YUKON

YUKON COMMUNITY LIBRARIES
FACILITIES REVIEW

Resource Planning Group Inc.

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YUKON

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2019 September 30

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1.0 EXECUTIVE SUMMARY

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1.0 EXECUTIVE SUMMARY

PURPOSE OF THE STUDY

The Yukon Government is in the process of evaluating the needs of its 14 community libraries. This Facilities Review will assess the libraries across various measures, looking at community demographics, operations and staffing, public accommodation, collection, and space provisions.

The review will provide the client and others, short and long-term recommendations based on the needs expressed by the libraries as well as general trends in library services.

It will also provide the client and others with a reference manual that can be used to assist in the development of design as well as administrative and organization policies and new services and operational procedures.

This review will additionally provide project approval and funding authorities with a business case, identifying capital and operational costs and include an implementation plan providing a schedule of capital improvements and/or new construction.

DESCRIPTION OF THE WORK

RPG initialed the project, and between July 9th and July 11th, visited three of the 14 community libraries in the Yukon. Meetings were conducted in Tagish, Carmacks, and Watson Lake. Whitehorse Public Library was also included among the libraries visited but is not within the project scope.

Between July 29th and July 31st, a series of teleconferences were conducted with 11 of the remaining libraries including both the Yukon Government's Community Libraries Liaison and Property Manager for Highways and Public Works.

An online survey was distributed to each of libraries following the meetings and collected on August 9th by the Community Libraries Liaison for analysis by RPG. The results of the survey are recorded in Appendix A of this document. RPG subsequently summarized the items discussed during the meetings and collected from the survey.

A teleconference was held on August 21st with the Community Libraries Liaison and Property Manager for Highways and Public Works to discuss the draft Facilities Review and next steps.

A second teleconference was held on September 4th with the Community Libraries Liaison, the Director of Public Libraries, and the Property Manager for Highways and Public Works to discuss next steps on developing cost estimates for both Carcross and Tagish Community Libraries.

Final edits were collected through the week of September 16th and the document revised, with a draft of Section 6 sent out on September 23rd and a complete final draft sent out on September 24th . A teleconference was conducted on September 25th to review the final draft document.

GENERAL LIBRARY TRENDS

Public libraries are transforming with trends occurring in four primary categories: client experience, service delivery, technology, and facilities.

Libraries and librarians are departing from the role of gatekeepers of information but rather, assist in the application and exchange of information for self-directed study. Increased programming is also part of the changing direction in client experience as is the focus on technological literacy.

Service delivery trends involve a shift toward the use of online resources for specific collections while managing the size of print material. Patrons are able to sign-out items other than books (i.e. video games). Programming is also developed to suit the needs of the community and collaboration with various community resources is increasing in importance.

Technological development provides patrons with online access to a library's catalogue and assists in improving operational efficiency. Makerspaces and digital medial labs are increasingly emerging, providing patrons with opportunities to explore and expand their technological knowledge. Libraries are also providing robust IT infrastructure to support user devices.

Libraries are well-used public facilities that benefit from architectural presence and high visibility. Internally, they are becoming easier to navigate, both physically and visually. There is also more focus on user comfort and accessibility. Greater space is dedicated for community gatherings and programming as print collections are being reduced. Staff workspaces are also higher quality and more centrally integrated within the library.

SPECIFIC TRENDS

Yukon Community Libraries are very familiar with the populations they serve, adjusting operating hours and programming to suit events occurring in the community.

Many of the libraries are housed in schools, community centres, and government buildings with some library spaces dedicated for shared community use.

Internet usage is popular among library patrons due to limited internet accessibility in the Yukon.

The collections of most Community Libraries feature a Northern collection.

ALLOCATION GUIDELINES

Library planning standards from various other jurisdictions across Canada and the US were analyzed and used to inform those generated for the Yukon. More particularly, RPG reviewed the per capita allocations of smaller libraries in three provinces to understand the impact of smaller populations on the per capita space allocation. Of

note is that there is an inverse relationship between size of service population and the per capita allocation.

Based on this information, the recommended allocation guidelines for the Yukon are based on size of the service population and level of service (per capita interactions). From this, a recommend square footage per capita was developed by library size for each level or tier of service as shown below.

TABLE 1. PER CAPITA ALLOCATIONS (SF/CAPITA) BY LIBRARY SIZE AND SERVICE LEVEL/TIER

Future Service Population	Baseline	Enhanced	Exemplary
Small – up to 350	4.25 sf/cap.	4.50 sf/cap.	4.75 sf/cap.
Medium – Between 351 and 750	3.00 sf/cap.	3.25 sf/cap.	3.50 sf/cap.
Large – 751 and greater	2.00 sf/cap.	2.25 sf/cap.	2.50 sf/cap.

For planning purposes, the Per Capita Allocations are multiplied by the Future Service Population of the community to identify the Space Allocation. The space allocation is measured in Building Gross Square Feet.

The various elements that comprise each library (such as collections, computer stations, seating, meeting space and staff space) were also defined and when added together produce a total area that generally aligns with the Baseline Per Capita Allocations noted above. The various elements are shown below.

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2.0 CONTEXT

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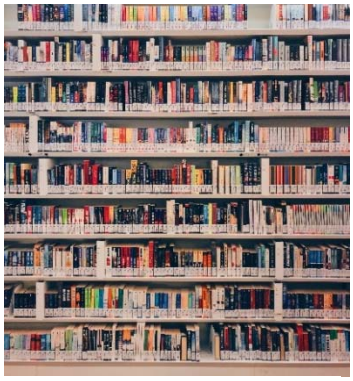
2.0 CONTEXT

STRATEGIC MISSION OF PUBLIC LIBRARIES AND KEY STRATEGIC ISSUES



https://unsplash.com/

Strategic Mission of Public Libraries

Libraries specialize in:

- Individual empowerment;
- Community cohesion; and
- Life-long education.

Library services include:

- Information storage and access and communication;
- Educational and culture enrichment;
- Connectivity within and beyond the community;
- Creation and innovation; and
- Social inclusion and interaction.

Determinants of Library Services include:

- Library services trends;
- Community expectations;
- Operational parameters;
- Professional library standards;
- Funding;
- Condition of facilities; and
- Speed and robustness of Internet connection.

https://unsplash.com/

Key Strategic Issues

The Evolving Vision

Twenty-five years ago, libraries were forecast to become irrelevant due to technological change and declining attendance. The actual performance of public libraries has defied every expectation. Now they are strategically positioned as catalysts for sustained community interaction, innovation and development.

Marketing and Visibility

Most public library systems are experiencing ongoing challenges in continually educating their communities by way of marketing and advocacy, in order to raise awareness of the scope and complexity of services provided, the vital role those services play in the well-being of the community, and the expertise and resources required in delivering those services.

Ancillary Funding

There is a growing trend to recognize the strategic importance of, and opportunities provided by ancillary fundraising initiatives, including those of Library Friends, Volunteers and Foundations. Public libraries have a long tradition of philanthropic support, yet many library systems do not have the resources to develop strategic philanthropic opportunities.

Predictable External Support

Any shared and/or supporting civic, municipal or government services must respond, in quality and scope, to the library's continually changing operational needs. Responsive information systems, security, and facilities management infrastructures are vital for operational effectiveness.

Staff Development

The combination of impending staff retirements and emerging future services, leading to changing job profiles and required technical proficiencies, requires that strategies be identified to attract well qualified staff into public library systems.

GENERAL LIBRARY TRENDS

Comments below describe basic trends evident in the public's patterns of use and the community's emerging expectations of public library systems, including an outline of implications for the delivery of future public library services.

The technologies, services, facilities, and activities of public libraries are in the process of remarkable metamorphosis. That said, much of the traditional library remains.

More members of the community access, retrieve, manipulate and exchange more information than previously. The proliferation of information, the variety of formats and applications, and the range and velocity of exchange and communication has expanded and empowered the library's services and increased engagement with the community.

This transformation is continuing, and the public library consequently continues to move further into a position of social, cultural, and educational leadership. Trends are described below in four general categories:

- Client experience;
- Service delivery;
- Technology; and
- Facilities.

PATRON EXPERIENCE

Four General Overarching Themes

Library services have moved from away from being a place where books and audiovisual resources are stored and accessed to include the following four themes that support patron experience:

- Inspiration – through collections, digital access, programming and activities;
- Learning – through collection and Internet resources, programs, independent study;
- Meeting – support for informal and formal community building through non-programmed activities (reading side by side) as well as formal activities (programs); and
- Creation – through applications, maker activities, and opportunities to perform.

Array of Programs and Events

The library is expected to provide free events that are planned and run by library staff, volunteers or community partners. These events include programs focusing on current community issues, workshops, and courses that teach about social media use.

Special Community Services

Many types of literacy are required to build and sustain success in contemporary society. Library patrons present the widest spectrum of types of literacy challenges: reading, writing, language, civic, financial, and legal literacy, to name a few. In a mobile society which experiences many newcomers, all types of literacy challenges must continue to be addressed.

Levels of Technological Literacy

The need for technological literacy of all ages of the general public continues to increase resulting in greater familiarity and dexterity in locating, accessing, interpreting, assembling, and communicating information.

Libraries are responding by providing clients with computers and hand-held devices, as well as programs that make use of personal technology and that recognize that even the very young and the very old are now technologically literate. At the same time, there is recognition that training in the manipulation of digital information is required by many library patrons.

Technological literacy is now an essential component for patrons wishing to better their economic conditions and is also essential for effective content creation in new products and services.

There continues to be inequities in access to information and communication systems; patrons expect library systems to continue to address these inequities by providing access to computers and the Internet as well as technology assistance.

Access

There are many emerging strategies for promoting access and utilization of library services: user friendliness, visible and easily accessed online services and physical image and transparency of the library facility are all critical.

Self-Service and Independent Activity

Patrons of public libraries are now used to independent direction, information access, and self-service, with decreased need for traditional staff-assisted services.

In the planning and design of new facilities, there is an emphasis on spatial clarity and functional transparency, empowering patrons to access library space and resources independently.

Patron Collaboration

Patrons of public libraries increasingly participate in the design and delivery of library services, including:

- Selection of collection resources;
- Identifying, designing and implementing programs;
- Peer counselling and tutoring; and
- Using print and technology resources.

Interfaces such as these are essential aspects of maintaining an ongoing effective response to actual community needs.

Interaction with Staff

With patrons empowered by their familiarity and dexterity with informational resources, staff are in turn becoming more specialized, often involved in identifying and navigating database, development of programs, and updating their proficiency with technology and applications.

The major public library systems are reinterpreting the role of staff assistance; the role has evolved toward on-demand, in situ, personal interaction with the public, as opposed to the traditional role as gatekeepers of collection resources.

The majority of the public library's work now involves working with people, rather than working with collections. The goal is to provide not solely access to information, but application of information, and exchange of information.

SERVICE DELIVERY

Collection Profile

Generally, the trend in all public library systems is toward a significant decrease in the size of the overall print collection, accompanied by an emphasis on creating a collection that focuses on current and popular materials. This increases circulation and use of collection resources.

The following specific examples indicate the changing proportions and types of collection formats:

- Decreasing print non-fiction, newspaper, periodicals, collections;
- Decreasing DVD and CD collections;
- Level fiction collections;

- Increasing online databases, non-fiction information and periodicals; and
- Growth of patron-driven collection acquisitions.

https://unsplash.com/

Library of Things

A growing trend involves the introduction of a "library of things", that allows patrons to check out items other than books. Items may include laptop computers, e-readers, video games, sewing machines, musical instruments, board games, crafting equipment, and technology, such as projectors and cameras.

Response to the Community

Libraries continue to experience demand for increased community programming, based not only on collection and information resources, but also on age and ethnic related health, recreational, and career topics that reflect the diversity of the community.

These include actively promoting new forms of community involvement and interaction, including initiatives that focus on early education, lifestyle themes, education, and local history.

Ongoing demographic information is required to ensure that service and program responses are realistic and effective, and that they contribute proactively to the development and stability of the community.

Notably, the traditional connections to learning resources have proliferated, requiring access to local, national and international information networks.

https://unsplash.com/

Community Partnerships

Public library systems are making increasingly valuable contributions to the development, prosperity, and health of communities by fostering innovative outreach and partnerships with other civic services, business and commerce, and with all levels of public education.

Public library systems are actively engaged with community groups, cultural agencies, and various levels of education. The contemporary library is an active agent, not a passive resource.

Another imaginative example of community partnership occurs in Friesland, Netherlands, where the public library has introduced the FabLab, Europe's first mobile makerspace, housed in a converted library bus. The vision is to bring making and 21st century skills to primary and secondary students.

TECHNOLOGY

Online Services

The public library must now be viewed not only as a distributed physical system, but also a distributed and connected virtual system: the library without walls.

Sophisticated and reliable IT access, connectivity, and infrastructure support is crucial to the effective operation of the public library.

Most public libraries now offer extensive online administrative and collection access services; access to these services removes barriers to library services and resources as well as increasing their transparency.

Evolving Technology

Public library systems continue to utilize robust and flexible information infrastructure that accepts technological innovation, integrates multiple information systems, and connects to national and global databases.

Automated processes will continue to prove invaluable for operational efficiency. Examples include collection sorting and distribution, client communication by e-mail, and centralized electronic signage and display.

Some libraries offer access to 3D printing, vinyl cutting, soldering, and electronics like the Raspberry Pi. Some involve children and young people with science, technology, engineering, and mathematics. Some involve partnerships between local schools and library staff, and involve Lego Mindstorm® robots, and Scratch software coding.

Sustained Connectivity

All systems– in-house and online– are dependent on the integrity of the communications infrastructure; demands on the scope, quality, and security of information systems continues to grow. Reliable and affordable broadband capacity continues to be essential.

Increased Applications

Albion Library
https://perkinswill.com

With the general growth in public computer literacy, greater demands are being made on IT systems and peripheral applications that support private career, business, and creative and recreational initiatives. Coding skill development and gaming opportunities are two examples of applications that are typically expected in public library systems.

Patrons are also widening the range of their information applications; for instance, they are now expecting and making use of multifunctional makerspaces equipped for both analogue and digitally supported creative processes involving 3D printers as well as conventional tools.

Another trend is the creation of digital media labs that allow patrons to engage in active learning, experience new media and information formats, and collaborate in technology-rich spaces.

Focus of Technology Resources

There will continue to be more user-owned and carried devices, and a corresponding decline in the number of in-house devices required. The library system will involve a greater focus on IT infrastructure support services and expertise than on the provision of actual IT devices.

FACILITIES

Importance of Place

Boston Public Library
https://rawnarch.com/

Libraries are highly used community destinations. They are typically the first choice as a place of gathering. Attendance at public libraries shows no indication of decreasing. Typically, when new facilities are introduced, attendance nearly doubles. In addition, studies have shown that larger facilities attract more activity.

For optimal community impact and operational efficiency, public library facilities require high levels of visibility, architectural presence, and public and service access.

Community Development

Due to the large numbers of people attending library facilities, library facilities deserve consideration as critical components of community planning and urban development. Co-location with civic, commercial and/or residential partners, and with key urban transit points offers the opportunity to create and sustain urban energy and focus.

An example is the joint understanding between the City of Calgary planning department and Calgary Public Library, in which the location of community libraries is understood to be a critical factor in the identification and design of emerging urban nodes throughout the developing city, where transit and public and private services intersect.

Functional Transparency

City Library Bruges
https://www.archdaily.com

Public libraries are being designed or modified to improve their functional transparency and optimize public navigation and ease of use. Spaces are designed to be barrier-free and easily adaptable.

Trends in library interior design emphasize reconfigurable and modular furniture, mobile shelving, and bright colours. Ergonomic response and user comfort are critical to encourage patron utilization and satisfaction. Seating and shelving can form new spaces and delineation between functions.

Space Allocation

The proportions of space allocated for social and program delivery activities vs. spaces required for collection storage and display continues to evolve. The library has become as much about what people do with information than it is about storing books.

Collection planning in most Canadian public libraries now involves a significant decrease in collection sizes; space planning has reflected this decrease and now includes a corresponding increase in spaces for patron activities and interaction.

Space for print and digital information storage, access and retrieval, in conjunction with related spaces for dialogue and group activity have led to new models of space allocation.

The Waterdown Library and Civic Centre
https://www.archdaily.com

Staff Workspaces

A high quality, appropriately sized staff workspace is now understood to be a major incentive in attracting the professional community and in developing and maintaining the quality of the staff.

The types of staff workspaces are changing from the model of segregation from public space to integration with public space. The quality of future service space must allow for both responsive public service and multifunctional staff accommodation.

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SPECIFIC TRENDS IN THE YUKON

Yukon Community Libraries are strongly integrated with the life and development of their communities. This integration is the product of highly interdependent community populations, dispersed populations, climate conditions, seasonal cycles, and geographic seclusion.

As a result, Yukon Community Libraries are actively involved with their communities. Typically, Yukon Community Libraries:

- Serve many independent and self-sufficient innovators in the communities and surrounding catchment areas;
- Serve communities that are diverse, including:
  - in some cases, proportionately large numbers of seasonal tourists and workers,
  - Professionals who may stay in communities for a few months or a few years,
  - those who are essentially rural, (without communications or power) but use the community and the library as a social, service centre and as a safety and information centre,
  - home schooled children who use the library for information resources as well as social contact,
  - First Nations communities who need to preserve their language and culture, and
  - the permanent residents of the community;
- Provide extended services throughout the community, beyond regular hours of library service and beyond the walls of the library; as an example, patrons may return their materials to the librarian at any time, due to lack of materials returns;
- Involve a high degree of volunteer community participation and engagement in library operations;
- Involve many formal and/or informal co-location and operational arrangements with community partners and agencies, such as town halls, community centres, and schools. These partnerships require clear agreements and consistent management and oversight;
- Function as multipurpose community centres, involving typical public library activities as well as recreational, cultural, and social activities, such as casual afterschool care;
- Require easily adaptable multipurpose spaces for programs, community events, and craft and makerspace activities;
- Respond frequently to changing community events;
- Serve many serious readers, including those accessing integrated multi-cultural and multi-lingual collections and resources who are able to read through all materials in the collection;

Luneville Multimedia Library
https://www.archdaily.com

Los Gatos Library
https://www.nollandtam.com/

- Experience an emphasis on community requests for, and use of, CD, Books on CD, and DVD collections due to slow Internet connectivity or lack of Internet connectivity;
- Include resources focused on Northern History and local community identity;
- Require reliable digital connectivity due to extremely remote and distributed populations;
- Supplement local after school activity, home schooling, and educational system resources, programs and activities, including teaching support;
- Offer more program and community activities during winter hours and fewer over the summer; and
- Require librarians and volunteers who are independent innovators who can communicate with skill and dexterity in the community.

Specific impacts of general library and information technology trends coupled with the unique context of Yukon Community Libraries include the following:

- Changing nature of Community Libraries from a materials lending depot only to an information hub, learning space, and community gathering space as is evidenced by less focus on borrowing of materials and more interest in access to computer stations in many libraries;
- A need for larger collections per capita than typical, given the small size of the communities served, including strategies for collection sharing;
- Need for robust Internet capability and ready access to the Internet if hours are limited;
- Provision of flexible community gathering space that supports a range of activities, including maker and creative activities; and
- Need to provide access to more computer stations than is typical due to the limited number of hours a Community Library may be open.

Varine Area Library
http://bcwh.com/

3.0 COMMUNITY LIBRARY PORTFOLIO

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3.0 COMMUNITY LIBRARY PORTFOLIO

INTRODUCTION AND SUMMARY

The 14 libraries have been organized from smallest population served to largest population served. Each library is provided with a community profile; physical description; information on governance/staffing, hours of operation, use patterns, strengths, and challenges; recommendations on short-term changes, and a summary of the surveys collected from each participating library.

Information on general population by community is based on the 2016 Census and Yukon Bureau of Statistics Population Report (First Quarter, 2019). Information on Indigenous population by community is based on the Yukon Government's Yukon Statistical Review 2018.

Median age is based on the 2016 Census and school enrolment is based on the Yukon Government's Department of Education Enrolment Reports 2018/2019 (May 31, 2019).

A summary of the Yukon Community Library Survey responses are provided in Appendix A.

Statistics on library visits in 2018/19 are provided in Appendix B.

Floor plans for all libraries with the exception of Burwash Community Library and Tagish Community Library are provided in Appendix C.

FIGURE 1: MAP OF YUKON WITH LIBRARY LOCATIONS

LIBRARY PROFILES

1. BURWASH LANDING COMMUNITY LIBRARY

17 Sedata Street, Jacquot Hall

Hours of Operation
Total=9 hours

	S	M	T	W	T	F	S
9 a.m.							
10							
11							
12 p.m.							
1							
2							
3							
4							
5							
6							
7							
8							
9							

Community Profile

Burwash Landing is situated along the north-western side of Kluane Lake and has a population of 110 residents with 75 self-identifying as Indigenous. The community is home to the Kluane First Nation (KFN). The median age of the population is 50.7. Burwash Landing's population has decreased by 2.7% from 2016 to 2019.[1]

The community is served by the Kluane Lake School, a K-8 school in neighbouring Destruction Bay with a student population of eight. A local post-secondary and training office assists KFN with post-secondary tuition and job training.

Physical Description

Burwash Landing Community Library is located in Jacquot Hall, a community building with afterschool care, athletics programs, and a computer for public use by the Kluane community. There is currently no lease on the space.

Governance/Staffing

A new Library Board was elected in July 2019.

Because of the Librarian's recent health issues, there has been a reduction in programs offered. The Librarian will be on-leave in the winter and a new Librarian will be hired.

Use Patterns

Sqft.	Collection Size (2019)	Items Checked-Out/Month[2] (2019)	Public Computers[3] (2019)	Soft Seating (2019)	Separate Program/ Meeting Space[4] (2019)	Interaction/ Capita (2018/2019)	Sqft/ Capita (2019)
368	3,376	66	1	4	none	2.24	3.3

Patrons will often check-out library materials depending on and related to events occurring in the community such as during food preservation activities.

Programming includes the hosting of visiting authors, an elder's lunch which is very popular, and a children's summer day camp where the Librarian will cook and garden with the participants. Program outreach is managed by word-of-mouth, poster display, phone calls, and emails.

1 *Population totals are taken from the 2016 Census and the Yukon Bureau of Statistics Population Report (First Quarter, 2019), the latter of which provides population estimates.*

2 *Estimate based on annual check-out divided by 12 months.*

3 *This computer is located outside of the Library but within Jacquot Hall and is for use by the Kluane First Nations community.*

4 *Children will sometimes use the Library for informal gathering although the community centre is more well-used for that purpose.*

The Library's catalogue includes items of various genres including: an integrated Northern collection, non-fiction, fiction, science fiction, romance, fantasy, mystery, board books for younger children, a small collection of young adult books and audiobooks, as well as DVDs which are a well-used part of the collection. The Library provides an inter-library loan service and is heavily used for items by Indigenous authors. Some of its patrons will also use the Library as an archive, researching birthdates and the like from collected eulogies.

Each month, the Librarian selects part of the collection for sign-out to the afterschool program within the building.

A few of its patrons live in Destruction Bay which is approximately 15 km away.

Strengths

- Provides a warm atmosphere for its patrons.
- The Library's catalogue can be viewed remotely.
- Being situated within a building with varied programming is beneficial.
- A book drop-off is provided (within Jacquot Hall which has operating hours beyond those of the Library).

Challenges

- Overall, not many items are checked-out.
- The Library lacks space for new materials and so the collection has to be reduced in order to provide room for growth.
- There is no colour printer or public computer within the Library itself.
- The public computer is restricted for Kluane First Nation use.
- Tourists have difficulty finding the Library because of a lack of signage and because the Library is situated at the rear of Jacquot Hall.
- Library hours are limited.

Short-Term Changes

- Improve community outreach such that Library location and operating hours are clearly displayed.
- Remove less popular items such as the young adult books, from the collection to create space for more in-demand items.

