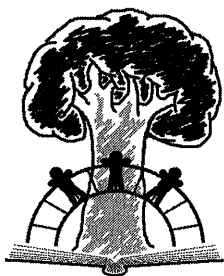


588/07



Library Board
401 Simcoe Street, Box 310
Beaverton, ON
L0K 1A0

March 14, 2007

Council Township of Brock
1 Cameron Street East
Cannington, ON
L0E 1E0

Dear Mayor and Councilors,

Re: *Cannington Branch Relocation Study*

On behalf of the Brock Township Public Library Board, I am pleased to submit a copy of the *Cannington Branch Relocation Study* prepared by Stan Skrzyszewski of CGS Consulting.

I have attached for your information a briefing note outlining the issues and the recommendations of the Board.

The Board would like to inform Council of the need to relocate the Cannington Branch and our willingness to work cooperatively with the Township or any other public agency on a multi-use facility to house this branch.

Yours truly,

Karen Enss
Chair

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Judith York

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Council _____

Comm. PR

Meeting Date:

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**Brock Township Public Libraries – Cannington Branch
Branch Relocation Study
Prepared by: Stan Skrzyszewski
Date: December 13, 2006**

Introduction

The Brock Township Public Library Board has determined that its Cannington Branch should be relocated. In its Request for Proposal (May 2006) for consulting services, the Board requested assistance in developing a draft proposal for new site requirements, including spatial and resource considerations. The final report was to include a plan of action for the future Cannington site/service point.

This final report is based on:

- A review of library standards and facility requirements for branch libraries serving populations of a similar size
- A visit to the potential sites and meetings with library board members, municipal officials, library staff and community representatives
- Ongoing feedback from the library CEO as reports were being prepared
- Site Evaluation Charts completed by library board members, staff and community representatives

The final report consists of four parts:

- Part 1: Space Requirements
- Part 2: Site Evaluation Criteria
- Part 3: Potential Relocation Sites for the Cannington Branch Library
- Part 4: Site Evaluation and Recommendations
- Part 5: Summary and Conclusion

Part 1: Space Requirements

There are three major considerations which must be considered when determining the required size for a new library facility. These are:

1. Space Requirements based on Population Served
2. Space Requirements based on Standard Space Modules
3. Space Requirements based on Strategic Service Requirements

The final figure which will be used to determine the actual space requirement for a new library facility is usually a blend of these three considerations since all three must be taken into account.

A fourth consideration is the potential for a shared facility partnership. In the case of the Cannington Branch Library a potential facility partner is the Cannington & Area Historical Society.

1.1 Space Requirements based on Population Served

Population	2006	2021	Hours of Opening
Brock Township	13,960	19,410	
Beaverton	4,390	7,550	129.5
Cannington	1,950	2,060 (10.6%)	85.0
Sunderland	1,400	2,190	85.5
Rural Areas	6,220	7,050	

It is recommended that the figure for population served for the Cannington Branch be calculated by taking the projected population for 2021 of 2,060 and adding 10.6% of the rural areas population (10.6% of 7,050 = 747) and increasing the resulting total by an additional 10% in order to account for the central location of Cannington within Brock Township.

$$\text{Population Served: } 2,060 + (10.6\% \text{ of } 7,050) 747 = 2,807 + 281 (10\%) = 3,088$$

The OPLG recommends that "an independent library should not be less than 4,000 sq. ft." The ARUPLO Guidelines for Rural/Urban Public Library Systems, 2005 recommend that branch libraries serving from 1,000 – 5,000 population should have facilities ranging in size from 2,500 sq. ft. to 3,500 sq. ft. or .7 sq. ft. per capita. An independent library would require additional space for book ordering, receiving, cataloguing and processing and offices for administrative staff.

The Cannington Branch may require some space for system-wide functions, such as spaces for an office (desk, computer and files), photocopier, local processing and storage.

Using the figure of .7 sq. ft. per capita, the projected space requirement for the Cannington Branch is $3088 \times .7 = 2162$ sq. ft. Since this total is below the minimum recommended total of 2,500 sq. ft., the minimum space required is approximately 2,500 sq. ft. This figure represents the space requirement before any consideration is given to housing any system-wide requirements, strategic service space (see item 3 in this report) and facility partners. Therefore the space requirement for the Cannington Branch based on population served will range from 2,500 sq. ft. to 4,000 sq. ft.

