



Agenda
Library Board

April 4, 2024

6:45 pm

Municipal Operations Centre
408 James Street South, St. Marys

YouTube Link - <https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Pages

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

RECOMMENDATION

That the agenda for the April 4, 2024 regular meeting of the St. Marys Public Library Board be approved as presented.

- 4. DELEGATIONS**
- 5. CONSENT AGENDA**

RECOMMENDATION

That consent agenda items 5.1 though 5.3.2 be approved as presented.

5.1 Acceptance of Minutes

- 5.1.1 Minutes of the February 1, 2024 meeting of the Board**

4

5.2 Monthly Reports

- 5.2.1 Monthly CEO Report- Library**

9

RECOMMENDATION

THAT LIB 05-2024 March Monthly Report (Library) be received for information.

5.2.2 Monthly ALPP Report

11

RECOMMENDATION

THAT LIB 06-2024 March Monthly Report (Adult Learning) be received for information.

THAT the ALPP Committee recommend the Library Board not renew the ALPP lease at 47 Water St. beyond December 31, 2024 as a result of funding information from the Ministry of Labour, Immigration, Training and Skills.

5.3 Library Statistics

5.3.1 2023 Annual Review Statistics Infographic

15

5.3.2 February in Review Graphs

16

6. NEW AND UNFINISHED BUSINESS

6.1 DEV 15-2024 14 Church St N, Library Space Needs Report

18

RECOMMENDATION

THAT DEV 15-2024 Library Space Needs Report be received; and

THAT Library Board supports the Building and Development Staff's recommendation to consider the Library basement an "unusable space" for future planning purposes; and

THAT the Library Board supports the Building and Development Staff's recommendation that the Library will need an additional 2,638 sq.ft in 2034 at the end of the 10-year planning period to meet the needs of it being a Large Branch – Small Size.

OR

THAT the Library Board's Property & Planning Sub-Committee refers the Library Space Needs report back to Building and Development Staff for a review and report back on the following items:

- *List to be created by the committee at the meeting*

6.2 LIB 07-2024 Library Review of Space Needs Report

55

RECOMMENDATION

THAT LIB 07-2024 Library Review of Space Needs Report be received;
and

THAT the Library Board support the recommendation that 2,638 square
feet be made available for the Library and Adult Learning; and

THAT the Library Board work to develop recommendations for the Board
on how to allocate the additional space.

6.3 LIB 08-2024 Perth South Agreement 2024

59

RECOMMENDATION

THAT LIB 08-2024 Perth South Agreement report be received; and

THAT the Library Board ask the Board Chair and the Library CEO to draft
a letter to reflect the Board's position.

7. ROUNDTABLE DISCUSSION

7.1 Friends of the Library Report

8. UPCOMING MEETINGS

9. ADJOURNMENT

RECOMMENDATION

That the April 4, 2024 regular meeting of the St. Marys Public Library Board be
adjourned at _____ pm.



Minutes

Library Board

February 1, 2024

6:45 pm

St. Marys Public Library

15 Church Street North, St. Marys

YouTube Link - <https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Member Present Mayor Strathdee, Barbara Tuer, Cole Atlin, Sylvain Robichaud,
Carol Robinson-Todd, Colin Coburn, Councillor Aylward, Sam
Corriveau, Adrienne Tuling

Member Absent Councillor Pridham

Staff Present Sarah Andrews, Rebecca Webb

1. CALL TO ORDER

The February 1, 2024 Regular Meeting of the St. Marys Public Library Board was called to order at 6:44pm by Board Chair C. Atlin.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Sylvain Robichaud

Seconded By Councillor Aylward

That the agenda for the February 1, 2024 regular meeting of the St. Marys Public Library Board be approved as presented.

Carried

4. DELEGATIONS

None present.

5. CONSENT AGENDA

Moved By Councillor Aylward

Seconded By Carol Robinson-Todd

That consent agenda items 5.1 through 5.4 be approved as presented.

Carried

5.1 Acceptance of Minutes

5.1.1 Minutes of the December 7, 2023 Regular Meeting of the Library Board

5.2 CEO Report

5.2.1 CEO Monthly Library Report

THAT LIB 01-2024 February Monthly Report (Library) be received for information.

5.2.2 Monthly Adult Learning Program Report

THAT LIB 02-2024 Monthly Report (Adult Learning) be received for information.

5.3 Library Statistics

5.3.1 December in Review Infographic

5.3.2 December in Review Graphs

5.4 Financial Report

5.4.1 Library General Ledger

5.4.2 Adult Learning General Ledger

6. NEW AND UNFINISHED BUSINESS

6.1 LIB 03-2024 Strategic Plan Update

Moved By Colin Coburn
Seconded By Sylvain Robichaud

THAT LIB 03-2024 Strategic Plan Update report be received.

Carried

6.2 LIB 04-2024 Policy for Review and Approval

Moved By Carol Robinson-Todd
Seconded By Councillor Aylward

THAT LIB 04-2024 Library Policies for Review and Approval report be received; and

THAT GOV-03 Standard Policy and Practice Policy be approved.

Carried

7. CLOSED SESSION

Moved By Adrienne Tuling
Seconded By Sylvain Robichaud

That the St. Marys Public Library Board move into a session that is closed to the public at 6:49pm as authorized under the Public Libraries Act, R.S.O. 1990, c.P.44, Section 16.1(4) personal matters about an identifiable individual.

Carried

7.1 Approval of the Previous Closed Session Minutes

7.2 CONFIDENTIAL Update

8. RISE AND REPORT

The Board returned to open session at 7:25pm and reported that one item was discussed.

Moved By Adrienne Tuling
Seconded By Sam Corriveau

That the St. Marys Public Library Board rise from a closed session at 7:30pm.

Carried

Moved By Colin Coburn

Seconded By Barbara Tuer

THAT the minutes of the November 20, 2023 meeting of the Board be approved as presented.

Carried

9. ROUNDTABLE DISCUSSION

9.1 Friends of the Library Report

Board Member C Robinson-Todd gave the Board a verbal update about the activities of the Friends of the Library.

10. UPCOMING MEETINGS

The next regular meeting of the St. Marys Public Library Board will take place on March 7, 2024 at 6:45pm.

11. ADJOURNMENT

Moved By Sam Corriveau

Seconded By Sylvain Robichaud

That the February 1, 2024 regular meeting of the St. Marys Public Library Board be adjourned at 7:38pm.

Carried

Chair

Board Secretary



MONTHLY REPORT

To:	Chair and Members of the Board
From:	Sarah Andrews, Library CEO
Date of Meeting:	4 April 2024
Subject:	LIB 05-2024 March Monthly Report (Library)

RECOMMENDATION

THAT LIB 05-2024 March Monthly Report (Library) be received for information.

DEPARTMENTAL HIGHLIGHTS

EDRMS Project Involvement

The Library and Adult Learning have participated in the Electronic Document Records Management Project, designing a document storage structure for library documents with retention periods built in. Staff participated in the design of the project and acted as subject specialists and worked to ensure that only content that meets the criteria of the program was uploaded onto our new SharePoint site. Staff spent four days with the StoneShare consultant working through files, with an additional several days cleaning up electronic files. This project allowed the Library to remove a significant number of old and duplicate files from our OneDrive and will make access and location of files very streamlined. The next step of the project will be the digitization of paper files in the Library. We are very appreciative that we were included in this project and thank the Town for including us fully in this process.

Hiring

The Library has hired four new casuals, bringing the total in our casual pool to six employees. Casuals are used to assist the library staff when there are absences or illness or to supplement the schedule due to meetings or events. Onboarding of new staff went very well and we are pleased with how well they are already performing.

In addition to the new casuals, the Library has hired two additional Library Pages who work to reshelve the collection and keep it in order. We have gapped the one position since last Summer, so having the additional bodies has made a significant difference in items being refiled on the shelves in a timely manner.

Programming

Staff have been working on Spring Author talks in our Living Library series. We hosted Logan Paylor, a local author on March 21 and will host Iona Wishaw and Jonny Thompson later this Spring. These events are being hosted by the Library at the Friendship Centre and PRC as we currently lack a space large enough to host it at the Library.

The Library's Books and Brews program has been extremely popular, with seventeen people attending. The Trivia Program at Gilly's is getting between fifty and sixty people each evening. March Break

programs were very popular this year, with a stuffy sleepover, a craft and film party based on the Disney character Stitch and the Tech Petting Zoo. Over one hundred people attended these events.

Service Canada

We hosted our first full day pop-up visit from Service Canada this month. We had about twenty people come for service. There has been a change that the Ministry has made with these pop-ups across the Province, which means individuals can no longer submit their passport applications directly, but staff at the pop-up can review their application packages to ensure they are ready for submission. This is a disappointment to staff as passports were a huge impetus for arranging these pop-ups. However, there were residents who received assistance with many of the other services offered, including information and application regarding the new dental health program available to seniors.

Library Pantry

Demand for the pantry accelerated in the first quarter. Library staff are spending between \$400 and \$500 every two weeks and the pantry is empty within three to four days of being restocked, even with the regular donation of grocery items from the community being dropped off. Staff will continue to communicate needs and will welcome any additional funding or food donations. Items that require little preparation and additional ingredients are very popular (e.g. snack foods, ready to eat items).

SPENDING AND VARIANCE ANALYSIS

None.



MONTHLY REPORT

To: Chair and Members of the Board

From: Sarah Andrews, Library CEO

Date of Meeting: 4 April 2024

Subject: LIB 06-2024 March Monthly Report (Adult Learning)

RECOMMENDATION

THAT LIB 06-2024 March Monthly Report (Adult Learning) be received for information.

THAT the ALPP Committee recommend the Library Board not renew the ALPP lease at 47 Water St. beyond December 31, 2024 as a result of funding information from the Ministry of Labour, Immigration, Training and Skills.

DEPARTMENTAL HIGHLIGHTS

Learner Statistics

The numbers provided are accurate as of March 15, 2024 and may increase slightly as we end the fiscal year.

St Marys Location	43
Stratford Location	29
Pilot 1 – Co-Operative Housing Initiative	6
Pilot 2 – Employee Retention Support	22

TOTAL 100

There was a significant increase in the numbers reported at the February 1st Library Board Meeting. There was a slower uptake on the pilot programs than anticipated but things finally came together in February and the beginning of March. There were some sessions for the first Pilot in previous months with no uptake from those living in the housing co-operatives that staff attended. Staff hosted one final session in Stratford on February 14, which resulted in six new intakes.

With respect to the second Pilot Program, we are working with Faddis Concrete Inc. to provide literacy and numeracy skills for their entire workforce. We have already registered the first twenty-two individuals within that pilot program format. This is very positive for this year and next, as we will have an additional 72 learners to enroll in the upcoming fiscal year as we continue the training small-group cohorts. Those individuals will count towards our learner target for the next fiscal year.

Ministry Funding and 2024/2025 Budget Forecast

Staff have received word from the Ministry of Labour, Immigration, Training and Skills that the base funding received by the program of \$127,111 will remain the same for the next fiscal year, beginning April 1, 2024 and the pilot programs and their additional funding will not be available. Without that additional funding, it will be difficult for the program to continue to lease the 47 Water St. property and cover additional annual increases in wages and benefits. It is therefore the staff's and the ALPP Board Sub-Committee's recommendation that the Board not renew the lease and provide the landlord with six months notice. It is also the recommendation that the Library Board relocate the program to the second floor the Library until additional space options are available. Adult Learning staff are in support of this decision.

SPENDING AND VARIANCE ANALYSIS

None.

Memorandum

To: Employment Ontario Delivery Partners

From: Ken Nakahara
Assistant Deputy Minister
Employment and Training Division

Date: **March 13, 2024**

Subject: Allocations for Fiscal Year 2024-25

Dear Employment Ontario (EO) Partner:

I am writing to inform you about funding decisions made by the Ministry of Labour, Immigration, Training and Skills Development (the ministry) as part of the annual targets and funding allocations exercise for select Employment Ontario (EO) programs.

Status quo funding for Employment Service (ES), Youth Job Connection (YJC), Youth Job Connection: Summer (YJC-S) and Literacy and Basic Skills (LBS) programs

Funding for the ES, YJC, YJC-S and LBS programs to service providers will remain unchanged. This approach will ensure service continuity and ongoing supports for workers, ensuring that Ontario's changing economy has a secure supply of talented workers – now and in the future.

Please note that, as the ministry continues with the provincial rollout of Employment Services Transformation (EST), planning is underway to roll out EST Phase 3 (North-East, North-West and Toronto) catchment areas. This will see the majority of the ES, YJC and YJC-S service providers transition to the selected Service System Managers (SSMs).

Programs and Funding Changes

A portion of Canada Ontario Job Grant (COJG) funding will be redirected to increase the ministry's investment in quality apprenticeship in-class training through the In-Class Enhancement Fund (IEF) program. The COJG program will see a reduction in overall funding of \$9M, with IEF seeing an increase of \$9M in funding.

The ministry seeks to ensure that program funding is allocated in a manner that considers factors such as client demand and program delivery requirements. The funding increase to the IEF program will offset existing pressures on the program through annual in-class training seat planning.

Next Steps

The ministry is committed to having transfer payment agreements finalized in time for the 2024-25 fiscal year (i.e., April 1, 2024).

Employment and Training Consultants will be contacting service providers in the near future to finalize the 2024-25 transfer payment agreements..

