Capital Needs Analysis
Federation of Ontario Public Libraries

INTRODUCTION

The purpose of this survey is to support the Capital Needs Analysis being undertaken by the Federation of Ontario Public Libraries. The intended outcome of the Capital Needs Analysis is to identify the condition of existing Ontario public library facilities and place a dollar value on the infrastructure obligation. This will allow the Federation and stakeholders to advocate for the creation of an ongoing sustainable senior government capital program designated exclusively for the proper maintenance, renewal, renovation, rehabilitation and expansion of Ontario public libraries.

The participation of all libraries is vital to the success of this project. All communities have the potential to benefit from an evaluation of province-wide library infrastructure needs.

Please complete this survey by October 5, 2011!

We need the best information possible to build our case for increased public investment in library facilities. Before you begin the survey, we ask that you have some basic facility information at your fingertips, including:

- the YEAR your library facilities were constructed (or an estimated year)
- the YEAR your library facilities underwent a major renovation (or an estimated year)
- the SIZE (in square feet) of each library facility
- general indications of the PHYSICAL ACCESSIBILITY of each library facility

You may wish to review a complete list of the survey questions before starting. This can be found at www.fopl.ca.

CONSENT STATEMENT

The purpose of this survey is to support the Capital Needs Analysis being undertaken by the Federation of Ontario Public Libraries. You are invited to participate in this survey because you represent a public library institution in the Province of Ontario. Your participation in this study is voluntary (but is certainly encouraged as it will help to build the case for future infrastructure investment). If you decide to participate in this survey, you may withdraw at any time.

For smaller library systems (3 facilities or less), the survey should take about 10 to 15 minutes to complete. For systems with more facilities, please allow about 3 minutes for each additional facility.

We will do our best to keep the data specific to individual library systems confidential. The information will be tabulated and analyzed to provide a high-level portrayal of the facilities that support the library sector in Ontario – individual library systems will not be identified in the Capital Needs Analysis. The results of this survey will be used for the purposes of this study only and may be shared with Federation of Ontario Public Library representatives.

Federation of Ontario Public Libraries – Capital Needs Analysis Survey (hard copy)   Page 1
COMPLETE BY OCTOBER 5, 2011 (also available at www.surveymonkey.com/s/FOPLsurvey)

INSTRUCTIONS & NOTES

1. The survey had been divided into sections, each dealing with a different topic (e.g., contact information, central library data, branch library data, accessibility, and future needs). Although responses to some questions are mandatory, you only have to complete the sections that relate to your library system.

2. You are encouraged to complete the survey in one session. If a session is aborted prior to submitting the data, you will not be able to retrieve it and will have to start over.

3. It is strongly encouraged that one staff person from your library system be responsible to complete the entire survey. In this way, one entry per system will be generated.

   In larger library systems, the survey may require the assistance of multiple staff familiar with various facilities. If multiple responses are received from the same library system, we will review the submissions and combine the information contained within each response. If multiple entries cannot be avoided, each respondent must complete the contact information on the survey's first page. It is also recommended that you notify the Federation (see below) that multiple responses will be submitted. Contact with individual library systems may be required in order to confirm the accuracy of the complete entry.

4. You are encouraged to complete the survey on-line. However, for your convenience, the identical survey is also in PDF format on the Federation's website (www.fopl.ca). Should you wish to receive the survey in an alternate format, please contact the Federation.

5. The survey has been designed to collect data on library systems with up to 20 service outlets. We will be contacting the larger systems directly in order to identify alternate means to collect facility-specific data.

6. All raw data collected will remain strictly confidential and will be used and stored in compliance with the Freedom of Information and Protection of Privacy and the Municipal Freedom of Information and Protection of Privacy legislation.

7. To maintain integrity with the online survey, questions on this hard copy version are not numbered sequentially.

8. **An asterisk (*) denotes a required response.**

9. Should you have any questions about the survey design, responses, or end use, you may contact the Federation's project manager:

   David Allen, CEO
   Federation of Ontario Public Libraries
   416-395-0746
   davidallen@fopl.ca

The survey can be accessed through the following link: www.surveymonkey.com/s/FOPLsurvey

Please complete the survey by October 5, 2011.

CONTACT INFORMATION

*2.   Name of Library System _____

*3.   Does your library provide direct service to contracting municipalities and/or First Nation
        communities? (select one only)

                □ Yes (go to Q4)
                □ No (go to Q5)
                □ Don't know (go to Q5)

4.   Please list the contracting municipalities and/or First Nation communities that your library provides
        direct service to.

