KING TOWNSHIP PUBLIC
LIBRARY

King Township Public Library
Facilities Master Plan

February 2014

mbpc
Monteith+Brown
planning consultants

ACKNOWLEDGEMENTS

We would like to thank all of those who contributed to the development of the King Township Public Library Facilities Master Plan. This document is a product of the vision and dedication of the Library Board and Staff.

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EXECUTIVE SUMMARY

The purpose of this Facilities Master Plan for the King Township Public Library (KTPL) is to assist the Library and its partners in planning the short- and long-term future of branch libraries in King Township. The basis for this study was the Library's 2013 Strategic Plan, which recommended that a Facilities Master Plan be developed with a focus on transforming library spaces for learning, discovery, and relaxation.

To arrive at its recommendations, the Master Plan contains a summary of relevant research, a review of library resources and facilities, consideration of library planning guidelines, and input from Library and Township staff and officials. In identifying a prioritized long-range infrastructure strategy, several facility planning considerations have been identified, such as the impact of technology on space needs, accessibility requirements, the growing role of libraries as gathering places, and more.

Currently, the KTPL operates four library facilities throughout the Township. The designs of KTPL's four library branches are varied, but all are indicative of facilities of their eras, require some level of updating, and lack several vital features found in modern library buildings. Population growth is anticipated in several communities and there is a need to reconcile the opportunities and constraints of existing facilities with their ability to meet current and future space needs.

The following is a summary of the recommendations contained within this Library Facilities Master Plan:

1. A standard of 0.95 square feet per capita remains appropriate as a long-term target for the King Township Public Library's space needs. Based on a projected population of 34,900 residents in 2031, the KTPL will require a total of 33,155 square feet of space by this time – an additional 15,800 square feet over current provision levels.

2. The King City Library should provide 16,600 square feet of space at one location by 2031, possibly through a phased construction approach. To achieve this, the Library Board may consider expanding on the existing site or new construction at another location; the location criteria provided in this report may be used to guide this discussion.

    Should the existing King City Library be expanded, this would add approximately 9,000 square feet to the current footprint. Any capital project on this scale should be guided by a project-specific feasibility study that would identify building/site opportunities, phasing, and costs, as well as public input.

3. To the degree possible, the KTPL should consider modest internal reconfigurations to address the lack of quiet study space at the Nobleton Library. Opportunities for branch expansion may be reconsidered in the longer-term (beyond 2021).

4. The Schomberg Library should be expanded by approximately 2,000 square feet to provide a total of 5,100 square feet of library space. This expansion should be guided by a project-specific feasibility study that would identify building/site opportunities and costs, as well as public input.

5. Relocation of the Ansnorveldt Library into the former Christian School building should be pursued, with the intent of securing approximately 3,000 square feet of library space and possible facility / programmatic synergies with the Township's Recreation Department. This initiative should be guided by a project-specific feasibility study that would identify building/site opportunities and costs, as well as public input.

The following table illustrates the proposed space requirements and library capital programme for the period between 2013 and 2031.

Proposed Space Requirements & Library Development Programme (2013-2031)

Year	Population	Supply, square feet (sf/cap)	Space Requirements (based on 0.95 sf per capita)	Growth-related shortfall (sf)
2013	23,476	17,342	22,302	4,930
2015		+1,500	Ansnorveldt Library Relocation (see note 1)	
2015/16		+9,000	King City Library Expansion (see note 2)	
2017		+2,000	Schomberg Library Expansion	
2021	29,900	29,842	28,405	(1,437)
2023+		+3,300	Nobleton Library Expansion (see note 3)	
2031	34,900	33,142	33,155	13

Notes:
1. Ansnorveldt: timing dependent upon opportunity to relocate to adjacent school
2. King City: to be achieved through expansion or new construction; may occur in phases
3. Nobleton: expansion is subject to further study

Modifications to the facility provision strategy recommended in this Plan may be considered based on partnership, funding, and/or growth considerations, particularly as it relates to the timing, size, and/or location of proposed facilities. Any significant deviations from the proposed facility provision strategy must be in the best interest of the King Township Public Library and the community it serves.

The Master Plan also identifies location criteria to assist the KTPL in evaluating and selecting preferred sites for future libraries, should relocation be a consideration.

1. INTRODUCTION

The purpose of this Facilities Master Plan for the King Township Public Library (KTPL) is to assist the Library and its partners in planning the short- and long-term future of branch libraries in King Township. The basis for this study was the Library's 2013 Strategic Plan, which recommended that a Facilities Master Plan be developed with a focus on transforming library spaces for learning, discovery, and relaxation.

The specific objectives for this Master Plan are as follows:

- To establish overarching principles to guide priorities and strategies for library facility expansion or development.

- To compile the foundation upon which the needs assessment is to be based, including demographic data and projections, trends, staff and library board input, and synergies with other civic projects.

- To identify specific recommendations for each library branch (where applicable), outlining needed improvements relative to space utilization and facility expansion.

- To develop a preferred library facility strategy that illustrates the short and long-term facility priorities for the King Township Public Library, including an implementation strategy that identifies timing and sequencing.

These objectives have been addressed through relevant research, a review of library resources and facilities, consideration of library planning guidelines, and input from Library and Township staff and officials. In identifying a prioritized long-range infrastructure strategy, several facility planning considerations have been identified, such as the impact of technology on space needs, accessibility requirements, the growing role of libraries as gathering places, and more.

This Facilities Master Plan has a planning horizon that extends to the year 2031, although the primary focus is on the next five years. Even though the new or expanded branches may be some years into the future in some cases, it is important that the KTPL begin to position itself for change and to influence and take advantage of its evolving environment. It is recognized that adjustments to growth forecasts, funding levels, partnership opportunities, and other internal and external factors may necessitate the need to update the plan from time to time. Efforts have been made to ensure that future plans are appropriate and strategic in nature, representing facility provision that is responsive to the needs of existing and new residents.

The scope of this study does not include an assessment of collections, programs, operations, management, or governance. In addition, engineering assessments, conceptual designs, and public consultation are beyond the scope of this assignment.

Monteith Brown Planning Consultants was retained to assist the King Township Public Library with this assignment. Library senior staff served as a resource team for this project, and consultation with the Library Board was essential to the development of the strategy.

2.   PLANNING CONTEXT

This section examines the Township's socio-demographic profile and various local studies with relevance to King Township Public Library facilities.

2.1   COMMUNITY PROFILE

To improve the responsiveness of this Master Plan to the specific library needs of King Township residents, both recent and future population trends have been examined. The analysis of demographic data provides community-specific information that will inform the demand for and provision of library space. This includes understanding and integrating important demographic factors, such as age composition, population projections, and household income, education, ethnicity, and place of work.

Historic & Projected Population Growth

Over the past twenty years, King Township has experienced slow growth, increasing by less than 10% between 1991 and 2011. According to the 2011 Census, the Township's population was 19,899 residents, an increase of 2% from the 2006 Census; Census figures are typically affected by under-coverage, therefore, the actual population is likely slightly larger. In this regard, the Township's population was estimated to be approximately **23,476** as of June 30, 2013 (source: York Region Office of the CAO, Long Range Planning Branch).

The Township's ability to grow is constrained by the vast territory encompassed by the Oak Ridges Moraine and the Ontario Greenbelt. With recent investment directed to servicing King's designated growth areas, along with provincial legislation setting intensification targets, the Township's population is expected to grow significantly over the next twenty years. The York Region Official Plan (2012) forecasts that King Township's population will reach 34,900 people by the year 2031, thereby adding about 11,424 new residents (a 49% increase) above the current population.

Township of King Historic and Forecasted Population Growth (1991-2031)
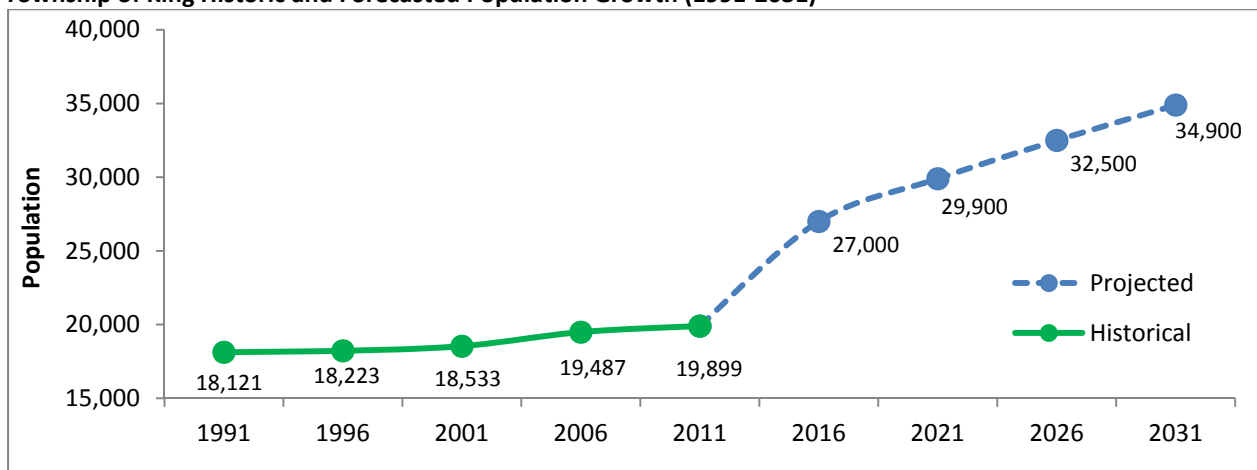
Source: Statistics Canada 1991-2011; York Region Official Plan, 2012 Consolidation.

