



L.E. Shore Memorial Library & Gallery Space Utilization Study

Report – February 12, 2026

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Executive Summary

Salter Pilon Architecture Inc. (SPA) was engaged by The Blue Mountain Public Library in order to conduct a space utilization study for the L.E. Shore Memorial Library & Gallery. The aim of the study was to assist the library in identifying practical, cost-effective ways to reconfigure the current footprint and potential future expansion based on the current and growing future needs. In order to effectively recommend options, SPA visited the library on multiple occasions to examine the existing building and met with staff to better understand the existing conditions and operational requirements. An engagement study was also coordinated, to obtain information from the local community to develop an understanding of their needs and wishes for their community Library. In addition, The Library has commissioned, developed and/or is impacted by at least 17 studies and reports between the years of 2018 to 2025. All of the above-mentioned studies and documents have been reviewed, analyzed and summarized below in this report. To further identify the needs and ensure that the recommendations align, the BMPL Strategic Plans and Goals are also reviewed and considered in the recommendations.

When combined with the known challenges that the library faces, SPA has determined the well used and “in-demand” areas of the building, the insufficient and needed spaces, the under-utilized spaces and the patterns and clashes that need to be addressed. Generally, and in summary, the report has determined that the existing library does not sufficiently meet the needs of the community and SPA recommends improvements be made. These results are used in a space planning exercise and informs three recommendations for potential improvement. Each suggestion varies in size and cost, and is ordered by most to least impactful.

- Option 1: Build an addition to the existing library, infill the Courtyard and revise the site design.
 - o This option is the highest cost option, and could take 2-3 years to implement (longest option). Block plans are provided to give a sense of what could be done to the site and building. It will also be the most impactful option for long term growth.
- Option 2: Revise existing layouts, provide new furniture and re-upholster the window seats
 - o A “Menu” of furniture is provided in this report for review and selection. The intent of this list is to provide The Library with a series of options to choose from depending on what the budget allows. Additionally demonstrated is a block plan to demonstrate a potentially revised layout. This is a lower cost option compared to Option 1; it will still make meaningful impacts but not as significantly as Option 1.
- Option 3: Revise existing furniture
 - o A simplified version of Option 2, it does not consider moving building components. The “Menu” can be used revise furniture as budget allows.

SPA also visited the Craigeith Heritage Depot, The Craigeith Community Centre and The Blue Mountains Fire Station 2. Although reconfiguration of these spaces extends beyond the scope of this study. Our findings have determined that The Library & Community would benefit from a second space in Craigeith. SPA considers Fire Station 2 as the best opportunity of the three, due to its size and location.

Introduction

Historical Context & Timeline

The Blue Mountain Public Library opened its first branch, the L.E Shore Memorial Library on Saturday December 2nd of 1995. Thirty years later, Salter Pilon has been engaged to build on decades of reports and community feedback. All indicating that the existing facilities no longer meet the growing and evolving needs of staff residents, nor do they fully align with current public library space planning guidelines in Ontario.

The L.E Shore Memorial Library honour of renowned Collingwood architect, Leonard Eldon Shore. Following World War II, Shore founded the architecture firm Shore and Moffat, which later became Shore, Tilbe, Irwin and Partners. After Shore's passing, the Shore Foundation was established in his memory. Working collaboratively, the Shore Foundation and Shore's former firm worked in tandem to design and construct the new library, with foundation contributing of \$1.5 million dollars to invest toward the project. The local Blue Mountain residents raised an additional \$400,000 dollars to furnish the library with new books, equipment, and furniture, many of which are still in use today. In 2009, the Town of The Blue Mountains purchased 177 Bruce Street South for future expansion of the existing facility and razed the property in 2017 removing the existing house on the property.

The library system expanded in 2016 with the addition of its second branch, the Craigleith Heritage Depot, which now serves as a satellite library, museum, and archive. Formerly known as, the Craigleith Station, serving as part of the Northern Railway of Canada, connecting Craigleith Station to Toronto's Union Station. It is notably, the last remaining station on Canada's first long-line railway. Constructed in the 1880's, the station operated until 1966, when it was purchased by Ken and Suyrea Knapman. The Knapman's restored the building turning it into a restaurant called "The Depot" which operated until 2000. Due to Ken Knapman's passing, the Town purchased the building in 2001 and later repurposed it as a heritage centre and trailhead, now know as the Craigleith Heritage Depot.

Similar to the L.E. Shore Library, the Craigleith Heritage Depot faces significant space constraints. While the Depot building itself lies outside the scope of this Study, the rapid growth of the Craigleith community and its limited access to essential local services warrants further examination. As part of this work, Salter Pilon assesses Fire Hall 2 to determine its suitability as a future location for library service delivery. This analysis will require additional community engagement and a careful consideration of whether incorporating library services into the Town's plans for this facility aligns with broader municipal priorities. The Study will also evaluate the balance between expanding the L.E. Shore Library, leveraging existing municipal spaces, and ensuring that all solutions remain fiscally responsible while meeting current and future community needs.

Below is a timeline of key events from 1995-2025 that have shaped the library system, influenced community growth, and impacted the level and range of the service provided:

- 1995 – Opened with the building, corner lot, and 14 parking spaces. Open Tuesday-Saturday for limited hours

- **1997** – Received Ontario Library Building Award at the 1997 Ontario Library Super Conference.
- **2001** – BMPL launched a website. Craigleith Heritage Depot purchased by the Town of The Blue Mountains.
- **2006** – Purchased a property on Napier for expansion of the parking lot to 52 spaces, which opened in 2007.
- **2007** – Opened Sundays.
- **2009** – Purchased 177 Bruce Street South for future expansion of the existing facility.
- **2010** – Opened Mondays. Began audio and e-book downloads.
- **2012** – Extended hours.
- **2015** – Added e-magazines and e-newspapers.
- **2016** – Added the Craigleith Heritage Depot as a 2nd branch of BMPL. Increased Craigleith Heritage Depot hours from 1 day a week seasonal, to 6 days a week year-round.
- **2017** – Razed the Bruce St S expansion property. Began Hoopla and downloadable movies.
- **2018** – Launched the Virtual Branch, Virtual Museum, and Biblioboard online exhibits.
- **2024** – BMPL completed a Social Return on Investment (SROI) study that revealed an outstanding return of \$2.54 for every \$1 invested. Officially launched The Blue Mountains Digital Cultural Map.
- **2025** – CEO and Board worked with the Town’s Purchasing Team to finalize and issue the RFP for the L.E. Shore Memorial Library & Gallery Space Utilization Study. The contract was awarded in early October to Salter Pilon Architecture.

Both the L.E. Shore Memorial Library and the Craigleith Heritage Depot hold significant historical and cultural value for the Town of The Blue Mountains. Understanding the history is essential to informing thoughtful and respectful design decisions. Any additions or improvements proposed to the building should reflect and enhance the existing beauty of both buildings and create a space that will continue to be well loved by the town for many future residents to come.

Summary of Studies, Engagements and Research

Key Dates

October 6th – Initial visits and preliminary staff discussions. Locations included:

- L.E. Shore Public Library.
- Craigleith Heritage Depot.
- Craigleith Community Center.
- Blue Mountains Fire Station 2.

October 23rd – Follow up Staff Interviews to determine workspace needs.

October 28th – Community Engagement Meeting hosted at L.E. Shore Gallery.

November 20th – Interim Presentation to Library Board.

December 5th – Distribute Draft Report to CEO and Library Board.

January 15th – Presentation of Final Report.

Engaging Stake Holders

Community consultation is an important piece of the design or redesign of community spaces. Following the project kickoff meeting, Salter Pilon Architecture organized a site visit to understand the current conditions of the facilities and to view two additional properties that could provide future use for the expansion of the Blue Mountain Public Library branches. These properties are owned by the Town of Blue Mountain, making them prime candidates for the Blue Mountain Public Library to expand. These properties included the Craigleith Community Centre on Lakeshore Road East, The Blue Mountains and Blue Mountain Fire Station 2 at 796338 County Road 19, The Blue Mountains.

The Craigleith Community Centre, previously referred to as the Collingwood Township School Section No. 2 was founded in 1861. The school served the community for over a century, before closing its doors in 1968. Currently, the building continues to serve the community as the Craigleith Community Centre where the space can be booked for small groups or events. During the site visit Salter Pilon reviewed the condition of the schoolhouse and concluded it would not be viable for any renovations to be made. Any renovations or additions would result in bringing the whole building up to Ontario Building Code standards. Some specific problem areas include:

- Lack of storage.
- Inadequate washrooms, only two provided in the space.
- Unstable flooring.
- Original windows and doors, that would need to be upgraded.
- Not AODA compliant.

The Blue Mountains Fire Hall #2 was built in 1989. In 2022, the Town conducted a Fire Master Plan identifying the Fire Departments needs for a new station. In 2025, the new Fire Hall has started construction, making the old station to available within the next couple years. The Blue Mountain Public Library's approach would be to utilize the existing Station #2 and convert in into usable library space for a future Craigleith location. After Salter Pilon visited the station, it was concluded to be a lot more viable option as it provides more usable space. Updates would primarily be in the interior to rework the existing layout and make changes to suit new library programming. As an additional, positive the fire hall has a great connection point to the Bruce Trail with Drakes Path backing on to the rear of the site.

Throughout the visits Salter Pilon documented the building condition through photos and gained an understanding about the use of each of these spaces, their historical context, impact in the community, and the limitations of each space through the Blue Mountain Public Library staff.

Blue Mountain Public Library provided Salter Pilon previously conducted feasibility studies and reports. The reports included:

- 2018 Feasibility Study & Space Plan.
- 2019 Staff Report Library Expansion.
- 2022 Updated Gap Analysis & Building Program.
- 2022-2026 Blue Mountain Public Library Strategic Plan.

- 2023 Guidelines for Rural & Urban Public Library Systems 4th Edition.
- 2024 Accessibility Audit L.E. Shore.
- 2024 Annual Report.
- 2024 Development Charges Background Study.
- 2024 TBM Resident Satisfaction Survey Results.
- 2024 Space as Service Survey.
- 2025 Action Plan.
- 2025 Town of the Blue Mountains Official Plan.
- 2025 Joint Multi-Use Recreation Feasibility Assessment (MURFA).
- 2025 Workstation Ergonomics Survey.
- 2025 Q1 Quarterly Report.
- 2025 Q2 Quarterly Report.
- 2025 Q3 Quarterly Report.

An important note, Salter Pilon was provided reports as early as 2018, previous studies were conducted as early as 2000 and were recalled in the 2018 Feasibility Study & Space Plan, 2021 Gap Analysis & Building Program, and the 2022 Updated Gap Analysis & Building Program. These studies use the pre-existing reports to inform their results and ultimately contribute to a larger pool of research and recommendations.

The listed reports helped Salter Pilon determine what information has been collected previously, what information would be relevant to aid our report, and identify areas where any additional information is required. After summarizing the reports, Salter Pilon was able to determine a set of questions that could be proposed to the public visitors at L.E. Shore Library and Craigleith Heritage Depot. These survey question would identify:

- Where visitors were from.
- How visitors travel to L.E. Shore Library.
- Frequency of Visits & Time of Day Visited.
- Most Utilized Areas.
- Busiest Season(s).
- Noise Level.
- Most Utilized Services.
- Most Beneficial Services for Future Craigleith Branch.
- Most Beneficial Additions to L.E. Shore Library.

To gain input from the largest sample size, Salter Pilon and Blue Mountain Public Library came up with three survey strategies.



Figure 1: Visitors at Community Engagement Meeting Hosted at L.E. Shore Library

Community Engagement Meeting



Visitors at Community Engagement Meeting Hosted at L.E. Shore Library

The first session, was an in-person Community Engagement Meeting hosted in the L.E. Shore Library gallery on October 28, 2025, marked the beginning of the study's fact-finding stage. Public visitors, community organizations, municipal decision makers, and board members were invited to participate in an interactive activity where a total of 9 presentation boards were located around the gallery space. Each board had a specific prompt or question where the visitors would place a sticker(s) on the provided answer below. These stickers would then be counted to collect numerical data for each question and would be compared to surveys to follow. Once the session was completed Salter Pilon and Blue Mountain Public Library staff discussed areas of success and areas to adapt for the next session. Among the areas of successes were the 30+ visitors, many meaningful individual conversations, and some useful insight into community priorities. That said, there was an obvious under-representation of children, teens, and families, likely

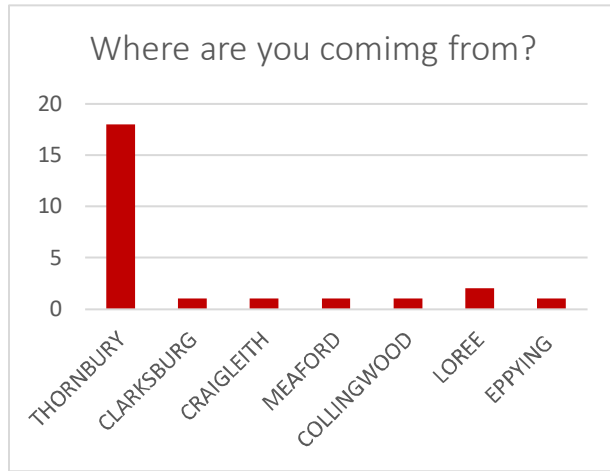
reflecting a combination of factors rather than a lack of interest. First, the engagement window was short, which may not have aligned with family schedules or allowed enough time for teens (or families) to arrive. Second, the process asked similar questions to those raised in previous years, potentially contributing to "survey fatigue" among those who had been asked before how they use the space. Finally, from what we know from the Ontario Public Library Association's (OPLA) 2018 Teen Services Report, reaching and engaging youth in broader planning processes, such as space-study or strategic plan, is notoriously difficult.

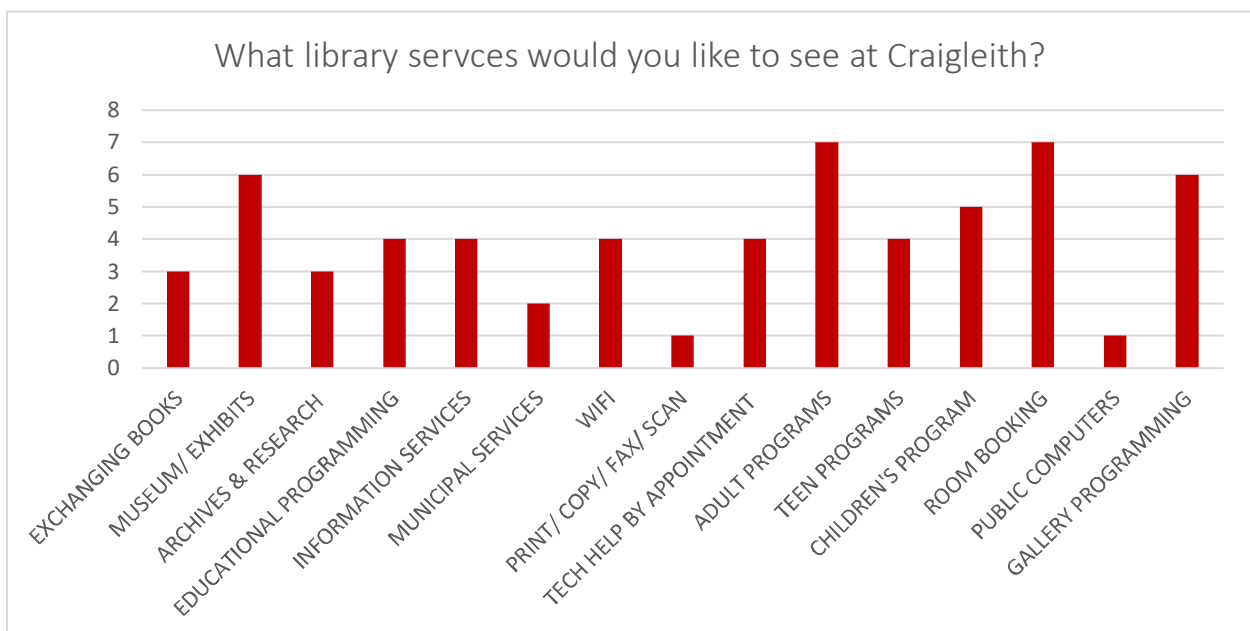
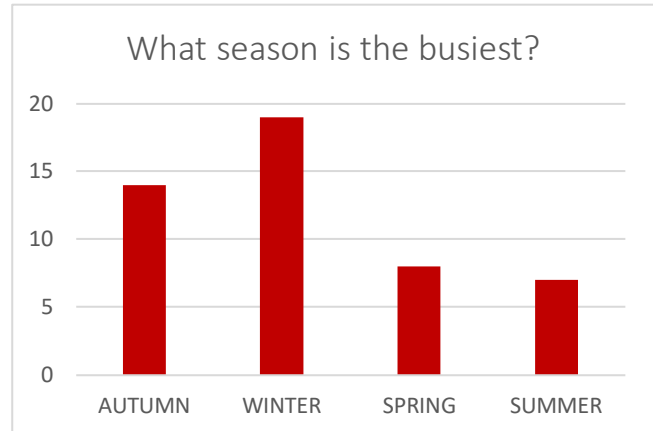
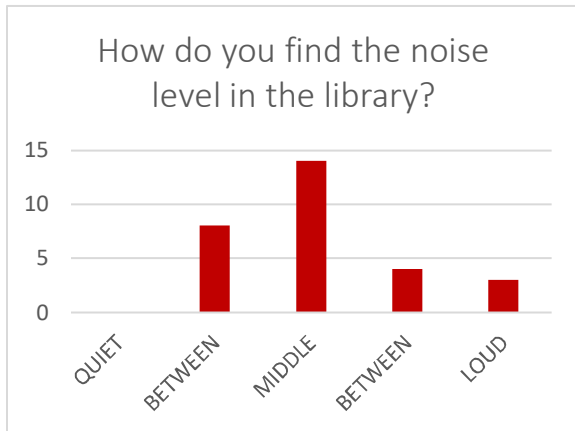
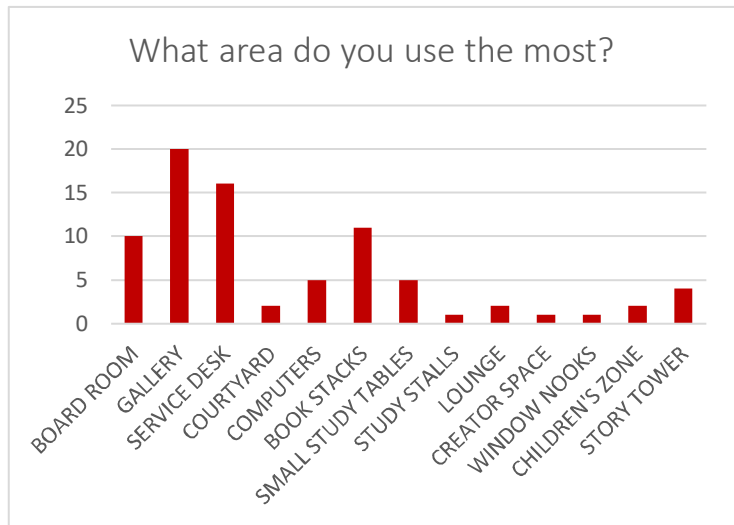
The OPLA report notes several important considerations:

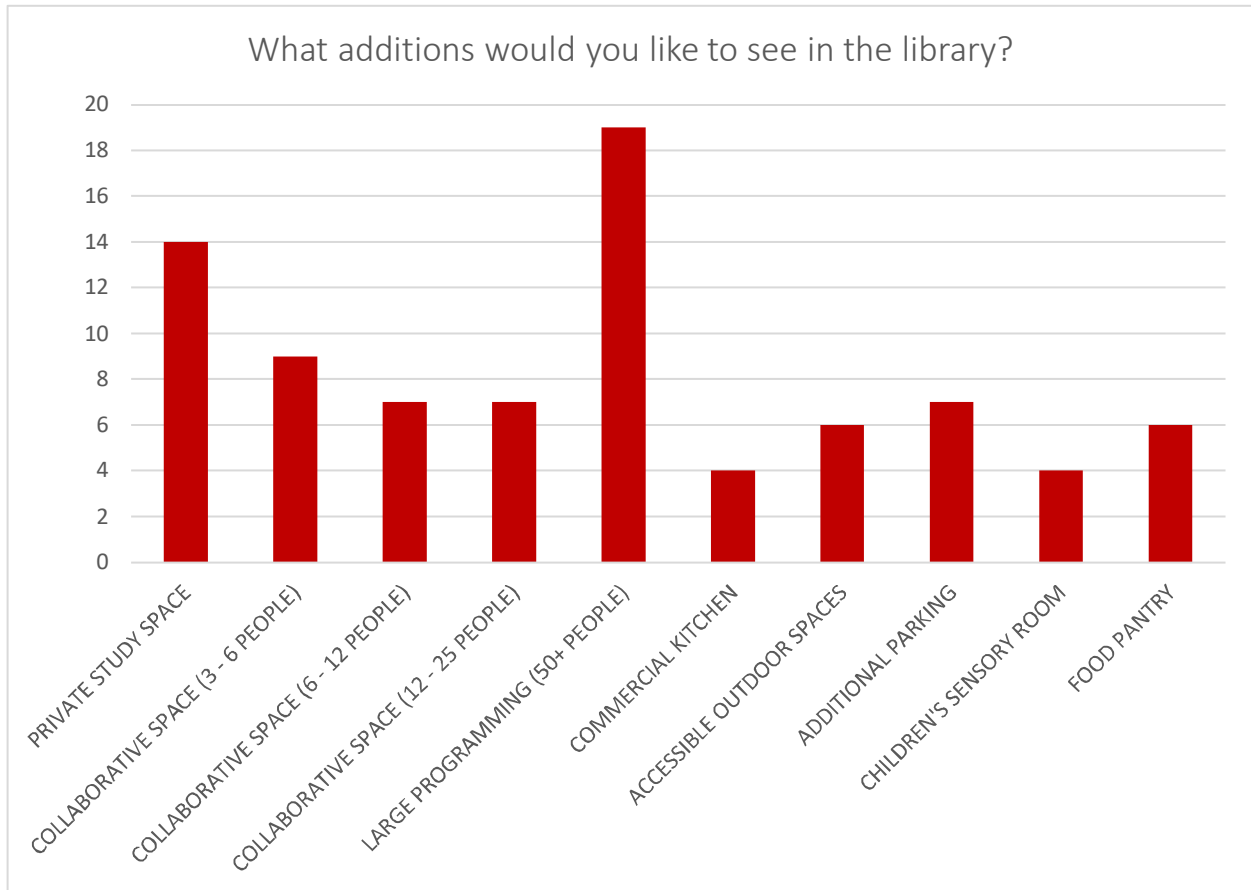
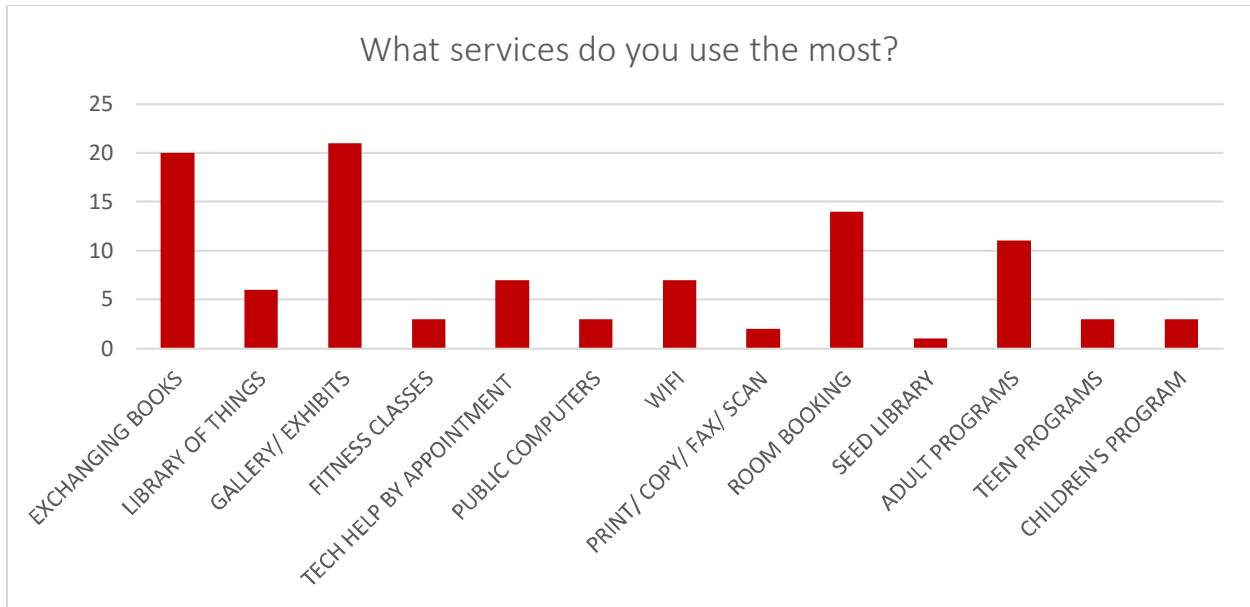
- Public libraries across Ontario increasingly recognize teens as a distinct user group with unique needs, leading many libraries to offer teen-specific services such as advisory groups, targeted programming, and volunteer opportunities.
- More than 50% of responding libraries reported having a makerspace, including many serving populations under 5,000, indicating that even smaller libraries are adapting to teens' interest in hands-on, creative, and technology-focused activities.
- Libraries are also expanding beyond traditional reading-based programming, offering digital media opportunities, STEM and robotics activities, leadership development programs, and supports designed for marginalized youth.

In summary, although youth participation was lower than anticipated, this outcome is consistent with common and well-documented engagement challenges experienced across public libraries and municipalities. With a more deliberate, youth-centered engagement strategy, future efforts are well-positioned to generate richer feedback and foster stronger buy-in from teens and families.

Below are charts depicting the results from the Community Engagement Session.

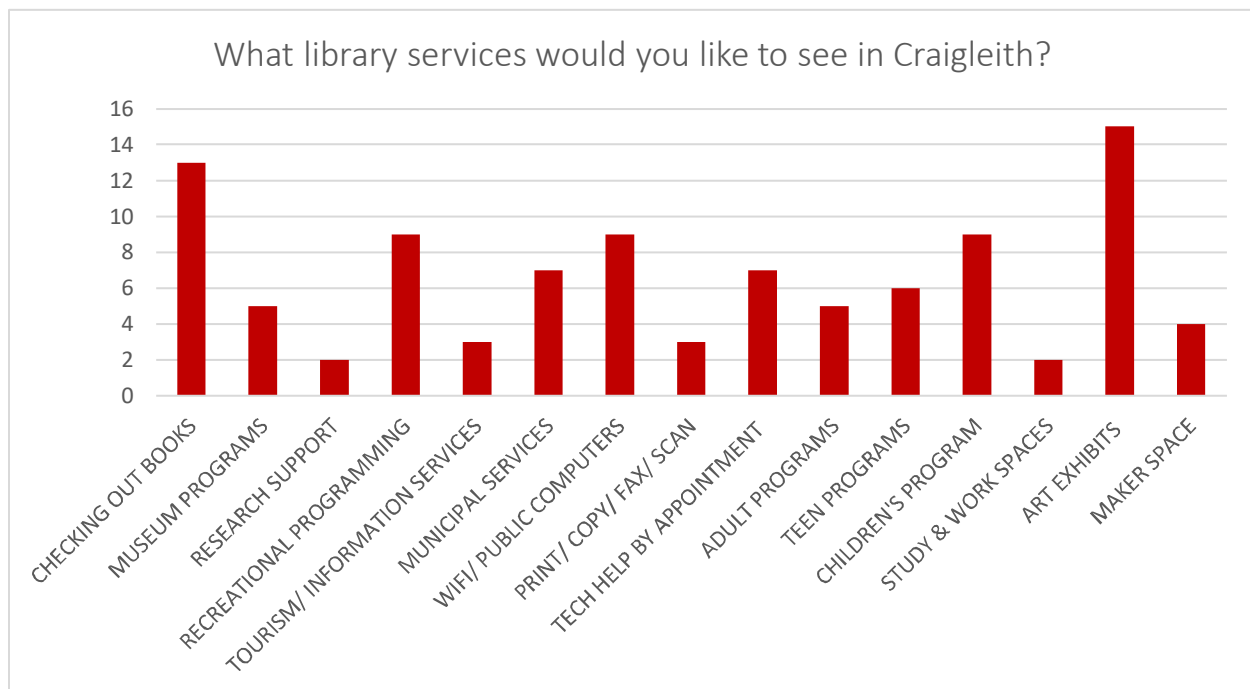
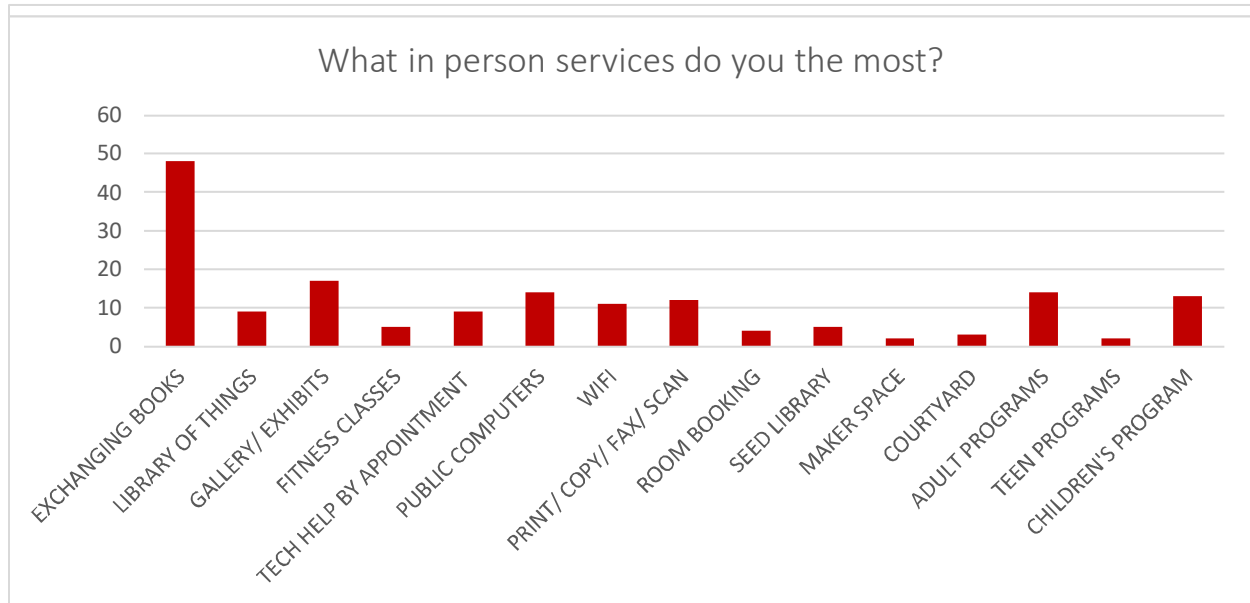


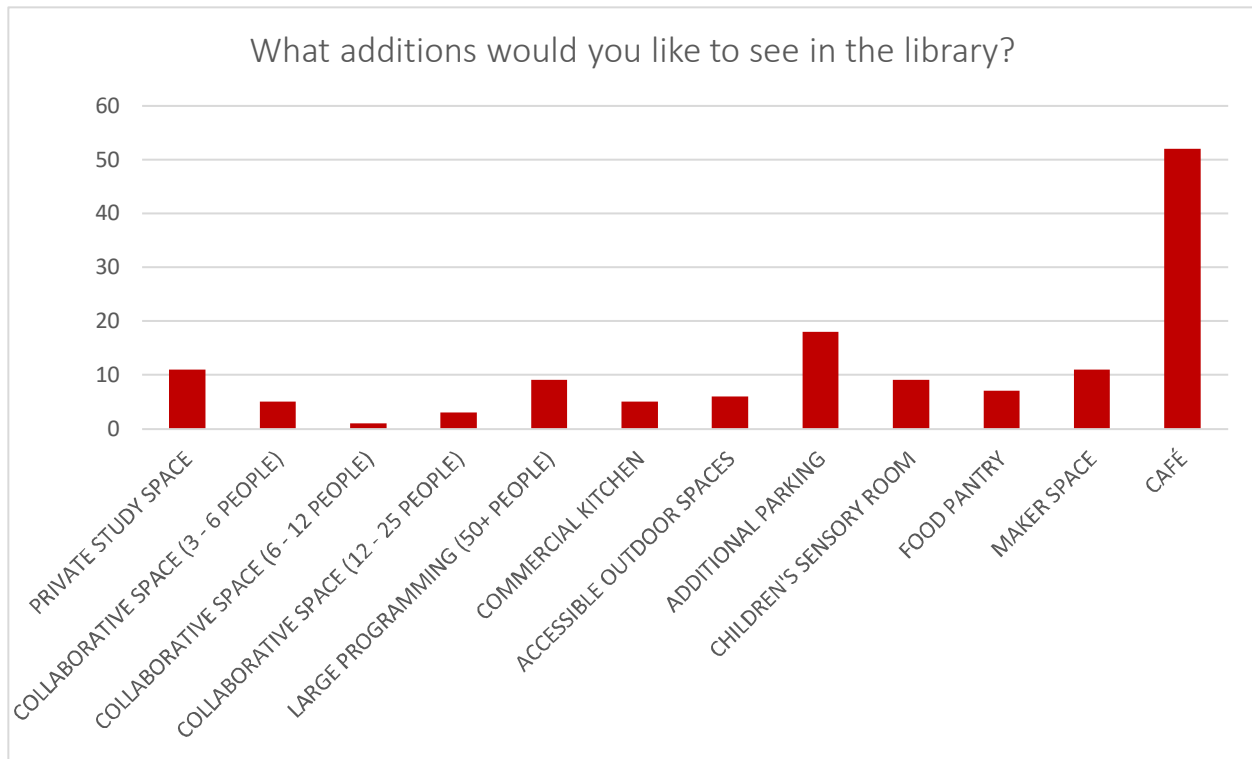




Public Engagement Follow Up

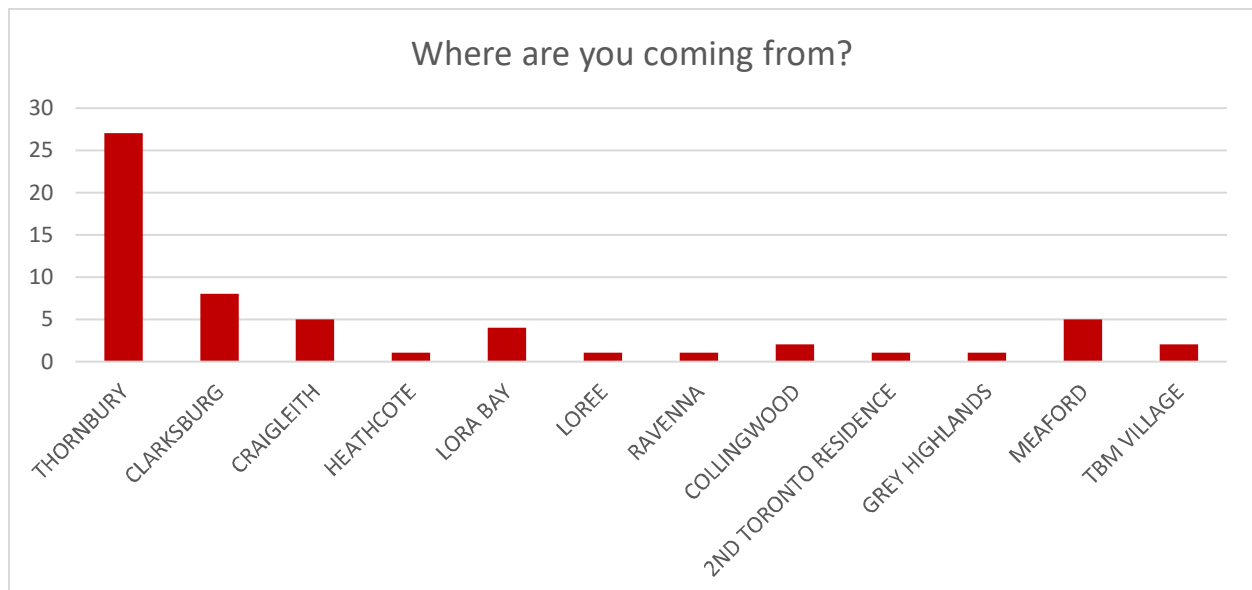
To resolve previous areas of improvement, the solution proposed was to have a new set of boards printed for the Blue Mountain Public Library staff to display in the library. Enabling visitors passing through to participate and allowing for a more diverse sample. A modified set of 5 boards were displayed throughout the library and left up for a total of 7 days, stretching over the weekend to include visiting part-time residents. Below are charts depicting the results from the Public Engagement Follow Up.

