The Official Guide: Public Library Facilities Inventory

At the request of Library Board Chairs and Directors, the Public Library Facilities Inventory has been developed by Provincial Library and Literacy Office (PLLO), to assist libraries with their infrastructure planning.

The following information is provided to assist the person/s completing the inventory. If other questions arise, please contact kimberley.hintz@gov.sk.ca [(306)-787-2259], Public Library Coordinator, PLLO, for further clarification.

Several people may need to be consulted to complete this inventory. Consider contacting the following individuals for additional help:

- **Municipal office staff**.
- **Building caretaker, electrician, or maintenance staff**.
- **Long term as well as current library board members**.

Another source of information is your **local history book**. Check it for dates and other significant information.

It is estimated to take an average of **1-3 hours** to complete this inventory.

The inventory can be found at www.countingopinions.com/. (Please use the same branch usernames and passwords provided by PLLO for the Library Branch Annual Reports.)

Explanatory Notes	Inventory Questions
Identification	
Please identify **one person** who is responsible for gathering the information about this library branch. A number of people may have helped answer the questions, but only one person should be identified as the contact person. This person may be contacted by PLLO to verify information submitted for the inventory.	<table><tr><td>Date of submission</td><td></td></tr><tr><td>Name of person completing the form</td><td></td></tr><tr><td>Title of person completing the form</td><td></td></tr><tr><td>Email address of person completing the form</td><td></td></tr><tr><td>Telephone number of person completing the form</td><td></td></tr></table>

General

Please select the **decade** of construction or estimated date of construction, if unknown.	Age of facility	pre 1900 1901-1920 1921-1930 1931-1940 1941-1950 1951-1960 1961-1970 1971-1980 1981-1990 1991-2000 2001-2010 post 2011
	Please provide the year of original construction, if known.	
A **main street** refers to a street where other services, businesses are available in close proximity.	Is your library located on or near a main street within the community?	Y/N
A **shared facility** is a facility that houses more than the library.	Is your facility a shared facility?	Y/N
A **School (Integrated)** facility meets the Saskatchewan Ministry of Education facilities requirements. (e.g Warman branch in Wheatland Regional Library.)	If yes, is it shared with:	School (Integrated)
A **School (Separate)** facility refers to a branch being located in a wing of the school which has been turned into community space, but has no affiliation with the school. (e.g. Maryfield branch of Southeast Regional Library.)		School (Separate)
A **Community centre** has multipurpose rooms used for community events. (e.g. Prince of Wales branch of the Regina Public Library is located in the Core Ritchie Neigbourhood Centre.)		Community centre
A **Recreation/Leisure centre** contains recreation facilities such as a swimming pool, gym. (e.g. Estevan branch of the Southeast Regional Library is part of the		Recreation/Leisure centre

Souris Valley Aquatic and Leisure Centre.) A **Municipal centre** contains municipal offices as well as other services. (e.g. Moosomin branch of the Southeast Regional Library is co-located in the town office building.) A **Mall** is a shopping centre. (e.g. George Bothwell branch of Regina Public Library is located in the Southland Mall.) An **operating agreement** is signed by all tenants in the facility. It outlines shared costs and responsibilities including operating costs, capital replacement needs, heating, utility lines, common parking areas, permitted use, maintenance costs, insurance. If the building was built as a library, indicate yes. If it was built originally for another purpose, and the library moved in at a later date, indicate no. If the building was not built as a library, please indicate what services or businesses occupied the building prior to the library taking over the space. (e.g. Davidson branch of Palliser Regional Library was formerly a school board office.)		Municipal centre Mall Other
	If the library is in a shared facility, is an operating agreement in place?	Y/N
	Was the facility originally built as a library?	Y/N
	If no, what were the past lives of the space?	

Space allocation

This information may be available on floor plans or blueprints. In the Library Branch Annual Report submitted to PLLO, it is Question 5.	Total square footage or square metres:	
	Square footage or square metres reported?	Square Feet/ Square Metres

Estimate allocation for each type of space by percentage.

The total allocation should equal **100%**.

Indicate your best estimation for the amount of space provided in your library for each category listed.

For space that is multipurpose, please include it in its primary purpose category. If you'd like to comment on the multipurpose nature of your space, please provide further explanation in the final Other category at the end of this inventory.

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.)	

Seating, Computer and Internet access

Indicate the **total** number of seats available in the library.

