

**North Perth Public Library
Feasibility and Justification Study**

FINAL DRAFT

March 3, 2015

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Project No. 1480.00

North Perth Public Library Board
260 Main Street West
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Att: Rebecca Dechert Sage, CEO

Re: North Perth Public Library Feasibility and Justification Study

Dear Ms. Dechert Sage

The following is the "Final Draft" of the Feasibility and Justification Study for North Perth Public Library.

Infrastructure and services, are the backbone of any prosperous community and without them, the community will stumble and fall.

Libraries provide an integral service within the community and is a resource utilized and needed by a wide range of constituents, as supported by the data within this study. Libraries typically exist quietly within their communities and may sometimes be overlooked as a fundamental service. However, libraries provide services to as many, or more, individuals as other community amenities and should be considered commensurate to services, such as such as sports, culture, recreation and beautification, which are provided by the municipality. Maintaining libraries, as a basic service, is in keeping with the Municipal Strategic Plan, that supports investing in community infrastructure and services.

We look forward to hearing your feedback and comments related to the study. Please contact us with any questions or comments you may have.

Yours truly,



Allan Avis architects inc.
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Introduction

Project Purpose

This study assesses the library facility and service level requirements for the current and future population of the Municipality of North Perth, and identifies an approach to meet those needs. The study makes a clear recommendation for a Facility Model for the North Perth Public Library, assesses the current library facilities and services against that model, and makes recommendations which align with the strategic priorities of the Municipality and the Library Board.

While virtual or digital library services, as well as programs and collections, are key components of library services, they were not examined within the scope of this project, except where they had an impact on the library facilities.

Study Process and Methodology

Library facilities and guidelines are significantly driven by resident population. Therefore, a study was conducted to determine the catchment populations, especially for the Atwood and Monkton Branches. Municipal and library reports and documentation were thoroughly reviewed; the content from that documentation was applied within the study to ensure the direction of the recommendations was in line with community priorities and strategies.

Existing library functions, programs and buildings, in Listowel, Atwood and Monkton, were examined. Assessments were done, comparing these subject libraries to the Ontario Public Library Guidelines, 6th edition, and the ARUPLO Guidelines for Rural/Urban Public Library Systems, 2nd edition, from the Administrators of Rural and Urban Public Libraries of Ontario.

The existing facilities were also evaluated for compliance with the Ontario Building Code, Ontario Fire Code and Accessibility for Ontarians with Disabilities Act. An inventory of the existing library buildings and a general condition assessment was conducted for the buildings. Site plans and scaled floor plans were created.

Recommendations were developed by comparing the recommended facility model, based on meeting current library guidelines, with the existing library facilities. The study process also identified current and immediate building needs and issues, as well as opportunities to improve library functions and operations.

Summary of Recommendations

Facility Model

We recommend that:

1. The North Perth Public Library continues to provide branch libraries in Listowel, Atwood and Monkton.
2. The North Perth Public Library not provide branch libraries in any other settlement area at this time.
3. The existing Atwood Branch be replaced with a branch meeting current library guidelines, specifically, 2,500 s.f. and fully accessible. This size of building is equivalent to a typical single family home.
4. The existing Monkton Branch be expanded to meet current library guidelines, specifically, 2,500 s.f. and fully accessible.
5. The existing Listowel Branch be recognized as being too small for its functions and the population served, but that no expansion of the library take place at this time.
6. The Listowel Branch be reconfigured to provide adequate space for programming, collections and staff work areas.

Service Levels

We recommend that:

7. The Listowel Branch continue to provide 52 hours of library service per week, based on the current hours of operation.
8. The North Perth Public Library consider providing library service Sunday afternoons during the school year.
9. The Atwood and Monkton Branches continue to provide 16 hours of library service per week, with future expansion of hours for library service as required by level of use.
10. The hours of library service on Wednesdays and Saturdays at Atwood and Monkton not overlap.

Staffing

We recommend that:

11. The position of Branch Librarian be integrated with the Library Assistant team.
12. Adequate part-time Library Assistant hours be made available to meet the public service needs of the Listowel Branch.
13. Materials purchased from the Library Services Centre include cataloguing and processing.
14. The Library explore rotation of materials between branches.
15. Delivery of materials between branches be contracted out.

Building Facilities

16. In the absence of building expansions or modifications to accommodate the above library service needs, we recommend the following budgets be allocated to simply maintain the existing library facilities as-is. Priority 1 items involve current and critical building issues that should be addressed immediately. Priority 2 contains work items that are important but not yet critical. These items should be addressed over the next 2 to 5 years. Priority 3 provides potential, optional building upgrades and enhancements.

Construction Cost Estimate	Listowel	Atwood	Monkton	Total
Priority 1 - Required Work Items	\$185,500	\$6,000	\$15,850	\$207,350
Priority 2 - Recommended Work Items	\$79,500	\$62,000	\$161,750	\$303,250
Priority 3 - Optional Work Items	\$150,000	\$0	\$0	\$150,000
Total (HST not included)	\$415,000	\$68,000	\$177,600	\$660,600

Priority 2 and 3 items would not have to be executed if renovation and expansion proposals, in the following recommendations, are implemented. These work items would either be incorporated in the renovation and expansion proposals or may otherwise no longer be applicable.

17. Expand the Listowel Branch Library with a 4,000 s.f. addition and renovate existing building. Anticipated construction cost is in the range of \$1.24M to \$1.74M. This size of addition would accommodate the current catchment population, however, does not build in future expansion for anticipated population growth. (page 79, Listowel Option B)
18. Relocate Atwood Branch Library to existing Elma Memorial Community Centre in a new building addition. Anticipated construction cost is in the range of \$437,850 to \$576,000 (page 87, Atwood Option C).
- The alternate recommendation is to construct a new stand-alone library building on the same site as the Community Centre. The anticipated construction cost is in the range of \$542,900 to \$669,400 (page 89, Atwood Option D).
19. Expand the Monkton Branch Library at its existing location (page 90, Monkton Option A) or relocate in a new addition attached to the Elma Logan Recreation Complex (page 94, Monkton Option C). Both development options have similar anticipated construction costs of \$460,510 to \$591,610. The existing location supports the downtown core of Monkton. The Complex site takes advantage of the synergy provided by other community activities at the site.
20. Operating the existing three library branches cost \$48,210 in 2013 and \$65,202 in 2014. Implementing 17, 18 & 19 above, would likely result in annual operating costs, for all three branches, in the range of \$132,496 to \$160,255. This represents an increase in the range of \$84,286 to \$95,053 per year in operating expenses. (Refer to page 95, Annual Operating Costs)
21. In lieu of retaining a three-branch library system, the alternative would be to consolidate services into a centralized library at the existing Listowel site. This would involve extensive renovations and construction of a 6,000 s.f. addition (page 81, Listowel Option C). The anticipated capital investment is in the range of \$1.667M - \$2.264M, as compared to a combined cost of \$2.14M - \$2.90M for three-branch library system per Recommendations 17, 18 & 19 above.
22. Closing the Atwood and Monkton branches and renovating/expanding the Listowel branch, as the centralized library (per recommendation #21 above), is likely to result in operating costs between \$64,633 and \$85,553 per year. The centralized library solution represents an increase of \$16,423 to \$20,351 per year in operating expenses. (Refer to page 95, Annual Operating Costs)

Evaluation of Library Services

The library Needs Assessment and Facility Model development was accomplished through a review of the planning context for the Municipality of North Perth, and through a determination of catchment areas for each branch, the community's needs in comparison with other similar communities, and from evaluation and analysis of existing library service delivery methods.

Planning Context

Municipal documents consulted included, the North Perth Corporate Strategic Plan 2012-2017 and the North Perth Master Growth Plan Update 2014. Also reviewed was, the Perth County: A Community Picture Report, 2011 by the Perth District Health Unit. Interviews were conducted with stakeholders such as municipal staff, library board members and key library staff members. Several previous reports relating to library issues were reviewed, such as the community survey document of 2012 and the North Perth Public Library Strategic Plan 2013-2017.

The Municipal Strategic Plan indicates that the Municipality should invest and support community infrastructure and services that reflect the rate of growth and the rural nature of the Municipality. North Perth is an attractive place to live for families and retirees. Many residents in North Perth commute to the Waterloo Region, or elsewhere, for work. North Perth is home to a unique community of Low German-speaking Mennonites from Mexico.

Key findings from these documents indicate that North Perth continues to experience some growth in population, specifically 3.1% from 2006 - 2011, and that the Master Growth Plan and current municipal services will direct future residential growth to the Listowel and Atwood areas. Other settlement areas are not expected to experience significant residential growth.

The role of the public library continues to change. Access to information through the Internet has increased across society, often replacing the expensive reference books in public libraries. However, libraries have increased their role as facilitators to access online resources. Libraries now provide computers and high-speed internet access, free wifi and training, either through the Community Access Program or by core library staff. This has resulted in library staff requiring ongoing training to adapt to changing technologies. Digital library services are in addition to, not instead of, the "bricks and mortar" library. In rural areas, such as North Perth, access to post-secondary education is challenging and libraries can help community members with lifelong learning opportunities.

Libraries, and especially rural libraries, continue to be seen as safe, neutral and welcoming places for all residents and visitors, a community living room. In small communities, such as Atwood and Monkton, there are few locations for people of any age to gather together with similar community members, whether it's parents with small children, seniors or teens. Libraries often support local businesses and community organizations by providing access to high-speed internet or meeting rooms. North Perth has identified "Lone Eagles" or knowledge workers as a target demographic; a vibrant library would be attractive to them. People choose to live in rural communities for the quality of life. Public libraries are community hubs, providing a destination in a walkable community and in many small communities are the only neutral and free indoor public place to gather.

In the 2012 community survey done by the North Perth Public Library, respondents valued the library, the friendly, helpful staff, the local presence of the library, the access to computers and especially the programs for both adults and children.

Two models for library service for the North Perth Public Library are considered in this study, a Branch Model and a Centralized Model. Within the Branch Model there are two options to consider, the stand-alone model and the community centre model.

In a small community, a library provides a service that draws local residents to the downtown core. It is a key way that a municipality can invest in revitalization for struggling retail and service areas. Recently, the Bayfield Branch of the Huron County Library was rebuilt to include post office boxes and public washrooms, adding services required in the downtown area of the village. A recent community meeting held in Atwood about Building Community Assets elicited many comments about the Atwood Library being a priority for the community. A stand-alone branch library in the downtown core of either Atwood or Monkton would give a high profile to the library and its services, would enable the municipality to be a leader through investment in civic infrastructure in the community and could draw people to the downtown area, thereby supporting local businesses and organizations in that area.

Another model for a public library is to attach the library to a recreation complex or community centre. This can deliver economic efficiencies by sharing support infrastructure, such as parking, heating, utilities and even washrooms or programming space. It can also provide a multi-purpose destination for families; when one family member is participating in a sports event, other family members can use the library. However, the community centre should be in a walkable area of the community and the library should still have a high profile and street presence.

Legislation, Standards, and Guidelines

The study is framed in the context of the Public Libraries Act, The Ontario Public Library Guidelines, and the Guidelines for Rural/Urban Public Library Systems.

Public Libraries Act

The relevant legislation is the Public Libraries Act, R.S.O. 1990, CHAPTER P.44 and Public Libraries Act, R.R.O. 1990, Regulation 976. Section 3 (1) of the Public Libraries Act indicates that "the council of a municipality may, by by-law, establish a public library."

In North Perth's case, By-law 7-AD-1998 created the North Perth Public Library, following the creation of the Municipality through the amalgamation of the Township of Elma, the Township of Wallace and the Town of Listowel, and repealing the by-laws establishing the Listowel Public Library Board and the Elma Township Public Library Board. By-law 7-AD-1998 was repealed and replaced by By-law 22-2006.

The Public Libraries Act does not dictate or specify library facility or service level requirements.

Ontario Public Library Guidelines

The Ontario Public Library Guidelines (OPLG) are developed and administered by the Ontario Public Library Guidelines Monitoring and Accreditation Council. The edition used for this study was the 6th edition, amended 2013. The Introduction to the Guidelines states:

All Ontarians, regardless of where in Ontario they live and work, have a right to public library service that meets basic, widely accepted norms of library practice and service. The Guidelines offer a method for libraries throughout the province to meet basic service levels and to continue to grow to meet the ever-changing needs of their communities. Libraries must conform to provisions of the Public Libraries Act, the Municipal Act, the Accessibility Act and other relevant legislation and are accountable to the communities they serve. Reports on general efficiency and effectiveness of service delivery are annual requirements for all libraries.

The North Perth Public Library received Accreditation in 2010, indicating that most, if not all, of the Guidelines were met at that time, specifically receiving an overall score of at least 90% and meeting all of the mandatory guidelines. The Guidelines are voluntary standards accepted by the Ontario public library community, and the Accreditation process provides an opportunity for a public library to measure its services to this set of Guidelines.

Guidelines for Rural/Urban Public Library Systems

The Guidelines for Rural/Urban Public Library Systems are developed and administered by the Administrators of Rural and Urban Public Libraries of Ontario (ARUPLO). The edition used for this study is the 2nd edition, published in January 2012. The ARUPLO Guidelines are supplementary to the Ontario Public Library Guidelines (above) to address issues of multi-branch and rural library systems in Ontario.

The ARUPLO Guidelines were developed to help public libraries support rural sustainability.

Changing demographics are placing increasing pressures on the sustainability of rural communities including the ability to provide an array of services, such as public libraries. The face of rural communities is changing rapidly as a result of increased urbanization across Ontario, an aging population, and the impact of technology on rural lifestyles. Rural communities need to find creative ways to sustain themselves and attract new residents.

... The key to rural development and rural sustainability is a more informed and innovative community.

Other resources consulted included the Municipal and Regional Public Library Standards and Guidelines of the Manitoba Public Library Services Branch and Making the Case for Your Library Building Project, published by the Southern Ontario Library Service (2010).

All sets of guidelines refer to community standards, whereby communities, through their library boards and municipal councils, determine the level of library service they want and need. Grants and donations are usually specific and project based, and there is no punishment through legislation or funding from provincial or federal governments for not meeting prescribed standards. Most funding for core library services and facilities comes from the local tax base.

In the past, levels of service have been determined from a top-down approach, with an established budget driving the services provided. The crisis that prompted this study is an indicator that this approach is not effective in providing efficient and responsive library service to a community in a planful way.

It is important to note that the guidelines applicable to the North Perth Public Library and used in this study are guidelines not mandated standards.

Comparisons with Similar Communities and Libraries

There is value in comparing library service in the Municipality of North Perth with library service in similar communities. Library and municipal staff, board members and councillors know the communities similar to North Perth, either through proximity or type of community or municipality. Residents may visit or use libraries in other municipalities and them to compare to their home library. Similar to North Perth, amalgamation has created multi-branch library systems in other municipalities that do not have a county library system. The following subject libraries were selected as comparators, either because they are within Perth County or because they serve similar communities and populations from more than one branch and they are not part of a county library system.

The following data is taken from the Ontario Public Library Statistics of 2013, as published by the Ontario Ministry of Tourism, Culture and Sport.

Investment

Library	Population Served	Number of Branches	Branches per 10,000 Population	Total Hours of Operation per week	Operating Expenditure per Capita
North Perth	12631	3	2.38	84	\$43.77
Clearview Twp.	14656	3	2.18	126	\$48.96
Grey Highlands	8033	3	3.73	78.5	\$43.23
West Grey	12286	4	3.26	76	\$22.38
West Lincoln	13837	3	2.17	78	\$22.75
Perth East	10136	1	0.99	41	\$24.21
St. Marys	8490	1	1.61	49	\$65.01
West Perth	8919	1	1.12	44	\$24.23
Average for Libraries serving 5,001-15,000 population			2.17		\$40.39

Activity and Library Use Comparisons

Library	Materials % of Operating	Circulation Per Capita	Program Attendance Per Capita	Percentage of Population Cardholders
North Perth	8.66	9.06	0.58	37.14
Clearview Twp.	10.49	9.59	1.35	62.17
Grey Highlands	7.39	8.12	0.41	65.29
West Grey	11.4	3.47	0.21	22.3
West Lincoln	12.39	6.47	0.15	58.63
Perth East	11.27	6.67	0.34	12.76
St. Marys	13.78	15.36	1.54	36.4
West Perth	10.92	6.95	0.42	21.51
Average for Libraries serving 5,001-15,000 population	11.08	6.29	0.33	36.57

The preceding review of investment and activity in communities similar to North Perth shows a wide variety of performance and resources. It also indicates that North Perth has less revenue than the average of the 65 libraries serving similar populations, and a better than average circulation and program attendance.

County library systems also provide library service to communities such as North Perth, especially to a wide geographic area from small branches, so there is value in comparing some of them as well. In some cases, for county libraries as well as non-county libraries, some administrative and facility costs and services are provided directly by municipalities, therefore, further investigation may be required to ascertain if there are additional non-reported expenditures.

Library	Operating Expenditure per Capita	Materials % of Operating	Circulation Per Capita	Program Attendance Per Capita	Service Points per 10,000 population
North Perth	\$43.77	8.66	9.59	0.58	2.38
Bruce County	\$53.54	10.43	7.43	0.22	3.11
Huron County	\$49.33	13.45	6.41	0.26	2.26
Waterloo Region	\$38.59	10.12	6.77	0.3	1.58
Wellington County	\$58.03	9.97	10.49	0.35	1.46
Average for County Libraries	\$110.26	13.7	7.32	0.26	3.36

Library Branch Catchment Populations and Use

The range of services and size of library are directly related to the population of the catchment area for a library or potential library. Determining a library's catchment population is particularly challenging in a rural area. Library users choose which library to use based on a number of factors, such as the proximity of the library to their residence or place of work, the size of the library, the range of materials, convenient hours of operation and the library's proximity to other services. Some people like the anonymity and broad services of a large library; others prefer personal attention and community involvement at a small library.

The Province considers the population served by a library to be the municipal population plus the population of any contract for library service. The North Perth Public Library does not have a contract for library service, so the total population served is the population of the municipality, currently 12,631. The North Perth Strategic Plan estimates that the population may grow to 15,030 by 2024. Practically speaking, people tend to use the library that best meets their needs, so there is often some transfer of library use across municipal borders and some overlap where people use more than one library.

For planning purposes, it is important to know the catchment population for each branch. This drives the level of service provided and the size of the facility required.

Library cardholder records can be referenced against a map, but those records document only borrowers of library materials and do not capture visitors who use the library for other services, such as reading newspapers, acquiring information, accessing the internet, using library computers, engaging in programs, etc. While online and digital use of the North Perth Public Library, as with public libraries in general, continues to grow and reflects an active use of the library resources, it does not form a significant part of this study, which is concerned mostly with the branch locations and services.

Of particular interest for this study was whether the communities of Monkton and Atwood had a sustainable population or use of the library branches to keep the libraries viable. The goal was to determine whether there was enough catchment population to support the Monkton and Atwood branches. If these branches were found not to be sustainable there would be further implications for the Listowel Branch, as well as library services for the Monkton and Atwood communities.

The study included posting large maps of the surrounding areas for each library location, Atwood, Listowel and Monkton, and requested library visitors, living outside the built-up areas of the settlements, to indicate where they lived by placing a dot on the map. If they did not live within the map boundaries, they were asked to provide their physical address. The resulting dot distribution map was then cross-referenced with dissemination areas and maps from the 2011 Census of Statistics Canada. Canada Post urban and rural delivery area counts and maps were also used to confirm the estimated catchment populations for Atwood and Monkton.

Key findings indicate that the core population served by each branch currently is approximately:

Atwood	1,500 (growth expected over the next 20 years)
Monkton	1,200 (growth not expected)
Listowel	10,000 (growth expected over the next 20 years)

Applying the Guidelines to the North Perth Public Library

This study is based on the Ontario Public Library Guidelines and the Guidelines for Rural/Urban Public Library Systems.

Branch Definition

It is important to define what we are talking about as a branch. For the purposes of this study, we are looking at the "bricks and mortar" component of the North Perth Public Library. Public libraries today, including North Perth, also have a "virtual" component of providing online services and resources.

The ARUPLO Guidelines only considers catchment populations and do not distinguish between types of branches or service levels.

For purposes of this document, four types of branches have been identified:

Small Branches: Branches serving from 1,000-5,000 population

Medium Branches: Branches serving from 5,000-10,000 population

Large Branches: Branches serving from 10,000-35,000 population

Urban Branches: Large urban branches located within a Rural/Urban Library System serving populations 35,000 or greater.

The Ontario Public Library Guidelines (OPLG) is summarized in Section 4, as follows:

Each library system must determine the service level, which is the nature of the service, which will be offered to the public, whether the library has one branch or 33. Where there are several branch libraries, the hours and services offered in each of these branch libraries should be based on the needs and characteristics of the local community it is meant to serve.

The document, Making the Case for Your Building Project, published by the Southern Ontario Library Service provides definitions of various library "types":

Stand-Alone Library

A stand-alone library building must meet all of the community needs in a single location. In addition to the common spaces required to accommodate collections, public service, staff, amenities and any optional services, it must house the technical services department and the library administration. The population tier for this type of building is the population of the entire library service area.

Central (Main) Branch

A central (main) branch building is similar to the stand-alone library building in most ways. However, depending on the branch structure, it may not require as much space for collections, public service and staff areas. The library's general collections may be distributed among the branches so that the central library building collections are targeted to serve the population of a specific geographic area rather than the community as a whole... The population tier for a central branch building may be the population of the entire community or a specifically designated service area...

Regional (District) Branch

A regional branch building must meet all of the community needs within its designated service area. Libraries that use this approach will have two or more regional branches each of which are very similar to a central branch except that only one of these will house the technical services department and administration unit. This type of branch will include a broad range of services, as defined in the strategic plan. The population tier for a regional branch building is the population of its designated service area.

Neighbourhood (community) Branch

A neighbourhood or community branch building serves the designated service area surrounding it. It will not offer the same level of service as a regional branch, but it may provide some programs and services in addition to circulating materials and a modest reference collection, and may include one or more public access computers. The population tier for a neighbourhood branch building is the population of its designated service area.

Deposit Branch

A deposit branch building is intended to provide the population in a designated service area with access to a circulating collection of popular materials and may include a small reference collection for homework support and a small public service area and/or a public access computer. The population tier for a deposit branch building is the population of its designated service area.

Many other jurisdictions have different definitions and descriptions for multi-branch systems and it is important for a library to define its branches in terms of services and collections in its strategic plan.

For the purposes of this study, we will use the above definitions, which most closely align with the descriptions of the Atwood, Monkton and Listowel branches of the North Perth Public Library. Atwood and Monkton are "Neighbourhood" Branches. Listowel is a "Central" Branch. One option will also consider Listowel as a Stand-Alone Library.

This study assesses the Atwood and Monkton branches with the populations as they currently stand because the Guidelines consider such small, neighbourhood branches in a category serving populations from 1,000 to 5,000, and many of the Guidelines are based on the catchment population.

Listowel is considered with its estimated, current population served of 10,000. In another scenario, it is considered with a catchment population of 13,000, if Atwood and Monkton no longer had branches. If the population continues to grow to 15,000 in the next ten years, as suggested in the municipal strategic plan (unknown for twenty years from now), this has significant implications for the Listowel Library.

Branch Location

The Ontario Public Library Guideline for travel distance is, "Persons in the community are required to travel less than forty-five (45) minutes to the nearest stationary, mobile or multi-branch public library service outlet."

The ARUPLO Best Practice is, "Members of the public travel no more than 30 minutes in a motorized vehicle under normal driving conditions to access basic library services offered by their municipal library system or by another municipal library system."

North Perth Public Library has reciprocal borrowing agreements with surrounding library boards, such as Wellington County Library, Huron County Library, Region of Waterloo Library and members of the Perth County Information Network (PCIN), including West Perth Public Library, Stratford Public Library and Perth East Public Library. This means residents of each municipality have borrowing privileges at each others libraries. This is particularly helpful to residents, who work, shop or go to school in another municipality and is an efficient way for a board to provide library service in a remote area of their municipality where services are available in an adjacent municipality, but the population density or catchment does not warrant a branch.

For example in the northeast part of North Perth, residents have library service at the Palmerston Branch of the Wellington County Library. The Palmerston Library reports twenty-one Perth County residents as borrowers. Residents in the east of the Municipality can use the Perth East Library in Milverton and some residents in the south use the West Perth Library in Mitchell.

An online exercise using Google maps can demonstrate that from various locations at the edges of the Municipality of North Perth, and including access to the external libraries mentioned above, the North Perth Public Library meets the travel time guideline for both Ontario Public Library Guidelines and the ARUPLO Guidelines. This is true for a library model without the Atwood and Monkton branches as well.