Three villages exist in the Township (King City, Nobleton, and Schomberg), each with a public library branch – these three villages account for about 60% of the Township's residents. The remaining residents live outside of these communities in rural areas and smaller hamlets, such as Laskay, Pottageville, Kettleby, Snowball, and Ansnorveldt (the latter hamlet is the location of the Township's fourth library branch, serving the northeast area). Census data and other sources (including the Township's 2012 Community Profiles) have been reviewed to assist in developing a brief profile of each of the villages discussed below.

Township of King Population by Community, 2012/13 Estimates

Community	Current Population Estimate (2012/13)	Proportion of Township Population
King City	7,350	31%
Nobleton	5,300	23%
Schomberg	2,650	11%
Rural Area & Hamlets (including Ansnorveldt)	8,176	35%
Total	**23,476**	**100%**

Totals may not add due to rounding
Source: King Township Community Profiles; York Region Office of the CAO, Long Range Planning Branch

King City

King City is the Township's largest settlement, with a current population estimate of 7,350 residents. King City has experienced notable residential growth within the past two years and substantial subdivision development activity is expected to continue, with a projected population of 12,000 by 2021. As of 2011, King City had the oldest median age of the Township's three villages at 43.2 years. 25% of village residents have a mother tongue of a non-official language, the highest of the three villages. King City is the fastest growing community in the Township and is easily accessible to employment and commercial activities in the adjacent communities of Richmond Hill and Vaughan and beyond. Many of the Township's residents – who are largely white collar employees in management, business, and finance sectors – commute on a daily basis to neighbouring municipalities in the Region and beyond (there is a GO Transit Station in King City). It is also likely that new residents have high expectations for municipal services, with many having moved from the more developed communities to the south.

Nobleton

Nobleton is the Township's secondary largest settlement community with an estimated population of 5,300 and steady growth. Nobleton's population is beginning to mature, with a balance of residents at all stages of their lives – children, teens, young adults, and older adults. A 2021 population of 6,500 is forecasted. Nobleton's workforce is employed in both white and blue collar sectors in municipalities throughout the GTA and Toronto. 22% of Nobleton residents were reported to have a mother tongue of a non-official language, with Italian being the most common (65%). Like King City, Nobleton's location offers convenient access to employment and commercial areas to the south and many new residents are seeking municipal services that may be more common in urban municipalities.

Schomberg

Schomberg was the Township's fastest growing village between 2006 and 2011. Its current population is estimated at 2,650 residents with a 2021 growth forecast of 3,300 residents. Schomberg offers a quaint community lifestyle and its recent growth has attracted many young families to the area – this community has the highest proportion of 0 to 9 and 30 to 39 year olds in the Township (its median age was 38.1 years in 2011). Conversely, this community has a lower percentage of residents age 50 years and older. 16% of village residents have a mother tongue of a non-official language, the lowest of the three villages. Similar to the Township's other villages, Schomberg's workforce is employed in a mix of white and blue collar sectors and most commute to other municipalities in the GTA or north to Barrie. This community is steeped in history and tradition, bolstered by the annual events such as Canada's longest running fair – the Schomberg Agricultural Fair – and Main Street Christmas.

Age Composition

According to the 2011 Census, King's median age of 43 years is indicative of a slightly older population when compared to the median age of the Region (39 years) and Province (40 years). Furthermore, King's median age increased by almost two years from the 2006 Census and suggests that the local population is aging as is the trend in most other communities in Canada. Of the three primary settlement areas:

King's proportion of residents under the age of 20 is similar to that of the Region and Province; however, the Township has a greater proportion of older adults and seniors. Although new growth can attract younger age groups due to the availability of housing, it is expected that King's population will continue to age, albeit to a lesser degree, than provincial and national trends. Continued population growth is likely to result in increasing library demands across all age groups.

Income

The 2011 National Household Survey[1] reported King Township's median income for all economic families to be $110,153, 13% higher than the Regional average ($97,374) and 36% higher than the Provincial average ($80,987). Individual incomes for those age 15 and over in the Township were also higher than others in the Region and Province. The cost of living in King Township is also high, which typically offsets higher median incomes as a greater proportion may be spent on housing and other associated costs.

York Region's Vital Signs Report suggests that the increasing gap between the rich and poor is impacting individuals and community prosperity. 6% of King Township's residents were considered to be low income based on after-tax low-income measure according to the 2011 National Household Survey. Accessible library opportunities are critical in order to engage households with financial barriers.

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[1] The National Household Survey was a voluntary, self-administered survey conducted for the first time in 2011 as a replacement for the long census questionnaire. Due to the survey methodology, the Township of King data has a non-response rate of 37.3%, which may affect data quality.

Education

The level of education can also impact participation in library pursuits, with many studies correlating higher degrees of education with higher participation levels (e.g., generally, the greater the level of educational attainment, the more likely they are to participate in library opportunities). Among those age 15 years or older, the Township and the Province generally share the same proportion of residents with a post-secondary certificate, diploma, or degree; however, the Township has lower levels of educational attainment than the Region of York (all data is from the 2011 National Household Survey). King Township also benefits from a strong and emerging educational sector presence associated with key public and private institutions. Seneca College, the Country Day School, Villanova College, etc. are all key contributors in furthering local education.

Immigration & Language

The 2011 National Household Survey reports that approximately 20% of the Township's population consists of immigrants (3,890 residents). This proportion of immigrants is considerably lower compared to the Region (45%) and Province (29%). 12% of King Township's immigrant population (455 residents) arrived between 2001 and 2011, suggesting that the Township is not currently a common destination for new Canadians.

Contrary to immigration trends and patterns observed throughout the GTA and the province, King Township has not been experiencing growth in its immigrant population. In fact, the number of immigrant residents declined between 2001 and 2011. Given that much of our nation's new growth is attributed to immigration, it is likely that the percentage of new Canadians relocated to King Township will grow in the coming years.

Recently released data from the 2011 Census indicates that approximately 22% of residents have a mother tongue that is a non-official language, the most common being Italian (46%), followed by German (9%). However, only 6% of Township residents' speak a non-official language most often at home; the most common non-official language spoken at home is Italian (36%), followed by Polish and Russian (9%). The King Township Public Library should continue to consider the multi-lingual needs of residents through its collections and services. Libraries also serve as one of the first points of contact for newcomers; as such, emphasis should be placed on providing community information to ensure that the appropriate resources are available.

Place of Work

Similar to other communities in the Region, King has a large commuter population. 2011 data is not available, however, the 2006 Census reported that nearly 64% of the local workforce is employed in another community, 23% is employed within the Township (including those who work at home), 12% work at no fixed address, and 1% of residents work outside the province.

According to the 2011 National Household Survey, a large majority of King Township's workforce drive or are driven to work in a private vehicle (94%), considerably higher than the Region (85%) and the Province (79%). The remaining 6% of employed residents take public transportation, walk, bicycle, or take other forms of transportation to work. The median commuting duration for employed King

Township residents aged 15 years and over with a usual place of work or no fixed workplace is 30.4 minutes. Given these travel patterns, it is likely that the majority of library patrons drive (and will continue to drive) to their local libraries. Nevertheless, the availability of accessible and walkable facility locations should continue to be a priority as they support healthy and complete community design.

2.2   PREVIOUS STUDIES

The King Township Public Library has prepared a number of studies in recent years that have helped shape the current facility model and future directions. Each of the following documents has been reviewed as part of this Master Plan and reference has been made to these reports, where applicable.

KTPL Strategic Plan 2013 to 2016 (2013)

In 2013, the KTPL Board approved the Library's 2013 to 2016 Strategic Plan. The Strategic Plan provides a high level framework that directs initiatives and priorities, as well as provides a filter through which facility requirements can be understood. In fact, one of the key actions was to "Develop a Facilities Master Plan focused on transforming library spaces for learning, discovery, and relaxation." The Strategic Plan contains the following vision and mission statements:

Vision Statement
King Township Public Library in the 21st Century: Respecting the Past, Embracing the Future.

