found (see Component 4. Back-of-House Functions);
 - materials sorting (see Component 4. Back-of-House Functions);
 - staff workspace (see Component 4. Back-of-House Functions); and
 - minor mends and processing (see Component 4. Back-of-House Functions).
- Consideration should be given to offering an after-hours Holds pick-up.
- In the event of a pandemic, consideration should be given to offering a drive-through Holds pick-up.
- An unobtrusive Security Threshold will be incorporated into the design at the Library Entrance.
- Non-obtrusive and natural surveillance will be essential. No public area of the Library should be hidden from view.

Building Systems Criteria

- A materials return drop located near the Library Security Threshold will connect to the Circulation Services Workroom in Component 4. Back-of-House Functions.
- A PA system should be installed throughout for announcements relating to closing hours, evacuation procedures, etc.
- There should be provisions for the future installation of advanced security technologies.

Functional Relationship Diagram

The spatial organization of this component will be generally as shown in the diagram below.



LEGEND	
	PUBLIC OPEN AREA
	PUBLIC ENCLOSED AREA
	NON-PUBLIC OPEN AREA
	NON-PUBLIC ENCLOSED AREA
	SPATIAL ZONE

NOTES:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

SPACE REQUIREMENTS

Refer to the table below for the details of the projected space allocation.

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
	Entrance				
	Exterior Materials Return	1		0	Connected to bin drop-in Circulation Service Workroom (see Component 4. Back-of-House Functions, Ref. 10)
	Interior Materials Return	1		0	Connected to bin drop-in Circulation Service Workroom (see Component 4. Back-of-House Functions, Ref. 10) adjacent to Ref. 07 Accounts/Circulation Desk
01	Entrance	1		7.4	
02	Arrival and Orientation	1		10.0	Incl. access to Public Washrooms; incl. access to Program Room
03	Public Seating	1		6.0	Incl. bench seats for 5
04	Building Layout, Events and Services Display	1		0.5	Information on Library events, layout and features
	Donor Recognition Feature	1		0	
	Subtotal, Entrance			23.9	
	Welcome Area				
	Library Security Threshold	1		0	Incl. in grossing factor
05	Self-Service Check-Out	2	2.0	4.0	
06	OPAC Station	2	1.0	2.0	
07	Accounts/Circulation Desk	1		9.0	Modular operational and administrative service desk with computers; accommodates min. of 1 to 2 staff; for accessibility, 1 workstation will be lower in height; cash handling at one of the workstations
08	Information Desk	1		5.0	Staffed service point/kiosk with computer, access, information materials; accommodates 1 staff; for accessibility, workstation will be lower in height
09	Collection Holds	1		4.0	Incl. 4 bays of shelving accommodating up to 500 items
10	Fireside Lounge	1		25.0	Accommodates 10; comfortable soft seating
11	New and Notable Collection Display	1		4.0	100 items on display tables and 3-shelf high movable shelving units
12	Public Washroom	2	10.0	20.0	Allowance, to be confirmed
13	Universal Washroom	1		5.6	Incl. baby change table

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
14	Storage	1		8.0	For storage of furniture, equipment, supplies, etc.
	Subtotal, Welcome Area			86.6	
	<u>Collaboration Zone</u>				
15	Collaboration Zone	1		25.0	Incl. reconfigurable seats and tables for 10
16	Copy/Print/Scanner Station	1		5.0	
	Subtotal, Collaboration Zone			30.0	
	<u>Program Room</u>				
17	Program Room	1		100.0	Accommodates 80, with room subdividable to accommodate 40 on each side; egress to Entrance and to exterior
18	Storage	2	8.0	16.0	Supporting each side of the subdivided Program Room; for storage of furniture, equipment, supplies etc.
19	Kitchen Alcove	2	3.6	7.2	Supporting each side of the subdivided Program Room; incl. counter and sink with cupboards above, small fridge, microwave, other counter/layout space and dishwasher
20	Universal Washroom	2	4.6	9.2	Supports after-hours use of Program Room
21	Building Service Worker Closet	1		7.4	
	Subtotal, Program Room			139.8	
	Total			280.3	NSM
				1.20	Grossing Factor
				335	CGSM
				3,606	CGSF

2. CHILDREN'S AREA

FUNCTIONAL DESCRIPTION

COMPONENT OVERVIEW

The Children's Library is a separate, playful environment that stimulates the imagination while also providing learning opportunities for a variety of literacies. It is, in some respects, a library within a library—acoustically separate, containing specialized collections, staff and programming for children from birth to age 12 and their caregivers.

KEY ADJACENCIES

- 1 **1. Welcome Area, Collaboration Zone, and Program Room** Provide direct access by general circulation to and from the Welcome Area, Collaboration Zone and Program Room for the movement of customers and staff.
- 2 **3. Adult and Teen Collections and Study Spaces** Provide convenient access by general circulation to and from Adult and Teen Collections and Study Spaces for the movement of families and staff.
- 3 **4. Back-of-House Functions** Provide convenient access by general circulation to the Circulation Services Workroom in Back-of-House Functions for the movement of staff and materials.



Inspiration, scale, imagination, exploration, learning

FUNCTIONAL DESCRIPTION

This component accommodates the Children's Area, a clearly defined space that provides children and families with a degree of separation from the larger Community Branch space, to ensure their safety, security and comfort. This component provides for varying collection and activity needs at different stages of development.

The Children's Area will foster a child's growing independence while welcoming and encouraging caregiver oversight. It will be a space for children to discover their passion for reading, explore their interests to become lifelong learners, and engage in activities independently as well as in social and family groups of varying sizes and ages.

Through a variety of environments it will appeal to children with both quiet temperaments and more exuberant natures. Children of up to 12 years and their caregivers are the focus of this space.

Features of this component include:

- Gateway Feature;
- Topical and thematic display of materials;
- Self-Check-Out station;
- Online Public Access Catalogue (OPAC) station;
- Family Literacy Centre, featuring interactive imagination area (e.g., train table and large fun furniture), early years digital literacy station, and early literacy activities;
- Quiet Reading Alcoves for reading with caregivers, and individual reading;
- Children's Collections;
- Variety of tables and informal seating areas;
- Program Nook for informal programs;
- Periodically staffed "Pop-Up" Service Kiosk; and
- Family Room.

Activities within the component include:

- Topical display of materials;
- Group mustering;
- Answering collection and information queries at a Pop-Up Service Kiosk and by roving staff;
- Self-Check of materials;
- Family Literacy Centre that includes:
 - early literacy computers/technology,
 - imagination play activities with props that include textures, soundscapes, visual explorations, places in the community,
 - furniture and features that promote fine and gross motor skills development,
 - access to and reading of Board Book and Picture Book Collections, and
 - caregiver and child reading/exploration;
- Group and individual study and homework activities;
- Decompressing and reading in a quiet environment;
- Developmentally appropriate programming, including story and craft activities, reading and homework assistance, coding and digital literacy for large and small groups;
- Storage of personal items during programs;
- Tours or supervised group visits;
- Storage, maintenance, display and access of the following collections:
 - Board Books,
 - Picture Books,
 - Easy Readers, Fiction and Fiction series,
 - Comics,
 - Non-Fiction Collection,

- French Collection,
- World Languages Collection, and
- Holiday Collection;
- Reading/project work/computer use in informal areas such as the Program Nook (when it is not used for programs), and Group Tables and Casual Seating areas that are associated with and appropriate to collection subjects and to the age of users;
- Supervised visits;
- Art displays;
- Shelf checks and reshelving of materials by staff; and
- Accessing virtual collections.

OPERATIONAL DESCRIPTION

Hours of Operation

This component will be open when the Library is open.

Customer Profile

More than other components, this component will be characterized by customers that arrive typically in groups of two or more. Most groups will have at least one adult and one child. Customers will include:

- Those who have come as part of a large group, from a school, kindergarten, or daycare;
- Caregivers who may have with them children of varying ages, including very young children with whom they will actively attend;
- Child and adult customers with special needs, including physical, sensory, cognitive, and mental challenges and who may be accompanied by a caregiver;
- Customers who arrive simultaneously to be part of a programmed activity;
- Caregivers and educators wanting children's resources or information;

- Children who range widely in behaviours, from those requiring more regular attention to those who can manage themselves more independently; and
- Teen volunteers for programs.