The Ontario Public Library Guidelines recommend, "Public library service outlets should be located for the maximum convenience of residents of the community." There is no requirement for a minimum population or minimum circulation.

The ARUPLO Guidelines indicate, "The minimum population required to support a branch library is 1,000 people located in the catchment area for the branch... Each branch should generate a minimum of 8,000 circulation transactions per year." "Public libraries should be built in existing village and town clusters or rural service areas."

In Manitoba, the minimum population is set at 250. In remote areas of Ontario, such as Kingston-Frontenac, Haliburton or Stormont, Dundas and Glengarry, where people live farther away than the 30-minute or 45-minute guideline, there are often branches serving fewer than 1,000 population and delivering fewer than 8,000 circulations annually.

The ARUPLO Guidelines indicate that a branch library should meet a minimum of 8,000 circulations per year to be sustainable. Both Atwood and Monkton have met this requirement historically and continue to meet this requirement. Atwood's circulation is continuing to grow. Monkton is in a slight decline. However, Monkton has a higher rate of visitors and program attendance.

Key Performance Indicators	Atwood	Monkton	Guideline
Checkouts & renewals	11086	8944	8000
Visitors	4153	6068	
Cardholders	353	349	
Computer use	271	491	
Program attendance	797	965	

No other settlement area in North Perth approaches the 1,000 catchment population threshold to establish a library, nor is at a distance of more than thirty minutes travel time to an available public library.

Operating Hours per Week

This is defined as hours open to the public.

Branch	Operating Hours per Week	Ontario PL Guidelines	ARUPLO Guidelines
Atwood	16	12	20
Monkton	16	12	20
Listowel	52	20	35

Guidelines for Library Facilities

There are essentially two methods for estimating space requirements for a public library, the Standards Approach and the Components Approach. Other methods can involve: fitting a library on a particular site, repurposing an existing building, incorporating an existing historic library (as was done with the Listowel Branch), or fitting the project within a specified budget.

Specific library buildings or assessment projects would also take into account specialized programs or responsibilities of the library and partnership requirements, such as the Perth/Stratford Archives, soon to vacate the Listowel Library, or the support activities for the North Perth Public Library centred at the Listowel Branch, such as interlibrary loan and administrative and technical services. While the scope of this project does not include designing future library spaces, the fundamental guidelines apply to the core library activities and spaces already occupied.

A Components Approach to a library development project would take into account the functions, collections, programs and activities of the library to ensure that adequate space is allocated. Shared activities and spaces are also considered. Useful documents to assist in determining requirements include, *Public Library Space Needs: A Planning Outline*, by Anders C. Dalhgren, Wisconsin Department of Public Instruction, 2009, and *Making the Case for your Library Building Project*, Southern Ontario Library Service, 2010. It is essential to base a library facility on community standards and expectations, for example, the programming expected from a library. Examples of a components-based library facility plan, based on the Dalhgren model, for Atwood, Listowel and Monkton are presented later in this document. The Components Approach is also useful to support the Standards Approach.

The Standards Approach is a general, widely-accepted guideline to assess public library branches, both for current facilities and for future planning. The Ontario Public Library Guidelines and the Guidelines for Rural/Urban Public Library Systems both indicate the following:

Library facilities should be developed to meet local community needs, library service strategies, projected populations and compliance with the *Accessibility for Ontarians with Disabilities Act*, building standards, other regulations and municipal policies.

The following minimum guidelines are based on assignable library space for staff work areas, programs, services, collections, seating and all required service areas:

Small branches: Branches serving catchment areas of 1,000-5,000 population
Minimum 2,500 s.f. or 1 s.f. per capita in the library's catchment area, whichever is greater.

Medium branches: Branches serving catchment areas of 5,000-10,000 population
Minimum 5,000 s.f. or 1 s.f. per capita in the library's catchment area, whichever is greater.

Large branches: Branches serving catchment areas of 10,000-35,000 population
Minimum 10,000 s.f. or 1 s.f. per capita in the library's catchment area, whichever is greater.

It should be noted that assignable library space is considered as net square feet and that a determination of gross square feet needs to be considered during a library building project, which is often estimated at 25%. Net square feet were estimated for the purpose of this project, based on floor plans.

Fundamentally, a public library, and especially a small rural public library branch, is often constrained in its ability to provide library services to its community by inadequate size. Spaces for collections, seating, whether lounge-style for individuals or study tables and chairs, computers, programs and activities, along with the ability to meet requirements or guidelines for aisle widths and shelf heights, are all affected by available space.

Atwood and Monkton Branches

The same Guidelines apply equally to Atwood and Monkton and a current assessment indicates the following:

Key Resources	Atwood	Ontario PL Guideline	ARUPLO Guideline
Size (gross square feet)	973		
Size (net assignable square feet)	585	2,500	2,500
Catchment population	1,500		1,000
Operating hours per week	16	12	20
Collection size	8,282	14,985	7,500
Internet computers	1 (+1 laptop)		3

Key Resources	Monkton	Ontario PL Guideline	ARUPLO Guideline
Size (gross square feet)	1,154		
Size (net assignable square feet)	770	2,500	2,500
Catchment population	1,200		1,000
Operating hours per week	16	12	20
Collection size	9,274	11,988	7,500
Internet computers	1 (+2 laptops)		3

There is a considerable difference between the two guidelines for collection size. The Ontario Public Library Guidelines use comparative figures from the Ontario Public Library Statistics and the average number of volumes for the population group serving fewer than 2,500 is 9.99 volumes per capita. The OPLG also includes the ARUPLO Guideline of 7,500 items as an aid to measurement. One explanation for the high level of collection per capita may be that in multi-branch library systems borrowers at smaller branches have access to the collection of the entire library system, where many of the libraries reporting the provincial statistics are stand alone. If the North Perth Public Library chose the higher guideline for collection size, it would have a significant implication for facility size. For the purposes of this Study, the ARUPLO guideline for collections has been applied.

As indicated above, the base population requirement of 1,000 - 5,000 requires a minimum of 2,500 s.f. Even if Atwood's population grows over the next 20 years, the requirement would remain unchanged until the population exceeds 2,500.

The current hours of operation at 16 hours per week meet the Ontario Public Library Guidelines of a minimum of 12 hours but do not meet the ARUPLO Guideline of 20 hours.

At both Atwood and Monkton branches, the collections are housed in shelving that is too high and too closely spaced by today's standards. There is inadequate study and computer space at both locations as well as inadequate programming and activity space.

Comparators for the Atwood and Monkton branches.

Key Resources & Indicators	Howick (Huron Co.)	Springfield (Elgin Co.)	Thorndale (Middlesex Co.)
Size (net assignable square feet)	1,215	1,850	4,024
Catchment population	<1,000	1,700	1,066
Operating hours per week	20	23	30
Collection size	7,173	10,181	9,385
Internet computers	5	6	4
Circulation	6,312	19,734	12,703

The Howick Branch is located in the Howick Community Centre and shares washrooms and other non-library-specific spaces with the Community Centre.

Listowel Branch

Key Resources	Listowel	Ontario PL Guideline	ARUPLO Guideline
Size (gross sq. ft.)	9000		
Size (net/assignable sq. ft.)	6895	7,875*	10000
Catchment population	10000		
Operating hours per week	52	35	35
Collection size	33223	42300	30000
Internet computers	12		9
Staff – Professional Librarian	1	1	1
Other Staff – FTE (not including caretaker)	4.2	4.7	5

There is a considerable difference between the two guidelines for collection size. The Ontario Public Library Guidelines use comparative figures from the Ontario Public Library Statistics and the average number of volumes for the population group serving 5,000 to 15,000 is 4.23 volumes per capita, and the FTE staff per 1,000 population is 0.47. One explanation for the high level of collection per capita may be that in multi-branch library systems borrowers at smaller branches have access to the collection of the entire library system, where many of the libraries reporting the provincial statistics are stand alone. If the North Perth Public Library chose the higher guideline for collection size, it would have a significant implication for facility size. For the purposes of this study, the lower range of the ARUPLO guidelines has been used or the existing size of the collection, whichever is greater.

*The Ontario Public Library Guidelines uses both the ARUPLO Guidelines for size recommendation as well as a Standards Table in the document by the Southern Ontario Library Service, Making the Case for Your Library Building Project, which indicates 1.05 gross s.f. per capita for buildings serving 5,001 to 15,000. Less 25% to attain the net square footage to come to the net size recommended. It is unlikely that this size can meet the needs of the Listowel population using the existing building's plan incorporating the historic Carnegie library.

It should also be noted that the ARUPLO staffing guideline assumes that administrative and technical support services are not done at the branch level and that the staffing guideline is for public service staffing levels. In the case of North Perth Public Library, all support services are also performed at the Listowel Branch.

Key Performance Indicators	Listowel
Circulation	94372
Visitors	76165
Cardholders	6255
Computer use	9362
Program attendance	6457

The following is a comparison with branch libraries serving similar populations in county library systems. County libraries have centralized staff for administration, technical services and often programming, not included in the following table. (2013 statistics).

Key Resources and Indicators	Amherstview	Exeter	Goderich	Napanee
Size (net sq. ft.)	7000	5200	9460	7800
Catchment population	12000	10000	15000	14000
Operating hours per week	54	45	60	54
Collection size	19428	37122	36537	28116
Internet computers	14	11	16	26
Staff – Professional Librarian	0	0	1	0
Other Staff - FTE	2.5	3.5	5	3.5
Circulation	51230	47148	88186	79514

A Facility Model for the North Perth Public Library

This study indicates that the North Perth Public Library has a significant infrastructure deficit that needs to be addressed in terms of meeting community needs for programming space and accessibility.

It is essential that the North Perth Public Library Board and the Council of the Municipality of North Perth decide on a facility model for the North Perth Public Library in order to move forward to effectively provide library service to the residents of the municipality. The mandate for this study included a request for a clear recommendation. An alternative to the branch model recommendation is also explored.

Branch Model

It is recommended that the North Perth Public Library adopt a facility model that confirms the Listowel Branch as a Central Branch library and the Atwood and Monkton branches as Neighbourhood Branches.

Based on the settlement communities, and the existing use of the Atwood and Monkton branches, it is recommended that both communities continue to have library branches. However, neither library facility is adequate for current or future library purposes. These branches should be developed and improved to meet current guidelines and standards for public libraries serving these communities. In addition, future residential growth in the Atwood settlement area must be taken into consideration.

Other areas of the Municipality of North Perth are not anticipating residential growth for the future; their library needs are currently being met by the existing branches of the North Perth Public Library and libraries in neighbouring communities such as Milverton and Palmerston.

As the evaluation of existing library buildings in this document indicates, all three branches are inadequate to meet their communities' current needs. Nonetheless, all are well used by people in each community.

Maintaining all three branches in the communities of Atwood, Monkton and Listowel aligns with the vision of the Municipality of North Perth, as articulated in documents such as the Municipality of North Perth's Corporate Strategic Plan, North Perth Master Growth Plan and Update, Downtown Streetscape Masterplans, whereby North Perth is encouraging growth, welcoming newcomers and sustaining the rural flavour of its communities. North Perth is, indeed, experiencing a growth in population and investment. The value of keeping library service in Atwood and Monkton is essentially an intangible one.

Where many communities have lost assembly spaces such as schools and churches, the library remains a neutral destination and, in fact, may be the only such community hub. Many young families choose to live in small community for the safe, walkable, "community" feeling. Self-employed people working from home, commuters and seniors all value the public library in their community. Long-term residents may resist the removal of a municipal service such as the public library, especially if it has been well used.

Libraries are inclusive by design. Students and teens are welcome. People can linger and be warm. People far from home can connect with their families. Libraries are the "third space", neither work nor home. They are quiet and comfortable spaces, as well as collaborative spaces where members of the community can meet to work on shared ideas and projects. Libraries have the potential to revitalize neighbourhoods and communities.

Downtown Stand-alone Model

Both Monkton and Atwood library facilities are currently inadequate to meet community needs. One option for each of them would be to expand or replace the current library facility with a stand-alone facility. This can give the library a high profile in the community. The case can be made that libraries support the downtown retail and service core of small communities and are a tangible way for municipalities to invest in the downtowns. If the municipality makes this type of investment in the downtown, others will too. This attitude was recently demonstrated in Huron County where new libraries were built in downtown Bayfield and Zurich, and the historic Carnegie library was expanded and renovated in Brussels. Petitions from both Atwood and Monkton indicate a preference for a library in the downtown core.

Community Centre Model

Another model for small or suburban communities is to attach the library to another municipal building, such as a community centre. Both Atwood and Monkton have community centres with adjacent land adequate to attach a public library. Both community centres are located within or near the main residential areas of the villages and are adjacent to playgrounds and other outdoor community recreational activities. An advantage of this model can be a joint destination, especially for families where some members of the family are participating in a recreational activity and others are enjoying the library space, free wifi or programs. An example of this is at the Howick Branch of the Huron County Library, which is attached to the Howick Community Centre. Building efficiencies can be realized through shared programming space, washrooms, services and utilities.

Centralized Model

The service in the Municipality of North Perth would close the Atwood and Monkton Branches and develop the Listowel Branch as a centralized, stand-alone library to serve the residents of the entire municipality. The main advantage of this model is to concentrate financial resources in one location. However, there are already significant demands on the Listowel Branch to meet the needs of the population it currently serves. The inefficient layout of the building and inadequate spaces for staff and programming present substantial challenges. Adding services currently provided at the Atwood and Monkton communities would only increase the pressures on the Listowel Library. The assumption can be made that Listowel's building and services would need to be expanded to address the current and future population of the entire municipality.

Centralized Model with 13,000 design Population

Key Resources	Listowel	Ontario PL Guideline	ARUPLO Guideline
Size (gross sq. ft.)	9000		
Size (net/assignable sq. ft.)	6895	10,238*	13000
Catchment population	13000		
Operating hours per week	52	35-60	35-60
Collection size	33223	63450	45000
Internet computers	12		11
Staff – Professional Librarian	1	2	2
Other Staff – FTE (not including caretaker)	4.2	6.1	5

There is a considerable difference between the two guidelines for collection size. The Ontario Public Library Guidelines use comparative figures from the Ontario Public Library Statistics and the average number of volumes for the population group serving 5,000 to 15,000 is 4.23 volumes per capita, and the FTE staff per 1,000 population is 0.47. The OPLG also includes the ARUPLO Best Practice of 3-4 items per capita as an aid to measurement. One explanation for the high level of collection per capita may be that in multi-branch library systems borrowers have access to the collection of the entire library system, whereas many of the libraries reporting the provincial statistics are stand alone. If the North Perth Public Library chose the higher guideline for collection size, it would have a significant implication for facility size.

*The Ontario Public Library Guidelines uses both the ARUPLO Guidelines for size recommendation as well as a Standards Table in the document by the Southern Ontario Library Service, Making the Case for Your Library Building Project, which indicates 1.05 gross s.f. per capita for buildings serving 5,001 to 15,000. Less 25% to attain the net square footage to come to the net size recommended. Elsewhere in this document is a chart showing the results of the Components Approach to determine size of the library, resulting in a gross area needed of 13,762 s.f.

It should also be noted that the ARUPLO staffing guideline assumes that administrative and technical support services are not done at the branch level and that the staffing guideline is for public service staffing levels. In the case of North Perth Public Library, all support services are also performed at the Listowel Branch.

Municipal documents indicate that the population of North Perth could grow to approximately 15,000 by 2024.

Centralized model with 15,000 design population

Key Resources	Listowel	Ontario PL Guideline	ARUPLO Guideline
Size (gross sq. ft.)	9000		
Size (net/assignable sq. ft.)	6895	11,813*	15000
Catchment population	15000		
Operating hours per week	52	35-60	35-60
Collection size	33223	63450	45000
Internet computers	12		13
Staff – Professional Librarian	1	2	2
Other Staff – FTE (not including caretaker)	4.2	7	5

There is a considerable difference between the two guidelines for collection size. The Ontario Public Library Guidelines use comparative figures from the Ontario Public Library Statistics and the average number of volumes for the population group serving 5,000 to 15,000 is 4.23 volumes per capita, and the FTE staff per 1,000 population is 0.47. The OPLG also includes the ARUPLO Best Practice of 3-4 items per capita as an aid to measurement. One explanation for the high level of collection per capita may be that in multi-branch library systems borrowers at the smaller branches have access to the collection of the entire library system, where many of the libraries reporting the provincial statistics are stand alone. If the North Perth Public Library chose the higher guideline for collection size, it would have a significant implication for facility size.

*The Ontario Public Library Guidelines uses both the ARUPLO Guidelines for size recommendation as well as a Standards Table in the document by the Southern Ontario Library Service, Making the Case for Your Library Building Project, which indicates 1.05 gross s.f. per capita for buildings serving 5,001 to 15,000. Less 25% to attain the net square footage to come to the net size recommended. It is unlikely that this size can meet the needs of the Listowel population using the existing building's plan incorporating the historic Carnegie library.

It should also be noted that the ARUPLO staffing guideline assumes that administrative and technical support services are not done at the branch level and that the staffing guideline is for public service staffing levels. In the case of North Perth Public Library, all support services are also performed at the Listowel Branch. Elsewhere in this document is a chart showing the results of the Components Approach to determine size of the library, resulting in a gross area needed of 15,643 s.f.

Should the Centralized Model be adopted, the Library and Municipality need to ensure that a capital project is undertaken to meet the needs of the current and future populations served by the library. Collections and programs will need to be expanded accordingly, although they can be implemented in relationship to the change in population served. Fundamentally, the size of the library affects the ability to provide collections and programs. Library hours should be expanded.

For example, the hours of operation currently are as follows:

Monday to Thursday	10:00 am-8:00 pm
Friday	10:00 am-5:00 pm
Saturday	10:00 am-3:00 pm

For a total of 52 hours per week.

Recommended hours would be:

Monday to Friday	10:00 am-8:00 pm
Saturday	10:00 am-5:00 pm
Sunday	1:00 pm-4:00 p.m. September to May

For a total of 60 hours per week.

The resources to fund these hours would come from the reallocation of staff hours from the Atwood and Monkton branches.

Service Levels

Branch Hours of Operation

The hours of operation currently are as follows:

Listowel
Monday to Thursday 10:00am-8:00pm
Friday 10:00am-5:00pm
Saturday 10:00am-3:00pm
For a total of 52 hours per week.

Atwood
Tuesday & Thursday 3:00-8:00pm
Wednesday & Saturday 10:00am-1:00pm
For a total of 16 hours per week.

Monkton
Tuesday & Thursday 3:00-8:00pm
Wednesday & Saturday 10:00am-1:00pm
For a total of 16 hours per week.

It is recommended that the hours at Listowel remain as they are, but consideration should be given to opening on Sunday afternoons during the school year to expand service to the community, especially for families and students.

The Atwood and Monkton hours are adequate for the level of current use. It is recommended that Wednesday and Saturday hours be staggered so they do not overlap. This would provide additional options for residents in the southern end of the municipality and flexibility for staffing. If new libraries are developed in Atwood and Monkton, consideration should be given to expanding the hours to provide better access.

Listowel Branch and System Issues

The Listowel Branch serves as the administrative and support base for the North Perth Public Library, adding an additional layer of space not usually required in multi-branch library systems. However, due to the small staff and their multiple responsibilities, especially since the administrative staff is required to support the public service circulation, programming and reference activities, it is not practical to separate the administrative functions from the public service ones.

The design of the Listowel Branch incorporated the original Carnegie Library with a new, expansion/addition in 1999. While attractive and maintaining its presence in the downtown core, the library building has challenges with regard to security, functionality and efficient use of space. The public areas of the library, particularly the collections and reading areas, are attractive and welcoming.

The basement space, currently occupied by the Stratford/Perth Archives, will become available in early 2015. It could be rented to another compatible organization, as it is accessible during library hours, or used by the library. Currently, it is not suitable for independent use by individuals for security reasons, but could be developed as program space for groups or for the library. Alternately, functional changes could be implemented to the main floor of the original Carnegie library, such as moving the programming and meeting space to the lower level, and using the Hay Room and some of the wide hallway space for collections and quiet reading areas.

Staff work areas are poorly designed and not very functional. There is not adequate space available for ergonomic deliveries and processing.

With the departure of the Archives, it is expected that the library will experience an additional need for local history information. This function requires considerable staff intervention and needs to be located near the circulation desk and main staffed area.

The Library would like to develop a teen area but space constraints and the library layout limits this initiative.

Staffing Structure

Staffing concerns were identified through a review of the responsibilities and workloads of the core staff and in comparison with similar libraries. Ensuring that adequately trained staff is always available at each branch is a challenge, particularly with regard to supporting technology and delivering programs. In comparison with the ARUPLO Guidelines for a branch library, Listowel Library requires an additional 0.8 FTE just to meet the requirements for a branch library. In addition to regular responsibilities, North Perth Public Library also runs the administration, planning and technical services for the library system from the Listowel Branch, which would indicate a further need for increased staff. On the other hand, providing library service at more than one location can result in efficiencies of duplicating the service.

A small staff and proximity to the circulation desk often requires that senior specialists are expected to assist at the circulation desk or at branches short-staffed due to illness or with an unanticipated high level of public activity. The advantage to this is that a high level of expertise is available to the general public and that the senior staff members are kept current with public library use and issues. The disadvantage is that they can be distracted from their regular responsibilities in the interest of maintaining fast customer service. The library's strategic plan, as well as the community's desires for library service, indicates a high level of engagement in outreach and programming. Senior staff needs time away from front-desk responsibilities to do this work.

The Monkton Branch is staffed predominately by a Branch Librarian, who also works a regular shift at the Listowel Branch. It is also a confusing title as the position does not require a professional librarian designation. The Atwood Branch is staffed by a team of Library Assistants, who also work shifts at the Listowel Branch. Teams can provide specialization in various aspects of library service, and a consistency and neutrality in service delivery.

Solutions can be found in making more effective use of existing staff structures as well as exploring whether additional staff is required.

It is recommended that the Library Assistant team approach be incorporated at the Monkton Branch and that planning efficiencies be found by having individual staff members be responsible for similar activities in each branch, i.e., book clubs, children's programs or displays. If the Atwood and Monkton Branch hours were adjusted to avoid overlaps, this would permit a more efficient use of staff schedules and responsibilities as well as provide a wider selection of hours of service to residents in the south end of the Municipality. All Library Assistants should have a minimum of the Excel Certificate in Small Library Management and be up to date with training suitable for their area of responsibility, public library service, and assisting and using the library technology.

The Library Technician catalogues new material in addition to being responsible for the technical services of the library. This position is also the key staff for technology troubleshooting and training. Processing is done by the Library Technician or by volunteers. It is recommended that the North Perth Public Library acquire materials already catalogued and processed from the Library Services Centre at an estimated cost of \$2.50 per unit.

Books and other materials are delivered between branches by library staff in their own vehicles. This includes materials from Interlibrary Loan as well as new materials for the Branch. There is no rotation of read-out materials between branches. A multi-branch library system can make effective use of its popular reading collections by rotating them among the branches, thereby, reducing the need for multiple copies if not in high demand. The library should investigate how to make effective use of the integrated library system provided through the Perth County Information Network (PCIN) to share materials among the branches on a rotational basis. This would also have implications for delivery of materials but can provide a refreshed and dynamic collection at the branches and require less space for collections.

The organizational structure for the small North Perth Public Library is fairly flat and requires considerable flexibility for resiliency in times of heavy demand. The pressure on staff time appears to take place at the circulation desk, either due to unexpected levels of demand by the public or backfilling required when part-time Library Assistants are not available to work. Ensuring that well-trained Library Assistants are available to serve the public will relieve the senior library staff from being required to work shifts at the front desk.

Financial Implications

Funding for any capital or operational improvements and activities for the North Perth Public Library fundamentally comes from the municipal tax base, as approved by Council. Occasionally, grants may be available from other sources, such as The Trillium Foundation or local fund-raising, but these are usually project-specific and finite. Fund-raising is best used for capital projects, not ongoing operations.

The North Perth Public Library Board and the Council of the Municipality of North Perth recognized that there was a problem or disconnect between resources available and anticipated needs for the library system when they initiated this Library Feasibility and Justification Study. All three library buildings had capital needs and the library service was challenged to meet the goals in its Strategic Plan. People in the communities were happy with their library service, but acknowledged its limitations and requested better facilities in Monkton and Atwood. It was expected that the library buildings would not meet current standards and guidelines for public building and library services for the 21st Century.

As indicated in this study, funding for North Perth Public Library is slightly above average for libraries in its cohort in Ontario at \$43.77 per capita compared to \$40.39 provincially. This group includes standalone libraries as well as multi-branch libraries, which are inherently more expensive to operate. The other library systems with multi-branch libraries serving rural areas are the county libraries, with an average per capita cost of \$110.26. Locally, the average cost for Bruce, Huron and Wellington County Libraries is \$53.63 per capita. The current operating funding for North Perth Public Library is average for its type of library and somewhat below average in the region.

