

OIR: 2223/560

9 June 2023

[REDACTED]
[REDACTED]

Tēnā koe [REDACTED]

Request for Information under the Local Government and Official Information and Meetings Act 1987 (the Act) (the LGOIMA)

Thank you for your email of 14 May 2023 requesting the following information:

1. Details of the cost of sending the Library Services Manager on a study tour of libraries in Europe.

There was no cost to the Kāpiti Coast District Council. The tour was the result of the Libraries Manager being the recipient of a research scholarship from the Library and Information Association of New Zealand Aotearoa (LIANZA) and was funded through a grant from LIANZA, Internet NZ and personal funding from the Libraries Manager.

The purposes of the tour were to:

- Explore the application of national frameworks in supporting the learning and development of the public library workforce;
- Understand the role libraries can play in supporting digital inclusion in local communities; and
- Explore new library builds as an expression of positioning public libraries in response to future trends.

The purpose of the last point was to identify efficiencies and opportunities from other libraries that could be applied to the Waikanae Library project and shared with the wider library sector.

Please note that any information provided in response to your request may be published on the Council website, with your personal details removed.

2. A copy of the Manager's report on that tour.

No formal report is required by the grant funders but the Libraries Manager is required to make a number of presentations on the tour and his findings.

Enclosed is a copy of the presentation he made to library staff for your information.

3. If not set out in the report details of libraries considered other than Kalk and Tilburg.

The Libraries Manager visited Edinburgh City Libraries, Stirling Libraries, Storyhouse (Chester), Shropshire Public Libraries, Cologne Central Library, Kalk community library (Cologne), Rozet (Arnhem), LocHal (Tilburg), and Muntpunt (Brussels).

He also attended the Edge 2023 library innovation conference in Edinburgh.

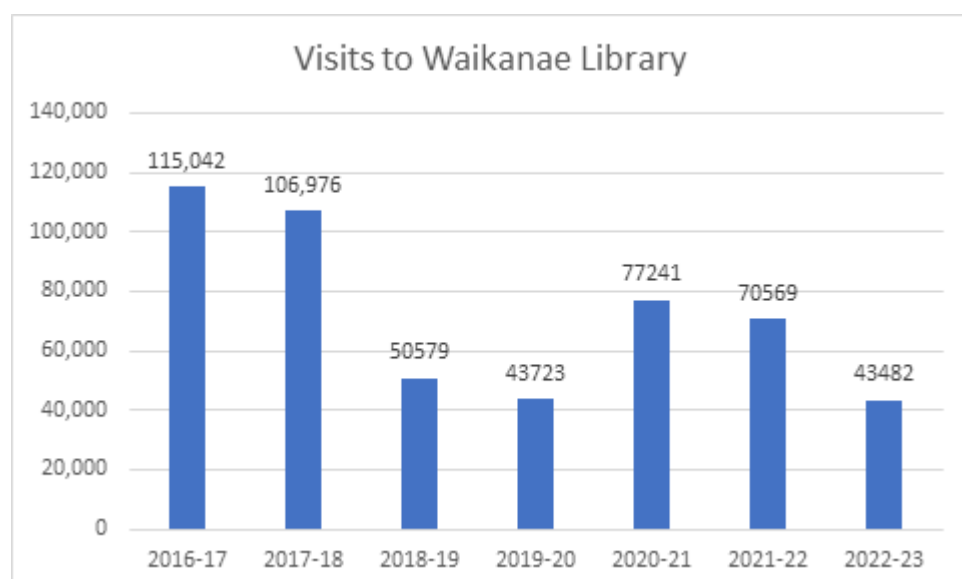
4. If not set out in the report the reasons for selecting Kalk and Tilburg libraries.

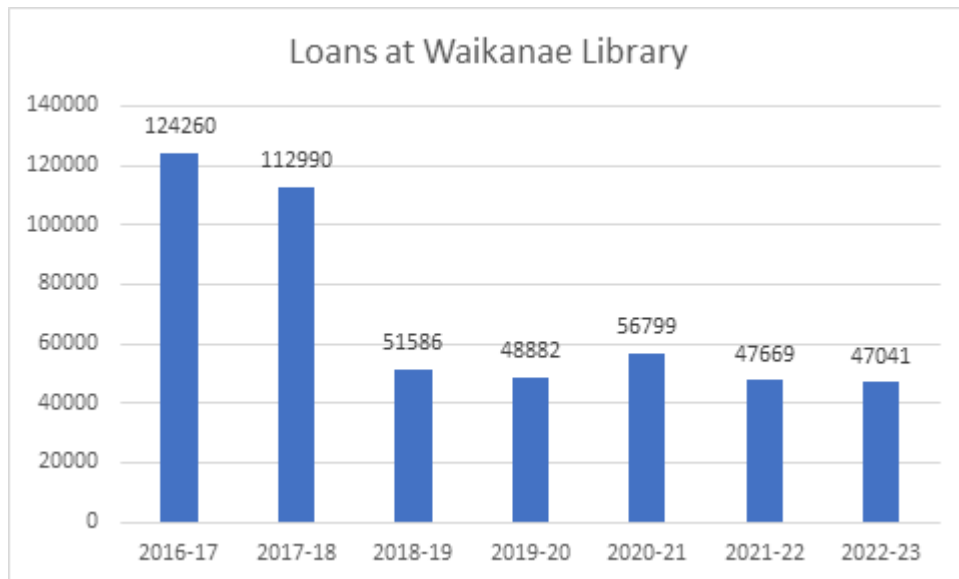
Kalk and Tilburg were chosen as they best showcased the future direction of public libraries in their evolving role as community hubs, and provided ideas for what could be considered for the Waikanae Library build. Learnings from other libraries visited on this tour is also reflected in these two libraries.

5. A copy of any report prepared either when the existing library closed or at any time on the usage of the Waikanae library and the ability of the existing building to provide for the community's needs.

Statistics for Waikanae Library July 2016– April 2023

**Note the library closed in November 2018, it re-opened approximately two weeks later, firstly as a pop-up in the Mahara Gallery, then as a pop-up in the current location.*





Enclosed is a report by Boffa Miskell that outlines the anticipated gross floor area required for the future library, based on estimated population growth and on sector best practice.

I trust this information is helpful.

Ngā mihi

Mike Mendonça

Acting Group Manager Place and Space
Te Kaiwhakahaere roopu, Takiwa me te Waahi

LIANZA Study Trip

March 2023

Scotland / England

Cologne

Arnhem / Tilburg

Brussels

PURPOSE

- Build knowledge of the application of capability frameworks in a public library context
- Understand the role libraries can play in supporting digital inclusion in local communities
- Visit a range of new library builds to explore what learnings can be applied to Kapiti and New Zealand



**EDGE
CONFERENCE
Edinburgh
1-3 March 2023**

Concepts

- 20 minute Neighbourhoods - living well locally
 - Warm and Welcoming – Government Initiative
 - Universal Library Offering
 - Library of Things
-
- Talking to unlikely partners
 - People at the heart of our story
 - Libraries as green focal point
 - Libraries have a unique ability to reach & engage people
 - Building the 'department store of the soul'

Take Outs – United Kingdom

- Public Libraries generally are severely under funded, resourced and staffed
 - Resulted in closures, volunteer staffing but also new opportunities
- Libraries are picking up wider roles in community services, in particular health
 - Building very strong community partnerships
- Limited funding, support or prioritisation for staff development
- Losing staff because of the lack of development



STORYHOUSE - CHESTER







CINEMA
MEZZANINE

THEATRE
Rd. Circle Doors E F Gallery: Doors G H
GARRET
Art & Theatre









COLOGNE



KALK - COLOGNE



Community's third place

- *The Kalk Library has been transformed into a shared space that invites library users to gain new experiences, forge plans, deepen their knowledge, learn social cohesion, or simply enjoy the comforts of a non-commercial and friendly environment.*
- *Dr Hannelore Vogt – Cologne Libraries Director*







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Bestseller-Service

jede Woche neu!

