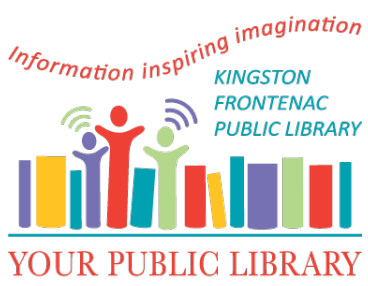




# Kingston East Library Space Needs Assessment Final Report

March 28, 2018



# Executive Summary

This report summarizes the evaluation of four Options for the expansion of Library Services in Kingston East. The expansion of services is based on the Kingston Frontenac Public Library Master Plan, which was adopted by the Library in October of 2010, the Branch Services Review from August 2004, and the KFPL Strategic Plan: Vision 2020 Report.

The Master Plan states that approximately 10,000 sq. ft. of floor space is needed in Kingston East in order to provide a service level consistent with other areas in the City and to meet provincial benchmarks. Relevant excerpts from the Master Plan, Branch Services Review recommendations, and the proposed Future Kingston East Library Program are included in Part 2.

The four Options which were evaluated can be summarized as follows:

1. Expand the New Kingston East Community Centre (at Highway 15 and Grenadier Drive) to accommodate a new Library. The existing Library would then be turned over to the City.
2. Add to and renovate the existing Pittsburgh Branch Library (at Highway 15 and Gore Rd).
3. Construct a 2<sup>nd</sup> Library in Kingston East:
  - Retain and Renovate the existing Library and construct a 2<sup>nd</sup> Free Standing Library on a new site;
4. Construct a Free-Standing Library on a new site. The existing Library would be turned over to the City.

The KFPL consulted with the community. The public consultation carried out by the library found equal support for either Option 1 or Option 2. The summary of the consultation is included in Appendix A and B.

Details of the Four Options are outlined in Part 4 of this report. Budgets for each Option are included in Part 5 of this report.

The Options were analyzed and compared following pre-established criteria. The summary of this comparison is in Part 6.

The conclusion of this report is that either Option 1 or Option 2 are viable. Option 1 and 2 will both meet the Library's objectives for the expansion of library services in Kingston East in a functional and effective way. Both options will meet the City of Kingston's goals for accessibility, sustainable design, LEED and green house gas reductions. Each option has different benefits. Option 1 has the opportunity for synergies with the new Kingston East Community Centre programs. Option 2 retains an ongoing use of the historic Hawthorne House on this designated historic property. Option 2 also has the opportunity for synergies with the redevelopment of Maclean Park (a part of the Third Crossing Project).

Options 3 and 4 were considered to not be viable due to financial constraints. Both options could also require the purchase of additional land. Option 3 would require additional operating costs.

## Library Board Recommendations

The Kingston Frontenac Public Library Board met on January 24, 2018 and reviewed a draft version of this report. The library board met again on February 28th. The board passed the following motion on that date:

*There was discussion about the Board's recommendation to the City of Kingston regarding Kingston East Library Service. The Board agreed to recommend two options for Kingston East Library service and allow the City to make an informed decision based on the Library's recent reports and other relevant information.*

*2018-17 Kenny - Brown*

*That the Library Board supports two options:*

*Option 1 - Kingston East Community Centre*

*Option 2 - Expansion and renovation of the existing Pittsburgh Branch.*

*Carried*

## Summary Comparison Chart

| Description   | Option 1           | Option 2           | Option 3           | Option 4           |
|---|--------------------|--------------------|--------------------|--------------------|
| Construction Tender                                   | \$3,389,625        | \$3,181,225        | \$3,087,500        | \$4,500,000        |
| Construction Contingency @ 15%                        | \$508,444          | \$477,184          | \$463,125          | \$675,000          |
| <b>Sub-Total Construction Costs</b>                   | <b>\$3,898,069</b> | <b>\$3,658,409</b> | <b>\$3,550,625</b> | <b>\$5,175,000</b> |
| Building Permit                                       | \$46,777           | \$43,901           | \$42,608           | \$62,100           |
| Impost & Development Charges                          | \$142,589          | \$92,187           | \$103,545          | \$159,300          |
| Consultant Fees                                       | \$214,000          | \$315,000          | \$378,000          | \$417,000          |
| FFE and City Consultants                              | \$500,000          | \$500,000          | \$500,000          | \$500,000          |
| Temporary Location & Moving Costs                     | \$30,000           | \$134,000          | \$60,000           | \$30,000           |
| <b>Sub-Total:</b>                                     | <b>\$4,831,435</b> | <b>\$4,743,497</b> | <b>\$4,634,778</b> | <b>\$6,343,400</b> |
| Management Costs @ 3%                                 | \$144,943          | \$142,305          | \$139,043          | \$190,302          |
| <b>Sub-Total:</b>                                     | <b>\$4,976,378</b> | <b>\$4,885,801</b> | <b>\$4,773,821</b> | <b>\$6,533,702</b> |
| Project Contingency @ 10%                             | \$93,337           | \$108,509          | \$108,415          | \$116,840          |
| <b>Sub-Total:</b>                                     | <b>\$5,069,715</b> | <b>\$4,994,310</b> | <b>\$4,882,236</b> | <b>\$6,650,542</b> |
| Municipal Net HST 1.76%                               | \$89,227           | \$87,900           | \$85,927           | \$117,050          |
| <b>Sub-Total:</b>                                     | <b>\$5,158,942</b> | <b>\$5,082,210</b> | <b>\$4,968,163</b> | <b>\$6,767,592</b> |
| 2nd Floor Renovations                                 | \$0                | \$352,603          | \$352,603          | \$0                |
| <b>Total Initial Investment:</b>                      | <b>\$5,158,942</b> | <b>\$5,434,813</b> | <b>\$5,320,766</b> | <b>\$6,767,592</b> |
| Asset Management 2-29 Years<br>(Includes Contingency) | \$855,105          | \$1,278,216        | \$1,227,253        | \$955,318          |
| <b>Total 30 Year Investment:</b>                      | <b>\$6,014,047</b> | <b>\$6,713,029</b> | <b>\$6,548,019</b> | <b>\$7,722,910</b> |



#1 - KECC

#2 - Current Site

#3 - Possible Site

#3 - Possible Site

#4 - Possible Site

Option Locations

## Summary Comparison of the 4 Identified Options

|                                 | Option 1  | Option 2   | Option 3  | Option 4  |
|---------------------------------|---|--|---|---|
| Location                        | -Good Central Location<br><br>-Possible synergies with Community Centre and site Recreation Facilities                  | -Good Central Location<br><br>-Designated Historic Site<br><br>-Site has more character<br><br>-Possible synergies with the new redeveloped Maclean Park | -Could service other Parts of Kingston East (North and East)                    | -Will be less central   |
| Estimated Annual Operating Cost | \$50,400.   | \$76,800.  | \$97,376.   | \$64,000.   |
| Pro's                           | -Central location<br><br>-Synergies<br><br>-Lower operating Costs<br><br>-Aligns with Provincial Community Hub strategy | -Central location<br><br>-Retains a use for the designated Historic Hawthorne Cottage  | -Could be convenient for a small part of the population                         | -One-storey<br><br>-Less Design Constraints                                     |
| Con's                           | -2 levels is a less effective plan for Library accommodation  | -Library must be closed during the construction.   | -Highest Operating Costs<br><br>-Dispersed services                             | -Highest Capital Costs<br><br>-Less Central Location                            |
| Risks                           |   | -Temporary location Must be found<br><br>-Heritage and Archaeology Permits will be required  | -Site not identified<br><br>-There may be a Cost to purchase and service a Site | -Site not identified<br><br>-There may be a Cost to purchase and service a Site |

**Notes:** Options 2 and 3 include renovating the 2<sup>nd</sup> floor of the Historic House to make it fully accessible and usable for other Library staff uses.

### Notes on the Building Operating Costs Projections:

The scope of this report does not develop the design of each Option in sufficient detail to provide actual estimates of Operating Costs.

1. Option 1 will have the lowest operating costs as some costs will be shared with the City Community Centre.
2. Option 3 will have the highest operating costs as there are two separate sites.
3. Option 2 will be higher operating costs primarily because of the additional square footage. Maintaining the Heritage Structure also adds some costs.