Movement of Customers

People will arrive and depart from a single point of arrival. All areas of the component are expected to be highly active.

Personal Exploration and Discovery

Generally, customers will interact with staff and may require more assistance by staff; staff will be located in this component when it is busy and may be roving. At other times, assistance will be provided by staff located at the Information Desk.

Collections will be accommodated in age-appropriate ways, giving children the opportunity to see, handle and look at materials easily.

Personal exploration may involve a caregiver and child.

Group Discovery, Exploration and Interaction

Informal interaction and collaborative activities will take place in the enclosed and flexible open spaces within this component.

Scheduled program activities involving larger groups will occur in the enclosed Program Nook or in the Program Room in Component 1, as well as in the open areas.

Types of Services

Types of services include:

- Scheduled program activities, including Storytime, book clubs, maker activities, crafts, reading, and homework and reading assistance;
- Personal and small group assistance as needed including discovery services, such as navigation assistance, readers advisory and assistance with technology; and

- General monitoring of the component to ensure the safety and security of all customers.

WORKLOADS

Customer Accommodation

Type	Number of Stations	Number of Seats	Customer Occupants
Self-Check-Out Station	1	-	1
Computer Station – Early Literacy	2	2	4
Family Literacy Area	12	-	12
Casual Seating/Caregiver and Child	4	3	12
Group Table	-	12	12
Program Nook	-	60	60
OPAC	1	-	1
Total	20	77	102

Collections

Assumptions for collection size are provided below. Collection size is anticipated to increase in the future, however, magazines, CDs and DVDs are not anticipated in the longer term future but will be provided in the shorter term.

Type	Total Items	Circulation Rate	Items on Shelves
Board Books	2,198	54%	1,016
Picture Books	8,324	45%	4,578
Easy Readers	4,032	46%	2,177
Comics	6,773	55%	3,048
Fiction/ First Fiction	12,150	27%	8,870
Non-Fiction	9,358	30%	6,550
French	630	13%	548
Holiday	1,805	33%	1,209
Other (AV)	250	10%	225
Total	45,520		28,221

STAFFING AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Position	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Librarian	-	-	-	1
Library Assistant	-	-	-	1
Total	-	-	-	2

DESIGN CRITERIA

Design criteria internal to this component are described below. They address unique conditions and design features required in the space.

For planning criteria that apply to the facility generally, see the General Planning Criteria section of the Functional Program.

Internal Relationships

Architectural Concepts

- The Children's Area should be located with easy access from the Library Entrance/Welcome Area to facilitate the access of young customers and their caregivers who may be carrying coats, bags, and other personal items, as well as pushing strollers. This also facilitates convenient evacuation in the event of a fire or other life safety event.
- This component primarily includes public space.
- The Children's Area should be visible from Library Entrance and Welcome Area; a sense of anticipation should be created with invitations that begin outside of the component itself.
- The Entrance to this component should be marked by character and gateway images that reflect the content of the resources and activities.
- Views should be provided into the Children's Area from other components while maintaining the general enclosure of the component. This will create opportunities to market the services and resources of the Children's Area, decrease noise in other components, and will increase the level of visual security.

- Design should consider a higher ceiling, as possible, to support hanging displays that add character and life to the environment.
- Opportunity to create a Pop-Up Service Kiosk is required which, when in place, should be situated within view of and proximate to arriving customers. The Pop-Up Service Kiosk should have visual connections to the entire Children's Area so activities can be monitored.
- The overall layout of the Children's Area should reflect an organic and informal approach to the organization of space, as reflected in design elements, gateways, and enclosures, etc.
- This component should include natural light and views to landscaped exterior areas.
- The Family Literacy Area should be located away from Program Nook but should be visible from the Pop-Up Service Kiosk. This is an area that will be noisy with exuberant children.
- The Program Nook should be located somewhat near the component Entrance. Visibility to the Program Nook from the Pop-Up Service Kiosk is required, including glazing if separated by a partition. However, the Nook should be located so that general traffic flow is not impeded.
- Wall space for displays of children's artwork should be maximized, including a wall at the Entrance to the component to showcase local children's art, including children's digital art.
- A Family Room should be included within this component; it should include both adult and child-sized fixtures, a change table, and chairs for both adults and children for nursing, waiting on family members, etc.

Interior Design Concepts

- Imaginative features should be considered at the entrance to the Literacy Centre.
- Above all, the environment should be safe. Partitions and furniture should have rounded corners to minimize injuries.
- The character of the Children's Area will differ from that of the rest of the Library. It may have themes in which children become part of the stories that they are reading. It should be an environment of exploration and engagement; this should be translated into the display of collection resources, installations, and program areas. Interior design themes should be rich in the use of colour, language and language elements.
- Notwithstanding the above, design features in the Children's Area should be sympathetic to those of the rest of the Library.
- The Family Literacy Area should be a learning environment that stimulates as many senses as possible, including sight, hearing, touch, taste, smell and kinesthesia. It may include a variety of open-ended and interactive play spaces. It should feature letters and words in the design. The environment should stimulate doing, learning and feeling. This is an area where children will explore and learn with their caregivers.
- The space, furnishings, lighting and signage of Children's Library should be flexible to facilitate change, exploration and experimentation by both staff and children. Children should feel empowered to change the environment.
- The scale of space and furnishings are critical factors. Design must reflect "child-sized" environments, with children as a priority, to respond to the specific needs of infants, toddlers and school children (i.e., seating types), in their respective areas, while also providing furnishings appropriate for caregivers and other adults.
- A mix of seating types should be provided, including informal seating, benches and tables for groups of children. Some activity areas will require furniture that allows children to interact with accompanying adults. Furniture should be robust as adults will on occasion use child-sized seats.
- For safety, play areas must not be located near exits, elevators, and/or stairs.
- The various areas of the Children's Area should be organized by level of activity and amount of noise, and not strictly by age. Informal and formal customer program areas, however, should relate to adjacent collection areas, as possible.
- The collection area should feature more intimate environments for reading and associated activities. These may be provided through the use of a lower ceiling, canopy or by creating physically separate but connected area(s).
- There should be minimal use of wall shelving so that wall surfaces can be used for display.

- Furniture and stacks/shelving should be flexible to allow for changes in collections, formats and users.
- The height of stacks should vary according to the collection accommodated: collections for younger children on 3-shelf units and Non-Fiction on higher 4-shelf units.
- The Pop-Up Service Kiosk requires careful consideration. As it will not be present all of the time, it will need to be stored away or transformed into another function. At the same time, when it is in operation, it must be easily identified, ergonomically designed and should not intimidate young children. It should be configured so that children of all ages and sizes feel comfortable approaching when staffed. Design should consider a lower desk height and lower staff work area.
- Public activity spaces within the Children's Area should be visible to staff when they are at the Pop-Up Service Kiosk and yet should provide a cozy, secure and intimate environment for children.
- In the Family Literacy Area, attention should be paid to activities for crawling children, as well as children who have begun cruising, including mirrors at floor level and low window sills.
- Acoustic treatment and/or separation should be provided between the various activity areas to reduce acoustical interference.
- The Program Nook should be large enough to accommodate 60 children and caregivers. Various flooring options should be reviewed to balance ease of cleaning with use of the floor as a seating area. It should also have sliding glass doors to limit access when needed.
- Visual contact with exterior natural features and elements should be an important feature of the Children's Area.