At the same time, use of North Perth Public Library exceeds the use of most similar libraries in the province, with over 86,000 visits in 2013. What other municipal service has a similar engagement by the community? This shows effective use of municipal resources invested in the library, but it is also indicative of the challenges that face the library board and why the board and Council understood that maintaining the status quo was not an option.

One objective of this Study was to consider library service within the existing operating budget. A review of the operating budget, activity levels and use of the library indicates that there are no efficiencies or savings that can be realized within the current budget, and that improvement in delivery of library service to meet the rural community needs of the municipality of North Perth cannot be done within the constraints of this current funding model. In order to achieve operating savings, both Atwood and Monkton branch libraries would have to be closed and the resources for staffing, collections, utilities and other ongoing costs reallocated to a centralized Listowel Branch in order to meet the municipality's library requirements.

Examples of the savings that could be reallocated from the operating budget are mostly found within the utilities and staff wages areas of the budgets. The hours of service provided at the Atwood and Monkton branches (currently a total of 32 staff hours at the Branch Librarian or Library Assistant level) would be redirected to the Listowel Branch, to meet the shortfall in staffing identified there, and possibly permit some expansion in hours of operation. This would still not provide an additional professional librarian position as recommended in the Guidelines, but would meet the direct service needs of most library users, including the expanded catchment population resulting from the withdrawal of Atwood and Monkton services.

The centralized and expanded (Listowel only) model would have annual maintenance and utility costs of approximately \$85,553. By comparison, the annual utility costs of the three-branch (expanded) model would be approximately \$160,255, for a difference of \$74,702 per year.

Summary of Impact on Annual Operating Costs

	Three-Branch Model	Centralized Model (Listowel only)
Wages & Benefits	\$50,000.00	\$0.00
Utilities	\$100,255.00	\$85,553.00
Delivery	\$10,000.00	\$0.00
TOTAL	\$160,255.00	\$85,553.00

The major financial impacts of the recommendations in this report are capital, to address the significant infrastructure deficits of the existing library facilities. Some of the deficits identified in this study are outside the scope of the Study, but were noted during the process of assessing the buildings.

Once North Perth has decided on the facility model to pursue, the transition to that model would be undertaken. From the analysis in this review, it is not a matter of simply maintaining the status quo or closing the Atwood and Monkton branches to concentrate those available resources to the North Perth Public Library in the Listowel Branch. The Listowel Branch is already inadequate in meeting the current needs of its community, let alone absorb library use from Atwood and Monkton, and it is certainly not able to accommodate the anticipated future growth.

The three-branch model provides the most effective and appropriate library service to the communities of North Perth. This Study indicates that both Atwood and Monkton branches meet library guidelines for catchment population and use by their communities, and are clearly important to their communities. If the library is considered to be a community hub and a measure of cultural and economic health, it needs to be located in the community. Further, planning documents for the Municipality of North Perth promote municipal investment in both these communities and support nurturing the rural nature of the Municipality, as well as indicate that the economy of North Perth is growing. Closing Monkton and Atwood libraries can only be justified on a financial basis, with a resulting negative impact on those communities.

If the decision is made to implement and develop the three-branch model, a transition phase and financial strategy will be required. Functionally, it would make sense to develop Atwood first, as it would likely be on a different site. It could then help support Monkton library users if the Monkton Branch were redeveloped at the existing location. Ultimately, when both smaller libraries are underway, the significant redevelopment at Listowel can take place.

Model Library Spatial Needs - Components Approach

The following exercise forms the Components Approach in determining library space needs. The next steps in a building program would be to determine the components required for each library, based on community needs, i.e., meeting rooms, special study areas or desired functions, such as computer labs or teen spaces. We have used these tools to assess needs for each branch and they result in higher requirements than the Standards Approach in the Ontario Public Library Guidelines and the ARUPLO Guidelines. As such, we are using the lower guideline numbers to determine costs for options for each branch location considered in this Study.

Worksheets on the following pages are helpful in understanding how spatial needs for libraries translate into physical building elements, thus, determining an appropriate total gross floor area (GFA) for a library facility. The basic inputs in the worksheets consider the size of catchment population and prorated quantity of volumes in the collection to serve that population. From these inputs, quantities and space allocations are determined for all other activities including: book stacks, study desks, reading chairs, staff service desks and workroom, program/activity room and building services.

The worksheet format was developed by Anders C. Dahigren and are published in an online format entitled, Public Library Space Needs: A Planning Outline. This space needs worksheet is considered a reasonable listing of constituent spaces required for rural libraries in Ontario.

The table below provides a summary of the following detailed worksheets. Each worksheet consists of two pages. The Worksheet Model GFA indicates the size of library facility that is ideally required to properly serve the catchment population and to house the appropriately sized collection.

Components Approach Models	Worksheet Model GFA	Currently Provided GFA	Deficiency	
			s.f.	%
Model #1 Model of minimum standard size rural library serving a catchment population of 1,000 persons	2,920	N.A.	N.A.	N.A.
Model #2 Atwood Branch to serve current catchment population of 1,500 persons	3,024	973	-2,051	-67.8%
Model #3 Monkton Branch to serve current catchment population of 1,200 persons	3,157	1,154	-2,003	-63.4%
Model #4 Listowel Branch to serve current catchment population of 10,000 persons	11,897	9,000	-2,897	-24.4%
Model #5 Listowel Branch to serve: (a) the anticipated/future Listowel catchment population of 13,000 as the main branch library, or (b) the current combined North Perth catchment population of 13,000 persons as a sole, centralized library	13,762	9,000	-4,762	-34.6%
Model #6 Listowel Branch to serve entire North Perth catchment population of 15,000 persons as a sole, centralized library	15,643	9,000	-6,643	-42.5%

When measured against the Worksheet Models:

- ▶ Atwood and Monkton Branches (Models #2 & #3) are considerably smaller than Model #1, which represents a minimum, standard size rural library.
- ▶ Each of the existing library facilities (Models #2, #3 & #4) is deficient in gross floor area.
- ▶ In the potential scenario, where Atwood and Monkton Branches were to be closed and decommissioned, the Listowel Branch would have to be enlarged by approximately 34.6% in gross floor area to properly service the entire catchment area currently served by the three branch libraries.

Model #1
Standard Rural Library, Serving Catchment Population of 1,000 Persons (Page 1)

DESIGN POPULATION	
Projected resident population	1,000
Nonresident service population	0
Design population	1,000

COLLECTION SPACE	
<p>Books: The space needed for the library's book collection is determined by the size of the collection and the parameters of the shelving environment. Depending on factors such as the width of the aisles and the height of the shelving, book collections can be housed at 10, 13 or 15 volumes per square foot. As the volumes housed per square foot increases, the average aisle width will decrease, the height of the shelving will grow, and there will be fewer opportunities for marketing display.</p>	
* How many volumes will be in the library's print collection?	7,500
* What is the library's preferred collection density? (choose one)	<input checked="" type="checkbox"/> 10 volumes per sq.ft. <input type="checkbox"/> 13 volumes per sq.ft. <input type="checkbox"/> 15 volumes per sq.ft.
<p>Magazine / newspapers: The Americans with Disabilities Act specifies that current issue display shelving for magazines is subject to height limitations, which conditions how much space magazines will need.</p>	
* How many titles will the library receive?	10
<p>Magazine backfile: Shelving for any back issues retained by the library is NOT subject to reach limitations but many libraries choose to treat these holdings in the same manner.</p>	
* How many of those titles will the library retain in backfiles?	10
* What will be the average backrun for a typical title (in years)?	3
<p>Nonprint: This collection will often be housed on lower shelving with more marketing display, but because these items are typically smaller than books, the collection density corresponds to that for books. The space need varies depending on aisle widths, marketing display, and so on.</p>	
* How many nonprint items will the library house?	300
* What is the library's preferred collection density? (choose one)	<input checked="" type="checkbox"/> 10 items per sq.ft. <input type="checkbox"/> 13 items per sq.ft. <input type="checkbox"/> 15 items per sq.ft.
<p>Public access computers: Many libraries today experience increasing demands for access to digital information resources, which affects the number of stations needed for the public. Wireless access can also affect the inventory needed. The space need per station will be affected by the number of stations provided: a small inventory will usually require more space per station while a larger inventory will benefit from economies of scale and less space per station.</p>	
* How many public access computers to provide?	3
* What is the preferred space allocation for each? (choose one)	<input checked="" type="checkbox"/> 1 35 sq.ft. per station <input type="checkbox"/> 45 sq.ft. per station <input type="checkbox"/> 50 sq.ft. per station

READER SEATING SPACE	
<p>The number of reader seats a library needs is determined in large measure by the number of people the library serves, although other factors may also affect this inventory. Typically allow 30 square feet per seat.</p>	
* How many reader seats should the library provide?	10

STAFF WORK SPACE	
<p>The inventory of staff work stations is based on the specific operations and work routines of the library, the number of public service desks, and so on. The space needed for each station, on average, will be affected by the number of work stations a library needs: a small inventory will require more space per station while a larger inventory will need less space per station.</p>	
* How many staff work stations are needed?	2
* What is the preferred space allocation for each? (choose one)	<input checked="" type="checkbox"/> 1 125 sq.ft. per station <input type="checkbox"/> 140 sq.ft. per station <input type="checkbox"/> 150 sq.ft. per station

MEETING ROOM SPACE	
Multi-purpose: How many seats to accommodate in a multi-purpose room?	40
Conference: How many seats to accommodate at a conference table?	
How many seats in a gallery?	
Storytime: What is the maximum audience for a typical storytime?	12
Do your storytimes include a craft or activity? (choose one)	<input checked="" type="checkbox"/> 1 Yes <input type="checkbox"/> No
Computer training lab: How many trainees should be accommodated?	

Model #1
Standard Rural Library, Serving Catchment Population of 1,000 Persons (Page 2)

SPECIAL USE SPACE		
Special use space reserves space for features such as small group study rooms, a copy center, a public café or refreshment area, a used book sale area, a staff break room, and so on. A larger proportionate allocation here reserves the option to incorporate a wider array of special use functions as a specific architectural plan is developed.		
* Choose the library's preferred allocation for special use space		
.....	<input type="checkbox"/>	12% of gross area
	<input type="checkbox"/>	15% of gross area
	<input type="checkbox"/>	17% of gross area
NONASSIGNABLE SPACE		
Nonassignable space reserves space for such necessary features as mechanical rooms, restrooms, stairwells and elevators. Typically a smaller building will need to reserve a larger share of its gross area for nonassignable purposes, while a larger building will require a smaller proportion for nonassignable. New construction will likely need a smaller proportion than an addition or renovation.		
* Choose the library's preferred allocation for nonassignable		
.....	<input checked="" type="checkbox"/>	25% of gross area
	<input type="checkbox"/>	27% of gross area
	<input type="checkbox"/>	30% of gross area
ADDITIONAL ALLOWANCES		
As an option, this worksheet can accommodate additional special allowances for features that may or may now be adequately accommodated in the preceding calculations. These may include space for an automated materials handling system, or a garage (if the library owns and operates vehicles). List any such special features here, along with a suitable square foot allowance		
.....	Allowance	sq.ft.
.....		sq.ft.
.....		sq.ft.
.....		sq.ft.
SPACE NEEDS SUMMARY		
COLLECTION SPACE		
7,500 volumes to house at	10 vol/sq.ft.	750 sq.ft.
10 magazine display at	1 sq.ft./title	10 sq.ft.
10 magazine backfile at	0.5 sq.ft./title/yr held	15 sq.ft.
300 nonprint items to house at	10 items/sq.ft.	30 sq.ft.
3 public access computers at	35 sq.ft. per station	105 sq.ft.
READER SEATING SPACE		
10 reader seats at	30 sq.ft. per seat	300 sq.ft.
STAFF WORK SPACE		
2 staff work stations at	125 sq.ft. per station	250 sq.ft.
MEETING ROOM SPACE (See notes 1 through 4)		
40 multi-purpose seats	10 sq.ft. per seat	500 sq.ft.
0 conference room seats	30 sq.ft. per seat	0 sq.ft.
12 storytime seats	15 sq.ft. per seat	230 sq.ft.
0 computer training lab seats	50 sq.ft. per seat	0 sq.ft.
SPECIAL USE SPACE		
calculated at	0% of gross building area	0 sq.ft.
NONASSIGNABLE SPACE		
calculated at	25% of gross building area	730 sq.ft.
SPECIAL ALLOWANCES		
.....		sq.ft.
GROSS AREA NEEDED		2,920 sq.ft.
<p>NOTES</p> <p>1. Multi-purpose room area includes a modest allocation for a speaker's podium.</p> <p>2. Conference room area includes allocation for gallery / audience seating, if so designated.</p> <p>3. Storytime area includes a modest allocation for storytime presenter.</p> <p>4. Computer training lab area includes a modest allocation for trainer's station.</p>		

Model #2
Atwood Branch with Current Catchment Population and Collection (Page 1)

DESIGN POPULATION	
Projected resident population	1,500
Nonresident service population	0
Design population	1,500

COLLECTION SPACE	
<p>Books: The space needed for the library's book collection is determined by the size of the collection and the parameters of the shelving environment. Depending on factors such as the width of the aisles and the height of the shelving, book collections can be housed at 10, 13 or 15 volumes per square foot. As the volumes housed per square foot increases, the average aisle width will decrease, the height of the shelving will grow, and there will be fewer opportunities for marketing display.</p>	
* How many volumes will be in the library's print collection?	8,282
* What is the library's preferred collection density? (choose one)	<input checked="" type="checkbox"/> 10 volumes per sq.ft. <input type="checkbox"/> 13 volumes per sq.ft. <input type="checkbox"/> 15 volumes per sq.ft.
<p>Magazine / newspapers: The Americans with Disabilities Act specifies that current issue display shelving for magazines is subject to height limitations, which conditions how much space magazines will need.</p>	
* How many titles will the library receive?	10
<p>Magazine backfile: Shelving for any back issues retained by the library is NOT subject to reach limitations but many libraries choose to treat these holdings in the same manner.</p>	
* How many of those titles will the library retain in backfiles?	10
* What will be the average backrun for a typical title (in years)?	3
<p>Nonprint: This collection will often be housed on lower shelving with more marketing display, but because these items are typically smaller than books, the collection density corresponds to that for books. The space need varies depending on aisle widths, marketing display, and so on.</p>	
* How many nonprint items will the library house?	300
* What is the library's preferred collection density? (choose one)	<input checked="" type="checkbox"/> 10 items per sq.ft. <input type="checkbox"/> 13 items per sq.ft. <input type="checkbox"/> 15 items per sq.ft.
<p>Public access computers: Many libraries today experience increasing demands for access to digital information resources, which affects the number of stations needed for the public. Wireless access can also affect the inventory needed. The space need per station will be affected by the number of stations provided: a small inventory will usually require more space per station while a larger inventory will benefit from economies of scale and less space per station.</p>	
* How many public access computers to provide?	3
* What is the preferred space allocation for each? (choose one)	<input checked="" type="checkbox"/> 1 35 sq.ft. per station <input type="checkbox"/> 45 sq.ft. per station <input type="checkbox"/> 50 sq.ft. per station

READER SEATING SPACE	
<p>The number of reader seats a library needs is determined in large measure by the number of people the library serves, although other factors may also affect this inventory. Typically allow 30 square feet per seat.</p>	
* How many reader seats should the library provide?	10

STAFF WORK SPACE	
<p>The inventory of staff work stations is based on the specific operations and work routines of the library, the number of public service desks, and so on. The space needed for each station, on average, will be affected by the number of work stations a library needs: a small inventory will require more space per station while a larger inventory will need less space per station.</p>	
* How many staff work stations are needed?	2
* What is the preferred space allocation for each? (choose one)	<input checked="" type="checkbox"/> 1 125 sq.ft. per station <input type="checkbox"/> 140 sq.ft. per station <input type="checkbox"/> 150 sq.ft. per station

MEETING ROOM SPACE	
Multi-purpose: How many seats to accommodate in a multi-purpose room?	40
Conference: How many seats to accommodate at a conference table?	
How many seats in a gallery?	
Storytime: What is the maximum audience for a typical storytime?	12
Do your storytimes include a craft or activity? (choose one)	<input checked="" type="checkbox"/> 1 Yes <input type="checkbox"/> No
Computer training lab: How many trainees should be accommodated?	

Model #2
Atwood Branch with Current Catchment Population and Collection (Page 2)

SPECIAL USE SPACE		
Special use space reserves space for features such as small group study rooms, a copy center, a public café or refreshment area, a used book sale area, a staff break room, and so on. A larger proportionate allocation here reserves the option to incorporate a wider array of special use functions as a specific architectural plan is developed.		
* Choose the library's preferred allocation for special use space	<input type="checkbox"/> 12% of gross area <input type="checkbox"/> 15% of gross area <input type="checkbox"/> 17% of gross area
NONASSIGNABLE SPACE		
Nonassignable space reserves space for such necessary features as mechanical rooms, restrooms, stairwells and elevators. Typically a smaller building will need to reserve a larger share of its gross area for nonassignable purposes, while a larger building will require a smaller proportion for nonassignable. New construction will likely need a smaller proportion than an addition or renovation.		
* Choose the library's preferred allocation for nonassignable	<input checked="" type="checkbox"/> 25% of gross area <input type="checkbox"/> 27% of gross area <input type="checkbox"/> 30% of gross area
ADDITIONAL ALLOWANCES		
As an option, this worksheet can accommodate additional special allowances for features that may or may not be adequately accommodated in the preceding calculations. These may include space for an automated materials handling system, or a garage (if the library owns and operates vehicles). List any such special features here, along with a suitable square foot allowance		
NOTE: 2014 actual book collection size - Atwood	Allowance _____ sq.ft.
_____	_____ sq.ft.
_____	_____ sq.ft.
_____	_____ sq.ft.
SPACE NEEDS SUMMARY		
COLLECTION SPACE		
8,282 volumes to house at	10 vol/sq.ft.	828 sq.ft.
10 magazine display at	1 sq.ft./title	10 sq.ft.
10 magazine backfile at	0.5 sq.ft./title/yr held	15 sq.ft.
300 nonprint items to house at	10 items/sq.ft.	30 sq.ft.
3 public access computers at	35 sq.ft. per station	105 sq.ft.
READER SEATING SPACE		
10 reader seats at	30 sq.ft. per seat	300 sq.ft.
STAFF WORK SPACE		
2 staff work stations at	125 sq.ft. per station	250 sq.ft.
MEETING ROOM SPACE (See notes 1 through 4)		
40 multi-purpose seats	10 sq.ft. per seat	500 sq.ft.
0 conference room seats	30 sq.ft. per seat	0 sq.ft.
12 storytime seats	15 sq.ft. per seat	230 sq.ft.
0 computer training lab seats	50 sq.ft. per seat	0 sq.ft.
SPECIAL USE SPACE		
calculated at	0% of gross building area	0 sq.ft.
NONASSIGNABLE SPACE		
calculated at	25% of gross building area	756 sq.ft.
SPECIAL ALLOWANCES		
NOTE: 2014 actual book collection size - Atwood	0 sq.ft.
_____	_____ sq.ft.
_____	_____ sq.ft.
_____	_____ sq.ft.
GROSS AREA NEEDED		3,024 sq.ft.
<p>NOTES</p> <p>1. Multi-purpose room area includes a modest allocation for a speaker's podium.</p> <p>2. Conference room area includes allocation for gallery / audience seating, if so designated.</p> <p>3. Storytime area includes a modest allocation for storytime presenter.</p> <p>4. Computer training lab area includes a modest allocation for trainer's station.</p>		

Model #3
Monkton Branch with Current Catchment Population and Collection (Page 1)

DESIGN POPULATION	
Projected resident population	1,200
Nonresident service population	0
Design population	1,200

COLLECTION SPACE	
<p>Books: The space needed for the library's book collection is determined by the size of the collection and the parameters of the shelving environment. Depending on factors such as the width of the aisles and the height of the shelving, book collections can be housed at 10, 13 or 15 volumes per square foot. As the volumes housed per square foot increases, the average aisle width will decrease, the height of the shelving will grow, and there will be fewer opportunities for marketing display.</p>	
* How many volumes will be in the library's print collection?	9,274
* What is the library's preferred collection density? (choose one)	<input checked="" type="checkbox"/> 10 volumes per sq.ft. <input type="checkbox"/> 13 volumes per sq.ft. <input type="checkbox"/> 15 volumes per sq.ft.
<p>Magazine / newspapers: The Americans with Disabilities Act specifies that current issue display shelving for magazines is subject to height limitations, which conditions how much space magazines will need.</p>	
* How many titles will the library receive?	10
<p>Magazine backfile: Shelving for any back issues retained by the library is NOT subject to reach limitations but many libraries choose to treat these holdings in the same manner.</p>	
* How many of those titles will the library retain in backfiles?	10
* What will be the average backrun for a typical title (in years)?	3
<p>Nonprint: This collection will often be housed on lower shelving with more marketing display, but because these items are typically smaller than books, the collection density corresponds to that for books. The space need varies depending on aisle widths, marketing display, and so on.</p>	
* How many nonprint items will the library house?	300
* What is the library's preferred collection density? (choose one)	<input checked="" type="checkbox"/> 10 items per sq.ft. <input type="checkbox"/> 13 items per sq.ft. <input type="checkbox"/> 15 items per sq.ft.
<p>Public access computers: Many libraries today experience increasing demands for access to digital information resources, which affects the number of stations needed for the public. Wireless access can also affect the inventory needed. The space need per station will be affected by the number of stations provided: a small inventory will usually require more space per station while a larger inventory will benefit from economies of scale and less space per station.</p>	
* How many public access computers to provide?	3
* What is the preferred space allocation for each? (choose one)	<input checked="" type="checkbox"/> 35 sq.ft. per station <input type="checkbox"/> 45 sq.ft. per station <input type="checkbox"/> 50 sq.ft. per station

READER SEATING SPACE	
<p>The number of reader seats a library needs is determined in large measure by the number of people the library serves, although other factors may also affect this inventory. Typically allow 30 square feet per seat.</p>	
* How many reader seats should the library provide?	10

STAFF WORK SPACE	
<p>The inventory of staff work stations is based on the specific operations and work routines of the library, the number of public service desks, and so on. The space needed for each station, on average, will be affected by the number of work stations a library needs: a small inventory will require more space per station while a larger inventory will need less space per station.</p>	
* How many staff work stations are needed?	2
* What is the preferred space allocation for each? (choose one)	<input checked="" type="checkbox"/> 125 sq.ft. per station <input type="checkbox"/> 140 sq.ft. per station <input type="checkbox"/> 150 sq.ft. per station

MEETING ROOM SPACE	
Multi-purpose: How many seats to accommodate in a multi-purpose room?	40
Conference: How many seats to accommodate at a conference table?	
How many seats in a gallery?	
Storytime: What is the maximum audience for a typical storytime?	12
Do your storytimes include a craft or activity? (choose one)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Computer training lab: How many trainees should be accommodated?	

