



Caloundra Administration Building Repurposing Project Library Design Brief

Q1939 STAGE 3 Finalised Library Design brief

25th February 2021 Issue A



WilsonArchitects

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Introduction

Wilson Architects and associated Consultant Team were appointed in December 2019 to provide a Preliminary Design for the proposed re-purposing of the Caloundra Administration Building (CAB). The project involves the conversion of an existing Class 5 Office Building constructed in 1994 into a modern library and community facility, Customer Service Centre and Council Administration Offices (Class 9b Public building with Class 5 Office).

In addition Wilson Architects were appointed to undertake a briefing exercise with SCC Libraries to produce a Library Design Brief for the refurbishment.

This Report is Stage 3 of the engagement to provide a Library Design Brief.

We acknowledge the work done by the Library and SCC prior to our involvement in the project, parts of which we have included in this Library brief.

Library Workshops / Meetings

Wilson Architects conducted a full day workshop with SCC Arts, Heritage and Libraries Branch and Project Management Team members on the 29th of January 2020 and the Draft Library Brief was issued on the 14th April. Subsequent meetings with senior Library staff on the 4th June, 2nd and 29th July have helped craft the Final Library Design Brief.

First Nations Consultation

SCC and Wilson Architects met with a representative of the Kabi Kabi people on 3rd March 2020 to identify and explore opportunities for employment, engagement and representation in the proposed refurbishment of the Caloundra Administration Building and site. The process will be ongoing through the life of the project. Refer to Appendix 2 for further detail.

executive summary

Masterplan

The intention of the Caloundra Centre Masterplan is to create a community and creative hub in the centre of Caloundra including a new contemporary District Library, new Caloundra Regional Gallery, new Town Square and public realm connecting Bulcock Beach through to The Events Centre. The new precinct will create a cultural heart space for gathering, events and celebrations.

Stage 1 is the Caloundra Administration Building Repurposing.

It is proposed to refurbish the existing Caloundra Administration Building to house the Caloundra District Library as well as a Customer Service Centre, Community Facilities and Council Administration Offices.

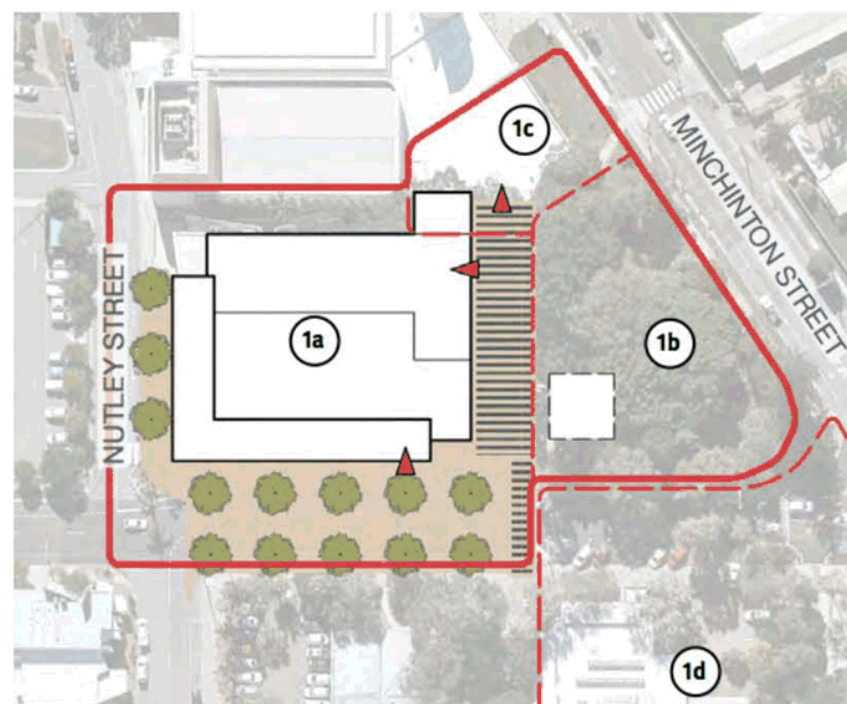
The Library will be the primary tenant of the building and it is envisaged that the new Caloundra District Library will occupy space over all levels, with the largest footprint on the Ground and first floor levels.

The SCC Customer Service Centre is housed within the Library and occupies space on the ground floor of the building as a secondary service point.

In addition the building will also house community use meeting rooms, Councillor offices and SCC administration office space on Level 3.

Caloundra District Library is a critical part of the Sunshine Coast Libraries Network Plan 2019-2041. Appendix 2 from the Sunshine Coast Libraries Network Plan 2019-2041 shows the existing Library network in 2019.

It is intended that the Caloundra District Library will be a Major District Library (Tier 2) in the future Library Network.



Caloundra Administration Redevelopment_Stage 1

- Refurbish and extend existing building to house a new Caloundra District Library.
- Activate adjacent Bill Venardos Park.
- Connect through to The Events Centre.
- Shared pedestrian zone to Omrah Ave



Caloundra Administration Building circa 1995
Architects Peddle Thorpe and Harvey



Caloundra Administration Building 2019

library project purpose and key objectives

The purpose of the Project Brief is to identify the functional areas, operational requirements and aspirational ideas for a successful Caloundra District Library that meets the recommendations of the Sunshine Coast Library Network Plan 2019-2041 and the needs of the current and future communities of the Caloundra District.

The key objectives for the project are for the design development for a contemporary, best practice public Library within the existing Caloundra Administration building which is:

- Of high architectural standard
- Accessible
- Culturally inclusive
- Functional and Operational
- Secure / Safe
- Sustainable

High Architectural Standard

- Celebrates the original building without being restricted by existing constraints.
- Creates space at a Civic scale in alignment with the Caloundra Centre Master Plan.
- Projects a confident vision of Place within the Sunshine Coast context.
- Activates and makes visible the ground floor with diverse spaces.

Accessible

- Creates space for people, breaks down the barriers to entry and creates a welcoming public space.
- Opens up the interior for intuitive wayfinding.
- Provides for equitable access throughout all floors.

Culturally inclusive

- Identification of opportunities for First Nations and other cultural and heritage related considerations to be incorporated into the preliminary design.

Functional and Operational

- Establishing the projected catchment population, in consultation with key internal stakeholders, which the library will be required to service over the next 20-25 years taking into account the role and function of this facility relative to Council's existing and proposed network of Libraries.

- Identifying what a contemporary Library for Caloundra should look like – its role and function, its importance to the cultural vitality and liveability of the Caloundra area, and more broadly the spaces it provides that are complementary to the Caloundra Centre Activation Project Area including The Event Centre and future Art Gallery.
- Establishing the core and auxiliary area components, and floor area requirements for each, to inform the development of a preliminary design and floor plan layouts for the new Library.
- Identify opportunities for sharing of spaces and co-location with other uses proposed to be established within the building.
- Review of the function and operation of the new Library in relation to the management of collections, and the establishment of shelving requirements to inform preliminary design and floor plan layouts.
- Design which supports an ongoing transition to digital platforms to provide equal community access to new and emerging technologies.
- Identification of opportunities for innovation and technology within the Library design.
- Development of Communications and Data requirements for contemporary Library functions.
- Explore opportunities for equitable access to emerging technologies such as 3D printers and virtual reality hardware / software.
- Review of options for ongoing financial operating models, and recommendations for the new Library including opportunities for revenue generation.
- Identification of capital and operational funding sources for the new Library.
- Establishment of an estimated annual operational budget for the Library taking into account projected staffing requirements and relevant information provided by Council's Library Services Team.
- Establishing Service and maintenance access, Loading/unloading and goods lift requirements.
- Drop off zone and active transport requirements

Secure / Safe

- Establishes clear and secure points of entry.
- Clear circulation throughout the Library and minimising risk using CPTED principles.
- Able to be safely used after hours with secure access and safe egress.

Sustainable

- Building design which recognises the sub-tropical climate and explores opportunities for indoor/ outdoor programmable spaces.
- Building design which reduces energy consumption.

library brief

Libraries of the Future

Research into contemporary Libraries is used to benchmark the proposed new Caloundra District Library. A number of examples can be found in Appendix 1 Libraries of the Future Research.

Public library design is changing as rapidly as technology and is as varied and diverse as the communities they serve. Identifying change is difficult enough in this landscape, as is attempting to imagine future trends.

The Victorian Public Libraries 2030:Strategic Framework (SLV 2013, p.5) has identified five prominent social trends:

In this example by looking at Social trends rather than service design, public libraries can position themselves to leverage their traditional strengths with a focus on Creative and Community engagement.

Creative Libraries are those that support content creation and facilitate collaboration in multiple ways.

Community Libraries are those that connect communities and facilitate learning, whether by direct engagement or peer to peer learning, in classes, workshops and co-designed events and gatherings.

The Sunshine Coast Libraries Network Plan 2019-2041 sets out a vision with guiding principles that recognises the benefits of moving towards a Creative Community Library.

Prominent future social trends				
Creative scenario		Community scenario		
Creativity The desire to unlock, express, develop and record creative interests	Collaboration The willingness to partner, cooperate and share with others	Brain health The need for lifelong mental engagement, stimulation and care	Dynamic learning The need to continually learn new knowledge and skills to participate fully in a rapidly changing environment	Community connection The desire for stable and trusted relationships with people and places of common interest

Victorian Public Libraries 2030:Strategic Framework (SLV 2013, p.5)

Libraries Standards and Guidelines

The following Library Design Standards have been reviewed in the development of the proposed Caloundra District Library:

- Queensland Public Library Standards and Guidelines (1 July 2020)
- Standards and Guidelines for Australian Public Guidelines (December 2020)

The Queensland Public Library Standards and Guidelines have been used where the requirements meet or exceed the Australian Guidelines.

library brief

Sunshine Coast Libraries Network Plan 2019-2041

Guiding Principles

The following vision statement is taken from the Sunshine Coast Libraries Network Plan 2019-2041.

Pillars of Community

- Library values its diverse communities and concentrates on equity, inclusiveness and access for all.
- Programs, collections, events and services have been developed with the user in mind, through extensive consultation and ongoing monitoring and evaluation.
- Inclusively and accessibly designed to cater for and welcome everyone. Building design has been through a lengthy creation process where focus through all stages has been on community engagement and user inclusion.
- Opening hours match the community need, and often incorporate unstaffed after-hours' access.

Catalysts of Place

- Libraries are vibrant and welcoming community space where people choose to be.
- They are 'destinations' for local communities and visitors – that are flagship, architect-designed, highly visible and user-friendly community icons.
- Well located – in places of community activity and are also the creators of community activity.
- Shared spaces, combined with or co-located with other services (commercial and community) such as cafes, Council customer service centres, retail outlets and active recreation centres.
- Buildings are environmentally sustainable – incorporating systems that endeavour to be carbon neutral and environmentally responsible.

Pioneers of Innovation

- The library is a physical and virtual playground, the playground for exploration, for trying and learning new things, and supporting entrepreneurial activity.
- Provide their users with spaces for creativity, socialisation, relaxation, learning and connection.

Champions of Reading

- The library fosters the love and value of reading.
- Contain both digital and analogue spaces – physical collections, eLibrary, exhibitions, and technology.

Supporters of literacy

- Library enhances literacy and the foundation skills of reading and writing through all stages of life.

Incubators of Learning

- Well-resourced learning places – for both self-education and guided learning
- Libraries stimulate curiosity and lifelong learning

Nurturers of Expert Staff

- The library attracts and develops a diverse and multi-skilled workforce.



library brief

Sunshine Coast Libraries Network Plan 2019-2041

Caloundra Library

The following information is taken from the Sunshine Coast Libraries Network Plan 2019-2041 and provides a statistical analysis of the current Caloundra Library.

The existing Caloundra Library is approximately 1,120m² GFA and is well positioned in the Caloundra Town Centre with complementary surrounding uses. However, the entrance to the Caloundra Library fronts onto Felicity Park, resulting in a lack of active street frontage. The library infrastructure includes the public library and a separate library administration building. The library has been expanded over the years, with parts of the accommodation being provided by a demountable building at the rear.

Caloundra Library had the second highest number of memberships and the second highest number of visitor memberships (tourists) in 2018/2019 after Maroochydore Library. It had the highest number of door counts and the second highest loans.

The majority of users (79%) come from within the Caloundra District catchment. The library is well used by our visitor (tourist) population, with 7% of all members representing visitors.

The Library is significantly undersized to cater for its current population catchment and the high number of users, and is considered at capacity from an operational perspective.

Significant additional demand on the Caloundra Library service is anticipated in the short to medium term by the emerging populations in Caloundra South until a new library is delivered to cater for this community.

The Environment and Liveability Strategy 2017 recommended upgrading Caloundra Library to deliver higher capacity. The Caloundra Centre Master Plan implementation and relocation of some council staff to the City Hall development has opened up the opportunity to repurpose the existing council administration building to host a new library and other civic functions.

The replacement of the Caloundra Library with a Major District level library is considered a priority in the short term. Until a library is established in Caloundra South, the Caloundra Library service will need to support this community through the maximisation and tailoring of space, hours of operation, collections, information and programming.

It is important that spaces taken up by specialised functions are designed as flexible spaces that can be repurposed in the long term.

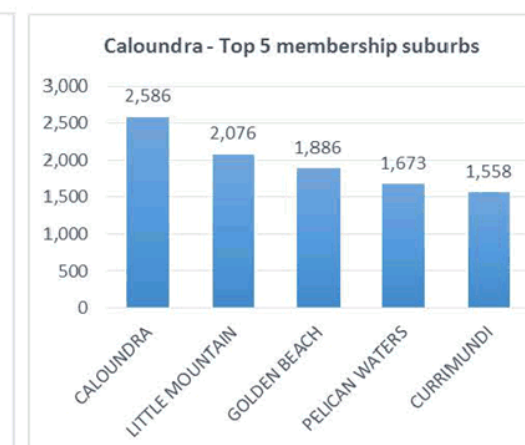
Caloundra Library

Infrastructure overview

Establishment:	1986
Planning District Population 2021:	70,000
GFA 2019:	1,120m ²
GFA requirement 2021:	2,500m ²
GFA requirement 2032:	2,900m ²
GFA requirement 2041:	3,500m ²

Key user statistics 2018/2019

Total members:	21,759
Number of visitations:	301,263
Number of loans:	443,001
Members in District catchment:	79%
Members out of District catchment:	13%
Members in adjacent LGAs:	1%
Visitor memberships: (1,559)	7%



library brief

Catchment Population for Library Design

Planning District background

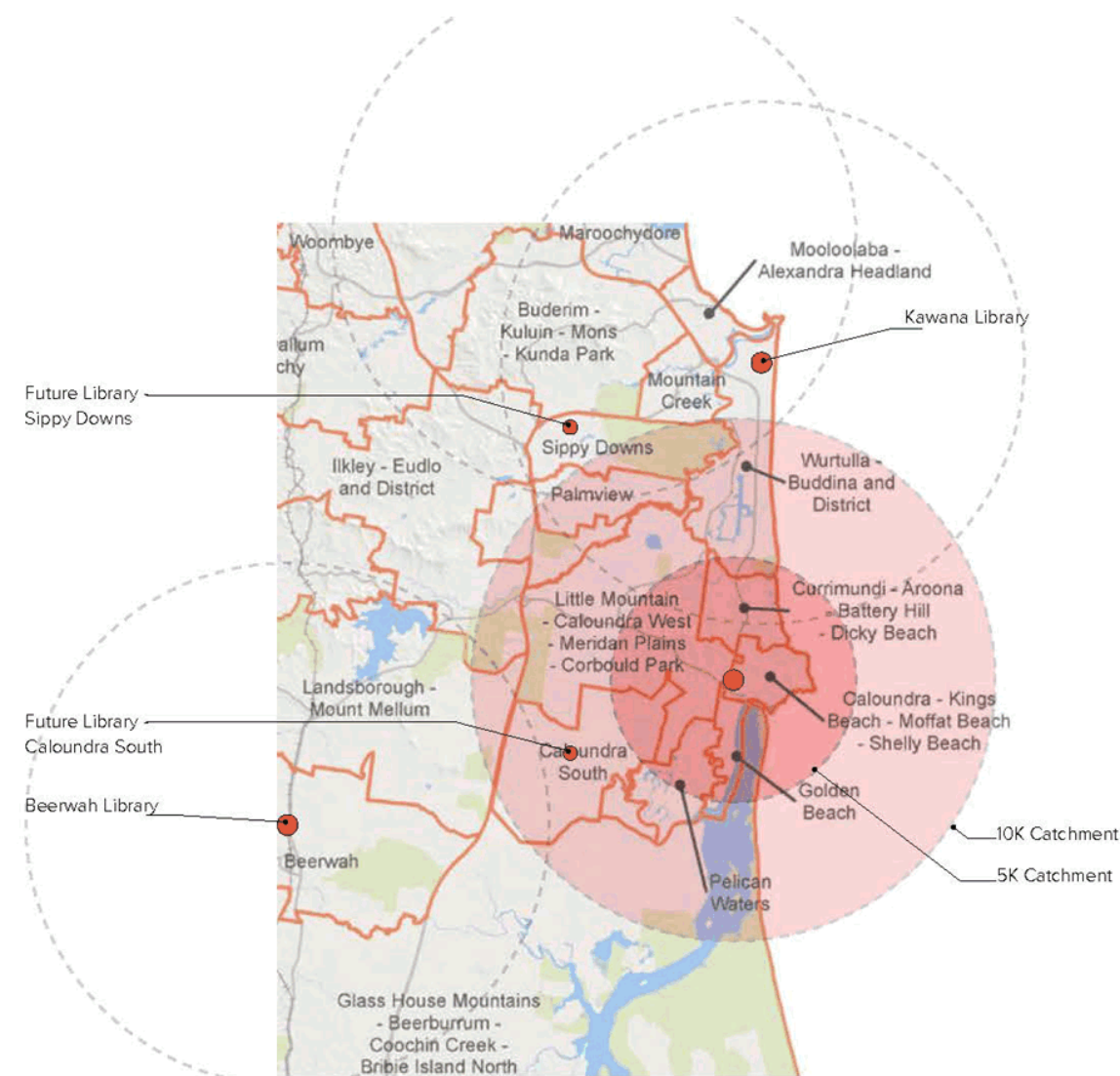
Social infrastructure planning on the Sunshine Coast is based on six Planning Districts centred on the principal activity centre of Maroochydore and each of the existing major activity centres of Caloundra, Kawana, Beerwah and Nambour. With further population growth, the emerging major activity centre of Caloundra South (major development area) is intended to become an additional Planning District. Each Planning District caters for catchments of between 35,000 and 100,000 people, with Maroochydore, Caloundra and Nambour catering for the largest populations. The Environment and Liveability Strategy target is for each of these Planning Districts to provide a full suite of district level social infrastructure by 2041, including libraries, community venues and arts/ cultural functions. The emerging community of Caloundra South will place an increasing demand on the library services in Caloundra until new library services are established to cater for this area.

The primary catchment for the library and community venue is the Caloundra District. The library will further cater for the emerging Caloundra South population until a library in Caloundra South is delivered (anticipated 2030/ population approx. 30,000 people within Caloundra South)

Projected populations for design planning

- 2041 projected population Caloundra area (Urban A District) of 131,834
- 2041 projected population of Caloundra South of 50,018 (Caloundra South is currently (2021) part of the Urban A Planning District, but will become its own Planning District when the population reaches around 30,000 people – projected to be around 2030. At this time, it will require the provision of its own (new) library)
- 2041 population of Caloundra District (Caloundra library catchment) = Urban A Planning District – Caloundra South = 131,834 – 50,018 = 81,816

It is recommended Caloundra Library should be designed for a 2041 population of approximately 82,000 people.



Source: Population and household forecasts, 2016 to 2041, prepared by .id (informed decisions), December 2018.

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Facilities Guidelines - Floor Area

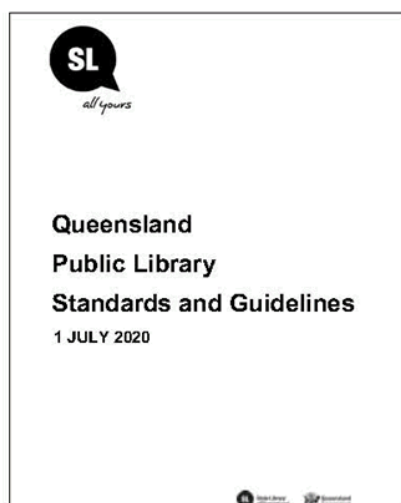
The existing Library does not meet current State Guidelines and recommendations in terms of floor area, service levels or embellishments. De-mountable style extensions have previously been added to the Library as an interim solution to meet growing demand. The current Library also does not meet benchmark standards for a contemporary library compared to recent projects delivered by other regional Council's throughout Australia.

The recommended Catchment Population figure is 82,000 people (refer previous page).

Using the Queensland Public Library Standards and Guidelines (1 July 2020) - Standard for Facilities gives a Base Floor Area of between 3,168m² - 3,465m².

Additional Functional areas that are expected to be housed within this building increase the Base Floor Area by 15%. Refer to the adjacent excerpts from the Guidelines showing the potential additional areas. Therefore the Floor Area to suit the Caloundra District catchment is between 3,643m² and 3,985m².

The proposed CAB repurposing project provides 3,941m² of Floor Area.



Standard for Facilities

Measure

The Standard for Facilities includes measures for:
A – Base Floor Area of a Library Facility
B – Base Floor Area for Additional Functional Areas
C – Library Shelving

Standard

A – Base Floor Area of a Library Facility

Base Floor Area ensures a library facility meets the minimum needs of the community. All library facilities include spaces for collections, programs, technology, customer services, public seating, back of house and staff functions, utilities and toilets.

Population catchment Year 1 - Year 2	Minimum Base Floor Area (m ²) Year 2	Population catchment Year 1 - Year 2	Minimum Base Floor Area (m ²) Year 2
Up to 3,500	242	40,000	1,920
4,000	276	45,000	2,034
5,000	345	50,000	2,245
6,000	414	55,000	2,403
7,000	483	60,000	2,558
8,000	552	70,000	2,859
9,000	621	80,000	3,168
10,000	690	90,000	3,465
12,000	828	100,000	3,850
15,000	1,035	110,000	4,235
18,000	1,163	120,000	4,620
20,000	1,234	130,000	5,005
25,000	1,410	140,000	5,390
30,000	1,583	150,000	5,775
35,000	1,733		

Note 1
 When calculating the population catchment, consideration is given to future-proofing the library facility, including expected population growth, by using a 10-year population projection for the local government area.

Queensland Public Library Standards and Guidelines 1 JULY 2020 12

Pages 12 and 13 from the Queensland Public Library Standards and Guidelines (1 July 2020) - Standard for Facilities

Note 2
 For populations falling between the listed population points, Base Floor Area can be calculated on a pro rata basis.

Note 3
 Increase the Base Floor Area as applicable according to Additional Functional Area requirements below.

B – Base Floor Area for Additional Functional Areas

Additional Functional Areas enable library facilities to meet current and future community needs and priorities. It may be possible to combine two or more Additional Functional Areas by designing multi-functional and flexible spaces.

Additional Functional Areas	Minimum of an extra 15% of the total Base Floor Area
Allow a minimum of an extra 15% of the Base Floor Area for Additional Functional Areas	

Additional Functional Areas may include:

- administrative space;
- flexible program/event spaces;
- local studies/special collections;
- coworking space;
- technology spaces;
- study/quiet spaces;
- makerspace;
- youth space;
- storytelling space;
- toy library;
- wet space;
- meeting/training rooms;
- kitchen and catering facilities;
- exhibition spaces;
- auditorium/theatre;
- café;
- outdoor areas/courtyard;
- storage space;
- loading/delivery dock;
- pram or mobility aid parking; and
- carers room

C – Library Shelving

Library shelving is flexible, adjustable, easily reconfigurable to accommodate changes in the library layout and complies with *Australian Standard 2273: Steel library shelving*.

Consideration is given to the accessibility needs of the community to ensure collection items are reachable without excessive bending or stretching, suitable space for wheelchairs, mobility aids and prams to manoeuvre between aisles, and complies with *Australian Standard 1428.1-2009*.

Shelving type	Shelving measurements
Adult collections	Maximum height of 1600mm
Young people's collections	Maximum height of 1200mm
Aisles between shelves	Minimum width of 1.5m

Queensland Public Library Standards and Guidelines 1 JULY 2020 13

Base Floor Area	80,000 people 3,168m ²	90,000 people 3,465m ²
Additional Area	475m ²	520m ²
TOTAL	3,643m²	3,985m²

library brief

Collection Guidelines

The projected Catchment Population figure is 82,000 people. It is expected that this population will comprise of a larger percentage of families with children and retirees than surrounding Sunshine Coast communities. To ensure that this increased resident population have access to library resources in line with State Library Guidelines, The overall collections will need to increase substantially. See Appendix 3 Caloundra Library Collection Holdings spreadsheet for detailed projected shelving requirements.

Collection and Shelving Standards for Caloundra

Queensland Public Library Standards and Guidelines have recently been amended with Collection levels now set at between 0.85 - 1.5 items per capita.

The current size of Caloundra Library's physical collection is 60,390 items with an additional 32,622 electronic books, magazines and comics available through the Library's catalogue. Also available to the Caloundra community are over 30,000 eMovies, 5 million+ music streams and a massive electronic nonfiction resource with millions of books, articles, maps, videos, images and tutorials on all information topics. Through a free reservation service Caloundra residents also have access to the Sunshine Coast Libraries' entire collection of 350,000 Items. An extensive World Language resource is available through State Library of Queensland which is used to bring new materials to our residents every month. Through these combined resources the existing Caloundra Library easily meets the current Queensland Public Library Standard for collection size of 1.5 items per capita.

