

Public Library Facilities Inventory

Photos

Please email the following photographs and information to kimberley.hintz@gov.sk.ca

Exterior: Signage, Entrance

Interior: Shelving, Adult space, Children's space, Public Access Computer workstations, Meeting Room,

Staff work area

Other photographs that represent the uniqueness of the facility may also be included.

Please include a copy of the Capital Plan, if available.

Please include a copy of the floorplan, if available.

Identification

Date of submission	
Name of person completing the form	
Title of person completing the form	
Email address of person completing the form	
Telephone number of person completing the form	

General

Age of facility	<input type="radio"/> pre 1900 <input type="radio"/> 1901-1920 <input type="radio"/> 1921-1930 <input type="radio"/> 1931-1940 <input type="radio"/> 1941-1950 <input type="radio"/> 1951-1960 <input type="radio"/> 1961-1970 <input type="radio"/> 1971-1980 <input type="radio"/> 1981-1990 <input type="radio"/> 1991-2000 <input type="radio"/> 2001-2010 <input type="radio"/> post 2011
Please provide the year of original construction, if known.	
Is your library located on or near a main street within the community?	<input type="radio"/> Yes <input type="radio"/> No
Is your facility a shared facility?	<input type="radio"/> Yes <input type="radio"/> No
If yes, is it shared with:	<input type="radio"/> School (Integrated) <input type="radio"/> School (Separate) <input type="radio"/> Community centre <input type="radio"/> Recreation/Leisure centre <input type="radio"/> Municipal centre <input type="radio"/> Mall <input type="radio"/> Other
Name of the organization(s) shared with:	
If the library is in a shared facility, is an operating agreement in place?	<input type="radio"/> Yes <input type="radio"/> No
Was the facility originally built as a library?	<input type="radio"/> Yes <input type="radio"/> No
If no, What were the past lives of the space?	

Space allocation

Total square footage or square metres:	
Square footage or square metres reported?	<input type="radio"/> Square Feet <input type="radio"/> Square Metres

Estimate allocation for each type of space by percentage.

Adult Collections Space	
Young Adult Collections Space	
Children's Space (including Children's Collection)	
Patron Seating Space	
Staff Work Space	
Meeting Room Space	
Programming Space	
Public Computer Space	
Storage Space	
Other Space: (furnace room, washrooms, stairs, hallways, entryways, etc.)	
Total (must equal 100%)	

Seating, Computer and Internet access

How many seats are available, in total?	
How many public seats are available for adults?	<input type="radio"/> 0 <input type="radio"/> 1-5 <input type="radio"/> 6-10 <input type="radio"/> 11-20 <input type="radio"/> 21-30 <input type="radio"/> 31+
How many public seats are available for school aged children? (6-12 years)	<input type="radio"/> 0 <input type="radio"/> 1-5 <input type="radio"/> 6-10 <input type="radio"/> 11-20 <input type="radio"/> 21-30 <input type="radio"/> 31+
How many public seats are available for preschool children? (birth-5 years)	<input type="radio"/> 0 <input type="radio"/> 1-5 <input type="radio"/> 6-10 <input type="radio"/> 11-20 <input type="radio"/> 21-30 <input type="radio"/> 31+
How many public access computer stations are available?	<input type="radio"/> 0 <input type="radio"/> 1-5 <input type="radio"/> 6-10 <input type="radio"/> 11-20 <input type="radio"/> 21-30 <input type="radio"/> 31+
Please list the functions of your specific purpose computers:	
How many catalogue-only computer stations are available?	<input type="radio"/> 0 <input type="radio"/> 1-5 <input type="radio"/> 6-10 <input type="radio"/> 11-20 <input type="radio"/> 21-30 <input type="radio"/> 31+
How many specific purpose computer stations are available?	<input type="radio"/> 0 <input type="radio"/> 1-5 <input type="radio"/> 6-10 <input type="radio"/> 11-20 <input type="radio"/> 21-30 <input type="radio"/> 31+
Who is the internet provider for staff workstations?	
Who is the internet provider for the public	

workstations?	
Do you have a public wifi network?	<input type="radio"/> Yes <input type="radio"/> No
Who is the provider of the public wifi network?	
How is the public wifi network funded?	<input type="radio"/> town/city <input type="radio"/> library system <input type="radio"/> library board <input type="radio"/> not applicable
Do you have a staff secure wifi network?	<input type="radio"/> Yes <input type="radio"/> No
Who is the provider of the staff secure wifi network?	
How is the staff secure wifi network funded?	<input type="radio"/> Town <input type="radio"/> Library system <input type="radio"/> Library board <input type="radio"/> Not applicable
Where is the CNET server located?	