Kostenlos
Ausleiher
kostenlos

pro Tag

Für
Neugierige
und
Mitmacher

Ma







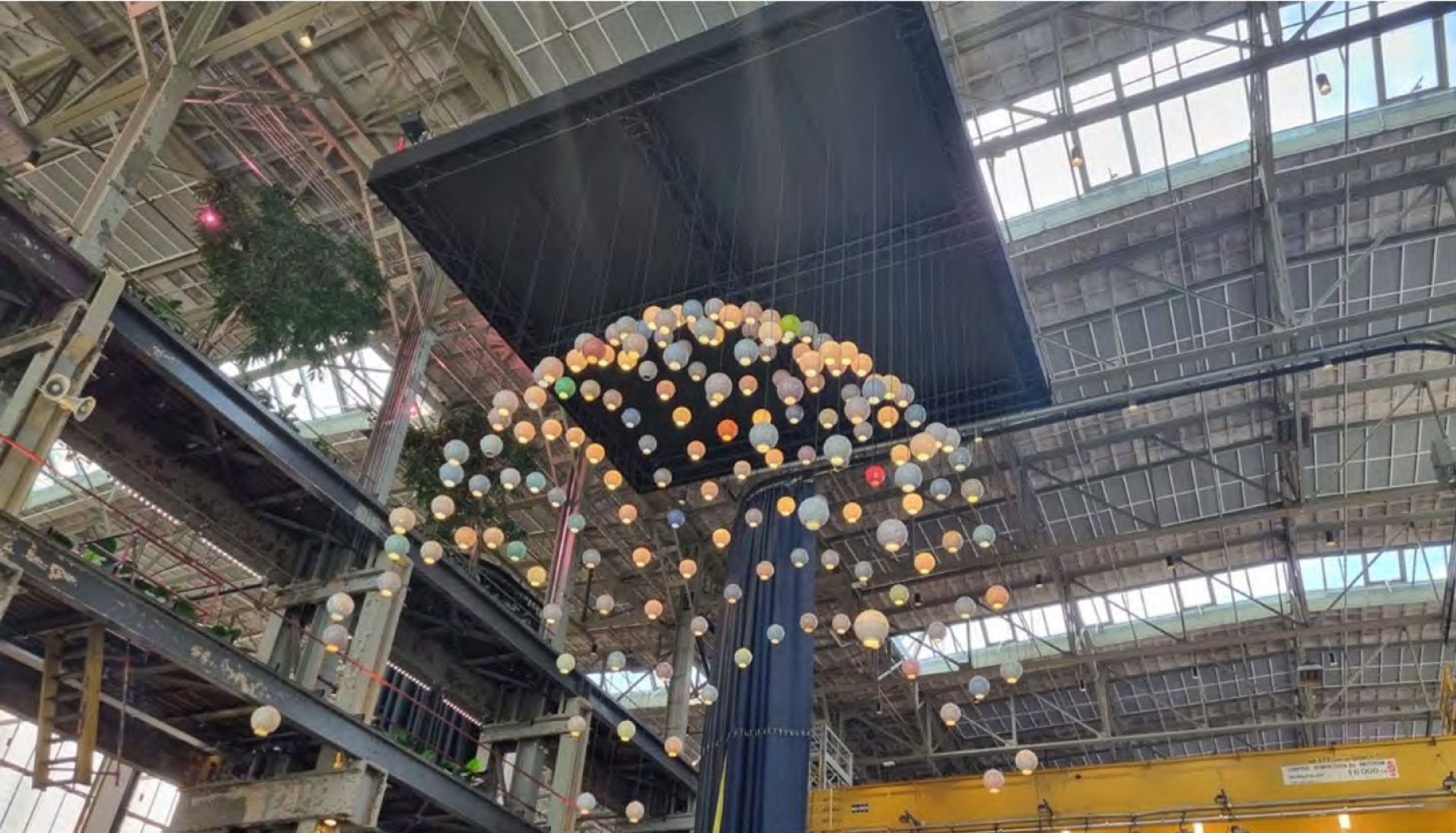
ROZET - ARNHEM











LOCHAL – TILBURG

‘Everyone can find their place at Lochal’



Concepts

- Design concept – ***unexpected encounters***
- Activate People: inform/inspire/experience/change
- Lending Library -> Programming Library
- Consuming -> Creating/collaborating/sharing
- Knowledge makery

Down to the detail

- Over 300+ different study/meeting options
- Tiered seating /auditoriums (3 stories high)
- 6 labs: Makerspace/Gaming/Food/Word/Time/Future
- Retail approach to collections and layout
- Staff on floor but not fixed desks Same for most libs)
- Customers can actually solve things themselves



PEXPO LocHal
ismakerij







Het FoodLab heeft zich aangepast aan haar
geen vaste vorm. Ons mobiele FoodLab vind
begane grond van de LocHal, maar het is ook
als extra ingrediënt bij activiteiten op andere
Bibliotheek. Ook in de LocHal expositieruimte
Samen met Kunstloc Brabant maken we expo
lokale voedselproducenten en kunstenaars vr
te buigen over een lokaal voedselvraagstuk.

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Robotics
Sensors
Test-Drive
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PERSON GELUK

HARDOES DE GOVERNAR

Zijn we al?





0.7 Leesboeken







festival tweedehands



MEGA
VINTAGE
KILO SALE

BEHIND
THE SCENES BIJ
KRINGLOOP TILBURG



TWEEDEHANDS
TROUWJURKEN
HET PALEIS



TEXTALK
POP-UP



DEEDRUK
TAKE-OVER



My takeaway themes

- Importance of Community Spaces
- Enabling Connections
- Learning and Growing (expanding the mind)
- Culture and Heritage





Sue Sutherland Consulting
A division of Sutherland Services Ltd

athfield
architects
limited
athfield
architects
limited
athfield

DRAFT
Boffa Miskell



WAIKANAE LIBRARY AND SERVICE CENTRE

FACILITY BRIEF



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PREFACE

The following Waikanae Library and Service Centre Facility Brief forms a section of the Waikanae Town Centre Framework Plan. This Facility Brief section is presented here as a 'stand alone' document that represents this deliverable as a stage of the Framework Plan process.

The brief will be used to inform next steps for siting options for the facility and will ultimately be set into the Framework Plan along with the options considerations, the assessment processes along with a range of initiatives that pertain to both the facility itself and its place in stimulating transformation in the Waikanae centre.

WAIKANAE LIBRARY AND SERVICE CENTRE

FACILITY BRIEF

DRAFT

INTRODUCTION

BACKGROUND

Boffa Miskell have been engaged by Kāpiti Coast District Council to develop a Waikanae framework plan which is to include a new Library and Service Centre facility. Sue Sutherland Consulting has been engaged as a sub consultant to Boffa Miskell, to “reimagine the Library and Service Centre” and to develop this brief. The desired outcome for the new facility is that it should be a civic/community space that is a catalyst for the wider development of the area.

PURPOSE OF THE BRIEF

The purpose of this brief is to explore the possibilities and opportunities that a ‘reimagined service’ might deliver and to document the rationale and requirements that will be needed for the new facility. This includes:

- Placing the library and council service within its local context to understand the potential impacts of growth and the changing environment
- Outlining the trends and examples of comparable NZ and/or international examples of ‘reimagined’ facilities of this type
- Briefly describing the services and functions to be delivered from the building
- Outlining the different types of spaces and the amount of space required for the different functions and spaces, and any adjacencies
- Highlighting any potential synergies/partnership that might be incorporated into future planning
- Noting technology and digital requirements
- Determining the m² area requirements based on industry standards and guidance

The brief has been informed by the following:

- Limited staff and community consultation. There was no korero with iwi as this is happening in other fora.
- Desktop research into local context and discussions with Boffa Miskell and Athfield Architects on the wider considerations for the Waikanae framework plan
- Use of tools such as the *People Places*¹ calculator and the ALIA² and NSW³ Library Standards (note the New Zealand standards were last

updated in 2004 and are no longer considered appropriate given the changes that have occurred with the rise of eBooks etc)

- Sector knowledge of the trends and changes in public library services and operations, including familiarity with new builds.

The brief is in two sections: Section 1 outlines the local and national context and provides a summary of the consultation which includes a review of previous consultation; section 2 outlines the requirements for a new library and service centre and provides two possible options. Suggested space requirements are also provided.

It should be noted that this is not a full spatial design brief. It is a high level overview of gross spatial requirements. Once a decision has been made on the size of the facility to be built, and what other functions might be included in a new facility, more detailed requirements will need to be done.