Model #3
Monkton Branch with Current Catchment Population and Collection (Page 2)

SPECIAL USE SPACE		
Special use space reserves space for features such as small group study rooms, a copy center, a public café or refreshment area, a used book sale area, a staff break room, and so on. A larger proportionate allocation here reserves the option to incorporate a wider array of special use functions as a specific architectural plan is developed.		
* Choose the library's preferred allocation for special use space	<input type="checkbox"/> 12% of gross area <input type="checkbox"/> 15% of gross area <input type="checkbox"/> 17% of gross area
NONASSIGNABLE SPACE		
Nonassignable space reserves space for such necessary features as mechanical rooms, restrooms, stairwells and elevators. Typically a smaller building will need to reserve a larger share of its gross area for nonassignable purposes, while a larger building will require a smaller proportion for nonassignable. New construction will likely need a smaller proportion than an addition or renovation.		
* Choose the library's preferred allocation for nonassignable	<input checked="" type="checkbox"/> 25% of gross area <input type="checkbox"/> 27% of gross area <input type="checkbox"/> 30% of gross area
ADDITIONAL ALLOWANCES		
As an option, this worksheet can accommodate additional special allowances for features that may or may not be adequately accommodated in the preceding calculations. These may include space for an automated materials handling system, or a garage (if the library owns and operates vehicles). List any such special features here, along with a suitable square foot allowance		
NOTE: 2014 actual book collection size - Monkton	Allowance _____ sq.ft.
..... sq.ft.
..... sq.ft.
..... sq.ft.
SPACE NEEDS SUMMARY		
COLLECTION SPACE		
9,274 volumes to house at	10 vol/sq.ft.	927 sq.ft.
10 magazine display at	1 sq.ft./title	10 sq.ft.
10 magazine backfile at	0.5 sq.ft./title/yr held	15 sq.ft.
300 nonprint items to house at	10 items/sq.ft.	30 sq.ft.
3 public access computers at	35 sq.ft. per station	105 sq.ft.
READER SEATING SPACE		
10 reader seats at	30 sq.ft. per seat	300 sq.ft.
STAFF WORK SPACE		
2 staff work stations at	125 sq.ft. per station	250 sq.ft.
MEETING ROOM SPACE (See notes 1 through 4)		
40 multi-purpose seats	10 sq.ft. per seat	500 sq.ft.
0 conference room seats	30 sq.ft. per seat	0 sq.ft.
12 storytime seats	15 sq.ft. per seat	230 sq.ft.
0 computer training lab seats	50 sq.ft. per seat	0 sq.ft.
SPECIAL USE SPACE		
calculated at	0% of gross building area	0 sq.ft.
NONASSIGNABLE SPACE		
calculated at	25% of gross building area	789 sq.ft.
SPECIAL ALLOWANCES		
NOTE: 2014 actual book collection size - Monkton	0 sq.ft.
..... sq.ft.
..... sq.ft.
..... sq.ft.
GROSS AREA NEEDED		3,157 sq.ft.
<p>NOTES</p> <p>1. Multi-purpose room area includes a modest allocation for a speaker's podium.</p> <p>2. Conference room area includes allocation for gallery / audience seating, if so designated.</p> <p>3. Storytime area includes a modest allocation for storytime presenter.</p> <p>4. Computer training lab area includes a modest allocation for trainer's station.</p>		

Model #4
Listowel Branch with Current Catchment Population and Collection (Page 1)

DESIGN POPULATION	
Projected resident population	10,000
Nonresident service population	
Design population	10,000

COLLECTION SPACE	
<p>Books: The space needed for the library's book collection is determined by the size of the collection and the parameters of the shelving environment. Depending on factors such as the width of the aisles and the height of the shelving, book collections can be housed at 10, 13 or 15 volumes per square foot. As the volumes housed per square foot increases, the average aisle width will decrease, the height of the shelving will grow, and there will be fewer opportunities for marketing display.</p>	
* How many volumes will be in the library's print collection?	33,000
* What is the library's preferred collection density? (choose one)	<input checked="" type="checkbox"/> 10 volumes per sq.ft. <input type="checkbox"/> 13 volumes per sq.ft. <input type="checkbox"/> 15 volumes per sq.ft.
<p>Magazine / newspapers: The Americans with Disabilities Act specifies that current issue display shelving for magazines is subject to height limitations, which conditions how much space magazines will need.</p>	
* How many titles will the library receive?	30
<p>Magazine backfile: Shelving for any back issues retained by the library is NOT subject to reach limitations but many libraries choose to treat these holdings in the same manner.</p>	
* How many of those titles will the library retain in backfiles?	30
* What will be the average backrun for a typical title (in years)?	3
<p>Nonprint: This collection will often be housed on lower shelving with more marketing display, but because these items are typically smaller than books, the collection density corresponds to that for books. The space need varies depending on aisle widths, marketing display, and so on.</p>	
* How many nonprint items will the library house?	3,000
* What is the library's preferred collection density? (choose one)	<input checked="" type="checkbox"/> 10 items per sq.ft. <input type="checkbox"/> 13 items per sq.ft. <input type="checkbox"/> 15 items per sq.ft.
<p>Public access computers: Many libraries today experience increasing demands for access to digital information resources, which affects the number of stations needed for the public. Wireless access can also affect the inventory needed. The space need per station will be affected by the number of stations provided: a small inventory will usually require more space per station while a larger inventory will benefit from economies of scale and less space per station.</p>	
* How many public access computers to provide?	12
* What is the preferred space allocation for each? (choose one)	<input checked="" type="checkbox"/> 1 35 sq.ft. per station <input type="checkbox"/> 45 sq.ft. per station <input type="checkbox"/> 50 sq.ft. per station

READER SEATING SPACE	
<p>The number of reader seats a library needs is determined in large measure by the number of people the library serves, although other factors may also affect this inventory. Typically allow 30 square feet per seat.</p>	
* How many reader seats should the library provide?	50

STAFF WORK SPACE	
<p>The inventory of staff work stations is based on the specific operations and work routines of the library, the number of public service desks, and so on. The space needed for each station, on average, will be affected by the number of work stations a library needs: a small inventory will require more space per station while a larger inventory will need less space per station.</p>	
* How many staff work stations are needed?	7
* What is the preferred space allocation for each? (choose one)	<input checked="" type="checkbox"/> 1 125 sq.ft. per station <input type="checkbox"/> 140 sq.ft. per station <input type="checkbox"/> 150 sq.ft. per station

MEETING ROOM SPACE	
Multi-purpose: How many seats to accommodate in a multi-purpose room?	50
Conference: How many seats to accommodate at a conference table?	
How many seats in a gallery?	
Storytime: What is the maximum audience for a typical storytime?	25
Do your storytimes include a craft or activity? (choose one)	<input checked="" type="checkbox"/> 1 Yes <input type="checkbox"/> No
Computer training lab: How many trainees should be accommodated?	

Model #4
Listowel Branch with Current Catchment Population and Collection (Page 2)

SPECIAL USE SPACE		
Special use space reserves space for features such as small group study rooms, a copy center, a public café or refreshment area, a used book sale area, a staff break room, and so on. A larger proportionate allocation here reserves the option to incorporate a wider array of special use functions as a specific architectural plan is developed.		
* Choose the library's preferred allocation for special use space	<input checked="" type="checkbox"/> 12% of gross area
		<input type="checkbox"/> 15% of gross area
		<input type="checkbox"/> 17% of gross area
NONASSIGNABLE SPACE		
Nonassignable space reserves space for such necessary features as mechanical rooms, restrooms, stairwells and elevators. Typically a smaller building will need to reserve a larger share of its gross area for nonassignable purposes, while a larger building will require a smaller proportion for nonassignable. New construction will likely need a smaller proportion than an addition or renovation.		
* Choose the library's preferred allocation for nonassignable	<input checked="" type="checkbox"/> 25% of gross area
		<input type="checkbox"/> 27% of gross area
		<input type="checkbox"/> 30% of gross area
ADDITIONAL ALLOWANCES		
As an option, this worksheet can accommodate additional special allowances for features that may or may now be adequately accommodated in the preceding calculations. These may include space for an automated materials handling system, or a garage (if the library owns and operates vehicles). List any such special features here, along with a suitable square foot allowance		
NOTE: 2014 actual book collection size	Allowance _____ sq.ft.
Current Listowel catchment population	_____ sq.ft.
.....	_____ sq.ft.
.....	_____ sq.ft.
SPACE NEEDS SUMMARY		
COLLECTION SPACE		
33,000 volumes to house at	10 vol/sq.ft.	3,300 sq.ft.
30 magazine display at	1 sq.ft./title	30 sq.ft.
30 magazine backfile at	0.5 sq.ft./title/yr held	45 sq.ft.
3,000 nonprint items to house at	10 items/sq.ft.	300 sq.ft.
12 public access computers at	35 sq.ft. per station	420 sq.ft.
READER SEATING SPACE		
50 reader seats at	30 sq.ft. per seat	1,500 sq.ft.
STAFF WORK SPACE		
7 staff work stations at	125 sq.ft. per station	875 sq.ft.
MEETING ROOM SPACE (See notes 1 through 4)		
50 multi-purpose seats	10 sq.ft. per seat	600 sq.ft.
0 conference room seats	30 sq.ft. per seat	0 sq.ft.
25 storytime seats	15 sq.ft. per seat	425 sq.ft.
0 computer training lab seats	50 sq.ft. per seat	0 sq.ft.
SPECIAL USE SPACE		
calculated at	12% of gross building area	1,428 sq.ft.
NONASSIGNABLE SPACE		
calculated at	25% of gross building area	2,974 sq.ft.
SPECIAL ALLOWANCES		
NOTE: 2014 actual book collection size	0 sq.ft.
Current Listowel catchment population	0 sq.ft.
.....	_____ sq.ft.
.....	_____ sq.ft.
GROSS AREA NEEDED	11,897 sq.ft.
NOTES 1. Multi-purpose room area includes a modest allocation for a speaker's podium. 2. Conference room area includes allocation for gallery / audience seating, if so designated. 3. Storytime area includes a modest allocation for storytime presenter. 4. Computer training lab area includes a modest allocation for trainer's station.		

Model #5
Listowel Branch to Serve Catchment Population Of 13,000 and Full Collection (Page 1)

DESIGN POPULATION	
Projected resident population	13,000
Nonresident service population	
Design population	13,000

COLLECTION SPACE	
<p>Books: The space needed for the library's book collection is determined by the size of the collection and the parameters of the shelving environment. Depending on factors such as the width of the aisles and the height of the shelving, book collections can be housed at 10, 13 or 15 volumes per square foot. As the volumes housed per square foot increases, the average aisle width will decrease, the height of the shelving will grow, and there will be fewer opportunities for marketing display.</p>	
* How many volumes will be in the library's print collection?	39,000
* What is the library's preferred collection density? (choose one)	<input checked="" type="checkbox"/> 10 volumes per sq.ft. <input type="checkbox"/> 13 volumes per sq.ft. <input type="checkbox"/> 15 volumes per sq.ft.
<p>Magazine / newspapers: The Americans with Disabilities Act specifies that current issue display shelving for magazines is subject to height limitations, which conditions how much space magazines will need.</p>	
* How many titles will the library receive?	30
<p>Magazine backfile: Shelving for any back issues retained by the library is NOT subject to reach limitations but many libraries choose to treat these holdings in the same manner.</p>	
* How many of those titles will the library retain in backfiles?	30
* What will be the average backrun for a typical title (in years)?	3
<p>Nonprint: This collection will often be housed on lower shelving with more marketing display, but because these items are typically smaller than books, the collection density corresponds to that for books. The space need varies depending on aisle widths, marketing display, and so on.</p>	
* How many nonprint items will the library house?	3,000
* What is the library's preferred collection density? (choose one)	<input checked="" type="checkbox"/> 10 items per sq.ft. <input type="checkbox"/> 13 items per sq.ft. <input type="checkbox"/> 15 items per sq.ft.
<p>Public access computers: Many libraries today experience increasing demands for access to digital information resources, which affects the number of stations needed for the public. Wireless access can also affect the inventory needed. The space need per station will be affected by the number of stations provided: a small inventory will usually require more space per station while a larger inventory will benefit from economies of scale and less space per station.</p>	
* How many public access computers to provide?	12
* What is the preferred space allocation for each? (choose one)	<input checked="" type="checkbox"/> 35 sq.ft. per station <input type="checkbox"/> 45 sq.ft. per station <input type="checkbox"/> 50 sq.ft. per station

READER SEATING SPACE	
<p>The number of reader seats a library needs is determined in large measure by the number of people the library serves, although other factors may also affect this inventory. Typically allow 30 square feet per seat.</p>	
* How many reader seats should the library provide?	65

STAFF WORK SPACE	
<p>The inventory of staff work stations is based on the specific operations and work routines of the library, the number of public service desks, and so on. The space needed for each station, on average, will be affected by the number of work stations a library needs: a small inventory will require more space per station while a larger inventory will need less space per station.</p>	
* How many staff work stations are needed?	8
* What is the preferred space allocation for each? (choose one)	<input checked="" type="checkbox"/> 125 sq.ft. per station <input type="checkbox"/> 140 sq.ft. per station <input type="checkbox"/> 150 sq.ft. per station

MEETING ROOM SPACE	
Multi-purpose: How many seats to accommodate in a multi-purpose room?	50
Conference: How many seats to accommodate at a conference table?	
How many seats in a gallery?	
Storytime: What is the maximum audience for a typical storytime?	25
Do your storytimes include a craft or activity? (choose one)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Computer training lab: How many trainees should be accommodated?	

Model #5
Listowel Branch to Serve Catchment Population Of 13,000 and Full Collection (Page 2)

SPECIAL USE SPACE		
Special use space reserves space for features such as small group study rooms, a copy center, a public café or refreshment area, a used book sale area, a staff break room, and so on. A larger proportionate allocation here reserves the option to incorporate a wider array of special use functions as a specific architectural plan is developed.		
* Choose the library's preferred allocation for special use space 1	12% of gross area
		15% of gross area
		17% of gross area
NONASSIGNABLE SPACE		
Nonassignable space reserves space for such necessary features as mechanical rooms, restrooms, stairwells and elevators. Typically a smaller building will need to reserve a larger share of its gross area for nonassignable purposes, while a larger building will require a smaller proportion for nonassignable. New construction will likely need a smaller proportion than an addition or renovation.		
* Choose the library's preferred allocation for nonassignable 1	25% of gross area
		27% of gross area
		30% of gross area
ADDITIONAL ALLOWANCES		
As an option, this worksheet can accommodate additional special allowances for features that may or may not be adequately accommodated in the preceding calculations. These may include space for an automated materials handling system, or a garage (if the library owns and operates vehicles). List any such special features here, along with a suitable square foot allowance		
NOTE: If single branch in municipality	Allowance sq.ft.
.....	sq.ft.
.....	sq.ft.
.....	sq.ft.
SPACE NEEDS SUMMARY		
COLLECTION SPACE		
39,000 volumes to house at	10 vol/sq.ft.	3,900 sq.ft.
30 magazine display at	1 sq.ft./title	30 sq.ft.
30 magazine backfile at	0.5 sq.ft./title/yr held	45 sq.ft.
3,000 nonprint items to house at	10 items/sq.ft.	300 sq.ft.
12 public access computers at	35 sq.ft. per station	420 sq.ft.
READER SEATING SPACE		
65 reader seats at	30 sq.ft. per seat	1,950 sq.ft.
STAFF WORK SPACE		
8 staff work stations at	125 sq.ft. per station	1,000 sq.ft.
MEETING ROOM SPACE (See notes 1 through 4)		
50 multi-purpose seats	10 sq.ft. per seat	600 sq.ft.
0 conference room seats	30 sq.ft. per seat	0 sq.ft.
25 storytime seats	15 sq.ft. per seat	425 sq.ft.
0 computer training lab seats	50 sq.ft. per seat	0 sq.ft.
SPECIAL USE SPACE		
calculated at 12% of gross building area		1,651 sq.ft.
NONASSIGNABLE SPACE		
calculated at 25% of gross building area		3,440 sq.ft.
SPECIAL ALLOWANCES		
NOTE: If single branch in municipality	0 sq.ft.
.....	sq.ft.
.....	sq.ft.
.....	sq.ft.
GROSS AREA NEEDED	13,762 sq.ft.
NOTES		
1. Multi-purpose room area includes a modest allocation for a speaker's podium.		
2. Conference room area includes allocation for gallery / audience seating, if so designated.		
3. Storytime area includes a modest allocation for storytime presenter.		
4. Computer training lab area includes a modest allocation for trainer's station.		

Model #6
Listowel Branch to Serve Anticipated/Future Catchment Population Of 15,000 and Full Collection
(Page 1)

DESIGN POPULATION	
Projected resident population	15,000
Nonresident service population	
Design population	15,000

COLLECTION SPACE	
<p>Books: The space needed for the library's book collection is determined by the size of the collection and the parameters of the shelving environment. Depending on factors such as the width of the aisles and the height of the shelving, book collections can be housed at 10, 13 or 15 volumes per square foot. As the volumes housed per square foot increases, the average aisle width will decrease, the height of the shelving will grow, and there will be fewer opportunities for marketing display.</p>	
* How many volumes will be in the library's print collection?	45,000
* What is the library's preferred collection density? (choose one)	<input checked="" type="checkbox"/> 10 volumes per sq.ft. <input type="checkbox"/> 13 volumes per sq.ft. <input type="checkbox"/> 15 volumes per sq.ft.
<p>Magazine / newspapers: The Americans with Disabilities Act specifies that current issue display shelving for magazines is subject to height limitations, which conditions how much space magazines will need.</p>	
* How many titles will the library receive?	40
<p>Magazine backfile: Shelving for any back issues retained by the library is NOT subject to reach limitations but many libraries choose to treat these holdings in the same manner.</p>	
* How many of those titles will the library retain in backfiles?	40
* What will be the average backrun for a typical title (in years)?	3
<p>Nonprint: This collection will often be housed on lower shelving with more marketing display, but because these items are typically smaller than books, the collection density corresponds to that for books. The space need varies depending on aisle widths, marketing display, and so on.</p>	
* How many nonprint items will the library house?	4,000
* What is the library's preferred collection density? (choose one)	<input checked="" type="checkbox"/> 10 items per sq.ft. <input type="checkbox"/> 13 items per sq.ft. <input type="checkbox"/> 15 items per sq.ft.
<p>Public access computers: Many libraries today experience increasing demands for access to digital information resources, which affects the number of stations needed for the public. Wireless access can also affect the inventory needed. The space need per station will be affected by the number of stations provided: a small inventory will usually require more space per station while a larger inventory will benefit from economies of scale and less space per station.</p>	
* How many public access computers to provide?	13
* What is the preferred space allocation for each? (choose one)	<input checked="" type="checkbox"/> 35 sq.ft. per station <input type="checkbox"/> 45 sq.ft. per station <input type="checkbox"/> 50 sq.ft. per station

READER SEATING SPACE	
<p>The number of reader seats a library needs is determined in large measure by the number of people the library serves, although other factors may also affect this inventory. Typically allow 30 square feet per seat.</p>	
* How many reader seats should the library provide?	75

STAFF WORK SPACE	
<p>The inventory of staff work stations is based on the specific operations and work routines of the library, the number of public service desks, and so on. The space needed for each station, on average, will be affected by the number of work stations a library needs: a small inventory will require more space per station while a larger inventory will need less space per station.</p>	
* How many staff work stations are needed?	9
* What is the preferred space allocation for each? (choose one)	<input checked="" type="checkbox"/> 125 sq.ft. per station <input type="checkbox"/> 140 sq.ft. per station <input type="checkbox"/> 150 sq.ft. per station

MEETING ROOM SPACE	
Multi-purpose: How many seats to accommodate in a multi-purpose room?	50
Conference: How many seats to accommodate at a conference table?	
How many seats in a gallery?	
Storytime: What is the maximum audience for a typical storytime?	25
Do your storytimes include a craft or activity? (choose one)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Computer training lab: How many trainees should be accommodated?	

Model #6
Listowel Branch to Serve Anticipated/Future Catchment Population Of 15,000 and Full Collection
(Page 2)

SPECIAL USE SPACE		
Special use space reserves space for features such as small group study rooms, a copy center, a public café or refreshment area, a used book sale area, a staff break room, and so on. A larger proportionate allocation here reserves the option to incorporate a wider array of special use functions as a specific architectural plan is developed.		
* Choose the library's preferred allocation for special use space		
<input checked="" type="checkbox"/>	12% of gross area	
<input type="checkbox"/>	15% of gross area	
<input type="checkbox"/>	17% of gross area	
NONASSIGNABLE SPACE		
Nonassignable space reserves space for such necessary features as mechanical rooms, restrooms, stairwells and elevators. Typically a smaller building will need to reserve a larger share of its gross area for nonassignable purposes, while a larger building will require a smaller proportion for nonassignable. New construction will likely need a smaller proportion than an addition or renovation.		
* Choose the library's preferred allocation for nonassignable		
<input checked="" type="checkbox"/>	25% of gross area	
<input type="checkbox"/>	27% of gross area	
<input type="checkbox"/>	30% of gross area	
ADDITIONAL ALLOWANCES		
As an option, this worksheet can accommodate additional special allowances for features that may or may not be adequately accommodated in the preceding calculations. These may include space for an automated materials handling system, or a garage (if the library owns and operates vehicles). List any such special features here, along with a suitable square foot allowance		
NOTE: If single branch in municipality	Allowance	sq.ft.
.....
.....
.....
.....
SPACE NEEDS SUMMARY		
COLLECTION SPACE		
45,000 volumes to house at	10 vol./sq.ft.	4,500 sq.ft.
40 magazine display at	1 sq.ft./title	40 sq.ft.
40 magazine backfile at	0.5 sq.ft./title/yr held	60 sq.ft.
4,000 nonprint items to house at	10 items/sq.ft.	400 sq.ft.
13 public access computers at	35 sq.ft. per station	455 sq.ft.
READER SEATING SPACE		
75 reader seats at	30 sq.ft. per seat	2,250 sq.ft.
STAFF WORK SPACE		
9 staff work stations at	125 sq.ft. per station	1,125 sq.ft.
MEETING ROOM SPACE (See notes 1 through 4)		
50 multi-purpose seats	10 sq.ft. per seat	600 sq.ft.
0 conference room seats	30 sq.ft. per seat	0 sq.ft.
25 storytime seats	15 sq.ft. per seat	425 sq.ft.
0 computer training lab seats	50 sq.ft. per seat	0 sq.ft.
SPECIAL USE SPACE		
calculated at	12% of gross building area	1,877 sq.ft.
NONASSIGNABLE SPACE		
calculated at	25% of gross building area	3,911 sq.ft.
SPECIAL ALLOWANCES		
NOTE: If single branch in municipality		0 sq.ft.
.....
.....
.....
.....
GROSS AREA NEEDED	15,643 sq.ft.
<p>NOTES</p> <p>1. Multi-purpose room area includes a modest allocation for a speaker's podium.</p> <p>2. Conference room area includes allocation for gallery / audience seating, if so designated.</p> <p>3. Storytime area includes a modest allocation for storytime presenter.</p> <p>4. Computer training lab area includes a modest allocation for trainer's station.</p>		

Evaluation of Existing Library Buildings

All three library buildings and sites were visited on the same day, 18-Sep-2014. Our observations are based on a brief visual review of readily accessible building components.

The condition assessments of existing buildings were conducted by this Study's Author only, did not involve reviews by independent engineers and are not considered to be exhaustive nor comprehensive. No invasive testing was undertaken.

It is the intent of this part of the Study to provide a general overview of conditions at each building and identify maintenance and building upgrades that may be reasonably anticipated over the next number of years. Project and maintenance work identified in this Study describe the work in general terms only. Individual work items will require more detailed documentation to fully establish a scope of work in contract terms, prior to engaging contractors to execute work.

The information and recommendations contained herein reflect our best judgement based on observed conditions. We cannot guarantee that all building related problems have been encountered during preparation of the Study or that unreported building conditions will not develop after the report has been submitted. Use of the report content by a third party is the responsibility of such third party and we do not accept responsibility for damages resulting from third party use of the report.

Building and Fire Codes

The requirements of Ontario Building Code (OBC) are engaged in existing buildings when a) building modifications and construction are executed and/or b) a Work Order is issued through the provisions of Municipal Property Standards By-laws. The OBC does not otherwise provide for enforcement of building upgrades and retrofits in the absence of building modifications/construction. Recommendations presented in this Study are derived from current OBC requirements for newly constructed buildings and can, therefore, be generally considered as voluntary in nature as opposed to the mandatory requirements.

The Ontario Fire Code (OFC) applies to specified existing building occupancies, which do not satisfy the requirements of the current (OBC). The OFC provides the Chief Fire Official with the authority to mandate retrofitting building modifications and upgrades to satisfy the requirements of the OFC.

Barrier-Free Accessibility and Facilities

The Ontario Building Code (OBC) may require barrier-free access and facilities for new construction and renovation projects, depending on the building size and occupancy. The OBC does not currently have retroactive provisions for existing buildings where there is no construction or application for a building permit. Many of the recommendations contained in this report are considered voluntary upgrades, on behalf of the building owner, in an attempt to comply with the intent of barrier-free initiatives.

The 2005 Accessibility for Ontarians with Disabilities Act requires that all facilities intended to be used by the public comply with barrier-free design standards for access and facilities. Organizations are required to have action plans established by 01-Jan-2012 with built environment compliance anticipated by 2025.

Regardless, individuals or interest groups may have the ability to force barrier-free upgrades through Human Rights Legislation. Human Rights Legislation is a higher law than Building Code Legislation and has successfully been applied to existing buildings not otherwise considering renovation. In other words, a formal complaint made to the Human Rights Tribunal can result in court-ordered renovations to provide barrier-free access and facilities.

Hazardous Building Materials

Hazardous Building Materials Surveys, also known as Designated Substance Audits, were provided for each library branch building.

Provincial law requires a building owner to have such Surveys for each property. All employees and contractors involved with building maintenance, renovations and/or demolition must be provided with the Survey during bidding of project work and prior to executing building modifications.

Some designated substances, including lead, mercury and asbestos are present on the properties. Additional, more detailed surveying and testing may be required prior to executing building modifications.

Federal Legislation Bill C45

Property owners should be aware of Bill C45, which was enacted in the aftermath of the 1992 Westray Mine disaster in Nova Scotia. This federal legislation holds property owners and corporations, including their directors and officers, as criminally liable for inaction in addressing unsafe conditions at their property that are known to be present or should have been known to be present.