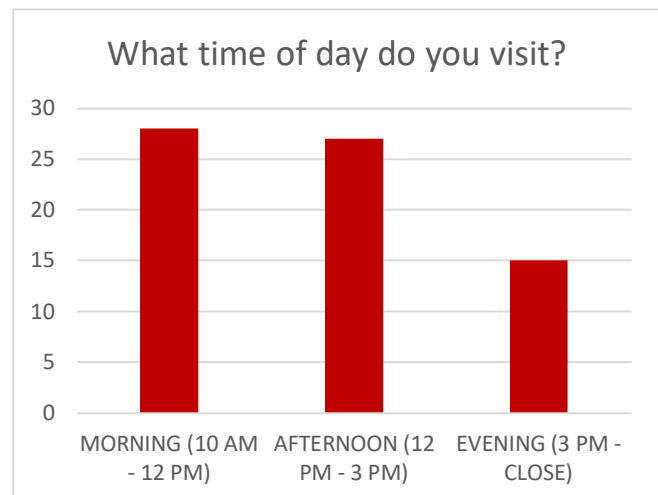
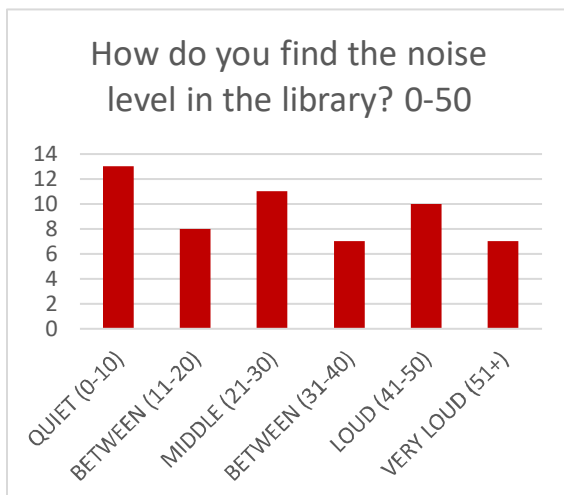
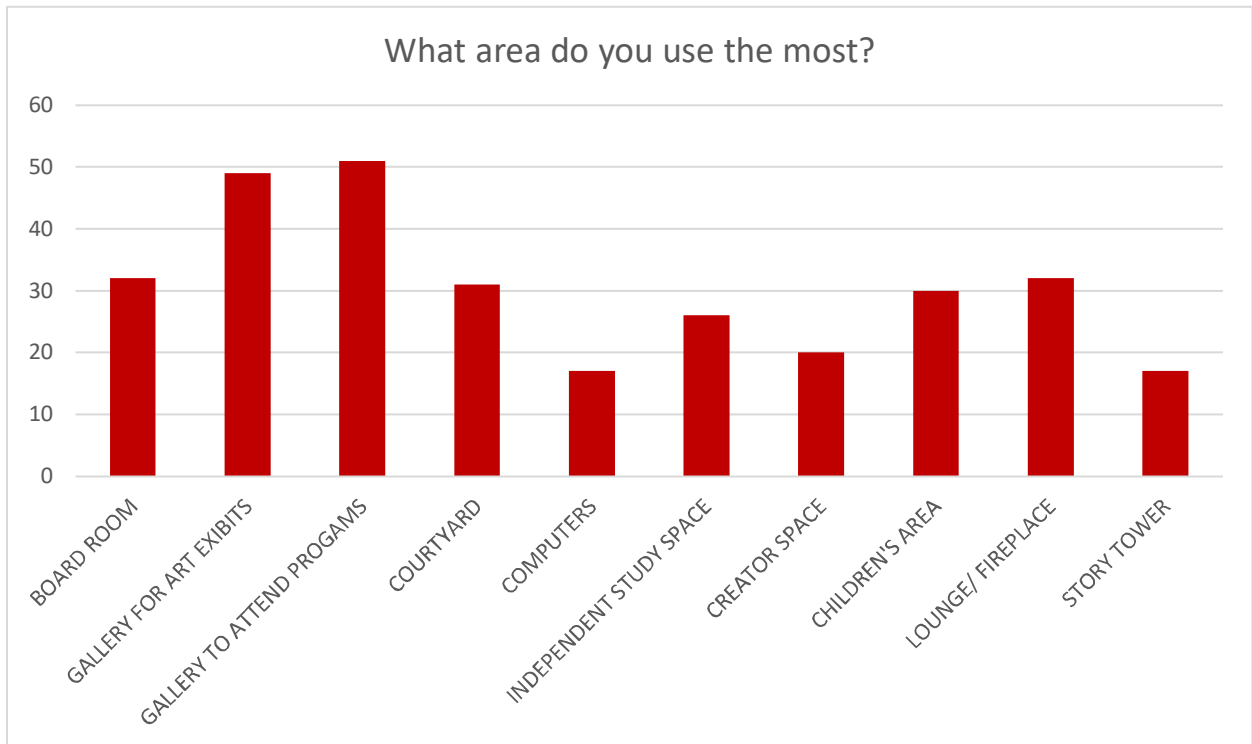
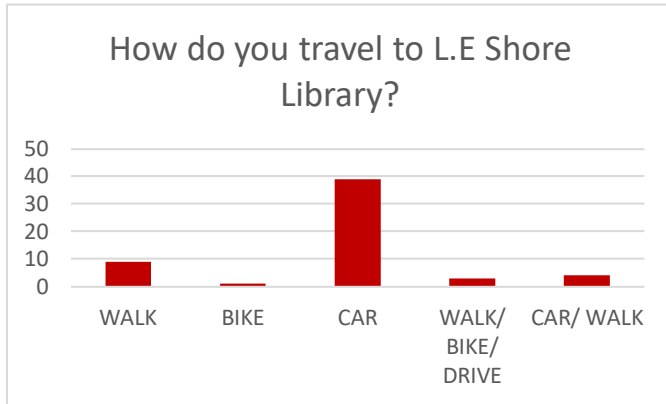


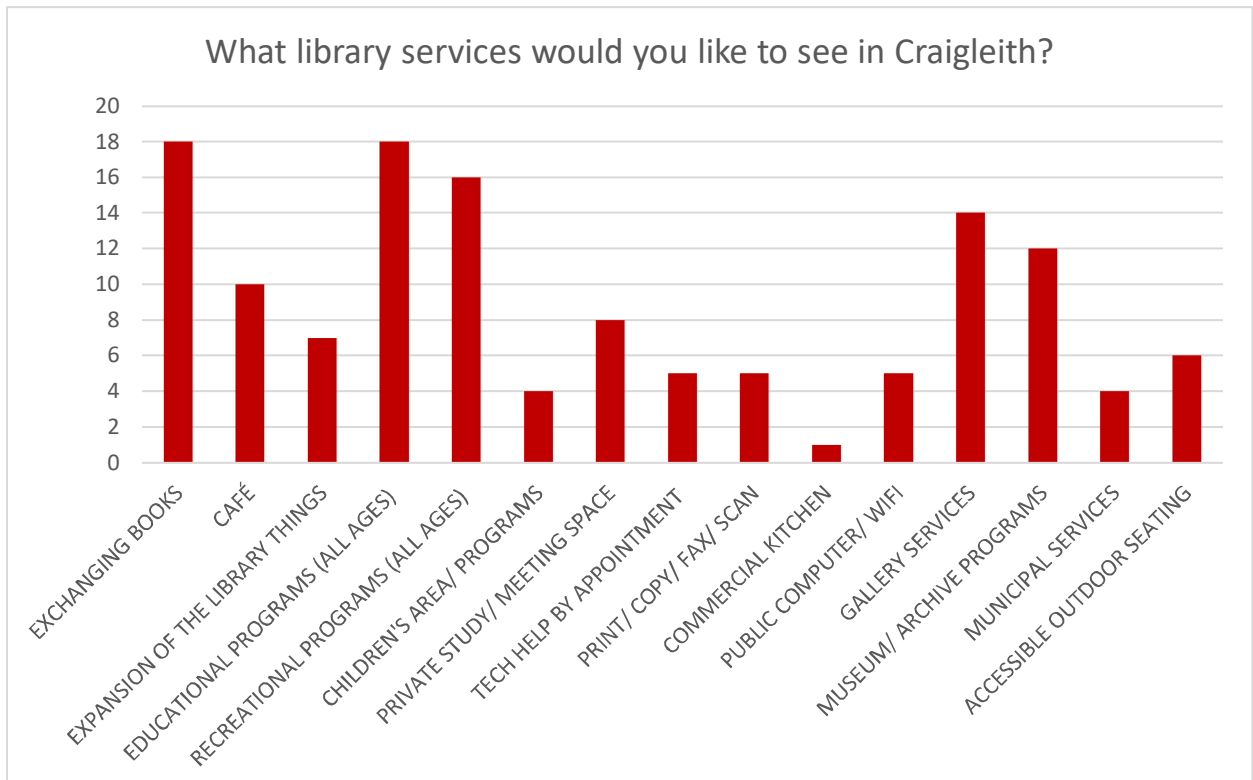
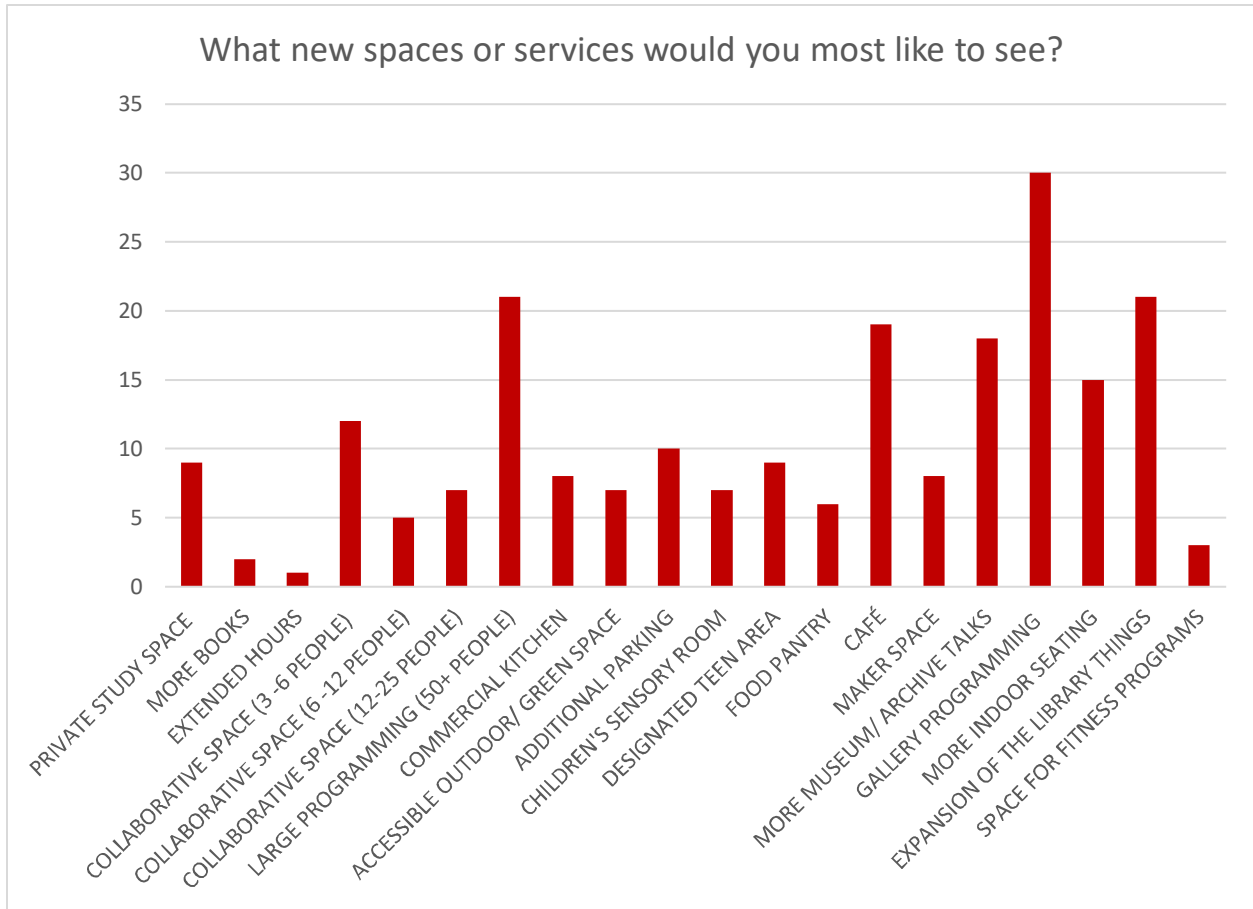


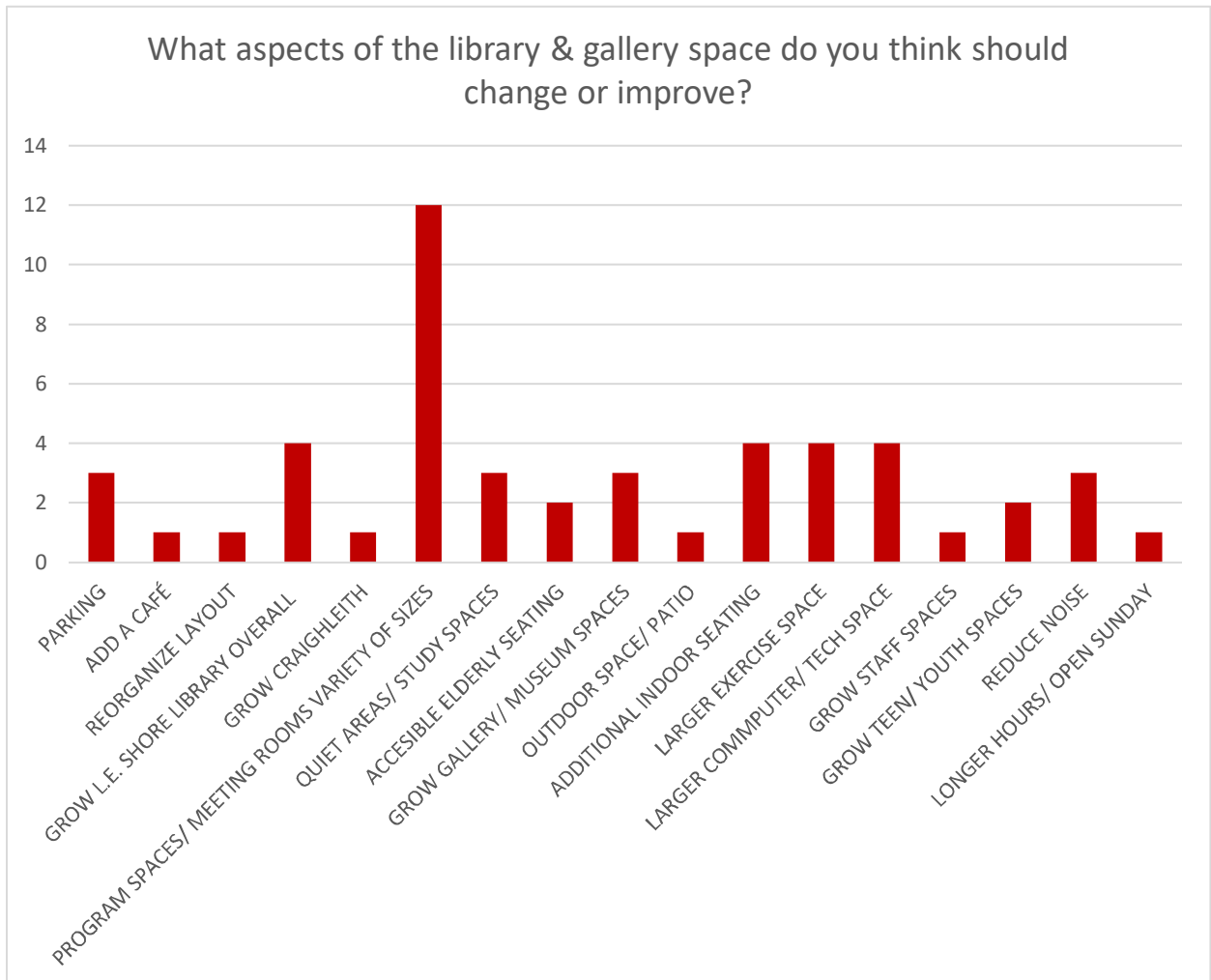
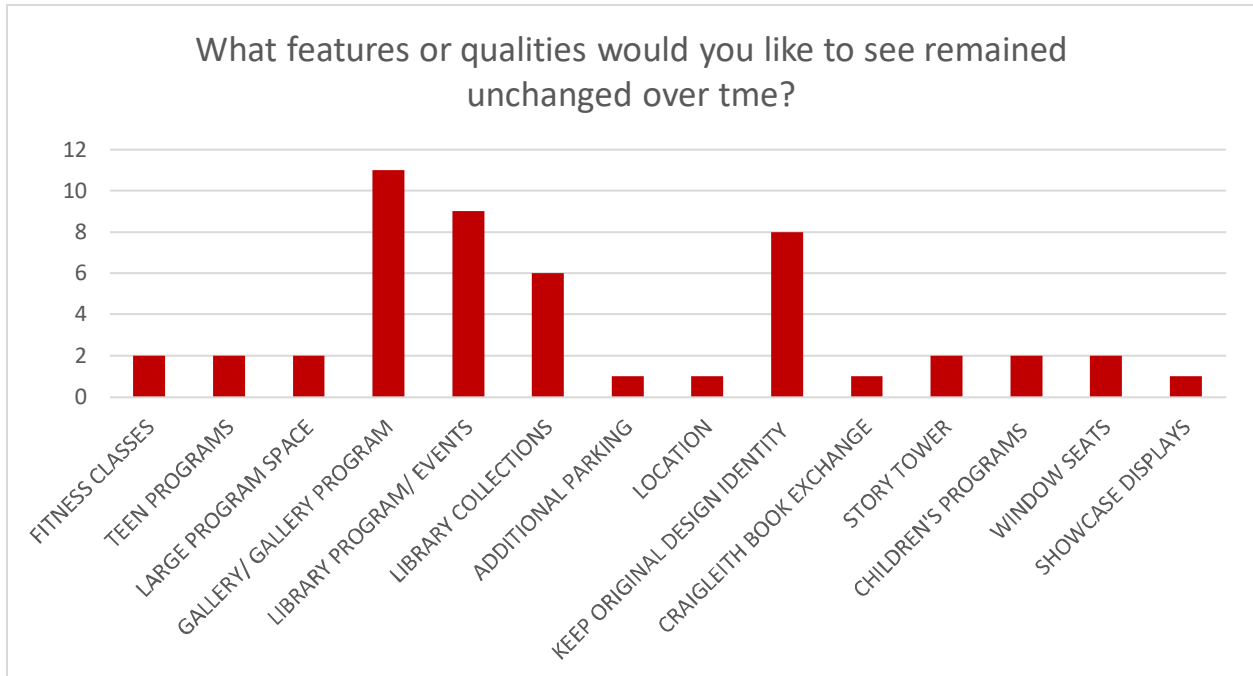
Online Engagement Survey

As an additional measure, in an effort to capture feedback, an online survey was created to provide an opportunity for those who could not attend the Community Engagement Meeting or the Public Engagement Follow Up. The survey identified the same questions on the 9 original boards, along with a couple open ended questions for the participants to leave specific pieces of feedback, related to space concerns and areas in the library to remain unchanged over time. Below are charts depicting the results from the Online Engagement Survey.



