



AGENDA
Special Meeting of Town Council
and Library Board

May 28, 2019

9:30 am

St. Marys Public Library

15 Church Street North, St. Marys

Pages

1. **CALL TO ORDER**
2. **DECLARATION OF PECUNIARY INTEREST**
3. **AMENDMENTS AND APPROVAL OF AGENDA**

RECOMMENDATION

THAT the May 28, 2019 special meeting of Town Council and St. Marys Public Library agenda be accepted as presented.

4. **REPORT**

4.1 **LIB-DCS 01-2019 Library Space Exploration**

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RECOMMENDATION

THAT LIB-DCS 01-2019 Library Space Exploration be received for discussion.

5. **ADJOURNMENT**

RECOMMENDATION

THAT this special meeting of Town Council and St. Marys Public Library Board adjourn at _____pm.



FORMAL REPORT

To:	Library Board and Town Council
Prepared by:	Matthew Corbett, Library CEO and Stephanie Ische, Director of Community Services
Date of Meeting:	28 May 2019
Subject:	LIB-DCS 01-2019 Library Space Exploration

PURPOSE

The purpose of this report is to present to the Library-Council committee information regarding the Library space, and to facilitate discussions between the Board and Council. The goal/purpose of the report is to provide Council and the Library Board information to assist with discussions regarding the current and future space of the Library to critically analyze the report together, to and engage in conversation that will address the space and needs of the Library for the betterment of the community.

Importantly, the cost analysis and matrices presented in this report reflect preliminary costs, and are not fully finalized. Staff made this decision to focus efforts on presenting information on preliminary costs and ideas for both governing bodies, with the intention the group will select avenues for staff to explore in greater detail. This would eliminate staff time to investigate, in detail, options neither group are willing to explore as feasible. As a result, this report sets up a dialogue of potential possibilities, while leaving opportunities for Board and Council to explore options based on preliminary costs.

While any motions or resolutions are non-binding and no decision for the group can be made, recommendations and active discussions are encouraged and will be brought back to the respective governing bodies for contemplation and further discussion.

RECOMMENDATION

THAT LIB-DCS 01-2019 Library Space Exploration be received for discussion.

BACKGROUND

As the Library Board and Council are aware, the Public Libraries Act (hereafter referred to as “The Act”) is a legislative document that provides insights on how Library/Library Services are established for individual communities. Under The Act, specific rules apply that determine how a Library runs. As The Act outlines, Public Libraries are required, to provide services to residents free of charge. This includes borrowing circulating materials, using reference and information services, and admission to the Library or use of its materials. Additionally, libraries are prohibited from charging for the use of the building (or parts of the building) for Library services/programs. In accordance with The Act, St. Marys Public Library Board developed and adopted a Mission, Vision and Values foundational policy in 2006, outlining the following:

1. To provide free and equitable access to Library Services
2. To preserve and promote universal access to a broad range of knowledge, experiences information and ideas in a welcoming and supporting environment

3. To be a gathering point/place that connects people to each other and the community
4. To enrich and promote the democratic, cultural, educational and economic life of our diverse and evolving municipalities (which includes Perth South)

To note: current practices do not require library policies to be approved by sitting council as the Library Board is their own governing body/entity. Furthermore, charging for programs presents a barrier to access what St. Marys Public Library Board believes to be a core service. As the Act prohibits charging for core services, the Board's mandate is to provide equitable services free of charge.

In 2014, the Library Board began examining the Space and Needs of the Library, as concerns regarding equitable access to Library Services arose. As a Board initiative, concerns regarding the physical space of the Library, including programming and collection spaces, seemed inadequate to serve the overarching community (as St. Marys has grown in population, and the footprint of the Library has, for the most part, remained the same). In 2015 the Library Chief Executive Officer (CEO) successfully applied to the Trillium Foundation for financial assistance to commission a study to examine the overall Library space and services.

In 2016 the Library Board commissioned a Space and Service Needs Study (hereafter referred to as "The Study"), examining themes, approaches and recommendations for the Library, based on statistical studies, information sessions and focus group studies. The Study was presented to the Library Board by the consultants outlining recommendations focused on the facility, program and service portfolio, and management and strategy. The Study recognized challenges with the existing facility, highlighting meeting and program space deficiencies, collection and materials limitations, and various facility concerns.

The Study also recognized the lack of *"inadequate space that is configured poorly to meet its strategic goals for engaging the St. Marys and Perth South Communities."* In the May and June 2018 Board meetings, the Library Board tasked the CEO to explore options to enhance and repurpose the existing space, recognizing this would be a temporary solution to a larger issue/concern—the lack of physical space within the existing footprint of the Library. As part of this review, staff explored an immediate, temporary solution, as the Board decides on a long-term, permanent approach to the physical space deficiencies. This temporary solution was brought before Council on June 26th, 2018 Regular Council Agenda, report name CEO 01-2018 Library Internal Redesign.

At the March 7, 2019 Library Board meeting, the Library Board heard a presentation from the Chief Executive Officer, the Library Services Coordinator and the Library Board Chair which illustrated the struggles with the current space as it related to specific Library services. This did not cover all areas of Library space; however, it provided an overview and information to assist the Board in determining a decision regarding the Library space. After discussion from the Board, the motion was carried:

THAT the Board acknowledges that the Library does not meet with the needs of the community or the space requirements of the Library and recommend that the CEO collect information for moving forward

To investigate/collect information to move forward on the space constraints within the Library, the CEO engaged in conversations with the Director of Community Services to explore the possibility of space at the PRC, outside of the recommendations of The Study. As noted, The Study focused on the Library receiving an expansion to the current space, and that the cost was estimated at roughly \$5,257,000. In order to make the best possible decision for the Library and the community of St. Marys, the CEO, in partnership with the Director of Community services, investigated all opportunities to expand and enhance the Library in order to meet the needs. In these discussions, staff explored options for both short-term and long-term solutions to develop additional options outside of the recommendation of a major library expansion/build. Staff looked at the overall needs of the Library, the Town of St. Marys Strategic Plan, and the Recreation Master Plan in order to develop an exhaustive list of opportunities

to address the Library space and needs of the community. Additionally, staff developed a survey to engage the community and to investigate options the community are interested in. This acted as an update and condensed version of the survey found in The Study. All options presented are options staff were able to develop, including the recommendation from The Study.

As space is the recurring theme this report outlines, space will be addressed in a number of ways. Space, as it relates to accessibility, as it relates to the growth of the community, and as it relates to the impact on the current Library services. These will be taken into account throughout the report.

REPORT

Document Review (The Study, Recreation and Leisure Master Plan and Town Strategic Plan)

There has been a Library in St. Marys since 1857. First belonging to the Mechanics Institute, an international organization created to provide the means for self-education for factory, office and shop work, the public could access the resources to better themselves, have a meeting place to exchange thoughts, ideas and information in a welcoming environment. The same is true of today's St. Marys Public Library.

While the traditional values of the Library are still ingrained and rooted in our local Library, the trends for libraries in Ontario are evolving and changing. The same is true of St. Marys. With technology at the forefront of our era, the Library services are changing to embrace the technological/electronic age. New demands on the Library have been dictated by these changes, along with community social interactions and demands from the community on programs and service delivery. These new demands have changed how the Library serves the community, and have provided challenges for the Library.

Relevant Studies to Inform the Space Needs Discussion

2016 Space Needs Study

The St. Marys Public Library that we see today opened August 17th, 1905 after receiving a grant from the Andrew Carnegie Foundation of \$10,000 for a new construction. The Library space was approximately 3,788 square feet of usable space, not including the basement. Today, the Library has approximately 5,485 square feet of usable space (~ 3,592 ground floor space and ~1,894 on the second floor).

The physical space of the Library has not changed much since the Library was built. Admittedly, an addition was developed in 1988; however, this was used to better house the children's materials. The decision to expand the Library was based on a few challenges that are still present within the Library: accessibility, space constrictions for library services and planning for the future. To illustrate, the Library second floor was used to house a small children's collection; however, $\frac{3}{4}$ of the entire space was dedicated to Adult Learning—an initiative adopted by the Library Board in 1986 and integrated fully in 1988. Adult Learning used the space until 2009 when the program was relocated to 26 Wellington Street South. While this space now offers the Library an opportunity to house some programming on the second floor, there are significant limitations on how the room is used (including storage, collection, weight/public restrictions etc.).

It is worth noting, in 1988 an addition to the Library was created with fundraising support from the community, in order to meet the needs and goals of the community Library Board, all to enhance the Library services (in conjunction with the accessibility concerns, weight on the upper floor and the inception of Adult Learning). The addition provided the Library space to move the book stacks from the second floor to ground level for accessibility concerns as well as structural concerns (the floor was not developed to support the weight of book stacks which has led to the warping of the second floor). While this appeared to be a net gain at the time, there were no plans for future growth of the community or Library, as no additional space was developed or planned for the growth of a collection in conjunction

with the growth of the community. There was limited growth planning for long-term programming, collection development, future trends/technological trends, and new-age thinking of libraries as a whole. Due to the lack of guidelines and Ministry support—at the time, it was believed this would meet the future needs of the community; however, the landscape of the Town has changed dramatically, which led to The Study. For perspective, as the growth of the community continued to increase in St. Marys, (demand for materials/collection strains, programming, card membership and overall usage of the Library/Library Services, including technological demands), the physical space of the Library remained status quo (since 1986, the population has increased from 5009 to 7485, representing a 49.4% increase over 30 years). This is further captured in the following points:

- 1901 population 3,364: Current Population 7,485
- Between 1988-2017 population increased by 40% in St. Marys Town limits (not including catchment AND service agreements—Perth South Community)
- 40% more demand on programming (and attendance growth) between 1988 and 2017
- Physical circulation growth from 25,551(1988) to 86,000 (2018)
- Total annual circulation in 2018 was 101,289 (which includes physical and digital check outs)

Today, the Library space that is fully accessible to the public include the main floor of the Library (Carnegie and 1988 addition). The second floor possesses challenges to patrons with physical impediments, providing limited accessibility for members of the community who have difficulties with stairs. While there is a lift, it is not a fully accessible elevator, and requires members of the public to ask for the keys and assistance to use the lift. In addition to the barriers presented, there is also a size restriction on the lift and some of the modern day scooter type assistive devices will not fit into the lift with a staff or community member present. This is also true of strollers. As noted above, the Mission, as adopted by the Library Board, is to provide equitable access to all services/programs, and to provide a barrier-free environment, the Library at present is not sufficiently satisfying the Mission, Vision or Values. As the options outline under the section “The Options”, there are means to addressing this in order to satisfy the requirements under the Library Mission, Vision and Values.

While the Town has potential rentable space, each facility caters to individual needs and demands. Although the emphasis of the Pyramid Recreation Centre focuses on revenue generation, the emphasis of the Library focuses on safe and equitable space for everyone, regardless of financial means. The Library space is free to access for non-profit meetings, be it for tutoring, for confidential conversations/counselling, or quiet studying space to list a few examples. In contrast, the recreation facility focuses on for profit meetings, including business training sessions, funeral services, weddings and special gala events.

As St. Marys is one of the highest performing Libraries in Ontario (The Study, pg. 114), and in order to ensure the Library continues to be high performing and proactive, the Library must continue to expand services and adapt to the community’s needs. This requires both governing bodies to examine the existing space and community needs to determine the appropriate approach to ensure the Library maintains service that is relevant and essential to the local community.

The Study

As part of the strategic goal of the Library, in 2016 the Board investigated and explored opportunities to address physical space in order to ensure the service fully supported the community needs and Library needs. Ultimately, the St. Marys Public Library Board commissioned a study to investigate the Space and Needs of the Library, and to determine the best approach to offering library services across the Town of St. Marys. The Study was rooted in guidelines provided by the Southern Ontario Library Services (SOLS) and the Federation of Ontario Public Libraries (FOPL).

SOLS, a Ministry led initiative designed to promote the provision of library service to the public and to assist library boards with services and programs to reflect their needs, provided libraries with a best practices guideline document that outlines library space requirements based on a variety of metrics including service levels and catchment/serving population (including contracting municipalities). This breaks a library physical footprint into a multitude of factors, contributing to the overall size guideline of libraries. The goal is to determine if a library is suitable for a new build, based on specific factors and criteria.

Within The Study produced by Lighthouse and LGA Architectural Partners, it specified that the current space of the Library is under 6,000 square feet (less the basement), and the current needs of the Library, based on North-American per-capita standards of best practices, based on the above mentioned best practices of SOLS and FOPL; in essence, the current Library facility should be approximately 10,000 square feet. As trends and growth predict, the future needs of the facility aligned with the growth of the Town will require the Library facility to be approximately 12,000 square feet (The Study, pg. 6). This is to accommodate the service levels, space requirements and future needs of the Library/community. This would also provide an opportunity to rehouse the Adult Learning Programs back into the Library facility. Further to this, the size of the Library collection, under the above mentioned best practices, should have a gross size of 45,000 materials. Currently, the St. Marys Public Library has just under approximately 29,000, a deficiency of 16,000 items. In terms of circulation, we circulate 101,289 items each year; with the physical restraints of our current space, we are losing the ability to service what is required for a Library of our size.

While the above analysis focuses on best practices, these are general guidelines to standardize municipal libraries and the services offered.

The Study offered the following observations:

- *The key issue that staff were concentrated on is the lack of several program spaces that allow them to build successful program initiatives that are repeatable and have an impact*
- *It is clear that the need for more books, programs, and other requirements to address many of the obstacles noted by staff to optimize the existing floor space and to supplement it*
- *The St. Marys Public Library is a well-run and dynamic library. It is limited by inadequate space that is configured poorly to meet its strategic goals for engaging the St. Marys and Perth South communities*
- *There is great opportunity to enhance St. Marys in term of learning, social engagement, quality of life, town attractiveness, downtown revitalization, economic and tourism development, culture and more*
- *Libraries are proven as cultural generators in Ontario communities and anchor many small town walking, cycling, and driving strategies to attract residents to town hubs such as the St. Marys' main street (The Study, pg. 11)*

Town Strategic Plan

In 2017 Council approved the St. Marys Strategic Plan Revision & Update. This plan was developed with 6 pillars. These pillars address the key priorities for the Town. They include: infrastructure, communication and marketing, culture and recreation, economic development, balanced growth and housing. This plan is in place so that as a municipality, Council can set priorities, focus energy and resources, strengthen operations and ensure the municipality is working towards common goals. The following chart outlines one aspect of the Strategic Plan, under Pillar 4: Culture and Recreation. In this pillar, it addresses the additional repurposed space at the PRC, and the initiative to further optimize the Centre's space.

Repurposing the Pyramid Centre	As the PRC is adequate to a population of 30,000, it currently far exceeds the needs for the current population and thus results in additional costs to the Town. A more integrated approach may be preferable. The PRC should be a primary consideration when deciding where to locate municipal services and programming before new spaces are constructed or significantly renovated.	Align future use of PRC with the findings of the Recreation Master Plan.	<p>If space remains, investigate the options of hosting additional library programming in the PRC through an integrated planning program strategy.</p> <p>Determine the full cost of relocating some of the Town's community services, including retrofit, to the PRC.</p> <p>Investigate the ability to attract the YMCA or any other organization to locate in the PRC.</p>	Develop a strategy to host more conventions and regional events (which may add to the positioning strategy). The PRC is no longer a destination of preference for weddings so there is a need to find a use for that large and recently renovated space in the community hall.
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When considering any changes within the municipality the strategic plan is used to provide a sense of direction. When staff began this process of looking at options for library services the strategic plan was reviewed. Within the plan there are two pillars that speak directly to this service; balance growth and culture and recreation.

Recreation and Leisure Master Plan

Recreation and Leisure Services play an important role in advancing community health and well-being. These services which are delivered by the Town of St. Marys, its partners, local volunteers and others in the community facilitate meaningful opportunities for physical activity and social cohesion. In 2008 the Pyramid Recreation Centre opened. The facility hosts a number of amenities for all ages including swimming, skating, facility rentals, senior services and youth services. The Town, together with local community groups and organizations, offer residents many choices in recreation, leisure, culture, sport and active pursuits. In partnership with these organizations the PRC sees on average thousands of patrons through its doors weekly.

In 2017 the Town of St. Marys adopted a Recreation and Leisure Master Plan (the "Rec Plan") that was developed to help shape the direction for Recreation and Leisure Services for the next 10 years. Recognizing that recreation and leisure investments in St. Marys must work within the financial resources that are available, the Rec Plan helps to effectively prioritize recommendations so that the most pressing needs can be addressed in a timely manner. Since this time, the Recreation team has been working to implement a number of recommendations. There is a recommendation in the Rec Plan that suggests the Town should explore strategies to maximize the use of the existing Centre; however, the focus is on revenue generation.

