



# NEEDS ASSESSMENT 2009

**Involved:**

The following report was prepared for the Six Nations Public Library between May and June 2009, with preliminary data collection occurring in summer 2008 and winter 2009. The study was produced and assisted by the following people.

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# Executive Report

Six Nations Public Library (SNPL) conducted a Needs Assessment during the 2008-09 year. Including a four-page survey targeting patrons, community agencies, and community members; the survey was available in both paper format and electronically at the SNPL website. This survey was coupled with interviews of staff and Board, relevant community agencies, and patrons.

In addition to the statements of the aforementioned groups, SNPL staff took on a Needs Assessment which included gap analysis of what we currently find in the community and within the facility, with that of what we believe is required, as dictated by survey and interview comments and standards of care of library services.

The result is a recommendation for a new Library facility which will include the public library and an archival repository center. The Six Nations Public Library and Archival Repository Centre could find a home within the current Parks and Recreation Master Plan or it could reside within other locales such as the current location of the Police Services, which is scheduled to move in 2010.

In May 2009, Six Nations Council agreed to fund a \$150,000 Feasibility Study to be tendered within the Summer 2009. This document holds information specific to the Six Nations Public Library, but also includes aspects of the archival repository, which will be a mainstay of the Feasibility Study. Additionally, that Study will include architectural schematics and environmental scans of the various options listed here within and within the Feasibility Study.

# Section I: Community Profile

## Community Demographics

Six Nations Reserve is situated in Southern Ontario along the Grand River. As of December 2007, Six Nations, the largest First Nation in Canada, had 23,087 members with 11,596 living on-reserve. Between the 2001 and 2006 Census, an increase of 28.3% of Ontarians reported themselves as of Aboriginal descent. Although 50.11% of residents live on-reserve, a significant number of off-reserve members live within the surrounding townships and also utilize SNPL. A projected membership breakdown by age has 9,235 members under 20; 12,929 members age 20-64; and a senior population of 65 and above at 923.

Unfortunately, the First Nations people of Canada (inclusive of Six Nations), are known to hold the lowest academic attainment levels across Canada. Evidence of under-education on the economy of Six Nations and Canada is evident in the unemployment and under-employment rates, as well as fluid careers of the lesser skilled workforce. First Nations communities have a rapidly growing youth population, more than 3x the birth rate of the Canadian average. Yet, literacy among Aboriginal people is historically lower than non-Aboriginal peoples. Those who utilize libraries and engage in regular extra-curricular reading at a young age are able to self-direct, problem solve and complete tasks more readily than those without literacy skills. One of the most basic missions of the public library system is to enhance community literacy of youth and adults alike, thus yielding stronger communities. Literacy, educational attainment/training, and healthy usage for youth's free time are vital to Aboriginal people being active and engaged members of the Canadian economy.

Six Nations Public Library is currently the most utilized First Nations public library in Ontario, and is clear in our desire to expand the literacy and attainment of our community. However, we have reached the maximum capacity of our historic 1885 building, and realize that we must now move forward with a new facility in order to meet the growing needs of the Six Nations and surrounding community.

## Aboriginal Population Growth

Since 2006, Aboriginal population growth rates have continually increased more rapidly than the general non-native groups in Canada. With a reported Aboriginal population of 1,172,790, Statistics Canada stated that this population has an expansion rate of 45% which is in contrast to the 8% non-native rates. Further, the Aboriginal populations are shown to be a youth based population with 560,905 currently under the age of 24 (47.8%). This population boom, when equating all life statistics, equates to a growth rate that is 1.5 times the general population. Coupled with the Statistics Canada publications that Canadian racial strata and population

growth will see a divergent shift by 2017, where the majority of the population will minority races (and the dominant Canadian population will become the minority).

### **History of SNPL**

In 1966 a group of Six Nations community members came together to campaign for a community library. Their first meeting was held March 18, 1966. Soon thereafter, the Ohsweken Women's Institute became involved and began fundraising for the proposed Pauline Johnson Memorial Library. Bernice Loft Winslow offered a donation of \$500 and is recognized as the SNPL's first benefactor. The Founding Board laboured throughout the year of 1967 and into early 1968 to organize a library which would take available space within the former Doctor's residence. Sometime later SNPL moved to the old Council House and then returned to the Residence in 1997, where we remain today. In the 40 years history of the Library, the SNPL Board has seen many faces including a number who have served over two decades each. The 2008 SNPL Board would like to thank those who saw the importance of public access to information and to recreation within the Six Nations community. Having never closed our doors, SNPL is the longest running First Nations Library in Ontario.

### **Largest First Nations Library in Ontario**

SNPL is the largest First Nations library in Ontario. With the largest collection, largest patronship and largest circulation, SNPL continues to look for new ways to increase services and enhance our ability to meet the various needs of the community.

### **Road to Accreditation**

SNPL is the only First Nations library in the history of the Ontario Library Associations' Accreditation process to petition for Accreditation. This process is an extensive five-staged procedure, of which SNPL is in the third phase. Several factors are weighed against us: having a second floor which is inaccessible, having shelves which are too tall for young patrons, and having a basement which is inaccessible for staff. Each of these deterrents to accreditation would be resolved in a new facility where accessibility and additional room to shelve youth books.

### **Patron Usage**

SNPL is in operation six days a week for a total of 55 hours per week. During this time we service an average of 87 patrons per day or 27,144 patrons per year. An additional 30 patrons per day (9,360 people annually) are turned away due to unavailability of computers, lack of seating space or because we cannot house the materials they are requesting. The circulation of our 15,000+ holdings is 4,888 per year, which is approximately 1/3 of the collection. This is a disproportionate circulation rate for a library of any size, and according to library formulas is a valid argument of the need to increase materials and selection. In the 2007-08 year, 1476

participants attended a variety of programs, a number SNPL plans to exceed in the 2008-09 year. More importantly to SNPL, the quantity of outsourcing of resources and passing on of patrons to better stocked off-reserve libraries would decrease if we were able to have space to house an adequate collection.

### **Neighbouring Community Use**

The Library has an open door policy for neighbouring community use. No fees are incurred by visitors or non-residents when accessing SNPL. In analysis of usage it has been determined that an undisclosed, albeit, large portion of users reside off reserve, yet are considered members as they are enrolled at Six Nations and residing within the bordering townships; these patrons are considered members and not neighbouring users. Of those who are non members of Six Nations utilizing the facility, the majority are post-secondary students who have been recommended to SNPL by neighbouring libraries, institutions or research facilities for the extensive Nation Collection available.

### **Change in Library Usage in Rural Settings**

Rural libraries have become synonymous with connectivity over the past decade. Those libraries within the First Nations communities again, take on a stronger role for both internet access and computer availability, not only due to a lack of high speed connectivity within the communities, but also a lack of computers within the home. In part based on income/poverty levels and in part due to the limited high speed availability of computers, the regular use of libraries for connection continues to be a demand in this area. Additionally, rural settings, especially those of First Nations communities show a Library as a hub for both cultural access and genealogical research. In part due to the needs to access these materials via archival or internet research, and in part due to the need for both cultural capacity and genealogical research to be completed in social settings, both of these areas are a demand for SNPL and other rural libraries.

### **Economic Downturn & Increased Market Segments**

During the recent economic down turn a resurgence of library use has occurred. In part libraries have become a Mecca of free services available to all who are card carrying members. Free internet, computer access, cost recover printing are all means of saving money for those who do not have the funds to either purchase new or maintain their current computer systems. Further, those with limited funds are returning to the libraries for free access to books and media, children's program and adult entertainment.

Specifically SNPL has seen an increase of computer usage overall, but with extensive wait times on Monday mornings when the unemployed patrons desire access to the ServiceOntario database to complete their weekly EI applications prior to the noon cut off time. These and other patrons are also requesting in high numbers resources pertaining to employability including resume writing, cover letters, and interview skill development. These requests came at such high numbers in the winter/spring 2009 that additional resources had to be purchased to ensure that copies would be present when patrons requested these materials. To ensure patrons' availability, photocopies of relevant requested content has been given free of charge to patrons so as not to circulate the resources and thus have them unavailable to others during the loan period. Similarly, many patrons' have returned to school to either retool or retrain. These patrons have been making numerous reference desk requests for information on academic writing and research, with numerous Native specific academic requests coming in during the onset and conclusion of term. Although the Library staff is capable of assisting with this increase in demand for reference, the time away from the main floor to assist or aware from the main desk is difficult for the single staffing schedule.