Mission Statement
King Township Public Library Informs, Inspires, Enriches and Entertains.

Strategic Themes
- Becoming a community destination
- Innovation and connections
- Strengthening services
- Elevating our community profile

King Township Integrated Community Sustainability Plan (2012)

King Township's Integrated Community Sustainability Plan was a significant undertaking that resulted in a strategy that defines the future for the Township of King and guides how the Township makes decisions, develops partnerships, and takes action. Founded on the four pillars of economic, environmental, socio-cultural, and financial sustainability, the plan is a product of extensive community engagement.

The Plan contains several immediate priorities, many of which have relevance to library facility planning, including (but not necessarily limited to):

- Conduct an inventory of our assets
- Update and implement village plans
- Celebrate, promote and maintain King Township's cultural identity

- Establish a Community Arts Centre that can host performances, showcase King Township's art and provide community programming
- Develop strategic partnerships with educational and agricultural institutions to continue to support learning and community development
- Ensure financial sustainability for King Township

Among other things, the Plan is supportive of the provision of places and spaces for the community to meet, socialize, and enjoy recreational activities.

King Township Parks, Recreation, and Culture Master Plan (2013)

The Township of King's 2013 Parks, Recreation & Culture Master Plan Update examines parks, recreation, and cultural opportunities and future needs to 2023. The Master Plan does not speak directly to the expansion of library facilities, but does indicate the Township's interest in optimizing library branches to better support local arts, culture, heritage, and recreation activities.

It is also notable that the Township currently has no plans for the development of major recreation facilities with which a library branch could be co-located. Although a desire for an indoor aquatics centre was frequently noted by the public, such a project is recommended only in partnership with another agency that would be partially responsible for its funding and/or operation.

The Master Plan did not directly address the potential re-purposing of the Christian School in Ansnorveldt and the potential for an expanded municipal recreational/library presence in this community. The Plan did, however, recommend that a site-specific master planning exercise be undertaken for Ansnorveldt Park and adjacent institutional uses in order to protect the Township's recent investment in the local ball diamond.

King Township Economic Development Strategy (2013)

In November 2013, Township of King approved a five-year Economic Development Strategy to guide "sustainable economic development opportunities over the longer term and support growth and investment in the community through the attraction of new business and industries to the community and the efforts of existing businesses and entrepreneurs."

Implementation of the strategy involves a wide array of partners, including the KTPL. One of the recommendations, under the objective of supporting the growth of a viable local economy by enhancing the quality of place of our villages, is to "Position and promote King Township libraries as community gathering points for business networking and small business support (e.g. regular business seminars, meeting rooms with technology, free wireless capability, video conferencing etc.)." This direction may have minor implications on space requirements and is consistent with comments from Library Staff and Board members regarding the need for technology-enabled meeting rooms.

KTPL Community Needs Assessment (2006)

In 2006, the KTPL completed a Community Needs Assessment to identify a strategy for library services to the year 2021. Amongst its objectives, the study examined the locations, physical condition, and future needs of all four library facilities. While portions of this study may remain relevant, much has changed in the Township and library sector since the study was completed, thereby necessitating the development of this Facilities Master Plan.

The 2006 Study's facility-based action plans are listed in the following table, along with a summary of their current status.

Facility-based Action Plans from 2006 KTPL Community Needs Assessment	Status Update
"That an overall target of 0.95 square feet of library space per capita be set, with 60% of additional library space being allocated to the King City location (as the Main Library)."	To be reassessed given recent growth and new forecasts
"That the KTPL work to eliminate barriers to accessibility for all library locations, including the installation of an elevator in the King City Branch by 2007 to improve accessibility to the lower level of this facility."	Completed
"That a "Space Needs and Consultation Study" be undertaken in advance of developing a design for expanding each library location in order to address specific space issues, incorporate local needs, and refine the size of expansion to ensure that the added space will properly accommodate community needs and the desired library services. Priorities for library space expansion are: • *2010: Schomberg Branch – expansion to add approximately 1,400 square feet of library space;* • *2013 to 2016: King City "Main Library" – expansion to add approximately 7,100 square feet of library space; and* • *2016 to 2021: Nobleton Branch – expansion to add approximately 3,000 square feet of library space."*	Space needs being reassessed through this Facilities Master Plan
"That the KTPL initiate discussions with the Township's Parks and Recreation Department and the Ansnorveldt community to determine the financial feasibility (including fundraising) of expanding the Branch Library building to provide public washroom space (possibly with outside access to accommodate park users)."	Not completed; new opportunity involving Christian School is under consideration (once school is vacated)
"That should a partnership opportunity become available for a shared facility (Library plus community centre, municipal offices, etc.), the site criteria outlined in … this Study be considered along with the financial benefits of reduced overhead and shared space."	Potential partnership involving municipal offices has emerged; location criteria must be considered (see Section 6.2)

2.3   CONSULTATION

To inform this Master Plan, a series of interviews were conducted with Library staff and the King Township Library Board. The results of these consultations have been integrated into the Master Plan where appropriate.

It should be noted that the scope of this Master Plan did not include consultation with the general public or library patrons. Through the development of its Strategic Plans, the Library solicits public input every three to four years.

3. KING TOWNSHIP PUBLIC LIBRARY PROFILE

This section provides a description of existing King Township Public Library facilities, including key statistics and comparisons against nearby public library systems.

3.1 KTPL FACILITIES

The King Township Public Library operates four libraries in settlement areas throughout the Township. These facilities include:

- King City Library
- Nobleton Library
- Schomberg Library
- Ansnorveldt Library

A map illustrating the location of library branches is shown below. Aerial photos depicting the property boundaries of each branch can be found in Appendix A.

King Township Public Library
Branch Locations
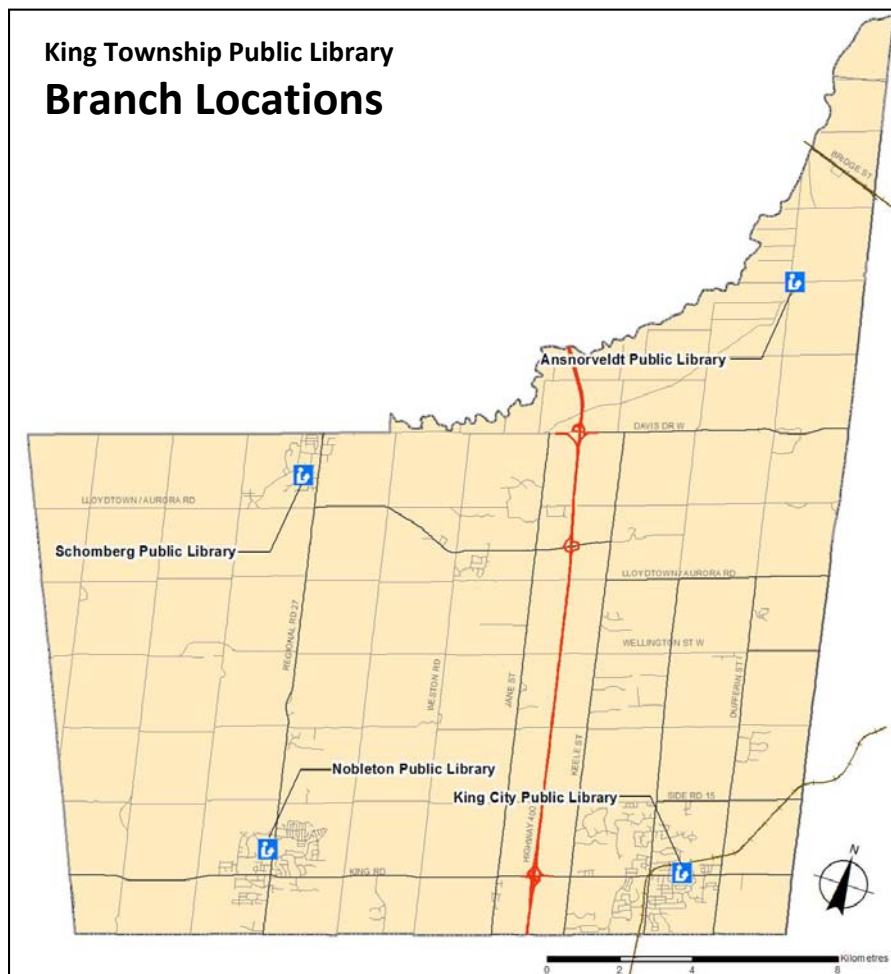
Service Profile – King Township Public Library Facilities (2012/13)