Council approved the Rec Plan in March 2018. The Plan identifies the types of recreation and leisure facilities and services required for current and future generations in St. Marys to be active, healthy, and engaged in their communities. This plan was the first step, and is considered in conjunction with other plans (ie. the Strategic Plan) when making any recommendations for changes within the organization. There were a total of 56 recommendations from the Rec Plan. To date staff have implemented 18 of these recommendations and a number are in progress.

One of the recommendations from the Rec Plan was to develop a business plan. The PRC Strategic Business Plan looks to directly satisfy Recommendation #19 of the Rec Plan. The Business Plan sets out strategies and tactics to achieve the following goals:

1. Increasing patronage at the PRC and participation in its programs
2. Providing excellent customer service at the PRC
3. Proactive and cost-efficient management of PRC operations

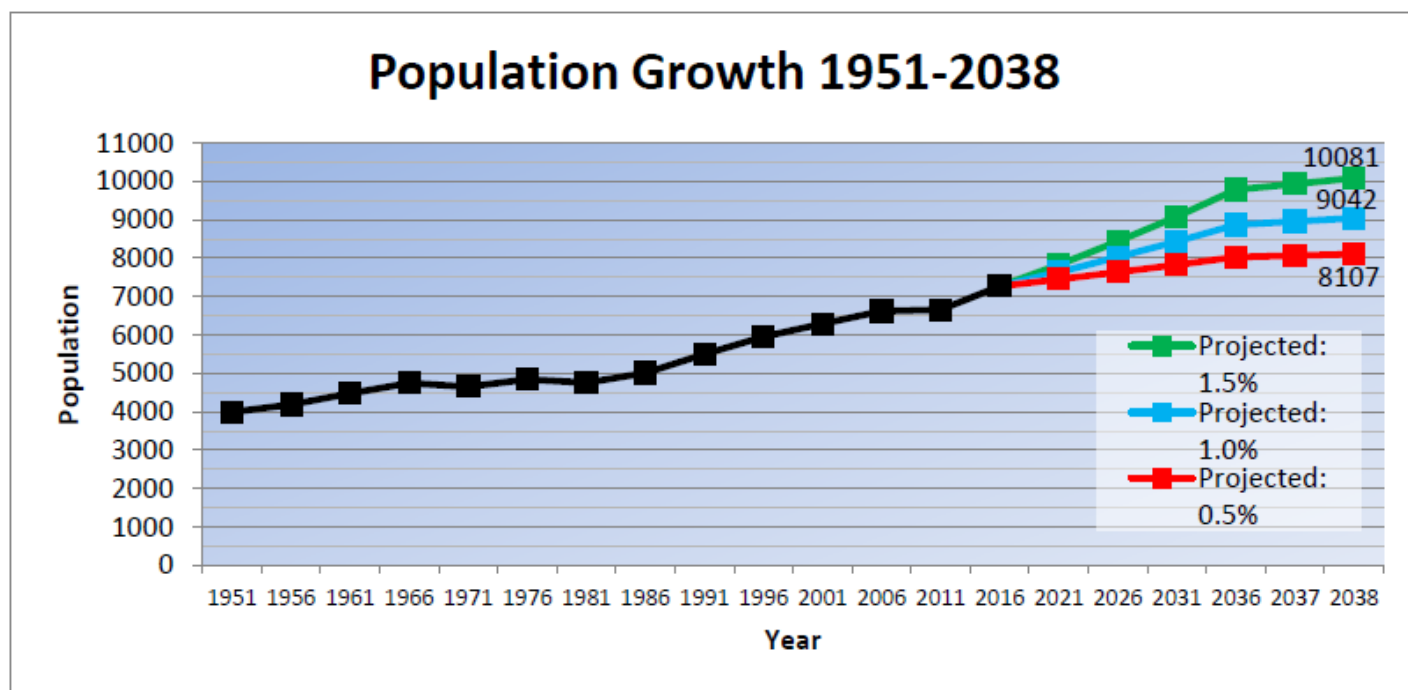
The Rec Plan along with the PRC Strategic Business Plan speak to ensuring that all Town departments meet regularly to ensure there is no duplication of service/programs and to develop partnership opportunities. One challenge that currently exists is that the PRC's primary focus is on generating revenue through partnerships, programs and rentals. While the Library's mandate is to provide program and meeting space for no charge.

A unforeseen opportunity arose in September 2018 as the library relocated to the PRC while new carpet and painting was completed. During this time, the library was located in the End Zone (second floor) and all programs and rentals were relocated to other rooms within the facility. While the library was in the facility, there were many positive comments from patrons saying they enjoyed being able to attend the library while their children were in hockey try-outs or in other programs.

St. Marys Growth Plan

In the Rec Plan, notable characteristics and trends with respect to growth, assist in shaping opportunities within the Town as a whole. According to Statistics Canada, the Town had a population of 7,265 in 2016. As noted in the Rec Plan, "St. Marys has experienced modest population growth over the past ten years", that a 10% growth was noted since 2006. Based on assumed modest growth going forward, the Rec Plan References a 3-15% increase, or 180 to 1,100 new residents over a ten (10) year period.

However, on September 25th, 2018, Council endorsed a growth rate of 1.5 per cent for the 20 year planning period, for the purposes of the Official Plan review. With a 1.5 per cent growth rate, the population of St. Marys would be expected to increase by approximately 1,200 people for the ten (10) year period from 2018 to 2028. Below is the dataset from the September 25th Population Projections Official Plan Review depicting the projected population growth of St. Marys.



Population Projections. High, Medium, and Low growth rates.

As denoted from the graph, along with the report, "The high projection of 1.5% would increase the total population to 10,081 people (from the projected 2018 population of 7,485), an increase of 2,596 people between 2018 and 2038, an average of 130 people per year" (DEV 44-2018 OPR—Population Projections, pg. 4)

What does this mean for the community needs?

Importantly, the St. Marys Official Plan Review outlines the projected population for seniors aged 65 and older in Ontario will double from 1.8 million (13.7% of the population) in 2019 to 4.2 million (23.4%) by 2036. However, in St. Marys as of 2016 seniors aged 65 and older comprised of 23.1 per cent of the population, 4.5 per cent higher than Perth County. As the Official Plan Review reinforced, “there is a need to ensure our communities can respond to the needs of seniors, and provide quality of life and options for seniors to remain in their neighbourhood and community throughout their lifetimes.” The library is able to provide a key element to ensuring quality of life, providing seniors with social, and intellectual programs and services that is economically feasible. Coupled with the projected population growth for St. Marys, there is a definitive proof to explore and consider expansion of the Library.

As documents provided by the Province on *Accessibility for Ontarians with Disabilities Act* outlines, “More than 1.85 million Ontarians or 15.5 per cent of the population have a disability and this number is quickly rising as society ages. By 2017, for the first time, Ontarians aged 65 and over will account for a larger share of the population than children under 14. Examples of the link between aging and disability include survivors of strokes or heart attacks who may face limits on their functioning, and seniors who have trouble with vision or hearing. While average life expectancy in Ontario is just under 80 years, disability-free life expectancy is only 68 years.” Furthermore, the number of people affected by disabilities increases to 53 percent of the entire population when immediate family members are included (caregivers/home support linked to disabilities via seniors). In keeping this in mind, and looking at the Public Library services, a substantial service group is seniors and children. As a result, re-conceptualizing the library, to ensuring the service remains relevant, accessible and barrier-free is of utmost importance. Space constrictions exist, and with the clientele projected to use the Library facility, there is an importance of more space to ensure maximized services and sustainability of St. Marys Library, which contributes to the attraction, appeal and exceptional services St. Marys offers.

Project Justification:

The Study outlines recommendations for the Library to address the space concerns for the Library. This is located on page 11 of The Study. These are broken down into Facilities, Programs and Services Portfolio, Management and Strategy. Since the inception of The Study, the Library has completed a number of tasks/recommendations to the best of its ability, recognizing the space constraints in place. These include window replacements, internal refreshments and developing a short-term plan to maximize the current space. In a report to Council (on June 26th, 2018) and the Library Board (May 3rd and June 7th 2018), CEO 01-2018 Library Internal Redesign project, Staff investigated opportunities to develop a short-term plan to address a long-term situation. The current space provides limited access to meeting spaces, program spaces and collection space. In examining these three limitations, it is important to note:

- There are often 50+ people at our Tales for Tots program, meeting every week in the children’s area of the Library
 - Circulation at the desk is a big challenge as noise levels are obstructive, accessibility to that side is limited and often detracts from the Public Access Computer service we have
- The strollers of the program attendees are left in the hallway entrance off of Queen Street, often causing difficulties entering the front door/washroom area
 - In the winter time this poses a health and safety risk as mud/ice/snow are tracked in on the strollers
- Often have two programs happening in both upstairs programming rooms at the same time causing issues with noise, disruptions and/or distractions

- Often have to turn away bookings because the only two rooms are already in use
- Programs are often interrupted by staff or other public members trying to use space within the library
 - Children's programs are interrupted as patrons or staff are forced to walk through that space to get to another space/room within the Library
- Programs have to be very carefully scheduled or discontinued due to the lack of quiet space (ie. Meditation)
 - With this there are challenges for offering a private meeting space, which are used for many groups including the vulnerable sector
 - Room booking are virtually impossible in July and August due to the Summer Reading Program
- Collection Development has a 5-year window/lifespan (meaning items remain in the library system for 5 years before removal)
- Books are often placed in window sills, on bottom display shelves and in areas people cannot access without help
 - Fading of books in windows, damage from salt, water or weather for displays on bottom shelves, children cannot access some materials in children's area are a reality

With the current provincial cuts to various organizational budgets, another justification to acquiring additional space is to bring the Adult Learning program back into the Library. As of now, the financial situation for the program is positive. However, should the Ministry funding of Adult Learning, or their co-located partner be reduced, contingencies have not been put in place should they be displaced. While this is not, at present, an issue, this is a very real and probable situation whereby there is no infrastructure/space in place for the program. Through space addition at the Library or offsite, there are opportunities to adequately plan for this very real possibility. This could also reduce some of the staffing constraints at a permanent satellite location as staff at the Adult Learning Program could assist with some coverage.

In identifying key factors of service strain, the Library Board and the Town Council should consider the following:

1. In Identifying Council projected 1.5% growth rate, how will the Library service grow in conjunction with the Town's needs?
2. Recognizing funding reductions to municipals through provincial cuts to SOLS, how will the Library Service maintain current service levels?
3. Should we consider options to expand the facility to maintain service levels with the projected growth rate endorsed by Council, recognizing the service level is currently strained and does not meeting best practices for libraries?

Matrix Assessment

With the economic instability, and the concerns about potential funding, challenges present themselves when discussing a brand new, stand-alone facility. Generally, these are discouraged in current facility planning due to a number of factors, which include programming limitations, operational costs, and other variables. Multi-purpose spaces and meeting rooms are typically incorporated within newer facilities as complementary spaces to the other facility components. The multi-purpose spaces at the PRC are examples of co-locating multiple recreation facility components to facility cross programming

opportunities, while achieving economies of scale in facility efficiencies in maintenance/management. It is because of this design staff are able to offer a variety of programs and services to meet the changing needs of the community.

However, stand-alone facilities, including Libraries and Town buildings are still investigated and presented as an option for consideration, as sometimes space is not readily available in the community. Keeping these points in mind, staff present the following options for review by the Library Board and Town Council.

The Matrix

The following matrix is intended to guide discussions for the Library Space requirements, and is applied to all options listed below. The matrix examines the following key factors that require careful consideration that staff feel are important. These include:

- Is there parking
- Does this meet the service requirements for the Library based on current practices and the guidelines developed by the Southern Ontario Library Service (in conjunction with the Ministry of Culture, Sport and Recreation)
- Will this support the Adult Learning Program, under the Library Umbrella
- Does it meet accessible standards
- Are we displacing anyone/services by using this space
- What are the implications (costs such as revenue loss/neutral/gain and the overall budgetary impact, & service point pros and cons)

In determining the approach for presenting information and options to the Board and Council, staff explored two main themes: an onsite location and an offsite location. Staff encourages discussion of the following options, and to lay the groundwork while providing recommendations to the individual governing bodies on moving forward.

For simplicity, staff colour coded the chart to outline positive and negative consequences of each option. **Green** is positive, **red** is negative. **Purple** represents an option that would be positive with some changes/additional upgrades.

Preamble: Additional cost implications for options 1 to 4—Staff Estimates:

The options for consideration of Library Board and Council are presented below. In each of these options, the firm costing has not been determined. These costs would encompass operational, capital and potential renovation/new build costs. Operational costs would include staffing increases, materials budget increase, and initial costs such as shelving, material ends and displayers. These would also be contingent on hours of operations for the satellite site. While staff will have to fully address this, an estimate to run a satellite site that encompasses all needs of the Library (including collection) would be:

Shelving= ~\$144,000 (one time buy) –that is for 129 bays which equals 16,000 materials attempting to achieve the current material deficiency as recommended by the Space and Service Needs Study (based on best practice guidelines provided by SOLS and FOPL).

Books and Materials budget = ~\$80,000 (current budget is \$58,000. This increase would be permanent and would stock the Library additional space over 5 years)

Technology = \$5,000 for a second printer (however an agreement to house the PRC Guest Services printer for public/staff printing and split revenue would eliminate this cost); Public Access Computers (Cost unknown, however integrating Adult Learning could help mitigate/eliminate this cost)

Staffing- additional one or two staff (Library Clerks for programming and collection development) and two (2) general clerks (basic circulation/day-to-day tasks) depending on a) hours and b) size of facility. Assuming the service point would be open for 25 hours per week, the estimated cost for 4 staff would (two Library clerks and two General clerks) be approximately \$90,688 (15 hours/week x 2 General Library Clerk, 20 hours/week x 2 Library Clerk). For two (2) General Clerks and one Library Clerk the cost would amount to approximately \$62,504. This estimate is based at present staffing cost. Depending on what option is selected, it would be ideal to have library staff work out of the PRC for the library services. However, there is a possibility of utilizing existing PRC staff to assist with library services. As the PRC operational hours are longer than the current library hours this would allow for longer service hours at the PRC location.

Operational Costs- As a high estimate, Staff believe the operating cost of a permanent satellite location at the Pyramid Recreation Centre could increase the overall operating budget of the Library by approximately \$39,000 plus the staffing increase listed above, but would not cover initial startup costs. This estimate was determined by doubling specific operating cost lines within the Library budget. While this is estimated high, costing would be based on hours of operation and utilization of the space. Trend analysis of three (3) years would be necessary in the space to determine the exact cost increase and would allow staff to modify the budget accordingly (although it is believed this increase would be sufficient to run the service point and to account for any fluctuation that may present itself).

To have an addition built onto the Library, staffing costs would not be as high, and would require one additional General Clerk and additional hours for existing staff. This would allow for support in the additional areas of the Library, and provide additional hours to the existing staff coinciding with the additional workload. An estimate for this would be approximately \$59,436 (one General Clerk @ 15 hours/week and 30 additional hours/week to be distributed to Library Clerks). Operating costs would increase; however, staff estimate half the cost of a permanent satellite location at the Recreation Centre of approximately \$20,000 and a three (3) year trend analysis to ensure budget costs are exact, allowing staff to modify the budget accordingly.

Option 1: A new build—Unknown location

While this is a contentious suggestion, the option to leave the Carnegie Library and build a brand new, fully functioning Library is a possibility. Admittedly, the cost for this option would be high and would require procuring land/space for a new build, the cost per square foot, operational and capital cost increases. Staff would have to fully explore this opportunity, however it is important to note the Space and Service Needs Study emphasizes the importance the Library is to the downtown, reinforcing the importance of its ability to draw people to the downtown core. The recommendation from the Space and Service Needs Study is not to build new, but rather renovate the existing space. Nevertheless, a new build would meet all the requirements of the Library guidelines and accessibility.

Description	Yes	No
Parking	X(providing property had adequate land)	
Library Current Practices/Guidelines	X	
Adult Learning	X	
AODA	X	

Displacing People/Programs		X
Meet Collection Requirements	X	
Meet Programming Space	X	
Meet Computer Usage/Technologies	X	
Meet meeting room space	X	
Circulation Desk	X	

Cost implications for the above option:

Program Lost Revenue	Rental Lost Revenue	Cost of New Build	Renovation Costs	Additional costs
0	0	Cost would include land procurement and the cost of construction per sq ft at the time of assessment	0	<ul style="list-style-type: none"> Rent/land procurement \$Unknown \$90,688 Staffing \$144,000 Shelving \$5,000 Technology \$30,000 books budget increase (totalling \$88,000 for Library Capital materials) Furniture: \$Unknown

Option 2: Space Needs Renovation

As the Space and Service Needs study outlined, the concluded solution was to build onto the Library. To do this, there would need to be a renovation of the Carnegie portion of the Library, and a tearing down/rebuilding on the 1988 addition. As The Study suggested, the 1988 addition may need building code upgrades, and that the current structure was not built to support a second story on top of it. While building codes change frequently (annually or bi-annually), the current structure would have been built to code when construction began, and is still safe for use today. The plan outlined a \$5,2570,000 renovation/build onto the existing facility (While this is an estimate provided by the consultants, the price per square foot is \$301, more than the estimate provided for option 3c). This would create a total foot print of 13,326 square feet of space. There would be no displacement of programs; however, operational costs would increase.