### **Compartmentalized Service Provision**

Currently, Six Nations has numerous offices, organizations and personnel working on similar projects. For example Six Nations Council has records being maintained by Records Management, Lands and Resources and Lands and Membership. Although the later need to have up to date records on site, all other archived materials can be maintained in storage, providing they are accessible by staff when requisitioned. The local genealogy society is compiling their own records of the community and specific families. This information is open access, meaning it has been written within the public sector either for family use or for general access. Although the membership records cannot be accessed by this group, many of the resources the society requires are available at the Library, including genealogy databases. However, the meeting space and archival storage of their records are not possible on site, so they remain in a rental location within the Veteran's Association. Similarly, groups such as authors associations and tutoring/study groups often utilize the library Boardroom, but cannot maintain their files or resources onsite due to limited storage space. In the same manner, the Library wishes to begin collecting rare books, archival documents and other special collections, but have no space to do so. When visitors come to Six Nations, they often come on weekends and wish to have access to materials for research or personal interest. Given the limited collection at the Library, they are often turned away. During week days many researchers come to individual agencies and are bounced for site to site in search of the proper documents they require. Even if the request is made and the items are available for review, often there is no place for the materials to be reviewed onsite. By decompartmentalizing the locations of these archival repository offices into one location with independent mandates and functions, and through the central archival research room available to all who wish to sit, read and review their

materials in a secure yet comfortable setting, the streamlining of service will be better offered to both members and guests of Six Nations.



## Section II: Mission, Vision & Long-Range Plan

### **Six Nations Public Library Mission:**

To enrich lives and build community while ensuring universal access to resources for life-long learning, research, culture and historical archives.

### **Six Nations Public Library's Commitment to Our Patrons:**

The Six Nations Library Board and staff are dedicated to providing the best public library service to all patrons. We are committed to providing:

- Welcoming, responsive, courteous and efficient service;
- A balance of children, youth and adult books and resources;
- An extensive Native research collection;
- Archival documentation and preservation of the records of our past;
- Programming, technology and services based on the community's needs and interests;
- The best patron service available to both community and guests;
- Continuously improving library services.

### **Short-Term Goals**

In February 2008 the Library Actions Plan was adopted including immediate (2008) and one year goals (2008, 2009) and long-term plans of 3-5 years.

- The immediate goals included Renovations to the building including aesthesis; Development of a Media Centre and Language Lab; Automation and new cataloguing system based online; Book Repairs; and the publication of community Newsletters.
- During the latter half of 2008 and the year of 2009, the goals included a Plan for the New Library; Increase Patron Usage; Increase Programming on site; build Resources; Enhance Security, both physical and of the collection and increase staffing.

Each of these short-term goals are either completed or in progress and near completion.

### **Long-Range Plans**

According to the three and five year portions of the 2008 Action Plan, the Library has five goals for the future.

#### **Goal #1: Funding**

- *Core Funding of \$250,000:* Currently core funding includes only the Operating Grant and Salary Supplement provided through the Ministry of Culture via the Ontario Library Service North. This amount is annually approximately \$42,000. Additionally SNC has given by request \$150,000 of subsidy to the Library but this has yet to become core funding. Additional grants are ongoing in the amount of \$10,000 for technology and the

reimbursement of connectivity costs (approximately \$1200). Although these funds are annually renewable, they are again not core.

- *Increased fundraising opportunities:* The Library aims to move from a fundraising model to that of annual funds development. This includes an annual giving plan, bequeaths, and planned annual events. As the Library moves beyond the major capital campaign, the contracts generated during the time will be compiled for both a Friends of the Six Nations Public Library as well as annual giving.
- *Increased onsite revue opportunities:* The Library has minimal onsite revue at this including late fees, printing and photocopying in the amount of \$50 (average) per month. Many fees are waived due to a desire to promote the Library without causing burden to those who are just learning about proper circulation. Additionally, printing and copy services are based on a cost recovery basis alone. By creating possible copy centres or cafe service, the Library could begin to build onsite revenues.

## **Goal #2: Relationships**

- *Close working relationship with walking agencies:* It is important for the Library to build rapport with all agencies within the community and neighbouring townships. Those of walking distance are extremely important as we service the same clientele and can make referrals between and among ourselves.
- *Close working relationship with all schools:* With the Library seen internally as an extension of the education system, for those cradle to grave, it is a relevant objective to make connections with key personnel and then build that relationship with the students so they will grow with the Library.
- *Close working relationship with high schools:* The students of Six Nations are known to be behind academically and leaving the elementary system with lesser research and academic writing skills. These lacking skill sets play into the growing achievement gap between First Nations and Canadians. By having strong relationships with the high schools are students will be recommended to participate in the activities and services the Library has to offer. Secondary Schools will also continue to utilize the Library space when conducting meetings on Six Nations with their at-risk clientele.
- *Close working relationship with colleges & universities:* Similarly, as the post-secondary students bridge out into the various academic settings, they will be made aware, either via the institution or through their own previous experiences, that the Library is a place for reference and resource with an extensive Native collection. Additionally, when these students begin to produce thesis, academic resources and/or publications, they will be aware of the desire to add these materials to the growing Six Nations Collection.
- *Relationship with Six Nations Ethics Committee:* The Ethics Committee has it within their power to inform or even require copies of documents produced as a result of community research ethics approval be entered into the public domain via donation to the Library.

It is our hope to build a thesis and dissertation collection of pertinent materials produced by and on the Six Nations community.

### **Goal #3: Literacy**

- *SNPL as District Literacy Facility:* As a Library, SNPL already has a role to play in community literacy, be it programming, events, book talks, giveaway, or simple promotion of the love of reading. The Library would also like to move into a place of a literacy resource for the community filling the one-stop shop for resources, references, manipulatives, and books for parents and loved ones to assist younger children with, as well as personal growth and pleasure reading for all.
- *Paid tutoring (Sylvan style):* As both a source of revenue generation and in order to bridge a gap within the community, the Library could house an afterschool and summer Sylvan style tutorial program for one on one paid skills building with trained educators.

### **Goal #4: Staffing**

- *Competitive Wages:* The Library is currently well below the competitive salary range. As additional services and differentiation of job duties become evident with a new facility, it would be necessary to build a job base of competitive and trained staff. The Library is currently paying the professional staff at a rate approximately 55% as those off reserve. Further, those off-reserve have been moving towards unionization and competitive wages to the global industry which would put the Library even further below standard.
- *150% Clerk:* In order to service the growing needs of the community, the Library objective is to expand all staff and to differentiate positions. 1.5 positions of clerks who could shelf read, weed, handle circulation and reshelving, and general patron inquires is desired.
- *100% Library Technician:* A full time Library Technician with the skill set to maintain the cataloguing and processing of collections, as well as be responsible for collection development of either entire areas or certain aspects of the Library.
- *50% Senior Systems Analyst:* A part-time technical service provider is required to better serve the growing demand of technical needs. As lab and IT needs expand, the Library will need to have onsite IT to be maintaining systems and developing policy/procedures.
- *Regular Volunteers:* It is imperative to expand the service model of the Library. Initially this is important as it brings in a cost-free labour market. However, more importantly is the need to build support of the community, both in a verbal manner as well as in actionability.

### **Goal #5: New Library**

- *Construction:* The overall need for a new library is a taxing process including all level of planning including significant partnerships and financial needs. Construction of the new

facility which should be a cornerstone of First Nations Library Services, should meet the needs of the community patronship of today and the future.