The contents of this Study may identify unsafe building conditions or other conditions that may represent a liability. It is incumbent upon the property owner to address such conditions or risk prosecution.

Assignable Verses Unassignable Floor Area

Assignable floor area includes spaces utilized directly for library services.

Unassignable floor area includes the following:

- ▶ major circulation components, such as corridors, vestibules, stairways, elevators;
- ▶ service rooms such as janitorial, mechanical, electrical, waste and recycle rooms;
- ▶ walls and service chases;
- ▶ washrooms; and
- ▶ storage rooms.

The efficiency of existing floor plans for each branch library is provided in the table below. The gross floor area includes for all floors throughout the building. Assignable Floor Area is defined earlier in this Study.

	Listowel	Atwood	Monkton
Gross Floor Area (s.f.)	9,000	973	1,154
Assignable Floor Area (s.f.)	6,895	871	985
Efficiency Factor	76.61%	89.52%	85.36%

Atwood and Monkton are very efficient. This is largely due to their overall small facility sizes and the limited range of support and amenity spaces provided at these locations. The Listowel Branch appears to be close to the normally anticipated floor plan efficiency rate of 75%.

Cost Estimates

The cost of work is estimated on a contracted-out basis, is based on our experience with projects of similar nature and information provided by contractors and suppliers. Staff and volunteer labour, and donated goods, have not been factored into the cost estimates. The estimates are in fourth quarter 2014 dollars. We cannot guarantee the accuracy of the estimate because market conditions are beyond our control. The estimates should be modified periodically to reflect actual or anticipated rates of inflation (at approximately 4.5% compounded annually).

A 20% design and construction contingency is carried in the budgets to reflect the preliminary nature of the estimate and lack of detail at this early stage. The contingency would normally be reduced and funds reallocated as the scope of work and details are refined during the design phase and during preparation of construction documents.

Construction costs for development options are expressed as a range of low to high costs due to the preliminary nature of the estimates and absence of project details.

Cost estimates are for Construction Cost only and do not include for the following:

- ▶ hazardous building material surveying or abatement
- ▶ furniture, fixture and moveable equipment (FF&E)
- ▶ moving out/in
- ▶ rental of temporary accommodations
- ▶ land acquisition
- ▶ project soft costs
- ▶ professional fees
- ▶ HST

Priority Levels of Recommendation

Priority 1 identifies current and critical building matters that are considered “**REQUIRED**” to comply with Codes, address life safety and liability issues, structural issues, maintain ongoing operations and maintenance issues that will avoid short-term causal building deterioration.

Priority 2 identifies other “**RECOMMENDED**” work items that are not yet critical conditions, but should be addressed over the next 2 to 5 years. Such items include:

- ▶ maintenance items, which should be attended to sooner rather than later, due to expired service life, accelerated deterioration and/or escalating costs; and
- ▶ improvements that are sensible and/or are reasonable to anticipate to increase the overall usability and/or reduce long-term maintenance costs.

Priority 3 provides potential “**OPTIONAL**” upgrades and enhancements that are important from a psychological standpoint and can be implemented when convenient.

Listowel Branch Library

General

The library is located at 260 Main Street West (Perth County Line 86) on a large corner property at the edge of the commercial core in downtown Listowel. The Listowel Branch Library consists of two main building components: the original 1907 Carnegie Library building and the 1999 Addition.

According to the County Planning Department, the library site is considered to consist of two properties with each property having a different zoning designation. What appears to be the original lot for the 1907 Carnegie Library, limited to the northeast corner of the overall site, is designated as *Institutional Zone*. The remainder of the site is designated *Downtown Commercial Zone 2*. The 1999 Addition straddles both sides of the property/zoning lines. All of the parking lot is in the *Downtown Commercial Zone 2*. Under the current circumstances, the zoning designation with the most restrictive requirements would apply to the overall site and building. This condition is unusual and it may be appropriate, as a housekeeping item, to revise the property ownership and zoning so that the entire property comes under a single ownership with a single zoning designation.

The original 1907 building is a 2-storey masonry structure with wood framed floor and roof. The basement floor level provides for finished, useable space. The building would have been uninsulated when originally constructed; it is unclear if insulation was incorporated in the 1999 renovations.

The 1999 Addition was designed by Anthony Kemp Architects Inc. of Toronto. It is constructed as a single-storey structure with frost-depth concrete foundation walls, concrete slab-on-grade floor throughout, wood-framed walls (except for east-west masonry arched wall), wood joists at low flat roofs and pre-engineered wood trusses at the high roof.

According to the design drawings, the low flat roofs contain 2" of rigid insulation (approximately R10 insulation value) and the high trussed roof has approximately 6" of blown-in cellulose insulation (approximately R20). Exterior 2"x6" stud walls have batt insulation in cavities (approximately R20).

The attic of the 1907 Carnegie Library building was not accessed for review.

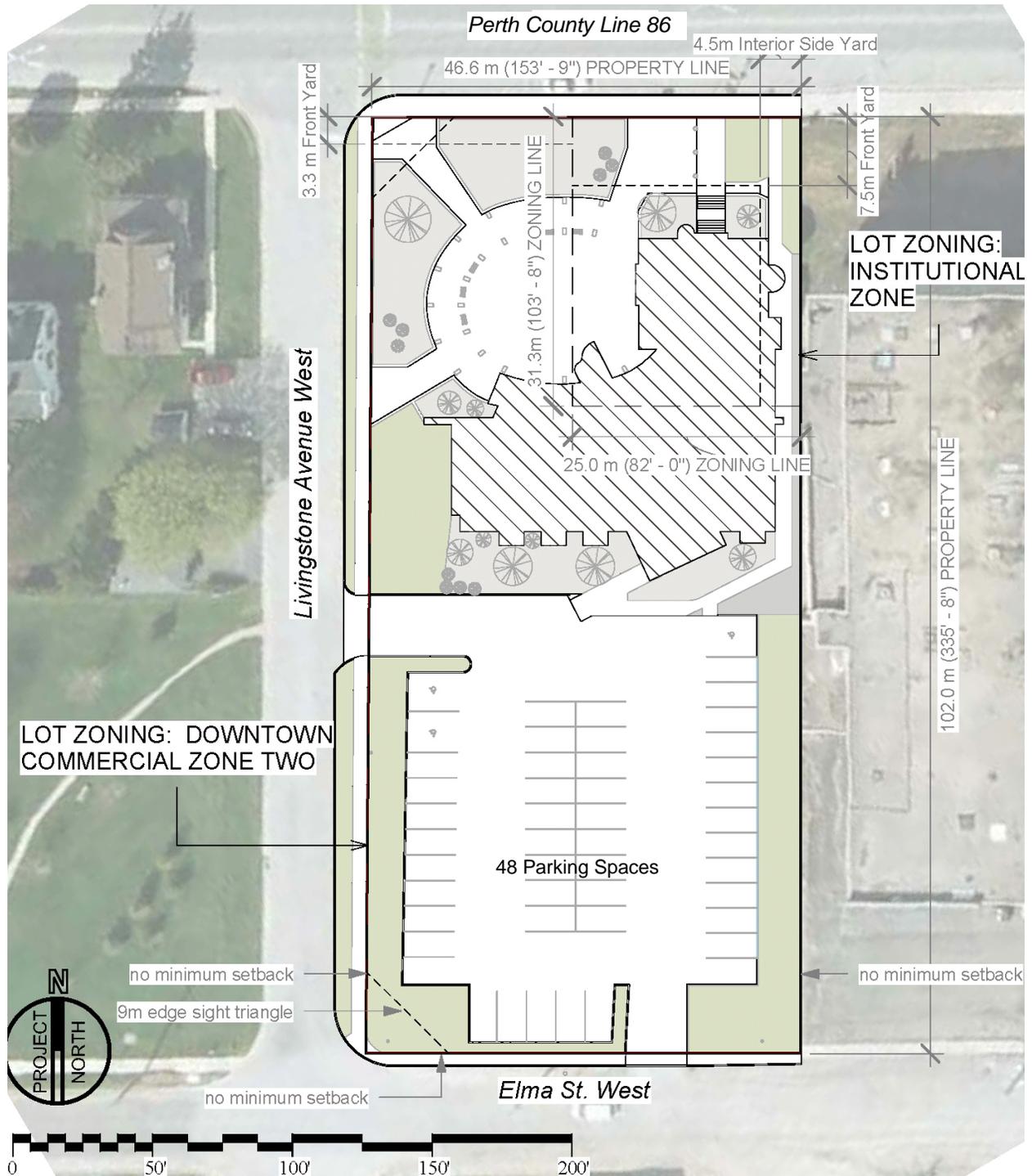
Site

The property is essentially flat and level. The library building, courtyard and landscaped yards occupy the north half of the property, fronting onto Main Street West. The south half of the property is occupied by a paved public parking lot, providing 48 parking spaces. Accesses are provided at both Livingstone Avenue West and Elma Street West.

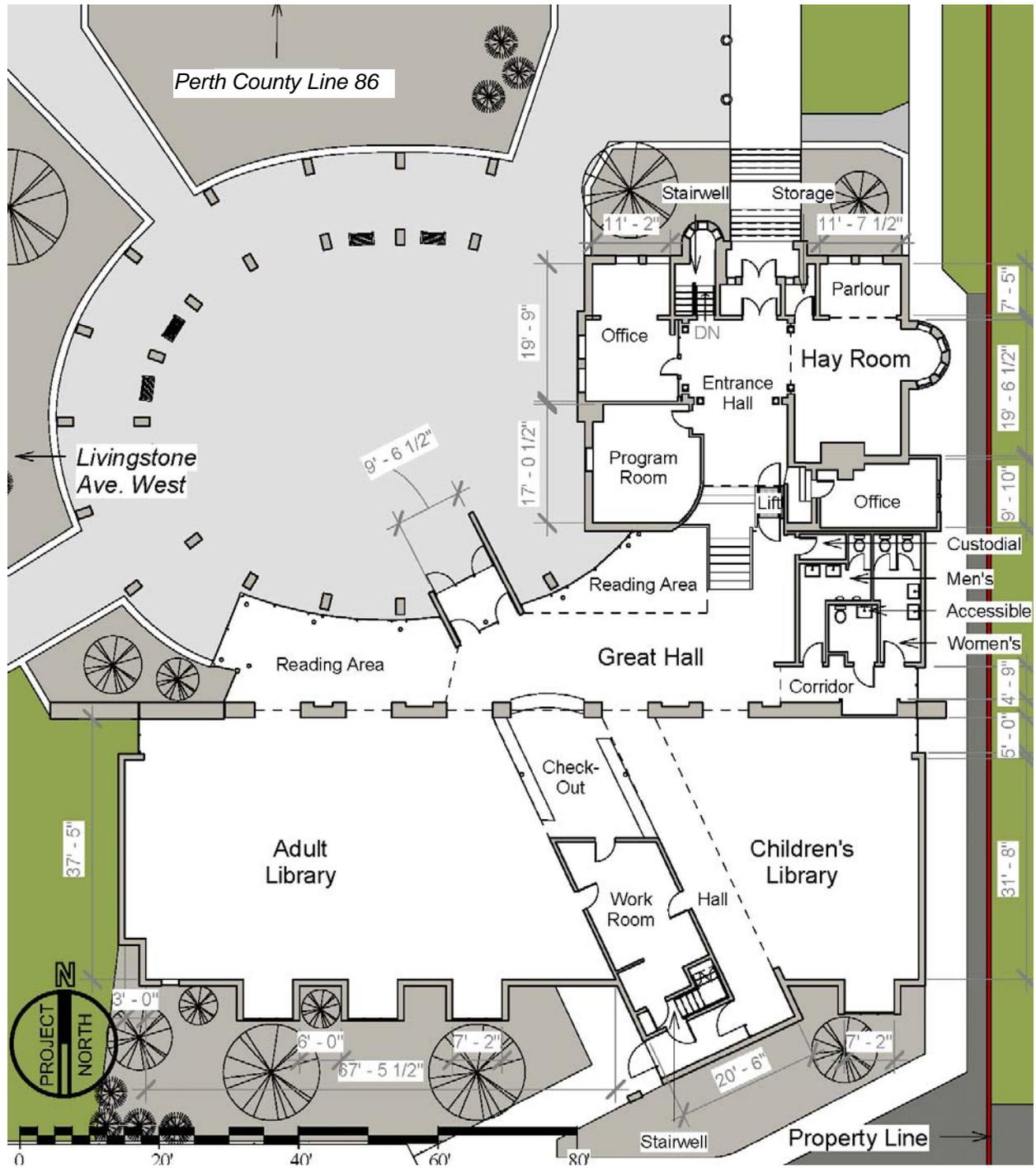
The parking lot and hard-landscaped surfaced areas are drained to local catch basins that are connected to the Municipal storm sewer system.

The Municipal Zoning By-law allows for zero lot line at Livingstone Avenue West (west boundary), at Elma Street West (south boundary) and at the east boundary abutting the neighbouring commercial property. A 3.3 m setback applies to Main Street West (north) boundary.

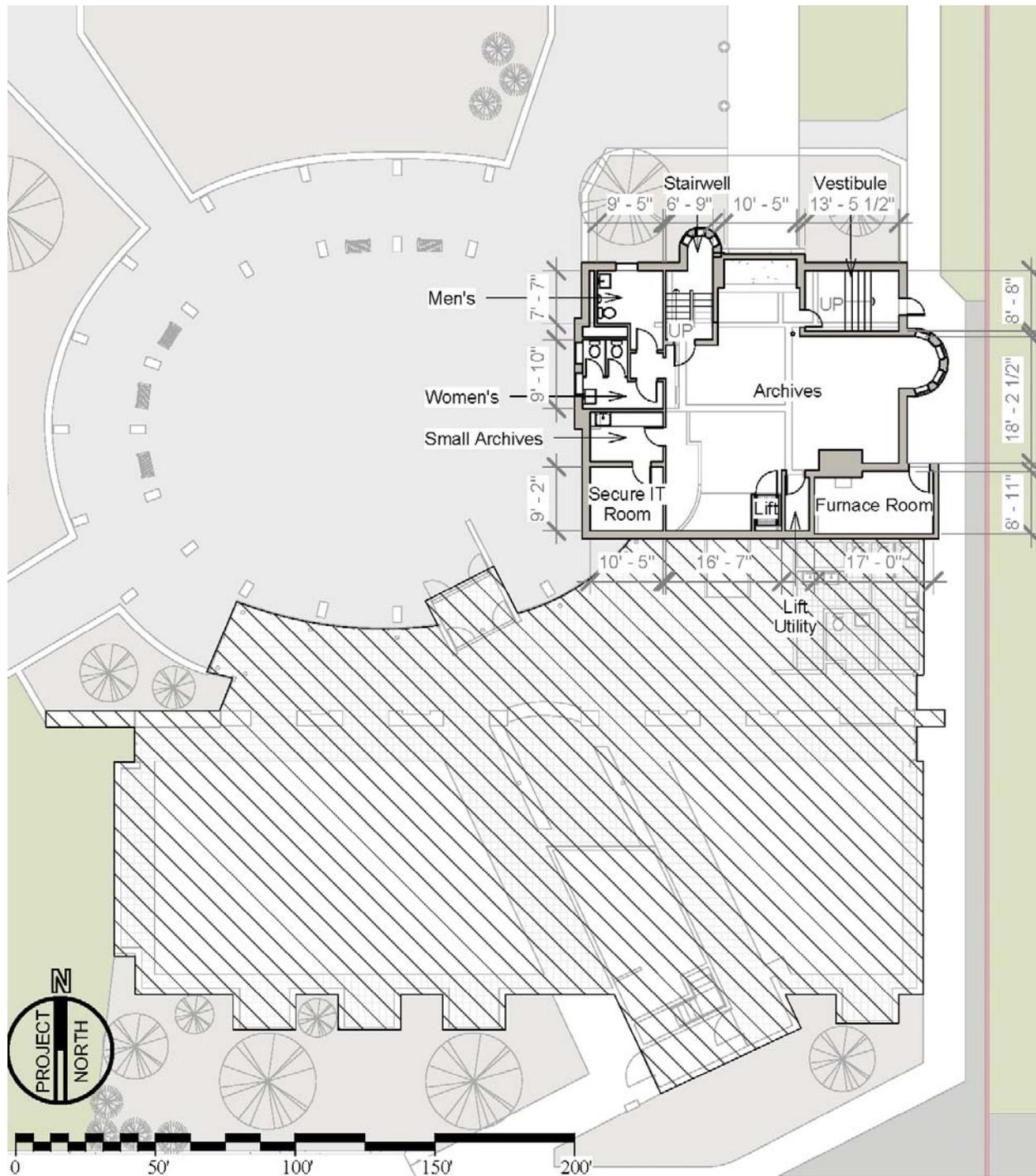
Listowel Branch Library - Existing Site Plan



Listowel Branch Library - Existing Main Floor Plan



Listowel Branch Library - Existing Basement Floor Plan



Brief Building Condition Assessment

There are two masonry gables on the original 1907 building; one on the north side and one on the west side. Both these gables have presented significant water leaks, in particular the west facing gable, which also has remnants of a chimney projection. A second, taller masonry chimney is located at the southeast corner of the roof. Water damage is visible at interior rooms with staining on wall and ceiling finishes and deteriorating gypsum board substrates. All the stone copings on top of the gables and chimneys appear to be recently installed, 2" thick stone units, however, some horizontal joints between stone units are void of mortar. It is suspected that the roof assembly is deficient in terms of flashings at backsides of extended parapets, and there may not be contiguous, watertight roofing underlayment in the roofing assembly. New corrosion-resistant, sheet metal flashings are recommended for parapets and chimneys, and the roof areas behind parapets should be modified to provide contiguous watertight membrane underlayment and new sheet metal roofing with soldered seams.

Some localized repointing is required for mortar joints in exterior masonry of the 1907 Carnegie Library building.

Sloped roofing consists of a standing seam, "T"-profile, prepainted metal roofing with concealed fasteners. Flat roofs consist of single-ply EPDM rubberized roofing membrane that appears to be directly adhered to plywood sheathing.

Water damaged was observed on the ceiling of the Reading Area, at the west side of the Great Hall. It was reported that ice build-up is common at the roof scupper and attached downpipe, located at the southwest corner of the Reading Area. Installed deicing cables have apparently proven to be of limited effect in countering build-up of ice. There are also leaks at the east end of the aluminum-glass curtain wall in the Great Hall, where the curtain wall abuts the 1907 building.

Roof structure of the Addition consists of pre-engineered roof trusses, approximately 8' tall, spaced at 24" centres. The bottom chord of trusses are 2" x 6"s and the space between bottom chords is filled with compacted cellulose insulation for a nominal 6" depth. This is the only roof insulation. Consideration should be given to increasing the level of blow-in insulation to decreased operational costs. The roof attic is accessed through a fire-rated hatch in the 2nd floor Mechanical Room. Roof sheathing is plywood; wall sheathing is aspenite. Attic ventilation is provided by a series of small dormer louvres, located at approximately mid-height of north and south sloped roofs. There is no visible low level ventilation in this roofing system.

There are several locations of water staining on the underside of the plywood sheathing at both south and north sloped roof areas. Staining typically starts high, at the transition from flat EPDM roof to sloped metal roof, and tacks down-slope. Indentations in the top surface of cellulose insulation have been caused by water droplets falling free from underside of roof sheathing. The stains are scattered along the break-over in roofing and are typically 2' to 4' in width, indicating localized leak sites at the transition in roofing materials. These stains correspond to locations of water damage visible on interior finishes in the building, including gypsum board damage around roof access door from Mechanical Room. There is a large area of moisture staining at the northeast corner of this roof. This particular location corresponds to the frequent wetting of exterior wall masonry around the tall east window.

A 4-panel skylight, located on the Great Hall roof, adjacent to the 1907 Carnegie Library building, is reported to frequently be hit with avalanching snow and ice from the sloped metal roof above the skylight. There is no snow/ice retention system installed on the sloped metal roof to assist in controlling snow and ice accumulation.

Painted gypsum board finishes, on walls immediately inside of entry vestibule, are scraped and gouged, most likely due to baby stroller, wheelchair, scooter and service cart abrasion. Some form of wainscoting or bumper guards should be considered to reduce ongoing damage, repair and maintenance at these high traffic locations.

North turret stairway has inadequate levels of illumination for safe passage. The carpet on stairs is installed in a "waterfall" fashion, making stair nosings indistinguishable. The turret stairs are somewhat steep. Hand rails are too tight to the wall to provide adequate finger grip.

The basement has an interior stairwell (through turret) and a direct exterior entry/exit at the northeast corner. A secured southwest room contains telecommunications equipment, belonging to a local utility, which is a building tenant. The Stratford/Perth County Archives apparently operates the archive collection as a building tenant. It was indicated that both tenants are considering relocating out of the building.

Basement Archive Room has 12" vinyl tile flooring, gypsum board walls and ceilings. Vinyl tile has shrunk leaving gaps between tiles, tiles have edge curling, some are cracking and generally the tiles appear to be delaminating from the concrete floor slab. All of these conditions are consistent with the inability of impermeable vinyl floor tile to tolerate excessive moisture release in the concrete slab. Moisture could be inherent in the slab, be migrating from underlying soils or be induced bulk water from ground sources or above grade sources.

In the second floor mechanical room there are three furnace units with remote condenser, located on the adjacent flat roof. There is a lot of "head banging" potential from low duct work and existing safety bumpers are inadequate in terms of avoiding injury. There is significant water damage around the exterior roof access door and water has tracked down a section of duct at a ceiling diffuser, causing significant damage at the gypsum board ceiling in the office/work room at main floor level. This second floor mechanical room also contains the main electrical switch gear for the entire building. It is rated as a 600 amp, 3-phase disconnect. There is also a series of subpanels in this room.

The east mechanical room at original library building (accessed directly from the exterior) has two power-vented furnace units. The ceiling is gypsum board that is not taped and not fire-sealed at perimeters. There are several areas of missing gypsum board in the ceiling and, thus, the required fire resistance rating of this room is compromised. The 1999 mechanical drawings indicate that this furnace room was pre-existing and only minor modifications were executed at the time of constructing the addition. A significant amount of intelligible speech can be heard from the interior main floor meeting room when standing in the furnace room. It is suspected that the duct work may lack fire dampers at wall/ceiling penetrations.

Staff have reported tripping of electrical breakers when plugging in some equipment at various locations throughout the building. Further investigations are required to determine if this is a localized or systemic condition.

Barrier-Free Compliance

The Listowel Branch has some non-compliance conditions that can be readily addressed. From a Building Code and AODA standpoint, this Library is not considered to provide reasonable accommodation in terms of accessibility.

Observed deficiencies include:

- ▶ 1999 Addition is constructed with floor level essentially level with approaching sidewalk elevations. Curb ramps are provided at the parking lot and designated parking spaces are identified.
- ▶ Nominal 36" wide, existing south entry doors at 1999 Addition and both exterior and interior vestibule doors are equipped with power door operators. Frame at latch edge of existing doors is located tight to adjacent, perpendicular vestibule wall, and both doors lack the required 12" (push side) and 24" (pull side) approach space.
- ▶ The single-occupant designated washroom is small by 2015 design standards. The current standards have been revised to provide more maneuvering room for a wider variety of mobility devices, and to accommodate an assisting companion and a fixed, adult change table.
- ▶ An operator-assisted lift device provides access to main floor and basement of the original 1907 Carnegie Library. Although this type of lift device may satisfy the technical requirements for access, it is not considered to provide full "dignified" access for public visitors, because operating the device requires that the passenger be trained and equipped with the key for the switch or be accompanied by someone that is trained and has the key. The lift platform is also small in physical size and this could be an issue in terms of accommodating larger motorized mobility devices.

Hazardous Building Materials

We were provided with the Designated Substance, prepared by OH Solutions Inc., dated 26-Jun-2013. No subsequent information was provided to indicate if action was taken regarding the findings and recommendations in the Audit.