Description	Yes	No
Parking		X

Library Current Practices/Guidelines	X	
Adult Learning	X	
AODA	X	
Displacing People/Programs		X
Meet Collection Requirements	X	
Meet Programming Space	X	
Meet Computer Usage/Technologies	X	
Meet meeting room space	X	
Circulation Desk	X	

Cost implications for the above option:

Program Lost Revenue	Rental Lost Revenue	Cost of New Build	Renovation Costs	Additional costs
0	0	\$5,2570,000	0	<ul style="list-style-type: none"> • \$90,688 Staffing • \$144,000 Shelving • \$5,000 Technology • \$30,000 books budget increase (totalling \$88,000 for Library Capital materials) • Furniture: \$Unknown

Option 3: Satellite Location at the PRC

Community hubs are places that provide a central access point to a variety of community needs, from health services to social activities, from cultural services to recreation services. As has become common in many Ontario communities, hubs are increasing as a way to connect communities through one access point. As the province outlines, characteristics of hubs include:

- co-location or clustering of a range of community facilities, health and social services including a variety of uses and amenities that attract different groups of people at different times of the day
- providing services or amenities that respond to, and are shaped by, the unique circumstances, needs and assets of their community

Additionally, other opportunities could be explored with the Library and community hubs. One initiative would be to bring Adult Learning back into the Library, as it was prior to 2007 when they moved locations. Additionally, some of these areas also include youth services, senior services, and a multitude of social services. Further opportunities could include tourism and cultural services. For the community, having some or all of these services in one facility creates opportunities for a one-stop-shop model for members within the community, effectively maximizing exposure to each of the collocated members of the hub. While this would prove to be an effective and efficient way to merge many services into one facility, this would require careful consideration and recognition that each potential hub member would have specific considerations/requirements. This would include space, infrastructure (IT requirements) and quiet/confidential areas for vulnerable/confidential communication. These ideas will need to be considered later in the report with some suggestions/options.

As the PRC is a key community hub and a focal point in the community this location creates a buzz of activities with regular foot traffic. Staff currently work with Library services to offer complimentary programs and services but at times there may be a duplication in service. The Rec Plan along with the Business Plan give direction to correct this. Staff believe the synergies with a satellite location at the PRC will help to resolve this concern.

Option 3 a) Meeting Room D (200 square feet)

Located in the Pyramid Recreation Centre, Meeting Room D offers a space of 200 square feet. This would not provide the Library with the capabilities of providing a full service point. The room itself, while is small, is not functional for bookshelves with the current placement of windows. This option removes historical revenue from the PRC (\$4,000 annually), and which presents 219 rental and program days per year. This room has been identified in the PRC Business Plan as the possible room that will become the connecting link between the ice pad side of the building and the Friendship Centre therefore this space may not be available for use in the near future. However, on the flip side when a connection is constructed it may also create an opportunity to include some space for the library. As this room sits today, it does not meet the requirements for the Library when applied to the matrix above.

Description	Yes	No
Parking	X	
Library Current Practices/Guidelines		X
Adult Learning		X
AODA	X	
Displacing People/Programs	X	
Meet Collection Requirements		X (would house ~840 books max)
Meet Programming Space		X (but space within facility can be booked for library programs)
Meet Computer Usage/Technologies		X
Meet meeting room space		X (but space within facility can be booked for meeting spaces)
Circulation Desk		X

Programs affected:

- Corporate Meetings
- Public Meetings (Sports Groups, Youth Justice)

Cost implications for the above option:

Program Lost Revenue	Rental Lost Revenue	Cost of New Build	Renovation Costs	Additional costs
0 (no programs take place in this space)	\$4,000	0	0	<ul style="list-style-type: none"> • One staff/possibly share staff resources already at the PRC • \$5,700 Shelving (840 Books)

Option 3 b) End Zone (2,850 square feet)

Located on the second floor of the PRC, this room oversees the Rock Rink and Pool facilities. Totalling 2,850 square feet, this room is used 292 days of the year, and generated approximately \$19,000 annually in rental revenue. However, this does not include the cost associated with other rental programs including PRC Camps. With this included, the anticipated revenue generated would total \$63,000 annually.

The Library could utilize this space for limited book stacks, and a small service point with limited to no programming enhancements to the physical space. However, opportunities to use other programming space within the PRC facility is an option to consider. The benefits would include fluid space and the ability to provide additional programs. Things to consider would include any challenges with scheduling amongst Library and PRC programs. While this would enhance the current situation of the Library, it does not meet the needs of the matrix as presented.

Description	Yes	No
Parking	X	
Library Current Practices/Guidelines		X
Adult Learning		X
AODA	X	
Displacing People/Programs	X	
Meet Collection Requirements		X (would house books 8,500 max with no additional space for computers or Adult Learning)
Meet Programming Space		X (but space within facility can be booked for library programs)

Meet Computer Usage/Technologies		X(but with IT support, tech is expandable)
Meet meeting room space		X(but space within facility can be booked for meeting spaces)
Circulation Desk space	X(small one)	

Programs Affected:

- Lincolns
- Tournaments (all Sports)
- Weight Watchers
- Children's Recreation Camps
- Internal groups

Cost implications for the above option:

Program Lost Revenue	Rental Lost Revenue	Cost of New Build	Renovation Costs	Additional costs
\$44,000	\$19,000	0	~\$50,000 (Bar removal, Lighting, humidity control, electrical)	<ul style="list-style-type: none"> • \$59,436 Staffing • \$28,500 Shelving (4,200 books) • \$5,000 Technology

Option 3 c) Build onto PRC (5,851.5 square feet)

Staff explored building on the PRC near the pool. This would include the removal of the splash pad area (as a new splash pad was installed at Cadzow in 2018) and addition around the Aquatics Centre, this would total 5,851.5 square feet of space with second floor or 4,890.5 square feet on a single floor. This would range in price from \$1,170,300 to \$978,100 respectively. The average cost per square foot for a build has been calculated at \$200 per square foot. This option would present no program or revenue loss outside of the splash usage and cost of building. These costs do not include equipment for the Library, however staff would need to determine those costs which would include shelving, staffing, and operational costs.

Description	Yes	No
Parking	X	
Library Current Practices/Guidelines	X	
Adult Learning	X	

AODA	X	
Displacing People/Programs		X
Meet Collection Requirements	X (depends on the configuration of the build; could house books 13,000 to 16,000 max and potentially include space for computers, meeting space and Adult Learning)	
Meet Programming Space	X	
Meet Computer Usage/Technologies	X (but see Collection Requirements comments)	
Meet meeting room space	X	
Circulation Desk space	X (small one)	

Cost implications for the above option:

Program Lost Revenue	Rental Lost Revenue	Cost of New Build	Renovation Costs	Additional costs
0 as this would be a new space	0 as this would be a new space	\$1,170,300 to \$978,100 (using \$200 a sq ft)	0	<ul style="list-style-type: none"> • \$90,688 Staffing • \$144,000 shelving • \$5,000 technology • \$30,000 books budget increase (totalling \$88,000 for Library Capital materials)

Option 3 d) Community Centre—(7,900 square feet whole hall), 1/3—(2,750 square feet), 2/3 (4,865 square feet)

Located in the heart of the facility the Community Centre is a hub to many activities and rentals. This space as a whole is 7,900 square feet however it can be broken down into two smaller spaces as the 1/3 hall which is 2,750 square feet or the 2/3 hall which is 4,865 square feet. This space is utilized for 1,040 rental and programs days per year and generated approximately \$107,000 annually in rental/program revenue (2018). This space allows the Town to host a variety of activities due to the capacity of the hall. The Rec Plan speaks to keeping the large community centre hall to ensure a convenient and affordable large hall is available for residents and community groups to have a place for formal gatherings and places to engage in a range of activities.

Description	Yes	No
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Parking	X	
Library Current Practices/Guidelines	X	
Adult Learning	X	
AODA	X	
Displacing People/Programs	X (This will displace a multitude of programs and services currently offered. See below)	
Meet Collection Requirements	X	
Meet Programming Space	X	
Meet Computer Usage/Technologies	X	
Meet meeting room space	X	
Circulation Desk space	X	

Programs Affected:

- External rentals including: Quilt show, Rotary events, Lion's events, driving schools, weddings, Fire Fighters Pig Tail Dinner, weight watchers, Living Rock Church, elections, blood donor clinics, Kinettes Silent Auction, Christmas parties, Perth Care for Kids, ice tournaments (all ice users—Lincolns, Minor Hockey, Ringette, Skate Club), birthday parties, funerals, hospital bingo, hospital gala to name a few.
- Internal programs including—pickle ball, group fitness, minds in motion, scrapbooking, youth centre after school program, dodgeball archery, soccer stars, dance, GOALS breakfast program, euchre/ama, pepperama, card making classes, choir concert, special dinners (Thanksgiving, Christmas), and special events (Halloween, St. Patrick's Day, Christmas) to name a few.

Cost implications for the above option:

Program Lost Revenue	Rental Lost Revenue	Cost of New Build	Renovation Costs	Additional costs
\$74,000	\$33,000	0	Unknown at this time	Staffing, shelving, technology and books

3 e) Ice pad (17,500)

While the Rec Plan did not consider pulling an ice pad, staff explored this option as it would meet the requirements for Library services. An Ice Pad option would be a long-term option, taking into account ice usage over the next 5 years. While this could be a positive for the community, and cost savings for the Town, this is the more contentious option for consideration. The Rec Plan outlined that the St. Marys

community, at present, only requires 1.3 Ice Pads with trend of 1.5 pads by 2026 (page 76). There could be potential to move down to one Ice Pad; however, this would limit certain prime time ice for specific users.

Description	Yes	No
Parking	X	
Library Current Practices/Guidelines	X	
Adult Learning	X	
AODA	X	
Displacing People/Programs	X (This will displace a multitude of programs and services currently offered. See below)	
Meet Collection Requirements	X	
Meet Programming Space	X	
Meet Computer Usage/Technologies	X	
Meet meeting room space	X	
Circulation Desk space	X	

Programs Affected:

- Ice rink
- Minor Hockey
- Ringette
- Skate Club
- Lincolns
- Men's league
- Public Skates
- Dry Pad Programming
- Roller skating
- Floor hockey
- Pickle ball
- Cost implications for the above option:

Rental/Program Loss Revenue	Cost of New Build	Renovation Costs	Additional costs
\$235,000	0	Unknown at this time	<ul style="list-style-type: none"> • \$90,688 Staffing

			<ul style="list-style-type: none"> • \$144,000 shelving • \$5,000 technology • \$30,000 books budget increase (totalling \$88,000 for Library Capital materials)
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Potential Savings = Heating/operational costs of ice pad (which would need to be explored fully by staff)

Option 4: Satellite Location within the community—Location to be Determined

Under this option there would be similar implication costs as option 3, the satellite location at the PRC. With the understanding that this would include additional costs such as rent or land procurement. Operational and capital costs would affect this option but will be based on the location. This option is not supported by the community as per the survey.

Cost implications for the above option:

Program Lost Revenue	Rental Lost Revenue	Cost of New Build	Renovation Costs	Additional costs
0	0	0	Unknown at this time	<ul style="list-style-type: none"> • Rent/land procurement \$Unknown • \$90,688 Staffing • \$144,000 shelving \$5,000 technology \$30,000 books budget increase (totalling \$88,000 for Library Capital materials)

Option 5: Do nothing

While the option to do nothing is an option Staff are bringing forward, it is important to note the space concerns throughout this report and throughout the Space and Service Needs Study. If this is the preferred option library services would remain as they are today with no additions to programs or

collections and there would be challenges to maintain the services provided by the library with the projected growth of the Town. With this approach there would be no financial impact.

Programs affected:

- Library Services
 - St. Marys Community
 - Collection
 - Meeting Space
 - Programming Space
 - Staff work spaces
 - Storage for operational supplies
 - Integration with community/adequately servicing community needs
 - Technology expansion
 - Attraction/retention of community
 - Adult Learning

Cost implications for the above option:

Program Lost Revenue	Rental Lost Revenue	Cost of New Build	Renovation Costs	Additional costs
0	0	0	0	0

Survey Results

On April 1st, the Corporate Communications department assisted the Library CEO and the Director of Community Services to publish a short survey targeting response from the community members regarding the Library Space, and opportunities for growth of the physical Library. The survey was met with 297 responses across St. Marys and Perth South. There were a few responses from outside of St. Marys, from what could be gaged as members London working within the St. Marys community. The responses from the survey, along with the questions, can be found in Appendix B—The Survey.

The following questions were asked in the survey:

1. Where do you live?
2. Are you currently a member of the St. Marys Public Library?
3. How often do you or a family member use the Library?
4. What do you primarily use the Library for?
5. The St. Marys Public Library is considering expanding in order to better meet the needs of its patrons. Which of the following options would you prefer?
6. If you selected None of the above in question 5, please explain.
7. If the Town implemented your preferred choice, how often would you access library services?
8. If a permanent, full-service satellite location of the Library opened at the Pyramid Recreation Centre or another location, what services would you most like to see there?

9. Regardless of the issue of expansion, are there any other services you would like the Library to offer?
10. Please feel free to share any additional questions or comments you may have about the possible expansion of the Library.

As noted above, the responses of individuals were tallied and results are found in the appendix.

In comparison to other surveys across the Corporation, the responses were just under the Pyramid Recreation Centre Pool and Spa Survey (348 total respondents), and largely over the St. Marys Museum Strategic Plan Survey (76 respondents). The results of the survey, from Staff perspective, is adequate to gauge community needs, and should be included in the overall thought when discussing the Library space concerns.

FINANCIAL IMPLICATIONS

Through the report staff have identified five options; new build unknown location, space needs renovation, satellite options at the PRC, satellite location within the community location unknown or do nothing. Staff have some soft costs on options however wanted to see the committee direction before exploring full costing:

Option	Loss in revenue	Cost of build or renovation	Additional costs
1. New build-unknown location	0	Cost would include land procurement and the cost of construction per sq ft at the time of assessment	Rent/land procurement, staffing, shelving, equipment, technology and books
2. Space needs renovation	0	\$5,2570,000 *this is based off the space and needs study and would need to be firmed up however, it includes furniture	Staffing, shelving, technology and books
3. Satellite location at the PRC			
3a) Meeting room D	\$4,000	0	One staff/share staff resources, shelving and books
3b) End Zone	\$63,000	Cost to remove the bar area and correct humidity controls for this room	Staffing, shelving, technology and books
3c) Build onto PRC	0	\$1,170,300 to \$978,100	Staffing, shelving, technology and books
3d) Community Centre	\$107,000	Unknown at this time	Staffing, shelving, equipment,

			technology and books
3e) Ice pad	\$235,000	Unknown at this time	Staffing, shelving, equipment, technology and books
4. Satellite location within community	0	Unknown at this time	Rent/land procurement, staffing, shelving, equipment, technology and books
5. Do nothing	0	0	0

How would the capital costs be financed?

It is important to note that currently the Town does have an infrastructure deficit that the Town is trying to fund, if money is removed from this the deficit does become larger and the Town would need to set funding aside.

1. While no commitment has been made the Library does have a Friends of the Library group that could be approached for some funding assistance.
2. Development Charges (DC) funding is available. At this time 3% of the project costs can come from the DC this includes costs for a new build, a renovation or equipment costs.
3. The Library has a Library Trust account which, with the approval of the Board, could be used to assist with costs
4. Grants—all grants opportunities would be explored. Some possible grant opportunities include: Trillium, New Horizons, Perth Community Foundations.
5. Staff also can approach the local community/service groups for assistance in this project.

Relationship to: Library Space and Service Needs Study, Town Strategic Plan, Recreation Master Plan and PRC Business Plan

☒ This initiative is supported by the following priorities, outcomes, and tactics in the Library Space and Service Needs Plan.

- Recommendation 1: Heritage Building Restoration
 - “The heritage portion of the St. Marys Public Library is a wonderful community asset... high ceilings and commodious sizes are ideal for reading, community and program spaces...[and]are sadly used now as book stack spaces that negates their beauty and usefulness”
- Recommendation 2: Old Addition Re-Build
- Recommendation 6 and 15: Technology/Internet Access
 - “There is a need for a computer access area—separate from children’s computer access...”