1.2 Space Requirements based on Standard Space Modules

These space requirement projections are based on the Ontario Public Library Guidelines, Third Edition, the Guidelines for Rural/Urban Public Library Systems, 2005 prepared by the Administrators of Rural and Urban Public Libraries of Ontario, and some of the other tools listed in the bibliography.

The minimum space requirements of 2,500 – 4,000 square feet can be further refined and verified by considering the minimum space requirement based on a modular calculation as follows:

Adult Collections:	900 sq. ft.
Circulation Desk:	150 sq. ft.
User Seating:	10 seats/2 tables @ 30 sq. ft. per user = 300 sq. ft. 4 lounge seating @ 50 sq. ft. per seat = 200 sq. ft.
Children's Collections:	335 sq. ft.
Storytelling area:	100 sq. ft.
Teen Area: (Homework space)	100 sq. ft.
Public Computer Workstations: (Public Access Catalogue)	10 @ 65 sq. ft. per user = 650 sq. ft.
Photocopier	52 sq. ft.
Staff Work Stations:	2 @ 150 sq. ft. = 300 sq. ft. (to be located behind the circulation area)

Staff Office:	1 @ 150 sq. ft.
Staff lockers:	5 @ 5 sq. ft. = 25 sq. ft.
Multipurpose room: (Includes programming space, public meeting space, kitchenette)	1,000 sq. ft.
Non-Assignable Space: (Washrooms, foyer, storage**, mechanical)	25% net to gross or 1065 sq. ft.

The total space required based on standard space modules is 5,330 sq. ft. This is higher than the 2,500 sq. ft. to 4,000 sq. ft. estimated based on population because it includes some consideration for the strategic service requirements identified in Section 3 of this report such as the need for multi-purpose programming space for senior, youth and educational programming, specific space for children's programming, some designated youth space and storage space.

**** Note on Storage Space:**

The nature of the work of public libraries requires sufficient storage. Storage is an important consideration in planning a library facility. Within the Brock Township Public Library system, only the Cannington Branch currently includes significant storage space. The storage space is located in the basement area, which is an area of concern. When a new facility is developed consideration should be given to adequate storage.

The space allocated for non-assignable space (25% net to gross) includes storage space, which should not be less than 500 sq. ft.

1.3 Space Requirements based on Strategic Service Requirements

CGS Consultants (CGS) will produce a new 3-4 year Strategic Plan as part of this project. The recommendations in the new strategic plan may impact on the space requirements for the Cannington Branch. It is important that the new Strategic Plan be reviewed and any new space requirements be identified before the completion of the Cannington Branch Relocation Study.

Based on the current review, as well as on the insights provided in "A Proposal to Establish a Community Health Centre in the Township of Brock" (February 27, 2003), the following strategic service requirements will impact on the space required for the Cannington Branch and are reflected in the projection in section 2 of this report.

- **Seniors:** In Brock Township there is a significantly higher population of seniors as a percentage of the total population (16.3%). The Cannington Branch Library should provide sitting space for seniors, collections aimed at seniors and program space for programs aimed at seniors.
- **Literacy:** Literacy is an issue in the area. Literacy programs are required for both children and adults. The library should ensure that there is space for literacy collections and for programs such as 'story time', 'Tales for Twos', and the 'Plus' program for grade three students – all of which are aimed at improving reading and literacy
- **Education:** Lower than average education levels: only 15% of residents age 15 and over have achieved university education. Space and computer connectivity should be available in the library in order to support distance education programs.

- Youth: There is a noted lack of youth-related or youth friendly services. The library should provide some space specifically designated for collections and services geared to youth.
- Multi-purpose space: The library should provide space for outreach programs and services (meeting room - classes, displays, events)

Recommendation #1: The minimum space requirement for the Cannington Branch of the Brock Township Library is 5,330 sq. ft.

The recommended space requirement is based on an analysis of standard space modules and on consideration of some of the strategic requirements of the Cannington Branch. A minimum of 5,330 sq. ft. is required if the library is to play its part in advancing the causes of reading, literacy, education, and economic and social development in the community.

