



A System Master Plan  
for the Fort Worth Library

Prepared June 2011  
in cooperation with  
Godfrey's Associates and Buxton Co.

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# I. Planning for Your Library's Future

**20/20 Vision** is the Fort Worth Library's system master plan. Its recommendations are intended to enhance the library system so that it is able to better meet the needs of the 21<sup>st</sup> century, proposing enhancements to facilities, more customized services, enhanced technologies, and more efficient operations. This plan will ensure that the Library continues to meet the needs of Fort Worth's diverse and rapidly growing population and remains a sound investment in Fort Worth's future.

Public libraries in the 21<sup>st</sup> century:

- Use the latest tools to understand their customers' interests, and meet those interests with a combination of targeted services and collections
- Offer a wide variety of traditional "hard copy" books and media, but also offer the latest in digital content
- Connect with people who prefer conducting library business online—be it reserving music CDs, using a database to trace a family tree, paying overdue fines, or borrowing an e-book
- Are popular with children who enjoy a story time, teens in search of a place to gather after school, and adults seeking a job, taking a computer class, or looking for something good to read
- Quickly adopt the latest time-saving technologies for the public and staff
- Have buildings that are up-to-date and sustainable, in convenient locations with sufficient parking for a quick trip while running errands or a long afternoon of study
- Provide comfortable and space-efficient facilities that are easily adapted to the ever-changing needs of the community

Given the prevalence of the Internet, some may question the need for libraries in the future. While the digital age has profoundly changed the way people get their information, the fact is that libraries across the country are busier than ever. This trend holds true in Fort Worth, where demand for books and other library services continues to grow. Last year, Fort Worth residents checked out more books and other materials than ever before. Twenty-first century libraries are no longer the book warehouses of old. They are vibrant centers of the community, in touch with residents providing myriad ways to help them improve their quality of life.

Last year, Fort Worth residents checked out more books and other materials than ever before.

The Fort Worth Library was guided by ten goals in developing its 20/20 Vision:

1. Base decisions on solid data about library customers and facilities
2. Customize services of each library to fit the needs of the community it serves
3. Improve services to appeal to current customers and attract new ones
4. Develop facilities that are flexible, sustainable, and able to meet 21<sup>st</sup> century expectations

5. Identify ways to extend library services to underserved areas and distribute services equitably across the city
6. Implement technologies and designs that maximize customer convenience and staff effectiveness
7. Foster partnerships with other City departments
8. Recognize today's economic realities
9. Position the Library to be prepared for the demands and realities of the coming decade
10. Preserve traditional library values of providing equitable access for all in a non-judgmental environment, offering services and collections that reflect a wide variety of viewpoints, and respecting and maintaining customer privacy

The benefits of planning ahead can be seen by looking backward: In 2004, the Library developed its first Long Range Services Plan, funded by the Fort Worth Public Library Foundation and the Friends of the Fort Worth Public Library, Inc. During the development of this plan, Fort Worth residents identified five service priorities for the Library:

1. Provide up-to-date materials of current interest, in a wide variety of formats
2. Provide materials and programs that enable residents to continue learning, growing, and improving their quality of life
3. Help residents understand the strengths and limitations of digital information, and learn to navigate the digital information world effectively
4. Celebrate Fort Worth's rich heritage by acquiring and preserving documents related to the City's history
5. Ensure that materials and services reflect Fort Worth's diverse community

The 2004 Plan resulted in a number of significant improvements that increased use. The Library:

- Purchased more up-to-date high-interest books
- Accelerated its process for removing outdated, unused, and worn-out books
- Expanded its selection of materials in Spanish and Vietnamese
- Added graphic novels, DVDs, audiobooks, and downloadable books and movies
- Began digitizing unique local history collections to publish on the Web
- Replaced old computers, purchased new software, and improved its network
- Expanded self-service options in the libraries and on its Web site
- Completed minor renovations at four branches

Several recommendations remain to be accomplished from the 2004 Plan. These include the development of consistent signage for all locations, the implementation of RFID (Radio Frequency Identification) technology for automated check-out and check-in of materials, and the use of self-check stations in all facilities. The 2004 plan also recommended computer labs, additional meeting rooms, and expanded

**20/20 Vision builds on the service improvements from the 2004 Long Range Services Plan.**

staff workroom space for branches, but space limitations prevent implementation of these recommendations in existing facilities as they are currently configured.