- *New Furniture & Stacks:* The current stacks of the Library are old, rusted, bent and not meeting accessibility demands. The furniture of the Library are second-hand purchases and donations and are all in need of replacement. As the planning progresses for the new facility high levels of furniture include pleasure reading centres, laptop stations, and work space will be considered. Additional shelving, both those of public access and storage will be planned to meet the best possible use of space, accessibility needs, as well as aesthetic demands of a user friendly facility.
- *Materials:* The current space limitations have many older, yet relevant materials in storage. Additionally, in order to put a new book on the shelves, one must be removed from the current collection. As such, the ability to expand the Library is a difficult process in the current location. As a new facility is under construction, the Library will need to significantly expand the collection to that of the appropriate holdings for the community's size.
- *New Computer Labs:* The constant demand on computers, internet, and laptop stations is an ongoing problem for the current Library. During the new facility planning both drop in stations and labs will be placed throughout the facility in order to meet the various requests and types of requests by patrons.
- *Rental and/or Partners:* Although the new Library facility could be a standalone facility, it makes sense to partner with existing agencies who are working on like projects. The Archival Repository Centre as a partner with the Library makes sense. Additionally, the proposed youth and elders centre also makes sense with the Library as we would be servicing the same populations. Finally, a complex which housed the Six Nations Council Administrative Offices, which are currently housed in various buildings across the reserve may be another potential partnership. Rental facilities to business such as food service, formalized copy centres, or other are also a possibility and would meet the earlier objective of increased on-site revenues.
- *Genealogy Partnership:* The Six Nations Genealogy Society currently rents space from a local hall. Although the location suits their meeting needs, having their meetings and records on site where computer access, copy/printing services and reference librarians were present would make for a more productive site. Additionally, this group only has access to their records during their designated meeting times. Should the Society have a partnership with the new Library, they could have a room that was accessible by members during business hours and by new members/guests during meetings.
- *Thesis Clearinghouse:* It is a major objective of the Library to build a thesis clearinghouse of research published on and by First Nations people, especially that which pertains to Six Nations. Currently this materials is completed on behalf of the community, only to sit in the archives and stacks of various post-secondary institutions—and not accessible to

the community who funded it (in the case of post-secondary funding) and approved it (in the case of ethics approval).

### **Project Vision**

As a cornerstone of out-of-classroom learning within the Six Nations community, we are confident the new facility will further our ability to provide new services and opportunities which will shift the position and capacity of our community to that of stronger participation within the Canadian economy.

### **Project Abstract**

The project of construction of a new Six Nations Public Library & Archive within the village core of Ohsweken has a projected cost of \$13 million. The proposed 20,000 square foot building will contain the main library collection plus space for research, programming, storage and archival usage. It is imperative to expand the operations of our small community library in order to meet the needs of the Six Nations community. There is a double standard for the performance of First Nations organizations and agencies, characterized by lowered expectations. We reject the double standard which suggests that our community is worthy of less service or professionalism; instead we strive to exceed basic standards and expectations. According to our 2008-2011 Action Plan, our staff is now in the position to move our community library of 40 years to a fully accredited Ontario library. We aim to offer our Six Nations community the best library system within the territory.

## **Section III: Building Objectives**

Although the building will be designed as one infrastructure, the building objectives are designed to suit differing needs and objectives within the community and organizations. As such Library, Archival Repository and Administration have distinct building objectives, with shared space listed for those areas which could function in multiple modes. The objectives listed below are those which are either specific to the Library or have been discussed in both patron surveys and focus groups, some of which have included members of the proposed Archival Repository.

### **Overriding Objectives**

#### ***Village Core***

The Library patronship is largely pedestrian. In order to maintain this population the new facility must be housed within the village core in order for both walkers and the local public schools to be readily able to visit and participate.

- Location within Village Core
- Location walking distance from JC Hill and Jamieson Elementary School
- Location walking distance from local housing

#### ***Accessibility***

As of January 1, 2012 the Provincial Government is requiring that all public sector buildings, including those of public libraries are accessible. This means that the building must be one floor or have an elevator for access; entrances must be accessible as well as washrooms. Additionally the non-public spaces must be accessible so that all current and future staff may have complete accessibility to the work place as well. With accreditation an intended future action of the Library, shelves and stacks must also meet the Ontario Library Service standards of both height and distance in order for all to access the materials on site.

- Public accessibility
- Staff accessibility
- Accessible shelving

#### ***Percentage of Materials in Circulation***

The percentage of materials in circulation are directly related to (a) the available materials on site, (b) the ease by which those materials can be found/accessed by patrons and staff, and (c) the quality of promotion of materials. A New Shelf central to the Library and along the main traffic flow will assist in promoting those new materials, books, media added to the Library. Additionally, a clean, accessible and user friendly Library allows for patrons to be self-sufficient and locate their own needed items. By changing the current Dewey Decimal system for non-

fiction to a book store model of popular topics, (which is the current trend of modern libraries), the Library will assist, by proxy, the patron to find their intended topic. Similarly, by changing the adult and young adult fictions into genre based shelving, the patron will be more likely to find the genre they enjoy and may branch out of the individual authors to experience new authors they may enjoy.

- All materials on site
- All materials available for ease of location including stacks
- New arrival section for promotion of new products
- Endcaps and focus walls for promotion of materials
- Genre fiction
- Book store set up of non-fiction
- Searchable catalogue terminals throughout the building for ease of identification. Set defaults to return to the collection situated in/near

### ***Accreditation Standards***

The Library has been working towards Accreditation with the Ontario Library Association (OLA) and Southern Ontario Library Services (SOLS). The current building is the main reasons why the Library will not qualify including limited collection, accessible collection, accessible space for both staff and patrons. The new building will alleviate these limitations and allow for a more productive collection.

### ***Security***

Libraries have a high level of security issues due to the number of visitors per day/year, the late hours of operation, the nature of public access, the variety of resources and potential theft, and the variety of open spaces in which accident, injury or violence could occur. The security of the staff, patrons and collection are of the utmost priority for the Library. With potential archival repository onsite and rare book collections, additional levels of security will need to be discussed including fire prevention system and key card access.

- Visual security
- Motion security
- Book security
- Emergency exit alarms
- Computer screen visual monitoring by staff
- Fire prevention systems
- Mobile and stationary panic buttons

### ***Library as Social Space***

The Library is a social hub for various age groups within the community. As the accessibility of the Library is improved, these age groups will be able to expand to include special interest

groups (e.g. Writers Group, Genealogy Society, Gamers), and special populations (e.g. disabled, elderly, parents with small children).

- Maintain current spaces for youth
- Increase special interest group areas
- Increase special population use

### ***Architectural Layout***

Under development

### ***Non-Assignable Space***

Under development

### **Public Areas Areas/Collections:**

#### ***Grab-n-Go Centre***

The Grab-n-Go Centre is intended to promote new resources of the Library and information on the Library and/or community. This space should be central when entering the Library and include ½ unit height display shelves with a top cap where special displays can be placed.

- New Arrival station
- Informational brochures
- Promotional materials for up and coming events in Library and community

#### ***Display Stations***

Displays will be placed around the building with a central display within the entrance or vestibule. This will include local history and possibly special collections from the archive which the community would like to visibly share. Some of these displays will be secure and under surveillance, while other displays will be focus walls and end caps and be promoting resources for heightened circulation.

- Secure display case with low lighting, UV glass with glass shelves approximately 12 linear feet.
- End caps and focus walls for heightened circulation and resource promotion
- Closed displays in the Native Collection, Children's Area and Young Adult Centre.
- Secure display case within the main Boardroom/meeting area.
- Secure display case within the Genealogy Centre.

#### ***Vestibule***

The Vestibule will take two different looks dependent on the type of partners involved. If the Library is alone in a building the vestibule should have place for coats adjacent, book security



system, visual security system, and water trapping mats. The primary display area and Grab-n-Go should be adjacent to this entrance. In the case of a shared facility, the vestibule would be the entrance to both office and Library space and may include a security desk or secretarial/help desk station. The main display case may be in this area with coat and Grab-n-Go being inside the library second set of doors. This vestibule will need security gates in order to lock off the administrative side of the building after hours. Public elevator(s) may lead from this area to administrative offices and/or to meetings spaces.

- Dependent on type of facility
- Coat rack
- Book security, visual security
- Display case
- Grab-n-go adjacent

### **Reference Area**

A Reference Area will include encyclopaedias, dictionaries, thesaurus, atlas, APA manuals etc. And will be located in both the Children's area and the Adult areas. These will be available for in-house use only and will be shelved in triangular endcap shelving.

- Children's Reference Centre for age specific reference materials.
- Adult Reference Centre for age specific reference materials.