Of that total number of seats, how many are designated for use by **adults**? School aged children and preschoolers may use the chairs occasionally, but the primary use is for adults.

Seating for **school aged children** is designed for children aged 6-12. Others may use the seating occasionally, but the primary use is for this age group.

Preschool seating is designed for children aged 5 and under.

Public access computer stations have access to the internet.

How many seats are available, in total?	
How many public seats are available for adults?	0-31+
How many public seats are available for school aged children? (6-12 years)	0-31+
How many public seats are available for preschool children? (birth-5 years)	0-31+
How many public access computer stations are available?	0-31+

Catalogue-only computer stations have access to the catalogue and other library resources only and are not used for general internet access.	How many catalogue-only computer stations are available?	0-31+
Specific purpose computer stations are stations dedicated to specific purposes such as literacy stations or early literacy stations. The computers cannot be used for general internet use or catalogue look-up.	How many specific purpose computer stations are available?	0-31+
List the **functions** of the specific purpose computer stations. (e.g. literacy stations, early literacy stations, download stations, word processing stations, etc.)	Please list the functions of your specific purpose computers:	
Provide the name of the **staff internet** provider. (e.g. CNET, Sasktel, etc.)	Who is the internet provider for staff workstations?	
Provide the name of the **public internet** provider. (e.g. CNET, Sasktel, etc.)	Who is the internet provider for the public workstations?	
Public **wifi** refers to wireless access to the internet, available to the public. Name the **public wireless internet provider**. (e.g. Sasktel)	Do you have a public wifi network?	Y/N
	Who is the provider of the public wifi?	
Indicate the **funding source** for your library's public wireless internet connection.	How is the public wifi network funded?	Town/city Library system Library board Not applicable
Is there a different **wireless** internet connection for use by **staff**?	Do you have a staff secure wifi network?	Y/N
Name the **staff wireless internet provider**. (e.g. Sasktel)	Who is the provider of the staff secure wifi network?	
Indicate the **funding source** for your library's staff secure wireless internet connection.	How is the staff secure wifi network funded?	Town/city Library system Library board Not applicable
The **CNET server** is the box installed by Ministry of Education to provide internet access to your branch. Often it is located in a storage or maintenance closet/area.	Where is the CNET server located?	

Electrical and Heating/Cooling

Consider consulting an electrician or maintenance staff person for the following questions.

The service to the building refers to the size of the electrical panel (measured in **amps**).	What is the service to the building?	60 AMP 100 AMP 200 AMP 400 AMP Other
	If other, please specify the AMP service for the building:	
Indicate the number of **circuits** available to service the library.	How many electrical circuits are available to service the building?	
Indicate the number of **plug-ins** used to run the computers in the branch. (Count each individual plug-in, two per traditional outlet.)	How many electrical plug-ins are dedicated to public access computers and staff computers?	0-31+
Indicate the number of **plug-ins** located in staff space. These plug-ins are not generally used by members of the public.	How many electrical plug-ins are available for staff use?	0-31+
Count the number of **plug-ins** available to the public, located in easily accessible areas. If the plug in is not visible or behind furniture or shelving, do not count it.	How many electrical plug-ins are available and easily accessible for public use?	0-31+
Please indicate the type of heating used in your library.	What type of heating system is used?	Boiler (Oil) Boiler (Natural Gas) Electric Forced Air (Oil) Forced Air (Natural Gas) Other
Select the **decade** when the heating	When was the heating system installed?	Pre 1950 1951-1960

system was installed. (Often this will be the same date as construction for the building.)		1961-1970 1971-1980 1981-1990 1991-2000 2001-2010 Post 2011
Humidity control refers to controlling relative humidity using a humidity sensor. If humidity is monitored and controlled in your library, indicate yes.	Is there humidity control?	Y/N
	Is there air conditioning?	Y/N

Renovations and upgrades

Consider consulting with a building caretaker, municipal staff or long term board member for the following questions.

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, if available.		Yes/ No	Year	Successful/ Unsuccessful	Estimated Cost
	Building expansion/ addition	Y/N		S/U	
	Interior renewal (extensive, more than half)	Y/N		S/U	
	HVAC replacement	Y/N		S/U	
	Electrical service replacement (complete)	Y/N		S/U	
	Lighting replacement (complete)	Y/N		S/U	
	Window replacement (extensive, more than half)	Y/N		S/U	
	Roof replacement (complete)	Y/N		S/U	
	Roof upgrade (shingled)	Y/N		S/U	
	Exterior re-cladding (extensive, more	Y/N		S/U	

	than 50%)				
	Foundation improvements (extensive, more than 50%)	Y/N		S/U	
	Landscaping and drainage	Y/N		S/U	
	Fire suppression system	Y/N		S/U	
	Other	Y/N		S/U	

Ownership

Ownership of public library facilities is different depending on participation in a regional, municipal or northern library system. Indicate primary responsibility for the library in the first question and whether the library or land is owned or leased in the second question.