All of the projected operating costs could be relatively lower based on the LEED program. Costs could be also be higher based on the final designs. This report also does not consider relative staffing costs for each option. Staffing costs may vary at each site.

**The following comments were made to assist the Board in making their recommendation:**

1. Options 3 and 4 are not viable in the Project Committee opinion and our opinion.
  - Option 3 could nearly double staff costs. Option 3 reduces programs and functionality.
  - Option 4 is the most expensive in capital costs. There is no firmly identified possible site.
2. Options 1 or 2 are both viable options.
  - The initial capital costs are essentially the same. The long terms capital costs are somewhat higher for Option 2. The building area is 3,000 ft<sup>2</sup> larger and there are heritage building components.
  - Building Operating costs are somewhat higher for Option 2.

# 1 Review of the Existing Pittsburgh Branch Library

## .1 Description:

The existing Library was completed by January of 2000. The official opening was January 22<sup>nd</sup>, 2000.

The Library was an initiative of the former Pittsburgh Township in conjunction with Kingston Frontenac Public Library. Pittsburgh Township provided a total of \$50,000.00 and the Pittsburgh Benefit Fund provided a total of \$1,072,250.00, which totals approximately 90% of the Project Cost. The KFPL contributed \$115,000.00 to the cost of furnishing the Branch. A Public Fundraising Campaign provided approximately an additional \$40,000.00. The donors are recognized on the donor wall which is located in the Branch.

KFPL has reported that there is an agreement with the Pittsburgh Benefit Fund. KFPL has determined that the agreement does not commit the Library Board or the City to retaining the Branch in its present form or location.

Refer to Appendix E for additional information.

The Pittsburgh Branch was designed by our firm, Shoalts and Zaback Architects Ltd. The project has been well received and used by the Community. The project has received an Ontario Library Association Design Award as well as a Frontenac Heritage Foundation Award, and a City of Kingston Livable City Design Award in 2003.

The Library has two components; the renovated/restored historic Hawthorne Cottage and a compatible 4,000 sq. ft. addition. The original house is two stories (with a basement). The addition is a one-storey, slab on grade structure.

The building and the adjacent site (MacLean Trail Park) are owned by the City of Kingston. Kingston Frontenac Public Library has an agreement with the City for the use of the building. The Library is responsible for the costs of the operation of Library services and for the operation and maintenance of the building and site works associated with the building (driveway and parking lots).

### Heritage Designation

The Existing Library and Site is designated as a property of Cultural Heritage Value. The Ontario Heritage Act Bylaw- 2077-116 is attached to the report as Appendix C for information.

## .2 Current Conditions:

### 2.1 The Pittsburgh Branch Library hours are as follows;

| Regular Hours |                    |
|---------------|--------------------|
| Monday        | Closed             |
| Tuesday       | 10:00 am – 8:00 pm |
| Wednesday     | 10:00 am – 8:00 pm |
| Thursday      | 10:00 am – 8:00 pm |
| Friday        | Closed             |
| Saturday      | 9:00 am – 5:00 pm  |
| Sunday        | Closed             |

The Library is now 17 years old. The Library is generally in good condition. It has been well-maintained and operated by the Library. The Library does require on-going maintenance, which would be expected for a building of this age. There are also several unique maintenance issues, which are listed below.

### 2.2 Building Condition Assessment:

The Library engaged EXP Engineering Consultants to complete a Building Conduction Assessment of the Pittsburgh Branch Library. This 81 page report was completed in September of 2015.

This Study listed maintenance work/deficiencies. The items below have not been completed. This work has been added to the Option 2 Budget:

| Item | Building Element Description  | Repair Budget Estimate (2015 \$'s) |
|------|---|------------------------------------|
| 2.0  | Building Structural   | \$25,000.00                        |
| 3.0  | Roofing Systems   | Completed 2017                     |
| 4.0  | Exterior Walls  | \$30,000.00                        |
| 5.0  | Exterior Windows and Doors, ½ currently being replaced  | Completion 2018                    |
| 6.0  | Interior Building Finishes  | \$22,000.00                        |
| 7.0  | Electrical and Fire Life Safety Systems   | \$6,000.00                         |
| 8.0  | Mechanical Systems  | Completed 2017                     |
| 9.0  | Exterior Landscaping  | \$7,000.00                         |
|      | EXP Opinion of Capital Budget Cost Estimate for the Ongoing Short-Term Operation of the Existing Facility | \$105,000.00                       |

### 2.3 Recent Maintenance Work:

As noted in the table above, some of the work recommended by the Building Condition Assessment Report has been or will soon be completed. The value of this work has, therefore, been deleted from the above table.

### 2.4 More Detailed Investigation:

As part of the work for this report, we have completed a more detailed investigation of the existing building fabric.

We also visited the site on several occasions with Andrew Morton, the KFPL Facilities Manager. We have reviewed the Library's experiences and concerns. The resulting program of work is described below. We are confident that this includes all work needed to put the existing building on a stable ongoing footing.

## 3 Additional Identified Operating Maintenance Deficiencies:

### 3.1 Existing Heritage Building:

- a. Basement Ground Water in existing Historic House: Following a severe weather event or following a sudden winter thaw severe ground water enters the existing basement.

We went to the site on January 12, 2018 (the day following a sudden significant thaw and rainfall). We witnessed first-hand the extent of the ground water infiltration.

While a detailed site investigation is needed to determine the exact causes (which is beyond the scope of the project), it is clear that this situation must be resolved. We have included a comprehensive solution (and the associated budget) in Section 5 of this report. It appears that the ground water may be caused (or at least exacerbated) by storm water from the Gore Road/Highway intersection now been directed across the Library site. This work is essential for the ongoing preservation of the Heritage Structure.

- b. Exterior Fabric of Historic House:

- Windows: The original historic wood windows are in place in the building. They must be maintained for Heritage reasons. They are generally in good condition. They do, however, require periodic maintenance. They need minor repairs and repainting.
- Historic Masonry: The Limestone is in good condition. Some local areas of repointing are required.
- Roofing: The roof was replaced in 2017. Some additional gutters and downspouts are recommended. This is included in the proposed project budget.



### **3.2 Year 2000 Addition:**

The roof and main HVAC unit was replaced in 2017.

Some of the aluminum clad wood windows are being replaced in 2018. Given their performance, we recommend that all the existing “new” windows be replaced as part of a re-development project.

The addition was originally partly clad in Limestone. This has performed well. For budget reasons, much of the addition was clad in EIFS (Exterior Insulated Finish System or “Acrylic Stucco”). This EIFS system has not performed well over time at or near grade. Where it was used above, the wear zone (approximately 4 feet above finished floor), there are no issues with its performance.

We have included replacing, of all EIFS from 7’-0” AFF and below, in the project budget.

### **3.3 Accessibility:**

The original addition and most of the ground floor of the Library meets current Ontario Building Code (OBC) accessibility requirements and the City of Kingston Facility Accessibility Design Standards (FADS). Some deficiencies have been noted in our review of the Branch.

These include access to the South meeting room in the Historic House. The Public Washrooms meet the code accessibility requirements of the day. They do not meet current OBC and FADS Standards. The original front door is not accessible. It is one of four emergency exits from the building. The OBC requires two of the 4 emergency exits to be accessible. The cost of the required upgrades is included in the project budget.

In addition, the 2<sup>nd</sup> floor of the Historic House is not accessible. There were provisions in the original plans to include a Barrier Free (Lula) lift to the 2<sup>nd</sup> Floor. This work was not completed due to budget constraints.

Although the 2<sup>nd</sup> floor is not required for the current Library expansion needs, KFPL has requested that this work be included in the project budget. KFPL has identified possible staff uses from elsewhere in the system for this space.

### **3.4 Heritage Approvals:**

The property is designated under the Ontario Heritage Act. Therefore any work, including the accessibility upgrades, as well as the proposed addition and site work will require a Heritage Permit.

### **3.5 Site Investigation:**

A geotechnical report and an archeology report will need to be completed as part of the Site Plan Approval for the project.

