



BWG Public Library Board – Regular Meeting Agenda

Meeting date	Monday, January 15, 2024 @ 7:00 pm
Location	Zima Room
Meeting #	2024-01
Members	CHAIR: Licinio Miguelo VICE CHAIR: Cheraldean Duhaney OLS TRUSTEE: Jen Turner FOL Liaison: Vacant Diana Sheeler Joseph Giordano Ferguson Mobbs
	Matthew Corbett, CEO Destiny Lackie, Recording Secretary Nina Cunniff, Deputy CEO and Manager of Corporate Services Andrea Ciurria, Manager of Public Services Elizabeth Campbell, Manager of Community Engagement David di Giovanni, Manager of Cultural Services
Regrets/Absent	

1 Land Acknowledgement

We will begin this event/meeting by acknowledging that the land we are meeting on is the traditional territory of many nations, which has been inhabited by Indigenous peoples for thousands of years. We are grateful for the opportunity to meet here and we thank all the generations of people who have taken care of this land.

We acknowledge that we are situated on the traditional land of the Anishinaabe and the Huron-Wendat peoples. The Anishinaabe include the Ojibwe, Odawa and Potawatomi nations, collectively known as the Three Fires Confederacy. We also acknowledge that Bradford West Gwillimbury is covered by Treaty 18.

We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis and Inuit people.

2 Call to Order

The Presiding Chair calls the meeting to order at

3 Confirmation and Adoption of Agenda

Recommendation:

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Monday, January 15, 2024 agenda.”

Moved by:

Seconded by:

Result:

4 Declaration of Conflict of Interest—



- 5 Special Presentations/Welcome Guests– LGA Consultants
- 6 Confirmation of Consent Agenda

- 6.1 Regular Meeting Minutes of November 20, 2023 and December 14, 2023
- 6.2 Community Engagement Report
- 6.3 Corporate Services Report
- 6.4 Cultural Services Report
- 6.5 Public Services Report

Recommendation:

“THAT the Bradford West Gwillimbury Public Library Board receive the Consent Agenda 6.1 to 6.5 inclusive.”

Moved by:

Seconded by:

Result:

- 7 Correspondence–None
- 8 Board Training– Corporate Services Department
- 9 New Business

9.1 2024-01-01 Master Plan Update

Recommendation:

“THAT The Bradford West Gwillimbury Public Library Board receive the report 2024-01-01 Masterplan Updates Report for information.”

Moved by:

Seconded by:

Result:

9.2 2024-01-02 Scorecard Update

Recommendation:

“THAT The Bradford West Gwillimbury Public Library Board receive the report 2024-01-02 Annual Scorecard Updates Report for information.”

Moved by:

Seconded by:

Result:

9.3 2024-01-03 ROI Update

Recommendation:

“THAT The Bradford West Gwillimbury Public Library Board receive the report 2024-01-03 ROI Update for information.”





Moved by:

Seconded by:

Result:

9.4 2024-01-04 Board Meeting Dates

Recommendation:

“THAT The Bradford West Gwillimbury Public Library Board receive the 2024-01-04 Board Meeting Dates Update for information;
AND THAT The Bradford West Gwillimbury Public Library Board approve option XX as the preferred 2024 Board meeting schedule”

Moved by:

Seconded by:

Result:

9.5 2024-01-05 Grant Report

Recommendation:

“THAT The Bradford West Gwillimbury Public Library Board receive the report 2024-01-05 Grant Report Update for information.”

Moved by:

Seconded by:

Result:

9.6 2024-01-06 OLA Super Conference Board Training Verbal Update + Resources

Recommendation:

“THAT The Bradford West Gwillimbury Public Library Board receive the 2024-01-06 OLA Super Conference Board Training Verbal Update + Resources for information.”

Moved by:

Seconded by:

Result:

10 Policy Review and Approvals—None

- 10.1 AP-06, Internet, Email, Computer Usage Policy
- 10.2 AP-09, Planning Policy
- 10.3 BL-06, Board Advocacy
- 10.4 OP-05, Public Code of Conduct

Recommendation:

“THAT the Bradford West Gwillimbury Public Library Board receive the Policy Committee’s recommendations and approve 10.1 to 10.4 inclusive.”

Moved by:

Seconded by:

Result:



- 11 Board Committees—No Updates
- 12 Closed Session—None
- 13 Next Meeting—Monday, February 26, 2024 @ 7pm.
- 14 Upcoming Events
- 15 Adjournment

Recommendation:

“THAT this regular meeting of the Bradford West Gwillimbury Public Library Board adjourns at _____ pm.”

Moved by:

Seconded by:

Result:





BWG Public Library Board – Regular Meeting Minutes

Meeting date	Monday, November 20, 2023@ 7:00 pm
Location	Zima Room
Meeting #	2023-05
Members	CHAIR: Licinio Miguelo VICE CHAIR: Cheraldean Duhaney OLS TRUSTEE: Jen Turner FOL Liaison: Vacant Diana Sheeler Joseph Giordano
	Matthew Corbett, CEO Destiny Lackie, Recording Secretary Nina Cunniff, Deputy CEO and Manager of Corporate Services Andrea Ciurria, Manager of Public Services Elizabeth Campbell, Manager of Community Engagement David Di Giovanni, Manager of Cultural Services
Regrets/Absent	Ferguson Mobbs

1 Land Acknowledgement

L. Miguelo reads land acknowledgement.

We will begin this event/meeting by acknowledging that the land we are meeting on is the traditional territory of many nations, which has been inhabited by Indigenous peoples for thousands of years. We are grateful for the opportunity to meet here and we thank all the generations of people who have taken care of this land.

We acknowledge that we are situated on the traditional land of the Anishinaabe and the Huron-Wendat peoples. The Anishinaabe include the Ojibwe, Odawaand Potawatomi nations, collectively known as the Three Fires Confederacy. We also acknowledge that Bradford West Gwillimbury is covered by Treaty 18.

We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis and Inuit people.

2 Call to Order

The Presiding Chair calls the meeting to order at 7:10pm

3 Confirmation and Adoption of Agenda

MOTION:

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Monday, November 20, 2023, agenda.”

Moved by: C. Duhaney Seconded by: J. Giordano

Result: Carried



4 Declaration of Conflict of Interest—

5 Special Presentations/Welcome Guests—Carolyn Khan, Helping Hand Food Bank

Guest speaker, Carolyn Khan presented information and updates on Bradford Community Fridge and fielded questions from the Board.

6 Confirmation of Consent Agenda

6.1 Regular Meeting Minutes of Monday, October 16th, 2023

6.2 CEO Report

6.3 Community Engagement Report

6.4 Corporate Services Report

6.5 Cultural Services Report

6.6 Public Services Report

MOTION:

“THAT the Bradford West Gwillimbury Public Library Board receive the Consent Agenda 6.1 to 6.6 inclusive.”

Moved by: C. Duhaney

Seconded by: J. Giordano

Result: Carried

7 Financial Report

7.1 Monthly Financial Report

MOTION:

“THAT the Bradford West Gwillimbury Public Library Board receive the Financial Report as printed.”

Moved by: J. Giordano

Seconded by: C. Duhaney

Result: Carried

8 Correspondence—None

9 Board Training— Corporate Services Department





10 New Business

10.1 2023-11-01 Staffing Requests Update

MOTION:

“THAT The Bradford West Gwillimbury Public Library Board receive the Staffing report 2023-11-01 Staffing Request Updates for information; AND THAT The Library Board direct staff to provide the Town Finance Department with the staffing updates for the three-year budget cycle as presented in the report.”

Staff presented a report on Staffing Request updates and fielded questions from The Board.

The Board proposed an amendment to the motion.

Moved by: J. Giordano

Seconded by: D. Sheeler

Result: Carried

10.2 2023-11-02 Truth and Reconciliation Update

MOTION:

“THAT The Bradford West Gwillimbury Public Library Board receive the report 2023-11-02 Truth and Reconciliation Update for information.”

Staff presented a brief report and update from Cultural Services Department.

Staff fielded questions from The Board.

Moved by: J. Giordano

Seconded by: C. Duhaney

Result: Carried

10.3 2023-11-03 FOPL Verbal Update + Resources

MOTION:





“THAT The Bradford West Gwillimbury Public Library Board receive the 2023-11-03 FOPL Verbal Update + Resources for information.”

Staff provided update and fielded questions from The Board.

Moved by: C. Duhaney Seconded by: D. Sheeler Result: Carried

11 Policy Review and Approvals—None

12 Board Committees—No Updates

13 Closed Session

13.1 Personal Matters About an Identifiable Individual

MOTION:

“THAT The Bradford West Gwillimbury Public Library Board move into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4)(B) personal matters about an identifiable individual at ___ pm.”

Moved by: Seconded by: Result:

14 Next Meeting—Monday, January 15, 2024 @ 7pm.

15 Upcoming Events

16 Adjournment

MOTION:

“THAT this regular meeting of the Bradford West Gwillimbury Public Library Board adjourns at 8:05 pm.”

Moved by: J. Giordano Seconded by: C. Duhaney Result: Carried





BWG Public Library Board – Special Meeting Agenda

Meeting date	Thursday December 14, 2023@ 6:30 pm
Location	Zima Room
Meeting #	2023-12 Special
Members	CHAIR: Licinio Miguelo VICE CHAIR: Cheraldean Duhaney FOL Liaison: Vacant Diana Sheeler Joseph Giordano Ferguson Mobbs
	Matthew Corbett, CEO
Regrets/Absent	OLS TRUSTEE: Jen Turner

1 Land Acknowledgement

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We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis and Inuit people.

2 Call to Order

The Presiding Chair calls the meeting to order at 6:35pm.

3 Confirmation and Adoption of Agenda

Motion:

“THAT the Bradford West Gwillimbury Public Library Board receive and adopt the Special Thursday, December 14, 2023, agenda.”

Moved by: F. Mobbs

Seconded by: D. Sheeler

Result: Carried.

4 Declaration of Conflict of Interest—



5 Closed Session

5.1 Personal Matters About an Identifiable Individual

Motion:

“THAT The Bradford West Gwillimbury Public Library Board move into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4)(B) personal matters about an identifiable individual at 6:37 pm.”

Moved by: D. Sheeler

Seconded by: F. Mobbs

Result: Carried.

6 New Business

6.1 2023-12-01 Budget Update

Motion:

“THAT The Bradford West Gwillimbury Public Library Board receive the verbal update for information.”

Moved by: F. Mobbs

Seconded by: J. Giordano

Result: Carried.

Staff presented an update on the Library’s budget. Staff outlined discussions that were held during the informal budget session with Council. Staff outlined the remaining budget process which included the budget submission and deliberations which are scheduled for January 9th and 10th. Staff provided the Board with details on the budget and provided information on the staffing requests for 2024. Staff outlined concerns should there be no funding allocated to the Library Board’s staffing requests.

Staff fielded questions pertaining to the Library’s operations and the budget.

The Board queried whether there were barriers or opportunities where members could assist with the budget. It was recommended that the finance committee of the Board assess the budget process.

7 Next Meeting—Monday, January 15, 2024 @ 7pm.

8 Upcoming Events

9 Adjournment

Motion:

“THAT this special meeting of the Bradford West Gwillimbury Public Library Board adjourns at _8:10_ pm.”

Moved by: F. Mobbs

Seconded by: J. Giordano

Result: Carried.





To: Library Board
Prepared by: Elizabeth Campbell, Manager of Community Engagement
Date: January 4, 2024
Subject: Community Engagement Report – 2023 End of Year

Purpose

The purpose of this report is to provide an overview of the year's progress and share upcoming priorities related to the Library's strategic pillars and objectives for the Community Engagement department.

Report

A – 2023 Outcomes

A significant accomplishment for 2023 was the building of the new department through the recruitment, hiring and onboarding of 7 new staff members. Our department grew by 150% in 2023.

Our programs, events, and outreach activities have come back strong in 2023. We've built on our perennially popular suite of early-literacy programs, adding new programs at every age level. In response to community demand, we've added children's programs in the late afternoons, evenings and on Saturdays. We've made it easier to participate in our programs, by removing the barrier of online registration.

Our new sub-department of Community Engagement Facilitators have connected with our community through school visits; partnership support for local social services agencies and groups; the Community Volunteer Tax Program; and deposit collections. The outreach team has had a presence at Town events, and the Farmers' Market. This year we participated for the first time at the Town's Snow Much Fun event.

Our Marketing and Communications Coordinator has established a solid base for promotion and community connection on social media, and with her weekly column on bradfordtoday.com. We've further developed our email newsletter offerings and built our subscriber base.

Our research efforts this year have focused on examination of our enewsletter statistics, in order to maintain a good email sender reputation. We have also examined our TD Summer Reading Club 2023 results to help us in our planning for 2024.





Program and Outreach Highlights

	2023	
	Number of Activities	Number of Attendees
Children's Programs		
Total	261	9915
Adult Programs		
Total	65	591
Teen Programs and Volunteer Opportunities		
Total	15	260
Overall Total		
	341	10,766

Partnership Programs		
	October to December	
	Number of Activities	Number of Attendees
Total	22	132

Outreach		
	2023	
	Number of Activities	Number of Interactions or Attendees
Total Outreach	88	2,349
Calder Room Bookings	85	
Deposit Collections	4	





Communications Highlights

Social Media Performance				
	Facebook		Instagram	
	2023		2023	
Measure	Number	% change from last month	Number	% change from last month
Reach	117,078	59.8K% ↑	8,726	39.9% ↑
Visits	33,441	296.2% ↑	6,481	71.1% ↑
New Facebook Likes/Instagram Follows	212	42.3% ↑	346	N/A

Enewsletter Performance	2023
Email newsletters	130,291
Open Rate	53.16%
Total Clicks	5,804
Click Rate	4.4%
Mobile	8.7%
Desktop	91.3%

**Totals for all eblasts, booklists, and newsletters*

Most clicked links:

Link	2023
March Break Program Calendar – March 2023 Newsletter	419
Seed Library – May 2023 Newsletter	223
Children’s Programs – July 2023 Newsletter	160
Labour Relations Page – August 11, 2023 Eblast	143
Children’s Programs – April 2023 Newsletter	140





To: Library Board
Prepared by: Nina Cunniff
Deputy CEO & Manager of Cultural Services
Date: January 15, 2024
Subject: **Corporate Services Report for December**

Purpose

The purpose of this report is to provide an overview of the previous months' activities and upcoming activities for the next months related to the Library's strategic pillars and objectives for the Corporate Services Department.

Report

Part A — Last (2) Months Outcomes

Technology:

- SSL certificates for website updated
- Switch replaced in server room
- New sorter installation and set up
- Instructional videos for offsite back-up and LPTOne server maintenance

Facility:

- Began preparations for staff takeover of contracted cleaning services
- Began stocking paper, cleaning and other custodial supplies and equipment for 2024

Collection:

- Added 2,910 print items, of which 109 were multilingual or French
- Added 315 nonprint items (audio books, DVDs, Games, etc.)
- Deleted 11, 200 print and non-print items from collection for the year
- Total added for the year, both print and non-print physical items: 8,600
- Received 64 ILLO/Purchase requests (resumed on October 19, 2023)
- 226 e-book and e-audiobooks added to cloudLibrary for a total of 707 for the year 2023





- Cleared 250 records with repair/problem status from catalogue
- Cleared records from catalogue based on LBI cancellation report
- Promoted eresources including cloudLibrary for when physical building is closed
- Collection spotlights on Holiday cooking and crafts and new biographies

Sensory Support Kits:

New addition to our Library of Things: Sensory Support Kits. We acquired 5 kits from Autism Canada: 4 to circulate to the public and one to be kept at the Service Desk for staff to use as needed.

Sensory Support Kits:

- Help an autistic individual regulate their emotional and physical responses to stressors in the environment or the situations they find themselves in, &
- Can aid with self-regulation and self-calming during times where information processing and sensory processing require extra support.

The kits contain noise cancelling headphones, wraparound sunglasses, fleece blanket, plush friend, sensory book, squishy ball, pop it bubble game, and spinner. We also added a board book to each kit.

At the current time, we are also including a flyer promoting the Monday neurodiverse Storytime and a small pack of Lysol wipes.

These were originally put out on the shelves with the nature backpacks for self-serve. Unfortunately, despite being secured with zip ties, three of the kits were opened and the contents scattered around the building. The kits are now behind the service desk until a better method of securing them is found.

Part B — Short-Term Upcoming Objectives

Technology:

- Review technology plan for 2024
- Priorize acquisitions for 2024
- Set up new server for system

Collection:

- Review 2023 ARPs (automatic release plans)
- Revise ARPs as needed for 2024 collection development
- Review and revise collection maintenance plan as needed
- Revise and update 2024 budget
- Begin reorganization of collections to optimize space and improve accessibility





Facility:

- Modify work schedule to compensate for loss of night cleaning contract
- Review and reorganize custodian work and storage spaces for more efficient workflow and improved monitoring of supplies and equipment

Misc.

- Begin 2023 Annual Survey calculations
- Annual purge of borrower records
- Begin work on Accessibility Plan

Summary

While 2023 the focus was on the development of ARPs for collection development, 2024 will be focused on reviewing, evaluating and modifying these ARPs as needed. In 2023 we also saw significant changes for the custodians in workload and scheduling, and this will continue into 2024 as we manage the most efficient and effective approaches to maintaining the facility.

A priority for 2024 will also be the work on the Accessibility Plan.





To: Library Board
Prepared by: David di Giovanni, Manager of Cultural Services
Date: January 3 2024
Subject: Cultural Services Report – November / December 2023

Purpose

The purpose of this report is to provide an overview of last month’s progress and share upcoming priorities related to the Library’s strategic pillars and objectives for the Cultural Services Department.

Report

Part A—Last Months Outcomes

Over the last two months, the Cultural Services Department partnered with two community organizations on public events: supporting a children’s performing arts program that presented at a local Diwali fundraiser, and a Ukrainian Photo Exhibit in the Zima Room which ran for two weeks. We also supported two events and a display in the Library Café to honor Remembrance Day.