### **Children's**

The Children's section will comprise approximately ¼ of the collection space and will include a programming area, picture books, board books and easy books as well as the educational and general interest toys. This section will be low child specific shelving in bright colours with a rubberized mat or carpet tile rug. The primary and junior fiction and non-fiction shelves will block the children's programming space from the rest of the children's area. One side will be the shelves, with staggered shelves and benches on the rig side of the shelf wall. The children's section will have non-fiction shelved by book store topics (e.g. weather; cars, trucks and boats, Ancient Times). This space will also have seating and work space tables (See seating).

- Children's section large rugged area 400 sq ft with movable mats, bean bags or seats. Benches (3 sections of 5 linear feet each) and shelving will surround portions of the edge.
- Shelves will be low child style double sided shelves.
- Picture Books, Easy Reader, Board Books (12 units along exterior walls )
- Beginner (2 low units)
- Primary Fiction (8 low units)
- Junior Fiction (10 units)
- Intermediate Fiction (8 units)
- Graphic Novels (2 units)
- Kids Native Collection (6 units)

- Kids Non-fiction (25 units)
- Kids Magazines (1 unit)
- Junior/Intermediate readers will have higher shelves with 2 round tables and chairs encompassing 50 sq ft.

### ***Teens/Young Adult***

The teen/young adult area will house magazines, graphic novels and fiction, as well as seating areas. This will be geared to the secondary student, but will also work to attract the intermediate student from the children's section into a more topical and harder edged looking library. This area is a relatively small section since it is considered a transition between children and adult readerships. The space should be walled in which glass windows for noise (and glass safety) and should be wired for both sound and visual security so staff can be aware what is happening in this corner of the building.

- Magazines (1 unit)
- Fiction (5 units)
- Graphic Novels (1 unit)
- Young adults will have a work table 50 sq ft with additional individual chairs and sofas accommodating 25 sq ft.

### ***Adult Fiction***

The adult section will constitute approximately 3/5 of the collection space. Included in this area, and taking 1/3 of the available space is the Fiction collection, categorized by genre. This area is general stacks with signage for the varying genres (e.g. Mystery, Crime, Horror, Romance, Western). In strategic places high backed chairs or love seat sized seating will be available for those patrons who would like to preview a book. Additionally, study carrels will line the exterior walls. Native Fiction will be considered a genre within the Library.

- The adult fiction genre sections (including Native Fiction) (40 units)
- 2-3 high back chairs strategically placed for quick review of books
- 10 study carrels facing back to back for maximum privacy of workstations

### ***Adult Non-Fiction***

This area will be displayed in Dewey Decimal with general shelves and headings for popular areas of the non-fiction collection. Work space will be available between the aisles of books. Focus walls will line the exterior walls and end caps will display popular topics and show piece materials.

- Shelving (40 units)
- 2 large work tables, each with power within the tables, 50 sq ft each
- End caps and focus walls

### ***Native Research Centre***

This area will include the Native Collection, Six Nations Collection, and Thesis Collection. This area is non-fiction only and is designed for both pleasure and research. A series of small tables as well as sofa or high back chairs will be present for both groups of users. This area will be adjacent to the Non-Fiction and will share a catalogue terminal. The Language Collection will be housed within the corner of the area and will include a glassed room with language resources and lab.

- Native Collection (25 units)
- Six Nations Collection (10 units)
- Thesis Collection (2 units)
- 2-3 high back chairs and 3-4 small round tables 25 sq ft each
- Language lab (4 full units, 4 half units)
- Language lab table with power unit (24 sq ft)
- Language resources, kits, and listening 2 stations

### ***Seating***

Throughout the Library seating must be present. Although a central seating area with sofas, chairs and cafe style tables should be present, there should also be study tables, work tables, study carrels, benches, and seating for both pleasure and work in each section. Additionally, a meditation/reading garden outside (within a fenced yard) should include seating stations for singles or small groups of various ages.

- Children's section large rugged area 400 sq ft with movable mats, bean bags or seats. Benches (3 sections of 5 linear feet each) and shelving will surround portions of the edge. In the junior section adjacent to this space will be 2 round tables and chairs encompassing 50 sq ft.
- Young adults will have a work table 50 sq ft with additional individual chairs and sofas accommodating 25 sq ft.
- Journals and magazines section will have 1 large table in the centre, 50-75 sq ft.
- The adult fiction genre sections (including Native Fiction) will have 2-3 high back chairs strategically placed for quick review of books and 10 study carrels facing back to back for maximum privacy of workstations.
- The adult non-fiction room will include 2 large work tables, each with power within the tables, 50 sq ft each.
- The Native Collection will include 2-3 high back chairs and 3-4 small round tables 25 sq ft each.
- The Language Lab will include a work table with power 24 sq ft and be in an enclosed area.

### ***Gaming Centres***

Two gaming rooms approximately 10' x 6' each will include high definition LCD's mounted on the wall with Wii stations appropriate for 2 players. One room will be equipped with teen/adult materials and the other with youth materials. These spaces will be reserved spaced and will have scheduled hours of use to maximize use for a variety of purposes (e.g. yoga night, bowling night, open games hours, tourney events, senior hours, adult only hours).

- 2 gaming rooms 60 sq ft each
- Enclosed in glass
- Visual and auditory security systems

### ***Garden Reading Room***

The garden reading room will have limited access, weather permitting. The space will act as a meditation/reading garden outside and have a high stockade fence for security. There will be pathways throughout the 2500 sq ft space and will include seating for singles, small groups and picnic tables. A partnership with the OSTTC Horticulture class or the Mohawk College Horticulture program may be possible to design and maintain this space.

- 2500 sq ft space with stockade enclosure
- Pathways for a variety of seating
- Non-smoking
- Seating for various ages

### ***Computer Stations and Training Lab***

The Library has identified a need, via ongoing requests, for additional computers and a designated lab. By having a designated lab which can be reserved, groups can reserve/rent space. The Library can also run workshops and programs. As a teaching space, these computers will be networked to a teacher terminal at the front of the room and will have smart boards, and projection equipment. Additionally, this space can be used for over flow of drop in as needed. Secondly this space will be expanded to allow multiple users at a computer. To accommodate the regular use of paired gamers and researchers, distance between seating will be expanded from the current. Regular seating for laptop users will also be included, with safe electric use (e.g. lines to be plugged into tops of tables and not obstructing walking). Finally catalogue terminals will be found throughout the building (both in and outside of the Library proper if shared Boardrooms or research space is located outside of the main Library).

- Computer seating will be expanded so that more than one person can participate at the same computer. Each computer will have 5 linear feet of seating with one wheel chair access station. Computer seating within the lab will include 25 stations, one of which is accessible.
- Smart lab, wired to teacher terminal, projection equipment.
- Seating in the exterior meditation or reading garden is to be determined with pathways and seating. The meditation garden is a proposed 2500 sq ft.
- Laptop tables with power cords adjacent to computer stations and in main table spaces (see seating).
- Catalogue terminals throughout the building in various collections.
- The entire building will be wireless.

### ***Auditorium***

This space will suit 3 distinct needs. First it will act as a movie theatre for Saturday matinees and summer movie showings. Second it will act as a lecture room, having elevated seats for maximum participants. Third, it will act as a meeting room, suitable for presentations and other rentals. This room, containing elevated seminar style seating, will have accessible seats on the main tier and along at least one side. This space will seat at least 45 and will have a movable podium, and smart boards. For movie and lecture purposes it will have surround sound and high definition projection or LCD.

- Smart room
- Seminar style elevated seating for 64
- High definition with surround sound capacity for movie showings
- Minimum 900 sq ft
- Accessible seating

### ***Meeting Room Facilities***

Size and number of meeting rooms were determined in consultation with Library staff and agency staff requirements, library program attendance, library limitations complaints, community requests, and agency demands. These spaces will be available for staff and to community at a nominal fee. 5 different rooms have been planned to meet the needs of the staff and community.

- Large Boardroom with seating for 15 in a formal setting with side board for food service.
- Large multi-purpose room with wall divider and tiled/linoleum flooring for community and youth programming. This space will have access to water within the room for cleanup. Utilizing the divider, this space can be separated into 2 rooms. 1250 sq ft.
- A small room suitable for smaller meetings and sessions. Capacity 10 people. 225 sq ft
- Mid-sized multipurpose room. 550 sq ft.

- If the Library is not attached to the Archival Repository, the mid-sized meetings space will not be needed.