## .4 Summary of Existing Repairs Needed:

### 5.1 Historic (Hawthorne Cottage):

- a. Roof:
  - Gutters and Downspouts
  - Paint and Repair Soffits and Fascias
- b. Masonry:
  - Local Pointing Repairs
- c. Windows:
  - Repairs, Putty and Repainting
  - Repairs to Storms
  - New Storms where they don't exist
- d. Front Door:
  - Repair
  - Make Weather-tight
  - Make Accessible
- e. Attic:
  - Additional Insulating and Venting
- f. Basement:
  - Remove existing floor slab
  - Install drainage board, granular and waterproof membrane
  - Extend membrane 4'-0" up walls tie into reglet
  - Add a concrete block dado to cover the membrane
  - On the exterior, excavate around perimeter of the basement. Add waterproofing and drainage.
  - Add a larger sump pit, a second sump pump (sized for observed water infiltration).
  - Add emergency generator.
  - Regrade site (refer to Site Plan Notes) to direct ground water away from the building and to designated drainage area.
- g. LEED & Other Required Upgrades:

The expanded/renovation project will be designed to a minimum of LEED Silver in accordance with City of Kingston Policies. The budget for the renovation component of the project, therefore, included a number of upgrades to assist in better operation and to meet LEED targets. A few of these are listed below. Refer to the drawings for additional information.

  - Change all lighting to LED
  - Add heat recovery
  - Replace windows in the addition
  - Add storm windows to original windows (interior sull sash)
  - Low flush toilets
  - Refer to annotated plans for additional items

This will also assist in meeting the City goals to reduce Green House Gas emissions.

## **.5 Site Work and Impact of the Third Crossing:**

The Third Crossing is expected to take approximately 3 years to construct. This will have some impacts on the use of the Library during this period of time. During the construction of the Third Crossing there will be increased noise and dust on the site. If Option 2 is selected and if it were feasible and possible to construct the Library expansion at the same time, then part of this disruption would be reduced because the Library will be closed as it is reconstructed and expanded.

Gore Road, west of Highway 15, will be widened and reconfigured to accommodate the requirements of the Third Crossing. We were provided with the latest available preliminary concept drawings. These are included in the Appendices.

We used these preliminary concept drawings to coordinate with the requirements of the expanded Library. The proposed new Site Plan is included in Section 4.2 of the report. We have outlined in this drawing our assumptions for the required work as well as which project would fund the work (the Third Crossing project) or (the Library project).

A result of the widening of Gore Road, the Library site will be reduced along the southern side. As the detailed design of the Third Crossing is developed it will provide details of the replacement of the existing trees, the relocation of part of the historic stone wall and the details of the storm water management plan. The Library has significant existing storm water issues. The Third Crossing project presents an opportunity for the Library's required corrective storm water management measures to be co-ordinated with the Third Crossing plans.

### **Gore Road Entrance:**

The entrance to the Library site has to be relocated to accommodate the Third Crossing. As a result of the relocated entrance, the existing parking lot has to be reconfigured.

We have coordinated the new layout with the preliminary Third Crossing site plan. We have used the proposed entrance as shown on this site plan. We have reconfigured the parking lot slightly to better fit the Library's needs, while meeting the parking needs of Maclean Park.

We have provided the parking required for the expanded Library. The Library recognizes that this entrance and parking lot will also be used by people who are visiting the adjacent redeveloped Maclean Park. The Third Crossing plans show the park redeveloped to include the existing dog park and community garden as well as new interpretive trails and leisure activities. The Library expects the use of the park to increase due to its increased visibility, and this redevelopment. Some additional parking (beyond Library needs) has also been included.

The Third Crossing detail design will include traffic studies and management plans. These will also address the Library entrance needs onto Gore Road. This will, of course, be essential for the use of both the Library and the redeveloped Maclean Park.

### **Highway 15 Entrance:**

The Third Crossing shows the existing highway entrance and parking lot being retained.

During the original planning of the Library, the Project Committee Members envisioned using the original front door of house (the Highway 15 Entrance) for after hours use of the historic house (when the Library was closed) for other Community uses. KFPL has reported that in practice, this pattern of use have been rarely occurred and in recent years it has not occurred at all.

This parking lot and entrance is now rarely used. It is confusing as an entrance to the Library.

In the original construction project it was more cost effective to use the Highway 15 entrance as the Fire Department site entrance. This was due to budgetary constraints. Use of this entrance meant that a new fire hydrant was not required.

It would also appear that due to its proximity to the Gore Road/Highway 15 intersection this entrance may not be safe or practical to maintain once the Third Crossing is built. It may be better to retain the temporary construction entrance further to the North as an entrance to the Park. The existing East parking lot could be maintained and connected to this new entrance. This would allow the occasional special event to use the original entrance to the Library. It could also to provide additional parking for the dog park and community garden. This existing East parking is surplus to the Library parking needs.

We have used the above assumptions for the proposed plans. We have not included this parking lot in the Library required parking calculations.

We have also included a new fire hydrant and Fire Department entrance off of the Gore Road Entrance in the Site Work component of the project budget for this option.

## 2 Future Library Services in Kingston East

### .1 City of Kingston and Legislative Requirements:

#### 1.1 Accessibility:

The current Library does not meet all of the most recent OBC and ODA as well as City of Kingston FADS requirements for accessibility. The project budget includes the required upgrades.

#### 1.2 LEED and Sustainable Design:

All City of Kingston projects are required to be a minimum of LEED Silver. The City also has goals for greenhouse gas reductions.

This is more difficult, but feasible as well in the addition/renovation Option (2). We have assumed (in the proposed budgets for all Options) the budget for work need for these goals to be achieved.

### .2 Population Growth Projections: Excerpts from the 2004 Branch Services Review:

*Table 3.1: Population Projections for the KFPL System Service Area*

| Urban Area                                 | 2001    | 2011    | 2026    |
|--|---------|---------|---------|
| Central Kingston (former City of Kingston) | 57,016  | 59,566  | 62,958  |
| West Kingston (former Kingston Township)   | 43,373  | 48,013  | 62,362  |
| East Kingston (former Pittsburgh Township) | 13,791  | 15,909  | 19,350  |
| Urban Region Total                         | 114,180 | 123,488 | 144,670 |

#### 3.1.3 Space Planning Guidelines

Future Library space requirements were projected based on 0.5 gross square foot per capita.

*Table 3.2: Existing Supply of Library Space (Per Capita)*

| Urban Region:  | Population (2001) | Gross Sq. Ft. | Sq.Ft./Capita |
|--|-------------------|---------------|---------------|
| Central Kingston (counting the Central Library as a District Library only – 20,000 sq.ft.) | 57,016            | 33,650        | 0.59          |
| West Kingston (former Kingston Township)   | 43,373            | 30,000        | 0.69          |
| East Kingston (former Pittsburgh Township)   | 13,791            | 4,000         | 0.29          |
| Urban Region Total   | 114,180           | 67,650        | 0.59          |

### .3 Projected Library Space Needs: Excerpts from the 2004 Branch Services Review:

#### 3.2 Urban Region Space Requirements

Table 3.3 indicates Library space required in the City of Kingston to 2026 based on the planning standard of 0.5 gross sq.ft. per capita.

Table 3.3: Urban KFPL Space Requirements (at 0.5 sq. ft. per capita)

|                   | Existing Sq.Ft. | Total Sq. Ft.<br>Needed in 2001 | Total Sq. Ft.<br>Needed in 2011 | Total Sq. Ft.<br>Needed in 2026 | Total Additional Sq.<br>Ft. Required by<br>2026 |
|-------------------|-----------------|---------------------------------|---------------------------------|---------------------------------|---|
| Central Kingston* | 33,650          | 28,508                          | 29,783                          | 31,479                          | (2,171)   |
| East Kingston     | 4,000           | 6,895                           | 7,955                           | 9,675                           | 5,675   |
| West Kingston     | 30,000          | 21,687                          | 24,006                          | 31,181                          | 1,181   |
| Urban Region      | 67,650          | 57,090                          | 61,744                          | 72,335                          | 4,685   |

\* Only 20,000 gross sq.ft at the Central Library is included in this calculation.

An additional 3,000 sq.ft is currently required in East Kingston. Space provided at the Isabel Turner Library in West Kingston is well above the standard level of space required. The current level of space provision in Central Kingston is appropriate relative to current population.