The above facility space projections are intended as a preliminary estimate to be used to begin new facility planning and potential site evaluation. More detailed and exact space requirements report should be developed prior to actual renovations or development.

1.4 Shared Facility Partnerships

The preservation of a community's history is important. Given the long history of Cannington and the historical nature of many of the buildings in the community this is of particular importance. There is no doubt that the future of Cannington lies in being able to capture and build on the history of the area and on the significant historical residential core still in use in the community. Consideration should be given to locating the heritage collections of the Cannington & Area Historical Society within the new library facility. The historical society would require a minimum of 1,000 additional sq. ft. A properly developed local history facility, linked to the library, would help to develop Cannington as a destination point, both within Brock Township and beyond.

At some point the collections of the historical society will have to be digitized in order to make them accessible over the longer term and to a larger audience. In preserving its own history and in digitizing it, Cannington and Brock Township will begin to contribute to the overall history of Ontario and Canada.

Part 2: Site Evaluation Criteria

The Brock Township Public Libraries operates branch libraries in three autonomous communities:

- Beaverton: original Carnegie building with expansion (2002); two-storey
- Sunderland: recently constructed, shared public/school library facility
- Cannington: one-storey frame building in disrepair; the library occupies 1,215 sq. ft. in a building totaling 3,960 sq. ft. The building also includes a senior's room (1,590 sq. ft.) and a thrift store (410 sq. ft.). The building has a full-basement which the library uses for storage. The basement has serious moisture and mold problems. Staff commented on significant allergy problems. The heating and electrical system is also inadequate.

The current facility lacks sufficient space to offer the types of programs required in the community in support of life-long learning, formal education, literacy and reading, as well as services geared to specific demographic groups, such as seniors and youth, and specialized services such as public access computing. It is clearly time to develop a new library facility in Cannington whether in a new building or in renovated space

2.1 Site Requirements – Criteria

In order to ensure that the library site selection process was objective and that it rested on a valid process, it is important to lay out in advance of considering any site, a set of objective criteria with which to evaluate potential sites, whether in existing buildings or for the construction of a new facility. The following criteria were developed for the objective evaluation of potential sites. The criteria were outlined on two charts intended for site evaluation. The two charts are:

- Site Evaluation Criteria: Chart #1 – Existing Facilities (Facilities Requiring Renovations)
- Site Evaluation Criteria: Chart #2 – Sites for a New Facility

Site Evaluation Criteria: Chart #1 – Existing Facilities (Facilities Requiring Renovations)
<p>General Conditions</p> <p>Is the site conveniently located to the population to be served?</p> <p>Does the site provide high and positive visibility?</p> <p>Is the site free from any liabilities (zoning issues), negative concerns, or nuisance factors adjacent to or related to this site?</p> <p>Does the site lend itself to partnership development?</p> <p>Will the development of a library on the site add to the economic and social development of the community? Would it have main street impact?</p>
<p>Affordability</p> <p>Is the site affordable?</p> <p>Are the costs of renovations to an existing building affordable?</p>
<p>Accessibility</p> <p>Is the site accessible to all segments of the community served?</p> <p>Is the site located near a major thoroughfare?</p> <p>Does the site have easy vehicle access?</p> <p>Does the site have On-site parking?</p> <p>Does the facility have ground level access?</p> <p>Does the facility have easy delivery access?</p>
<p>Size</p> <p>Does the size of the facility (in case of existing buildings) provide adequate space for projected facility requirements?</p>
<p>Environmental / Structural/ Heritage</p> <p>Is the site free from any environmental / structural issues that would might limit facility functionality of the library or add costs to the proposed site or facility?</p>

Is the proposed facility free from any heritage issues that would might limit facility functionality of the library or add costs to the proposed facility?

Are there any restrictive protocols regarding the “decommissioning of old school sites? Note: De-Commissioning of Old School Sites is clearly laid out by provincial law. In order of first right of refusal are: province, public school board, Catholic school board, French-language school board, municipality, private interests.

Site Evaluation Criteria: Chart #2 – Sites for a New Facility

General Conditions

Is the site conveniently located to the population to be served?

Does the site provide high and positive visibility?

Is the site free from any liabilities (zoning issues), negative concerns, or nuisance factors adjacent to or related to this site?

Does the site lend itself to partnership development?

Will the development of a library on the site add to the economic and social development of the community?
Would it have main street impact?