- Internet access is key to the St. Marys Residents; the library's technology footprint is too small and it needs more space for technology use and training. For obvious reasons it is wise to create a separate space for kids and teens/adults. It is a major trend in libraries that STEM skills and employment skills development are cost-effectively supported by public libraries as both learning and entertaining training.
- Recommendation 7: "The current shelving does not provide easy browsing..."
- Recommendation 8: Flexibly Programming Space
- Recommendation 9-12: Community engagement
 - Look at ways to further engage Adults, Children, Seniors and Youth within the St. Marys Community
- Recommendation 21 and 22: Increase co-programming with key major partners; Partnerships and relationships within the Municipality and other social clubs/cultural institutions
- Pillar #3: Balance Growth- Youth recruitment & retention strategy
 - Outcome: It is important to not only attract youth to Town, but also to retain existing youth by ensuring there are adequate opportunities.
 - Tactics will focus on youth of all ages and abilities.
- Pillar #4: Culture and Recreation – Repurposing the Pyramid Recreation Centre
 - Outcome: As the PRC is adequate to a population of 30,000, it far exceeds the needs of the current population and thus results in additional costs to the Town. A more integrated approach may be preferable.
- Recreation and Leisure Master Plan #37
 - Outcomes: Using a business mindset and entrepreneurial spirit, the Town should continue to explore strategies to maximize the use of existing spaces. This may include reviewing how the Town promotes and markets municipal spaces to ensure that the community and non-municipal organizations are aware of opportunities to utilize spaces.
- Recreation and Leisure Master Plan #13
 - Further investigate the cost reductions and revenue enhancements suggested in the Service Review and create a formalized Business Plan for the PRC.
- PRC Business Plan- Strategic Priority Communications and Marketing
 - Outcomes: Increase use and of the facility, including by non-St. Marys residents, measured through new accounts, program participation, events, repeat business and increased rental compared to previous financial periods.
- PRC Business Plan-Programming
 - Outcomes: The PRC is a key community hub and a focal point in the community, hosting a variety of well attended recreation and non-recreation events for all ages and persons of all abilities. It has a vibe and buzz and just feels like the place to be.
 - Tactics: evaluate opportunities to locate a walking program at the PRC for the winter months.

Expand the walking route after a possible connecting link is constructed between the ice pad side of the building and the Friendship Centre side.

SUMMARY

To summarize the background:

Current Information	1988 Addition	Current Analysis	Future Analysis
Library Square Footage	~5,485 sq ft	~12,000 sq ft	~12,000 sq ft
Population	5,000	7,485	10,081
Collection size		~29,000	~45,000
Total Circulation growth	25,551	101,289	+8.6% growth/annually based on current circulation trends
Adult Learning	Resided in the Library	Left Library in 2009 due to space constrictions—Library upstairs space transitioned to office space with two (2) meeting rooms	With recent government changes, consideration for Town space may be required

As noted in the above report there are pros and cons that need careful consideration for each option. Staff have presented the committee with various options for the future of library services. The decision is a complicated one. To move this matter forward, key questions the group should consider:

- What is the preferred option? Do nothing, satellite location, new build, or alternative options?
- What project costs are the governing bodies comfortable with?
- With government changes, what considerations regarding relocation of Adult Learning should be deliberated?
- With government cutbacks to Library organizations (SOLS/OLS-N), what considerations should be discussed regarding collection development/collection resource sharing, and how does that line up with Library Board and Town Council priorities?
- With potential large-scale municipal cutbacks, what considerations should Library Board and Town Council discuss for planning purposes to align with the St. Marys Culture?

OTHERS CONSULTED

St. Marys Public Library Staff
PRC/Friendship Centre Staff
Corporate Communications and Events Manager
Corporate Communications Specialist
Senior Management
Chief Administrative Officer
Facilities Supervisor

ATTACHMENTS

1. Appendix A—The Study Findings
2. Appendix B—The Survey
3. CEO 01-2018 Library Internal Redesign project
4. Space and Service Needs Study

<http://www.townofstmarys.com/en/recreation-and-culture/space-and-service-needs-study.aspx>

5. Recreation & Leisure Services Master Plan

<http://www.townofstmarys.com/en/town-services/RLSMP.aspx>

6. St. Marys Strategic Plan Revision & Update

<http://www.townofstmarys.com/en/town-services/strategic-plan.aspx>

7. Official Plan Review

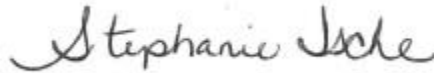
<http://www.townofstmarys.com/en/doing-business/official-plan-review.aspx>

REVIEWED BY

Recommended by the Department



Matthew Corbett
Chief Executive Officer, Library Services



Stephanie Ische
Director of Community Services

Appendix A—The Study Findings

Community Requirements

The Study takes a thematic approach to recognizing community input and survey inputs. Community members were involved in focus groups set up at three different times, as well as through survey responses. Throughout the entire process “one major theme was ‘MORE’ –more books, more programs, more promotion, more learning, and more integration with other community services” (The Study, pg. 5) Five perspectives that arose from these consultations were:

- The Library as a learning, social and cultural institution that contributes to quality of life in Town
- Partnership opportunities for programing, employment, and economic support for the community growth
- Pent up demand for programming with more programming non-business hours for kids and seniors and additional programming for teens, adults and males
- Barriers in existing facility’s logistic and workflow as well as with accessibility, safety, programming and access to technology
- The importance of the library services and the heritage Carnegie building as the main downtown anchor (The Study, pg. 5)

Facility Conditions:

There are struggles with the current facility layout and structure. As The Study outlines facility limitations include the elevator, the entrance, lighting, washrooms, HVAC, hot water supply, storage space, electrical issues, basement dampness, cleaning storage, Kitchen, AODA compliance (The Study, pg. 6). The key elements for assessing conditions are:

- Requirements for service levels (programming, collection development, advertising, technology/PAC access etc.)
- Requirements for the community
- Storage space for the Library staff and for community
- Equal and barrier-free access to all of the facility (mission, vision and values of the Library; AODA, Human Rights)

Additional notes outside the Study:

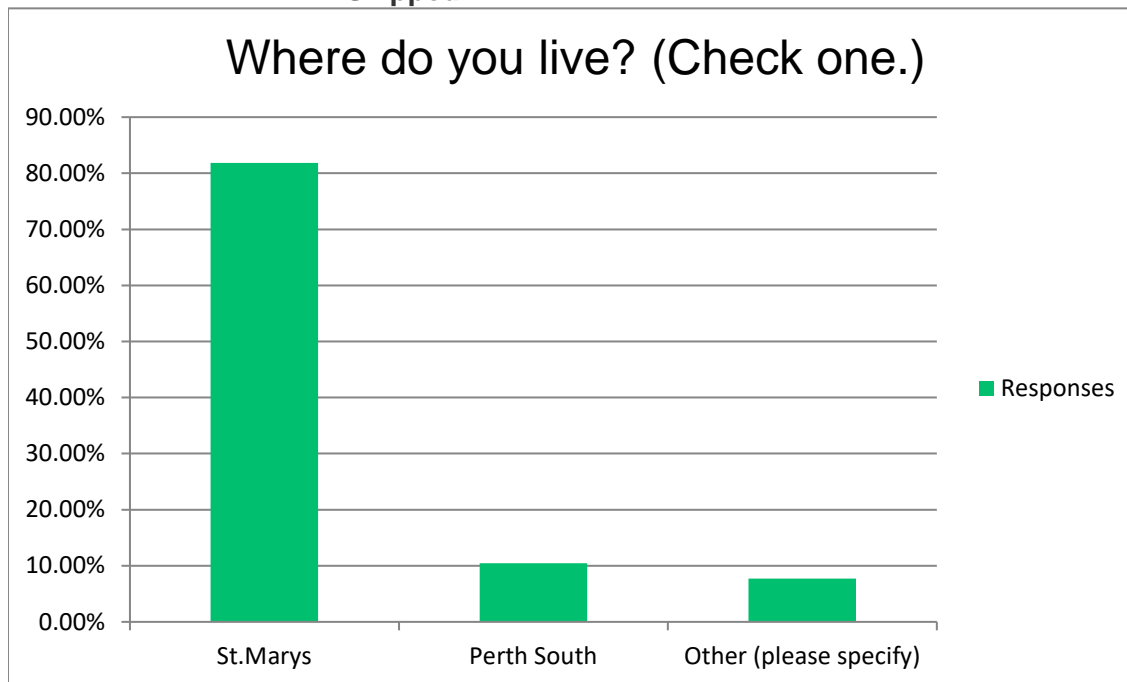
- Structural engineering report (re: second floor)

Appendix B—The Survey

ST. MARYS PUBLIC LIBRARY SPACE SURVEY

1. Where do you live? (Check one.)

Answer Choices	Responses	
St.Marys	81.82%	243
Perth South	10.44%	31
Other (please specify)	7.74%	23
Answered		297
Skipped		0



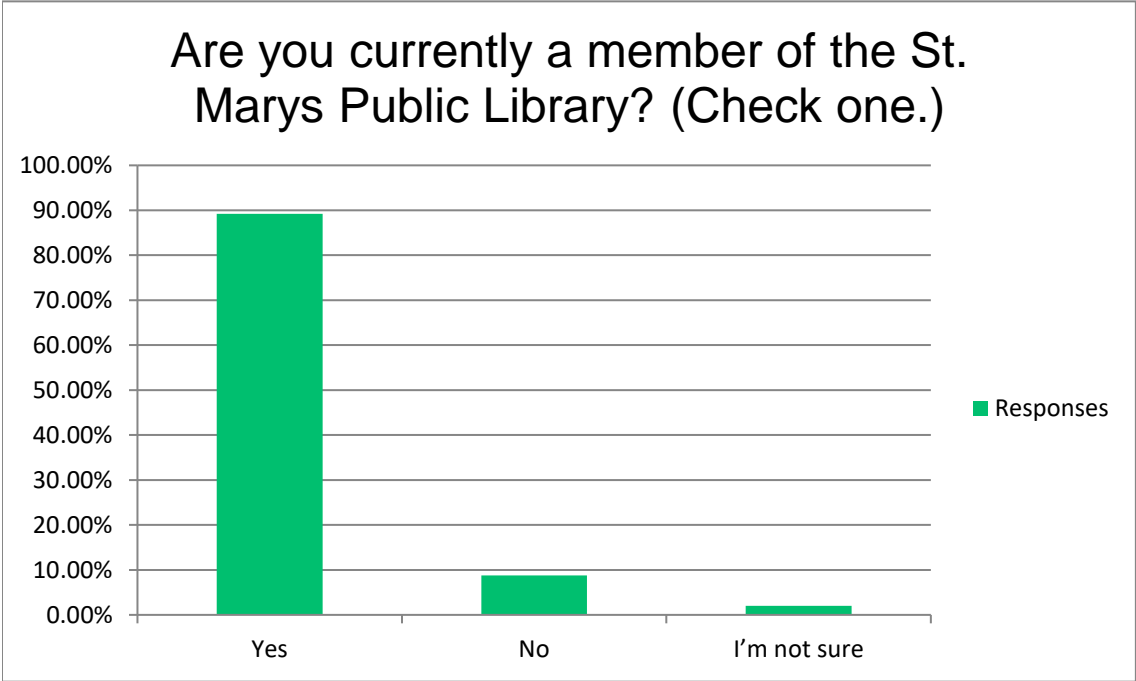
Respondents	Response Date	Other (please specify)
1	Apr 18 2019 02:49 PM	Lake Side
2	Apr 15 2019 11:42 AM	Cobble Hills Road
3	Apr 15 2019 09:06 AM	Medina
		On the most northern border of Thames
4	Apr 15 2019 08:18 AM	Centre
5	Apr 14 2019 04:39 PM	Motherwell
6	Apr 12 2019 02:58 PM	LAKESIDE
7	Apr 11 2019 05:48 PM	Middlesex
8	Apr 11 2019 02:01 PM	London
9	Apr 10 2019 08:40 AM	West Perth
10	Apr 09 2019 06:27 PM	London
11	Apr 09 2019 06:27 PM	London
12	Apr 09 2019 06:22 PM	London
13	Apr 08 2019 05:34 PM	zorra
14	Apr 03 2019 07:50 PM	RR3 St. Marys Wellburn Rd
15	Apr 03 2019 08:36 AM	#7 highway 7 minutes west of St. Marys
16	Apr 02 2019 01:12 PM	Oxford County - just south of HWY 7

17	Apr 01 2019 07:11 PM	Zorra
18	Apr 01 2019 02:17 PM	London
19	Apr 01 2019 09:34 AM	Thames Centre
20	Apr 01 2019 09:27 AM	Oxford
21	Apr 01 2019 09:27 AM	Oxford
22	Apr 01 2019 09:25 AM	Thorndale
23	Apr 01 2019 09:19 AM	Perth East

ST. MARYS PUBLIC LIBRARY SPACE SURVEY

2. Are you currently a member of the St. Marys Public Library? (Check one.)

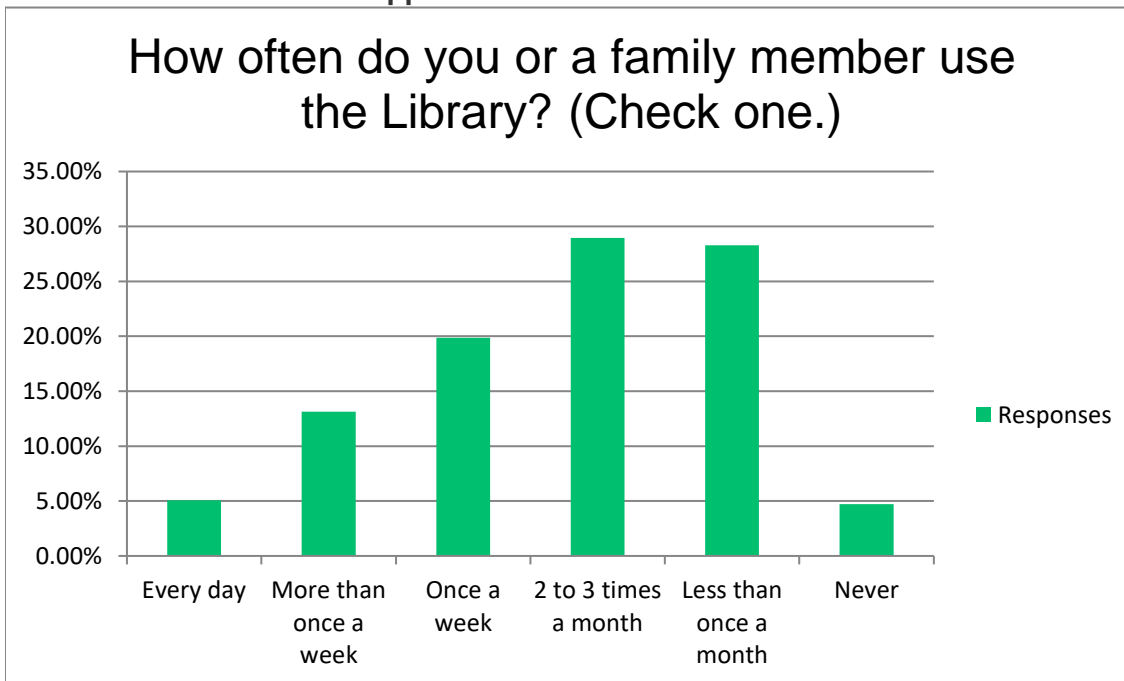
Answer Choices	Responses	
Yes	89.23%	265
No	8.75%	26
I'm not sure	2.02%	6
Answered		297
Skipped		0