Operational Concepts

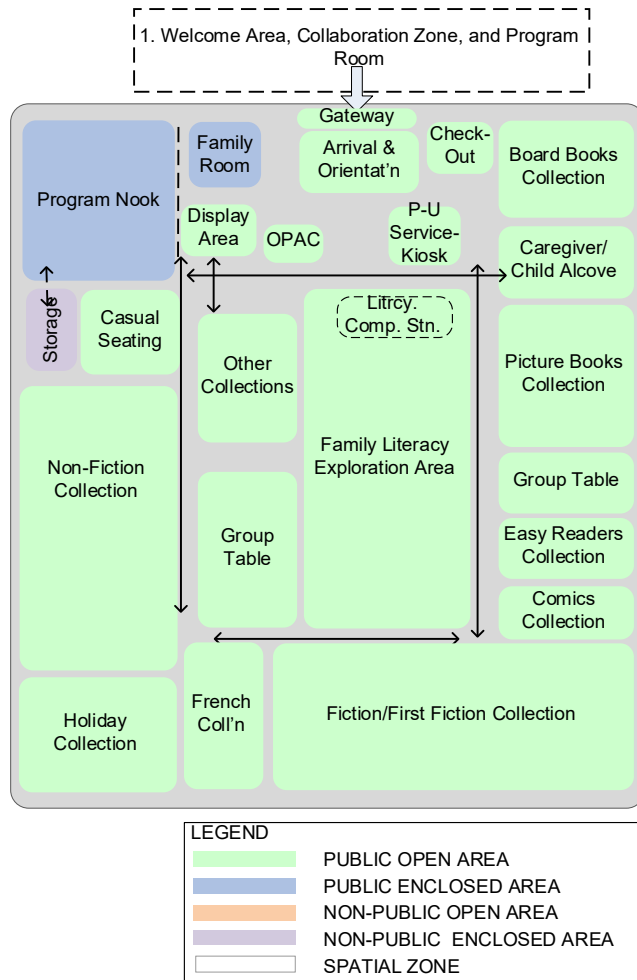
- Although they may base themselves in this component, some of the customers of the Children's Area will also access other collection and service areas in the Community Branch.
- Materials used by customers for casual reading while in the component will be deposited in designated locations and re-shelved by staff.

Building Systems Criteria

- Sound attenuation provisions are required to insulate the remainder of the Library from the sometimes higher level of sound originating in this component.
- Lighting systems should be flexible and highlight the Pop-Up Service Kiosk when it is operating, display areas and component signage.
- The Program Nook should include sound systems, and should support wireless assistive listening devices. Built-in projection screens/monitors and/or projectors should be provided.

Functional Relationship Diagram

The diagram below identifies a general spatial organization of the functions described above.



NOTE:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

SPACE REQUIREMENTS

Refer to the table below for the details of the projected space allocation.

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
	Entrance				
01	Gateway Feature	1		1.0	Feature that reflects program activities and content of the collection
02	Arrival and Orientation	1		8.0	Open area to view component
03	Family Room	1		6.4	Allowance only
04	Pop-Up Service Kiosk	1		5.0	Open area to accommodate 1 staff; may be a reconfigurable piece of furniture that is used by customers otherwise
05	Self-Check-Out	1		2.0	Adjacent to Service Kiosk
06	Thematic Display Area	1		1.0	Distributed through Library area
07	Literacy Computer Station or iPad	2	2.5	5.0	Each accommodates up to 2 children
08	Family Literacy Area	1		30.0	Accommodates 15 at activity stations, such as Burgeon large scale interactives
	Subtotal, Entrance			58.4	
	Children's Collections				
09	Board Books Collection	1		9.0	Accommodates 1,016 items on 9 movable 3-shelf bays or equivalent
10	Picture Books Collection	1		26.4	Accommodates 4,578 items on 24 movable 3-shelf bays, with display on top
11	Easy Readers Collection	1		14.3	Accommodates 2,177 items on 13 4-shelf bays, with display on top
12	Comics Collection	1		13.2	Accommodates 3,048 items on 12 4-shelf bays, with display on top
13	Fiction/First Fiction Collection	1		57.0	Accommodates 8,870 items on 57 4- and 5-shelf bays, with display on top
14	Non-Fiction Collection	1		27.0	Accommodates 6,550 items on 27 5-shelf bays, with display on top
15	French Collection	1		2.0	Accommodates 548 items on 2 5-shelf bays, with display on top
16	Holiday Collection	1		5.0	Accommodates 1,209 items on 5 5-shelf bays, with display on top
17	Other Collection (AV)	1		1.0	Accommodates 225 items on 1 4-shelf bays, with display on top

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
18	OPAC Station	1		1.0	Locate prominently at end of stacks
19	Caregiver and Child Reading Chair/Alcove	1		14.0	Incl. a mix of 4 larger chairs accommodating a caregiver and 1 or 2 children
20	Group Table, Smaller Children	2	4.5	9.0	Each accommodates up to 4 children
21	Casual Seating	4	2.0	8.0	Distributed in collection areas
22	Group Table	2	5.0	10.0	Accommodates 2 each
23	Program Nook	1		48.0	Accommodates up to 60, storage cabinets and coat hook area; should have glazed doors to main Children's Area and should be blackout capable; room will be open and available when not in use for programs
24	Storage	1		4.0	Adjacent to Program Nook; storage for a variety of equipment and furnishings
	Subtotal, Children's Collections			248.9	
	Total			307.3	NSM
				1.20	Grossing Factor
				370	CGSM
				3,938	CGSF

3. ADULT AND TEEN COLLECTIONS AND STUDY SPACES

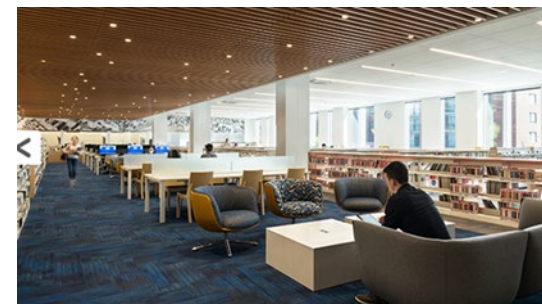
FUNCTIONAL DESCRIPTION

COMPONENT OVERVIEW

This component houses the Adult Fiction and Non-Fiction, Teen, Large Print, World Languages and other collections, the accommodations required for related self-directed activities, including quiet reading, studying, discovering, browsing, searching and discussing. It also includes Meeting Rooms.

KEY ADJACENCIES

- 1 **1. Welcome Area, Collaboration Zone, and Program Room** Provide direct access by general circulation to Welcome Area, Collaboration Zone and Program Room for visibility/ease of access to component.
- 2 **4. Back-of-House Functions** Provide direct access by dedicated circulation to sorting area in Back-of-House Functions for the movement of staff, equipment and collection resources.



Adult and Teen Collections, focus areas, silent study, quiet reading, general study, reflection, discovery and discussion

FUNCTIONAL DESCRIPTION

This component houses the Adult Fiction and Non-Fiction, Teen, Large Print, World Languages and other collections. It provides accommodations for the self-directed activities associated with these collections, including quiet reading, studying, discovering, browsing, searching and discussing. It also includes Meeting Rooms.

Collections

All collection resources are circulating resources that will be used extensively by those interested in reading for enjoyment and for lifelong learning, research and study. Paperbacks are interfiled in each respective sub-section of the collection.

Each collection has a unique character and profile of use:

- Non-Fiction Collection

The Non-Fiction Collection must be flexible to accommodate changing community interests and changing collection organization and display systems, including general organization using Dewey or BISAC (Book Industry Subject and Category), and special focus areas addressing specific topics, where physical materials, virtual materials and associated study spaces are brought together.
- Fiction Collection

The Fiction Collection comprises well-reviewed, award-winning and popular fiction books. Some of the materials are grouped by genre. This collection will also have special focus areas to highlight featured themes or sub-collections.
- Graphic Novel Collection

Graphic novels for teens and adults are located together in a single collection. They should also be adjacent to Component 2. Children's Area.
- Teen Collection

The Teen Collection includes primarily fiction material of interest to teen customers, although it is available for general customer access and use.

- Large Print

This collection includes materials printed in large font, generally to support older or visually challenged customers.
- World Languages Collection

This collection area includes books for customers who seek resources in languages other than English.
- English as a Second Language (ESL) Collection

This collection includes materials appropriate for learners of English, typically for those for whom English is an additional language.

Study and Reading Space



The provision of study and reading space is core to the Library's mission, vision, and values in promoting intellectual freedom and lifelong learning. The study and reading space in this component tends to be more focussed on individual use and quieter group activities. Special features include:

- A Silent Study Room (enclosed and acoustically separated);
- Modular Study Rooms;

- Individual study tables/benches;
- A Quiet Reading Area/Fireside Lounge; and
- Meeting Rooms.