2. BEAVER CREEK COMMUNITY LIBRARY

Lot 12 Block G951

Hours of Operation Total=8 hours							
	S	M	T	W	T	F	S
9 a.m.							
10							
11							
12 p.m.							
1							
2							
3							
4							
5							
6							
7							
8							
9							

Community Profile

Beaver Creek is situated along the Alaska Highway and is the most westerly community in the Yukon, located by the border of Alaska. It has a population of 111 residents with 41 self-identifying as Indigenous. The community is home to the White River First Nation. The median age of the population is 38.2. Beaver Creek's population has increased by .09% from 2016 to 2019.[5]

Nelnah Bessie John School is located across the street from the Library and is a K-9 school with a student population of eight. Students continue with high school in Haines Junction or Whitehorse.

Physical Description

Beaver Creek Community Library is located in the Beaver Creek Community Club, a community centre with a post office and bank. The Yukon Government is in the process of renewing the lease.

Governance/Staffing

The Library is not managed by a Board and the community contact person recently resigned.

Use Patterns

Sqft.	Collection Size (2019)	Items Checked-Out/Month[6] (2019)	Public Computers (2019)	Soft Seating (2019)	Separate Program/ Meeting Space (2019)	Interaction/ Capita (2018/2019)	Sqft/ Capita (2019)
304	2,785	18	2	2	None	4.82	2.7

With close proximity to the school, the Library's collection is influenced by the school's curriculum. The Librarian will assist students and the school where necessary but does not teach.

The Library is also very much a safe zone for children who will often bring in items of comfort from home.

Programming is only provided in the winter as many residents are often away during the summer. Offerings are also dependent on events occurring at school. During the winter, the Library will host book clubs, science experiments, and movie nights. Program outreach is managed by word-of-mouth and poster display.

The Library's collection is well-used and well-balanced across all genres with easy readers, fiction titles, and DVDs being the most popular items. There are 11 bays of shelving with books and movies; one of these bays is entirely dedicated to a Northern collection comprised of books and

5 *Population totals are taken from the 2016 Census and the Yukon Bureau of Statistics Population Report (First Quarter, 2019)), the latter of which provides population estimates.*

6 *Estimate based on annual check-out divided by 12 months.*

DVDs. While the Library's collection includes non-fiction titles, the Internet is often used for non-fiction research.

For children to obtain Internet access (20 minutes), they are first required to read an easy reader.

US residents are also able to sign-out books.

Strengths

- The Library is a perfect size for the community.
- There is pride in the Library's collection.
- The community centre offers numerous programs (i.e. gym and kitchen) and includes a bank and post office.

Challenges

- There is no signage indicating the location of the Library and operating hours.
- Overall, the Librarian is very pleased with the Library; however, she would prefer to have extended operating hours.
- There is no book drop-off.
- The speed and robustness of the Internet and Wi-Fi connection could be improved.

Short-Term Changes

- Improve community outreach such that Library location and operating hours are clearly displayed.
- Provide a secure book drop-off directly connected to the Library.
- Provide more robust Internet and Wi-Fi.

3. OLD CROW COMMUNITY LIBRARY

Box 93, Chief Zzeh Gittlit School

Hours of Operation Total=6 hours							
	S	M	T	W	T	F	S
9 a.m.							
10							
11							
12 p.m.							
1							
2							
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8							
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Community Profile

Old Crow is the Yukon's most northern community and is situated along the Porcupine River and south of Vuntut National Park. It is the only fly-in community in the Yukon. Old Crow has a population of 262 residents with 234 self-identifying as Indigenous. It is home to the Vuntut Gwitchin First Nation. The median age of the population is 38.7. Old Crow's population has increased by 4.4% from 2016 to 2019.[7]

Physical Description

Old Crow Community Library is located in the Chief Zzeh Gittlit School, a K-12 school with a student population of 42. The building is currently owned by the Yukon Government. Yukon College offers a local campus in the community.

Governance/Staffing

It has been challenging maintaining an active Board. The last Board served in 2012 and since then, the Library has been managed by the Yukon Public Library (YPL).

A large part of the population is comprised of contracted employees such as teachers, nurses, and RCMP officers. Because the Librarian's position is often filled by a contracted non-resident, staffing is short-term and operating hours are minimal. Currently, as the Librarian is also a teacher in the school, the Library is not open through the summer.

Use Patterns

Sqft.[8]	Collection Size (2019)	Items Checked-Out/Month[9] (2019)	Public Computers (2019)	Soft Seating (2019)	Separate Program/ Meeting Space (2019)	Interaction/ Capita (2018/2019)	Sqft/ Capita[10] (2019)
1,808	2,352	3	2	18	none	0.13	6.9

The Library is operated by a Librarian who also works as a teacher in the school. Patrons require a library card for checking-out items; however, students can only sign-out Community Library books during Library operating hours.

There are no programs offered at the Library; however, Thursday evenings are popular with adult patrons as the adult recreational program is held in the school during this time. Occasionally, community residents will use the Library for informal gatherings. The Librarian is open to adjusting operating hours to accommodate future programming.

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7 *Population totals are taken from the 2016 Census and the Yukon Bureau of Statistics Population Report (First Quarter, 2019)), the latter of which provides population estimates.*

8 *Area only includes space occupied within Library and for Library-specific use. Total area including library spaces for school-only use is 2,013 sqft. See Appendix C Floor Plans per Branch.*

9 *Estimate based on annual check-out divided by 12 months.*

10 *Does not include Conference Room at 17.86nsm. Currently functions as school Music Room. See Appendix C Floor Plans per Branch.*

Survey Responses
Total Respondents = 1

Services with highest level of importance to community:

- Creative and maker activities;
- Community gathering and informal socializing; and
- Access to physical collections.

Services which the Library best supports:

- Access to physical collections;
- Group programming (i.e. book clubs, information sessions); and
- Community gathering and informal socializing.

Degree of accessibility:

- The Library is far from where many people live;
- The wheelchair ramp into the building is often covered by a significant amount of snow; and
- All roads and parking lots are gravel.

The Library's catalogue is large and is comprised of a Community Library collection and a well-funded school collection. The collections are kept separate from one another and are coded differently. DVDs are the most popular among patrons, followed by the Library's Northern collection, and inter-library loans. The Library's catalogue can also be accessed online and allows users to manage their own library accounts.

Strengths

- The Library provides an inter-library loan service.
- The collection can be accessed online by patrons who can also manage their library accounts remotely.
- Areas of the building can be accessed and locked independently from one another, providing security.

Challenges

- Internet is provided by satellite service and is very slow relative to other community libraries.
- The printer is not functional.

Short-Term Changes

- Improve community outreach such that Library hours and location are clearly displayed.
- Relocate the check-out computer by the circulation desk.
- Replace the printer.
- Provide a phone in the workroom located adjacent to the circulation desk.
- Provide a secure book drop-off.

4. TAGISH COMMUNITY LIBRARY

Lot 1096, Km22.5, Tagish Road

Hours of Operation
Total=10 hours

	S	M	T	W	T	F	S
9 a.m.							
10							
11							
12 p.m.							
1							
2							
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5							
6							
7							
8							
9							

Community Profile

Tagish is located in the southern Yukon and is situated along the Tagish River between Marsh Lake and Tagish Lake. It has a population of 277 residents with 56 self-identifying as Indigenous. It is home to the Carcross/Tagish First Nation (CTFN). The local area can grow to a population of four to five hundred people in the summer. It is a retirement community with a median age of 57.7. Tagish's population has increased by 3.4% from 2016 to 2019.[11]

The Ghùch Tlâ Community School, a K-12 school in Carcross with a student population of 48, serves those in the Tagish community. Yukon College in Carcross, also serves post-secondary students in Tagish.

Physical Description

The Library is a small one-room addition with an entrance foyer that was added by community volunteers to the rear of the Tagish Community Centre. It has its own entrance, but the washrooms are located within the community centre, and best accessed from the exterior. There are no floor plans of the facility and, while not owned by the Yukon Government, there are no lease requirements.

Governance/Staffing

The Library is operated by a Board which meets biannually. The Board is responsible for the hiring of the Librarian. The Librarian has been in place for 14 years.

Use Patterns

Sqft.	Collection Size (2019)	Items Checked-Out/Month[12] (2019)	Public Computers (2019)	Soft Seating (2019)	Separate Program/ Meeting Space (2019)	Interaction/ Capita (2018/2019)	Sqft/ Capita (2019)
541	4,472	128	3	4	none	9.38	2.0

The Library serves 15 to 20 home-schooled children who make good use of the Library.

Internet services are expensive in the community. This has increased demand for computers including online course support. The Library maintains Internet services afterhours and community members will use Wi-Fi services from outside of the Library.

The collection is appropriately sized, although the stacks are very dense with little opportunity for display of materials. The collections were developed by the Library and include do-it-yourself resources; westerns;

[11] *Population totals are taken from the 2016 Census and the Yukon Bureau of Statistics Population Report (First Quarter, 2019)), the latter of which provides population estimates.*

[12] *Estimate based on annual check-out divided by 12 months.*

Survey Responses
Total Respondents = 3
Services with highest level of importance to community: • Access to physical collections; • Online access to information/ entertainment; and • Group programming.
Services which the Library best supports: • Access to physical collections.
Degree of accessibility: • The Library is accessible; • Ramp to main entrance with accessible push button door; • Interior space is restrictive with furniture moved aside or out the door to make room; • Large print books provided as inter-library loan from Whitehorse Public Library; and • Consideration for extended hours of operation in the winter.

juvenile, youth and adult fiction; children's collections and non-fiction as well as a Northern collection.

There is minimal space for people to socialize or for program offerings.

A flyer is sent out once a month with the community centre's newsletter identifying activities at the Library.

Strengths

- The Library has a robust physical collection, including DVDs, that serves the community well.
- The Library is accessible with a ramp to the entrance.
- The Librarian is a community builder, who is accessible to the community and who understands the needs of community patrons.
- A book drop-off is provided (outside Library door).
- Library operating hours are posted inside the covered entrance to the Library.

Challenges

- The Library is very small and tightly packed.
- Construction is not of professional quality.
- There is insufficient power for the Library as it has been added to the community centre.
- There are often conflicts between use of the community centre and the Library, such as getting access to the washroom when there is an event at the community centre.
- There is insufficient seating to meet programming and informal socializing needs.

Short-Term Changes

- Overall, the Library requires a larger space.
- Provide independent access to washrooms.
- Provide a multipurpose space.
- Provide storage.

5. PELLY CROSSING COMMUNITY LIBRARY

82 Townsite, Eliza Van Bibber School

Hours of Operation Total=12 hours							
	S	M	T	W	T	F	S
9 a.m.							
10							
11							
12 p.m.							
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3							
4							
5							
6							
7							
8							
9							

Community Profile

Pelly Crossing is located along the Pelly River and has a population of 399 residents with 345 self-identifying as Indigenous. It is home to the Selkirk First Nation. The median age of the population is 36.6. Pelly Crossing's population has increased by 1.5% from 2016 to 2019.[13]

Physical Description

Pelly Crossing Community Library is located in the Eliza Van Bibber School, a K-12 school with a student population of 67. The building is currently owned by the Yukon Government. Yukon College offers a local campus in the community.

Governance/Staffing

The relationship between the Library and school can be dependent on the school administrator.

The YPL has managed the Library since 2012 following the resignation of the last Board member in May of that year.

The current Librarian is a member of the local First Nation.

Use Patterns

Sqft.[14]	Collection Size (2019)	Items Checked-Out/Month[15] (2019)	Public Computers (2019)	Soft Seating (2019)	Separate Program/ Meeting Space (2019)	Interaction/ Capita (2018/2019)	Sqft/ Capita[16] (2019)
1,575	3,989	22	2	8	none	0.40	3.9

Approximately 10 patrons visit the Library each day. The majority are students who use the Library for informal gathering and Internet use. Thirty-minute time slots are offered on the two computers, although length of a session may be shortened as demand for computer use increases.

The school shares the Community Library space during regular school hours; however, on days that the Community Library is closed, the school will use their own Library. The public does not have access to the Community Library during school hours.

A variety of programs are offered at the Library including craft making and movie nights. Boardgames are also offered, keeping younger patrons occupied while they are waiting to use the computers. The

[13] *Population totals are taken from the 2016 Census and the Yukon Bureau of Statistics Population Report (First Quarter, 2019)), the latter of which provides population estimates.*

[14] *Area only includes space occupied within Library and for Library-specific use. Total area including library spaces for school-only use is 1,754 sqft. See Appendix C Floor Plans per Branch.*

[15] *Estimate based on annual check-out divided by 12 months.*

[16] *Does not include Conference Room at 15.64nsm. Currently functions as school Sensory Room. See Appendix C Floor Plans per Branch.*

Survey Responses
Total Respondents=1

Services with highest level of importance to community:

- Access to physical collections;
- Online access to information/ entertainment;
- Personal study space;
- Community gathering and informal socializing; and
- Creative and maker activities.

Services which the Library best supports:

- Online access to information/ entertainment; and
- Personal study space.

Degree of accessibility:

- The Library would benefit from independent and accessible access from the school; and
- The Library's layout could also be improved.

school uses the front of the Library for kindergarten graduations, music classes, and school meetings.

The Library's catalogue is varied and features a Northern collection. The current DVD collection requires updating.

Strengths

- Interaction with the public.
- Wi-Fi access.
- Shelving units are at a reasonable height.

Challenges

- There is no signage indicating the location of the Library and operating hours.
- There are very few windows which conceal to the public that there is a Library.
- There is no book drop-off.
- The Library lacks a separate meeting room (i.e. school council meetings).
- The Library does not have independent access from the school.
- When the front of the Library is used for kindergarten graduation, music classes, and school meetings, Library opening hours are delayed.
- Washrooms are outside of the Library in the school's foyer with no signage indicating location.
- Program space is lacking.
- There is unused space with a large desk formerly holding six computers for school use. This space could be repurposed.
- The speed and robustness of the Internet and Wi-Fi connection could be improved.
- The furniture is aging.

Short-Term Changes

- Improve community outreach such that Library location and operating hours are clearly displayed;
- Provide a secure book drop-off;
- Repurpose the unused desk space to increase program space; and
- Replace aging furniture.

6. FARO COMMUNITY LIBRARY

447 Campbell Street, Dell Van Gorder School

Hours of Operation
Total=17 hours

	S	M	T	W	T	F	S
9 a.m.							
10							
11							
12 p.m.							
1							
2							
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6							
7							
8							
9							

Community Profile

Faro is located just north of the Pelly River and Johnson Lake. It has a population of 410 residents with 42 self-identifying as Indigenous. It is a culturally diverse community with residents from all over the world as well as residents who have returned to raise their families. The median age of the population is 47. Faro's population has increased by 3.8% from 2016 to 2019.[17]

Physical Description

Faro Community Library is located in the Dell Van Gorder School, a K-12 school with a student population of 56. The building is currently owned by the Yukon Government. Yukon College also operates from within the school.

Governance/Staffing

The Board is active and the chairperson has been involved since 2001. Staffing has generally been consistent with the Librarian role filled for the past 20 years. A Librarian will often retain the position for 3-5 years before leaving the community. A substitute Librarian has worked at the Library for over 10 years.

There is tension between the school and Library as the school retained the Library's meeting/programming room without consultation.

Use Patterns

Sqft.[18]	Collection Size (2019)	Items Checked-Out/Month[19] (2019)	Public Computers (2019)	Soft Seating (2019)	Separate Program/ Meeting Space (2019)[20]	Interaction/ Capita (2018/2019)	Sqft/ Capita[21] (2019)
2,390	9,004	139	2	14	none	4.95	5.8

The Library and school operate quite independently from one another. Half of the collection belongs to the school; however, the Library's full catalogue is interfiled. Students are able to check-out books during school hours from 8:00 a.m. to 10:00 a.m; the library is not open to the public during this time and when school is in session. After 10:00 a.m., the Library is locked and accessed by teachers on an as-needed basis. Relative to the Library's sign-out policy, the school is more restrictive with students on the types of materials borrowed. Computers are popular with the patrons. Children will often use the computers for gaming. Some students prefer to use the computers at Yukon College.

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17 *Population totals are taken from the 2016 Census and the Yukon Bureau of Statistics Population Report (First Quarter, 2019)), the latter of which provides population estimates.*

18 *Area only includes space occupied within Library and for Library-specific use. Total area including library spaces for school-only use is 2,604 sqft. See Appendix C Floor Plans per Branch.*

19 *Estimate based on annual check-out divided by 12 months.*

20 *None required as programs can occur in main Library space.*

21 *Does not include Support Room at 19.52nsm. Currently functions as school Makerspace. See Appendix C Floor Plans per Branch.*

Survey Responses
Total Respondents = 2

Services with highest level of importance to community:

- Access to physical collections;
- Online access to information/ entertainment; and
- Community gathering and informal socializing.

Services which the Library best supports:

- Access to physical collections;
- Online access to information/ entertainment;
- Personal study space; and
- Community gathering and information socializing.

Degree of accessibility:

- A wheelchair ramp is available, but the door is not automatic for easy entry; and
- Accessing the bottom and top bookshelves is challenging.

Programs offered include annual readings. During the evening, the school gym will host judo classes; young waiting family members will often spend time playing in the Library while class is in session. During Christmas concerts, the Library is used as a change room.

The Library's collection includes books for young children; junior fiction and young adult titles; an adult collection spanning a variety of genres such as cookbooks, romance, and mystery; a holiday collection, reference material; magazines; newspapers and DVDs; as well as a Northern collection.

Strengths

- Patrons are appreciative and respectful of Library collection.
- The Library is a comfortable place for quieter activities.
- Library operating hours are posted on the door to the library within the school building.

Challenges

- There is no book drop-off.
- The different coding systems for Library and school's collections present logistical challenges and the school has greater control over signed-out items.
- The Library could be larger, allowing for adequate shelving, display of the Library's collection, and general storage space.
- Students are not always supervised during school hours.
- Offering relevant programming catered to younger generations.
- One additional public computer is needed, and the Librarian's computer requires replacing.
- The speed and robustness of the Internet and Wi-Fi connection could be improved.
- The Library lacks teleconferencing capabilities.
- Competition for children using the attached recreational centre as opposed to patrons intentionally seeking out the Library.

Short-Term Changes

- Provide a secure book drop-off.
- Provide two new computers, one for the Librarian and the other for public use.

7. ROSS RIVER COMMUNITY LIBRARY

241 Ross River Avenue, Ross River School

Hours of Operation
Total=7 hours

	S	M	T	W	T	F	S
9 a.m.							
10							
11							
12 p.m.							
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4							
5							
6							
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Community Profile

Ross River is located on Canol Road just south of the Pelly River where it meets the Ross River. It has a population of 409 residents with 324 self-identifying as Indigenous. It is home to the Ross River Dena Council which is part of the Kaska Nation. The Kaska Nation are spread throughout south-eastern Yukon and British Columbia. The median age of the population is 40.5. Ross River's population has increased by 0.7% from 2016 to 2019.[22]

Physical Description

Ross River Community Library is located in the Ross River School, a K-12 school with a student population of 52. The building is currently owned by the Yukon Government. The school is experiencing permafrost issues which are currently being dealt with. Yukon College offers a local campus in the community.

Governance/Staffing

The Library has been managed by the YPL since 2003.

Use Patterns

Sqft.[23]	Collection Size (2019)	Items Checked-Out/Month[24] (2019)	Public Computers (2019)	Soft Seating (2019)	Separate Program/ Meeting Space (2019)	Interaction/ Capita (2018/2019)	Sqft/ Capita[25] (2019)
1,550	4,488	1	2	8	none	2.38	3.8

The majority of the Library's patrons are children aged 5-17 and their parents. During the summer, there are fewer visitors. Computers are well-used in the Library; however, six to seven are also provided in Yukon College which shares the same building. These computers are also free to the public.

In terms of programming, the Library hosts readings with travelling authors which occur during regular school hours. Increased funding is required for additional programming such as providing a colouring station and cooking classes using the school kitchen. Childcare is also anticipated in September of 2019 but may not necessarily be provided in the Library. The Library is kept open on Thursday evenings to attract potential patrons dining at the Kaska Café which is operated by the school's student body.

The Library's collection is varied, spans multiple genres, and is interfiled with the school's collection. It includes a well-used Northern collection

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22 *Population totals are taken from the 2016 Census and the Yukon Bureau of Statistics Population Report (First Quarter, 2019)), the latter of which provides population estimates.*

23 *Area only includes space occupied within Library and for Library-specific use. Total area including Library spaces for school-only use is 1,722 sqft. See Appendix C Floor Plans per Branch.*

24 *Estimate based on annual check-out divided by 12 months.*

25 *Does not include Conference Room at 16.21nsm. Currently functions as space for the school's teachers. See Appendix C Floor Plans per Branch.*

Survey Responses
Total Respondents = 1

Services with highest level of importance to community:

- Access to physical collections;
- Online access to information/ entertainment; and
- Personal study space.

Services which the Library best supports:

- Access to physical collections;
- Online access to information/ entertainment; and
- Personal study space.

Degree of accessibility:

- The Library is wheelchair accessible.

as well as DVDs which are not openly displayed. The Library's inter-library loan service is also frequently used.

Strengths

- The children's collection is the most signed-out collection.
- Having a joint school-library collection, which also increases the catalogue size.
- The furniture is fairly new and in good condition.
- Whitehorse Public Library assists in promoting author readings upon which Ross River Community Library will promote on their Facebook page and display posters for community outreach.
- The overall relationship with the school is strong.

Challenges

- There is no signage indicating the location of the Library and operating hours.
- More items would be signed-out if the Library was open during regular school hours.
- The Library provides a book drop-off, but it is located outside of the Library and is only accessible when the school is open.
- There is competition with youth programs offered at the school.
- The school had adjusted Library shelving without consultation.
- The Library could benefit from additional bookshelves and space.
- The speed and robustness of the Internet and Wi-Fi connection could be improved.

Short-Term Changes

- Improve community outreach such that Library location and operating hours are clearly displayed.
- Consider operating during school hours.
- Consider extending summer hours.
- Provide a secure book drop-off that can be accessed outside the Library but not within the school.
- Consider providing children's furniture.

8. MAYO COMMUNITY LIBRARY

18 Centre Street, Mayo
Administration Building

Hours of Operation
Total=21hours

	S	M	T	W	T	F	S
9 a.m.							
10							
11							
12 p.m.							
1							
2							
3							
4							
5							
6							
7							
8							
9							

Community Profile

Mayo is located at the centre of the Yukon, just north of Stewart River and west of Big Island. It has a population of 496 residents with 289 self-identifying as Indigenous. It is home to the Na-Cho Nyäk Dun First Nation. The median age of the population is 43. Mayo's population has decreased by 0.4% from 2016 to 2019[26].

The nearby J.V. Clark School for K-12 students has a student population of 62. Yukon College offers a local campus in the community.

Physical Description

Mayo Community Library is located on the second floor of the Mayo Administration Building, housing the Yukon Government. It can be accessed by stairs and an elevator. The building is currently owned by the Yukon Government.

Governance/Staffing

The Library has been managed by the YPL since 2005; however, a new Board was confirmed in 2019. Two Library staff have been hired to focus on children's programming.

Use Patterns

Sqft.	Collection Size (2019)	Items Checked-Out/Month[27] (2019)	Public Computers (2019)	Soft Seating (2019)	Separate Program/ Meeting Space (2019)	Interaction/ Capita (2018/2019)	Sqft/ Capita (2019)
2,486	5,677	32	2	12	Yes	1.58	5.0

On a busy day, the Library will receive visits from between 10 to 12 patrons. During the summer, tourists will use the computers for Internet access. On a regular basis, children will use the computers for gaming. A playroom is provided for children, and parents will often relax in the Library during the children's Saturday program (10:00 a.m.-12:00 p.m.). The adjacent Meeting Room accommodating 40 people is a multi-purpose space shared by the building and used by visiting authors because it allows for projection. The room is also used for movie viewings, court cases, and government meetings.

Programs include reading sessions; crafting; children's author readings; and a Saturday Library program for children from 10:00 a.m.-12:00 p.m. with crafting, theme days, story time, playroom activities, and snacks provided. Currently, the Library Board is seeking out volunteers for this program. Outreach is managed by word-of-mouth, poster display, phone calls, radio (infrequent), and through Facebook (Saturday program).