Goal One: The Cultural Services Department grows capacity for arts, culture, and heritage in BWG by offering financial, professional development, showcase, research and leadership opportunities for local artists, individuals, and cultural groups. (Community-led)

1. Partnered with Ukrainian Community of Bradford and IOUC Fourth Wave on a two-week photo exhibit in the Zima Room documenting the war in Ukraine;
2. Partnered with Ekal Vidyalaya Foundation of Canada on a Diwali display in the Main Floor Display Case and a presentation of a children’s program to support their Diwali fundraiser;
3. Partnered with local research group on the publishing of “Jan Coward’s World War I Database, Edition Two”
4. Beginning newspaper digitization project for microfilm reels not in the public domain, with Newspapers.com
5. Supported two local history requests;
6. Worked with members of Bradford United Church on December display commemorating history of the church since its closure





7. Launched vendor call for “OneLove Artisan Market” led by RiseUp BWG;
8. Put out community call for “Black History Month” Display Case applications;

Goal 2: The Cultural Services Department grows tourism to and within Bradford West Gwillimbury by supporting and producing unique arts, culture, and heritage events, programs, and exhibitions for all ages. (Enhanced Infrastructure)

1. Produced two events to commemorate Remembrance Day: a film screening and a veteran speaker series;
2. Received media coverage for Ukrainian Photo Exhibit via CTV Barrie, CBC News, and BradfordToday;

Goal 3: The Cultural Services Department strengthens the Library’s role as a leader in promoting reconciliation with Indigenous communities, as well as inclusion and belonging within the community of Bradford West Gwillimbury. (Culture of Excellence)

1. Supported Town of BWG’s Diversity Equity and Inclusion Advisory Committee’s first Meet and Greet at library;
2. Beginning partnership with Contact Community Services and Gilbert Centre on gender-affirming closet pilot;
3. Met with interested applicants for BWG Indigenous-Led Committee (from two last year to nine this year) and offered spots on 2024 committee;
4. Reconvened internal EDI committee which resulted in five recommendations: three presently being addressed;

Part B – Short-Term Upcoming Objectives

We are working with RiseUp BWG on the first “OneLove Artisan Market” on January 13th (a BIPOC artisan market). We will be partnering with the February Blues Festival to present Jack de Keyzer on February 5th. We are producing two events to celebrate Black History Month: a youth artist showcase led by Making Change Simcoe County, and an afternoon of music, dance, and culture led by a community member. We will be exhibiting new artwork, including work from Bradford High School. We are partnering with Barrie Persian Association on a Nowruz Market in March 2023. We are also piloting a gender-affirming closet between February and July 2023.

Goal One: The Cultural Services Department grows capacity for arts, culture, and heritage in BWG by offering financial, professional development, showcase, research and leadership opportunities for local artists, individuals, and cultural groups. (Community-led)





24Q1 – Finalize 2024 Cultural Services budget based on Library budget approval; Begin BWG Indigenous-led planning committee meetings; Complete 2023 partner assessment with community partners to evaluate way forward;

24Q2 – Identify gaps in programming across equity-seeking groups and develop strategies to address these;

Goal 2: The Cultural Services Department grows tourism to and within Bradford West Gwillimbury by supporting and producing unique arts, culture, and heritage events, programs, and exhibitions for all ages. (Enhanced Infrastructure)

24Q1 – Begin draft of Public Art policy and Artist in Residence program; Begin to draft grant to support one-hundred year commemoration of the drainage of the Holland Marsh in partnership with Local History Association, Economic Development Office, and Grower’s Association

24Q2– Preparation of RCAF 100th Anniversary event and NIPD event in June;

Goal 3: The Cultural Services Department strengthens the Library’s role as a leader in promoting reconciliation with Indigenous communities, as well as inclusion and belonging within the community of Bradford West Gwillimbury. (Culture of Excellence)

24Q1 – Draft and pilot library audit criteria with internal EDI committee;

Summary

Alongside beginning to take action on the goals outlined in the Cultural Services Business Plan, the priority continues to be growing relationships with local artists and cultural groups, growing and leveraging resources through the Town as well as potential funders, and continuing to make progress on the Equity Audit Recommendations and the Truth and Reconciliation Plan.

Appendix A – Attendance at Cultural Services Events/Activities (Nov/Dec 2023)

	Film Screening- Veterans Week	8-Nov	14	
	Veteran Speaker Event	10-Nov	14	
	Music and Poetry	12-Nov	10	Russ and Meade
	Ukrainian Photo Exhibit Gala	24-Nov to 8-Dec	200	Ukrainian Community of Bradford and IOUC Fourth Wave
Nov	Performing Stories	5- Oct to 25-Nov	153	Ekal Vidyalaya Foundation of Canada
	DEI Advisory Committee Meet and Greet	8-Dec	30	Town of BWG’s DEI Advisory Committee
Dec	Music and Poetry	17-Dec	7	Russ and Meade





Appendix B – 2024 Cultural Services Calendar Summary Q1/Q2

Month	Display	Event / Program / Initiative
January	Local History Artefact display	OneLove Artisan Market (Jan 13) BWG Indigenous-Led Committee begins
February	Black History Month Display Women’s Institute Display in Local History Display Case	An Afternoon with Jack de Keyzer (Feb 4 th) Black History Month Celebration (Feb 10 th) Black Youth Art Showcase (Feb 15 th – 28 th) Gender-Affirming Closet Launch (Feb 28 th)
March	Persian Heritage Month display led by Barrie Persian Association	BWG Nowruz Market (Mar 16) Launch Artist in Residence Program Call Community Play Project Launch English-Language Conversation Circle Launch
April	Baha’i / Ridvan Display	Sikh Heritage Month event (TBD)
May	Culturally-diverse Dolls by local artist Aruna Papp	Jewish Heritage Month event (TBD)
June	Royal Canadian Air Force Display Indigenous History Month Display	100 th Anniversary of RCAF (Jun 14) National Indigenous People’s Day (Jun 21) Pride Event (Jun 28)





To: Library Board
Prepared by: Andrea Ciurria, Manager of Public Services
Date: Dec 2023
Subject: **Public Services Report – Dec 2023**

Purpose

The purpose of this report is to provide an overview of last month’s progress and share upcoming priorities related to the Library’s strategic pillars and objectives for the Cultural Services Department.

Report

Part A—Last Month Outcomes

In December 2023, the Public Services Department reintroduced 3D printing in the creative lab. The Information Specialist created book displays Newsletters to promote the collection.

Part B – Short-Term Upcoming Objectives

Staff are working on several upcoming objectives to support the Strategic Pillars/Goals. The chart below provides the Board with updates on future tasks. As projects are completed, Staff will update/review, and expand the departmental tasks.

Objective (Strategic Pillar)	Department Pillar	Activities
Improve library system usability. Focus on patron-centered services. Focus on inclusivity	Customer Service	Focus on developing user-centered customer service, reference services and readers advisory including: Displays: Seasonal Stories E-newsletters: Best-Sellers and Books for kids and teens. Pathway to reading (Early Lit). Inter Library Loans: 106 books Shipped and books received 39



<p>Enhance Technology for the BWG Community and BWG PL Staff</p>	<p>Infrastructure Support</p>	<p>The 3D printer soft re-opened</p> <p>3D Printing minutes: 3105 0min (51 hours)</p> <p>Preparations for the creative lab January reopening are completed.</p> <p>18 hours of staff training provided to support the creative lab.</p>
<p>Develop a workplace that provides excellent service to the BWG Community</p>	<p>Public Service</p>	<p>Customer Service Staff will be provided with basic training in the creative lab in the upcoming months so that they can best promote and address public inquiries.</p> <p>All staff will be trained on the Public Service Strategy for serving teens in the library.</p>

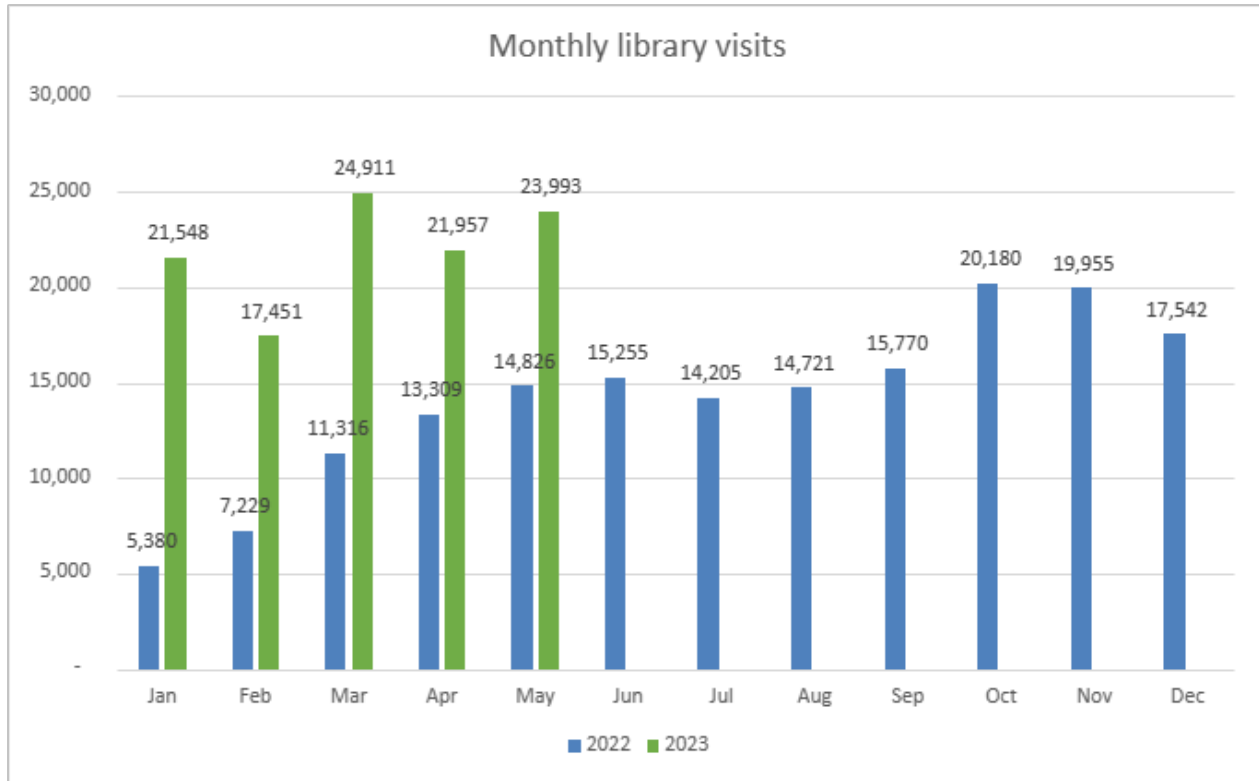
Summary

The Public Services Department is focusing on developing the department and expanding staff resiliency to ensure strong customer service to the community and expanding the Creative Lab services to the BWG Community while supporting initiatives from Cultural Services, Community Engagement and Corporate Services.

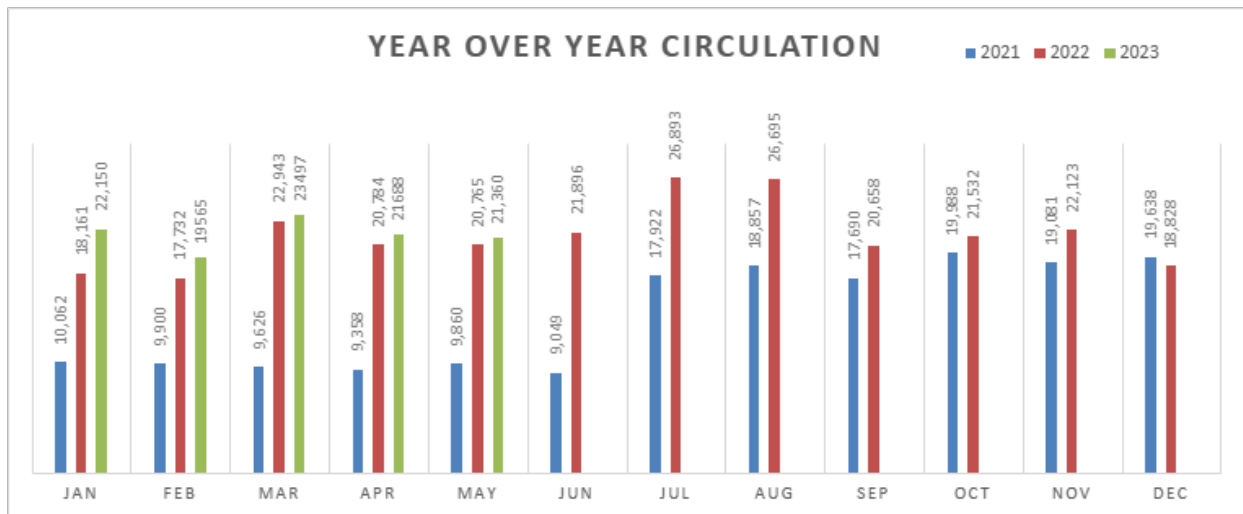


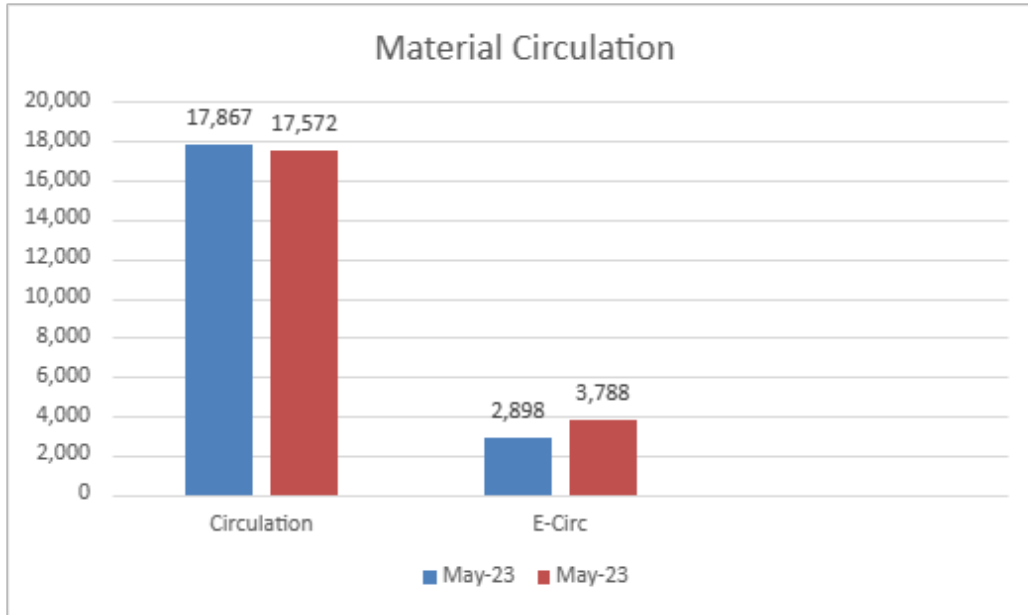


Appendix A – Statistics from March 2023



Library Visitation has been increasing significantly through 2023.
291 New members joined in May.





Computer use in the library remains high with 1,323 Public computers accessed

WIFI was accessed 5,047 times by the community.

Overall, we are seeing a good Covid recovery in our services.





Bradford West Gwillimbury Public Library

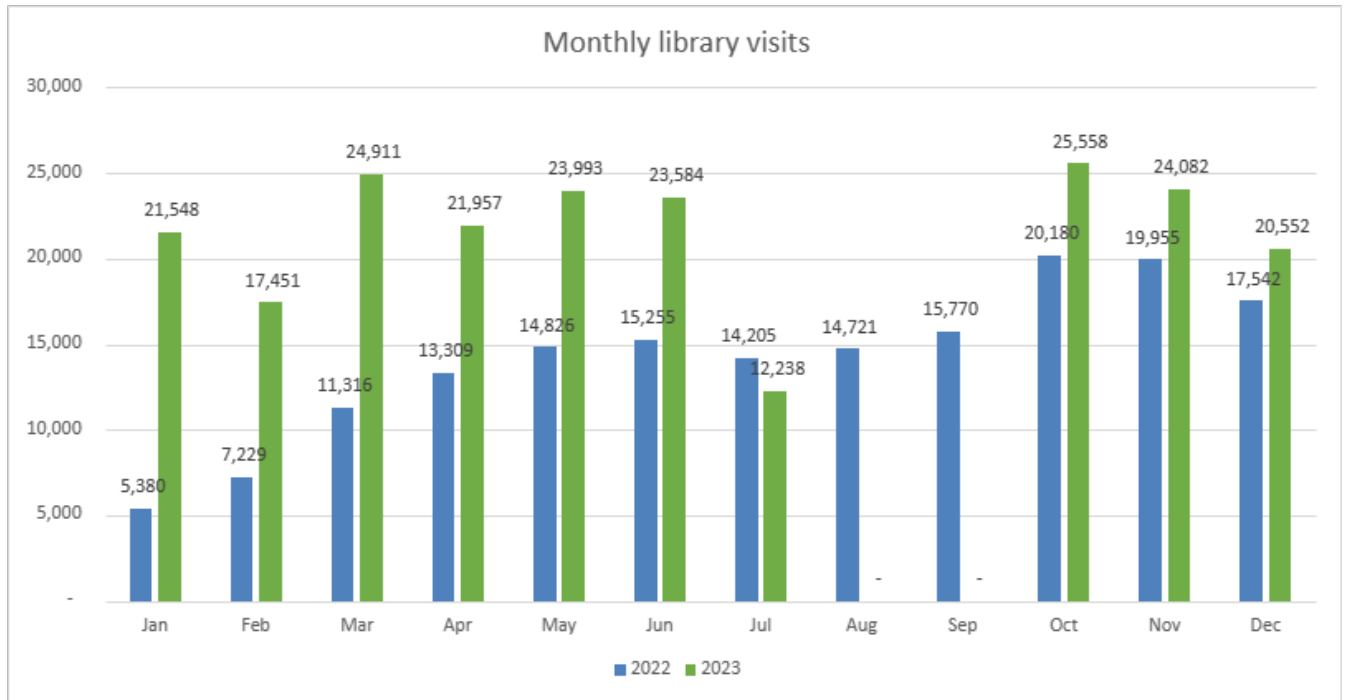
425 Holland Street West
 Bradford, Ontario, L3Z 0J2