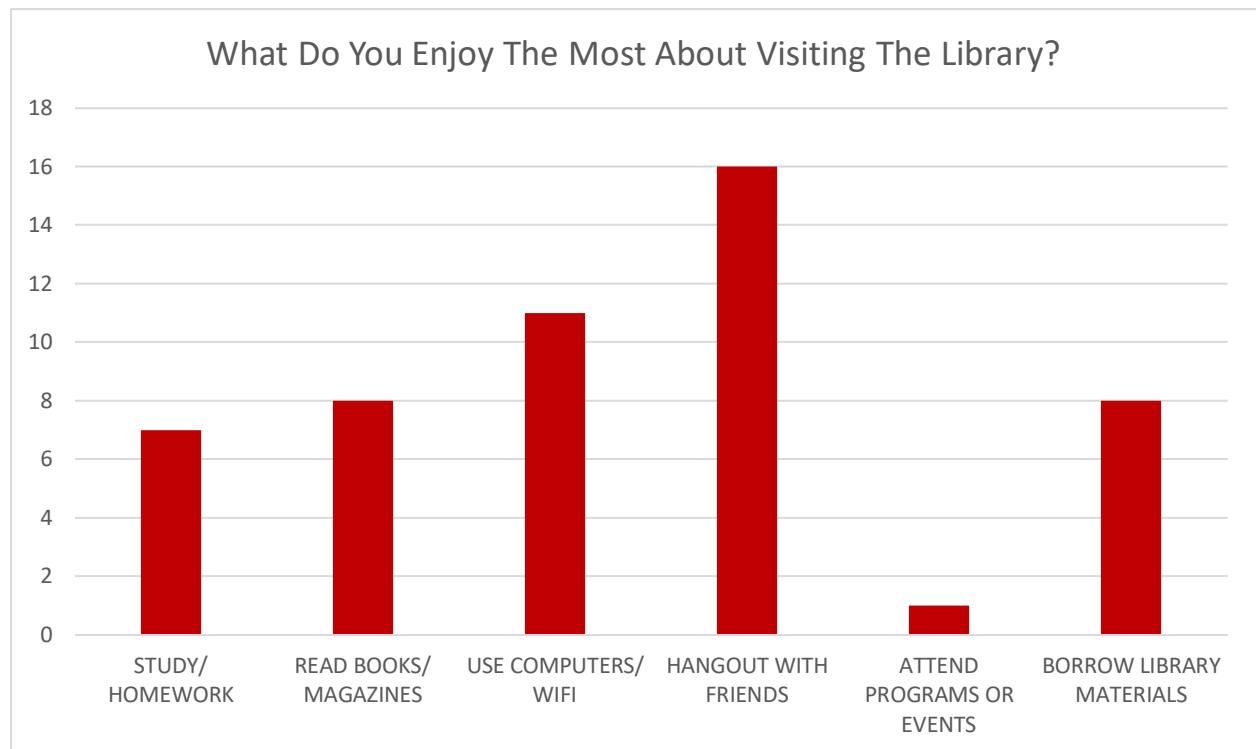
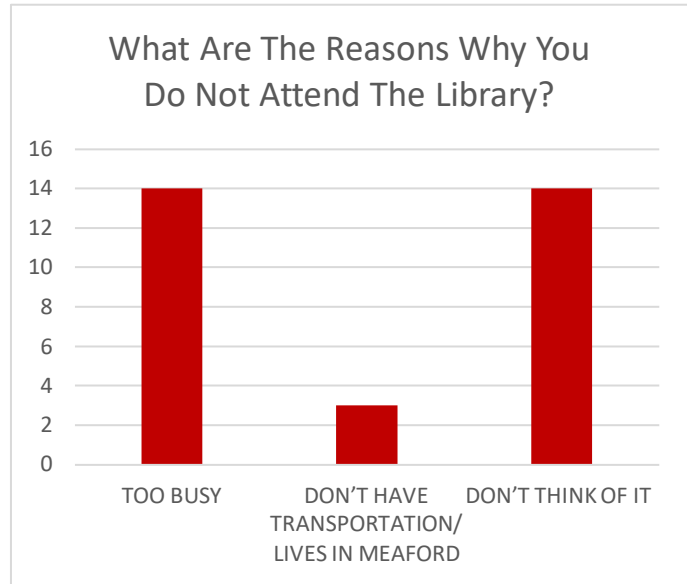
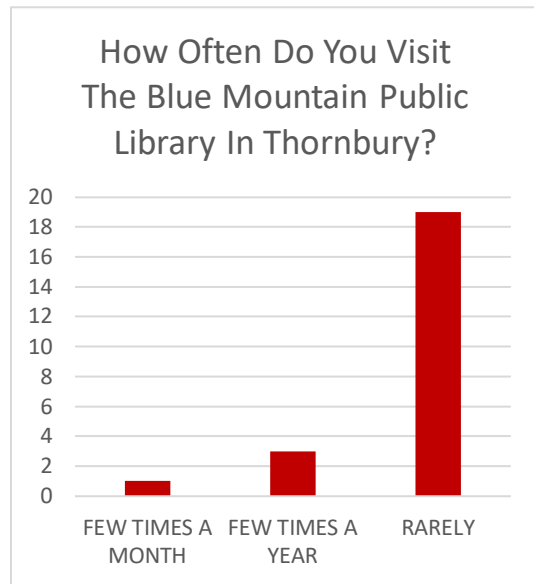


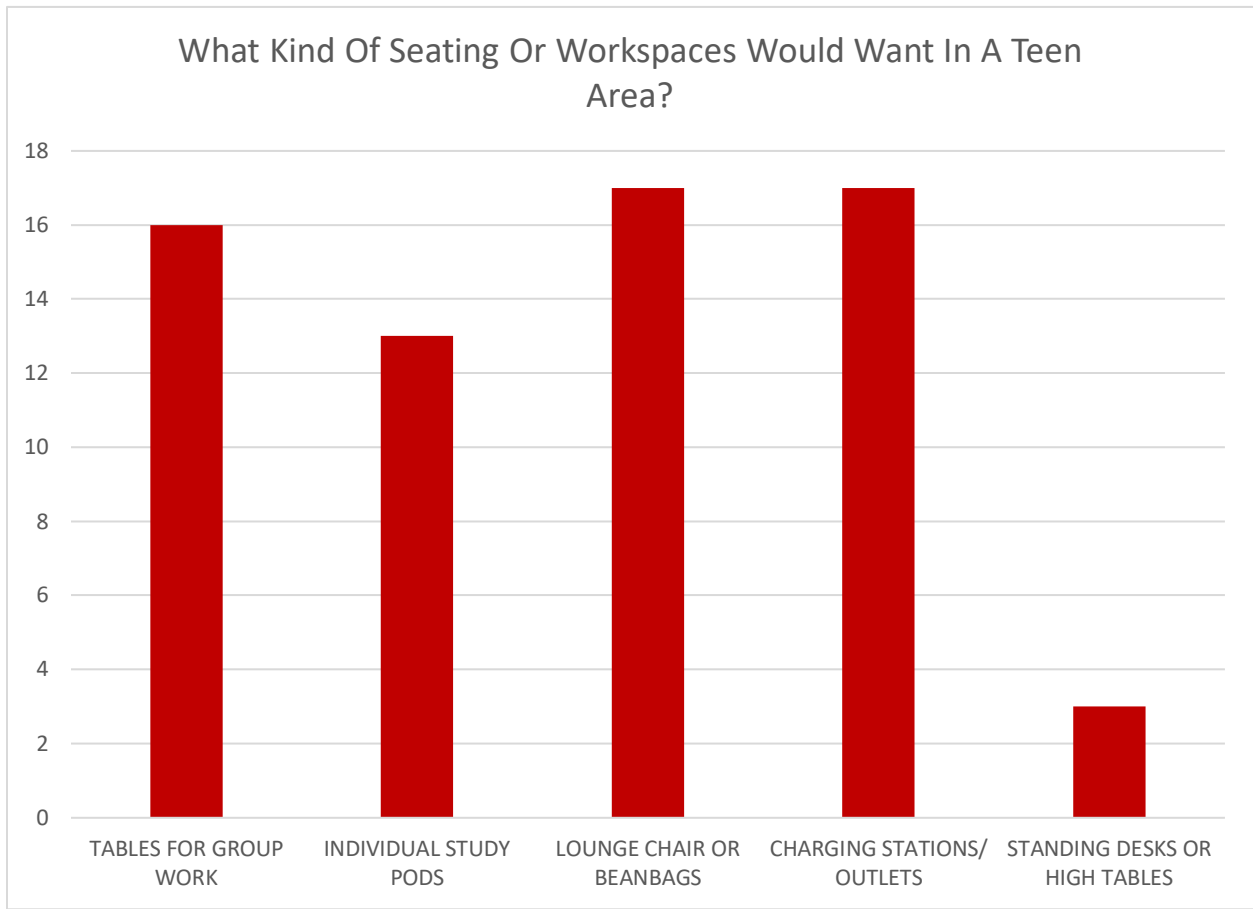
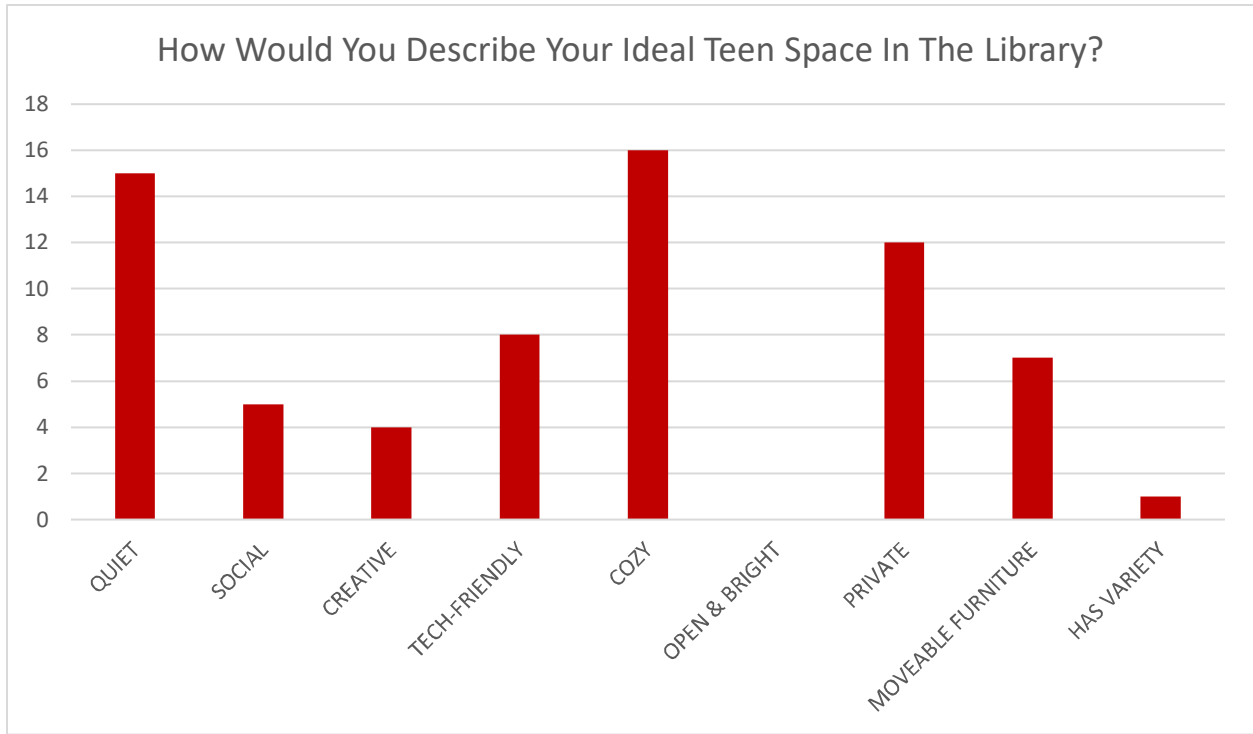


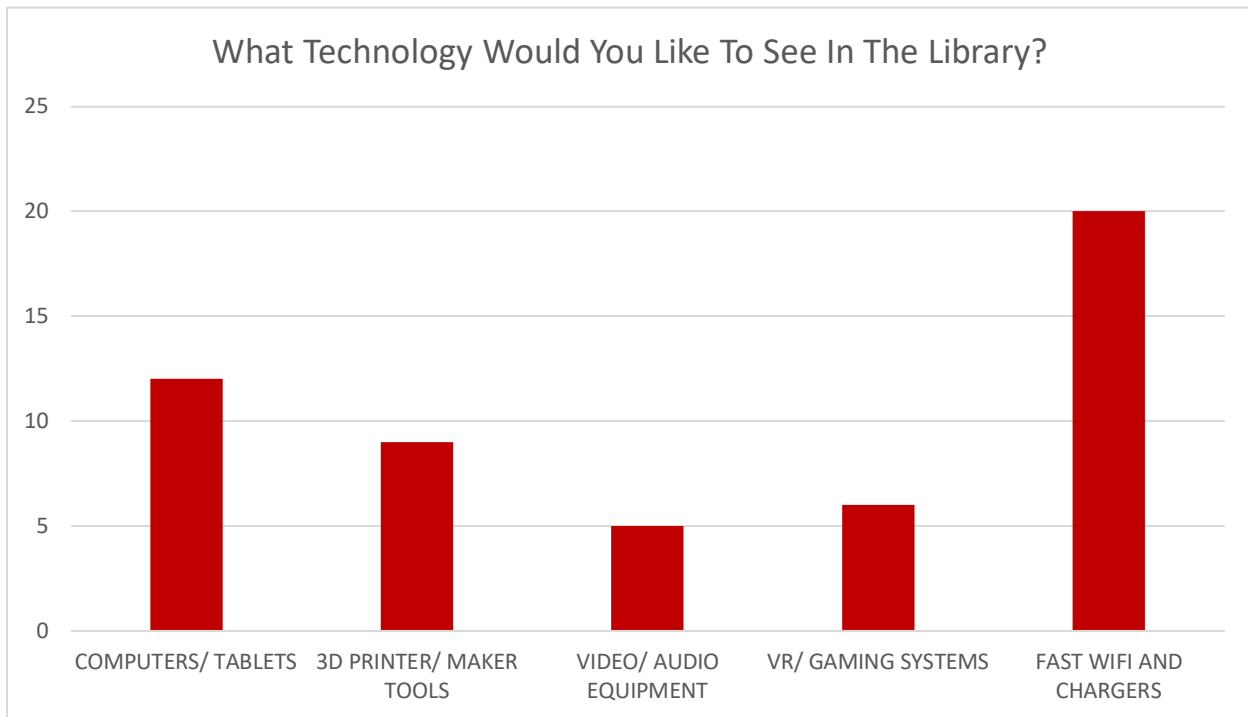
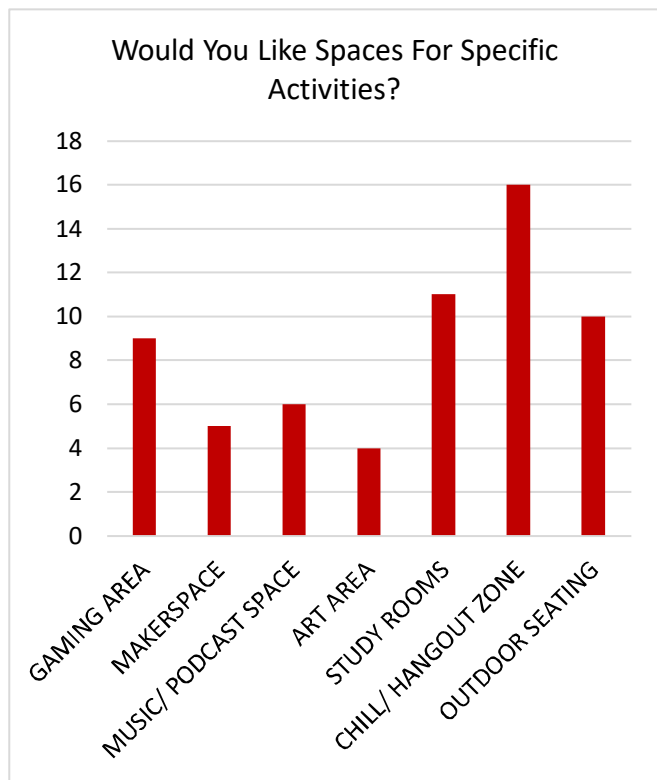
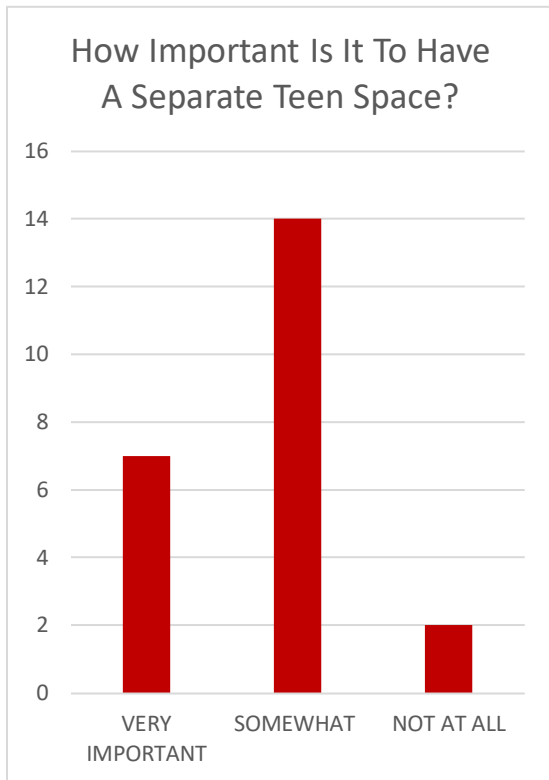