Features of Adult and Teen Collections and Study Spaces include:

- An arrival area featuring customer resources, and signage introducing users to the scope and arrangement of resources;
- Focus areas, identified by dedicated signage and display features, display of collection and seats and workstations that support access and use of the resources and encourage a love of reading, discovery and lifelong learning;
- Visual features that define areas occupied by each sub-section of the collection;
- Informal seating areas for scheduled and/or ad hoc programming;

- A variety of seating and study alternatives interspersed with collection areas;
 - soft seating in the Teen Collection focused on single seating,
 - the ESL Collection should be proximate to group tables for language learners to chat, and
 - the Large Print Collection should be proximate to a combination of single seats and group tables;
- Customer access to computer stations in open and enclosed space;
- Distributed online access (OPAC) stations throughout the collections; desk;
- A Quiet Reading Area/Fireplace Lounge with a view of exterior natural features;
- Small Meeting Rooms.



Activities accommodated in this component will include:

- Arriving and orienting oneself to the spaces;
- Finding materials and resources using the OPACs provided;
- Staff assistance and peer assistance for customers;
- Browsing collections for materials and resources of interest;
- Quiet study and reading at table and soft seating;
- Small group instruction in technology;
- Access and use of provided computer stations and using personal portable computers and tablets;

- Access and use of printing, copying and scanning stations;
- Group meetings and study in Meeting Rooms; and
- Access to robust Wi-Fi service.



OPERATIONAL DESCRIPTION

Hours of Operation

Hours of operation for the component will be the same as opening hours of the Library facility.

Customer Profile

This component will attract the cross section of residents, including:

Non-Fiction Collection

- Those with a special interest in the entire spectrum of knowledge and information, including:
 - those interested in lifelong learning,
 - those with an interest in health and medicine, fitness, recreation, including outdoor recreation,
 - those who travel and explore,
 - people planning a career change or career development,

- those interested in cooking, food and nutrition,
- gardeners and do-it-yourself enthusiasts,
- artists and crafters,
- students engaged in formal education programs,
- those interested in science and the environment,
- entrepreneurs and job seekers, and
- those exploring the structure and history of human thought, human and social values, and the complexity of human behaviour.

Fiction Collection

- Those with expectations of traditional reading environments;
- People who love reading and read for enjoyment;
- People who read and study intensively for extended periods of time, typically alone;
- People who have heard about a new book from the media;
- People to whom books the process of reading and writing are a highly significant aspect of their lifestyle;
- Those who like to talk about books and listen to others talking about books;
- Those who enjoy the process and products of active imaginations; and
- Authors, poets, and others who deliver oral presentations.

Teen Collection

- Teens who enjoy reading Teen Fiction;
- Children who read both children’s and teen books; and
- Adults and others who have an interest in Teen Fiction.

Large Print Collections

- Older adults with mobility, vision and hearing challenges; and
- Customers picking up materials for others.

ESL Collection

- Those learning ESL;
- Those taking English languages tests, such as Teaching English as a Foreign Language (TOEFL);
- Newcomers to the community; and
- Those who may have challenges reading and comprehending general and collection resource signage.

World Languages Collection

- Those who enjoy reading a non-English language;
- Newcomers to the community;
- Those who may be unfamiliar with the Library, and with Library services;
- Those who may have challenges reading and comprehending general and collection resource signage;
- Those seeking information in foreign languages; and
- Those learning ESL.

Study and Reading Space

- Those studying for formal education purposes;
- Those reading or studying quietly for informal and lifelong learning purposes;
- Those studying for various tests or exams;
- Those needing quiet individual spaces and lacking access to such space at home or elsewhere;
- Customers wishing to print items of general or research interest, or the results of personal projects completed while in the Library;
- Those accessing digital information via computer stations located in this component, as well as those using their own portable devices; and
- Those reading for pleasure or learning in a social setting rather than isolated at home.

Exploration, Discovery, and Relaxation

People will arrive at and depart from the component arrival area on each level, moving in and out among the collection, with browsing, reading and study activity occurring in seating and other spaces distributed among resources and at the glazed perimeter of the component.

Some customers will be self-directed in both their browsing of the collection, and their subsequent reading/study of materials, occasionally assisted by services provided from staff at a nearby service desk and/or by roving staff. Other customers may require more assistance to navigate the collection.

Customers will often be looking for reading recommendations from staff and opportunities to have conversations with staff about their reading.

Customers will frequently browse and select from collection resources temporarily stored on Book Trucks, and waiting to be re-shelved.

Both scheduled and spontaneous program presentations and interaction may occur in flexible open program spaces located near the centre of this component and in the Meeting Room.

There will be frequent use of portable electronic devices and the Library's Wi-Fi service. Customers may also make use of data access provided in this component to engage in catalogue research, Internet research and general browsing, social media, and e-mail.

Collection Resources Access and Maintenance

This component will include several focus areas, which highlight topical subject matter.

Fiction collection resources for teens will be highlighted as a focus area. Non-Fiction material for teens will be interfiled with general Adult Non-Fiction Collection resources.

Collection storage and display will occur on variable, medium-height, typically 4- to 5-shelf bays. Higher shelving may be used along walls. Collections should feature face-out displays.

OPAC computer stations will be dispersed throughout the collection along with conversation areas, and study areas that encourage contact with the resources and impromptu exploration of all information formats.

The vast majority of materials will leave this component carried by Library users. Materials will be returned to this component on Book Trucks from the Back-of-House Functions component after it has been sorted.

Staff Support

Staff support and service will be provided from the Information Desk in the Welcome Area, Collaboration Zone, and Program Room component.

Staff involved with collection maintenance activities may be temporarily located in the component.

WORKLOADS

Customer Accommodation

Type	Number of Stations	Number of Seats	Customer Occupants
OPAC Stations	2	-	2
Casual Seat/Gaming - YA	-	6	6
Large Print Seats	-	2	2
Study Area	-	16	16
Modular Study Room	-	2	2
Computer Station	8	2	16
Print/Copy/Scanner Station	1	-	1
Group Instruction Nook	-	10	10
Quiet Reading Area/Fireside Lounge	-	15	15
Single Table Seating	-	10	10
Meeting Room, Small/	-	12	12
Total	11	75	92

Collection Resources

Type	Total Items	Circulation Rate	Items on Shelves
Teens			
Fiction	3,841	15%	3,265
Other	250	25%	188
Subtotal, Teens	4,091		3,453
Adults			
Fiction	20,270	14%	17,432
Non-Fiction	16,593	12%	14,602
Large Print	1,589	14%	1,366
World Languages	1,876	18%	1,538

Type	Total Items	Circulation Rate	Items on Shelves
ESL	739	9%	673
Graphic Novels	3,358	32%	2,283
AV			
Video Games	832	10%	748
Library of Things	133	59%	55
Subtotal, Adults	45,390		38,697
Total	49,481		42,150

STAFFING AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Position	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Roving Staff ¹	-	-	-	1
Shelvers	-	-	-	1
Total	-	-	-	2

Note:

- Staff are accounted for in Component 4. Back-of-House Functions.

DESIGN CRITERIA

Design criteria internal to this component are described below. They address unique conditions and design features required in the space.

For planning criteria that apply to the facility generally, see the General Planning Criteria section of the Functional Program.

Internal Relationships

Architectural Concepts

- Their should be an arrival space with signage and other resources that introduce the layout and distribution of collection resources and associated customer accommodation.
- A rational and sequential layout of collections resources should allow for optimal customer orientation and access.

- Focus collections will be located strategically throughout the Non-Fiction and Fiction Collections to provide varied customer experiences, visual interest and distinctive smaller quiet reading areas.
- Customer seating should be located at the perimeter of the component to take advantage of natural light and views to the exterior.
- The computer stations and Group Instruction Nook may be located away from the perimeter areas, as natural light is not critical for use of computers.
- An enclosed and partially glazed Group Instruction Nook (with easily rearranged furnishings) will allow for group activities and programs.
- Semi-private computer workstations will support a range of activities in which customers may be engaged in research, language learning, interviews and online courses.

Interior Design Concepts

- Clearly visible signage must be provided in all areas to enhance the self-service concept.
- Collection areas must be inviting, comfortable and visually interesting. Within the general collection area, focus areas should be created as interesting destinations, possibly with unique features.
- Shelving should be arranged to avoid creating an experience of visual and/or physical obstruction, and should be oriented to maximize sightlines across the component, including the Teens area, and to the various service and focus destinations within the component.
- Opportunities for strategically placed face-out collection resources should be maximized, with a significantly higher proportion of face-out displays in focus area.
- As the sizes of the collections grow or shrink, more or less of the collection may be organized as face-out display. Ongoing changes in collection size can be expected in the future.
- Space and furniture for browsing, reading and studying will be fully integrated with a casual, user-friendly layout of collection resources.