        _____

        _____

*5.   Name of Library Director/Chief/CEO   _____

*6.   Name of person completing this survey   _____

*7.   Title/position of person completing this survey   _____

*8.   Telephone number for person completing this survey   _____

*9.   Email address for person completing this survey   _____

CENTRAL LIBRARY

To compile Province-wide inventory data, we need to know how many of the following your library system
has. You will be asked about branch libraries later in the survey.

10.   Number of bookmobiles.
        Note: "Bookmobile" refers to a mobile facility for delivering public library service.

                _____

*11.   Number of central/main libraries. (select one only)
        Note: *"Central/Main Library" refers to the primary library service outlet within the community,
        generally intended to provide a wide range of library services for the entire community. This excludes
        bookmobiles, book nooks, book depots, deposit collections, etc.*

                □ 0 (go to Q28)
                □ 1 (go to Q12)

*12.   Name of Central/Main Library   _____

*13.   Total size of Central/Main Library in square feet (including public and staff space)

                _____

*14.   Is the Central/Main Library a: (select one only)

                □ Permanent facility
                □ Temporary or interim facility
                □ Don't know

15. Is the Central/Main Library (or a part of it) designated as a heritage facility? (select one only)
     Note: A "Heritage Facility" refers to a building designated under the Ontario Heritage Act or identified as such in a local municipal inventory. This may include a portion of the building that is in current library use.

     ☐ Yes
     ☐ No
     ☐ Don't know

*16. Does your Library/Municipality/First Nation: (select one only)

     ☐ Own this facility (go to Q17)
     ☐ Lease this facility (go to Q22)
     ☐ Don't know (go to Q22)

17. Year the Central/Main Library was constructed (if exact year is not known, please estimate).
     Note: "Year library facility was constructed" refers to the building in which the library is situated. In cases where the building was constructed for library purposes, this represents the first year of occupancy. If the library was moved into an existing building that was originally constructed for other purposes, this represents the year that the existing building was constructed (not the year the library moved in).

     _____

*18. To the best of your knowledge, has the Central/Main Library ever undergone a major renovation? (select one only)
     Note: "Major Renovation" refers to a substantial alteration, expansion, or renovation to existing space that is extensive enough such that normal building operations cannot be performed while the work is in progress (this excludes renovations in non-occupied spaces, such as mechanical and exterior projects). A major renovation may include: building expansion/addition; interior rehabilitation (extensive, more than 50%); HVAC replacement (complete); electrical service/lighting replacement (complete); window replacement (extensive, more than 50%); roof replacement (complete); exterior re-cladding (extensive, more than 50%); or foundation improvements (extensive, more than 50%).

     ☐ Yes (go to Q19)
     ☐ No (go to Q20)
     ☐ Don't know (go to Q20)

19. Which of the following renovation projects have been completed on this library and when were they completed? (select all that apply)

	Major Renovation	Year (approximate)	
Building expansion/addition	☐ Yes (year →) ☐ No ☐ Don't know	☐ 2005-present ☐ 2000-2004 ☐ 1995-1999 ☐ 1990-1994	☐ 1985-1989 ☐ 1980-1984 ☐ pre-1980 ☐ Don't know
Interior rehabilitation (extensive, more than 50%)	☐ Yes (year →) ☐ No ☐ Don't know	☐ 2005-present ☐ 2000-2004 ☐ 1995-1999 ☐ 1990-1994	☐ 1985-1989 ☐ 1980-1984 ☐ pre-1980 ☐ Don't know
HVAC replacement (complete)	☐ Yes (year →) ☐ No ☐ Don't know	☐ 2005-present ☐ 2000-2004 ☐ 1995-1999 ☐ 1990-1994	☐ 1985-1989 ☐ 1980-1984 ☐ pre-1980 ☐ Don't know
Electrical service/lighting replacement (complete)	☐ Yes (year →) ☐ No ☐ Don't know	☐ 2005-present ☐ 2000-2004 ☐ 1995-1999 ☐ 1990-1994	☐ 1985-1989 ☐ 1980-1984 ☐ pre-1980 ☐ Don't know