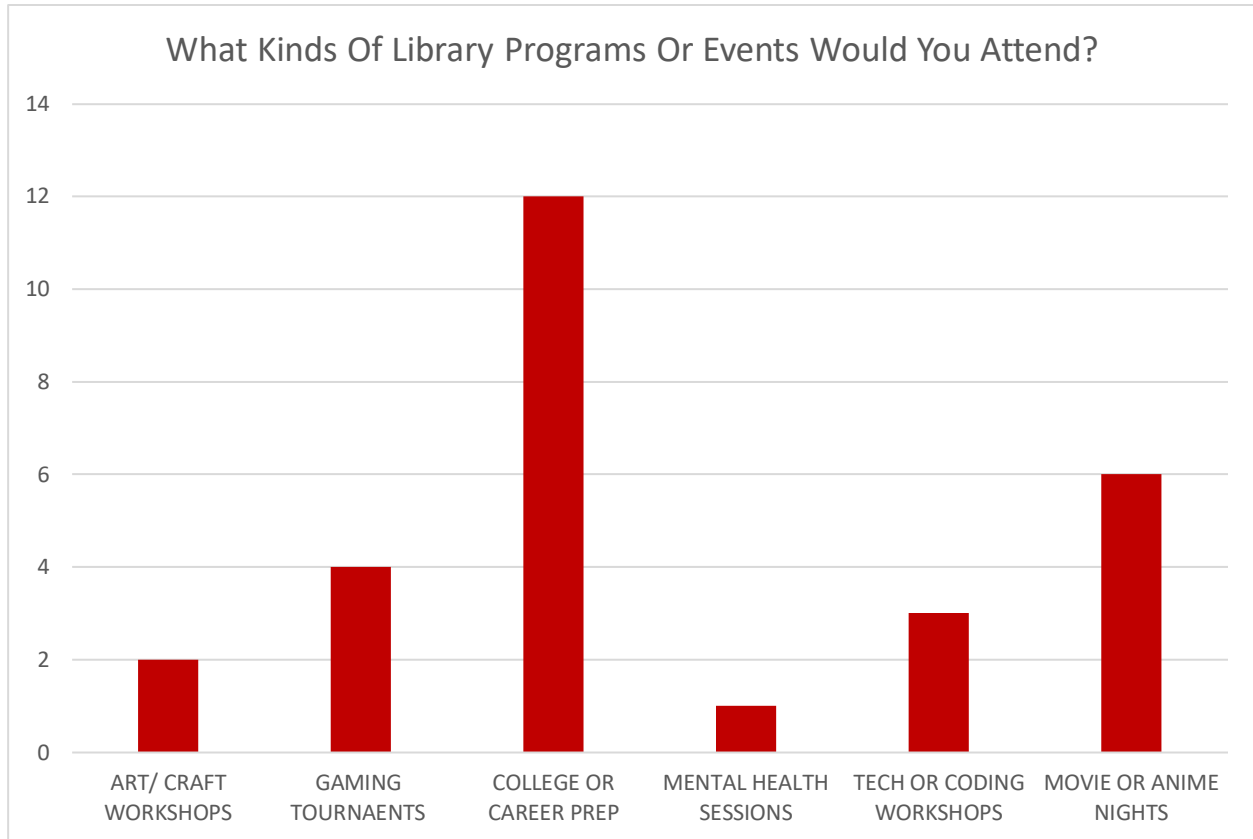
Teen Engagement Survey

To further capture teen feedback a separate online survey was conducted. The survey identified questions pertaining to teen usage with library materials, frequency of visits, and receiving feedback on design elements that make a successful teen area.









Background

Blue Mountain Public Library Catchment Area & Population Served

As of the 2021 Canadian Census the population of The Blue Mountains region is 9,390 full-time residents and the adjacent Grey Highlands Region has a population of 10,425 full-time residents. It is also important to distinguish that these census results are 4 years old, and the region of

Card Holders	2024	Q1	Q2	Q3	Q4
Total	4840	4900	4982	5047	
% of TBM Population	51.5%	52.2%	53.1%	54%	
# of New Cardholders	525	110	132	148	

Table 1: Card Holders

The Blue Mountains saw a 33.7% increase in population between 2016 to 2021, which leads to the conclusion that The Blue Mountains population will continue to increase exponentially. Although, there are no concrete numbers of the projected population in 2025 projections anticipate an additional approximately 2,850 residents between 2021 and 2046. It is important to note that the approximate 20,000 residents between The Blue Mountains and Grey Highlands excludes part-time residents, with the estimated number of part-time residents in 2021 over 6000. Resulting in the Blue Mountain Public Library serving a community of approximately 26,000+ residents.

As determined by the ARUPLO Guidelines for Rural/ Urban Public Library Systems, the Blue Mountain Public Library L.E. Shore Library branch is considered a large branch serving a catchment area of 26,000 residents. The ARUPLO report provides a summary of the guidelines by branch type, and these guidelines have influenced. See figure 1.

Figure 1: Branch Sizes & Catchment Areas

Small Branches	Medium Branches	Large Branches	Urban Branches
Generally, serve catchment areas up to 5,000 population as determined by each system.	Generally, serve catchment areas up to 5,000 – 10,000 population as determined by each system.	Generally, serve catchment areas up to 10,000 – 35,000 population as determined by each system.	Generally, serve catchment areas up to 35,000 population as determined by each system.

Library Activity

With the large population the Blue Mountain Public Library serves, new members continue to be created every month. 525 new card holders joined the Blue Mountain Public Library in 2024 bringing the total number of card holders to 4840, which is 51.5% of TBM population. As of January, to September of 2025, 390 new card holders have joined the library bringing the total number of card holders to 5047 or 54% of TBM population. In 2024, the BMPL hosted 97,900+ in person visits with about half or 45,642 visits specific to the Gallery.

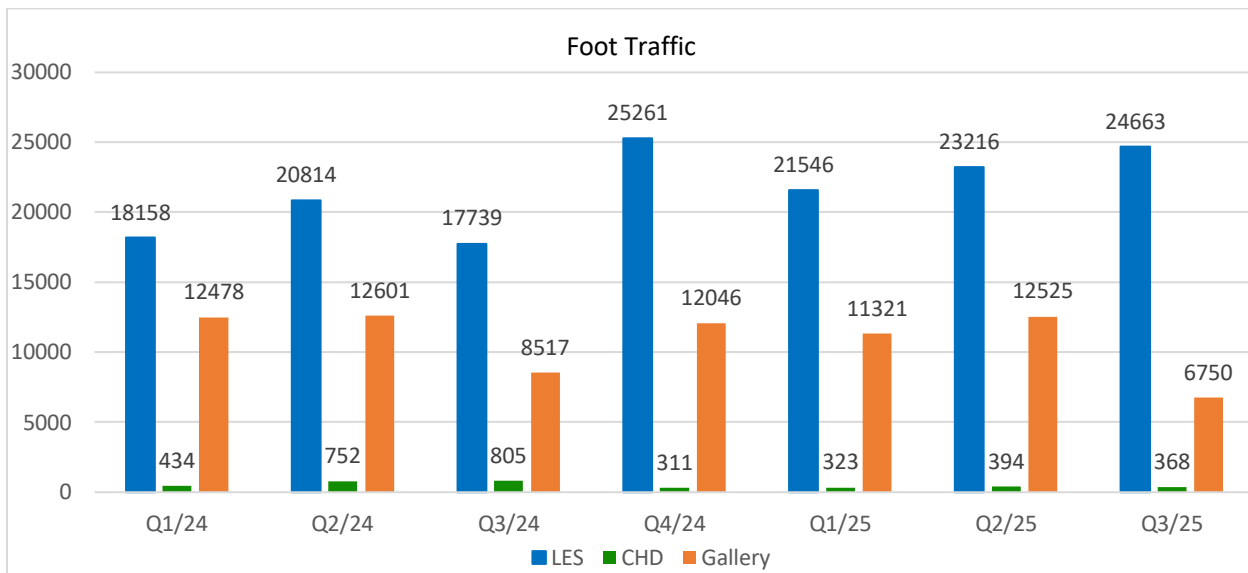


Figure 2: BMPL Foot Traffic Pulled from BMPL Quarterly Report

Within 2024, the Gallery was booked 114 times and Boardroom was booked a total of 128 times. Along with the recorded bookings, many requests were denied due to unavailability. For 2024, the Gallery was declined 17 times, and the boardroom was declined 14 times. It is important to note that data only began to be recorded at the start of April 2024, missing any possible declined bookings from January, February, and March. To date in 2025, the Gallery was booked 100 times, and the Boardroom was booked 77 times.

With 23 requests declined for the Gallery and 26 requests declined for the Boardroom. Refer to Chart 3 and Chart 4.

Blue Mountain Public Library Provided Services & Programs

The Blue Mountain Public Library supports a diverse range of services and programs. A list of which is constantly growing to foster new interests and advocate for different community groups. The current responsibilities of the Blue Mountain Public Library CEO, staff, and Blue Mountains Public Library Board include:

- Full- scale library operation.
- The community's only public, free art gallery space.
- The community's only public, museum space.
- Archives storage and display.
- A significant local retail for handcrafts, art and artisans' works.
- Serving as a community hub for programs and events that support a wide range of community goals for reading, education & learning, employment, recreation, school & college readiness, and tourism.

As of 2024, a total of 690 programs for all ages were hosted at the L.E. Shore Library with over 15,700 participants in attendance. The total programs so far in 2025 is 515 with a total attendance 10,429 participants. The figures below record and compare the data for the year of 2024 and first three quarters of 2025. The Blue Mountain Public Library has a constant circulation of new artworks and collections, exchanging their displays every 4 weeks. A grand opening occurs at the beginning of each exhibit opening, where visitors are invited to meet and speak with the featured artist. Along with the gallery the Blue Mountain Public Library also

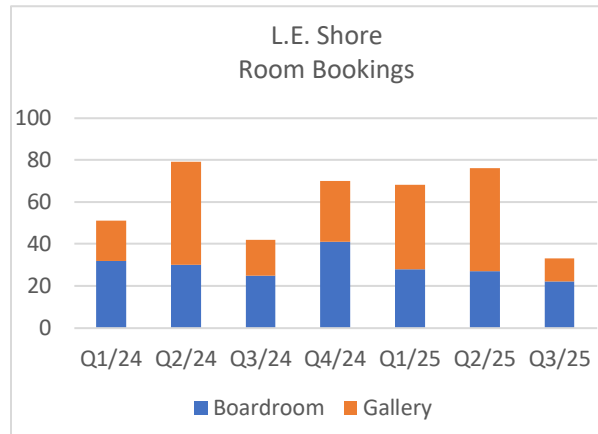


Figure 3: BMPL Room Bookings

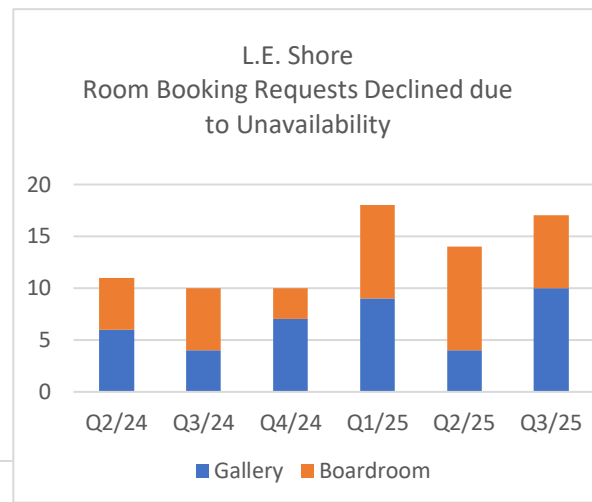
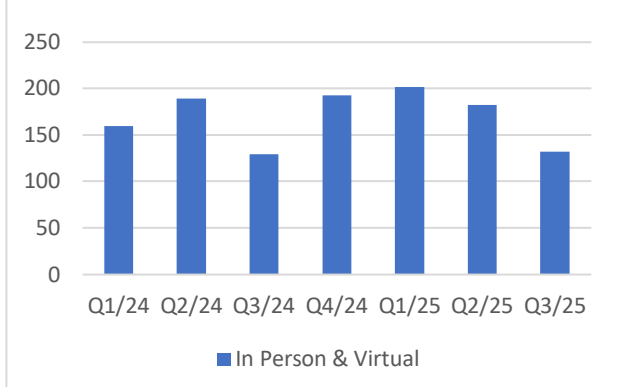


Figure 4: BMPL Room Bookings Declined



has several reoccurring weekly events for all age groups.

These events and programs include:

- Seniors Fitness class
 - 6 classes
 - Runs Monday, Wednesday, and Friday with separate classes starting at 10 am and 11 am
- Baby and Me
 - Runs Monday's at 11:30
- Kids Clubhouse
 - Runs Tuesday's at 3:30 pm
- Wired Wednesdays
 - Runs Wednesday's at 2 pm
- Story Time in Story Tower
 - Runs Friday's at 11 am
- Trivia Game Night
 - Runs Fridays at 7 pm

Figure 5: BMPL Number of Programs

These are only a small collection of programs that L.E. Shore Library hosts, with new events and programs added every month. It is important to note that all these programs exempt from Story Time are all hosted in the L.E. Shore Gallery, emphasizing how critical it is as a functional program and event space. The Gallery acts as the primary host space which limits the number of programs to be running at the same time and extra time needs to be allocated between all programs to ensure the space is prepped next scheduled program.

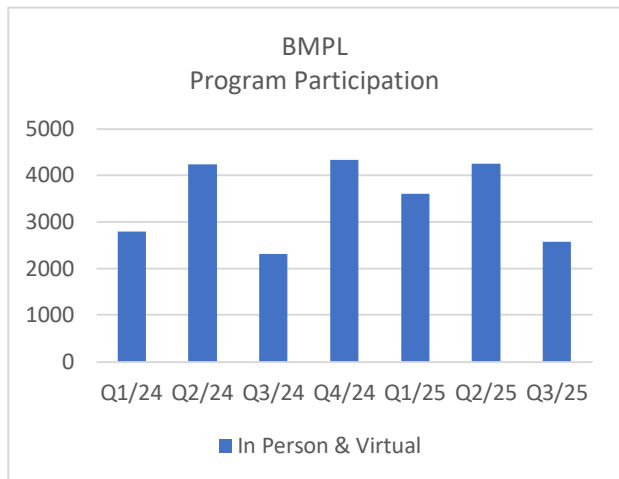


Figure 6: BMPL Program Participation

Blue Mountain Public Library provided the program statistics by location breaking out the number of programs by location and the total number of attendees for those programs. Examples of programs hosted in the Board Room include tech help appointments, book clubs, and writer's groups. In 2025, the Board Room held 69 programs with a total of 543 attendees. Examples of programs hosted in the Gallery include senior fitness, after school kids club, author talks, art shows, and cultural events. In 2025, the gallery held 239 programs with a total of 5939 attendees. The Story Tower hosts both the BMPL story time and programs for the EarlyON community group. In 2025, the Story Tower held 52 BMPL programs with 1198 attendees and an additional 18 EarlyON programs with 372 attendees.

With all the programs and services located at the L.E Shore Library the collections are still one of the most heavily used services. Physical and digital media remain very popular, along with the exchanging of items from the Library of Things collection. In 2024, over 98,400 items were borrowed with 71,318 items borrowed until now in 2025.

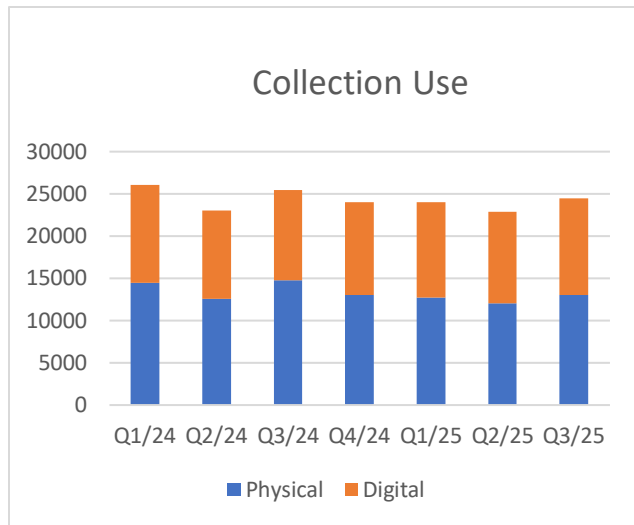


Figure 7: BMPL Collection Use

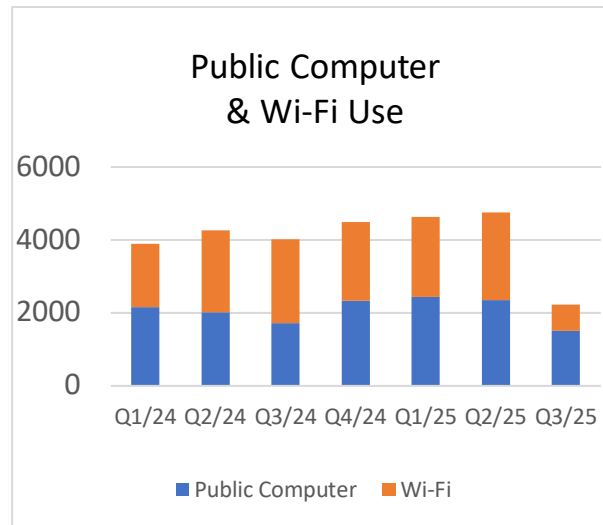


Figure 8: BMPL Public Computer & Wi-Fi Use

Another popular service at L.E. Shore are the public computers and the Wi-Fi. In 2024, a total of 8,444 visitors used the Wi-Fi, and 8,199 visitors used the public computers. To date in 2025, a total of 5,314 visitors used the Wi-Fi, and 6,283 visitors used the public computers. Refer to Figure 8.