Libraries monitor collections on an ongoing basis and there are system tools and processes to undertake this work. The collection is renewed through an ongoing maintenance program and the purchase of new materials. The program of collection maintenance ensures that the collection is reviewed at the point of return and that the entire collection is reviewed annually to identify and dispose of worn or unused items.

It is recommended that the collection to be managed in the new Caloundra District Library be increased from 60,390 items to 70,400 items.

Physical shelving within the Library be limited to 43,960 items to account for a percentage of the collection to be within the Community (borrowed items). Collection items are housed in bays made up of 3 or 4 shelves 900mm wide.

Collections	Bays required	Bays provided
Adult Fiction	131	128
Adult Non-fiction	97	96
Junior	53	54
Young Adult	21	22
Literacy/Language	39	48
Audio/Video	21	20
Newspapers/magazines	23	24

Certain collections are likely to reduce over time as digital technologies render hard copies redundant. For example it is likely that Audio and Video collections in the future will reduce, opening up more study and reading space.

Refer to Appendix 3 - Projected Collection for additional detail.

Standard for Collections

Measure

The Standard for Collections includes measures for:

- A – Physical Collection Size**
- B – Collection Age**
- C – Electronic Collection Expenditure**
- D – Collection Usage**

Standard

A – Physical Collection Size

Every library service's collection is large enough to meet community requirements. The size of library service collections will vary depending on population catchments, numbers of facilities and frequency of stock rotation or exchange. In general, smaller library services and facilities have a higher number of items per capita, to ensure collection quality and usage.

The minimum Physical Collection Size is 1,000 items per library facility.	
Calculation – Total number of physical collection items divided by population.	
Physical Collection items per capita	0.85 to 1.5

B – Collection Age

Library service collections require adequate and regular inflow of new titles to ensure their currency, accuracy, quality, appeal, and to assist in meeting changing community interests, trends and demands. Worn, incomplete and outdated material are discarded as part of a regular evaluation program.

Calculation – Total library service acquisitions for the past 5 years divided by the total number of current physical items expressed as a percentage.	
Physical Collection items purchased within the last 5 years	48% to 55%

C – Electronic Collections Expenditure (percent of collection expenditure)

The library service is committed to providing electronic and digital collections and resources that meet the needs of the community. Electronic Collections are accessible through an Online Public Access Catalogue 24 hours per day, seven days per week.

Calculation – Library service expenditure on Electronic Collections expressed as a percentage of total library service Collections Expenditure.	
Expenditure on Electronic Collections	10% to 25%

D – Collection usage

The library service provides collections that meet the information, education, recreation and cultural needs of the community, and support the development of lifelong learning. Library

Queensland Public Library Standards and Guidelines 1 JULY 2020 9

library brief

Shelving

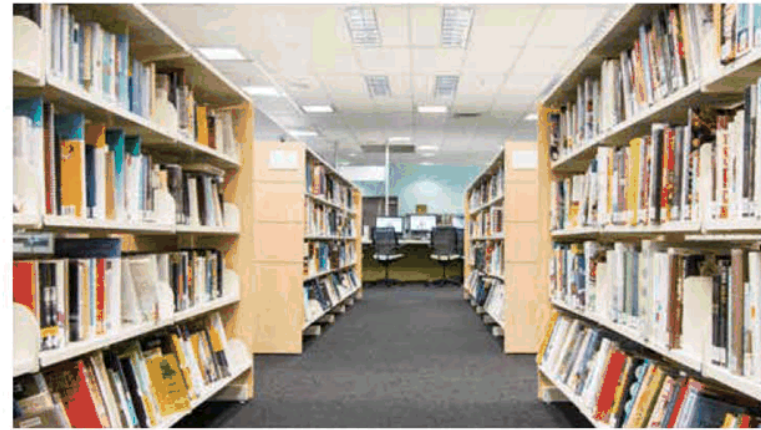
Queensland Public Library Building Standard 1 July 2020 Standard for library shelving:

- Maximum height of 1600mm for adult collection shelving
- Maximum height of 1200mm for junior collection shelving

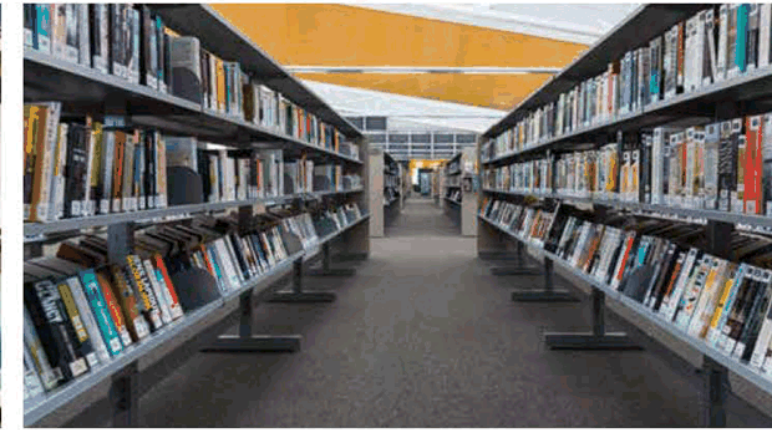
Library shelving is to be flexible, adjustable, easily reconfigurable to accommodate changes in the library layout and complies with Australian Standard 2273: Steel library shelving.

In reviewing the shelving we make the following recommendations:

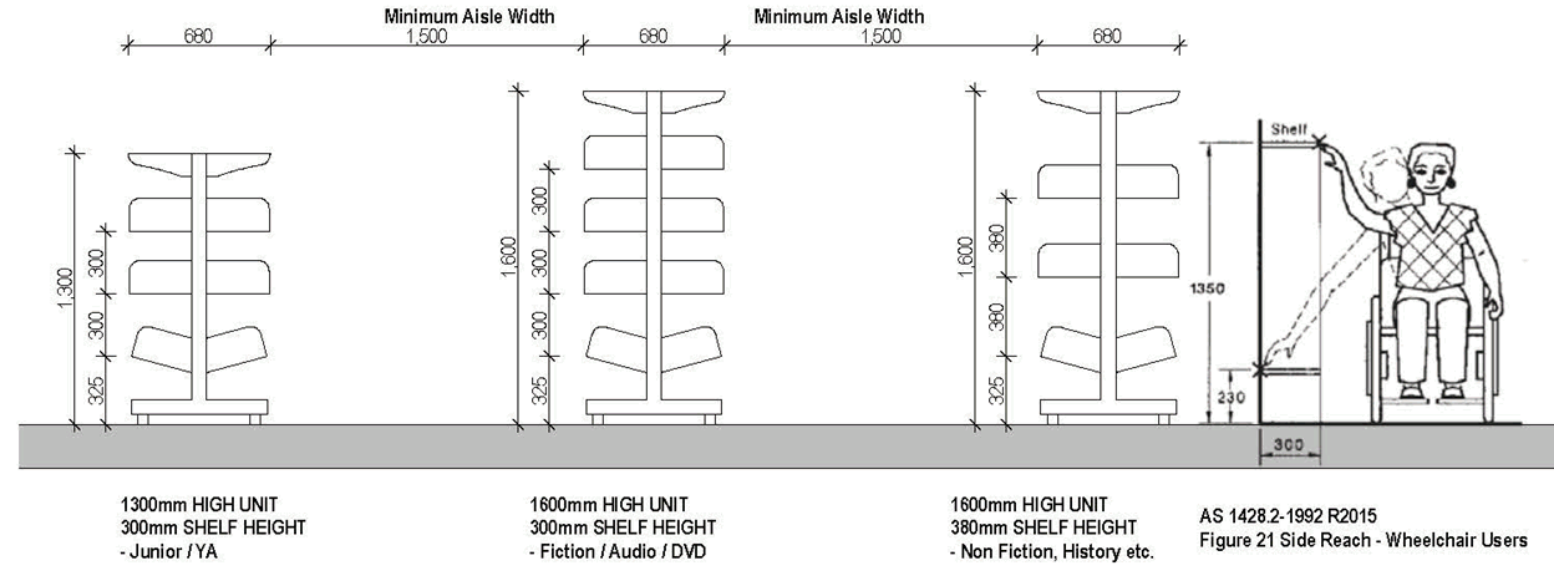
- Lowest shelf be raised and angled to improve accessibility for PWD and older users.
- Non Fiction and other collections that require 330 shelf height be housed in bays with 3 shelves per bay maximum. To offset the increase in bays we suggest a slightly higher shelf fill capacity that also recognizes that the collection is turned over less often.
- Fiction and other collections that require a shelf height of 270mm be housed in bays with 4 shelves per bay maximum.
- Junior Shelving utilise the standard Quantum 1300mm high unit including the raised bottom shelf for differently-abled children.
- Display shelves be scattered though the collection rather than every bay.
- Aisle widths be 1500mm wide with no aisles to be longer than 4 bays without a gap. Shorter aisles allow for greater flexibility in movement.



Example of Fiction Shelving



Example of Non-Fiction Shelving



library brief

Caloundra District Library

Population Catchment - 82,000 people

Geographical Catchment - 5 to 10km radius from location

Gross Floor Area - 3,643m² and 3,985m²

Core Functions

- Physical Collection Areas
- Entry Foyer with potential use for events and Library programming.
- Public lounge and meeting spaces
- Quiet reading and study areas
- Flexible meeting rooms and training spaces
- Access to technology including computers, printers
- Distinct areas including Junior, Young Adult and Adult collection spaces
- Kiosk, to serve inside and outside Library
- Outdoor spaces, covered and uncovered for Library programming
- Public Amenities
- Book return and collection management processing spaces
- Staff work areas including amenities
- Servicing, delivery and dispatch area.
- Council Customer Service space and Information area.
- First Nations welcome space
- Maker spaces with technology for community use, cultural and art development and adult education

Financial Operating Costs

An assessment has been made on the operating costs for the new Caloundra District Library in comparison to the existing building. Refer to Appendix 5 for further detail.

Caloundra Library - OPEX - Existing Library Vs Proposed New District Library Estimate		
Natural Account	Current Budget (FY 2020 Actuals / 5 Yr Average)	Proposed Budget - New Building
Subtotal - Staff Costs	1,190,196	1,901,743
Subtotal - Materials and Services	120,852	350,615
Subtotal - Other Expenses	30,159	49,354
Subtotal - Other Expenses	43,200	225,666
Subtotal - Depreciation Expenses	88,239	600,000
Subtotal - Fees and Charges	-29,024	-120,000
TOTAL - Caloundra Library Operations	1,443,622	3,007,378
TOTAL - Caloundra Library Operations (Excl Depreciation)	1,355,384	2,407,378

Revenue Opportunities

Being community facilities by and large Libraries tend to provide services at no cost to the community. However within the project there are opportunities for the generation of additional revenue to help offset the cost of service provision. Some of these such as printing are already in place and it is expected that the new Library will continue this trend.

- Printing
- Commercial rent from Kiosk tenancy
- Education program delivery
- Function and Event space lease/hire

design process - library

Library Workshop

Caloundra Library Aspirations

Library Staff put together a visioning document called 'Caloundra Library, our Library our Place'. This document pulls together Library precedents, brief requirements and aspirations for not only the Library but also the community.

A place to relax

- Public lounge spaces with wifi and a range of seating options.
- Collection areas with quiet reading areas
- Cafe serving indoors and outdoor spaces
- Public amenities that are easily accessible

A place to connect

- Bookable meeting rooms managed by the Library
- Book clubs, author events
- Local Business present and share knowledge and experience
- Foyer / event space for curated functions
- Play spaces and outdoor activity spaces

A place to meet

- Meeting room options for community groups.
- After hours accessible including amenities.
- A range of bookable spaces from 6 persons to 100 persons.
- A range of technology enabled spaces

A place to be inspired

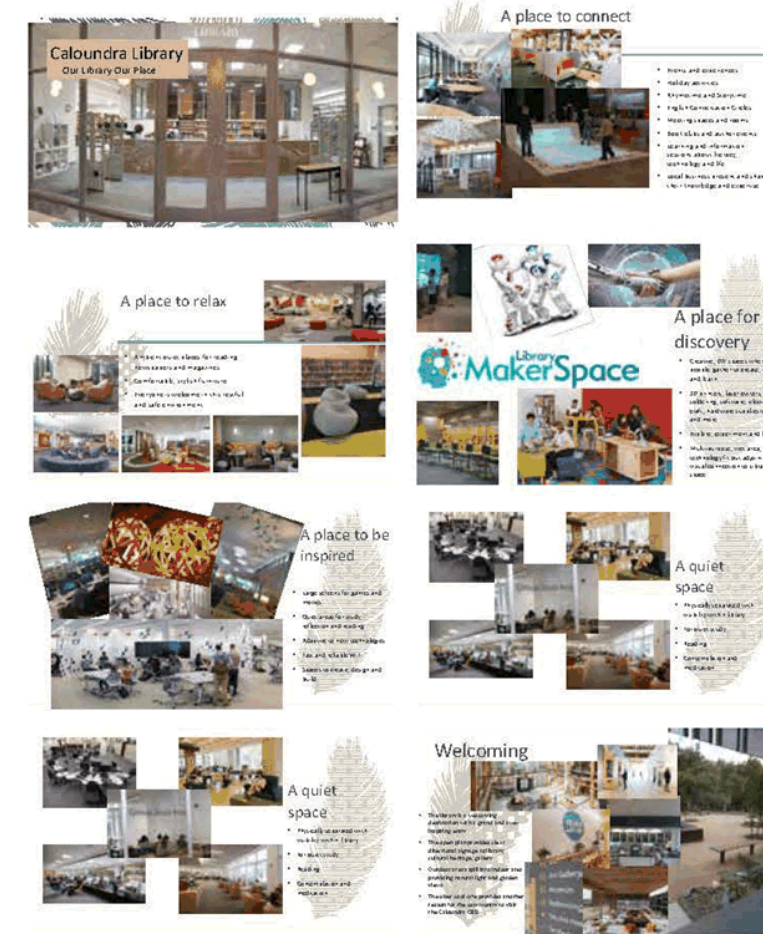
- A building entry that opens up and invites.
- Foyer / event space for curated functions, talks and late night events.
- Spaces for creative display, temporary art installations and community celebration.
- Maker space for inspiring creativity.
- Public amenities that are easily accessible.

A place for discovery

- A Library that is highly transparent and active
- Collection spaces that reward curiosity.
- Event spaces that capture an audience.
- Maker space for inspiring creativity.

A quiet space

- Spaces away from the entry and group activities.
- Furniture that supports quiet individual activity
- Collection spaces with incidental reading spaces
- Bookable meeting rooms with acoustic treatments.



design process - library

Library Workshop

Library Workshop Goals

Wilson Architects conducted a full day workshop with SCC Arts, Heritage and Libraries Branch and Project Management Team members on the 29th of January 2020.

Agenda items included SCC guiding principles, research on libraries of the future, the Caloundra masterplan, the current Library's role and capacity and how the future Library can strengthen its service to the community

Develop a set of project values

- By understanding the SCC guiding principles and library space requirements, we will produce a set of built form project values - that we can use to measure the Library design against..

Develop the Library brief

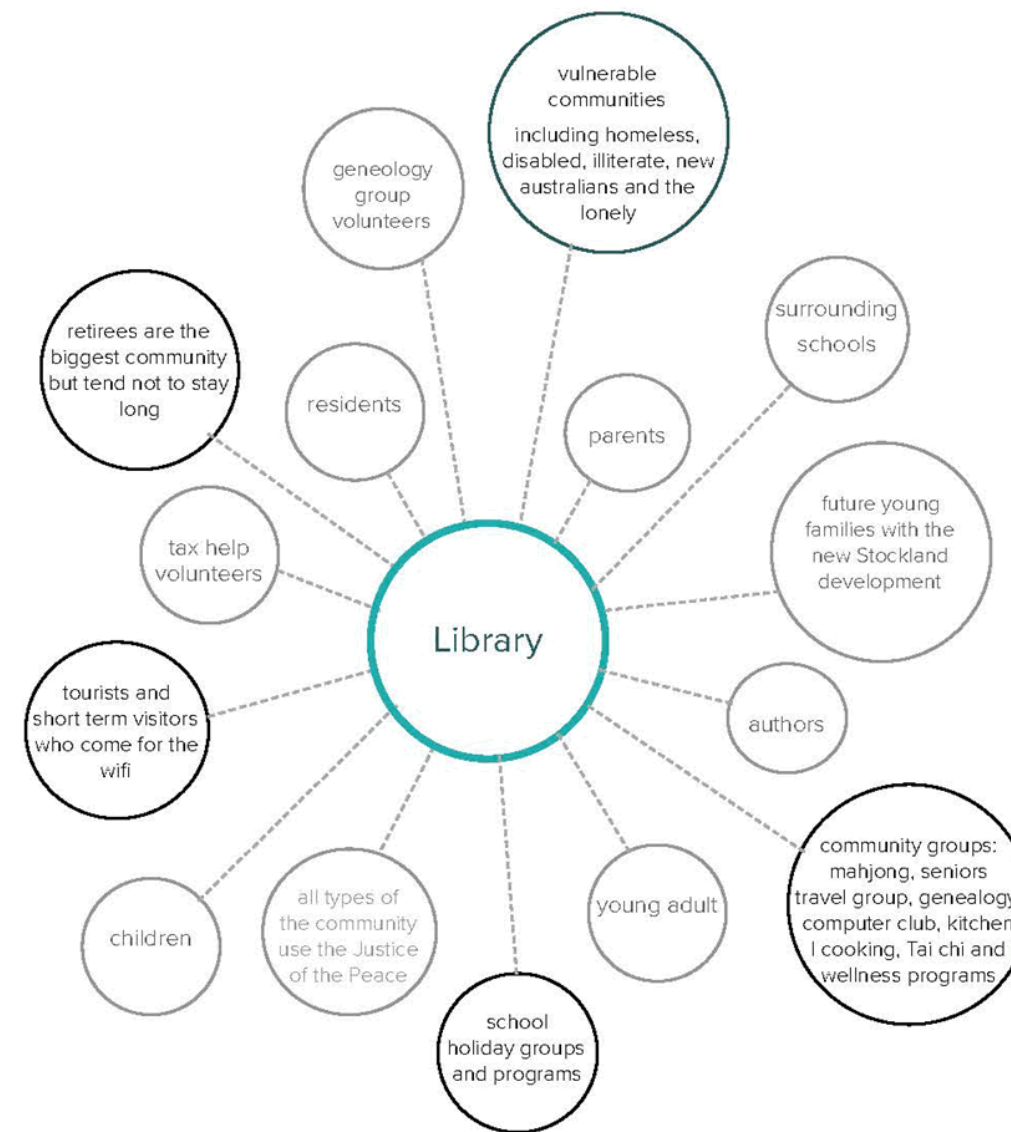
- Through exploring a number of existing exemplars and models, and by interrogating the idea of the 21st Century Library..

Understand the Library communities

- Who are the communities that the library caters for, are there specific demographics, contextual relationships and activities that this building engages with?

Understand the breadth of service

- What services are offered and how do we cater to these in the design for both Library, Council + Community?



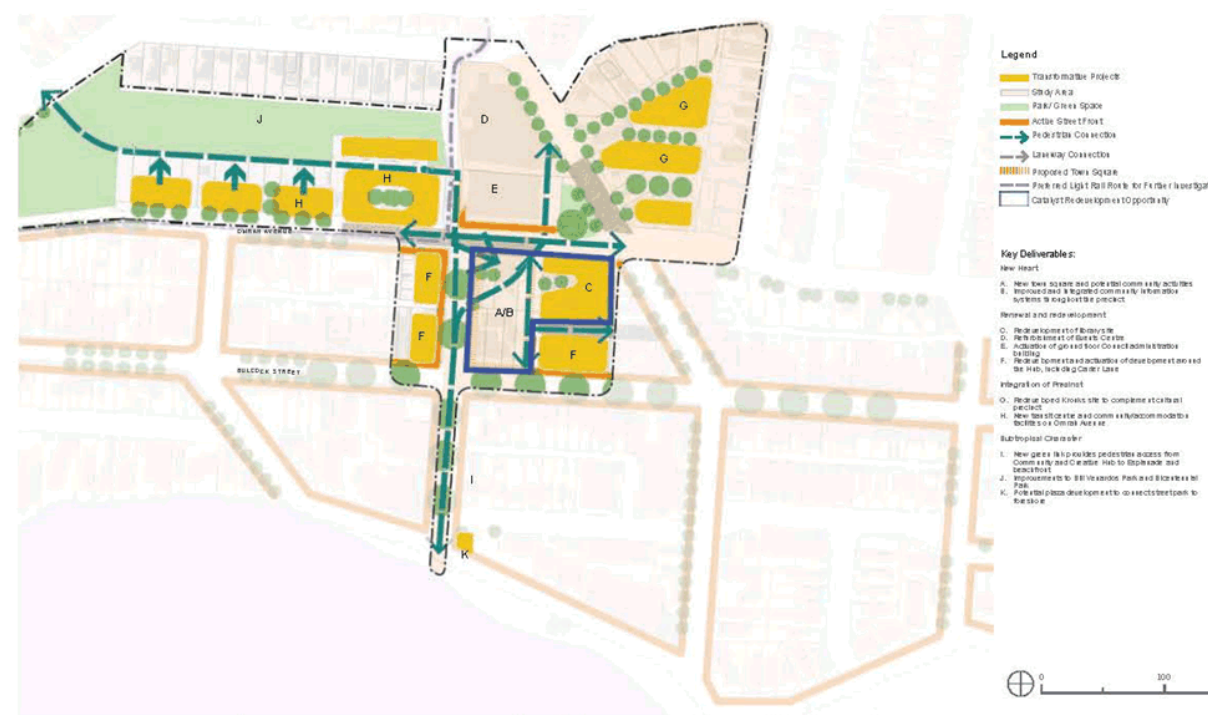
communities, who are they?

design process - library

Library Workshop

a place that connects to and serves the community, looks like?

- good park connection
- more shelter externally so the space is all weather
- dog friendly space
- inside to outside connection is important
- blurred connection between inside and outside
- event space
- spaces for people to read
- passive recreation
- meeting place for groups
- interaction space for family
- portable areas that cater for difference experiences - slam poetry, childrens story time
- curated spaces should connect to the precinct exhibition and event overlay
- ground connection to the The Event Centre would be good
- multiple entries are ok
- library art space and childrens activities
- library space should be inspirational, a place where people want to come
- provide connection to local heritage
- Visual should say 'library'
- Activity should say 'library'
- the building should be transparent, the building has to disappear
- shade and shelter are important 'it's cool and free'
- library should be inspirational as well as aspirational
- connect to the natural landscape 'city of beaches'
- sustainable spaces



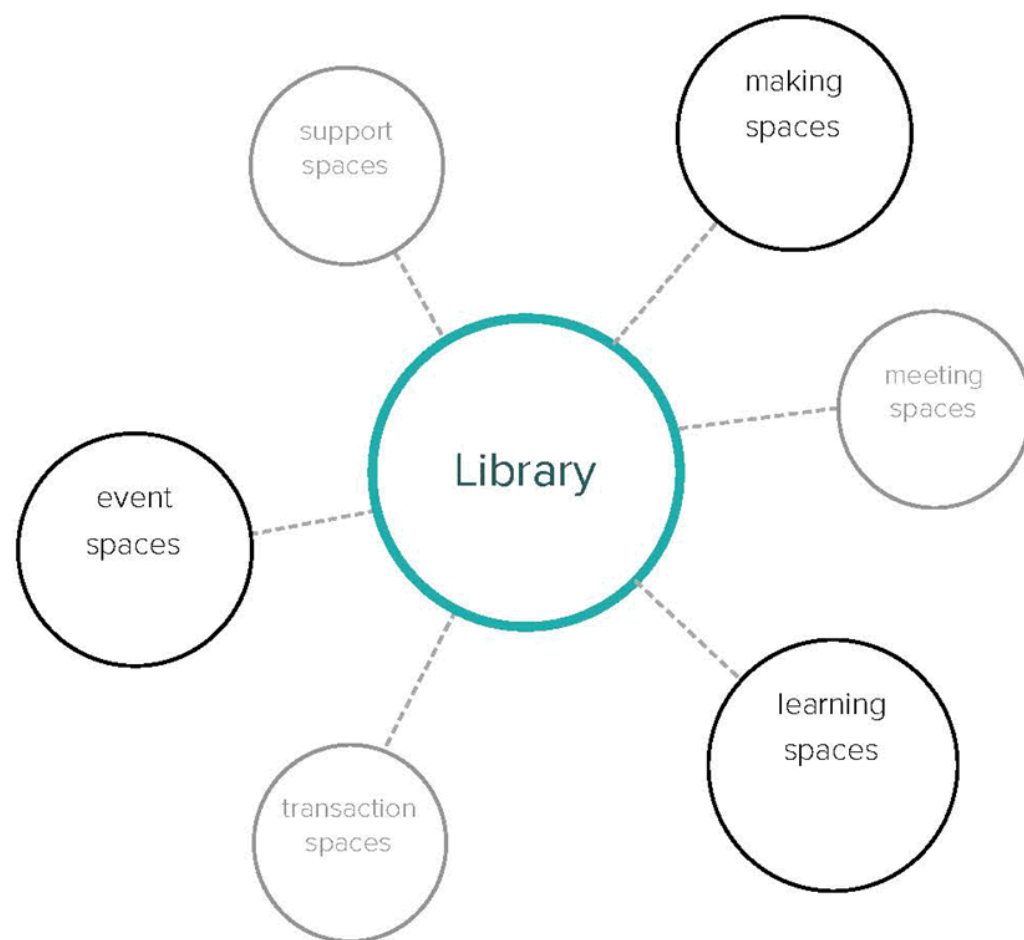
Caloundra City Centre Master Plan March 2017 Map 11: Community and Creative Hub Precinct Plan

- a place for knowledge sharing and keeping connections with people
- acknowledgement of country
- the library should feel informal, laid back and relaxed
- open and animated
- narrative of nature
- fosters a sense of belonging
- good acoustics

design process - library

Library Workshop

what space does the library need?