Thank you for your ongoing commitment to supporting jobseekers, employers, and communities throughout our Employment Ontario network. Should you have any questions regarding any of these decisions, please contact your Employment and Training Consultant.

Sincerely,

Original signed by
Ken Nakahara
Assistant Deputy Minister
Employment and Training Division

cc:

Nicole Pereira, Regional Director, North Region
Shawna Bourne, Regional Director, East Region
Laura Loveridge, Regional Director, Central-East Region
Charles Bongomin, Regional Director, Central-West Region
Heather Cross, Regional Director, West Region
Annette Huton, Director, Program Delivery Support Branch
Rob Coleman, Director, Employment Services Transformation
Kirsten Cutler, Executive Director, Employment Services Transformation

2023 IN REVIEW

St. Marys Public Library



59,565
34,043 (2022)

VISITORS TO THE LIBRARY



388
127 (2022)

PROGRAMS
OFFERED



6404

1812 (2022)
PROGRAM
ATTENDEES

904
1135 (2022)

SUMMER PROGRAM
ATTENDEES



31,976

56,399 (2022)

DATABASE
SEARCHES

27,626

21,039 (2022)

E-BOOKS
CHECKED
OUT



50,504

49,801 (2022)

TIMES ITEMS
WERE CHECKED OUT



2083

1631 (2022)

FACEBOOK
FOLLOWERS



41,460

35,233 (2022)

CATALOGUE
SESSIONS

1693

2046 (2022)

ACTIVE
PATRONS



92,643

215,698 (2022)

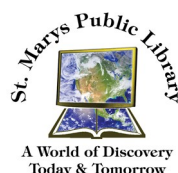
WEBSITE VISITS



376

381 (2022)

NEW PATRONS



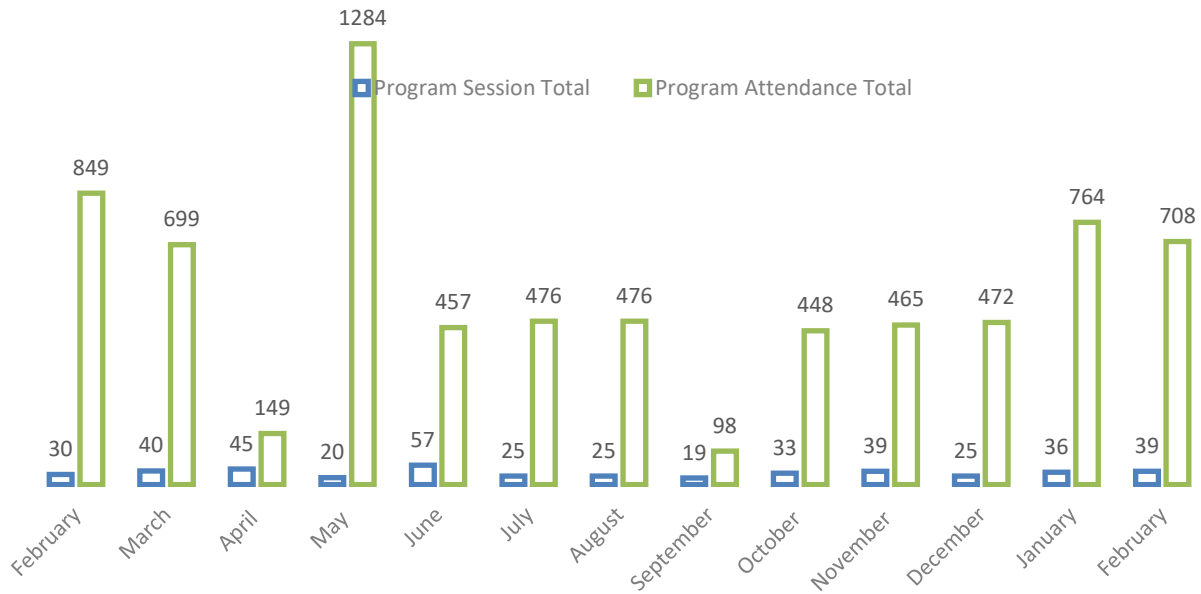
St Marys Public Library

15 Church St. N., PO Box 700

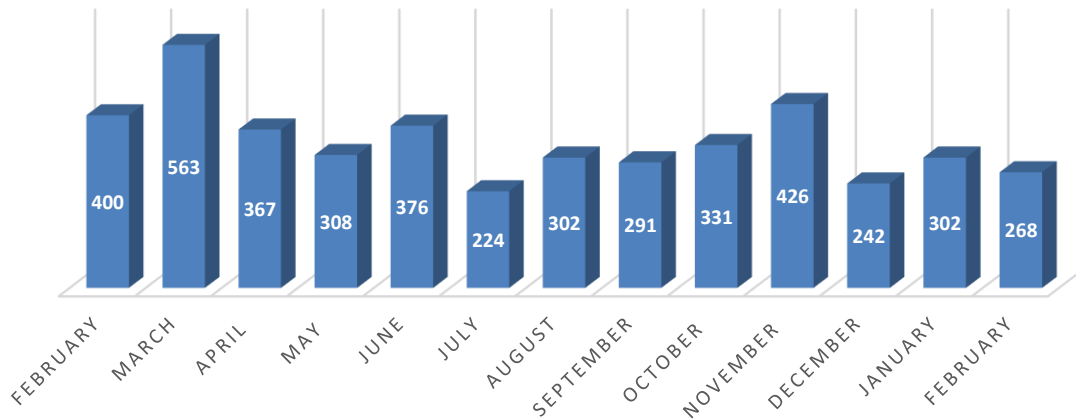
St. Marys, Ontario N4X 1B4 | 519-284-3346

www.stmaryspubliclibrary.ca

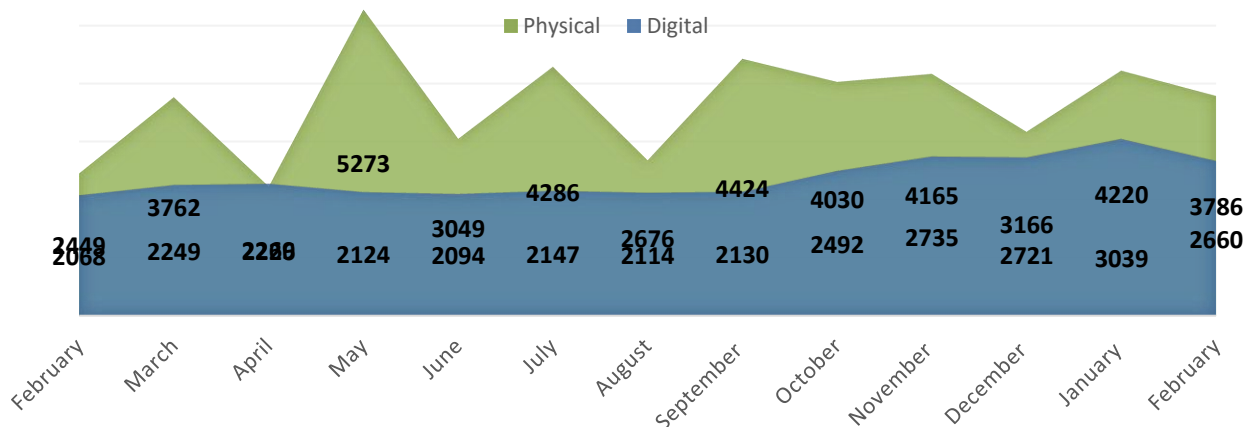
PROGRAMMING AND OUTREACH



DATABASE USAGE STATISTICS



MONTHLY CIRCULATION





FORMAL REPORT

To:	Chair and Members of the Board
Prepared by:	Grant Brouwer, Director of Building and Development
Date of Meeting:	4 April 2024
Subject:	DEV15-2024, 15 Church St N, Space Needs Study

PURPOSE

The primary objective of this report is to provide the Library Board with a comprehensive update on the state of the St. Marys Public Library. Specifically, we aim to shed light on the current conditions of the existing space and its current use. The Building and Development (DEV) staff's goal is to provide an overview of the ongoing operations and the size of the Library so that the Library Board can make recommendations to the St Marys Council so that the Town has the necessary information to make informed decisions regarding future investments, upgrades, and space needs related to the Town's Library. This is important information so that the ongoing Downtown Service Location Review project can move forward.

This report outlines how information collected by DEV staff was used to apply the 2021 Library Board Report, Administrators of Rural and Urban Public Libraries of Ontario (ARUPLO) Guidelines for Rural/Urban Public Library Systems, and a survey of other similarly sized libraries to determine the future space needs and reconcile that against current space available.

RECOMMENDATION

THAT DEV 15-2024 Library Space Needs Report be received; and

THAT Library Board supports the Building and Development Staff's recommendation to consider the Library basement an "unusable space" for future planning purposes; and

THAT the Library Board supports the Building and Development Staff's recommendation that the Library will need an additional 2,638 sq.ft in 2034 at the end of the 10-year planning period to meet the needs of it being a Large Branch – Small Size.

OR

THAT the Library Board's Property & Planning Sub-Committee refers the Library Space Needs report back to Building and Development Staff for a review and report back on the following items:

- *List to be created by the committee at the meeting*

BACKGROUND

The Town of St. Marys Library consists of the Carnegie Library, constructed between 1904-1905, consisting of two floors and a basement, with a single-story addition built in 1988 and no basement. The Carnegie section of the library houses the adult collection on the main floor, with the basement containing HVAC equipment and some storage. The second floor accommodates two offices, a lunchroom, a smaller meeting room, and a larger meeting area. The addition includes three office

spaces, a collection desk, two washrooms, six public computers, and the Children's collection. An accessible lift allows patrons/staff to access the upper level but not the basement.

In 2021, the Library Board presented a report on the space needs of the Library to the Council. This report was a follow-up to a Library Needs Assessment performed in 2016. The Building and Development Department has reviewed the above-mentioned documents, assessed the size of the existing Library, and met with Library staff and user groups to develop a comprehensive view of the existing library and the programs within the building and outside of the building confines.

The Building and Development Department presented a report to the Library Board's Property & Planning Sub-Committee on Friday March 22nd, 2024 gave the CEO the following direction.

The subcommittee considered the following recommendations and has directed CEO S. Andrews to bring the following recommendations forth to the Library Board at the next regular meeting for consideration.

THAT LIB 10-2024 Library Space Needs Report be received; and

THAT Library Board supports the Building and Development Staff's recommendation to consider the Library basement an "unusable space" for future planning purposes; and

THAT the Library Board supports the Building and Development Staff's recommendation that the Library will need an additional 2,638 sq.ft in 2034 at the end of the 10-year planning period to meet the needs of it being a Large Branch – Small Size.

REPORT

The balance of this report is dedicated to presenting information related to the current Library space, and explains the process used to determine the future space needs within the planning period. Building and Development Staff have collected data as well as reviewed some sector information to inform the recommendations. These include:

- The Administrators of Rural and Urban Public Libraries of Ontario (ARUPLO) Guidelines for Rural-Urban Public Library Systems;
- The 2016/7 Final Report from Lighthouse Consulting;
- Data compiled from a review of library comparators;
- The floorplans for the existing library;
- The draft calculation report prepared by library staff for Board discussion; and
- Feedback collected from various Library stakeholders.

Planning Period

In 2016, the Library hired Lighthouse Consulting Inc to complete a Space and Service needs study. That report used a 20-year planning period through to 2036 and concluded that the Library required around 9,000 total sq.ft. to meet the 2016 need and a total of 11,000 sq.ft to meet the 2026 need.

For the purposes of this project, staff used a planning period of 10 years taking the review period through to 2034.

Consultation Process re: Current Use of Library Space

To assist with developing a better understanding of the current space, its constraints, and future needs the Building and Development staff met with staff and user groups of the library to collect feedback on what works with the current space and what could be done to make the library better serve its patrons. Four groups of staff and users were interviewed during the process. Library Staff, including Adult Learning, Early Learning program staff, Friends of the Library and Other Stakeholders.

Below is a summary of the comments received by DEV, along with observations noted by Building and Development staff during the consultation process:

Library & Adult Learning Staff:

Library Staff are spread out over two locations, the Library and Adult Learning Center. The Adult Learning Center would prefer to be closer to the Library, if not within the Library, to assist in staffing procedures and synergies of operations. At the current location there is no room to grow the program and privacy is a concern.

The Library staff feel the Queen Street entrance gets congested with strollers and book bins. The upstairs is viewed as being inaccessible to patrons, even though there is an accessible lift for patrons to use. The lift doors are heavy, and the interior latch handle is hard to grab. Once on the second floor, there is a small landing area then the emergency stairs are right outside the second-floor lift doors. Overall, patrons don't like using the lift.

With only general programming space, there is no set space for programs, causing staff to spend time setting up and taking down program equipment. Staff would like to see improvements to the service desk to make it more secure as there is way to physically separate staff from patrons. Staff have suggested movable stacks to allow for programing space to be created by moving the stacks around. Staff have also suggested that enough space to concurrently run programs would be a benefit as many programs do run at the same time. The library offers lots of services that draw many people to the library. People come from all over to use the only free meeting space in the area. Some staff commented they are not sure that a design that splits the collection between two locations will be ideal, but with the realities of the current library building some services will need to be relocated.

Early Learning Staff

Early Learning run a program every Wednesday morning before the library opens. They use the children's section or the garden (when weather permits) for their program, and it works well. They design the program to fit the space and use the FOL welcome bag for advertising program. The Early Learning program bring in all their supplies as they have no storage space at the library.