[26] *Population totals are taken from the 2016 Census and the Yukon Bureau of Statistics Population Report (First Quarter, 2019)), the latter of which provides population estimates.*

[27] *Estimate based on annual check-out divided by 12 months.*

Survey Responses
Total Respondents = 2

Services with highest level of importance to community:

- Access to physical collections;
- Online access to information/ entertainment; and
- Group programming.

Services which the Library best supports:

- Access to physical collections;
- Online access to information/ entertainment; and
- Community gathering and informal socializing.

Degree of accessibility:

- The elevator is operational 50% of the time; however, there are stairs for secondary access.

The Library's collection is varied and includes donated items. It includes a Northern collection popular among the community elders; children's books; adult fiction and non-fiction; cookbooks; mystery novels; a small collection of large print books; eBooks, CDs which are regularly provided from Whitehorse Public Library; and DVDs. The catalogue also includes a number of magazine titles.

Strengths

- The Library is very large.
- Perimeter windows provide ample lighting and airiness.
- The Library is well-maintained and some of the furniture was upgraded in 2014 as was the Librarian's workstation.
- It is centrally located and shares the same building as the post office and other community services.
- The catalogue can be accessed online.
- The collection and number of computers are sufficient.
- There is Library signage on the building's exterior, noting services and operating hours. Operating hours are also posted in the foyer.

Challenges

- The elevator is operational 50% of the time, hindering attendance.
- The book drop-off is located on the second floor which is locked afterhours and on weekends (depending on operation of Saturday program), restricting access. Washrooms are inaccessible during these times as the keys are held in the Library.
- Attendance could be increased. With patrons accessing the Internet at home and on mobile devices, visits to the Library are fewer.
- The CD collection requires refreshing.
- More shelving could be provided; books that are kept on lower shelves are challenging to access for both the Librarian and patrons.
- The speed and robustness of the Internet and Wi-Fi connection could be improved.
- Increasing the speed of the inter-library loan service or maximizing the collection such that fewer inter-library loans are required.

Short-Term Changes

- Consider repainting the rust-coloured areas of the building exterior.
- Improve community outreach such that Library location and operating hours are clearly displayed.
- Remove CDs that are less popular so that room is created for additional bookshelves.

9. CARCROSS (ISABELLE PRINGLE) COMMUNITY LIBRARY

1152 Tagish Ave.

Hours of Operation
Total=23 hours

	S	M	T	W	T	F	S
9 a.m.							
10							
11							
12 p.m.							
1							
2				■	■	■	■
3				■	■	■	■
4				■	■	■	■
5				■	■	■	■
6				■	■	■	■
7				■	■	■	■
8				■			
9							

Community Profile

Carcross is located in the southern Yukon, close to the provincial border of British Columbia. It sits between Bennett Lake and Nares Lake and at the meeting of the Klondike Highway and Tagish Road. It is a growing community with a large population of transient workers and tourists. Carcross has a population of 513 residents with 279 self-identifying as Indigenous. It is home to the Carcross/Tagish First Nation. The median age of the population is 46.5. Carcross' population has increase ed by 2.0% from 2016 to 2019.[28]

The local Ghùch Tlâ Community School is a K-9 school with a student population of 48. Yukon College offers a local campus in the community.

Physical Description

Carcross Community Library is the Yukon's only free-standing Library and formerly functioned as a nursing station. The Library is currently owned by the Yukon Government. The secondary portable houses a Multipurpose Room accommodating various community functions and can hold 10 people.

Governance/Staffing

The Board is diverse and engaged. The Librarian is highly dedicated to community outreach.

Use Patterns

Sqft.	Collection Size (2019)	Items Checked-Out/Month[29] (2019)	Public Computers (2019)	Soft Seating (2019)	Separate Program/ Meeting Space (2019)[30]	Interaction/ Capita (2018/2019)	Sqft/ Capita (2019)
1,557	7,284	237	2	6	Yes	7.06	3.0

During the summer, the Library sees 1,000 people a day with many of these patrons being vacationers on bus tours accessing Internet and email. Usage of the Library's services is divided evenly among computer use, reading and book check-outs, and the borrowing of DVDs. Students, including homeschoolers (15-25 students), often depend on Internet access at the Library. Upon request, the Library can provide separate areas for young and mature readers.

Program attendance is low; however, author readings are well-attended (8-13 people). In the near future, the Library will be hosting an author/ jazz musician reading.

28 *Population totals are taken from the 2016 Census and the Yukon Bureau of Statistics Population Report (First Quarter, 2019)), the latter of which provides population estimates.*

29 *Estimate based on annual check-out divided by 12 months.*

30 *A separate program space has been beneficial and is to be retained.*

Survey Responses
Total Respondents = 2

Services with highest level of importance to community:

- Access to physical collections;
- Group programming (i.e. book clubs, information sessions); and
- Community gathering and informal socializing.

Services which the Library best supports:

- Access to physical collections;
- Online access to information/ entertainment; and
- Group programming (i.e. book clubs, information sessions).

Degree of accessibility:

- Wheelchair accessible; and
- A new building would better address needs.

The Library's catalogue includes the typical offerings with a reference collection of numerous rare history books specific to Carcross and to the gold rush. DVDs are popular; however, audiobooks are not well-used. The Library also offers large print books and a small collection of magazines, the latter of which will be expanded and better-displayed.

Strengths

- It provides a warm and friendly atmosphere and is used as a gathering place for people who may need relief from his/her home environment.
- There is Library signage with operating hours posted on the front door.

Challenges

- There currently are no plans to renovate the building; however, the Board is working on having the exterior repainted.
- Visibility within and between each portable is limited. The secondary portable is kept closed unless necessary. A convex mirror has been installed within the main portable but isn't working effectively.
- The Washroom serving the Multipurpose Room also functions as a storage space.
- Books on lower shelves are difficult to access for older patrons.
- More space is required for programming, an informal reading area, and an expanded children's area by removing the Storage Room.
- There is no book drop-off.
- Consider using the post office's mailbox as an alternative inter-library loan service to expedite the process.
- Ensure there is at least one computer in the children's and mature readers areas. Monitors are to face open space for supervision and Internet use is to be timed using software.

Short-Term Changes

- Shelve books at eye level to improve accessibility.
- Provide a small collection of German and French titles catering to these prominent populations in Carcross.
- Refresh the adult fiction titles and provide an old favourites section.
- Provide a secure book drop-off.
- Consider roofing over the ramped area between the two portables, expanding the shared internal space.

10. TESLIN COMMUNITY LIBRARY

8 McLeary Street

Hours of Operation
Total=22 hours

	S	M	T	W	T	F	S
9 a.m.							
					■		
10					■		
					■		
11					■		
					■		
12 p.m.		■	■	■	■		
		■	■	■	■		
1		■	■	■	■		
		■	■	■	■		
2		■	■	■	■		
		■	■	■	■		
3		■	■	■			
		■	■	■			
4		■	■	■			
		■	■	■			
5		■	■	■			
6							
7							
8							
9							

Community Profile

Teslin is located in the southern Yukon, close to the provincial border of British Columbia and along the Alaska Highway. It is situated just north of Teslin Lake. It has a population of 522 residents with 293 self-identifying as Indigenous. It is home to the Teslin Tlingit First Nation. The median age of the population is 43.1. Teslin's population has increased by 4.2% from 2016 to 2019.[31]

The local Khàtìnas.Àxh Community School is a K-9 school with a student population of 48. Yukon College offers a local campus and the Teslin Tlingit Council Workforce Development fosters educational and professional development for the Tlingit community.

Physical Description

Teslin Community Library is located in the community's Old Trading Post. The building is owned by one of the Library's Board members. The Library space is currently leased.

Governance/Staffing

The Board is long-standing and active with community outreach. The Librarian is a member of the local First Nation.

Use Patterns

Sqft.[32]	Collection Size (2019)	Items Checked-Out/Month[33] (2019)	Public Computers (2019)	Soft Seating (2019)	Separate Program/ Meeting Space (2019)	Interaction/ Capita (2018/2019)	Sqft/ Capita[34] (2019)
1,252	6,721	23	2	6	None	0.95	2.4

The Library will receive up to 20 visitors on a busy day and between one to two patrons on a slower day with tourists visiting during the summer months. There are approximately 40-50 people who are frequent visitors. The Library is used as a community gathering place where patrons will relax, read, and use the Internet.

Programs offered include story hour, toddler readings, author readings, craft and game nights, a women's reading club, and family week with teddy bear readings, a very popular event. The Library also offers a reward program for children providing opportunities for skilled readers to read at story time. Events are often dependent on activities occurring in the community. Various community groups will also visit the Library,

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31 *Population totals are taken from the 2016 Census and the Yukon Bureau of Statistics Population Report (First Quarter, 2019)), the latter of which provides population estimates.*

32 *Area only includes space occupied within Library and for Library-specific use. Total area including library spaces for school-only use is 1,690 sqft. See Appendix C Floor Plans per Branch.*

33 *Estimate based on annual check-out divided by 12 months.*

34 *Does not include Office at 13.30nsm. Currently functions as space for home care worker. See Appendix C Floor Plans per Branch.*

Survey Responses
Total Respondents = 1

Services with highest level of importance to community:

- Personal study space;
- Access to physical collections; and
- Group programming

Services which the Library best supports:

- Access to physical collections;
- Online access to information/ entertainment;
- Group programming (i.e. book clubs, information sessions);
- Personal study space;
- Community gathering and informal socializing; and
- Creative and maker activities.

Degree of accessibility:

- There is a step up to the main entrance, making it inaccessible for wheelchairs.

including the daycare, a prenatal group, the RCMP, community partnerships, and schools.

The Library's collection includes the typical offerings; however, there is interest in providing more current craft books and expanding the Northern collection. Cookbooks, DVDs, audiobooks are well-used as is the online catalogue. Inter-library loans with Whitehorse Public Library are increasing.

Strengths

- The Library is very welcoming to the community.
- Volunteers assist with integration of the local Tlingit language into Library signage and collection.
- Communication is strong between the Librarian and patrons in terms of item requests.
- The Librarian is very satisfied with the space and programming is well-accommodated.
- The Librarian's workstation is not enclosed, allowing for surveillance.
- Furniture was recently upgraded.
- There are separate areas for children and teens.
- There is a partial kitchen which could accommodate a future eating area for children afterschool. It currently has a microwave, a compact fridge, and two sinks.
- There is Library signage with operating hours posted outside the Library entrance and on community notice boards in the village.

Challenges

- The collection needs refreshing.
- Additional funding required for craft supplies, afterschool snacks, and for planning and operating a student worker program for story hour.
- The Library could be larger with more shelving.
- The book drop-off is outside the Library, exposing items to the elements. It should be relocated within the foyer of the building.
- There is a lack of storage.

Short-Term Changes

- Remove less popular items from the collection to provide additional space for more relevant material and storage.
- Provide a secure book drop-off within the building's foyer.

11. CARMACKS COMMUNITY LIBRARY

121 Tantalus Crescent

Hours of Operation
Total=21hours

	S	M	T	W	T	F	S
9 a.m.							
10		■	■	■			
		■	■	■			
11		■	■	■			
		■	■	■			
12 p.m.		■	■	■			
		■	■	■			
1		■	■	■			
		■	■	■			
2		■	■	■			
		■	■	■			
3		■	■	■			
		■	■	■			
4		■	■	■			
		■	■	■			
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7							
8							
9							

Community Profile

Carmacks is located along the Yukon River to the west of Frenchman Lake and by the Klondike and Robert Campbell Highways. It has a population of 565 residents with 366 self-identifying as Indigenous. It is home to the Little Salmon/Carmacks First Nation. The median age of the population is 36.7. Carmacks' population has increased by 3.1% from 2016 to 2019.[35]

Physical Description

The Library was recently relocated from a purpose-designed space more integrated with the Tantalus School, a K-12 school with a student population of 111, to a suite of rooms that was vacated by Yukon College, decreasing the size of the Library considerably. The space has its own entrance and does have a washroom. One of the spaces vacated by the College is underutilized and is used as a storage space by the school. The facility is owned by the Yukon Government.

Governance/Staffing

There are three active Board Members and one long-standing Librarian. The Librarian works in the school two days per week but is not available during school hours.

Use Patterns

Sqft.[36]	Collection Size (2019)	Items Checked-Out/Month[37] (2019)	Public Computers (2019)	Soft Seating (2019)	Separate Program/ Meeting Space (2019)	Interaction/ Capita (2018/2019)	Sqft/ Capita[38] (2019)
1,754	5,774	57	2	11	none	4.95	3.1

The Library is shared by the school and the community, although, while integrated within the footprint of the school, students access the Library through the exterior. Generally, classes of children come to the Library to sign-out books and then leave. Two public computers are provided and are frequently in use. A printer is provided. Public hours begin after school hours.

Programs include sewing, chess, author readings, cooking, and literacy. Students use the space for schoolwork afterhours. A stove is available to support program activities.

The Library has a complete range of collections including children's collections, juvenile and adult fiction, a young adult collection, non-fiction materials, a classics collection, and a Northern collection. It also has an

35 *Population totals are taken from the 2016 Census and the Yukon Bureau of Statistics Population Report (First Quarter, 2019)), the latter of which provides population estimates.*

36 *Area may include school-only spaces. A floorplan with room areas was not available for reference.*

37 *Estimate based on annual check-out divided by 12 months.*

38 *Does not include Office at 13.30nsm. Currently functions as space for home care worker. See Appendix C Floor Plans per Branch.*

Survey Responses
Total Respondents = 1

Services with highest level of importance to community:

- Online access to information/ entertainment;
- Access to physical collections;
- Personal study space; and
- Creative and maker activities.

Services which the Library best supports:

- Access to physical collections;
- Online access to information/ entertainment;
- Personal study space; and
- Creative and maker activities.

Degree of accessibility:

- The Library is not wheelchair accessible and there are no materials for sight-impaired people.

audiovisual collection, including CDs and DVDs. School materials are interfiled but are on a different system for administering loans.

Strengths

- The Librarian has good rapport with community.
- The Library has reasonably independent operation while being located with the school, including an independent entrance and washroom.

Challenges

- The working relationship with the school is not collaborative; it is generally based on individual receptiveness of the Principal/school administrator.
- The Library is overcrowded, with bookshelves that are too dense and lack opportunity for display of materials.
- The Library is not visible from approaches and there is no signage identifying the location of the Library from adjacent streets.
- There is reduced space for Library functions while adjacent space is underutilized.
- Program room is lacking.
- A book drop-off is not provided.

Short-Term Changes

- Improve community outreach such that Library location and operating hours are clearly displayed.
- Requires expansion of space to better approximate previous allocation.
- Access to program room.
- Provide a secure book drop-off directly connected to the Library.

12. HAINES JUNCTION COMMUNITY LIBRARY

Suite 201A, James Smith Building, 112 Haines Road.

Hours of Operation
Total=20 hours

	S	M	T	W	T	F	S
9 a.m.							
10						■	
						■	
11							
12 p.m.							
1			■	■	■	■	■
			■	■	■	■	■
2			■	■	■	■	■
			■	■	■	■	■
3			■	■	■	■	■
			■	■	■	■	■
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9							

Community Profile

Haines Junction is located at the south-west corner of the Yukon, just north of Kluane National Park and Reserve and at the intersection of the Alaska and Haines Highways. It has a population of 964 residents with 344 self-identifying as Indigenous. It is home to the Champagne and Aishihik First Nations (CAFN) which also have Traditional Territories in northern British Columbia. The median age of the population is 41.2. Haines Junction's population has increased by 6.9% from 2016 to 2019.[39]

The local St. Elias Community School is a K-12 school with a student population of 156. Yukon College offers a local campus in the community.

Physical Description

Haines Junction Community Library is located on the second floor of the Yukon Government administration building and is owned by the Yukon Government.

Governance/Staffing

The Library Board has consisted of long-standing members. Currently, recruitment is in progress to replace members beginning to retire. There is a large number of regular staff (up to seven). Librarians are hired by the Library Board as opposed to the Yukon Government.

Use Patterns

Sqft.	Collection Size (2019)	Items Checked-Out/Month[40] (2019)	Public Computers (2019)	Soft Seating (2019)	Separate Program/ Meeting Space (2019)	Interaction/ Capita (2018/2019)	Sqft/ Capita (2019)
1,905	11,223	450	4	7	yes	3.06	2.0

The Library is very busy with many of its patrons actively seeking out the Library as a place to visit. During the summer, the Library is especially active with tourists who primarily use the computers for Internet access. Patrons include homeschooled students. The Library is often used as an information centre; a place for informal gathering; and for meetings by various organizations.

Currently, programming is more passive and includes various displays and activities such as "Blind Date with a Book". The Library also offers author readings and a popular story hour on Friday mornings for children aged two to five, engaging patrons in song, dance, and crafts. A well-attended afterschool crafts program is also offered but the Library is currently looking for a staff member to keep the program operational. A book club is intended to begin in the fall of 2019. Outreach is managed

[39] *Population totals are taken from the 2016 Census and the Yukon Bureau of Statistics Population Report (First Quarter, 2019)), the latter of which provides population estimates.*

[40] *Estimate based on annual check-out divided by 12 months.*

Survey Responses
Total Respondents = 1

Services with highest level of importance to community:

- Access to physical collections;
- Online access to information/ entertainment; and
- Community gathering and informal socializing.

Services which the Library best supports:

- Access to physical collections;
- Online access to information/ entertainment;
- Group programming (i.e. book clubs, information sessions); and
- Community gathering and informal socializing.

Degree of accessibility:

- The elevator is outside the building and is unreliable; and
- The concrete stairs are aging and were recently fitted with metal treads.

through a Facebook page and in the local newspaper during the winter. Whitehorse Public Library also assists in posting notices for upcoming events.

The Library's catalogue is varied and well-suited to the community. Easy fiction is the fastest growing collection with many young families living in the area. Adult fiction; non-fiction, particularly cookbooks; the French collection; and DVDs are also very popular. During the summer, the interfiled Northern collection is also well-used. Reference material is not as popular, with the least popular collection being junior fiction. Also provided is a small collection of periodicals, audio books, and digital downloads. The catalogue is supplemented with inter-library donations.

Strengths

- Open and airy.
- Well-organized.
- Highly valued, quiet, and safe place for residents.
- The Librarian is proactive in keeping the collection relevant and is responsive to patron requests; staff are capable and competent.
- A book drop-off is provided (on the second floor outside the Library).

Challenges

- Elevator access to the Library is unreliable due to frequent technical issues. There is no secondary access.
- The Library Board Room (author readings) is undersized for 30 people. The floor requires replacing.
- There is no surveillance system in the atrium, compromising staff and visitor safety, particularly at the end of the day; the building is shared by numerous organizations.
- The speed and robustness of the Internet and Wi-Fi connection could be improved.
- Provision of an additional phone in the Library Board Room for teleconferencing would be beneficial.
- Provision of additional funding, especially with the number of visitors compared to other libraries.
- Operating hours are only posted inside on the second floor and not outside of the building.

Short-Term Changes

- Improve community outreach such that operating hours are clearly displayed on the building's exterior.
- Provide an additional phone in the Library Board Room with teleconferencing capabilities.

13. WATSON LAKE COMMUNITY LIBRARY

710 Adela Trail

Hours of Operation Total=32 hours							
	S	M	T	W	T	F	S
9 a.m.							
10			■	■	■		
			■	■	■		
11			■	■	■		
			■	■	■		
12 p.m.			■	■	■		
			■	■	■	■	■
1			■	■	■	■	■
			■	■	■	■	■
2			■	■	■	■	■
			■	■	■	■	■
3			■	■	■	■	■
			■	■	■	■	■
4			■	■	■	■	■
			■	■	■		
5			■	■	■		
			■	■	■		
6							
7							
8							
9							

Community Profile

Watson Lake is located in the southern Yukon by the provincial border of British Columbia and along the Alaska Highway. It is situated between Watson Lake to the north and Liard River to the south. Watson Lake has a population of 1,482 residents with 629 self-identifying as Indigenous. It is home to the Liard First Nation which is part of the Kaska Dena Council. The median age of the population is 44.1. Watson Lake's population has increased by 0.7% from 2016 to 2019.[41]

The local Johnson Elementary School is a K-7 school with a student population of 128. Watson Lake Secondary School is a Grade 8-12 school with a student population of 79 students. Yukon College offers a local campus in the community and provides high speed Internet as well as teleconferencing capabilities available to the community.

Physical Description

Watson Lake Community Library is located in the Town of Watson Lake Administration Building and is a leased space. It is located along the Alaska Highway in a prominent location.

A number of improvements are scheduled to be made to the overall facility by the Town of Watson Lake to support environmental improvements (windows and lighting), structural improvements, and to reduce opportunity for vandalism. These may be reflected in upcoming lease negotiations.

Governance/Staffing

The Library is governed by a community Board with six members, one of which is indigenous. There are strong ties to the Liard Valley Literary Society which is a volunteer organization that supports the Library.

Use Patterns

Sqft.	Collection Size (2019)	Items Checked-Out/Month[42] (2019)	Public Computers (2019)	Soft Seating (2019)	Separate Program/ Meeting Space (2019)	Interaction/ Capita (2018/2019)	Sqft/ Capita (2019)
1,830	17,350	814	4	10	yes	7.16	1.2

The Library is used by the community for informal gathering as well as personal study. It has a well-defined children's zone that includes a story area with puppet theatre. The Library includes soft seating; seating at group tables; and a games area. It also has a maker cart that can be brought out for maker activities. The program room has been taken over for storage and could benefit from improved storage concepts. There

41 *Population totals are taken from the 2016 Census and the Yukon Bureau of Statistics Population Report (First Quarter, 2019)), the latter of which provides population estimates.*

42 *Estimate based on annual check-out divided by 12 months.*

Survey Responses
Total Respondents = 10

Services with highest level of importance to community:

- Online access to information/ entertainment; and
- Access to physical collections.

Services which the Library best supports:

- Access to physical collections;
- Online access to information/ entertainment;
- Group programming (i.e. book clubs, information sessions);
- Personal study space;
- Community gathering and informal socializing; and
- Creative and maker activities.

Degree of accessibility:

- Automatic door to enter building is provided;
- Washrooms could be made more accessible as there is no push-button access for entering and exiting; and
- Library can become crowded with people.

are four public computers and three chrome books for patron use, with access limited to one hour. More computer stations would be beneficial.

The Library offers extensive programming including: Kaska story-telling; author readings; book launches; cooperative book writing; programs delivered by health nurses; programs on wills and estates; film screenings; and invigilation of exams. The Town's recreation programs make use of the Library in summer.

The Library's catalogue includes children's, young adults, juvenile and adult fiction, and non-fiction titles. It is thought that, overall, the collection may be larger than necessary. The Library has a Northern collection included as part of the community libraries as well as a special Northern collection developed in-house and located within a separate room. Materials of this collection are not included in the community libraries' online catalogue.

Strengths

- The Library is light-filled and airy.
- The Library has requested and received holdings in the Kaska language and hosted events around these materials.
- A book drop-off is provided (exterior of the building).
- Library operating hours are posted on the exterior door of the building and on the interior door of the Library.

Challenges

- Lack of a program room.
- Need for more computer stations.
- Additional space is needed to accommodate high Library use.

Short-Term Changes

- Develop storage concepts so that materials and resources in the program room can be stored effectively and the room can be used for programs.
- Improve signage from the adjacent approaches, also ensuring operating hours are clearly displayed.
- Provide better display of collection materials.

14. DAWSON CITY COMMUNITY LIBRARY

967 Fifth Avenue, Robert Service School

Hours of Operation
Total=35.5 hours

	S	M	T	W	T	F	S
9 a.m.							
10							
11							
12 p.m.							
1							
2							
3							
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6							
7							
8							
9							

Community Profile

Dawson City is located in the western Yukon at the intersection of the Yukon River and Klondike Highway. It has a population of 2,324 residents with 427 self-identifying as Indigenous. It is home to the Tr'ondëk Hwëch'in First Nation. The median age of the population is 39.7. Dawson City's population has increased by 5.2% from 2016 to 2019.[43]

Educational institutions include Yukon College, which offers a local campus in the community, the Yukon School of Visual Arts, and the Klondike Institute of Art and Culture.