ST. MARYS PUBLIC LIBRARY SPACE SURVEY

3. How often do you or a family member use the Library? (Check one.)

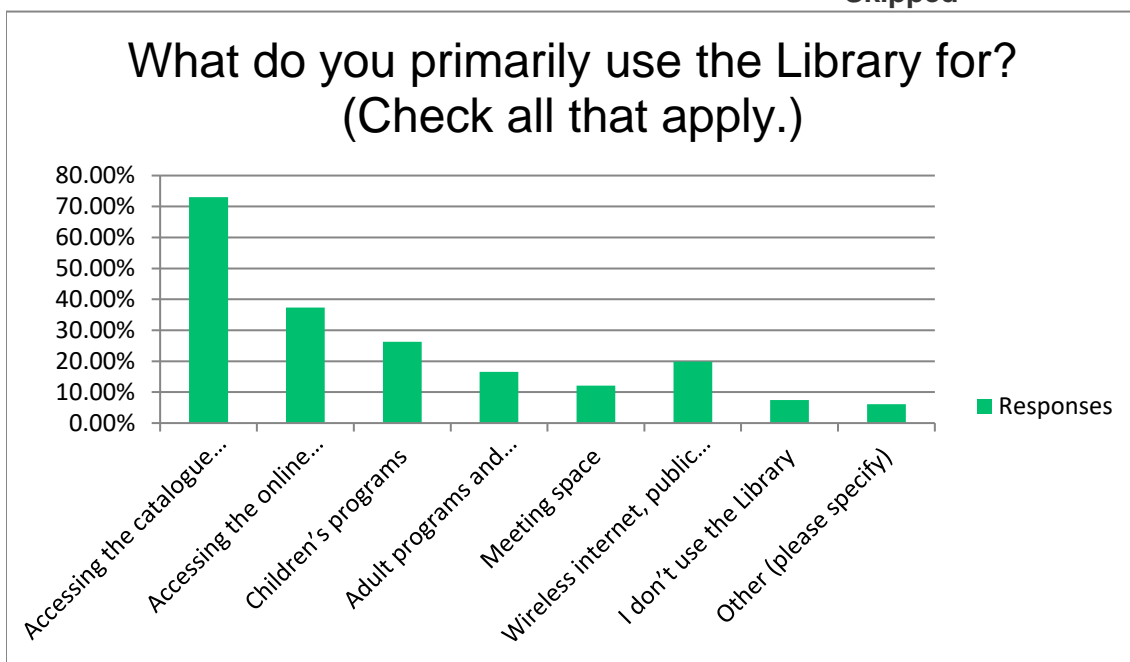
Answer Choices	Responses	
Every day	5.05%	15
More than once a week	13.13%	39
Once a week	19.87%	59
2 to 3 times a month	28.96%	86
Less than once a month	28.28%	84
Never	4.71%	14
Answered		297
Skipped		0



ST. MARYS PUBLIC LIBRARY SPACE SURVEY

4. What do you primarily use the Library for? (Check all that apply.)

Answer Choices	Responses	
Accessing the catalogue (e.g. books, magazines, movies, music etc.)	73.06%	217
Accessing the online catalogue (databases, e-books etc.)	37.37%	111
Children's programs	26.26%	78
Adult programs and reading clubs	16.50%	49
Meeting space	12.12%	36
Wireless internet, public computers, printing, faxing and/or scanning	19.87%	59
I don't use the Library	7.41%	22
Other (please specify)	6.06%	18
	Answered	297
	Skipped	0



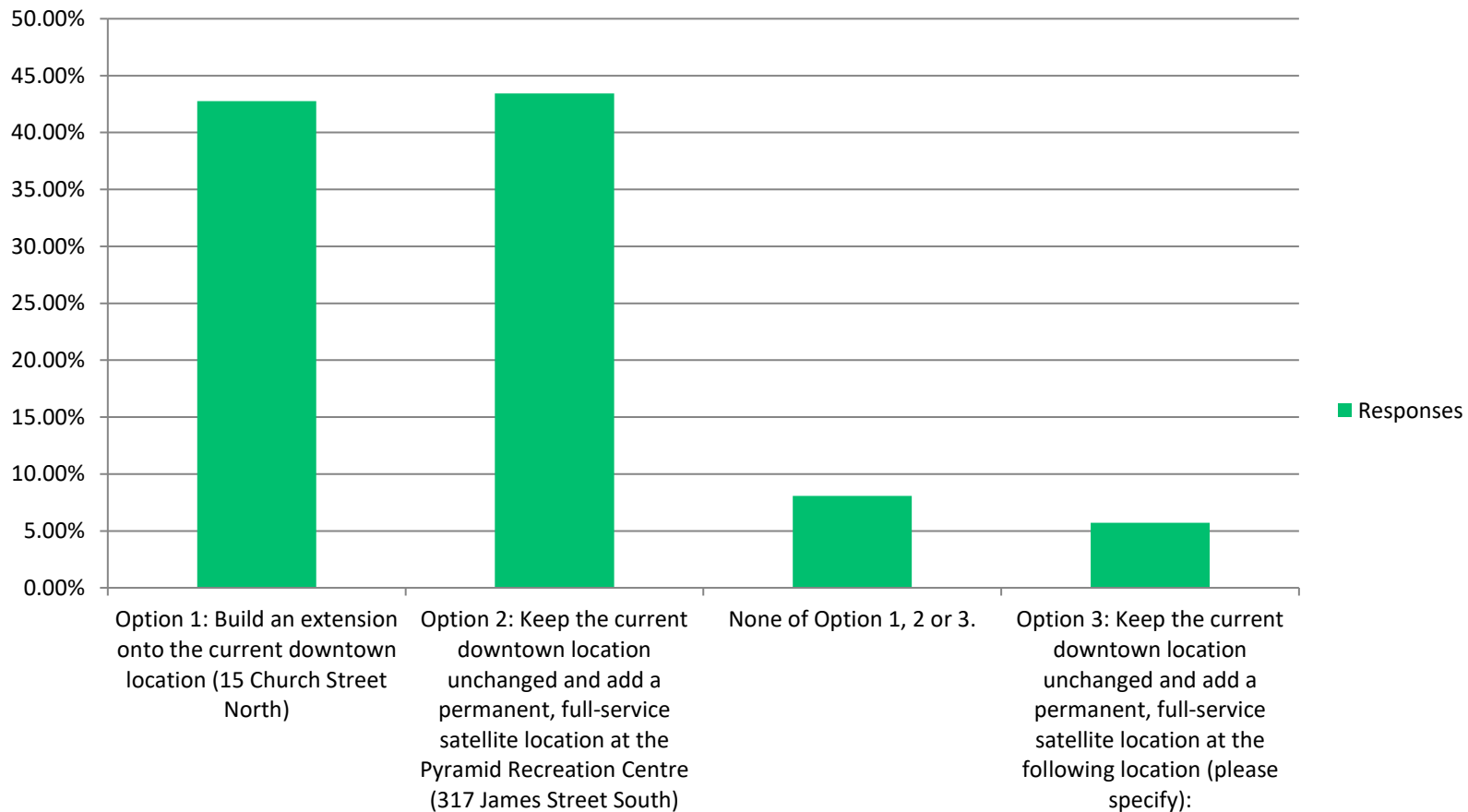
Respondents	Response Date	Other (please specify)
	1 Apr 18 2019 03:04 PM	READING NEWSPAPERS
	2 Apr 18 2019 02:50 PM	History
	3 Apr 18 2019 02:47 PM	gathering with friends
	4 Apr 18 2019 02:36 PM	children's movies/books
	5 Apr 18 2019 02:35 PM	tutoring sessions
	6 Apr 15 2019 04:35 PM	Book Sales 2x a yr .
	7 Apr 15 2019 01:11 PM	I intend to use the library regularly, perhaps weekly, in retirement after June.
	8 Apr 15 2019 11:04 AM	Borrowing adult books and DVDs. Reading hard copies of newspapers and magazines
	9 Apr 15 2019 09:32 AM	To wander the book stacks and get a book
	10 Apr 15 2019 08:18 AM	Currently not at the St Marys location. Either Thorndale or Stratford. I love attending readings. I wish there were more! Brian Busby's was the best ever. It is so difficult to find thoughtful entertainment options in this town, so needed by those without transportation.
	11 Apr 15 2019 12:29 AM	Take out books occasionally
	12 Apr 13 2019 12:25 PM	
	13 Apr 11 2019 06:58 PM	To pickup a book and to scour the shelves.
	14 Apr 08 2019 01:50 PM	Pick up and return materials
	15 Apr 02 2019 10:35 AM	Public washrooms/water fountain
	16 Apr 01 2019 03:17 PM	Browsing collections, CKO, CKI of materials
	17 Apr 01 2019 10:56 AM	Book Club
	18 Apr 01 2019 09:37 AM	Shirt 🧥 maker

ST. MARYS PUBLIC LIBRARY SPACE SURVEY

5. The St. Marys Public Library is considering expanding in order to better meet the needs of its patrons. Which of the following options would you prefer? (Check one.)

Answer Choices	Responses	
Option 1: Build an extension onto the current downtown location (15 Church Street North)	42.76%	127
Option 2: Keep the current downtown location unchanged and add a permanent, full-service satellite location at the Pyramid Recreation Centre (317 James Street South)	43.43%	129
None of Option 1, 2 or 3.	8.08%	24
Option 3: Keep the current downtown location unchanged and add a permanent, full-service satellite location at the following location (please specify):	5.72%	17
Answered		297
Skipped		0

The St. Marys Public Library is considering expanding in order to better meet the needs of its patrons. Which of the following options would you prefer? (Check one.)



Respondents	Option 3: Keep the current downtown location unchanged and add a permanent, full-service satellite location at the following location (please specify):	
	Response Date	
	1 Apr 18 2019 02:56 PM	not specified on survey
	2 Apr 18 2019 02:55 PM	not given on survey
	3 Apr 14 2019 12:27 PM	Near valuemart. Too busy at pyramid centre
	4 Apr 14 2019 10:08 AM	What about in the Junction station building? Lots of new development at that end of town so would be a good service to add.
	5 Apr 13 2019 08:43 PM	Work with the AMDSB to have the DCVI and Little Falls library services and hours expanded keeping them geared towards those age groups and keeping the existing library geared towards children ages 1-5 and adults. The school library's could be staffed by town employees in the evenings and summer months. Definitely an option that expands the services but reduces the investment needed.
	6 Apr 13 2019 02:20 PM	Old train station off Station Street
	7 Apr 13 2019 12:28 PM	At the empty jewellery store down the street. I have never been in it but I have heard it has some beautiful features.
	8 Apr 12 2019 08:46 AM	Junction Station. The town continues to expand on the north side of town and it would be nice to have some of the services in that area.
	9 Apr 12 2019 06:39 AM	The empty Buck or Two building. A satellite there helps fill that empty streetscape, keeping the core vibrant and draws more people downtown.
	10 Apr 03 2019 04:20 PM	Any chance of the town buying a currently empty downtown store like the former Dollar Store to get the extra space needed. I feel in order for everyone to be able to get to the location, a building closer to the downtown for a satellite library would be better than the Pyramid Centre. Any chance that the current Bell building down the way from the current library could be taken over?

11	Apr 03 2019 08:59 AM	St.Marys Town Hall
12	Apr 02 2019 12:07 AM	Buy the Lyric/Mercury Theatre across the road. Put the offices, meeting space and programs over there. Use the current space for the book, audio and video collections.
13	Apr 01 2019 10:25 PM	Would there be a store/other building that would be available to rent/own? I am also in favour of adding to the PRC.
14	Apr 01 2019 05:12 PM	Could be PRC but not limited to this location.
15	Apr 01 2019 10:56 AM	Use an unused store front location downtown. Even if only for storage it would mean an existing empty building gets used and spares the cost of building.
16	Apr 01 2019 10:08 AM	Why not use the old early years center so both buildings can be kept historically as they are.
17	Apr 01 2019 09:34 AM	A satellite location could be opened in the location of the former buck or two building. It would fill a vacant store front in the downtown, being more foot traffic downtown and would be cheaper than an addition to a heritage building.

ST. MARYS PUBLIC LIBRARY SPACE SURVEY

6. If you selected "None of Option 1, 2 or 3" in question 5, please explain:

Answered

54

Skipped

243

Respondents	Response Date	Responses
1	Apr 18 2019 03:05 PM	OR JUST BUILD ON TO THE PYRAMID AND HAVE ONE LOCATION THERE
2	Apr 18 2019 02:49 PM	I don't use the library
3	Apr 18 2019 02:22 PM	If you have a 'satellite' option that still doesn't help with creating space (more space) at the church street location. I thought that was a huge concern.
4	Apr 15 2019 11:04 AM	Expansion of children's library some years ago produced a good space for collection and programs. Does it need to be bigger?
5	Apr 15 2019 09:32 AM	If more space is needed for meetings why do they have to be provided by the library. Sounds to me like the town should be looking at vacant spaces or new building for just that purpose.
6	Apr 15 2019 09:24 AM	When talking in the community I never hear anyone say there is a need to expand the library. How many people use the library for book uses compared to our population number. I really hope my tax dollars wont be going to build onto the exsisting library this seems like unnecessary money being spent.
7	Apr 15 2019 09:07 AM	Where is the research to support any of the 'Options' that have been presented? St Marys is a small Town of approx 5000 and therefore can not be all things to all people. It's okay to say, no. Renting rooms is not (in my opinion) a priority function of the Library. If space is needed in the community for groups, are the other options being utilized to their full capacity? Why does the Library have such growth, is the PRC dealing with a similar booking problem? Again - where is the document to support considering Option 1, 2 or 3?
8	Apr 15 2019 08:32 AM	Use existing facilities
9	Apr 15 2019 08:18 AM	I answered the way I did because I need parking to be able to use the library regularly.

10	Apr 14 2019 12:26 PM	The library should cease operating programs that could be operated by other town departments. Recreation, daycare etc. The current building is adequate to core services, providing books and e services without expansion.
11	Apr 13 2019 02:08 PM	Or a satellite location downtown
12	Apr 13 2019 12:58 PM	Put the children's' library at the pyramid centre.
13	Apr 13 2019 12:52 PM	Why do we need more space. Everything is going digital
14	Apr 13 2019 12:14 PM	What about moving the children's section to the building across the street and expand the programs. Then expand the computer area and meeting area to the now children's area.
15	Apr 12 2019 05:44 PM	Current space and space for expansion is too small . Pyramid centre is well used now. No space in current building for new bigger library. Need a new single structure with larger rooms and parking to allow the library to be all it can and should be .
16	Apr 12 2019 02:23 PM	The downtown location is beautiful and I believe it is an accessible location for all. It could be enhanced with a more efficient renovation.
17	Apr 12 2019 12:19 PM	Don't need a new one
18	Apr 12 2019 10:59 AM	The library is big enough as is. St. Marys has a population of over 7.5k even adding in Perth South population and brining it to a service of 10k people I would doubt the library has a penetration rate of 10% meaning it still perfectly fits the needs of the community
19	Apr 12 2019 09:34 AM	Given growing financial constraints facing municipalities, services should be scaled to be accommodated within existing locations
20	Apr 12 2019 06:39 AM	See my answer to #5. Heritage needs to be protected so altering the current structure is not an option.
21	Apr 12 2019 06:35 AM	waste of our tax money. it should go to fixing town infrastructure and roads.
22	Apr 11 2019 10:37 PM	dont waste tax money
23	Apr 11 2019 09:32 PM	You had a perfect satellite location in the west ward school but the idiot council of the day decided to sell it for a pittance. Beyond stupid in my opinion.
24	Apr 11 2019 07:06 PM	I would need to see the costing of these suggestions. More wages, maintenance, insurance, capital costs.

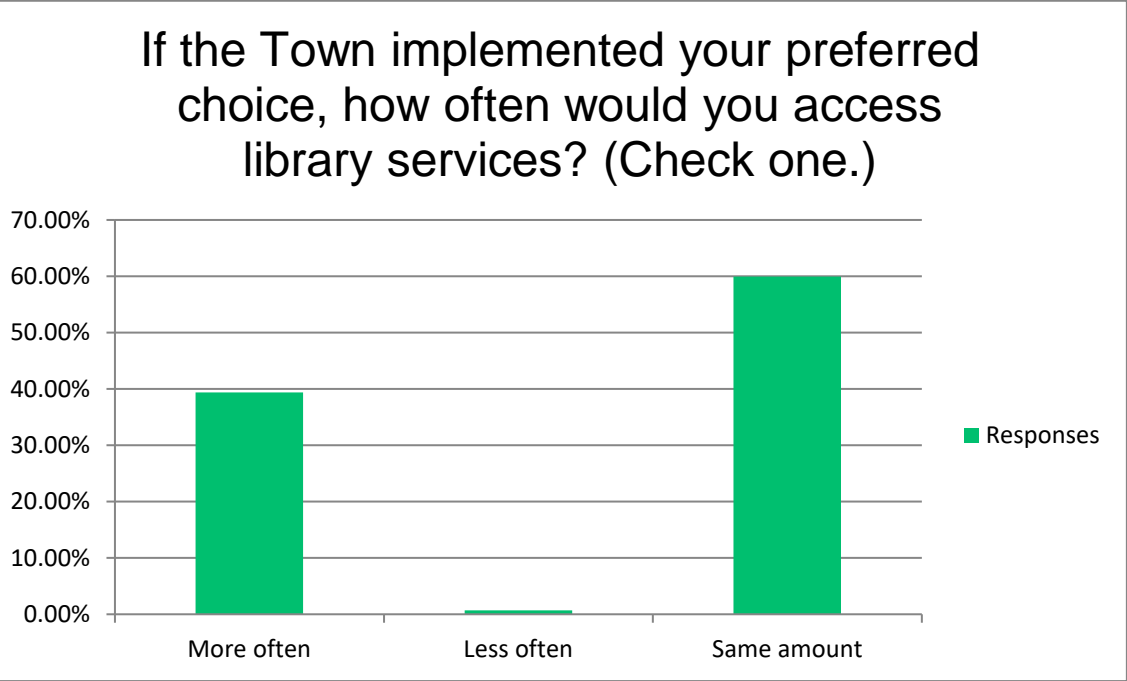
25	Apr 11 2019 05:48 PM	Putting something at the PRC is far preferable to touching the current location.
26	Apr 11 2019 04:53 PM	Not entirely sure the library needs to expand. There is limited information in this survey regarding the needs of expansion, current usage, peak usage etc.
27	Apr 10 2019 03:55 PM	I don't think having essentially two libraries in St. Mary's will be sustainable in the long run. And splitting materials and resources may be difficult. Having one large useful and beautiful library is something the town can be proud of, and keeps the focus on one building and source of fun and education.
28	Apr 09 2019 07:28 AM	N/A
29	Apr 08 2019 08:20 PM	I like the location.
30	Apr 08 2019 01:50 PM	Love the current building but the pyramid centre is so convenient. That option is a wonderful blend to meet the needs of the entire community that respects our heritage but also acknowledges the community's needs.
31	Apr 08 2019 12:55 PM	Leave Library as is!
32	Apr 07 2019 09:32 AM	I picked the prc. I'm there so much and there is nothing to do from a casual perspective. As in, not clubs
33	Apr 05 2019 12:01 PM	Need to expand the ebook on line borrowing rather than the physical library. That is the future.
34	Apr 05 2019 08:52 AM	The school would also benefit from the books available
35	Apr 05 2019 07:26 AM	If there is room at the PRC utilize it to keep costs down.
36	Apr 04 2019 09:11 PM	Downtown is where the library should stay, but it needs more space. Hence, the expansion is necessary
37	Apr 04 2019 09:06 PM	I believe that the library brings people to the downtown core which is essential for its continued survival. I think it would be less cost effective to operate 2 library branches.
38	Apr 02 2019 08:53 PM	All materials/resources at one location. This location is more convenient for our family.
39	Apr 01 2019 09:38 PM	It is a beautiful and central location. This makes it accessible to many in town by walking or biking. It encourages people to go down town. It is a Carnegie library and should always remain as such.