Telephone: 905-775-3328

Email: bwgmailbox@bradford.library.on.ca
bradford.library.on.ca

December 2023 Circulation Statistics

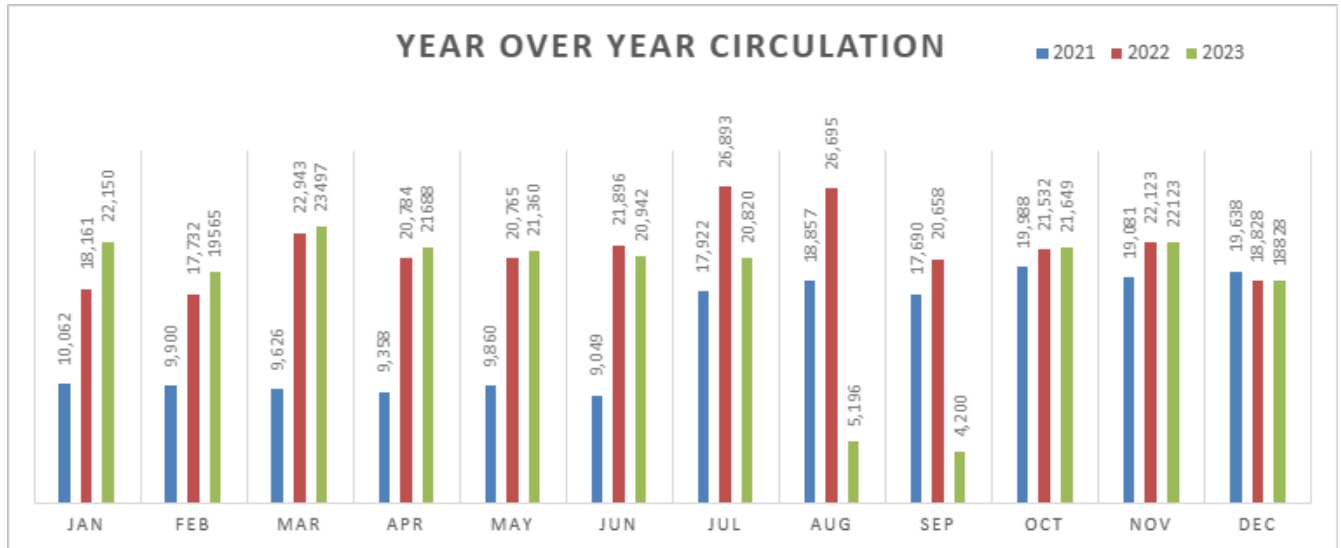
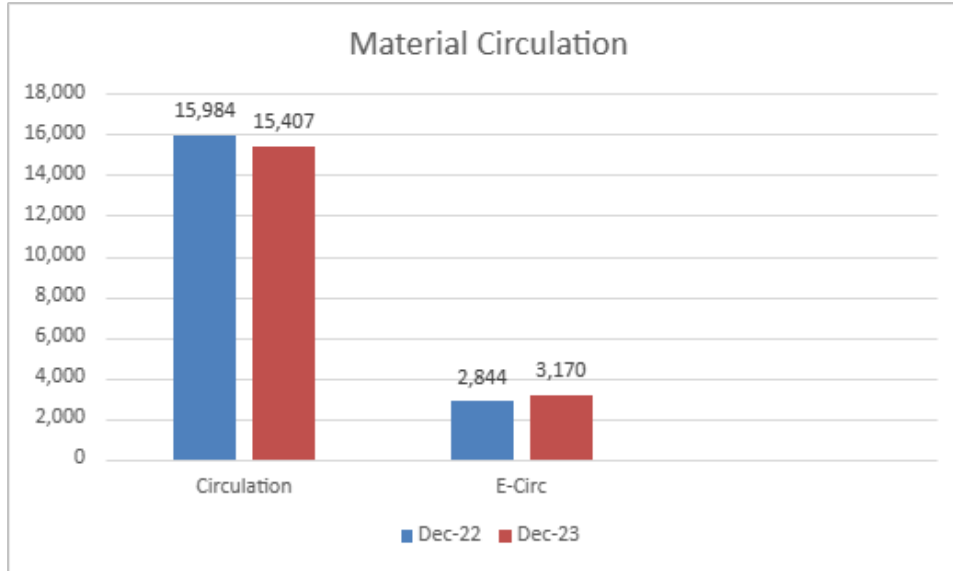
New Memberships: 132	
Wifi Use: 3,724	Computer Use: 977
Databases: 1,988	Digital Archives: 798





Bradford West Gwillimbury Public Library
 425 Holland Street West
 Bradford, Ontario, L3Z 0J2

Telephone: 905-775-3328
 Email: bwgmailbox@bradford.library.on.ca
bradford.library.on.ca





Bradford West Gwillimbury Public Library

425 Holland Street West
Bradford, Ontario, L3Z 0J2

Telephone: 905-775-3328

Email: bwgmailbox@bradford.library.on.ca
bradford.library.on.ca



Bradford West Gwillimbury Public Library
Strategic Facilities Plan



**PREPARED BY:
LGA ARCHITECTURAL PARTNERS
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DRAFT REPORT, JANUARY 5, 2024

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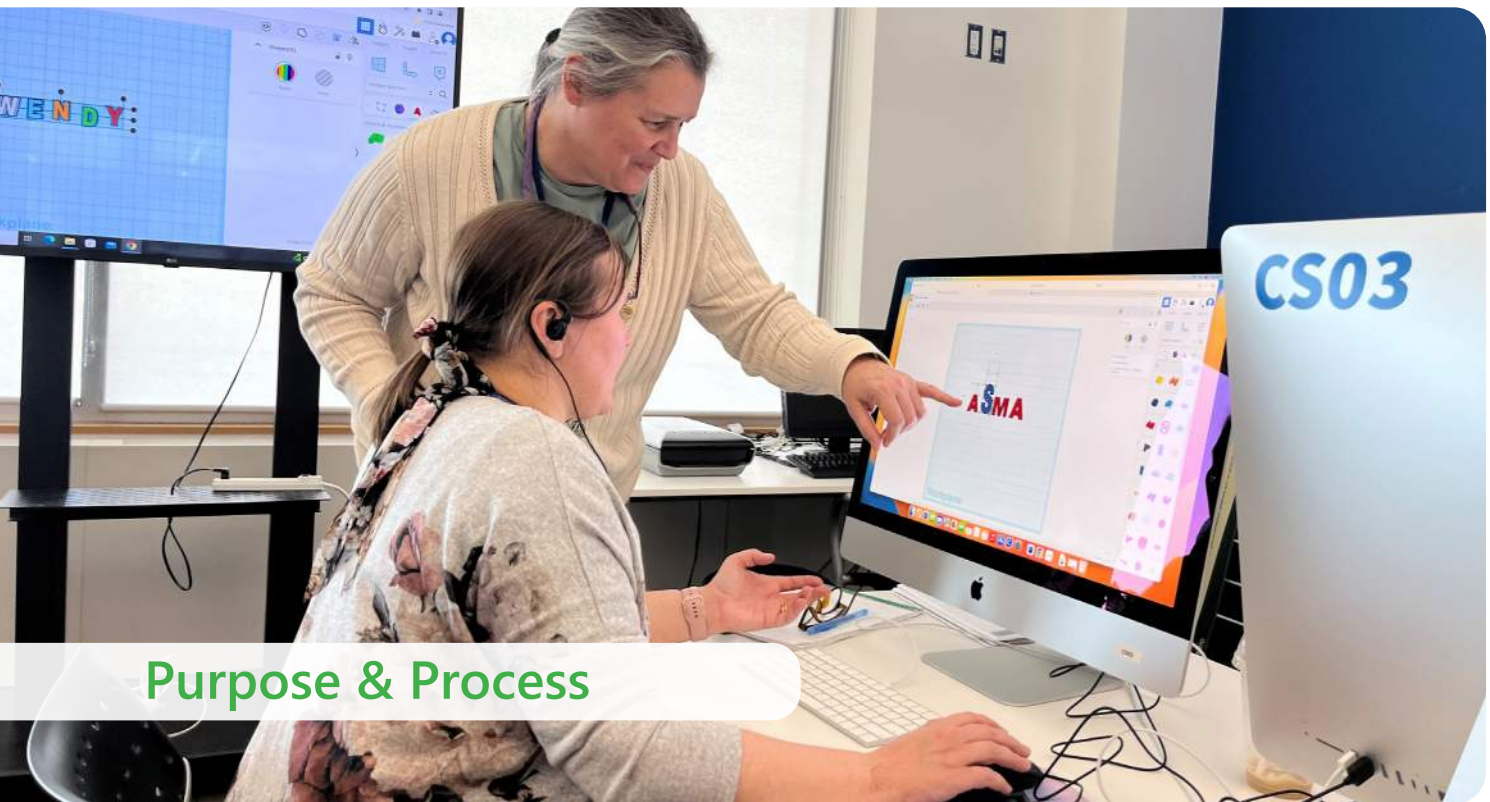
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BWGPL Strategic Facilities Plan: Purpose & Process





BWGPL Creative Lab

Purpose & Process

The Bradford West Gwillimbury Public Library (BWGPL) is a community-focused library that serves as a hub for learning, discovery, and cultural engagement for residents of all ages. In addition to its collection of physical and digital resources, the library offers a variety of programs and services functioning as a community space, hosting events and exhibitions that celebrate art, culture, and local heritage. The library is a key part of literacy, inclusion, and support for all people, families, businesses, and organizations; an essential institution supporting the social & economic health of the Town.

The system currently consists of one central branch that is 40,000 ft², located at 425 Holland St. West.

ENGAGING, EVALUATING, & IMPROVING

To help ensure the library services the community in the most affective way possible, the library conducts regular evaluations, assessments, and planning exercises to set new goals and continuously improve service.

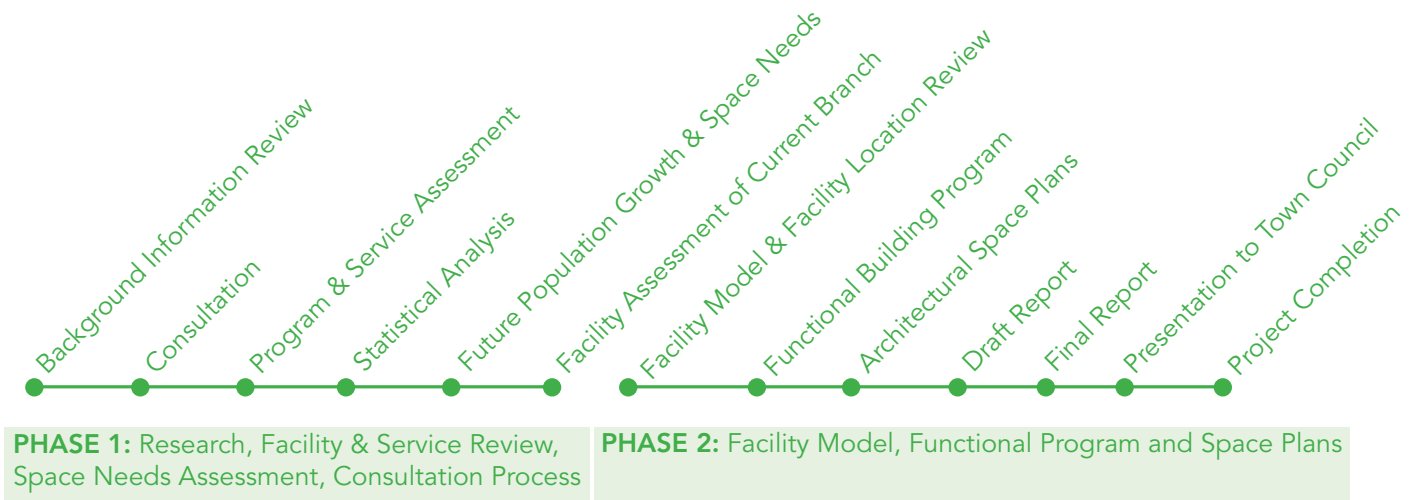
The Strategic Facilities Plan is central to this effort, and is one of numerous efforts that together, holistically measure the library's performance. The Strategic Facilities Plan focuses

on the physical infrastructure and programming within the library. This helps identify how the library is performing optimally, where modifications and improvements are needed, and how the library will anticipate the needs of today, tomorrow, and long into the future.

STRATEGIC FACILITIES PLAN PROCESS

LGA Architectural Partners (LGA) & Lighthouse Consulting (LHC) were retained by BWGPL to prepare the Strategic Facilities Plan. The process and planning vision is rooted in engagement and collaboration with the community, stakeholders, library staff, the board, CEO & management team through various forms of engagement (Refer to Section 2 for more details).

PHASE 1 of the process focuses on research, facility services review, space needs assessment and the consultation process. The **Consultation Process** is described in the following section. The **Program & Service Assessment** is a focused evaluation on the various programming and service levels at the library, which provides an understanding of how the library currently performs in comparison to peer libraries, and shines light on how the library may be improved to align with community needs.



PROCESS DIAGRAM

Statistical Analysis is a review of library metrics & data to identify library characteristics, useage patterns, and performance levels. When combined with peer library comparisons, trends analysis, and meaningful consultation inputs, this process provides informative data and guides recommendations for future improvements.

Facility Assessment of the Current Branch is a review of the library's physical ability to meet its purpose, and establishes an important baseline understanding of the relationship the physical library has with visitors, staff, & programming. The assessment reveals how the physical building enables or hinders optimal library use.

Future Population Growth & Space Needs is a review of the population growth forecasted for Bradford West Gwillimbury (BWG), which has been established by the Province of Ontario. Population growth will increase pressure on the library system and all other community infrastructure, and so the strategic facilities planning process must take this growth into account to adequately plan for the future and ensure adequate library service for all.

PHASE 2 of the process builds on the foundational knowledge established in Phase 1, and establishes key recommendations including: Facility Model & Facility Location Review, Functional Building Programs, Architectural Space Plans, and the Final Report.

The **Facility Model & Facility Location Review** provide recommendations on the library system 'model', library branch locations, service distribution and staffing levels at each location which combine to support the goals of the library and community.

The **Functional Building Program** provides a breakdown of the types of spaces and programming areas within existing and future library branches. **Architectural Space Plans** are diagrammatic plans to demonstrate a preliminary idea of how the library branches will be organized to accommodate the programs and site characteristics.

Both Phases 1 & 2 have been continuously workshopped with BWGPL, and are summarized in this Report.

2 Engagement & Collaboration



Photograph of Open House Panels and feedback

Engagement Process

Community engagement and collaboration with stakeholders is central to the Strategic Facilities Plan process, ensuring that the plan is rooted in the experiences and perspectives of the library users, staff, management, board members, municipal leaders, and other stakeholders.

A rigorous consultation process was conducted to ensure that the Strategic Facilities Plan is well informed by community needs, resident feedback, contextual priorities across the town, and the expertise of local elected officials, opinion leaders, the BWGPL Library Board, and key heads of municipal operations and social services.

Community engagement consisted of the following:

SURVEYMONKEY ONLINE SURVEY

The online survey (and optional print survey) was administered Oct. to Nov. 2022. It was closed at 858 respondents which is an exceptional survey response and demonstrates the value and esteem in which BWGPL is held in the community.

INTERVIEWS OF COUNCIL, DEPARTMENTS, COMMUNITY LEADERS, AND PARTNERS

Following a review of local planning documents, a series of interviews with key community leaders were held to understand local needs, agendas and plans for the Town. This ensures that library strategic facilities planning is informed by the numerous other initiatives across BWG, and visa versa. This process identified partnership opportunities between the library and other municipal departments, which informed the recommendations of the Strategic Facilities Plan. The following is a list of the interviewees:

Local Political and Civic Influencers:

- Geoff McKnight, CAO
- Nick Warman Manager of Recreation & Client Services
- Jerry Martinovic, Housing Services Manager
- Ram Mohan, Employment Services Manager
- Ian Goodfellow, Director of Finance/Treasurer
- David Brooks, Principal, Bradford District High School
- Michael Disano, Manager of Economic Development

- Alex Cheng, Director of Programs, Housing and Health - Blue Door
- Daryl Abbs
- John Pickard, BWG Catalyst Centre
- Plus, more at the first Town Hall

Council:

- Mayor Rob Keffer
- Deputy Mayor James Leduc
- Councilor Jonathan Scott
- Councilor Gary Lamb
- Councilor Raj Sandhu
- Plus, more at the first Town Hall

STAFF AND MANAGEMENT MEETINGS

Two sessions were held with all library staff and the management team. Additional feedback was provided through confidential e-mail to LGA & LHC. This provided important understanding of library functions from those who understand the demands of providing library service on a day-to-day basis within the existing building and programming set-ups - library staff.