### ***Archival Work Room***

This room will be attached to the Archival Repository or, if a stand-alone Library, attached to the archival/rare book room. This space will be where patrons can make requests for archived items, and then view said items in a secure locale where staff are present (Permission granted upon legality of some requests). The microfiche/film readers, scanners, small photocopier and archival viewing supplies (e.g. gloves, acid free paper, etc.) will be present in this space. Specific rules of use will include lockers for all personal materials. Paper and pencils will be offered to all guests. Lower light, and archival lighting will be present. This room will overlook the archive. This space will have limited hours and hours by appointment only, and will be staffed by a Library (or SNC archive employee) at all times when open.

- Work tables
- Staff supervision are
- Copies, scanner, microfilm reader writers
- Patron lockers
- Designated hours and by appointment

### ***Genealogy & Local History Centre***

The Genealogy room will be supplied in part by the Library and be available to members of the Genealogy Society during open hours. Lockers for individual family records will be provided with general research resources and one computer will be provided by the Library for ongoing access by the community. Workshops will occur in this or other adjacent spaces. Regular genealogy meetings will happen within this space.

- House family records and public materials
- 1 computer for internet genealogical research
- Adjacent to kitchenette (or water available in room)
- Lockers for private family records
- Shelving for community materials and Library resources

### ***Library Store***

Attached to the main circulation desk or at a small kiosk within the Library materials and books of popular interest will be sold (used and new). Vending machines may be placed within the Library to sell some food and writing implements. The cafe may be attached to this area or a standalone space.

- Sell new/used books, specializing in Native materials
- Sell vending foods and coffee
- Possibly sell paper, pens, pencils, etc.

## **Cafe**

Whether part of the Library store or a station in the main seating area, the Library will sell coffee and tea for a profit. These drinks can be consumed in the main seating area or at tables not containing computers.

- Sale of coffee and tea to patrons

## **Parking**

With patron use, meeting reservations, and group visits, all of which are regular and ongoing, it is common to have 20 visitor cars. Additionally, staff, especially during shift changes can account for an additional 5 cars. Based on growth of the library, 30 parking spaces, 2 of which should be handicapped designated are required providing the lot is backing up to an existing lot for overflow (e.g. Parks and recreation complex). If no overflow lot additional spaces should be considered. At the rear/side of building a loading dock with staff parking for 5 is anticipated. These numbers will be revised in the event that a joint complex of Library and Archive repository occurs.

- 28 parking spaces for patron use
- 2 handicapped spaces (totalling 30)
- 5 staff parking at rear entrance
- Loading dock for deliveries
- Additional spaces required if stand alone lot with no overflow to other lot
- Additional spaces required if Public Library & Archive Repository Complex is combined.

## **Staff/Closed Areas:**

### **Archival Repository**

The Archival room will take one of two options. The first is in the case that the Library is a standalone facility. This case would see a storage room with hermetic controls and storage shelves. This would be one room approximately 15'x15'. The preferred option would be a Archival Repository which would house the community archives and the Library archival collections. This space has been articulated by the Six Nations Archival Centre Committee to include floor to ceiling shelves for 3-4 wide and 2 high banker boxes per shelf to a height of 20'. This space should include map, microfiche, and media collections. This space should include a freezer and refrigerated room as well as rare book collection.

- Two-story open room with floor to ceiling shelving
- Banker box storage
- Freezer and refrigerator room
- Flat map, microfiche, and media filing cabinets

- Rare book collection
- Secure, keycard entry
- Centrally located within the building
- Fire suppression system

### ***Reference Desk***

The Reference Desk is attached to the main Circulation Desk and is an area where patrons can ask questions, ask for assistance, and general phone/e-mail inquiries are processed. This space is further described and space allocations are addressed in the Circulation Desk discussion.

### ***Circulation***

Circulation Desks are the hub of efforts in the public areas of the Library. This space includes book return, book check out, reserve books, holding of media (e.g. music, DVD, video, kits), Reference Librarian, and brochures and general promotional information. This space can be housed in a circle/square in the centre of the Library or against an exterior wall as a large U. If the media is to be housed in this space a U is the most functional with all media against a wall with approximately 10-15 units. Additionally 2 units are required for reshelving and ½ unit for reserve materials. This space should be secure with a locking door that will not easily allow non-employees to enter the space, but should be easily accessible with the book cart for reshelving purposes. A minimum of two Librarian terminals should be present for primary staff and overflow assistance by other staff. It is most productive for the Director's Office to be directly off this space with glass partitions so that the Director can see the ongoing of the Library, assisting where possible.

- Media should be housed here with patrons selecting the box from the Media area and turning it in for the proper hard-case storage item behind the desk.
- Reshelving station will include 2 units and will be labelled by collection.
- Reserve station will accommodate materials requested by patrons (½ unit).
- Secure area that is easily accessed by the book cart and multiple staff.
- Distinct return and loan stations.
- Distinct Reference Librarian Area
- Low/Accessible Counters in areas with higher display areas for privacy.

### ***Re-Shelving and Room for New Materials***

The reshelving of books takes more effort than is expected. When a book comes into the Library it must initially be inspected for damage and then returned within the system. It is then re-sensitized within the security system. That book, if in good condition, then is placed on a book return cart according to its collection (e.g. Children's Junior Fiction, Native Collection). If it is in need of repair, book jacketing, cleaning, taping, or discard; the book must be sorted into the proper pile for future work. Each of these needs is usually a separate shelf so that staff can



easily see needs of books and work on segments during the day. Additionally, all new books that enter the Library must be processed: stamped with the Library name and logo; and then have a book plate, due date stamp, and security tag placed within the book. Next the book must be catalogued which includes creating or importing a Marc Record for the item into the catalogue, adjusting the specific information to meet the system utilized within the Library, adding the spine label codes and entering the barcode into the system. The third step is to print the spine label, add individual stickers to the book (e.g. Reference, Young Adult, Mystery stickers). The book is then moved to the final stage of book jacketing where a hard cover is covered with a plastic dust jacket and a paperback high use item is sealed with an adhesive jacket designed to strengthen the cover and protect against damage, thus extending the life. This book is finally placed on the re-shelving area by collection and awaits shelving into either a new arrivals of the Library or onto shelves (which may or may not need to be reorganized to fit the new materials). Each stage is time consuming with a single book taking approximately 45-50 minutes each. Additionally, each of these stages must have adequate space to be worked on in order to maintain a clean and safe Library for patrons. No shelf should be fully used or damage to books occurs when patrons attempt to reshelve and force books into small spaces. Further, when a book is added to the shelf, the entire section must be expanded to accommodate it. Therefore, shelves should be no more than  $\frac{3}{4}$  full with one shelf being no more than  $\frac{1}{2}$  full for each unit. Additionally, sections should always end within the unit and new sections should begin at the next unit, This allows for more expansion and assist patrons in finding sections, as well as limits the chance of mis-shelving in the wrong sections (e.g. Non-fiction 200 Religion, Non-fiction 300 Social Science).

- New book promotion
- Spacious front desk reshelving area (minimum 10 shelves/2 units)
- Workroom with minimum 30 shelves/6 units for processing, cataloguing, book jacketing, repairs
- Workroom with processing stations minimum 50 sq ft with access to all sides and wall mount jacket rolls in proximity

### ***Material Storage Considerations***

Beyond the accessibility of the shelves and storage, the Library has a great need for stacks to hold seasonal materials, stored reference materials and duplicate copies. To be the most functional the storage should be completed with shelved books and not in stacked boxes. Further these stacks should be on movable storage systems to maximize the access. Whether in a separate closed room of the facility or directly tied to the work room, this should be easily accessibility by staff so that requests can be quickly processed.

- High yield caster unit stacks
- Stacks on site
- Stacks closed but shelved for immediate access

### ***Director/CEO Office***

This space is a standard administrative office and need not have excessive amenities. An average 150 sq ft room with filing, shelves, and desk are required. Additional to the current space would be a meeting table for working or staff and smaller meetings that are not necessary for larger board space.

- Medium sized office 150 sq ft
- Desk and work space
- Table for work and smaller meetings
- Shelving for records
- File cabinet for active files and finance
- Bulletin boards and dry erase boards for active work

### ***Trustee Office***

This small office (64-100 sq ft) will house Trustees records and resources. There will be one desk which will be primarily used by the Chair, but available for all Trustees. Mail and other personal and Library communications will be placed in this space as well.