Friends of the Library:

Friends of the Library (FOL) would like storage space for their book sale and belongings, have a workspace to sort donations and space to hold their Friends socials. The basement area, where donations are currently stored is not ideal, the main floor where they hold their monthly socials is tight and right in front of the Service Desk, and the upstairs is crowded with Maker Space. Ideally, the FOL would prefer to have a space to comfortably host 20 people.

Building and Development Staff Observations:

Town staff surveyed surrounding Municipalities to find out the size of their population catchment and the size of the library. Please refer to Appendix D for Library Comparator chart.

DEV staff reviewed the findings of the Library Board Report, along with the guidelines of ARUPLO and have the following comments. It appears that the calculations for the collection was in linear feet but did not consider that the collection are placed on stacks five (5) rows high. This allowed the total required space to be divided by five (5). Other space that is listed in the report such as public service space, office space, meeting areas was reviewed against other newly constructed or renovated spaces at the Fire Hall, Town Hall and Library. It was found that all areas requested were much larger than what existed in other town facilities.

When meeting with staff and other stakeholders, it has become clear that Library square footage is considered to be at a premium. It appears that programming has taken over the use of the library, which has affected the overall workings of the library. Programs take up valuable space that was once was allocated to the collection or it may have been open seating space. An observation of the DEV staff is

that there does not appear to be a formalized approach to scheduling the space, and perhaps a formal scheduling approach could help to balance the sometimes conflicting needs for the space.

The second floor of the library is currently a multi-purpose space, and represents valuable square footage that can be used for programming. The basement is under utilized because there is only a staircase to access the space. The basement is currently used for “rough storage” and moisture penetration continues to be a concern. Further discussion on both of these spaces is included later on in this report.

Washrooms remain a significant point of discussion among all staff and user groups. The current washroom facilities are undersized, and their insufficient number compounds the issue. The necessity for an additional staff washroom further compounds the shortage of available washroom facilities.

Determination of the Future Space Needs

Library Space Standards

To understand the library needs of a community the size of St. Marys. DEV staff have referenced the Administrators of Rural and Urban Public Libraries of Ontario (ARUPLO) Guidelines for Rural/Urban Public Library Systems 2017 edition. For the purposes of these guidelines ARUPLO identified four types of branches.

- Small Branches – generally serve catchment areas of up to 5,000 population as determined by each system.
- Medium Branches - generally serve catchment areas of 5,000 to 10,000 population as determined by each system.
- Large Branches - generally serve catchment areas of 10,000 to 35,000 population as determined by each system.
- Urban Branches - generally serve catchment areas of 35,000 or more population as determined by each system.

The ARUPLO guidelines lay out the minimum requirements for hours of operation, staffing and collection sizes for each type of branch. As per item 3.4 of the guideline. Branch size is affected by attributes including population size, local economic activity, and seasonal demand. It is up to each system to determine which branches it wishes to classify as small, medium, large, or urban based on the strategic role that each play in the system.

ARUPLO guidelines state “It is neither feasible nor desirable to try to create guidelines for solutions that intend to address unique and local circumstances. Every library system will have to address its own rationale for the existence, creation, or grandfathering of such local solutions.”

3.4 Summary of Guidelines by Branch Type

The following are the minimums for each category. Depending on the roles assigned to each branch, other criteria may also apply.

	Small	Medium	Large	Urban
Net library space (s.f.)	2,500–5,000	5,000–10,000	10,000–35,000	35,000+
Hours of operation per week	20–25	25–45	45–65	65+
Staff complement (FTE)	1–2.5	2.5–5	5– 17.5	17.5+
Qualifications of Branch Supervisor	Library competency, (e.g. post-secondary plus Excel or Library Tech.)	Professional Librarian or Library competency (e.g. post-secondary plus Excel or Library Tech.)	Professional librarian	Professional librarian
Qualifications of other staff	Library competency, (e.g. post-secondary plus Excel or Library Tech.)	2 additional professional librarians	2 additional professional librarians	
Number of items in physical collection	6,000–12,000	12,000–24,000	24,000 – 50,000	50,000+
Number of user seats, including computer seating	15–30	30–60	60–200	200+
Number of Public Access Computers	3–5	5–6	6–25	25+

The following chart presents summarizes the current conditions of the Library as they relate to the ARUPLO standards above. Also presented are the future conditions at the end of the planning period. Further description of these items (as necessary) is included below the chart:

	2024	2034
Population Served	9,274	10,850
Net Library Space (sq.ft)	6,365	TBD
Hours of Operation Per Week	50.5	45
Staff Complement (FTE)	3 FTE	3 FTE
Number of Items in Physical Collection	28,013	24,000
Number of User Seats Including Computer Seats	22	60
Number of Public Access Computers	6	6
Resultant Branch Type	Medium Branch – Max Size	Large Branch – Min Size

Based on ARUPLO guidelines, the St. Marys Library is classified as a **Medium branch – maximum size**. Based on our growth rate, it will take another 10 years to reach a **Large – minimum size branch**. For reference, Stratford Library is a Large Branch – maximum size.

A further explanation on how some of the data indicators in the chart above were determined is presented below:

Serviced Population

The St. Marys Public Library currently serves St. Marys and Perth South residents. According to the 2021 census, St. Marys has 7,386 residents and Perth South has 3,776 residents. The 2021 census reported that St. Marys' growth rate was 1.7% since the 2016 census while Perth South's rate is -0.8%. There are three Service Agreements between Perth South and libraries to serve their residents; these are with St. Marys, Stratford and Huron County. The Service Agreements estimate that 50% of Perth South residents will access the St. Marys library primarily, while the remaining 50% of residents will access Stratford and Huron County libraries. This equates to an estimated 1,888 people from Perth South that use the St. Marys Library. However, Perth South residents can use any of these libraries and active users fluctuate year by year.

When the population of St. Marys is added to the allocation for Perth South, the total population served by the St. Marys Library is approximately 9,274. With respect to the 2034 future serviced population at the end of the planning period, DEV have used the growth rates projected in the Town's Official Plan to determine that estimate rather than the census growth rates reported above. This is the consistent growth rate that have been used by the Town in all of its recent future planning studies. Accordingly, 1.5% growth per year was used for St. Marys (Town of St. Marys Official Plan growth rate), and 0% for Perth South (rather than assume continued population decline).

Using these assumptions, the population of the service area in 2024 is projected to be 9,611 people. The service area of the library in 2034 will be approximately 10,850 people.

It should be noted that it appears space needs studies from the past include over inflated future service populations. This is important to know, because it may have led to requests for increased space in the past for a population that is not expected to be realized. For example, in a report from 2007 (C. Poon), the future service population for 2027 was estimated to be 16,345 people (refer to Appendix C for the 2007 Report). The 2016 space needs report (Lighthouse) reported a 2016 service population of 6,156 but does not appear to have projected an ultimate service population. Also note that the reports from 2007 and 2016 both use the full population of Perth South Township in their calculations rather than the 50% population that is estimated in the contract for service with Perth South.

Current Square Footage

The current Library location consists of a limestone basement consisting of 5 rooms with a combined square footage of 133.78 sq.m. (1,440 sq. ft). Accessibility is an issue as the only point of access is a staircase. The limestone foundation can make the basement damp during rainstorms as the stone is not impervious to water. The basement houses the HVAC equipment and is mainly used for storage of book sale items. To make the basement fully useable, significant investments in waterproofing and the installation of a new elevator would be required.

The main floor consists of 10 rooms/areas with a combined square footage of 320.5 sq.m. (3,450 sq ft). This is the location of the collection, staff offices and public access to the building. There are two entrances to the building, one on Church St and the second on Queen St. The Queen St entrance is a ground level accessible entrance.

The upstairs consists of 5 rooms with a combined square footage of 137 sq. m. (1,475 sq ft). There are two office spaces which can house 4 people, a lunchroom, a small meeting room and a multi use space with storage along the north wall. There have been various understandings of the restrictions affecting the use of the second floor of the Library. The Town's corporate position is set out below:

- **Accessibility:** This space is considered to be publicly accessible and compliant with legislation. This area is accessible by a staircase and an accessible lift and is considered AODA compliant.
- **Load Limit:** In May 2018 the Town had an engineer review the capacity of the second floor after concerns arose from cracked plaster on the main floor of the Library. The Town's engineer has indicated that the *"second floor is not to be used for the storage of a large amounts of books or other heavy materials such as full filing cabinets. The current occupancy of offices, meetings rooms and activity rooms seems appropriate and is unlikely to cause further deflection."*

Based on the above, the current Total Square Footage of the Library = 591.2 sq.m. (6,365 sq.ft.).

If it is assumed that the basement is unusable, the current useable space at the Library = 457.42 sq.m. (4,925 sq.ft.).

Applying the Standards to Determine the Current and Future Space Need

Comparing the current serviced population and other relevant Library data above, using the ARUPLO guidelines, the Town of St. Marys Library can be classified as follows:

- **2024 (Current) – Medium Branch** – maximum size
- **2034 (end of 10-year planning period) – Large Branch** – minimum size.

Again, for reference, Stratford Library is a Large Branch – maximum size.

Within the ARUPLO guidelines they have a component worksheet for branch space which lays out the square footage required for each aspect of the library-by-library type. This is shown in ARUPLO Appendix A (presented below) which includes recommendations on minimum and maximum square footage of space by the services provided.

Appendix A – Component Worksheet for Branch Space

Branch space guidelines (in square feet)

Component	Small		Medium	Large	Urban		
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum
Collections							
Collections @ 8 vol/s.f.	600	1,200	1,200	2,400	2,400	5,000	5,000
Collections @ 6.5 vol/s.f.	150	300	300	600	600	1,250	1,250
Local history		100	100	200	200	400	400
Public Service Areas							
User seating @ 35 s.f. ea	525	1,050	1,050	2,100	2,100	7,000	7,000
Public computers @ 35 s.f.	105	175	175	210	210	875	875
Program room(s)		450	450	750	750	1,500	2,000
Study room(s)		165	165	330	330	660	660
Maker space(s)					150	300	300
Staff Service Areas							
Service/circulation desk	175	250	250	350	350	500	500
Work room	200	300	300	500	500	800	800
Staff lunchroom and lockers	100	100	100	200	200	350	350
Staff washroom		25	25	25	25	50	50
Subtotal	1,855	4,115	4,115	7,665	7,815	18,685	19,185
Non-assignable space 25%	464	1,029	1,029	1,916	1,954	4,671	4,796
Components total	2,319	5,144	5,144	9,581	9,769	23,356	23,981
Per capita approach for comparison (net)	2,500	5,000	5,000	10,000	10,000	35,000	35,000

Using a very simplistic approach, the space needs of the Library can be estimated as follows:

- Current need for a **Medium Branch** – maximum size and future 10-year need for a **Large Branch** – minimum size are the same at **10,000 sq.ft.**
- The current Total Square Footage of the Library = 6,365 sq.ft. If it is assumed that the basement is unusable, the current usable space at the Library = 4,925 sq.ft.
- The space needed for the Library can be calculated as being in the range of **3,635 – 5,075 sq.ft.**

To be more precise, the ARUPLO guidelines also have a sample worksheet for branch space which lays out the square footage required for a library serving a population of 5,000 to 10,000 people. This is published as ARUPLO Appendix B, and is shown below:

Appendix B – Sample Worksheet

This example is for a medium-sized branch library for approximately 5,000 to 10,000 population served. Some add-on components are shown for comparison.

Component	Range (square feet)	
	Minimum	Maximum
80% of collections @ 8 vol/s.f. 9,600 – 19,200	1,200	2,400
20% of collections @ 6.5 vol/s.f. 2,400 – 4,800	370	740
Local history	100	200
User seating 30-60 @ 35 s.f. each, including computers	1,050	2,100
Program room 30 @ 15 s.f. per user	450	750
Study room	165	330
Maker space		300
Service/circulation desk	250	350
Work room	300	600
Staff lunchroom and lockers	100	200
Staff washroom	25	25
Subtotal	4,010	7,995
Non-assignable space @ 25%	1,003	1,999
Total Space required (s.f.)	5,013	9,994

The space requirements (unit sizes) used were taken from the book, "Making the Case for Your Library Building Project", published by the Southern Ontario Library Service in 2010, specifically the unit sizes of the components approach. These were then blended into general categories.

Non-assignable space includes:

- Corridors, foyer, waiting areas, public washrooms, including universal;
- Loading areas, garbage, recycling, custodian, storage, closets;
- Wall thicknesses, building services, chases, mechanical.

Assumes single storey building, FADS standards.



Refer to Appendix A of this report for the full version of ARUPLO Guidelines for Rural/Urban Public Library Systems 2017 edition.

As noted previously, under a simplistic approach, the space need for the Library can be calculated as being in the range of **3,635 – 5,075 sq.ft.** However, to have a degree of confidence in the recommendation to put forward, DEV staff also completed the more detailed space calculations based on the ARUPLO Appendix B worksheet shown above.

A summary DEV's calculations are shown in the chart below (All measurements are in square feet). A worksheet showing the detailed calculations is attached as Appendix B to this report.