BMPL Strategic Plans & Goals

Blue Mountain Public Library provided Salter Pilon with its Strategic Plan, as well as the Q1, Q2, and Q3 quarterly reports for 2025, new reporting tools introduced in 2025. These reports included figures 1-8, discussed in the previous section. Along with the figures the reports reviewed the Blue Mountain Public Library strategic plan, annual plan for 2025, and reporting routines. See Table 2. Each report is organized around The Blue Mountain Public Library's 3 Pillars are on the reports outlining the goals for each pillar for 2025.

Strategic Priority & Goal	What We Measure	How We Measure it	Reporting Cadence
COMMUNITY HUBS	Visitors and Card holders Building Capacity & Condition	Traffic Counts # of Card Holders Space Utilization Existing Space vs. % Recommended by the ARUPLO	Quarterly/Annually Quarterly/Annually Quarterly/Annually Annually
EMPOWERING SERVICES	Services & Usage Community Impact	Programs & Participation Media Metrics Survey Satisfaction Emotional Affiliations	Quarterly/Annually Quarterly/Annually Annually Annually
ORGANIZATIONAL EXCELLENCE	Blue Mountain Public Library Participation with Town and Community Employee Satisfaction Employee Safety Financial Resilience	Self Reporting Employee Surveys Incidents Financial Reports & Audits	Quarterly/Annually Annually Quarterly/Annually Quarterly/Annually

Table 2: Reporting Routines

Community Hubs

Blue Mountain Public Library goal under the Community Hubs pillar is to ensure the organization continues to meet the needs of a growing and evolving community. To support this objective, the BMPL has identified the following actions:

- Implement top 2-3 priority space improvement items identified in the space accessibility audits and gap analyses and to
- Seek Council support for recommended space improvements or expansions through formal resolution.

Empowering Services

The 2025 goal for the empowering Services pillar is to strengthen awareness of and community support of the Blue Mountain Public Library's role as a vital public service. Key actions include:

- Enhancing awareness of Blue Mountain Public Library as a valuable community resources through in-person and media exposure.
- Increasing use of GLAM services.
- Expanding participation in Town initiatives.
- Increasing participation in community advocacy efforts.

Organizational Excellence

Under the Organizational Excellence pillar, the BMPL aims to respond to challenges related to security, intellectual freedom, shifting attitudes toward formal commitments to Inclusion, Diversity, Equity, and Accessibility (IDEA), and economic stability.

- Providing staff training in Privacy of Information, cybersecurity, AI, and safety protocols for managing challenging public interactions.
- Securing funding commitments and developing a multi-year strategic financial plan.

Supporting the Blue Mountain Public Library's Goals

The following Results section will build off the previous reports conducted, the research managed by Salter Pilon, and the space utilization data provided by the Blue Mountain Public Library. Highlighting areas of need and provide solutions for the current space and propose new ideas for future space. The recommendations provided will be supported by the evidence discovered in the first three sections.

	Small Minimum Range		Medium Minimum Range		Large Minimum Range		Urban Minimum Range
Net Library Space	2,500 sf.	5000 sf.	5,000 sf.	10,000 sf.	10,000 sf.	35,000 sf.	35,000 sf.
Hours of Operation per week	20	25	25	45	45	65	65+
Number of days per week	4	4	5	5	6	7	7+
Staff Complement	1 FTE	1 FTE	2.5 FTE	5 FTE	5 FTE	17.5 FTE	17.5+ FTE
Qualification of Branch Supervisor	Library competency, e.g. post-secondary plus EXCEL, library techniques.		Professional librarian and APLL or other public administration certification.		Professional librarian and APLL or other public administration certification.		Professional librarian and APLL or other public administration certification.
Qualification of Other Staff			Paraprofessional qualifications relevant to the requirements of the position.		2 additional professional librarians or a combination of additional professional librarians and/or appropriate paraprofessionals, relevant to the requirements of the positions.		2 additional professional librarians or a combination of additional professional librarians and/or appropriate paraprofessionals, relevant to the requirements of the positions.
Number of Items in Physical Collection	6,000	12,000	12,000	24,000	24,000	50,000	50,000
User Seating	12	30	12	30	60	200	200
Computers	3 minimum		3 minimum		3 minimum		3 minimum

Table 3: ARUPLO Guidelines recommended for each branch size

Results – Current and Potential Space Utilization

Well-Used and In-Demand Areas

Library Collection:

- The overall physical collection is regularly edited and very well used at the BMPL, consistently representing more than half the total materials (including digital) in circulation. See figure 7.

Current Trend: Many libraries are reducing the volume and footprint of physical collection shelving in favour of space allocated to study and work. At BMPL, the consistent use of physical items strongly supports maintaining the current capacity allotment for shelved materials at LES.

- Access to technology is a major function of today's libraries. One of the resources for accessing technology at BMPL is the library of things. The collection grows and changes to meet demand

and thus requires flexible and expandable space for both the staff-accessed secure storage and the display of tokens/equipment information within patron area.

Rooms & Areas:

- The iconic Story Tower is well used by both patrons and staff for reading, programs like Story Time, a semi-private meeting space, or breast-feeding space. The tower is also home for EarlyON programs. The turret is decorated with hand painted murals by a local artist, who is actively involved in the BMPL's Arts and Culture Council (ACC). This beloved space is not accessible to all due to sunken floor space. The soft furnishings on the built-in seating are not easy to clean and maintain. There are constant spills despite signage encouraging members of the public to avoid use of food and drink in the area.
- The window seat nooks are a popular and inviting feature of the library space. These should be maintained and refreshed.
- The boardroom (30 m², 320 ft²) is a bookable space, available during and after library hours, that can accommodate 10-12 people. It is used by patrons, community groups, the library board, and by staff for both internal and external meetings. This space is in high demand as the only dedicated meeting room. The most recent statistics indicate that demand exceeds the availability of the boardroom by approx. 34%. See figure 7.
- The Gallery (120 m², 1,292 ft²) is a bookable space, available during and after library hours. It serves as a permanent art gallery and multi-purpose room for programs, community meetings, and presentations. The most recent statistics indicate that demand exceeds the availability of the gallery by 23%.

Underutilized, Deficient or Inefficient Public Areas

- Children's collection area is inefficient due to inappropriate shelving for the format of the materials. Proper display of picture books and other materials would require additional space for the same volume of material. Room for play and exploration is needed, as well as adjacent parent touch-down. Children's computers (for early literacy uses) should be set up within the children's area.

Current Trend: Contemporary Libraries include space within children's areas for sensory exploration. This often takes the form of an interactive vertical display (i.e.) a wall-mounted panel for sensory activation & regulation.

- Computer stations are used by all ages. The current round pod tables are not ergonomic, and the layout is not efficient. Linear double sided computer station groupings are the norm in current library planning.
- Additional workstations for people to BYOD (Bring Your Own Device) are needed. These stations require the ability to recharge or power devices.
- Usage of the Teen area is low. Multiple factors appear to include lack of space distinction (adults permeate the space) and a deficit of small group study space, separated from general study space.

Current Trend: Successful Teen areas in contemporary libraries have a physical separation of either a low wall or full height glass wall. The areas typically contain flexible table & chair set-up for study, computer access and a gaming area with lounge seating.

- Circulation desk/service area: The deficiencies of the circulation desk are well documented. New ergonomic furniture and or millwork is required for the service desks. The area in front of the current desks could be better utilized for display (staff picks etc.)
- Book stacks: The collection shelving tall as per legacy practice. For accessibility, shelves should be within the reach zone of 400mm to 1200mm from the finished floor. (even better practice is 460mm to 1100mm). Lower stacks would also improve sight lines for staff oversight and for patron wayfinding.
- Courtyard: This area has the positive advantages of allowing generous natural light into the library and providing an enclosed open-air space for programming in fair weather. The landscaping requires remediation, and the space is not barrier-free. This space is well-liked but not well-used (to the extent of other spaces). The courtyard would be better utilized as enclosed interior space.

Utilization Patterns and Clashes

While Library usage is distributed evenly throughout opening hours, across 6 days, there is a slight bias to the afternoon hours between 12pm and 3pm.

Acoustic clashes tend to occur outside of this 'prime time' within L.E. Shore Library when programs or user surges generate noise throughout the facility. Examples of this include:

- Fitness classes for seniors are held in the Gallery space. The music played at volume can be heard throughout the entire facility. This creates a disruption for quiet reading, meetings, and studying. This clash is largely avoided by holding class before library opening hours. Acoustics do present a concern for meetings held at this same time slot, as verified by staff.
- After 3:15 pm, Monday to Friday, an influx of elementary school children visits the library. This is one of the important hub functions of the library, but it does generate noise throughout the facility. Since there are no private or designated quiet areas consistently available during this time, staff report that many regular users who are interested in pursuits require concentration or quiet avoid visiting the library during this period.

Space Planning and Design Solutions

Improvement Options

The following modifications can be made to improve the layout and/or function within the existing building floor area. Improvements made to function and quality of space could result in an increase in simultaneous use of the space by patrons and expand the accessibility for all. These improvements would also be advised for expansion of the building, in which case the benefits would be improved.

Library flooring

- Improve acoustics by replacing all or part of the vinyl flooring with modular carpeting. Low pile 'flotex' type recommended for rollability (strollers, wheelchairs and carts), durability and acoustics.

Children's Zone

- Infill floor and revise built-in seating in story tower (expands accessible area of Children's zone).
- Improve display and interactivity with purpose-designed shelving and seats. Reconfigure furniture to allow for play and exploration. Incorporate space for an accessible reading niche.
- Improve acoustics by adding acoustic panels to walls and ceiling space (suspended).
- Expand inclusivity by adding an interactive sensory wall panel or table.

Computer Area

- Replace existing computer station furniture with linear bench type desks (reduces space taken up for computer stations). Note that floor trenching may be required to modify power service locations.

Teen Zone

- Reorient stacks around Teen Zone to better separate the space.
- Use acoustic cloud suspensions and/or room dividers to visually identify the space and provide acoustic benefits.
- Update lounge furniture.
- Provide study space – tables and chairs. Consider booth style furniture pods to create better separation from balance of library

Lounge & Reading Areas

- Replace existing furniture with contemporary modular seating for more inviting grouping. Include seating with arms and shallower seat pans for accessibility
- Upgrade the window seats with new foam seats and cushions clad in hygienic (vinyl) fabrics.

Study Space

- Add accessible study carrels (larger than existing ones) and an accessible height group study table. Provide outlets for powering/charging devices. Aim to increase the overall number of study spots.

Staff Area & Service/Circulation Desk

- Remove existing circulation desk modules
- Provide new 2 station service desk (sit-stand/adjustable furniture) close to the library entrance.
- Add millwork front for desks with integrated book return or add mobile book return
- Decommission Family washroom when new public washrooms are completed. Use this space as a storage room.

- Locate one or 2 staff workstations wrapping around the enclosed staff area, facing the open library area.
- Add a furniture pod meeting space that can be used for staff and public

Board Room

- Without expanding LES, the boardroom will continue to be a high-demand space.
- Remove redundant/unused technology.
- Audit storage cabinet contents and add bins to better organize contents
- Consider installing motorized roller shades in lieu of wood shutters.

Gallery

- Without expanding LES, the Gallery will continue to be a high-demand multi-use space.
- Replace wall panels and install a picture hanging system (rail & cable style)
- Consider installing motorized roller shades in lieu of wood shutters.
- Consider removing heavy wood sliding doors and replacing them with a glass (storefront) system.
- Relocate the grand piano to another town facility.

Main Common Corridor

- Remove one or two display cases in corridor and add in cubbies & coat hooks.
- Add acoustic baffles or clouds between beams to help with acoustics

Stacks

- While the best practice would be to replace existing stacks with new lower stacks (for accessibility and sight lines). This is not recommended until an expansion is undertaken, as it would decrease the collection capacity and not provide any additional floor space.

Storage

- Without expanding LES, there are very few opportunities to increase storage capacity. As mentioned in the above sections, the Boardroom storage could be densified, and the family washroom could potentially be given over to program storage.

Reconfiguration Options with Building Expansion

For orientation purposes, the front facade of LES is referred to as west facing direction (parking lot is east). Recommended expansion for a net gain of 4800 sf to east side of building (north of main corridor):

- Infill courtyard area to gain interior space.
- Extend addition east beyond the courtyard wall to further expand the library branch space. Keep portions of curved stone wall intact and echo the rest of the curve in low walls and flooring treatment (maintain character) to separate out a quiet zone.
- Create 3 new small meeting/study rooms, one near staff area and 2 in east expansion quiet zone.

- Reconfigure and expand the staff offices, storage and workspace to the east, for a total of 3100 sf. (Existing entrance lobby, circulation desk area and part of courtyard is assumed into expanded staff area). Convert staff lunchroom into private office. Convert the staff washroom and family washroom into storage space.
- Move library entrance east to where existing vestibule is.
- Locate a new circulation desk as an island in line with new entrance.
- Create new staff room at east end of library, including a new accessible staff washroom and a built-in book drop for the east entrance.

Recommended expansion for a net gain of 4800 sf on south side (including main corridor):

- Expand main corridor east to expand central circulation space.
- This flank of the addition includes a new multi-purpose program room with dedicated storage and a universal washroom.
- The building could be further expanded to the south for additional multi-purpose space and storage.

Site improvements:

- Revise parking and add expansion into adjacent (east) housing lot.
- Landscape south lot to create outdoor program space

Area and Total Occupancy Calculation

The overall existing square footage of the building is approximately 12 000 sf. The addition would add 4 800 sf, for a total area of 16 400 sf (1 524 m²). The Ontario Building Code (OBC) classifies the library as an Assembly Occupancy. The OBC occupancy calculation is for a space with non fixed seats and tables at 0.95m²/person and office space at 9.3m²/person. When combined, the total occupant load for the existing library is 1 082 persons and the proposed addition would see an increased occupant load of 468 persons. Combined with that number is an office area load increase from 10 persons to 16.

Recommended Square Footage Allowances

The overall square footage recommendation for library services for TBM, as per the ARUPLO Guidelines, is between 10,000 to 35,000 sf. This figure aligns with the ARUPLO large branch chart, refer to Table 3.

A la Carte menu for Non-Construction Items

[This list will contain items that can be procured by BML under operating budget for 2026 and beyond. It will itemize furniture, millwork, surface treatments etc. for immediate implementation, with approximate costs]

Proposal Matrix

The following is a list of proposed improvements to address the space concerns highlighted in the previous sections; additional improvements are provided within the matrix to speak on items related accessibility.

The intent of the matrix is to provide a variety of options of The Library to consider and chose from, depending on budget constraints.

High impact improvements are likely high priority improvements, as they are anticipated to make a big difference in overall space. Lower impact improvements will still enhance space concerns but are not necessarily addressing direct barriers. Several of the high impact improvements are larger projects and will be more costly to implement and will therefore likely need to be implemented over a longer time frame. Lower impact improvements, while also likely lower priority, may be easier and cheaper to implement in the short term while planning of higher priority upgrades is in progress.

#	Proposed Improvement	High Impact	Lower Impact	Short Term	Long Term
Comments Related to Exterior					
1	Demolish and repave parking to improve layout and provide appropriately sized parking stalls and access aisles.				
2	Demolish house at 19 Napier Street to provide space for an additional 19 parking spaces.				
3	Demolish courtyard walls and utilize space for library expansion.				
4	Replace courtyard with public green space on 177 Bruce Street.				
	Provide accessible seating in outdoor areas: seats at accessible height with backs, options with and without arms, and that contrast with surroundings.				
5	Update and replace exterior signage and incorporate electronic message board.				
6	Relocate garbage bins, benches, bike racks, and book drop off the path of travel to the entrances.				
7	Provide access to outdoor areas via hardscaped pathways. Note that pavers can be problematic as they can lift or spall over time – concrete is preferred.				
8	Provide TAIs at all curb ramps/wherever sidewalk is flush with vehicular areas				
Comments Related to Existing Spaces					

9	Update existing Gallery space finish and fittings.				
10	Provide a new accessible reception desk. • Include standing height and seated height sections • Provide knee clearance height of 685mm • Design waste and recycling areas into desk so knee space areas will not be used for this purpose.				
11	Provide sit-stand desks for staff and replace additional office furniture.				
12	Reorganize staff workstations and provide more space to extend office space. Including the demolition and construction of walls, doors and plumbing.				
13	Replace, update and/or reupholster existing furniture throughout the facility.				
14	Create a comprehensive and consistent signage strategy for the building and potentially across future libraries.				
15	Create a semi-private or private meeting space for tech help appointments and private staff phone calls (built partitions or booth style furniture)				
16	Provide acoustically dampened study stations for single persons (remote work) and multiple persons.				
17	Replace computer desk furniture to provide a more efficient layout.				
18	Improve acoustics by adding sound absorptive panels to walls and ceilings.				
Comments Related to New Spaces					
19	Devote separate space to the staff room, including a kitchen, and washroom.				
20	Provide a universal washroom and additional independent washroom.				
21	Provide additional storage space.				
22	Provide secondary program space.				
23	Provide small bookable meeting room spaces.				
24	Provide additional medium-sized program space.				
25	Fill in courtyard to expand main library space, utilize new floor area to create quiet library space.				
26	Allocate space for small coffee shop counter at entrance to the library (complete with plumbing and electrical).				

27	Expand children's area to provide more room for sensory play and expression.				
28	Expand teen space and utilize furniture to make the space more quiet, private and inclusive to teens.				
29	Relocate book drop off to be incorporated into building design at accessible height.				
Additional Comments Related to Accessibility					
30	Revise stacks with lower, more accessible configuration.				
31	Infill Story Tower floor and revise built-in seating				

High Level Timelines

If the BMPL decides to proceed with the design and construction of a renovation and addition, similar to the one proposed in this report. SPA has prepared a proposed timeline to have the work completed within 3 years. The first step would be the engagement and procurement of site studies. These would include up boundary and topographical surveys, along with underground locations. Additionally, a geotechnical report prepared with the use of boreholes and monitoring wells should also be procured. A building condition assessment report will be required to understand the existing and current building conditions, determining critical components that need to be addressed. A Phase 1 Environmental Site Assessment is also recommended. These studies usually take about 1-2 months to develop but could be impacted and take longer time due to unpredictable, uncovered site conditions at the time of the study.

