



## **LIBRARY BRANCH CONSTRUCTION POLICY**

### **SCOPE**

The following shall constitute the policy of the County of Elgin to be followed in considering any participation it will have with any Municipality represented on County Council in the renovation, relocation or expansion of Library facilities anywhere in the County.

This policy applies to capital construction or relocation of library facilities only. Operational issues and related costs pertaining to each facility are addressed in respective leases signed for each facility. New, expanded or relocated branches will require a new operational lease based on the standard “Elgin County Library Municipal Library Lease” with no exceptions.

### **FACILITY SIZE**

The square footage of new, expanded or relocated library facilities will adhere, wherever possible, to “Guidelines for Rural/Urban Public Library Systems”, as amended from time to time by the Administrators of Rural and Urban Public Libraries of Ontario (ARUPLO) in which the Elgin County Library is a voting member. The following are current guidelines for the assignable size of library facilities (excluding utility rooms):

- **Small Branches:** Branches serving catchment areas of 1,000-5,000 population: Minimum 2,500 sq. ft. or 1 sq. ft. per capita in the library’s catchment area, whichever is greater;
- **Medium Branches:** Branches serving catchment areas of 5,000-10,000 population: Minimum 5,000 sq. ft. or 1 sq. ft. per capita in the library’s catchment area, whichever is greater;
- **Large Branches:** Branches serving catchment areas of 10,000-35,000 population: Minimum 10,000 sq. ft. or 1 sq. ft. per capita in the library’s catchment area, whichever is greater.

### **LOCATION**

Locations on main thoroughfares or “downtown” locations in population centres will be preferred. Co-location with other community services will be preferred.

**County of Elgin**  
450 Sunset Drive  
St. Thomas, Ontario  
N5R 5V1 Canada  
Phone: 519-631-1460  
[www.elgin-county.on.ca](http://www.elgin-county.on.ca)



## **ADDITIONAL CONSIDERATIONS**

In all cases, Municipalities shall strive to set the highest standards in terms of public accessibility, including compliance with provincial accessibility legislation.

An Interest Free Loan from the County for renovation, relocation or expansion of library facilities is available up to the following amounts: Small branches, \$100,000; Medium branches \$200,000; Large branches, \$400,000. The loan must be repaid within ten years. All requests for new libraries, expansion of libraries or relocation of libraries in the following year must be received by Council no later than December of each year for budgeting purposes. Any request received after December 31<sup>st</sup> will be considered for the following year. County Council reserves the right to deny such a loan for financial reasons.

### **ACTIONS INITIATED BY THE MUNICIPALITY AND THE COUNTY**

- 1.0 The Municipality shall determine if, in the opinion of their Council, there is a need for a new Library, expansion of a Library or a relocation of a Library. A review of ARUPLO guidelines and input of the County's Director of Community and Cultural Services (or designate) is strongly encouraged in this process.
- 2.0 If the answer is yes, the Municipality shall issue a "Letter of Intent" to the County C.A.O. and Director of Community and Cultural Services, outlining the following information:
  - 2.01 The address and description of the proposed site and building to be constructed, expanded or relocated.
  - 2.02 The approximate interior gross area of the new building, expanded building or relocated building.
  - 2.03 The approximate size of the area designated to be for Library use.
  - 2.04 Approximate loan requested from the County.
  - 2.05 The proposed date to commence construction.
- 3.0 The Director of Community and Cultural Services shall forward the proposal to County Council.

**County of Elgin**  
450 Sunset Drive  
St. Thomas, Ontario  
N5R 5V1 Canada  
Phone: 519-631-1460  
[www.elgin-county.on.ca](http://www.elgin-county.on.ca)



- 4.0 County Council shall consider the proposal (Letter of Intent) and notify the Municipality of its decision. If acceptable, and County Council determines that it wishes to participate in a new Library facility, expanded Library facility, or relocated Library facility, a Letter of Intent detailing the arrangements will be signed by the C.A.O. of the County of Elgin and the Municipality.
- 5.0 The Municipality, at its expense, shall cause plans and specification of the Library premises to be prepared and sent to the Director of Community and Cultural Services who will forward to County Council for approval. The plans and specifications must include the information set out in this policy and if required may include a request for an Interest Free Loan.

The plan and specifications must include:

- 5.01 The address and description of the proposed site and building to be constructed, expanded or relocated building.
- 5.02 The interior gross area of the new building, expanded building or relocated building.
- 5.03 The size of the area designated to be for library use.
- 5.04 Construction timetables.
- 5.05 Approximate move in date for library staff.
- 5.06 Cost of construction or renovation including mechanicals.
- 5.07 Confirmation of interior fittings required for library use (such as custom millwork). These fittings are to be included in construction costs and are to be paid by the municipality. Additional furnishings for library use are the responsibility of the County.
- 5.08 Architect's fees (if applicable).
- 5.09 Interim financing cost (if applicable).
- 5.10 Source of funding for project.
- 5.11 Request for an Interest Free Loan indicating when the loan will be required. The loan must be repaid within ten years of being issued.

**County of Elgin**  
450 Sunset Drive  
St. Thomas, Ontario  
N5R 5V1 Canada  
Phone: 519-631-1460  
[www.elgin-county.on.ca](http://www.elgin-county.on.ca)



- 5.12 The Director of Community and Cultural Services shall forward the proposal to County Council with a recommendation on acceptance. At such time, the Director shall recommend that a new “Elgin County Library Municipal Library Lease” be established, outlining the anticipated costs of said lease to the library’s annual operating budget and establishing a deadline to execute the lease. Should an interest-free loan be requested and approved, the Director of Financial Services shall be authorized to issue a loan agreement up the maximum allowable in each category with terms stating that the loan is payable within a ten year period upon execution and subject to the provision of actual invoices. County Council reserves the right to deny such a loan for financial reasons.
- 6.0 Both Parties shall be responsible for their own legal costs in the negotiation and/or drafting of any Lease or Loan Agreement.
- 7.0 The Municipality shall be the owner or leaser of the land and/or building.