Physical Description

Dawson City Community Library is located in the Robert Service School, a K-12 school with a student population of 233. It shares space with the school's library and spans two floor levels. The building is currently owned by the Yukon Government.

Governance/Staffing

The Board is very active and largely consists of current and former teachers of the Robert Service School. The Library's long-standing Librarian recently retired and has been replaced by an auxiliary Librarian.

Use Patterns

Sqft.[44]	Collection Size (2019)	Items Checked-Out/Month[45] (2019)	Public Computers (2019)	Soft Seating (2019)	Separate Program/ Meeting Space (2019)	Interaction/ Capita (2018/2019)	Sqft/ Capita[46] (2019)
4,865	17,419	1,109	4	16	yes	4.16	2.1

On weekdays, from 3:30 p.m.-5:00 p.m., the Library is very busy with students waiting for their parents afterschool. Parents will also wait in the Library while their children are involved in afterschool sports. Computers are heavily used by students during the school year and tourists in the summer. Half-an-hour to one hour tickets are given for Internet use.

Programs include a writer's retreat; author readings; and Baby Time, a story time program for pre-K children and their parents. Afterschool tutoring is also offered. The Library functions as a multipurpose space, hosting presentations and clubs including events such as the annual print and publishing festival as well as an arts incubator festival. If a makerspace was provided, programming such as printmaking and

43 *Population totals are taken from the 2016 Census and the Yukon Bureau of Statistics Population Report (First Quarter, 2019)), the latter of which provides population estimates.*

44 *Area only includes space occupied within Library and for Library-specific use. Total area including library spaces for school-only use is 5,339 sqft. See Appendix C Floor Plans per Branch.*

45 *Estimate based on annual check-out divided by 12 months.*

46 *Does not include school Storage Room at 8.44nsm and approximately 35nsm of adjacent mezzanine Library space dedicated to school. See Appendix C Floor Plans per Branch.*

Survey Responses
Total Respondents = 2

Services with highest level of importance to community:

- Access to physical collections;
- Online access to information/ entertainment;
- Personal study space;
- Areas for research;
- Community gathering and informal socializing; and
- Group programming (i.e. book clubs, information sessions).

Services which the Library best supports:

- Access to physical collections.

Degree of accessibility:

- Adult materials on the second floor can be accessed by elevator; and
- Afterschool, students will leave their personal belongings in the entrance vestibule to the Library which impedes access.

bookbinding would be developed. The Library's Conference Room is provided for public use with priority given to non-profit organizations, followed by the school.

The Library's collection includes the typical offerings with children and adult material integrated. Non-fiction titles make up the majority of the catalogue. The Northern collection is also large. Other items include French books, graphic novels, audio books, DVDs, periodicals, and newspapers.

Strengths

- The Library works well overall and caters to a diverse population.
- The Library is very spacious.
- Extensions are given on signed-out items.
- New items are frequently added to the collection.
- The inter-library loan service functions well.
- The second floor features a gathering space.
- Sharing a space with the school helps reduce operations and maintenance costs.

Challenges

- There is Library signage; however, operating hours are not provided.
- The space has to be rearranged to accommodate presentations.
- Miscommunication between the school and Library on how Library space is to be managed. The Departments of Community Services and Education are working on a resolution to this issue.
- The school plans on taking over the second floor and reduce its collection in half.
- The book drop-off is located in the foyer, not directly off of the Library.
- Lounge space could be increased.
- Additional computers and a colour printer are required, including consideration for a separate gaming space.
- The speed and robustness of the Internet and Wi-Fi connection could be improved.
- Adult patrons often feel uncomfortable when there are large numbers of children in the Library.

Short-Term Changes

- Ensure operating hours are clearly displayed.
- Provide a secure book drop-off directly connected to the Library.
- Consider zoning the Library such that there are separate spaces for adults and children.

4.0 ALLOCATION GUIDELINES

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4.0 ALLOCATION GUIDELINES

INTRODUCTION

Library allocation guidelines are generally based on a per capita allowance that may be sensitized by a level of service factor. To develop allocation guidelines for Yukon Community Libraries, RPG reviewed current allocation standards available across jurisdictions throughout North America, as well as reviewing information on branch sizes for libraries in similarly situated jurisdictions with a small population.

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REVIEW OF LIBRARY PLANNING STANDARDS

The following provides a baseline of information for library planning standards of other jurisdictions in North America.

Ontario Public Library Guidelines, January 2018

Ontario Public Library Guidelines are based on seven service population categories:

- Less than 2,500;
- 2,500 to 5,000;
- 5,000 to 15,000;
- 15,000 to 30,000;
- 30,000 to 50,000;
- 50,000 to 100,000; and
- Over 100,000.

Based on this, the guidelines organize information into four categories, which combines some service population categories:

- Small branches – generally serving catchment populations of up to 5,000;
- Medium branches – generally servicing populations of 5,000 to 10,000;
- Large branches – generally serving populations of 10,000 to 35,000; and
- Urban branches – serving populations of 35,000 or more.

The primary focus of interest is the Small branches category as all Yukon Community Libraries serve catchment populations less than 5,000 people. The Ontario Public Library Guidelines do not provide or report on library area per capita.

However, other indicators for Small Branches (up to 5,000 people) are provided on the following page:

Staffing (FTE)	Collection Size	Titles Per Capita	Annual Circulation	Annual Turnover Rate	Space	User Seating	Public Computers	Min. Weekly Hours
1.0 to 2.5	6,000 to 12,000	Less than 2,500: 71.7; 2,500 to 5,000: 26.54	5.75	Less than 2,500: 5.33; 2,500 to 5,000: 7.97	Refers to Connecticut State Library (min. 1.6 square feet per capita); 2,500 to 5,000 square feet	15 to 30	3 to 5	20 to 24

Manitoba Municipal and Regional Public Library Standards and Guidelines, Not Dated

This document cites the American Library Association recommended standards for facility size which notably identifies 2,500 square feet as a minimum for any population under 2,500 and identifies 2.0 square foot per capita as a minimum allocation for populations over 2,500.

More specific space requirements are provided as follows:

Function	Approximate Size
Collection Space	.09 sq. metres for every 111 volumes/items per sq. m. (1 sq. foot for every 10 volumes/items)
User Space	2.7 sq. metres (30 sq. feet) per user space, or five user spaces per 1,000 population
Staff Space	13.9 sq. metres (150 sq. feet) per staff member
Public-Access Computers	2.3 sq. metres (25 sq. feet) per workstation
Meeting Room Space	0.9 sq. metres (10 sq. feet) per seat
Programming Space	0.9 sq. metres (10 sq. feet) per seat
Non-Assignable Space	25% of net space
Multipurpose Rooms	Based on community service and program objectives

Hours of Operation

Three categories of service levels are identified including Essential, Enhanced and Excellent with the following hours identified for each:

Population	Essential	Enhanced	Excellent
Up to 600	10	15	20
601 to 1,200	15	20	25
1,201 to 3,000	20	25	30

In addition to the above, space is to be provided, as determined by local needs, for the following:

- Study (e.g., for tables or carrels in a quiet part of the library);
- Informal reading (e.g., for comfortable chairs near periodicals);
- Public use equipment (e.g., listing and viewing centres and computing facilities);
- Community and cultural activities;
- Shelving sufficient to store and display most materials without overcrowding with the recommendation that collections are on shelving between nine inches from floor to 54 inches to address accessibility concerns; and
- Public washrooms conveniently located.

Joint User Facilities

The following criteria are noted for joint use facilities:

- The library is viewed as a community space by the majority of the citizens;
- The library is in a high traffic area;
- Library entrance is visible and directly accessible from the street;
- Separate library parking is located adjacent to the public library entrance;
- Level of service is equal to or better than two separate facilities;
- Public library space is integrated into the facility rather than a shared space; and
- Partners clearly define their separate mission and service mandates.

Collections

The following standards are noted for collections and references the Administrators of Rural and Urban Public Libraries of Ontario (ARUPLO) 2nd edition:

For a population between 1,000 and 5,000, there is a minimum of 7.500 items and an average per capita range of three to five items.

Infrastructure: The following standards are identified:

- One public computer workstation per 1,000 population;
- Printer for public use; and
- One circulation workstation for each scheduled circulating staff.

Standards and Best Practices for Public Libraries in Alberta, Municipal Affairs, 2010

Two levels of service are identified: essential and exemplary.

Collections

Each library should have a base collection of at least 2,500 books. As a general guide the print collection should be between 1.5 and 2.5 items per capita…smaller libraries may have higher per capita collection size in order to respond to patron demands.

For the non-print collection, 0.25 to 0.5 items per capita should be provided.

Facility Size

"The building size (in square meters per capita) may vary based on community size, community demand, and budget. A worksheet and rule of thumb factors are provided which are the same as the Manitoba Guidelines, with the following additions: for collections, 1 square foot is provided per 20 "visual/items" and 29 "music/items" (ostensibly DVDs, and CDs, respectively).

Florida Library Association, Florida Public Library Outcomes and Standards 2015

For a service population of up to 25,000 population or an annual attendance up to 500,000 a total gross square feet (sf) per capita or person attending of 0.8 sf should be provided.

For populations above 25,000 people or annual attendance over 500,000, a total gross sf per capita or per annual attendance of 0.6 sf should be provided.

For library facilities requiring multiple meeting and performance spaces, that serve a population with few personal computers, or that accommodate significant special collections, total gross square feet per capita or attendee of 1.0 sf should be provided.

Minimum allocation for types of furniture area also provided with a finer grain than the previously identified standards. They include:

- 40 sf per seat for informal meeting/lounge seating;
- 30 sf per seat for table seating for adult and teenage patrons;
- 20 sf per seat for table seating for young children;
- 10 sf for adult seating in meeting rooms (theater style seats);
- 100 sf for speaker/performance space per meeting room;
- 25 sf per seat in conference room;
- 30 sf for carrels/micro-materials;
- 30 sf for computer workstations for public use;
- 10 sf per seated child in story time areas; and
- 100 sf for customer service desks, per computer.

Other related standards include:

13.1 Public and private workspaces where people can conduct research are available in the library;

13.2 The library offers materials and equipment for creative expression and production;

13.3 The library provides consistent, high quality and sustainable broadband connectivity;

13.4 The library offers adequate floor space for public computer workstations and for use of technology brought into the library by customers;

14.1 The library functions as a community center by providing social, cultural and civic programs based on community needs and interests;

14.2 The library provides other organizations and groups access to its facilities for cultural presentations and community activities;

14.3 Gathering spaces in a variety of configurations and sizes are available in library facilities;

16.2 Library programs are equally open to all and offered at times of day and days of the week that meet community needs;

16.3 Library programs are held in locations accessible to all and adaptive equipment and services are provided as needed;

23.1 Children and teen spaces are separated from adult spaces and from each other; and

23.4 Computers with Internet access are available for the exclusive use of children.

Also, of note is that: “No facility should have an employee working alone in a building”.

Wisconsin Public Library Standards, Sixth Edition, 2018

The latest edition of the Wisconsin Public Library Standards provides a more granular approach as well as a tiered structure for the standards.

Tier One is defined as the minimum services that should be available to all residents of the state. Tier Two is defined as an expansion of services beyond the basic and Tier Three as the highest level of service.

While the tiered standards apply to facilities, they also apply to governance, administration, funding, staffing, collections and resources, programs and services, and access.

Quantitative standards for service populations are relatively granular with standards provided for the following 12 population categories:

- 999 and under;
- 1,000 to 1,999;
- 2,000 to 2,999;
- 3,000 to 4,999;
- 5,000 to 6,499;
- 6,500 to 8,999;
- 9,000 to 12,999;
- 13,000 to 18,999;

- 19,000 to 34,999;
- 35,000 to 69,999;
- 70,000 to 99,999; and
- 100,000 and over.

Of the 12 categories the first three are of interest for this study and are best aligned with the smaller libraries that comprise Yukon Community Libraries.

The standards illustrate a general trend found in most systems: the smaller the service population, the fewer the number of open hours, but the higher the number of volumes per capita, the higher the overall collection size per capita and greater the number of public computers per capita. An area per capita allocation is not provided in the new Wisconsin standards.

	999 and under	1,000 to 1,999	2,000 to 2,999
Hours Open			
Tier 1	25.0	30.0	37.0
Tier 2	29.0	35.0	40.0
Tier 3	36.0	42.0	47.0
Volumes Held per Capita			
Tier 1	8.0	6.6	5.5
Tier 2	10.7	9.0	7.4
Tier 3	15.0	12.3	10.5
Collection Size (Print, Audio and Video) per Capita			
Tier 1	11.8	8.5	6.7
Tier 2	18.4	13.0	9.3
Tier 3	20.5	15.6	12.1
Public Use Internet Computers per 1,000 Population			
Tier 1	6.61	3.20	2.30
Tier 2	8.36	4.56	2.92
Tier 3	10.8	5.68	3.82

Connecticut Public Library Standards, 2017

The Connecticut (CT) Best Practices in CT Public Libraries identifies three tiers of libraries: Essential, Enhanced and Exemplary. Square feet per capita standards are provided for six categories of service populations including:

- Up to 5,000;
- 5,000 to 10,000;
- 10,000 to 17,000;

- 17,000 to 25,000;
- 25,000 to 50,000; and
- Over 50,000.

The per capita benchmarks for the Up to 5,000 service population are as follows:

Tier	Area per Capita
Essential	1.0
Enhanced	1.5
Exemplary	2.5

Note that these benchmarks are used to evaluate whether a library currently offers services at the Essential, Enhanced or Exemplary level and are not used for planning new facilities, which requires a forward look at population.

Other benchmarks for the up to 5,000 population category are provided below:

	Hours Per Week
Essential	30.0
Enhanced	35.0
Exemplary	42.0
	Computers per 1,000 Population
Essential	1.2
Enhanced	2.0
Exemplary	3.0

It is worth noting that for computers, the number identified by CT is one third the numbers identified by Wisconsin.

The CT Library Space Planning Guide 2014 also includes the following to be used when planning future libraries. In this case, tiers are not factored in.

	Seats
All (Under 10,000 Projected Population)	At least 20
	Square Feet per Capita (minimum)
Under 10,000 Projected Population	1.60

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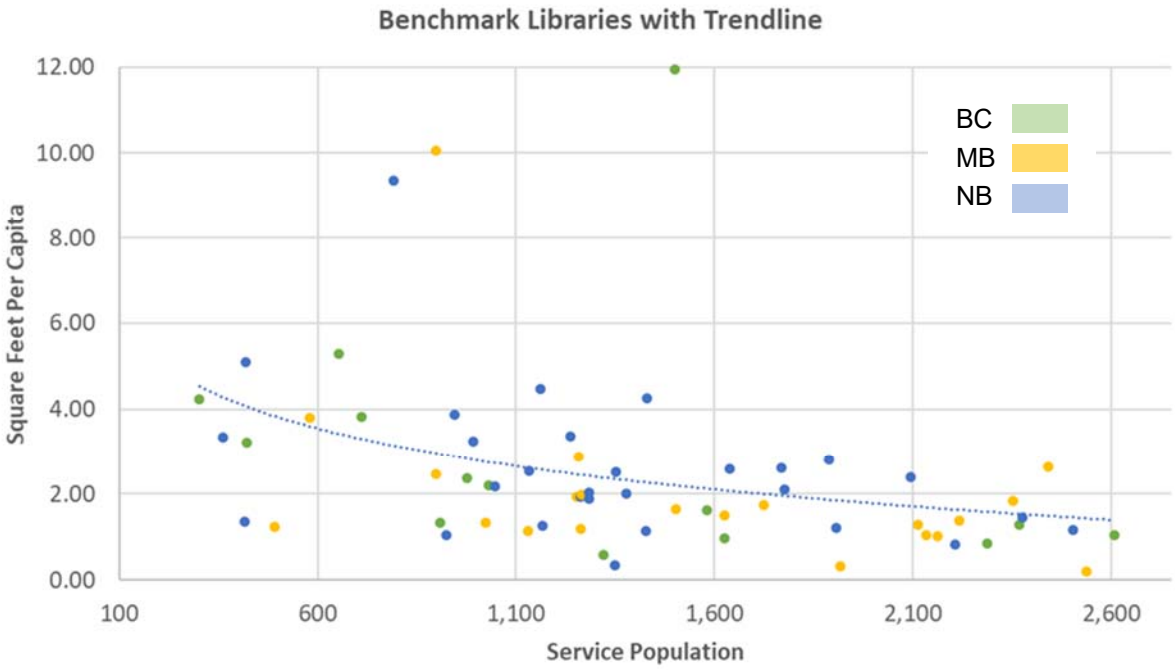
COMPARISON WITH PEER LIBRARIES/SYSTEMS

Library benchmarks are provided from three representative provinces: New Brunswick, Manitoba and British Columbia. Appendix E provides a complete list of the 64 branches and their sizes.

The following scatter chart includes all branches in the three provinces that serve a population up to 2,600. The size of the service population is plotted against the area per capita in square feet.



A trend line indicates that the smaller the branch the more square feet per capita, with the trend line starting near 1.75 for branches with a service population of 2,600 and ending at 4.5 for a service population of just over 300 people, the smallest service population served by benchmark libraries. Yukon Community Libraries has four libraries that serve a population that is smaller than the smallest library in the benchmark group, with two of the Community branches serving a population of just over 100 people.

Note that the above graph captures the sizes of existing libraries. Existing sizes do not necessarily reflect the ideal size or an alignment with standards. In many cases the libraries may be smaller than ideal.

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UNIQUE FACTORS AFFECTING LIBRARY ALLOCATION GUIDELINES

There are a number of unique factors within the Yukon that require adjustment of the allocation and library planning standards that have been generated in other jurisdictions/systems. They include the following:

Small Size of Communities Served

Almost all of the library planning standards identified are for branches that are larger than the majority of Yukon Community Libraries as noted below:

Jurisdiction	Smallest Service Population Category
Ontario	Up to 2,500/ Up to 5,000
Manitoba	Up to 2,500
Florida	Up to 25,000
Wisconsin	Up to 999
Connecticut	Up to 5,000

As such, the planning standard allocations will need to be sensitized to smaller service populations.

Identifying and Assessing Community Size

Some Yukon communities experience a marked difference between the population in winter and the population in summer due mainly to the influx of tourists and workers who serve the summer tourist population. Both these seasonal groups are likely to require the services of the local Community Library, particularly for access to the Internet, catching up on emails and correspondence, looking up information on upcoming destinations, etc.

Remoteness of Communities

Many of the communities served by libraries in Yukon are more remote than communities in other provinces and states. This means that the service population has less opportunity to access alternative services, such as video rental stores, bookstores. In addition, the remoteness often means that patrons need to wait longer for interlibrary loans.

Limited Hours of Operation

Many jurisdictions have planning standards around the number of hours a library is open. A general trend is that the smaller the service population, the fewer the number of hours that a library is open. As noted above, as most of the service populations are larger, the hours identified by the standards tends to be greater than the hours of operation of Yukon libraries, generally ranging from 20 hours per week to 30 hours per week. Manitoba is the exception, identifying 10 hours per week as a minimum standard for a population of up to 600 people.

Limited Internet Access

Many of Yukon's remote communities have poor, intermittent or slow Internet connectivity. The number of residents with at-home Internet connection is lower than typical as some residents live off-grid, etc. In many cases, the library must take up the slack by providing quality Internet service with access to sufficient numbers of computer stations.

Co-Location of Libraries with Schools

Manitoba is the only jurisdiction that provides standards related to co-locating a library with another facility, including schools. However, space standards are not factored into their standards.

Six of Yukon's 14 Community Libraries are located with or in a school. There are implications associated with this colocation in terms of space for school collections, hours of operation, space for staff workspace, access to washrooms, and for general access and the profile of the library. The needs of the school library service are additional to the library space allocations identified.

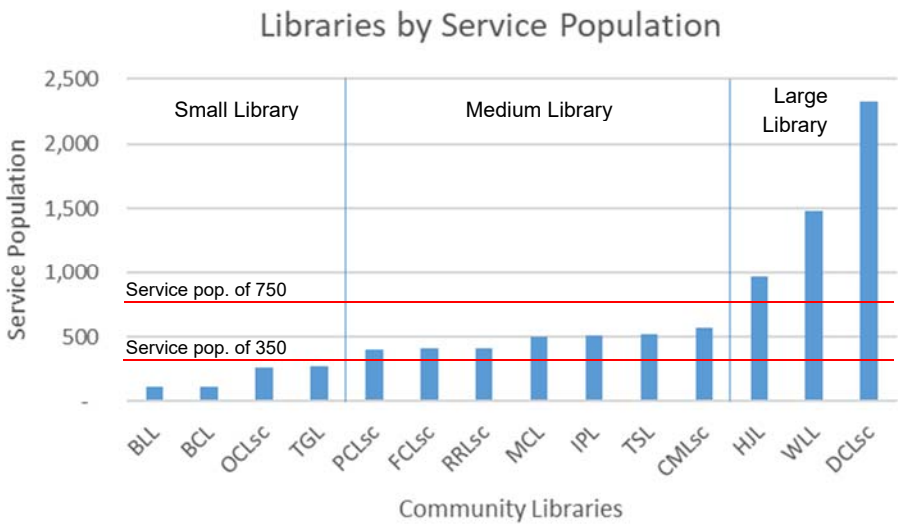
RECOMMENDED ALLOCATION GUIDELINES

The following section provides recommended allocation guidelines for Community Libraries in the Yukon. They are based on a combination of the size of the service population, and level of service.

Service Population Categories

Three categories based on community service population are recommended based on the natural spread of current populations in the Yukon.

The chart below shows the existing population (based on the Yukon Bureau of Statistics Population Report [First Quarter, 2019).

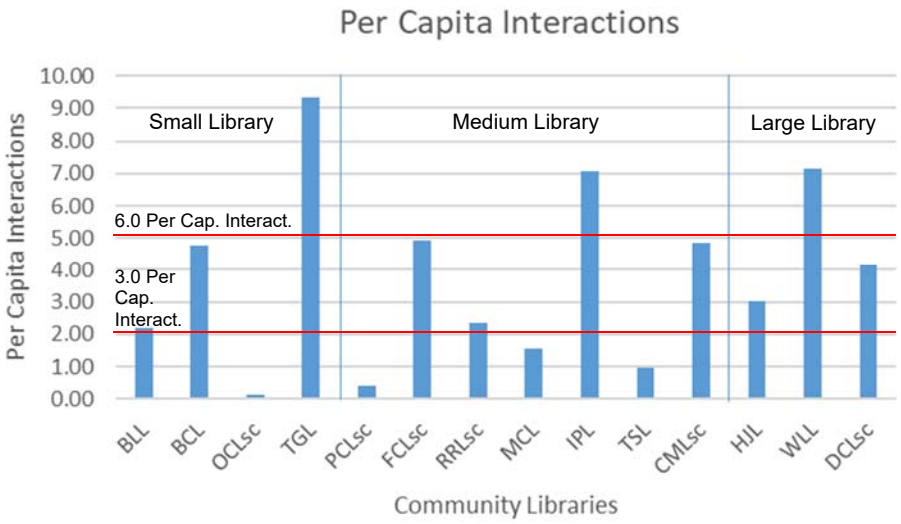


Small Libraries serve populations of up to 350 people; Medium Libraries serve populations of 351 to 750 people; and Large Libraries will serve populations between 751 and 2,500. This categorization creates four Small Libraries, seven Medium Libraries and three Large Libraries.

Patron Interactions and Tiers of Service

Community Libraries has tracked patron interactions, including visits related to the collection, program attendance, computer use, and reference and directional questions. There are marked differences in the number of per capita interactions between Libraries.

The following chart identifies the 2018-19 per capita interactions for each Community Library. The Libraries are organized from smallest to largest.