- Open spontaneous program space may be created periodically by the rearrangement of lightweight furnishings, including some movable collection shelving, particularly associated with collection focus areas.
- All technology should be arranged to avoid creating an experience of visual and/or physical obstruction and should be oriented to maximize sightlines across the component.
- Floor surfaces should make use of a durable, easily cleaned, acoustically absorbent material.

Operational Concepts

- Shelving in focus areas must be movable and reconfigurable.
- Customers will frequently browse and select from collection resources temporarily stored on Book Trucks, and waiting to be re-shelved. Consideration should be given to providing a defined space for this that enables customers to see and examine these resources while reducing visual clutter.
- The Non-Fiction Collection may be arranged in a modified Dewey order with interspersed feature focus areas and displays.
- The Fiction Collection will be arranged alphabetically by author and by genre. With interspersed feature, focus areas and displays.
- Collection resources will typically be stored and displayed on three foot wide bays, each with four to five shelves. Allowances for shelving units include an allowance for the user circulation spaces between storage units.

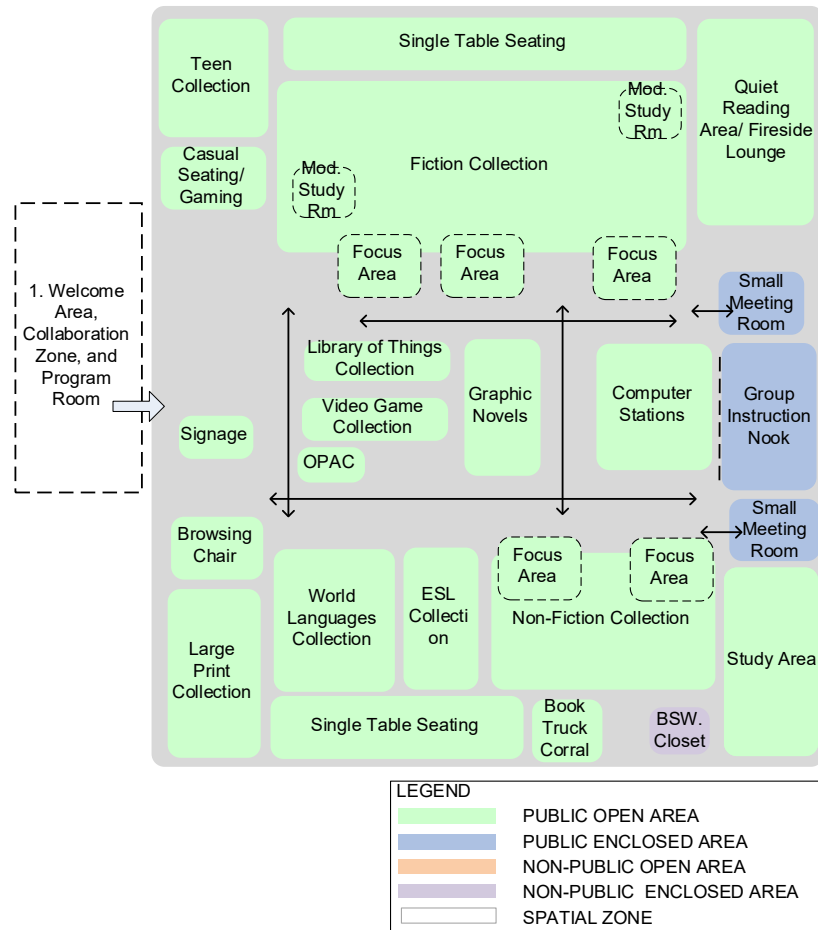
This component does not require direct adjacency to non-public staff workspace.

Building Systems Criteria

- Customer seating will be equipped with task lighting and individual power supply.

Functional Relationship Diagram

The diagram below identifies a general spatial organization of the functions described above.



NOTE:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

SPACE REQUIREMENTS

Refer to the table below for the details of the projected space allocation.

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
01	Collection Layout Signage	1		1.0	Incl. print and digital displays conveying content and layout of the Collection, associated resources and related programs
02	OPAC Station	2	1.0	2.0	Distributed in Collection area
03	Teen Collection (Fiction and AV)	1		27.0	3,265 items on 27 5-shelf bays
04	Casual Seating/Gaming	1		10.0	Incl. 6 soft seats
05	Large Print Collection	1		23.0	1,366 items on 23 4-shelf bays
06	Browsing Chair	2	2.5	5.0	Higher upright chair for browsing Large Print Collection
07	World Languages Collection	1		13.0	1,538 books on 13 5-shelf bays
08	ESL Collection	1		5.0	673 items on 5 4-shelf bays
09	Video Game Collection	1		5.0	748 items on 5 5-shelf bays
10	Library of Things Collection	1		1.1	55 items on 1 5-shelf bays
11	Book Truck Corral	1		2.0	Convenient location for customers to browse materials prior to reshelving
12	Non-Fiction Collection	1		98.0	14,602 books on 98 5-shelf bays
13	Study Area	1		40.0	Accommodates 16 at individual tables and carrels
14	Modular Study Room	2	2.5	5.0	Such as the Framery office booths; accommodates 1 person
15	Computer Station	8	3.0	24.0	Provide stations that can accommodate 2 or more people, as required
16	Copy/Print/Scanner Station	1		5.0	
17	Group Instruction Nook	1		30.0	Accommodates 10 people at computer tables and assumes use of laptops; large opening glazed wall to integrate computers/ space into other area
18	Fiction Collection	1		155.0	17,432 items on 155 4- and 5-shelf bays
19	Graphic Novel Collection	1		11.0	2,283 items on 11 5-shelf bays
20	Quiet Reading Area/ Fireside Lounge	1		45.0	Incl. 15 individual lounge seats and/or couches, placed with views to exterior
21	Single Table Seating	10	2.5	25.0	Dispersed at component perimeter
22	Meeting Room, Small	2	12.0	24.0	Accommodates up to 15

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
23	Building Service Worker Closet	1		7.4	
24	Book Truck Corral	1		6.0	Accommodates 8 Book Trucks
	Total			569.5	NSM
				1.20	Grossing Factor
				685	CGSM
				7,373	CGSF

4. BACK-OF-HOUSE FUNCTIONS

FUNCTIONAL DESCRIPTION

COMPONENT OVERVIEW

This is a very active, non-public component that features receiving, sorting and movement of collection resources, equipment, materials, and supplies into and out of the Library. It includes workspace for Circulation Services staff and for Collections and Technical Services staff, in addition to space to support Building Services staff functions. It also includes general building storage and houses the staff entrance to the Library.

KEY ADJACENCIES

- 1 **1. Welcome Area, Collaboration Zone, and Program Room** Provide direct access by dedicated circulation to the Welcome Area, Collaboration Zone, and Program Room for the movement of materials and supplies.
- 2 **3. Adult and Teen Collections and Study Spaces** Provide convenient access by dedicated circulation to the Adult and Teen Collections and Study Spaces for the movement of materials.

Shipping and receiving, general building storage, other back of house functions



FUNCTIONAL DESCRIPTION

This component accommodates the spaces required to ensure the practical operation of the building and to support the movement of materials, equipment and supplies into and out of the facility.

It also includes staff workspaces for Branch leadership, Public Services staff, Community Development and Programs, and Circulation Services in addition to space to support Building Services staff. General building storage and staff amenities are also located in the component.

Features within the component include:

- Delivery Bay and Loading Bay and Staging Area;
- Central Stores Area;
- Administrative offices, including support for meeting with members of the public;
- Dedicated and shared workstations depending upon functional requirements;
- Workstations designed and organized for material and information flows;
- Green principles in design of office configuration, with open offices at the window and enclosed offices inboard;
- Staff Work Area for Circulation Services in proximity to the Accounts Desk in Component 1. Welcome Area, Collaboration Zone, and Program Room;
- Workroom for Circulation Services associated with automated materials handling machine and other activities;
- Storage for Library equipment and furnishings;
- Storage for Book Trucks not currently in use;
- Central housekeeping; and
- Garbage and recycling marshalling area.