	King City	Schomberg	Nobleton	Ansnorveldt	TOTAL
Estimated Population (2011)	7,350	2,650	5,300	2,236	**23,476***
Size (Sq Ft)	7,553	3,121	5,162**	1,536	**17,372**
Weekly Hours of Operation	60	42	35	13	**150**
Collection Size (total volumes held)	29,166	19,671	15,398	7,764	**71,999**
Volumes per Square Foot	3.9	6.3	4.9	5.1	**4.7**
Volumes per Capita	4.0	7.4	2.9	3.5	**3.1**
Annual Circulation (2012)	64,454	48,347	28,380	13,758	**154,939**
Circulation per Hour	21	23	16	21	**20**
Circulation per Capita	8.8	18.2	5.4	6.2	**6.6**
Number of Visits (2012)	44,773	45,228	20,272	10,277	**120,550**
Visits per Hour	14	21	11	15	**16**
Visits per Capita	6.1	17.1	3.8	4.6	**5.1**
Programs Held Annually (2012)	372	192	189	65	**818**
Annual Program Attendance (2012)	4,693	3,561	3,393	1,954	**13,601**
Program Attendance per Capita	0.6	1.1	1.1	1.3	**0.9**
In Person Information Requests (2012)	21,840	18,784	10,944	3,432	**55,000**
Information Requests per Hour	7.1	8.8	6.1	5.2	**7.2**
Information Requests per Capita	3.0	7.1	2.1	1.5	**2.3**
# of Public PCs	15	8	8	2	**33**
Public PCs per Capita (1,000 residents)	2.0	3.0	1.5	0.9	**1.4**
Public Seating	40	18	16	1	**75**
Public Seating per Capita (1,000 residents)	5.4	6.8	3.0	0.4	**3.2**
Key Facility Characteristics	Meeting Room, Local History, Administrative and Technical Services	Meeting Room	Meeting Room, Basement (storage)	Upstairs Meeting Room	--

* total population includes those living in rural areas; therefore, per capita branch totals do not add
** includes basement
Source: KTPL, 2013

The current gross floor area of these four facilities is 17,372 square feet. Based on a current population estimate of 23,476, this translates into a Township-wide average of 0.74 square feet per capita.

Based on a review of available data, a number of observations can be made about the KTPL's branches:

- King City – the library's flagship branch – is the largest library and thus has the largest collection, most programs, and is open the widest number of hours. It has fewer volumes per square foot as more space is dedicated to administrative and technical services, local history, etc. On a per capita basis, program attendance is lowest at the King City branch.

- Schomberg branch has a similarly sized main floor footprint as the Nobleton branch, but is open 7 additional hours per week and received more than twice as many visits; in fact, in 2012, it was

the busiest branch in the system (more visits, but fewer loans than King City). This branch also has the highest volume per square foot ratio, suggesting that the space is well used for physical collections. Given its strong utilization and smaller population, the per capita metrics for the Schomberg branch generally outpace those for the Township's other libraries, particularly in terms of visits and circulation.

- Nobleton branch had the fewest visits and loans per capita and per hour open in 2012, but its programs were well attended. This branch has the fewest number of volumes per capita. Although this branch is listed at 5,162 square feet, approximately 2,000sf of this is non-public space located in the basement (not barrier-free).

- Ansnorveldt branch by far has the fewest open hours, smallest building, and smallest collection. Despite this, many of its per hour and per capita metrics rank near the system-wide average, suggesting that its usage rates are strong. The number of public seats and computers at the Ansnorveldt branch are much lower than the Township's per capita average. Ansnorveldt's per capita program attendance is the highest among the system's four branches, suggesting strong demand for core programming.

3.2   COMPARISONS TO OTHER SYSTEMS

A benchmarking analysis comparing the King Township Public Library to other communities in the Greater Toronto Area and surrounding areas has been undertaken. Facilities are reported on as are the size of the physical collection as this can have an impact on overall space provision and utilization. The source of the population and holdings data is Ontario Public Libraries Statistics, while the space data has been obtained through the Federation of Ontario Public Libraries; all data is from 2010 as newer data is not currently available. Because this information represents a snapshot in time, it may not accurately reflect the space standards employed by the library systems for planning new buildings/expansions.

Benchmarking: Library Facilities & Holdings (2010)

Municipality	Population	Number of Locations	Library Space (sf)	Library Space per Capita (sf)	Holdings (Items)*	Holdings per Capita*
Caledon	57,900	7	42,300	**0.73**	159,107	**2.7**
New Tecumseth	30,398	3	15,000	**0.49**	107,926	**3.6**
Bradford West Gwillimbury	26,872	1	42,000	**1.56**	80,209	**3.0**
East Gwillimbury	24,000	2	13,500	**0.56**	58,514	**2.4**
Newmarket	84,351	1	35,000	**0.41**	167,539	**2.0**
Aurora	55,024	1	45,000	**0.82**	143,150	**2.6**
Richmond Hill	183,237	4	87,200	**0.48**	538,586	**2.9**
Vaughan	288,301	7	120,603	**0.42**	613,884	**2.1**
Average	*93,760*	*3*	*50,075*	*0.53*	*233,614*	*2.5*
King Township (2013)	**23,476**	**4**	**17,372**	0.74	**71,999**	**3.1**

Circulating Volumes Held (non electronic)

Compared to its adjacent library systems, KTPL offers a greater number of branches per capita as a result of its dispersed settlement areas. This has resulted in a slightly above average space provision ratio of 0.74 sf/capita, which is higher than six of the eight adjacent systems (only Bradford West Gwillimbury and Aurora offer more space per capita).

KTPL's existing collection is approximately 72,000 items or 3.1 items/capita. The benchmark average is 2.5 items/capita, suggesting that KTPL's collection is at the top end of the range. This is likely a result of the urban/rural multi-branch system design, where core collections are required at multiple locations. It is anticipated that this ratio will decline slightly over time as the population increases and the move away from certain print materials (e.g., reference collections) is reflected in increased digital resources.

4.   TRENDS & BEST PRACTICES

This Plan contains a detailed analysis of public library space needs, as well as a strategy for physical improvements to KTPL branch libraries. In order to establish direction for a future building programme, this section evaluates a number of factors including trends and best practices from other library systems, with a focus on factors that may impact space needs. Is important that the King Township Public Library begin to position itself for change and to influence and take advantage of its evolving environment.

4.1   KEY TRENDS IN LIBRARY USAGE

Usership

Strong library systems are the cornerstones of strong communities. They offer residents of all ages, students, and the business community a much needed "third place" (beyond home and work/school) to study, gather, learn, explore, collaborate, socialize, and discover.

Despite rapid changes in technology and information sharing, public libraries are as relevant as ever and continue to be highly valued by people of all ages. Borrowing materials, getting information, and reading/studying continue to be the main reasons for visiting the library. Various studies and survey data indicate that, on the whole, circulation and library usage are on the rise and that virtual services and digital information are not a threat to traditional library services, but rather a complement – people now have more reasons to visit a public library than in the past!

Part of this increase in circulation can be traced to more efficient circulation practices (e.g., quick reads), a growing emphasis on popular materials, eBooks, demographic shifts, and new partnerships. People also want more hours (circulation is strongly linked to open hours), more content, more computers, and more books. The availability of online resources means that customers can access material at their local branch or from home, which has broadened the library's reach.

Younger generations remain very active users of public libraries, despite the many multi-media options accessible to them. Recent research[2] indicates that: "*Americans under age 30 are just as likely as older adults to visit the library, and once there they borrow print books and browse the shelves at similar rates...Younger patrons are also significantly more likely than those ages 30 and older to use the library as a study or 'hang out' space.*"

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[2] Kathryn Zickuhr, Lee Rainie and Kristen Purcell. Younger Americans' Library Habits and Expectations. Pew Research Center. 2013.

Digital and Print Collections

Although there is a growing tendency away from physical collections and toward digital access, broad trends indicate that many people, including youth, still prefer books and other physical items. Book publishing for children and youth is still strong. Multi-lingual print resources are also an area of collection growth for libraries in communities with growing diversity. Conversely, reference collections are falling out of favour due to increased access to digital sources. Physical collections will continue to coexist with emerging digital formats for the foreseeable future, with modest attrition of print collections over time. This suggests that a primary focus will continue to be placed on the provision of library space to house physical collections.

Programming

Most public libraries provide high quality programs for small groups of children and young parents. Library programs are a key component of service provision for specific demographics and also help to define the library's brand identity, enhance collections, and support lifelong learning. Programs are essential to libraries – they animate library resources and introduce people to library offerings.

Space provision can impact library programming. For example, in King Township, space for larger programs, like March Break activities, that would attract large groups is not available in any of the Library's branches. The Township's Parks, Recreation and Culture Master Plan speaks to the need to maximize community use of the KTPL's program rooms (which are designed to allow for after-hours use). A cursory review of usage rates suggests that the KTPL's program rooms are well utilized by the Library, Township, and community but that capacity for additional use remains.