40	Apr 01 2019 07:01 PM	I feel as an employee for many years at the library I have a broad knowledge of the needs of the public and the location of the present building. Also as a mother and grandmother of hockey players, skaters, ringette, etc. I feel the need of a permanent satellite library would serve our community best. Most evenings and weekends this lobby is full as the PRC is well used. The present location is in a central location and also a beautiful heritage building. I am quite aware of the problems with the basement and room for meetings. An addition would answer many requirements, but the expense I feel at this time would not be welcomed by taxpayers, and the problem of parking. Right now we are seeing the costs of a very well used aquatic centre going up. We should be very proud of what St. Marys has to offer those who live here, and others who visit.
41	Apr 01 2019 06:17 PM	i pickef 1
42	Apr 01 2019 06:03 PM	Ok
43	Apr 01 2019 05:12 PM	Depends upon cost.
44	Apr 01 2019 05:05 PM	Na
45	Apr 01 2019 04:03 PM	It may be time for the library to explore a new building that is built to suit the needs into the future.
46	Apr 01 2019 02:48 PM	Many people use the PRC facilities. Ample parking. Close to schools. Well used when library located in End Zone during renovations. Elevator.
47	Apr 01 2019 02:02 PM	Move into a new purpose-built building which will accommodate future growth.
48	Apr 01 2019 10:25 AM	It would not be convenient for patrons to have to visit 2 separate sites (especially if they have children).
49	Apr 01 2019 10:25 AM	It would not be convenient for patrons to have to visit 2 separate sites (especially if they have children).
50	Apr 01 2019 09:34 AM	Explained in last question.
51	Apr 01 2019 09:25 AM	Na
52	Apr 01 2019 09:19 AM	I used to live in Guelph, ON and they have a library branch in their West End Rec Centre which was awesome. Great hub for Saturday tutoring groups, homework desks & reading while other siblings were in swimming lessons or sports classes.
53	Apr 01 2019 08:57 AM	N/A
54	Apr 01 2019 08:50 AM	Is there space at the PRC?

ST. MARYS PUBLIC LIBRARY SPACE SURVEY

7. If the Town implemented your preferred choice, how often would you access library services? (Check one.)

Answer Choices	Responses	
More often	39.39%	117
Less often	0.67%	2
Same amount	59.93%	178
Answered		297
Skipped		0

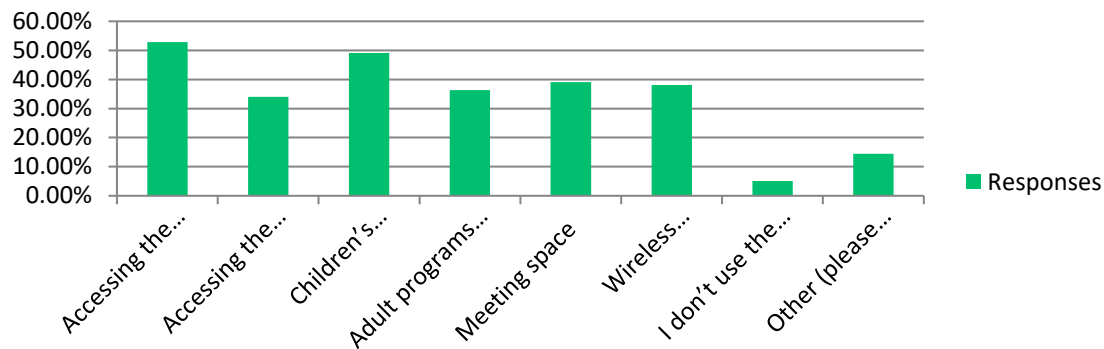


ST. MARYS PUBLIC LIBRARY SPACE SURVEY

8. If a permanent, full-service satellite location of the Library opened up at the Pyramid Recreation Centre or another location, what services would you most like to see there? (Check all that apply.)

Answer Choices	Responses	
Accessing the catalogue (e.g. books, magazines, movies, music etc.)	52.86%	157
Accessing the online catalogue (databases, e-books etc.)	34.01%	101
Children's programs	49.16%	146
Adult programs and reading clubs	36.36%	108
Meeting space	39.06%	116
Wireless internet, public computers, printing, faxing and/or scanning	38.05%	113
I don't use the Library	5.05%	15
Other (please specify)	14.48%	43
Answered		297
Skipped		0

If a permanent, full-service satellite location of the Library opened up at the Pyramid Recreation Centre or another location, what services would you most like to see there? (Check all that apply.)



Respondents	Response Date	Other (please specify)
	1 Apr 18 2019 03:04 PM	no answer provided
	2 Apr 18 2019 02:47 PM	I would still go downtown
	3 Apr 18 2019 02:46 PM	wouldn't use it
	4 Apr 18 2019 02:44 PM	wouldn't use it
	5 Apr 18 2019 02:31 PM	I WOULD NOT USE THE PRC LOCATION
	6 Apr 18 2019 02:29 PM	I wouldn't use the satellite, too far. for me.
	7 Apr 18 2019 02:27 PM	I wouldn't use the satelite, its unneeded!
	8 Apr 18 2019 02:24 PM	DOES NOT SUPPORT LIBRARY
	9 Apr 18 2019 02:22 PM	I don't want one.
	10 Apr 15 2019 01:11 PM	I would continue to use the downtown branch as it is closer.

11	Apr 15 2019 10:51 AM	i wouldn't use the satellite location as it is not needed
12	Apr 15 2019 09:07 AM	What do other communities of the same size offer?
13	Apr 15 2019 12:29 AM	I would prefer resources remain at one location. I do not feel the PRC would suit the needs of a library. I find it cold and uninvited, not because of the people but because of the building. It's a sports complex. Can we please not force library patrons into a sports facility?
14	Apr 14 2019 12:26 PM	Not necessary. Services I require would be at existing building.
15	Apr 13 2019 03:47 PM	would not use it
16	Apr 13 2019 02:08 PM	I'm not sure if this option was chosen what would be best to locate there.
17	Apr 13 2019 12:52 PM	Would not use it
18	Apr 12 2019 07:19 AM	Would not use the satellite library. It is a terrible idea!
19	Apr 11 2019 09:39 PM	None! I would prefer to use the downtown location!
20	Apr 11 2019 04:55 PM	Don't think a satellite is a good idea.
21	Apr 08 2019 08:20 PM	Not convenient
22	Apr 08 2019 01:50 PM	Pick up holds, return books
23	Apr 08 2019 12:55 PM	Do not want another site or satellite location
24	Apr 05 2019 05:02 PM	I don't want to go to the prc
25	Apr 04 2019 09:06 PM	I wouldn't use a Pyramid Recreation Center branch.
26	Apr 04 2019 11:37 AM	I don't want to see a location there.
27	Apr 03 2019 12:32 PM	Would not use satellite location

	28 Apr 03 2019 09:32 AM	I think it is a good idea to move some children's programs to the Pyramid Recreation Centre. That way people can go to the program and access skating and swimming if they want as well. But I do not think there is enough room to have a permant, full service satellite location at the Pyramid Recreation Centre.
	29 Apr 02 2019 02:17 PM	I would only use the downtown location
	30 Apr 02 2019 10:11 AM	I don't think we need a satellite in the PRC or anywhere else. I think the current building needs to be expanded to provide more space for quiet studying / tutoring and wifi use.
	31 Apr 02 2019 07:57 AM	I probably wouldn't use that location
	32 Apr 01 2019 11:15 PM	School visits
	33 Apr 01 2019 09:38 PM	I would not use that location
	34 Apr 01 2019 06:08 PM	I wouldn't use the satellite location since the downtown library is within walking distance from my home.
	35 Apr 01 2019 05:12 PM	Accessibility
	36 Apr 01 2019 04:03 PM	Don't feel St. Marys has the population to support a satellite and if it was built may be a detriment to the current building and traffic to it.
	37 Apr 01 2019 03:53 PM	No one wants a satellite location at the PRC.
	38 Apr 01 2019 03:23 PM	Don't think St. Marys requires a sattelite location
	39 Apr 01 2019 03:17 PM	Collection of materials to browse and CKO
	40 Apr 01 2019 02:50 PM	not a location I would use, and i might be using the main library less if the collection were split
	41 Apr 01 2019 10:56 AM	A meeting room would be great depending on size.
	42 Apr 01 2019 09:58 AM	If it's full service then it's everything.
	43 Apr 01 2019 08:49 AM	Makerspace

ST. MARYS PUBLIC LIBRARY SPACE SURVEY

9. Regardless of the issue of expansion, are there any other services you would like the Library to offer?

Answered 100

Skipped 197

Respondents	Response Date	Responses
1	Apr 18 2019 03:05 PM	NO
2	Apr 18 2019 03:04 PM	LECTURES
3	Apr 18 2019 02:59 PM	no
4	Apr 18 2019 02:56 PM	more books
5	Apr 18 2019 02:55 PM	more Lego days
6	Apr 18 2019 02:54 PM	I don't have any
7	Apr 18 2019 02:52 PM	more books for specific age ranges, As well as movies, magazines and others
8	Apr 18 2019 02:50 PM	more movies, books, games.
9	Apr 18 2019 02:47 PM	more recorded music please
10	Apr 18 2019 02:42 PM	Tech support for questions about ipads +related technology Perhaps High School student could volunteer 1night(week + earn volunteer hours.).
11	Apr 18 2019 02:31 PM	I WOULD NOT USE THE PRC LOCATION
12	Apr 15 2019 11:04 AM	NO
13	Apr 15 2019 10:51 AM	how is having an expansion of the library somewhere else in the town cost effective (hiring more staff and buying more books, paint, shelving, computers). This makes no sense in a small town.
14	Apr 15 2019 08:32 AM	No
15	Apr 15 2019 08:18 AM	My parents are enjoying a service jointly offered through the York Region and the Newmarket Library called "Housebound Service". They are matched to a volunteer who returns and checks out books for them once a month. It has changed their access to books and magazines immensely.
16	Apr 15 2019 12:29 AM	I love the programming for kids etc but there is such a dearth of activities for people that do not involve sports or exercise or meeting up in a bar setting for trivia. There are so many adults (as in over the age of 20) who long for anything resembling culture or non- sports related activities. I would love guest speakers for example. How about non alcoholic literary trivia?

		I have seen little--no--information with regard to available resources through CELA. Persons with visual and or learning disabilities would benefit.
17	Apr 14 2019 08:17 PM	
18	Apr 14 2019 12:26 PM	No
19	Apr 14 2019 11:13 AM	N/A
		access to research articles / scholarly databases; longer borrowing times so I don't feel punished every time I borrow and can't read what I picked within the permitted borrowing time - fines are steep and I think it would be better to do away with them altogether to encourage reading and literacy esp among children and young people
20	Apr 13 2019 03:49 PM	
21	Apr 13 2019 02:28 PM	Adult book club on the weekend
22	Apr 13 2019 12:58 PM	Book bags for book clubs.
23	Apr 13 2019 12:52 PM	No
		For libraries to stay relevant they need to offer unique ways to be involved, which I think is happening, so congrats. Things like holding living library sessions, becoming the hub of a community, hosting community conversations
24	Apr 13 2019 12:44 PM	
		I think the library offers mych more than other small town libraries. The beautiful historical building that houses the present library needs to be preserved at all costs. What would Carnegie say were it to be no lo ger in service!!!
25	Apr 13 2019 12:28 PM	
26	Apr 13 2019 12:25 PM	No
27	Apr 13 2019 12:14 PM	Not really
		More family activities (look at programs Thorndale library offers!)
28	Apr 13 2019 12:05 AM	
29	Apr 12 2019 12:19 PM	No
30	Apr 12 2019 10:59 AM	no
31	Apr 12 2019 09:34 AM	no
32	Apr 12 2019 08:46 AM	No
		More robotics for people of all ages and more "maker projects" in the evenings.
33	Apr 12 2019 06:39 AM	
34	Apr 11 2019 11:34 PM	No
35	Apr 11 2019 09:32 PM	no
		A quiet place for research or sealed study carrels with computers would be appreciated.
36	Apr 11 2019 05:48 PM	
37	Apr 11 2019 04:53 PM	Unknown
38	Apr 11 2019 04:53 PM	No
		Parking
39	Apr 11 2019 02:01 PM	
40	Apr 10 2019 03:55 PM	So far so good!
41	Apr 10 2019 09:56 AM	not sure

42	Apr 09 2019 06:27 PM	Seed library. Check out Tomatosphere.
43	Apr 09 2019 06:27 PM	Seed library. Check out Tomatosphere.
44	Apr 09 2019 06:22 PM	Access to eLearning Staff dedicated to genealogical research Parking is difficult downtown
45	Apr 09 2019 06:15 PM	Seed library
46	Apr 09 2019 07:28 AM	No
47	Apr 08 2019 07:58 PM	Be open on Sundays
48	Apr 08 2019 02:03 PM	Quiet reading space is nice. I miss that desk that used to be on your left amongst the stacks when you walked in the front.
49	Apr 08 2019 01:50 PM	Can you loan more objects? I'd love to try out a Go-pro! Also, I'm a working mom, I'm sure once the kids get older our weekends will be more busy bit as of now, it would be nice if there was a program Saturday mornings I could take them to. Finally, loaning pool passes was genius. What about ones to the YMCA too?
50	Apr 08 2019 12:55 PM	None
51	Apr 08 2019 12:22 PM	Letter writing club, cursive writing classes
52	Apr 07 2019 09:34 AM	None that I can think of
53	Apr 07 2019 09:32 AM	Guest speakers
54	Apr 05 2019 12:01 PM	More ebooks
55	Apr 05 2019 07:26 AM	None that I can think of right now.
56	Apr 04 2019 09:11 PM	Maker space
57	Apr 04 2019 09:06 PM	Larger collection
58	Apr 04 2019 11:17 AM	No
59	Apr 04 2019 02:02 AM	More programs bringing the community together (including people of different ages in one program) around the joys of discovery!
60	Apr 03 2019 09:22 PM	A way to pay back fines that doesn't involve paying money. I racked up some fines years ago and it has been too easy for me to just avoid going there. Would like to go back but am deterred by thinking about these fines. Perhaps if people could bring canned goods or something to forgive the fines?
61	Apr 03 2019 04:20 PM	Providing "shut-ins" and "physically disabled" town citizens with library book and DVD drop-off/pick-up services. There is currently a problem getting volunteer folk to do this, and with an aging population, there will be more need for this service for the library to be accessible to everyone in St. Marys. Staff may have to be more willing to share responsibility for this service.