- Smaller office 64-100 sq ft
- Private office space and storage for Trustees
- Filing cabinet and/or shelves for Trustee materials and records
- Workspace and desk for Trustees, most regularly the chair
- Trustee mailboxes

### ***Technical Services***

A second small office, the technology office will house the main desk for the SSA/IT, all manuals, licenses, protocols, and equipment stores. This space may also double as the central network hub and security station.

- Smaller office 64-100 sq ft
- Private office space and storage for SSA/IT
- Utilize as hub for IT
- Utilize as hub for security DVR
- Storage of parts and equipment
- Storage of IT relevant documents such as passwords, protocols, licenses, manuals, etc

### ***Administrative & Staff Workspace***

The workroom should be large enough to house the various in-progress tasks of the library including book jacketing station, processing, cataloguing, repairs, central stores, and donations/new deliveries. This space should have a large table accessible from all sides at a height appropriate for standing. Stool seats should also be available for staff. Adequate shelves

in the room for tracking the stations of the book throughout the intake process should be available with proper signage to ensure clarity of tasks. Adequate storage in this site will allow for all materials to be onsite for intake, as well as other tasks such as laminating, slicing, large load staplers, etc.

- Large room minimum 400 sq ft
- Ample space for book carts
- Large table for processing
- 6 units for book intake (see Reshelving)
- Maximum storage cabinets for equipment and materials for processing and other tasks
- Adjacent to staff entrance and Loading Dock
- Access to water
- Staff computer for cataloguing
- Phone connection for regular late book notification calls

### ***Staff Lounge & Kitchen***

This space should not be connected to the work space so that staff will have true breaks away from their duties and pending jobs. A kitchenette with refrigerator and microwave, coffee/tea service and water coolers should be present. Seating, both comfortable and kitchen style, as well as lockers for personal belongings should be a part of this space. A lesser institutional feel for this room is preferred.

- Comfortable feel, not institutional
- Seating for relaxing and eating
- Kitchenette
- Lockers for secure storage of personal belongings
- Locked entrance to secure against theft
- Not combined with workroom
- Private staff bathroom
- This space may be by Library alone or partnered with other staffing uses.

### ***Secure Receiving and Central Processing Station***

Whether used as shared space between the Archival Repository or as an individual building, the Central Receiving Area and Loading Dock are important to the safety of the building. Donations and deliveries can be processed directly at the dock and moved to the correct department or (if sole site) to the staff workroom for processing after inspections have occurred. With interior locks on the dock, access from the exterior would be by the staff entrance which would be security key or swipe card only. If a partnered facility, directly connected to the dock would be the freight elevator large enough to carry large shelving and book carts to all floors.

- Secure dock door
- Adjacent to staff entrance

- Private drive access for larger trucks
- Processing area to rule out infestation and contaminants
- Adjacent to freight elevator
- Adjacent to locked door to Library staff room and other entrances into Administrative block (both by key swipe)

### ***Separate Parking and Staff Entrance***

A separate/rear staff entrance and parking area will allow staff to enter, open and close the building, as well as open additional spaces in the main parking lot. This space will be directly connected to the staff workroom and/or staff lounge so that staff may place personal belongings and outerwear in a safe place prior to entering the work site.

- Adjacent to the Loading Dock
- Close entrance to the staff room and/or staff work room
- Adjacent to personnel lockers
- Accessed by swipe card or secure key access only

## Section IV: Existing Conditions

### **Usage & Circulation Statistics**

SNPL has over 2600 patrons (card holding) with an additional 300 guest passes given annually. In 2008-09, the first complete year of automation, 5932 books circulated. Since April 1, 2009, 1830 items have circulated, demonstrating a continual rise in use of the Library. With 201 programs offered during the 2008-09 fiscal year, 3786 participants were in attendance, again an increase from previous years.

### **From a Community Perspective**

In the winter of 2008 and spring of 2009 a Needs Survey was distributed to patrons and community members at events. Eighty-six surveys were returned and analyzed. Of those responding, patrons stated that they used the Library at least weekly with a standard response by all that the space, collection and available programs were insufficient for the community. Most stated awareness that the current building was the main catalyst for said problems in serving. (See Appendices for frequency tables).

### **From the Library Staff's Perspective**

The library is located in the village core adjacent to local shopping and within walking distance to two schools. Located several blocks from a housing complex, many of the patrons walk, year round, to the library. The 1885 renovated residence is accessed to the main entrance by a ramp, but once at the front door, the building is not accessible. The main floor of the building consists of children's reading centre, adult fiction and non-fiction, computer stations, main circulation, bathroom and staff/storage room. A steep staircase, original to the building, prohibits many from gaining access to the second floor where the meeting space, seating, Native Collections, second bathroom, and Director's office are housed. Accessed from the main floor is also the basement where storage of collections is now prohibited due to serious mold damage. This inaccessible basement houses all supplies and records of the Library. Additional storage is located in the attic stairs, within the Native Collection room, in the Director's Office and in an exterior storage container, as well as under several desks and cabinets.

### **Closed Collections**

One of the biggest drawbacks of the current building is that over 68% of the entire library collection, including three-quarters of the non-fiction, half of the fiction, and 20% children's collection, is in storage throughout the closed stacks of the building. These stacks are not open to the public, and due to the piece meal storage, are not functionally accessed by staff upon patron request.

### ***No Room for New Books***

There is no room for new materials, so older materials must be withdrawn to make way for new materials. In the non-fiction and Native Collection, this often means that significant materials are removed from the collection to enter permanent storage.

### ***Children's Area***

Children's area is in a corner of the building and directly behind the main computer table. As a result, children are often on the floor adjacent to the roller casters of chairs only inches from their fingers. Programming space is not available in the children's area, therefore all programs, reading circles or events must take place in the only meeting area: the Boardroom, which is up a steep staircase. This area is designed as a meeting place and is not child friendly. Chairs are too high and designed for adult use as a Boardroom. There are no children's program or craft facilities and no sink available in this space. Additionally, when staff is conducting activities with children, the staff working the desk is not in proximity to assist or to oversee the event. In order to maximize the use of space the room has been partitioned into children's fiction, non-fiction and Native collections. This strange shape does not allow for parents to supervise their children easily. They also have no place to sit and read to their children on site or in the area.

### ***No Dedicated Space for Teens***

There is no area specifically for teenagers to come and enjoy library services tailored to their interests. A Young Adult shelf holds specific materials for them, but is crowded into the adult section and not well publicized or visited.

### ***Poor Meeting Facilities***

The sole meeting room available within the Library is only accessed by the steep staircase to the second floor. This room has a large Boardroom table which seats 8-10. There is no place for AV equipment within the seating area. Additional stacking chairs are available and either 20 children or 16 adults can be squeezed in. This space has a large screen TV appropriately sized for the viewing within the room, but on a poor angle for those sitting at the Boardroom table. There is a VCR and DVD player and laptop connection for PowerPoint access. This space is carpeted, has access to two following tables and has a 12 year old ceiling installed partition. There is no access to water within the space. A second floor bathroom is in close proximity to the room. Due to the proximity to the stair landing, the two doored room only has one closable door. The other door was required to be removed. Therefore sound from movies, programs and private meeting conversations can be heard throughout the building. This space is only accessible from the main library and does not have separate weekend or late entrance/exits. There is no tutorial, group study, or learning lab facilities within this space or Library.

### ***Main Floor Adult Area***

As a former residence, the open concept of the floor plan is still extremely divided and partitioned. The main floor of the Library is split into North and South rooms by a wall and staircase. The South Room, or Adult Collection includes both fiction and non-fiction as well as 4 computer stations. Due to the ceiling height and high stacks, the three security cameras facing into the 15 by 25 room cannot capture all activity within the space. Staff often have complaints by patrons on the behavior of youth in this space and staff find it difficult to control activities in this space. It would benefit by being more open for improved flexibility and sight lines, with improved traffic flow, lower shelves, and more accessible Collections. Additionally, the computer stations are unobservable in this room and a constant concern by both parents and staff. More than 50% of the collection from this space is in storage in order to allow better flow and newer materials to be circulated.