Given the range of potential library programming, future program space should be as flexible as possible with an ability to be reconfigured for different purposes. Further, program rooms should be technologically enabled to support a wide range of future opportunities; for example, KTPL's existing program rooms have wireless and digital projection capabilities, but future upgrades may consider technologies such as video conferencing. Ample parking will also encourage users to fully participate in program opportunities.

Emerging Technologies

The increasing need for space for public technology services and resources – along with the continuing need for space for collections – is a large reason why the overall space needs for libraries are increasing. Demand for eBooks, online services, digital reference services, and electronic databases will continue to increase along with other technological innovations. These resources have become an added level of service, rather than a replacement for print material.

This is a period of rapid technology innovation, especially for wireless devices. While there was an increase in the introduction of single-use devices such as e-readers in the past couple of years, these are now falling out of favour with the rise of multi-functional devices such as tablets and smartphones. There is an increasing trend toward a BYOD ("bring your own device") culture. Tablet sales are expected to outpace laptop sales in 2013. Access to the internet is now an expectation at all library locations (preferably through WiFi) and this expectation is shared not only by younger generations but older residents as well. As such, the trend is toward fewer formal workstations (particularly in urban areas

with broadband) in favour of spaces consisting of comfortable, casual seating in close proximity to charging stations or outlets for plugging in personal/mobile devices.

Experimental space and creation/discovery zones such as gaming centres, media labs, fab labs, makerspaces, hackerspaces, and self-publishing centres (places where artists, makers, and techies converge so that they can gather, create, and improve) are in early stages of development in some library systems (e.g., Innisfil Public Library). Through these spaces, the community creates their own content using tools such as 3D printers, laser cutters, welding machines, etching tools, self-publishing machines, and other specialized equipment. These hold much promise in attracting younger Canadians to the library, but may not be a fit with every library system.

4.2   KEY TRENDS IN LIBRARY DESIGN

Libraries as Community Hubs

A large part of the evolving role of public libraries is how its facilities are designed and used. Many systems are beginning to view physical space not just as a place to accommodate services, but rather as a service in its own right. There is growing demand for the "library as place" – an extension of the community that goes well beyond just a repository for books (e.g., community hubs and gathering spaces).

While the rapid pace of technological change dominates the discussion around the future of public libraries, equally important are societal trends emphasizing creativity, experience, collaboration, community connectivity, and lifelong learning. The movement from consumption (i.e., passive observation) to creation and collaboration (e.g., active participation) is a leading philosophy that many libraries are trying to promote and nurture.

Design Considerations

Although books still represent a large part of their core service, more and more libraries are finding creative ways to use space for other forms of inspiration, learning, sharing, and community engagement. In general, this means more "people space", such as individual and small group study rooms, teen and seniors' lounges, gaming zones and digital media spaces, homework centres, coffee shops, laptop counters, art exhibits, merchandizing displays, seating areas, and larger event spaces such as theatres and auditoriums. In addition, wide and uncluttered aisle ways with lower shelving to accommodate individuals with physical disabilities are a requirement, and a more "open" interior to accommodate changing technologies is desired. These factors are contributing to an overall increase in library space demands.

Successful library spaces are flexible, spacious, and welcoming. They promote the exchange of information, innovation, and creativity. Some specific examples being incorporated into new or redeveloped libraries include portable shelving (stacks on wheels), outdoor spaces and gardens (thinking "beyond the walls"), large lobbies where people can gather and interact, late-night access for students during exam times, ample natural light, and a wider variety of seating. Libraries are being thoughtfully designed with not only function but also aesthetics in mind – they are a source of civic pride. Visibility is a must and having workspaces near windows shows that the library is being used.

The need to accommodate both group (noisy) and individual (quiet) study/work space is also on the rise – this may mean that libraries need to become larger (and have improved noise attenuation) in order to accommodate a variety of "zones" or separate spaces. Social research shows that people like to be with others, even when working alone. As densities rise and technology has an isolating affect on some, the need for public space will become even more critical.

Space Requirements

As formats gradually migrate from physical to digital, less physical space may be needed for collections (reference material is a notable example). This is freeing up more floor area for improved merchandising, gathering space, collaboration, exchange of ideas, etc. Conversely, barrier-free accessibility requirements are placing pressure on many library facilities, as more space is needed to accommodate accessible washrooms, shorter stacks, wider aisles, etc.

The amount of space required by a public library depends on the unique needs of the individual community. "Cookie-cutter" service delivery, collections, and even facility designs are discouraged as they are generally not as responsive to local priorities (e.g., children's collections, business resources, multi-lingual materials, research and reference services, etc.).

The assessment of local needs may be assisted by documents such as the Ontario Public Library Guidelines (Federation of Ontario Public Libraries, 2012) and Guidelines for Rural/Urban Public Library Systems (Administrators of Rural and Urban Public Libraries of Ontario – ARUPLO, 2012), which provide several measures to assist libraries in future planning in areas such as staffing, space, collection size, collection use, and hours. Where once a metric of 0.6 square feet per capita was used for undertaking a high-level assessment of system-wide library space needs, this measure has been increased to 1.0 square feet per capita in the latest ARUPLO guidelines.

The average size of a branch library is increasing and, in some communities, smaller branches are being succeeded by larger branches in more prominent locations that offer greater visibility, expansion opportunities, and barrier-free access to all members of the community. In larger urban communities such as Markham and Brampton, a district or area library now generally ranges from 15,000 to 20,000 square feet or more. Smaller communities are building branches between 8,000 and 15,000 square feet depending on the size of the community they are serving.

Alternative Facility Delivery Models

The consolidation of smaller libraries into fewer larger, centralized, and modern facilities that can accommodate a mixture of both quiet and noisy spaces, along with conventional and cutting-edge services, continues to be a trend throughout North America. But, public demand for convenient and locally accessible facilities remains.

While this is not a new concept to this community, it is important to note that public libraries are increasingly being combined with other civic uses as their value as community anchors and cultural integrators is being recognized. Integrating library branches into high-use community destinations has been a successful approach for many municipalities. Our experience suggests that synergies are greatest between libraries and community centres containing swimming pools, seniors' space, and multi-use rooms. As a general principle, this model offers the convenience of "one-stop shopping" (e.g., a parent can use the library while their child participates in a program) and has the potential to improve

operating efficiencies through the sharing of common areas, storage space, programming rooms, and facility management services.

Another emerging alternative involves self-serve options such as express library kiosks or automated library vending machines that are being exploring for high traffic areas such as GO Stations in some GTA communities. This technology can be costly and high levels of usage – unlikely in King Township – are the best way to justify the expense. However, more locally-appropriate options such as self-checkout within existing branches may be pursued by the KTPL in the future should the need warrant.

4.3   KEY TRENDS IN LIBRARY SERVICE DELIVERY

Rural Sustainability

Changing demographics (e.g., aging population, reduced mobility, out-migration, etc.) are placing pressures on the sustainability of rural communities and their ability to provide a wide range of services, such as public libraries. While some communities are challenged to maintain their smaller rural libraries, these facilities are critical service points and hubs for rural residents; many of them are taking on a greater municipal service delivery role (e.g., garbage tags, applications, recreational registration, etc.). The sustainability of rural libraries is a key tenet in the ARUPLO Guidelines for Rural/Urban Public Library Systems.

Demand for New and Expanded Services

With a population that is increasingly becoming better educated and more globalized, there are increasing expectations for library services, both in terms of quality and quantity. This manifests itself differently in many communities, but can often result in demand for greater variety in programming, more specialized support to groups such as businesses or newcomers to Canada, and more assistance in using new technologies. With the recent economic downtown, the importance of libraries has been reinforced by their ability to provide resources that support training and skills development.

Support to the Education Sector

Distance education, massive open online courses (MOOCS), tutoring, and lifelong learning (e.g., ElderCollege) are increasing in popularity, creating opportunities for public libraries to provide space and/or supporting resources to students and residents engaged in active learning.

Staffing

Library automation, self-service options, the Internet, and other technologies are changing the roles of many librarians. For example, more people are now doing research on their own and fewer people are seeking technical assistance from reference librarians; this trend is likely to continue as the generation of digital "natives" matures. In some systems, staff have been "unchained" from the reference and circulation desk and can now work more flexibly to support users where they need help (e.g., roving staff equipped with tablets). The amount of back of house space is also declining as library staff roles evolve and automation takes hold; opportunities to reclaim this as public space need to be assessed.

<u>Partnerships</u>

Mounting fiscal pressures and the evolution of library services are requiring libraries to place more emphasis on conventional and non-traditional partnerships. Some partnerships may be related to outreach, creative spaces, and programming, while others involve co-location. Multi-use buildings that combine libraries and other civic uses (recreation and arts centres, schools, municipal offices, etc.) have been popular templates for years as they have the potential to offer a "one stop shopping" convenience and economies of scale. Nevertheless, no two partnerships are alike and each needs to be assessed on its own merits. Successful partnerships help to share risks and benefits, allowing the library to achieve strategic priorities in a more effective or efficient manner.