LIBRARY BOARD INTERVIEWS

Both generations of the independent BWGPL Library Board have been involved in the creation of this plan. Interviewees include:

Original 2019 – 2022 Board

- Jennifer Harrison, Chair, BWG Public Library
- Noora Akhavan, Library Board Member
- Elve Sepa, Library Board Member
- Matthew Corbett, CEO
- Plus, more at the first Open House

New 2023-2027 Board

- Dillon McDowell
- Diana Sheeler
- Councilor Joe Giordano
- Licinio Miguelo, Library Board Chair
- Jen Turner
- Ferguson Mobbs
- Councillor Cheraldean Duhaney, Vice Chair (Not formally interviewed but met)

OPEN HOUSE

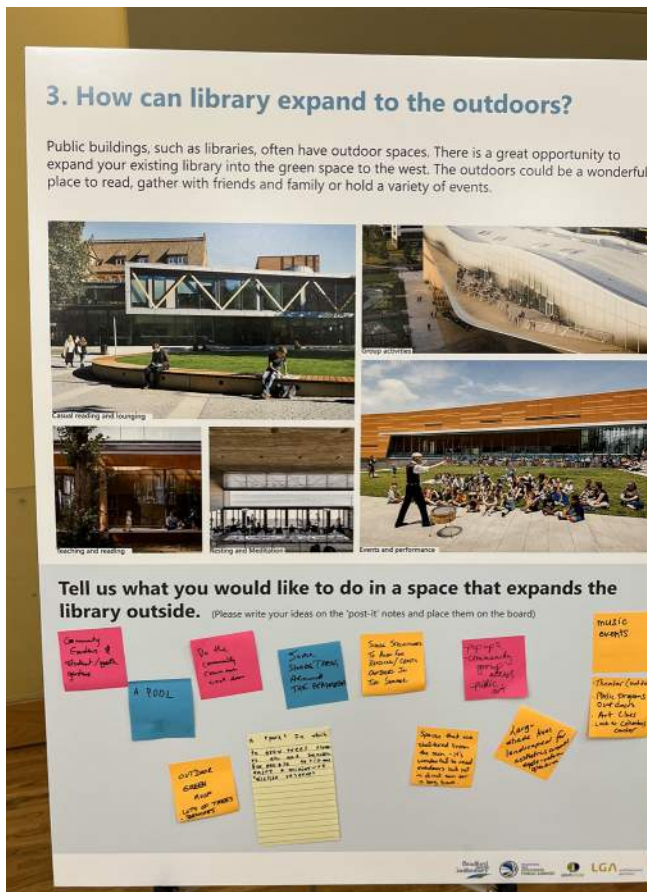
Two open house events were held: one which was open to all members of the public, and another event which was directed at local political leaders and opinion leaders. Information panels provided context on the Strategic Planning Process and posed questions and opportunities for community input. The community contributed hundreds of ideas and comments which are summarized here and which inform the recommendations in upcoming sections. The panels remained in-branch for two weeks beyond the open house, which provided additional opportunity for feedback:

The following five questions were explored:

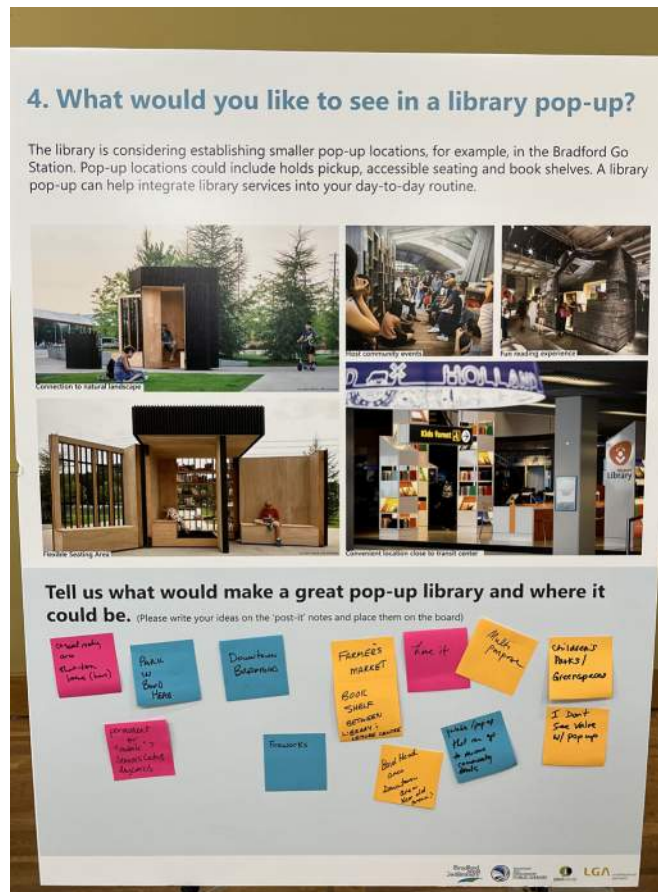
1. What types of community programs and innovative technology would you like to see at the library?
2. How would you make your existing library even better?
3. How can the library expand to the outdoors?
4. What would you like to see in a library pop-up?
5. What is your vision for the ideal public library?



Panel 1



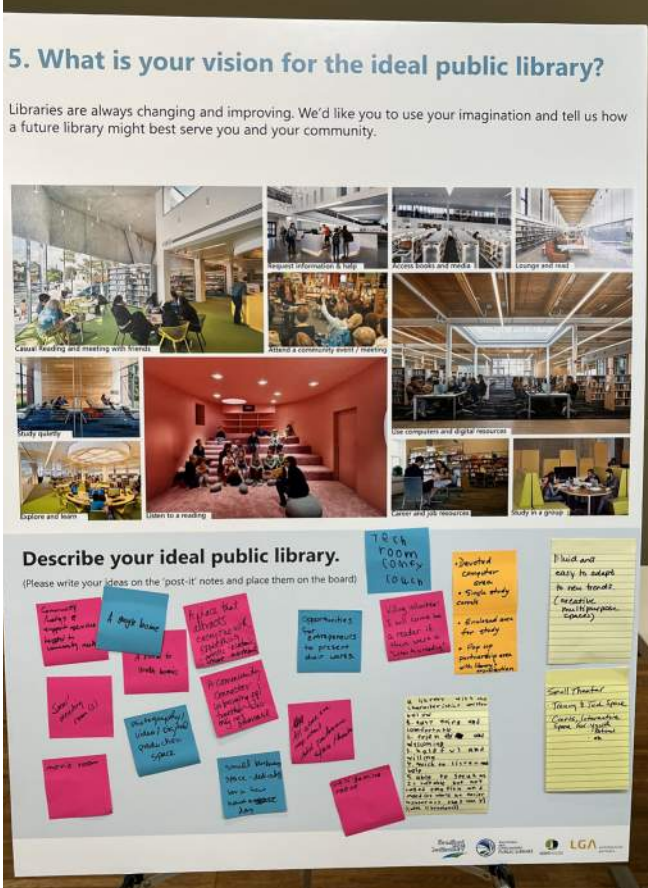
Panel 3



Panel 4



Panel 2



Panel 5

Engagement Key Themes

The depth and breadth of consultation feedback is foundational to the recommendations of the Strategic Facilities Plan. Below is a summary of the main recurring themes, issues, and opportunities:

1. Increase library programming and activities.
2. Increase awareness of existing programs.
3. Provide outdoor library programming.
4. Increase art, performance, and cultural programs for all age groups.
5. Provide 'community hub' programming (i.e. complementary and compatible offerings such as educational, health, social-care, recreation, etc.)
6. Improve and refresh existing library spaces.
7. Improve technology, creation, and maker spaces and expand digital services.
8. Supportive spaces and programming for small business and start-ups.
9. Create community supported partnership spaces and programs.
10. Provide 'Pop-Up' library services throughout BWG and at the GO Transit station.
11. Create an open and inclusive environment that attracts all demographic groups. A place that brings the community together through engaging and educational activities.
12. Increase community programming that supports Indigeneity.
13. Incorporate flexible layouts with multi-functional spaces that can adapt to various events.
14. Address noise issues with improved acoustics and the implementation of quiet zones.
15. Address the perception that "There is not enough to do in town!" for people of all-ages.
16. Expand teen, adult, and older adult programming.
17. Programming to support new BWG residents.
18. Align Library and Cultural Centre with population, housing, and economic development growth.
19. Support main street revitalization and town walkability, trails, and biking plans.
20. Locate new facilities in highly populated, walkable and transit accessible areas.
21. Encourage inclusion and program strategies for migrant workers in the agricultural sector.
22. Avoid duplication of services by supporting town-wide partnerships and alliances while ensuring that BWGPL brings its strengths to the table.

3. BWGPL Facility Assessment



Understanding the Library Today

The existing library was opened in June 2011, and, while it offers many modern amenities and programming, it is currently underperforming for the community and library staff. An advanced peer comparison and facility assessment determined that this gap was directly related to space needs within the current facility.

Consultation with the public and staff, board, identified a broad range of issues and opportunities with the current library that currently inhibit its potential.

The efficiency and effectiveness of the library can be greatly improved through a series of minor interventions that address these issues and opportunities and deliver significant benefits to all library users and staff. While the library is beloved across BWG, it is important to address the current concerns to achieve optimal performance.

This section identifies some of the issues and opportunities within the existing main branch, and Section 5 outlines a series of recommendations for branch modifications that respond directly to these concerns.

ISSUES & OPPORTUNITIES

The following issues and opportunities were identified in collaboration with the public and staff.

1. **Acoustics:** Noise & poor acoustic control is among the most common complaints from both library users and staff. A library must accommodate a wide range of acoustical environments, including quiet areas for deep study/thought, areas for casual conversation, and areas for lively activities such as a children's sing-alongs and live performances. The existing library does not adequately control noise, and disruptions frequently compromises the user experience. Two existing double-height atrium's allow noise to spread

and amplify from the ground floor to the second floor, meaning that noise will travel further and disrupt more of the library. There are insufficient spaces for all user and activity types, meaning that noisy activities regularly disrupt quiet activities. The recommendations in section 5 will present suggestions on how to remedy this concern.

2. **Community Living and Reading Space:** While the library has numerous areas to sit and read, there is no well defined central community 'living room' to allow for relaxed reading, casual conversation, and community interaction. The central atrium was originally designed for that purpose, however, numerous book displays and computer tables occupy the space and limit its ability to function as a central gathering hub or lounge space for the community. Other areas throughout the library do not have the necessary qualities (furnishings, light conditions, location, etc.) to adequately provide for community living space, and so this is a relatively under fulfilled function. The recommendations presented in Section 5 will outline how the library can re-envision these spaces to achieve an open and inclusive environment that attracts all demographic groups.
3. **Teen Areas:** Fortunately, BWGPL sees significant usership from teenaged students who often visit from adjacent schools and neighborhoods. The library has a small area designated area for teens, but this space is not in proportionate to meet daily visitorship. The library needs a strategy to flexibly adapt and accommodate fluxes in user patterns, thereby ensuring all users needs are met. Recommendations in Section 5 will outline how the library can rethink its approach to teen focused spaces.



Image: The existing computer lab is relatively isolated on the second floor

4. **Showcase Library Programming:** Some of the most exciting programming initiatives are hidden away, thereby reducing program awareness and program usership. For example, the maker space is located on the second floor, far from the stairs, and behind numerous bookshelves. These 'hidden gems' of the library (i.e. maker spaces, creativity and innovation labs and studios, book and material displays and merchandising, museum and archival displays) should be highlighted to increase program awareness and draw curiosity from new users. Recommendations within Section 5 propose a series of measures to bring these program space forward within the public eye.

5. **Specialized Programming Spaces:** A recurring theme from the consultation process is the desire for more specialized programming spaces, including but not limited to:

- Better technology, creation, and maker spaces and programs.
- Support for spaces to foster local start-ups and small business.
- More community supported social programs with space and partnerships.
- Increased e-learning offerings to align with workforce capacity and talent needs of new businesses.

This will help ensure that the modern public library is at the forefront of maker movement, digital innovation, learning through play strategies, art creation and shows, performance areas and recording studios, instrument and other non-traditional

lending programs, video production, photography editing studios, etc. The specialized programming must also maintain flexibility to cater to a wide range of programs, and so the detailed design and programming of each space is important for the overall functioning of the library.

The recommendations in Section 5 illustrate how the existing branch can accommodate more of these spaces within its existing footprint.

6. **Enhance Cultural Services:** The Bradford Public Library & Cultural Centre is responsible for the provision cultural services; an essential aspect of community and library life. The current building does not have sufficient designated space for cultural services, and the community has stated a strong desire for additional programming and visible presence within the library. To deliver on this purview and mandate, adequate space and staffing resources will be needed to complement the growing demand and diversity of community needs.

7. **Expand Outdoors:** The library currently doesn't have adequate outdoor space or outdoor programming. However, the library sits next to a large open space that offers tremendous potential for outdoor library programming, such as reading gardens, and café spaces, outdoor performance areas, walking paths, and play areas for children. The library can and should play a strong role in the animation of this space as it evolves into a central civic hub for all of BWG. This will increase street presence and visibility of the hub's attractions to attract locals and new residents. Recommendations in Section 5 outline some priorities for this initiative.



Image: Community gardening activities outside the existing BWGPL

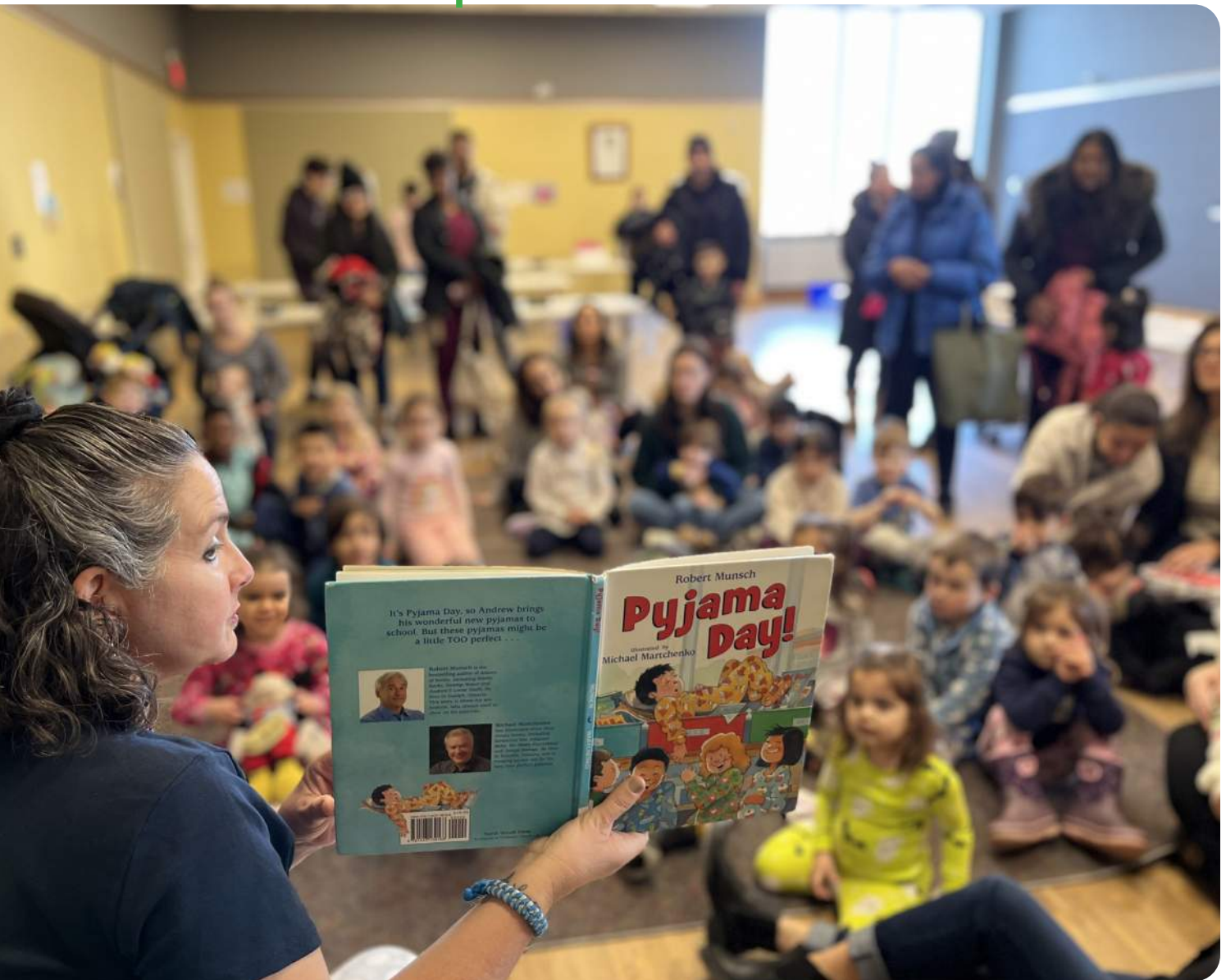


Image: The existing atrium can be improved as a central gathering space



Image: Children's activities in the existing Zima Room.

4 Library Space Needs & Future Population Growth



SIZING THE LIBRARY FOR THE COMMUNITY

The Strategic Facilities Plan looks at the library today and anticipates the next 20-30 years, providing a long-view of program planning and capital improvement initiatives, ensuring effective library services for current and future populations. Population size is a key factor in the strategic planning process. The population of Ontario, Simcoe County & BWG are all set to increase steadily, meaning the library will serve more people in the years ahead.

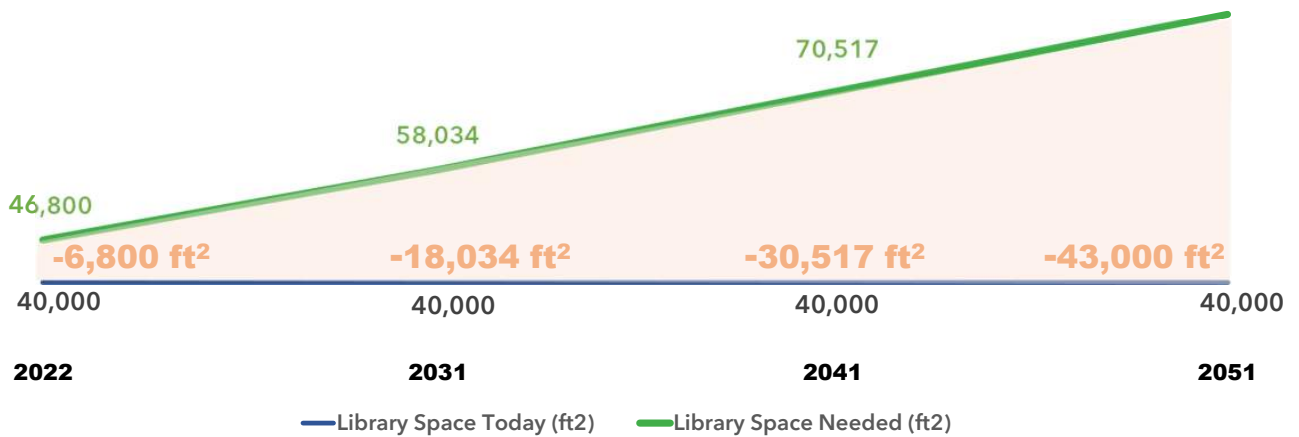
The Province of Ontario sets population growth targets through forecasting and provincial policy documents, which then informs forecasted population growth within the Counties and Municipalities. BWG is forecasted to grow from 44,800 people in 2021 to 86,000 people in 2051. This is roughly a 92% population increase.

