Almonte Public Library Functional Analysis
using
ARUPLO Guidelines for Rural/Urban Public Library Systems

The Mississippi Mills Public Library has two branches: the Pakenham Branch that serves the village of Pakenham and surrounding rural area, and the Almonte Branch (Elizabeth Kelly Branch Library) that serves the town of Almonte and surrounding rural Ramsay.

Originally Built: 1980
Renovation/Extension: 1996
Population Served: 15,800 by 2037

To determine the projected population, two sources of information were considered, including the Population Study in the Mississippi Mills 2017 Community Official Plan, and the Population Forecast contained in the Mississippi Mills 2018 Development Charges Background Study.

There is recognition that the census figure traditionally undercounts residents in Mississippi Mills because of postal address and counts them as residing in the neighbouring municipalities of Carleton Place or Arnprior.

Two population projections periods were also considered since the Community Official Plan projects to 2037, while the Development Charges Background Study plans to 2028.

- Current population of Mississippi Mills Public Library Catchment Area: 13,163 (per 2016 census, or 13,690 including undercount)
- Projected Population of Catchment Area in 2028: 15,816 (per DC Charges Background Study, or 16,450 including undercount)
- Projected Population of Catchment Area in 2037: 18,300 (per Mississippi Mills population projections in Community Official Plan 2017) or 17,598 (per DC Charges Background Study, or 18,300 including undercount)

We included the more conservative population figures from the DC Charges Background Study, but included the census undercount in our estimates to allow for the area population most reflective of user history
  - 2028: 16,450
  - 2037: 18,300

We then subtracted the population served within the catchment area of the Pakenham Branch (2500) to determine the classification of small/medium/large branch as per ARUPLO Guidelines to use the population figures used in this report:

- **2028 Projected Population of Catchment Area of Almonte Branch (Almonte and Ramsay): 13,950**
- **2037 Projected Population of Catchment Area of Almonte Branch (Almonte and Ramsay): 15,800**

The Administrators of Rural/Urban Public Libraries of Ontario sets the industry standards for determining appropriate sizing of public library space:

> *The guidelines and best practices in this document are expressed as targets for a library to provide an appropriate level of service for its community. The application of these guidelines is important to be used in the planning phase of library projects and can also serve as a benchmarking tool. In particular, the document promotes the connection of libraries as fundamental to rural sustainability. The Library System Guidelines further identify that "Libraries must conform to provisions of the Municipal Act, the Public Libraries Act, Accessibility for Ontarians with Disabilities Act, and other relevant legislation and are accountable to the communities they serve.* (Administrators of Urban/Rural Public Libraries of Ontario, 2017)

For this 2**037 catchment of 15,800** projected population, we assumed the guidelines for Large Library to be most suitable, at the midrange of the scale.

	Current	Large Branch	2037 per ARULO	2037 Proposed
Size Square Feet	8410	10,000 – 35,000	20,000	18,400 +outdoor space
Staff	5 FTE	5 – 17.5	8.5	N/A
Hours	45 h per week	45 - 65	55	N/A
Collection	34,874	24,000 – 50,000	37,000	N/A
User Seating	96	60 - 200	130	200 (per focus groups)
Public Computers	7	6 - 25	16	N/A

The priorities for Almonte Branch Library space allocation identified in the focus groups with public and staff, as well as survey of public include:
1. Meeting and programming space
2. Community (multi-use, flexible) space
3. Outdoor space with relationship to OVRT/community (good example might be Arnprior)
4. Quiet space (study, reading)
5. Technology space (rentable office)
6. Community kitchen – commercial if possible, but probably not
7. Storage – incorporate storage in every new space

Best Practice Space Allocation by Use and Function

Following consultation with senior staff, the Branch Space Allocations were set, based on the priorities of users first, within the ARUPLO Guidelines. We did include minimum (7,500 in 2028) and preferred (10,000 in 2037) expansion area:

	Current Allocation	ARUPLO Standard	2028	2037	Net Increase
Collections Area Total	**2190**	**3000 - 6200**	**5500**	**5500**	**3310**
General Collections	1092		1100	1100	8
Local History	18	200 - 400	400	400	382
Children	825		3000	3000	2175
Teen	255		1000	1000	745
Public Service Areas Total	**2225**		**5158**	**6658**	**2,933-4,433**
User seating/flexible space	906	2100 - 7000	1500	3000	2094
Public computers	263	210 - 875	500	500	250
Program Rooms	398	750 - 1500	1500 (3 rooms)	1500 (3 rooms)	1102
Study Room	358	330 - 660	658	658	300
Technology Space	0	150 - 300	300	300	300
Public Toilets	300		700	700	400
Outdoor Space					
Staff Service Areas Total	**1003**		**1440**	**1440**	**437**
Service/circulation desk	155	350 - 500	200	200	45
Work Room, office	660	500 - 800	1000	1000	340
Staff Lunchroom and lockers	160	200 - 350	200	200	40
Staff Washroom	28	25 - 50	50	50	22
Non-assignable space (storage, mechanical, foyer, corridors, aisles,etc.	**2982**	**1954 - 4671**	**3802**	**4802**	**820-1820**
Components Total	**8400**	**9769 – 23,356**	**15,900**	**18400**	**7,500 - 10,000**

Notes on design and function, informed by surveys, focus groups,

A. Collections:
The general collections space is deemed to be adequate and does not need to be increased

Local History:
- Currently a bookcase and the microfiche reader are located within general collection area
- Program space increases to 400 square feet
- Should include:
    - Large worktable

Children's Library:
- Currently 825 square feet increases to 3000 square feet
- Program space 500 sq. ft beside children's area, with glazed walls
- Should be located close to circulation desk and visible
- Close to adult seating areas
- Should include
    - Office (for literacy students, summer students)
    - Storage (one wall of cabinets)
    - Family Toilets (child-sized)
    - Increased room for collection
    - Open floor space
    - Comfortable seating
    - Sink and counter

Teen space:
- Currently 255 square feet increases to 1000 square feet
- Program space 200 sq. ft adjacent to teen area, with glazed walls, sound-proof, can be used for tech
- Should be located close to circulation desk and visible
- Should include
    - Personal study area
    - Group study area
    - Lots of outlets

B. Public Service Areas
User seating
- Currently 906 square feet increases to 3000 square feet
- Mix of user seating and flexible space, where tables and chairs can be pushed back or regrouped

- Spread throughout the branch with net 2094 square feet increase
- Need more group seating areas
- Needs to include "wired" furniture to plug in laptop, phone etc.

Public computers
- allow for 500 square feet throughout branch
- outlets, charging stations, network jacks

Study room
- additional 300 square foot
- quiet space
- could contain rentable space office-on-the-go

Program rooms – all are multi-purpose
- one in children's area 500 square feet
- one in teen area 200 square feet
- one large room 800 square feet (doubles the size of current large room)
    - entry when library is closed
    - close to toilets
    - kitchen attached
    - needs to be "wired" with projector, sound
    - needs good air quality
    - storage incorporated in room for extra chairs and tables

Public Toilets
- assume additional toilet will be required by building code

Technology Space
- 300 square feet
- Rentable space meetings-on-the-go
- Maker space
- Storage space included within

Outdoor space
- Programming space
    - Possibly fenced in
    - Must have seating space
    - Protection from elements
    - Wifi available
- Public space
    - Supported financially/physically by town staff
    - Connection to community
    - Could contain public toilets

- o Could contain outdoor kitchen space
- o Could contain basic bike repair equipment
- o Seating space
- o Protection from elements
- o Wifi available

C. Public Service Areas

Circulation desk/service area
- modestly increased in size from 155 to 200 square feet

Work room and office space increase from 660 to 1000 sq. ft
- Summer staff and literacy tutor would have office space in children's library
- Storage space

Staff lunchroom
- would have room for a fridge

Staff washroom
- increase from one washroom to two
- must have working fans

D. Non-assignable space

Corridors/transition space between areas
- More wall gallery space
- Room for children and teen art display

Mechanical areas

Storage
- More, more, more

Janitorial

Entrance
- Welcoming
- Bright and open
- Signals that the library is open