Affordability

Is the site affordable?

Accessibility

Is the site accessible to all segments of the community served?

Is the site located near a major thoroughfare?

Does the site have easy vehicle access?

Could the site accommodate on-site parking?

Size

Does the size of the site (in the case of new construction) provide adequate space for projected facility requirements?

Environmental / Structural/ Heritage

Is the site free from any environmental / structural issues that would might limit facility functionality of the library or add costs to the proposed site or facility?

Is the proposed facility free from any heritage issues that would might limit facility functionality of the library or add costs to the proposed facility?

Those who were to complete the Site Evaluation Criteria Charts were asked to rank their responses as follows:

- 3 = Strong positive response
- 2 = reasonably positive response
- 1 = a limited positive response
- 0 = a negative response

Part 3: Potential Relocation Sites for the Cannington Branch Library

3.1 Renovated Space

Four existing buildings were considered as possible sites that could be renovated in order to serve as the site for the new Cannington Branch Library. These are:

Old Town Hall

This is a two-story, municipally-owned, heritage building in need of significant restoration. This facility currently has an official board shepherding the building's restoration.

The Old Town Hall consists of approximately 4,000 sq ft on two floors. The upstairs floor includes an auditorium (approx 1,500 sq. ft.), stage (approx 450 sq. ft.), balcony (approx 540 sq. ft.) and a major stair case and a tower. The second story may not be available for library use on a full-time basis. The current configuration of auditorium, stage and balcony would have to be maintained.

An engineer's study (June 2006) concluded that the facility is fit for use but that it would require a major retrofit and renovations to be used as a library.

McCaskills Mills Public School - 'In Town' (formerly Cannington Public School)

This is a one-storey site with 10,550 sq. ft. The core space is divided into several rooms around a main corridor with cinder-block construction. It is unlikely that the interior walls can be removed. However, the combination of the current library and kindergarten rooms along with adjacent office, storage and staff space can be considered for the Cannington Library especially if a connecting doorway could be constructed between the kindergarten room and the library.

The youth group is interested in the gymnasium

McCaskills Mills Public School - 'Out-of-town' (formerly H.W. Knight Public School)

This is a one-storey site with approximately 16,820 sq. ft. Since it is approximately 4 kilometers from town centre, it is not considered a prime site for the new library. It may be the preferred location for the Community Health Centre.

Community Centre

The community centre shares space with the arena. The available space is on the second floor and consists of approximately 2,400 sq. ft. An elevator provides access to this floor. Currently used by other groups including Early Years; Brock Nursery School; Durham Farm, Rural, and Family Resources; and rented for public events on weekends.

3.2 Space for a New Facility

There are several sites which could be considered for a new, stand-alone facility for the Cannington Branch Library. These include:

The **vacant car sales lot** (former Cannington Chrysler) that is located on the main street opposite the municipal parking lot. This would require the purchase of property and 'brown-field' clean-up. It is currently for sale.

The **municipal parking lot** (former Dobson's Garage) located on the main street and which currently serves as a GO bus stop. This property is currently owned by the municipality. This former brown-field site was recently rehabilitated and paved.

The **current branch library site** is located just off the main street and is municipally owned. This would involve the demolition of the current facility and the temporary relocation of the branch until a new library is constructed. Library is currently a joint tenant in this building with a seniors' group (who rent out their space to other groups when they are not using it) and Brock Good Neighbours

Under-utilized space on the main street: For example, there is space which currently houses two restaurants, immediately east of the New Town Hall. This space would have to be acquired and the existing structures demolished.

Part 4: Site Evaluation

4.1 Site Evaluation – Existing Facilities (Facilities Requiring Renovations)

Four buildings were evaluated as potential sites for the relocated Cannington Branch Library.

Facilities:	Old Town Hall	Public School 'In-Town' (formerly Cannington Public School)	Public School 'Out-of-Town' (formerly H. W. Knight Public School)	Community Centre
Average Score	1.6	2	1.8	1.6

Ranking System: 3 = Strong positive response
 2 = reasonably positive response
 1 = a limited positive response
 0 = a negative response

Recommendation #2: The preferred site of an existing building for the relocation of the Cannington Branch Library is the Public School 'In-Town' (formerly Cannington Public School).