62	Apr 03 2019 09:32 AM	Variety of children's programs for different ages and different times as some people can not make them because of nap times etc. Also a partnership with the PRC as both departments do programs for kids and sometimes it seems like they are competing.
63	Apr 03 2019 09:02 AM	Perhaps just a drop off at the PRC as I dont see where there is room and storage option at the PRC. If there was, it would be nice to have a satellite location. Would like to see the printing price of 25 cents per page dropped, that is a lot and you can't even use Word on the computers.
64	Apr 03 2019 08:36 AM	None that I can think of . I love the library as is.
65	Apr 02 2019 09:00 PM	Whatever the library staff would like to try!
66	Apr 02 2019 06:02 PM	Children's programs more often and allowing for working parents
67	Apr 02 2019 01:28 PM	More programs for toddler age children
68	Apr 02 2019 12:07 AM	Do you mean there is something else you could do? I can't imagine anything.
69	Apr 01 2019 11:15 PM	More book choices
70	Apr 01 2019 10:25 PM	I will give this some thought and pass my suggestions on to you.
71	Apr 01 2019 09:38 PM	Teen board game evenings, more speakers, a more appropriate space allocation for tales and tots
72	Apr 01 2019 09:35 PM	It would not hurt to have access to books that are not in English only.
73	Apr 01 2019 08:20 PM	Delivery of books to shut-ins by volunteers
74	Apr 01 2019 07:43 PM	None that I can think of
75	Apr 01 2019 07:01 PM	I do think what the library offers the public with the present staff is excellent. I feel though, that a program to instruct the public on the use of interloan would be extremely beneficial, alleviating the staff to do more programs if warranted.
76	Apr 01 2019 06:17 PM	no
77	Apr 01 2019 06:17 PM	More full time employees. Fewer part time employees.
78	Apr 01 2019 05:57 PM	The library should not stray from its core service. The town's recreation and child care programs are more suited to provide additional services, including some that the library already provides.
79	Apr 01 2019 05:26 PM	Assistance with reading for children with learning disabilities
80	Apr 01 2019 05:12 PM	Who will
81	Apr 01 2019 05:05 PM	No
82	Apr 01 2019 04:16 PM	Opening time changed to 9:30am
83	Apr 01 2019 04:03 PM	E-magazine lending

		One on One tech sessions for adults- to better understand and use iPad, Iphone etc. More reading programs for children (through-out the year) to engage and increase children's interest in reading and creative endeavors.
84	Apr 01 2019 03:17 PM	
85	Apr 01 2019 02:50 PM	a better book and music and DVD selection - more Canadian or world wide, less geared to American mass market, more geared to quality
86	Apr 01 2019 02:48 PM	Library meets my needs.
87	Apr 01 2019 02:23 PM	I think the programs are awesome, just wish I had time to go to some of them!
88	Apr 01 2019 02:02 PM	Combine with other community groups, arts, etc. Much like Cambridge
89	Apr 01 2019 11:58 AM	Access to other Libraries (eg: London, K/W)
90	Apr 01 2019 10:56 AM	Book Bags for Book Cubs. Could these be stored off site in a storage locker or some other rented space?
91	Apr 01 2019 09:58 AM	more space for a lounge/reading room.
92	Apr 01 2019 09:37 AM	No
93	Apr 01 2019 09:34 AM	I can't think of any.
94	Apr 01 2019 09:25 AM	Not at this time
95	Apr 01 2019 09:22 AM	More evening and weekend programming.
96	Apr 01 2019 09:18 AM	Change operation hours? Close early Friday's? Hours on Sunday? Library opening at 10:30 am why not earlier? More programming for children... some of the older clientele complain about where the computers are located near the children's part of the library, why fix windows and carpet? Didn't we fill out a survey like this a couple of years ago? Nothing was done from last survey!!!
97	Apr 01 2019 09:12 AM	No
98	Apr 01 2019 08:57 AM	No
99	Apr 01 2019 08:50 AM	No.
100	Mar 30 2019 03:14 PM	I would like to see more reading/learning spaces for people to read/work on homework, and/or more places to just hang out.

ST. MARYS PUBLIC LIBRARY SPACE SURVEY

10. Please feel free to share any additional questions or comments you may have about the possible expansion of the Library:

Answered 92
Skipped 205

Respondents	Response Date	Responses
1	Apr 24 2019 03:09 PM	The staff is always friendly and always knows me.
2	Apr 18 2019 03:04 PM	I THINK THE LIBRARY NEEDS TO EXPAND BUT NOT TOO ANOTHER LOCATION
3	Apr 18 2019 02:54 PM	I don't have any
4	Apr 18 2019 02:43 PM	I love the library and all it offers. Keep up the good work.
5	Apr 18 2019 02:35 PM	my family would access it more often at the PRC
6	Apr 18 2019 02:33 PM	Lack of space and accessibility have been an issue for many years and will continue to become more of an issue as the town grows
7	Apr 18 2019 02:31 PM	EXPANSION AT PRESENT SITE IS MY PREFERENCE
8	Apr 18 2019 02:29 PM	This young C.E.O. is full of piss in vinegar, with no consideration of the effects longterm. No communication to back up "his" desires
9	Apr 18 2019 02:27 PM	This survey does not support the bigger picture of things in the future. Not very thought through. Stratford, Exeter does not have "satellite" locations so why does st marys need one. There is no space at the PRC for this idea. There is a need to be more open about the CEO's motive and ideas for the library + the future of the building.
10	Apr 18 2019 02:24 PM	SATELLITE LOCATION DOES NOT SUPPORT LIBRARY GROWTH. -NOT A VERY THOUGHT OUT SOLUTION FOR OUR LIBRARY IN THE FUTURE.
11	Apr 18 2019 02:22 PM	why didn't you ask any questions relating to the expansion option? Biased survey based on questions only relating to the satellite option. What is the benefit of having a satellite option to begin with

	<p>While the redecorating of the library's Church St. location was taking place in 2018, I visited the Pyramid Centre on a number of occasions. I observed in the evenings and on Saturday that the library was often used as a "free babysitting service" with very little parental supervision for children who had sibling(s) that were involved with hockey/swimming. It was also used as part of the "games" that the children were playing as an area to hide. Although this may be a convenient spot for parents to return books that are due while also dropping children off to play hockey, etc., I strongly believe that the library should remain where it is in its entirety. I understand that at least 50% of the patrons that currently use the library on Church St. are seniors. Unlike the younger folk (many of them do not have a vehicle or are unable to drive or are physically unable to walk to the Pyramid Centre). Keeping the library in the centre of town where they can access it along with their other daily/weekly errands would just be common sense. I am not currently a senior, but we all will be some day, and the library is an important part of maintaining mental health in many different ways for all ages. Thank you for the opportunity to voice my opinion.</p>
12 Apr 15 2019 04:30 PM	<p>Are there current programs that are not able to use the library spaces because of the rise of 39% in bookings?</p> <p>If you go with a satellite location I see no need to duplicate all services.</p> <p>Separating children's and adults' collections problematic because families come together</p>
13 Apr 15 2019 11:04 AM	<p>You have an excellent staff.</p> <p>why is there no space in the above question about leaving things be at this time and discussing rearrangement of sections that would better suit the library instead of the mentioned suggestions for no reason.</p>
14 Apr 15 2019 10:51 AM	

15 Apr 15 2019 09:24 AM	Adding to the exsisting building seems like a waste of money! There are many other things in this town that need more attention than expanding the library! Like the lack of garbage bins around town! How about we start with the small things to make this town look less dirty from peoples garbage!
16 Apr 15 2019 09:20 AM	Keep up the great friendly service!
17 Apr 15 2019 09:06 AM	Parking is an issue.
18 Apr 15 2019 08:32 AM	Use current facilities
19 Apr 15 2019 08:18 AM	As I mentioned above - we drive in from out of town. With six kids we drive an oversized vehicle. The current building is not realistic for me to park my van. As such we almost exclusively use the Middlesex Library as their libraries have parking lots. If there is a program on in St Marys, it is impossible for me to get parked.
20 Apr 15 2019 12:29 AM	An additional comment about the PRC... I know of many people who are highly sensitive to chemicals such a chlorine but others too) who find it impossible to do anything more than dash in and out to vote there. Not a place they would be able to access.
21 Apr 14 2019 04:39 PM	I didn't realize that an expansion was needed, so that is good to know. I will be interested to see what happens. The reason that I would suggest the pyramid centre location, is because, when it was temporarily there, I found it very handy for parking and access, and I often was doing a pickup from Little Falls, or at the pool , anyway. I guess it would be handy there for members of the Friendship Centre, too. Maybe children using the pool, and the ice pads, might be more apt to go to a satellite there,....I am not sure.
22 Apr 13 2019 05:19 PM	Moving the library to the PRC is a terrible idea. You will use space that's needed for sporting events and parties.
23 Apr 13 2019 03:49 PM	Is it just me or are there fewer books in the collection these days? Can we expand the number of books before we expand the building?
24 Apr 13 2019 02:20 PM	I wonder if the 60s style Bell building is an option as it in such close proximity to our beautiful, easy to reach present location?
25 Apr 13 2019 02:00 PM	I love tbt historic building thr library is in. It would be nice tk see it all under one roof.

26	Apr 13 2019 12:52 PM	Don't need an expansion
27	Apr 13 2019 12:44 PM	Thanks for asking.
28	Apr 13 2019 12:28 PM	<p>More computers and printers are needed and the space to properly accommodate them. I consider this to be the number one priority.</p> <p>A bigger space for the Tinker Toddlers program would be excellent.</p> <p>More meeting rooms too.</p> <p>It would be good to keep library services downtown and, if possible, to house it in a beautiful historic building. The two buildings would be close together and encourage patrons to shop more downtown and keep the core alive and thriving.</p>
29	Apr 12 2019 05:44 PM	<p>Please do NOT take space from existing programs/facilities at Pyramid centre. Spend the time and money to build it right . Or you will end up with the kind of ridiculous situation that we have with Little Falls Public school</p>
30	Apr 12 2019 11:07 AM	<p>I don't think a satellite station is a good idea. I think it will pull people away from the existing library, and cause more problems than conveniences.</p>

	<p>the library might have a 10% penetration rate but that wouldn't be active members. This survey is far too general and clearly leans towards an expansion without legitimately saying why it is needed. I would want to know how many members you have ? then how many of those members are active ? I have a library card but haven't been in over a year. How many people check something out of the library on a monthly basis ? Not how many times, or how many things but how many people, whether they come in everyday or once a month? How much each option costs? What is the ramifications for our taxes? How many jobs will be effected? Why was it just decided the library needs a bigger space, was there a needs assessment done? If so you should release this document to have some credibility of justifying this ask.</p> <p>Stop sending out leading surveys with no context and expect the community to make an uninformed decision.</p> <p>Without knowing more facts or evidence I would be disgusted if the library decided to move or expand. Didn't the library just also get new flooring, windows and decorating. Why on earth was this done if you put in an option of leaving the current building altogether. Cleary tax dollars mean nothing to you as they are obviously not being wisely spent. If I am going to</p>
31 Apr 12 2019 10:59 AM	<p>I am a "newbie" to St. Marys and I am in awe of the range of programs and services offered by the library now. Also, the management and staff are competent, friendly and accommodating and always willing to go that extra mile to help the client out.</p>
32 Apr 12 2019 09:39 AM	<p>I think a satellite location best suits the town. The current location of the library is prohibitive of expansion without encroaching on the Town Hall, or cenotaph area both of which deserve to be preserved. It will also be difficult to create an adequate expansion while keeping with the historic feel of the building and those surrounding it.</p>
33 Apr 12 2019 08:46 AM	

34	Apr 11 2019 11:34 PM	We are over served and we need more affordable housing rather than a library people want to move to town and can't find nice places to live
35	Apr 11 2019 09:39 PM	Adding a secondary location only means that you would need a second set of circulation items it doesn't solve the larger issue of a lack of space for the current catalog in the current location!
36	Apr 11 2019 09:32 PM	see comment above.
37	Apr 11 2019 05:48 PM	<p>It is difficult to answer this survey without any details. How much would either of the construction options cost? What would any changes to the current building look like and what would be added? What would the additions be used for, specifically? The board should consider expanding hours of service and hiring additional, professional staff as an alternative way of keeping up with demand.</p> <p>If the PRC option is chosen, it would solve the issue of parking. Where would the library satellite go? What would be there? This could be a very interesting option.</p>
38	Apr 11 2019 04:55 PM	It would be great if the Library expanded. If it was to have a satellite I would worry about the eventual future of the current building. I don't mind searching for parking if it means the town continues to support this beautiful heritage building. It would be nice to have more space for programs like Tales for Tots and summer events. I hope the Library doesn't have it's mind made up already about a satellite but it seems like the questions are leaning to and leading people to that option.
39	Apr 11 2019 04:53 PM	Please publish facts unbiased either for or against the need to a satellite library branch so that the public can make informed opinions to pass on to people who are making the choices.
40	Apr 11 2019 04:53 PM	None
41	Apr 10 2019 03:55 PM	Thanks
42	Apr 10 2019 08:40 AM	Perhaps there would be more room for children's programming at the Pyramid Centre
43	Apr 09 2019 06:22 PM	The library is small and busy. It needs more space and should be considered to enhance the library (parking, meeting spaces, more books)
44	Apr 08 2019 01:50 PM	You are on the right track - excited progress is being made!

45	Apr 07 2019 09:14 PM	The library is a vital and important piece of our community. I love the idea of the satellite location at the PRC. More exposure to more people in a convenient place. The community hub. Lots of parking available.
46	Apr 07 2019 06:59 PM	The library is a Carnegie library, a significant historical building. It should remain as a library, thank-you.
47	Apr 07 2019 09:32 AM	PRC!!! As people in the hockey world about the kolmoka arena. It has a library and is amazing for that reason!!
48	Apr 05 2019 07:26 AM	I love our library. It is a welcomed resource in our little community. The staff are fantastic! I really appreciate them and our library.
49	Apr 04 2019 09:11 PM	Please don't move the library from the downtown. Yeah, it needs more space, but please don't move it
50	Apr 04 2019 02:02 AM	I'm really happy to live in a town that takes its public library so seriously. Public libraries have been shown to be one of the main contributors to an economically and socially healthy and thriving community.
51	Apr 03 2019 09:32 AM	I like how the library is set up now and like the location. It would be nice to have a bigger space for the kids programs because some times it can be crowded. But what they offer now is great.
52	Apr 02 2019 02:17 PM	We need to bring more to the downtown core and not take away from it. Has anyone talked about a complete rebuild?
53	Apr 02 2019 01:32 PM	I would like to see the library stay at it's current location as it is so beautiful and part of our town history but feel that having a satellite location at the PRC would draw in from the large number of people that use that facility on a regular basis. I'd love to be able to grab a book while my children are skating or swimming. It would definitely increase how often I use the library.
54	Apr 02 2019 01:12 PM	I like the idea of Library being at the PRC. Great parking, easily accessible for seniors and young families. Would it be accessed more because people are at the PRC using other services and facilities?

55	Apr 02 2019 10:35 AM	The PRC is a community hub with unoccupied space. It would be a benefit for both young families and seniors to have sports, swimming lessons, library services, youth services, seniors fitness classes etc. all under one roof. It would be fiscally irresponsible to add on to the current library building when there is vacant municipal space elsewhere.
56	Apr 02 2019 12:07 AM	The problem I see with a second location is that one will be the stronger of the two. The advantage of the Pyramid Centre is parking and perhaps an ability to share everything with the public school.
57	Apr 01 2019 11:15 PM	Please respect the current lovely library building and continue using it as it was intended.
58	Apr 01 2019 10:09 PM	I love the downtown location, but a satellite location could be really good especially for the seniors that are already at the friendship centre.
59	Apr 01 2019 09:38 PM	Please do not put the library in two positions. Please spend the money required to create an expansive space. Please do not use the architect that created the last addition. There was no consideration fo future uses in that design. No innovation.
60	Apr 01 2019 08:20 PM	In my opinion, the ambiance and sense of history of the old building needs to be untouched and the new addition designed to complement it, not compete with it.
61	Apr 01 2019 07:01 PM	I am very proud to see how our library has changed with the times and moved forward. The welcoming atmosphere is well know and excellent staff so helpful encourages patrons to keep coming.
62	Apr 01 2019 06:17 PM	i like the library now. I don't drive so it would be harder to get to the pyramid center
63	Apr 01 2019 06:17 PM	Expansion or not, the library needs dedicated and passionate employees who care and want the library to succeed. Various part time employees and lack of communication between them all makes for a mess to the patrons. I hope if an expansion becomes a thing, an emphasis on hiring fulltime employees rather than an abundance will be next to happen.
64	Apr 01 2019 06:16 PM	Fabulous! We need to accommodate all those who will be moving here in the future.