Electrical and Heating/Cooling

What is the service to the building?	<input type="radio"/> 60 AMP <input type="radio"/> 100 AMP <input type="radio"/> 200 AMP <input type="radio"/> 400 AMP <input type="radio"/> Other
If other, please specify the AMP service for the building:	
How many electrical circuits are available to service the building?	
How many electrical outlets are dedicated to public access computers and staff computers?	<input type="radio"/> 0 <input type="radio"/> 1-5 <input type="radio"/> 6-10 <input type="radio"/> 11-20 <input type="radio"/> 21-30 <input type="radio"/> 31+
How many electrical plug-ins are available for staff use?	<input type="radio"/> 0 <input type="radio"/> 1-5 <input type="radio"/> 6-10 <input type="radio"/> 11-20 <input type="radio"/> 21-30 <input type="radio"/> 31+
How many electrical plug-ins are available and easily accessible for public use?	<input type="radio"/> 0 <input type="radio"/> 1-5 <input type="radio"/> 6-10 <input type="radio"/> 11-20 <input type="radio"/> 21-30 <input type="radio"/> 31+
What type of heating system is used?	<input type="radio"/> Boiler (Oil) <input type="radio"/> Boiler (Natural Gas) <input type="radio"/> Electric <input type="radio"/> Forced Air (Oil) <input type="radio"/> Forced Air (Natural Gas) <input type="radio"/> Other
When was the heating system installed?	<input type="radio"/> pre 1950 <input type="radio"/> 1951-1960 <input type="radio"/> 1961-1970 <input type="radio"/> 1971-1980 <input type="radio"/> 1981-1990 <input type="radio"/> 1991-2000 <input type="radio"/> 2001-2010 <input type="radio"/> post 2011
Is there humidity control?	<input type="radio"/> Yes <input type="radio"/> No
Is there air conditioning?	<input type="radio"/> Yes <input type="radio"/> No

Renovations and upgrades

Have any of the following projects been completed on this building? If so, please provide the year the renovation or upgrade took place and indicate if the renovation or upgrade fixed the problem/was successful. Also, please provide an estimated cost of the renovation.

	<u>Yes/No</u>	<u>Year</u>	<u>Successful/Unsuccessful</u>	<u>Estimated Cost</u>
Building expansion/addition	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Successful <input type="radio"/> Unsuccessful	
Interior renewal (extensive, more than half)	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Successful <input type="radio"/> Unsuccessful	
HVAC replacement	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Successful <input type="radio"/> Unsuccessful	
Electrical service replacement (complete)	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Successful <input type="radio"/> Unsuccessful	
Lighting replacement (complete)	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Successful <input type="radio"/> Unsuccessful	
Window replacement (extensive, more than half)	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Successful <input type="radio"/> Unsuccessful	
Roof replacement (complete)	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Successful <input type="radio"/> Unsuccessful	
Roof upgrade (shingled)	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Successful <input type="radio"/> Unsuccessful	
Exterior re-cladding (extensive, more than 50%)	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Successful <input type="radio"/> Unsuccessful	
Foundation improvements (extensive, more than 50%)	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Successful <input type="radio"/> Unsuccessful	
Landscaping and drainage	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Successful <input type="radio"/> Unsuccessful	
Fire suppression system	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Successful <input type="radio"/> Unsuccessful	
Other	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Successful <input type="radio"/> Unsuccessful	
If "Other" is selected, please specify:				

Ownership

Does your	<input type="radio"/> Municipality <input type="radio"/> School <input type="radio"/> Library system
Ownership	<input type="radio"/> Own this facility <input type="radio"/> Lease/rent this facility <input type="radio"/> Own this land <input type="radio"/> Lease/rent this land <input type="radio"/> Other

Heritage status

Heritage status can be granted at the federal, provincial or municipal level.