Activities within the component include:

Shipping and Receiving Area

- Control and management of Loading Bay and Staging Area activities, which include:
 - shipping and receiving of supplies and materials related to the operation and maintenance of the Library, and
 - shipping and receiving of supplies for events in the Program and Meeting Rooms;
- General processing of deliveries, unpacking or boxes, assembly of refuse;
- Sorting of incoming shipments of items and initial distribution to departments in the Library;
- Temporary storage and staging of shipments;
- Storage of recyclables;
- Secure storage of staff bicycles;

Staff Zone

- Receiving of materials from the Exterior Materials Return connected directly Circulation Service Workroom (see Ref. 10);
- Sorting of returned collection materials , including possible future use of an automated materials handling machine;
- Placing materials onto Book Trucks prior to moving them to Book Truck Corrals in collection areas;
- Storage and retrieval of collections that are not located in the public area, such as Storytime kits, library of things and technological devices such as tablets, laptops, etc. that are lent to customers while at the Library;
- Counting of cash received and secure storage of cash and valuables;
- Storage and retrieval of lost and found items;
- Shipping and receiving of returns and requests transported via the InterLINK delivery truck;
- Inspection and minor mends of collections as well as some processing of collections;

- Administrative activities associated with Circulation Services;

Stores Area

- Storage of some of the general supplies used throughout the building;
- Storage of surplus furniture and miscellaneous equipment;
- Central storage of housekeeping supplies and coordination of services; and

Staff Amenities

- Storage and preparation of snacks and light meals;
- Informal socializing;
- Quiet and gregarious staff break activities;
- Charging of personal devices;
- Hosting informal staff recognition events and celebrations; and
- Secure storage of staff personal effects.

OPERATIONAL DESCRIPTION

Hours of Operation

Indicative hours of operation for Back-of-House Functions are as follows:

	Opens	Closes
Monday to Friday	8:00 am	9:00 pm
Saturday	8:30 am	6:00 pm
Sunday	12:00 pm	6:00 pm

Movement of Materials

Deliveries to Facility

Library materials that have been borrowed will be placed by customers in material return slots located at both the exterior of the Library (and accessible 24 hours a day) and at the Library interior, which will be accessible during Library Branch hours.

Materials will be sorted manually by staff from the movable bin onto Book Trucks or into bins for delivery to other locations.

Materials requested from the Central Library will arrive by Branch delivery vehicle to the service entrance. Library staff will move deliveries by hand truck into the staff sorting area. Received material (Holds) will be processed and moved onto Book Trucks and taken to the Holds shelving.

Materials destined for the Central Library will be picked up from the Staging Area and taken to the delivery truck to go to its identified destination.

Movement of Staff

Staff will access this component at the beginning of the day through the staff service entrance. Staff can lock up personal effects and proceed to their area of work, either in the Staff Zone or in the public service components. Staff will take breaks within the Staff Lunch Room in this component.

Workstation Allocations

Generally, full-time staff members are allocated a workstation. Part-time staff will generally share workstations. All staff will be provided with a lockable pedestal or cabinet. As well, each staff member will have access to a half locker.

General Shipping and Receiving

Materials and supplies will be received through the Loading Bay and transferred to appropriate locations through the building, including Building Service Worker Closet, the staff workrooms/work areas, and to General Storage Rooms.

WORKLOADS

The workload of this component is generally a function of the numbers of staff needing accommodation, and the numbers of materials circulating in a library system, and the size of the facility itself.

A single Loading Bay will be provided with support spaces dictated by the size of the facility.

Use of the Library can be expected to increase significantly over existing levels. Maintenance services will be affected.

STAFFING AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Position	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Branch Manager	-	1.0	1	1
Library Services Coordinator	-	1.0	1	1
Library Assistant	-	4.0	4	3
Circulation Assistant	-	4.0	6	3
Page	-	4.0	4	2
Total	-	14.0	16	10

DESIGN CRITERIA

Design criteria internal to this component are described below. They address unique conditions and design features required in the space.

For planning criteria that apply to the facility generally, see the General Planning Criteria section of the Functional Program.

Internal Relationships

Architectural Concepts

- This component accommodates office space for Branch leadership to meet with the public and staff, administrative space for staff, collection sorting space, and staff break activities. It does not include major mechanical spaces or housekeeping and communications spaces distributed in other locations in the Library.
- The staff Workroom must include space for circulation functions and will need to accommodate Book Truck storage and staging, a possible RFID sortation system and an inside book return if possible. The check-in/sorting area needs to be out of the traffic flow and adjacent to the book return. The goal is to minimize handling of materials, and an ergonomist will be consulted in the layout.
- The Workroom should be organized by function, which includes checking in and sorting library materials for shelving; receiving library materials and sending materials to other branches; planning programs; preparing schedules; etc.

- Offices for the Manager and Circulation Services Coordinator should be located adjacent to public floor areas, so that they are visible to the public and can easily respond to service needs.
- Some glazing should be provided into the Manager, and Circulation Services Coordinator office spaces from the public areas.
- Where staff and volunteers are in locations in this component for extended periods of time, light and views should be provided.
- Design for Back-of-House space should be driven primarily by the materials handling requirements.
- The sorting room should be in proximity to the Library Entrance with a mechanical connection between the self-sorting/self-check-in stations and the sorting machine. In addition, the sorting room should connect to a fire-rated materials drop room that is accessible 24 hours per day.
- This component will require detailed consideration of corridor width and circulation space, equipment clearances, exit widths, door sizes, etc., to allow for the movement of equipment and materials. Corridor widths of 2.6 metres are recommended.
- The Staff Zone should have screened windows that open for increased staff comfort.
- Barriers to the movement of materials should be minimized.
- The number of right-angle turns should be minimized in all circulation pathways.
- Storage areas for donations, bindery materials, supplies, etc. are required.
- A storage closet for staff outerwear is required.
- This component must include a weather-protected staff entrance, with an entry vestibule adjacent to the Staff Amenities Zone.
- There must be views of the Loading Bay and Staging Area and vehicular approaches from one of the staff work areas.
- This component will require detailed consideration of corridor width and circulation space, equipment clearances, exit widths, door sizes, etc., to allow for the movement of equipment and materials.

- Barriers to the movement of materials should be minimized. The number of right-angle turns should be minimized in all materials movement pathways.

Interior Design Concepts

- Each full-time staff member requires space for storing work items and performing off desk duties. Workstations and chairs will be height adjustable and some will have desktop computers and filing space.
- Workstations should be modular and have pull out drawers and breadboard for maximum flexibility. Overhead storage (above desks) should be provided to maximize use of space and diminishes clutter.
- A bulletin board and a staff communications centre with adjustable mail slots for each staff member is required.
- A phone and fax machine (or combined networked fax/printer/copier) will be available for staff use.
- Consideration should be given to the use of stand-up desks.
- Though not specifically identified in the space list, recycling bins and waste receptacles must be provided in each office area.
- Resilient flooring should be provided in the central materials sorting room in any areas that staff will be standing for prolonged periods of time.
- This component will be qualitatively different from others in the type of finishes, materials and flooring used. These must be selected to minimize cleaning and maintenance and to withstand heavy impact and usage.