	Space DEsignation	Existing (sq. ft.)	Library Board (Spring 2023) (sq.ft)	DEV Staff Recommendations (sq.ft)
1	Collection Requirements	1,936	5,135	1,259
2	Public Service Areas	2,584 ¹	4,074	3,575 ²
3	Staff Areas	1,262	1,427	1,169
4	Non-Assignable Space	2,519	2,785	1,560
5	Total Square Footage Required	6,365³	13,421	7,563³

Notes:

1. Adult Learning is currently located off site and consists of 61sq.m. (656 sq. ft.) which is not included in the Existing total.
2. DEV Recommendations include 46.45 sq. m. (500 sq. ft.) for Adult Learning
3. Includes existing basement in calculations, with the assumption that the investment has been made to waterproof the area so that it is a useable space beyond what staff would call “Rough Storage”.

Reconciling and Recommending a Future (10-year or 2034) Library Space Need

As noted, under a simplistic approach of assuming that the Library will be a Large Branch – Small Size in 2034 with a space requirement of 10,000 sq.ft, the space needed over and above what is provided today is in the range of **3,635 – 5,075 sq.ft.** The range is a result of making an assumption on the useability of the basement.

The calculations presented by DEV above show a different range of need:

- **1,198 sq.ft** is required by the end of the planning period if it is assumed the Town makes the investment to create a basement that is fully useable (waterproofing + new elevator).
- **2,638 sq.ft** is required by the end of the planning period if it is assumed the basement remains as useable as it is today and for “rough storage only”.

Why the difference in the two ranges? Why do DEV calculations result in a lesser square footage needed? Where appropriate, all staff calculation are based on the ARUPLO guidelines. However, in certain areas, the square footage recommended by ARUPLO has been adjusted down to reflect the local standards used by the Town in recently constructed municipal facilities. For example, the office space in ARUPLO is larger than current designed office space in other Town buildings.

It is the DEV’s opinion that a position needs to be taken on the useability of the current Library basement before a final recommendation on 2034 space need can be made. One of the primary issues affecting the useability of the basement is penetration of water into the space. Over the years the Building and Facilities staff have investigated the scope of work to waterproof the space and have found that the work would be very disruptive to the exterior of the building; is very costly; and comes with no guarantee of success.

Even if waterproofing the basement is successful, the next challenge becomes public accessibility of the space. Currently the lift does not extend to this area, so unless an elevator is installed in the Library, the basement would not be considered to be publicly accessible.

Given the water and the accessibility issues of the basement and the significant cost to address both of these issues, along with the convenience of the ability to add needed space at 14 Church Street

being across the street, it is the Building Department staff's recommendation that the basement be considered unusable space for future planning efforts (understanding that the current use of "rough storage" will continue).

Under this approach, DEV are recommending that the Library will need an additional **2,638 sq.ft** in 2034 at the end of the 10-year planning period to meet the needs of it being a Large Branch – Small Size.

FINANCIAL IMPLICATIONS

There are no financial implications for the Town currently.

For information, the Town has invested close to \$500,000 in the property through numerous capital projects since 2013. These include HVAC, windows, roof and interior renovations/upgrades.

SUMMARY

DEV were tasked with completing a review to determine the space needs of the Library through a 10-year planning period (through to 2034)

As outlined in the report, the St. Marys Library requires additional space to support the expansion of programming and enhance user experience. There are various perspectives on the necessary space to transform the library into a fully functioning maximum medium-sized facility. Building Staff are recommending that the basement remain as it is today because there is a costly investment required to waterproof it, without a guarantee of success, and a costly investment to install an elevator to make the space publicly accessible.

Under this approach, DEV are recommending that the Library will need an additional **2,638 sq.ft** in 2034 at the end of the 10-year planning period. Staff are further recommending that this be the space need that is submitted to the Town to use in the Downtown Service Location Review (DTSLR) project.

Although it was not fully in scope for the DEV to determine how to use the future space, staff are presenting the foregoing in the event that it is helpful to both the Library Board, as well as the Town and the DTSLR Committee. The close proximity of 14 Church Street to the Library facilitates synergies in service delivery:

- This proximity allows for the relocation of non-collection programming outside the library, addressing concerns raised by many library users. The idea of splitting the collection over two locations was not favored by most people we consulted. Moving non-collection items to 14 Church St N helps address this concern.
- This, in turn, enables a potential redesign of the main floor of the Library by removing office space and areas inaccessible to the public. This opens up possibilities for expanding the collection and creating a small multipurpose room.
- A small 20.06 sq. m.(216 sq ft) addition at the main entrance on Queen St E would help alleviate congestion and improve the operational logistics of the library. This additional space could also be utilized for office purposes. Furthermore, the addition could be constructed to address concerns related to washrooms. This supplementary space could feature one universal washroom and two additional fixtures, providing a total of four washrooms, including one universal facility.
- Adult Learning should be co-located with the Library, with the most likely location being 14 Church St N. This change brings a portion of the Library service back into a Town facility (thus avoiding rent payments), and it allows for the creation of multi-use spaces, including offices,

meeting rooms, and shared public access computer spaces that Adult Learning can utilize, all in a space separate from the main Library.

- To gain additional space at the existing Library could consider redeveloping the second floor into a more useable space by addressing current storage and organization challenges.

The St. Marys Library has many positive attributes within the existing facility that can be further enhanced through improved space design and organization. It is the Building and Facilities' staff's opinion is that augmenting the current space with a small addition and transitioning programming to 14 Church St North. would be the optimal solution for the Library. A hub could be established at 14 Church St N to support the Library and Adult Learning with office space, meeting rooms, and public access computer space, hosting programs and events and accommodating external user groups.

STRATEGIC PLAN

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

- Pillar #1 Infrastructure:
 - Outcome: Given the large number of Town-owned heritage assets, a maintenance schedule ought to be agreed to by Council in prioritizing which of these assets will be the recipient of discretionary funding.
 - Tactic(s): Prioritize heritage assets, in terms of importance and develop maintenance schedule and budget accordingly. Assess if any assets can be better utilized.

OTHERS CONSULTED

Library Staff,

Adult Learning Staff,

Friends of the Library

Early Learning Staff

Library Board's Property & Planning Sub-Committee

Sarah Andrews, Library CEO

Brent Kittmer, CAO

Report Approval Details

Document Title:	DEV 15-2004 15 Church St. N. Library Space Needs Report.docx
Attachments:	<ul style="list-style-type: none">- Appendix A-Arupo Guidelines 3rd Edition.pdf- Appendix B-Library Space Calculations March 2024.pdf- Appendix C- Summary of Feasibility Report Nov 1 2006.pdf- Appendix D-Library Comparators April 2023.pdf- Appendix E-Library Measurements - Main Floor.pdf- Appendix F Library Measurements - Basement and Sec Floor.pdf
Final Approval Date:	Mar 28, 2024

This report and all of its attachments were approved and signed as outlined below:

Brent Kittmer



Guidelines For Rural/Urban Public Library Systems

3rd edition

**Administrators of Rural and Urban
Public Libraries of Ontario**

Revised September 20, 2017



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Introduction

The Guidelines for Rural/Urban Public Library Systems are a developmental tool for rural/urban and county libraries. The Guidelines are expressed as targets for a library to provide an appropriate level of service for its community; they have been developed by the Library Administrators of ARUPLO public libraries based on:

- their considerable collective expertise;
- comparative data and research regarding other jurisdictions;
- trends and changes in rural/urban Ontario.

Guidelines are generally regarded as quantifiable and can be benchmarked. They are recommendations as to how things should be done. Best practices represent what is well done by peers.

Libraries must conform to provisions of the Municipal Act, the Public Libraries Act, Accessibility for Ontarians with Disabilities Act, and other relevant legislation and are accountable to the communities they serve.

Reports on general efficiency and effectiveness of service delivery are annual requirements for all libraries. However, there is also a need for more specific guidelines and best practices relevant to rural/urban public libraries in Ontario.

These guidelines build on and are supplementary to the Ontario Public Library Guidelines.

The Intended Use of the Guidelines

ARUPLO Libraries have made the following commitments with respect to the guidelines:

- The guidelines and best practices describe an appropriate level of service for ARUPLO Libraries;
- The guidelines and best practices will be used on a regular basis by ARUPLO Libraries to evaluate current and plan future library services;
- While the guidelines and best practices will be used in conjunction with other similar products, including the Ontario Public Library Guidelines, they are considered most applicable to the multi-branch rural/urban nature of the ARUPLO library systems.



Libraries must conform to provisions of the Municipal Act, the Public Libraries Act, Accessibility for Ontarians with Disabilities Act, and other relevant legislation and are accountable to the communities they serve.



2. Trends and Changes in Rural/Urban Ontario

The Guidelines for Rural/Urban Public Library Systems identify appropriate service levels that reflect the changing nature of municipalities and public libraries serving rural and rural/urban Ontario. Rural/Urban Ontario refers to those communities that are close to large urban centres and that have integral service, schooling and shopping relationships with urban areas.



Rural Sustainability

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

Factors affecting rural sustainability include:

- Rural life is based on much more than agriculture; only a small percentage of rural residents work in agriculture. Much of modern agriculture is industrialized, intensified and automated.
- Dominant rural employment is small- to medium-sized manufacturing and services.
- New technologies support the growth of rural employment in knowledge-based, cultural, and creative occupations. Technology now supports more telecommuting and working from home. Therefore high-speed connectivity and information and communications infrastructure is very important.
- Out-migration as young people leave rural areas in search of education and tend not to return for employment.
- Aging population.
- Many rural residents commute to a city for work or are self-employed.
- Steadily increasing populations through attraction of more diverse, urban, educated and retired people to rural areas for a different quality of life.
- Cottages and seasonal residences are being renovated to become permanent and retirement homes.
- Part-time and seasonal residents.
- Growing rural populations of ex-urbanites looking for low density settlements.
- Lack of public transit options creates car dependency and mobility problems for lower income, retired and student populations.
- Increase in outdoor and tourism-based economic and social activities (eco-tourism, agritourism, skiing, ATVs, snowmobiling, fishing, hunting and trail development).
- New rural residents specifically choose a rural residence because it is a good place to raise children.
- New rural residents tend to be affluent and more cosmopolitan and want urban-type services.
- New rural residents bring with them broader service level expectations.
- Shortage of recreational opportunities for children and teens.
- Rural society is based on social gatherings, community involvement and relationships.

Libraries and Rural Sustainability

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

- Public libraries must have a high level of Internet connectivity in order to provide access to web-based information, electronic databases and connectivity for those who may not have access at work or home.
- Public libraries already act as community hubs and can play a key role in provincial strategies to further develop these hubs.
- Public libraries must have an advanced Internet presence and active social networking that provides access to a wide range of virtual library services.
- Public libraries must provide access to information resources from beyond the community.
- Public libraries are taking on a greater municipal, provincial and federal services delivery role, whether through their physical presence in the community or as an access point for electronic information.
- Some rural/urban residents, especially those who commute to urban areas for their jobs or services, will use city library services; therefore public libraries should arrange for borrowing privileges in neighbouring cities and towns.
- Public libraries should be built in existing village and town clusters or rural service centres.
- Public libraries are vital to the sustainability of rural schools, in many cases serving to augment library service in these schools. Rural libraries also serve as the school library for those learning through home schooling, distance education and on-line learning.
- Access to post-secondary education is important to rural sustainability. Public libraries should form partnerships with post-secondary institutions to support student success and facilitate the delivery of e-learning and post-secondary services, including library services to the rural community.
- Illiteracy is a barrier to a community's success. Public libraries should work with community agencies in the delivery of programs and resources that encourage literacy.
- Public libraries should assist in the collection, organization and dissemination of information and should form part of the communities' innovation capacity.
- Rural governance is sometimes 'traditional' in its thinking and not always accepting of the new rural realities brought about by demographic and technological change. Rural leaders should be made aware of efforts being made to sustain rural communities.

Based on the strategic importance of public libraries in sustaining rural communities, the following guidelines and best practices are required.





3. Guidelines

Guidelines define a level of service or a preferred manner of delivering a service that can be measured and is adopted as a minimum target appropriate for all ARUPLO libraries. Guidelines are expressed as targets for a library to provide an appropriate level of service for its community. Examples of guidelines include size of library space, open hours per week, or collection items. While guidelines might be further defined as mandatory (implying failure to meet the guidelines carries some penalty), this was considered but rejected by ARUPLO librarians.

Application of these guidelines is important for internal planning purposes and also to serve as a benchmarking tool relative to other systems.



3.1 Branch Definitions

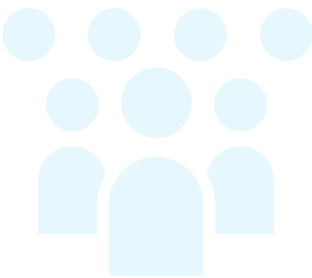
Many multi-branch systems serving rural areas seek creative ways to provide service to a variety of different communities. Service delivery options may be known locally as deposit stations, outposts, bookmobiles, book/media lockers, dispensers or depositories, or may still be called “public libraries” or “library branches” as there had historically been one there. However, it is neither feasible nor desirable to try to create guidelines for solutions that attempt to address unique and local circumstances. Every library system will have to address its own rationale for the existence, creation, or “grandfathering” of such local solutions. As a best practice, it is highly recommended that any such options be dealt with in the context of the system’s strategic planning process and addressed by a service delivery plan.

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

- Small branches;
- Medium branches;
- Large branches;
- Urban branches.

Each type can be determined by attributes including population size, local economic activity, and seasonal demand. It is up to each system to determine which branches it wishes to classify as small, medium, large or urban based on the strategic role that each plays in the system as a whole. Inability to meet one or more of the guidelines does not preclude it from being considered in a certain category if it meets most other guidelines.