	Major Renovation	Year (approximate)	
Window replacement (extensive, more than 50%)	☐ Yes (year →) ☐ No ☐ Don't know	☐ 2005-present ☐ 2000-2004 ☐ 1995-1999 ☐ 1990-1994	☐ 1985-1989 ☐ 1980-1984 ☐ pre-1980 ☐ Don't know
Roof replacement (complete)	☐ Yes (year →) ☐ No ☐ Don't know	☐ 2005-present ☐ 2000-2004 ☐ 1995-1999 ☐ 1990-1994	☐ 1985-1989 ☐ 1980-1984 ☐ pre-1980 ☐ Don't know
Exterior re-cladding (extensive, more than 50%)	☐ Yes (year →) ☐ No ☐ Don't know	☐ 2005-present ☐ 2000-2004 ☐ 1995-1999 ☐ 1990-1994	☐ 1985-1989 ☐ 1980-1984 ☐ pre-1980 ☐ Don't know
Foundation improvements (extensive, more than 50%)	☐ Yes (year →) ☐ No ☐ Don't know	☐ 2005-present ☐ 2000-2004 ☐ 1995-1999 ☐ 1990-1994	☐ 1985-1989 ☐ 1980-1984 ☐ pre-1980 ☐ Don't know
Other (please specify)		☐ 2005-present ☐ 2000-2004 ☐ 1995-1999 ☐ 1990-1994	☐ 1985-1989 ☐ 1980-1984 ☐ pre-1980 ☐ Don't know

20. Which of the following best describes the Central/Main Library: (select one only)

☐ Stand-alone building (i.e., not attached to another indoor use)
☐ Part of a multi-use complex / shared space arrangement (e.g., community centre, municipal office, school, shopping centre, etc.)
☐ Don't know

21. To better understand the facility's type of construction, which of the following best describes the primary material on the exterior of the Central/Main Library: (you may select up to 2 if a primary material cannot be discerned)

☐ Brick
☐ Concrete block
☐ Glass
☐ Metal siding
☐ Stone
☐ Stucco
☐ Wood siding
☐ Unknown
☐ Other (please specify) _____

22. Which of the following is the primary agency responsible for funding the capital maintenance of the Central/Main Library?
Note: "Capital Maintenance" refers to significant repairs to the building envelope and/or interior spaces or the replacement of major equipment (such as mechanical systems). This category of maintenance is over and above annual repair and maintenance budget that deals with day-to-day wear and tear on the facility.

☐ Lower-tier municipality
☐ Upper-tier municipality (County or Region)
☐ First Nation
☐ School board
☐ Private sector
☐ Don't know
☐ Other (please specify) _____

23. On a scale of 1 to 10 (where "1" is poor and "10" is excellent), how would you characterize the physical condition of the [Q12] and its building systems (do not rate the facility's size, design, accessibility, or location)? (select one only)

1 (Poor)	2	3	4	5	6	7	8	9	10 (Excellent)	Don't Know
○	○	○	○	○	○	○	○	○	○	○

24. Does the Central/Main Library have an accessible public entrance for persons with disabilities? (select one only)
Note: "Accessible Public Entrance" refers to a minimum of one public access point into the building that can be used by the general public, including persons with disabilities. This includes the approach walk, the vertical access leading to the entrance platform, the entrance platform itself, vestibules (if provided), the entry door(s), and the hardware of the entry door(s). Considerations for an "accessible entrance" include (but may not be limited to) a curb ramp from parking lot, a reasonably-sloped ramp to the entrance if building is not at grade, a power-assisted automatic door, a sufficiently wide doorway, etc.

☐ Yes
☐ No
☐ Don't know

25. Does the Central/Main Library have an accessible washroom that is equipped for persons with disabilities? (select one only)
Note: "Accessible Washroom" refers to a minimum of one washroom (toilet facility) that can be used by persons with disabilities. This washroom does not have to be dedicated; it could also be available to the general public as well as both genders (i.e., individual or shared). Considerations for an "accessible washroom" include (but may not be limited to) a large/accessible stall suitable for a wheelchair/scooter and an attendant, an appropriately mounted lavatory, suitable washroom fixtures and accessories, a power-assisted automatic door, a sufficiently wide doorway, etc.

☐ Yes
☐ No
☐ Don't know

26. Does the Central/Main Library have public areas on multiple floors? (select one only)

☐ Yes (go to Q27)
☐ No (go to Q28)
☐ Don't know (go to Q28)

27. Does the Central/Main Library provide access between levels for persons with disabilities? (select one only)
Note: Considerations for "access between levels" include a passenger elevator and/or platform lift.

☐ Yes
☐ No
☐ Don't know

BRANCH LIBRARIES

28. Number of branch libraries.
Note: "Branch Library" refers to a secondary library service outlet within the community, generally intended to provide a more narrow range of library services targeted to a specific sub-area of the community. This excludes bookmobiles, book nooks, book depots, deposit collections, etc.

_____ (if "0", go to Q50)

NOTE: Please fill our one column in the following table for each branch within your library system. This table is 3 pages long. **If you have more than 5 branches, please copy this table and complete for additional branches (please select the proper library number along the top).** If you have more than 20 branches, please contact us to identify alternate means of inputting the branch library data.