- toddler spaces
- pram parking
- Toy storage and childrens spaces
- Makers space with good storage
- Self checkout spaces on each level
- JP room with waiting space
- dedicated area for new book arrivals
- digital displays
- information for tourists digitally so staff arent disturbed
- good space for young adults
- furniture to de-marcate spaces
- age appropriate collection centric
- create journey from each area
- diversity in seating and types of spaces
- loud areas on ground near cafe
- flexibility of space, if a space can only be used when staffed it is an unsuccessful space
- spaces have to be multi-mode
- staff spaces to remain in library
- quiet space needs to be dedicated and there needs to be levels of quietness
- technology is important
- cultural heritage should be showcased
- need to have storage space
- spaces for large and small functions external and internal

Refer to Appendix 4 - Space Data and Return Brief

design process - library

Library Workshop

Project Values

As part of our Design Process, we develop a set of built form values. This provides us a framework to measure our design against throughout the process. These built form values are established by reviewing the client brief, workshop feedback and the Caloundra Library user group requirements and project aspirations in the 'Our Library, Our Place' document.

reinforce_

community through the design by facilitating education, social and cultural connectivity

connect_

the library visually and physically with the local landscape, people and knowledge

support_

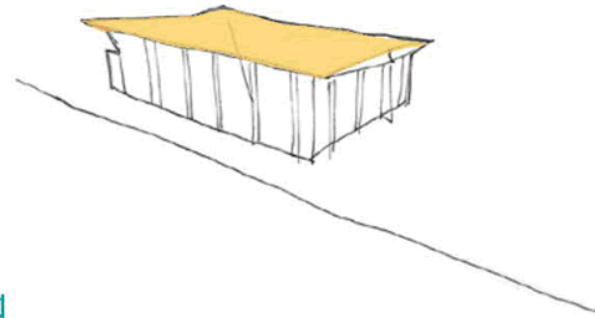
the needs of the local community by providing a safe space that is welcoming and comfortable

transform_

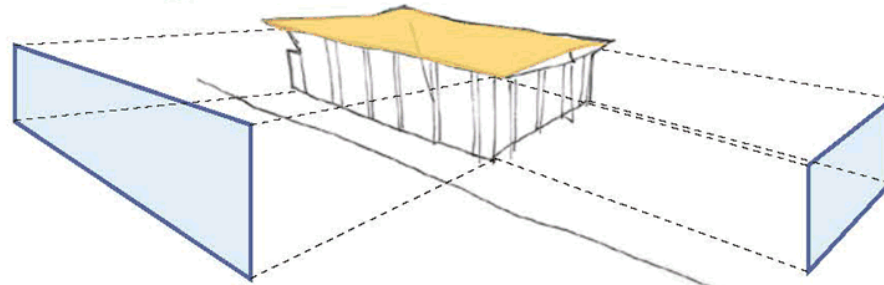
an existing building into a place that establishes a vibrant, sustainable and creative community heart for Caloundra

design response

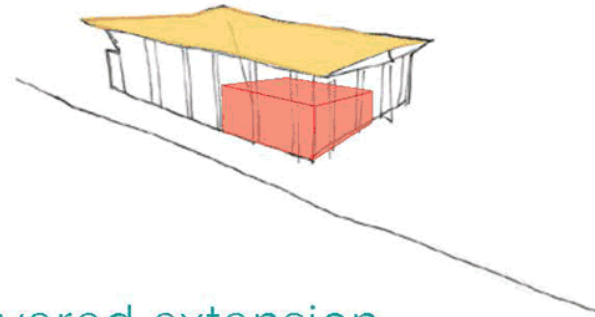
Existing Building – celebrate butterfly roofline



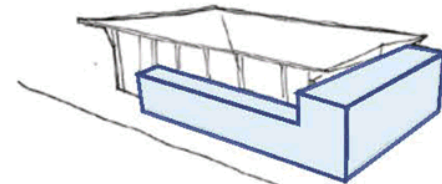
Strip Away cladding



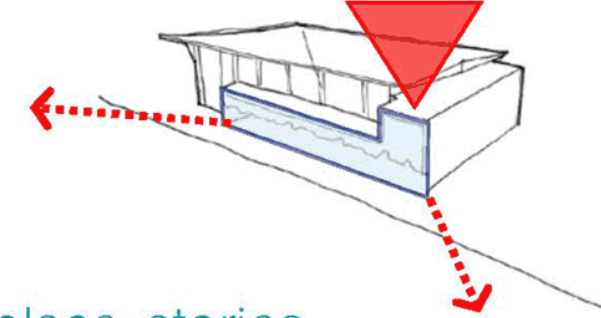
Cut out new void



Outdoor room - covered extension



Transparency and connection. Entry Marker



Connection to region, place, stories

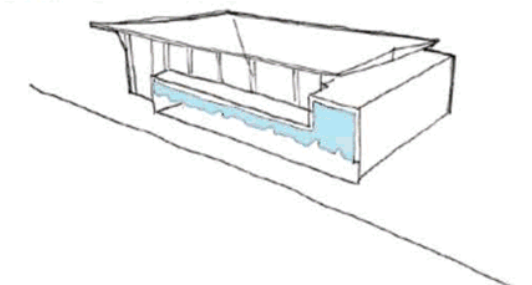
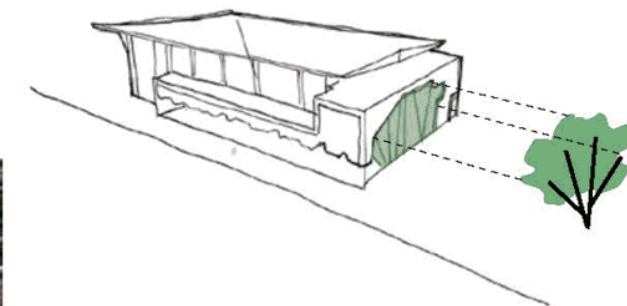
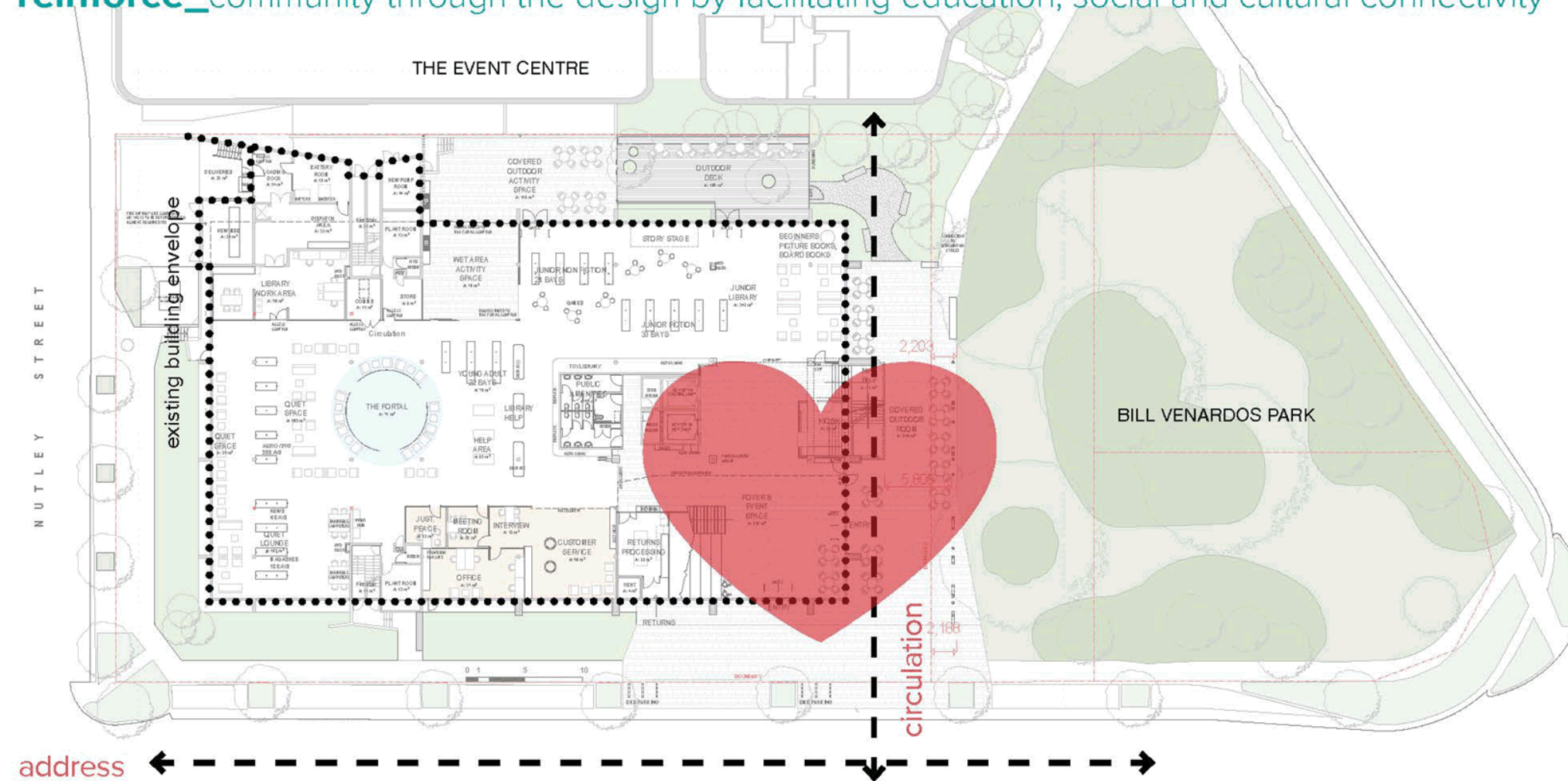


Fig Tree forms, branches, roots



design response

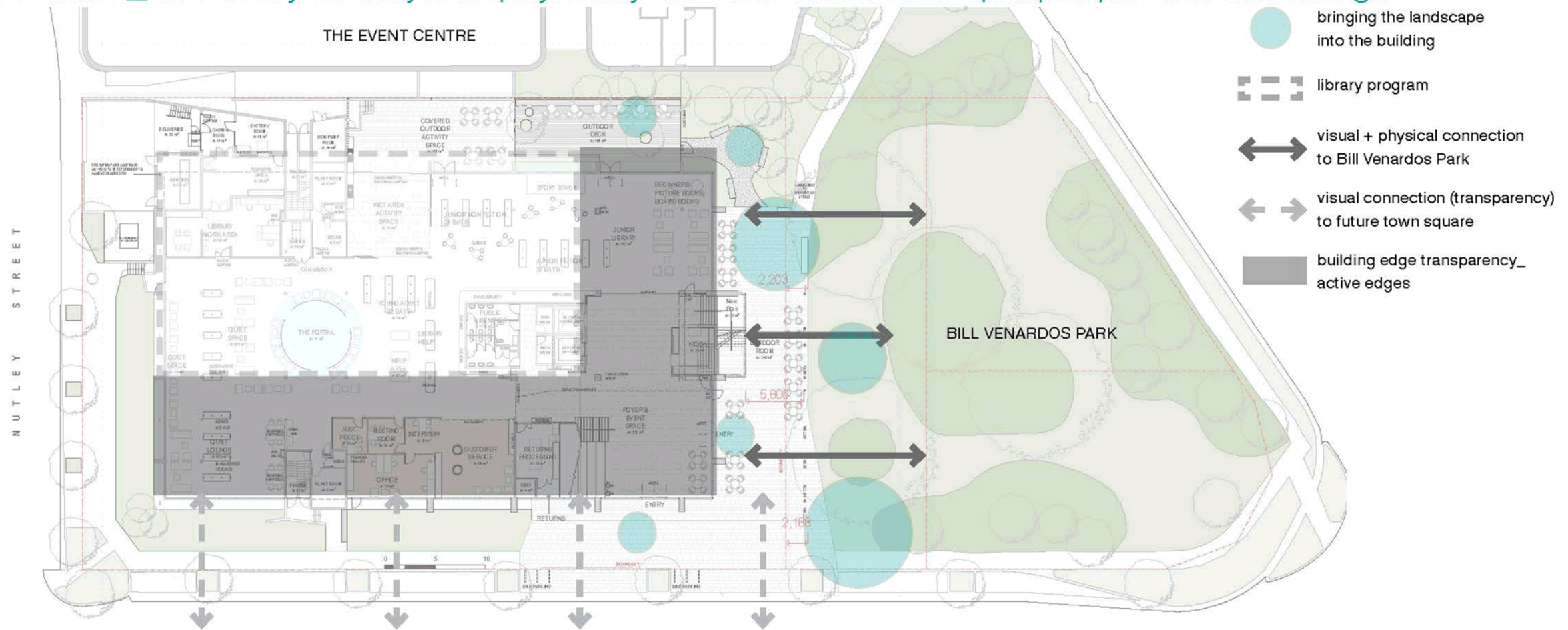
reinforce_community through the design by facilitating education, social and cultural connectivity



- develop a heart to the building that connects the inside to the outside
- facilitate a series of spaces that allow the public to meet and gather
- promote civic and community space through acknowledging local history, culture and place in the design

design response

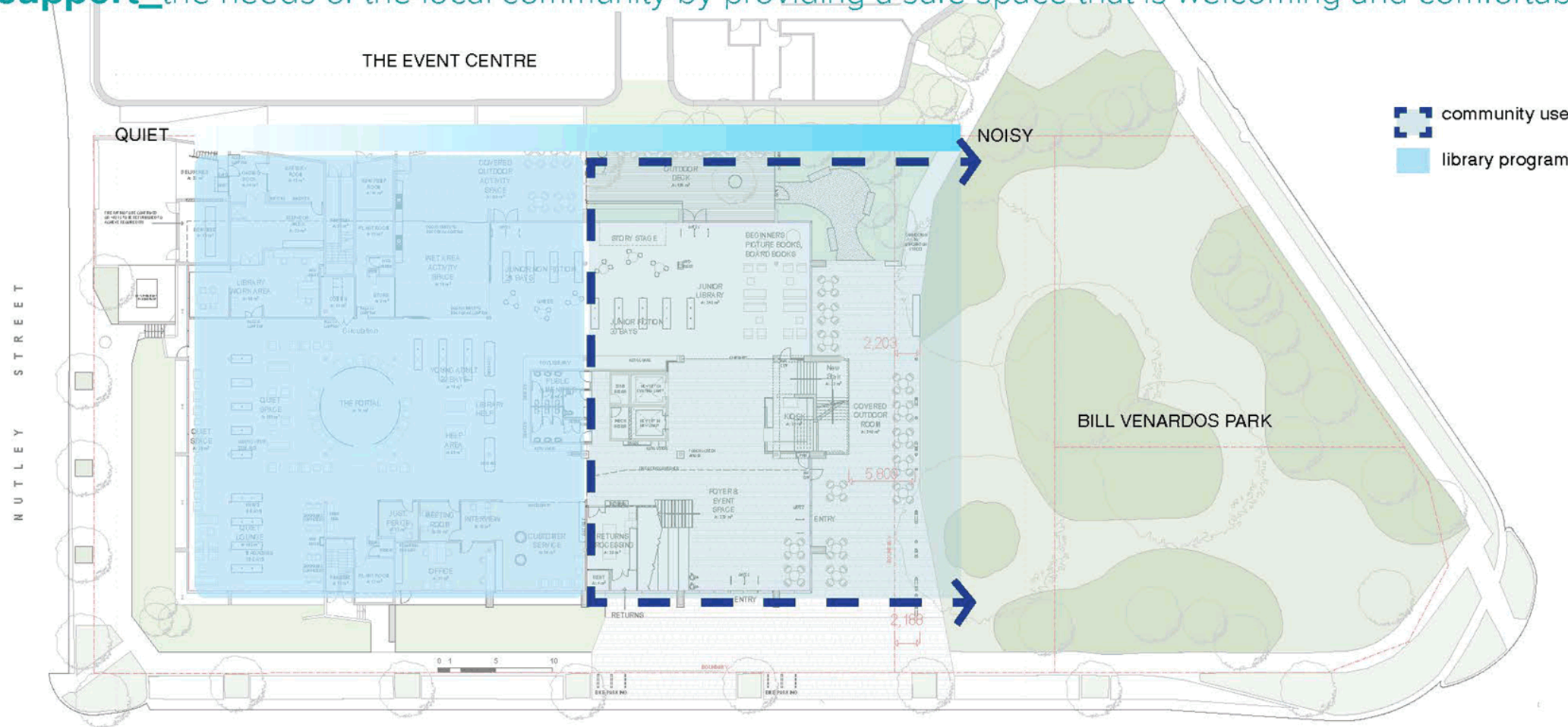
connect_ the library visually and physically with the local landscape, people and knowledge



- increase transparency of the facade
- open up the existing building to Bill Venardos Park and bring the landscape into the library
- through the design, increase accessibility and visual connection to activity in the library, encouraging use and ownership of place
- bring the landscape into the building

design response

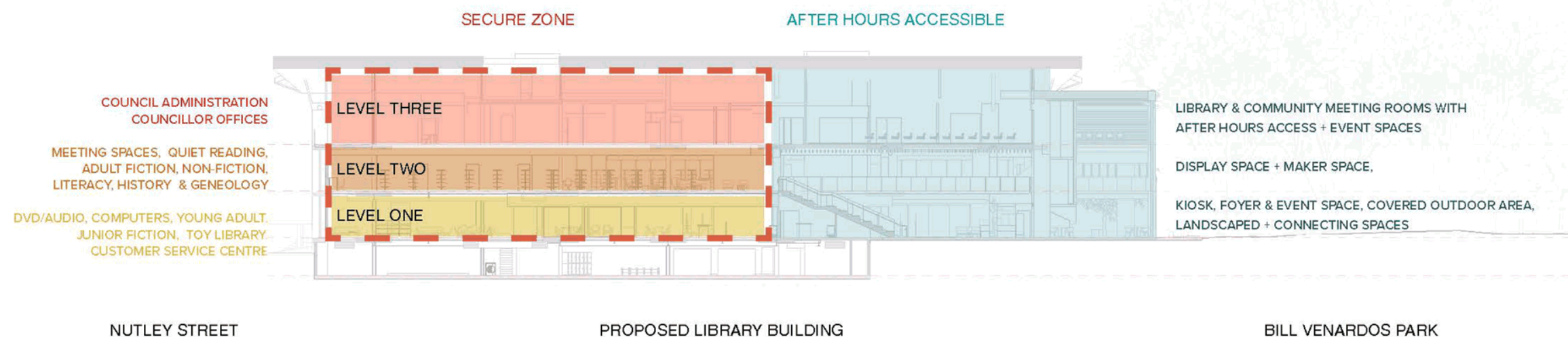
support the needs of the local community by providing a safe space that is welcoming and comfortable



- the design should include diversity of spaces; quiet areas away from noisy and active spaces to the civic park edge, promoting activity, exploration, experimentation and discovery
- the library should house a diverse collection, technology and social spaces
- It is a place where learning is encouraged, supporting all types of communities including students, staff, special interest groups, visitors and local business
- materials, lighting and furniture should create a comfortable environment that people want to be in
- wayfinding through the building should be clear and not confusing to visitors

design response

transform an existing building into a place that establishes a vibrant, sustainable and creative community heart for Caloundra



- the design should reflect the Caloundra Masterplan values and be the catalyst for the precinct development
- sustainability can be reflected not only in the materials used, but also the way the building and library operates
- designing flexible spaces that can adapt over time
- the library building will transform the current use and facilitate events, learning and collaboration across a number of Library Communities

design response

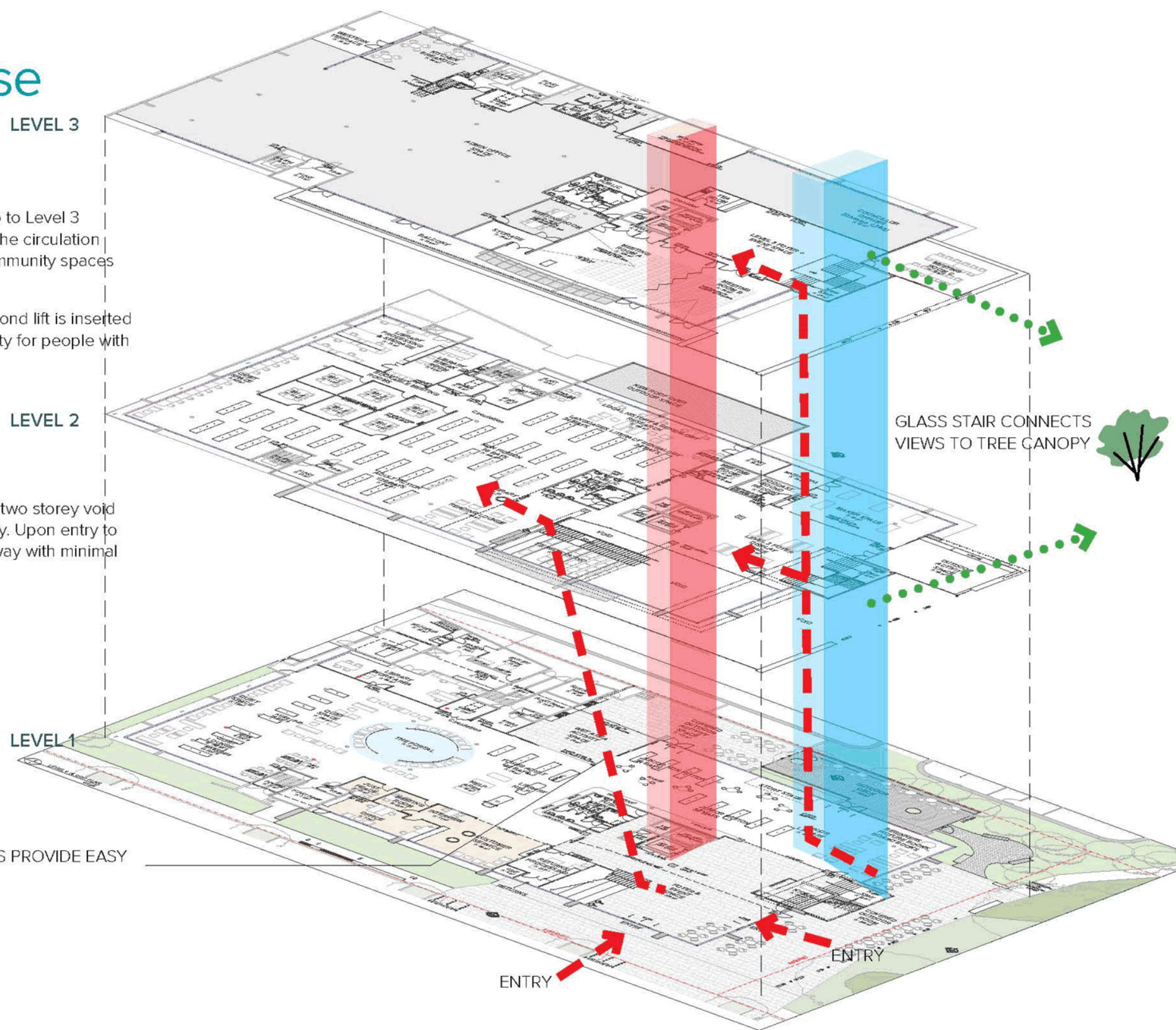
Circulation

Inserting a significant new circulation stair up to Level 3 provides a clear path and understanding of the circulation through the building up to the significant community spaces on Level 3.

In addition to replacing the existing lift, a second lift is inserted beside to improve circulation and accessibility for people with disabilities and motor difficulties.

A new bank of tiered seating within the new two storey void connects Level 1 and 2 visually and physically. Upon entry to the building users can easily navigate their way with minimal signage.

TIERED SEATING AND STAIRS PROVIDE EASY ACCESS TO LEVEL 2

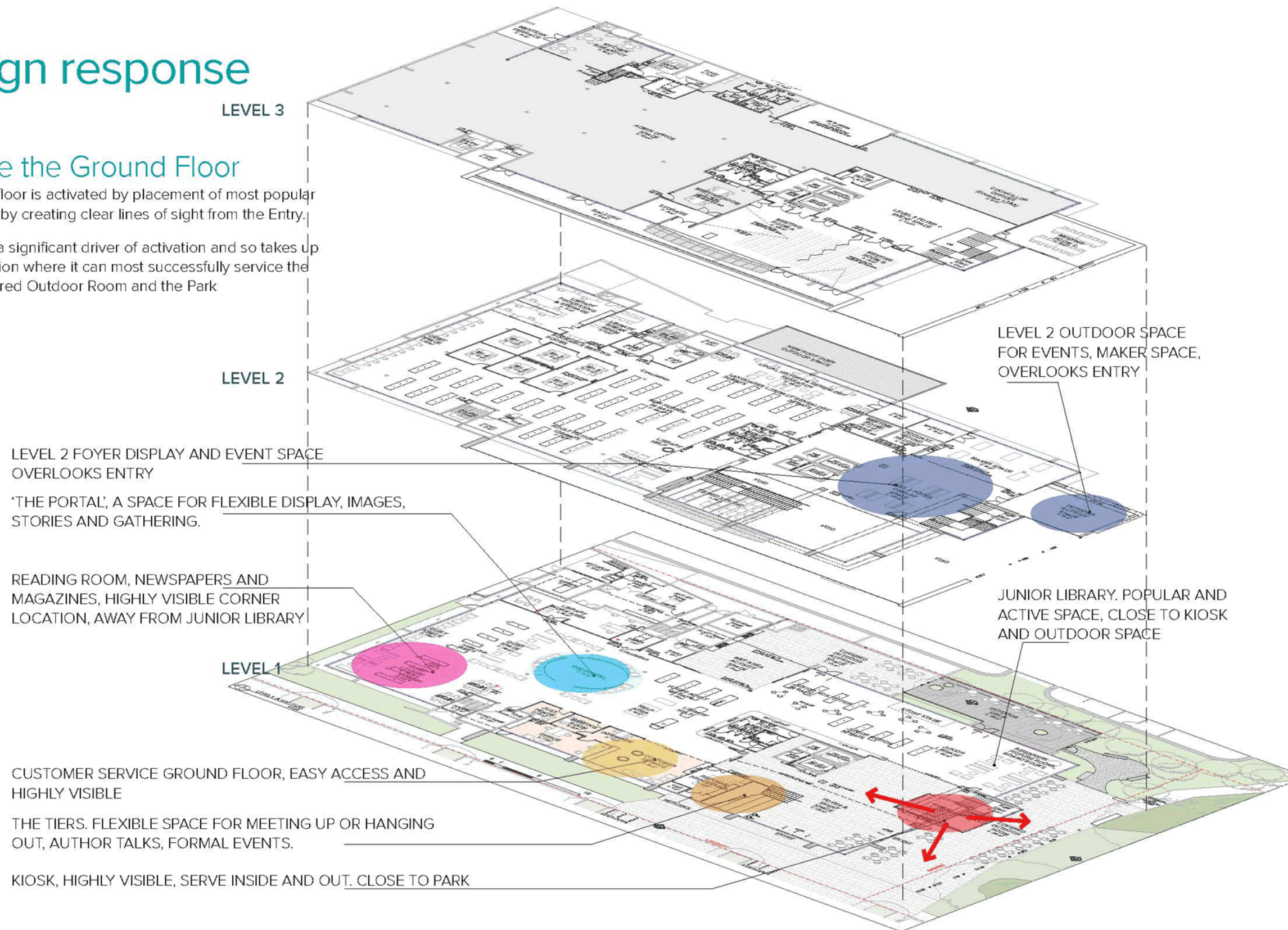


design response

Activate the Ground Floor

The Ground floor is activated by placement of most popular services and by creating clear lines of sight from the Entry.