SECTION 1: CONTEXT

DEMOGRAPHICS

The catchment for the new Waikanae library and service centre comprises the statistical areas of Peka Peka, Waikanae Beach, Waikanae Park, Waikanae East and Waikanae West.



	2018	2051 (projected)
Peka Peka	630	1,816
Waikanae Beach	3,360	4,640
Waikanae East	2,440	5,525
Waikanae Park	2,110	5,603
Waikanae West	4,460	6,916
Total	13,000	24,500

Population growth is significant in this area and is expected to reach 24,500 people by 2051. There is no projected breakdown of the population by age. Currently this part of the district has higher than average numbers of people over 65 years. However, the mix of ages is likely to change over time with more families and young professionals likely to move to the Kāpiti Coast both for lifestyle and the easy commute. The Council is also working with central government to encourage government departments to relocate some of their offices to the district. The growth strategy anticipates that central Waikanae may well have more high-rise developments with apartment style living which could drive the need for more communal indoor and outdoor space.

THE LIBRARY NETWORK

Waikanae is one of four libraries provided by the Kāpiti Coast District Council. The library in Paraparaumu acts as the ‘central library’ and houses network staff and the Library management. The other two libraries are Otāki in the north and Paekākāriki Library in the south. The Waikanae Library and Service Centre was closed in November 2018 and a temporary facility in the former Artel Gallery space in Mahara Place has been operating since July 2019.

Prior to closure of the library there were 4 full-time library staff, two half time weekday and 3 part-time weekend staff. There was one full-time Council customer service staff member. A community information service had its own office with, usually, one person answering questions.

The collections numbered around 25,000 items, although currently the temporary library has a very small collection of around 2000 items.

Council approved \$13.8m in the Long-Term Plan 2021–41 for a new or upgraded library and service centre in Waikanae. Publicity concerning the development identified that:

“Around the world libraries are changing, and we want to ensure our new facility aligns with modern library trends and is set up to cater for future communities. We also want to take the chance while we’re developing a

¹ PEOPLE PLACES: A GUIDE FOR PLANNING PUBLIC LIBRARY BUILDINGS STATE LIBRARY OF NEW SOUTH WALES <https://www.sl.nsw.gov.au/public-library-services/people-places/library-building-calculator>

² APLA-ALIA STANDARDS AND GUIDELINES FOR AUSTRALIAN PUBLIC LIBRARIES, MAY 2021 <https://read.alia.org.au/apla-alia-standards-and-guidelines-australian-public-libraries-may-2021>

³ STANDARDS AND GUIDELINES FOR NSW PUBLIC LIBRARIES. LIBRARY COUNCIL OF NEW SOUTH WALES, AUGUST 2020.

FACILITY BRIEF CONTINUED

major new asset, to look a bit wider and identify how a new facility could affect how the town centre works.

We'll investigate ways a new library facility might help improve community wellbeing, enhance the local economy, better connect the township to the train station, and how it might be able to incorporate housing into the town centre." (Janice McDougall, Group Manager People & Partnerships)⁴

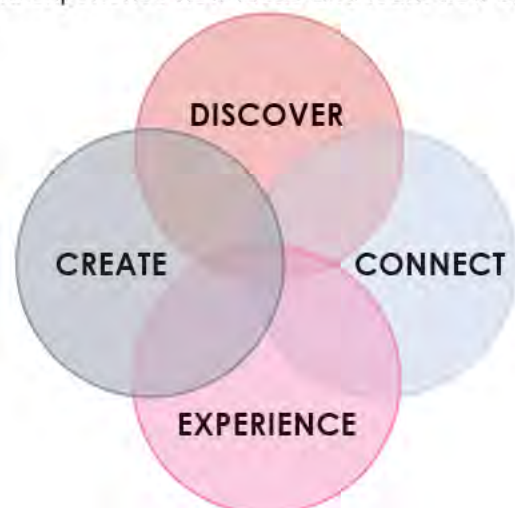
LIBRARY BUILDINGS AND SERVICE TRENDS

There has been a significant number of new libraries built in New Zealand over the past two decades. There are number of factors driving these developments:

- Current facilities reaching end of life or requiring major work to bring them up to building standards following earthquakes.
- The recognition of the importance of libraries as part of the crucial social infrastructure of a community or city.
- The need for larger facilities to accommodate the changing services offered by libraries and to provide for people-based activities.
- Opportunities to collocate libraries with other council, cultural, commercial and/or education facilities, providing economies of scale, or revenue opportunities for councils.

Most new buildings have been architecturally designed, often built with sustainability and green building standards as a priority.

The nature of library services has also changed dramatically over the past two decades. The emphasis is now on libraries as spaces for people where human interaction with knowledge and ideas has precedence. Collections are still important but what people do in the spaces to discover, create, connect with and experience new ideas and learn new skills has priority.



This means different types of spaces with more room for study, working, browsing, programming, interacting with others, performing, watching and participating in activities.

These trends have been happening worldwide with numerous examples of great libraries ranging from those for smaller communities as well as large cities. Just some examples of New Zealand libraries are provided in Appendix 1.



Te Takere, Levin

COMMUNITY INPUT

Two online workshops with staff and two online focus groups with representatives from Waikanae and Kāpiti who had experiences and connections that are relevant to this project, were held on the 15th and 18th April respectively. Output from earlier consultation was also reviewed. The following is a synthesis of the views and ideas obtained.

The Waikanae Library and Service Centre will be a destination, drawing people to it through its design and positioning in Mahara Place. It will be a centre of activity, reaching out to the community and drawing energy back. As well as being the place for traditional library and council services it will provide spaces and resources that attract all ages and diverse needs. Meeting rooms for community use, a workshop with community kitchen, co-working space for commuters and those who work from home, education/learning spaces with computers and other technology for use and experience, and a music space were all ideas that were shared.

There needs to be activity space for library programmes and children's activities, a great 'living room' space for reading and browsing and a place for young people to 'hang out' and be creative. There was a strong sense of not duplicating services elsewhere, e.g. a cafe, that might undermine business elsewhere. However, others saw this as an essential element of the reimagined library (which could also be a business opportunity for an

existing or new operator) and there was a desire to be able to have drink and food in the library.

The arts are important in Waikanae and there should be links with the Mahara Gallery, a place for community arts exhibitions, and the possibility of Artist or Writer in Residence programme. Art should be integrated into the fabric of the building including the suggestion of tactile art. Links with the Museum could promote that facility and encourage greater use.

The Citizens Advice Bureau would like an outreach clinic in association with the JP Clinic. Visitor information could be supplied out through this means or from the Customer Service Centre. There was also the suggestion for exploring having a community services hub associated with the facility which might be where people can access central government services in one place, or where NGO's who provide on the ground services could be located together.



I-Site and store, Puke Ariki, New Plymouth

The space will be generous, open, welcoming and accessible (physically and culturally). The building will be clearly identified as being of this district and place, reflecting the natural environment and the stories and values of Mana Whenua, as well as the European history of the place. Landscaping and the link with other key buildings such as the gallery and the Marae will be important, as will visibility with the train station. There was a suggestion for enabling a community garden and planting.

The facility will be a library for tomorrow as well as today, linking to the other three libraries and pulling them forward. Ideas for linking through a motif, or kinetic art, or a 'green trail' were suggested. The facility will engender a sense of community ownership and pride.

The word Mahara means to think and ponder – an appropriate place for the reimagined library and service centre to be located.

⁴ [HTTPS://WWW.KAPITICOAST.GOVT.NZ/WHATS-ON/NEWS/2022/DEVELOPMENT-OF-NEW-WAIKANA-E-LIBRARY-ENTERS-NEW-PHASE/](https://www.kapiticoast.govt.nz/whats-on/news/2022/development-of-new-waikanae-library-enters-new-phase/)

FACILITY BRIEF CONTINUED

Suggestions for the underpinning values or principles to guide the development included:

- Kotahitanga – together in unity
- Whanaungatanga – relationships, belonging
- Whakapapa –connection to our history and the families of our community
- Whakaaro- thinking
- Manākitanga – welcome for the whole community

These principles would need discussion with Mana Whenua as to their appropriateness. In addition the following were prioritised:

- Innovative, active and stimulating
- Welcoming, safe, accessible and inclusive
- Interconnected
- Sustains and contributes
- Engenders pride

SECTION 2: WHAT IS NEEDED

VISION FOR THE FUTURE

The reimaged Waikanae Library and Service Centre will be a place where visitors and the people of Waikanae and surrounding areas can relax, learn, play, work, engage and connect. The objective is to create an innovative space which celebrates, activates and complements learning and knowledge in all its forms. During the course of the project a set of underlying principles should be developed and agreed. There is a desire that this work is done in partnership with mana whenua. It is presumptuous at this stage to identify what those principles will be, however, there are some general principles which might be in the mix.