5. GUIDING PRINCIPLES & SPACE REQUIREMENTS

5.1 GUIDING PRINCIPLES

It is anticipated that the King Township Public Library will continue to be a multi-branch system serving its varied communities, with King City acting as the main branch housing the Library's administrative and technical services. As the Township grows, renovated and/or expanded branches are likely, and new branches may be considered with sound justification.

To this end, the following Guiding Principles are core directional statements that are intended to guide the implementation of this Plan and the future decision-making relating to the provision of library facilities. The principles are largely complementary, but no one principle takes priority over another – they should be read and interpreted as a set, rather than as separate, isolated statements.

Library facilities will be:

1. strategically located so as to maximize access for all residents; visible and accessible locations are a must

2. co-located or in proximity to community facilities such as recreation centres, parks, schools, or other public uses, wherever possible, so as to encourage partnerships and synergies

3. planned for maximum flexibility so that spaces can be easily reconfigured to accommodate changing requirements over time

4. designed and operated with sustainable practices in mind, such as barrier-free designs, energy efficiency, and "green" technologies

5. properly maintained and refreshed when necessary to ensure that they remain modern, vibrant, and responsive to needs

5.2 SYSTEM-WIDE SPACE REQUIREMENTS

Effective space allocation and distribution is essential to this evaluation as there is an expectation that branch libraries be geographically accessible to all King Township residents, to the greatest degree possible.

With a library branch in each major settlement area (King City, Nobleton, and Schomberg) and another in the northeast portion of the Township (Ansnorveldt), the Library is achieving an accessible distribution of facilities that meet the diverse range of community needs in an efficient and cost-effective manner; additional branches are not recommended, rather the focus should be on improving and expanding the four service locations.

In terms of system-wide needs, the approach of using per capita standards continues to be a reasonable methodology for "master plan level" projections. KTPL's 2006 Community Needs Assessment applied a ratio of 0.95 sf/capita for projecting long-term needs. As a high level assessment tool, an industry

guideline of 1.0 square feet of library space per capita was established by the Administrators of Rural and Urban Public Libraries (ARUPLO, 2012). A guideline of 0.6 sf/capita was common in the past; however, increasing pressures on floor space (due largely to the heightened role of libraries as gathering spaces/hubs, increased space demands related to technology, additional space to accommodate barrier-free requirements, etc.) has caused the library sector to re-examine space needs.

The KTPL is currently providing a total of 17,372 square feet across its four branches for an average of 0.74 sf/capita – this ratio represents a snapshot in time and will change with population growth and/or facility expansions. The Township is still very much in the growth stage and will continue to expand in the coming years, although growth will ultimately be capped due to the Township's location in the Greenbelt.

Based on the aforementioned trends and other pressures being placed on KTPL branches, it is evident that additional space is required at present. Although trends suggest a modest decline in the size of the physical collection size over time, the demands for flexible and community space are on the rise. It is recommended that the King Township Public Library continue to pursue a space provision guideline of 0.95 square feet per capita, as recommended in their 2006 Study.

The following table provides the space requirements for library provision based on the population projections and the 0.95 square foot per capita standard being employed by this Master Plan.

Projection of Library Space Needs based on Recommended Provision Target

Year	Population	Existing Library Space (sf)	0.95 sf per capita	
			Needs (sf)	Deficit
2013	23,476	17,372	22,302	4,930
2021	29,900	17,372	28,405	11,033
2031	34,900	17,372	33,155	15,783

With a current provision level of 0.74 sf/capita and a target of 0.95 sf/capita, the Library is currently in a shortfall position by nearly 5,000 square feet across the entire system. Based on a projected population of 34,900 residents in 2031, the KTPL will require a total of 33,155 square feet of library space in order to achieve the target of 0.95 square feet per capita; this is approximately 15,800 square feet more than what is currently provided.

While library facility standards are useful – particularly for growing municipalities that are still able to make use of development charges to fund library construction – a more precise calculation of library space needs based on an examination of proposed functions, fixture requirements, collection size, etc. is recommended when designing or expanding each library branch. Furthermore, while the emphasis is on population, other socio-demographic variables which are known to influence library provision (including ethnicity, education levels, and income) should also be accounted for when designing each new or expanded branch. Branch-specific needs are discussed later in this section.

Recommendation

1. **A standard of 0.95 square feet per capita remains appropriate as a long-term target for the King Township Public Library's space needs. Based on a projected population of 34,900 residents in 2031, the KTPL will require a total of 33,155 square feet of space by this time – an additional 15,800 square feet over current provision levels.**

5.3   BRANCH-SPECIFIC SPACE REQUIREMENTS

Building off the prior analysis that examined system-wide space needs, the specific opportunities and constraints of each branch are examined in this subsection. While the recommended space provision target discussed in the previous section has been considered for each branch, the unique needs within each community have also been given strong consideration. An implementation for capital recommendations is contained in Section 7.

General Observations

King Township Public Libraries are highly valued community assets that provide a wide range of benefits to residents of all ages. Across the entire library system, most branches share a number of <u>positive attributes</u>, such as:

- all branches now offer WiFi, which is a requirement of a modern library system
- all branches are structurally sound and are generally in good repair (but are aging)
- facilities generally have good natural lighting
- interior signage is adequate (but is a candidate for improvement)
- most branches are located in highly visible locations that serve as prominent community sites
- parking is generally sufficient for present uses and demands
- most facilities have opportunities for small-scale facility expansion

The designs of KTPL's four library branches are varied, but all are indicative of facilities of their eras, require some level of updating, and lack several vital features found in modern library buildings. For example, most if not all of the Library's branches <u>lack</u> the following features:

- public gathering space
- small group and individual study rooms
- relaxed reading areas
- full barrier-free accessibility (e.g., some buildings and washrooms are not accessible; aisleways are narrow and shelving is higher than ideal); these conditions restrict access by older adults and persons with disabilities and may cause compliance concerns once provincial accessibility regulations come into place
- RFID and self-service options
- video-conferencing capabilities within meeting rooms
- outdoor reading garden
- food and/or beverage stations

In addition, existing spaces are <u>sub-optimal</u> in various ways, such as:

- program rooms are poorly sized and not conducive to many library-related activities
- seating options are limited or appear to be a secondary consideration
- space for computer workstations is generally inadequate
- the number of electrical outlets for personal devices is insufficient
- reception areas are small or non-existent
- some layouts are not flexible, making reconfiguration a challenge
- appropriately-sized service points (e.g., desks) – many are too large or too numerous

- the CEO's office in the King City branch is located away from other staff spaces, which limits supervision and collaboration
- space for display of community information varies by branch
- opportunities for merchandizing are limited due to space constraints or tall stacks
- opportunities for integrating outdoor spaces are not realized
- space constraints limit the library's ability to enhance its business resources and to offer spaces for teleconferencing and training (which is addressed in the Township's Economic Development Strategy)
- the local history area is small and lacks a proper archive space

The following table contains a high-level breakdown of space allocations within each branch. On average, public space accounts for about 50% of all library space. Staff space is highest at the King City branch (administrative and technical services reside here), while the allocation for program space is highest at the Schomberg Library.

Current Space Allocations within KTPL Branches

Library	Sqft	Public Space	Program Room	Staff Space	Local History	Non-Assignable
King City	7,320	51%	8%	24%	3%	14%
Schomberg	3,121	48%	20%	16%	-	16%
Nobleton	3,132*	55%	15%	21%	-	8%
Ansnorveldt	1,536	n/a	n/a	n/a	n/a	n/a

* excludes basement

All four branches are stand-alone facilities and do not benefit from the "one-stop shopping" draw or operational efficiencies often associated with joint-use facilities (e.g., libraries and recreation centres). There are currently no plans for the development / redevelopment of recreation centres within the Township. Any consideration to relocate any of the branches should be tested against the criteria in Section 6.2 to determine what, if any, options would improve service for King Township residents.

Overall, the space within KTPL's branches is not optimally organized nor are branches sufficiently-sized to meet the modern demands of a growing population. With a growing role as community hubs, re-planning of existing space (in the short-term) and facility expansion/development (in the longer-term) will be critical to supporting the information needs of Township residents.

The photos on the following page illustrate some of the challenges related to the current design of the branches. A description of each of the KTPL's branches follows.

Figure 1 King City Library - Inaccessible Washrooms

Figure 2 Ansnorveldt Library – Seating

Figure 3 Nobleton Library - Under-utilized Space

Figure 4 Ansnorveldt Library - Public Workstations

Figure 5 King City Library - High Stacks

Figure 6 Ansnorveldt Library - Upper Level Activity Space

King City Branch

The King City Branch is located at 1970 King Road, a major arterial road that links the Township in an east-west direction. The local secondary school is located directly across the road from the library. An elementary school is located to the rear of the library, with a walkway linking the school parking lot to the library.