Three things are worth noting:

- There is significant variance between libraries within each category;
- There is no apparent difference in per capita interactions between Small, Medium and Large Libraries; and
- The Large Libraries tend to be most consistent within the category.

Given the wide range of activity that is evident, we recommend that a factor be applied based on the degree of utilization made by the community. This is consistent with standards in other jurisdictions that create a base, enhanced and exemplary branch tiers. Recommended thresholds include 0 to 3.0 interactions per capita as baseline, 3.0 to 6.0 as enhanced, and over 6.0 as exemplary. The standards should reflect additional space requirements to support each tier of level of service.

<u>Recommended Allocation Guidelines</u>

The following represents the recommended overall square feet per capita guidelines based on service population and service tier.

Service Population

The Service Population is defined as follows:

- Projected population of the community in a 10-year planning horizon + plus a factor that is equal to the percentage of patrons who use the library from outside of the boundary of the community.

Designations of Baseline, Enhanced and Exemplary should be based on statistics and trends of each Community Library for the past three to five years.

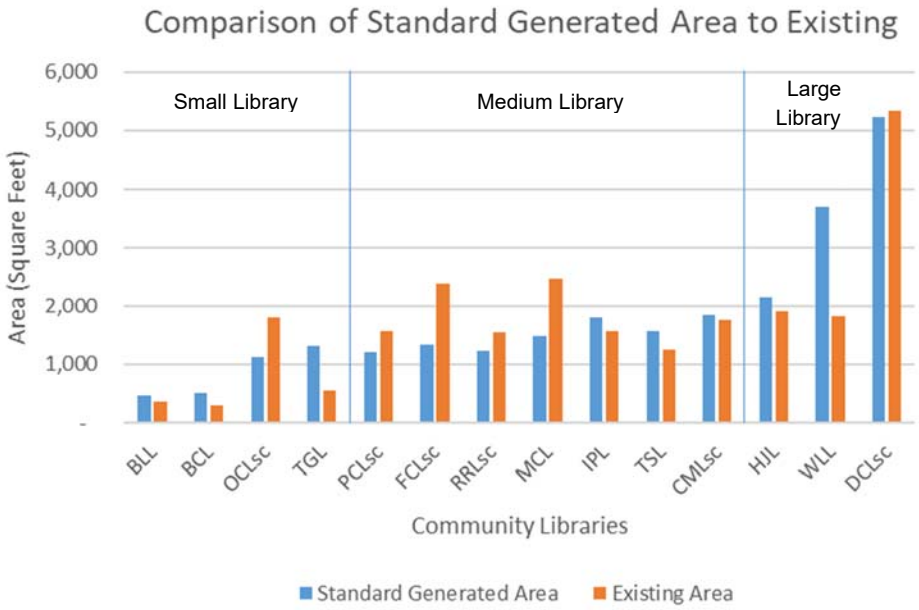
The recommended library planning/allocation guidelines are as follows:

	Small Library	Medium Library	Large Library
Baseline	4.25	3.00	2.00
Enhanced	4.50	3.25	2.25
Exemplary	4.75	3.50	2.50

Based on existing workloads identified previously and service populations noted, the Community Libraries are all within the following categories:

	Small Library	Medium Library	Large Library
Baseline	Burwash Landing Old Crow	Pelly Crossing Ross River Mayo Teslin	-
Enhanced	Beaver Creek	Faro Carmacks	Haines Junction Dawson City
Exemplary	Tagish	Carcross	Watson Lake

The following chart applies the library planning/allocation guidelines to the Yukon Bureau of Statistics Population Report (First Quarter, 2019) as the default service population.



With this methodology, Tagish and Watson Lake stand out as being in significant need of additional space, and Beaver Creek, Carcross, Teslin and Haines Junction have some need for additional space. Burwash Landing and Carmacks are just below the standards.

It is noteworthy that five of the six libraries that are collocated with schools are currently oversized. It is likely an additional factor may be required to account for colocation with a school.

5.0 COMMUNITY LIBRARY PROTOTYPES

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5.0 COMMUNITY LIBRARY PROTOTYPES

INTRODUCTION

This section identifies the spatial assumptions for each element of the library and identifies how they can be used to develop a prototypical program for the Baseline Tier Community Library. They are largely based on the size of the service population and can be adjusted and augmented as required to meet the needs and Service Tier standard of each Community Library.

Additional building blocks are also identified to create a Community Library that is attuned to the needs and values of each community.

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BASELINE ELEMENTAL ASSUMPTIONS

This section provides assumptions for the baseline program, identifying assumptions for the various elements that make up the library, including the collection, computer stations, general seating, meeting rooms, staff space and overall grossing factors that would generate a baseline tier library. The elemental assumptions vary based on library service population size and are described in the table below:

Factor	Library Element Assumption
Small Library Prototype	
Collection	• 17 items per capita up to service population of 250; • 15 items per capita for service population between 251 and 350; and • An average of 100 items per bay (typical of 4-shelf units)
Computer Stations	• Allocated at one station per 100 people in service population; and • An area per seat allocation of 30 square feet.
Other Seating	• Allocated at one station per 40 people in service population; and • An area per seat allocation of 25 square feet.
Meeting Room Seats	• Not provided for baseline.
Staff Space	• 40 square feet.
Medium Library Prototype	
Collection	• 12.5 items per capita; and • An average of 100 items per bay (typical of 4-shelf units).
Computer Stations	• Allocated at one station per 150 people in service population; and • An area per seat allocation of 30 square feet.
Other Seating	• Allocated at one station per 60 people in service population; and • An area per seat allocation of 25 square feet.
Meeting Room Seats	• Not provided for Base Tier.
Staff Space	• 120 square feet.
Large Library Prototype	
Collection	• 10 items per capita for service population up to 2,000; • 8 items per capita for service population above 2,000; and • An average of 100 items per bay (typical of 4-shelf units).
Computer Stations	• Allocated at 1 station per 250 people in service population; and • An area per seat allocation of 30 square feet.

Factor	Library Element Assumption
Other Seating	• Allocated at 1 station per 120 people in service population; and • An area per seat allocation of 25 square feet.
Meeting Room Seats	• 4-seat meeting room provided for service population up to 1,250; • 8-seat meeting room provided for service population between 1,250 and 2,000; • 20-seat meeting room provided for service population over 2,000; and • An area per seat allocation of 25 square feet.
Staff Space	• 150 square feet provided for service population up to 1,250; • 180 square feet provided for service population between 1,250 and 2,000; and • 240 square feet provided for service population over 2,000.
Grossing Factor	A grossing factor of 30% is applied to all areas to arrive at the library's overall area.

The area of a Community Library can be calculated using one of two methods. The calculations for both are illustrated below.

Library Area by Future Service Population X Baseline Allocation

Library Area by Library Elements

The following table applies the Base Tier library element assumptions to 2019 population databased on the Yukon Bureau of Statistics Population Report (First Quarter, 2019) for each of the Community Libraries to understand how the assumptions compare to the current numbers for each library element.

Community Library	Service Population	Current Collection	Base Tier Collection	Difference	Current Computer Stations	Base Tier Number of Computers	Current General Seating	Base Tier Number of Seats	Meeting Room Provided	Base Tier Meeting Room Seats
BLL	110	3,376	1,870	1,506	1	2	4	3	-	-
BCL	111	2,785	1,887	898	2	2	2	3	-	-
OCLsc	262	2,352	3,930	(1,578)	2	3	12	7	-	-
TGL	277	4,472	4,155	317	3	3	4	7	-	-
PCLsc	399	3,989	4,988	(999)	2	3	8	8	-	-
FCLsc	410	9,004	5,125	3,879	2	3	14	9	-	-
RRLsc	409	4,488	5,113	(625)	2	3	8	9	-	-
MCL	496	5,677	6,200	(523)	2	4	12	10	Yes	-
IPL	513	7,284	6,413	872	2	4	6	11	Yes	-
TSL	522	6,721	6,525	196	2	4	6	11	-	-
CMLsc	565	5,774	7,063	(1,289)	4	4	11	12	-	-
HJL	964	11,223	9,640	1,583	4	4	7	8	Yes	4
WLL	1,482	17,350	14,820	2,530	4	6	10	12	Yes	8
DCLsc	2,324	17,419	17,430	(11)	4	10	16	24	Yes	20

Typically, the application of the assumptions results in a number that is somewhere in the middle of existing numbers, e.g., some existing collections surpass the assumption-based result and other existing collections are less than the assumption-based result.

The following table applies the Base Tier assumptions to the service population of each Community Library and compares the result to the area allocation derived from the Base Tier per capita allocation. Note that this calculation is for Base Tier level of service and does not account for the additional space that a library may be allocated from meeting the higher service thresholds that are part of the Enhanced or Exemplary Tiers.

Community Library	Service Population	Collections Baseline Area	Computer Station Baseline	Seating Baseline	Meeting Room Area	Staff Space	Subtotal	30% Grossing Factor	Total Baseline Area	Baseline Allocation (SF per capita)	Baseline Allocation Area	Difference
BLL	110	187	50	75		40	352	106	458	4.25	468	10
BCL	111	189	50	75		40	354	106	460	4.25	472	12
OCLsc	262	393	75	175		80	723	217	940	4.25	1,114	174
TGL	277	416	75	175		80	746	224	969	4.25	1,177	208
PCLsc	399	499	75	200		120	894	268	1,162	3.00	1,197	35
FCLsc	410	513	75	225		120	933	280	1,212	3.00	1,230	18
RRLsc	409	511	75	225		120	931	279	1,211	3.00	1,227	16
MCL	496	620	100	250		120	1,090	327	1,417	3.00	1,488	71
IPL	513	641	100	275		120	1,136	341	1,477	3.00	1,539	62
TSL	522	653	100	275		120	1,148	344	1,492	3.00	1,566	74
CMLsc	565	706	100	300		120	1,226	368	1,594	3.00	1,695	101
HJL	964	964	100	200	100	150	1,514	454	1,968	2.00	1,928	(40)
WLL	1,482	1,482	150	300	200	180	2,312	694	3,006	2.00	2,964	(42)
DCLsc	2,324	1,743	250	600	500	240	3,333	1,000	4,333	2.00	4,648	315

As noted in the final column, in the majority of cases, the Baseline Allocation is larger than the area that results from applying the Baseline elemental assumptions, providing each Library with some flexibility to add additional collection, additional seating, and so on, as is appropriate to meet the unique needs of each service population. Where the Baseline elemental assumptions are greater than the Baseline Allocation, resulting in a negative number as the difference, the Baseline Allocation should be used with a small adjustment in the grossing factor assumed.

Additionally, the Baseline element assumptions should be used as a guide that can be adjusted based on the unique needs of each library, but which provides an overall spatial envelope that is generally in alignment with the Baseline Allocation.

Community libraries that, because of their high level of service, fall within the Enhanced or Exemplary Allocations, have the flexibility to identify how the additional space should be allocated. These may take the form of:

- Additional collection resources;
- Additional computer stations;
- Additional general seating for informal programming or general community gathering;
- Inclusion of a program room; and
- Development of a maker/creative space.

Luneville Multimedia Library
https://www.archdaily.com

Collections

Collections may be added to the baseline program to meet the needs of the service population. For each 100 items, an additional 10 net square feet of collection space should be added, or an additional of 13.0 gross square feet. As noted, collection calculations assume that collections are housed on 4-shelf bays, with some provision for display.

Computer Stations

Additional computer stations may be added as required. For each added computer station, an additional 30.0 net square feet of space is required, or an additional 39.0 gross square feet. Consideration should be given to providing separate computers for the children's zone of the library if three or more computers are provided.

General Seating

Additional general seating may be added as required. For each added general seat, an additional 25 net square feet of space is required, or an additional 32.5 gross square feet. General seating may take the form of soft seating, such as couches, armchairs, or chairs at individual or group tables. General seating in children's areas should be sized for smaller children.

Alice McKean Young Neighbourhood Library
https://perkinswill.com

Program and Meeting Rooms

Program and Meeting Rooms may be added as required. An allowance of 25.0 net square feet is required per seat in any program or meeting room. Program and meeting rooms should be equipped with presentation equipment, including digital projector and sound system.

Story Time/Children's Reading Area

A story time/children's reading area may be added. Eight (8.0) net square feet per child (10.4 gross square feet) should be provided. Consideration should be given to providing movable shelving around this area to increase the space for high demand programs.

Makerspace/Creative Areas

Makerspace and/or creative activities areas may be added as required. Makerspaces may be open or enclosed and should have an allowance of 30.0 net square feet per station at a table.

Vancouver Public Library Inspiration Lab Recording Studio
https://www.vpl.ca

Other creative areas may include the following:

- Single person audio recording/video editing room: 80 net square feet, or 104 gross square feet;
- Small group recording/editing: 120.0 net square feet, or 156 gross square feet;
- Green screen open space: 150.0 net square feet, or 195 gross square feet; and
- Storage for makerspace cart: 8.0 net square feet, or 10.4 gross square feet.

Photocopier/Scanner/Printer

A publicly accessible photocopier/scanner/printer may be added. An allowance of 30.0 net square feet, or 39 gross square feet is required.

Public Washroom

Public Washrooms should be provided with access from within the library, and, if a program room is provided, from the program room supporting both during and after-hours use. Washrooms should be barrier-free design and support both adults and children, as well as adults with children. Forty-five (45.0) net square feet should be provided for each barrier-free washroom.

FLEXIBILITY ASSOCIATED WITH PROTOTYPE

As library services and community needs are constantly evolving, Community Libraries should be planned with a high degree of flexibility. The following strategies can be used to increase the flexibility of library spaces:

- Ensure the library is a regular rectangle on a single level for ease of relocating collections and activities as well as for ease of monitoring library activities;
- Use movable shelving for collections in key portions of the library, particularly for the children's area, that can be rolled away to support informal programming activities or expand story time areas. Note that movable shelving can have implications on floor load as shelving units may be moved into one area of the library putting additional stress on floor structural members;
- Provide opening walls/large doors to program rooms that can be opened to the main library space when not used for programming to expand the space available to the general public;
- Provide outlets and robust Wi-Fi in association with general patron seating to support use of personal devices to access Internet resources; and
- Provide furnishings that are easily moved so that the library can be reconfigured by patrons and staff to support a variety of informal and formal program activities.

Ningbo New Library
https://perkinswill.com

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6.0 APPLICATION OF SPACE ALLOCATION AND SCORING TOOLS, AND COST ESTIMATES

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6.0 APPLICATION OF SPACE ALLOCATION AND SCORING TOOLS, AND COST ESTIMATES

INTRODUCTION

This section provides a summary of how the Space Allocations are applied both manually and using the provided Allocation Tool to identify and rank Community Libraries in need of a capital upgrade.

Criteria for scoring and ranking of Community Libraries is provided, along with descriptions of each of the criteria.

Cost estimates are provided for two of the initiatives and unit rates are provided so that Highways and Public Works is able to develop preliminary costing of initiatives in the future.

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APPLICATION OF SPACE ALLOCATION TOOL

The following outlines the methodology to be used to identify which community libraries are in need of new or upgraded facilities, and is particularly focused on changing area requirements. It is not intended to inform the need for cosmetic changes or interior renovations.

1. Identify the current area of the Library: Using floor plans available from Yukon Community Libraries or Highways and Public Works, identify the current area of the library. The measurement should be expressed as Building Gross Square Feet.

2. Identify the current Service Population for the Library: Using Government of Yukon *Bureau of Statistics* data, identify the current service population of the Community Library.

   If using the Allocation Tool, the current Service Population will be automatically identified.

3. Identify the future Service Population of the Library: Using Government of Yukon Bureau of Statistics data, identify the projected future population for the next five years.

   At this time, future population projections are only available for Watson Lake and Dawson City. If future projections are not available for the subject community, use the following methodology: identify the rate of growth for the past five years and assume the rate of growth in the future will be equal to the past rate of growth unless there is a known mitigating factor.

   As an example, for a Service Population that currently is 300 that five years ago was 275, the growth rate is calculated as follows:

   Growth Rate:
   300 – 275 = 25 (population difference) ÷275 = 9.1%

   Future Service Population:
   300 + (300 X 9.1%) = 327

   If using the Allocation Tool, the projected future Service Population will be automatically identified.

4. Identify the Service Level of the Library: Using statistics collected by the Community Libraries, identify the number of service transactions (including visits related to the collection, program attendance, computer use, and reference and directional questions) and divide by the Current Service Population to identify the service rate.

   For example, with a population of 300 and service transactions of 1,000 the service rate is 10.33 service transactions per capita: 1,000 ÷ 300 = 10.33

Compare the result to the rates in the table provided below to identify whether the per capita service rate of the Community Library falls within the Baseline, Enhance or Exemplary category.

TABLE 1: SERVICE CATEGORY BY PER CAPITA SERVICE TRANSACTIONS.

	Baseline	Enhanced	Exemplary
Service Transactions Per Capita	Up to 3.0	Greater than 3.0 and up to 6.0	Greater than 6.0

5. Calculate the Baseline Allocation of the Library: The Baseline Allocation is calculated by multiplying the future service population identified above by the appropriate Service Level category. The following table identifies the per capita factor for each of the nine categories

TABLE 2: PER CAPITA ALLOCATIONS (SF/CAPITA) BY LIBRARY SIZE AND SERVICE LEVEL

Future Service Population	Baseline	Enhanced	Exemplary
Small – up to 350	4.25 sf/cap.	4.50 sf/cap.	4.75 sf/cap.
Medium – Between 351 and 750	3.00 sf/cap.	3.25 sf/cap.	3.50 sf/cap.
Large – 751 and greater	2.00 sf/cap.	2.25 sf/cap.	2.50 sf/cap.

If using the Allocation Took, the Per Capita Allocation by Library Size and Service Level will be automatically calculated.

APPLICATION OF SCORING TOOL

The following list of criteria is used to score existing Community Libraries facilities and to rank them according to need. While the deficit of the currently library compared to the allocation guideline is important, other factors also need to be considered.

TABLE 3: ASSESSMENT CRITERIA

Criteria	1	2	3	4
A. Variance from Space Allocation				
B. Physical Condition of Facility				
C. Accessibility				
D. Functional Deficiencies				
E. Anticipated Growth of Community				
F. Government Mandate				
Total				

A. Variation from Space Allocation: This criterion identifies the amount of variation between the current area and the area identified by the Space Allocation in four ranges:

1. Less than 10% or no shortfall;
2. Between 10% and 24% shortfall;
3. Between 25% and 39% shortfall; and
4. 40% or greater shortfall.

B. Physical Condition of Facility: This criterion is based on an assessment of the physical condition of the facility and is organized into four categories:

1. No issues related to the physical condition of the facility;
2. Some issues related to physical condition of the facility;
3. Significant issues related to deferred maintenance or continued use of the facility; and
4. Physical condition entails health and safety issues.

C. Accessibility: This criterion is based on the following building attributes related to accessibility:

1. The facility provides an equivalent experience between those with special needs and typical users;
2. The facility is accessible but does not present an equivalent experience between those with special needs and typical users;
3. Accessibility issues are related to access to the various library features but not to the overall access to the facility; and
4. Accessibility issues exist throughout from access to the facility, provision of accessible washrooms, and access to the various library features, such as access to all materials on stacks.

D. Functional Deficiencies: This criterion is based on an assessment of the following:

1. The facility has no functional deficiencies;
2. The facility has minor functional issues that have a minor impact on the quality of the experience for library patrons and for staff;
3. The facility has functional issues that significantly reduce the quality of the experience for library patrons and for staff; and
4. The facility has significant functional issues that reduce the usefulness of significant portions of the facility.

E. Anticipated Growth of Community: This criterion is based on the following categories:

1. The community is expected to decrease in size in the future;
2. The growth of the community is adequately captured in the Space Allocation calculation;
3. The community will see some growth in the longer-term future that is not evident or accounted for in the Space Allocation calculation; and
4. The community will see significant growth in the longer-term future that is not evident or accounted for in the Space Allocation calculation by using past statistics.

F. Government Mandate: This criterion is based on an assessment of the following:

1. There is no government mandate or priority that specifically supports this project;
2. An expansion of the Library supports a stated government priority; and
3. An expansion of the Library directly aligns with a stated government priority.

ESTIMATED GENERAL PROJECT COSTS

The following cost information was prepared by the BTY Group based on benchmark studies and industry standards.

The following construction costs are based on various sizes of construction projects and only include cost of construction.

Small Library

The size of a Small Community Library can range from 425 square feet to 1,662 square feet. The mid point of these two is approximately 1,250 square feet.

The estimated construction cost for a Small Library, assuming approximately 1,000 square feet, single storey, wood framed construction is $500 - $600/square foot.

E.g., 1,250 square feet X $550/square foot = $687,500

The allowance for site works, including site preparation, hard and soft landscaping, parking and utilities is generally 15% to 25% of the building cost.

E.g., $687,500 X 20% = $137,500

The allowance for soft costs, including design, government fees, management and planning, furniture, fixtures and equipment (FFE) is generally 30% to 40%.

E.g., $687,500 X 35% = $240,625

Costs for land and for financing have not been included.

The following should be subject to a contingency that has not been specified: unforeseen ground conditions, availability of labour, and locational challenges.

Based on the above assumptions, a library of 1,250 square feet would cost $1,065,625

Medium Library

The size of a Medium Community Library can range from 1,053 square feet to 2,625 square feet. The mid point of these two is approximately 1,840 square feet.

The estimated construction cost for a Medium Library, assuming approximately 2,000 square feet, single storey, wood framed construction is $425 - $475/square foot.

E.g., 2,000 square feet X $450/square foot = $900,000

The allowance for site works, including site preparation, hard and soft landscaping, parking and utilities is generally 15% to 25% of the building cost.

E.g., $900,000 X 20% = $180,000

The allowance for soft costs, including design, government fees, management and planning, furniture, fixtures and equipment (FFE) is generally 30% to 40%.

E.g., $900,000 X 35% = $315,000

Costs for land and for financing have not been included.

The following should be subject to a contingency that has not been specified: unforeseen ground conditions, availability of labour, and locational challenges.

Based on the above assumptions, a library of 2,000 square feet would cost $1,215,180

Large Library

The size of a Large Community Library can range from 1,502 square feet to 6,250 square feet. The mid point of these two is approximately 3,875 square feet.

The estimated construction cost for a Large Library, assuming approximately 4,000 square feet, two storey, wood framed construction is $415 - $470/square foot.

E.g., 4,000 square feet X $442.50/square foot = $1,770,000

The allowance for site works, including site preparation, hard and soft landscaping, parking and utilities is generally 15% to 25% of the building cost.

E.g., $1,770,000 X 20% = $354,000

The allowance for soft costs, including design, government fees, management and planning, furniture, fixtures and equipment (FFE) is generally 30% to 40%.

E.g., $1,770,000 X 35% = $619,500

Costs for land and for financing have not been included.

The following should be subject to a contingency that has not been specified: unforeseen ground conditions, availability of labour, and locational challenges.

Based on the above assumptions, a library of 4,000 square feet would cost $2,743,500

PROJECT SPECIFIC COSTS

The cost information on the following page was prepared by the BTY Group for two specific Community Library projects: Tagish Library, which falls within the Small Library category and Carcross (Isabelle Pringle) Library, which falls within the Medium Library category.