- Accessible: easy to use, open when customers need it
- Inclusive: celebrates diversity, safe and welcoming; encourages participation of all regardless of gender, cultural and socio-economic background, religion, age or sexuality.
- Place making: identifiably local; activates and contributes to the vibrancy of the town
- Responsive: embraces the ideas, skills and needs of individuals, groups and the wider community.
- Sustainable: built to last, uses resources wisely



Maker Space, Waitohi Library, Johnsonville

The new, upgraded Waikanae Library and Service Centre will contribute significantly to social and cultural well-being. Benefits to the community include:

- A modern fit for purpose community facility that will add significant place-making value to the look and feel of Mahara Place
- Multi-functional meeting and interactive spaces available for both library and community use during the day and after hours
- Enable greater programming and creative events which are now part of a modern library offering
- Cater for the information and digital needs of locals and visitors
- Offer hands on and tactile learning opportunities through providing access to digital and artisan tools and technologies
- Act as a focal point for community groups by providing a venue for their activities, e.g. book clubs, knitting circles, workshops, young gamers, music groups
- Support children and young people's literacy and learning by encouraging reading for pleasure as well as learning through play
- Provide improved access to reading materials with more retail type display and merchandising (face out display)

LIBRARY AND SERVICE CENTRE REQUIREMENTS

Two options have been considered: a base option and a best practice option. The key differences in these two options is the size of the collection, the number of seats, the number and size of meeting spaces and the amount of activity space.

Both options are based on the expected population growth in 2051 which is

24,500. This will give around 25 years of growth from the time of building completion. A summary of the two options is below:

	Base option	Best practice
Population served	24,500	24,500
Collection size: 1.6/2/ per capita	39200	49000
Numbers of seats: lounge, study, niche, group study	125	145
No of meeting rooms	3-4	4-5
	m2	m2
Collections	460	575
Seating (includes seating for all areas)	415	480
Children's activity space	40	50
Young adults space	40	50
Computer area	50	50
Customer Service area, including Council, returns, info	100	100
Lobby, circulation at entry	60	60
Makerspace/studio/tech lab/Games media	80	120
meeting spaces	160	180
Display/exhibition	25	25
Amenities: Public toilets, parent room, cleaners, server room, loading dock, garbage, store,	180	180
BOH - staff workspace, toilets, lunch room, storage	100	100
NFA	1710	1970
GFA, including vertical circulation, walls etc. - 15%	260	295
	1970m2	2265m2

The best practice option is based on the *People Places* calculator which is attached as Appendix 2.

PUBLIC SPACES

COLLECTIONS

The number of items in a collection is based on a per capita requirement. The minimum items per capital is 1.6 and best practice would require 2 items per capita.

The shelving calculation is based on 70 items per square meter. In some areas shelving will be three shelves high (as in the illustration for children's fiction). Other areas may be four shelves high, or if against a wall, some non-fiction collections may be five shelves high. An important consideration in any shelving layout is lines of sight, and accessibility. The allowance between shelves is approximately 1.4 meters which is sufficient for wheelchair access.

Visual display with face out materials is desirable and some areas (in the children's library in particular) will be on castors, to enable ease of movement.

Once the overall space requirements for the building are seat a more detailed brief on shelving requirements for all types of collections with be required.

FACILITY BRIEF CONTINUED



Teens reading, Tūranga Library, Christchurch

SEATING

The best practice allowance for seating for a population of 24,500 is 145 seats. The Base option has reduced this to 125 seats.

Seating comes in many forms. Comfortable lounge chairs, group study tables, high bench with stools for using laptops (for commuters, or for those work from home and require a change of space), soft cushions or bean bags in children's areas, couches and café type seating at tables.

Seats can be used to create 'rooms' or provide more privacy with high backs and sides. The space required for individual seats depends on the style of seating selected. The allowance in both options provides seats for all specialist areas such as children's or young adults. However, the seating in the computer area is additional to these quantities.

CHILDREN AND YOUNG ADULTS

Children and their families are a key customer group for libraries. In addition to the space required for collections and seating (allowed for in the above), there is a need for between 40-50m² for story reading and play/craft areas. A parenting room and children's toilet should be adjacent (calculated as part of the Amenities space). Room to park toddlers' buggies should also be nearby.

A similar sized space for young adults of 40-50m² is allowed. As well as reading and using computers/laptops the area can provide some relaxation space for young people who like gaming, either on play station or computers. Activities such as programming and coding, robotics, making videos, using virtual reality technology and 3-D printers, which will be of interest to teens, would be provided in the Tech lab space (see below).

COMPUTER AREA

The provision of public personal computers to access the internet, with associated printing and scanning equipment, is an integral part of modern library development. Wifi access is key for those bring their own devices and they often require access to printing and scanning. Not all tasks can be done on a smart phone. Tasks such as writing a CV or needing to access productivity tools such as word and excel will require access to a PC. Eight personal computers is appropriate to this size population. For ease of staff support it is preferable to group the computers together. The printer, scanner and copier are also likely to be used by those who bring their own devices.



Māori Scrabble, Far North District Libraries

CUSTOMER SERVICES AREA

100 square meters has been allowed in both the basic and best practice options. Functions that will be offered in this space include Council Customer Services which will include the taking of cash, library customer service point, collection of books on hold for a customer, self-issue of items and book returns. This space will be an important aspect of the customer experience and a major connection point between council and the community. It provides the opportunity for face to face interactions and the layout will need to support these outcomes. This area will be close to the main foyer/entrance, and ideally close to back of house staff areas for book returns and book sorting and handling. Storage for stationery and other items used by Council Customer Service is included in this figure.

At this stage the operational model for library and council services is not yet decided. Currently it is expected that the two functions will be operated

by separate staff from separate service points but back of house spaces would be shared. Because of the need to take cash, it is likely the council service desk will mean transacting business across a counter rather than side by side which is the preferred model now for library customer service.



A variety of seating options and shelving, Rotorua Library

LOBBY/WELCOME ZONE

The lobby is the transition zone between the outside and the inside forming a weather barrier in inclement times. Two sets of automatic doors, possibly offset to prevent wind tunnels are needed for ease of access, particularly by those with disabilities. Depending on the size of the foyer it can provide other services such as community noticeboards and seating. Immediately adjacent to the entry there should be safe parking for children's scooters. Space allowed is 60m².

MAKERSPACE/STUDIO/TECH LAB/GAMES AND MEDIA

The maker movement in public libraries is now mainstream. Libraries provide a variety of ways of learning through doing, making, creating and experiencing stuff. The space needs to meet multiple creative needs from using sewing machines to creating things on a 3D printer. Virtual reality (VR) goggles, small programmable robots, electronic microscopes may be some of the technologies used.

The space will need a storage cupboard although it is anticipated that most of the more robust items would be permanently out and available for use, e.g. sewing machines, over-locker, 3D printer.

The base option provides for an 80m² space which includes storage. The best practice option also has allowance for a music lab/media space, with a total area of 120m² for these functions.

FACILITY BRIEF CONTINUED



Transformation Music Lab, Aarhus (Denmark)

MEETING/LEARNING SPACES

The base option has allowance for one large meeting space and either 2 medium sized meeting rooms or 1 medium size and 2 small, giving a total of 160m². The best practice option has an additional meeting space at a total of 180m². It may well be that a different mix of sizes and spaces is needed once the detailed planning is done but the amount of space allowed should be sufficient to accommodate a group of 60-80 people seated, or for a programme with around 30 attendees. The smaller meeting spaces can be used for JP clinics, interviews and small group study.



Exhibition Space. Te Takere, Levin

DISPLAY/EXHIBITION

25m² has been allowed for this function in both options. Some of the space may be with semi-permanent display promoting aspects of the area; some of it will be for promoting events or community activities.