The library building is located on the side of a hill with a parking area at the front of the building and two points of access from King Road. The library has two-levels: the main entrance at the front of the building provides access to the upper floor while the

lower level is underground at the front of the building but above-ground at the building's rear. The building houses collections on both floors and has a meeting room on the upper level; administrative offices are located on the upper floor while technical services and local history reside on the lower level. An elevator was recently installed to improve accessibility between levels.

Primary challenges associated with this library include:
- insufficient quiet and small group study space
- insufficient space for administrative staff (offices, staff washroom)
- washrooms on the lower level are not barrier-free
- multi-use program room is well used, but staff indicated a desire for a dedicated children's program room with age-appropriate fixtures
- branch is two-storeys, making staffing and supervision a challenge
- King Township archives are seeking more space (possibly 1,000sf)
- insufficient storage space
- HVAC was built in stages and is inconsistent
- as community grows, there may be demand for additional parking, particularly at peak times

Potential opportunities for this library include:
- there is the potential for expansion at the rear of their building; the current location is close to King City's commercial core and is across the road from the High School and next to an elementary school, which generates considerable lunch-time and after-school use
- the Township recently acquired the former Holy Name School and is considering renovating this to be used for Township Offices, as well as a possible a replacement location for the King City Library; concepts, costs, and timing have not yet been prepared
- additional weeding of the physical collection could potentially free up some modest space
- the Library has a strong partnership with the King Township Historical Society and King Township Archives; with the King Township Museum having recently completed its Strategic Business Plan, there may be new opportunities to consider within this sector

There is demand for additional library space in King City, both at the present time and to serve longer-term growth. In particular, a larger facility would help to solidify this library as the flagship branch in the system, with sufficient space to activate the community hub concept through additional program space, seating areas, study areas, office space, etc.

With an estimated population of 7,350, the King City branch is currently providing approximately 1.0sf/capita of library space in this community; the 2021 forecast is 12,000 persons. Serving as the Township's "Main Library", King City is the largest branch in the system and this should continue to be the case given the higher than average growth that is projected for this community. As the KTPL's main branch, space needs for this library should be driven by a higher than average provision target. The 2006 Community Needs Study recommended that 60% of system-wide space should be provided at King City; this ratio may be somewhat aggressive (a 50% target may be more achievable) given forecasted growth in other areas, but the principle remains valid.

By 2031, system-wide needs are projected to be 33,155 square feet (note: 2031 forecasts are not available for King City). 50% of this Township-wide figure is approximately 16,600 square feet, which would place the King City Library within the 15,000 to 20,000 square foot range commonly being built by library systems in growth municipalities. This would increase the existing footprint by approximately 9,000sf – slightly more than double what is provided at present. 16,600 square feet is a reasonable target for the ultimate build-out of the King City Library, subject to a project-specific feasibility study that would identify building/site opportunities, phasing, and costs, as well as public input. One library in King City is recommended; therefore this should occur either through: (1) expansion on the existing site; or (2) a new build at another location (e.g., former Holy Name School or other site – tbd). **Expansion/relocation of this branch should be a short-term priority, with timing similar to the Schomberg Library expansion.**

Figure 8 King City Library - Expansion Potential   **Figure 9 Former Holy Name School**

The decision to expand on site or consider new construction elsewhere should be driven by the Library Board. The location criteria contained in Section 6 may be used by the Library Board to guide this evaluation. Presently, an opportunity exists to create a joint Municipal Administration / Library Building in King City, but other sites could also be considered. To respond to this particular proposal, the following potential advantages and disadvantages have been identified (not intended to be an exhaustive list):

<u>Potential Advantages of moving the King City Library to the Holy Name School Site, combined with Township Offices</u>
- if the library is accommodated through new construction, a new building creates an opportunity to create a modern, functional library from the ground up
- partnership / closer working relationship with Township that could result in:
  - functional synergies (e.g., meeting and program rooms; community information displays, shared lobby, facility maintenance, etc.)
  - synergies with IT, communications, etc.
- accessible to those travelling by car from the west (Highway 400)
- possible revenues from sale of existing King City Library property

<u>Potential Disadvantages of moving the King City Library to the Holy Name School Site, combined with Township Offices</u>
- walkability is a high priority identified by the Library Board – the existing Library site is highly accessible, while the former Holy Name School site will not be walkable for most high school and elementary school students; however, the Town anticipates that sidewalks will eventually extend to the prestige employment lands to the west (timing of sidewalk installation and potential bus stops are currently unknown)
- uncertainty around size of library and its placement on the site (it must be visible and should be purpose-built, not a re-use of existing space)
- site is somewhat narrow and there may be insufficient parking
- potentially more costly to build new than to expand at the current library location
- construction approach is likely to be "design-build", which offers the Library less control over the design
- site is not within King City's commercial core; however, condominiums currently being built to the east (beyond environmental lands), prestige employment is planned for the west (beyond woodlot), and residential development is occurring across the road to the west

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Recommendation

2. **The King City Library should provide 16,600 square feet of space at one location by 2031, possibly through a phased construction approach. To achieve this, the Library Board may consider expanding on the existing site or new construction at another location; the location criteria provided in this report may be used to guide this discussion.**

   Should the existing King City Library be expanded, this would add approximately 9,000 square feet to the current footprint. Any capital project on this scale should be guided by a project-specific feasibility study that would identify building/site opportunities, phasing, and costs, as well as public input.

Nobleton Branch

The Nobleton Branch is located at 8 Sheardown Drive at its intersection with Highway 27 in Nobleton. This site has excellent access and is highly visible; it is surrounded by residential areas and a shopping area is located directed across Highway 27. The branch was constructed in 1987 and is a one-floor building design. The parking area is located off of McCutcheon Avenue. The building has two points of public access, which does not allow for space to be fully maximized.

Figure 10 Nobleton Library

Primary challenges associated with this library include:
- insufficient quiet and small group study space
- open concept design does not allow for sufficient separation of noisy uses (e.g., when a group of students enter library, it is highly noticeable)
- many architectural challenges (e.g., dual entrance, poor airflow in vestibules, "cubby hole", etc.)
- basement is not barrier-free (access is from a steep staircase) and is used for storage
- amount of display and shelving opportunities are limited due to prevalence of windows
- circulation desk may be larger than necessary
- has a more "institutional" atmosphere – not as warm and vibrant as other branches

Potential opportunities for this library include:
- modest opportunity may exist for internal reconfiguration (e.g., "cubby hole", smaller circulation desk)
- the exterior grounds are extensive and offer opportunity for potential library expansion

With an estimated population of 5,300, the Nobleton branch is currently providing approximately 1.0sf/capita of library space in this community; the 2021 forecast is 6,500 persons (note: 2031 forecasts are not available for Nobleton).

Based on a straight-line trajectory that allocates space in proportion to Nobleton's population, it is anticipated that a total of 8,500 square feet of library space will be required in this community by 2031. This represents an increase of approximately 3,300 square feet – similar to the current space provision on the library's main level.

However, aside from the Ansnorveldt Library, the Nobleton branch has the smallest collection and the lowest circulation in the KTPL system. Beyond possibly the creation of quiet study space, there is no immediate need to consider expansion to this location based on its usage profile. Any capital expansion of this location would be a lower priority than the other three branches. **To the degree possible, the KTPL may consider modest internal reconfigurations to address the lack of quiet study space; any potential expansion should be set aside to be reconsidered in the longer-term**.

Schomberg Branch

The Schomberg Branch is located at 77 Main Street to the south of the main commercial core of Schomberg. The branch is a one storey design with the public access located on the north side of the building. A second (staff only) access is located to the rear of the building. This branch is located adjacent to a senior's housing complex and shares a common parking area.

Figure 11 Schomberg Library

Primary challenges associated with this library include:

- generally undersized for the utilization levels that this library achieves – users tend not to linger
- insufficient quiet and small group study space, as well as quiet computer area
- lacking a Young Adult section
- meeting room is a dominant component of the building
- insufficient storage space

Potential opportunities for this library include:

- existing location is a destination in this community and an opportunity exists to expand onsite
- this library enjoys strong utilization despite insufficient space provision – Schomberg is a younger community that will continue to rely heavily on its local library service
- partnership with "Family Foundation" may provide opportunity for future capital projects

With an estimated population of 2,650, the Schomberg branch is currently providing approximately 1.2sf/capita of library space in this community; the 2021 forecast is 3,300 persons (note: 2031 forecasts are not available for Schomberg). Despite its smaller population base, this community provides strong support to its library and there is demand for additional space.