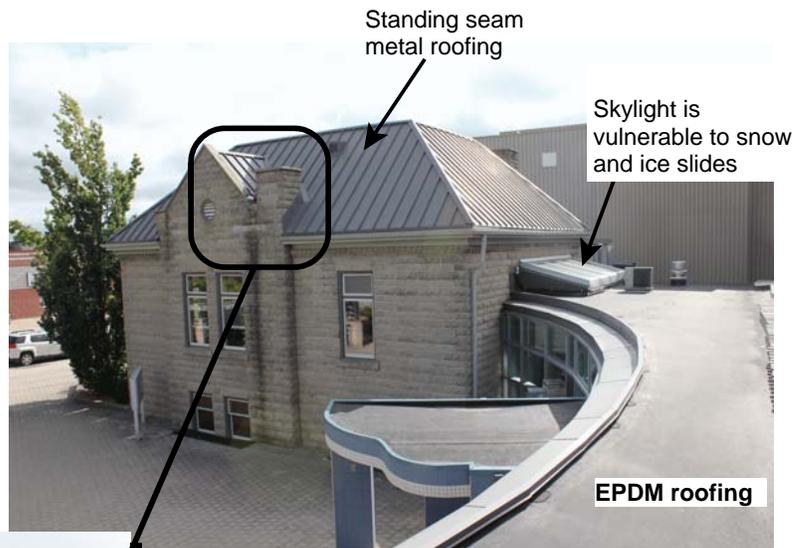
The following is a summary of the 2011 findings:

- ▶ Laboratory testing of bulk samples of suspect material determined the presence of asbestos in:
 - gypsum board compound taken from a basement archway, and
 - floor tiles adhered to basement washroom walls.All gypsum board throughout the 1907 Library, not installed during the 1999 renovations, is assumed to be asbestos containing, unless proven otherwise.
- ▶ Four representative paint samples were tested and confirmed to have lead content between 0.0063% and 0.041% by weight.
- ▶ Mercury was visually confirmed in fluorescent light tubes and suspected to be present in mercury switches of building equipment.
- ▶ Silica-containing masonry and concrete are present.

The above findings would have implications when executing modifications to the existing building.

Listowel Branch

Roof flashing (cricket) at chimney and roof/dormer interface is not watertight. It is uncertain if there is a backup roofing membrane underlayment. Joints in metal flashings appear to be simple overlaps, likely with caulk sealant. Leakage has continued to cause damage to interior finishes and significant soiling at exterior face of masonry. Continuous wetting of wall masonry will cause deterioration.



Interior finishes at office, below chimney cricket, have water damaged plaster/gypsum board and staining at wood ceiling.

Similar water problems are present at north gable.

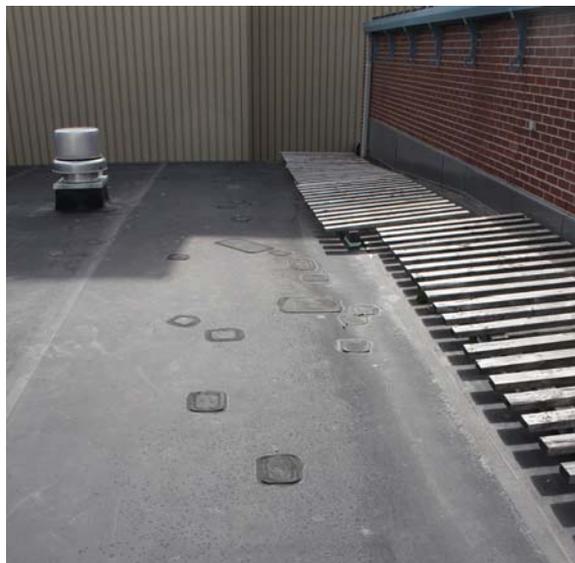




The aluminum/glass wall at courtyard intersects the south masonry wall of the original Carnegie Library building at an angle. This interface appears to rely heavily on caulk sealant and it has been a persistent source of water leakage since construction.



The lobby roof is drained, in part, by a scupper drain in the perimeter curb. Various attempts to prevent water leaks to interior are evident by patches on the EPDM roofing membrane and presence of deicing cable. The wood grating (at left) has been installed to protect the roofing membrane from snow and ice sliding off the metal roofing above.



The EPDM roofing has had numerous patches.



Roof leaks, below scupper (in photograph at upper right), continue to cause damage at interior finishes. Large accumulations of ice are reported to occur during winters, which totally envelopes the exposed, exterior downpipe.

Listowel Branch

Standing water was observed along the south roof edge at transition between flat EPDM roofing and sloped metal roofing. This transition is the location for water leaks. Spacing of leaks may coincide with seams in roofing membrane.

North transition has silt left behind after water evaporation. Water staining is visible in attic along both north and south roof transitions.



Underside of upper flat roof



Attic above book stack rooms.

Underside of sloped roof



Leaks from uppermost roof have caused damage to walls and ceilings below.

Water droplets have caused erosion in blown-in insulation.

Water tracked down underside of sloped roof and eventually penetrated the building, causing damage.



Listowel Branch

Although vestibule doors have power operated opening devices, the doors lack the required approach space at pull (handle) edge of doors, as required by Code and AODA.

Painted gypsum board at vestibule walls does not tolerate abrasion from passing traffic.



Nosings at interior stairs are not visibly distinguishable from flooring and treads, thus presenting a potential trip/stumbling condition.



Openings in gypsum board ceiling, of north mechanical room, compromise the required fire-rating for the room.



Recommended Building Modifications/Upgrades

The following table outlines the basic nature of maintenance work that is anticipated to keep the Listowel Branch Library building operating as it currently sits. Costs associated with modifications and/or expansion to accommodate library services are discussed elsewhere in this Study.

	Budget Costs	
Priority 1a - Required Work Items - Immediate		
Temporary patch repairs at flat roofing leak sites.	\$3,000	
Modify metal roofing system at extended north and west gables at 1907 Carnegie Library building to provide roof crickets to properly deflect precipitation and to provide a watertight roofing assembly. Install corrosion-resistant metal flashings at backside of gable parapets, at gable copings and at abandoned masonry chimney.	\$36,000	
Modify interior wood stairs between Great Hall and 1907 Carnegie Library building to provide visual contrast and slip resistance.	\$1,500	
Modify flooring at stairs in north turret of 1907 Carnegie Library building to provide visually distinguishable nosings. Upgrade lighting to provide adequate levels of illumination. Modify handrails to provide adequate finger grip between rail and wall.	\$8,500	
Repair gypsum board wall and ceiling membrane at main floor Mechanical Room in 1907 Carnegie Library building to provide required fire resistance rating.	\$2,000	
Install resilient bumpers on low-headroom ducts and hangers in Mechanical Room in 1999 Addition.	\$500	
Subtotal Priority 1a	\$51,500	\$51,500
Priority 1b - Required Work Items - Execute As Soon As Possible		
Replace single-ply membrane roofing systems at flat roof of 1907 Carnegie Library building, and at both high and low flat roofs at 1999 Addition, with 2-ply modified bitumen membrane systems, complete with 8" perimeter parapets and new internal roof drains as required.	\$110,000	
Install a snow/ice retention system at the south sloped metal roof above the 4-panel skylight in the Great Hall.	\$5,000	
Test and modify controls for HVAC systems for optimal performance.	\$1,500	
Inspect and test electrical distribution system and modify wiring and circuits to address tripping of breakers.	\$7,500	
Repair water leaks at east end of the aluminum-glass curtain wall in the Great Hall where the curtain wall abuts the 1907 building.	\$10,000	
Subtotal Priority 1b	\$134,000	\$134,000

Priority 2 - Recommended Work Items		
Remove and replace existing vinyl floor tiles in basement Archive Room in 1907 Carnegie Library building with new floor finish over a moisture release membrane.	\$15,000	
Replace existing 36" wide aluminum south vestibule doors with new 40" wide entry doors and smaller sidelights to comply with 2015 barrier-free design standards and provide required approach dimensions at latch sides of doors. Install new power door operators at both exterior door and interior vestibule door, if required due to larger door size.	\$30,000	
Repoint cracked mortar joints at interior brick masonry wall of 1999 Addition.	\$2,000	
Install durable wall treatments at south entry vestibule and at interior walls immediately inside of vestibule.	\$3,000	
Repair moisture damaged interior finishes after roofing replacement/repairs are completed.	\$10,000	
Add blown-in insulation at attic of high roof in 1999 Addition to improve energy performance.	\$4,500	
Localized repointing of exterior masonry at 1907 building.	\$15,000	
Subtotal Priority 2	\$79,500	\$79,500
Priority 3 - Optional Work Items		
Replace existing operator-assisted lift device with new hydraulic passenger elevator for dignified barrier-free access. Significant renovations will be required inside the existing building to accommodate this larger sized lift equipment and service room.		\$150,000
Preliminary Statement of Probable Construction Costs for Listowel Branch Library		\$415,000

Atwood Branch Library

General

The library is located at 218A Main Street, in the commercial core of Atwood, between Arthur and John Streets. It is our understanding that the Municipality owns the library property and the separately titled, adjacent two-bay building to the south, formerly occupied by Atwood Food Market. Both properties are zoned *Commercial Core 1*.

The Atwood Branch Library suite is located at street level of an older, two-storey commercial structure. The building is likely to be around 100 years old. The second floor suite, above the library, has an independent (and only) exterior access from the rear yard. The second floor suite is currently vacant and has been for some time. The building is approximately 22'-9" in width, representing the full width of the lot. The overall depth of the lot is 126', with the structure occupying the easterly 36' of the lot.

The adjacent and attached Atwood Food Market building sits on a property that is approximately 42'-6" wide, with the same 126' depth. The main floor area is slightly more than 2,500 s.f., not including the attached storage garage at the rear of the building. This structure is of similar age and is also two storeys in height.

The Library structure is assumed to have load-bearing masonry walls at north, south and west sides, and wood-framed east wall, second floor structure and roof structure. The floor was replaced around 1990 with a concrete slab-on-grade, poured over imported granular fill. At that time, the east wall was renovated to provide a new 2"x 6" wood stud structure and the west brick wall was strapped on the interior with 2"x 6" studs. Stud walls were insulated with fibreglass batts (approximately R20). The second floor joist cavities were infilled with fibreglass batts (approximately R40). Metal cladding was installed on second storey of east wall and to entire height of west wall. The second floor space and roof were not accessed for review due to the locked door.

The building is generally in good condition based on our observations and our interpretation of the Ontario Building Code (OBC) and Ontario Fire Code (OFC).

Site

The building fronts onto Main Street. Access to rear (west side) of the building is by a shared laneway right-of-way at rear of property.

The property is essentially flat and level. The library suite occupies the east end of the property. The remainder of the property is a combination of open yard and gravel-surfaced parking area. Two or three vehicles could possibly be parked in tandem at the rear of the building. Storm water appears to be handled by surface runoff to laneways.

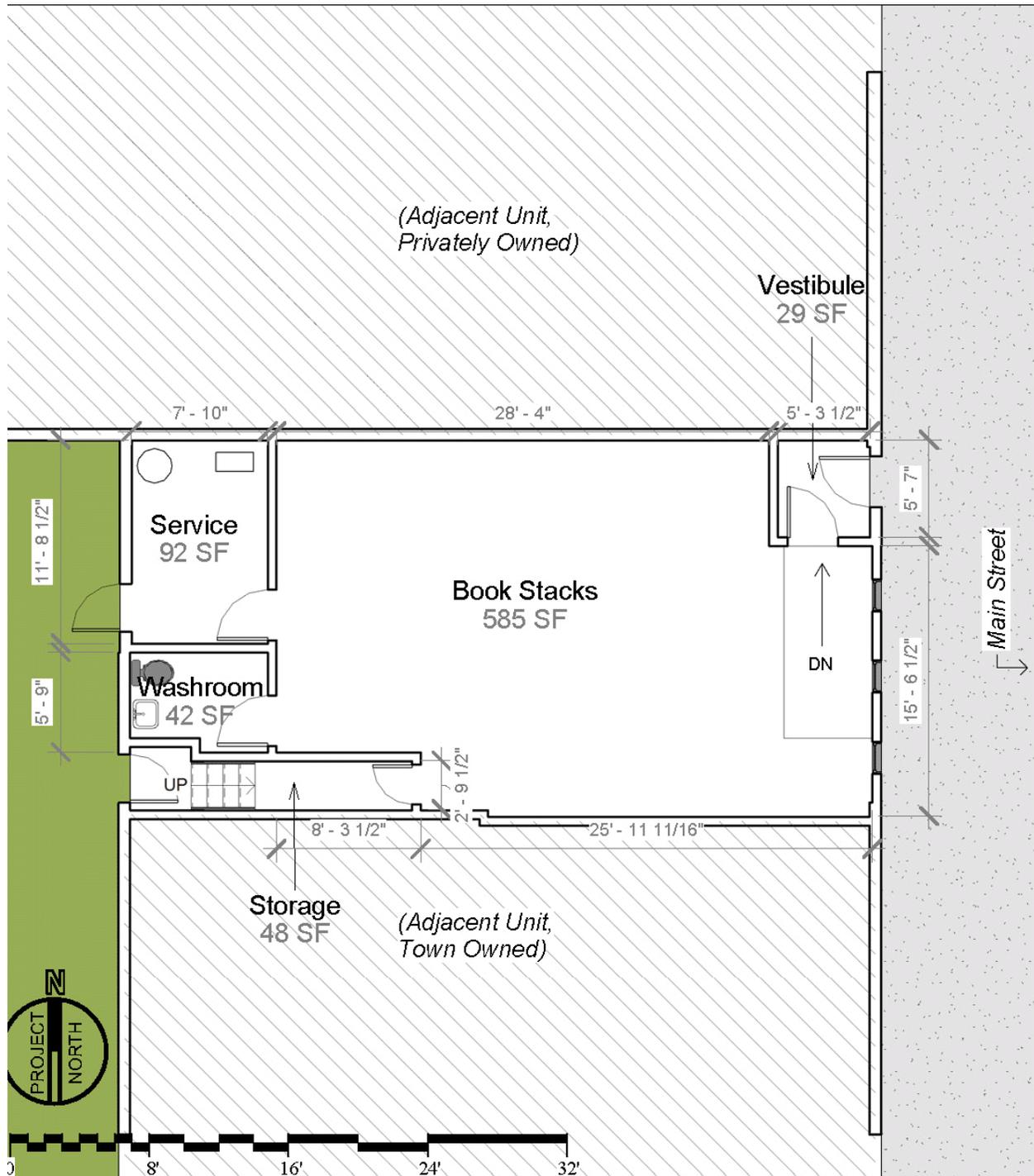
It is reported there is a septic tank located in the west yard that is pumped regularly and is not connected to a septic tile bed. Municipal services have been installed at Main Street in recent years, however, the library septic system was not connected to the sanitary sewer system at that time. Presumably, this has to do with the disruption, difficulty and cost of cutting a trench through the concrete floor slab from the rear of building to the prepared pipe stub at the street. A second sanitary sewer stub is provided at Main Street in front of the former Food Market suite. We do not have confirmation whether the former store had connected to the sewer or not. The building is served by Municipal water. The service entry is located in the mechanical room at the west end of the library suite.

The Municipal Zoning by-law allows for zero lot line at front (east) boundary and both north and south side boundaries. A 6.0 m setback is required at the rear yard.

Atwood Branch Library - Existing Site Plan



Atwood Branch Library - Existing Floor Plan



Brief Building Condition Assessment

The building is heated and chilled by a gas-fire furnace located in the west end furnace room. The furnace is equipped with dehumidification and is connected to a wall-mounted condenser. A 30-gallon tank hot water heater is also located in the furnace room. The rear door is signed as a secondary means of egress. Codes do not allow for persons to pass by a fuel-fired appliance when exiting a building. The furnace would therefore have to be separated from the egress corridor by a partition and door. Additional emergency lighting and exit signage would be required in the new corridor.

Copper pipes connected to the water tank were installed within the depth of 2"x6" wall strapping. The pipes must have experienced freezing at some time, as is suggested by the removal of gypsum board wall finish to expose the pipes to the interior. It is recommended that the pipe runs be modified so pipes are exposed to the inside of the room and to repair the wall to provide a consistent insulation, vapour barrier and gypsum board assembly.

The 1990 renovation drawings, prepared by Maitland Engineering Services, show insulation under the concrete slab as well as at front wall, rear wall and first floor ceiling.

Poly vapour barrier, attached to underside of second floor structure, is stained, has evidence of past water accumulation and suspect mould growth. It is suspected that the roofing system has failed, at least partially, to allow for this water accumulation. It is further assumed that the roofing system will require replacement as soon as possible.

Barrier-Free Design Compliance

The Atwood Branch has numerous and significant non-compliance conditions. From a Building Code and AODA standpoint, this Library is not considered accessible.

Observed deficiencies include:

- ▶ No curb ramp provided at edge of sidewalk.
- ▶ No designated barrier-free parking space(s) on street.
- ▶ Undersized vestibule, substandard door widths, exterior door threshold is too tall, conflicting door swings, inappropriate door hardware and no power door operators provided.
- ▶ Interior ramp is too steep, lacks handrails and lacks bottom landing forward of door.
- ▶ Washroom is undersized and contains noncompliant plumbing fixtures, grab bars and accessories.
- ▶ Some aisles between shelving are too narrow.

Hazardous Building Materials

We were provided with the Designated Substance and Limited Hazardous Building Material Audit, prepared by MTE Consultants Inc., dated 31-Oct-2011. No subsequent information was provided to indicate if action was taken regarding the findings and recommendations in the Audit.

The following is a summary of the 2011 findings:

- ▶ Laboratory testing of 12 bulk samples of suspect material failed to detect asbestos above threshold levels.
- ▶ Yellow mastic below sheet flooring in washroom is assumed to be asbestos containing, unless proven otherwise by subsequent testing.
- ▶ One representative paint samples contained lead at 0.0075% by weight.
- ▶ Mercury was visually confirmed in fluorescent light tubes.
- ▶ Silica containing masonry and concrete are present.

The above findings would have implications when executing modifications to the existing building.

Atwood Branch

Second floor level is vacant.

Adjacent Food Market suite.



View of building from rear yard.



Library consists of one room with stacks, computers and circulation desk, plus a washroom and a building service room.

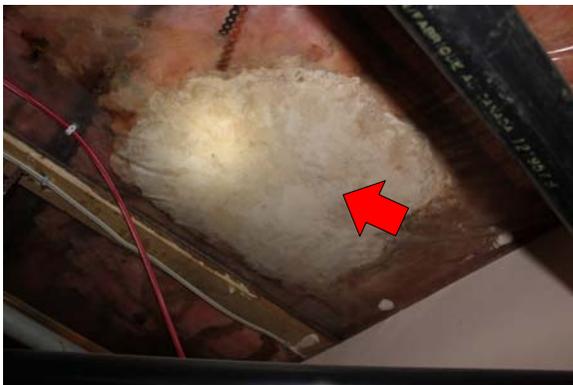
Atwood Branch



Library entry, vestibule and ramp are not compliant with barrier-free design standards.



Washroom is not compliant with barrier-free design standards.



Suspect mould and water staining is visible on top of polyethylene vapour barrier, located above the suspended ceiling system, which is part of the insulated floor assembly between main and second floors. Roof leaks are the likely contributing factor, although, this could not be confirmed because the door to the second floor was secured.

Recommended Building Modifications/Upgrades

The following table outlines the basic nature of maintenance work that is anticipated to keep the Atwood Branch Library building operating as it currently sits. Costs associated with modifications and/or expansion to accommodate library services are discussed elsewhere in this Study.

	Budget Costs	
Priority 1 - Required Work Items		
Detailed inspection of roofing for water leaks.	\$500	
Modify water pipes at west side Mechanical Room and Washroom to run pipes completely inside of the insulated building envelope and not within the stud wall thickness.	\$1,500	
Subdivide the existing furnace room to create a separate corridor (connecting the exterior door and the existing interior door to the main library space) from the furnace appliance. Install exit sign and emergency lighting in the new corridor.	\$4,000	
Subtotal Priority 1	\$6,000	\$6,000
Priority 2 - Recommended Work Items		
Modify entry to provide maximum 1:12 sloped entry with 5' deep landings, at top and bottom, and power door operators at exterior door and interior vestibule door. Provide new 40" wide entry doors complete with power door operators at both exterior door and interior vestibule door. Doors to have minimal threshold height.	\$15,000	
Enlarge and modify washroom to be a barrier-free family washroom.	\$27,000	
Replace roofing system with new 2-ply modified bitumen membrane roofing.	\$20,000	
Subtotal Priority 2	\$62,000	\$62,000
Preliminary Statement of Probable Construction Costs for Atwood Branch Library		\$68,000

Monkton Branch Library

General

The library is located at 216 Winstanley Street, in the commercial core of Monkton, just two properties north of the main intersection at Highway 23 in the centre of the community.

The property is zoned *HVC (Hamlet/Village Commercial)*.

The Monkton Branch is located in a building that was originally constructed as a Canada Post Office. The building is typical of Post Office buildings constructed c1970. It has poured concrete foundation walls, wood floor structure suspended over a crawlspace, wood stud walls (assumed 2"x4" studs) and brick veneer cladding. The building is suspected to have had a flat roof structure originally. It is assumed that the existing sloped roof was constructed on top of the north and south exterior walls and encloses a pre-existing flat roof.

There was no obvious access to the roof space to confirm construction, condition of roof assembly or presence of insulation.

The building is generally in good condition based on our observations and our interpretation of the Ontario Building Code (OBC) and Ontario Fire Code (OFC).

Site

The lot is "L"-shaped and wraps around the adjacent commercial store property at the Highway 23 intersection. The building fronts onto Winstanley Street. Access to rear (west side) of the building is by asphalt paved, private laneway from Maddison Street West.

The property is essentially flat and level. The library building is situated at the east side of the property. The remainder of the property is a combination of open yards and asphalt-surfaced laneway and parking area. The parking lot can accommodate approximately 8 vehicles. A shallow catch basin in the parking lot appears to have an outlet pipe heading southward; its termination is unknown. The north yard has a swale to help control surface water runoff.

The property does not have Municipal services. An on-site water well is located at the northeast corner of the property, approximately 3.6 m (12') north of the northeast building corner. It is suspected that a septic tank is located just to the west of the building, near the northwest corner of the building, and that the tile bed runs east-west in the north yard.

The Municipal Zoning By-law requires a 6.0 m setback at Winstanley Street, a 4.5 m setback abutting the residential property at north boundary, a 7.5 m setback at rear (west) boundary and a zero lot line setback at the south side yard abutting the adjacent commercial property.

The exterior concrete ramp at Winstanley Street is sloped at 8.4%. The maximum allowable slope for a ramp is 8%. The pipe rails at the ramp are 33 3/4" centre-to-centre and the pipes are 1 1/2" in diameter; vertical height at ramp is 34 1/2". It is a 3-rail horizontal rail system with the guard height at the landing at 36". The open space between the rails is about 13" to 14".

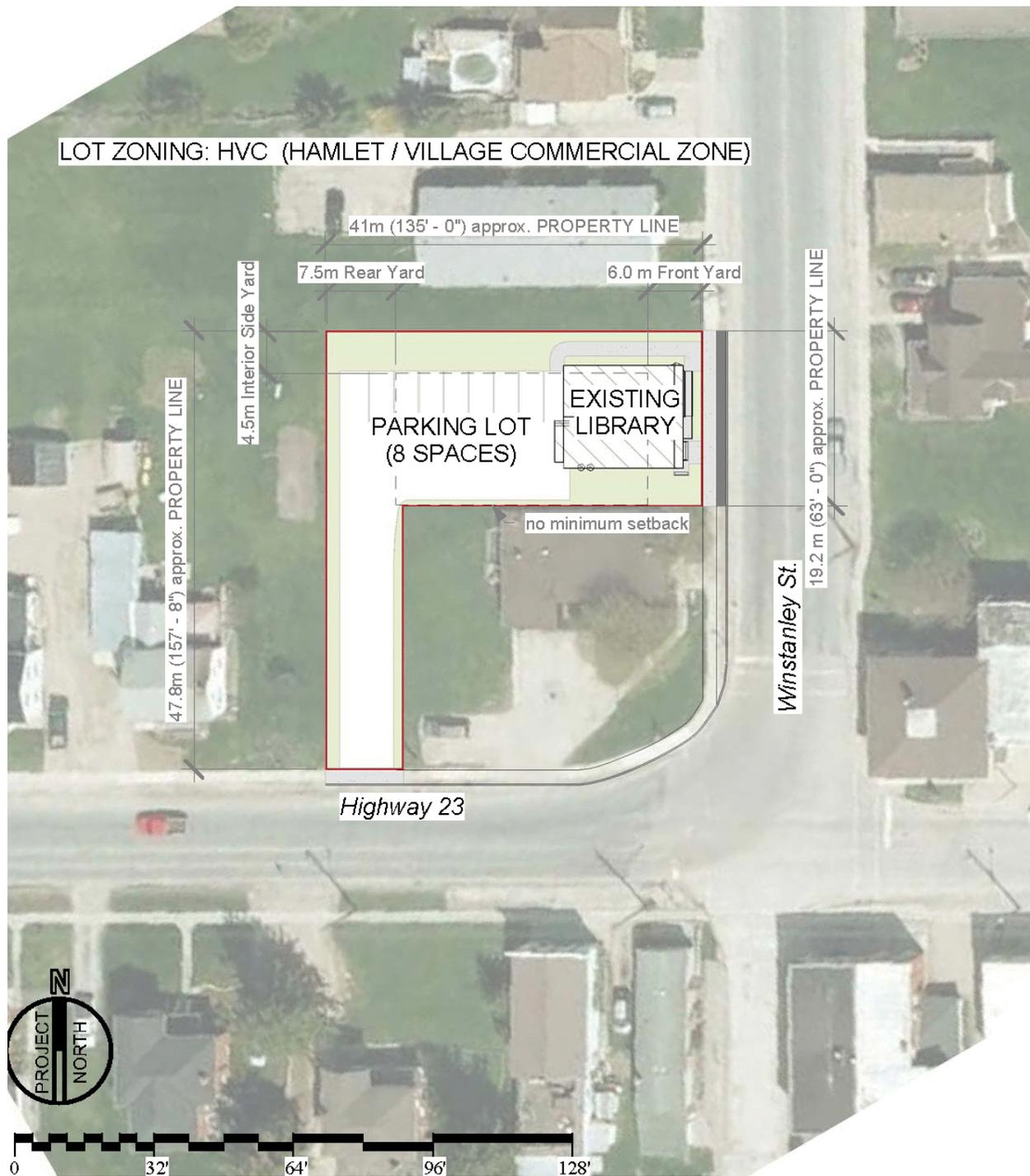
The three-riser step at the front entrance has inconsistent height risers (ranging from 4 3/4" to 5 1/2" to 8 1/2"), creating a stumbling hazard. The sidewalk, forward of the steps, slopes down toward the steps and there is apparent settlement of approximately 3".