3.2 Catchment Area/Population Served



The catchment area is the area from which users are drawn to a particular library service point. Catchment areas and the population contained therein can be determined by branch library surveys, census data, information from county or municipal offices, Canada Post postal code areas, and the information collected by school boards.

Determining catchment area/population served can be problematic given available data and factors such as municipal boundaries. As a result, this is not the only consideration as to whether a branch is considered small, medium, large or urban. For instance, a branch may serve an immediate population of less than 10,000 people, thereby putting it in the medium category, but be considered a large branch by the system because it serves a strategic role such as having a larger collection, providing enhanced reference services, hosting system-wide functions such as inter-library loan or providing space for enhanced programming opportunities.

Small branches Generally serve catchment areas of up to 5,000 population as determined by each system.	Medium branches Generally serve catchment areas of 5,000 to 10,000 population as determined by each system.	Large branches Generally serve catchment areas of 10,000 to 35,000 population as determined by each system.	Urban branches Generally serve catchment area of 35,000 or more population as determined by each system.
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3.3 Guidelines

3.3.1 Facilities



Library facilities should be developed to meet local community needs, library service strategies, projected populations and compliance with the Accessibility for Ontarians with Disabilities Act, building standards, other regulations and municipal policies. The following is a general guideline for the range of size for each library type.

	Small	Medium	Large	Urban
Net library space (in square feet)	2,500–5,000	5,000–10,000	10,000–35,000	35,000+

Branch size is also affected by components such as programs, special collections, and other add-on functions attributed to the branch by the library system.

See Appendices A and B for a process and worksheets to determine the size of a particular library.

3.3.2 Hours of Operation

Public libraries operate in an increasingly 24/7 environment. The single greatest barrier to library use as reported in community needs assessments is time. The hours of operation for a system, including virtual hours, have to begin to approximate a 24/7 model to meet public expectations. Full 24/7 service can be accomplished through virtual library services, online resources, and wifi at library locations.

Library hours of operation must be available in order for a library to provide an enhanced mandate

of government services outlet, public access to the Internet, and community gathering place. Library hours should be allocated to meet community needs. Minimum hours of operation by library type, for a “bricks and mortar” library with staff, are as follows:

	Small	Medium	Large	Urban
Hours of operation per week	20–25	25–45	45–65	65+

3.3.3 Staff

With increasing public expectations, technology-based services and operations, and the fundamental change in library services, all library employees require formal library education and training. The guidelines indicate both the minimum number of staff and their professional qualifications. These guidelines are based on the organizational, communication and operational challenges of staffing a multi-branch system and ensuring a professional team is in place to deliver and manage all functional requirements of a full library system. In addition to meeting public service needs, consideration must be given to staff safety concerns such as working alone.

Definitions:

- Professional librarians are defined as having a Master’s degree in library or information science from an accredited university.
- Library technicians are defined as having a diploma in library techniques from a community college.
- The EXCEL Certificate Program in Small Library Management is a distance education program for library workers without formal library training and is administered by the Southern Ontario Library Service.
- FTE = Full-time equivalent. (35 hours per week)



Each library system has professional librarians that are used on a system-wide basis. The Library Administrator for each system is a professional librarian. One third of all system-wide staff are professional librarians; For every 10,000 people or part thereof, one of the full-time equivalent staff is a qualified librarian.

	Small	Medium	Large	Urban
Staff complement (FTE)	1–2.5	2.5–5	5–17.5	17.5+
Qualifications of Branch Supervisor	Library competency, e.g. post-secondary plus Excel or Library Tech.	Professional Librarian or Library competency, e.g. post-secondary plus Excel or Library Tech.	Professional librarian	Professional librarian
Qualifications of other staff		Library competency, e.g. post-secondary plus Excel or Library Tech.	2 additional professional librarians	2 additional professional librarians

3.3.4 Collections

The following guidelines were adopted for collections; an appropriate collection is a variety of materials responsive to specific community needs. These guidelines have been developed at a time when the publishing industry for physical/print publications is in considerable flux and transition. Within this context there is a recognition that:

- a. Collection materials include a variety of physical, print and digital formats, and system-wide electronic resources;
- b. Physical or print publications will continue to be an important component for ARUPLO communities;
- c. Resources are shared among branches;
- d. Collections are responsive to each community's needs.

The guidelines refer to the number of physical items of any format located at each branch.



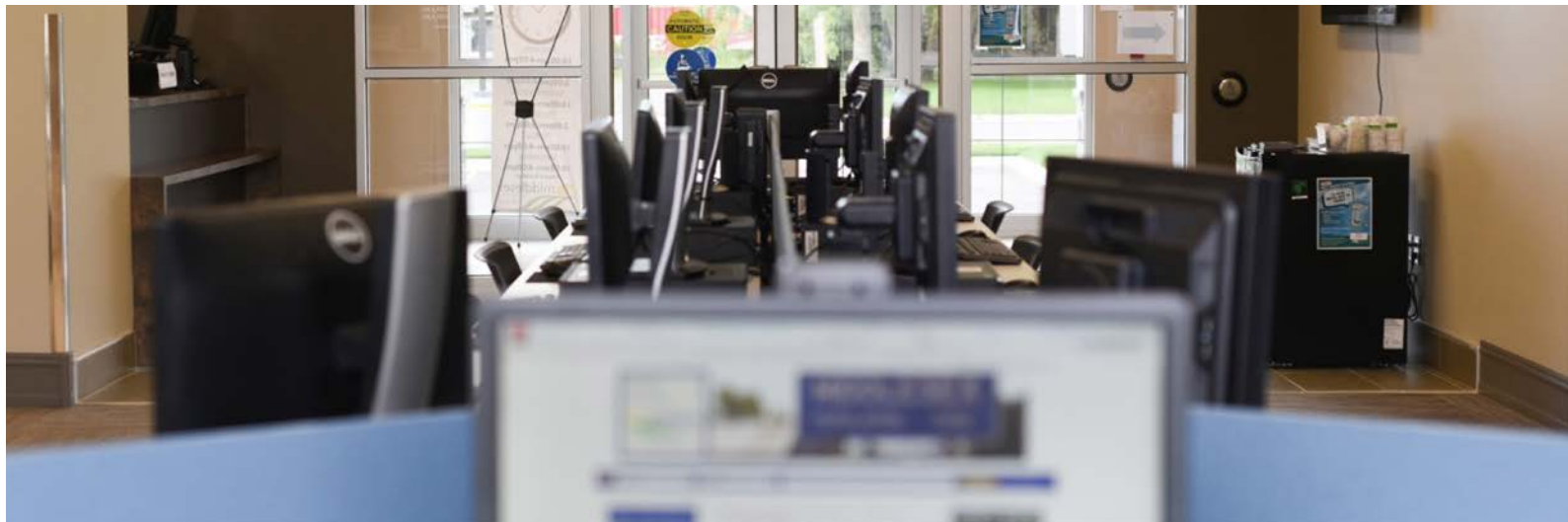
	Small	Medium	Large	Urban
Number of items in physical collection	6,000–12,000	12,000–24,000	24,000–50,000	50,000+

3.3.5 User Seating

User seating should be flexible and interchangeable to meet community needs. This includes seating for independent work as well as collaboration with other people, and computers provided by the library for use by the public.

	Small	Medium	Large	Urban
Number of seats, including computer seating	15–30	30–60	60–200	200+





3.3.6 Technology

Every library system should have:

- Access to an Integrated Library System which includes a public access catalogue of library holdings;
- An Internet presence that provides access to Web-based information sources (e.g., information about the library, library catalogue, virtual reference services, government and municipal information, community information, links to other library collections, on-line databases, etc.), and provide trained staff to assist the public in the effective use of these information sources;
- An active social media presence.

Each library branch should have:

- High-speed, effective, reliable, Internet access and public access workstations with high-speed access to the Internet and the online catalogue;
- The ability for the user to duplicate (copy, print, etc.) from the Internet or online catalogue content or images;
- A minimum of three public access workstations. Branches that serve populations over 2,500 should have one additional workstation per 1,300 population;
- A variety of ways of accessing the internet, such as laptops and workstations for public use;
- Wifi for public use;
- Access to reliable telephone service (e.g. cellular or landline).



3.4 Summary of Guidelines by Branch Type

The following are the minimums for each category. Depending on the roles assigned to each branch, other criteria may also apply.

	Small	Medium	Large	Urban
Net library space (s.f.)	2,500–5,000	5,000–10,000	10,000–35,000	35,000+
Hours of operation per week	20–25	25–45	45–65	65+
Staff complement (FTE)	1–2.5	2.5–5	5– 17.5	17.5+
Qualifications of Branch Supervisor	Library competency, (e.g. post-secondary plus Excel or Library Tech.)	Professional Librarian or Library competency (e.g. post-secondary plus Excel or Library Tech.)	Professional librarian	Professional librarian
Qualifications of other staff	Library competency, (e.g. post-secondary plus Excel or Library Tech.)	2 additional professional librarians	2 additional professional librarians	
Number of items in physical collection	6,000–12,000	12,000–24,000	24,000 – 50,000	50,000+
Number of user seats, including computer seating	15–30	30–60	60–200	200+
Number of Public Access Computers	3–5	5–6	6–25	25+

4. Best Practices

Best practices describe an optimal level of service or manner of providing services that may or may not be measurable. In addition, it is acknowledged that unique local circumstances may affect the validity or importance of a best practice and they may not apply to all library systems in every circumstance. Examples of best practices include space and staff allocations for services to special groups.

4.1 Facilities

4.1.1 Space Allocations by Use and Function

- Seating (users): 5 user spaces per 1,000 capita @ 35 sq. ft. per user space
- Children's area: A children's self-contained area of 20 to 40% of a library's total assignable area
- Teen area: 5% of total sq. ft. allocation
- Staff work room: 15% of total library space

4.1.2 Branch Location

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

4.2 Staff Continuing Education and Training

The library encourages and provides opportunities for continuing education and training for its staff and makes provision for this in its policy, its long-range plan, and in its budget to an amount not less than 1% of the total staff budget (e.g. by providing in-house training programs, financial support for staff to enroll in the EXCEL Certificate in Small Library Management program, or to attend library conferences and other training programs and events). Cross functional, system wide training is recommended for all staff.

4.3 Collections

Adult/Children Mix of Volumes

In general, two-thirds of a branch library collection consists of adult material with one-third consisting of children's and young adult material.

New or Emerging Formats

Twenty-five per cent of the acquisitions budget is spent on non-print formats including online databases and multi-media.

Acquisitions

Each branch has an up-to-date collection, with a minimum of 50% of the materials purchased or published within the last five years.



4.4 User Training in Library Resources

Each library offers training on a regular basis to ensure that the public can use the information resources offered by the library, including electronic resources. All library staff are knowledgeable in resources offered by the library.

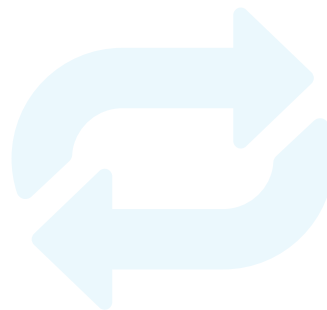
4.5 Resource Sharing

4.5.1 Inter-Branch Loans

- Every library system has a delivery system in place to move items from one location to another.
- Library users receive requested items identified as available within another branch in the library system within 3–5 working days.

4.5.2 Branch Exchanges

The library system has a procedure to refresh branch collections for browsing. This may consist of regular exchanges, or floating or rotating collections.



4.6 Links with other Organizations and Individuals

The Ontario Public Library Guidelines state “The library has established partnerships with other organizations in the community, in order to coordinate the resources and efforts of each partner and thereby jointly improve service to the community (e.g. with schools, literacy programs, chambers of commerce, heritage groups, government offices, public Internet access organizations and advocate groups.)”

For rural/urban library systems this also includes:

- Partnerships with appropriate post-secondary institutions in order to ensure support for postsecondary education opportunities within the rural/urban community;
- Co-operative activities or events with community agencies;
- Encouraging staff to participate in community organizations;
- Reciprocal borrowing agreements with neighbouring public library systems and with local post-secondary institutions.

4.7 Rural Development

The library system contributes to municipal strategic initiatives through a strategic plan which:

- Reflects the vision in the municipalities’ planning documents;
- Contains strategies that are complementary to those contained in the municipalities’ strategic plans.
- Has library performance and service indicators which are integrated into municipal planning and quality of life indicators.



Appendix A – Component Worksheet for Branch Space

Branch space guidelines (in square feet)

Component	Small		Medium		Large		Urban
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum
Collections							
Collections @ 8 vol/s.f.	600	1,200	1,200	2,400	2,400	5,000	5,000
Collections @ 6.5 vol/s.f.	150	300	300	600	600	1,250	1,250
Local history		100	100	200	200	400	400
Public Service Areas							
User seating @ 35 s.f. ea	525	1,050	1,050	2,100	2,100	7,000	7,000
Public computers @ 35 s.f.	105	175	175	210	210	875	875
Program room(s)		450	450	750	750	1,500	2,000
Study room(s)		165	165	330	330	660	660
Maker space(s)					150	300	300
Staff Service Areas							
Service/circulation desk	175	250	250	350	350	500	500
Work room	200	300	300	500	500	800	800
Staff lunchroom and lockers	100	100	100	200	200	350	350
Staff washroom		25	25	25	25	50	50
Subtotal	1,855	4,115	4,115	7,665	7,815	18,685	19,185
Non-assignable space 25%	464	1,029	1,029	1,916	1,954	4,671	4,796
Components total	2,319	5,144	5,144	9,581	9,769	23,356	23,981
Per capita approach for comparison (net)	2,500	5,000	5,000	10,000	10,000	35,000	35,000



Appendix B – Sample Worksheet

This example is for a medium-sized branch library for approximately 5,000 to 10,000 population served. Some add-on components are shown for comparison.