The Kiosk is a significant driver of activation and so takes up a prime location where it can most successfully service the Library, Covered Outdoor Room and the Park

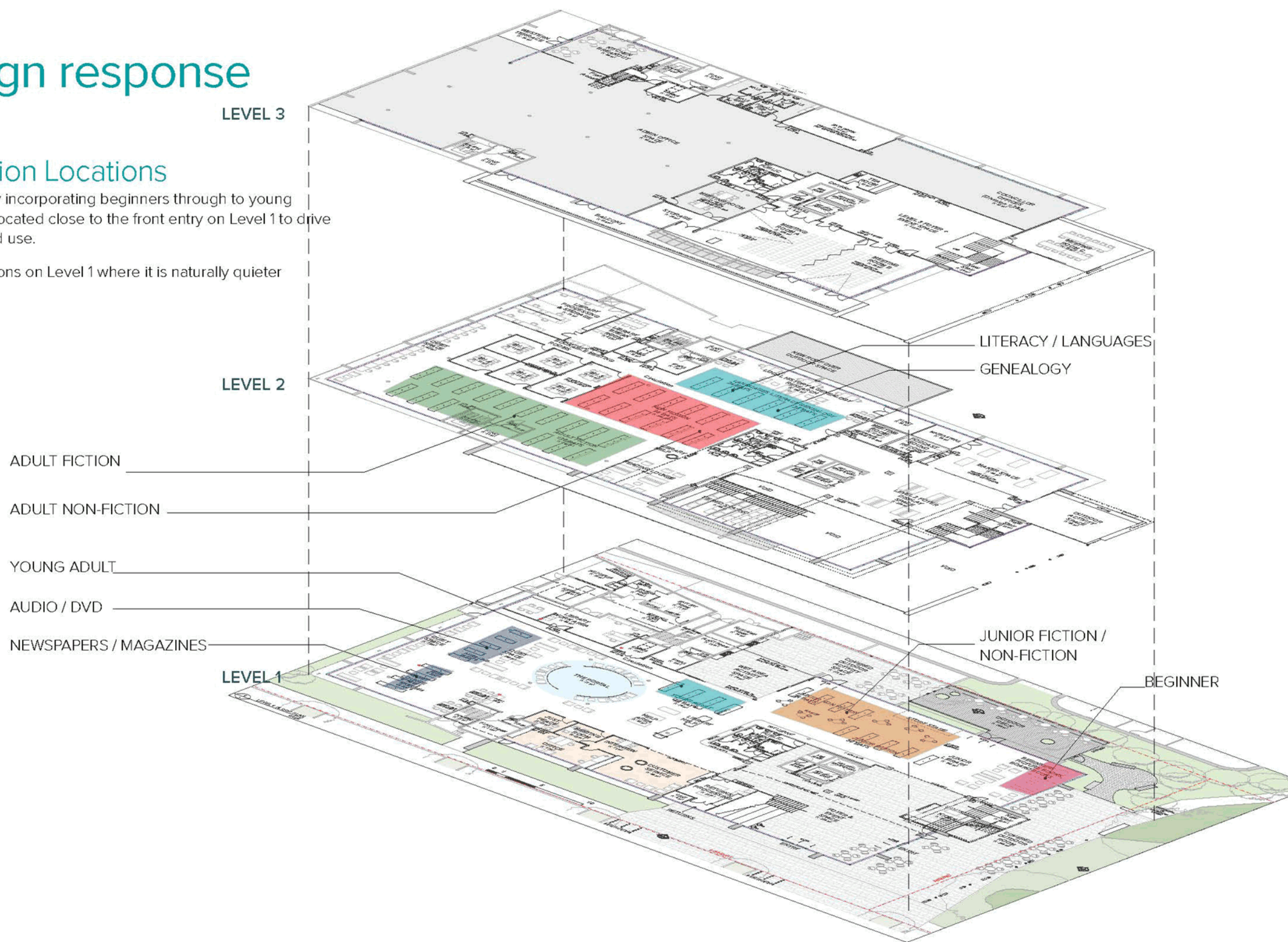


design response

Collection Locations

Junior Library incorporating beginners through to young adults to be located close to the front entry on Level 1 to drive activation and use.

Adult collections on Level 1 where it is naturally quieter

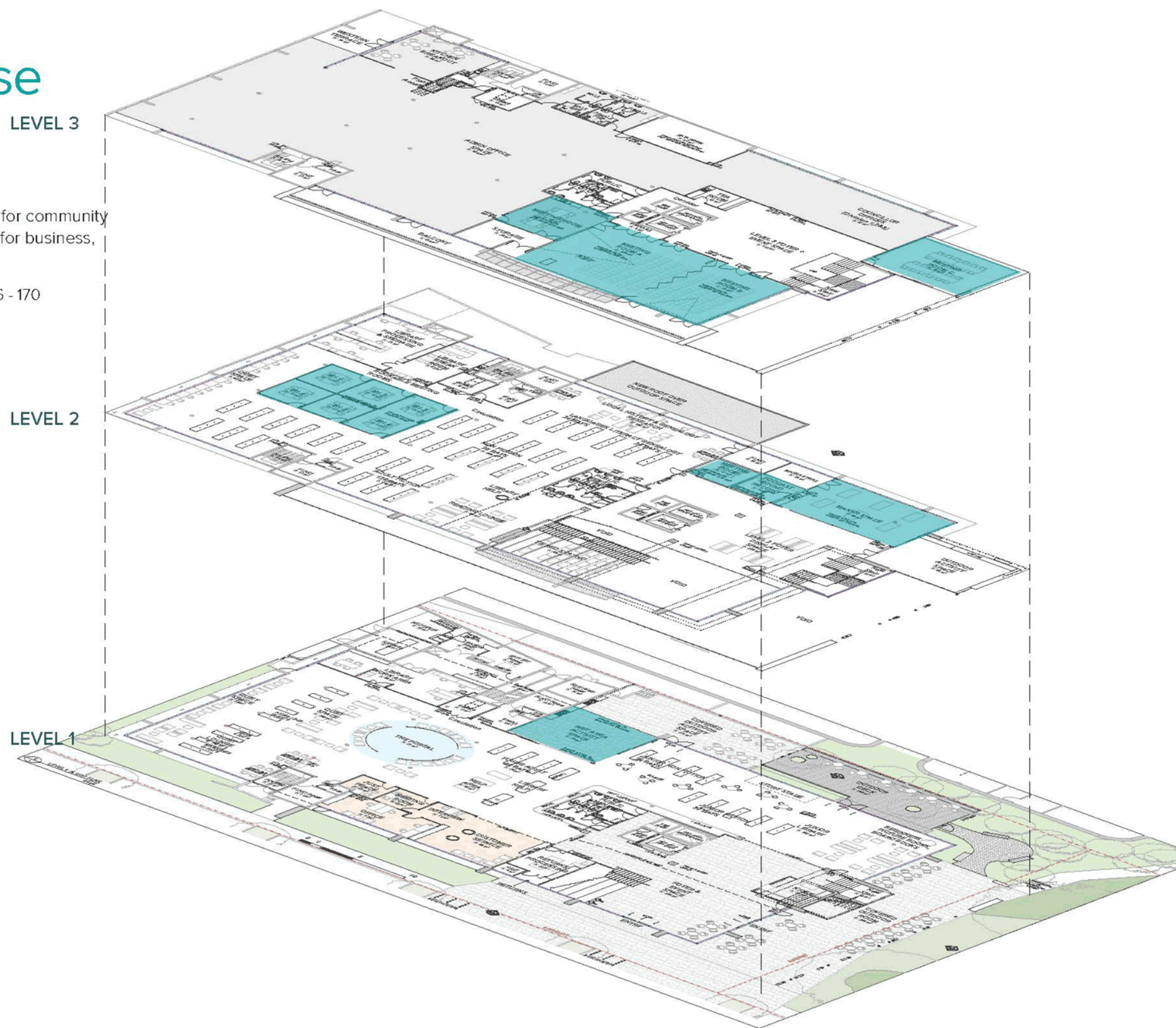


design response

Bookable Rooms

Meeting Rooms are critical to provide space for community meetings, quiet study or group work, places for business, teaching and learning or simply discussion.

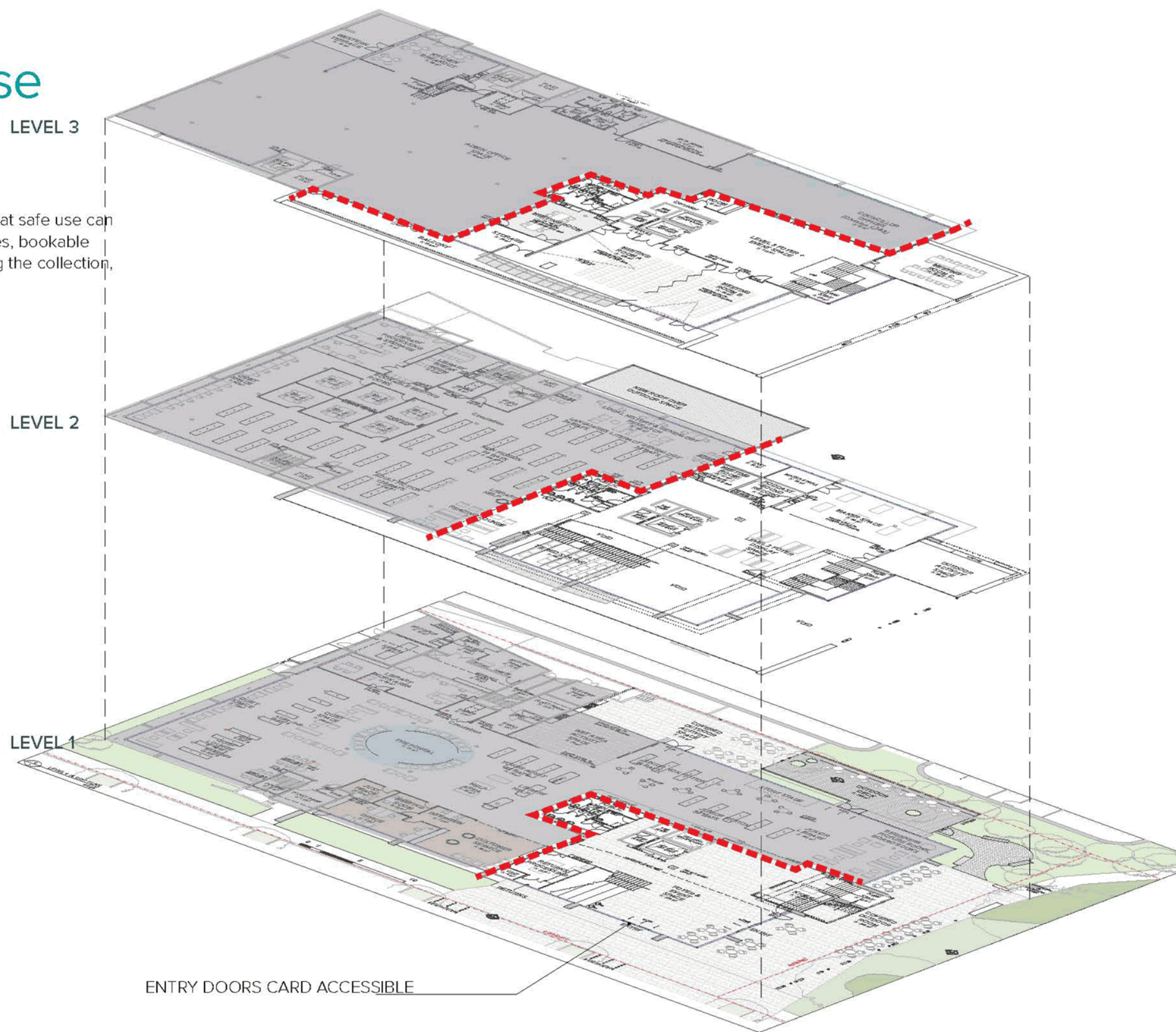
- Range of sizes for small to large groups, from 6 - 170
- Range of technology available
- specialised rooms
- also available after hours



design response

Secure After Hours

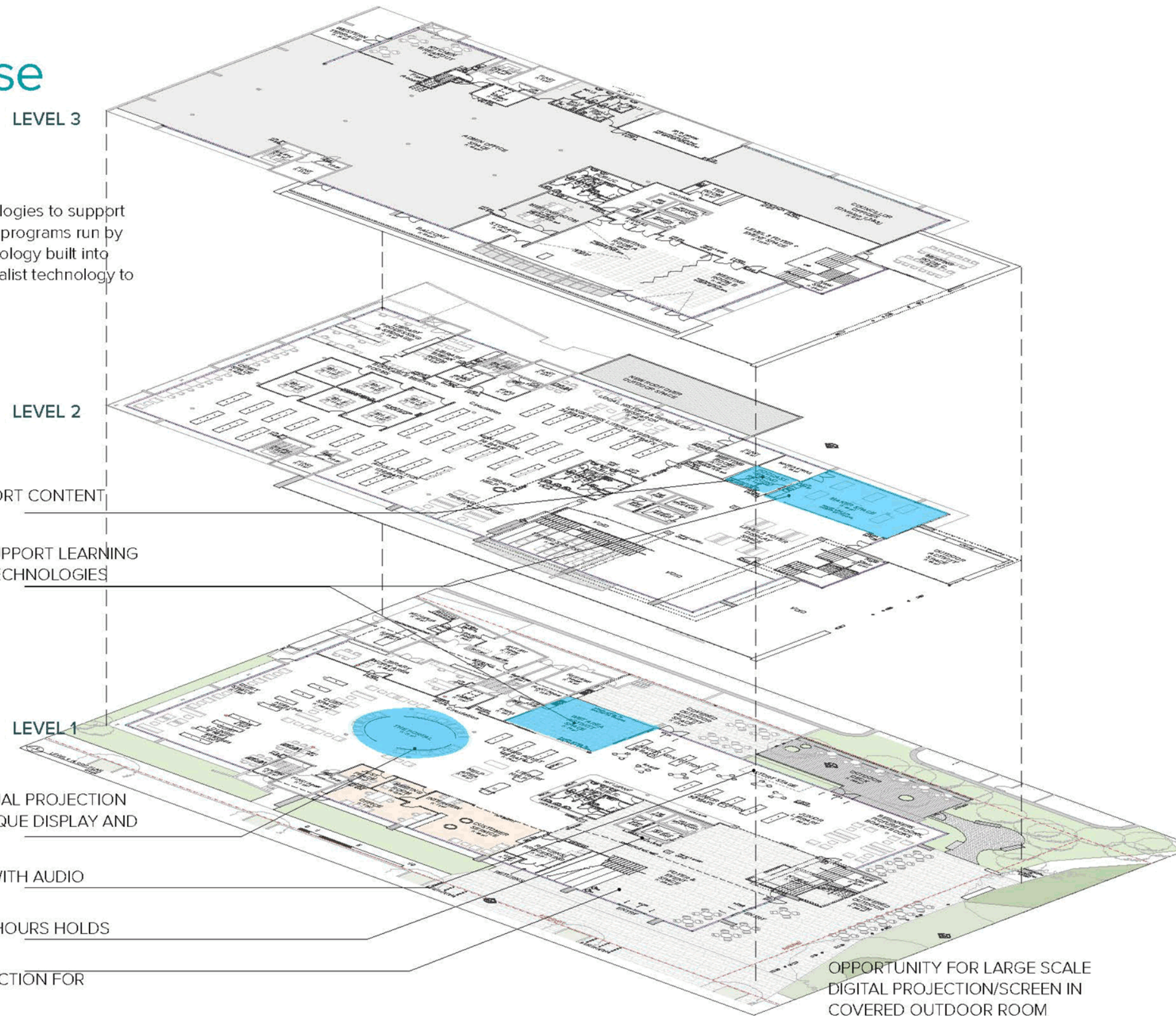
The building is able to be locked down so that safe use can occur after hours with access to event spaces, bookable rooms and Community spaces while keeping the collection, workplace and other areas secure.



design response

Technology

The building incorporates a range of technologies to support Community use and the delivery of learning programs run by the Library. In addition to the usual AV technology built into the Meeting Rooms there is additional specialist technology to support Library programs.



DEDICATED RECORDING ROOM TO SUPPORT CONTENT CREATION

MAKER SPACES ON LEVELS 1 AND 2 TO SUPPORT LEARNING PROGRAMS WITH NEW AND EMERGING TECHNOLOGIES

'THE PORTAL' INCORPORATES AUDIO VISUAL PROJECTION WITH FLEXIBLE TECH TO ALLOW FOR UNIQUE DISPLAY AND STORYTELLING OPPORTUNITIES

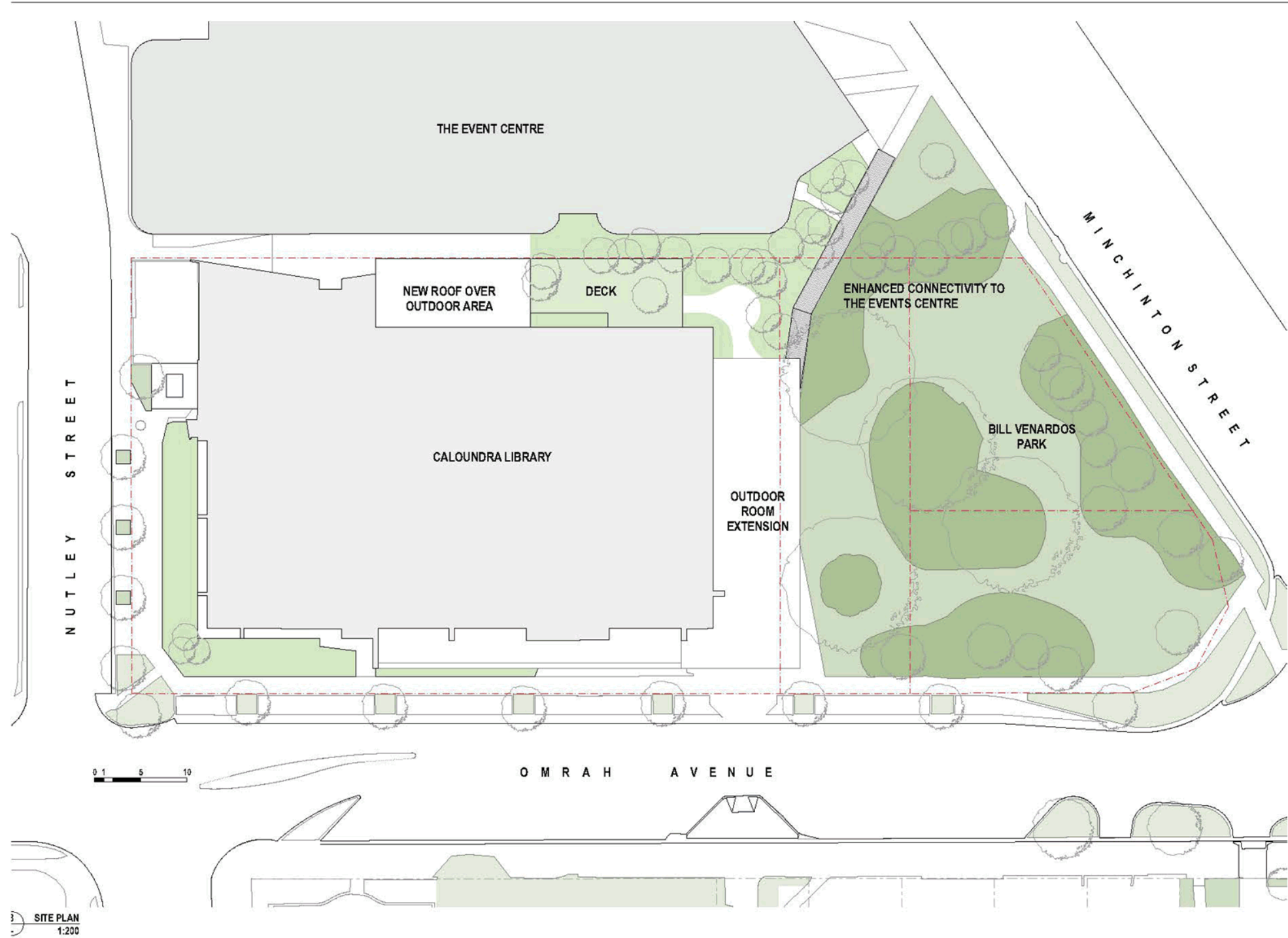
JUNIOR LIBRARY STORY TELLING SPACE WITH AUDIO VISUAL SUPPORT

SMART BOOK TECHNOLOGY FOR AFTER HOURS HOLDS AND LOANS WITHIN FOYER

EVENT SPACE WITH AUDIO VISUAL PROJECTION FOR TALKS, FILMS

OPPORTUNITY FOR LARGE SCALE DIGITAL PROJECTION/SCREEN IN COVERED OUTDOOR ROOM

Preliminary Design Drawings



NOTES

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Rev	Description	Date	By
01	Stage 2 Preliminary Design	24/05/20	
02	Stage 3 Preliminary Design	28/03/21	

Architect

Wilson Architects
 604 Boundary St, Spring Hill Brisbane QLD 4000 Australia
 T 07 3691 2705 F 07 3692 1128
 www.wilsonarchitects.com.au ADM 11 004 960 000