In Ontario, libraries are sized in proportion to the population they serve, and should be approximately 1.0 ft² per person based on the Federation of Ontario Public Libraries and ARUPLO (Administrators of Rural and Urban Public Libraries of Ontario), as well as numerous industry accepted space standards, benchmarks and guidelines. This standard accounts for 0.7ft² per person for library services (i.e., collection & circulation space, reading areas, multi-purpose rooms, study rooms, children & teen areas, adult reading areas, etc.), and 0.3ft² per person for cultural services (i.e., performance areas, exhibition space, cultural programming space, etc.), both of which are within the purview and mandate of BWGPL.

Despite the increasingly digital era, physical use of the library (actual branch visits) are increasing steadily and exceed all other usage platforms (digital resources, catalogs and tools, etc.). All research and trends point to the increased physical usage in the years to come.

If the library does not grow in proportion to the population, more and more people will be under-served in the same space, resulting in crowding and reduced equitable access to collections, programming, services, job training, after-school and pre-school programs, etc. This will result in frustration, reduced literacy, poor academic performance and life outcomes, social isolation, and reduced access to essential programs and services and information for the people of BWGPL.

For these reasons, the Strategic Facilities Plan considers the library demand today through 2051. The graph on the following page indicates growth over time, according to provincial growth forecasts.



Graph: Comparison of forecasted population growth to existing library space indicates a growing space deficit over time.

POPULATION GROWTH & SPACE NEEDS

The 2021 census lists the population of BWG at approximately 44,800 people. The existing library space that serves this population is approximately 40,000 ft². This results in a 0.89 ft²/person, which is below the target for the population.

To maintain the current level of service and collections that the people of BWG are used to, the library system will need to grow from 40,000 ft² to ~58,000 ft² total in 2031, 70,500 ft² total by 2041, and 83,000 ft² total by 2051.

While this increase appears significant, it's proportional to the change experienced over the last 30 years, since 1991, when the Town was first incorporated, and when both the population and library were less than half the size of today.

Growth will also take place gradually over 30 years, not overnight, allowing the BWG & BWGPL to monitor actual and planned population growth and plan increases to facility size and services accordingly. The most important time frame to consider is 2031, as it is the closest and therefore the most predictable planning timeframe. It also requires decision making and planning relatively soon to ensure facilities are ready when needed. A new library

can often take 1+ years for decision making and funding arrangements, 1+ years to design and receive planning approvals, and 1.5 to 2+ years to construct. Any changes in capital planning or funding fluctuations can easily add to this timeframe. Planning must commence as soon as possible to avoid rushed timeframes which often result in compromised facilities and increased costs.

If the library does not grow in proportion with the population, there will be significant negative ramifications to BWG's ability to achieve community vitality and competitiveness. The Town's strategy needs to provide local places to engage with neighbours and learning rather than forcing residents to seek support elsewhere like the GTA, Barrie and Newmarket.

This offers an opportunity for BWGPL to plan for the existing library and what the next library facility will look like and offer.

5

An Evolving Library for an Evolving Community



FUTURE SYSTEM OVERVIEW

Today, the BWGPL library system consists of a single branch which is an important community anchor along a busy stretch of Holland Street West. The branch provides library access to a large portion of the existing population, however, the library is beyond capacity most of the time, resulting in crowding and issues with noise, comfort, and service access. Forecasted population growth will put great pressure on this single branch and make it impossible to meet residents' expectations for this highly valued place. To meet the demands, the library system must evolve into a multi-branch system.

BWGPL IN 2031:

Old Town Hall Branch: To keep pace and proportion to population growth, a second branch of approximately 18,000 ft² will be required by 2031. This second branch will greatly expand the breadth of BWGPL offerings and complement (not duplicate) the services of the main branch, it will increase access to library services across BWG, meaning shorter travel times for all ages. Recommendations on the second branch (location, size, character, and unique offerings) are located on the following page, under 'Old Town Hall Branch' section.

Enhancements to Main Branch: Additionally, a series of minor and discrete enhancements will optimize the performance of the existing main branch, and help deal with some of the issues and opportunities identified through the consultation process and in the facility assessment process. Such improvements are standard practice for libraries and other public institutions, as they learn and evolve over time, desiring to make the most of limited resources and use existing space as efficiently and effectively as possible. Refer to the following pages for a detailed list of recommendations.

Go Station Kiosk: Lastly, as GO Service increases, and the station area begins to see intensification, a small library kiosk within the station is a proven way to expand access to library services to the significant commuting population and complement similar initiatives at other GO stations.

BWGPL IN 2041 & 2051:

As the population continues to grow beyond 2031, the library must continue to keep pace. Additional space will be required in either a third branch, or an addition to the second branch. As this growth is further in the future, it is less certain where that growth will be located. Updates to the Strategic Facilities Plan will reevaluate population growth and distribution, and confirm the parameters guiding future branches. However, based on the current information available it is expected that a third branch will be required, and below is some preliminary guidance that can be used to for long term planning in the meantime.

Location Criteria for New Branches: New library branches should be located in the most populated areas and well served by transit, walking, biking, and driving routes, to ensure service for the most people possible in the new library.

As anchors, new libraries and other community buildings should be located on main streets and clustered with retail and commercial services. They must be visible to everyone who drives, walks, rides or bikes past. New branches should not be in areas with low population density not served by transit, as they will serve very few people and not deliver adequate benefits for the majority of the community. They should not be located in areas with poor visibility, e.g. nestled within a sub-division, set-back from the street behind vast parking lots, or buried deep within a larger community facility without street presence.

Pop-up mobile libraries and alternatives to full branch locations can also be used to provide services to a wider population base and test-pilot library services across the Town.

TODAY:
Main Branch (Existing)
425 Holland West

Total = 40,000 ft²
0.85 ft² / person



2031
New Community Branch:
Old Town Hall
+18,000 ft²

Total = 58,000 ft²
1.0 ft² / person



2041
New Community Branch
or Addition to Existing
+12,500 ft²

Total = 70,500 ft²
1.0 ft² / person



2051
New Community Branch
or Addition to Existing
+12,500 ft²

Total = 83,000 ft²
1.0 ft² / person

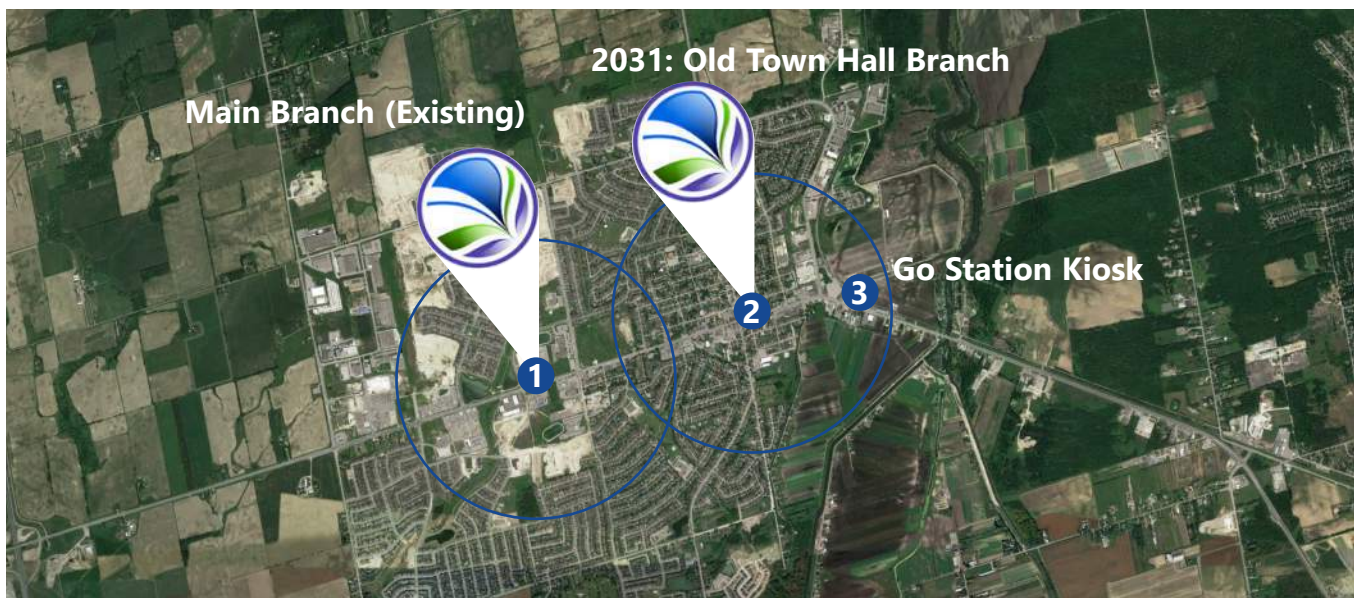
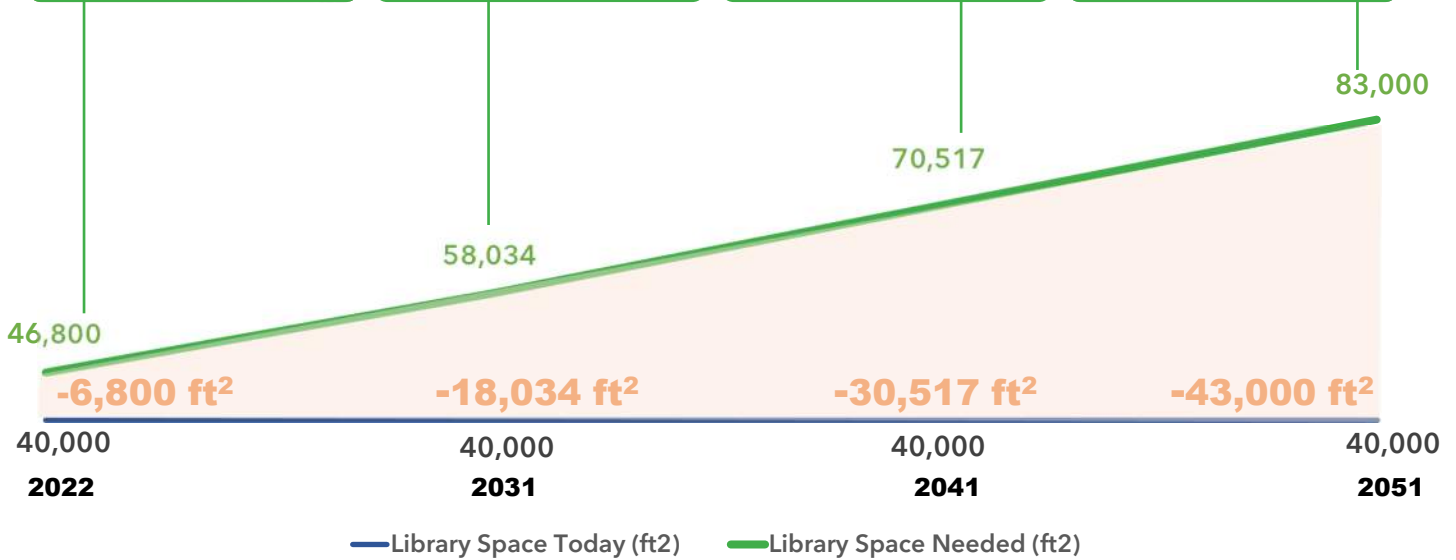


Diagram: Aerial indicating existing and future branches of the BWGPL.



Image: Historic photograph of the Old Town Hall, circa 1908

OLD TOWN HALL BRANCH

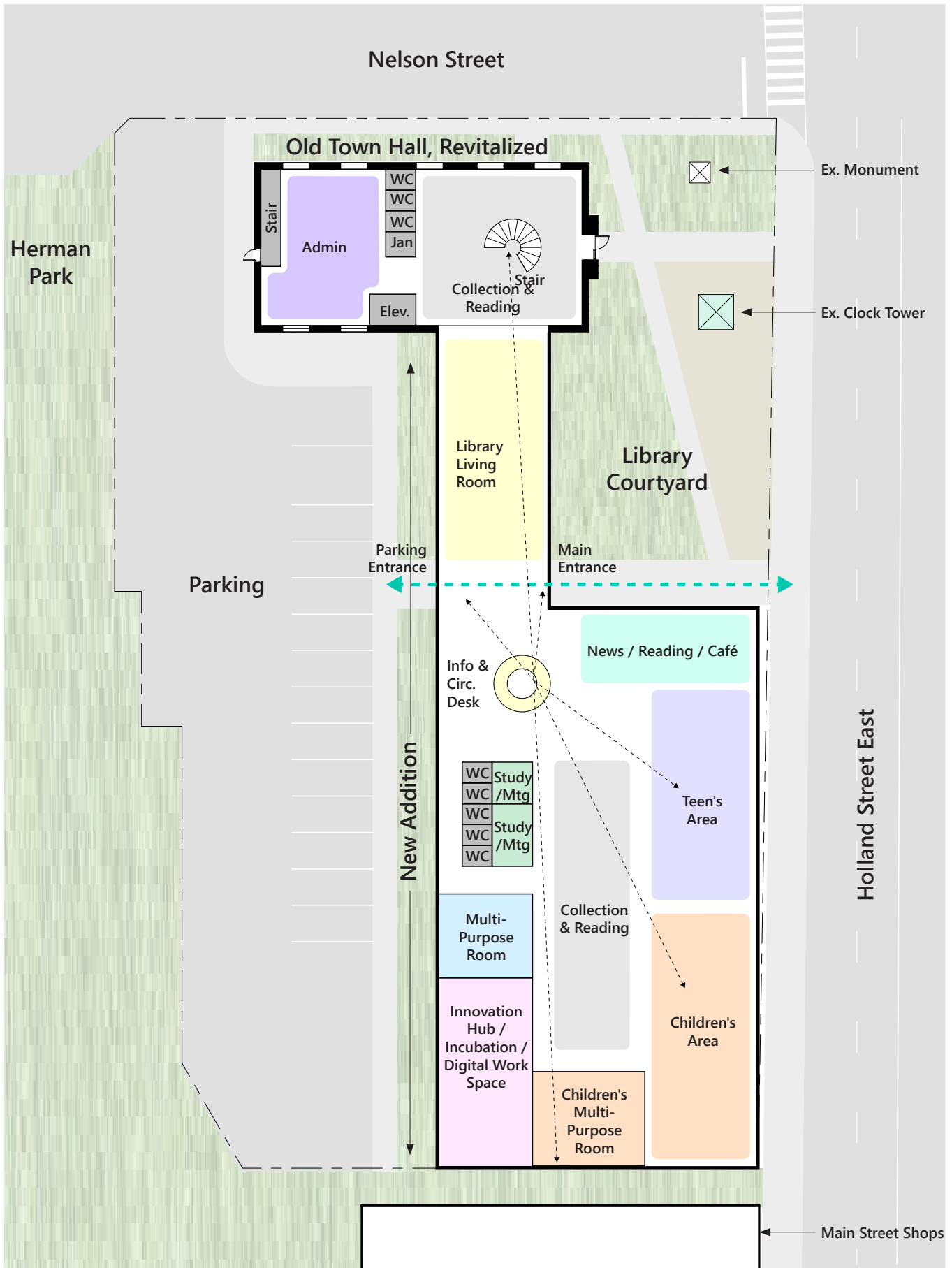
The Old Town Hall is repurposed into the second branch of BWGPL, bringing new life to an historic and civic icon. Anchored on Holland Street East, the branch is strategically located on the historic main street, servicing high population & growth areas and accessible by all modes of transit. Year: 2031. Size: 18,000 ft².

Built prior 1871, the Old Town Hall originally served as the civic and symbolic heart of the Town and remains an celebrated icon today. The heritage building is currently occupied by the Bradford Financial Services Department, with the Court House located in a single-storey addition of insignificant value to the immediate west, with both planned for relocation in the coming years. This provides a rare opportunity to reinvigorate publicly owned lands and an iconic heritage building into a community space and symbol of civic and cultural identity. The branch will also contribute to the historic main street of Bradford as a central attraction, thereby supporting the Town's main street revitalization initiatives.

The existing heritage features of the Old Town Hall would be well respected and provide for a beautiful setting for library activities. An addition to the west of the Old Town

Hall will create a new library courtyard & civic square facing onto Holland. The courtyard will act as a place for gathering, reading and relaxing, amidst the retained clock tower, seating, and landscaping. The addition will provide contemporary, fit-for-purpose facilities for key programs such as the children's area, teen's area, adult reading, collections and community living room.

Holland Street East has a significant existing population and serves the majority of residents within a 15 minute walk. Served by numerous bus routes and close to the GO Station, the site has excellent transit accessibility. Enhanced Go Service and transit associated development will mean that the library will serve significant populations to the east as the Town continues to grow.



GROUND FLOOR PLAN DIAGRAM

← NORTH

PRECEDENTS



Image: Outdoor library commons in Lund, Sweden.