AMENITIES

180m² is allowed for functions such as public toilets, parenting room, cleaners’ cupboard, server room, loading area, rubbish area, storage.

Consideration should be given to unisex toilets, the quality of the fittings, accessibility and privacy. The Kāpiti Accessibility Advisory Group provides the Council with advice on planning, funding, managing and delivering Services for people with disabilities. The Council will work with the Kāpiti Accessibility Advisory Group throughout this Project to understand issues of access, equity and inclusion.

STAFF AREAS

100m² is allowed for staff workspace, including storage, staff lunch room and staff toilet/shower. Book sorting and handling is part of this space and needs to be ground floor and preferably adjacent to the customer service point. Storage for council customer service is also a requirement.

ADDITIONAL SPACES FOR CONSIDERATION

During the consultation there were suggestions for other types of space and these are included below:

	Base Option m ²	Best Practice m ²
Cafe	50	55
Community Kitchen	25	25
Workshop	50	60
Sub total	125	140
GFA at 15% approx	20	20
Total	145m²	160m²

A café is being included in most modern libraries. However, because there is mixed views on having one in the upgraded Waikanae Library and Service Centre it has not been included in the base build. A workshop was suggested and this could be included with or without a community kitchen to support activities. The workshop would have a different focus to the maker space/tech lab in the library, providing opportunities for activities possibly similar to men’s sheds or gardening. Both the workshop and community kitchen have been incorporated into other library builds in recent times (Te Ara Ātea has a small workshop space and Palmerston North City Youth space has a community kitchen).

In addition to these suggestions there was also a desire by some to have other community based facilities either co-located in the new build, or certainly adjacent. Ideas included community based NGOs who have government contracts to deliver services, or central government agencies that provide government services having a shared office. Discussion with these groups and local iwi is needed to determine interest. No estimate of space requirements has been made as these functions would be additional to the reimagined library and service centre requirements.

TOTAL SPACE REQUIREMENTS

If all facilities are included in the new build the total space required is:

	Base Option	Best Practice
Population Served	24,500	24,500
Collection Size: 1.6/2 per capita	39,200	49,000
Number of seats: lounge, study, niche, group study	125	145
No of meeting rooms	3-4	4-5
	m ²	m ²
Library and service centre requirements	1710	1970
Additional functions	125	140
	NUA (Net usable area)	
	1835	2210
	Gross floor area at 15%	
	275	315
TOTAL	2110m²	2425m²

TECHNOLOGY AND DIGITAL REQUIREMENTS

Technology will evolve quickly over the 30 year timeframe being considered for this building. Key to keeping abreast of the changes is to have a good technology backbone with quality wifi available for both public and staff use. Electric power outlets need to be near study desks – ideally located along wall edges as getting power to floor boxes is more expensive. Some of the multi-purpose meeting rooms should be equipped with internet enabled smart boards/TVs – whatever is the latest technology at the time of fit out. Play station or Nintendo devices may be wanted particularly for teens, possibly connected to large screen TV(s) to enable others to watch or compete on games.

Use of video to tell local stories is a possibility and thought needs to be given as to how this would be used in the new facility. An example of this can be seen in Te Ara Ātea, the Rolleston Library in the Selwyn District.

EXTERIOR

- Points to consider in placing the building on the available land are:
- Relationship with Mahara Place
- Visibility from the street
- Easy access, particularly for accessible parking
- Parking for bikes and eBikes
- Outdoor space if used by children needs to be secure
- Relationship with the Marae and Mahara Gallery
- Visibility from the train station