65 Apr 01 2019 06:08 PM	Knock down Tim Hortens and send them packing, (bring back cottage industry stores to fill the empty realestate downtown, and encourage healthier living. Industrial donuts - how did we ever let Furtney Bakey close!) Expand the library onto the lot next-door. (Where Tim Hortens used to be...)
66 Apr 01 2019 06:07 PM	Any expansion will take years from start to finish. Rather than issuing more surveys, please draft a plan and present to the public. Time to bite the bullet.
67 Apr 01 2019 06:03 PM	I feel it would be inconvenient to have half the library at a separate location. Just my opinion.
68 Apr 01 2019 05:57 PM	Changes to the existing Carnegie Library would be inherently expensive and ruin an important heritage structure.
69 Apr 01 2019 05:26 PM	When we were in Niagra Falls for a tournament, they had an awesome idea. There was a large lending library similar to a coin snack station. You could reserve a book and have it brought and return it to that location.
70 Apr 01 2019 05:12 PM	Who will pay? Town, fundraise or taxpayers
71 Apr 01 2019 04:03 PM	I love the heritage building but if a proper renovation is not possible to suit the needs of the library now and in the future then a new build should be seriously considered. Obviously, a renovation to the current location would be ideal if possible.
72 Apr 01 2019 03:17 PM	Keeping the downtown location is crucial as it is walkable and resources to renovate have been recently and wisely used. What is missing is a good accessible meeting room. Staff training re technology needs to be continuous or a tech expert hired to support user requirements
73 Apr 01 2019 02:52 PM	I think all the childrens' and Young Adult collections and programming should be moved to a satellite campus at the Pyramid Centre, given its proximity to the schools. These user groups would benefit by even more and new programming then too. Please do not make any physical additions to the Carnegie building like a new wing or a second floor over the existing new wing.

		hard to comment when it is not specified what the space would be used for, where we are cramped compared to other libraries, other option of other downtown space - the Town Hall or other - splitting an already sparse collection seems a poor choice, pushing people out to the PRC would likely harm the downtown core - perhaps very badly given the numbers above
74	Apr 01 2019 02:50 PM	
75	Apr 01 2019 02:26 PM	An expansion of current facilities would damage the heritage character of the library
76	Apr 01 2019 02:23 PM	I like Option 1, but depends how it is done: I would hate to lose the park and the children's section- so inviting. Option 2 would be then my choice. My chief wish is to not lose the historical main library.
77	Apr 01 2019 02:02 PM	I like the idea of having space for community use: meeting rooms, etc.
78	Apr 01 2019 12:16 PM	The PRC would be a great location to offer library services. It went over very well with patrons and residents when it was temporarily set up at the PRC in September 2018.
79	Apr 01 2019 10:56 AM	It might make sense to have the children's area at the Pyramid Center so that when siblings are playing hockey swimming etc.other children could read or do kids programs. I don't have children so am not sure about their needs.
80	Apr 01 2019 10:08 AM	I feel expanding the current building would take away from the charm of the town. Many people have told me they like visiting the town because of the historical look of the many buildings. You can never build onto something without ruining it's look.
81	Apr 01 2019 09:58 AM	Basement water issues must be addressed.
82	Apr 01 2019 09:37 AM	So many families in the area of the pyramid children old enough could pop over and pick own book downtown to far for say nine or 10 year old to go on own Or young families stop there after school
83	Apr 01 2019 09:34 AM	Thanks for this opportunity.
84	Apr 01 2019 09:31 AM	The library offers an enriching inviting environment from for all ages. Well done.
85	Apr 01 2019 09:25 AM	Love the current building and it would be sad to see it go or change too much.
86	Apr 01 2019 09:19 AM	The downtown location is awesome! Adding a Pyramid Centre option would be a great 2nd location.

87	Apr 01 2019 09:18 AM	Library was closed due to weather a couple months back? Every other downtown businesses were open. Roads weren't closed!! I heard a lot of complaints about this... programs for children in school... more activities for March break Xmas break summer holidays.. seems there are less than before..
88	Apr 01 2019 09:12 AM	You explain what exactly the addition would be for and the cost. If it's children's programs and meeting space obviously the Pyramid Center is the best choice.
89	Apr 01 2019 08:57 AM	I like the idea of having a satellite location at the PRC but without knowing what space would be given up at the PRC to make it happen, it's difficult to vote for that choice 100%
90	Apr 01 2019 08:44 AM	Core library services and partner with Town or others for their core services reduce duplication
91	Apr 01 2019 08:37 AM	The satellite location should have lots of parking to make it easy for Perth South residents who have to drive there.
92	Mar 30 2019 03:14 PM	I think keeping the Library downtown (in its current location) is extremely important. I also think that if a satellite location were to be added that it should only be on a small scale because we want to address convince needs, not encourage people to not visit the full Library.

Library Space Survey Facebook Comments

- A significant growth in rooms booked is terrific. What that says is that the community needs more rooms, not necessarily that they need to be provided by the library.
- PRC and area is already well used. Overloading it with additional services is not in the best interest of the future of the community.
- Excellent idea and a good software system linking sites and resources far more reasonable than another new build
- With growth of 39% in room booked space there is an obvious need but why does that need to be a function of the Library?
- please keep our beautiful Carnegie Library
- Build a new library with adequate parking, Use the existing building to consolidate town services and as an area for local citizens to use for a variety of functions
- A satellite location will require significant extra staff and needs to be located in an area that is not well served now for example, the western ward of St Marys.
- I love the current space. I would hate to see such a beautiful and historic building not used for the library. Expand!
- Add a second one to the pyramid centre. Through the winter we are there 6+ hours some days. Something to do other than stare down the corridor in between ice times would be amazing!
- I love the current space..a real library building..any empty space across the street?
- there are also spaces available in the downtown area with vacant store fronts.
- I think space at the pyramid centre would be an amazing addition.
- I thought this was decided downtown
- It makes sense to partner with the school system as they have libraries that are under utilized outside of school hours. The infrastructure is there and it would be far less to partner than redo. Something to consider,
- Person 1: Add a space at the P R C
 - Person 2: when the library was there for awhile I believe the people liked it. As soon as it was gone I know I missed it.
 - Person 1: I agree ..right spot with a lot of people roaming through.

FORMAL REPORT

To:	Mayor Strathdee and Members of Council
Prepared by:	Choose an item.
Date of Meeting:	26 June 2018
Subject:	CEO 01-2018 Library Internal Redesign.docx

PURPOSE

The purpose of this report is to present Council with information regarding maximizing the St. Marys Public Library space, through the relocation of one interior wall, a new circulation desk, the re-organization of the Library layout and new furniture. Specifically, this report will outline a short-term solution to the Library space concern.

RECOMMENDATION

THAT Council approve the funding request from the St. Marys Public Library Board for up to \$50,000 to maximize the current Library Space in conjunction with the carpet and paint renovation in September, 2018.

BACKGROUND

In 2016 the Library Board commissioned a Space and Service Needs Study, examining themes, approaches and recommendations for the Library, based on statistical studies, information sessions and focus group studies. A report was presented to the Library Board from the consultants outlining recommendations focused on the facility, program and service portfolio, and management and strategy. The report recognized challenges with the existing facility, highlighting meeting and program space deficiencies, collection and materials limitations, and various facility concerns.

The report also recognized the lack of *“inadequate space that is configured poorly to meet its strategic goals for engaging the St. Marys and Perth South Communities.”* Library Board tasked the Chief Executive Officer (CEO) to explore options to enhance and repurpose the existing space, recognizing this would be a temporary solution to a larger issue/concern—the lack of physical space within the existing footprint of the Library. As part of this review, staff explored an immediate, temporary solution, as the Board decides on a long-term, permanent approach to the physical space deficiencies.

At the May 2018 Library Board meeting, the CEO was directed to continue to investigate costing for the main floor reorganization, and to develop a more detailed plan to illustrate what this new outline could look like, and to include the cost estimates for both a circulation desk and to relocate the staff wall. This was brought up at the May 8th Council regular meeting by the Library Board’s Council representatives.

In September 2018, the Library will undergo a carpet and paint renovation. This capital project was approved as part of the 2018 budget. While this work is being completed, the Library building will be inaccessible to the Public. However, there will be a temporary location established at the Pyramid Recreation Centre Endzone. In order to minimize future service disruptions, the Library Board felt it was logical, cost effective and responsible to pursue these additional renovations at the same time.

REPORT

Space and Service Needs Study

In July, 2016 leading voices from the community including Council, Library Board, CEO and Staff engaged in focus groups to generate community discussions around the Library needs of St. Marys/Perth South residents. The goal was to discuss the future of the Library and look at key issues that will impact future growth. Population projections for St. Marys have indicated a growth in population size which will in turn increase strain on the Library as a building and service.

Strategic priorities that emerged out of both the Council and Library Board focus groups included but were not limited to:

- Downtown Revitalization
- Community Hubs
- Culture and Heritage
- Libraries as Learning Institutions
- Quality of Life and attractiveness for immigration of young families
- Digital and Innovation Experience/training hubs
- Libraries as: Learning Institutions, Social Institutions, Cultural Institutions

These strategic priorities were the foundation for the twenty-four (24) recommendations found in the Space and Service Needs Study.

Recognizing the financial impact outlined within the Study, and the long-term planning required to address the shortcomings, the Library Board directed the CEO to work alongside two Committees of the Board and staff to address the recommendations that could be achieved in an immediate, short-term solution, understanding the limitations within the existing footprint.

From the Space and Service Needs Study, it was revealed there was insufficient space for patrons to sit within the Library, for study and meeting spaces, and that space was poorly configured to meet the needs of the patrons of the St. Marys Public Library. At the direction of the CEO, staff were given templates of the Library floor plan and directed to critically think about the space within the Library, both used and unused. From there, staff were directed to look at potential ways to maximize the Library Space to address these inefficiencies.

At the committee level, members were walked through a plan that would effectively see the Library flip the children's area with the adult area. The rationale for this was twofold. It would provide a dedicated area for the children away from the circulation counter and public access computers, and it would follow the recommendation found under the Heritage section of the Study to restore this historical community asset to its original beauty. The "high ceilings and commodious sizes are ideal for reading, community and program spaces...[and]are sadly used now as book stack spaces that negates their beauty and usefulness"(Section 3: Recommendations, Page 9). This flip would also provide a completely separate, open space for children's programming, as the main stacks currently found in the centre of both rooms would be removed to expose the architectural features of the original Carnegie, while providing a brighter, more open concept room. By implementing this flip, it would also begin to address the inadequate space configuration that currently exists.

Scope of Work

Staff Office Wall:

The staff office on the main floor is 13 feet by 11 foot 3 inches. Currently, this space houses two staff computers, a shelving unit attached to the wall, a free standing shelving unit, a large computer desk, and two book trollies. On the other side of the staff office wall are the public access computers. The proposed changes to the room would make it a 6 foot by 11 foot 3-inch room. This would allow for a shifting of the Public Access Computers away from the existing shelving units, allowing greater access to the physical collection around those units. The space will continue to serve as a workstation for staff not working on the circulation desk. This modification is outlined on the Proposed Floor Plan attachment (The purple square represents the staff office; blue section represents the Public Access Computers).

The Circulation Desk:

The circulation desk is almost 26 feet long and has two curved ends on either side of the desk (red area on Library Floor Plan). Over the years as technology has gotten smaller and tasks have become more compact, the desk is taking up more space than is necessary. Reducing the size of the desk will open up more floor space, providing an area for additional seating, new materials and/or displays. The proposed new desk size would be 16-17 feet long, a reduction of 9-10 feet. Building a new desk would ensure accessibility standards are met and would allow for maximum use of currently wasted space.

Library Furniture:

Within the recommendations of the study, there is a section speaking to books and displays (Section 3: Recommendations, page 11). This highlighted a need to expand the collection size, provide more displays of books and provide easy browsing for materials on the lower shelving. While this proposed plan does not address the expansion of the collection size (the existing footprint of the Library does not provide for a larger collection size), this plan does address displays and ease of browsing. The current Children's end of the library contains four (4) exposed pillars. Currently, these pillars are not being used for anything (other than their intended structural support purpose). However, installing slatwall panels would enable these pillars to be used for display purposes. These panels are 60 inches in height by 18 inches wide. Purchasing one per pillar would be a sufficient start for these displays.

To facilitate easy browsing, purchasing custom acrylic sloped inserts, angled for bottom shelving would enable patrons to view book titles without bending or crouching. These angle the bottom books so the spines face slightly upward, as opposed to straight at the patron, making the materials more visible. The Library would be looking at approximately 42 units. With this, the purchasing of book supports for the canopy of the existing Children's end shelving would enable extra shelving space for the Adult materials.

One of the highlighted pieces in the Space and Service Needs Study was the lack of space for meeting rooms and seating. While this proposed plan does not address the meeting room space constraints directly, it does begin to address seating concerns. By purchasing up to ten (10) tablet arm chairs the Library could provide some additional seating in the proposed fiction end. The chairs would be strategically placed between the shelving at the end of each aisle. This would provide patrons with a comfortable space in the Library, as well as by providing additional support to community members who seek out work areas, all the while continuing to foster an environment of connectivity, learning, literacy and comfort.

A new periodical shelving unit and one additional full sized double-sided shelving unit will need to be purchased. The current periodical shelf is damaged and while it currently serves its purpose, a newer unit would enable a cleaner, more desirable look for our periodical display/materials.

SUMMARY

As noted above, it is the Library Board's goal that Council approve funding to be used for the reduction of a staff wall, as well as for the replacement of the circulation desk. This will address some of the recommendations found within the Study and will also address strategic priorities of both the Library

Board and the St. Marys Council. The Board directed the CEO to look into maximizing the space within the existing footprint as a short-term solution.

While the total cost of the project is projected at \$70,636.70, the St. Marys Public Library Board is requesting Council approve the funding request in the amount of up to \$50,000. This would provide funding for the cost of the circulation desk and to have a reduction to the staff office wall for September, 2018. The proposed plan has been reviewed and recommended by the St. Marys Public Library Board.

FINANCIAL IMPLICATIONS

There are budgetary implications that will need to be factored in when assessing this plan. The proposed redesign investigates changes to existing staff office walls, the location of electrical outlets, a new circulation desk, and the acquisition of new Library furniture (chairs, shelving accessories, shelving units) An estimate of \$25,000 for the cost of the desk, the electrical work and contingencies would be sufficient (\$20,000 for the circulation desk and \$5,000 for contingencies). This was based off both the cost for Guest Services desk at the PRC and an estimate provided by Carr McLean, a library supplier company. The CEO reached out to the Facilities Supervisor, who provided a preliminary estimate of \$25,000 covering the relocation of the staff workroom wall by 7 feet, electrical costs and moving the fire alarm bell. This was just an estimate and is by no means a quote for the work.

While the total cost of the project is presented below, the Library Board is asking for Council to approve up to \$50,000 to maximize the current space with the Library, and to complete the project alongside the carpet and paint in September, 2018. The requested amount is broken down into two sections, Fundamental to the project and Incidentals for the project.

Item (Fundamental to the Project)	Budget
Office Wall	\$25,000
Circulation Desk	\$25,000
Total	\$50,000
Office Furniture (Incidentals for the Project)	Budget
Slatwall Panel	\$1,020.00 (4 @ \$255.00)
Standard Metal Book Supports	\$1,315.44 (168 @ \$7.83)
42 Custom Acrylic Sloped Inserts	\$2,940.00 (42 @ \$70.00)
10 Comfortable Chairs	\$7,425.00 (10 @ \$742.50)
Periodical Shelving Unit	\$2,075.00
Double Sided Shelving Unit	\$2,850.00
Taxes, Shipping, Installation	\$3,011.26
Total	\$20,636.70

Relationship to the Library Space and Service Needs Study

☒ This initiative is supported by the following priorities, outcomes, and tactics in the Library Space and Service Needs Plan.

- Recommendation 1: "The heritage portion of the St. Marys Public Library is a wonderful community asset... high ceilings and commodious sizes are ideal for reading, community and

program spaces...[and]are sadly used now as book stack spaces that negates their beauty and usefulness”

- Recommendation 6: “There is a need for a computer access area—separate from children’s computer access...”
- Recommendation 7: “The current shelving does not provide easy browsing...”
- Recommendation 8/12: “The best space for programs is in the heritage spaces...” and “Pre-schoolers and early grades need safe spaces to play and learn. Story hour in front of a busy circulation desk is not optimal...”

OTHERS CONSULTED

- St. Marys Public Library Board
- St. Marys Public Library Staff
- Ray Cousineau, Facilities Supervisor

ATTACHMENTS

1. Library Floor Plan – Current
2. Library Floor Plan – Proposed
3. Space and Service Needs Study
4. Photographs of Library Furniture

REVIEWED BY

Recommended by the Department

Matthew Corbett
Chief Executive Officer, Library Services

Recommended by the CEO

Matthew Corbett
Chief Executive Officer, Library Services