In addition to the space currently needed in East Kingston, an additional 2,800 sq.ft will be required by 2026, for a total of 5,675 additional gross sq.ft. Additional library space will not be required in Central Kingston to 2026 and less than 1,200 gross sq.ft. will be required in West Kingston.

#### 5.0 A Facility Model for the KFPL

This chapter identifies options for building a preferred library system in Kingston Frontenac based on library space requirements, the recommended facility hierarchy, and other available information relevant to this study. The following discussion identifies recommendations that will guide KFPL staff and Board Members when making decisions about facilities in the KFPL system.

#### 5.3 East Kingston

Prior to amalgamation, the former Pittsburgh Township provided space for one Frontenac County Public Library branch. This branch was in the former township hall and was considerably smaller than the new Pittsburgh branch. Residents did not have free borrowing privileges at the Kingston Public Library and were therefore required to travel through Kingston to the former Kingston Township to use higher-level services provided at the Centre 70 branch (the former Main Library of the Frontenac County Public Library).

The new Pittsburgh branch has had a positive impact on library use. Annual circulation at the Pittsburgh branch increased from 26,246 items in 1999 (old branch) to 52,808 items in 2000 (new branch). Annual circulation has hovered above 52,000 items since 2000. Residents can also use larger KFPL branches in Central and West Kingston; however, the library user survey indicated that few Pittsburgh library users use other KFPL branches. The survey also confirmed that while users feel library services have improved significantly over the past five years, a major irritant remains the limited weekly hours of operation. Of library users surveyed at the Pittsburgh branch, 50% of respondents indicated they were somewhat satisfied or dissatisfied with the existing hours of operation, compared to a system wide response that found the majority were satisfied. The current and future population of East Kingston will support a larger library. Indeed, East Kingston is relatively poorly served currently with 0.29 sq. ft. of library space per capita, considerably less than the 0.59 of local library space in other urban areas (see Table 3.2). To meet our planning standard of 0.5 sq. ft. per capita, East Kingston requires 3,000 additional sq. ft. immediately and a further 2,800 sq. ft. to serve population growth until 2026. In total, by 2026, East Kingston should have about 10,000 sq. ft. of library space.

At 10,000 sq. ft., a community library could be supported. In addition to the required space, this library should offer a higher level of service with extended hours of operation, a larger collection and improved working areas, computer access, and meeting and program space.

Future residential development in East Kingston is expected to remain concentrated around the existing branch, though other development patterns may emerge if portions of CFB Kingston are redeveloped. In either event, the majority of current and future residents will reside within the vicinity of the existing branch or, if farther to the east, will travel by the existing branch to reach services in central Kingston.

The only reasonable option for meeting future library needs in East Kingston is to expand the existing Pittsburgh branch by about 6,000 sq. ft. to create a community library branch. Unfortunately, the Pittsburgh branch was not initially designed to accommodate an expansion and because it is associated with a heritage structure, creating functional community library space at this location may be a challenge. While the implications of expanding the existing Pittsburgh branch must be confirmed with an architectural assessment, the City owned property adjacent to the existing building is likely large enough to accommodate an expansion. This option is the only cost effective approach to providing needed library space and a higher level of service in East Kingston.

Recommendation:

5. *Prepare an architectural assessment of the existing Pittsburgh branch and site to identify options and costs associated with a 6,000 sq. ft. expansion conforming to the requirements of a community library.*
6. *Expand the Pittsburgh branch and provide services consistent with a community library.*

## **.4 Comparison to Provincial Library Standard: Excerpts from 2010 Branch Services Master Plan:**

### **2. FACILITIES**

*Physical facilities guidelines ensure the library provides adequate minimum library space for the identified needs of the community it is serving. In addition, any facility housing a library service must meet provincial and municipal building accessibility standards.*

#### **2.1 BEST PRACTICES**

*The library's buildings and grounds must provide a safe and functional environment for users, staff, collections and activities.*

*Modern libraries act as focal points for community involvement and interaction.*

*Modern libraries are full service branches that require space for access to the Internet and electronic databases.*

*Modern libraries require ample, comfortable reading areas and work/study space.*

#### **2.2 GUIDELINES**

##### **2.2.1 Size**

*The 0.6 sq. ft./capita standard which has been adopted by many jurisdictions and is still widely used for library facility planning today, was a guideline adopted in Ontario almost 25 years ago, when public libraries played a very different role. Programming rooms, meeting rooms, computer training labs, and social spaces would not have been considered in the 0.6 sq. ft. /capita guideline when it was originally conceived.*

## **.5 Stakeholder Consultation**

The Library consulted with the Community at the start of this review and report on Kingston East expansion options.

Feedback was sought at an Open House on November 15<sup>th</sup>, 2017 from 2 to 4pm and 5:30 to 7:30pm. Members of the Library Services Management Team and Shoalts and Zaback Architects Ltd. attended.

A report which includes all of the consultation received as well as summary of the consultation is included in the Appendices.

A summary of the results is as follows:

28 people wanted the Library to remain and renovated or expanded (Option 2)

1 person wanted the current site or relocation to an alternate location in Greenwood Park

25 people supported relocation to Kingston East Community Centre (Option 1)

2 people proposed alternate sites

Concern was expressed for the future of the current Library and the designated historic building site if the Library were to move.

### 3 Future Library Space Programs

#### Option 1 – Expand the New Kingston East Community Centre to Include the Library

| Room  | Proposed Library | Notes/Indicate Floor of Program Space (1 <sup>st</sup> or 2 <sup>nd</sup> )                         |
|---|------------------|---|
| Teen Area                                       | 600              | Separate from Children's Area, but on 1 <sup>st</sup> Floor   |
| Study #1  | 144              | Could be on 2 <sup>nd</sup> Floor   |
| Study #2  | 144              | Could be on 2 <sup>nd</sup> Floor   |
| Study #3  |                  |   |
| Storage   | 150              | Prefer to be on one room on Main Level  |
| Book Return/Book Lockers                        | 100              | 1 <sup>st</sup> Floor, accessible exterior access. Close to road for drop.                          |
| Janitor   | 80               |   |
| Accessible Public Washroom                      | 175              | On Each Level, Female, Male and Universal/Barrier Free  |
| Staff WR  | 44               | Adjacent to Staffroom, WR   |
| Staff Room                                      | 250              |   |
| Work Room                                       | 500              | Should be located behind service desk (See CP & RH Desk)  |
| Service Desk – 1 <sup>st</sup> Floor            | 220              | Good sight lines / adjacent to entry  |
| Service Desk – 2 <sup>nd</sup> Floor            | 130              | Good sight lines  |
| Children's Area                                 | 2500             | Must be on Ground Level   |
| Adult Area                                      | 2500             | Possibility for 2 <sup>nd</sup> Floor   |
| Entrance/Circulation                            | 300              | Adjacent to Main Floor Service Desk   |
| Exit Stairs and Elevator                        | 300              | 1/3 of the area of these elements. KFPL reported that this will be share with the community centre. |
| <b>Total Program Area</b>                       | <b>8,137</b>     | <b>Net Program Area</b>   |
| Building Gross Up (Exterior and Interior Walls) | 814              | 10% of Total Program Area (accounts for 2 Floors)   |
| <b>Gross Building Area</b>                      | <b>8,951</b>     | <b>Total Gross Floor Area</b>   |

#### NOTES:

1. The Library will use one of the Community Centre Program rooms for its Program Room requirements.
2. It is assumed that the Library will be entered from the Community Centre Lobby. The Library will not have separate exterior entrance. The Library hours of operation will be within the times that the Community Centre is open.
3. The Library will use the main Community Centre washrooms. 3 Stalls for Women and 3 for Men will need to be added to account for the additional occupant load from the Library. This will add approximately 200 sq. ft. to the Community Centre program space.
4. Due to site constraints the Library must be located on two levels.
5. This requires the inclusion of 2 exit stairs and an elevator/and the associated circulation space. It also increases the amount of exterior walls. If these are shared in the final plan, the building area assigned to the Library could be reduced by 2/3 or 600 sq. ft. This will reduce the Library's cost. However, this would still be a cost to the project. The community Centre programs will increased by  $600 + 200 = 800 \text{ ft}^2$ . The cost of this increase is not a Library Cost. It will be added to the overall cost of the Community Centre.