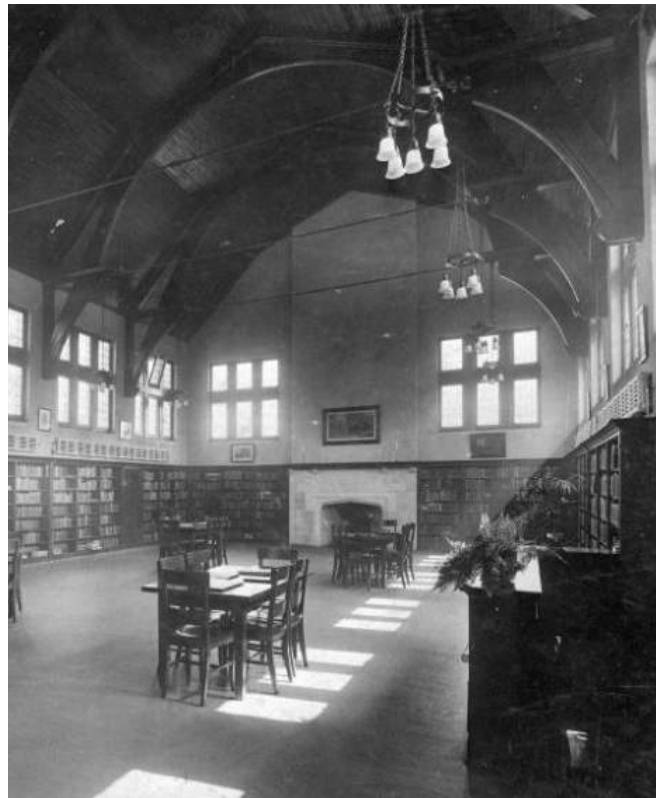


Image: Historic photographic of the Toronto Public Library, High Park Branch, demonstrating the potential of exposing the existing roof structure above.

NEW BRANCH SPECIALTIES

The new location would provide core library services, such as areas for the collection, community living and reading areas, displays, children's areas, teen's areas, adult reading, multi-purpose rooms, and meeting rooms. However, the site's attributes and unique location present an opportunity for specialized programming which would complement the existing main branch and other offerings across BWG.

Heritage & Archives: The Old Town Hall was one of the few buildings in Bradford that survived the fire of 1871, making this a fitting setting for the Heritage programming and Town Archives which are to be relocated from the existing library.

Cultural Services, Performance & Exhibition: The vaulted roof structure (currently concealed) would provide an inspiring backdrop for a community performance and exhibition space which would be located on the second floor.

Incubation, Innovation & Collaboration: In support of innovation and the local economy, and taking advantage of the downtown location and proximity to the Go Station, the new library would help support small businesses and Work-from-Home folks by means of digital workspace, meeting rooms, business support resources and incubation programming for early start-up enterprises. There is significant opportunity for collaboration with other Town departments.

Co-Location Hub / Partnership Space: If constructed in 2031, the building would need to be approx. 18,000 ft², and so when combined with the existing Old Town Hall building, the addition would be a single-storey, with potential for future phased additions. This presents a great opportunity to co-locate other community uses and/or partnership space within a second storey, which offers two significant advantages: 1) It is much more economical to construct once than twice, and escalation increases construction costs every year; and, 2) It provides opportunities of revenue through the renting/leasing of partnership space to public or private groups. This could include event space, co-working enterprises, and many other opportunities.



Image: The Woburn Public Library demonstrates the potential of retaining the existing heritage building with a contemporary addition.



Image: The Cambridge Public Library demonstrates the common reading area that overlooks the street.



ENHANCE THE MAIN BRANCH

Optimization of the existing branch will improve the service offering and respond to the important issues identified through the consultation process. A series of discrete interventions make the most of existing space as efficiently and effectively as possible.

The existing library was opened in 2011, and, while it offers some modern amenities and programming, it is currently underperforming for the community and library staff.

Consultation with the public, staff & board, identified a broad range of issues and opportunities with the current library that currently inhibit its potential. The effectiveness of the library can be greatly improved through a series of minor interventions and programming modifications that will carry significant benefits. Many of the 'gems' of the library – spaces for making, innovating, learning, socializing, and reading – are not adequate for their needs. Reimagining, rather than expanding this branch layout, will provide tangible benefits such as increased the seating, increased flexible programming, it will help meet the community's needs and mitigate friction between current programming audiences and other users. Upgrades and modifications to existing facilities are commonplace within

libraries, and typically occur every 5 to 10 years using professional best practice reviews.

A series of recommendations will deliver tangible benefits to the library and resolve many of the issues identified by the public. These interventions can be delivered independently or in combination.

Collectively, these initiatives will create new 'Library Square/Community Hub', a Library Cafe, new and improved multi-purpose rooms, a renewed Zima Room, a new digital learning centre, a renewed maker space, significant increases in seating, improved acoustic space planning, expanding cultural and curatorial opportunities, and an outdoor reading garden overlooking the new 'Bradford Commons'. All of these will allow greater flexibility, greater variety, and greater efficiency within the library's existing shell.



Image: The existing central atrium with book displays and casual seating.

Image: Existing Heritage Room display on the second floor of the library





Enhance the Main Branch, Recommendations: **A: Establish an Acoustic Space Planning Strategy**

Noise control is perhaps the most consistent issue for library users and staff, largely due to the two atriums which carry noise, the numerous hard surfaces which reflect that noise, and space planning which doesn't adequately consider sound transmission. As a result, there are few areas within the library that are suitable for both exuberant social exchange and quiet reading, study, and contemplation, which results in regularly reported disruptions.

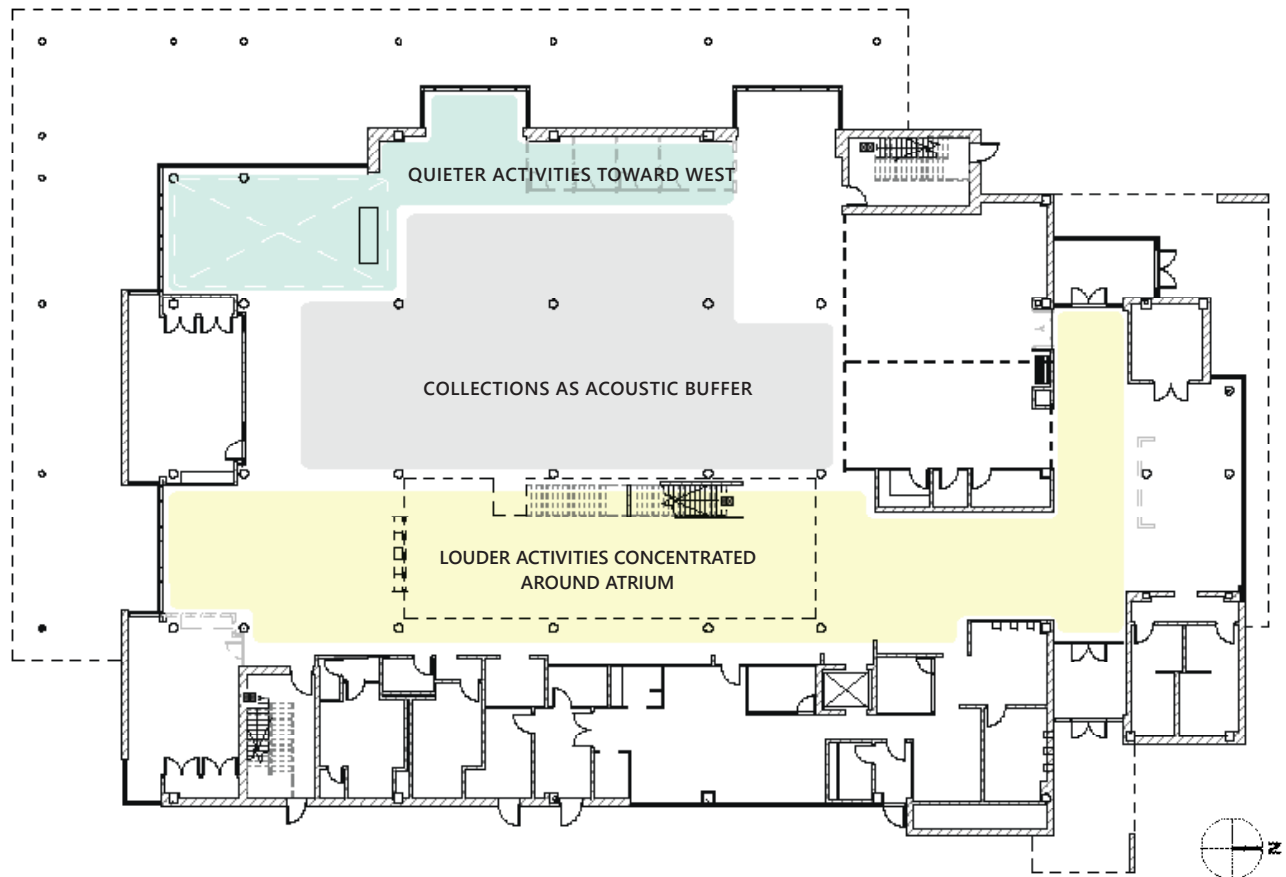
Given libraries must accommodate both noisy and quiet activities, the existing floor plans and building conditions have been analyzed, and a high-level acoustic space planning strategy has been developed. The strategy consists of the following:

- Focus noisy activities around the existing large atrium (the newly branded 'Library Square', see below). This space will always be louder by virtue of its proximity to the entrance and spatial characteristics, and so focusing noisy activities here will mean other areas in the library can remain quiet.
- Enhance the atrium but infill the secondary atrium so that noise cannot travel from the ground floor to all parts of the second floor. Without the infill of this atrium, noise will continue to travel from the ground floor and disrupt quiet activities on the second floor, rendering more of the floor area inappropriate for sensitive library uses. This initiative also increases the floor area of the library within the existing footprint.

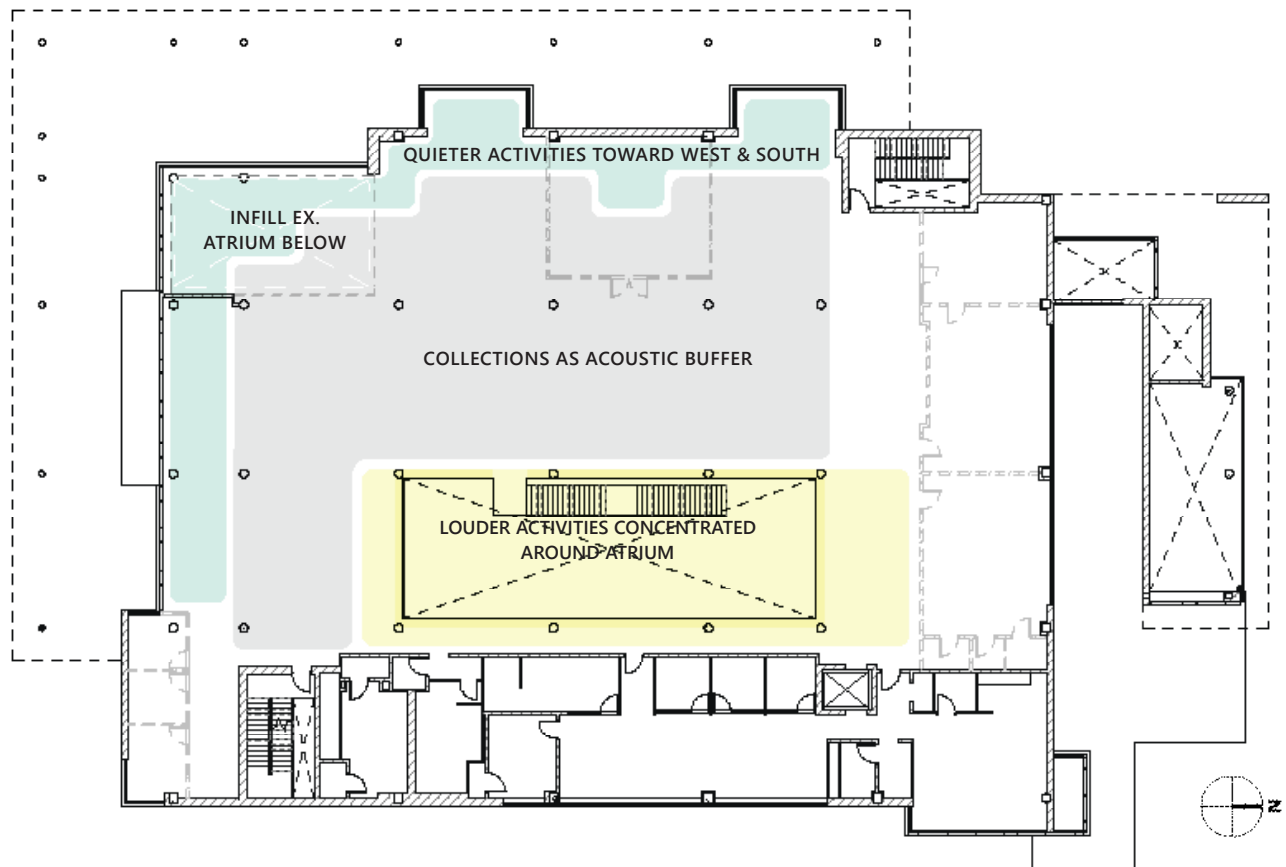
- Continue to use the book/media collection as a noise buffer, located just west and south of the main atrium space, helping to absorb noise before it reaches the quieter zones.
- Relocate quiet study and quiet reading areas to the second floor, towards the west, overlooking the outdoor green space and future home of the Bradford Commons. This will maximize the distance between noisy Library Square, and the quiet reading area.
- Invest in noise attenuating materials/finishes, which can be in the form of finishes, artwork, light-fixtures, etc.

The diagrams opposite indicate the basic elements of the acoustic space planning strategy. This strategy interrelates to the upcoming recommendations.

Ground Floor Acoustic Space Planning Strategy



Second Floor Acoustic Space Planning Strategy





Enhance the Main Branch, Recommendations: **B: Redefine the Atrium as the new 'Library Square'**

The existing atrium is a light-filled two-storey space that was originally intended as the 'heart' of the library, but as currently used, it doesn't have a cohesive vision or identity and doesn't serve the library as well as it could. The space is currently occupied by a mix of merchandising and information displays, a reference desk, computer stations, and some lounge seating.

This space should be redefined as the clear central gathering space of the library, a 'Library Square' that acts as a place for meeting, casual reading and talking, lounging, and observing the everyday life of the library. Casual seating, low coffee tables, and some communal tables can support these activities, replacing some the computer work stations and merchandizing/display spaces that currently occupy valuable space. The existing reference desk and circulation desk should be removed and replaced with a new combined desk closer to the entrance, which will free up space and provide a more efficient 'command central' for library staff with improved sight-lines. An expanded display wall to the east of the atrium will provide curatorial opportunities that will add character and texture to the library.

Finding opportunities for additional seating within the existing footprint means the library can more efficiently serve the community with minimal investment. A new laptop bar/counter overlooking the atrium & 'Library Square' below adds needed seating with great views, further contributing to the diversity of spaces to sit, read, study and talk. Similar seating has been successfully incorporated at numerous of libraries across the province.

This initiative fulfills the need for a simple community 'living room', and also helps support the acoustic space planning strategy (see recommendation #1).

Ground Floor Plan

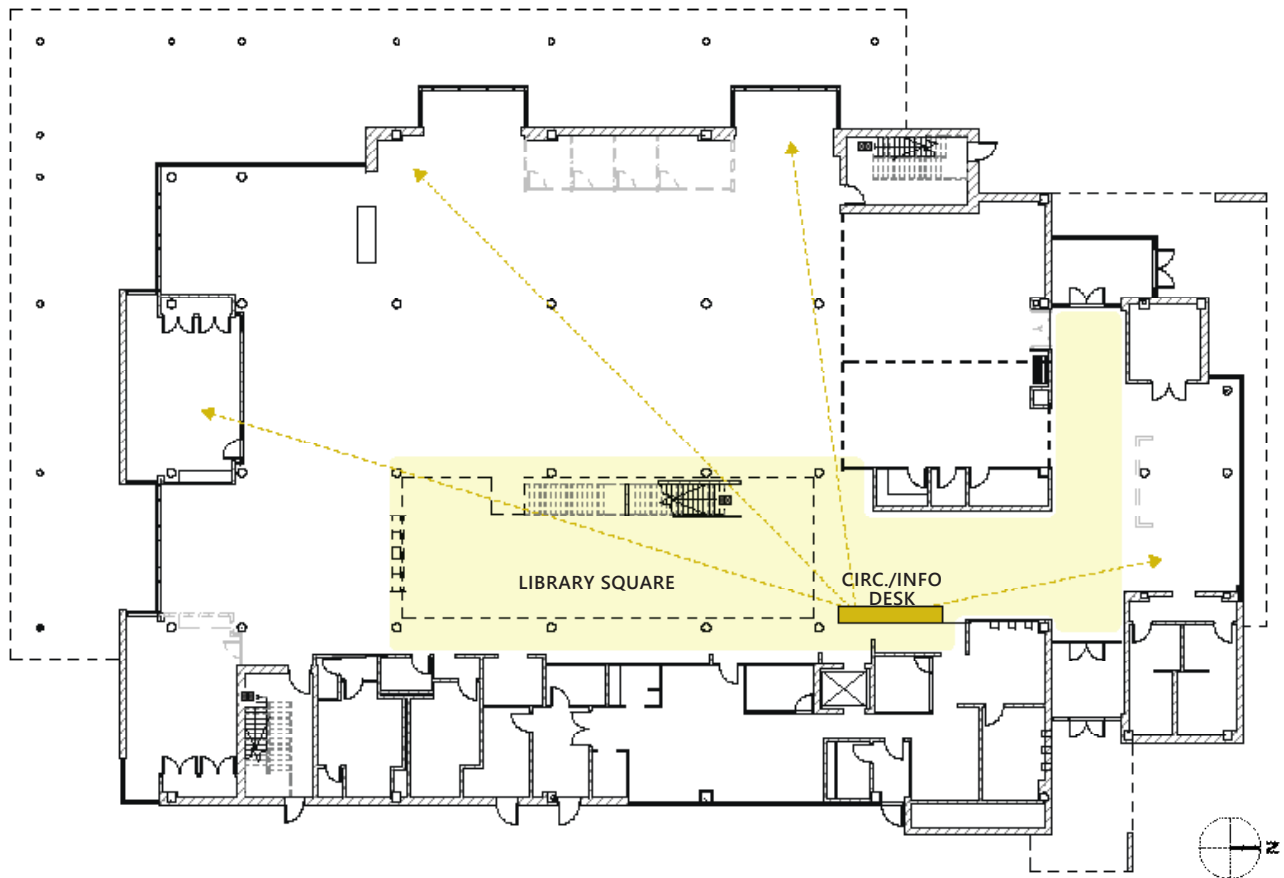


Image: Existing central atrium is not used as a central hub for the library.