The Library's 20/20 Vision builds on the service improvements that resulted from the 2004 Plan. But whereas the 2004 Plan concentrated on broad library service goals, the 20/20 Vision focuses on two areas: Customizing services based on a better understanding of library customers, and providing facilities that can meet the challenges of 21<sup>st</sup> century library services. The 20/20 Vision also addresses the certification requirements of the Texas State Library and Archives Commission (TSLAC). In order to qualify for grants and other services offered through TSLAC, public libraries are required to develop or update long-range plans every five years. Ongoing planning helps ensure that libraries stay focused on their customers' needs and use their limited resources effectively.

Planning ensures that libraries stay focused on customers' needs and use resources effectively.

## II. Methodology

In preparing its 20/20 Vision, the Library engaged two consulting firms to study different aspects of library service and make recommendations:

- Buxton Company conducted a market segmentation analysis to help the Library understand how customers use the library and identify the best locations for libraries. This process is explained in Section III, Customer Psychographics and Market Segmentation.
- Godfrey's Associates assessed all facilities to determine how well Fort Worth Library buildings meet the demands of 21<sup>st</sup> century library services. This process is explained in Section IV, Facilities Assessment.

Although they released separate reports, Buxton and Godfrey's worked together closely. Godfrey's used Buxton's findings about trade (service) areas and market segmentation to assess existing facilities' ability to meet their users' needs and determine service configurations for current and future facilities. Data and recommendations from the consultants were reviewed by a Planning Advisory Committee made up of representatives from the Library's three support groups, staff from key City departments, and staff from Fort Worth and neighboring libraries.

The Library began this planning process with a set of basic assumptions. Several of these were based on the severe budget shortfall the City anticipated for fiscal year 2011. These assumptions guided the consultants' approach to the project, the recommendations they made, and the Committee's conclusions:

- There should be at least one facility per council district
- Facilities should be in convenient locations
- The Library should offer traditional full-service and "alternative" service points

- The Library should make full use of technology to improve efficiency and simplify processes
- Facilities and technology should meet current library standards, be adaptive to change, promote customer convenience and staff efficiency, be sustainable, and support the services provided
- Services and collections should be customized to the neighborhood they serve
- Materials should be accessible
- Libraries should be located with other City services wherever possible
- Decisions should be data-driven
- Recommendations should be implemented in a phased approach

Decisions will be based on the available data.

Accordingly, the 20/20 Vision does not grow the system significantly. However, it does make library services more accessible. Currently, approximately 75 percent of Fort Worth’s residents are within an eight-minute drive of a Fort Worth Library facility. If all of the recommendations in the 20/20 Vision are implemented, that figure will grow to 85 percent.

The 2004 Long Range Services Plan has guided the Fort Worth Library through a number of improvements and upgrades. The data gathered for this new Plan has given the Library a comprehensive assessment of its facilities. This data, combined with new insights into Fort Worth residents’ interests, provides a clear direction for updating library services and facilities to meet the challenges of the 21<sup>st</sup> century — a vision for the future that is truly “20/20.”

### III. Customer Psychographics and Market Segmentation

Libraries have long used basic demographic data such as age, ethnicity, number of children, educational level, and income when planning the mix of services to offer their customers. The drawback to using this basic demographic data is that two households that are almost identical demographically can have very different needs and interests. Customer psychographics, also known as market segmentation, reveals these differences.