Operational Concepts

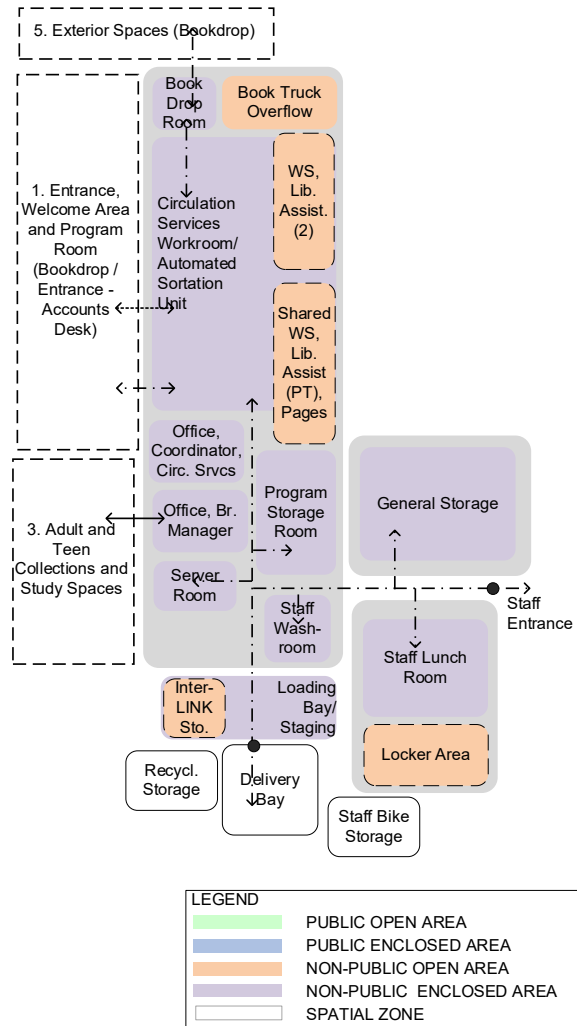
- Library Assistants who work part-time will share workstations. Pages and Circulation Assistants will use hotelling stations.
- Each staff member will be assigned a locker as well as a mobile pedestal/cabinet.
- Controlled access is required for all areas of this component.
- Recycling includes cans and bottles, plastics, glass and paper. Materials are collected from boxes on the floor of each office area and brought to bins in the back-of-house space for pick-up.

Building Systems Criteria

- Acoustical buffering is required because of the Sortation Unit, and the multiple activities and number of people using the space at one time. Note: Libraries with Automated Sortation Units are adding specific foam to the bins.
- Data and power outlets are required to support networked equipment along with shelving to place equipment on.
- Each staff workstation must have two data ports and two duplex electrical outlets.
- Staff desks should have task lighting.

Functional Relationship Diagram

The diagram below identifies a general spatial organization of the functions described above.



NOTE:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

SPACE REQUIREMENTS

Refer to the table below for the details of the projected space allocation.

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
	Shipping and Receiving Area				
	Delivery Bay/Vehicle Parking	1		0	Exterior; assume 45 square metres required for Loading Bay; plus an additional 35 square metres for parking PMPL van
01	Loading Bay and Staging Area	1		12.0	Should have scissors lift to accommodate various heights of truck decks
02	InterLINK Delivery Storage	1		6.0	Adjacent to Loading Bay and Staging Area
	Staff Bike Storage	1		0	Covered and weather-protected, secure storage for up to 4 staff bikes
	Recycling Storage	1		0	Incl. in Enclosed Delivery Bay/Vehicle Parking
	Subtotal, Shipping and Receiving Area			18.0	
	Staff Zone				
03	Office, Branch Manager	1		9.2	L-shaped desk and chair, bookcase (2), filing cabinet (2), side chair (2); provide access from public area and from staff area
04	Office, Coordinator, Circulation Services	1		9.2	L-shaped desk and chair, bookcase (2), filing cabinet (2), side chair (2); provide access from public area and from staff area
	<u>Open Office Area</u>				
05	Workstation, Library Assistant	2	5.6	11.2	L-shaped desk and chair, bookcase/filing cabinet
06	Shared Workstation, Library Assistant (Part-Time)	2	4.2	8.4	Single surface desk, pedestal
07	Drop-down Workstation, Page	2	3.2	6.4	Single surface desk
08	Circulation Service Workroom	1		32.0	Incl. storage for donations, storage of Book Trucks (12), Book Truck sorting area, photocopier/ printer, safe, sorting Holds, receiving materials from other locations
09	Automated Sortation Unit/ Sorting Room	1		18.0	Accommodates sortation unit and 4 bins
10	Book Drop Room	1		5.0	Firewalls/door; extra large door for moving book carts
11	Program Storage Room	1		20.0	
12	Building Service Worker Closet	1		7.4	Incl. mop sink, utility sink, utility shelving, space for cart and charging capability

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
13	Staff Washroom	1		4.6	
14	Book Truck Overflow Parking	1		13.0	Accommodates 16 Book Trucks
15	Server Room	1		10.0	Air conditioned; plywood walls; accommodates server or other telecommunications equipment
	Subtotal, Staff Zone			154.4	
	Stores Area				
16	Storage, General	1		30.0	
	Subtotal, Stores Area			30.0	
	Staff Amenities				
17	Staff Lunch Room	1		24.0	Incl. counter and sink, microwave, coffee maker, fridge, soft and at table seating for 12
18	Locker Area	1		8.0	Accommodates 24 half lockers and coat rack
	Subtotal, Staff Amenities			32.0	
	Total			234.4	NSM
				1.25	Grossing Factor
				295	CGSM
				3,175	CGSF

5. EXTERIOR SPACES

FUNCTIONAL DESCRIPTION

COMPONENT OVERVIEW

This component accommodates the Library Entry, landscaped areas, covered bike parking, connecting walkways, Parking Facility Access, and Loading Bay and Staging Area access. This component is conceptual and is provided for consideration in site development.

KEY ADJACENCIES

- 1

1. Welcome Area, Collaboration Zone, and Program Room

Provide multiple direct connections from pedestrian pathways to the Welcome Area, Collaboration Zone, and Program Room for movement to and from the building.
- 2

1. Welcome Area, Collaboration Zone, and Program Room

Provide direct connections to other site facilities to Welcome Area, Collaboration Zone, and Program Room to facilitate movement to and from the building.
- 3

Street Edges and Pathways

Provide direct visual connections between Street Edges and Pathways to provide daytime and nighttime views to and from the building.
- 4

Parking Facility

Provide direct access from underground Parking Facility for the movement of arriving and departing building users.
- 5

4. Back-of-House Functions

Provide direct access by vehicular approach to Back-of-House Functions Loading Bay and Staging Area for the movement of equipment, materials and supplies.

Arrival & departure, parking access, service urban plaza & green space, signage, & program space



FUNCTIONAL DESCRIPTION

This description establishes basic functional concepts relating to the development of the building site and describes aesthetic, practical, and/or symbolic exterior requirements.

Exterior Spaces must provide the outdoor links between the surrounding urban fabric, the inner green space on the site, and the Welcome Area, Collaboration Zone, and Program Room at the heart of the building interior.

The building will be an active destination, with many people moving in and out daily, arriving by private vehicle, pedestrian and cycle paths, and public transportation. Additionally, there will be materials deliveries to and from the building.

This component ensures that space immediately adjacent to the building supports the optimal functional operation of the Library and provides a setting for Library-related activities occurring outside.

Together with the Library itself, the Exterior Spaces must provide a symbolic and functionally practical, attractive, and multifunctional civic setting.

All exterior space must be open and welcoming; however, security of the public must be a major consideration in the design of all Exterior Spaces.

Site Assumptions

- Assume that the edge of the site will continue to be a very active, bounded by traffic arterials, with a quieter interior to the site, away from the traffic.
- Assume a combination of pathways allowing pedestrian access to the Library.
- Any site development concept must include visual and edge conditions adjacent to the intersection that provide for the building, a sense of secure enclosure and safe prospect rather than exposure to busy traffic activity.
- The Back-of-House Functions component will be on-grade and will be accessed by a service vehicle route that is on-grade.

- Structured parking for Library customers may be provided below the Library facility, although it is not included as part of the Functional Program.

Features and activities include:

Presence and Visibility

- From adjacent sidewalks and adjacent streets, easily read signage that identifies the Library location and vehicular and pedestrian routes to access the facility;
- A landmark architectural form that gives identity to the site;
- From the site and surroundings – views of features, spaces, and activities in Library spaces;
- From within the building – daytime and nighttime views of adjacent streets, and of buildings adjacent to the site;
- From within the building – daytime and nighttime views of adjacent riparian areas;
- From plaza and landscaped areas – views of people who are entering and leaving the Library;

Public Access Features

- Approaches to the Entrance to the Library, with pedestrian paths, public art, banner/flags, and signage;
- Overhead weather protection systems and protected waiting areas at entrances;
- Exterior approaches should be contiguous with interior floor levels in Entrance and Lobby spaces, and involve no stairs and/or minimal ramps;
- Exterior pedestrian access points to a public underground Parking Facility;
- Covered and secure bicycle parking near an entrance to the Lobby;

Vehicular Access and Materials Handling Features

- Drop-off return chutes in the exterior wall adjacent to the materials handling area for collection materials returned by Library customers;

- Drop-off zone for private vehicles for customers with mobility challenges.