	Please check →	☐ Branch #1 ☐ Branch #6 ☐ Branch #11 ☐ Branch #16	☐ Branch #2 ☐ Branch #7 ☐ Branch #12 ☐ Branch #17	☐ Branch #3 ☐ Branch #8 ☐ Branch #13 ☐ Branch #18	☐ Branch #4 ☐ Branch #9 ☐ Branch #14 ☐ Branch #19	☐ Branch #5 ☐ Branch #10 ☐ Branch #15 ☐ Branch #20
29.	Name of Branch					
30.	Is this branch a:	☐ Permanent facility ☐ Temporary/interim facility ☐ Don't know	☐ Permanent facility ☐ Temporary/interim facility ☐ Don't know	☐ Permanent facility ☐ Temporary/interim facility ☐ Don't know	☐ Permanent facility ☐ Temporary/interim facility ☐ Don't know	☐ Permanent facility ☐ Temporary/interim facility ☐ Don't know
31.	Total size of branch in square feet (including public and staff space)					
32.	Is the branch (or part of it) designated as a heritage facility? (see definition under Q15)	☐ Yes ☐ No ☐ Don't know	☐ Yes ☐ No ☐ Don't know	☐ Yes ☐ No ☐ Don't know	☐ Yes ☐ No ☐ Don't know	☐ Yes ☐ No ☐ Don't know
*33.	Does your Library/Municipality/First Nation own or lease this branch?	☐ Own (go to Q34) ☐ Lease (go to Q39) ☐ Don't know (go to Q39)	☐ Own (go to Q34) ☐ Lease (go to Q39) ☐ Don't know (go to Q39)	☐ Own (go to Q34) ☐ Lease (go to Q39) ☐ Don't know (go to Q39)	☐ Own (go to Q34) ☐ Lease (go to Q39) ☐ Don't know (go to Q39)	☐ Own (go to Q34) ☐ Lease (go to Q39) ☐ Don't know (go to Q39)
*34.	Year branch was constructed. (see definition under Q17)					
37.	Which of the following best describes the branch?	☐ Stand-alone building (i.e., not attached to another indoor use) ☐ Part of a multi-use complex / shared space arrangement (e.g., community centre, municipal office, school, shopping centre, etc.) ☐ Don't know	☐ Stand-alone building (i.e., not attached to another indoor use) ☐ Part of a multi-use complex / shared space arrangement (e.g., community centre, municipal office, school, shopping centre, etc.) ☐ Don't know	☐ Stand-alone building (i.e., not attached to another indoor use) ☐ Part of a multi-use complex / shared space arrangement (e.g., community centre, municipal office, school, shopping centre, etc.) ☐ Don't know	☐ Stand-alone building (i.e., not attached to another indoor use) ☐ Part of a multi-use complex / shared space arrangement (e.g., community centre, municipal office, school, shopping centre, etc.) ☐ Don't know	☐ Stand-alone building (i.e., not attached to another indoor use) ☐ Part of a multi-use complex / shared space arrangement (e.g., community centre, municipal office, school, shopping centre, etc.) ☐ Don't know

Please check →	□ Branch #1 □ Branch #6 □ Branch #11 □ Branch #16	□ Branch #2 □ Branch #7 □ Branch #12 □ Branch #17	□ Branch #3 □ Branch #8 □ Branch #13 □ Branch #18	□ Branch #4 □ Branch #9 □ Branch #14 □ Branch #19	□ Branch #5 □ Branch #10 □ Branch #15 □ Branch #20
38. To better understand the facility's type of construction, which of the following best describes the primary material on the exterior of the branch (select up to 2 if a primary material cannot be discerned):	□ Brick □ Concrete block □ Glass □ Metal siding □ Stone □ Stucco □ Wood siding □ Unknown □ Other _____	□ Brick □ Concrete block □ Glass □ Metal siding □ Stone □ Stucco □ Wood siding □ Unknown □ Other _____	□ Brick □ Concrete block □ Glass □ Metal siding □ Stone □ Stucco □ Wood siding □ Unknown □ Other _____	□ Brick □ Concrete block □ Glass □ Metal siding □ Stone □ Stucco □ Wood siding □ Unknown □ Other _____	□ Brick □ Concrete block □ Glass □ Metal siding □ Stone □ Stucco □ Wood siding □ Unknown □ Other _____
39. Which of the following is the primary agency responsible for funding the capital maintenance of the branch?	□ Lower-tier municipality □ Upper-tier municipality (County or Region) □ First Nation □ School board □ Private sector □ Don't know □ Other _____	□ Lower-tier municipality □ Upper-tier municipality (County or Region) □ First Nation □ School board □ Private sector □ Don't know □ Other _____	□ Lower-tier municipality □ Upper-tier municipality (County or Region) □ First Nation □ School board □ Private sector □ Don't know □ Other _____	□ Lower-tier municipality □ Upper-tier municipality (County or Region) □ First Nation □ School board □ Private sector □ Don't know □ Other _____	□ Lower-tier municipality □ Upper-tier municipality (County or Region) □ First Nation □ School board □ Private sector □ Don't know □ Other _____
40. On a scale of 1 to 10 (where "1" is poor and "10" is excellent), how would you characterize the physical condition of the branch and its building systems (do not rate the facility's size, design, accessibility, or location)?					
*35. To the best of your knowledge, has this branch ever undergone a major renovation? (see definition under Q18)	□ Yes (go to Q36) □ No (go to Q50) □ Don't know (go to Q50)	□ Yes (go to Q36) □ No (go to Q50) □ Don't know (go to Q50)	□ Yes (go to Q36) □ No (go to Q50) □ Don't know (go to Q50)	□ Yes (go to Q36) □ No (go to Q50) □ Don't know (go to Q50)	□ Yes (go to Q36) □ No (go to Q50) □ Don't know (go to Q50)