## Option 2 – Proposed Expansion to Existing Pittsburgh Branch Library

| Room  | Proposed Library | Notes   |
|---|------------------|---|
| Teen Area                                       | 600              | Separate from Children's, Good Sight Lines  |
| Study #1  | 146              |   |
| Study #2  | 146              |   |
| Study #3  | 146              |   |
| Additional Study Spaces                         | 500              | These spaces are a result of the Historic building and existing addition plans.                           |
| Storage   | 100              | For General Program Storage   |
| Book Return/Book Lockers                        | 100              | Near Main Entrance, Accessible from Exterior  |
| Janitor   | 80               |   |
| Accessible Public Washroom                      | 400              | Female, Male and Universal/Barrier Free   |
| Staff WR  | 50               |   |
| Staff Room                                      | 250              |   |
| Work Room                                       | 500              | Behind Desk, adjacent to book return and lockers  |
| Service Desk – 1st Floor                        | 220              |   |
| Children's Area                                 | 2,500            |   |
| Adult Area                                      | 2,500            |   |
| Entrance/Circulation                            | 400              |   |
| Program Room (including Storage)                | 930              | Adjacent to Children's area   |
| Mechanical/Electrical/IT Rooms                  | 250              |   |
| <b>Total Program Area</b>                       | <b>9,818</b>     |   |
| Lift & Stair to 2nd Floor                       | 225              |   |
| Building Gross Up (Exterior and Interior Walls) | 1,105            | 10% of Total Program Area (accounts for Heritage Structure and existing conditions), Actual Measured Area |
| <b>Gross Ground Floor Building Area</b>         | <b>11,148</b>    | <b>Total Gross Floor Area</b> (to meet Library Program requirements)                                      |
| <i>2nd Floor:</i>                               |                  |   |
| Meeting Rooms                                   | 450              |   |
| Staff Spaces                                    | 250              |   |
| Lift & Stair                                    | 225              |   |
| <b>Sub-Total 2nd Floor</b>                      | <b>925</b>       |   |
| Building Gross Up                               | 311              |   |
| <b>Total 2nd Floor</b>                          | <b>1,236</b>     | (Actual Measured Area)  |

**Total Gross Floor Area: (Including 2nd Floor) 12,384 sq. ft. (With full building made Accessible)**

### NOTES:

1. The existing historic building provides 1,200ft<sup>2</sup> of additional spaces which is not in the Library program. Due to its configuration it is not possible to use this space for the Library's accommodation needs.
2. There is no program use identified for the 2nd Floor of the historic house. At the request-of KFPL, we have prepared a separate budget proposal to retrofit the 2nd Floor for additional KFPL uses.
3. The total building area will be 12,390 ft<sup>2</sup>. 11,190 ft<sup>2</sup> will be area used for the Kingston East Library Program. 1,200 ft<sup>2</sup> will be used for other KFPL functions which are not part of the Kingston East program.



### Option 3 – Construction a 2nd Library in Kingston East

| Room  | Proposed Library | Notes  |
|---|------------------|--|
| Teen Area                                       | 350              | Separate from Children's, Good Sight Lines                           |
| Study #1  | 150              |  |
| Study #2  | 150              |  |
| Storage   | 100              |  |
| Book Return/Book Lockers                        | 100              | Near Main Entrance, Accessible from Exterior                         |
| Janitor   | 80               |  |
| Accessible Public Washroom                      | 250              | Female, Male and Universal/Barrier Free                              |
| Staff WR  | 50               |  |
| Staff Room                                      | 150              |  |
| Work Room                                       | 250              | Adjacent to Entrance and Service Desk                                |
| Service Desk – 1 <sup>st</sup> Floor            | 150              |  |
| Children's Area                                 | 1,500            |  |
| Adult Area                                      | 1,500            |  |
| Entrance/Circulation                            | 420              |  |
| Program Room (and Storage)                      | 900              |  |
| <b>Total Program Area</b>                       | <b>6,100</b>     |  |
| Building Gross Up (Exterior and Interior Walls) | 400              | 6.56% of Total Program Area (one-storey, new build)                  |
| <b>Gross Building Area</b>                      | <b>6,500</b>     | <b>Total Net Area allotted for Library Programs is 6,100 sq. ft.</b> |
| Existing Library:                               |                  |  |
| Ground Floor:                                   |                  |  |
| -New Construction                               | 3,701            |  |
| -Heritage Building                              | 1,660            |  |
| 2 <sup>nd</sup> Floor -Heritage Building        | 1,236            |  |
| <b>Total Existing Library</b>                   | <b>6,597</b>     |  |

**Total Square Footage of both Libraries: 13,097 sq. ft.**

#### **NOTES:**

1. There are some redundancies when 2 Libraries are built (2 Staff Rooms, 2 Staff Work Rooms, etc), which are required to operate 2 separate Libraries.
2. We assumed a program room will be included in this New Branch.
3. The original Pittsburgh Branch Library does not have a program room. It is assumed that Library programs for the existing branch will be relocated to the new Kingston East Community Centre.
4. Refer to Option 2 for details of existing Library program.

#### Option 4 – Construct a New Free Standing Library

| Room  | Proposed Library | Notes  |
|---|------------------|--|
| Teen Area                                       | 600              |  |
| Study #1  | 145              |  |
| Study #2  | 145              |  |
| Study #3  | 145              |  |
| Storage   | 150              |  |
| Book Return/Book Lockers                        | 100              | Near Main Entrance, Accessible from Exterior       |
| Janitor   | 80               |  |
| Accessible Public Washroom                      | 400              | Female, Male and Universal/Barrier Free            |
| Staff WR  | 50               |  |
| Staff Room                                      | 250              |  |
| Work Room                                       | 500              |  |
| Service Desk – 1 <sup>st</sup> Floor            | 220              |  |
| Program Room (and Storage)                      | 920              |  |
| Children's Area                                 | 2,500            |  |
| Adult Area                                      | 2,500            |  |
| Entrance/Circulation                            | 400              |  |
| Mechanical/Electrical/IT Rooms                  | 250              |  |
| <b>Total Program Area</b>                       | <b>9,355</b>     |  |
| Building Gross Up (Exterior and Interior Walls) | 645              | 6.9% of Total Program Area (one-storey, new build) |
| <b>Gross Building Area</b>                      | <b>10,000</b>    |  |

#### NOTES:

- Option 4 is assumed to be on one level.
- The site is assumed to be level or gently sloped with a short access from a public road.

## **4 Review of the Options for Meeting The Library Space and Services Program Requirements**

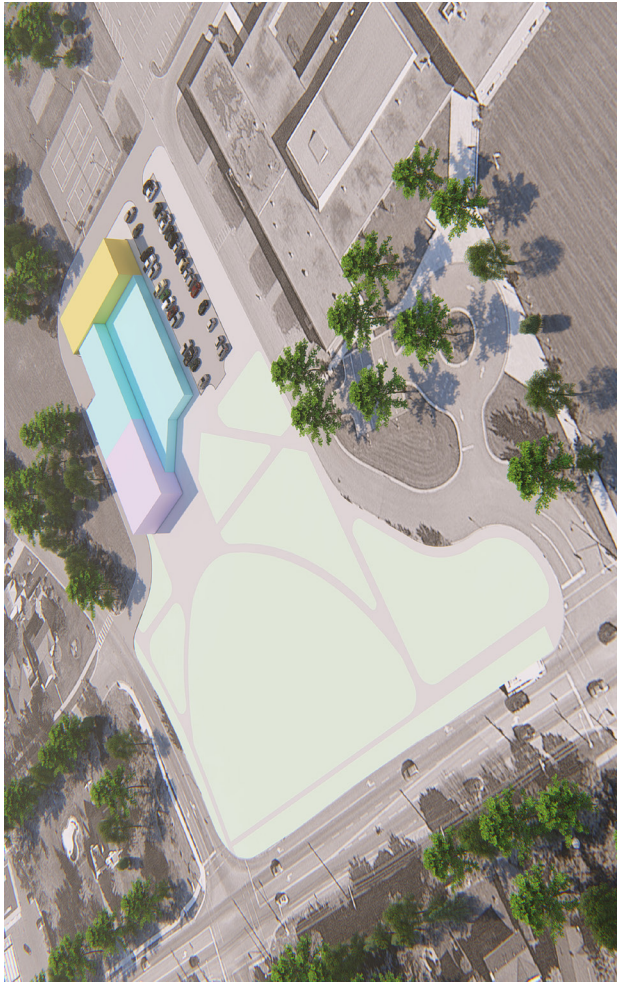
### **.1 Option 1: Expand Proposed East Community Centre to Include Library**