For example, psychographic data allows us to compare some of the characteristics of households in the Library’s top borrower market segment with those in another segment that tends not to use libraries:

- Both probably have a single working parent without a high school diploma
- Both probably have three children
- Both probably have an annual household income of about \$23,000

Demographically, they're identical. However, customer psychographics reveal characteristics that distinguish one household from the other. For example:

- One family owns its home, the other family rents
- Both probably own a used vehicle, but one prefers mid-range cars while the other prefers vans and SUVs
- One is more likely to travel on vacations than the other
- One tends to participate in PTAs, the other does not
- One family enjoys a variety of team and outdoor activities; the other is almost exclusively baseball and soccer
- One reads a variety of books, comics, and magazines; the other tends to read only magazines
- One is much more likely than the other to spend over \$150 per week at the grocery store
- One is slightly more work-centered and interested in starting a business than the other
- One is less tech-shy than the other.
- Both would like to improve their family's standard of living

While almost demographically identical, these two very different psychographic segments require very different approaches to service. By understanding these differences, the Library is better able to understand its customers and their interests, and customize the mix of materials and services for each neighborhood.

Buxton Company uses the Mosaic® segmentation system developed by its data partner, Experian. This system categorizes every U. S. household into one of 60 unique market segments. Each segment has an alphanumeric code, a short, easy-to-understand name, and a profile. These codes, names, and profiles are not unique to Fort Worth. They are standard terms that are recognized and used by retailers, businesses, healthcare services, and municipalities around the country.

Buxton found that in Fort Worth, 22 market segments make up approximately 85 percent of Fort Worth's households. Combining statistical data provided by the Library with their market segment expertise, Buxton determined that four-fifths of the households that regularly use the Fort Worth Library come from 17 of these segments. Library service data was used to identify which of these segments tend to use (and not use) the Fort Worth Library, and to identify the broad categories of materials and services, such as adult nonfiction, children's picture books, or Internet PCs, that each segment tends to use the most.

Service data was used to identify the customer segments that use the library most.

The Library will use this data to determine which programs, services, books, and other materials are needed at each location. From the above example, libraries serving both segments would need a good selection of children's books, movies, and music. One would need books and how-to videos on home repair and remodeling; the other would place more emphasis on renters' rights and minor

home repairs. One location should provide a good selection of travel guides; the other should devote a large percentage of its materials budget to magazines. Customers at one location would be interested in introductory classes covering computers and other electronic devices; the other location could offer more advanced classes. These are a small sampling of how service responses would differ depending on each library's market segment mix.

In a number of cases, the data revealed that some libraries are very successful at attracting a particular market segment, while other libraries are not. One question the Library will explore is why the same segment has high use at one location but not at another. This is an opportunity to identify how the successful libraries are able to attract that segment, and then apply those best practices at other libraries that also serve that segment.

Using GIS mapping software, Buxton also calculated how long customers typically drive to get to their library. The boundary defined by this drive time determines each library's "trade area." Trade areas for Fort Worth Library facilities vary from two- to 15-minute drive times, with the average drive time being eight minutes. (See Figure 1) This eight-minute average was used to help identify sites for new service locations. Buxton then identified the market segments that are represented in each library's trade area.

Buxton's trade area analysis demonstrated that most areas of the City already have adequate access to library services, and most branches are already in good locations. In many cases, Buxton's ideal location was only a few blocks away from an existing facility. Considering existing population and anticipated growth, market segments, and proximity to existing libraries, their analysis identified only a few underserved areas where full or alternative service facilities are needed.

Only a few areas of the city are currently underserved by the Library.

Finally, Buxton identified the locations in Fort Worth that have the best potential to reach library users. They scored existing facilities as well as possible new sites. Scores were based on the number of households, the projected growth in the area, the percentage of households in the area that are in market segments that tend to be library users, the percentage of households in the area in market segments that do not typically use libraries, and a site's proximity to other Fort Worth libraries. With an average score being 100, scores over and under 100 indicate sites that are more or less likely than average to reach customers who use or are likely to use library services.