Based on a straight-line trajectory that allocates space in proportion to Schomberg's population, it is anticipated that a total of 5,100 square feet of library space will be required in this community by 2031. This represents an increase of approximately 2,000 square feet. KTPL's 2006 Community Needs Assessment recommended that the Schomberg branch be expanded to add approximately 1,400 square feet of library space in the 2010 timeframe; this did not occur. **Given the usage profile of this branch, a case could be made for this expansion to be a priority in the short-term, with timing similar to the King City Library expansion.**

Although the building was not specifically designed to be expanded, the property is adequately sized to accommodate a modest expansion project, possibly off the front/north and east side (with consideration to existing trees and slopes). An expansion of approximately 2,000 square feet is recommended.

> **Recommendation**
>
> 4. **The Schomberg Library should be expanded by approximately 2,000 square feet to provide a total of 5,100 square feet of library space. This expansion should be guided by a project-specific feasibility study that would identify building/site opportunities and costs, as well as public input.**

Ansnorveldt Branch

The Ansnorveldt Branch is located at 18977 Dufferin Street in Ansnorveldt. The facility is located adjacent to a park and a nearby private school. The building has the appearance of a 2-storey residential dwelling. The majority of the collections and materials are located on the main floor of the building, including all staff areas. The second floor (accessed via a staircase) is occasionally used for meetings and storage. The building does not have public washrooms.

Figure 12 Ansnorveldt Library

The adjacent private school is currently planning to relocate outside of Ansnorveldt. Some of the library's hours are specifically tailored to school use, but staff anticipate re-allocating hours to maximize community use; to this end, a public survey was launched in late 2013 to identify operating hours that would be convenient to the majority of users.

Primary challenges associated with this library include:
- facility is under-sized, which has wide-ranging impacts on all public and staff spaces, such as:
  - no public seating to speak of
  - insufficient quiet and small group study space
  - insufficient community gathering space
  - insufficient storage space
- building is not accessible to persons with disabilities (e.g., door frame, turnarounds, washrooms, upper level, etc.)
- limited hours (12 hours per week at present), with a focus on serving the student community
- the upper level is accessible only via stairs and is impacted by the roof slope, limiting its use; staffing and supervision of this space is a challenge
- lacks public washroom (main level washroom intended for staff, but public access is permitted)

Potential opportunities for this library include:

- location within Ansnorveldt Park, adjacent to private Christian School (which will be moving) and church strengthens the library's role as a community destination
- while there is sufficient land to expand the current building, given the building's small size and design limitations this is not likely to be cost effective
- the adjacent Christian School will be vacating their building to move to a new location (tentatively scheduled for January 2015); there is an opportunity for the Township to purchase the school for recreation and library purposes
  - o although the school was built in stages, the gymnasium and four classrooms along east side were built in 1991 and are relatively modern; ample parking exists on-site
  - o there is an opportunity for the Library to renovate the block of four classrooms (remove internal walls, possibly add new washrooms, etc.) that run parallel to the gymnasium – it is estimated that this would provide approximately 3,000 square foot of space for the local library branch
  - o pending further study, the Township anticipates that this re-location could be achieved with modest capital improvements; the existing library building would then be considered redundant and could be re-purposed or divested

With an estimated population of 2,236 (including surrounding rural lands located east of Highway 400 and generally north of 17 Sideroad), the Ansnorveldt branch is currently providing approximately 0.7sf/capita of library space in this community; forecasts for 2021 and 2031 are not available for this community. In addition to the stated population, the Library's location with Holland Marsh means that there are a substantial number of migrant workers in the area. Despite being a smaller, rural community, there appears to be local and political support to retain library service in this area.

Based on a straight-line trajectory that allocates space in proportion to population in the Ansnorveldt area, it is anticipated that a total of 3,000 square feet of library space will be required in this community by 2031. This represents an increase of approximately 1,500 square feet over the current provision level and is reflective of a facility that is appropriately-sized to provide a range of library services, as well as to serve as a local gathering space.

It is recommended that the KTPL pursue the relocation of the Ansnorveldt Library into the former Christian School building. **Timing will be dependent on the availability of the school and/or planned improvements by the Township's Recreation Department.** A target of approximately 3,000 square feet should be sought for the Library and facility / programmatic synergies should be explored with the Township's Recreation Department. This initiative should be guided by a project-specific feasibility study that would identify building/site opportunities and costs, as well as public input. The feasibility study would better prepare the Library Board in making decisions regarding library service delivery to this community.

Recommendation

5. **Relocation of the Ansnorveldt Library into the former Christian School building should be pursued, with the intent of securing approximately 3,000 square feet of library space and possible facility / programmatic synergies with the Township's Recreation Department. This initiative should be guided by a project-specific feasibility study that would identify building/site opportunities and costs, as well as public input.**

6. IMPLEMENTATION PLAN

6.1 CAPITAL RECOMMENDATIONS

Consistent with the recommendations in the previous section, the following table illustrates the proposed space requirements and library capital programme for the period between 2013 and 2031. For each of these projects, feasibility studies on facility locations, phasing, sizing, design and/or funding should be conducted. Options will need to be explored to confirm the impact to service standard levels, site constraints, and capital and operating costs.

Proposed Space Requirements & Library Development Programme (2013-2031)

Year	Population	Supply, square feet (sf/cap)	Space Requirements (based on 0.95 sf per capita)	Growth-related shortfall (sf)
2013	23,476	17,342	22,302	4,930
2015		+1,500	Ansnorveldt Library Relocation (see note 1)	
2015/16		+9,000	King City Library Expansion (see note 2)	
2017		+2,000	Schomberg Library Expansion	
2021	29,900	29,842	28,405	(1,437)
2023+		+3,300	Nobleton Library Expansion (see note 3)	
2031	34,900	33,142	33,155	13

Notes:
1. Ansnorveldt: timing dependent upon opportunity to relocate to adjacent school
2. King City: to be achieved through expansion or new construction; may occur in phases
3. Nobleton: expansion is subject to further study

Modifications to the facility provision strategy recommended in this Plan may be considered based on partnership, funding, and/or growth considerations, particularly as it relates to the timing, size, and/or location of proposed facilities. Any significant deviations from the proposed facility provision strategy must be in the best interest of the King Township Public Library and the community it serves.

In terms of funding, Development Charges help the Township to pay for infrastructure requirements created by growth. They are based largely on historic averages of service provision, so there are limits as to how much can be considered growth-related. Steady and strategic investment is required in order to increase these service levels for future residents.

Evaluating and selecting a preferred site for future libraries is vitally important. Locations need to be chosen with care, so as to embody as many key characteristics as possible. Maximizing accessibility to as many residents as possible (both now and in the future) and achieving prominent community visibility should certainly be two of the key objectives; however, there is also a need to ensure that the site (and the facility) can be properly serviced, is compatible with adjacent land uses, can be cost effectively developed, and so on. The site can also have a dramatic impact on the facility's construction cost. Servicing potential, stormwater management, traffic and road access, soil condition, available infrastructure, etc. can all result in significant budget implications.

The following updated criteria were originally developed for the KTPL's 2006 Community Needs Assessment and provide a strong rational basis for evaluating potential sites. While it is preferable for the selected site to demonstrate all of the criteria, it is possible that they all may not be able to be met. **To add greater value to the site evaluation exercise, the Library may wish to apply a simplified weighting and scoring system to the criteria in order to rank specific sites.**

a) Location & Access
- The site is located within a settlement area, in close proximity to the intended market.
- The site is located along an arterial or collector road, has access (or proposed access) via sidewalk, and can accommodate barrier-free access.

b) Focal Point Potential
- The site is at a highly visible location that is or has potential to become a community focal point.

c) Site Development Potential
- The site area, shape, and building envelope are sufficient for the proposed use.
- The site has sufficient on-site parking.

d) Community Compatibility
- The proposed facility design (including scale, landscaping, setbacks, etc.) has the potential to be compatible with and to complement the surrounding area/buildings and vice versa.

e) Known Constraints
- The site is not impacted by a geographic barrier (e.g., watercourse, rail line, natural features), is not restricted by easement/man-made obstructions, does not require site decommissioning, and is relatively flat.
- Suitable infrastructure exists (e.g., sewers, water, etc.) on or immediately adjacent to the site.
- Ideally, the site would not require the demolition of an existing building.

f) Planning Approval Status
- The site complies with Official Plan policies and has acceptable Zoning regulations.

g) Availability of Site
- The site is owned by the Library or Township or the site is currently for sale.

h) Expansion Potential
  • The site possesses long-term expansion potential for the library.

i) Amenity Opportunities
  • The site has the ability to enhance and support other facilities, has good proximity to benefit from other destinations (e.g., shopping, business, education, etc.), and has the potential for integrating outdoor space (e.g., reading garden).

j) Enhanced Design Potential
  • The site has the ability to incorporate an open space area/feature, integrate with surrounding area/buildings, or promote an environmentally-friendly design.

King City Library

Nobleton Public Library

Schomberg Public Library

Asnorveldt Public Library