At around the same time, we suggest procuring the consultant team, so that they can assist the owner in the procurement. Once consultants engaged and studies obtained, for a project of similar size as what is proposed will require site plan approval and a building permit will need to be acquired. In our experience, for projects of similar size, the approval process could take 6-7 month. The approvals can be obtained in a parallel timeline to design. Typically, a building of this size would take approximately 12-14 months to design to a construction ready stage.

Construction timelines can vary depending on the construction methodology approach. It can vary between 10 to 18 months. In consultation with the library staff. We understand that the library operations need to remain as accessible as possible during the construction stages. There are various approaches available, some of which have been identified below. Each offer their own opportunities and challenges. No one option is better than another, the approach to construction necessitates a collaborative an in-depth review with stakeholders to understand the critical elements in an effort to identify a preference. Construction phasing is exercise that requires a detailed design that extends beyond the scope of this

study. Our suggestions are made in an effort to help the library understand generally and consider, the important aspects around construction and its potential impact on library services.

- 2 phased construction approach
 - In this approach, The L.E. Shore building would be kept partially operational. The intent would be to close off a portion of the library for construction purposes. This could include both the inside of the building, and outside, possibly even the parking lot. The other part of the library would remain open. Once the construction in the closed off portions are complete, it would be opened and the remaining parts of the building and site closed off, to finish the work. During this time, some parts of the library services would be closed out of necessity and lack of space. This approach could also add several months to the overall construction timelines. Potentially taking up to 18 months.
- On site temporary space approach
 - Office trailers and portables could be rented and installed on site while the building is being worked on. The intent would be to move as many library services as possible to these temporary buildings, while most if not the whole building is closed for construction during this time. Once the building is done, the trailers and portables could be taken away, and site work finalized after the fact. This approach will simplify the construction significantly, as it will allow the contractors to work throughout the building without needing to be concerned about providing safe separated areas for the public. There would be costs associated with the trailers and portables, and work required to provide power to them. This approach could take 13-15 months.
- Library off site relocation
 - From a construction perspective, this approach would be the simplest. It would mean closing the building and access to the site, so that construction can be prioritized. It would be the most cost-effective approach while making construction most expedient. The logistical challenges around operating the library during this time (approximately 10-13 months) are the primary challenge for the Blue Mountains Public Library to consider.

With all of the above factors in mind. An approximate timeline can be developed and is broken down below. For a total and construction time of approximately 2-3 years. Note that the procurement of consultants is not included in this timeline, as we do not have any say or control over The Town of the Blue Mountains Procurement processes.

- Design (after procurement of consultants): 12-14 months
- Construction contract tendering and award of contract to contractor: 2-3 months
- Contractor mobilization: 2-4 weeks
- Construction period, including occupancy, completion of commissioning, deficiencies, owner training, and the building is generally for owner move in: 10-18 months

High Level Cost Estimate

The intent of this report is to provide an idea of costing from a high level. Due to the nature of the feasibility study, this estimate is inherently generalized. The number of factors that impact cost are expansive and require significant levels of detail to fully consider and factor into the costs. The level of detail required extends beyond the scope of this study and will need a detailed set of construction documentation to be developed.

The estimate is based on other recently completed projects of similar size and complexity, along with the Hanscomb Yardstick for Costing & RS Means Yardstick per industry standard. It is based on current market pricing and conditions, and assumes a construction start as shown in the proposed timelines in the previous section. Due to the current variable nature of tariffs, future tariffs could impact these costs. We assume typical construction methodologies are used with a standard Canadian Construction Documents Committee Stipulated Sum contract (CCDC-2) and that the bulk of the construction work will occur during regular business hours. The estimate does not consider exotic or otherwise less than common materials used in the province of Ontario. It also assumes the building is designed to code and does not extend above and beyond those requirements and that it is not targeting any high-level sustainability targets. The costs presented are for construction only, and do not include soft costs such as consulting fees, permit fees, HST, GST, or furniture, due to the variable nature of these elements. For example, furniture selection of the above provided menu varies in cost, depending on the items selected, and I therefore not typically included in construction budgets. Based on when the decision is made to proceed with design, permit fees change every year. For 2026, The local bylaws, for an addition like the one in this report can be anticipated at \$10 000, but varies depending on the actual scope of the renovation and addition to be future designed. Similarly, a budget of \$15 000 for site plan approval would expect based on the Planning Departments 2026 Fee Schedule.

As an intended starting point, the estimate is based on the revised layout and addition presented in this report. The estimated Rough Order of Magnitude is approximately \$5 582 000. If the BMPL determines that an addition is cost prohibitive, a reasonable interior renovation only budget \$500 000 for construction would be recommended.

Item	Area (ft. ²)	Unit Cost (\$/ft. ²)	Total (\$)
Site Development	24 000	\$45	1 080 000
Site Development at Ex. House	6 000	\$45	270 000
Demolition (House)	1 000	\$100	100 000
Demolition (Courtyard)	1 600	\$60	96 000
Renovation (Building Interior)	2 000	\$200	400 000
New Build (Addition)	4 800	\$650	3 120 000
Total			\$5 066 000

Costs can be reduced or increased depending on the size and scope of the actual work. For example, savings can be made by reducing the size of the parking lot or not building additional parking spaces where the existing house is currently situated. Another option would be to reduce the size of the addition. The intent of this study is to provide The BMPL with recommendations and options depending on available funds. Once a final project budget is determined, and the decision is made to proceed with a renovation and possibly an addition. The final budgetary parameters will be used to develop the actual design to be constructed.

Proposed Next Steps

If The BMPL decided to proceed with a renovation and addition similar to the one proposed, The Town of The Blue Mountains and The Library will need to obtain various building and site studies. In addition, they will also need to engage a Lead Consultant (Architect), who will carry the requisite subconsultants as required by The Town (Civil, Structural, Mechanical and Electrical Engineers, as a minimum). The studies should be obtained as soon as possible, ideally before the consultants are engaged (or shortly thereafter), so that the consultants can use them to develop their design. As a minimum, the studies recommended are as follows:

- Topographic and Boundary Survey
- Underground Utilities Locates
- Geotechnical Report (Along with a Hydrogeological report if recommended by Geotechnical Engineer)
- Environmental Site Assessment Study (ESA Phase 1)
- Existing Building Condition Assessment Report

If The BMPL decides to only renovate the building. An Existing Building Condition Assessment Report should be developed at a minimum. If The BMPL decides to only replace furniture, an interior design consultant is recommended, but not required. The Design consultant will be able to develop layouts and recommend materials, colours and finishes, while also coordinating with vendors and/contractors as required, to lessen the workload on library staff.

Appendix A-E

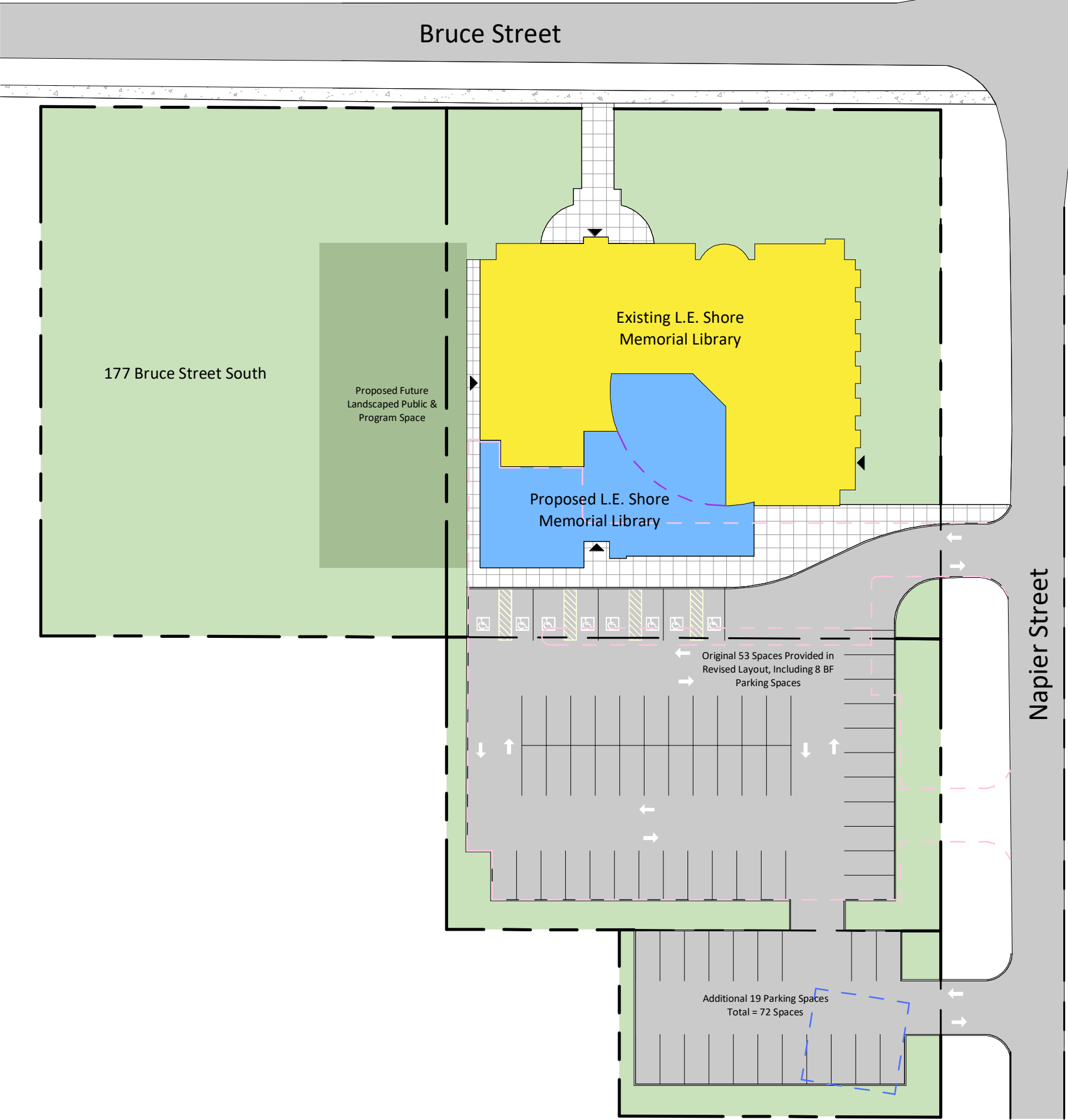
Appendix A: Site Plan Proposal

Appendix B: Existing Block Plan

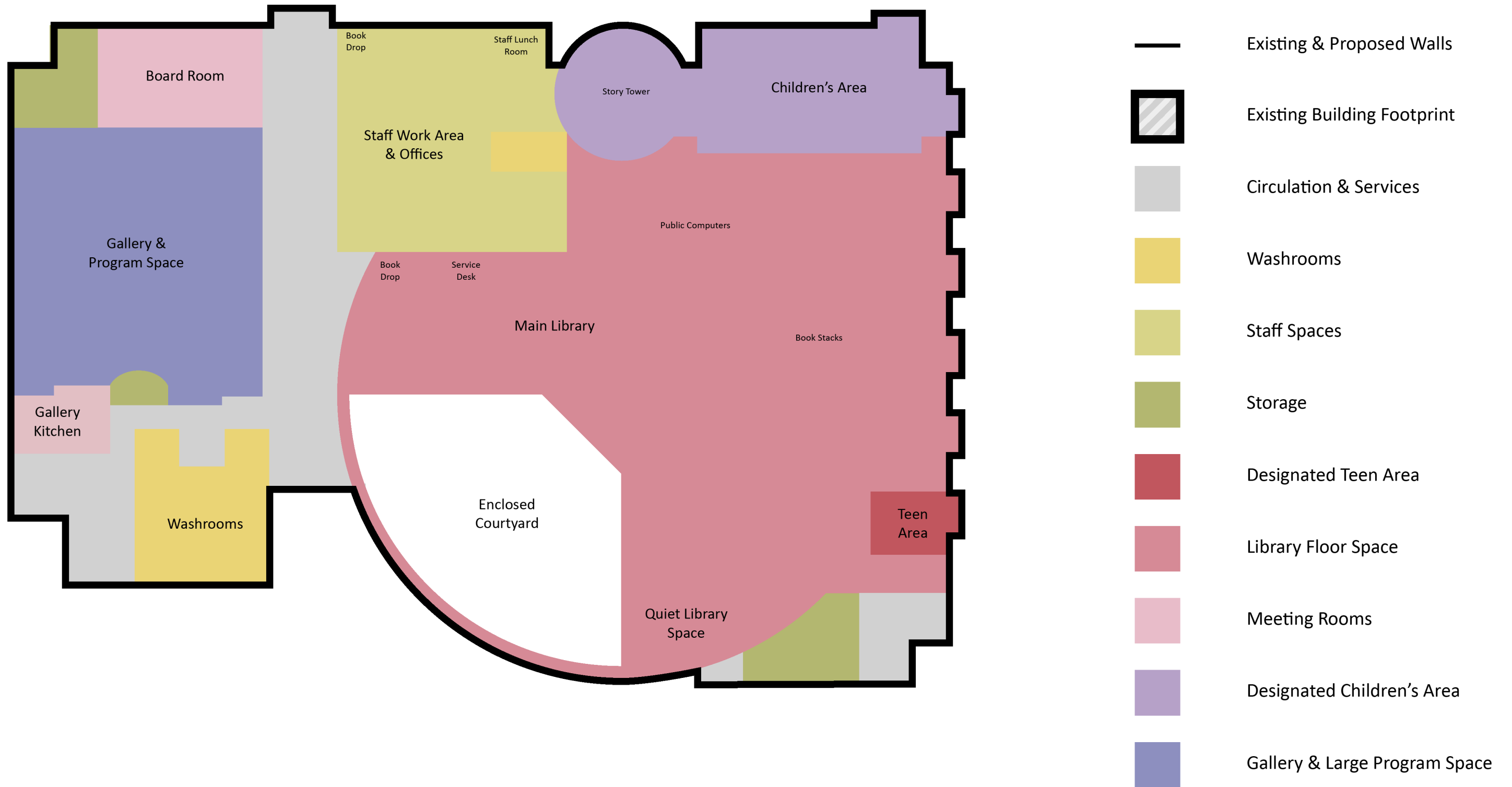
Appendix C: Revised Existing Block Plan

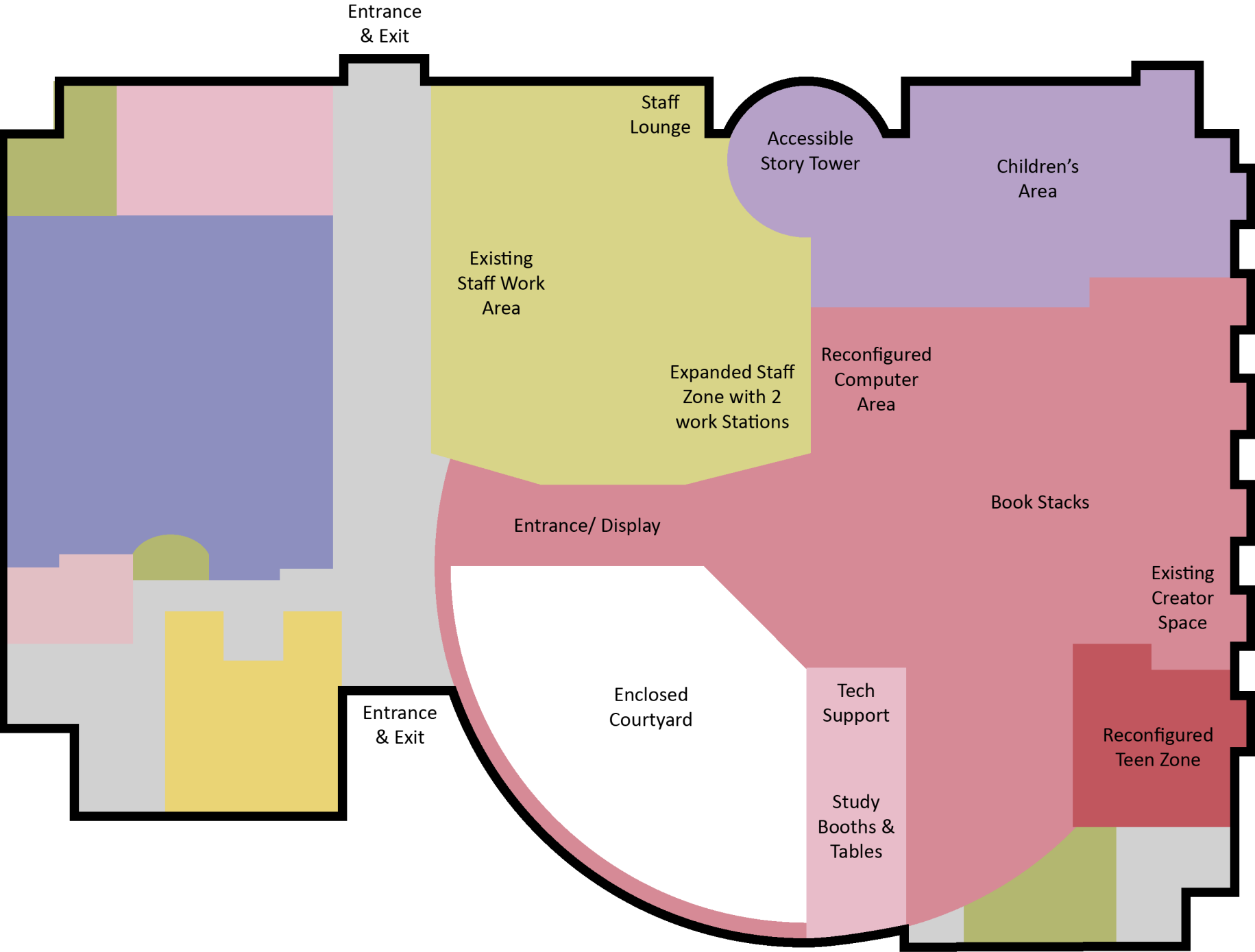
Appendix D: Proposed Addition Block Plan