Resource Planning Group Inc. | Yukon Community Libraries Projects - Program Cost Estimate
Report Number 1.0 | September 30, 2019

bty

Project Cost Summaries (Cont'd)

Tagish Library

The estimated project capital cost is summarized as follows:

		Estimated Cost
A.	**LAND COST**	**$0**
A1	Land	0
A2	Legal Fees	0
B.	**CONSTRUCTION**	**$677,000**
B1	Building - 1,320 sq.ft.	627,000
	Building Shell - *single storey building, wood framed, pitched roof, tied-in to the existing community centre*	
	Interior Fitout - *collections, computer stations, other seating, staff space, meeting room*	
B2	Site Development - *minimum demolition, upgrading existing services, minor changes to the existing parking & landscaping*	50,000
D.	**PROFESSIONAL FEES**	**$81,000**
D1	Programming	
D2	Architectural	
D3	Structural	
D4	Mechanical	
D5	Electrical	
D6	Quantity Surveying	
D7	Acoustic	
D8	Equipment Consultant	
D9	Code Consultant	
D10	Other Consultants and Disbursements	
E.	**CONNECTION FEES & PERMITS**	**$5,000**
E1	Development Cost Charges	0
E2	Building Permits	5,000
F.	**MANAGEMENT & OVERHEAD**	**$39,000**
F1	Project Management Fee	0
F2	Owners Planning and Administrative Cost	0
F3	Project Insurance	14,000
F4	Project Commissioning, Move-In	25,000
G.	**PROJECT CONTINGENCY (25%)**	**$201,000**
	SUB-TOTAL	**$1,003,000**
H.	**FURNISHINGS, FITTINGS & EQUIPMENT (Allowance)**	**$85,000**
	SUB-TOTAL	**$1,088,000**
J.	**TAXES**	**$0**
	TOTAL PROJECT COST (2019 Dollars)	**$1,088,000**
K.	**ESCALATION**	**$0**
K1	Escalation Reserve (0% of Item A to G)	0
K2	FF & E Escalation (0% of item H)	0
	ESCALATED PROJECT COST (2019 Dollars)	**$1,088,000**

Resource Planning Group Inc. | Yukon Community Libraries Projects - Program Cost Estimate
Report Number 1.0 | September 30, 2019

bty

Project Cost Summaries

Carcross Library

The estimated project capital cost is summarized as follows:

		Estimated Cost
A.	**LAND COST**	**$0**
A1	Land	0
A2	Legal Fees	0
B.	**CONSTRUCTION**	**$735,000**
B1	Building - 1,845 sq.ft. Building Shell - *single storey building, wood framed, pitched roof* Interior Fitout - *collections, computer stations, other seating, staff space, meeting room*	655,000
B2	Site Development - *minimum demolition, upgrading existing services, minor changes to the existing parking & landscaping*	80,000
D.	**PROFESSIONAL FEES**	**$88,000**
D1	Programming	
D2	Architectural	
D3	Structural	
D4	Mechanical	
D5	Electrical	
D6	Quantity Surveying	
D7	Acoustic	
D8	Equipment Consultant	
D9	Code Consultant	
D10	Other Consultants and Disbursements	
E.	**CONNECTION FEES & PERMITS**	**$5,000**
E1	Development Cost Charges	0
E2	Building Permits	5,000
F.	**MANAGEMENT & OVERHEAD**	**$40,000**
F1	Project Management Fee	0
F2	Owners Planning and Administrative Cost	0
F3	Project Insurance	15,000
F4	Project Commissioning, Move-In	25,000
G.	**PROJECT CONTINGENCY (25%)**	**$217,000**
	SUB-TOTAL	**$1,085,000**
H.	**FURNISHINGS, FITTINGS & EQUIPMENT (Allowance)**	**$100,000**
	SUB-TOTAL	**$1,185,000**
J.	**TAXES**	**$0**
	TOTAL PROJECT COST (2019 Dollars)	**$1,185,000**
K.	**ESCALATION**	**$0**
K1	Escalation Reserve (0% of Item A to G)	0
K2	FF & E Escalation (0% of item H)	0
	ESCALATED PROJECT COST (2019 Dollars)	**$1,185,000**

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7.0 GENERAL PLANNING CRITERIA/CHECKLIST

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7.0 GENERAL PLANNING CRITERIA/CHECKLIST

INTRODUCTION

The General Planning Criteria/Checklist describes those features that enable user enjoyment, practical functioning, and efficient library operation.

General Planning Criteria assist in identifying appropriate facilities as well as setting the stage for the eventual development of design responses and technical specifications. They assume that any existing municipal, provincial, and/or national building codes and standards will take precedence over concepts suggest below.

It is assumed that these criteria pertain to all facility types, and will apply to leased and/or owned space, and that and spaces shared with community partners will also reflect these criteria.

General Planning Criteria are described in sections as follows:

- Exterior;
- Interior Quality;
- Operational Systems;
- Building Systems; and
- Sustainability Features.

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EXTERIOR

Conan Library and City Hall of Ville de la Malbaie
https://www.archdaily.com

Hennepin County Library
https://www.archdaily.com

El Roure Community Centre and La Ginesta Library
https://www.archdaily.com

Location

- □ Library services are located close to other community services, such as village and town halls, schools, and community centres. The Library could be housed in either a free-standing building or as part of another community facility, such as a school or recreation facility.

Visibility

- □ Signage identifying the Library is prominently visible.
- □ The exterior and interior of the Library facility is visible from adjacent streets and approaches including sidewalks.
- □ Both the exterior and interior of the Library facility are visible from the exterior.
- □ The Library is visually differentiated or distinguishable from any building of which it is a partial component.

Views

- □ Views of nearby sidewalks, streets, and community features are provided from the interior of the Library.
- □ Significant views of adjacent and nearby natural features are provided, with opportunities to interpret exterior ecological values from within the Library.

Access

- □ The Library is easily approachable and welcoming.
- □ A convenient and safe drop-off is provided close to the entrance to the Library.
- □ The Library has its own identifiable entrance from the exterior.

Image

- □ The Library has a recognizable civic image that is independent from other developments on the site.
- □ Facilities make visible and imaginative use of natural forms and materials.

Massing

- □ At least two sides have access to significant amounts of natural light with unimpeded views in and out.

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INTERIOR QUALITY

The quality of the building, space, furniture and fixtures is critical to establish and maintain the importance and functionality of the library in the community.

Ingleside Branch Library
https://www.archdaily.com

Functional Organization

- ☐ The Library is located at ground floor and that does not require stairs or elevators.
- ☐ The Library's size and geometry allows adequate space for all major functions, including the easy movement of staff and users.
- ☐ Individual workspaces are located adjacent to windows; with active learning spaces at the centre.
- ☐ Spaces are designed to allow reconfiguration and expansion with minimal disruption of services and operations.
- ☐ Furnishings forms, colours, and natural materials are scaled for human comfort and enjoyment, with a focus on attention to small, immediate details throughout.
- ☐ Interior space includes opportunities for viewing and people watching, as well as secure and quiet refuge areas.

Hannae Forest of Wisdom Community Centre Library
https://www.archdaily.com

- ☐ Collection areas are visible from a central arrival space with services, signage, and display features, etc., and specific related functions and spaces clustered around this central space.
- ☐ Print collections are laid out to be optimally visible, self-explanatory, and visually interesting.
- ☐ Zoning of public spaces feature higher activity toward the entrance, and quieter activity away from the entrance.
- ☐ Generally, space is open and contiguous with enclosed spaces the exception.
- ☐ If provided, enclosed spaces are acoustically separated.

Montbau Library
https://www.archdaily.com

- ☐ Exterior walls include expanses of glazing with multiple views into and out of building, to and from adjacent buildings, and natural features.
- ☐ Visual cues and connections ensure that building users have a clear understanding of the overall layout of the building, including locations of key services and features.
- ☐ An enclosed meeting/program room is provided, as appropriate.
- ☐ Internal access to public universal washroom(s) is provided.

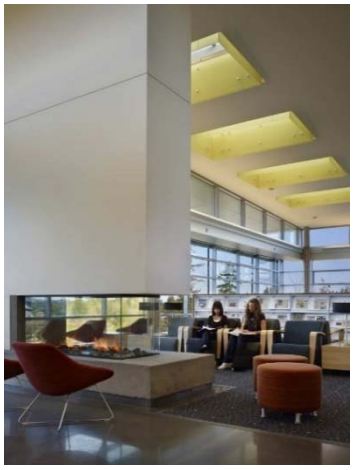
Craigieburn Library
https://www.archdaily.com

Light

- □ Ample natural light is provided.
- □ Windows have operable window coverings for shade and glare control.
- □ Artificial lighting is indirect and glare-free.
- □ Local task lighting is used to illuminate work surfaces, displays, and special features.

Acoustic Quality

- □ Acoustic treatment is provided in all multipurpose learning and study spaces, office and meeting room.



Sammamish Library
https://www.archdaily.com

Ergonomics

- □ Spatial dimensions and proportions, furnishings and fixtures respond to the ergonomic requirements of access, movement, lifting, and rearranging collection resources, equipment, furniture, doors, lighting, play equipment, presentation equipment, and storage units.
- □ User seating and workspaces are selected for ergonomic design.

Furnishings

- □ Furnishings are moveable and reconfigurable.
- □ Furnishings are highly durable, and easy to maintain; they conform to infection control and general maintenance policies.
- □ Power and cabling access is integrated with furnishing design and layout.

Fixtures and Equipment

- □ Feature signage and displays, and presentation equipment is provided that is either moveable and/or securely fastened to walls or ceilings.
- □ Collections are stored on shelving units typically three feet wide and no more than 165 cm (66”) high.
- □ Collection shelving units are moveable (if under 132 cm high) or fixed to the floor structure, (if higher than 132 cm).
- □ Display features are provided either as freestanding, suspended, and/or mounted on wall systems.

OPERATIONAL SYSTEMS

Sant Sadurní d'Anoia Cultural Centre and Archive Library
https://www.archdaily.com

Calgary Central Library
https://www.entro.com/

The Waterdown Library and Civic Centre
https://www.archdaily.com

Service Points

- □ There is one public service desk providing circulation and information/reference services.

Movement Systems

- □ There are no stairs or elevators.
- □ Movement spaces coordinated to coincide with key functional destinations, such as collection areas, service points and collection displays.
- □ Circulation pathways have simple geometries and clear sightlines; there are no dead ends or hidden corners.
- □ Customers are able to use walkers, automated wheelchairs, and, especially, strollers accommodating small children to access all Library public spaces.

Materials Handling Systems

- □ All spaces and fixtures are scaled to allow movement of customers carrying materials and personal belongings; all spaces support the need to set them down occasionally on horizontal surfaces.
- □ Exterior materials drops connect as directly as possible to the materials sorting area.

Security

- □ Opportunity for dynamic surveillance is provided through strategic positioning of occupants and staff, with direct sightlines to all activity areas.

Crime Prevention Through (Interior) Environmental Design (CPTED)

The principles of Crime Prevention through Environmental Design are incorporated into design features, including:

- □ Public areas are visible from staff service desks, service points, and staff work areas;
- □ Safety and security features are integrated unobtrusively through intuitive layout and design features, (including interior glazing), rather than through obvious surveillance and/or physical barriers; and
- □ Design, materials, finishing details, and installation features, minimize the likelihood of injury due to accidents, falls, etc.

Communication Systems

- □ A flexible network is provided that is easily accessed, managed, and reconfigured.
- □ Robust and high capacity Wi-Fi Internet access is provided throughout common areas, and learning and study areas.
- □ High speed charging stations are provided.
- □ Electrical outlets are provided beside casual seats to support use of personal devices.
- □ Worktable stations have access to data and power but are not hard wired to support the reconfiguration of tables.

Waste and Recycling

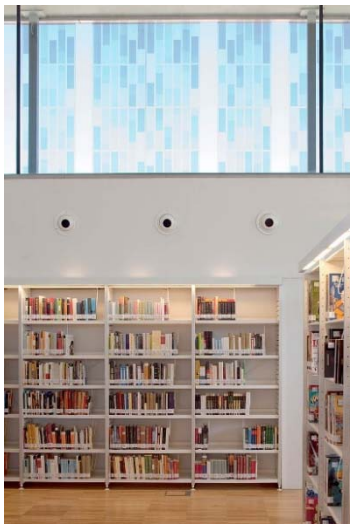
- □ Waste and recycling collection points are provided in public and staff areas.
- □ Janitors closets are provided with a mop sink and storage shelving and are large enough to accommodate a janitor's cart.
- □ Sufficient space is provided in non-public areas to store supplies and materials.

BUILDING SYSTEMS

Partition Systems

- ☐ Structural system column and bay spacing accommodate the installation of non-load-bearing partitions.
- ☐ Non-structural wall and partition systems are impact-resistant, acoustically shielded, and easily demountable to allow for possible future reconfiguration of space.
- ☐ Partition systems accept changing display systems, and/or the mounting of flat screen monitors, etc.
- ☐ Wall surfaces have low reflectivity and that can be cleaned and maintained easily.

Windows and Glazing



Biblioteca Angel Gonzales
https://www.archdaily.com

- ☐ UV and glare shielding exterior glazing is provided including operable blind systems.
- ☐ Internal glazing is provided as required for clear orientation, light transmission, spatial continuity, and informal visual surveillance.
- ☐ Glazing and windows are impact resistant.
- ☐ Glazing has high performance thermal properties.

Floors

- ☐ Floors feature non-skid surfaces, such as rubber, resilient or carpet tile.
- ☐ Floor systems include seamless or flush joints with no raised thresholds at doorways.
- ☐ Floor materials and finishes support ease of movement, sustainability, and acoustical performance requirements.

Plumbing

Constitución Public Library
https://www.archdaily.com

- ☐ Access panels to plumbing systems are located in general circulation/ corridor spaces.
- ☐ Environmentally responsible approaches have been taken to water conservation, such as low-flow plumbing fixtures, and collection of grey water.

Materials and Finishes

- ☐ Materials and finishes contribute to an overall atmosphere of space, clarity, and light, and do not compete visually with the activities taking place.

- □ Materials are aesthetically pleasing, including use of wood and glazing for doors and partitions.
- □ Impact-resistant wall finishes are provided in public spaces and high-volume staff spaces, particularly where book trucks and other materials are moved.
- □ Non-allergenic materials are used.
- □ Materials are durable and low maintenance.

Britten Pears Archive
https://www.archdaily.com

Lighting and Electrical Systems

- □ Innovative, energy efficient and sustainable lighting systems are provided, with consideration given to LED lighting.
- □ Lighting addresses the functional complexity of many activities occurring in the program spaces.
- □ Lighting systems contribute to an atmosphere of space and clarity and that do not compete visually with collection displays or activities taking place.
- □ A minimal number of lighting systems are used with system maintenance, anticipated longevity of use and availability, and ease of parts replacement considered in the selection of systems.
- □ Localized controls for lighting in open areas and in each meeting room is provided.
- □ Dimmers are provided as required.
- □ Programmable lighting is provided in most public areas with manual override systems.
- □ Task lighting is provided at individual workstations.
- □ All task lighting is centrally controlled for public areas.
- □ Controls, access panels, wiring, conduit and fixtures are not publicly accessible, de-mountable or breakable.

Joan Maragall Library
https://www.archdaily.com

General HVAC Systems

- □ Thermostats are placed away from direct sunlight.
- □ Consideration is given to a system that makes use of heating and cooling sources within the facility.

Acoustic Systems

- ☐ Wall, moveable partition, floor and/or ceiling-mounted acoustic shielding is provided in areas in which activities generate higher noise levels or require lower noise levels.

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SUSTAINABILITY FEATURES

Grimstad Library
https://www.archdaily.com

Energy Consumption Strategies

- □ Thermal performance meets target of 60% of the current kilowatt-hours of energy per square metre per year (Energy Use Intensity).
- □ Siting optimizes passive solar orientation for passive and active solar gain.
- □ Strategic envelope apertures and enclosures support passive and active solar gain.
- □ Design utilizes natural ventilation and cooling such as allowing warm and cool air to pass over concrete slab floors and use of solar chimney features to extract air.

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APPENDIX A:
SUMMARY OF SURVEYS

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APPENDIX A: SUMMARY OF SURVEYS

INTRODUCTION

Surveys were distributed to all 14 community libraries with responses returned from the following branches:

- Old Crow Community Library;
- Tagish Community Library;
- Pelly Crossing Community Library;
- Faro Community Library;
- Ross River Community Library;
- Mayo Community Library;
- Carcross (Isabelle Pringle) Community Library;
- Teslin Community Library;
- Carmacks Community Library;
- Haines Junction Community Library;
- Watson Lake Community Library; and
- Dawson City Community Library.

Between the 12 participating libraries, services with the highest level (top 3 choices) of importance to the community are:

- Access to physical collections;
- Online access to information/entertainment; and
- Community gathering and informal socializing.

Services which the Library best supports (services which are supported very well) are:

- Access to physical collections;
- Online access to information/entertainment;
- Personal study space; and
- Creative and maker activities.

In addressing accessibility, common responses include:

- Independent access is beneficial for libraries sharing building with other services;
- Library not accessible from exterior and within interior space;
- Push button access to be provided;

- Elevators are unreliable; and
- Interior layouts could be improved for ease of circulation and the freeing of space.

APPENDIX B:
STATISTICS (PER LIBRARY)

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APPENDIX B: STATISTICS (PER LIBRARY)

PUBLIC INTERACTIONS (2018/19)

Community Library[1]	Visits Related to Collection	Program Attendance	Computer Use	Reference Question	Directional Question	Total Public Interactions	Population[2]	Interaction per Capita
BLL	110	111	0[3]	10	9	240.0	110	2.18
BCL	28	53	250	113	86	530.0	111	4.77
OCLsc	12	6	9	6	0	33.0	262	0.13
TGL	215	37	1,416	483	439	2,590.0	277	9.35
PCLsc	29	0	121	2	5	157.0	399	0.39
FCLsc	247	0	1,629	12	126	2,014.0	410	4.91
RRLsc	3	0	966	0	0	969.0	409	2.37
MCL	92	124	553	4	8	781.0	496	1.57
IPL	289	507	2,816	2	7	3,621.0	513	7.06
TSL	61	194	150	42	47	494.0	522	0.95
CMLsc	242	92	2,381	1	26	2,742.0	565	4.85
HJL	690	511	1,128	422	165	2,916.0	964	3.02
WLL	1,201	603	6,029	1,664	1112	10,609.0	1,482	7.16
DCLsc	1,575	256	6,154	1,008	686	9,679.0	2,324	4.16
Total						37,375.0	8,844	4.23

1 *sc=school*

2 *Population based on estimates provided in Yukon Bureau of Statistics Population Report (First Quarter, 2019)*

3 *BLL computer access supplied by Kluane First Nation.*

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APPENDIX C:
FLOOR PLANS (PER LIBRARY)

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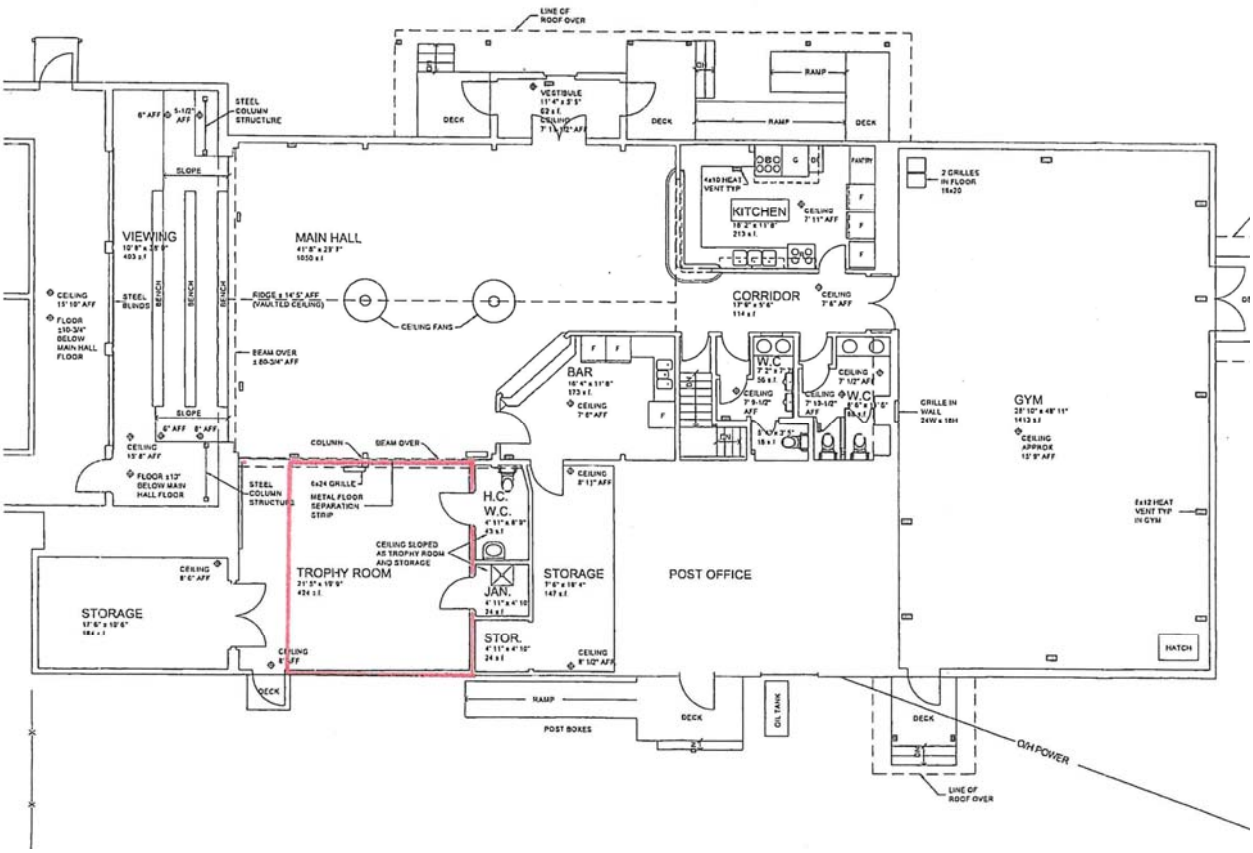
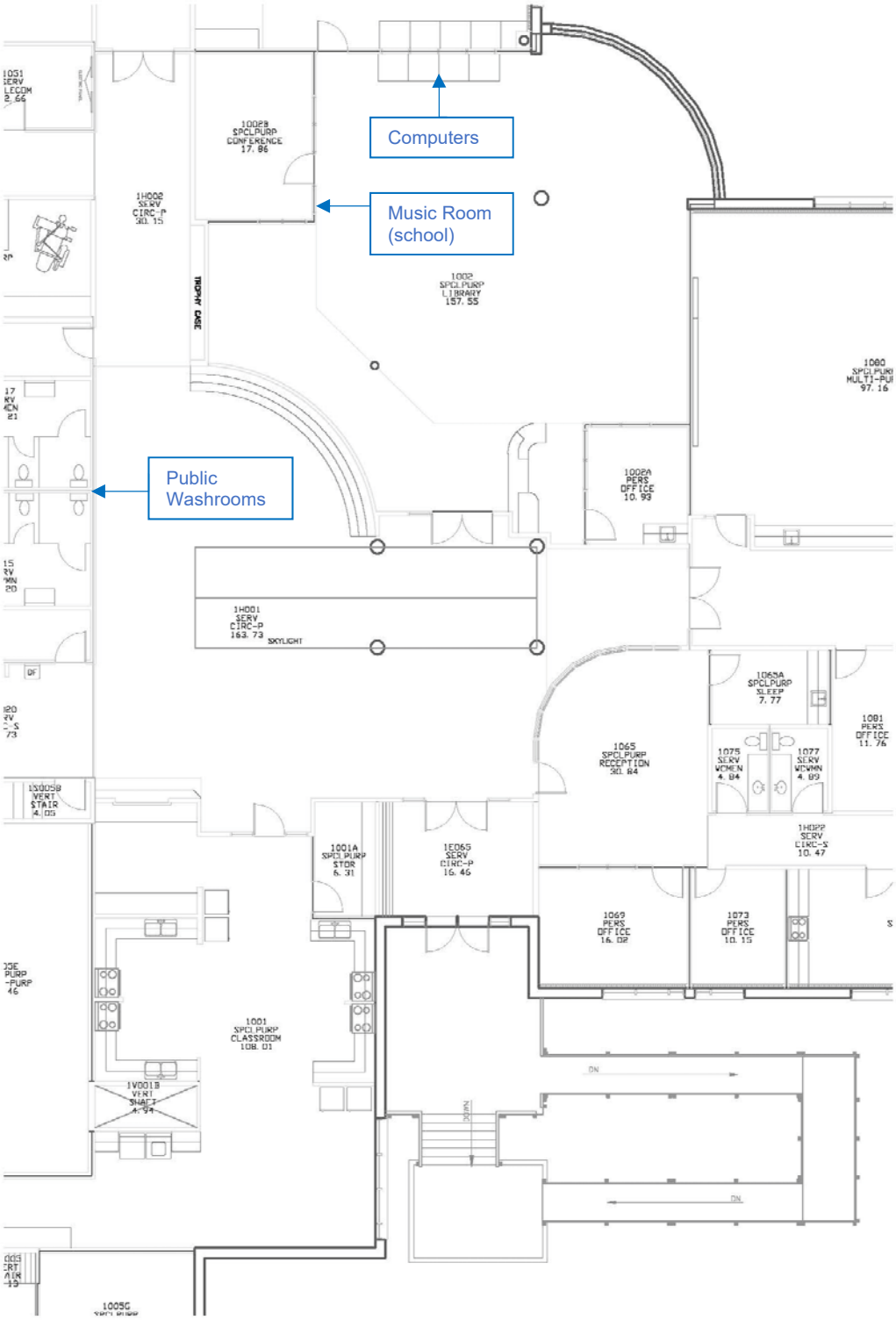
APPENDIX C: FLOOR PLANS (PER LIBRARY)