Component	Range (square feet)	
	Minimum	Maximum
80% of collections @ 8 vol/s.f. 9,600 – 19,200	1,200	2,400
20% of collections @ 6.5 vol/s.f. 2,400 – 4,800	370	740
Local history	100	200
User seating 30-60 @ 35 s.f. each, including computers	1,050	2,100
Program room 30 @ 15 s.f. per user	450	750
Study room	165	330
Maker space		300
Service/circulation desk	250	350
Work room	300	600
Staff lunchroom and lockers	100	200
Staff washroom	25	25
Subtotal	4,010	7,995
Non-assignable space @ 25%	1,003	1,999
Total Space required (s.f.)	5,013	9,994

The space requirements (unit sizes) used were taken from the book, "Making the Case for Your Library Building Project", published by the Southern Ontario Library Service in 2010, specifically the unit sizes of the components approach. These were then blended into general categories.

Non-assignable space includes:

- Corridors, foyer, waiting areas, public washrooms, including universal;
- Loading areas, garbage, recycling, custodian, storage, closets;
- Wall thicknesses, building services, chases, mechanical.

Assumes single storey building, FADS standards.



Appendix C – Additional Resources

Planning documents are available to assist with ensuring public libraries meet their local needs. Some examples of these documents are:

Dahlgren, Anders C. Public Library Space Needs: A Planning Outline. 2009.
<https://dpi.wi.gov/pld/boards-directors/space-needs>

Southern Ontario Library Service. Making the Case for Your Library Building Project. 2010.
<https://www.sols.org/index.php/develop-your-library-staff/sols-publications/167-develop-your-library-staff/sols-publications/library-development-guides/455-making-the-case-for-your-building-project>

City of London, 2007 Facility Accessibility Design Standards.
https://www.london.ca/city-hall/accessibility/Documents/FADS_2007_final.pdf

Australian Public Library Alliance. Guidelines, Standards and Outcome Measures for Australian Public Libraries, July 2016.
https://www.alia.org.au/sites/default/files/20160714%20Guidelines%20Standards%20and%20Outcome%20Measures%20for%20Australian%20Public%20Libraries%20-%20MANUSCRIPT%20VERSION_0.pdf

Province of Manitoba. Municipal and Regional Public Library Standards and Guidelines.
https://www.gov.mb.ca/chc/pls/pdf/librarystandsguidelines_e_web.pdf

Government of Alberta. Municipal Affairs. Standards and Best Practices for Public Libraries in Alberta, 2010.
<http://www.municipalaffairs.alberta.ca/documents/libraries/standardsbestpractic97652.pdf>



COLLECTIONS		Rationale for St. Marys	Library Calculations	Wall Space	ARULPO	DEV Calculations	Notes
1	Books @ 8 volumes per sq. ft.						
	This multiplier is based on five (5) shelves per bay and includes the space required to accommodate AODA accessibility standards. Although the multiplier includes a small percentage of empty shelf space, once you have calculated the space required to accommodate your collections you should add 10% to 20% to assure that there is sufficient empty shelf space to meet your needs. It is important to note that any multiplier cannot accommodate all space configurations, placement of columns, doors or entries and windows. These factors will affect the layout of shelving and can reduce the total number of volumes that can be housed.		N/A	N/A	N/A	N/A	
2	Books with 1 shelf face out display for every 5 shelves spine out display @ 6.5 volumes per sq. ft.	60" high shelves for adult material; 48" shelves for childrens for new space					
	This multiplier is based on using 20% of the shelving in a 5 shelf bay for face out display. There is no recommended standard for the percentage of materials which should be displayed face out. Keep in mind that a standard shelf (3 feet wide) will support only 4 or 5 face out items, whereas the same shelf with spine out display will support 15 to 20 items (with 20% of the shelf empty). The multiplier includes the space required to accommodate AODA accessibility standards.	23,040 items /6.5 items = 3,544.61 Sq. Ft. Add 20% per cent for extra space = 4,253.54	4,253.54			851.00	Should be 4253.54/5 shelves = 851 sqft -(original calculation did not divide sqftage by 5 shelves.)
3	Reference books @ 4 volumes per sq. ft.	N/A					
4	Periodicals face out display @ 1 title per sq. ft.	Existing wall mounted plexiglass unit: 8 feet across, 6 feet tall = 32 sq. ft.	32.00	32.00			This doesn't make sense when this is hung on the wall so no additional space will be required.)
6	Non-print materials (DVD, audiobooks, games etc.) @ 12 per sq. ft.	Childrens Collection: 18 shelves of DVDs Adult Collection: 48 DVD shelves and games + 15 audiobook shelves 4,591 items /12 per sq. ft. = 382.58	382.58			76.50	(Audio books need shelves, book shelves are 5 shelves high, divide sqft by 5)
7	Non-print materials face out display (DVD, audiobooks, and games) @ 2 per sq. ft.	382.58 / 5 = 1 shelf per bay	76.51			15.00	76.5/5 shelves
8	Virtual and digital resources (public access computer workstations) @ 1 workstation per 45 sq. ft.	6 workstations = 270 sq. ft.	270.00			216.00	Existing 36sqft filing workstation @ MOC is more than enough space for a workstation.
9	Public Access Catalogue (PAC) standing station @ 1 PAC per 25 sq. ft.	1 standing station = 25 sq. ft.	25.00			20.00	4ftx5ft should be sufficient
10	PAC sit-down station @ 1 PAC per 35 sq. ft.	1 sit down = 35 sq. ft.	35.00			20.00	do you need two PAC stations? Can these be replaced by a lpad or tablet and kept at the desk.
18 to 22	Lines 18 to 22 are provided to add items unique to your library or items not listed. They can also be used for specific spaces or rooms in your current building that you find have the adequate capacity to accommodate the collections for their intended purpose.	Board games, lendable non-traditional items (bird kits, walking poles)	60.00			60.00	
23	Collections Subtotal - Total of lines 1 to 22		5,134.63	32.00		1,258.50	1,290.50

PUBLIC SERVICE							
26	Lounge/informal seating @ 1 seat per 40 sq. ft.	Reading Room; have 16; want 30 = 900 sq. ft.	900.00			900.00	Larger than Fire Hall board room.
29	Self Checkout Station @ 1 unit per 45 sq. ft.	future addition of 1 station = 45 sq. ft.	45.00			45.00	
30	Children's story area @ 1 child per 10 sq. ft.	10 children	100.00			100.00	
33	Board or conference room @ 1 user per 25 sq. ft.	Space for 20 = 500 sq. ft.	500.00			500.00	MOC Board Room = 1024sqft, Fire Hall = 723 sqft, Meeting Room A&B = 620sqft
34	Multi-purpose room (with storage for tables and chairs, a kitchenette and space for a presenter) @ 1 user per 15 sq. ft. 1. 20% of the space allocation is for storage of chairs, tables and miscellaneous items plus a kitchenette and space for a presenter.	multipurpose space for 75 children = 1,125 sq. ft.	1,125.00			1,125.00	Design can eliminate need for separate entrance
35	Computer lab (dedicated) including space for trainer @ 1 user per 35 sq. ft.	MakerSpace 10 people = 350 sq. ft.	350.00			-	FC Meeting Room A = 300sqft, can we combine with Adult Learning?
36	Group study room @ 1 room per 165 sq. ft. (Note: will accommodate up to six users)	See Line 33					Single use spaces are obsolete - scheduling of rooms maximizes use
37	Tutorial @ 1 room per 50 sq. ft. (Note: will accommodate tutor and one student)	5 rooms = 250 sq. ft.	250.00			-	Combine with Adult Learning
38	Photocopiers @ 1 copier per 50 sq. ft.	1 = 50 sq. ft.	50.00			50.00	
39	Bulletin boards @ 1 board per 9 sq. ft.	2 = 18 sq. ft.	18.00	18.00			This will use existing wall space
40	Pamphlet display unit, free standing @ 20 sq. ft.	1 = 20 sq. ft.	20.00			20.00	
41	Display case @ 1 case per 50 sq. ft.	1 = 50 sq. ft.	50.00			50.00	
43	Library Café @ 1 user per 15 sq. ft. This standard includes space for a preparation/service area with storage and seating at café tables for 4 people each. The minimum size for a library café as described is 350 square feet.	Friends Café Stations = 15 sq. ft.	30.00			-	
44	Friends' Shop: 1. Book collection @ 8 volumes per sq. ft. 2. Volunteer workspace @ 1 volunteer per 65 sq. ft. 3. Lockable closet @ 8 sq. ft.	500 volumes = 62.5 sq. ft.	62.50			12.50	5 shelves/bookshelf
		1 volunteers = 65 sq. ft.	65.00			65.00	closet storage for books
		1 lockable closet = 8 sq. ft.	8.00			8.00	
	• Job and career centre	Adult Learning Program	500.00			700.00	to accommodate tutoring and Maker space
60	Public Service Areas Subtotal - Total of lines 24 to 59		4,073.50	18.00		3,575.50	

Library Space Calculations March 2023

STAFF SERVICE AREAS		Rationale for St. Marys	Square Footage						
61	Public service counters (e.g., circulation, reference, etc.) @ 1 staff per 175 sq. ft.	2 staff = 350 sq. ft.	350.00			250.00			
62	Staff workrooms @ 1 staff per 150 sq. ft.	2 staff = 300 sq. ft.	300.00			200.00	100sqft/single person occpancy - fire hall		
							120sqft/double occupancy - fire hall		
63	Staff offices @ 1 staff per 150 sq. ft. to 250 sq. ft.	2 staff @ 150 = 150 sq. ft.	150.00			200.00	300 not 150 but 200 will accommodate 2 employees		
		1 staff @ 250 = 250 sq. ft.	250.00			200.00	You have board room for meetings		
STAFF SERVICE AREAS continued		Rationale for St. Marys	Square Footage						
65	Staff lounge/break room @ 1 staff per 35 sq. ft. Add 80 sq. ft. for kitchenette.	3 staff + kitchenette = 185 sq. ft.	185.00			175.00	includes lockers		
66	Staff lockers @ 1 staff per 4 sq. ft.	12 staff = 48 sq. ft.	48.00			-	included in lunchroom		
67	Book drop return room. The minimum size of this room is 4 feet by 6 feet.	2 book drop = 24 sq. ft.	24.00			24.00	one room or two?		
68	Lines 68 to 74 are provided to add items unique to your library or not listed. These lines can also be used to document specific spaces or rooms in your current building, which you determine have the adequate capacity to accommodate the furniture, equipment and staff for their intended purpose(s). Examples of items you may want to add are:	Storage for non-traditional collection, book trucks; accessible from behind staff desk	120.00			120.00	Is 10ft by 12 ft necessary		
75	Staff Service Areas Subtotal - Total of lines 61 to 74		1,427.00	-		1,169.00			
76	Collections Subtotal - Line 23		5,134.63	32.00		1,258.50			
77	Public Service Areas Subtotal - Line 60		4,073.50	18.00		3,575.50			
78	Assignable Space (for use by public and/or staff) - Total of lines 75 to 77		10,635.13	50.00		6,003.00			
79	<div>Non-assignable space @ 25% of line 78</div> <div>The term "non-assignable space" encompasses those spaces necessary to support the operation of the library building but that cannot be directly used for library services. In the early stages of the concept design, it is a rule of thumb that 25% of the building will be devoted to non-assignable space. This includes space allocations for:</div> <div><div>• Wall thicknesses</div><div>• All horizontal and vertical <i>circulation paths</i> in the building, such as elevator shafts, stairwells, corridors, HVAC, plumbing, wiring, etc.</div><div>• Building foyer and interior vestibules (e.g., at the entrance to a meeting room)</div><div>• User waiting areas adjacent to service desks (Circulation, Reference, children and teen desks)</div><div>• Washrooms, water fountains, vending machines, and public telephones</div><div>• Loading dock, receiving area, garbage, recycling</div><div>• Furnace/mechanical room and associated duct work</div><div>• Electrical/telecommunications room and associated conduits and cabling</div><div>• Fire and security systems (cameras, alarm panels, etc.)</div><div>• Fire hose closets and extinguishers</div><div>• Custodian's closet(s)/workshop, storage rooms, coat rooms and closets</div></div>		2,785.00			400.00	general storage		
								This is not included in the square footage of the current Library.	
								Current walls included would bring sqft to 7300sqft of existing building	
							50.00	Elevator shaft	
							60.00	foyer/reception area - fire hall	
							200.00	based on MOC foyer	
							500.00	compare to fire hall	
							100.00	refuse station	
							140.00	compare to fire hall	
							60.00	compare to fire hall	
								no space requird	
								no space requird	
								50.00	
							-		1,560.00
80	TOTAL GROSS SQUARE FEET (SQUARE METRES) - Total of lines 78 and 79		13,420.13	50.00		7,563.00			

St. Marys Public Library

Summary of the Feasibility Study Report dated November 13, 2006

Prepared by C. Poon, January 17, 2007

OVERVIEW

Chamberlain Architect has completed the preliminary study for the expansion of the library. The architect, John Knox, also investigated and proposed various options to meet the current and future needs.