The next steps in addressing the Buxton data will be an in-depth analysis of each location's market segments, an assessment of service gaps, and development of a service plan for each.

Buxton's report includes a description of each library's trade area and market segment profiles, suggested library service responses for each segment, and a

“Fill-In” study with recommendations for additional locations. Their complete findings are on the [Library’s Web site](#).

## IV. Facilities Assessment

The Fort Worth Library System has a Central Library in downtown Fort Worth and 15 branches. (See Table A.) Although the 2004 Long Range Services Plan’s primary focus was library services, it did note that many of the facilities were outdated and inadequate, yet well-maintained. Nine of the facilities were built in the 1960s, long before computers became an integral component of library services.

Godfrey’s Associates, Inc. assessed all facilities between November 2009 and February 2010. Their work consisted of the following:

- Conducting a physical assessment of each facility
- Creating computer-aided design (CAD) architectural drawings
- Evaluating the functional ability of each facility to meet 21<sup>st</sup> century library service demands
- Holding a “charrette,” or series of collaborative discussions, regarding the role of the Central Library and its use of space
- Identifying possible alternative service models
- Identifying basic standards for library facilities

Just as Buxton has a scale for measuring the likely success of a library location, Godfrey’s has criteria for evaluating a building’s potential to meet the demands of 21<sup>st</sup> century library services. Known as the “Modern Library Elements,” the criteria are based on state and national standards, as well as Godfrey’s Associates’ expertise gained during 30 years of consultant work on more than 350 library projects. Eight criteria make up these Elements:

1. Adequate overall size
2. Collection housed in user-friendly way
3. Proper ratio of seating to collection
4. Significant technology for public and staff
5. Designated meeting space for public
6. Designated spaces for youth, teens, etc.
7. Adequate work space for staff
8. Efficient building infrastructure

Using these criteria, Godfrey's key findings were:

- Only five facilities have more than one of the eight Modern Library Elements
- The buildings are structurally sound and well-maintained; however, costs to upgrade infrastructure range from \$100,000 to \$800,000
- Generally, the Fort Worth Library is trying to offer the full range of library services in facilities that are too small, too old, and have neither the space nor the infrastructure to “do it all” well or meet even minimum standards
- Even if the City spent over \$10 million upgrading infrastructure and systems at the facilities, most buildings would still be too small to accommodate the current mix of services and collections adequately
- As recommended in the 2004 plan, the City needs to invest in RFID technology and self-check stations to help customers become more self-sufficient, and staff to become more efficient

Even if the City spent \$10 million on upgrades, most of the buildings would still be unable to provide the necessary materials and services.

Godfrey's findings and recommendations for the Central Library were based in part on the results of a three-day charrette involving representatives from Downtown Fort Worth Inc, FWISD, the Friends of the Fort Worth Public Library, The Fort Worth Public Library Foundation, the Library Advisory Board, Tarrant County College, the city's cable studio, and Library staff. Over those three days, the group addressed a series of questions about how the Central Library is and could be used. Godfrey's responded to each charrette session with a selection of alternative floor plans that the group discussed and refined throughout the course of the three-day event. The group agreed that the Central Library:

- Is in a good location, especially considering the potential traffic from Tarrant County College and the Trinity River Vision Project, but it is underutilized
- Has very poor “street presence,” including poor utilization of windows for promotions and marketing, and an uninviting main entrance
- Has readily available parking, although customers perceive it to be inadequate
- Has a teen area that is too small, while the Youth Center area is oversized
- Has public computers and heavily used collections inconveniently located in the Lower Level
- Should strategically remodel to make the most popular services and collections readily accessible, improve its street presence, and help the Library better market itself
- Could work with Sundance Square, Downtown Fort Worth Inc. City of Fort Worth Economic Development Department, and outside funders to identify the best use for the unfinished space in the building's southeast corner. Possibilities include, but are not limited to retail shops or a restaurant café

Godfrey's Associates' complete findings and recommendations are on the [Library's Web site](#).