Does your	Municipality School Library
Ownership	Own this facility Lease/rent this facility Own this land Lease/rent this land Other

Heritage status

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

The Directory of Federal Heritage Designations indicates **National Historic Sites** of Canada:
http://www.pcs.gov.sk.ca/Designation

Heritage property in Saskatchewan is listed on the Saskatchewan Register of Heritage Property:
http://www.pcs.gov.sk.ca/heritage-property-search

Individual **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?	Y/N
Is your library designated as a municipal or provincial heritage property under Saskatchewan's Heritage Property Act?	Y/N
Is your library designated as a heritage property under a municipal bylaw or listed on a	Y/N

	municipal heritage register?	

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 Minimum provincial standards are administered through local authorities (municipalities) in accordance with The Uniform Building and Accessibility Standards Act (http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/U1-2.pdf) and the National Building Code of Canada (http://www.nationalcodes.nrc.gc.ca/eng/nbc/).	Was the facility constructed to environmental standards (LEED or minimum provincial standards)?	Minimum provincial standards LEED certified LEED silver LEED gold LEED platinum Unknown

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

If the **entrance** has a ramp and a door wide enough for a person in a wheelchair to enter, indicate yes.	Does the facility have an accessible public entrance for persons with disabilities?	Y/N
An accessible **washroom** is a washroom that is large enough and has specific equipment to be used by a person in a	Does the facility have an accessible washroom that is	Y/N

wheelchair.	equipped for persons with disabilities?	
	Does the facility have public areas on multiple floors?	Y/N
If an **elevator** or **chair lift** is available to help a person with a disability access the library on multiple floors, indicate yes.	Does the facility provide access between levels for persons with disabilities?	Y/N
Accessible **parking** refers to clearly marked designated parking spots for people with disabilities, located close to the entrance.	Is there designated accessible parking at your library?	Y/N

Project Funding

Consider consulting the library board for the following questions.

If your library applied for and received **project funding** to complete a renovation project or upgrade, indicate yes.	Has your library received project funding for infrastructure upgrades in the last ten years?	Y/N
Corporate donations refer to funding provided by a business. **Philanthropic** donations refer to funding received from an individual or service organization.	If yes, what was the funding source:	Municipal Provincial Federal Corporate donations Philanthropic donations Other
If a specific **program or grant** funded the renovation or upgrade, name it here: e.g. Community Infrastructure Improvement Fund or Building Canada Fund.	Name of program or grant	
Many projects receive funding from **multiple sources**. If this project was funded by multiple sources, please note the funding source and the % funded by each source.	If a project received split funding, what was the % covered by each funder?	

Additional projects may have been funded over the last 10 years. Choose the most recent to answer the above questions and for any others, answer the same questions for that project in this box.	If your library received project funding for multiple upgrades in the last ten years, please provide the information for additional upgrades here:	

Planning

Consider consulting the library board for the following questions.

Significant indicates that multiple upgrades are required urgently.	Does your facility require significant renewal?	Y/N
	If yes, please describe the need:	
A **Capital Reserve** is a fund set aside for capital projects.	Do you have a Capital Reserve?	Y/N/Pending
A **Capital Plan** is a document outlining how capital funds will be used for the library.	Do you have a Capital Plan for Facilities?	Y/N/Pending

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

Consider consulting the library board for the following questions.

Security system refers to security gates at the door, alarm system installed. RFID uses Radio Frequency Identification tags to track material instead of barcodes.

Self checkout allows patrons to sign out materials on their own.

An information commons is a group of 10 or more public access computer stations.

A café refers to a place where food and drink is served.

Lounge space for adults includes adult sized furniture, located in close proximity to adult collections.

Lounge space for young adults includes comfortable furniture, located in close proximity to young adult collections.