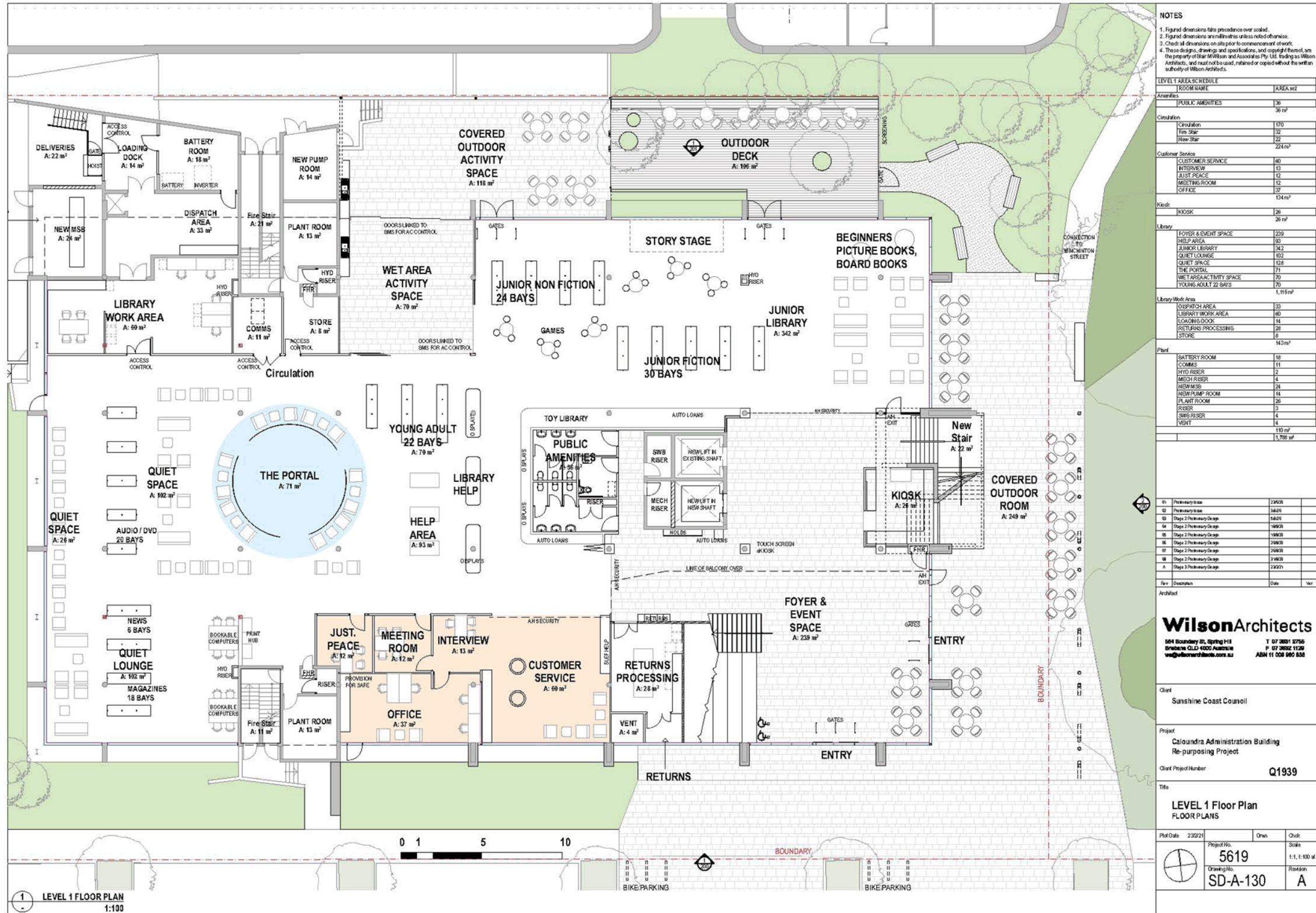
Client
 Sunshine Coast Council

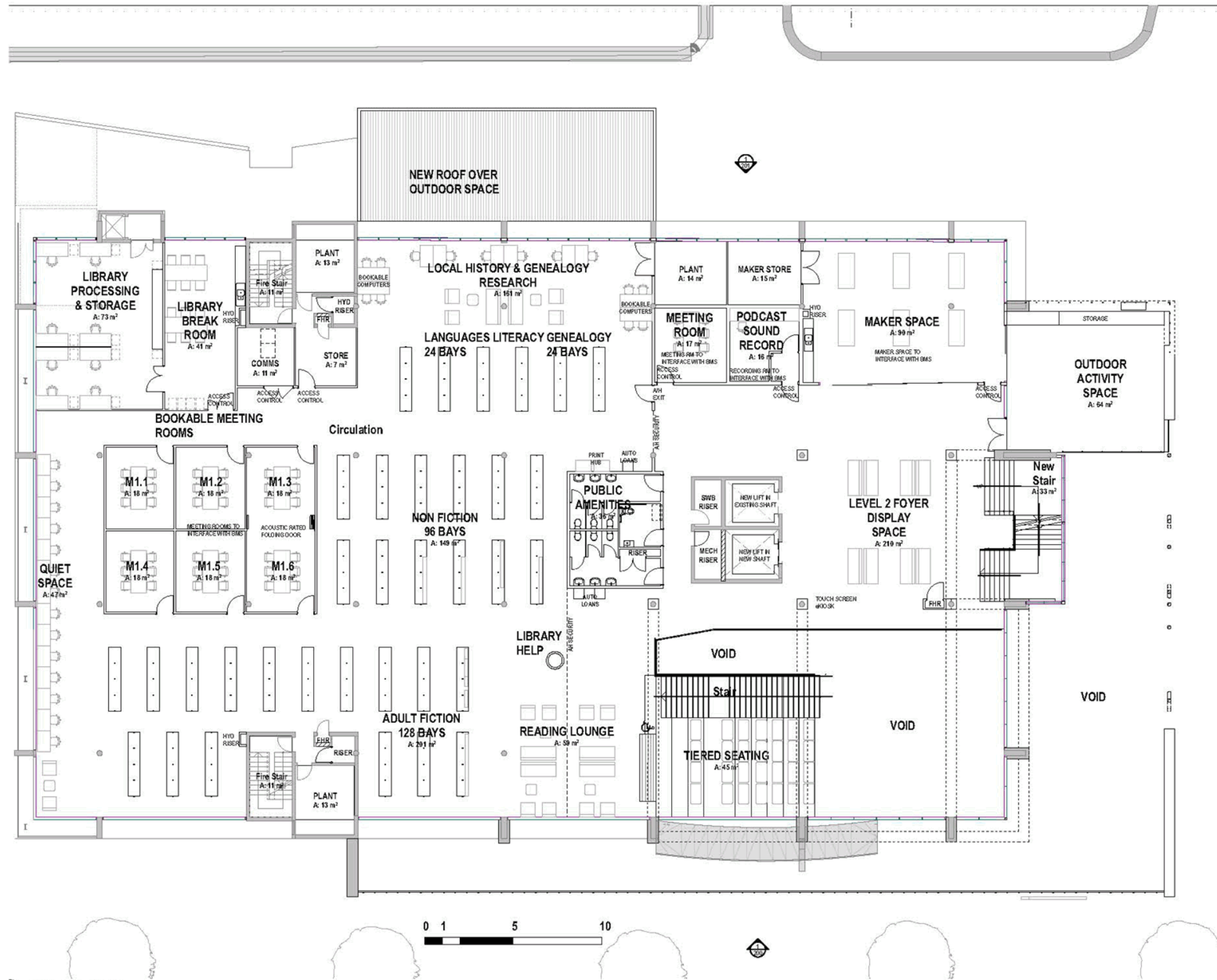
Project
 Caloundra Administration Building Re-purposing Project

Client Project Number
 Q1939

Title
SITE PLAN
 SITE PLAN

Plot Date	23/02/21	Drawn	Chk
Project No.	5619	Scale	1:1,120 (A4)
Drawing No.	SD-A-100	Revision	A





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LEVEL 2 AREA SCHEDULE	
ROOM NAME	AREA m ²
Area:	
PUBLIC AMENITIES	26
	26 m ²
Circulation:	
Circulation	208
Fire Stair	22
New Stair	33
Stair	20
	283 m ²
Library:	
ADULT FICTION 128 BAYS	291
LEVEL 2 FOYER DISPLAY SPACE	219
LOCAL HISTORY & GENEALOGY RESEARCH	161
M1.1	18
M1.2	18
M1.3	18
M1.4	18
M1.5	18
M1.6	18
MAKER SPACE	99
MAKER STORE	15
MEETING ROOM	17
NON FICTION 96 BAYS	149
PODCAST SOUND RECORD	15
QUIET SPACE	47
READING LOUNGE	59
TIERED SEATING	45
	1,158 m ²
Library Whole Area:	
LIBRARY BREAK ROOM	41
LIBRARY PROCESSING & STORAGE	73
STORE	7
	121 m ²
Plant:	
COMMS	11
HYD RISER	2
MESH RISER	4
PLANT	49
RISER	3
SWB RISER	4
	64 m ²
	1,822 m ²

01 Preliminary Issue	19/20
02 Stage 2 Preliminary Design	20/20
03 Stage 2 Preliminary Design	24/20
04 Stage 2 Preliminary Design	26/20
05 Stage 2 Preliminary Design	26/20
06 Stage 2 Preliminary Design	26/20
07 Stage 2 Preliminary Design	26/20
08 Stage 2 Preliminary Design	26/20
A Stage 2 Preliminary Design	26/20

Rev: Designer Date Ver

Architect

Wilson Architects
 604 Boundary St, Spring Hill
 Brisbane QLD 4000 Australia
 www.wilsonarchitects.com.au
 T 07 3601 2705
 F 07 3602 1128
 AHN 11 004 960 508

Client: Sunshine Coast Council

Project: Caloundra Administration Building Re-purposing Project

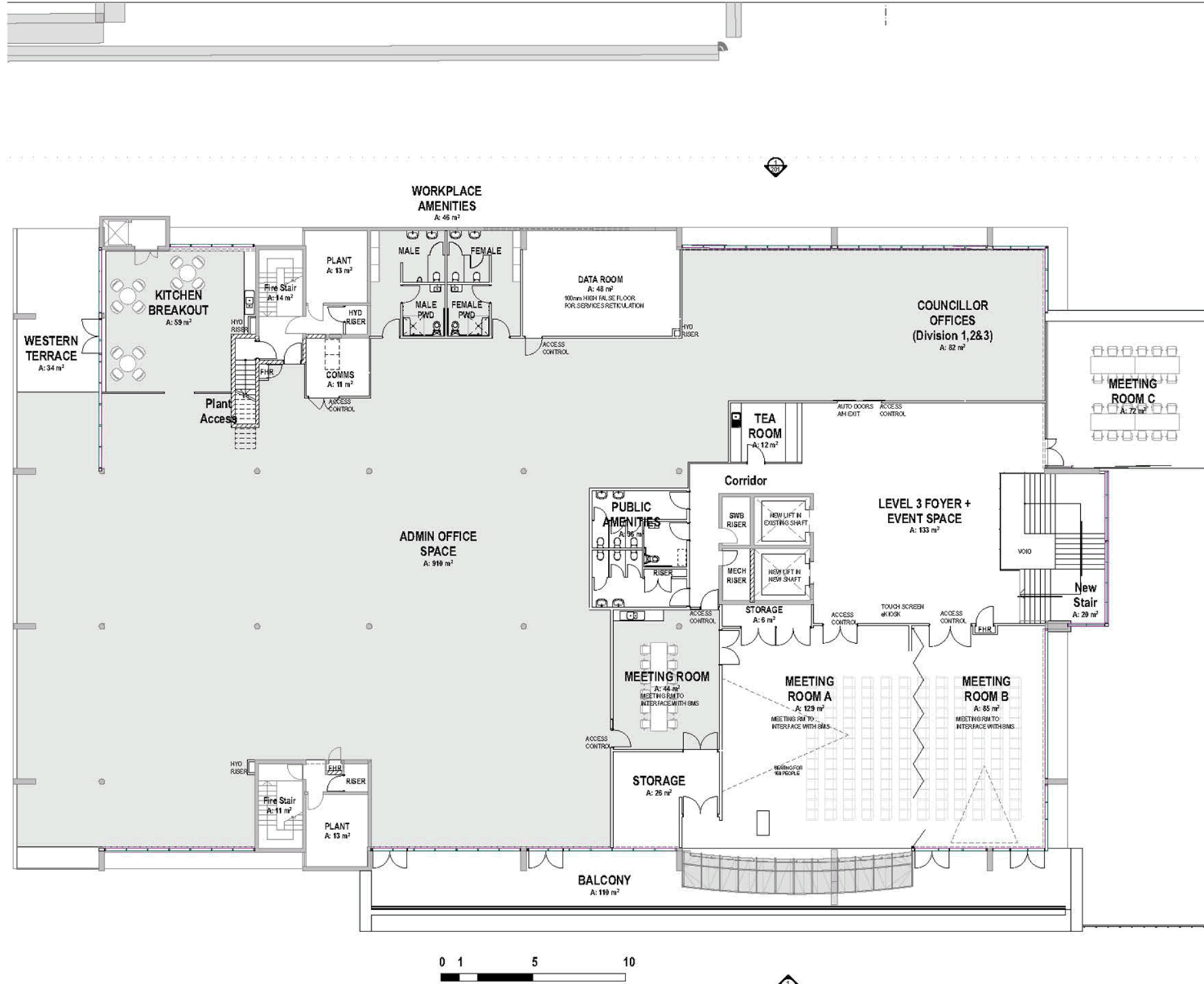
Client Project Number: Q1939

Title: LEVEL 2 Floor Plan FLOOR PLANS

Plot Date	23/02/21	Drawn	Chk
Project No.	5619	Scale	1:1,100 (A4)
Drawing No.	SD-A-131	Revision	A



Q1939 Caloundra Administration Building Repurposing | Stage 3 | Finalised Library Design Brief



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LEVEL 3 AREA SCHEDULE

ROOM NAME	AREA m ²
Administration	
ADMIN OFFICE SPACE	910
COUNCILLOR OFFICES (Division 1, 2 & 3)	82
KITCHEN BREAKOUT	59
MEETING ROOM	44
WORKPLACE AMENITIES	46
Public Amenities	1,141 m ²
PUBLIC AMENITIES	26
TEA ROOM	12
Corridor	48 m ²
Corridor	20
Fire Stair	25
New Stair	65 m ²
Library	
LEVEL 3 FOYER + EVENT SPACE	133
MEETING ROOM A	129
MEETING ROOM B	85
MEETING ROOM C	72
STORAGE	22
Plant	45 m ²
COMMS	11
DATA ROOM	48
HYD RISER	7
MECH RISER	4
PLANT	26
Plant Access	3
RISER	3
SWB RISER	4
TOTAL	1,806 m ²

01	Preparatory Issue	19/20	
02	Stage 2 Preliminary Design	28/20	
03	Stage 3 Preliminary Design	18/20	
04	Stage 3 Preliminary Design	18/20	
05	Stage 3 Preliminary Design	28/20	
06	Stage 3 Preliminary Design	28/20	
07	Stage 3 Preliminary Design	28/20	
08	Stage 3 Preliminary Design	28/20	
A	Stage 3 Preliminary Design	28/21	

Wilson Architects
 604 Boundary St, Spring Hill
 Brisbane QLD 4000 Australia
 T 07 3601 2705
 F 07 3602 1129
 www.wilsonarchitects.com.au
 AEN 11 004 960 000

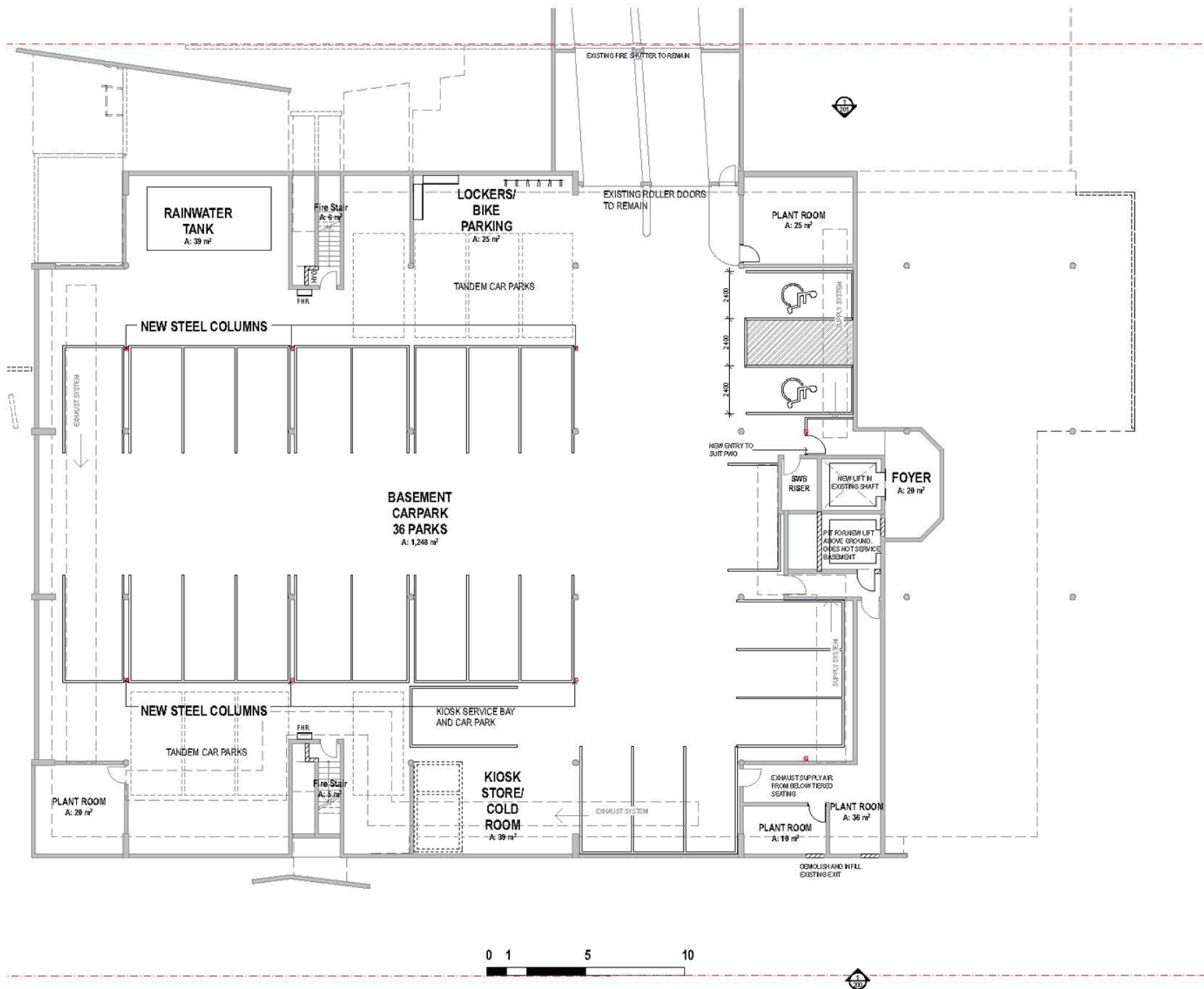
Client: Sunshine Coast Council

Project: Caloundra Administration Building Re-purposing Project

Client Project Number: Q1939

Title: LEVEL 3 Floor Plan FLOOR PLANS

Plot Date	23/02/21	Drawn	Chk
Project No.	5619	Scale	1:1,100 (A4)
Drawing No.	SD-A-132	Revision	A



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BASEMENT CARPARK AREA SCHEDULE	
ROOM NAME	AREA m ²
Circulation	
BASEMENT CARPARK 36 PARKS	1,248
FOYER	20
Fire Stair	11
Plant	1,279 m ²
PLANT ROOM	91
RAINWATER TANK	39
SWB RISER	5
Storage	136 m ²
KIOSK STORE/COLD ROOM	39
LOCKERS/BIKE PARKING	25
TOTAL	1,478 m ²

PARKING SCHEDULE	
STANDARD BAYS	25
TANDEM BAYS	8
PWD BAYS	2
KIOSK SERVICE BAY	1
TOTAL	36

01	Preparatory Issue	19/20
02	Stage 2 Preliminary Design	20/20
03	Stage 3 Preliminary Design	18/20
04	Stage 3 Preliminary Design	18/20
05	Stage 3 Preliminary Design	20/20
06	Stage 3 Preliminary Design	20/20
08	Stage 3 Preliminary Design	20/20
A	Stage 3 Preliminary Design	20/21

Rev	Description	Date	By

Wilson Architects
 604 Boundary St, Spring Hill
 Brisbane QLD 4000 Australia
 www.wilsonarchitects.com.au
 T 07 3601 2705
 F 07 3602 1129
 ADRN 11 004 960 000

Client
 Sunshine Coast Council

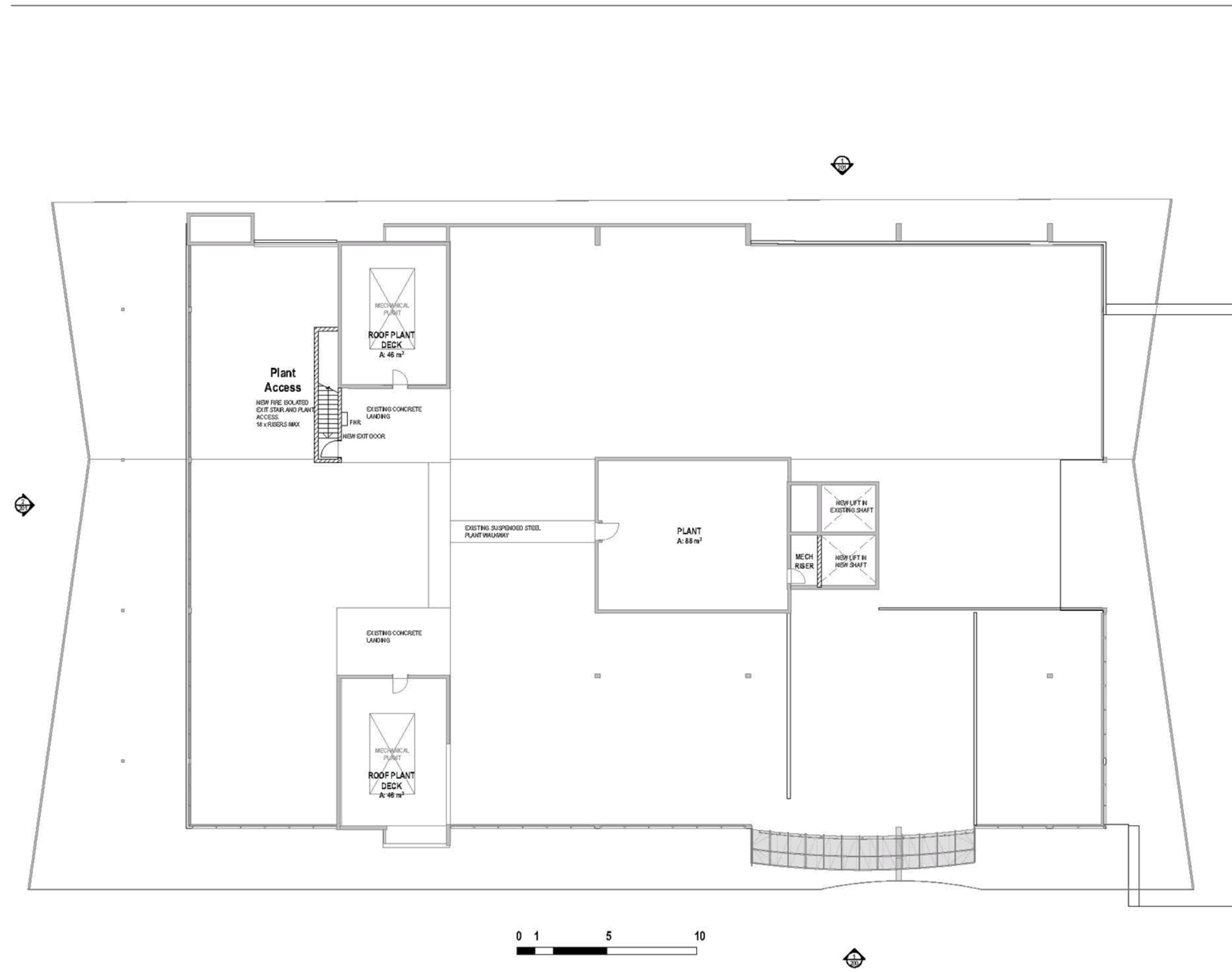
Project
 Caloundra Administration Building
 Re-purposing Project

Client Project Number
Q1939

Title
BASEMENT Floor Plan
 FLOOR PLANS

Plot Date	Project No.	Drawn	Checked
23/02/21	5619		

Scale	Revision
1:1,100 (A4)	A



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01	Stage 2 Preliminary Design	18/09	
02	Stage 2 Preliminary Design	18/09	
03	Stage 2 Preliminary Design	24/09	
04	Stage 2 Preliminary Design	24/09	
05	Stage 2 Preliminary Design	24/09	
06	Stage 2 Preliminary Design	24/09	
07	Stage 2 Preliminary Design	24/09	
08	Stage 2 Preliminary Design	24/09	
09	Stage 2 Preliminary Design	24/09	
10	Stage 2 Preliminary Design	24/09	
11	Stage 2 Preliminary Design	24/09	
12	Stage 2 Preliminary Design	24/09	
13	Stage 2 Preliminary Design	24/09	
14	Stage 2 Preliminary Design	24/09	
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16	Stage 2 Preliminary Design	24/09	
17	Stage 2 Preliminary Design	24/09	
18	Stage 2 Preliminary Design	24/09	
19	Stage 2 Preliminary Design	24/09	
20	Stage 2 Preliminary Design	24/09	

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 604 Boundary St, Spring Hill
 Brisbane QLD 4000 Australia
 www.wilsonarchitects.com.au
 T 07 3601 2705
 F 07 3602 1129
 A01 11 004 960 928

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Project
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 Re-purposing Project

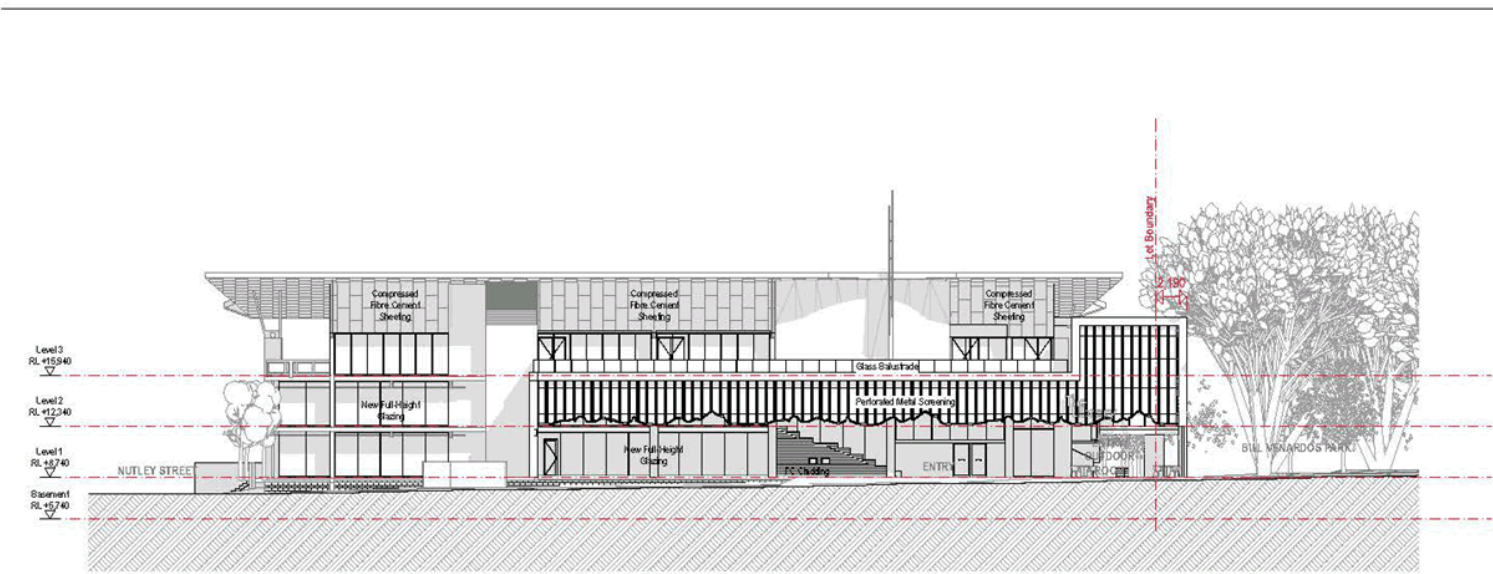
Client Project Number
 Q1939

Title
 PLANT ROOM LEVEL Floor Plan
 FLOOR PLANS

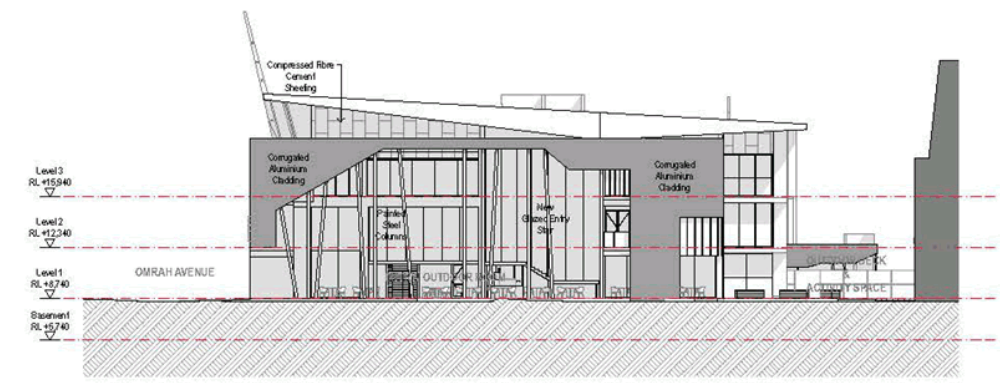
Plot Date	23/02/21	Drawn	Chk
Project No.	5619	Scale	1:1,100 (A4)
Drawing No.	SD-A-134	Revision	A