Recommended options (A) – six year projection

1. Expanding the existing library vertically by adding a second floor addition over the children's wing
2. Utilizing the existing second floor level of the library as a multi-purpose/program space
3. Adding both a new elevator for vertical access, and a new entry area to eliminate current space restrictions.
4. Renovating the existing basement area to create functional areas for the new library at this level.

Recommended options (B) – twenty year projected growth:

1. Relocate to a new site
2. Building a single-storey structure (ideally)
3. Building a two-storey structure, alternatively, if the site area is limited.

BACKGROUND

Population

The Library currently serves a population of approximately 11,000 people (7,000 St. Marys and 4,000 Perth South). At a projected growth rate of 2% per year, the population will increase to approximately 13,400 people in ten years and 16,345 people in twenty year based on current statistical projections.

Existing Space

The existing library has a total floor area of 6,710 sq. ft. excluding the basement area. This consists of the original building which has 2,050 sq. ft. on the main floor and 2,325 sq. ft. on the upper floor. The Children wing has been added in 1987 which has 2,335 sq. ft. That gives a total space of 4,385 sq. ft. on the main floor.

The original building was to serve 3,500 people at the time of the construction (1904).

Space Needs

Two methods were used to assess the library size required to serve the existing population and the projected future growth. The two methods are outlined in the publication "*Building Libraries: Guidelines for the Planning and Design of Ontario Public Libraries*".

SUMMARY

Based on the information above, considering both models, our current population, and the current size for our library, our library is undersized to meet the requirements of our community.

	Population	Library Size
Current	11,000	6710 sq. feet
Model #1	11,000	8,300 sq. feet (required to meet need)
Model #2	11,000	9,500 sq. feet (required to meet need)

In satisfy our growth for the next 20 years ...

	Population	Required Library Size
Model #1	16,345	12,000 sq. ft
Model #2	16,345	13,750 sq. ft.

Building issues

A total floor area: 6710 sq. ft. excluding the basement area
1905 Main floor – 2050 sq. ft. & 2325 sq. ft. on the upper level
1905 Basement area – 2030 sq. ft.
1987 Children's wing – 2335 sq. ft.
A total – 8740 sq. ft.

1904 – population was 3500

Several shortcomings – functional deficits / building condition problems
Overcrowded circulation desk
Internet station areas
Not adequately accessible
Adequate multi-use program space is not provided.

Web basement – water leakage / mould growth
Stonework at the existing portico over the original entrance – is required
Ice build up at the eaves around the perimeter of the addition during the winter months

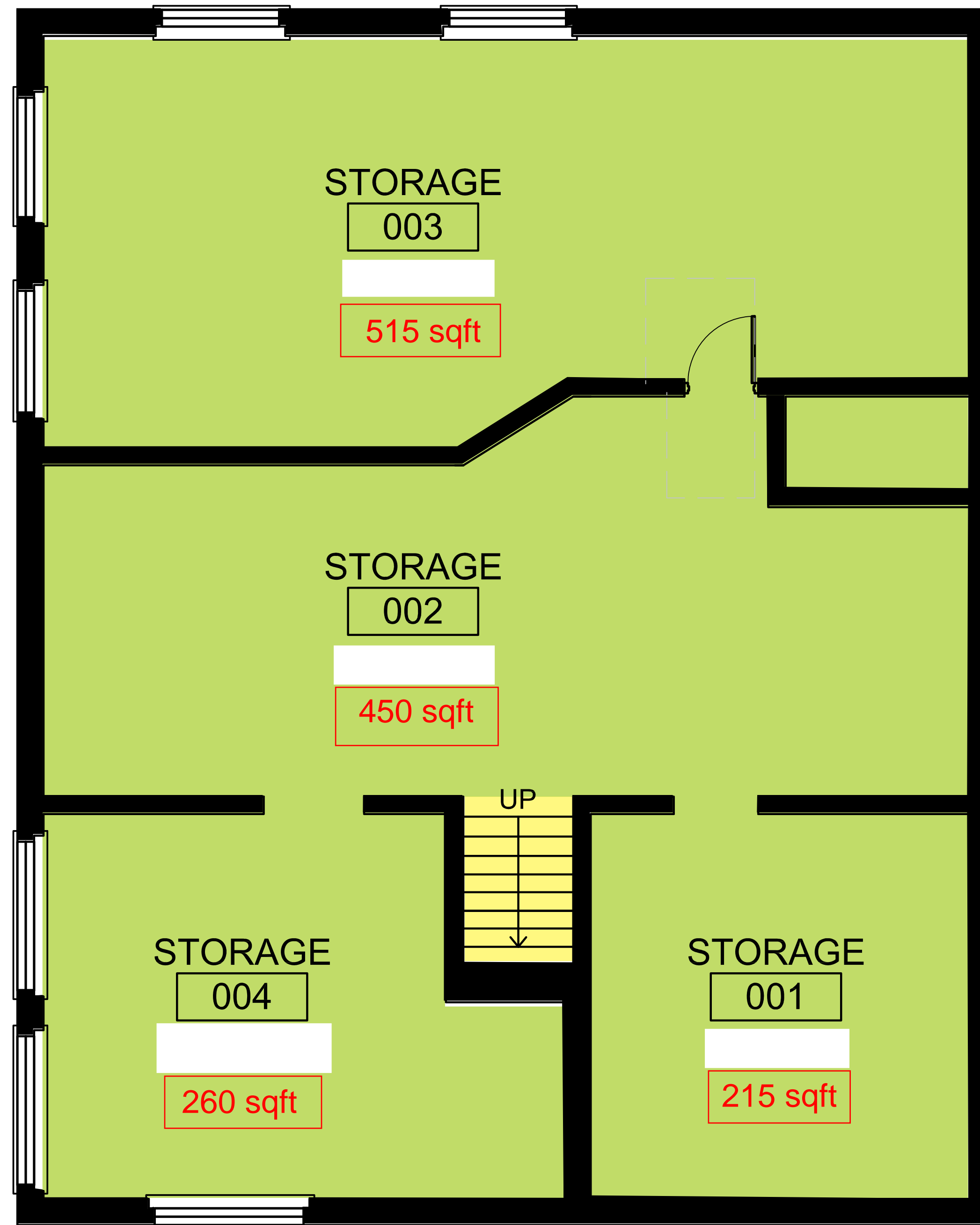
Municipality	Population Served	What is the gross floor area of your current library	Do you use all of that today?	Any proposed expansion in the next 5 years	How much of an expansion?	How large is your current Adult collection in linear feet	How large is your current Children's collection in linear feet	How large is your current non-print collection in linear feet (DVD's, Audio Books, Video Games)	Do you meet AODA Standards?	What services do you provide outside of loaning books,	Are all of your services provided under one roof	
St Marys (Perth South)	11,100	6,780 sq.ft.	80%	yes	TBD	1,100	550	??	no	Maker space, Community Pantry, loan snowshoes/fishing poles/kayaks. Loan rooms for meetings	yes	
West Perth	9,040	10,900 sq. ft.	75%	no	n/a	603	489	171	yes	public computers, adult learning & immigrant settlement support services, meeting rooms, seed library, youth programming	yes	
North Perth	15,000 - substantial engagement from the rest of North Perth's population outside Listowel, even with the other branches operating	8,300 sq.ft.	76	yes	3,000 sq. ft. addition, and reorganization of the existing space	1,436	414	217	no - washrooms are below-standard	Library programs, rentable program space, public computing & printing	yes	Note: CEO states that their 2015 feasibility study concluded that their current facility is undersized to their population needs by ca. 7,000 sq. ft.
Wilmot/New Hamburg	13,600	3,600 sq. ft.	70%	no - idea has been tentatively discussed, but no real proposals or plan yet	n/a	1121	361	187	no	special collections, mobile hotspots, hobby kits, pass program for heritage sites, seed library, puzzle exchange, public computers	yes	
Komoka	5,000 with catchment of surrounding area	7,000 sq. ft.	90	no	n/a	510	234	102	yes	public computers & workstations, bookable meeting room, program room, loaning of board games & a seed library, various library programming	yes, though the building is a shared multi-purpose space with the YMCA and the municipality	

Tillsonburg	18,600	8,400 sq. ft.	78	no	n/a	tbd	tbd	tbd	yes	study rooms, programming room, outreach & library programing, public computing, local historical archives, childrens play space, home library delivery	yes	Note: Notes that linear feet measurements of the collection may not exist, as the building has never been subject to a space needs assessment. Currently looking into their files, and will try to get back to me.
Aylmer	12,000, accounting for 'catchment' from surrounding communities	3,100 sq. ft.	95%	yes	increase to 10,700 sq. ft. by relocating to a neighbouring building	1712	753	310	yes	home delivery, educational outreach, library programming	no	
Goderich	8,000	tbd	80%	no	n/a	tbd	tbd	tbd	yes	clubs, youth & hobby programs, speaker lecture series, booking rooms for meetings, public computer & gaming, study rooms	yes	
Paris	15,000 - Including Paris, and significant catchment from surrounding areas	14,000	95	yes - currently designing a new facility to relocate into ca. 2025-26	new facility to be 28,000 sq. ft. total	tbd	tbd	tbd	no	kit lending, computer lending & public computing, makerspace, study spaces, delivery, library lectures & public programming	no - community spaces (usually county) rented as needed to deliver programming, outdoor park programming common as well	Note: Needs Assessment performed in 2017 estimated a requirement of 26,000 sq. ft.
Ingersoll	Uncertain, somewhere between 15-20,000 - including Ingersoll and catchment from surrounding areas	12,160 sq. ft.	95	no	n/a	Unavailable	Unavailable	Unavailable	no - washroom doors are below-standard	Public computers, program room, public printing, home delivery service, makerspace	yes	Note: collection size measurements unavailable, are not on record in footage terms
Hanover	8,300	4,450 sq. ft.	100% - technically more, as also using storage spaces shared with the municipality in other parts of the shared Civic Centre building	No (sort of) - it's been proposed in an Assessment, but unlikely to happen any time soon.	n/a	1802	424	278	no, height/width restrictions in shelving owing to limited space to expand	childrens programming, mixed adult library programming, some ESL tutoring services, public computing	no, the library exists in a shared Civic Centre building with the municipality, and various of the municipality's facilities within the building are used from time-to-time to deliver programming outside of the library space	



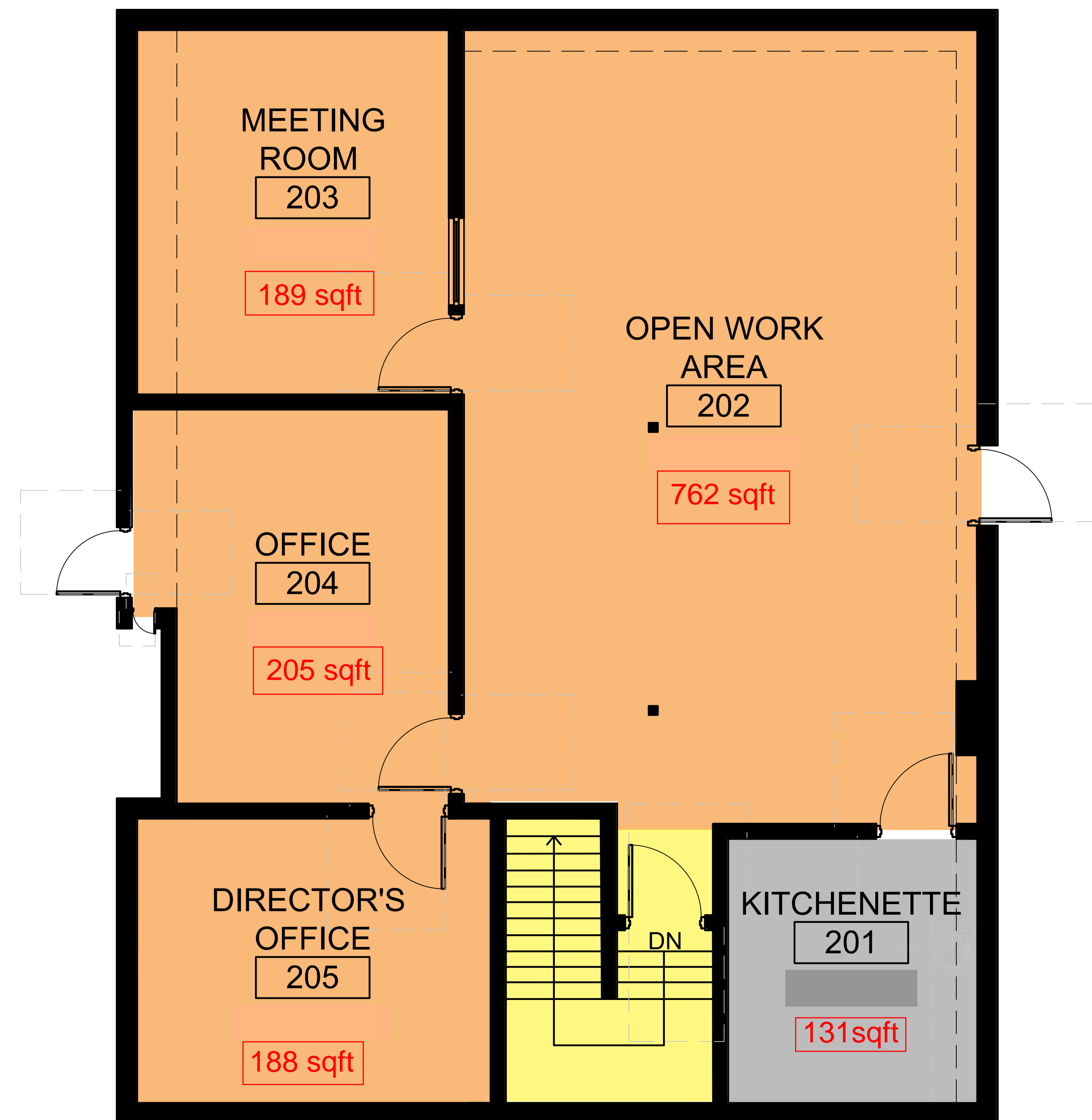
Total 3450 sq.ft.