The Directory of Federal Heritage Designations: <http://www.pcs.gov.sk.ca/Designation>

Municipal governments may also have bylaws or municipal heritage registers.

Is your library a National Historic Site of Canada, listed on the Directory of Federal Heritage Designations?	<input type="radio"/> Yes <input type="radio"/> No
Is your library designated as a municipal or provincial heritage property under The Heritage Property Act?	<input type="radio"/> Yes <input type="radio"/> No
Is your library designated as a heritage property under a municipal bylaw or listed on a municipal heritage register?	<input type="radio"/> Yes <input type="radio"/> No

Environmental Standards

Leadership in Energy and Environmental Design (LEED) is the most widely accepted rating system for sustainable buildings in North America. LEED is a certification program and an internationally accepted benchmark for the design, construction and operation of high performance green buildings.

<http://www.cagbc.org/Content/NavigationMenu/Programs/LEED/GoingGreenwithLEED/default.htm>

Was the facility constructed to environmental standards (LEED or minimum provincial standards)?	<input type="radio"/> Minimum provincial standards <input type="radio"/> LEED certified <input type="radio"/> LEED silver <input type="radio"/> LEED gold <input type="radio"/> LEED platinum <input type="radio"/> Unknown
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Accessibility Standards

Saskatchewan's Uniform Building and Accessibility Standards regulations define a building as barrier-free if "a person with a physical disability that may or may not require the use of a wheelchair is able, without assistance, to approach, enter, pass to and from and make use of the building, building area or facility, as the case may be."

<http://www.qp.gov.sk.ca/documents/English/Regulations/Regulations/U1-2R5.pdf>

Does the facility have an accessible public entrance for persons with disabilities?	<input type="radio"/> Yes <input type="radio"/> No
Does the facility have an accessible washroom that is equipped for persons with disabilities?	<input type="radio"/> Yes <input type="radio"/> No
Does the facility have public areas on multiple floors?	<input type="radio"/> Yes <input type="radio"/> No
Does the facility provide access between levels for persons with disabilities?	<input type="radio"/> Yes <input type="radio"/> No

Is there designated accessible parking at your library?	<input type="radio"/> Yes <input type="radio"/> No
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Project Funding

Has your library received project funding for infrastructure upgrades in the last ten years?	<input type="radio"/> Yes <input type="radio"/> No
If yes, what was the funding source:	<input type="radio"/> Municipal <input type="radio"/> Provincial <input type="radio"/> Federal <input type="radio"/> Corporate donations <input type="radio"/> Philanthropic donations <input type="radio"/> Other
Name of program or grant	
If a project received split funding, what was the % covered by each funder?	
If your library received project funding for multiple upgrades in the last ten years, please provide the information for additional upgrades here:	

Planning

Does your facility require significant renewal?	<input type="radio"/> Yes <input type="radio"/> No
If yes, please describe the need:	
Do you have a Capital Reserve?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending/in-progress
Do you have a Capital Plan for Facilities?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Pending/In Progress

Are you planning to incorporate any of the following elements in your facility within the next three years?

Security system	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Currently available
RFID	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Currently available
Self checkout	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Currently available
Information commons	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Currently available
Coffee machine	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Currently available
Drink/Snack Machine	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Currently available
Cafe operated within the library	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Currently available
Lounge space for adults (comfortable seating arrangements)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Currently available
Lounge space for young adults (comfortable seating arrangements)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Currently available

Lounge space for children (comfortable seating arrangements)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Currently available
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Challenges/Issues

What are some of the most significant challenges the library board is facing with regards to this facility? Please select all that apply:

	<u>Is this an issue in your library?</u>	<u>If 'yes' is selected, please rank the priority of this issue:</u>
Capital funding for facilities renewal	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> High <input type="radio"/> Neutral <input type="radio"/> Low <input type="radio"/> Very Low
Renovations and upgrades required for current facility	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> High <input type="radio"/> Neutral <input type="radio"/> Low <input type="radio"/> Very Low
Maintenance costs	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> High <input type="radio"/> Neutral <input type="radio"/> Low <input type="radio"/> Very Low
Flexibility of space	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> High <input type="radio"/> Neutral <input type="radio"/> Low <input type="radio"/> Very Low
Public space - seating areas	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> High <input type="radio"/> Neutral <input type="radio"/> Low <input type="radio"/> Very Low
Public space - program areas	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> High <input type="radio"/> Neutral <input type="radio"/> Low <input type="radio"/> Very Low
Public space - meeting rooms	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> High <input type="radio"/> Neutral <input type="radio"/> Low <input type="radio"/> Very Low
Space for collections	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> High <input type="radio"/> Neutral <input type="radio"/> Low <input type="radio"/> Very Low
Space for closed stacks/storage of collections	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> High <input type="radio"/> Neutral <input type="radio"/> Low <input type="radio"/> Very Low
Staff work space	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> High <input type="radio"/> Neutral <input type="radio"/> Low <input type="radio"/> Very Low
Unclear signage	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> High <input type="radio"/> Neutral <input type="radio"/> Low <input type="radio"/> Very Low
Number of public workstations	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> High <input type="radio"/> Neutral <input type="radio"/> Low <input type="radio"/> Very Low

IT infrastructure space (e.g. server room, telecommunications closet-CNET space)	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> Low	<input type="radio"/> High <input type="radio"/> Very Low	<input type="radio"/> Neutral
Self-checkout and RFID configuration	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> Low	<input type="radio"/> High <input type="radio"/> Very Low	<input type="radio"/> Neutral
Number of power outlets for public use	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> Low	<input type="radio"/> High <input type="radio"/> Very Low	<input type="radio"/> Neutral
Air exchange/air quality	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> Low	<input type="radio"/> High <input type="radio"/> Very Low	<input type="radio"/> Neutral
Number of washrooms	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> Low	<input type="radio"/> High <input type="radio"/> Very Low	<input type="radio"/> Neutral
Quality of washrooms	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> Low	<input type="radio"/> High <input type="radio"/> Very Low	<input type="radio"/> Neutral
Availability of sufficient power to meet the service needs of the facility	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> Low	<input type="radio"/> High <input type="radio"/> Very Low	<input type="radio"/> Neutral
Foundation issues	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> Low	<input type="radio"/> High <input type="radio"/> Very Low	<input type="radio"/> Neutral
Asbestos	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> Low	<input type="radio"/> High <input type="radio"/> Very Low	<input type="radio"/> Neutral
Floor load capacity	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> Low	<input type="radio"/> High <input type="radio"/> Very Low	<input type="radio"/> Neutral
Shifting - cracking walls, doors won't open	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> Low	<input type="radio"/> High <input type="radio"/> Very Low	<input type="radio"/> Neutral
Mold	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> Low	<input type="radio"/> High <input type="radio"/> Very Low	<input type="radio"/> Neutral
Pests/rodents	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> Low	<input type="radio"/> High <input type="radio"/> Very Low	<input type="radio"/> Neutral
Shelving	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> Low	<input type="radio"/> High <input type="radio"/> Very Low	<input type="radio"/> Neutral
Roof	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Very High <input type="radio"/> Low	<input type="radio"/> High <input type="radio"/> Very Low	<input type="radio"/> Neutral
Windows	<input type="radio"/> Yes	<input type="radio"/> Very High	<input type="radio"/> High <input type="radio"/> Neutral	<input type="radio"/> Neutral

	<input type="radio"/> No	<input type="radio"/> Low <input type="radio"/> Very Low
Doors	<input type="radio"/> Yes	<input type="radio"/> Very High <input type="radio"/> High <input type="radio"/> Neutral
	<input type="radio"/> No	<input type="radio"/> Low <input type="radio"/> Very Low
Other: Please specify:		<input type="radio"/> Very High <input type="radio"/> High <input type="radio"/> Neutral <input type="radio"/> Low <input type="radio"/> Very Low

Other

<p>If you have any other information to share about your library facility that was not captured in the preceding questions, please include it here:</p>	
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