- 1.1 The existing Library can remain open until the New Library is constructed.
- 1.2 The building will achieve a minimum of LEED Silver.
- 1.3 The building will meet the current OBC and City of Kingston FADS Standards for Accessibility. The Site will meet ODA.
- 1.4 The site constraints at this location require the Library to be built on two levels.
- 1.5 There are no plans yet available for the proposed Kingston East Community Centre. We understand that the design of this Community Centre has been placed on hold until a decision on the location of the Pittsburgh Branch Library is made.
- 1.6 We have assumed that the Library would be entered from the Community Centre Lobby. The Library will not have its own exterior entrance. Library hours will be coordinated with the Community Centre hours of operation. The Library will only be open when the Community Centre is open.
- 1.7 We have made some general assumptions based on the available information.
- 1.8 The drawings below do not illustrate an actual building design. They are a massing and blocking diagram to illustrate the size, massing, and possible location of the addition for the Library. This was necessary in order to quantify an approximate budget.
- 1.9 The actual design would be developed by the Architects for the Kingston East Community Centre Project.
- 1.10 There is no information on the materials or outline specification for the East Community Centre. We have adopted the budget provided for the addition by East Community Centre Project Team. The Library would generally match the East Community Centre construction materials and systems.
- 1.11 The existing building will no longer be needed by the Library. The City will take over the building.



Plan

Option 1 - Library as part of Kingston East Community Centre



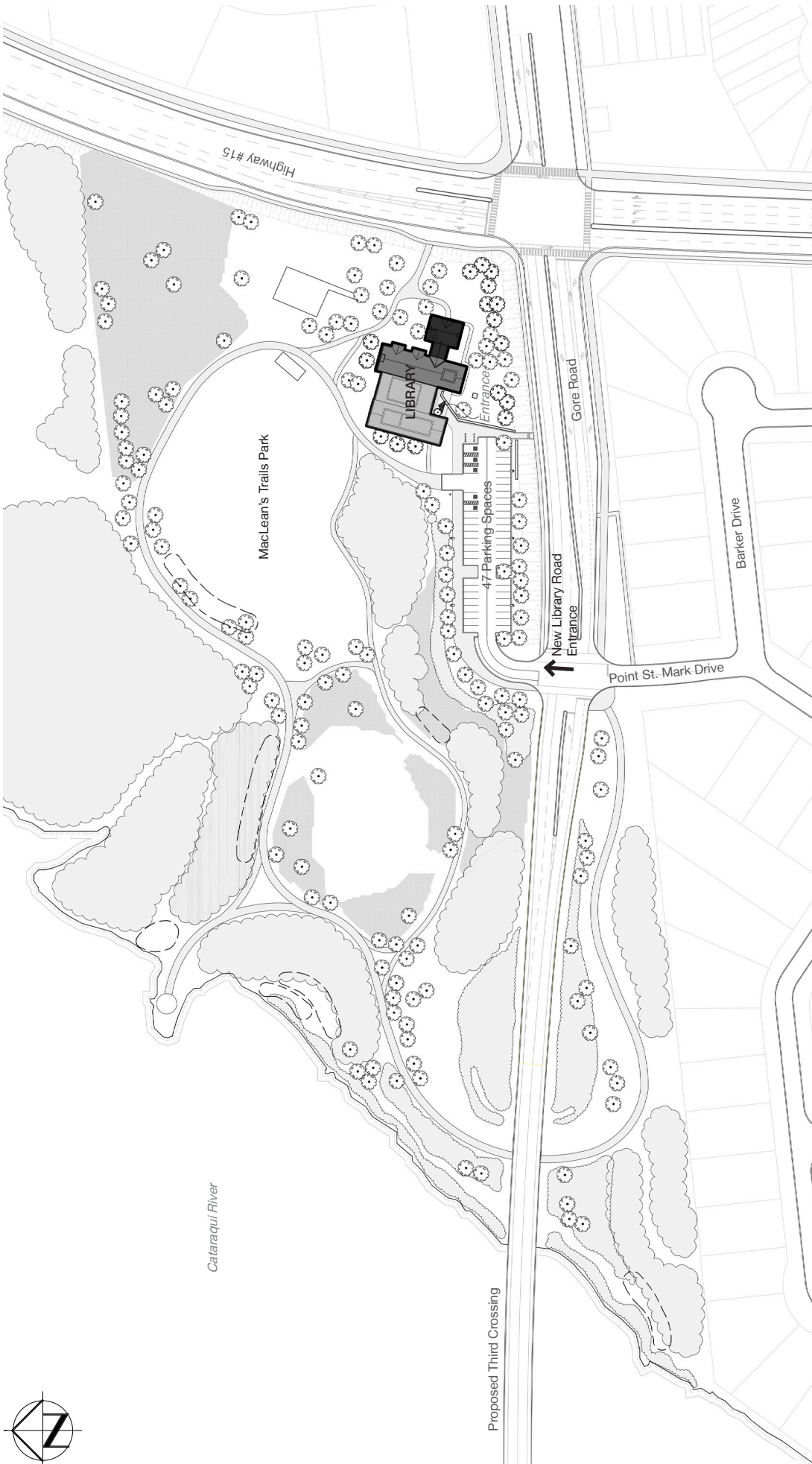
Bird's Eye View

**Notes:**

- 1- This is not a design for Option 1. It simply illustrates the approximate location, massing and arrangement of this option.
- 2- The plan is taken from the City of Kingston site study. No other plans are publicly available.
- 3- The actual design will be completed by the project architect. It will no doubt be very different.
- 4- Site conditions require the library to be two storeys.
- 5- The library will share the community rooms, entrance, public washrooms, and parking with the Community Centre.

## **.2 Option 2: Expand Existing Pittsburgh Branch Library**

- 2.1 Several plan options (which accommodates the expanded program at the existing site) were reviewed with the Project Committee. The Option illustrated in this report was selected. This Option meets all of the Library Space and Functional Needs for Kingston East Library Services.
- 2.2 The work on the existing Library expansion includes all required Accessibility, OBC and LEED upgrades.
- 2.3 The Ground Floor Plan of the Historic House provides some additional spaces which are not in the Program. These additional spaces have been configured to be most useful for the Library.
- 2.4 There is no Library Branch programmatic use for the 2<sup>nd</sup> Floor of the house. However, the Committee believes it is useful to show how this space could be configured to meet all current accessibility and building code requirements. A separate budget for this work is included.
- 2.5 We have assumed that the Library would be closed during the construction of the addition/renovations. Temporary provision of Kingston East Library Services would need to be made. The KFPL has extensive recent experience in the provision of temporary Library services during a construction project. The costs for temporary accommodation are included in the project budget for this option.
- 2.6 A risk is that a suitable temporary location could be difficult to find at the budgeted cost.