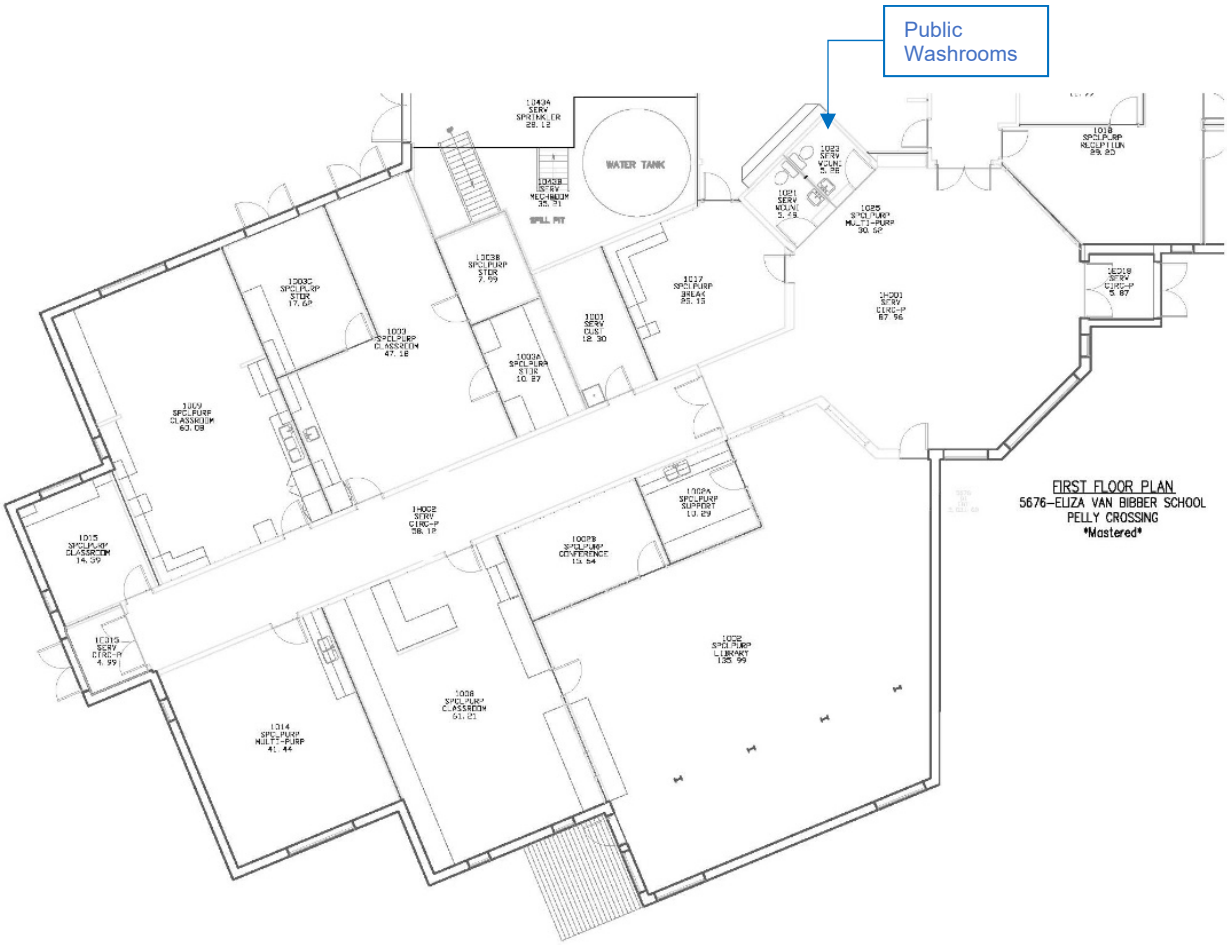
BEAVER CREEK
COMMUNITY LIBRARY



OLD CROW COMMUNITY LIBRARY

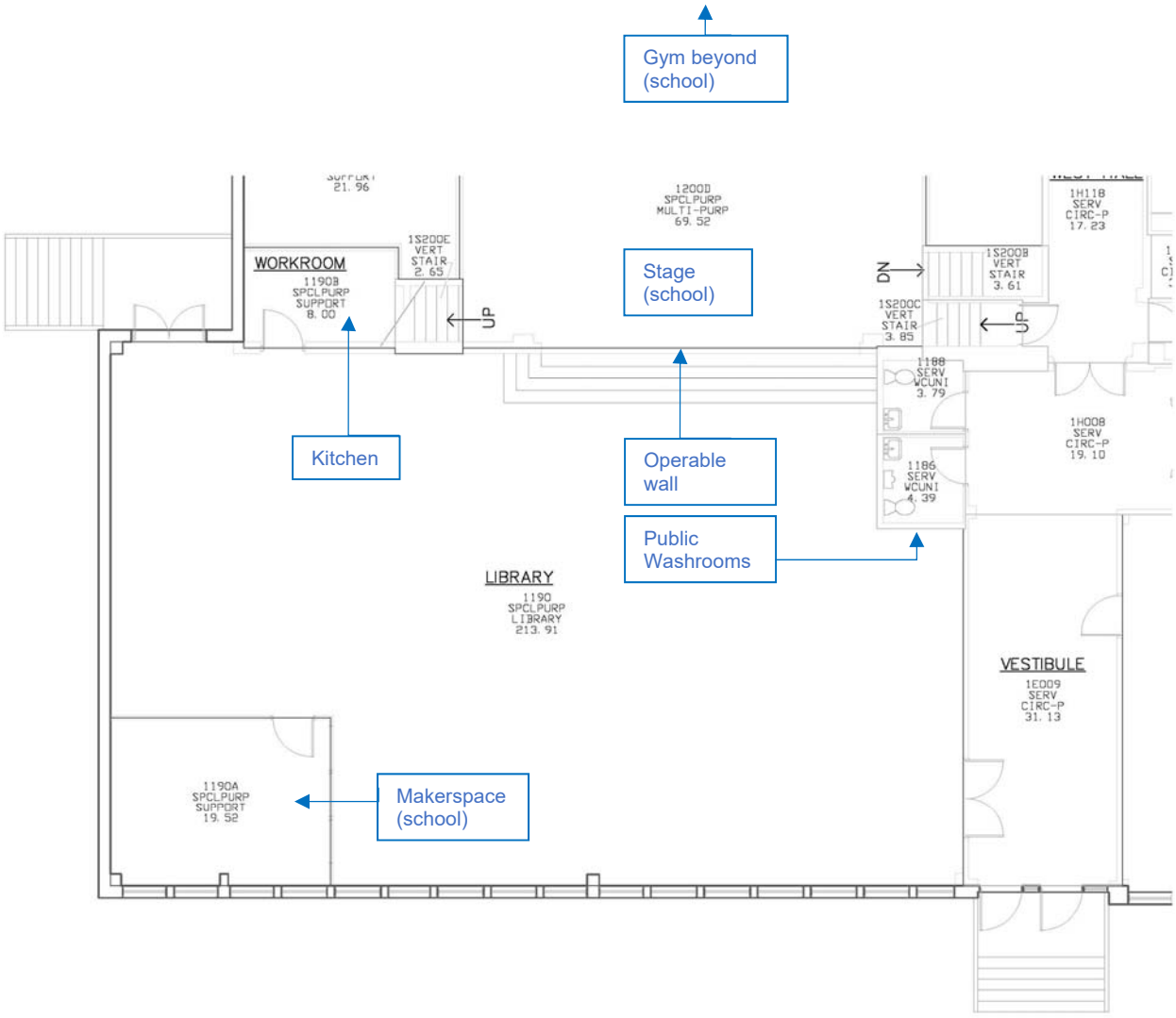


PELLY CROSSING COMMUNITY LIBRARY (FIRST FLOOR – SCHOOL AND LIBRARY)

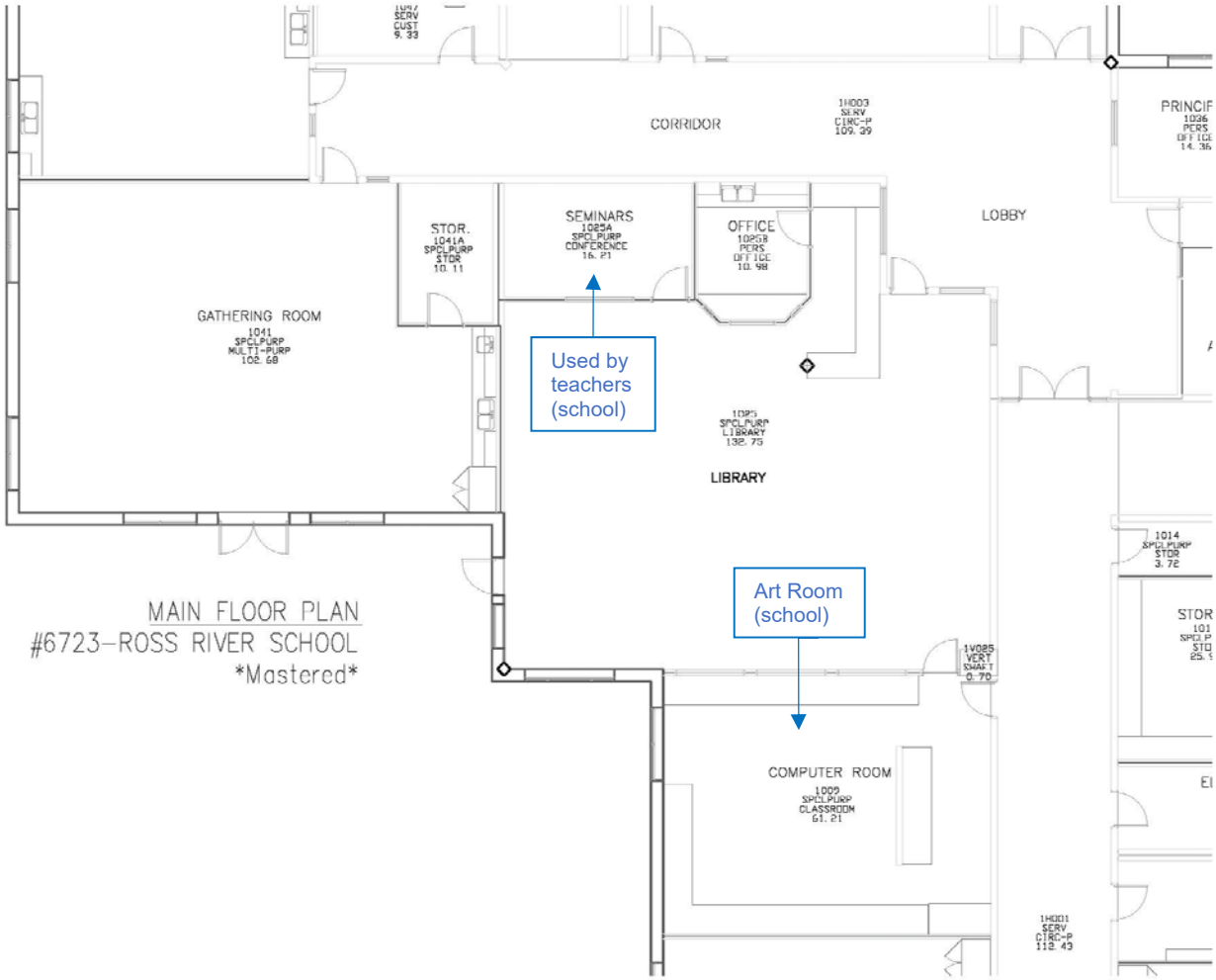


PELLY CROSSING
COMMUNITY LIBRARY
(FIRST FLOOR – LIBRARY)

