

## Frequently Asked Questions about the Main Library

### 1) Why was the decision made to relocate the Main Library?

The process to develop the Milton Public Library into a multi-branch system stretches back to 1987, when a central (or main) library / branch library system model was confirmed as an appropriate future direction. The Main Library would serve the existing and expanded Town, with library branches added as population triggers were met and financial resources permitted. Since that time, a number of planning studies and consultation processes have taken place built on this library system model, and that balance the demands of our rapidly growing community with fiscal realities and financial pressures. Studies and reports include:

- Community Needs Assessment, 1987
- Destiny Milton, Leisure and Library Action Plan, 1995
- Architectural Assessment, 1995
- Annual Town of Milton Capital and Operating Budget long range planning and forecasting, 1995 - 2011
- Secondary Plan for the Town of Milton Central Business District, 1998
- Central Business District Streetscape Plan, [1998]
- Town of Milton Financial Impact Assessment of the Halton Urban Structure Plan, Discussion document, 1998
- Town of Milton Development Charge Background Study, Draft for Discussion document, March 1999
- Town of Milton Development Charge Background Study, Public Circulation and Discussion document, April 1999
- Interim report: Feasibility Study and Functional Analysis for Town Hall, Art & Cultural Centre and Milton Public Library, January 2001
- Milton Report Submission for Phase 3 & 4 for Town Hall, Arts and Cultural Centre and Milton Public Library, October 2001
- Updated Status Report: Feasibility Study and Functional Analysis for Town Hall, Arts & Cultural Centre and Milton Public Library, February 2003
- Phase Five Report for Town Hall, Arts and Entertainment Centre and Milton Public Library, July 2003
- Town of Milton Development Charge Background Study, Draft for Discussion document, April 2004
- Town of Milton Development Charge Background Study, April 30, 2004
- Town of Milton Long-Term Fiscal Impact Assessment of Growth, Draft for Discussion document, April 2004
- Facility Options Evaluation, 2004
- Destiny Milton II Library Master Plan, 2008
- Town of Milton 2009 Development Charge Background Study, Public Review Document, 2009

- Community Services Report to Council Building Canada Fund (BCF) – Application Status and Next Steps, February 2009
- Analysis of Parkland & Recreational Facility Needs Within the Boyne Survey Secondary Plan, November 2010
- Town of Milton 2010 Development Charge Background Study, Draft for Discussion Document, 2010

Each of these planning documents and reports have built on the results of those that came before.

As noted above, the outcome of these studies have included confirmation of the number of library facilities (when growth was still on the horizon: one main and two branches, now with the expanded population projections, it is one main and three branches), confirmation that Bruce Street could not accommodate the expansion and parking requirements, and that the Main Library will need to grow again in step with Milton's continuing growth.

**2) When was the decision made?**

With the conclusion of the Civic Feasibility Study Process (2001 - 2003) came the confirmation that the Bruce Street location would be surplus to library needs, and that options would need to be considered by the Town of Milton regarding potential future uses.

**3) What were the consultants asked to review as part of the current review process regarding Bruce Street?**

At the May 3, 2010 Community Services Standing Committee of Council, Council approved a direction for the consultative process.

The Community Services Department report COMS-17-10 noted:

*By mid-2011, the Library will be relocating to the new Arts & Entertainment Centre / Main Library facility, located at Main Street and Thompson Road. The future of the existing main library building has been the subject of recent discussion and interest by the public.*

- *The Main Library has been located at Bruce Street since 1974*
- *The Town of Milton purchased the building adjacent to the library ( 407 Pine Street, on the west side) to allow the library to maximize its program space within the existing building, through a renovation and relocation of their administrative staff in 2006*
- *Both buildings will become vacant when the Main Library moves to its new*

*facility in 2011, providing an opportunity for alternate use(s) by the Town of Milton*

The report went on to note that:

*although the Milton Public Library is moving to a new, expanded full-service library in 2011, there is community concern with respect to the future of the existing library, the “loss” of library service to the immediate walking community, and the future use that may be considered for this building. Coincidentally, the Town of Milton’s lease for its Senior Activity Centre on the Region of Halton Allendale property expires in December 2011. Although there is potential for extension to the lease, the Town of Milton is interested in exploring options for the future of the Milton Seniors Activity Centre, either in its current location or an alternate location.*