There is a large Bell Telephone pedestal box located immediately south of the building at approximately 3' from the landing.

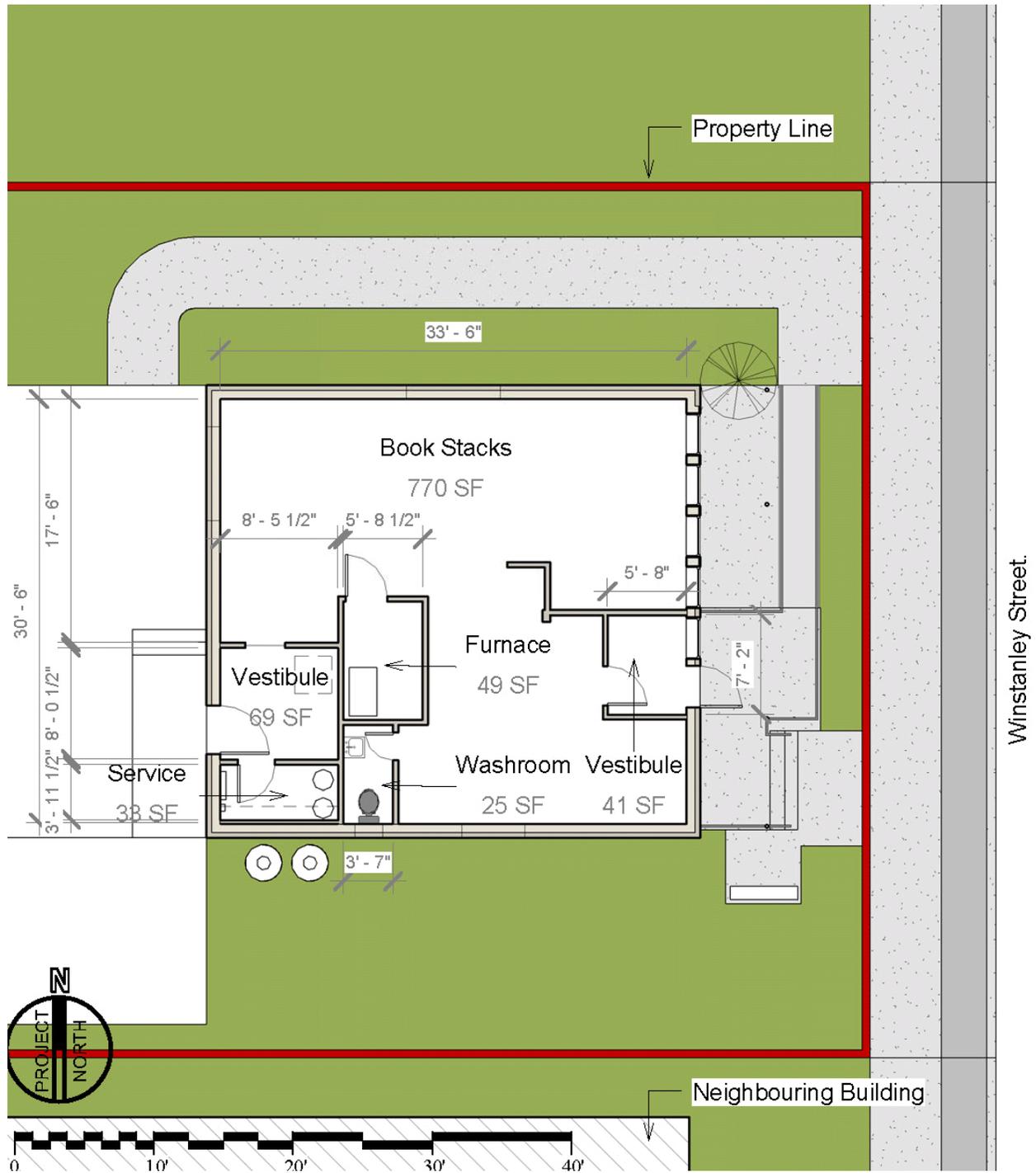
The pressure-treated wood deck, at exterior of the west entry door, appears to be a recent installation. There are two steel bollards protecting the deck.

Hurontel fibre optic cabling and telephone wiring enter the north side of the building at mid-length of wall.

Monkton Branch Library - Existing Site Plan



Monkton Branch Library - Existing Floor Plan



Brief Building Condition Assessment

The building is clad with veneer brick above an exposed concrete foundation. Bottom course of brick has weep vents at approximately 32" on centre. The sloped roofing is corrugated steel roofing, secured with exposed fasteners. The aluminum soffit is perforated. The fascia is aluminum. There is no rain gutter system.

Porch roofs are gravel-surfaced, built-up roofing systems with some amount of raspberrying and minimal blistering. There are large patches on the east roof that appear to be clumps of fibreglass matting left from an earlier roofing job. Porch roofs, front and back, are drained to scupper boxes and 3" aluminum downpipes.

Two propane (pig) gas cylinders are placed adjacent to the south wall, near the west corner. The electrical service meter is also in this location. It appears to be a relatively small electrical service, at about 60 amps.

During our Sep-2014 site visit and on two other occasions, when dropping by the site (during August and October), water was observed standing in the north window well, adjacent to the foundation wall. The yard surrounding the building should be modified to increase positive slope down and away from the foundation.

The inside of foundation walls in crawl space has a continuous layer of phenolic insulation with foil facing and taped seams. East-west floor joists are supported on exterior walls and at two north-south beam lines. Joists have cross-bracing and, at east and west foundation walls, a steel channel has been installed to increase the bearing capacity of the joist ends. The steel channel appears to have been installed to compensate for loss of joist bearing, due to rot. There is minor surface rusting on the steel channel. The galvanized metal air duct system is suspended from underside of floor structure.

The crawl space has a sand floor over polyethylene sheeting. The polyethylene sheeting is embrittled and has lost its resilience. The crawlspace is damp and musty. Water stains on perimeter wall insulation and on metal ducts provides evidence of past water accumulation in the crawlspace to a depth of 12" above the sand floor. The suspended sheet metal plenum, located directly below the furnace, is stained for a height of 3"- 4" from bottom of plenum.

Wood floor joists, exposed in the crawlspace, did not appear to be wet or have recent wet-rot. However, elevated levels of moisture in a crawlspace create an environment that can encourage wood (structural) rot and mould growth. Exposure of portions of the mechanical air duct system poses a health concern for building occupants.

The sanitary pipe exits the building at the northwest corner and heads west.

Original crawlspace vents, through foundation wall, have been infilled with metal panels in an attempt to seal them tight from the exterior. Condensation droplets were visible on the crawlspace side of the metal panels during our Sep-2014 site visit.

A shallow sump pit, located near the access hatch, has a submersible sump pump that discharges collected water through the foundation wall below the rear loading platform. A residential size dehumidifier, dedicated to the crawlspace, drains to this sump pit.

It is interesting to note that the neighbouring building to the north appears to be an apartment building with finished basement space (although the basement rooms do not appear to be occupied). It is also interesting that the building immediately to the south does not have rain gutters at roof eaves, but does have a 5' wide strip of very large stone set in concrete mix to take roof water discharge.

Crawlspace conditions of this nature are often addressed by installing a concrete mud-slab and membrane vapour barrier over the soil floor, accompanied by an industrial dehumidification system and a robust sump and pump system. A rain gutter collection system at roof eaves and discharge of collected water, a distance from the building, would also be beneficial. However, the flat topography in Monkton, the lack of a clear storm drainage outlet and relative elevations of exterior grade and crawlspace floor does not give us confidence that the typical prescription would be effective. It is our opinion that the most practical, long term solution would involve removing the existing wood floor structure, filling the crawlspace with compacted granular stone and installing a new concrete slab-on-grade floor over a membrane vapour barrier. The furnace system would be replaced with a new network of ducting to deliver conditioned air from ceiling level. Replacing the floor would allow its elevation to be set closer to sidewalk elevation and thus facilitate barrier-free access.

Two flexible rubber pipes penetrate the north wall near the northeast corner of the building. One pipe is for well water and one pipe contains the electrical wiring for the water pump. The crawlspace floor is dug approximately 1' deeper local to the wall penetration. Water is pooled in this depression.

The well water is treated by a UV filtration system located in the service room at the southwest corner of the building. The water expansion tank and a 40 gal electric water heater are also located in this room. An electrical service panel is partially concealed behind a wood shelving unit, preventing proper access to the panel.

The vestibule is reported to suffer severe "sweating" (i.e., condensation) on inside face of door and glass panels during winter conditions. There is no source of heat provided in the vestibule. It is recommended that an electric forced-air fan cabinet heater be considered.

The only washroom is a small, single occupant washroom. This washroom is not barrier-free accessible.

The furnace room is located in the centre of the building. The door leading into the room is a wood door, lined on the furnace room side with Transite (asbestos) cement board. The Transite paneling has been cut around a Georgian-wired glass panel in the door. There is no reason for a glazing panel in this door; it must be leftover from Post Office days. Furnace room walls and ceiling are finished with gypsum board, complete with metal corner bead, but without taped joints.

Air conditioning is provided by a thru-window unit that is inserted into one of the closed off window panels in the west elevation.

Barrier-Free Design Compliance

The Monkton Branch has numerous and significant non-compliance conditions. From a Building Code and AODA standpoint, this Library is not considered accessible.

Observed deficiencies include:

- ▶ No curb ramp provided at edge of sidewalk.
- ▶ No designated barrier-free parking space(s) on street.
- ▶ Exterior ramp is slightly steeper than allowed maximum, and the guard railing system does not have a bumper guard.
- ▶ Exterior stairs have inconsistent riser heights.
- ▶ Undersized vestibule, substandard door widths, inappropriate door hardware and no power door operators are provided.
- ▶ Washroom is completely undersized, including doorway; fixtures/accessories are non-compliant.
- ▶ Some aisles between shelving are too narrow.

Hazardous Building Materials

We were provided with the Designated Substance and Limited Hazardous Building Material Audit, prepared by MTE Consultants Inc., dated 17-Oct-2011. No subsequent information was provided to indicate if action was taken regarding the findings and recommendations in the Audit.

The following is a summary of the 2011 findings:

- ▶ Laboratory testing has confirmed the presence of asbestos in exterior caulking at front windows and in gypsum board compound.
- ▶ The following materials are assumed to be asbestos containing, unless proven otherwise by subsequent testing:
 - yellow mastic below sheet flooring in washroom;
 - dark brown mastic below sheet flooring in public areas;
 - cement composite board on furnace room door; and
 - tar and felt in built-up roofing systems.
- ▶ Conditions of observed asbestos containing materials *“did not reveal a situation that would cause significant concern regarding the presence of asbestos in dust or air therefore no further assessment in this regard is warranted or recommended.”*
- ▶ All four representative paint samples contained lead, ranging from 0.012% to 0.63% by weight.
- ▶ Mercury was visually confirmed at thermostats and fluorescent light tubes.
- ▶ Silica containing masonry and concrete are present.
- ▶ Suspect mould was observed at three locations.

The above findings would have implications when executing modifications to the existing building.

Monkton Branch

Library building viewed from street.



Water well.

Rear of building and parking lot.



Exterior stairs have uneven riser heights and sidewalk slopes down toward the foundation of the building.



Monkton Branch

Water was observed standing in corrugated steel areaways, adjacent to foundation walls. The water was approximately 4" deep, with top of water at bottom of crawlspace vent. The crawlspace vent was sealed from interior side and no water was observed draining into the crawlspace during site visits.



Water staining ran 6" to 12" up the face of the rigid insulation secured to perimeter foundation wall. Water staining is evidence of past flooding of crawlspace.

Standing water was observed in the depressed area at water pipe penetration in north foundation wall.

Exposed sand layer on crawlspace floor is placed over embrittled polyethylene sheeting. Sand was damp to the touch.



The large rectangular air plenum box in crawlspace is suspended directly below the main floor furnace. Staining and rusting at bottom 4" of plenum box records elevation of previous water accumulation in the crawlspace. Furnace air, flowing over uncontrolled water source, is a health concern.



Recommended Building Modifications/Upgrades

The following table outlines the basic nature of maintenance work that is anticipated to keep the Monkton Branch Library building operating as it currently sits. Costs associated with modifications and/or expansion to accommodate library services are discussed elsewhere in this Study.

	Budget Costs	
Priority 1 - Required Work Items		
As an interim measure, install water sensor system with telephone connectivity in crawlspace, a duplex sump pump system with battery power backup in an enlarged sump pit, and an industrial dehumidifier.	\$12,000	
Increase height of yard adjacent to foundation to provide positive surface drainage away from the building. Collect water in swales and direct flow to existing storm system in parking lot. Provide 6" thick clay dam or bitumen membrane below 12" of topsoil at surrounding yards to decrease percolation of surface water near building.	\$2,500	
Install electric fan cabinet heater in vestibule.	\$1,100	
Remove storage shelves in front of electrical panel equipment in main floor service room at south-west corner of building.	\$250	
Subtotal Priority 1	\$15,850	\$15,850
Priority 2 - Recommended Work Items		
To address damp/wet crawlspace conditions, remove the existing wood floor structure and construct a new concrete slab-on-grade that is slightly higher than sidewalk elevation. Existing interior partition walls would be removed during the process, allowing for reconfiguration of interior rooms. Incorporate enlarged entry vestibule with 40" wide entry doors, complete with power door operators at both exterior door and interior vestibule door. Provide new family-size barrier-free washroom. Remove existing galvanized steel window wells at foundation walls and infill foundation wall openings at original crawlspace vents. Replace existing furnace system and thru-wall air conditioner with a new, grade-mounted, packaged gas-fired HVAC unit located in the south yard. Run ducts up an interior chase and distribute air at ceiling level. Remove existing exterior front entry stair and ramp system to accommodate new floor level.	\$150,000	
Replace existing built-up roofing systems at front and rear porch roofs with new 2-ply modified bitumen roofing systems.	\$7,500	
Provide stainless steel and/or rubber flashings at roof penetrations (plumbing stack, electrical mast and furnace vent stack).	\$1,250	
Electrical service upgrade.	\$3,000	
Subtotal Priority 2	\$161,750	\$161,750
Preliminary Statement of Probable Construction Costs for Monkton Branch Library		\$177,600

Library Building Facility Development Options

As discussed earlier in this Study, there is a demonstrated need for library service to continue its presence in each of the subject communities. It was also demonstrated that the existing library buildings are undersized to serve their catchment population and to house their appropriately sized collections.

To accommodate the recommendations regarding the Facility Model, presented earlier in this Study, each of the existing library sites will require some form of modification, building addition, relocation or a combination thereof.

The following table summarizes the two approaches in determining the recommended gross floor area for each library branch building:

Gross Floor Area (s.f.)	Existing	Components Model	Standards Approach Model	Shortfall Existing to Standard Approach Model
Listowel Branch				
Current 10,000 catchment population	9,000	11,897	10,000	(1,000)
Potential 13,000 catchment population	9,000	13,762	13,000	(4,000)
Potential 15,000 catchment population	9,000	15,643	15,000	(6,000)
Atwood Branch	973	3,024	2,500	(1,527)
Monkton Branch	1,154	3,157	2,500	(1,346)

The more conservative Standards Approach Model gross floor areas have been utilized in exploring the various development options on the following pages.

A range of development options is summarized in the table on the following page. Additional detail for each option follows.

The cost estimates for development options do not include or repeat costs associated with building maintenance and upgrades reported earlier in this Study.

An estimate of operating cost increases to implement the preferred recommendations is provided at the end of this section.

Summary of Development Options	Range of Anticipated Construction Cost		Remarks
	Low	High	
Listowel Branch			
Option A Renovate existing Library building to serve current catchment population of 10,000	\$407,900	\$725,600	Existing branch library has inefficiencies and remains undersized. No allowance for future growth.
Option B Renovate and expand existing Library building to serve anticipated/future catchment population of 13,000	\$1,242,600	\$1,746,600	Preferred development option providing a 4,000 s.f. building addition. Reasonable solution to provide current and midterm service capacity.
Option C Renovate and expand existing Library building per Centralized Service Model to serve anticipated/future catchment population of 15,000	\$1,667,900	\$2,264,100	6,000 s.f. building addition required if Atwood and Monkton branches were to be decommissioned.
Atwood Branch			
Option A Renovate and expand existing buildings to accommodate service need and to properly serve community	\$420,359	\$547,546	Not recommended due to resulting impractical layout.
Option B Renovate former Food Market building and decommission existing adjacent Atwood Library suite	\$497,900	\$683,500	Higher risk renovation due to unknown building conditions.
Option C Relocate library services to Community Centre and construct a building addition	\$437,850	\$576,000	Preferred development option in terms of value. Impacts existing parking lot.
Option D Hypothetical new, stand-alone library building on green-field site, including site services and development, by not including land acquisition	\$542,900	\$669,400	Preferred second choice development option. New library could be located adjacent to existing Community Center and on Main Street.
Monkton Branch			
Option A Renovate and expand existing library building	\$460,510	\$591,610	Preferred development option due to maintaining presence in downtown core.
Option B Relocate library services to Recreation Complex and construct a building addition	\$467,800	\$583,900	Preferred second choice with added synergy of existing activities at Complex with similar level of capital investment.
Option C Hypothetical new, stand-alone library building on green-field site, including site services and development, by not including land acquisition	\$576,600	\$708,800	No apparent cost advantage.

Listowel Branch Library Option A Renovate Existing Library Building

The existing Library building is approximately 1,000 s.f. short of the model library to service the existing catchment population of 10,000. Construction of a 1,000 s.f. building addition would be very expensive for such a small gain in floor area. It is therefore recommended that, for this Option, the existing building remain unchanged in terms of building size.

There may be opportunities to reassign some space uses and make localized building modifications to better utilize the space that is already provided within the existing facility to help offset the shortage in gross floor area and the inefficiencies of the existing building layout. The existing basement space, currently occupied by tenants, will be needed for Library use.

This proposal would involve:

- ▶ Renovate existing basement level to accommodate library services. Existing tenant occupancies would have to be terminated or not renewed at end of lease term.
- ▶ Remove existing operator-assisted lift device and install a new passenger elevator to access basement and main floor levels of 1907 Carnegie Library building. A larger elevator equipment room would be required in the basement.
- ▶ Construct an open stairway between lobby and basement to facilitate public use of basement spaces.
- ▶ Minor renovations and reallocation of space uses in the existing building to increase efficiency of space usage. The existing library building remains unchanged in size.

Statement of Probable Construction Costs

Description	Unit Cost		Qty.	Total	
	Low	High		Low	High
Retrofit of Existing Library					
Cosmetic upgrades (50% of main floor)	\$25	\$50	4,500 s.f.	\$112,500	\$225,000
Minor renovations (basement)	\$50	\$100	2,000 s.f.	\$100,000	\$200,000
Extensive renovations (new stairway)	\$20,000	\$30,000	1 s.f.	\$20,000	\$30,000
New passenger elevator & equip room	\$130,000	\$190,000	1 s.f.	\$130,000	\$190,000
Furniture, Fixtures & Equipment				<i>not included</i>	
Subtotal Estimated Construction Cost				\$362,500	\$645,000
Permit and Approval Fees				\$9,100	\$16,100
Contingency				\$36,300	\$64,500
Total Estimated Construction Cost (HST included)				\$407,900	\$725,600

Listowel Branch Library Option B Renovate & Expand Existing Library Building to Meet Current Service Needs

This Option involves a 4,000 s.f. expansion of the existing Listowel Branch to properly service the potential Listowel catchment population of 13,000 as a main branch library, or to service the current consolidated catchment population of 13,000 if the Listowel location became the centralized library facility for all of North Perth.

This proposal would involve:

- ▶ Renovate existing basement level to accommodate library services. Existing tenant occupancies would have to be terminated or not renewed at end of lease term.
- ▶ Remove existing operator-assisted lift device and install a new passenger elevator to access basement and main floor levels of 1907 Carnegie Library building. A larger elevator equipment room would be required in the basement.
- ▶ Construct an open stairway between lobby and basement to facilitate public use of basement spaces.
- ▶ Construct a building addition by expanding at the 1999 Addition floor level.
- ▶ Minor renovations and reallocation of space uses in the existing building to increase efficiency of space usage.
- ▶ Modify landscaping, sidewalks and existing parking lot to accommodate the Library addition. This Option reduces the existing parking count by approximately 11 parking spaces.



Proposed Site Plan

**Listowel Branch Library Option B
 Renovate & Expand Existing Library Building to Meet Current Service Needs**

Statement of Probable Construction Costs

<i>Description</i>	Unit Cost		Qty.	Total	
	<i>Low</i>	<i>High</i>		<i>Low</i>	<i>High</i>
Retrofit of Existing Library					
Cosmetic upgrades (30% of main floor)	\$25	\$50	2,700 s.f.	\$67,500	\$135,000
Minor renovations (basement)	\$50	\$100	2,000 s.f.	\$100,000	\$200,000
Extensive renovations (new stairway)	\$20,000	\$30,000	1 s.f.	\$20,000	\$30,000
New passenger elevator & equip room	\$130,000	\$190,000	1 s.f.	\$130,000	\$190,000
New Addition					
Site preparation & restoration	\$10	\$25	4,700 s.f.	\$47,000	\$117,500
Construction	\$185	\$220	4,000 s.f.	\$740,000	\$880,000
Furniture, Fixtures & Equipment				<i>not included</i>	
Subtotal Estimated Construction Cost				\$1,104,500	\$1,552,500
Permit and Approval Fees				\$27,600	\$38,800
Contingency				\$110,500	\$155,300
Total Estimated Construction Cost (HST included)				\$1,242,600	\$1,746,600

Listowel Branch Library Option C Renovate & Expand the Existing Library Building as Centralized Library to Serve Entire Existing North Perth Catchment Population

This Option involves a 6,000 s.f. expansion of the existing Listowel Branch to house the consolidated library collection and to serve the entire North Perth catchment population. The existing branches in Atwood and Monkton would then be decommissioned and closed.

This proposal would involve:

- ▶ Renovating existing basement level to accommodate library services. Existing tenant occupancies would have to be terminated or not renewed at end of lease term.
- ▶ Removal of existing operator-assisted lift device and installation of a new passenger elevator to access basement and main floor levels of 1907 Carnegie Library building. A larger elevator equipment room would be required in the basement.
- ▶ Construction of an open stairway between lobby and basement to facilitate public use of basement spaces.
- ▶ Construction of a building addition by expanding the 1999 Addition floor level.
- ▶ Minor renovations and reallocation of space uses in the existing building to increase efficiency of space usage.
- ▶ Modifying landscaping, sidewalks and existing parking lot to accommodate the Library addition. This Option reduces the existing parking count by approximately 17 spaces.
- ▶ Decommissioning of Atwood and Monkton Branch Libraries.