### ***Main Reference Area***

The main reference area is limited to one small shelf on route to the bathroom. Many patrons do not know its whereabouts within the building and its use is limited. Significant reference resources are scattered throughout the Collections as there is no available space to house all reference materials. In the event that a patron does access these materials, their browse time stops the flow of traffic to the staff area, only main floor bathroom, and emergency exits of the building.

### ***Hard to Find Materials***

It is difficult to locate items within the library due to the cramped nature of the collection and high proportion in closed stacks. Additionally, with the Native Collection located on a second floor, which many do not realize is usable Library space, it is often neglected by browsing patrons. The children's section is also difficult for most young (small) children to access due to the height of the shelves. Although less cramped spaces and shorter shelves for both accessibility reasons and youth access would be the ideal, the Library finds themselves attempting to pack every available square foot of space with the collections. Many patrons request media which is currently stacked in the staff space. As such it is not browsable and is difficult for even the staff to locate. Further, no purchases in this area occur due to limited space for storage. Similarly the audio books are located approximately seven feet high on the top of one of the stacks. No patron has accessed these materials since they were placed in this position, but the former space had to be taken for high circulating fiction material expansion.

### ***Front Desk, Circulation Area, Reference Desk***

The front desk is a medium sized secretarial desk which is functional for phone servicing, but not for the high traffic zone of book returns and check-out, reference requests, printing, copying, and processing/cataloguing books. All held with 32 sq ft space, the staff have utilized all

possible space by placing equipment under desks, and stacking boxes in progress at high heights which regularly must be stepped over to access other materials. When young children attempt to ask for assistance or to check out books, they either cannot be seen over the tall desk or are forced to come into the cramped, boxed stacked area in order to be seen by the Front Staff. Given the location behind a partition wall, staff is unable to see who has entered the building as they often turn directly into the adult room and smaller computer desk. As such, they often have to leave their desk to identify patrons and offer assistance. The staff must also leave the floor in the event of a call for the Director due to the archaic phone system and hardship of wiring within the building. In order to inform the Director of a call (or to notify any patrons of calls) the Front Desk must be left vacant for the time it takes to walk to the second floor or other areas of the building and locate the appropriate staff/patrons. The Front Desk houses the main staff computer, main printer under the desk, patron catalogue searching computer, and desensitizer for the security system. In order for patrons to search the catalogue they must utilize the physical space where patrons will circulate their books. When large groups visit the library such as school groups, the line of patrons circles the computer stations, fills the front desk and interrupts use of the Children's Section. Further, additional available staff cannot assist with the online checking out/return of books since there is only one computer and no available workspace.

### ***Technical Services***

The Staff who is responsible for the technical services on site is constantly battling the 1885 building for wiring and wireless functions. They have no dedicated space for storage of their equipment and are forced to work late evenings and early mornings so as to limit the interference with the traffic flow of patrons. Although additional equipment within the building would make for more functional service, there is no available space to house such equipment. As such maximum work stations and productivity has been reached for the building.

### ***Building Evaluation***

The current location of the Library is an 1885 residence. Over the years, most recently in 1997 and 2007 renovations to the building have occurred that were both aesthetic and structural in nature. The facility is not accessible and is constantly plagued with mold problems due to the damp original basement and clay crawlspace. As such, the staff utilize this space for minimal storage and nothing of significance. Regular bleach treatments to the limestone walls by the Director have alleviated much of the mold, but it is an ongoing battle.

### ***Building Envelope***

The original library building, built in 1885 as doctor's residence, is constructed of limestone foundation with brick cladding. A portion of the foundation is a crawlspace consisting of clay earth. The timber construction was fortified in the 1997 renovations with steel beams being



added for support, interior walls removed and lathe walls replaced by drywall. Additionally the window and doors were replaced with replica vinyl sided closures. The roof was also replaced to a steel galuvine structure with ventilation access into the unfinished attic. Floors and walls have been repaired, and in the case of the first floor, renovation of the floors included returning the main areas to hardwood. Although the foundation was lifted and repaired in 1997, sink spots are evident, especially along the line of the basement foundation and crawlspace connection,

### ***HVAC Systems***

The HVAC system was repaired during the 1997 renovations. Some components were installed at that time including the new air conditioning system. As a result there are currently 4 thermostats within the building which each are responsible for varying controls. The air conditioning and heat for the second floor are controlled by a thermostat at the head of the second floor. However, there are no controls for heat within the rear of the building including the Director's Office and bathroom. This air conditioning control also is responsible for segments of the first floor. A separate air conditioning control for the main floor is found at the front door entrance, however this unit merely allows the second floor controls to function for the first floor. When turned off, no air will be allowed to the first floor, when on the second floor controls may (they do not always work) manipulate the temperature. The first floor heat is controlled by baseboard and thermostat heaters in the front half of the building including the two main collection rooms. The first floor bathroom and kitchen are controlled by electric baseboard heaters with the controls in the kitchen. The kitchen temperature is directly controlled by this but the bathroom often does not function. Further the bathroom has a direct vent within the wall which allows snow and cold temperatures to access the bathroom. As such, doors must be left open at night and on weekends to ensure no freezing of lines occurs. There are no temperature controls or HVAC mechanism within the basement or attic.

### ***Electrical Systems***

No records exist within the library as to the renovations. However, given the dates listed within the electrical panel it is apparent that during the 1997 renovations at least the electrical panel was replaced. Some electrical lines within the building, however, still remain from original electrical installation to the building. In 2008, electrical enhancements were completed for new computer centres. AT this time the electrical contracted stated that the building had reached the cap of potential draw from the current panel, and that if additional work/lines were to be required a second electrical box should be installed.

### ***Site***

The existing library site is within the main intersection of Six Nations Reserve, adjacent to the Six Nations Council Administration Office, and Six Nations emergency services (police, fire ambulance). It sits within walking distance to the main housing complex on the reserve, as well

as two elementary schools and the local green space (Veteran's Memorial Park). Pedestrian capacities are peak within this locale.

### ***Parking***

Two parking lots provide 10 spaces, one of which is seated adjacent to the accessibility ramp. A bike locking station is available on site, but is a distance from the front door and therefore youth tend to park their bikes on the front lawn adjacent to the front door, often blocking the front entrance. Strollers, Wagons and other youth transporting options are regularly parked on the front vestibule, also blocking traffic flow into the building. These must often be left outside due to high patron use and no available space for strollers near the computer stations or within the various collection areas.

### ***From the Agency Staff's Perspective***

Five on-reserve agencies completed the survey as well. Of these, all stated having interaction with the Library and each stated a need to forge additional partnerships in the future. Examples of partnerships included additional programming and events. The types of programs suggested are addressed in space allocations (e.g. genealogical events and research assistance, youth programming, senior program within an accessible space).

# Section V: Architectural Program and Capital Costing Profile

## **Proposed Profiles**

A comprehensive feasibility study on proposed plans is being conducted by Six Nations Council, specifically pertaining to a joint Six Nations Public Library and Archival Repository centre. This section offers insight to options, but the comprehensive Feasibility Study is should be deferred to for both space and costs.

### **A: *Renovate Current Facility***

The 1885 building could be renovated for accessibility purposes and to expand the Library. The front door would have to be removed and replaced with an automatic door. The North wall of the Library could have a three story wing added to it. Within this wing would be the elevator servicing the second floor, main floor and a lower level. The North window of the first and second floor would be removed and widened to allow access into the addition. The main floor addition would become the new children's section and programming space. The current children's section would become an expanded Circulation desk and computer space. The South room would become an expanded Fiction room. The second floor would remain the Native Collection with the new addition adding a programming room and new Non-Fiction room. The lower level would become stacks and archival/rare book storage for the library. This lower level would not attach to the basement, but be at the same level. This floor would be accessible by the elevator only with a key. The current 2 bathrooms would remain the only bathrooms in the library and would be renovated for accessibility purposes. The addition would add three floors within the current grassed section of the North lawn. The addition would measure 40' x 60' x 3 stories (7,200 sq ft additional space) at a rate of \$250/sq ft, totalling \$1,800,000 plus \$50,000 accessibility renovations, and interiors. The least costly of the options, this will not offer the Library the usable space an open concept interior would. It is also at a cost of the 1885 historic residence.