Q1939 Caloundra Administration Building Repurposing | Stage 3 | Finalised Library Design Brief



1 SOUTH ELEVATION
 1:200



2 EAST ELEVATION
 1:200

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ELEVATION LEGEND
 REFER MASTER SCHEDULE AND SPECIFICATION
 AP# ACCESS PANEL TYPE AS SCHEDULED

ELEVATION NOTES

- ####

Stage	Discipline	Author	Check	Date
Stage 2	Concept Design	SWB	PL	
Stage 3	Preliminary Design	SWB	PL	
Stage 3	Preliminary Design	SWB	PL	

Rev	Revision Description	Date	Ver

Architect

Wilson Architects
 604 Boundary St, Spring Hill
 Brisbane QLD 4000 Australia
 www.wilsonarchitects.com.au
 T 07 3601 2705
 F 07 3602 1129
 ADRN 11 024 960 000

Client
 Sunshine Coast Council

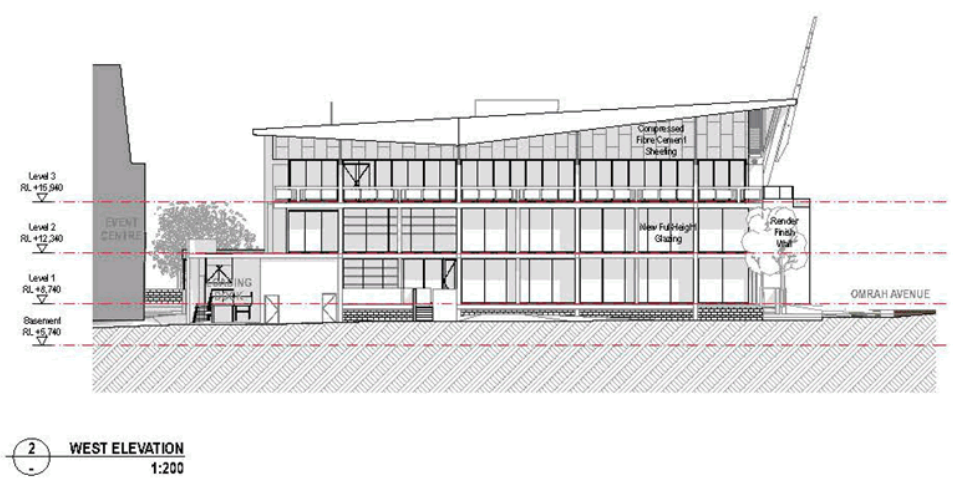
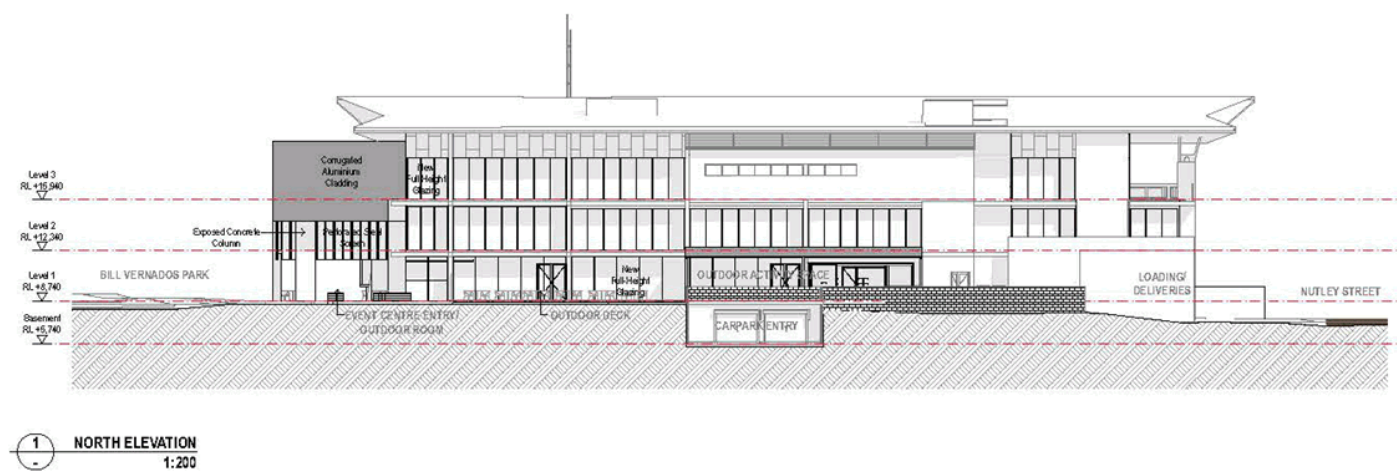
Project
 Caloundra Administration Building

Title
ELEVATIONS
 ELEVATIONS

Plot Date	Project No.	Drawn	Check
23/02/21	5619		
	SD-A-200		A

Scale: 1:100, 1:200





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51	Stage 2 Preliminary Design	SW2	
A	Stage 2 Preliminary Design	25/01	
Rev	Description	Date	By

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 694 Boundary St. Spring Hill
 Brisbane QLD 4000 Australia
 www.wilsonarchitects.com.au
 T 07 3601 2705
 F 07 3602 1128
 ABN 11 024 960 628

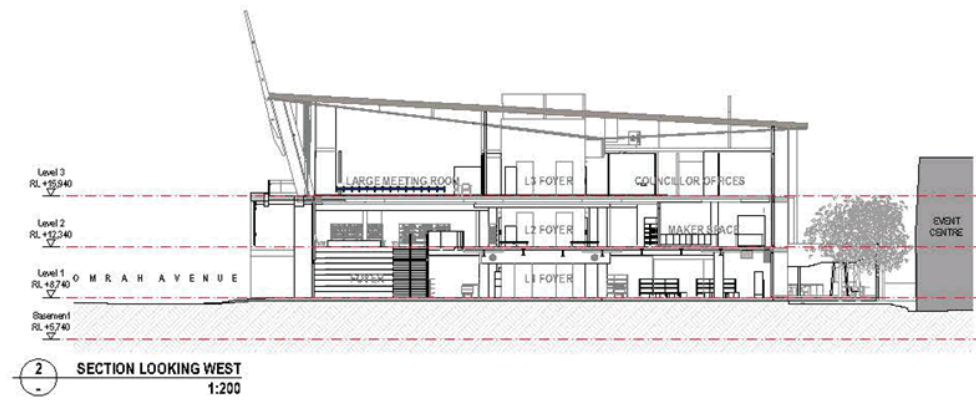
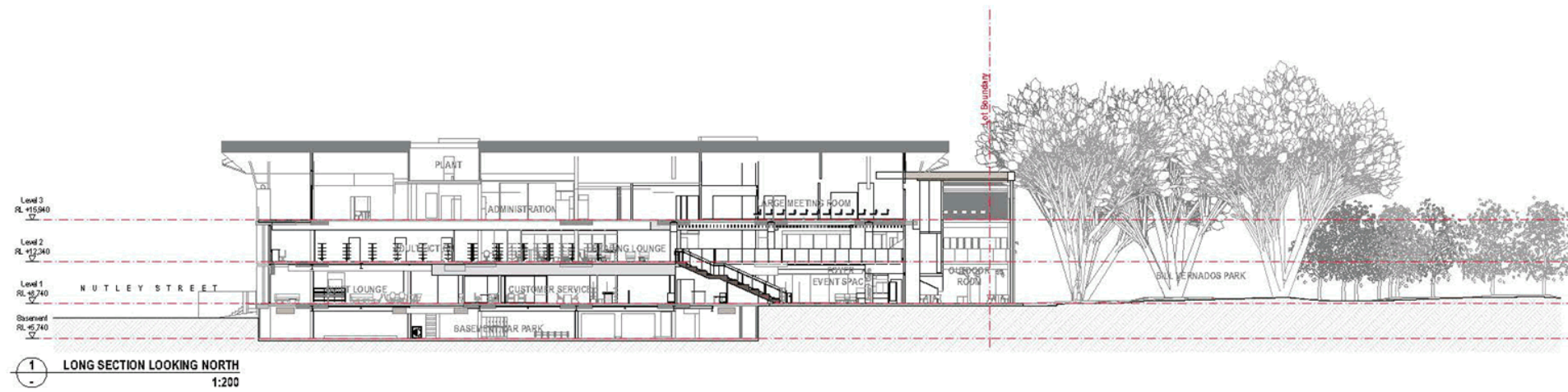
Client
 Sunshine Coast Council

Project
 Caloundra Administration Building
 Re-purposing Project

Client Project Number
 Q1939

Title
ELEVATIONS
 ELEVATIONS

Plot Date	23/02/21	Drawn	Chk
Project No.	5619	Scale	1:200 (A1)
Drawing No.	SD-A-201	Revision	A



- NOTES
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 2. Figured dimensions are in millimetres unless noted otherwise.
 3. Check all dimensions on site prior to commencement of work.
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S1	Stage 2 Preliminary Design	5/20/20	
A	Stage 2 Preliminary Design	28/01/21	

Wilson Architects
 604 Boundary St, Spring Hill
 Brisbane QLD 4000 Australia
 www.wilsonarchitects.com.au
 T 07 3601 2705
 F 07 3602 1129
 ADRN 11 004 960 008

Client
 Sunshine Coast Council

Project
 Caloundra Administration Building
 Re-purposing Project

Client Project Number
 Q1939

SECTIONS

Plot Date	23/02/21	Drawn	Chk
Project No.	5619	Scale	1:200 A1/A1
Drawing No.	SD-A-300	Revision	A

View from Omrah Avenue



Outdoor Room and Entry

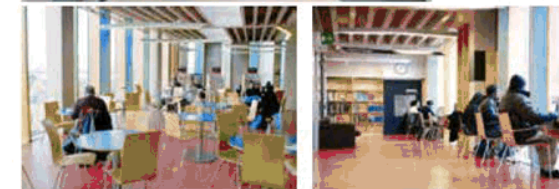
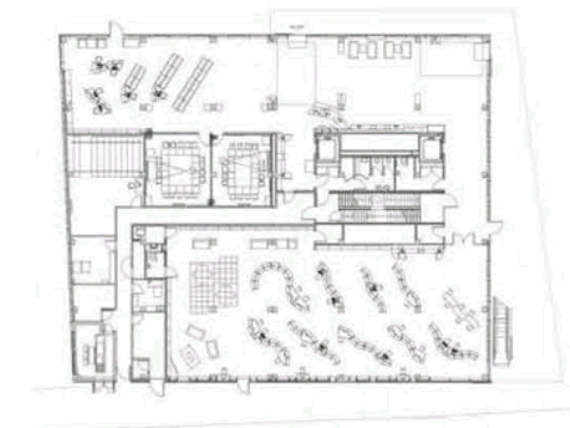
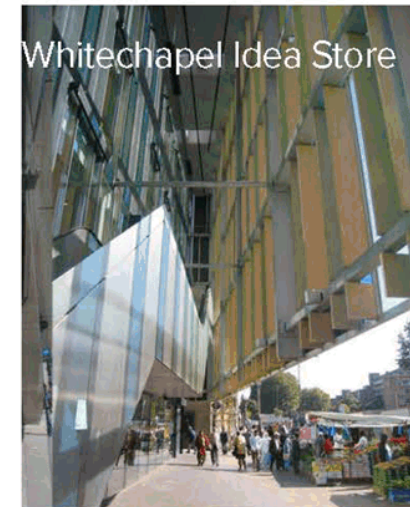


Foyer and Event Space



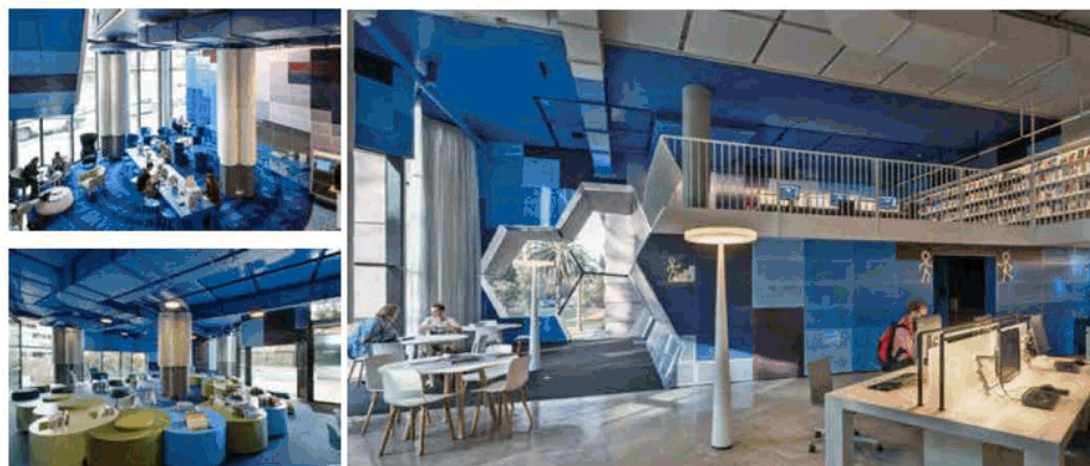
appendix 1 - libraries of the future research

libraries of the future research

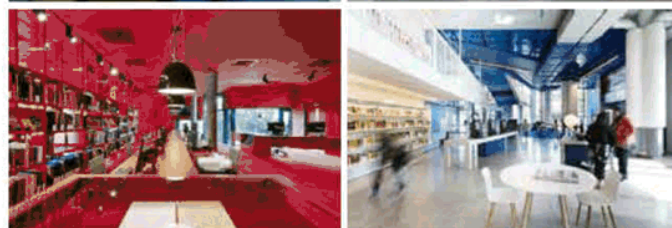


Items of note...

- Facade is part of its brand and Identity
- Collection housed predominantly on upper levels
- Adult learning program
- Community meeting spaces
- Its NOT called a library
- Cafe above ground



JCU CIC Townsville



Items of note...

- Use of colour
- Collection housed predominantly on upper levels
- Unique Indigenous Heritage and History program: reading room, regional archives, local and family history and history reference collection
- Programmed display and exhibition space

Items of note...

- Innovation at the heart of the design
- Interior landscape space
- Creative spaces set around memorable room
- Program spread over several floors

Albion Library Toronto



Perkins+Will - 2017

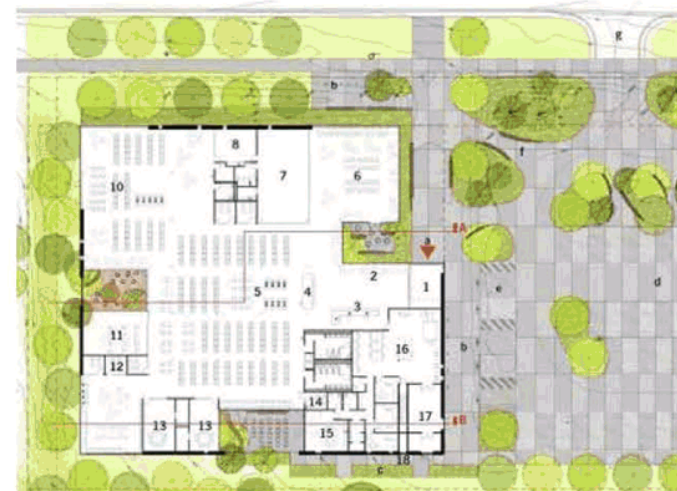
apple store models



Items of note...

- seamless service
- digital media as display, as learning tool and infomatic
- Bringing the landscape in
- the importance of lighting
- ensuring spaces can be multi-nodal i.e. for events, gatherings, individual learning and exploration

Wilsen Architects



Items of note...

- Concierge type service desk model
- Screen as abstract identity and shelter
- Exposed services
- Carpark as external function space

portarda story pod



Items of note...

- community supported lending library
- on the edge of the civic square
- can be shut down and opened up to encourage activity near the adjacent park
- students gather around for story time with teachers
- It has solar panels on top, making its energy supply self sufficient
- Its transparent design allows for maximise visibility and passive surveillance
- It can be stored off site or moved around depending on the event



Atelier Kastelic Buffey 2015

La Bib of Dunkerque



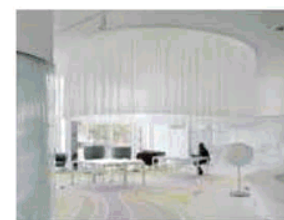
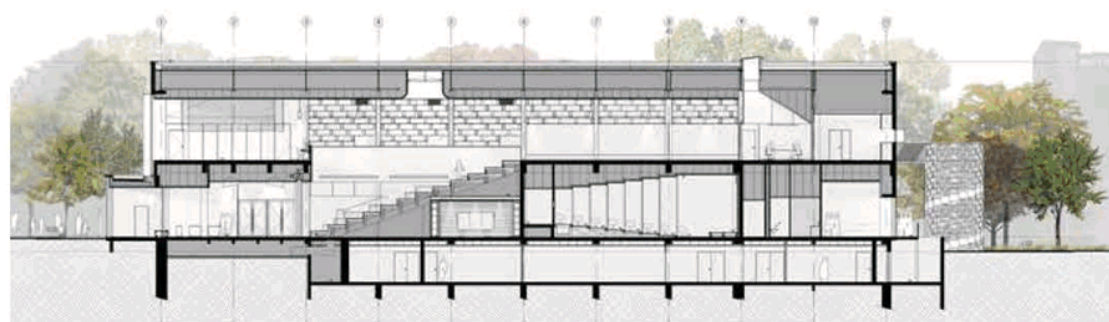
D'houndt Bajart - 2019

library at the Dock



Hayball 2014

La Bib of Dunkerque



Items of note...

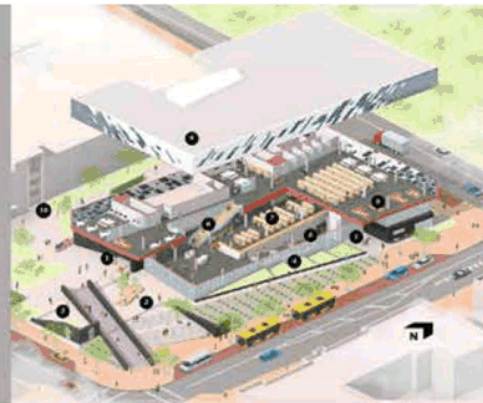
- Interior Design is unique and made to feel calming - the brief was that it didn't look like a library
- The heart of the design is the bleacher seats - the cafe and childrens activity/reading area surround this void space
- Colour brings the outside in
- Simple way of defining spaces through colour as well as pattern



Items of note...

- Clear circulation
- Upper level community spaces, with out of hours access
- Columns at small intervals, that work with the collection stacks
- Ground floor function space that opens out to external space
- Ground level cafe and childrens spaces
- Creative maker spaces to upper level
- Top floor open air play space

CML Dublin

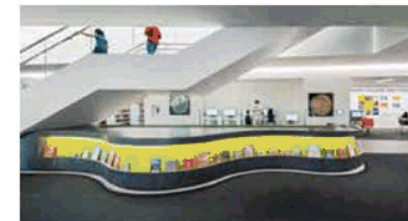


Items of note...

- reading terraces
- split floor level
- timber finishes and glazed walls connect with the landscape
- the landscape is built up like a ramp to access the adjacent town square, allowing a seamless transition at the top between the library and the public plaza
- exhibition space at entry off public plaza

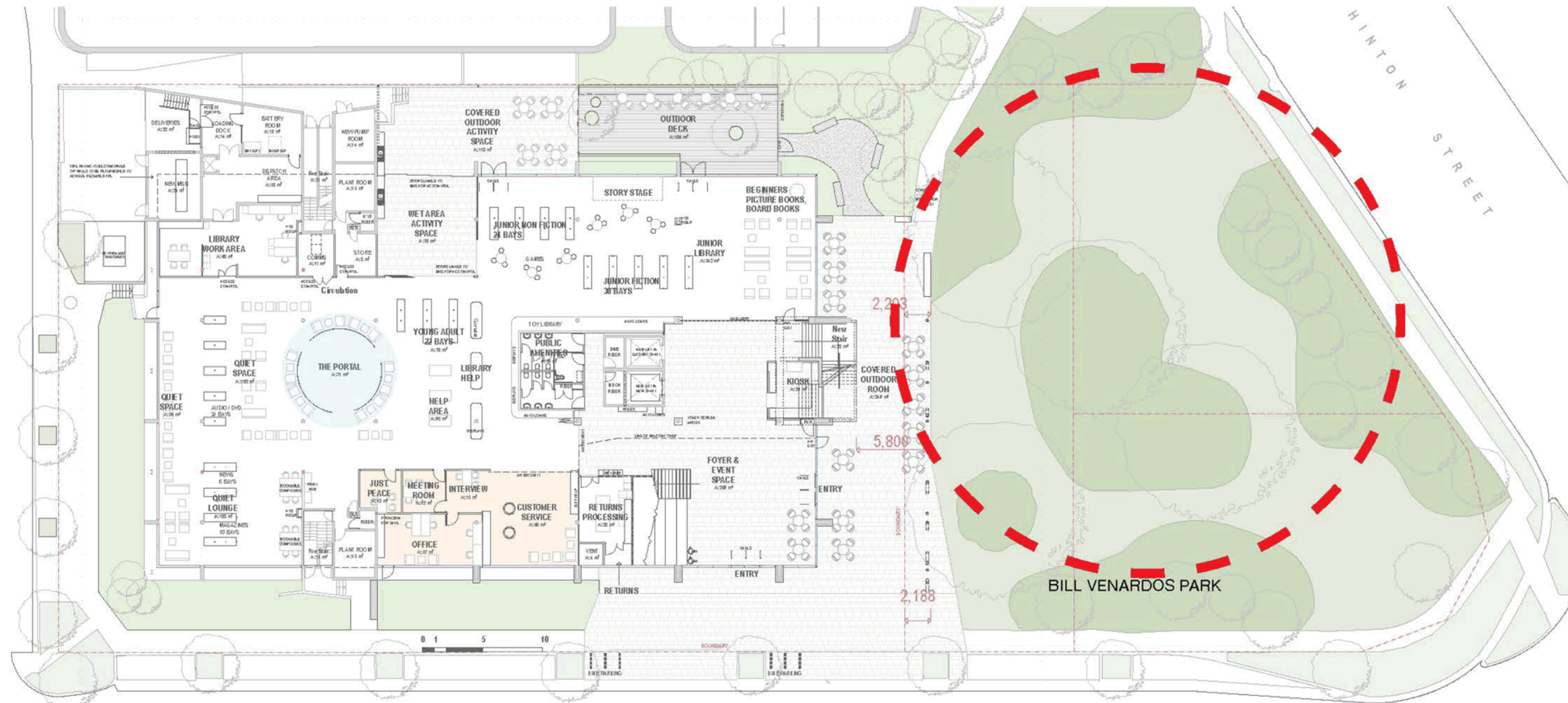
FIRST FLOOR PLAN

- 1 Main Entrance
- 2 Welcome Zone
- 3 Staff Area
- 4 Children's Studio
- 5 Young Minds Events
- 6 Homework Help Zone
- 7 Reading Terrace
- 8 Landing Zone
- 9 Public Space
- 10 Plaza Lounge



NBBJ 2019

appendix 2 - Kabi Kabi engagement opportunities

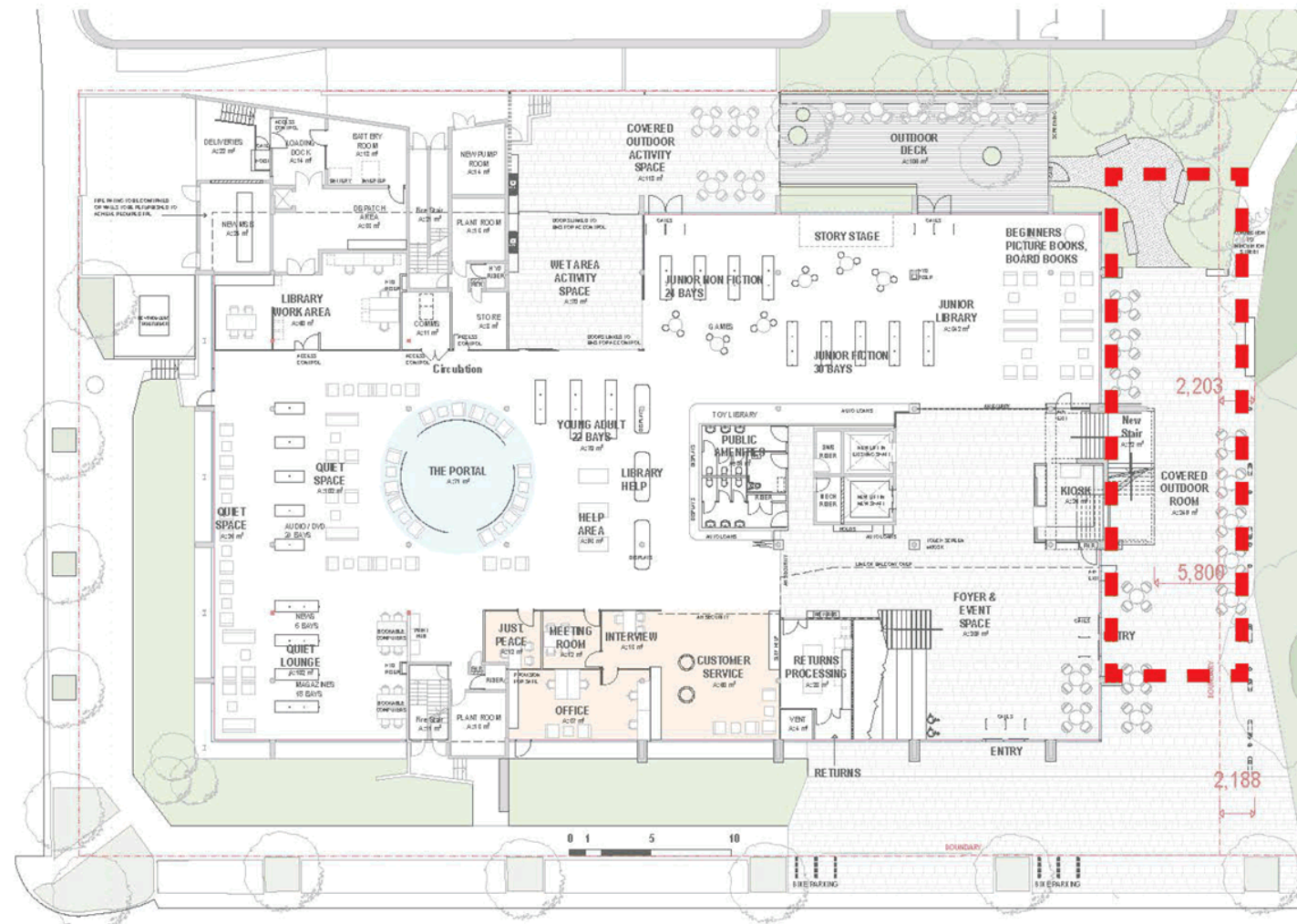


Opportunity 1 - Activation of park

Create an authentic Landscape experience demonstrating connecting to Country – Using landforms, planting, materials to connect to a wider Landscape Idea eg dunes, headlands, waves, tides...
 - Permanent gathering space for outdoor performance, ceremony etc.