Option 2 - View from South East

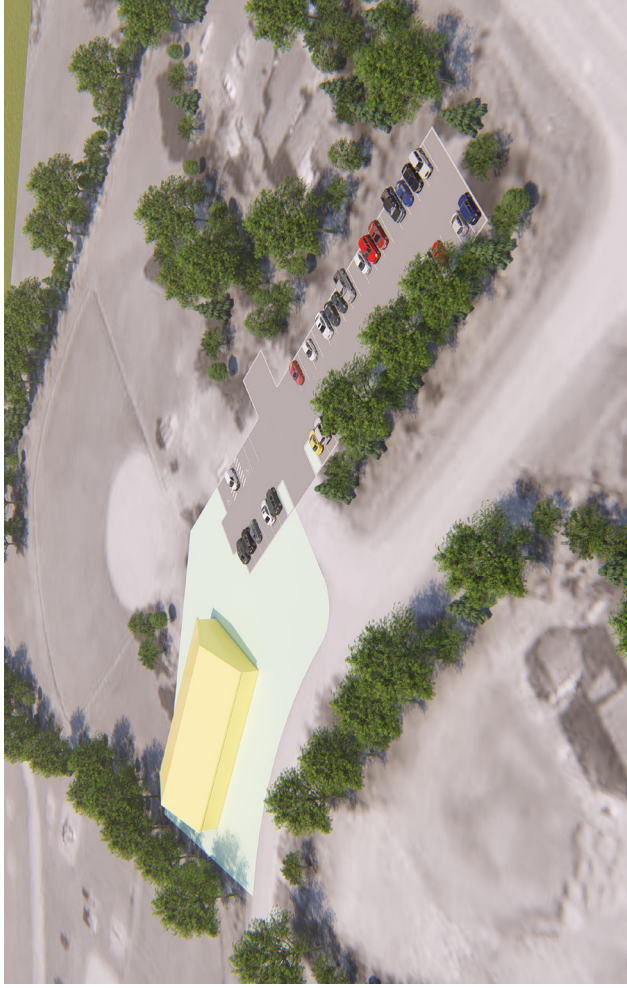
### **.3 Option 3: Retain Existing Branch, Build 2nd Branch Library**

- 3.1 The New Library will be built first, then the existing will be renovated as a second phase. Phasing costs are included in the project budget.
- 3.2 The new building will be fully accessible and will meet a minimum of LEED Silver.
- 3.3 As part of this project, some upgrades and maintenance work would be required in the existing Library. This includes accessibility upgrades and renovations to make the 2<sup>nd</sup> floor suitable for KFPL staff use. The exterior and basement repairs and upgrades are all included.
- 3.4 As noted in Section 3, there are some duplications in the required spaces when 2 Libraries are built.
- 3.5 The new Library is assumed to be a one-storey building.
- 3.6 No site has been identified (a site selection study is beyond the scope of this report).
- 3.7 For the purpose of this report- we can assumed that a City owned Site is available at no cost to the Library.
- 3.8 We have made assumptions on Site Services.
- 3.9 If a private site were purchased for this building, additional costs would be required.





Plan



Bird's Eye View

Notes:

Notes:

- 1- This is not a design for Option 3.
- 2- If Option 3 is selected a detailed design would be completed.
- 3- The library will be one storey.
- 4- This is a possible site for illustration purposes only.
- 5- This site may not be available. Other city sites may be used or a site might need to be purchased.

#### **.4 Option 4: Free Standing New Building**

- 4.1 This new Library would be fully accessible to current standards.
- 4.2 The new Library will be a minimum of LEED Silver.
- 4.3 This is assumed to be a one-storey building on a City owned Site. We have assumed for this report that a City owned site would be provided at no cost to the Library.
- 4.4 We assume the site will be level or gently sloped with good access from a public road.
- 4.5 We have made assumptions on what Site Services may be needed.
- 4.6 If a private site is purchased, additional costs will be incurred.
- 4.7 The existing Library could remain open while the New Library is constructed.
- 4.8 The existing building would no longer required by the Library. The existing building would be taken over by the City



Plan



Bird's Eye View

**Notes:**

- 1- This is not a design for Option 4.
- 2- If Option 4 is selected a detailed design would be completed.
- 3- The library will be one storey.
- 4- This is a possible site for illustration purposes only.
- 5- This site may not be available. Other city sites may be used or a site might need to be purchased.

## 5 Cost Estimates and Project Budgets

### Option 1: Expand the Proposed Kingston East Community Centre

|   |                    |
|---|--------------------|
| Total Construction cost: 8,951 sf @ \$375.00 =        | \$3,356,625        |
| Site Work   | \$33,000           |
| <b>Sub-Total:</b>                                     | <b>\$3,389,625</b> |
| Construction Contingency @ 15%                        | \$508,444          |
| <b>Sub-Total:</b>                                     | <b>\$3,898,069</b> |
| Building Permit: @ \$12./1,000                        | \$46,777           |
| Impost & Development Charges: @ \$15.93 sf            | \$142,589          |
| Consultant Fees: (Architects, Engineers and LEED)     | \$214,000          |
| Furniture, Fittings & Equipment and City Consultants: | \$500,000          |
| Moving Costs:   | \$30,000           |
| <b>Sub-Total:</b>                                     | <b>\$4,831,435</b> |
| Project Management Costs @ 3%:                        | \$144,943          |
| <b>Sub-Total:</b>                                     | <b>\$4,976,378</b> |
| Project Contingency (10% Costs except Construction):  | \$93,337           |
| <b>Sub-Total:</b>                                     | <b>\$5,069,715</b> |
| Municipal Net Portion of HST (net 1.76%)              | \$89,227           |
| <b>Total Proposed Budget:</b>                         | <b>\$5,158,942</b> |

General Notes:

- 1 We have been provided a budget of \$375 per sq. ft. for use for the Option 1 addition to the Proposed East Kingston Community Centre. This is a reasonable budget for the new construction components for all the Four Options. We have, therefore, used \$375 per sq. ft. in all Options for the New Construction.
- 2 We have added to this budget for additional work at each site as appropriate.
- 3 We have used the typical City 15% Construction Contingency.

**Option 2: Add to/renovate Existing Library (To  
meet Program Requirements**

|   |                    |
|---|--------------------|
| New Construction: 5,787 sf @ \$375.00 =                       | \$2,170,125        |
| Renovation: 5,361 sf @ \$100.00 =                             | \$536,100          |
| Additional Repairs/Accessibility, LEED & OBC                  |                    |
| Upgrades/Exterior Upgrades:                                   | \$175,000          |
| Site Work (and Basement Waterproofing)                        | \$300,000          |
| <b>Sub-Total:</b>   | <b>\$3,181,225</b> |
| Construction Contingency @ 15%                                | \$477,184          |
| <b>Sub-Total:</b>   | <b>\$3,658,409</b> |
| Building Permit: @ \$12./1,000                                | \$43,901           |
| Impost & Development Charges: @ \$15.93 sf                    | \$92,187           |
| Consultant Fees: (Architects, Engineers and LEED)             | \$315,000          |
| Furniture, Fittings & Equipment and City Consultants:         | \$500,000          |
| Temporary Location and Moving Costs:                          | \$134,000          |
| <b>Sub-Total:</b>   | <b>\$4,743,497</b> |
| Project Management Costs @ 3%:                                | \$142,305          |
| <b>Sub-Total:</b>   | <b>\$4,885,801</b> |
| Project Contingency (10% Costs except Construction):          | \$108,509          |
| <b>Sub-Total:</b>   | <b>\$4,994,310</b> |
| Municipal Net Portion of HST (net 1.76%)                      | \$87,900           |
| <b>Total Proposed Budget to Meeting Program Requirements:</b> | <b>\$5,082,210</b> |

**Renovations and Barrier Free Upgrades to 2nd Floor:**

|   |                  |
|---|------------------|
| 1,236 sf @ \$100.00 =                                     | \$123,600        |
| Elevator (Lula type):                                     | \$90,000         |
| Other Barrier Free Upgrades:                              | \$45,000         |
| <b>Sub-Total:</b>   | <b>\$258,600</b> |
| Construction Contingency @ 15%:                           | \$38,790         |
| <b>Sub-Total:</b>   | <b>\$297,390</b> |
| Building Permit:  | \$3,569          |
| Impost & Development Charges:                             | \$0              |
| Consultant Fees:  | \$32,000         |
| Furniture, Fittings & Equipment:                          | \$0              |
| <b>Sub-Total:</b>   | <b>\$332,959</b> |
| Project Management Costs @ 3%:                            | \$9,989          |
| <b>Sub-Total:</b>   | <b>\$342,947</b> |
| Construction Contingency (10% Costs except Construction): | \$3,557          |
| <b>Sub-Total:</b>   | <b>\$346,504</b> |
| Municipal Net Portion of HST (net 1.76%)                  | \$6,098          |
| <b>Total for Upgrade of 2nd Floor:</b>                    | <b>\$352,603</b> |

**Total Option 2 Program Requirements**

**Plus Add Renovations & Barrier Free Upgrades to 2nd Floor:**

**\$5,434,813**

General Notes:

- 1 It is assumed the work will be done in one phase. The Library will be closed during construction.
- 2 Impost and Development changes are for new construction only in accordance with City By-Laws.