Proposed Site Plan

**Listowel Branch Library Option C
 Renovate & Expand the Existing Library Building as Centralized Library to Serve Entire Existing North
 Perth Catchment Population**

Statement of Probable Construction Costs

<i>Description</i>	Unit Cost		Qty.	Total	
	<i>Low</i>	<i>High</i>		<i>Low</i>	<i>High</i>
Retrofit of Existing Library					
Cosmetic upgrades (30% of main floor)	\$25	\$50	2,700 s.f.	\$67,500	\$135,000
Minor renovations (basement)	\$50	\$100	2,000 s.f.	\$100,000	\$200,000
Extensive renovations (new stairway)	\$20,000	\$30,000	1 s.f.	\$20,000	\$30,000
New passenger elevator & equip room	\$130,000	\$190,000	1 s.f.	\$130,000	\$190,000
New Addition					
Site preparation & restoration	\$10	\$25	5,500 s.f.	\$55,000	\$137,500
Construction	\$185	\$220	6,000 s.f.	\$1,110,000	\$1,320,000
Furniture, Fixtures & Equipment				<i>not included</i>	
Subtotal Estimated Construction Cost				\$1,482,500	\$2,012,500
Permit and Approval Fees				\$37,100	\$50,300
Contingency				\$148,300	\$201,300
Total Estimated Construction Cost (HST included)				\$1,667,900	\$2,264,100

Atwood Branch Library Option A Renovate & Expand Existing Library Building

The existing 973 s.f. library suite is well short of the recommended 2,500 s.f. gross floor area. Simply extending the existing suite westward to the limit of the required rear yard setback would produce a building measuring approximately 106' long by 23' wide, having a total gross floor area of 2,400 s.f..

This size of Library is 100 s.f. short of the model library size for Atwood. Furthermore, the resulting long and narrow floor plan configuration produces a Library that would be difficult, if not impractical, for a single staff member to supervise and service.

This proposal would involve:

- ▶ Construction of a 1,400 s.f. building addition, measuring approximately 62' long by the width of the library suite, with the existing floor level extended throughout.
- ▶ Interior modifications to provide a barrier-free compliant entry vestibule and interior ramp. The required vestibule size and ramp length would take up approximately two-times the current space, thus reducing the amount of useable floor area for Library services in a building that would start out slightly undersized relative to the standard model Library.
- ▶ Provision of a new barrier-free washroom and other required service rooms toward west end of building.
- ▶ Installation of a new gas-fired, package HVAC unit above roof of addition to service Library.
- ▶ Removal of the existing septic tank in the rear yard and trenching through the library to connect the on-site plumbing system to the sanitary sewer.
- ▶ Clean up and basic upgrades of exterior building envelop, at second storey, to secure from weather entry and improve thermal performance. Leave as unoccupied, vacant space.
- ▶ Replacement of the existing roofing system above existing second storey.

Proposed Site Plan



**Atwood Branch Library Option A
 Renovate & Expand Existing Library Building**

Statement of Probable Construction Costs

Description	Unit Cost		Qty.	Total	
	Low	High		Low	High
Retrofit of Existing Library					
Cosmetic upgrades (main floor)	\$25	\$50	773 s.f.	\$19,325	\$38,650
Major renovations (main floor)	\$100	\$135	200 s.f.	\$20,000	\$27,000
Cosmetic upgrades (second floor)	\$25	\$50	973 s.f.	\$24,325	\$48,650
Utility & service upgrades	\$10,000	\$15,000	1 ea.	\$10,000	\$15,000
Roofing replacement	\$18	\$22	973 s.f.	\$17,514	\$21,406
New Addition					
Construction	\$185	\$220	1,527 s.f.	\$282,495	\$335,940
Furniture, Fixtures & Equipment				<i>not included</i>	
Subtotal Estimated Construction Cost				\$373,659	\$486,646
Permit and Approval Fees				\$9,300	\$12,200
Contingency				\$37,400	\$48,700
Total Estimated Construction Cost (HST included)				\$420,359	\$547,546

Atwood Branch Library Option B Renovate Former Food Market Building & Abandoned Existing Library Building

Option B involves an extensive "gutting and renovation" of the adjacent former Food Market suite and relocation of the Library Branch into that space. This would provide a Library suite of approximately 2,500 s.f., which matches the model library size for Atwood.

The existing Library suite could continue to be utilized during these renovations, as the existing space would be vacated and open for other use upon completion of the renovations in the adjacent suite.

There are numerous unknowns with this option, given that we have not reviewed the condition of the existing building. This undertaking is a higher risk development option due to the unknown conditions. The following is an assumed scope of anticipated work, based on our past experience of renovating older and disused building structures:

- ▶ Remove existing partition walls, floor structure and wall and ceiling finishes, leaving only the raw structure.
- ▶ Construct a new floor structure, either as a suspended wood-framed floor over a crawlspace, or as a concrete slab-on-grade. In the case of a crawlspace, provide a concrete mud-slab over vapour barrier membrane at floor of crawlspace. Design structure for book stack load-bearing capacity. The new floor level could be placed closer to street level to minimize space required for an interior ramp and to facilitate overall access.
- ▶ Strap and insulate exterior walls and ceiling, and install finishes, complete with all new electrical and mechanical systems. Connect on-site plumbing system to the sanitary sewer stub provided at street.
- ▶ Provide for a barrier-free compliant entry vestibule, interior ramp and barrier-free washroom.
- ▶ Install a new gas-fired furnace system with remote condenser.
- ▶ Clean up and basic upgrades of exterior building envelop, at second storey, to secure from weather entry and improve thermal performance. Leave as unoccupied, vacant space.
- ▶ Replace existing roofing system above the second storey.

Proposed Site Plan



Atwood Branch Library Option B
Renovate Former Food Market Building & Abandoned Existing Library Building

Statement of Probable Construction Costs

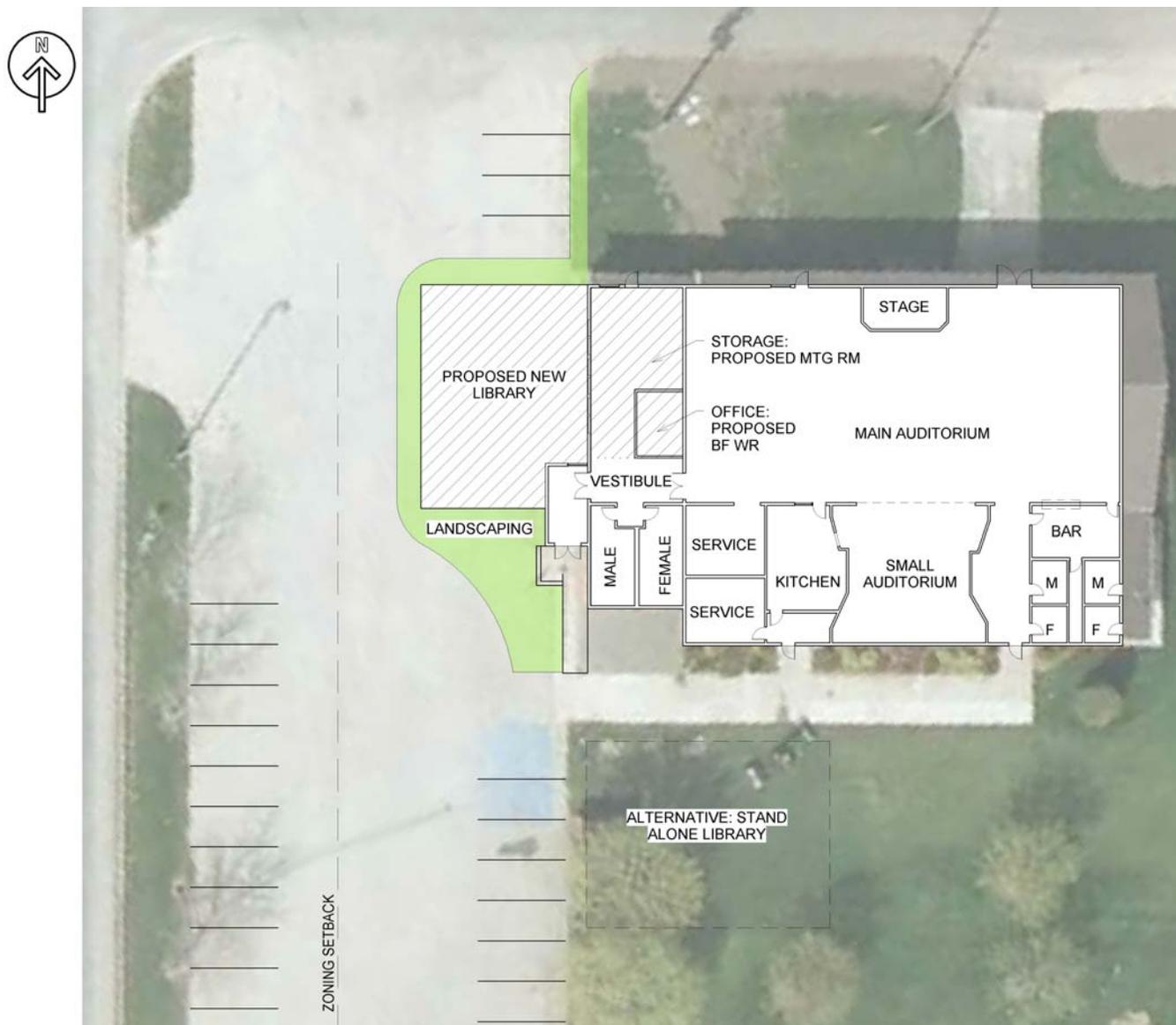
Description	Unit Cost		Qty.	Total		
	Low	High		Low	High	
Retrofit of Existing Commercial Building						
Extensive renovations (main floor)	\$130	\$165	2,500	s.f.	\$325,000	\$412,500
Cosmetic upgrades (second floor)	\$25	\$50	2,500	s.f.	\$62,500	\$125,000
Utility & service upgrades	\$10,000	\$15,000	1	ea.	\$10,000	\$15,000
Roofing replacement	\$18	\$22	2,500	s.f.	\$45,000	\$55,000
Furniture, Fixtures & Equipment					<i>not included</i>	
Subtotal Estimated Construction Cost					\$442,500	\$607,500
Permit and Approval Fees					\$11,100	\$15,200
Contingency					\$44,300	\$60,800
Total Estimated Construction Cost (HST included)					\$497,900	\$683,500

Atwood Branch Library Option C Relocated to Elma Memorial Community Centre in New Addition

Option C involves relocation of the Library Branch to the Elma Memorial Community Centre. The Community Centre is located on Main Street, approximately 200 yards south of the existing library. There is potential for a strong street presence for the Library by locating it facing the street and parking lot, at the west side of the existing building.

A 1,700 s.f. building addition would be required at the Community Centre to accommodate required Library spaces. The size of the Library addition reflects anticipated use of existing facilities already available at the Community Centre. Those facilities include: entry vestibule, meeting room, public washrooms and building service rooms. Use of the existing south meeting room (small hall) is not considered practical because that meeting room cannot be independently accessed from inside the building without traveling through the main auditorium.

Proposed Site Plan



We understand that planning for other building renovations are in the works. It would make sense to coordinate planning/design any building wide renovations with a Library addition, even if the two projects were to be executed as separate projects.

The existing Library could remain at its current location during renovation at the Community Centre. The existing Library suite, located at 218A Main Street, would subsequently be vacated.

Renovations at the existing Elma Memorial Community Centre would involve the following:

- ▶ Reallocation of spaces at northwest corner of building. The large corner rooms is currently utilized for chair and table storage. It is suggested that this corner room be reassigned as a meeting/library program room, accessible from the entry corridor. As such, the meeting room would be available for use without disrupting or passing through the main auditorium. Chair and table storage could be relocated to the existing "small hall" along the south side of the main auditorium. The bar serving the auditorium could also be located in this area.
- ▶ Install power door operators at interior and exterior existing vestibule doors.
- ▶ Add a barrier-free family washroom accessible from the main entry corridor. (The existing public washrooms are not in compliance with current barrier-free design standards.)
- ▶ General renovations and upgrading of finishes in affected area of building.
- ▶ Construction of a 1,700 s.f. building addition wrapping around the northwest corner of the existing building.
- ▶ Dedicated package rooftop HVAC system to serve the Library addition.
- ▶ Connect to municipal services at street or existing connections on property.
- ▶ Modify existing parking lot to accommodate the Library addition. An overall reduction in parking spaces will result.

Atwood Branch Library Option C Relocated to Elma Memorial Community Centre in New Addition

Statement of Probable Construction Costs

Costs associated with other building renovations beyond those directly related to Library spaces and for replacement table/chair storage space, are not included.

Description	Unit Cost		Qty.	Total	
	Low	High		Low	High
Existing Building Renovations					
Minor renovations	\$50	\$100	815 s.f.	\$40,750	\$81,500
Power door operators at vestibule	\$3,500	\$4,500	2 ea.	\$7,000	\$9,000
New family washroom	\$15,000	\$25,000	1 ea.	\$15,000	\$25,000
New Building Addition					
Site preparation & restoration	\$8	\$15	1,500 s.f.	\$12,000	\$22,500
Construction	\$185	\$220	1,700 s.f.	\$314,500	\$374,000
Furniture, Fixtures & Equipment				<i>not included</i>	
Subtotal Estimated Construction Cost				\$389,250	\$512,000
Permit and Approval Fees				\$9,700	\$12,800
Contingency				\$38,900	\$51,200
Total Estimated Construction Cost (HST included)				\$437,850	\$576,000

Atwood Branch Library Option D
New Atwood Library Building on a Hypothetical Green-Field Site

This Option is presented as a baseline to measure the relative cost of the preceding options.

Assumes:

- ▶ New library building to model size determined earlier in this Study.
- ▶ Connection to municipal water and sanitary sewer.
- ▶ Parking provided on street.
- ▶ Land acquisition not included.

Statement of Probable Construction Costs

<i>Description</i>	Unit Cost		Qty.	Total	
	<i>Low</i>	<i>High</i>		<i>Low</i>	<i>High</i>
New Building					
Construction	\$185	\$220	2,500 s.f.	\$462,500	\$550,000
Site services	\$10,000	\$20,000	1 ea.	\$10,000	\$20,000
Sidewalks & landscaping	\$10,000	\$25,000	1 ea.	\$10,000	\$25,000
Furniture, Fixtures & Equipment				<i>not included</i>	
Subtotal Estimated Construction Cost				\$482,500	\$595,000
Permit and Approval Fees				\$12,100	\$14,900
Contingency				\$48,300	\$59,500
Total Estimated Construction Cost (HST included)				\$542,900	\$669,400

Monkton Branch Library Option A Expand and Renovate Existing Library Building

The existing 1,154 s.f. library building would require an addition of approximately 1,346 s.f. to accommodate the recommended 2,500 s.f. gross floor area. The property can accept an expansion at the west side of the existing building. The addition would measure approximately 48.5' long by 33.5' wide. The existing building would have to be vacated during construction to undergo an extensive gutting and renovation.

One significant issue to resolve with this proposal is the on-site septic sewer system. The small amount of yard area that would remain may not satisfy clearance requirements between tank and tile bed to property boundaries and structures. This matter would have to be confirmed during the early stages of design.

Priority 2 Recommended Work Items, identified earlier in this Study, would be incorporated in this proposed expansion design and would not duplicate costs. In other words, if this renovation and addition were to proceed, identified Priority 2 work would be addressed during the expansion project.

This proposal would involve:

- ▶ Temporarily relocating the existing Library Branch, elsewhere, in order to vacate the existing building.
- ▶ Remove the existing on-site septic system and a portion of the existing parking lot. The parking lot would be reduced to 4 parking spaces.
- ▶ Remove existing partition walls, floor structure and wall and ceiling finishes.
- ▶ Infill the existing crawlspace with compacted granular stone and install a concrete slab-on-grade over a vapour barrier membrane. The new floor level would be placed closer to street level to minimize the exterior ramp and to facilitate overall access.
- ▶ Construct the addition with a continuous floor level throughout.
- ▶ Provide for a barrier-free compliant entry vestibule, interior ramp and barrier-free washroom.
- ▶ Install all new electrical and mechanical systems throughout.

Proposed Site Plan



Monkton Branch Library Option A
Expand and Renovate Existing Library Building

Statement of Probable Construction Costs

Description	Unit Cost		Qty.	Total		
	Low	High		Low	High	
Retrofit of Existing Library						
Major renovations	\$100	\$135	1,154	s.f.	\$115,400	\$155,790
New entry ramp, stairs & walk	\$50	\$100	115	s.f.	\$5,750	\$11,500
Electrical service upgrade	\$3,000	\$5,000	1	ea.	\$3,000	\$5,000
New septic system	\$25,000	\$35,000	1	ea.	\$25,000	\$35,000
New Addition						
Site preparation & restoration	\$8	\$15	1,500	s.f.	\$11,250	\$22,500
Construction	\$185	\$220	1,346	s.f.	\$249,010	\$296,120
Furniture, Fixtures & Equipment					<i>not included</i>	
Subtotal Estimated Construction Cost					\$409,410	\$525,910
Permit and Approval Fees					\$10,200	\$13,100
Contingency					\$40,900	\$52,600
Total Estimated Construction Cost (HST included)					\$460,510	\$591,610

Monkton Branch Library Option B Relocated to Elma Logan Recreation Complex in New Addition

Option B involves relocation of the Library Branch to the Elma Logan Recreation Complex. The Complex is located at 200 Nelson Street. This location offers the combined synergy of the recreation and community facilities already located on the property.

A 2,000 s.f. building addition would be required at the Complex to accommodate required Library spaces. The size of the Library addition reflects anticipated use of existing facilities already available, to include: meeting room, public washrooms and building service rooms.

The existing on-site septic system tile bed is located in the yard at south of the Complex and the septic tank and pump chamber is located at the south end of the west yard. As originally designed in 1989, the tile bed consisted of 6 banks of 600 lineal feet of tile (3,600 lin. ft. in total) plus future expansion of 4 banks of 600 lineal feet of tile (2,400 lin. ft. in total). It is unclear if the expansion was implemented. The original portion of the existing system is approximately 25 years old and approaching the end of its expected service life. It is our understanding that the existing system is functioning satisfactorily. Some concerns have been expressed regarding the ability of the existing system to accommodate additional plumbing fixtures. For the purposes of this Option, it is assumed that a new dedicated septic system would be installed to accommodate new washrooms in the Library Addition.

The existing Library could remain at its current location during renovation at the Recreation Complex. The existing Library, located on Winstanley Street, would subsequently be vacated.

Proposed Site Plan



Renovations at the existing Elma Logan Recreation Complex would involve the following:

- ▶ Construction of a 2,000 s.f. building addition at east side of the existing building, to include for new entry vestibule and an ensuite barrier-free family washroom.
- ▶ Expansion and incorporation of the existing east entry vestibule to allow for Library use of the existing adjacent meeting room.
- ▶ Dedicated package rooftop HVAC system to serve the Library addition.
- ▶ Installation of new on-site septic system dedicated to Library addition washrooms.
- ▶ Modification of parking lot to accommodate the Library addition, including removal of some parking spaces and relocation of fire access route at east parking lot. It is assumed that the existing asphalt pavement system is constructed to support the load of fire fighting vehicles.
- ▶ General renovations and upgrading of finishes in affected area of building.
- ▶ Use of building services and rooms located in the existing Complex.

**Monkton Branch Library Option B
Relocated to Elma Logan Recreation Complex in New Addition**

Statement of Probable Construction Costs

<i>Description</i>	<i>Unit Cost</i>		<i>Qty.</i>	<i>Total</i>	
	<i>Low</i>	<i>High</i>		<i>Low</i>	<i>High</i>
Renovate Existing Facility					
New dedicated septic system	\$25,000	\$40,000	1 ea.	\$25,000	\$40,000
New Addition					
Site preparation & restoration	\$8	\$15	2,600 s.f.	\$20,800	\$39,000
Construction	\$185	\$220	2,000 s.f.	\$370,000	\$440,000
Furniture, Fixtures & Equipment				<i>not included</i>	
Subtotal Estimated Construction Cost				\$415,800	\$519,000
Permit and Approval Fees				\$10,400	\$13,000
Contingency				\$41,600	\$51,900
Total Estimated Construction Cost (HST included)				\$467,800	\$583,900

Monkton Branch Library Option C
New Monkton Library Building on a Hypothetical Green-Field Site

This Option is presented as a baseline to measure the relative cost of the preceding options.

Assumes:

- ▶ New library building to model size determined earlier in this Study.
- ▶ On-site sanitary sewer system and water well.
- ▶ Parking provided on street.
- ▶ Land acquisition not included.

Statement of Probable Construction Costs

<i>Description</i>	Unit Cost			Total	
	<i>Low</i>	<i>High</i>	<i>Qty.</i>	<i>Low</i>	<i>High</i>
New Building					
Construction	\$185	\$220	2,500 s.f.	\$462,500	\$550,000
Site services, incl. septic & well	\$40,000	\$55,000	1 ea.	\$40,000	\$55,000
Sidewalks & landscaping	\$10,000	\$25,000	1 ea.	\$10,000	\$25,000
Furniture, Fixtures & Equipment				<i>not included</i>	
Subtotal Estimated Construction Cost				\$512,500	\$630,000
Permit and Approval Fees				\$12,800	\$15,800
Contingency				\$51,300	\$63,000
Total Estimated Construction Cost (HST included)				\$576,600	\$708,800

Annual Operating Costs

The analysis of operating costs starts with a review of actual expenses for the years 2013 and 2014, as follows in the table below. Increased consumption of utilities in 2014 is a reflection of a unusually cold, long winter.

Actual Expenses	Atwood				Monkton				Listowel				Total			
	2013		2014		2013		2014		2013		2014		2013		2014	
	Total	\$/sf	Total	\$/sf	Total	\$/sf	Total	\$/sf	Total	\$/sf	Total	\$/sf	Total	\$/sf	Total	\$/sf
Expenses Not Scalable to Building Size																
Yard & parking maint	336	0.35	356	0.37	473	0.41	2,144	1.86			495	0.05	809	0.07	2,995	0.27
Telephone	1,756	1.80	1,763	1.81	1,694	1.47	1,752	1.52	2,186	0.24	527	0.06	5,636	0.51	4,042	0.36
Subtotal	2,091	2.15	2,119	2.18	2,167	1.88	3,896	3.38	2,186	0.24	1,022	0.11	6,445	0.58	7,038	0.63
Expenses Scalable to Building Size																
Bldg maint & repairs	616	0.63	1,815	1.87	939	0.81	2,220	1.92	6,822	0.76	14,031	1.56	8,378	0.75	18,066	1.62
Cleaning			379	0.39			387	0.33	3,096	0.34	4,079	0.45	3,096	0.28	4,845	0.44
Hydro	768	0.79	900	0.92	1,744	1.51	1,594	1.38	16,484	1.83	19,615	2.18	18,996	1.71	22,109	1.99
Water & sewer	1,691	1.74	1,740	1.79			0.00		1,205	0.13	1,231	0.14	2,896	0.26	2,971	0.27
Natural gas/propane	514	0.53	803	0.83	577	0.50	1,214	1.05	7,307	0.81	8,156	0.91	8,399	0.75	10,173	0.91
Subtotal	3,589	3.69	5,638	5.79	3,261	2.83	5,415	4.69	34,914	3.88	47,111	5.23	41,765	3.75	58,164	5.23
Existing Gross Floor Area (sf)			973				1,154				9,000				11,127	
GFA with Building Expansions (sf)			2,319				2,500				13,000				17,819	
Increase in GFA as %			2.38 *				2.17 *				1.44 *					
Adjusted Operating Expenses for Expanded Buildings (Three-Branch Library System)																
Not Scalable Expenses	2,091	0.90	2,119	0.91	2,167	0.87	3,896	1.56	2,186	0.17	1,022	0.08	6,445		7,038	
Scalable Expenses	8,554	3.69	13,436	5.79	7,065	2.83	11,732	4.69	50,432	3.88	68,050	5.23	66,051		93,218	
<i>(at same % Increase from * line above)</i>																
Total	10,646		15,556		9,232		15,628		52,618		69,072		72,496		100,255	
Plus: Additional recommended staffing													50,000		50,000	
Plus: Inter-branch deliveries													10,000		10,000	
Total													132,496		160,255	
If only Listowel branch expanded to 15,000 sf (= 1.666% increase in GFA)																
Not Scalable Expenses	0		0		0		0		2,186		1,022		6,445	0.43	7,038	0.47
Scalable Expenses	0		0		0		0		58,188		78,516		58,188	3.88	78,516	5.23
Total	0		0		0		0		60,375		79,538		64,633		85,553	

Summary of building maintenance costs from above table:

- ❑ Operating the existing three library branches cost \$48,210 in 2013 and \$65,202 in 2014.
- ❑ Implementing the preferred recommendations contained in this Study would likely result in annual operating costs, for all three branches, in the range of \$132,496 to \$160,255. This represents an increase in the range of \$84,286 to \$95,053 per year in operating expenses.
- ❑ Closing the Atwood and Monkton branches and renovating/expanding the Listowel branch as the centralized library is likely to result in operating costs between \$64,633 and \$85,553 per year. The centralized library solution represents an increase of \$16,423 to \$20,351 per year in operating expenses.