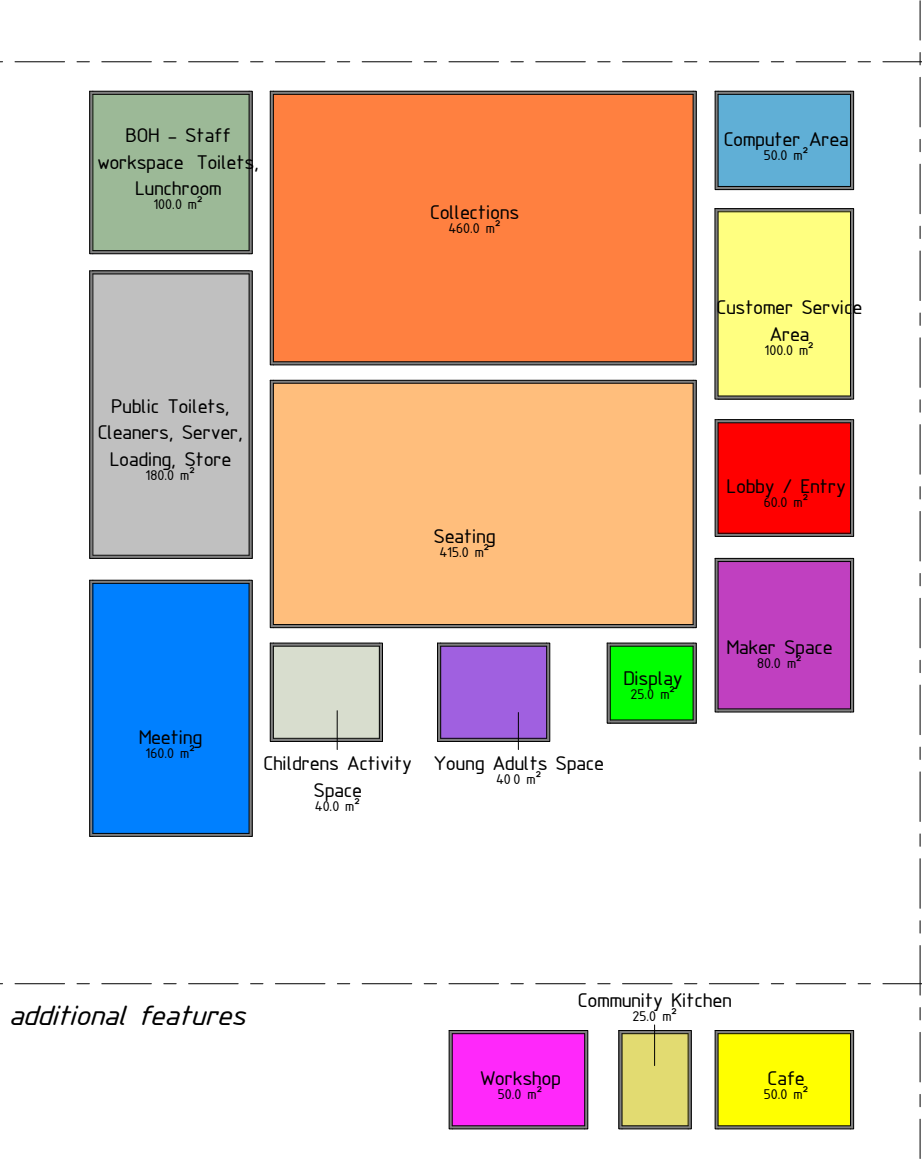
VISUAL BRIEF

DRAFT

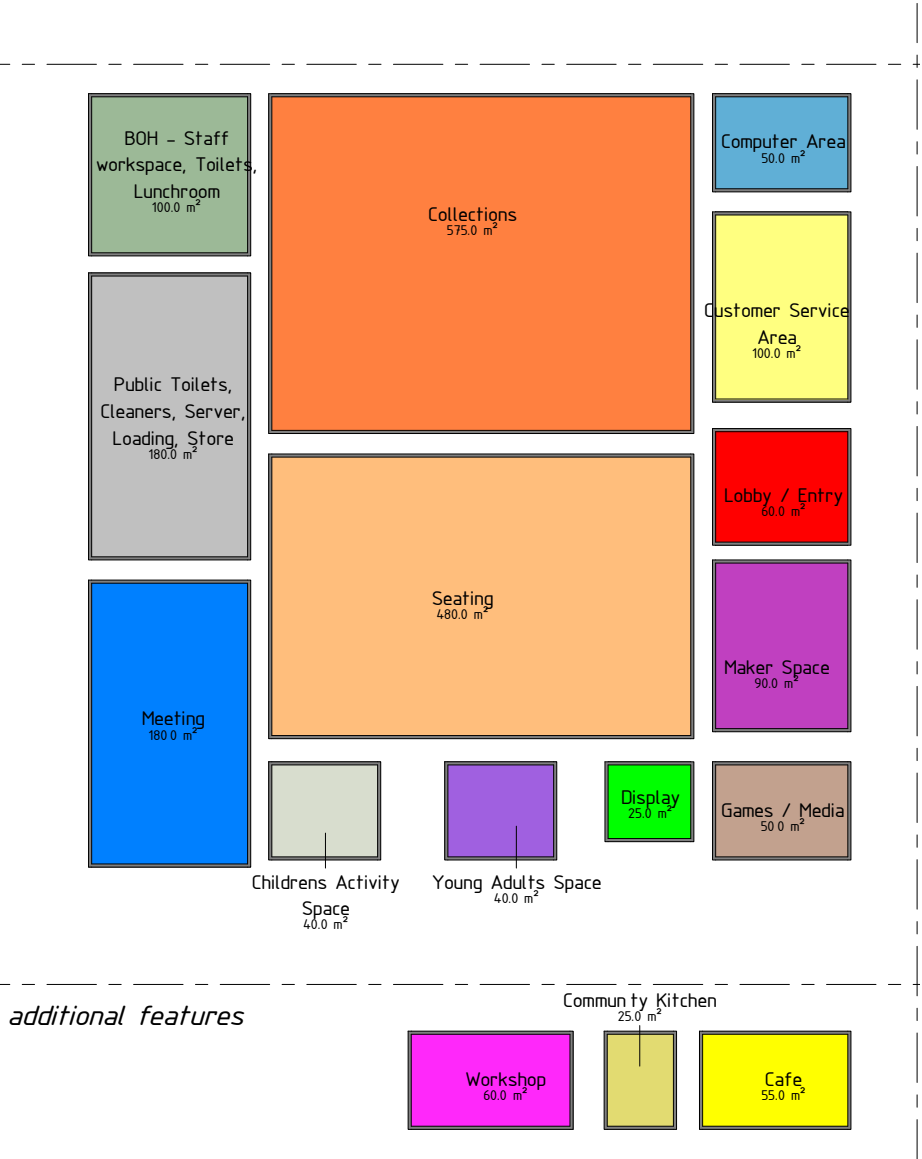
BRIEFING OPTIONS - AREA SUMMARY

Based on the written brief, the following pages explore the possible spatial configurations of the functions of the library. These diagrams below map the relative scale of activities and functions for both the “base” and the “best practice” options.

BASE OPTION



BEST PRACTICE



Note: All figures are Net Usable Area (NUA). Refer following pages for Gross Floor Areas (GFA)

BASE OPTION

Pop served:	24,500
Collection size:	39,200 (1.6 per capita)
Numbers of seats:	125
Large Meeting room capacity:	80
Small meeting room:	2 (12 person each)

BASE OPTION Room Schedule	
Room Name	Area
Collections	460.0 m²
Seating	415.0 m²
Childrens Activity Space	40.0 m²
Young Adults Space	40.0 m²
Computer Area	50.0 m²
Customer Service Area	100.0 m²
Lobby / Entry	60.0 m²
BOH - Staff workspace, Toilets, Lunchroom	100.0 m²
Public Toilets, Cleaners, Server, Loading, Store	180.0 m²
Meeting	160.0 m²
Maker Space	80.0 m²
Display	25.0 m²
	1710.0 m²

BASE OPTION - Additional Features	
Room Name	Area
Cafe	50.0 m²
Community Kitchen	25.0 m²
Workshop	50.0 m²
	125.0 m²

BEST PRACTICE

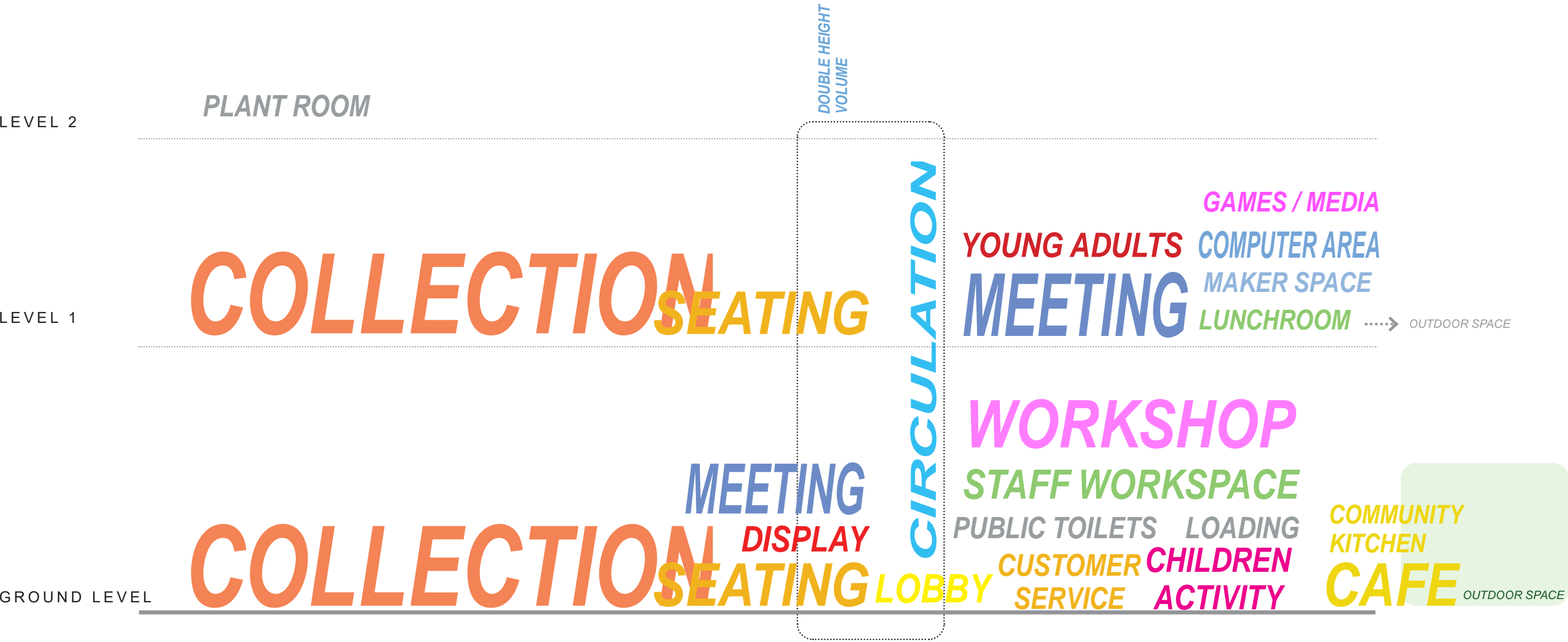
Pop served:	24,500
Collection size:	49,000 (2 per capita)
Numbers of seats:	145
Large Meeting room capacity:	80
Small meeting room:	3 (12 person each)

BEST PRACTICE Room Schedule	
Room Name	Area
Collections	575.0 m²
Seating	480.0 m²
Childrens Activity Space	40.0 m²
Young Adults Space	40.0 m²
Computer Area	50.0 m²
Customer Service Area	100.0 m²
Lobby / Entry	60.0 m²
BOH - Staff workspace, Toilets, Lunchroom	100.0 m²
Public Toilets, Cleaners, Server, Loading, Store	180.0 m²
Meeting	180.0 m²
Maker Space	90.0 m²
Display	25.0 m²
Games / Media	50.0 m²
	1970.0 m²

BEST PRACTICE - Additional Features	
Room Name	Area
Cafe	55.0 m²
Community Kitchen	25.0 m²
Workshop	60.0 m²
	140.0 m²

SPATIAL CONCEPTS

The series of diagrams on the following pages translate the outline brief towards likely spatial configurations. Collectively these can be used to inform the scale, form of building, open space, and other site requirements within the context of Waikanae.