Note: Although the Public School "Out-of-Town' (formerly H.W. Knight Public School) was ranked as the second choice in this category, the consultants strongly advise that this site not be considered because of the distance from the town site of Cannington itself.

4.2 Site Evaluation – Sites for a New Facility

Four sites were considered for a new, stand-alone facility for the Cannington Branch Library.

Sites:	Vacant Car Sales Lot (formerly Cannington Chrysler)	Municipal Parking Lot (formerly Dobson's Garage)	Current Branch Site	Under-utilized space on the main street
Average Score	2.3	1.9	2.0	2.0

Ranking System: 3 = Strong positive response
 2 = reasonably positive response
 1 = a limited positive response
 0 = a negative response

Recommendation #3: The preferred site for the building of a new facility to house the Cannington Branch of the Brock Township Library is the Vacant Car Sales Lot (formerly Cannington Chrysler)

Part 5: Summary and Conclusion

This study has resulted in three major recommendations. The recommendations are:

Recommendation #1: The minimum space requirement for the Cannington Branch of the Brock Township Library is 5,330 sq. ft.

Recommendation #2: The preferred site of an existing building for the relocation of the Cannington Branch Library is the Public School 'In-Town' (formerly Cannington Public School).

Recommendation #3: The preferred site for the building of a new facility to house the Cannington Branch of the Brock Township Library is the Vacant Car Sales Lot (formerly Cannington Chrysler)

While the first recommendation is unambiguous, there are two recommendations regarding a potential site for a relocated Cannington Branch Library. One of the recommendations deal with a site that would require significant renovations and the other is a site on which a new Branch Library could be built. Although the ultimate decision is up to the municipal council and it is clear that many factors must be considered when this decision is made, the consultants feel strongly that primary consideration should be given to Recommendation #3. There are many reasons for reaching this conclusion.

Although there is much to recommend the choice of the Public School 'In-Town' (formerly Cannington Public School) as the preferred site requiring renovations, this site has several major problems. First, the location is removed from the centre of the community and has low visibility. This will inhibit use of the facility and it is unlikely to contribute in a major way to the revitalization of Cannington. Secondly, although the building is in good condition, the current layout creates major problems in terms of allocating both appropriate and sufficient space to the Branch Library. The required space could only be provided for the Branch Library if the existing library, kindergarten, storage, AV, workroom and staff offices were combined, and it is not clear if this is structurally possible. This combination could also create an oddly shaped space that would be difficult to supervise.

A new library facility built on the Vacant Car Sales Lot (formerly Cannington Chrysler) site would give the library high visibility and a location which would encourage use. A new facility would reflect the specific library needs of the community since the facility would be built as a library. A new library built on this site would be well-positioned to meet the strategic requirements of the Cannington Branch and it would play a part in advancing the causes of reading, literacy, education, and economic and social development in the community. A new facility in this location also provides the potential for a beneficial shared facility arrangement.

Recommendation #4: That the Brock Township Library Board undertake to plan and build a new Branch Library in Cannington and to seek the full support and cooperation of the Township of Brock.

Bibliography

ARUPLO (Administrators of Rural and Urban Public Libraries of Ontario), *Guidelines for Rural/Urban Public Library Systems*, 2005

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Sannwald, William W. *Checklist of Library Building Design Considerations*. Third Edition. Chicago, American Library Association, 1997



BTPL Cannington Branch Relocation Study

Issue

The current Cannington site is too small, inadequately set-up, and contains an environmentally hazardous situation to the collection, staff and the general public.

Background

The Board has decided that the Cannington branch is the **official library archival site** for local history materials. A new library facility would also house the heritage collections of Brock Township.

We are also working towards becoming an **Accredited** Library, a prestigious honour, representing the highest recognition for public library administrative and service excellence, however, the current site negates our goal.

Recommendation

Our **preferred site** is a new facility on the former Cannington Chrysler site. A minimum of 5,330 square feet is required if the library is to play its part in advancing the causes of reading, literacy, education, and **economic and social development in the community**.

We require high visibility and a new library facility on the main street would be a significant contribution to the Cannington infrastructure.

The **archival collection** would require an additional 1,000 square feet.

A properly developed local history facility, coordinated by the library, would develop Cannington as a **destination within Brock Township and beyond**.