Image: A library Central Atrium demonstrates potential for the Library Square to become a social heart of the library and supporting acoustic space planning.



Image: The Halifax Central Library café (lower level)

Enhance the Main Branch, Recommendations:

C: Transform the Entrance Vestibule into the Library Café

The existing vestibule is currently used as an informal space to wait, and occasionally read, lounge, or eat; it is a space that very much feels 'outside' of the library. Given the spatial pressures facing the library, this space should be redefined as an asset that expands opportunities for seating, socializing, and community. Through relatively minor modifications to finishes, seating, and building systems, the vestibule can be repurposed into a new entrance café that will be a welcome addition to the library, and a great place to congregate or take a break from studying. The wide hallway could accommodate a variety of cultural curatorial opportunities.

Ground Floor Plan

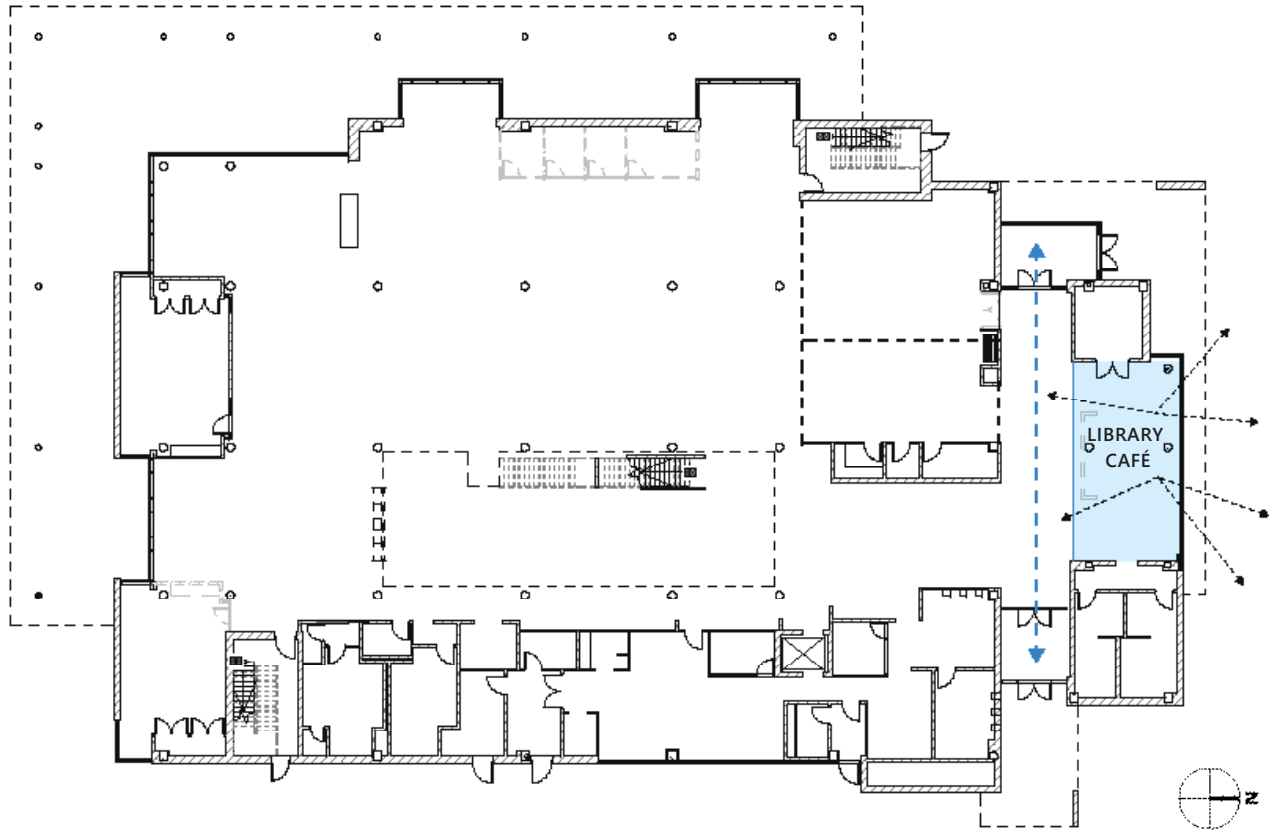


Image: Existing entrance vestibule



Image: The Halifax Central Library cafe (upper level)



Image: Stapleton Library's MP Room is highlight visible

Enhance the Main Branch, Recommendations: **D: Reconnect the Zima Multi-Purpose Room**

The Zima Room is a flexible and well-used library resource. However, it's self-contained with poor physical and visual connections to the library. While the room is booked for much of the day, there are times where it is empty and unused partly do to its isolation from the rest of the library. It does little to 'invite' people in, and any activities that take place do little to animate the library.

The Zima Room is a valuable resource that should be celebrated as a central hub that showcases library and cultural programming and flexibly accommodates both booked events and informal use. Increasing the transparency of the room through introduction of new glass operable walls will improve visibility and natural lighting. The operable walls will allow activities to expand into adjacent spaces when desired. For example, a speaker series or cultural exhibition can use the vestibule and library square as lounge space for before/after an event. During exhibitions and gallery events, the doors can remain open to encourage users to stroll through at their own pace.

The community of BWG is growing in size and diversity, and flexible programming rooms such as the Zima room can help the library accommodate the needs and ever-changing characteristics of the community.

Lastly, the room can also accommodate reading/lounge activities when the library is busy, rather than sitting empty.

Ground Floor Plan

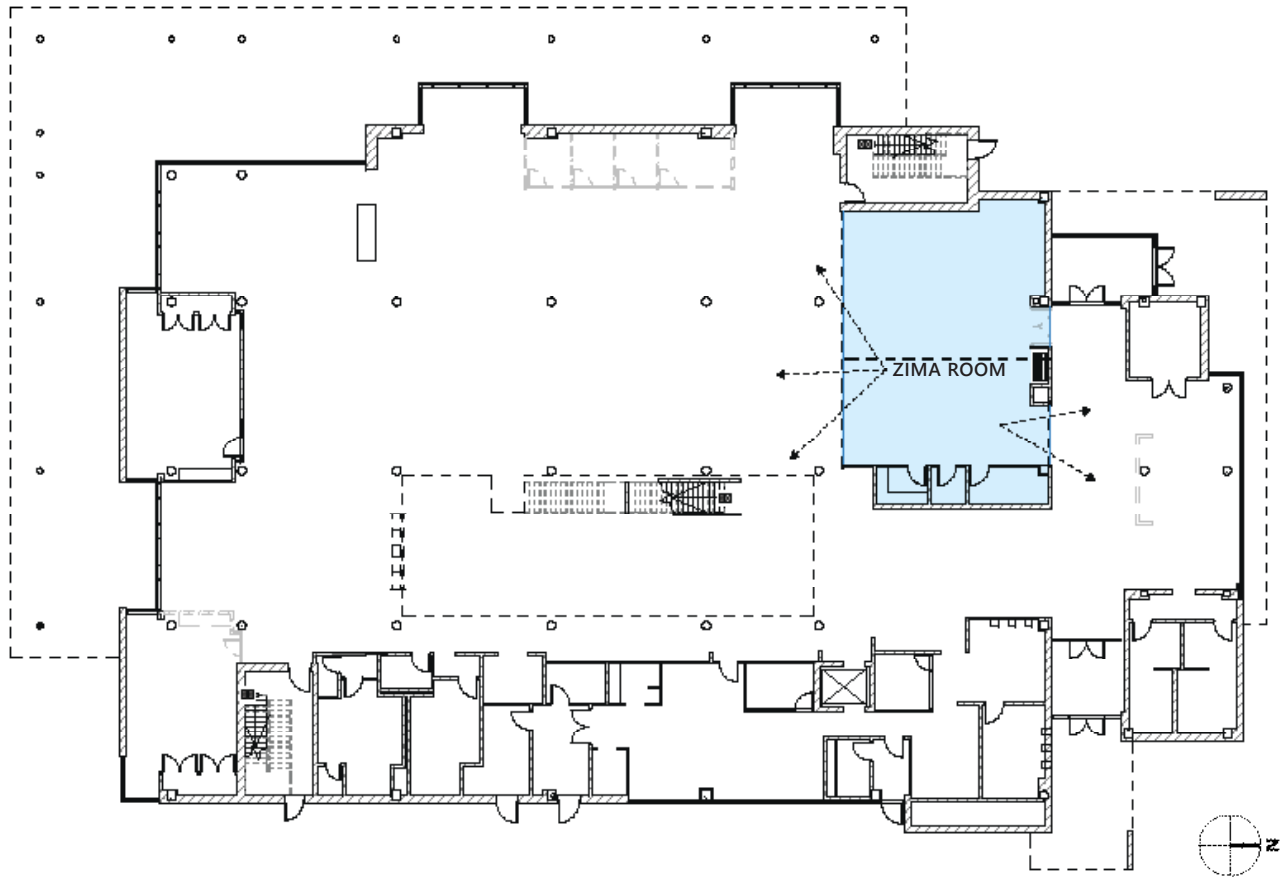


Image: The Zima Room hosts incredible programming, but there is opportunity to highlight these activities beyond the existing four walls.



Image: An example of operable and / or transparent wall systems which can allow for the control and curation of the Zima Room.



Image: A maker space showcased at the Hamilton Public Library.

Enhance the Main Branch, Recommendations:
E: Highlight the Maker Space and Innovation Programming

The existing maker space is currently hidden away on the second floor, which limits awareness and use of this exciting program. Maker space can and should be a lively and public facing resource, showcasing the breadth of library programming and highlighting the latest and greatest. A common input from the engagement process was to increase both visibility and size of the maker space.

Relocating this space to the ground floor will serve at least three priorities: 1) Increase visibility and use, 2) provide fit-for-purpose and correctly sized facilities for innovation/making activities, and 3) free-up the second floor for quiet reading/studying space, which is the furthest away from noisy activities and supports the acoustic space planning strategy.

Operable/sliding glass walls will showcase the Maker Space programming initiatives to both the 'Library Square' and Holland Street West, and allow activities and displays to spill out into 'Library Square' when desired.

Ground Floor Plan

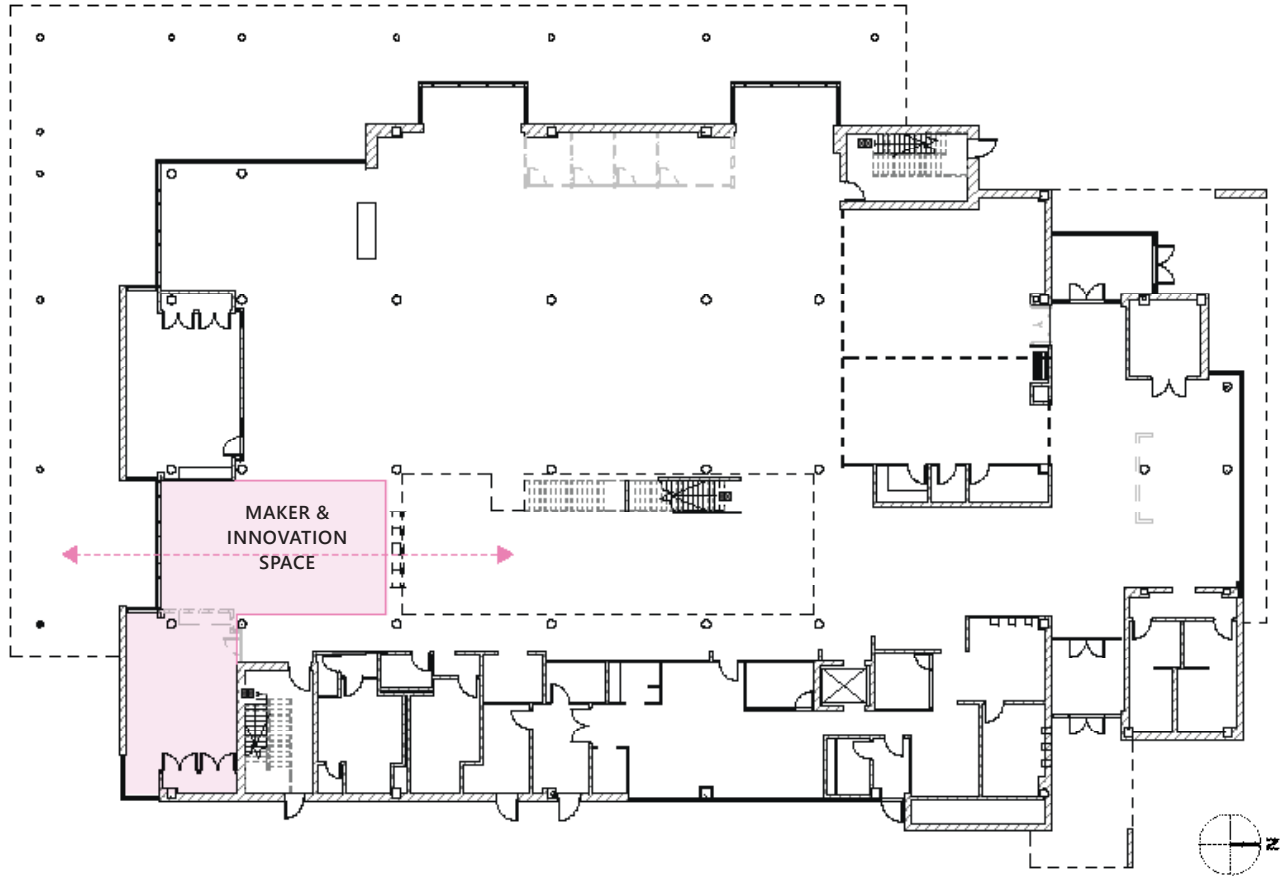


Image: The existing Computer Lab / maker space is isolated and under-sized. This program should highlight the diversity of program offerings at the library.



Image: Innisfil Public Library has a highly visible maker space which showcases great ideas and activities.



Image: A library overlooks Bryant Park, NYC, providing a great views.

Enhance the Main Branch, Recommendations: **F: Expand the Library into the Landscape**

One of the most common themes of the consultation process was a desire for outdoor library programming within the adjacent landscape, such as reading gardens, book sales, and Farmers Markets. The existing green space to the west of the library is slated to become the new 'Bradford Commons', an outdoor space that will accommodate outdoor activities and events for all of BWG. The library's proximity overlooking this square has incredible potential to provide outdoor library programming and reading areas, and increase the library's exposure.

BWGPL should be a stakeholder in the design process of 'Bradford Commons', and ensure that the design provides additional outdoor reading areas/gardens for library users of all-ages, and positive connections to and from the library.

The Children's Area would be relocated to the south-west corner of the ground floor, providing views and access to the outdoor reading gardens and new 'Bradford Commons'.

A new door can provide controlled access to and from the reading gardens and Bradford Commons.

To support other outdoor programming, the parking lot on the east side could be updated with infrastructure to support events, such as adequate electricity, Wi-Fi, and improved landscaping.

Ground Floor Plan



Image: The existing green space has incredible potential, and needs to be formalized as a central civic space. BWGPL should have a role in the planning and design of the new civic space.



Image: The Meaford Public Library has a ` which hosts an apple orchard, children's garden, cafe tables and a fire pit.

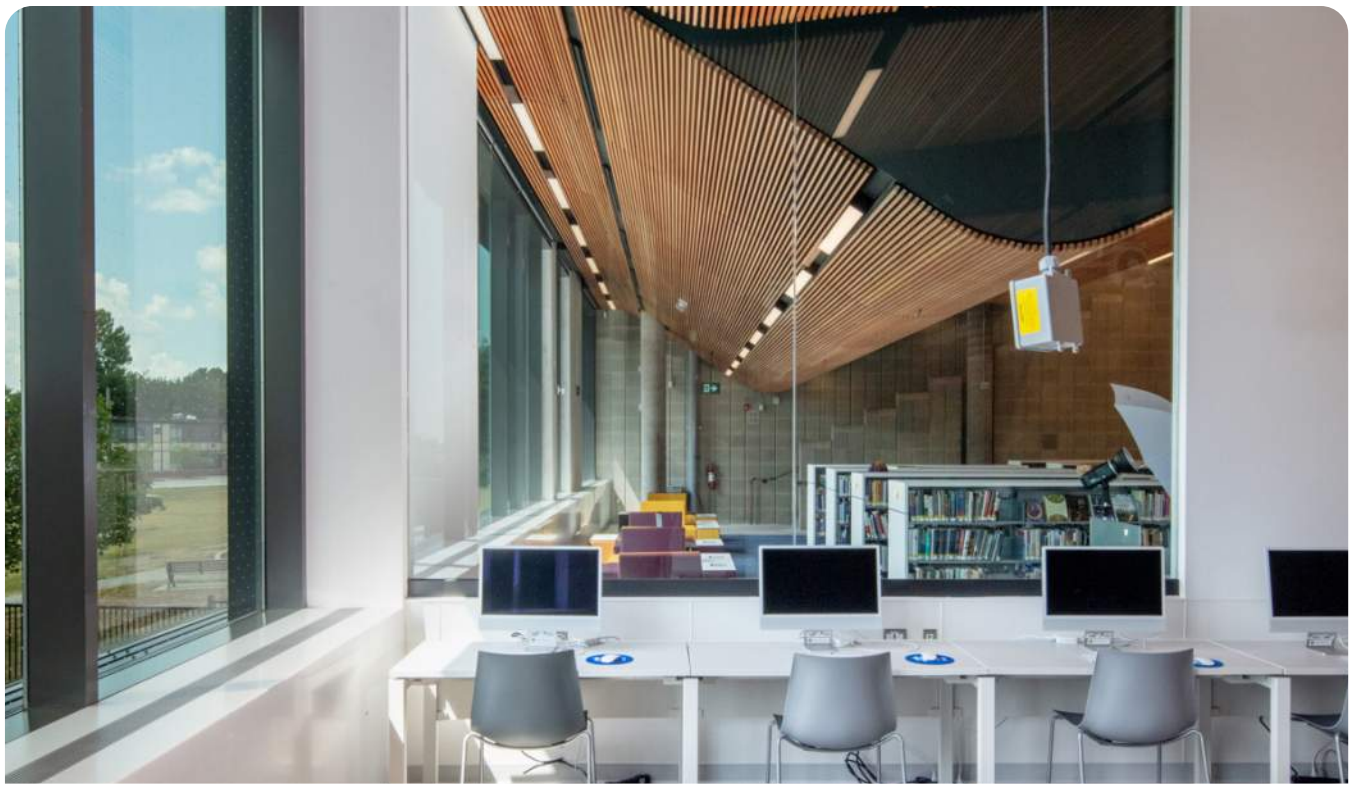


Image: Toronto Public Library, Albert Campbell Branch

Enhance the Main Branch, Recommendations: **G: New Programming Spaces**

The majority of the engagement & consultation themes state a desire for more programming opportunities. These programming initiatives can be accommodated through a combination of flexible multi-purpose spaces and specialized program rooms (e.g. computer labs). A comprehensive review of existing space identified a series of opportunities for a new Multi-Purpose Rooms, a new Digital Learning Centre, and a series of new and improved study rooms. Glazed, operable walls showcase these new rooms to the library and market the various programming initiatives on offer.