*During discussion with Milton Council, interest was also expressed regarding future needs associated with providing a Youth Centre in Milton. There was discussion regarding a potential “multi-generational facility” that could serve a broad range of interests.*

*The YMCA of Milton has also expressed verbal interest in the future of the 45 Bruce Street facility. At present the YMCA has a strong child-care presence in Milton, but have been very clear about their interests in future service provision to help in meeting the needs of a growing community. Recently, staff have noted interest by the YMCA in possible services related to expanded child care, youth development/youth leadership and programs for Seniors.*

Among the items the consultants were asked to consider:

- *Review the site in relation to existing and adjacent uses; conduct all necessary technical assessments to identify opportunities and constraints associated with the site.*
- *host a stakeholder / public input session including one meeting to report on Draft recommendations (2 meetings in total)*
- *review previous documentation with respect to existing services provided in the facilities as noted, and as referenced in previously completed planning studies (Master Plans, Service reviews etc.)*
- *review existing documentation related to the existing buildings (structural, mechanical, architectural assessments, previously completed capital jobs, maintenance records etc); summarize constraints and opportunities*

- *review Statutory and Regulatory documents which outline planning, zoning, site plan requirements*
- *provide up to 3 options for the future use of the 45 Bruce Street facility, using a business case approach that identifies a capital and operating implementation budget and a 3 year pro-forma to reflect the ongoing operating costs; this should reflect a service assessment for the options from a program delivery and service provision perspective in relation to existing and planned facilities*
- *identify any potential partnerships that may be developed for the capital and/or operations associated with the 3 options*
- *Monteith Brown Planning Consultants were engaged by the Town of MILton to facilitate this process, which is currently underway.*

**4) What differentiates a “Main Library” from a “Branch Library”?**

The Main Library acts as a focal point for the entire Library system, and serves as a major community and cultural meeting place. It is the centre of the Library’s administration, operations, and systems. This includes:

- Library Board relations and support
- Administration responsibility including Goals and Objectives planning and development, and long and short term strategic planning
- Financial management
- System-wide marketing and publicity
- Human Resources management and support
- Staff with expertise necessary for specialized system wide development of programs, services, resources and collections.
- System-wide collection development and standards
- System-wide programming standards and planning
- System-wide circulation standards and procedures
- System-wide technology, automation development, and maintenance
- Centralized staff training
- Centralized processing and cataloguing of materials
- System-wide electronic resource and home page development
- Partnership and outreach development and maintenance
- Branch services
- Specialized facility requirements and options, including computer training lab, meeting space, greater number of public workstations, more seating areas, adaptive equipment for individuals with special needs, etc.
- Specialized service development including government documents, genealogy, local history, consumer and health information, adult education, etc.
- Main Library collections larger, broader and deeper than those of Branch Libraries, and meet lifelong learning and recreational reading needs, as well as

- informal and formal education support.
- Main Library hours of operation tend to exceed those of the Branches

A Branch Library is a community resource that welcomes local residents to facilities geared to defined local needs, within a much smaller catchment area. The collections, programming, and staffing meet these local needs in line with established system standards. Collections tend to be more narrow in scope, and reflect popular high demand areas and formats (e.g. popular fiction and non-fiction, magazines, and audio visual materials), while programs offered speak to the requirements of local residents. Access to specialized information is provided through Internet access, web-based services, inter-branch delivery, inter-library loan, and by directing patrons to resources and staff at the Main Library.

**5. What is the current status of this study process?**

The Consultants have been reviewing and assessing all feedback received as of the January 31, 2011 deadline date. They will be preparing further information for a presentation at another Public Input Session, with the date yet to be confirmed. A report will be brought forward for Milton Council consideration following the public session.

**6. In the meantime, what will happen to the existing Main Library (45 Bruce Street) and the Administration Building at 407 Pine Street when the Main Library relocates to the Milton Centre for the Arts?**

The existing facilities will be closed for an approximate 3 week period to allow staff to prepare for moving to the new Main Library in early June. The Town of Milton will continue to see to the maintenance of the buildings.