## V. Recommendations

### General Service Recommendations

- Align services, including collections and programming, with customer market segmentation data provided by Buxton Company
  - Analyze the 17 “core borrower” segments. Identify subject interests, types of materials, and programs that will appeal to these segments
  - Analyze the needs and interests typical of segments that do not use the Library, and focus marketing efforts on services that could change these households from non-users to users
  - Update customer psychographic and market segmentation data continuously to ensure the Library is understanding and addressing the interests of its customers
- Place Radio-Frequency Identification (RFID) in materials at all locations
- Install three to five self-check machines at each location
- Install automated materials handling systems in libraries with adequate space
- Include RFID, self-check, and automated materials handling systems in future facilities
- Develop and implement a comprehensive signage strategy

### General Facility Recommendations

- Remodel or replace most existing facilities in order to meet 21<sup>st</sup> century service demands. Evaluate space needs, partnership opportunities, and funding options as project time nears
- Open the replacement facility before closing an existing library
- Add one full-service facility and three alternative sites
- Provide at least 16,000 square feet for full-service facilities
- Design alternative sites for the market segments in the sites’ trade areas
- Provide 2,500 to 5,000 square feet for alternative service sites, depending on the services provided
- Prioritize and schedule infrastructure improvements for facilities not being remodeled or replaced in conjunction with the City’s Transportation and Public Works Department
- Redesign the public spaces at Central to better promote customer services
- Finish out the unfinished spaces at Central for training, office, and retail use
- Adopt recommended facility standards and guidelines for space planning, parking, and site selection for remodeled and new facilities (see Table B)

While this Plan does recommend some additional service points as well as changes to existing facilities, it is not economically feasible to expand existing facilities or build enough new ones to meet per capita standards for fully addressing the space shortcomings detailed in the Godfrey’s report. Consequently,

the Fort Worth Library recommends looking for other ways to address this problem. Strategies to improve per capita measures while reducing space needs include enhancing online services and providing laptops in place of desktop computers.

E-books can also help mitigate the Library’s space problem. The explosive growth of e-books is clearly having an impact on book sales and book stores, and the Library anticipates their long-term impact on libraries will be similar. However, solid data on library e-book use is not yet available. While some libraries have offered e-books for several years, standardized mechanisms for reporting use are not in place, and national trending data on e-book use in libraries is not yet available. Fort Worth Library only started the service in October 2010. It is still a small collection, and so far e-book use accounts for less than two per cent of monthly checkouts. On the other hand, their use has grown steadily each month since October. We expect the need for physical space to house books will decrease as library customers become comfortable with this exciting new format.

Recommended facility projects have been placed in first, second, or third priority levels, depending on the nature of the project and its potential service impact. Projects will be undertaken as funding allows and will take a number of years and several bond programs to complete. Other possible funding sources include grants, public/private partnerships, and private donations.

In some cases the Plan recommends leasing new or larger space instead of constructing a new building. Leasing would enable the Library to move into new or larger spaces at a much lower up-front cost than new construction. It also gives the Library the opportunity to test a location before committing to a permanent facility there. However, leasing is an on-going financial commitment. As plans for new locations get underway, the Library will evaluate the real estate market, anticipated use, and co-location and co-sponsorship possibilities and make decisions about leasing on a case-by-case basis.