### **B: *Library (Only)***

The Library only would be a 15,000 sq ft building including all of the requirements listed within the previous objectives. This sole purpose building would include a small hermetically controlled archive room for rare books and archival collections of the Library, and would house all loading docks, storage, meeting rooms, and other space discussed in the objectives as possible shared space. At \$250/sq ft, this building will cost \$3,750,000 plus interiors.

### **C: *Library and Archival Repository Facility with Designated SNC Staff***

This option includes all aspects desired by the Library, but partners with several of Six Nations Council offices in order to have a community Archival Repository on site, with those offices present. The building would be approximately 50,000 sq ft building spaced over 2 floors. The Library space would be slightly lessened, removing spaces such as the Boardroom, offices, meeting space, and genealogy room, as well as the archive room. This space would not be moved to the second floor and would be shared with the staff of the building (e.g. having one Boardroom instead of three). A public elevator would allow visitors upstairs to the public and staff spaces. These spaces could be closed with a gate after hours. A rear freight elevator would be for staff only and be adjacent to the staff entrance and loading dock. The central third of the building would be the two-story open floor plan archival repository with access from both the first and second floors by swipe card access only. The final third of the floor plan would be designated office space for the Six Nations Council staff who move with the Archival Materials. The Six Nations Archival Centre Committee have created potential floor plans and a complete Needs and Feasibility Study is being completed by Six Nations Council pertaining to this plan.

***D: Library and Archival Repository Facility with/out SNC Staff***

This option follows the same requirements of Profile C, but without the 1/3 space allocation for administrative offices attached with the Archive. The Library would now take ½ of the building with the Archival Repository encompassing the remaining 50%. The facility would be between 35,000 sq ft. Staff would need key card access into the staff entrance and Repository. The Library would be responsible for maintaining only their records within their larger shared space. Estimated cost at \$250/sq ft is \$8,750,000 plus interiors and archival equipment.

***E: Library and Archival Repository Facility with Central SNC Administration Offices***

Similar to Profile C, this facility could add additional administrative space to house the Six Nations Council Administrative Building (and possibly other SNC offices) under the same rood as the Public Library, Archive repository, and Archival office staff. If this was the case, it should be also considered to add additional space to have a central store for SNC. The cost saving of ordering annually, semi-annually or in bulk would be a cost saving endeavour for all offices and agencies of Council. No pricing or size is estimated here as it is unclear what space allocations are required by Six Nations Council. It can be assumed that this project will be significantly larger than Profile C.

**Recommended Profile (C)**

The Six Nations Public Library Board and staff have determined Option C to be the most productive use of space. This has also been approved as a working plan by the Six Nations Archival Centre Committee and has been put to Council to conduct Feasibility study to that end. That report is not available at this time. It is the anticipation that the study will recommend this option as a viable solution. Concerns which may make this option unavailable will be (a)

available land that is suitable to the village core need of the Library; (b) limited available funds for contribution by any of the various parties; (c) problems in building an MOU for space use and cost sharing within the building.

### Possible Locations

If looking at Profile C, two possible locations have been considered. Initially, the best location for the Six Nations Public Library is its current location. In the event that the Six Nations Police and emergency services should be moving to a new location, the current Police station and lot could be demolished and the complex could be placed on that site. A two or three-story building in this place would not interfere with any line of sight. It would be far enough from the road to be viewed as a distraction, but still central enough to meet the needs of all community members. If this location is considered, Profile E may be a viable solution, with Six Nations Council offices also moving to the site.

The second location is within the parks and Recreation Complex. Although not a part of the current Master Plan, the building site could be placed on the far West end of the lot. This would be the maximum distance for pedestrians to gain access. The best location would be where the current horse track is located. This lot is not regulation size and is in need of serious repairs. By placing the Library in this site, and the moving the track to the far West location, the Library would be close to the schools and walkers, and the track would be given a new home with regulation schematics.

### Required Resources Based on Profile C

50,000 sq ft at \$250/ft: Estimated Construction Cost \$12,500,000 plus interior and specialty equipment

Description		Unit Expense	2010	2011 x10%/year	2014 x10%/year
Phase I: Planning and Design	<i>Key Components of this Phase:</i>				
	Feasibility Study and Geographic Investigation	1% of Construction Cost	125,000	137,500	175,000
	Architectural schematics & creation/renovation of Library Master Plan	10% of Construction Cost	1,250,000	1,375,000	1,750,000

<b>Phase II: Construction of the New Building Shell</b>	<i>Key Components of this Phase:</i>		
	50,000 sq ft	\$245/sq ft	12,250,000
	<ul style="list-style-type: none"> <li>• Utilities brought to site</li> <li>• Foundation excavation and pour</li> <li>• Two floor 25,000 sq ft sq ft steel commercial construction</li> <li>• Installation of windows &amp; exterior siding/walls</li> <li>• Installation of industrial flooring</li> <li>• Installation of heating &amp; cooling systems</li> <li>• Installation of interior wiring: utilities, visual security, &amp; wireless nodes</li> <li>• Installation of interior non-weight bearing dividing walls</li> <li>• Installation of elevators to second floor</li> <li>• Installation of accessible</li> </ul>		

	bathrooms & kitchenette	
<b>Phase III: Completion of the Interior and Completion of Exterior Landscaping</b>	<i>Key Components of this Phase:</i>	500,000
	<ul style="list-style-type: none"> <li>• Plant exterior landscaping</li> <li>• pave/pour parking lots, drive ways</li> <li>• loading dock and walkways</li> </ul>	
	<ul style="list-style-type: none"> <li>• Exterior lighting/signage</li> </ul>	
	<ul style="list-style-type: none"> <li>• Installation of fire suppression and smoke detection system</li> </ul>	
	<ul style="list-style-type: none"> <li>• Installation of security cameras and recording system, parking lot &amp; exterior lighting</li> </ul>	
<b>Phase IV— Completion of Individual Interior Spaces</b>	<i>Key Components of this Phase:</i>	
	<ul style="list-style-type: none"> <li>• Purchase/installation of hermetically sealed archival storage room &amp; equipment</li> </ul>	500,000
	<ul style="list-style-type: none"> <li>• Purchase/installation</li> </ul>	15,000

	of display/museum space, equipment & materials	
	<ul style="list-style-type: none"> <li>• Purchase of meeting rooms &amp; programming space furniture</li> </ul>	
	<ul style="list-style-type: none"> <li>• Installation of electronic book security system</li> </ul>	18,000
	<ul style="list-style-type: none"> <li>• Purchase of new shelves</li> <li>• space-saving book storage</li> <li>• study carrels</li> <li>• furniture &amp; office equipment</li> </ul>	
	<ul style="list-style-type: none"> <li>• Purchase of network/printing technology</li> </ul>	
<b>Phase IV— Completion of Individual Interior Spaces</b>	<i>Key Components of this Phase:</i>	300,000
	Purchase of 5,000 new books and resources	150,000
	Purchase of new computers & Smart Rooms	100,000
	Purchase of new online cataloguing system	25,000





# Appendices:

## **A: Schematics of Library**

The feasibility Study being conducted by Six Nations Council will offer true schematics of the recommended profile. The following plans are rudimentary but outline the intended needs of this Assessments recommended plan. Additionally, the original intended plan of Six Nations Public Library Board is also attached here as it outlines the complete needs of the Library, should a partnership not be forged due to funds, space or available village core locale.

## **B: Needs Survey**

The Needs Survey was conducted in the spring and summer of 2008, with additional collections in the winter of 2009. A total of 89 participants submitted surveys. Four of which were agency surveys, and 85 were users. Only 1 survey had to be discarded due to consistency of responses (this survey was not completed properly, with multiple responses for the same ticket boxes). Copies of the survey and results are attached.

## **C: Focus Groups**

Focus Groups were conducted during the 2008 and 2009 years. In total five focus groups were completed including staff, archival workers, and community. 27 participants were involved. Participants were selected due to their involvement in programs and services or the Library or due to their employment with or in partnering agencies of the Library. Summary of groups are attached.

## **D: Community Forum**

The Community Forum occurred at the Library on June 11, 2009. This forum was an open house where guests were invited to discuss their interest in the future Library. This event was publicized at the Library, on the Library website, on the local CKRZ radio station, and in one of the two local newspapers. Five participants attended the event. Summary of event is attached.