

MISSISSIPPI MILLS PUBLIC LIBRARY REPORT

STAFF REPORT

DATE: December 15, 2020

TO: Committee of the Whole

FROM: Christine Row, CEO/Chief Librarian

SUBJECT: Amendment to the Development Charges Background Study-
Almonte Branch Expansion

RECOMMENDATION:

THAT Committee of the Whole recommends that Council include two sensitivity options for the Almonte Branch Library expansion in the Development Charges background study amendment as follows:

- Option 1 - 10,000 square feet
- Option 2 - 7,500 square feet

BACKGROUND:

The Almonte Branch expansion project has been in the Development Charges background study since 2009. In 2009, the expansion project was estimated to include a 3,500 square foot addition and was estimated to cost \$1,172,500 (2018 costs). This project was included in the background study to proceed in 2022.

DISCUSSION:

To prepare for an upcoming Almonte Branch expansion, the Mississippi Mills Public Library hired a consultant, Big Thinking, to conduct a Space Needs Analysis. Throughout 2020, Big Thinking analyzed 390 space needs surveys and conducted focus groups with stakeholders including families, youth, seniors, community partners and library staff members. Consultants also reviewed various reports on the condition of the building.

The Space Needs Analysis included a functional review, which considered space requirements for the library based on current and projected population levels. The functional review compared the *Administrators of Rural and Urban Public Libraries of Ontario (ARUPLO) Guidelines* to the specific needs of the community. The *Guidelines*

include square footage standards for the four main areas in a public library: Collection Area, Public Service Area (i.e. patron seating, meeting rooms, computer workstations, toilets), Staff Service Area and Non-Assignable Area (i.e. mechanical room, storage, entrance).

The following chart outlines the square footage standard for public library areas based on projected populations and community needs. The projected population of Mississippi Mills to the year 2037 is 21,000. The Pakenham Branch catchment area has been deducted from the projected population for the Almonte Branch, which results in a projected population of 18,500 to 2037. This chart also includes the current space allocation and the square footage space estimates to 2028.

Area	Current Square Footage	ARUPLO Standard Square Footage	2028 projected needs in square footage	2037 projected needs in square footage	Net Increase (projected less current)
Collections Area	2190	3000-6200	5500	5500	3310
Public Service Area	2225		5158	6658	2,933-4,433
Staff Service Area	1003		1400	1400	437
Non-Assignable Area	2982	1954-4671	3802	4802	820-1820
Total	8400	9769-23,356	15,900	18,400	7,500-10,000

According to the Space Needs Analysis, if the Almonte Branch expands to meet the needs for 2028, the addition would need to be 7,500 square feet. If the expansion is to accommodate the 2037 population projections, the addition would be 10,000 square feet. Note: the current allocation (8400 sq. ft.) at the Almonte Branch is under-sized (below ARUPLO standard for 2020 population).

On November 19, 2020, Big Thinking presented the Space Needs Analysis findings to the Mississippi Mills Public Library Board. The Library Board will be presented with the Final Report in early December. In 2021, the Library Board will present details to Council, seek approval, and start looking for financing through grants and fundraising projects.

The Municipality is currently undertaking an amendment to the Development Charges background study. It is timely that the Space Needs Analysis is substantially complete

so that the recommended increase in the scope of the proposed expansion of the Almonte Branch can be included in the amendment. The size of the proposed expansion would change from 3,500 sq. ft. (included in the current background study) to the recommended 7,500-10,000 sq. ft. By including the revised space requirements in the amendment, it will enable additional funds to be collected through new development in the community. It is recommended that two sensitivity options on square footage be prepared by the consultant for Council's consideration. Each option will have an impact on the resulting development charge that is calculated.

The Library Board recommends Option 1- 10,000 sq. ft. be included in the development charges amendment as the members believe building to meet the needs for 2037 is prudent considering a project of this scope may take years to plan and finance through grants and fundraising.

As an alternative, for comparison purposes, the Library Board recommends that Option 2- 7,500 sq. ft. also be included in the consultant's review.

FINANCIAL IMPLICATIONS

None as a result of this report

SUMMARY

The Library Board is recommending that two options, 10,000 and 7,500 square feet additions to the Almonte Branch be included in the amendment to the Development Charges background study.

A handwritten signature in black ink, appearing to read 'Chr', is positioned above the typed name of Christine Row.

Respectfully submitted,
Christine Row
CEO/ Chief Librarian