OPERATIONAL DESCRIPTION

Hours of Operation

This component will generally be accessible for extended hours with most areas accessible 24-hours per day.

Customer Profile

Customer profile for this component includes:

- Many children of all ages, in small, medium and large groups;
- Mobility impaired customers and visitors;
- Those accessing the building to use one of the services;
- Those looking to spend time alone or with others in an active public urban environment;
- Those enjoying a break from their activities inside the building;
- Those enjoying a break from activities taking place in the adjacent Program Room, and who may be part of a larger group; and
- Those giving planned and/or impromptu outdoor presentations and/or performances.

Movement of the Public

Users accessing the building should be self-directed through intuitive wayfinding, assisted by various types of signage.

Many users will access the building directly from the Parking Facility.

This will be a place to stop and appreciate the visual impact and aesthetics of the building, and the activities occurring around it.

Design should promote after-hours use of Exterior Spaces by creating an active and visible location that is perceived as safe.

Movement of Staff

Staff will enter and leave the building via a dedicated staff entrance associated with the Back-of-House Functions component.

Staff may use the Exterior Spaces throughout the day for organized program support and/or for personal recreational activities.

Movement of Materials

Many customers will be carrying Library materials to and from their vehicles, their bicycles or simply as pedestrians.

Many clients using these spaces will be encumbered by personal effects, by strollers, and their collection materials.

A collection materials drop should be accessible from the exterior in a location that is convenient to the drop-off, adjacent to an entrance, and that empties directly into the Circulation Services Workroom in the Back-of-House Functions component. The materials drop should not require a vertical below grade connection to horizontal conveyors connecting to the collection sorting room in Building Services.

Frequent materials movement by service vehicles will be a major activity.

WORKLOADS

Customer Accommodation

Type	Number of Stations/Seats
Entry Bench Seats	10
Bike Parking, Short-Term	1 ¹
Bike Parking, Long-Term	6 ¹
Casual Landscape Benches	20
Total	37

Note:

1. See City of Port Moody Zoning Bylaw, 2018, No. 2937

OCCUPANCY ESTIMATES

Estimated occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Position	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
General Plaza and Landscaped Areas ¹	-	-	-	30
Total	-	-	-	30

Note:

1. These are unstaffed areas.

DESIGN CRITERIA

Design criteria relevant to this component address unique conditions and design features required in the space.

For planning criteria that apply to the exterior generally, see the General Planning Criteria section of the Functional Program.

Design Relationships

Urban Design

- Site zones include:
 - symbolic and commemorative features and artwork, along adjacent streets and sidewalks;
 - smaller less active, paved and landscaped areas connecting to other destinations, features and facilities on the site;
 - service access route; including shipping/receiving, emergency access, access to secured exterior Building Services spaces, storage for equipment used for exterior maintenance; and
 - Parking Facility access routes.
- By way of views into the building and through the consistent use of materials, public approaches should preview the experience to be found in the inner Lobby and Entrance.
- All features should integrate the principles of CPTED.

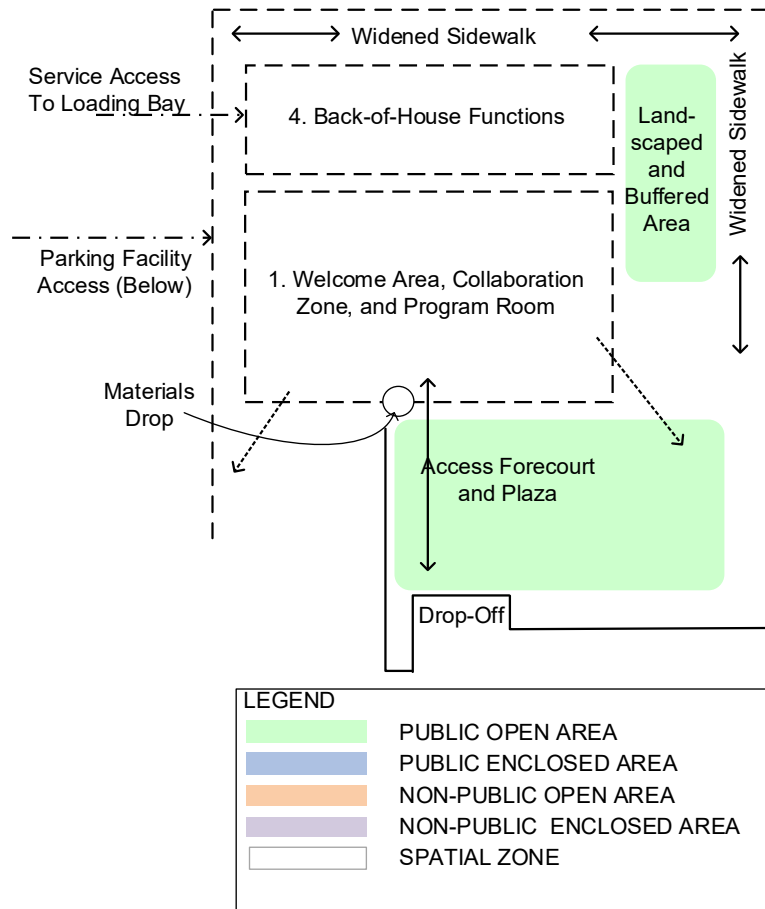
- Site design should carefully separate three types of movement:
 - pedestrians arriving via pedestrian pathways;
 - private vehicles arriving/departing via the Parking Facility access ramp; and
 - service delivery vehicles arriving/departing via the dedicated delivery bay access route.
- Wide and safe pedestrian crossings must be provided where sidewalks/ pedestrian routes intersect with vehicle ramp access points.

Exterior Services and Systems

- All design features should seek to minimize adverse weather and/or environmental conditions such as wind tunnels, rain exposure, and/ or snow accumulation.
- The service route providing access to the Loading Bay should not detract from the formality or dignity of the Library or from the surrounding urban fabric and pedestrian pathways.
- Security surveillance may be provided.
- Underground services are required for lighting of pedestrian routes, program areas, building features, landscaped areas, and signage and commemorative features.
- Pedestrian plaza and access routes will require security bollards/ barricades.
- Vehicular access routes will require closable security barriers at ramp entrances and gates at facility entrances.

Functional Relationship Diagram

The spatial organization of this component will be generally as shown in the diagram below.



NOTES:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

SPACE REQUIREMENTS

Refer to the table below for the details of the projected space allocation.

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
01	Bus and Car Drop-Off			Area not identified	Vehicular access near main Entrance; incl. space for 2 cars
02	Access Forecourt			Area not identified	Approaches to Entrance; incl. connections to adjacent pedestrian paths, glazed main entries, materials drop-off, overhead weather protection, building signage, low and medium level lighting systems, underground services, bike parking
03	Plaza			Area not identified; to be determined by the City of Port Moody	Urban Plaza gathering space for group activities, Library program space for 30 seated and accommodating more for key events, landscape features, lighting, bench seats, arbour features; acoustically isolated from high traffic arterial streets
04	Loading Bay Access			Area not identified	Access for maintenance and materials handling
05	Parking Facility Access			Area not identified	Access for public parking
	Total			-	Square Metres

APPENDIX A: ABBREVIATIONS

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AV – Audio Visual

BISAC – Book Industry Subject and Category

BSW – Building Services Worker

CFC – Chlorofluorocarbon

CPTD – Crime Prevention Through Environmental Design

EOC – Emergency Operations Centre

ESL – English as a Second Language

FTE – Full-Time Equivalent

HCFC – Hydro Chlorofluorocarbons-free

HVAC – Heating, Ventilation and Air-Conditioning

ILL – Inter-Library Loan

ILS – Integrated Library System

IP – Internet Protocol

IT – Information Technology

LED – Light Emitting Diode

NSF – Net Square Feet

NSM – Net Square Metres

OPAC – Online Public Access Catalogue

PA – Public Address

PMPL – Port Moody Public Library

RFID – Radio-Frequency Identification

TOEFL – Teaching English as a Foreign Language

UV – Ultra-Violet