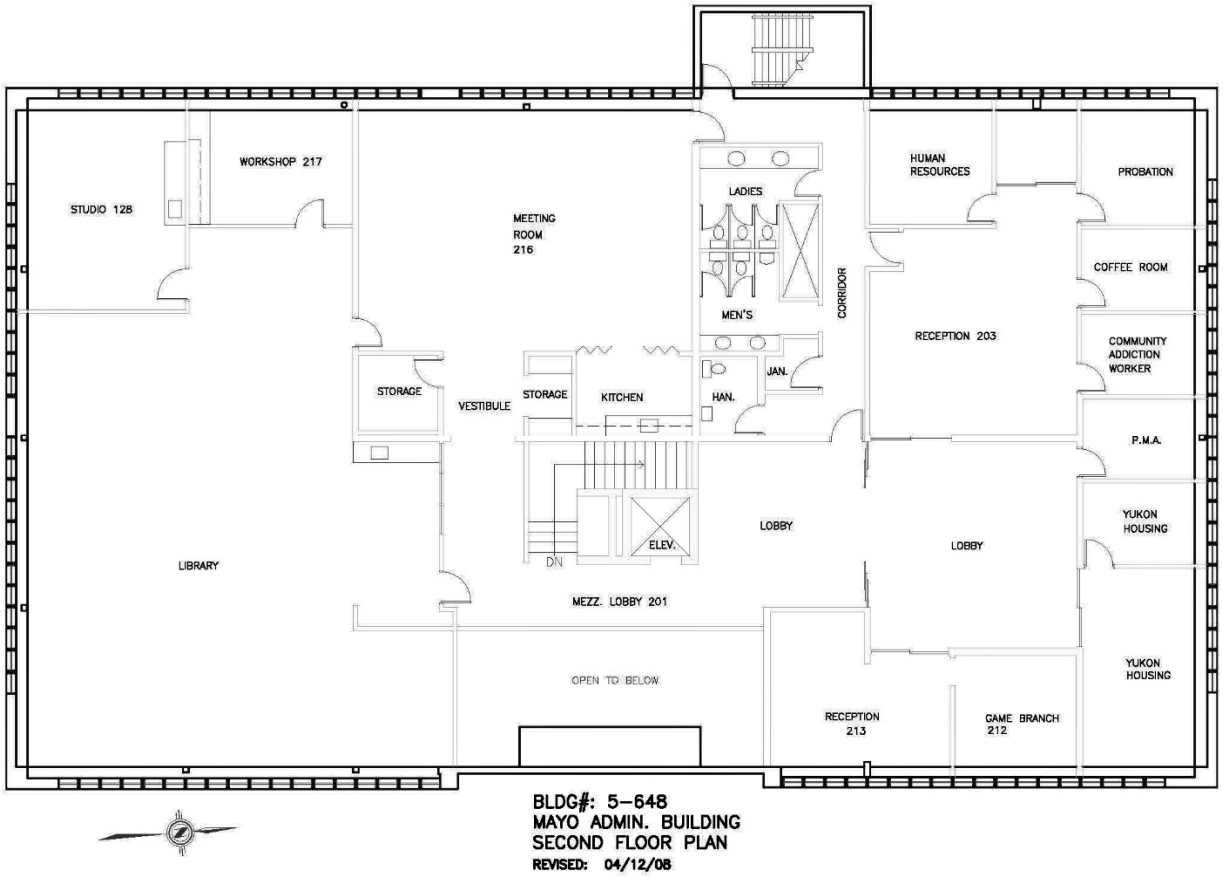
FARO COMMUNITY LIBRARY



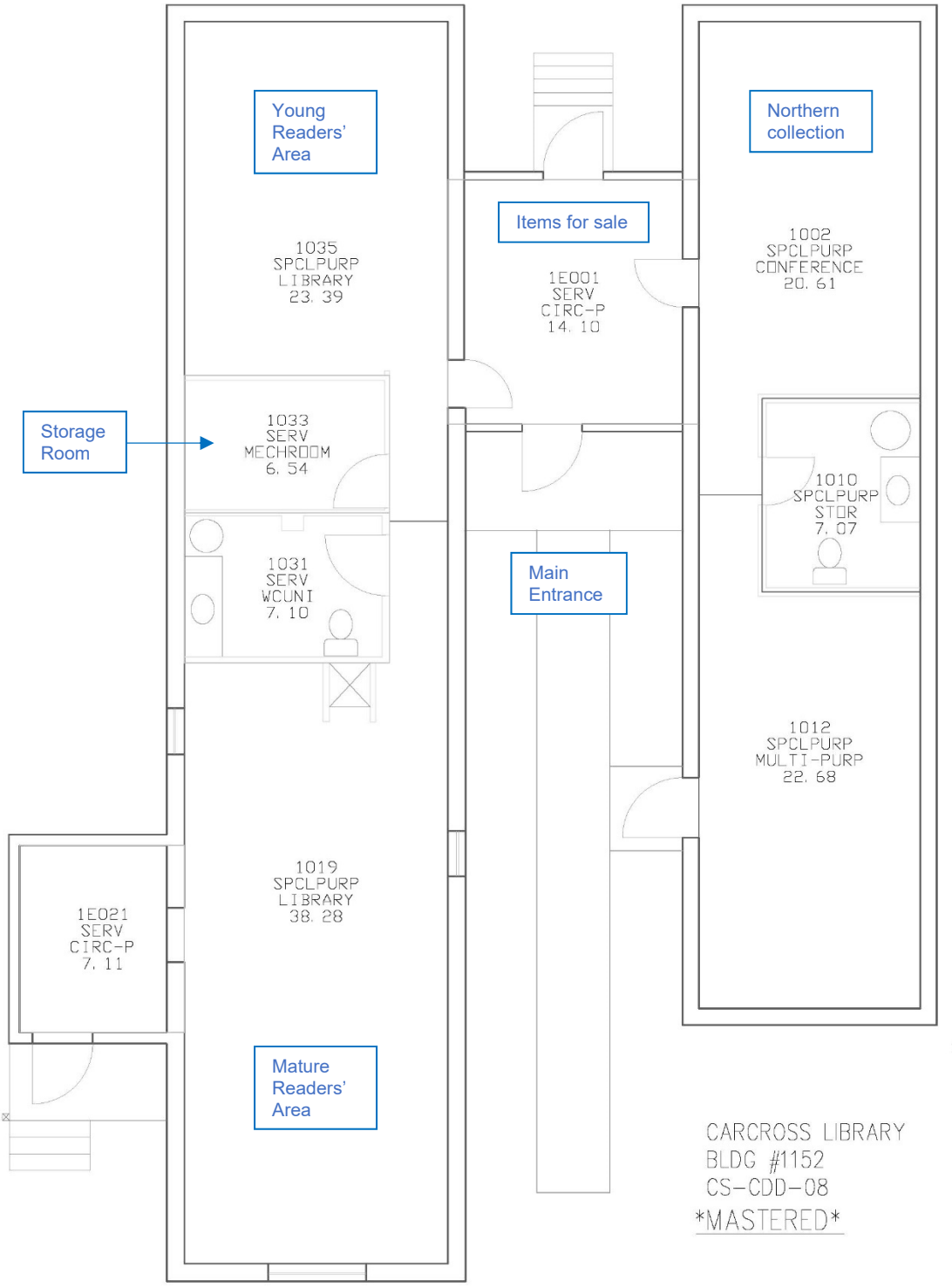
ROSS RIVER COMMUNITY LIBRARY



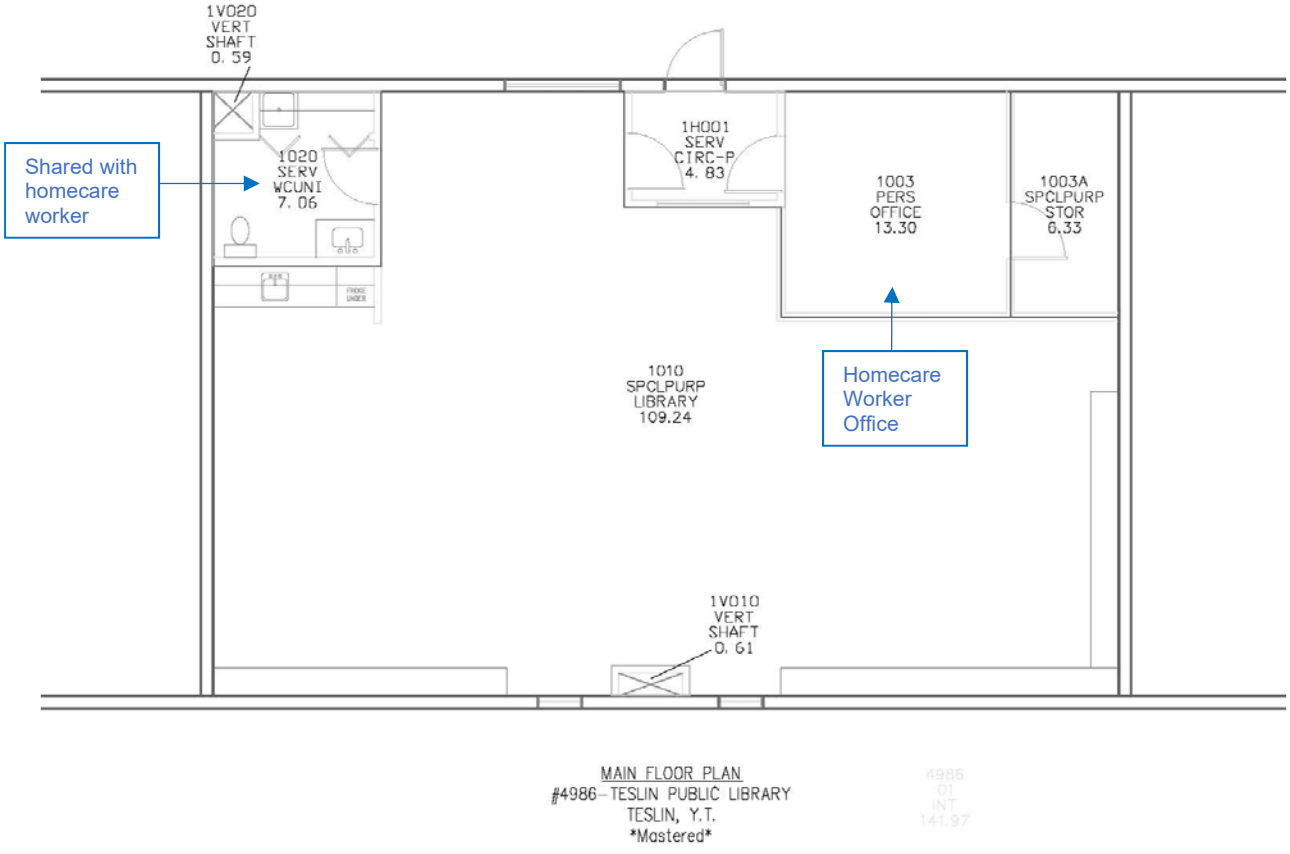
MAYO COMMUNITY LIBRARY



CARCROSS (ISABELLE PRINGLE) COMMUNITY LIBRARY

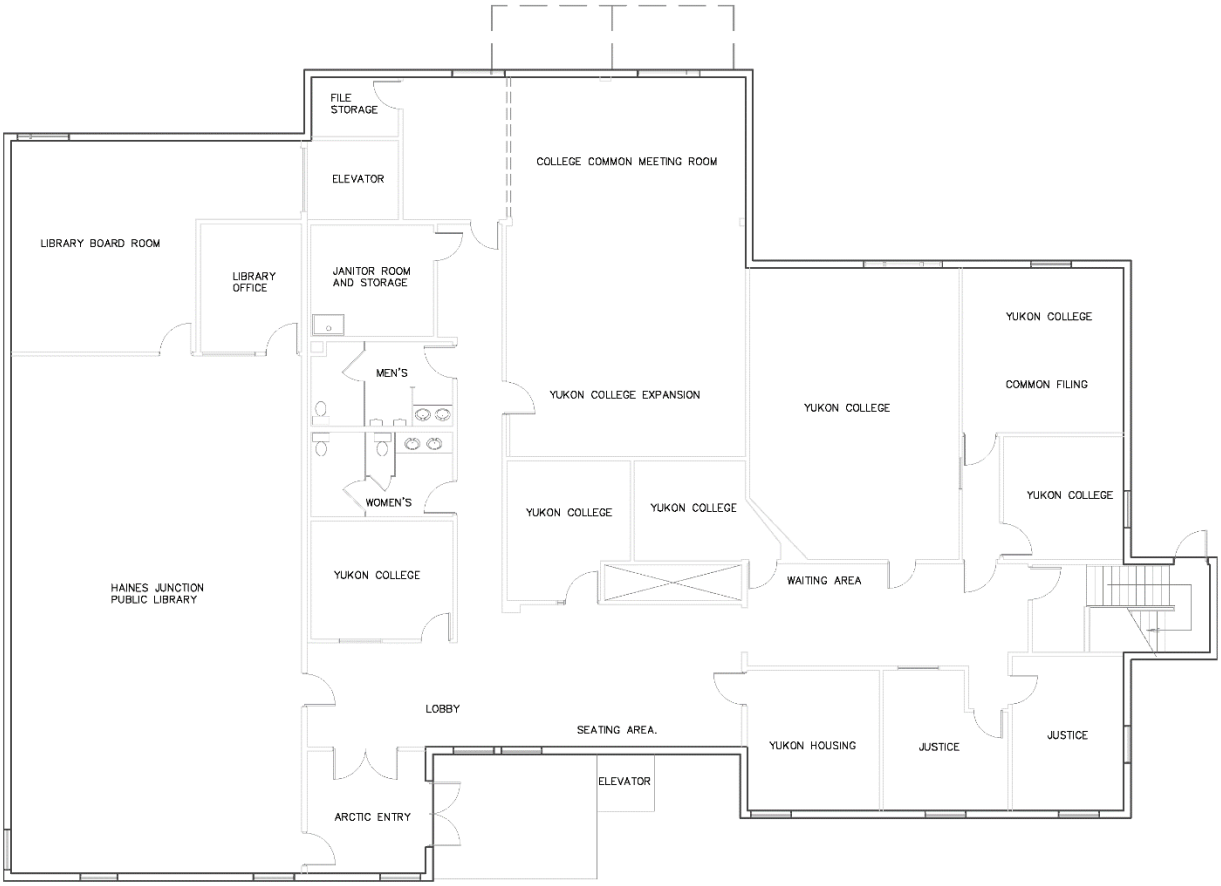


TESLIN COMMUNITY LIBRARY



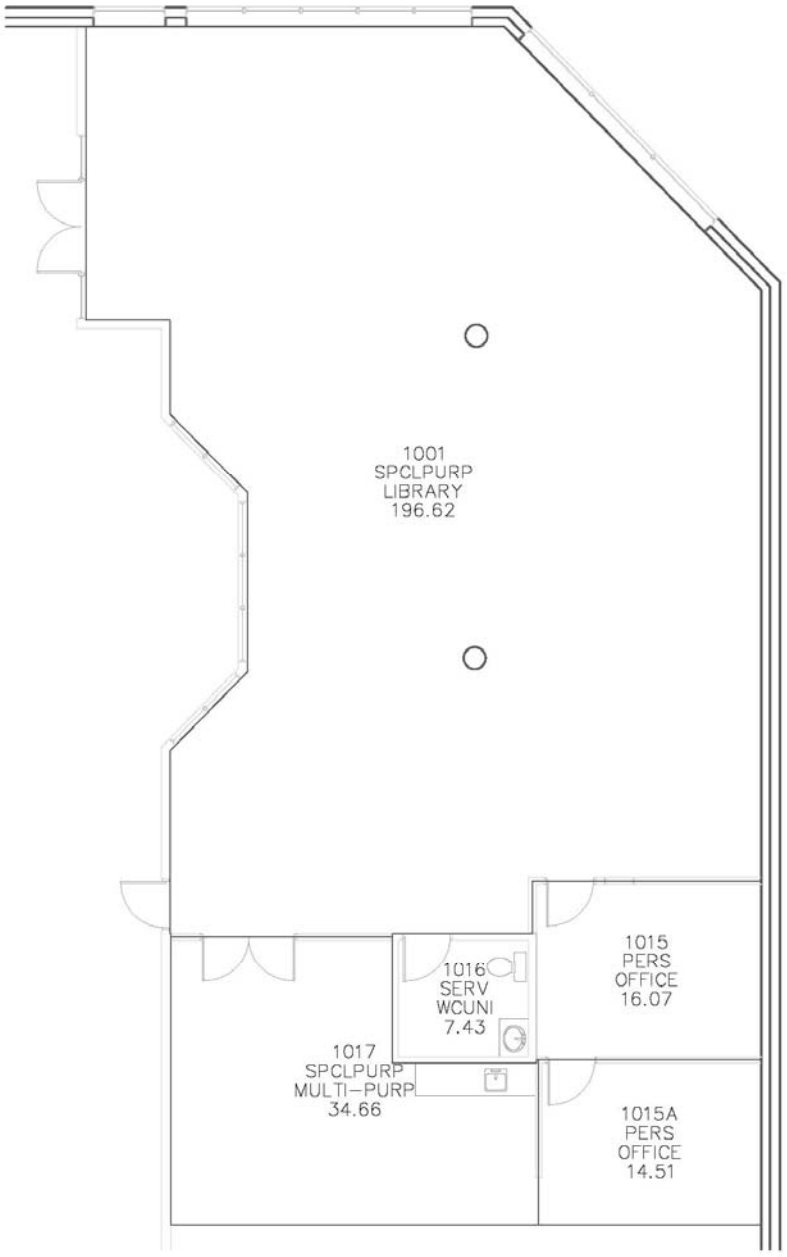
CARMACKS COMMUNITY LIBRARY

HAINES JUNCTION COMMUNITY LIBRARY



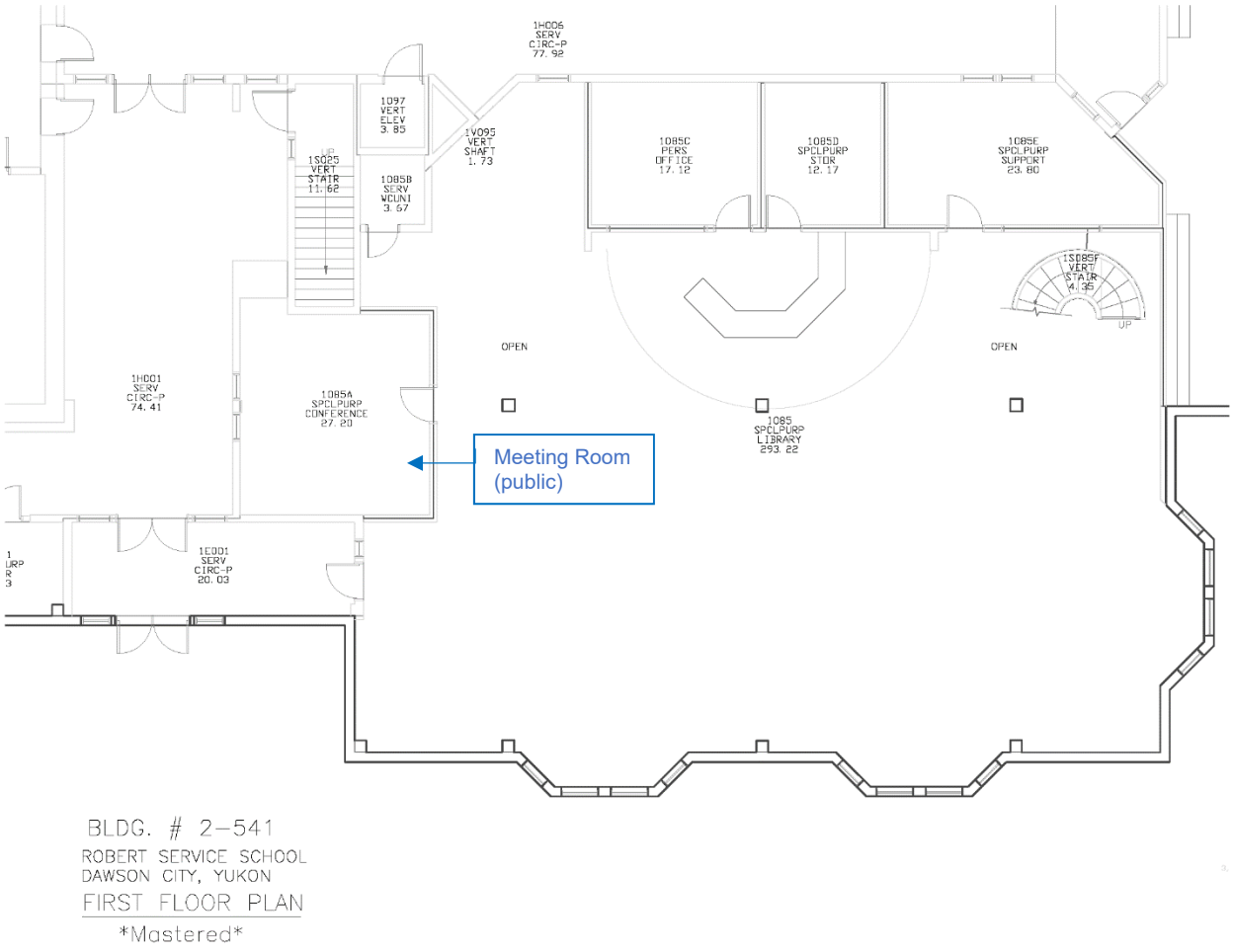
MAIN FLOOR PLAN

WATSON LAKE
COMMUNITY LIBRARY

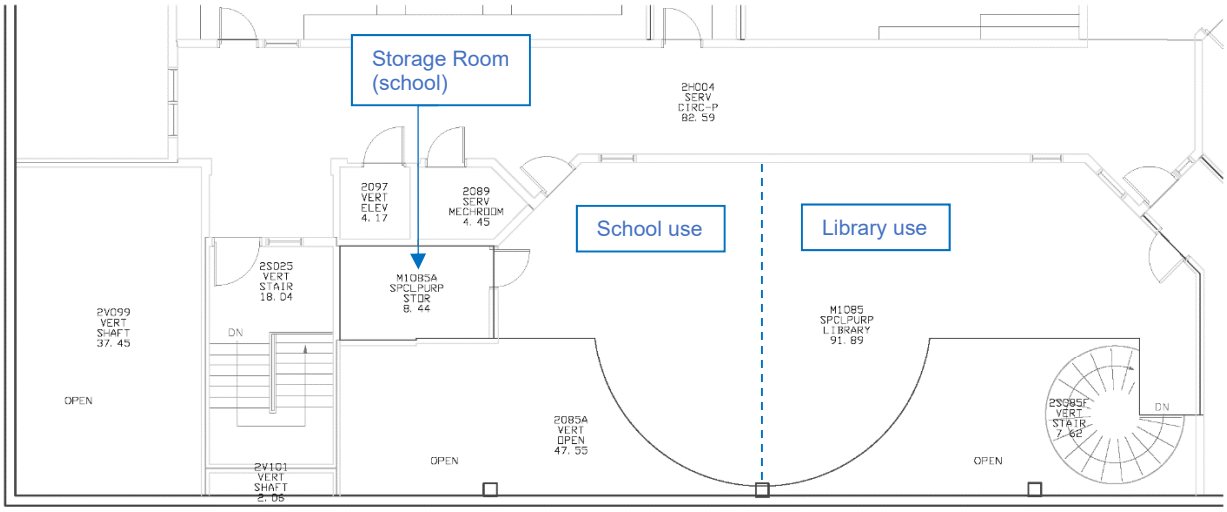


MAIN FLOOR PLAN
TOWN ADMIN BUILDING
BLDG. #4980
Not Mastered

DAWSON CITY
COMMUNITY LIBRARY
(FIRST FLOOR)



DAWSON CITY
COMMUNITY LIBRARY
(SECOND FLOOR)



ROBERT SERVICE SCHOOL
SECOND FLOOR
BLDG. # 2-541
Mastered

APPENDIX D:
CASE STUDY LIBRARIES

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APPENDIX D: CASE STUDY LIBRARIES

Carcross and Tagish Community Libraries were selected by the Yukon Government as preliminary case studies to further explore. Carcross Community Library was given priority for the 2019 fiscal year with Tagish following.

The following worksheets were developed to derive a Total Library Area for each of the two libraries. Two methods were used and have been included for comparative purposes. The first method considers community population and the second includes elemental provisions or basic library needs. For reference, refer to 5.0 Community Library Prototypes – Baseline Elemental Assumptions.

BTY's cost estimates are also provided.

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CARCROSS (ISABELLE PRINGLE) COMMUNITY LIBRARY

1152 Tagish Ave.

LIBRARY:	CARCROSS			
Overall Building Size Allocation				
Current Population	513			
Population Growth Factor	3.40%			
Service Population - 2024	530			
Service Level	Exemplary			
Allocation (sf/capita)	3.5			
Total Library Area	1,855			
Elements	Baseline	Additional	Total	
Collections				
Items per capita	12			
Total Items	6,360	100	6,460	
Items per bay	100			
Total Bays (4-shelf, single sided)	64	1	65	
Area per Bay (sf)	10	10		
Total Collection Area	640	10	650	
Computer Stations				
Number of people per station	150			
Total Computer Stations	4	2	6	
Area per Computer Station (sf)	30			
Total Computer Station Area	120	60	180	
Other Seating				
Number of people per station	60			
Total Other Seating	9	6	15	
Area per Other Seating (sf)	25			
Total Other Seating Area	225	150	375	
Staff Space				
Basic Allocation - SF	120	-	120	
Meeting Room				
Meeting Room Allocation	-	120	120	
Total Net Area	1,105	340	1,445	
Grossing Factor - 30%	330	100	430	Includes Washroom
Total Area	1,435	440	1,875	
Difference		-20		

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Project Cost Summaries

Carcross Library

The estimated project capital cost is summarized as follows:

			Estimated Cost
A.	**LAND COST**		**$0**
	A1	Land	0
	A2	Legal Fees	0
B.	**CONSTRUCTION**		**$735,000**
	B1	Building - 1,845 sq.ft.	655,000
		Building Shell - *single storey building, wood framed, pitched roof*	
		Interior Fitout - *collections, computer stations, other seating, staff space, meeting room*	
	B2	Site Development - *minimum demolition, upgrading existing services, minor changes to the existing parking & landscaping*	80,000
D.	**PROFESSIONAL FEES**		**$88,000**
	D1	Programming	
	D2	Architectural	
	D3	Structural	
	D4	Mechanical	
	D5	Electrical	
	D6	Quantity Surveying	
	D7	Acoustic	
	D8	Equipment Consultant	
	D9	Code Consultant	
	D10	Other Consultants and Disbursements	
E.	**CONNECTION FEES & PERMITS**		**$5,000**
	E1	Development Cost Charges	0
	E2	Building Permits	5,000
F.	**MANAGEMENT & OVERHEAD**		**$40,000**
	F1	Project Management Fee	0
	F2	Owners Planning and Administrative Cost	0
	F3	Project Insurance	15,000
	F4	Project Commissioning, Move-In	25,000
G.	**PROJECT CONTINGENCY (25%)**		**$217,000**
	SUB-TOTAL		**$1,085,000**
H.	**FURNISHINGS, FITTINGS & EQUIPMENT (Allowance)**		**$100,000**
	SUB-TOTAL		**$1,185,000**
J.	**TAXES**		**$0**
	TOTAL PROJECT COST (2019 Dollars)		**$1,185,000**
K.	**ESCALATION**		**$0**
	K1	Escalation Reserve (0% of Item A to G)	0
	K2	FF & E Escalation (0% of item H)	0
	ESCALATED PROJECT COST (2019 Dollars)		**$1,185,000**

TAGISH COMMUNITY LIBRARY

Lot 1096, Km22.5, Tagish Road

LIBRARY:	TAGISH			
Overall Building Size Allocation				
Current Population	276			
Population Growth Factor	1.80%			
Service Population - 2024	280			
Service Level	Exemplary			
Allocation (sf/capita)	4.75			
Total Library Area	1,330			
Elements	Baseline	Additional	Total	
Collections				
Items per capita	15			
Total Items	4,200	1,200	5,400	
Items per bay	100	100		
Total Bays (4-shelf, single sided)	42	12	54	
Area per Bay	10	10		
Total Collection Area	420	120	540	
Computer Stations				
Number of people per station	100			
Total Computer Stations	3	2	5	
Area per Computer Station	30	30		
Total Computer Station Area	90	60	150	
Other Seating				
Number of people per station	40			
Total Other Seating	7	6	13	
Area per Other Seating	25	25		
Total Other Seating Area	175	150	325	
Staff Space				
Basic Allocation - SF	40	-	40	
Meeting Room				
Meeting Room Allocation	-	-	-	
Total Net Area	725	330	1,055	
Grossing Factor - 30%	220	100	320	Includes Washroom
Total Area	945	430	1,375	
Difference		-45		

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Project Cost Summaries (Cont'd)

Tagish Library

The estimated project capital cost is summarized as follows:

			Estimated Cost
A.	**LAND COST**		**$0**
	A1	Land	0
	A2	Legal Fees	0
B.	**CONSTRUCTION**		**$677,000**
	B1	Building - 1,320 sq.ft.	627,000
		Building Shell - *single storey building, wood framed, pitched roof, tied-in to the existing community centre*	
		Interior Fitout - *collections, computer stations, other seating, staff space, meeting room*	
	B2	Site Development - *minimum demolition, upgrading existing services, minor changes to the existing parking & landscaping*	50,000
D.	**PROFESSIONAL FEES**		**$81,000**
	D1	Programming	
	D2	Architectural	
	D3	Structural	
	D4	Mechanical	
	D5	Electrical	
	D6	Quantity Surveying	
	D7	Acoustic	
	D8	Equipment Consultant	
	D9	Code Consultant	
	D10	Other Consultants and Disbursements	
E.	**CONNECTION FEES & PERMITS**		**$5,000**
	E1	Development Cost Charges	0
	E2	Building Permits	5,000
F.	**MANAGEMENT & OVERHEAD**		**$39,000**
	F1	Project Management Fee	0
	F2	Owners Planning and Administrative Cost	0
	F3	Project Insurance	14,000
	F4	Project Commissioning, Move-In	25,000
G.	**PROJECT CONTINGENCY (25%)**		**$201,000**
	SUB-TOTAL		**$1,003,000**
H.	**FURNISHINGS, FITTINGS & EQUIPMENT (Allowance)**		**$85,000**
	SUB-TOTAL		**$1,088,000**
J.	**TAXES**		**$0**
	TOTAL PROJECT COST (2019 Dollars)		**$1,088,000**
K.	**ESCALATION**		**$0**
	K1	Escalation Reserve (0% of Item A to G)	0
	K2	FF & E Escalation (0% of item H)	0
	ESCALATED PROJECT COST (2019 Dollars)		**$1,088,000**

APPENDIX E:
COMPARISON WITH PEER LIBRARIES

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APPENDIX E: COMPARISON WITH PEER LIBRARIES

The following is a list of 64 library branches across British Columbia, Manitoba, and New Brunswick serving a population of up to 2,600. Their respective areas are also provided. The branches are colour-coded according to province for comparative purposes.

Group	Library Branches	Population	Floor Space	Floor Space per Capita
BC	Granisle Public Library	304	1,281	4.21
NB	Harvey	363	1,211	3.34
NB	Port Elgin	418	560	1.34
NB	Stanley	419	2,131	5.09
BC	Stewart Public Library	422	1,351	3.20
MB	Lynn Lake Centennial Library	494	600	1.21
MB	Leaf Rapids Public Library	582	2,200	3.78
BC	Midway Public Library	655	3,466	5.29
BC	Pouce Coupe Public Library	713	2,723	3.82
NB	Doaktown	793	7,406	9.34
MB	Churchill Public Library	899	9,035	10.05
MB	Snow Lake Community Library	899	2,204	2.45
BC	Greenwood Public Library	909	1,206	1.33
NB	Campobello	925	958	1.04
NB	Hartland	947	3,660	3.86
BC	Alert Bay Public Library	977	2,297	2.35
NB	Kedgwick	993	3,197	3.22
MB	RM of Argyle Public Library	1,025	1,344	1.31
BC	Hudson's Hope Public Library	1,033	2,260	2.19
NB	Nackawic	1,049	2,260	2.15
MB	Victoria Municipal Library	1,132	1,280	1.13
NB	Plaster Rock	1,135	2,863	2.52
NB	Saint-Francois	1,163	5,199	4.47
NB	Dorchester	1,167	1,453	1.25
NB	Atholville	1,237	4,144	3.35
MB	Pauline Johnson Library	1,254	2,400	1.91
MB	Bibliotheque Montcalm Library	1,260	3,600	2.86
NB	Chipman	1,263	2,422	1.92
MB	Bette Winner Public Library	1,265	1,500	1.19
MB	UCN Chemawawin Public Library	1,267	2,500	1.97
NB	McAdam	1,284	2,605	2.03
NB	Richibucto	1,286	2,400	1.87
BC	Radium Hot Springs Public Library	1,322	764	0.58
NB	Hillsborough	1,350	452	0.33

Group	Library Branches	Population	Floor Space	Floor Space per Capita
NB	Saint-Leonard	1,353	3,391	2.51
NB	Bas-Caraquet	1,380	2,756	2.00
NB	Petitcodiac	1,429	1,615	1.13
NB	Lameque	1,432	6,071	4.24
BC	Taylor Public Library	1,500	17,911	11.94
MB	Pinawa Public Library	1,504	2,468	1.64
BC	McBride and District Public Library	1,582	2,551	1.61
BC	Valemount Public Library	1,625	1,550	0.95
MB	Rapid City Regioinal Library	1,626	2,432	1.50
NB	Florenceville-Brisol	1,639	4,241	2.59
MB	UCN Pukatawagan Public Library	1,724	3,000	1.74
NB	Saint-Antoine	1,770	4,618	2.61
NB	Perth-Andover	1,778	3,714	2.09
NB	St. Andrews	1,889	5,296	2.80
NB	Petit-Rocher	1,908	2,282	1.20
MB	Louise Public Library	1,918	588	0.31
NB	Saint-Quentin	2,095	5,005	2.39
MB	Bibliotheque Ste. Anne Library	2,114	2,690	1.27
MB	Prairie Crocus Regional Library	2,133	2,200	1.03
MB	Bren Del Win Centennial Library	2,163	2,158	1.00
NB	Salisbury	2,208	1,819	0.82
MB	Southwestern Manitoba Regional Library	2,217	3,025	1.36
BC	Kaslo and District Public Library	2,289	1,916	0.84
MB	Boissevain-Morton Library and Archives	2,353	4,300	1.83
BC	Nakusp Public Library	2,369	3,003	1.27
NB	Grand Manan	2,377	3,444	1.45
MB	Russell and District Regional Library	2,442	6,400	2.62
NB	Minto	2505	2,885	1.15
MB	Emerson Public Library	2537	465	0.18
BC	Elkford Public Library	2608	2,713	1.04

BC
MB
NB

APPENDIX F: BIBLIOGRAPHY

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APPENDIX F: BIBLIOGRAPHY

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Yukon Community Profiles: http://www.yukoncommunities.yk.ca/en