Appendix E: Menu of Furniture, Acoustic & Millwork Items



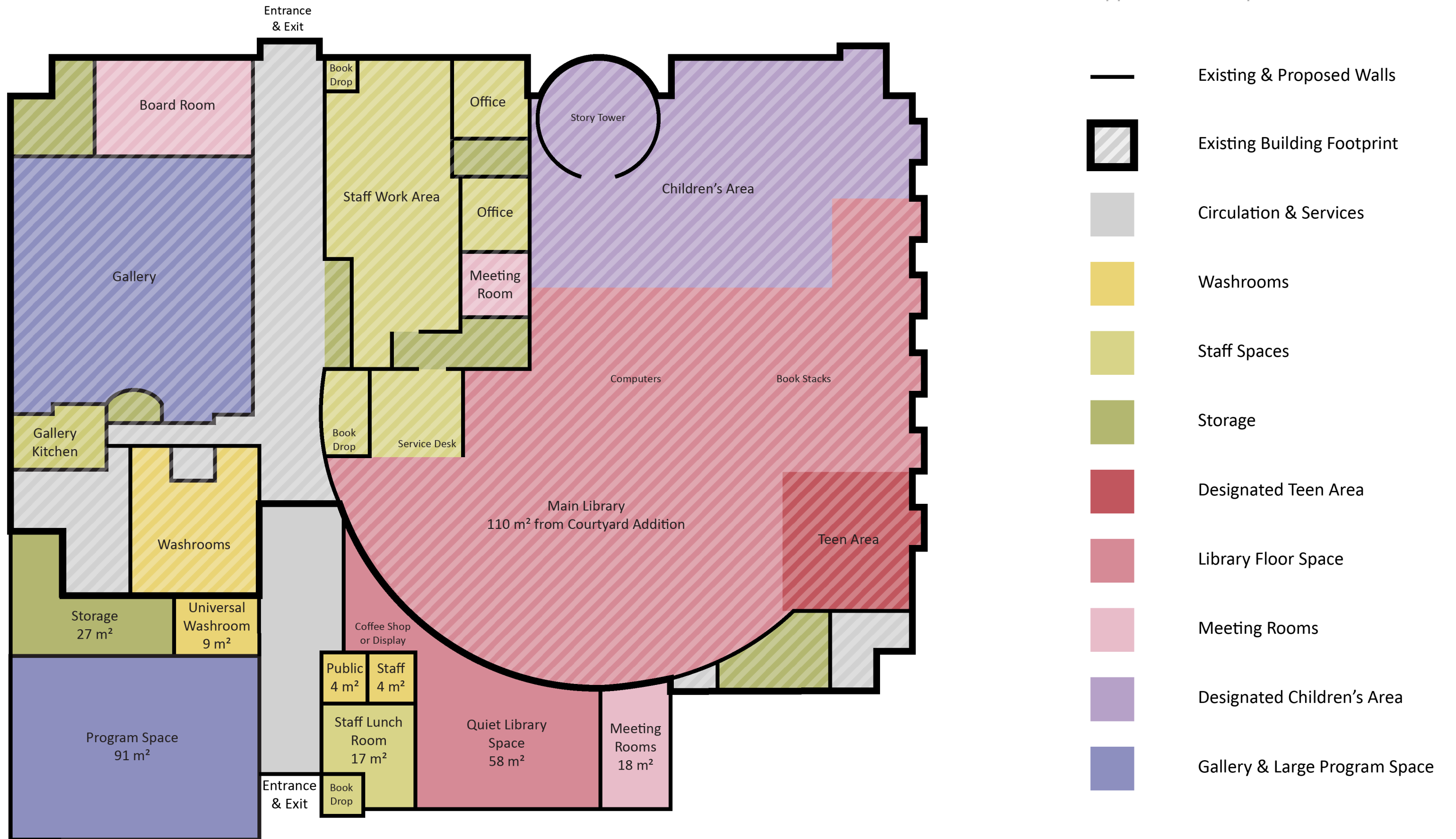
Appendix B: Existing Block Plan



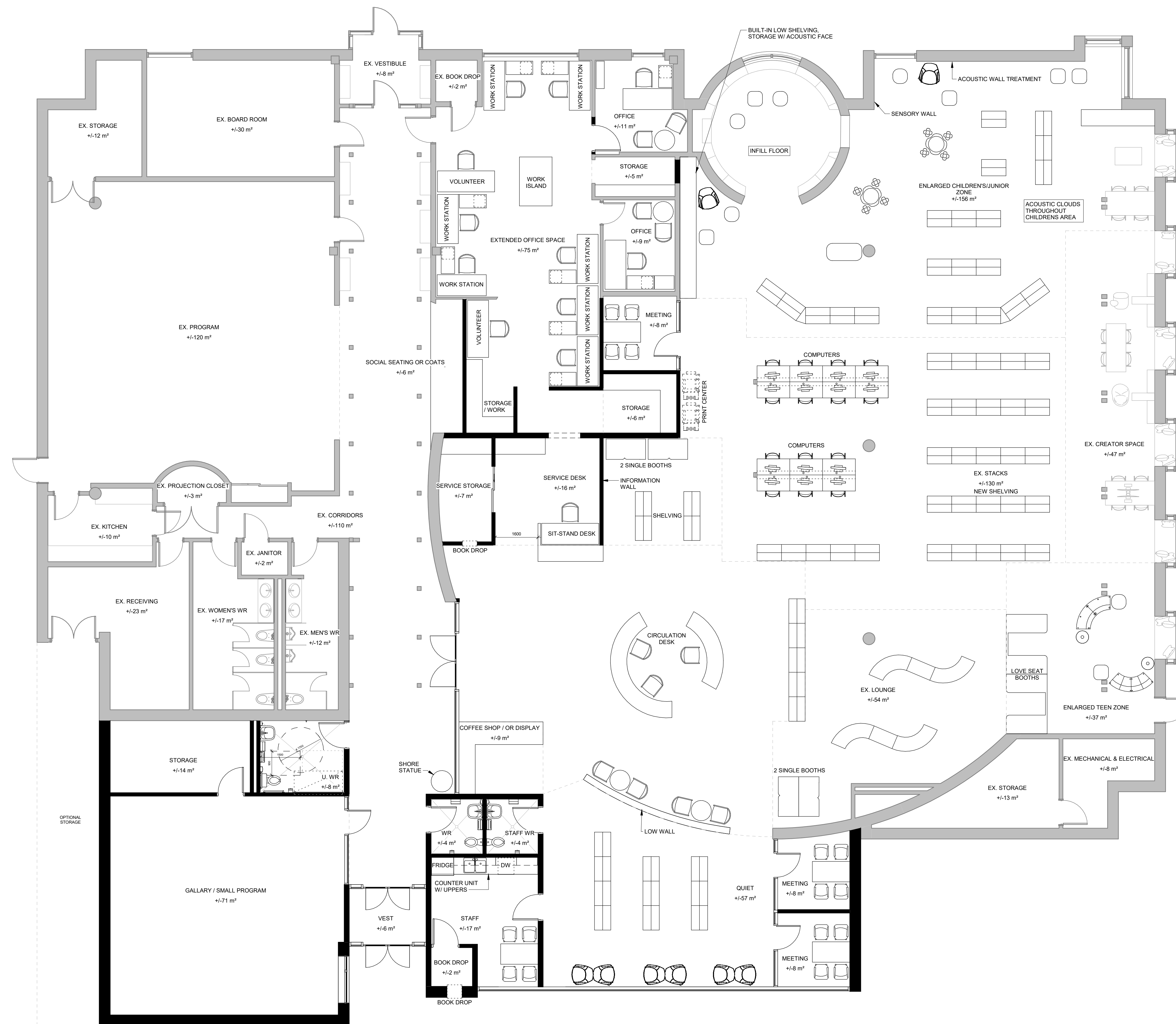


- Existing & Proposed Walls
- Existing Building Footprint
- Circulation & Services
- Washrooms
- Staff Spaces
- Storage
- Designated Teen Area
- Library Floor Space
- Meeting Rooms
- Designated Children's Area
- Gallery & Large Program Space

Appendix D: Proposed Addition Block Plan



Example of a possible detailed layout, to be further developed in the design stages



Appendix E: Menu of Furniture, Acoustic & Millwork Items

Note that the items listed above are examples of products and fabrications that could form part of a full design solution. Prices are approximate (in January 2026) and do not include taxes or consultant fees.

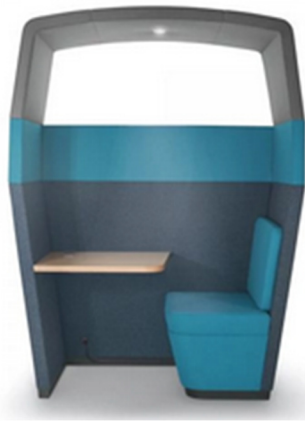
Furniture à la Carte

Image	Description	Unit cost
	Popcorn Stack Chair with arms by Global Furniture Proposed use: Computer stations, study tables, program space Notes: Also available without arms.	\$185 \$138
	Bridges II Rectangular 72" x 36" worksurface with rectangular legs by Global Furniture Proposed use: study tables	\$885
	Bridges II Single-Line, 1 person workstation 48" x 24" by Global Furniture Proposed use: Computer stations ganged in double rows (computers back to back)	\$635

Appendix E: Menu of Furniture, Acoustic & Millwork Items

Image	Description	Unit cost
	Spritz Task Chair by Global Furniture Proposed use: Small meeting rooms	\$395
	Round seated table for 2 Swap table by Global Furniture 24" dia. x 28.5"h Proposed use: Quiet or active reading in expansion. Pair with Popcorn chair	\$570
	Round bar height table for 2 Swap table by Global Furniture 24" dia. x 41.5"h Pair with Popcorn stools. Proposed use: Quiet or active reading in expansion. Possibly cafe	\$594 \$253
	Media Cart with internal power by Global Furniture 60"w x 18"d x 72"h Proposed use: Future program room	\$2115

Appendix E: Menu of Furniture, Acoustic & Millwork Items

Image	Description	Unit cost
	Drift Mid Back Lounge Chair by Global Furniture 29"w x 31.5"d x 38.5" h Matching Low round table 26" dia. X 16"h Proposed use: Quiet reading	\$1,680 \$495
	Co-op Meeting Spaces by Arcadia Love seat booth with canopy (seats 4+) Proposed use: Tech meeting, Teen study Notes: Also available with side panels & integrated table, canopy optional.	\$18,400
	Table for use with open side booth. 72" wide x 36" deep x 28.5" high	\$1,227
	Co-op Single Work Module by Arcadia Semi-private booth with upper canopy, light and power. 58.5"w x 30"d x 79.5"h Proposed use: Private study, remote work (BYOD), staff touch-down, tech video	\$12,000

Appendix E: Menu of Furniture, Acoustic & Millwork Items

Image	Description	Unit cost
	Co-op Public Lounge Unit by Arcadia 2 seat lounge with integrated table 88.5" w x 30" d x 43.5"h Proposed use: 2 persons meet or study	\$10,320
	Accessible Study pod Softpod by Global Furniture PET Felt divider panels Height adjustable worksurface Overall dimensions: 72"w x 30"d x 54"h	\$2,320
	FreeFit height adjustable Table & Frame by Global furniture 46"w x 23"d top. Height adjustment 22.5" to 48.5" high Proposed use: Circulation desk stations, volunteer workstation	\$1,195
	Freestanding pedestal storage unit Proposed Use: Circulation desk and volunteer workstation	\$325

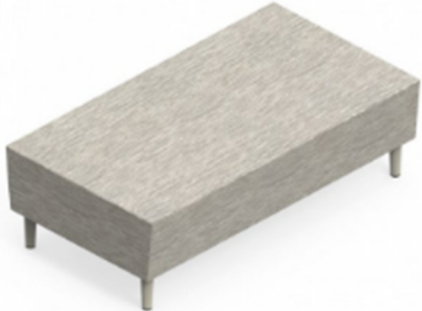
Appendix E: Menu of Furniture, Acoustic & Millwork Items

Image	Description	Unit cost
	Loover high back task chair 25.5" w x 25" d x 42" h Proposed use: Staff workstations	\$630
	FreeFit height adjustable Table & Frame by Global furniture 70" w x 29" d top. Height adjustment 22.5" to 48.5" high Proposed use: Staff workstation, Pair with storage return or freestanding pedestal.	\$1,280
	Storage return with top for full workstation. 60" w x 18" d x 25" h Proposed use: Staff workstation Note: Various options available – open, drawers, doors. Pair with adjustable table.	\$3570
	Felt Privacy panel/divider 17" h Proposed use: For privacy at staff workstations in open library area	\$140
	Flora Table and Stools by Wesco. Table 31" w x 18.5" h Stools 12.5" w x 10.25" h Proposed use: Children's area	TBC Allow \$600

Appendix E: Menu of Furniture, Acoustic & Millwork Items

Image	Description	Unit cost
		
	Rambler rectangular bench by Global Furniture 52.5"w x 26.5"d x 17.5"h Proposed use: Children's, Junior and Teen areas	\$748
	Rambler square bench by Global Furniture 22"w x 22"d x 15.5"h Proposed use: Children's, Junior and Teen areas	\$330
	Drift Ottoman by Global Furniture 18.5"w x 18"h Proposed use: Children's, Junior and Teen areas	\$620
Modular Lounge Seating – River Series by Global Furniture  Use individually or in connected configurations. Proposed use: Lounge or Teen Area 		

Appendix E: Menu of Furniture, Acoustic & Millwork Items

Image	Description	Unit cost
	Inside curve two-seat sofa high back. Inside curve two-seat sofa high back with back shelf (pair with popcorn stools)	\$2,065 \$2,780
	Inside curve two-seat sofa standard back. Outside curve two-seat sofa standard back.	\$1,735 \$1,350
	Two-seat bench (Can be used to link inside and outside curves)	\$1,150
	River Coffee tables 17" h 36" round 36" half round	\$970 \$700

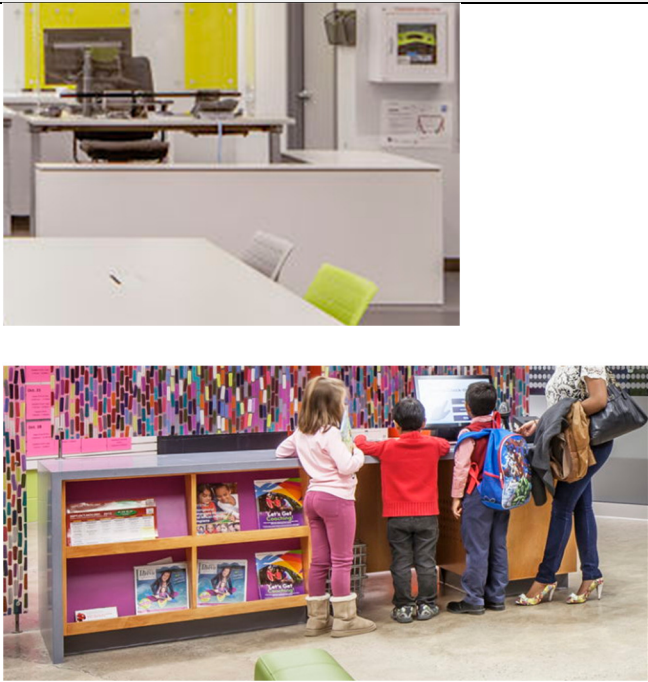
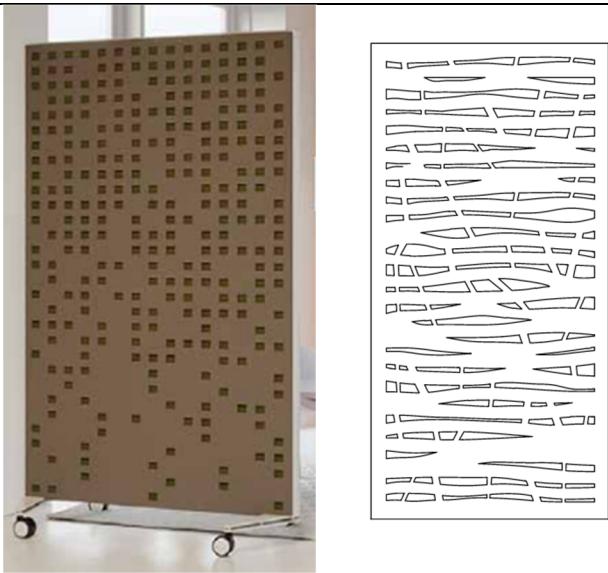
Appendix E: Menu of Furniture, Acoustic & Millwork Items

Image	Description	Unit cost
	Library Stack Shelving AETNASTAK System by Montel 18' long double sided bank Accessible height with 4 shelves.	\$13,965

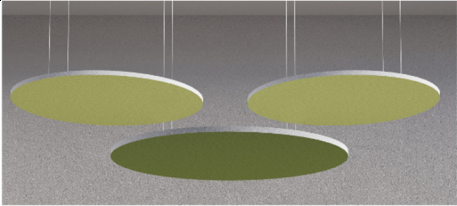
Millwork/Carpentry/Acoustic Items

Image	Description	Budget
	Make Story Tower Accessible 1. Infill/level floor \$15,000 2. New bench seating \$35,000 3. Protection of mural art \$9,000 4. New flooring (flotex low pile carpet) <u>\$1,600</u> \$65,600	
	Reupholstery of 6 window seats (hygienic fabrics) 1. High density slab cushion with vinyl fabric cover: \$450 ea 2. Throw cushions with removable covers, 4 per seat: \$150 ea (\$600, per window seat)	<u>6 x \$1,050</u> \$6,300

Appendix E: Menu of Furniture, Acoustic & Millwork Items

Image	Description	Budget
	Millwork Front for Circulation Desk Public side shielding sit-stand desks. Solid surface top 12' to 15' long with integrated book drop	Range \$15,000 to \$20,000
	Obi Mobile Space divider by Ezo Bord/d9studio Acoustic PET Felt panels (plain or patterned) with metal frame/base 48" wide x 60" high Plain one side, Pattern other side Pattern one side, Whiteboard other side Note: also available in 72"h	\$2,780 \$2,900

Appendix E: Menu of Furniture, Acoustic & Millwork Items

Image	Description	Budget
	Work Zone suspended divider by Ezo Bord/d9studio Acoustic PET Felt panels With clamp fasteners (suspends from ceiling) 46.5" wide x 93" high panels 9mm thick 12mm thick	\$660 \$830
	Acoustic PET Felt wall panels Flat sheet by Ezo Bord/d9studio 107" h x 48" w x ½" thick	\$380 ea
 	Veri clouds by Ezo Bord/d9studio Acoustic PET Felt panels (suspends from ceiling) Example shapes & sizes complete with suspension hardware: Circle 34" \$640 Circle 46" \$750 Triangle 34" \$610 Triangle 46" \$720 Other shapes available	\$640 \$750 \$610 \$720