Security system	Y/N/Currently available
RFID	Y/N/Currently available
Self checkout	Y/N/Currently available
Information commons	Y/N/Currently available
Coffee machine	Y/N/Currently available
Drink/Snack Machine	Y/N/Currently available
Cafe operated within the library	Y/N/Currently available
Lounge space for adults (comfortable seating arrangements)	Y/N/Currently available
Lounge space for young adults (comfortable seating arrangements)	Y/N/Currently available
Lounge space for children	Y/N/Currently available

Lounge space for **children** includes comfortable child-sized furniture, located near the children's collection.	(comfortable seating arrangements)		

Challenges/Issues			

Consider consulting the library board to answer these questions.

		Is this an issue in your library?	If 'yes' is selected, please rank the priority of this issue:
What are some of the most significant challenges the library board is facing with regards to this facility?			
	capital funding for facilities renewal	Y/N	Very High/ High/ Neutral/ Low/ Very Low
Select all that apply and then rank the priority for selected issues:	renovations and upgrades required	Y/N	Very High/ High/ Neutral/ Low/ Very Low
	maintenance costs	Y/N	Very High/ High/ Neutral/ Low/ Very Low
	flexibility of space	Y/N	Very High/ High/ Neutral/ Low/ Very Low
Insufficient space to meet library needs	public space - seating areas	Y/N	Very High/ High/ Neutral/ Low/ Very Low
Insufficient space to meet library needs	public space - program areas	Y/N	Very High/ High/ Neutral/ Low/ Very Low
Insufficient space to meet library needs	public space - meeting rooms	Y/N	Very High/ High/ Neutral/ Low/ Very Low
Insufficient space to meet library needs	space for collections	Y/N	Very High/ High/ Neutral/ Low/ Very Low
Insufficient space to meet library needs	space for closed stacks/storage of collections	Y/N	Very High/ High/ Neutral/ Low/ Very Low
Insufficient space to meet library needs	staff work space	Y/N	Very High/ High/ Neutral/ Low/ Very Low
	signage	Y/N	Very High/ High/ Neutral/ Low/ Very Low
	number of public	Y/N	Very High/ High/

	workstations		Neutral/ Low/ Very Low
	IT infrastructure space (e.g. server room, telecommunications closet-CNET space)	Y/N	Very High/ High/ Neutral/ Low/ Very Low
Inability to install due to current layout	self-checkout and RFID	Y/N	Very High/ High/ Neutral/ Low/ Very Low
Insufficient number of outlets to meet demand	number of outlets for public use	Y/N	Very High/ High/ Neutral/ Low/ Very Low
	air exchange/air quality	Y/N	Very High/ High/ Neutral/ Low/ Very Low
	number of washrooms	Y/N	Very High/ High/ Neutral/ Low/ Very Low
Size and location of washrooms, availability of hot water.	quality of washrooms	Y/N	Very High/ High/ Neutral/ Low/ Very Low
	availability of sufficient power to meet the service needs of the facility	Y/N	Very High/ High/ Neutral/ Low/ Very Low
	foundation issues	Y/N	Very High/ High/ Neutral/ Low/ Very Low
	asbestos	Y/N	Very High/ High/ Neutral/ Low/ Very Low
Library collections are heavy. Does the building have the proper floor load capacity for the weight of the books?	floor load capacity	Y/N	Very High/ High/ Neutral/ Low/ Very Low
	shifting - cracking walls, doors won't open	Y/N	Very High/ High/ Neutral/ Low/ Very Low
	mold	Y/N	Very High/ High/ Neutral/ Low/ Very Low
Snakes, bats, etc.	pests/rodents	Y/N	Very High/ High/ Neutral/ Low/ Very Low

Deteriorating, in need of replacement	shelving	Y/N	Very High/ High/ Neutral/ Low/ Very Low
Deteriorating, in need of replacement	roof	Y/N	Very High/ High/ Neutral/ Low/ Very Low
Deteriorating, in need of replacement	windows	Y/N	Very High/ High/ Neutral/ Low/ Very Low
	doors	Y/N	Very High/ High/ Neutral/ Low/ Very Low
	other: please specify.	Y/N	

Other

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

Uploads

Please upload **photos** that have been taken of the space within the last two years. (Photos in **.jpeg** or **.gif** format are preferred.)	Some suggested photos include: 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.
A **Capital Plan** outlines when and how any capital improvements are planned for the facility.	Please include a copy of the Capital Plan, if available.
A **floor plan** is a scaled drawing of the layout of the library space. It includes doorways, walls, windows and the placement of furniture and shelving.	Please include a copy of the floor plan, if available.