### Option 3: Retain Existing Branch Build 2nd Branch is Kingston East

|   |                    |
|---|--------------------|
| New Construction: 6,500 sf @ \$375.00 =                           | \$2,437,500        |
| Site Work for New Building:                                       | \$275,000          |
| Assumed Site Work and Site Services (and Basement Waterproofing): | \$200,000          |
| Repair Work/Required Upgrades to Original Building:               | \$175,000          |
| <b>Sub-Total:</b>   | <b>\$3,087,500</b> |
| Construction Contingency @ 15%                                    | \$463,125          |
| <b>Sub-Total:</b>   | <b>\$3,550,625</b> |
| Building Permit: @ \$12./1,000                                    | \$42,608           |
| Impost & Development Charges: @ \$15.93 sf                        | \$103,545          |
| Consultant Fees: (Architects, Engineers and LEED)                 | \$378,000          |
| Furniture, Fittings & Equipment and City Consultants:             | \$500,000          |
| Phasing Costs/Moving Costs:                                       | \$60,000           |
| <b>Sub-Total:</b>   | <b>\$4,634,778</b> |
| Project Management Costs @ 3%:                                    | \$139,043          |
| <b>Sub-Total:</b>   | <b>\$4,773,821</b> |
| Project Contingency (10% Costs except Construction):              | \$108,415          |
| <b>Sub-Total:</b>   | <b>\$4,882,236</b> |
| Municipal Net Portion of HST (net 1.76%)                          | \$85,927           |
| <b>Total Proposed Budget:</b>                                     | <b>\$4,968,163</b> |

#### Renovations and Barrier Free Upgrades to 2nd Floor of Existing Library:

|   |                  |
|---|------------------|
| 1,236 sf @ \$100.00 =                                     | \$123,600        |
| Elevator (Lula type):                                     | \$90,000         |
| Other Barrier Free Upgrades:                              | \$45,000         |
| <b>Sub-Total:</b>   | <b>\$258,600</b> |
| Construction Contingency @ 15%:                           | \$38,790         |
| <b>Sub-Total:</b>   | <b>\$297,390</b> |
| Building Permit:  | \$3,569          |
| Impost & Development Charges:                             | \$0              |
| Consultant Fees: (Architects, Engineers and LEED)         | \$32,000         |
| Furniture, Fittings & Equipment:                          | \$0              |
| <b>Sub-Total:</b>   | <b>\$332,959</b> |
| Project Management Costs @ 3%:                            | \$9,989          |
| <b>Sub-Total:</b>   | <b>\$342,947</b> |
| Construction Contingency (10% Costs except Construction): | \$3,557          |
| <b>Sub-Total:</b>   | <b>\$346,504</b> |
| Municipal Net Portion of HST (net 1.76%)                  | \$6,098          |
| <b>Total for Upgrade of 2nd Floor of Existing Library</b> | <b>\$352,603</b> |

#### **Total Option 3 Renovations & Barrier Free Upgrade to Existing Library 2nd Floor**

**\$5,320,766**

- 1 We have assumed that a minimum, site work, repairs, and upgrades are required to maintain the use of the existing building.
- 2 We assume the new Library will be built first, then the existing will be closed while its repair project is completed.
- 3 New furniture is assumed for the original Library.
- 4 Refer to Option 2 for Additional Details.
- 5 We have assumed no land costs (use of City owned site at no cost to the Library). If a site were purchased, additional costs would be incurred. A search for possible sites and costs is beyond the scope of this report. Costs could be in the order of 300K to 500K.

## Option 4: Freestanding Library on a New Site

|   |                    |
|---|--------------------|
| Total Construction cost: 10,000 sf @ \$375.00 =       | \$3,750,000        |
| Site Work: (Allowance)                                | \$750,000          |
| <b>Sub-Total:</b>                                     | <b>\$4,500,000</b> |
| Construction Contingency @ 15%                        | \$675,000          |
| <b>Sub-Total:</b>                                     | <b>\$5,175,000</b> |
| Building Permit: @ \$12./1,000                        | \$62,100           |
| Impost & Development Charges: @ \$15.93 sf            | \$159,300          |
| Consultant Fees: (Architects, Engineers and LEED)     | \$417,000          |
| Furniture, Fittings & Equipment and City Consultants: | \$500,000          |
| Moving Costs:   | \$30,000           |
| <b>Sub-Total:</b>                                     | <b>\$6,343,400</b> |
| Project Management Costs @ 3%:                        | \$190,302          |
| <b>Sub-Total:</b>                                     | <b>\$6,533,702</b> |
| Project Contingency (10% Costs except Construction):  | \$116,840          |
| <b>Sub-Total:</b>                                     | <b>\$6,650,542</b> |
| Municipal Net Portion of HST (net 1.76%)              | \$117,050          |
| <b>Total Proposed Budget:</b>                         | <b>\$6,767,592</b> |

General Notes:

- 1 We assume a one-storey building.
- 2 We assume a level site with good access from a public road.
- 3 We assume suitable site services are available on the adjacent road. Site costs could be considerably higher depending on the site.
- 4 We have assumed a City owned site could be available at no cost. If a site has to be purchased, additional costs would be incurred. A site study and possible costs is not part of the scope of this study. The City of Kingston 2014 East Community Study suggested that costs could be in the order of 500K to 800K.

## 6 Comparison of 4 Identified Options

### .1 Option 1 – Relocate to the Proposed Kingston East Community Centre

- 1.1 There are some advantages to Co-Locating: These include Shared Community Room and Shared Parking. There could be synergies as a result of Co-Location and the proximity to the new Park and Skate Park and the adjacent High School.
- 1.2 A two-level Library is less functional. An additional staff desk is required (one on each level).
- 1.3 The site is a good central location.
- 1.4 Existing Library can remain open until the New Library is finished.
- 1.5 There may be reductions in the Operating Costs for the building or site. Based on the Library paying a prorated share of these costs for this site.
- 1.6 At the completion of the project the building will meet current Accessibility and LEED standards.



## **.2 Option 2: Add to/Renovate Existing Library**

- 2.1 The site is a good central location.
- 2.2 Preliminary concepts have been completed for the Third Crossing project. The Third Crossing will alter parts of the site. For example, Gore Road will be widened from two lanes to four lanes adjacent to the library site. These changes will, no doubt, be managed effectively as the detailed site and landscape design of the Third Crossing is developed.
- 2.3 The location adjacent to redeveloped Maclean Park is a potential benefit.
- 2.4 Ongoing maintenance is higher than Options 1 or 4.
- 2.5 This option includes a separate cost to make the 2<sup>nd</sup> floor accessible and fully usable. This space is not needed for the Library program. The Library has concluded that this space needs to be made fully usable. The Library will be paying operating costs for this space. It is best if a use is found for this space. The Library will use the space for Library staff uses, which are above and beyond the Kingston East Library program. The 2<sup>nd</sup> floor upgrade costs are, therefore, recommended to be part of the project.
- 2.6 At the completion of the project, the building will meet current Accessibility and LEED standards.
- 2.7 A temporary site will need to be found during construction. Phasing costs are included in the proposed project budget.
- 2.8 Heritage approvals are required for the proposed project.

## **.3 Option 3: Retain Existing Branch, Building 2nd Branch in Kingston East**

- 3.1 This could provide more localized Library services in another part of Kingston East.
- 3.2 There are duplication in spaces as noted in the space program.
- 3.3 Staff costs will be essentially doubled.
- 3.4 There is no confirmed available site. It is assumed that a City owned site Recreation sites such as the Meadowcrest or Madona sites might be possible.
- 3.5 Operating costs are higher when two sites are involved.
- 3.6 Library services will continue at the existing site during construction of the second facility.

## **.4 Option 4: New Freestanding Branch Library**

- 4.1 This option is the most expensive from a capital cost perspective.
- 4.2 No site has been identified. This is not part of the scope of the report.
- 4.3 Library services will continue at the existing site during construction of the second facility.