		□ Branch #1	□ Branch #2	□ Branch #3	□ Branch #4	□ Branch #5
	Please check →	□ Branch #6	□ Branch #7	□ Branch #8	□ Branch #9	□ Branch #10
		□ Branch #11	□ Branch #12	□ Branch #13	□ Branch #14	□ Branch #15
		□ Branch #16	□ Branch #17	□ Branch #18	□ Branch #19	□ Branch #20
36.	Which of the following renovation projects have been completed on this library and when were they completed (select all that apply)?	(see code list below for all that apply – e.g., A1) _____ _____ _____ _____ _____ _____ _____ _____	(see code list below for all that apply – e.g., A1) _____ _____ _____ _____ _____ _____ _____ _____	(see code list below for all that apply – e.g., A1) _____ _____ _____ _____ _____ _____ _____ _____	(see code list below for all that apply – e.g., A1) _____ _____ _____ _____ _____ _____ _____ _____	(see code list below for all that apply – e.g., A1) _____ _____ _____ _____ _____ _____ _____ _____

Codes for Q36

Major Renovation Type	
A	Building expansion/addition
B	Interior rehabilitation (extensive, more than 50%)
C	HVAC replacement (complete)
D	Electrical service/lighting replacement (complete)
E	Window replacement (extensive, more than 50%)
F	Roof replacement (complete)
G	Exterior re-cladding (extensive, more than 50%)
H	Foundation improvements (extensive, more than 50%)
I	Other (please specify)

Year (approximate)	
1	2005-present
2	2000-2004
3	1995-1999
4	1990-1994
5	1985-1989
6	1980-1984
7	pre-1980
8	Don't know

50.   How many of your branch libraries have an accessible public entrance for persons with disabilities? (see Q24 for definition of accessible public entrance)

_____

51.   How many of your branch libraries have an accessible washroom that is equipped for persons with disabilities? (see Q25 for definition of accessible washroom)

_____

52.   How many of your branch libraries have public areas on multiple floors?

_____

53.   Of the branch libraries that have public areas on multiple floors, how many provide access between levels for persons with disabilities? (see Q26 for definition of access between levels)

_____

PLANNING/GAPS

This last topic area relates to existing library facility distribution and future needs.

54.   Thinking about all library facilities within your system, would you say that all persons residing in the community are required to travel less than 30 minutes to reach the nearest stationary or mobile public library service outlet. (select one only)
Note: A "service outlet" refers to a stationary or mobile facility for delivering public library service. This excludes virtual/digital library services and administrative locations that do not directly serve the public.

☐ Yes
☐ No
☐ Don't know

55.   In the past 5 years, has your library system undertaken a planning process to examine the library's current and future space requirements in light of local needs (e.g., master plan, needs assessment, etc.)? (select one only)

☐ Yes (go to Q56)
☐ No (go to Q57)
☐ Don't know (go to Q57)

56.   Please indicate approximately how much additional library space (square feet) has been identified to meet future requirements (up to and including the year 2021).

_____

_____

ADDITIONAL COMMENTS

57.   Please enter any additional comments related to the survey and/or your library facility inventory.

_____

_____

_____

_____

Thank you for your participation in this important initiative for the Ontario public library community!