The second floor of the library currently holds an underused and spatially inefficient board room, heritage room, and archives room. These rooms, while important in their programming can be better accommodated elsewhere.

The heritage and archives programming are to be accommodated at the new 'Old Town Hall' branch on Holland Street East, which is a fitting location given the building predates 1871.

A new 'Digital Learning Centre' will accommodate computers and digital tools for both independent learning and group classes. This supports a key library priority heard

in the engagement process – to adapt to post-pandemic behavioral changes including trends to increased digital literacy and use.

The existing board room is redefined as a flexible multi-purpose room that can accommodate both board meetings, as well as any number of other activities. The room should never feel empty and the furniture should never prohibit its use for non-boardroom uses.

Existing study rooms are located in the south-east corner of the second floor and are spatially inefficient and isolated. The space should be converted into a spatially efficient Multi-Purpose Room that helps to satisfy the excessive demand for such rooms, or accommodate increases to administrative areas that may be required due to staff growth. The group study rooms are relocated to free standing pods that are adjacent to the atrium.

The existing study rooms located on the ground floor are relocated to the second floor to reinforce the acoustic space planning strategy.

This series of improved programming spaces will be important resources for the curation of cultural services at BWGPL.

Second Floor Plan

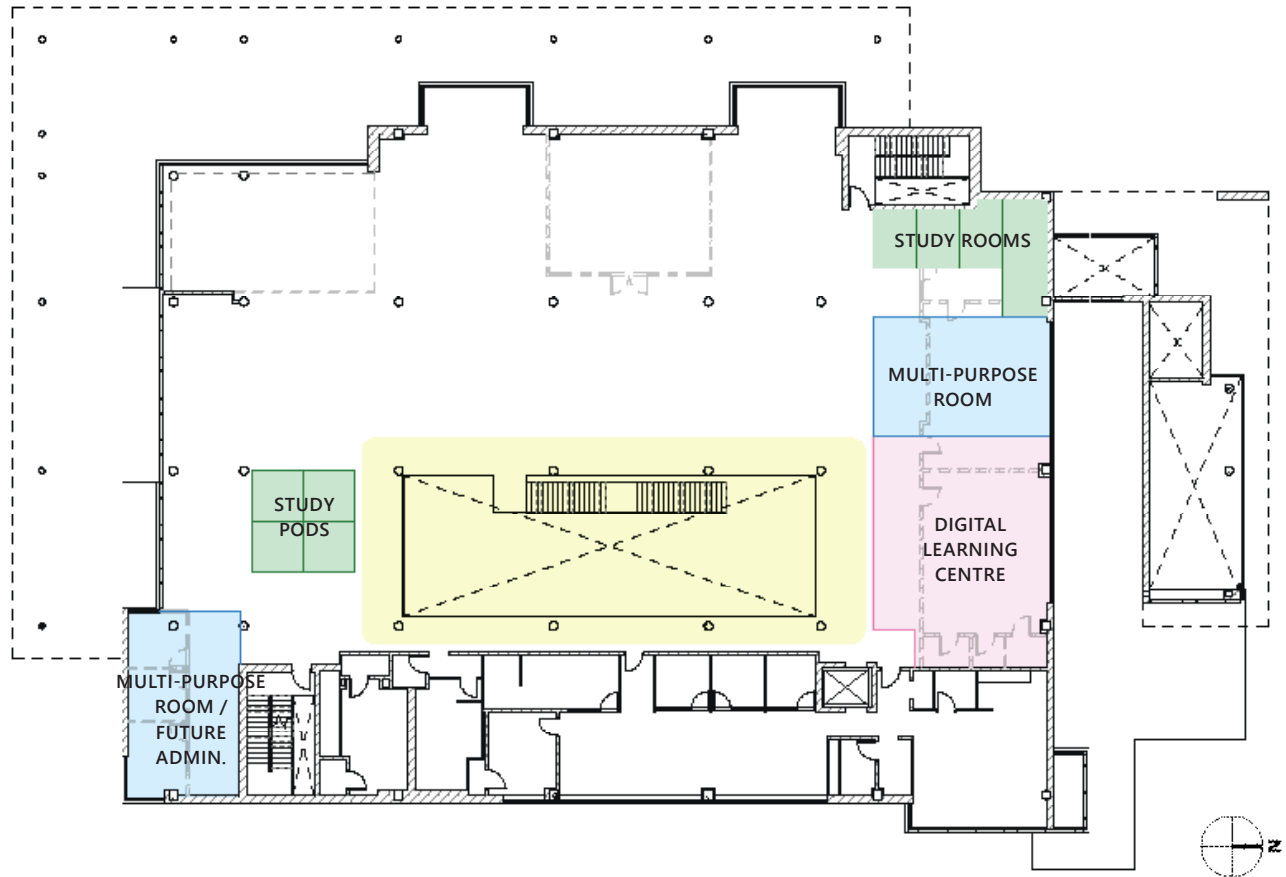


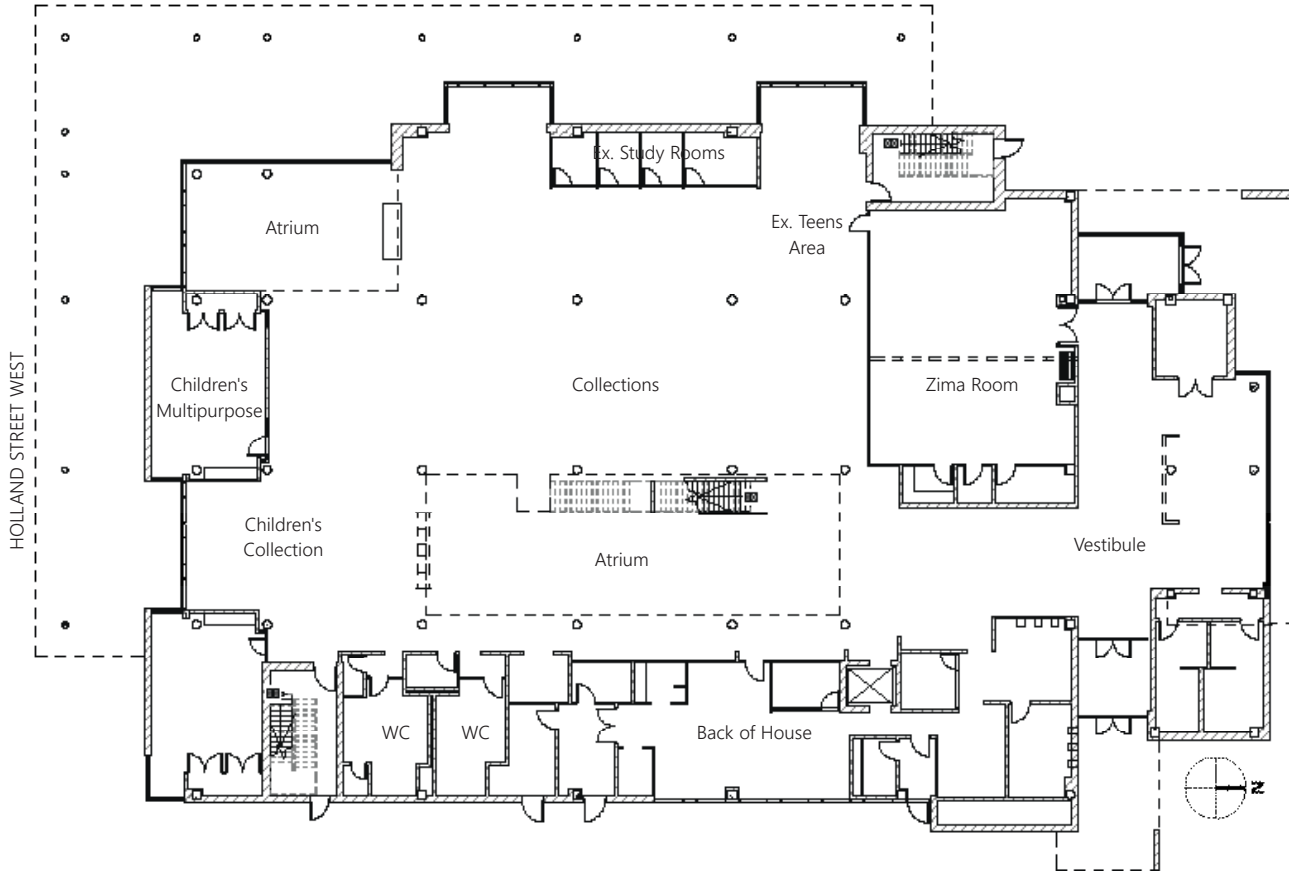
Image: The existing Creative Lab programming.



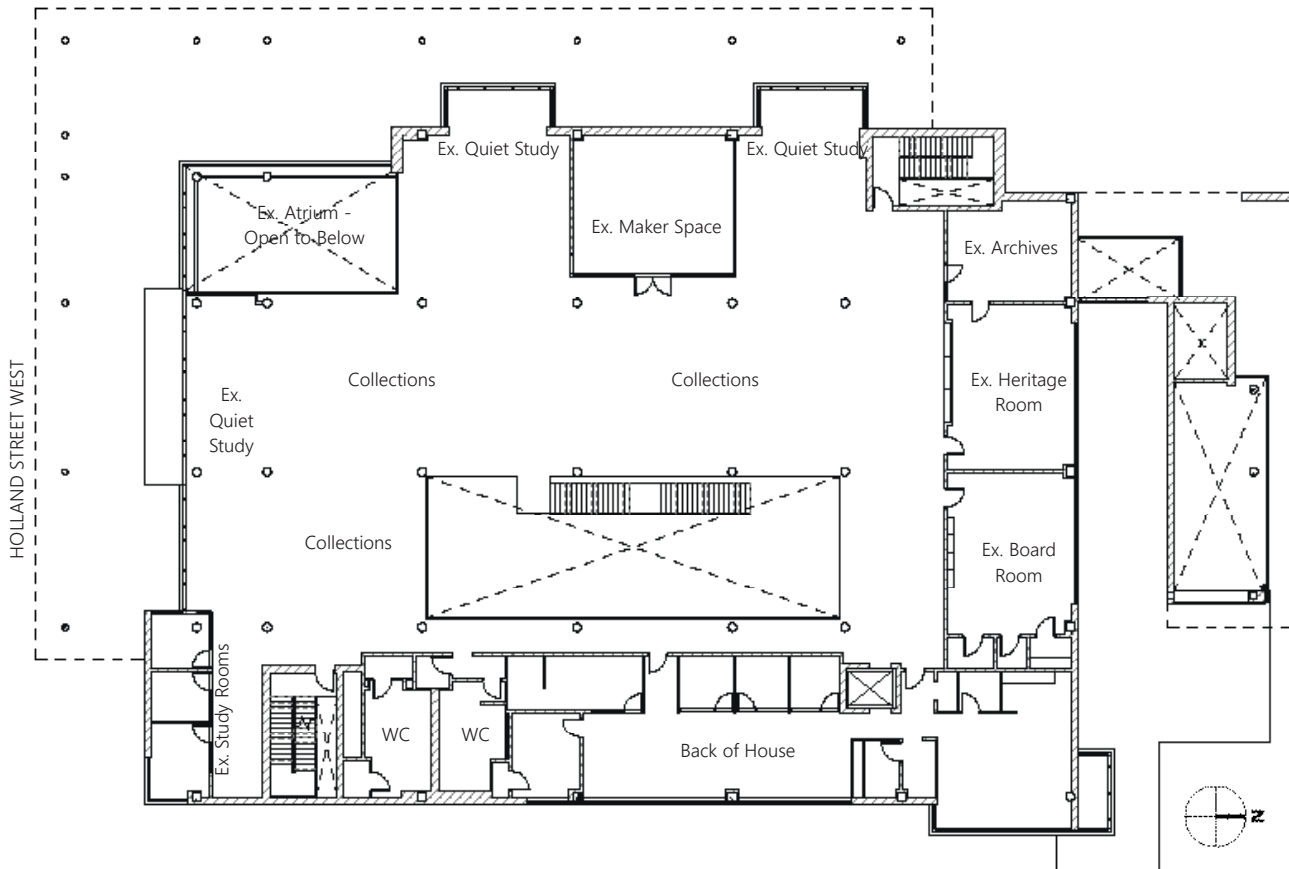
Image: A meditation class takes place in the Multi-Purpose Room at the Meaford Library, showcasing the range an ever-changing range of programs.

Existing Layout

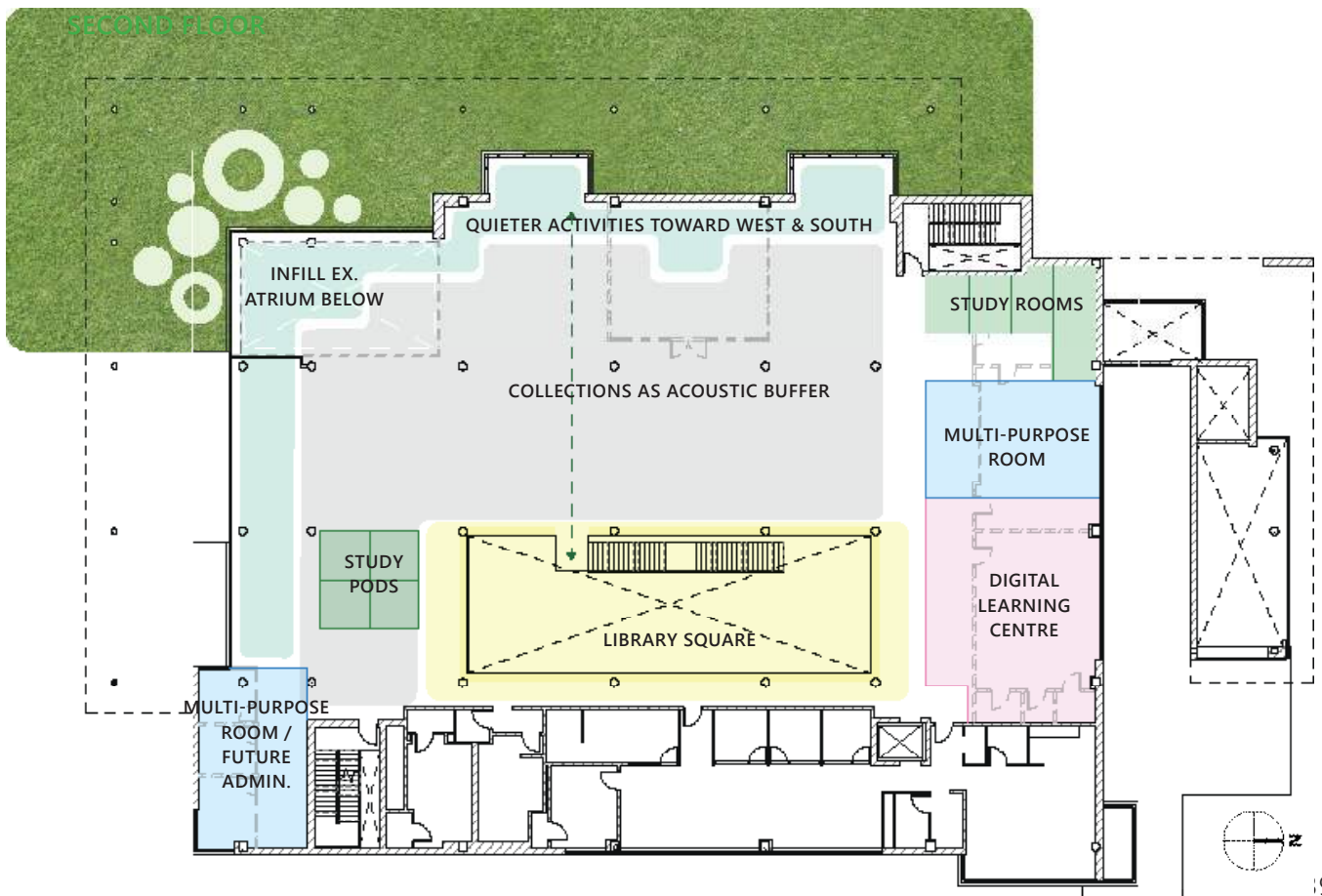
GROUND FLOOR



SECOND FLOOR



Recommendations Summary





Bradford West Gwillimbury Public Library

Strategic Facilities Plan

PREPARED BY:

LGA ARCHITECTURAL PARTNERS
LIGHTHOUSE CONSULTING INC.