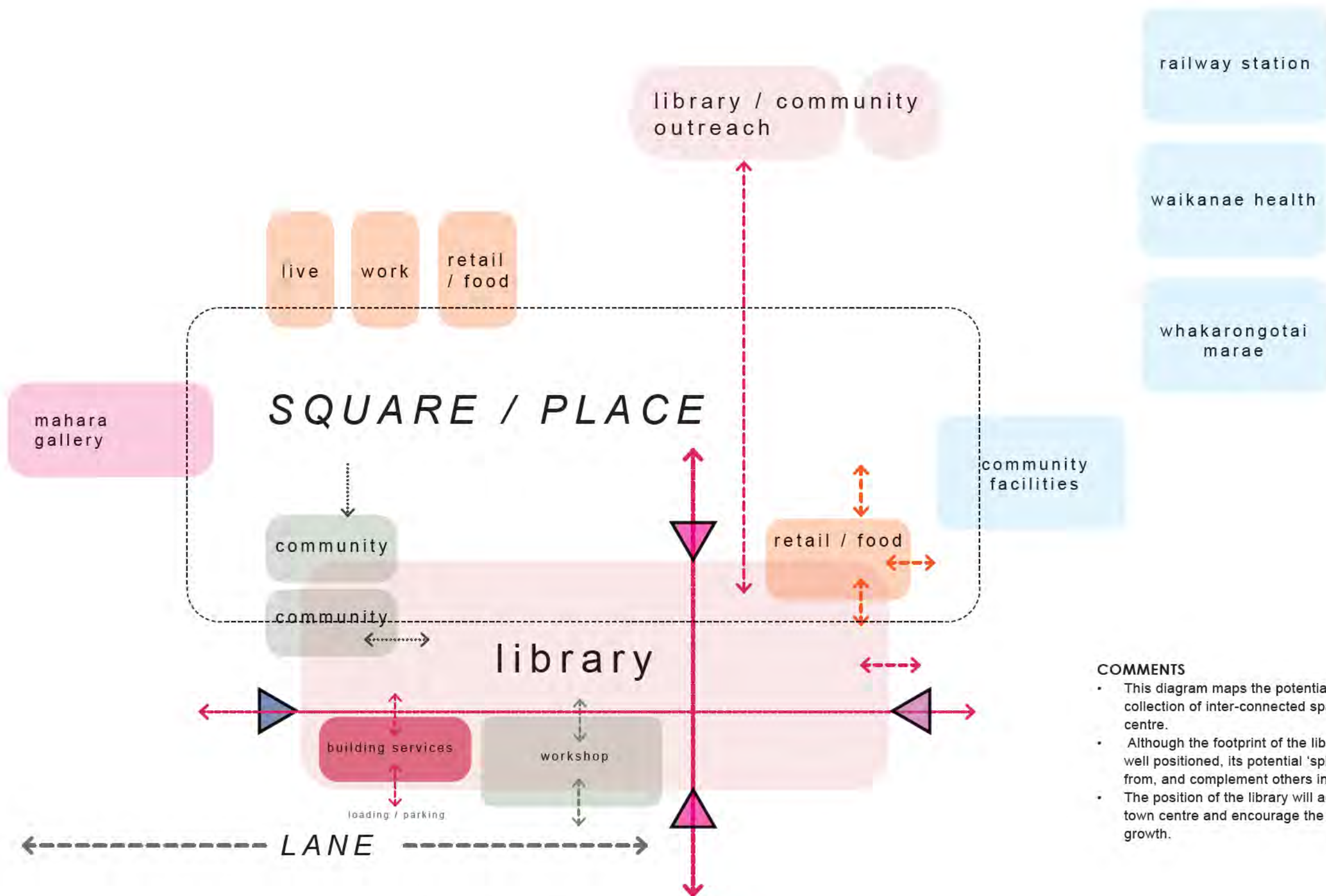


COMMENTS

- The diagrammatic cross-section above positions activities within a notional 2-level building space.
- A number of activities are logically located on ground level where they can enjoy more immediate access and connection to adjacent open space or street.
- While a number library activities can work over multiple levels, inter-connection between spaces and activities is a critical part of effective contemporary libraries.
- This is most practically achieved by configuring most spaces not more than 1 level from ground, and integrating intuitive vertical connecting spaces such as atria and multiple vertical circulation pathways.
- Importantly, younger children activity, public toilets and customer services are all located on the ground floor.

COMMUNITY INTEGRATION

This page displays how the library build will sit and function as an integrated part of the community