BASEMENT



Total 1440 sq.ft.

SECOND FLOOR



Total 1475 sq.ft.

- ADMINISTRATION
- CORPORATE SERVICES
- LIBRARY (*STACKS, PROGRAMMING, OFFICES*)
- STORAGE
- SERVICES + AMENITIES
- CIRCULATION

LIBRARY: BASEMENT AND SECOND FLOOR PLAN



FORMAL REPORT

To:	Chair and Members of the Board
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	4 April 2024
Subject:	LIB 07-2024 Library Review of Space Needs Report

PURPOSE

The Property and Planning Sub-Committee met with Development staff March 22 to review their report. This report is to provide the Library Board with the Sub-Committee and Staff's recommendations regarding that review.

RECOMMENDATION

THAT LIB 07-2024 Library Review of Space Needs Report be received; and

THAT the Library Board support the recommendation that 2,638 square feet be made available for the Library and Adult Learning; and

THAT the Library Board work to develop recommendations for the Board on how to allocate the additional space.

BACKGROUND

The Library's 2022-2026 Strategic Plan identifies key areas for growth for the Library. Our Library sees over 50,000 visitors each year. The Library's Mission is to provide free and equitable access to library services and promote universal access to a broad range of knowledge, experience, resources, information and ideas in a welcoming and supportive environment. Our five strategic pillars are:

- To build strong community
- Offer diverse and accessible collections
- Offer Dynamic and accessible spaces
- Offer fun and inclusive programs and services
- Offer engaging and supportive lifelong learning

REPORT

This report speaks to the need for additional meeting space, social and study space, a makerspace and space for community partners to use. The following recommendations are being offered with the assumption that the Library will continue to operate out of its current location at 15 Church St. and occupy the additional space recommended in the Development and Building Report. It does not speak specifically to the allocation of where these services should be located.

In the Library Board's letter to the Downtown Service Review Team, the following items were considered:

- Meeting space, preferably two space that can be used concurrently, for use by the community and the Library which is large enough to accommodate a variety of purposes. The benchmark for total size could be equivalent to the Meeting Room at the MOC (862 sq. ft). The additional square footage could be used for storage for chairs and tables and equipment storage.
- A space for the Adult Learning Program of Perth to move their services.
- Space for the community to gather/socialize/study. This could include informal seating for both group conversation and quiet study space.
- Unassigned desks for any Town staff to work at while in the building.
- Space to locate our MakerSpace, including the features of workspace, access to our tools and a recording studio room.
- Space for the Friends of the Library to store, sort and sell items.

Shelving

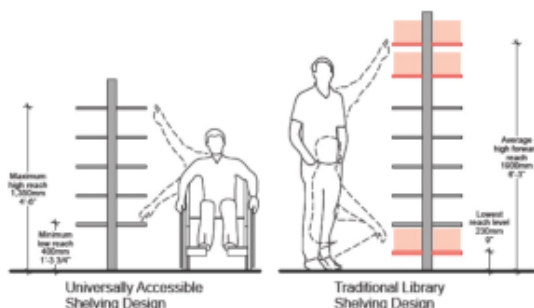
Offering diverse and accessible collections is important to our community. In 2021 and 2022 respectively, St. Marys lent 42,343 and 47,403 books, magazines, and DVDs to the communities in 2021 and 2022. The Library currently has 916 sq. ft. and the additional space would assist us in providing collection shelving that is AODA approved.

We need a place to store that collection and currently, we are at capacity. We have shelving in our library which does not meet AODA standards in our adult collection as it is too high. Additionally, the realities of our basement and its water issues, and the concern with the floor weight capacity in our second floor, means neither space can accommodate shelving. Additional space for our collection would allow for these modifications and for growth.

Staff would like to see the adoption of the Universal accessibility standard outlined in the ARUPLO report, specifically adhering to the minimum and maximum height of our collections. As the ARUPLO standards state, items should not be shelved above five feet, nor use the space below nine inches (the bottom shelves). Staff also wish to maintain the existing collection size, which will require some additional shelving and shelving space to meet the ARUPLO standards. Below is an illustration demonstrating the accessible shelving standards.

Universal Accessibility

Branch libraries should strive to be as accessible as possible, not only to meet the requirements of the the *Accessibility for Ontarians with Disabilities Act*, but in the spirit of providing welcoming space for everyone, such as families with strollers, individuals with low vision, mobility issues, etc. The following diagram demonstrates enhanced accessibility in shelving design.



Libraries can also address ease of access with sloped lower shelves as illustrated in the following photo.



Shelving should be no more than 60 inches high and have electrical wiring on end caps for enhanced wayfinding/ installation of OPACs.

Common and Collaborative Spaces

The ARUPLO Guidelines recommend user seating be flexible and interchangeable to encourage multipurpose use and to create a welcoming space where patrons can read, work independently or collaboratively, use computers and devices or meet and socialize with other community members. There is a scarcity of comfortable and accessible seating in the current library and staff recommend we adopt the ARUPLO Guideline to seat 30-60 individuals. The ARUPLO Guidelines recommend a minimum of 200 sq. ft. be available in spaces created for studying and small group meetings.

The ARUPLO Guidelines also recommend space be allocated to a MakerSpace that houses equipment to encourage and facilitate innovation, creativity and skill development. Currently our space is mobile, and does not have a permanent home, especially as we house Town staff. However, once our meeting room is again available, it will provide us with 189 sq. ft to be used for this service. The ARUPLO guidelines recommends 300 sq. ft. as we grow into the population guidelines outlines in the Development Department's report. (Large-Branch – Small Size).

Program Space

Currently we face challenges with offering programming on site with the lack of an accessible meeting room. We have faced this challenge with our Summer Reading Program, our Living Library Program, After Hours Programs and Poetry Contest for several years. We have some capacity on the second floor of the Library for medium sized programming, but could not accommodate attendee numbers like we are currently seeing for Living Library events. We also have some concern that patrons in larger electronic wheelchairs would not be able to use the lift. We have hosted programs for larger groups in the third floor of Town Hall, the Friendship Centre and the PRC Hall. However, demand for those spaces is high by other groups and by Town staff.

Library staff recommend we have two program spaces where we can run concurrent programs or events. The ARUPLO guidelines make recommendations for square footage of dedicated meeting rooms and program space respectively. It is the recommendation of staff that we consider the guidelines as we plan these library spaces.

FINANCIAL IMPLICATIONS

None.

STRATEGIC PLAN

- ☐ Not applicable to this report.
- ☒ This initiative is supported by the following priorities, outcomes, and tactics in the Plan.
 - Pillar #2 Diverse and Accessible Library Collections
 - Outcome: Accessible shelving
 - Tactic(s): Relocate the adult fiction and non-fiction collections onto shelving that is accessible and meets the ARUPLO recommendations for Universal Accessibility.
 - Pillar #3 Dynamic and Accessible Spaces:
 - Outcome: Secure additional space for study/social spaces for patrons and space to feel welcome and spend time alone or with others.
 - Tactic(s): Create study space and lounge space.
 - Pillar #4 Fun and Inclusive Programs and Services

- Outcome: Secure additional space for space for programming, films, makerspace, studio learn, be curious, experiment, play, create build literacy skills.
- Tactic(s): Create additional program spaces so things can run concurrently.

OTHERS CONSULTED

Brent Kittmer, Town CAO

Friends of the Library Management Committee



FORMAL REPORT

To:	Chair and Members of the Board
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	4 April 2024
Subject:	LIB 08-2024 Perth South Agreement 2024

PURPOSE

To update the Library Board on the current letter received from Perth South regarding 2024.

RECOMMENDATION

THAT LIB 08-2024 Perth South Agreement report be received; and

THAT the Library Board ask the Board Chair and the Library CEO to draft a letter to reflect the Board's position.

BACKGROUND

All municipalities are required to provide library services to their residents as stated in the Public Libraries Act (R.S.O 1990). Perth South contracts this service with St. Marys, Stratford and Huron County Public libraries provide their residents with services. St. Marys Public Library has contracted with the municipality of Perth South to provide library services for over twenty-five years. Perth South has also contracted annually with Stratford and Huron County. There was a funding formula reached with previous library boards and Perth South Councils, which is reflected in a service contract which is signed by the St. Marys Board Chair and CEO. The payments from Perth South are divided between one received in July and one in December.

CEOs from the three libraries provide an overview of the previous year's service to Perth South Council in January of each year, with their service agreement amount request. This report provides an update to that formula, which was reflected in the 2024 amount.

REPORT

The Library Board Chair has received a letter from Perth South informing us of a cut to their budget allocated to Library Services. This cut will reflect a significant decrease in funding for Stratford and St. Marys.

When the Library Board determined the amount to request from Perth South in the Fall, staff reviewed the funding formula which has been in place for several years. That formula is listed below. As discussed at our November meeting, It is important to note that St. Marys tax levy does not include capital requirements for the library building as those are absorbed in Town expenses, nor does it include capital costs for the Library – these are funded through Town Capital reserves in many cases. The

attached chart is historical business case that has traditionally been used to demonstrate the value received by the municipality of Perth South.

	STRATFORD	ST. MARYS	HURON	COMBINED
2024 TAX LEVY	\$ 2,708,630	\$ 583,483	\$ 3,434,140	\$ 6,726,253
Local Population (2021 Census)	33,232	7,386	61,366	101,984
City/Town/County contribution per capita 2021	\$ 81.51	\$ 79.00	\$ 55.96	\$ 65.95
Perth South Population (2021 Census)		3,776		
Library proportion (2006) - TRADITIONAL	35%	50%	15%	
Library proportion - # of PS residents	1,322	1,888	572	
Cost of PS delivery @ 100%	\$ 107,719	\$ 149,149	\$ 32,010	\$ 288,878
PS paid Libraries in 2023	\$ 43,966	\$ 71,041	\$ 11,045	\$ 126,052
PS paid Libraries per designated resident:	\$ 33.27	\$ 37.63	\$ 19.31	
Which is % of what residents paid in 2023:	41%	48%	35%	
2024 Ask	\$ 45,480	\$ 74,363	\$ 11,266	\$ 131,109
Percentage increase over previous year	3%	5%	2%	

Active Cardholder in 2022 distribution		STRATFORD	ST. MARYS	HURON	Total	
2022						
Active P.S. Cardholder - physical		140	212	42	394	
Active P.S. Cardholder - DL/Internet only		45	62	0	107	6895
Total		185	274	42	501	64,4393
Proportionally		37%	55%	8%	100%	

It is important to note that the total 2024 tax levy dollars noted above may not include the full cost to provide Library services. In St. Marys, the building is accounted for separately and managed by the Facilities department – the 2024 net budget for that facility is \$71,870. Furthermore, the costs do not include any administration costs provided for by other departments like Finance, HR, Clerks, CAO, etc. Therefore, the amount subsidized by St. Marys is greater than demonstrated above.

FINANCIAL IMPLICATIONS

St. Marys requested at our presentation to Perth South in January \$74,363, with Stratford requesting \$45,480. Perth South is indicating that their combined budget this year is \$53,734. St. Marys Public Library is being asked to revisit our budget submission amount to more closely align with the allocation approved.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Brent Kittmer, Town CAO

Andre Morin, Director of Corporate Services/Treasurer

Office of the Chief Administrative Officer

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March 20, 2024

Cole Atlin, Board Chair
St. Marys Public Library Board
15 Churchill Street North
St. Marys, ON
N4X 1B4

Dear Ms. Atlin,

2024 Perth South Library Budget

I am writing further to my telephone discussion with library CEO Sarah Andrews on March 12, 2024.

The three libraries from which Perth South purchases library services presented to Council their 2024 budget request on January 9, 2024, as follows:

- St. Marys Public Library \$74,363.00
 - Stratford Public Library \$45,480.00
 - Huron County Library \$11,266.00
- Total \$131,109.00

In preliminary budget discussions, the Council indicated that it would review the acquisition of library services and make a significant reduction to the library services budget for 2024. The Council's review includes consideration of purchasing library services from either St. Marys or Stratford. This anticipated change prompted my calls to Ms. Andrews and the CEO of the Stratford Public Library regarding this expected reduction.

Perth South Council approved the Township's 2024 Budget at last evening's meeting of Municipal Council. The Council has approved the Huron County Library's budget but allocated a total of \$53,734.00 for the purchase of further library services from Perth County providers. The budget proposed by Stratford Public Library can be accommodated within the allocation approved last evening.

I am writing to inquire whether your Board would like to revisit its 2024 Budget submission to align with the allocation approved by Council. Other than approving the Huron County Library's budget request, the Council has not made any further decisions with respect to acquiring library services for 2024.

Please let me know if your Board would like to submit a revised budget which can be accommodated within the budget envelope approved. I look forward to hearing from you.

Sincerely,


Fred Tranguille
Chief Administrative Officer