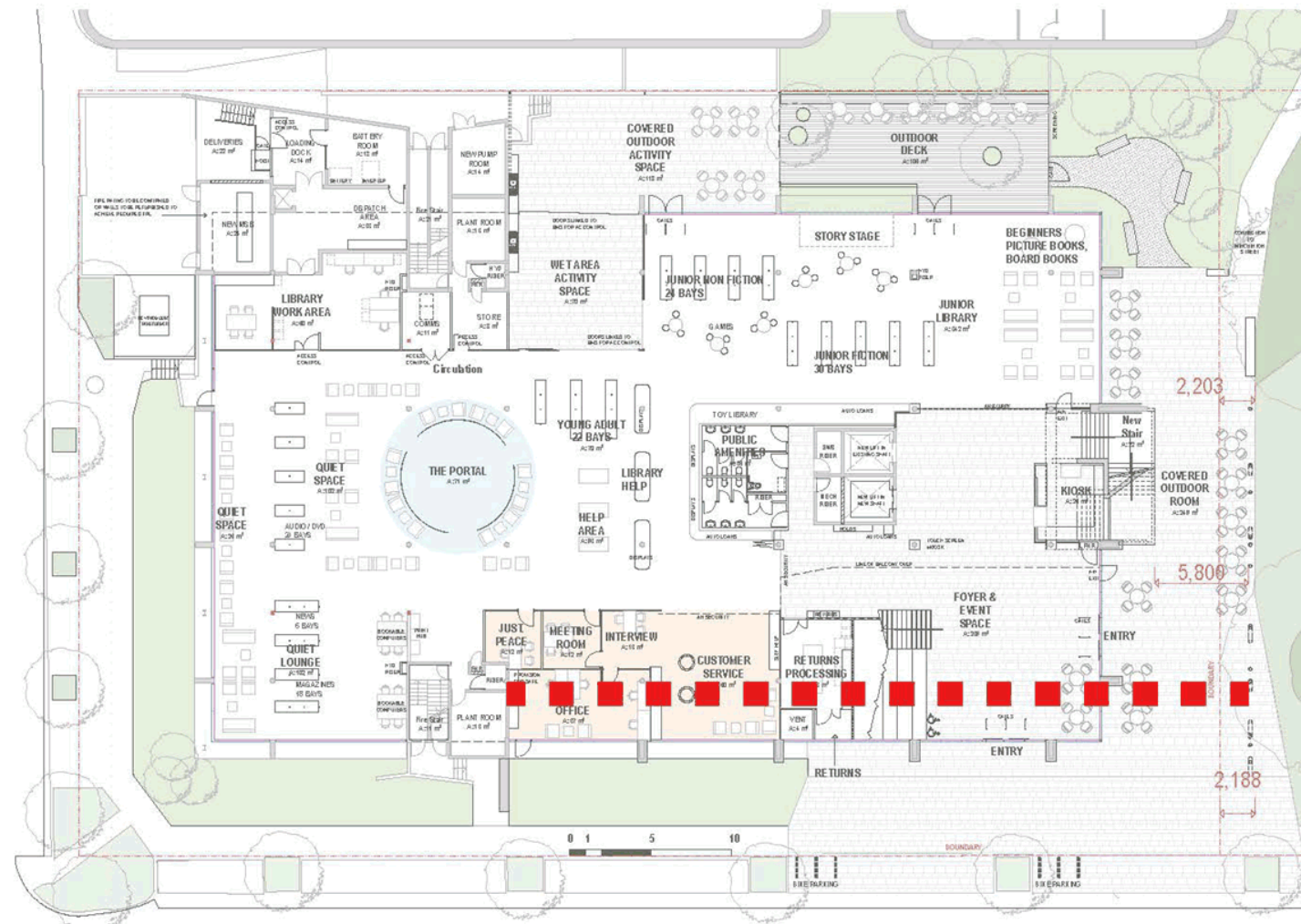
01939 Caloundra Administration Building Repurposing | Stage 3 | Finalised Library Design Brief



Opportunity 2 - Covered Outdoor Area

3 Storey covered outdoor room, views into building and park

- Opportunity for permanent artwork to walls, floor or ceiling
- Opportunity for projected artwork to exterior
- Ideas around gathering, knowledge, sheltering.

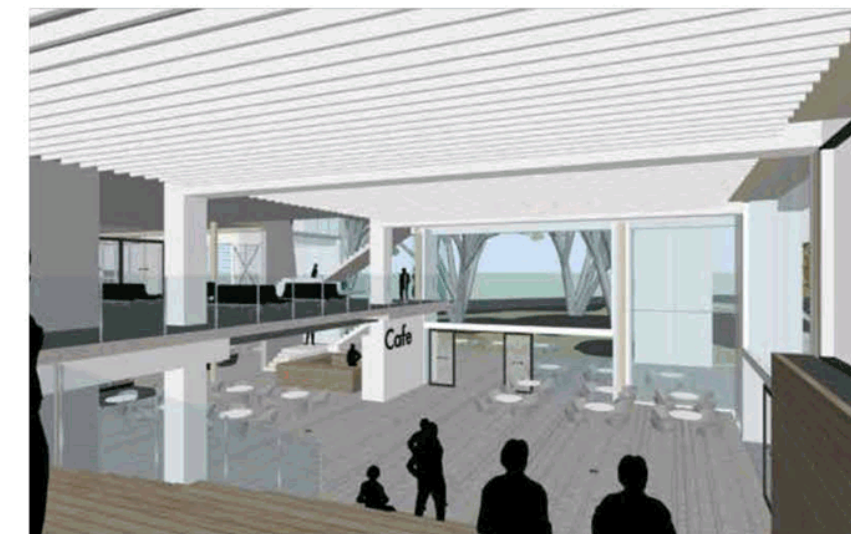
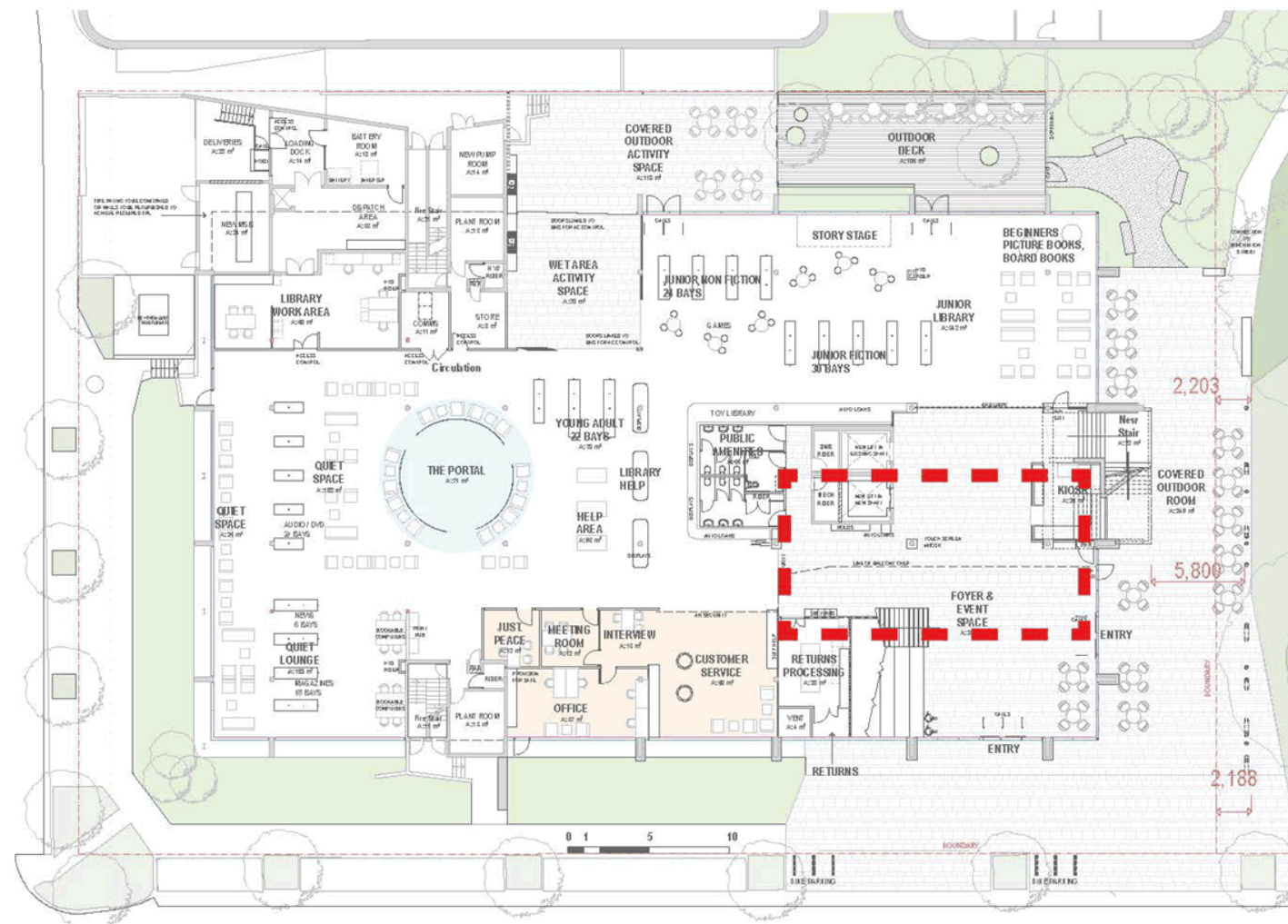


Opportunity 3 - Screen to Omrah Avenue

Perforated screen

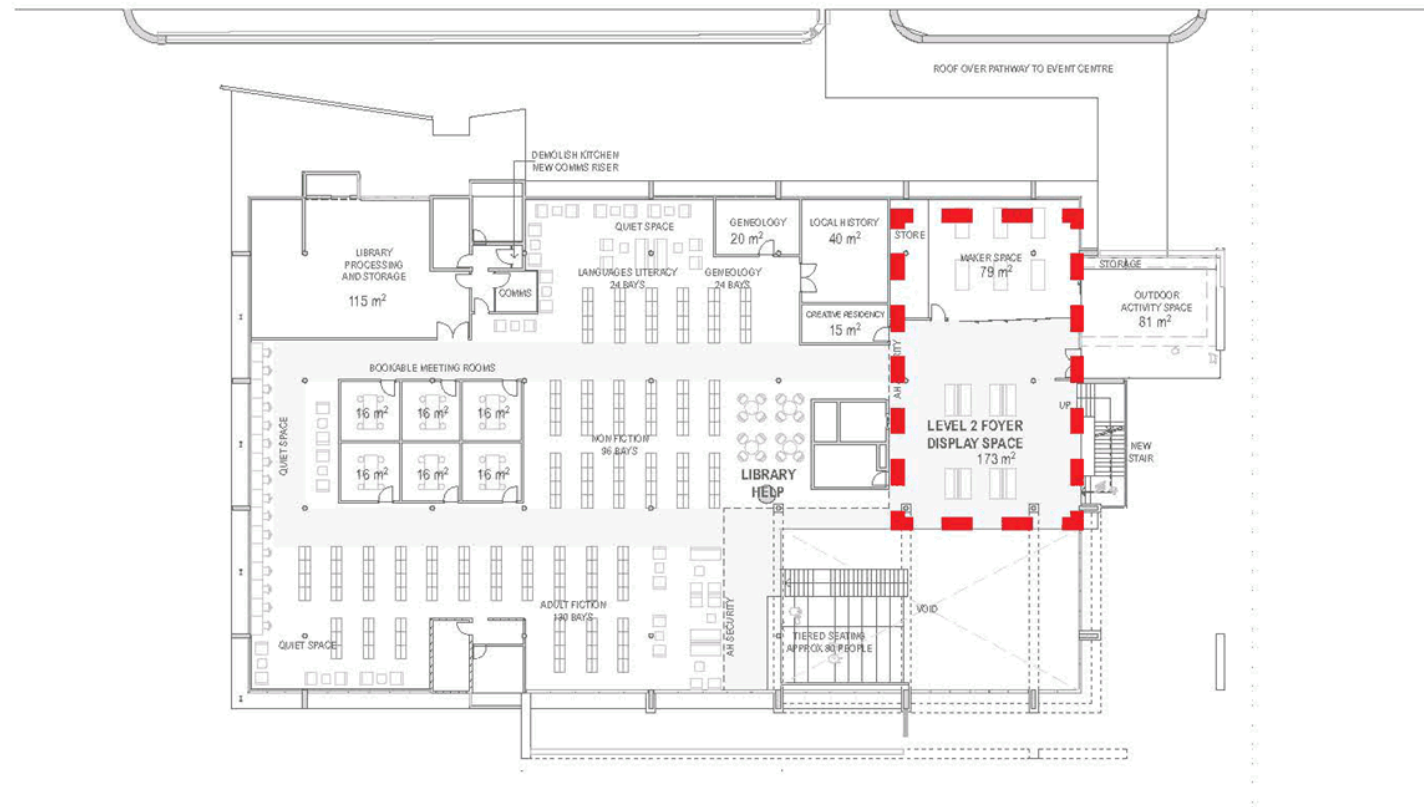
- Opportunity for permanent artwork related to place





Opportunity 4 - Foyer and Event Area

- 2 Storey indoor room, tiered seating, views into park
- Opportunity for permanent artwork to floor or ceiling
- Ideas around gathering, knowledge, creativity, celebration
- Opportunity for performance and temporary installations
- Opportunity for engagement, talks, community groups.



2 LEVEL 2 FLOOR PLAN
1:200

Opportunity 5 - Level 2 Gallery and Maker Space

Level 2 Space overlooks Foyer

- Opportunity for performance and temporary installations
- Opportunity for engagement around craft, making, painting.

appendix 3 - projected collection

projected collection

Caloundra Library	Notes	Projected collection size	Projected items on loan	Projected % on loan	Projected items on shelves	Projected % of items on shelves
Non-Fiction						
Non Fiction-Animals & Pets		232	68	29.5	164	70.5
Non Fiction-Arts & Music		593	94	15.8	499	84.2
Non Fiction-Beliefs & Ideas		339	149	43.9	190	56.1
Non Fiction-Biographies		1599	521	32.6	1078	67.4
Non Fiction-Business & Finance		569	168	29.6	400	70.4
Non Fiction-Crafts & Collecting		641	188	29.4	453	70.6
Non Fiction-Culture & Society		532	152	28.6	380	71.4
Non Fiction-Family & Relationships		292	102	34.9	190	65.1
Non Fiction-Food & Drink		1162	499	42.9	664	57.1
Non Fiction-Gardens & Plants		350	156	44.6	194	55.4
Non Fiction-Health & Wellbeing		1499	664	44.3	835	55.7
Non Fiction-History & Politics		562	190	33.9	371	66.1
Non Fiction-House & DIY		378	116	30.7	262	69.3
Non Fiction-Literature & Writing		348	61	17.5	287	82.5
Non Fiction-Military & War		227	84	37.1	143	62.9
Non Fiction-Science & Technology		458	136	29.7	322	70.3
Non Fiction-Sports & Leisure		343	88	25.8	254	74.2
Non Fiction-Travel & Countries		805	365	45.4	439	54.6
Non Fiction-True Crime		254	103	40.4	152	59.6
		11,184	3,906	35	7,278	65.3%
Literacy		488	35	7.2	454	92.8
Local Studies		254	56	21.9	198	78.1
Local Studies Vertical files						0.0
World Languages		87	4	4.7	83	95.3
World Languages - PLS		594	45	7.6	549	92.4
Genealogy	Based on linear meterage of collection have reduced book width to 15mm	3471	31	0.9	3440	99.1
Reference	No longer exists - old records in the system	4,895	171	3	4,724	96.6%
Junior						
Beginner Readers		2695	1364	50.6	1332	49.4
Board Book		1005	579	57.6	426	42.4
Junior Audio Book		138	26	18.8	112	81.2
Junior DVD		1641	1116	68.0	525	32.0
Junior Fiction		4769	1865	39.1	2904	60.9
Junior Graphic Novel		370	195	52.6	175	47.4
Junior Music		303	92	30.5	210	69.5
Junior Non Fiction		3496	975	27.9	2520	72.1
Toy		317	127	40.1	190	59.9
Picture Book		4372	2518	57.6	1854	42.4
Young Adult Audio Book		62	8	13.6	54	86.4
Young Adult Fiction		1975	739	37.4	1237	62.6
Young Adult Graphic Novel		576	206	35.7	370	64.3
Young Adult Manga		322	88	27.3	234	72.7
		22,040	9,897	45	12,143	55.6%
Fiction						
Fiction		13016	6365	48.9	6651	51.1
Graphic Novel		203	38	18.5	166	81.5
Large Type		5746	2569	44.7	3178	55.3
Paperback	This collection has been merged with the Adult fiction - the Collection needs to be changed	867	317	36.5	551	63.5
Magazine		3476	1199	34.5	2277	65.5
Good Read ACP		135	92	68.6	42	31.4
Good Read		906	605	66.8	301	33.2
		24,350	11,185	46	13,165	54.3%
Audio Book						
Audio Book		2143	339	15.8	1804	84.2
DVD		3412	539	15.8	2873	84.2
DVD MA15-		1094	173	15.8	921	84.2
DVD R18-		47	7	15.8	40	84.2
Music		1203	190	15.8	1013	84.2
		7,899	1,248	16	6,651	54.1%
Equipment						
Games	Don't include	114	58	51	56	48.9%
Total		70,367	26,407	38	43,960	59.80%
Spydes Total		60921	9626	15.8	51295	

Projected Collection size is 70,360 items.

It is expected that 26,407 items will be on loan at any one time.

Shelving to accommodate 43,960 items.

appendix 4 - space data and return brief

CAB RP Q1939

Wilson Architects

Caloundra Library Return Brief					
Storey	Name	Area M2	Spatial Requirements / Relationships	Potential Activities	Facilities Requirements
Level 1	FOYER & EVENT SPACE	239	Front of house service point - welcoming, open, light and airy. Connected to Outdoor Room. Not a space for collections, access to Kiosk, access to external space and quick loans and returns.	Meet and greet Concierge service, wayfinding, welcome, art spaces, directed to other council services, potential programming space. Item pickup and drop off. Accessible After hours.	2 storey high space. Flexible cafe furniture. slip-resistant floor. Auto-doors with book detection and people counters. Including new commissioned artwork installation + hanging / display space for new acquisitions etc. + pop-up Function Space (bar/tea/coffee). Hearing loop for hearing impaired. Entry foyer to building, welcoming space. Digital screens. Not a space for the general collection. A wow factor. For events microphone/ audio/ connectivity/ power for people who may be delivering a presentation. Drop down screen for presentations. Bleacher seating area for casual use but also for talks, presentations events. CCTV coverage of entry and after hours areas. Digital touch screen for signage, information and wayfinding, eKiosk. Power/data for Auto loans, A/H auto Book Holds cupboard and Express Library.
Level 1	KIOSK	26	Indoor/Outdoor aspect, glazed front of house - able to operate independently from library, integral to library. Operation before and after hours	Reading, connecting, meeting, programming options, some options for programming, music, bar set up for programming, entertainment, talks etc. Accessible After hours	Must be adjoined to library, but be able to be closed off after hours. Indoor seating provided as part of Foyer space. Outdoor room adjacent provides external seating and passive use of the park space. No cooking facilities or exhaust system. Food re-heat only. Access to after hours areas and basement via lift.
Level 1	HELP AREA	93	Visible from ground floor area, not too close to computers spaces.	Resolving queries. Visible help and training	Adjoining circulation. Tables for triage of query types (Like Apple Store). Phone for calling assistance. Duress Alarm
Level 1	JUNIOR LIBRARY	342	Visible from Foyer and Entry. Adjacent to Kiosk, Wet Area Activity Space, Outdoor Activity Space, Public Amenities. Close to Entry to activate ground floor. Views out to outdoor space.	Noisy activities, separated from quiet spaces. Story time, browsing, reading, playspace. Programmed childrens Library activities.	Shelving – 24 bays, each bay should have a top display shelf and be individually signed. No bay end signage. Have seating areas dotted through the collections to break the collections up and also so that people can relax and look through the items they are borrowing. All shelving should be mobile. Shelving 1300mm high, 3 shelves, bottom shelf tilted up. 1500mm aisles. Separate toddler/baby collection space; separate junior/children's space; separate young adult space (see images provided in Notebook). Toddler/baby and junior/children spaces need to be on the same floor. Story Stage. Glazing out to garden however area can be dimmed and light controlled. Good acoustics for Storytime. Power and data and digital projection, drop down screen. Seating to be flexible furniture that can be used at other times. Space for approximately 50 prams spread around Junior Library, lighting adjustable to be dimmed, includes lots of picture books, flexible easy movable furniture, Interactive children's area, accounts for varying sensory needs, multipurpose, good sound proofing. Fun reading nooks. Parenting room. Self serve point dedicated to Junior Library. Toy Library located in Junior Library - two double cupboards at least. Collection needs to be secured. Space required would be minimum 4 metres wide by 60 cm deep.
Level 1	WET AREA ACTIVITY SPACE	70	Adjoining Junior Library	General use activity programming including activities that may require water and wet cleaning.	Sink, cupboard storage. Floor to be resilient finish. Indoor/outdoor space. AC control to separate from the rest of the floor to be naturally ventilated when opened up.
Level 1	PUBLIC AMENITIES	36	Accessible from Foyer/Event Space, accessible after hours.	Accessible After hours	Male, Female and PWD including fold down baby change table. Accessibility for scooters and wheelchairs, call point notifications system. Good lighting including after hours.