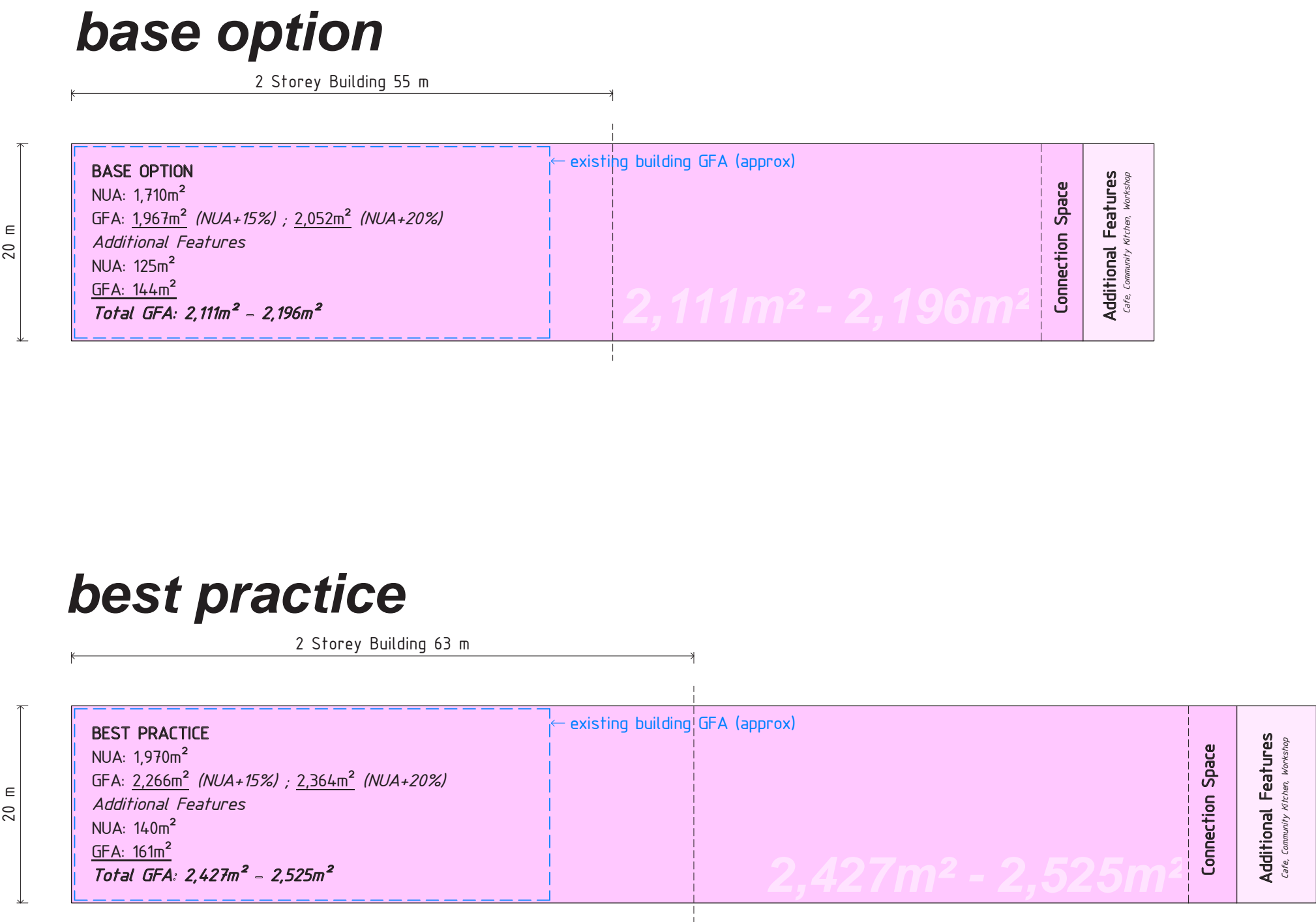


COMMENTS

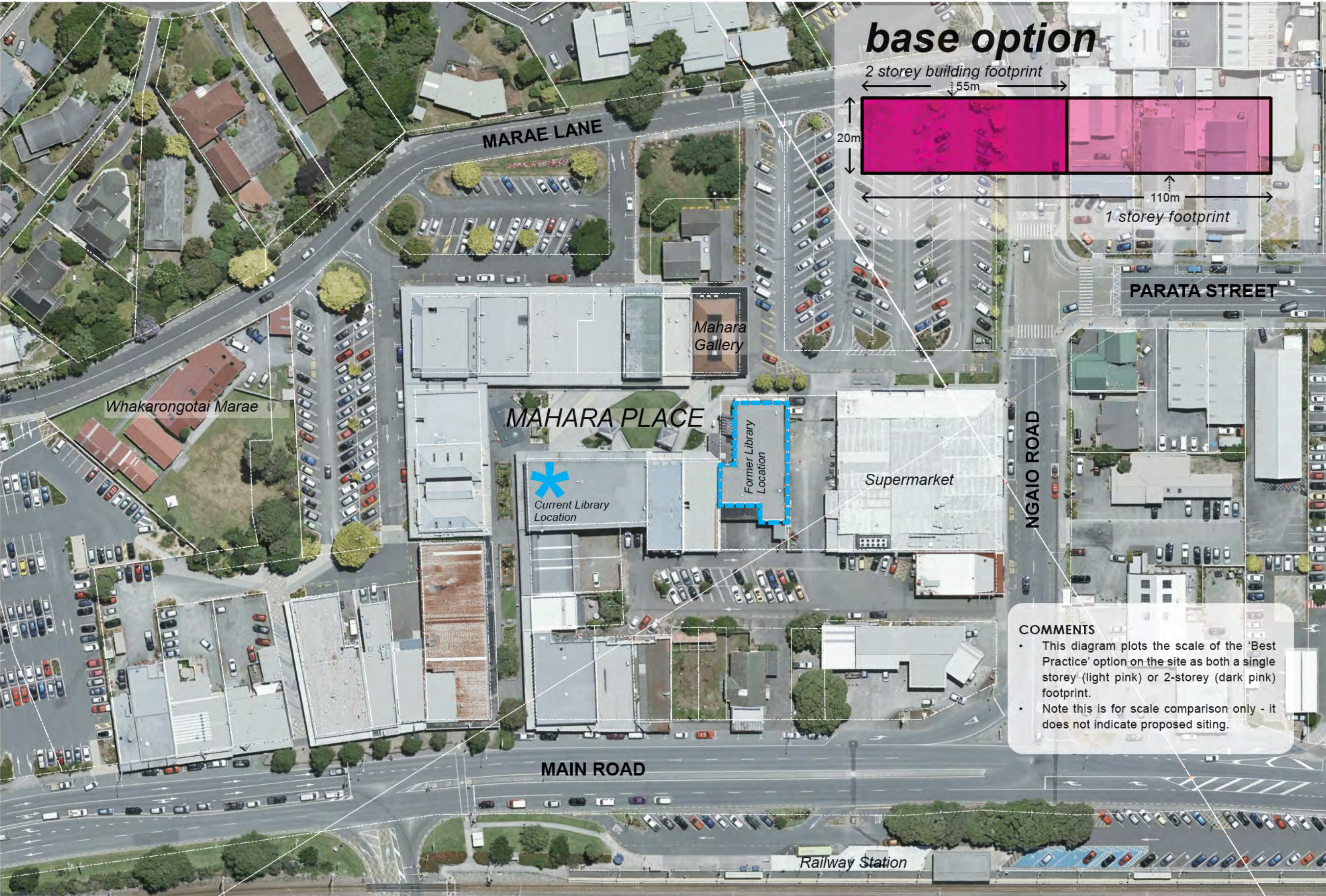
- This diagram maps the potential for the library to be integrated as part of collection of inter-connected spaces and activities within the Waikanae town centre.
- Although the footprint of the library building itself is relatively contained, if well positioned, its potential 'sphere of influence' and ability to connect, draw from, and complement others in Waikanae is considerable.
- The position of the library will act as a catalyst, to both revitalise the existing town centre and encourage the development of commercial and residential growth.

GFA AREA SUMMARY

The diagram below maps the total area outlined in the 'base' and 'best case' options as either single level or 2-level building 'footprints' relative to the 2 levels of the former Waikanae Building.



BRIEFING OPTIONS - TOWN CENTRE OVERLAY



APPENDICES

DRAFT

APPENDIX 1: RECENT OR IN PROGRESS BUILDS



WAITOHI / JOHNSONVILLE HUB

- Library
- Cafe
- Swimming Pool
- Kindergarten
- Meeting rooms
- Maker space
- Shared back office

MARLBOROUGH DISTRICT LIBRARY AND ART GALLERY

- Library
- Cafe
- Meeting rooms
- Creative space
- Art Gallery
- Bleacher stairs
- Shared back office
- Approx 2000m² for library

TE ARA ĀTEA, ROLLESTON, SELWYN DISTRICT

- Library
- Cafe
- Tech Lab
- Performance space
- Workshop
- Meeting rooms
- Cultural objects and digital display
- 2300m²

APPENDIX 2: PEOPLE AND PLACES CALCULATOR

Service Calculator

Catchment Population

24,500

Collection Size

49,000

% Books

96%

% Periodicals

3%

% Non-Print

1%

% Virtual & Digital

Base Area	% of Collection	No. of items	% out on loan	Adjusted no. of items	Items per sqm	Floor Area
Collection size	100%	49,000				
Books & vols on shelves	96%	47,040	30%	32928	70	470
Periodicals	3%	1,470	30%	1029	10	103
Non-print material	1%	490	30%	343	100	3
Virtual & digital	0%	0	30%	0	0	0
Collection floor area						577 sqm

	No. of items	Sqm per item	Floor area
Area for library computers & personal devices			
Catchment population	24,500		
Recommended public computers	8	5	40
Additional public computers		5	0
Personal devices (desk space)		5	0
Personal devices (lounge space)		3	0
Self check units	3	3	9
Computers, tablets & other devices floor area			49 sqm

Total base area626 sqm

Reading, seating & study areas	Recommended seats	Desired seats
Seating based on population	144.5	145

	Percentage of total	Recommended values		Desired floor area
		Sqm per item	Floor Area	
seating as desks	25%	5	181 sqm	181 sqm
seating as lounges	60%	3	261 sqm	261 sqm
seating as group study	15%	1.8	39 sqm	39 sqm
	100%			481 sqm

Total reading, seating & study areas481 sqm

Other functional & service areas	Recommended floor area		Desired area	floor
Service desk	15	sqm	15	sqm
Returns	20	sqm	20	sqm
Quick picks, display & information	44	sqm	44	sqm
Newspaper & magazine area	31	sqm	31	sqm
Children/youth Areas				
Children's story telling	44	sqm	44	sqm
Toy library	0	sqm	0	sqm
Young adult area	44	sqm	44	sqm
Games area/digital media space	44	sqm	44	sqm
Specialist				
Specialist genre collection	44	sqm		sqm
Local & family history room	44	sqm		sqm
Storage for archive/conservation	31	sqm		sqm
IT training room	44	sqm	44	sqm
Staff				
Staff work, lunch, lockers	63	sqm	63	sqm
Work area storage	31	sqm	31	sqm
Mobile library services area	0	sqm	0	sqm
Central & regional work area	0	sqm	0	sqm
Amenities and ancillary				
Foyer, lobby, corridors etc	44	sqm	44	sqm
Vertical circulation (lifts, lift lobby, stairs)	0	sqm	0	sqm
Toilets/restrooms, cleaners	31	sqm	31	sqm
Plant, equipment, maintenance	44	sqm	44	sqm
Server room	31	sqm	31	sqm
Photocopiers, digital equipment	31	sqm	31	sqm
Loading dock, garbage & store	44	sqm	44	sqm
Stack area	0	sqm	0	sqm
Additional services (optional)				
Café	50	sqm	50	sqm
Community services	0	sqm	0	sqm
Exhibition space	20	sqm	20	sqm
Community kitchen	30	sqm		sqm

Total other functional & service areas674 sqm

Meeting Spaces (optional)	No. of rooms	No. of people	Area/Person
Meeting room & storage	1	100	1.5
Small meeting rooms	3	12	2
Makerspaces & associated storage	1	30	3
Multipurpose or training room			2

	Recommended floor area		Desired area	floor
Meeting room & storage	150	sqm	150	sqm
Small meeting rooms	72	sqm	72	sqm
Makerspaces & associated storage	90	sqm	90	sqm
Multipurpose or training room	0	sqm	0	sqm

Total meeting spaces312 sqm

Total Gross Floor Area2,094 sqm