

COMMUNICATION AND COUNSEL

Subject: New Central Library Building Program Project Update

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Prepared for: Ottawa Public Library Board

Meeting of: December 17, 2007

Date: December 11, 2007

Central Library and Archives Synergy and Co-location Study

1. The Archives/Ottawa Public Library Synergy and Co-location Opportunities report was approved by the Community and Protective Services Committee on November 1, 2007 and by Council on November 14. The full report is available at <http://www.ottawa.ca/calendar/ottawa/citycouncil/cpsc/2007/11-01/ACS2007-CPS-DCM-0008.htm>.
2. The recommended option that was approved maximizes synergies between the Ottawa Public Library and City Archives through a first phase Archives and Library Technical Facility, and a second phase with the new central library with an Archives public presence. This is the wording of the motion:

*ARCHIVES/LIBRARY SYNERGY AND CO-LOCATION OPPORTUNITIES
POSSIBILITÉS DE SYNERGIE ET DE REGROUPEMENT POUR LES ARCHIVES ET LA
BIBLIOTHÈQUE
ACS2007-CPS-DCM-0008 CITY WIDE / À L'ÉCHELLE DE LA
VILLE*

That the Community and Protective Services Committee recommend that Council refer the following Option 3 for consideration as part of the 2008 budget process:

3. *Design and construction of the 81,363 square foot RPG recommended synergy option E-2 (synergistic option), described in Document 1, that provides for selected archives public services, archives technical services and library technical services to be located at CentrepoinTE, which can be implemented using a phased approach. CARRIED*

This motion was then recommended to Council and approved as part of Motion 24/11 at the November 14th Council meeting. A funding decision will be made as part of the 2008 budget deliberations.

3. With the synergy work completed, pending budget approval, the Resource Planning Group (RPG) is now working with Library and City staff to complete the co-location part of the study.

New Central Library Detailed Functional Building Program Update

1. With Council's approval in November of the recommended option for the relocation of the Archives in the CentrepoinTE location, the Library is now back to working on completion of its building program as a top priority.
2. The first set of staff user group sessions was held from December 5-7, 2007. Sixty-three Library and City staff were participants in thirteen user group sessions. The Library is working closely with key City departments on this exercise. Several City departments were represented including Corporate Security, Real Asset and Property Management, and Facilities and Special User Coordination.
3. User groups have been set up for the following components:
 - a. Concourse and Meeting Space
 - b. Welcome Centre
 - c. Popular and Browsing Library
 - d. Children's Services
 - e. Teen Services
 - f. Fiction, Newspapers and Magazines
 - g. Media and Emerging Technology
 - h. Non-Fiction A (includes Language and Literacy Centre), Non-Fiction B (includes Business and Careers Centre, and Non-Fiction C (includes Local History and Genealogy Centre)
 - i. Archives Community History Centre (the Archives' public presence in the new central library)
 - j. Administration (including a Library Boardroom and space for the Ottawa Public Library Foundation)
 - k. Operations and Maintenance (including storage and sorting space for the Friends of the Ottawa Public Library)
 - l. Technical Services and Collection Development Services (being planned for the Archives and Library Technical Facility)
 - m. Materials Distribution (being planned for both a primary service in the Archives and Library Technical Facility and a secondary service point in the new central library)
4. User groups included forty-six staff who were new to the new central library building program project. In order to make the user group sessions more relevant, Elaine Condos and Line Gravelle offered three sessions called New Central Library 101 prior to the user group meetings. This orientation covered strategic priorities (from the Board's new strategic plan for 2008-2011), the Main Library, and the new central library (past/present/future work including photos of some new central library buildings).
5. User group sessions were facilitated by Andrew Brown and Mark Mehrer, RPG. The results of the first review of the functional components will be distributed prior to the next set of staff user group sessions in mid-January. Following this, the user groups will meet in a plenary session in mid-February, to finalize information prior to presentation at the Board workshop on February 15, 2008.

Next Steps

With Council's approval in November of the recommended option for the relocation of the Archives in the CentrepoinTE location, the Library is now back to working on completion of its building program as a top priority. Once this is done and evaluation mechanisms for site evaluation finalized, then RPG can complete its work to identify the preferred site option for recommendation to the Board and Council. The following tasks are in progress at this time.

1. Central Library and Archives Synergy and Co-location Study
 - a. Part 2 Co-location is on schedule for completion in early March
 - b. In order to complete the co-location study, RPG is working with OPL and City staff to complete the exercise of identifying potential available sites. City staff from Real Estate Services, Planning Branch and Design and Construction are providing their invaluable expertise to RPG and Library staff on this exercise.
 - c. RPG is working to complete the analysis of the potentially available sites that meet the functional requirements of the central library. As a reminder, the Board approved the draft optimal site selection criteria last June but needs to approve the detailed weighted criteria for the potential sites once RPG has developed them in consultation with the Library and Archives Synergy and Site Team.

2. New Central Library Detailed Functional Building Program
 - a. Completion of the exercise of identifying in detail the functional areas required by the Library, is on track as evidenced by the user group sessions.
 - b. Completion of the task to understand how the functional areas have to be arranged on floor levels in the new central library as well as the number of floors required, is in progress.

3. Archives and Library Technical Facility
 - a. Pending Council approval of funding for the Archives and Library Technical Facility, we will also be working with City staff to move forward on the detailed planning for that project.

4. New Central Library Board Committee
 - a. Next meeting is tentatively scheduled for January 24 from Noon – 2:00 p.m.

5. Ottawa Public Library Board
 - a. On February 15, 2008 there will be a special workshop for Board and key Library and City staff involved in the functional program and site recommendation processes. Key elements of this workshop will be to:
 - Confirm the final components of the new central library project;
 - Identify site opportunities; and
 - Identify implementation options for the new central library project including timing, funding, development and the project management plan.