CAB RP Q1939

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Caloundra Library Return Brief					
Storey	Name	Area M2	Spatial Requirements / Relationships	Potential Activities	Facilities Requirements
Level 1	YOUNG ADULT	70	Adjacent to Junior Library and The Portal. Juniors and teens also flow between both collections for a number of years so need to make it easy for those users.	Space to flow on from Jnr area. Not necessary to create own space or place near any tech/maker or BYOD area. Teen readers / students and those that want to hang out with their friends need their own dedicated space.	Shelving for Young Adult collection 24 bays. All shelving should be mobile. Shelving 1600mm high, 4 shelves, bottom shelf tilted up. 1500mm aisles. Large range of seating for individual use, communal use, reading, studying etc. Lounge furniture and tables in surrounding spaces. 2 seater couches and single chairs with pull out small tables (think airplane trays) Big enough to fit laptop on. Space saving as they can be put away when not in use. No murals, use art that can be changed out frequently to keep on top of trends.
Level 1	THE PORTAL	71	Visible from most of the Ground Floor.	A place for programmed digital display and flexible use. This is meant to be a buzzy, instagrammable space. Digital image display and alternative themed story space, can coincide with Events. A 'Portal' to another place.	Change in interior design to stand out. Circular space. Power in floor boxes. Colour changing lighting with curved curtain or screens for data projection. Floor cushions, soft floor finish. This could be used for fixed/ mobile devices/presentations etc. Need lighting, screens, lots of power and connectivity. Could be used for school holiday programming activities etc. like learn to code
Level 1	QUIET LOUNGE	102	Located deep within plan but visible from Omrah Avenue.	Includes Magazines and Newspapers area. Quiet reading and study.	Shelving for Newspapers, magazines. Nominally 24 bays depending on preferred shelving. Screens for rolling news. A range of comfortable seating, including small tables. Area overlooks Omrah Avenue. Printing Area with 2 x Multi function devices (MFD) for public use.
Level 1	QUIET SPACE	128	Deep within floor plan away from Entry to reduce impact of noise.	Includes Audio and DVD collection. Quiet Reading, study.	Shelving for Audio and DVD collection. Nominally 20 bays however this collection is expected to reduce over time and reading area furniture to expand. Lounge furniture for relaxed reading / studying. Coffee tables. Adjacent power outlets to skirting. Bookable computers.
Level 1	LOADING DOCK	14	Existing Loading Dock Space. Adjacent to Dispatch Area	Twice daily deliveries as per courier roster. To suit small Delivery type van.	New metal stair and electric hoist to manoeuvre books and deliveries up to floor level. Swipe Card access
Level 1	DISPATCH AREA	33	Adjacent to Loading Dock and to Goods lift for moving book trolleys up to Level 2	Deliveries receivable and point of dispatch. Home Library deliveries, new books, book discards and inter-library loans	Vinyl floor. Benches and shelving. Needs to accommodate 8x transit boxes minimum plus transit boxes in storage. Swipe Card access
Level 1	LIBRARY WORK AREA	60	Adjacent to Dispatch Area, Loading Dock.	Back of house work, processing Incoming/outgoing transit boxes, processing bulk loans, home library, volunteers.	4 x Workstations with trolley space and good circulation. Processing bench. First Aid Box, WH&S equipment/ board. Table and 4 chairs for flexible work area. 1 x MFD Printer. Swipe card access doors. Phone on each desk. Storage and power for Hublet or other auto technology loans system
Level 1	RETURNS PROCESSING AREA	28	Adjacent to Entry and Returns on Omrah Avenue	Processing returns and holds.	Large processing bench, Storage cupboards, space for trolleys. Separate room for returns chute and trolley. In the returns processing room need to have connectivity and power for returns processing chute/ equipment and staff PC as well as FE Technologies Live Scanning Wand network connectivity. FE Wands- should ideally not have to connect via staff network (staff network current situation but not ideal). Need to consider placing of Wi-Fi access points to reach within the room for FE wands to ensure Ground floor will have full Wi-Fi network coverage.
Level 1	STORE	8	Adjacent to Wet Area Activity Space	Storage of resources, trolleys	
Level 1	CUSTOMER SERVICE AREA	60	Close to Entry	Customer Service, self help, waiting area. Queueing area.	2 x help desks for resolving queries. Resource bench. Displays, information, forms, brochure display. Chairs for waiting for clients with longer issues. Resource bench for staff with storage. Good lighting and acoustics

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CAB RP Q1939

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Caloundra Library Return Brief					
Storey	Name	Area M2	Spatial Requirements / Relationships	Potential Activities	Facilities Requirements
Level 1	INTERVIEW	13	Adjacent to Customer Service Area, access to service points	Customer service, longer queries.	1 x desk with built in power/data. Good acoustics for privacy
Level 1	MEETING ROOM	12	Adjacent to Customer Service Area and Office	Customer service, longer queries.	1 x desk with built in power/data. Good acoustics for privacy. Swipe card access door
Level 1	JUSTICE OF THE PEACE	12	Adjacent to Library and circulation space	JP services.	1 x desk with built in power/data. Good acoustics for privacy. Swipe card access door
Level 1	CUSTOMER SERVICE OFFICE	37	Adjacent to Customer Service Area, access to service points	Back of house work.	4 x Workstations Resource bench with print station, Lounge chairs for small meeting Swipe card access door. Phone on each desk Egress door to street in emergency.
Level 1	CIRCULATION	224			
Level 1	PLANT	110			
LEVEL 1 GFA TOTAL		1788			
Level 1	COVERED OUTDOOR ROOM	249	Adjoining Kiosk - incl covered area, link to entertainment centre, gallery, park, link to the outdoors	Outdoor seating, reading area, some programming. Activation After Hours	Including undercover area for eating / meeting, outdoor markets & events, live music, Family Day (in addition to and adjoining outdoor park space) Available for library outdoor programming such as children's literacy programming, water fill station. Maintain strong link to park and opens spaces, keep giant chess set, maximise views outside on all floors. Outdoor furniture, seating, children's playground/area, dog-friendly area, opportunities for programming The extension of the landscape to the internal library space is important to the proposed concept. An outdoor room that mediates the 2 spaces incorporates moveable furniture and opportunities for further extension into the adjacent park with book pod and chess set. Opportunity for feature lighting, digital art projections, building signage identification. Improved connection to The Event Centre
Level 1	COVERED OUTDOOR ACTIVITY SPACE	118	Adjoining Junior Library and Wet Area Activity Space.	Extension of Junior Library Space. Childrens activity programming, including activities that may require water and wet cleaning.	Covered space, roof to have battens and fibreglass sheeting to allow natural daylight (UV minimised). Outdoor cuboards for storage. Sink. Tiled slip resistant floor.
Level 1	OUTDOOR DECK	106	Adjoining Junior Library and Covered Outdoor Activity Space. Connection back to Outdoor Room and Bill Venardos Park via gate (Pool Fence type to control toddlers)	Extension of Junior Library Space. Childrens activity programming. Landscape learning. Wet weather space. Accessible After hours	Uncovered space, decking above existing ground level to protect tree root zone. Tree canopy of existing trees with additional understorey of native species.
LEVEL 1 TOTAL		2261			
Level 2	TIERED SEATING	45	Part of the Foyer and Event Space, visible from Entry.	A mix of un-programmed use and organised events. Activates the Entry and brings Library events to the public. Accessible After hours	Tiered timber seating and stair to Level 2. Cushions velcro fixed. Power built in to tiers. At the back of the seating you may want power, audio, directional, lighting controls? For filming/ live streaming of events etc.
Level 2	LEVEL 2 FOYER DISPLAY SPACE	210	Adjacent to Lifts, Amenities, Maker Space, Outdoor space. Visible from and overlooks Level 1 Foyer and Entry	Facilitated and curated space in partnership with the Caloundra Regional Gallery. Also include opportunity for curated heritage displays - heritage/history collection. Accessible After hours	Flexible gallery space within Library for emerging artists, not a dedicated room but usable space and flexible options of other types of events/functions. Good lighting, Carpet floor, flexible furniture. Power located in floor boxes. Screen needed for the level 2 foyer space for events and signage. Movable display wall furniture. CCTV coverage of After Hours access area. Digital touch screen for signage, informaton and wayfinding, eKiosk.

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Wilson Architects

Caloundra Library Return Brief					
Storey	Name	Area M2	Spatial Requirements / Relationships	Potential Activities	Facilities Requirements
Level 2	MAKER SPACE	90	Adjacent to Level 2 Foyer space, Level 2 Outdoor Space.	Programmed activity space, making, weaving, drawing, pottery, talks. Potential for community meeting space. Accessible After hours	Multi-purpose, wet area, technology fit out - data, Wi-Fi, new media, adequate and flexible storage adjacent, large enough for various activities, movable work benches, glazed. Lots of power, maybe hung from ceiling. Large sliding doors open out to Level 2 Foyer Space to connect for after hours activities. Tables on castors that can be moved around. Bench with sink. Digital screen for presentation, instruction.
Level 2	MAKER STORE	15	Within the Maker Space	Storage for Maker space equipment and consumables. Accessible After hours	Free-standing storage shelves
Level 2	MEETING ROOM	17	Adjacent to Level 2 Foyer to enable after hours use.	Larger community groups, smaller events, e.g. storytime, lifelong learning talks, discussions. Accessible After hours	Larger room. Table and chairs for 12. Power, Data, AV and whiteboard. Glass wall to circulation. Acoustic separation between rooms. Acoustic absorptive ceiling.
Level 2	PODCAST SOUND RECORD	16	Adjacent to Level 2 Foyer to enable after hours use.	Recording space for supporting community content creation. Accessible After hours	Good acoustic separation and absorption. Bench and 2 chairs. Power and Data. Library may hire out recording equipment. Swipe Card access.
Level 2	ADULT FICTION 128 BAYS	201	Visible from Foyer and Entry.	Collection holding, browsing	128 bays of shelving. All shelving should be mobile. Shelving 1600mm high, 4 shelves, bottom shelf tilted up. 1500mm aisles
Level 2	LOCAL HISTORY & GENEALOGY RESEARCH	161	Not accessible after hours	Includes Literacy and Languages collections. Research, study and quiet conversation.	48 bays of shelving. All shelving should be mobile. Shelving 1600mm high, 3-4 shelves, bottom shelf tilted up. 1500mm aisles. Mix of lounge, study spaces and bookable computers.
Level 2	6 x MEETING ROOMS M1.1 to M1.6	108	6 x 18m2 rooms	Small group, training, study groups, teaching, conversations	Good sized rooms at 18m2. Table and chairs for 6. Power, Data, AV and whiteboard. Glass wall to circulation. Acoustic separation between rooms. Acoustic absorptive ceiling.
Level 2	NON FICTION 96 BAYS	149	Visible from Foyer and Entry.	Collection holding, browsing	96 bays of shelving. All shelving should be mobile. Shelving 1600mm high, 3 shelves, bottom shelf tilted up. 1500mm aisles
Level 2	PUBLIC AMENITIES	36	Accessible from Foyer/Event Space, accessible after hours.	Accessible After hours	Male, Female and PWD including fold down baby change table. Accessibility for scooters and wheelchairs, call point notifications system. Good lighting after hours.
Level 2	READING LOUNGE	59	Adjacent to Tiered Seating, Non-Fiction and Fiction collections	Reading, meeting up, conversation space. Incorporates Library help point. Partly Accessible After hours	Flexible lounge furniture which includes built in USB power in furniture. Library Help Point with built in bench. Phone for calling assistance. Duress Alarm
Level 2	QUIET SPACE	47	Deep within the plan on the west away from Foyer and noisy spaces.	Quiet reading and study	Mix of furniture however mostly tables and chairs for individual study with power to skirting including USB power.
Level 2	LIBRARY PROCESSING AND STORAGE	73	Adjacent to Goods Lift.	Back of house work, processing. Program preparation area / large desk for collaboration, functions focus	8 x Workstations with trolley space and good circulation. Processing bench. First Aid Box, WH&S equipment/ board. 2 x MFD Printers. Phone on each desk. One of the phones is a dedicated incoming call/ main line between the two library branches. Need the ability to transfer calls between various phones etc. Swipe card access
Level 2	LIBRARY BREAK ROOM	41	Adjacent to Library Processing and Storage	Tea Point, volunteer space.	Tea Point with sink, fridge and Zip unit. Tables and chairs. Lockers for volunteers to leave bags etc, requires power and data. Swipe Card access
Level 2	STORE	7	Adjacent to Fire escape stair	Storage of resources, trolleys	
Level 2	CIRCULATION	283			
Level 2	PLANT	64			
LEVEL 2 GFA TOTAL		1622			

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Storey	Name	Area M2	Spatial Requirements / Relationships	Potential Activities	Facilities Requirements
Level 2	OUTDOOR ACTIVITY SPACE	64	Adjacent to Level 2 Foyer to enable after hours use. Views out to park and overlooks outdoor room.	Unprogrammed space. Accessible After hours	Storage. Outdoor power.
LEVEL 2 TOTAL		1686			
Level 3	LEVEL 3 FOYER + EVENT SPACE	133	Adjacent to Lifts, Amenities and Meeting spaces. Views out to Outdoor Room and Park.	Gathering and event space, before entry to large meeting and function spaces. Accessible After hours	WiFi coverage. Incidental power. Carpet floor. Acoustic absorptive ceiling. Digital touch screen for signage, information and wayfinding, eKiosk.
Level 3	MEETING ROOM A	129	Adjacent to Foyer, Meeting Room B	Former Council Chambers. Flat floor flexible space for meeting, talks, community performance space. Potential use for Council Meetings. Accessible After hours	Large scale data projection, Audio system with hearing loop. Lighting control and blinds to large window. Lectern built in with PC. Loose seating. Acoustic Operable wall to Meeting Room B.
Level 3	MEETING ROOM B	85	Adjacent to Foyer, Meeting Room A	Former Beerwah Room. Flat floor flexible space for meeting, talks, community performance space. Accessible After hours	Large scale data projection, Audio system with hearing loop. Lighting control and blinds to large window. Lectern built in with PC. Loose seating. Acoustic Operable wall to Meeting Room A
Level 3	MEETING ROOM C	72	Adjacent to Foyer.	New meeting room to Level 3 which open out and overlooks the outdoor room and park. Accessible After hours	Tables and chairs for 24. Power, Data, AV and whiteboards. Large sliding doors to open up to outdoor room.
Level 3	PUBLIC AMENITIES	36	Accessible from Foyer/Event Space, accessible after hours.	Accessible After hours	Male, Female and PWD including fold down baby change table. Accessibility for scooters and wheelchairs, call point notifications system. Good lighting after hours.
Level 3	STORAGE	32	Adjacent to Meeting Room A.	Storage for chairs, tables when room is to be used empty. Accessible After hours	Vinyl floor
Level 3	TEA ROOM	12	Adjacent to Foyer	Tea making space and for catering to Foyer. Accessible After hours	Benches, glass fronted fridges, storage, Sink with large turnover ZIP unit.
Level 3	CIRCULATION	65			
Level 3	PLANT	101			
LEVEL 3 GFA TOTAL		665			
CUSTOMER SERVICE GFA		134			
LIBRARY GFA		3941			
Additional Requirements					
Other	LIFTS		Adjacent to Foyers		2 new Lifts with capacity for PWD and mobility scooters
Other	BOOKABLE COMPUTERS		10 computers located throughout Level 1 and 2	Prefer a diversity of spaces rather than one large area.	Refer Floor Plans, provide Power and Data. Library to consider hiring out of laptops.
Other	RFID GATES		Located Level 1 Public Entries	RFID enabled Library gates to secure collection located at the public entries.	Refer Floor Plans, provide floor mounted Power and Data adjacent with conduit access within floor.
Other	AUTO LOANS		Located Level 1 and 2	Automatic borrowing of items	Refer Floor Plans, provide Power and Data

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Caloundra Library Return Brief					
Storey	Name	Area M2	Spatial Requirements / Relationships	Potential Activities	Facilities Requirements
Other	SECURE HOLDS KIOSK		Located Foyer Level 1	RFID enabled technology to allow access to items on hold securely either during hours or after hours	Refer Floor Plans, provide Power and Data
Other	PRINTING		Located Level 1 and 2	Public accessible printing	Refer Floor Plans, provide Power and Data
Other	DIGITAL TOUCHSCREEN DISPLAYS		Foyers, Maker Spaces	For display of Library information, wayfinding, digital images, collection materials	Refer above and Floor Plans, provide Power and Data
Other	WAYFINDING SIGNAGE		Outdoor Room, Foyer	Fixed signage	Exterior directional signage and interior wayfinding and informational signage that is strategically located and of high quality and of a planned signage scheme.
Other	FAÇADE		Exterior Façade	Cleaning of glass surfaces	Improved safety and maintenance procedures for the cleaning of glass facades.
Other	KEYING		All Doors		Keying of building to be under SCC Master Keying System 5LM001 managed by Lockmaster Locksmiths
Additional Technology for further consideration					
Other	LAPTOP/TABLET LOANS		Help Desk locations	Auto loan of devices, Laptops or Tablets	Power and Data connection.
Other	AUTOMATIC RETURNS		Book Returns	RFID technology enabled shelving to allow fast returns of borrowed items	Power and Data connection.
Other	AUTOMATIC BOOK SORTING		Book Returns	Book sorting technology via conveyors using RFID technology to automatically sort returns	Power and Data connection.
Other	AI ASSISTED WAYFINDING		Throughout	Visitors can ask for building information including wayfinding for entrances & exits, toilets, box office, customer service counters, meeting rooms, staircase, lifts etc. These solutions are software or app based solutions, possibly utilising beacon technology or Google locations to find a person's location and guide them to where they need to go.	Voice/conversational AI concierge that is a quick way for people to get answers from cloud based sources using natural language and everyday conversation. A voice concierge makes Sunshine Coast venues accessible at every touch point in a visitor's journey, including but not limited to: <ul style="list-style-type: none"> - Answer questions about a service, prices, processes - Answer FAQs about things like parking and accessibility on-site - Set-up checkpoints with cues to enable people to simply ask Google or an app for more information. Hardware requirements: Potential for location beacons, or Google Home speakers / Alexa speakers depending on the solution procured. Inputs required: Building maps for wayfinding and directions, FAQs from each team with questions and answers that visitors to their venue may ask about their services. Infrastructure requirements – beacons and apps require wireless connectivity.
Other	HEAT MAPPING TECHNOLOGY		Throughout	Technology to map people movements and the time spent within certain areas of the Library.	Data points to ceiling locations

appendix 5 - financial operating cost - full working

Caloundra Library - OPEX - Existing Library Vs Proposed New District Library Estimate			
Natural Account	Current Budget (FY 2020 Actuals / 5 Yr Average)	Proposed Budget - New Building	Notes
Staff Costs			
610103 - Vacancy Rate		58,593	Vacancy rate as per Council direction. Libraries note not good in practice for opening of a new Library. Allowance of 4% of Salary and Wages has been made per advice from Finance.
611101 - Salary and Wages	668,855	1,464,831	Current staff numbers = approx. 11.8 (FTE + PT) + 1.8 Casual FTE. Projected staff number = 18.0 (FTE + PT) + 1.8 Casual FTE. Does not include an additional FTE for programming and activation (Level 4). Note - Library is not currently open on weekends/evenings. This figure includes allowance for A/h operation but not applicable penalty rates (refer to figures below). Includes weekend operation Saturday 8-4pm + Sunday 8-1pm. Allows for estimated 50% increase in patronage, programming etc.
611102 - Wages - Casual	135,327	50,000	Casual has been reduced due to preferred conversion to FTE/PT employees which is included in estimates above.
611120 - Sick and Other Leave (Excl AL & LSL)	42,304	0	Sick Leave is deducted from Salary and Wages. As total employee costs are included above this can be zero
611121 - Pandemic Leave	22,473	0	SD - Not Applicable - was only available at the beginning of pandemic
611130 - Public Holidays and Non-Productive Time	30,444	0	Public Holidays / NPT is deducted from Salary and Wages. As total employee costs are included above this can be zero
611140 - Salary Sacrifice Superannuation	16,434	0	Salary sacrifice is deducted from Salary and Wages. As total employee costs are included above this can be zero
611201 - Overtime	27,318	0	Need to roster the staff where overtime would not be a consideration (Finance advice).
611300 - Penalty	18,382	57,144	Allowance based on above.
620500 - Employee Allowances	130	500	Meals etc.
622600 - Annual Leave Provision	76973	101,411	Allowance for leave loading
622800 - Long Service Leave Provision	26123	35,464	LSL Provision
626800 - Staff Incentives		0	N/A
627102 - Superannuation Employees	114,578	175,780	Allow 12% of Salary and Wages
628000 - Workers Compensation Premium	10,694	16,113	Allow 1.1% of Salary and Wages
632901 - Personal Protective Equipment	162	500	Generally not required. Small allowances for photocopy handling, cleaning etc.
Subtotal - Staff Costs	1,190,196	1,901,743	
Materials and Services			
630202 - Advertising and Promotions		15,000	Usually within general operational budget. Allowance for Caloundra specific. Social, print, radio, TV. Promotional material.
630400 - Water & Sewerage Charges	5,199	8,000	Estimate is based on increase in water consumption (current visitation p.a. = 305K, expected increase of 40% to 425K)
630500 - Catering and Hospitality - Onsite	4	5,000	Allowance for functions, professional visits etc. hosting.
631402 - State Government Urban Fire Levy	570	1,275	Facilities Mgmt advice.
631800 - Contract Services	392	3,000	Allowance for trades, spot maintenance.
631809 - Contract Services Cleaning Services	61,134	120,000	Allowance for 2/3 of CAB estimate
631816 - Contract Services - Maint/Copy Costs	3,782	8,000	Allowance for 4 Printers Public + 2 staff printers (Library and CS)
632300 - Conferences, Training and Seminars		2,000	Nominal
632900 - Corporate Wardrobe		10,000	Allow 18 FTE x \$400 + 10 CAS x \$300
634000 - Transport & Courier Services		1,000	Allowance for paid transport - moving collections, etc.
634200 - Materials	522	2,000	Display materials, odds and ends slush fund
634206 - Materials - Cleaning	3,356	5,000	Allowance for approx 40% increase
635700 - Pest Control	4	0	N/A captured in figures below
636100 - Performance Fees		10,000	Paid program providers
636000 - Printing		5,000	External printing / promotional and advertising material
637000 - Security Services	9,383	12,000	Allowance for internal security (periodic) and external patrol etc.
637400 - Stationery	2,922	6,000	Allowance
637801 - Telecommunications - Mobile Devices	1,013	1,500	Note- very few mobiles required for staff.
639700 - Electricity - Interval Sites	32,182	146,667	Based upon increase in hours of use (discounted with new low consumption technology). 2/3 of whole building estimate.
641003 - Equipment < \$5000 Other		3,000	Allowance for chairs, tables etc., occasional furniture.
665400 - Insurance Premiums	391	1,173	Whole of Council Corporate Costs based on M&S % - rough calculation of M&S increased 3 fold so Insurance allowance to increase 3 fold.
Subtotal - Materials and Services	120,852	350,615	

Other Expenses			
643002 - Leases - Office Equipment	30,159	49,354	Computer equipment - fixed. Include loan items e.g. ipads, laptops etc. All staff + library loan equip. (Libraries estimate).
Subtotal - Other Expenses	30,159	49,354	
Building Repairs and Maintenance (Facilities Management)			
631800 - Contract Services	-		
631809 - Contract Services Cleaning Services	-	10,000	Facilities - allowance for internal cleaning - incl. internal windows to void area.
631813 - Contract Services Building Services	3,000	2,000	Fac Mgt estimate - 2/3 of total building cost.
631847 - Contract Services Building Exterior	3,000	2,667	Fac Mgt estimate - 2/3 of total building cost.
631848 - Contract Services Electrical Services	2,500	16,667	Fac Mgt estimate - 2/3 of total building cost.
631849 - Contract Services Plant & Equip Maintenance	2,500	6,667	Fac Mgt estimate - 2/3 of total building cost.
631852 - Contract Services Mechanical Services	1,500	53,000	Fac Mgt estimate - 2/3 of total building cost. Includes allowance for air curtain maintenance and smoke exhaust systems.
631854 - Contract Services Plumbing Services	7,000	13,333	Fac Mgt estimate - 2/3
631855 - Contract Services Internal Finishes	3,500	6,667	Fac Mgt estimate - 2/3
631862 - Contract Services Pumping and Aquatic	-	333	Fac Mgt estimate - 2/3
631863 - Contract Services General Maintenance Services	3,500	5,333	Allowance for general maintenance.
631864 - Contract Services Security Maintenance	1,000	1,333	Maintenance of security system.
631865 - Contract Services HVAC	7,000	40,000	Fac Mgt estimate - 2/3 of total building cost.
632803 - Electricity Use - Large Sites		0	
633200 - Fire Services	1,000	33,333	Property Management - confirm allowance for 3 levels sprinklers, smoke, HPT and additional fire damper testing (\$20,000)+ Annual Fire Maintenance costs of \$30,000 - Allowance for 2/3 floors
634206 - Materials - Cleaning		0	
635700 - Pest Control	500	1,333	Fac Mgt estimate - 2/3 of total building cost.
637000 - Security Services	3,000	12,000	Fac Mgt estimate - 2/3 of total building cost.
637800 - Telecommunications Charges	1,000	1,000	Fac Mgt estimate - 2/3 of total building cost.
639300 - Non Contracted Services		0	N/A
Vertical Transport	0	15,000	Allowance for upgrade to existing + 1 x new lift (Approx 2/3 whole building cost estimate).
ISP - Waste Charges	3,200	5,000	Fac Mgt estimate - 2/3 of total building cost.
Subtotal - Other Expenses	43,200	225,666	
Depreciation Expense			
651000 - Depreciation Expense Buildings	83,344	500,000	Based on assumed value (Buildings) of \$22.5M and useful life of 30 yrs.- 2/3 value allowed.
653000 - Depreciation Expense P&E General	4,895	100,000	Based on FFE value of \$3M and a useful life of 20 yrs. 2/3 value allowed.
Subtotal - Depreciation Expenses	88,239	600,000	
Fees and Charges			
712200 - Miscellaneous Fees & Charges	-29,024	-60,000	Income from photocopying services, inter-library loans, meeting rooms (normal hours), heritage library.
715600 - Registration Fees	0	-10,000	Events attendance, educational course fees.
Kiosk Rental	0	-35,000	Allowance for Kiosk Lease
Events Space / Bookable Space (After Hours excluding Community Meeting Rooms)	0	-15,000	Allowance for lease out of after hours space for commercial purposes.
Subtotal - Fees and Charges	-29,024	-120,000	
TOTAL - Caloundra Library Operations	1,443,622	3,007,378	
TOTAL - Caloundra Library Operations (Excl Depreciation)	1,355,384	2,407,378	



Phone +61 7 3831 2755
Fax +61 7 3832 1129
Email wa@wilsonarchitects.com.au

564 Boundary Street, Spring Hill
Queensland, Australia 4000
wilsonarchitects.com.au

WilsonArchitects