**Recommendations for Specific Facilities: Priority Level One (See Table C)**

Project	Description
BOLD	Remodel existing building to enhance service
Central: Popular Library	Remodel main level to showcase high-demand items and services
Central: Teen Center	Remodel unused City Cable space to house a high-tech Teen Center

Central: Computer Café	Remodel main level to accommodate a public computer café
Central: Local History/Genealogy	Remodel to create more functional space and improve access
Central: Circulation	Remodel, moving to new location for improved access and repurposing of main-level space
Far North	Build new library, lease space or develop optional service delivery method
Ridglea	Replace with larger leased facility
Seminary	Replace with larger leased facility
Summer Creek Rail Station	Lease space with specialized services targeted to the community

### Priority Level Two

Project	Description
Camp Bowie/Las Vegas Trail	Lease space with specialized services targeted to the community
Camp Bowie/Montgomery	Lease space with specialized services targeted to the community
Diamond Hill/Jarvis	Remodel existing facility
East Berry	Remodel existing facility
Northside	Remodel existing facility
Riverside	Remodel existing facility
Summerglen	Replace with larger leased facility
Wedgwood	Replace with expanded facility

### Priority Level Three

Project	Description
Central: Plaza Level	Create 2 <sup>nd</sup> Street entrance, relocate Circulation and Friends Book Store, add café, move Intel Lab to Lower Level, and finish space on Taylor Street
Central: Lower Level	Create catering kitchen and additional meeting rooms and training labs
Central: Second Floor	Finish space, creating offices for Friends of the Fort Worth Public Library, Inc., The Fort Worth Public Library Foundation and Library Administration
East Regional: Public Space	Remodel and repurpose public space, add computer lab, and offer space to other City departments
Southwest Regional: Public Space	Remodel for improved customer convenience
Southwest Regional: Staff space	Remodel for more efficient workflow

# VI. Tables and Figures

**Table A**

## KEY FINDINGS

LIBRARY	Date Built / Renovated	Buxton Site Score	Trade Area Households	Trade Area Households 5 yrs (est)	% HH in Core user Segments	% HH in Non-user Segments	Trade Area Drive Time (min)	Closest Library (drive time)	Godfrey's Modern Library Elements	Square Feet	Square feet per Capita (Standard = 0.60)	Items per Capita (Standard = 2)	PCs (# needed now for 1/2500 per capita Standard)	Infrastructure Upgrade Cost (est)
Central	1978/2000	87	165,766	173,225	62.4%	37.6%	15		5	243,777	0.50	0.84	112 (195)	\$6.3 mill
BOLD	1997	125	362	378	95.3%	4.7%	2	CEN (3)	0	1,400	1.16	3.75	7 (1)	n/a
COOL	1994/2011	137	550	543	91.9%	8.2%	2	EBY(5) MBK(5)	0	915	0.55	2.79	7 (1)	n/a
Diamond Hill/Jarvis	1989	122	6,025	6,139	83.4%	16.5%	7	NRS (8)	1	8,121	0.34	1.86	14 (10)	\$314,000
East Berry	1967/2005	113	14,533	14,925	74.6%	25.3%	7	MBK (8)	0	7,527	0.16	0.71	13 (24)	\$357,000
East Regional	1996	94	25,813	27,362	65.5%	24.4%	10	MBK (8)	4	23,990	0.38	1.58	32 (25)	\$450,000
Ella Mae Shamblee	2008	105	32,960	33,817	67.7%	32.3%	9	SEM (6) CEN (6)	5	13,445	0.12	0.28	29 (44)	\$60,000
Meadowbrook	1964/2011	99	18,990	19,446	71.2%	28.8%	7	ESTR (7) EBY (8)	0	5,045	0.10	0.64	11 (20)	\$312,000
Northside	1967/2005	118	11,340	11,771	78.2%	21.8%	7	CEN (6) DHJ (8)	0	7,072	0.17	0.92	22 (17)	\$416,000
Northwest	2010	70	14,199	17,323	46.9%	53.2%	8	SAG (6) DHJ (14)						
Ridglea	1967	83	35,956	37,466	50.1%	50%	9	SWTR (11) WWD (11) CEN (11)	0	9,585	0.11	0.84	19 (34)	\$528,000
Riverside	1967	77	5,964	6,006	57.5%	42.5%	5	CEN (7) EMS (8)	0	6,313	0.34	2.12	18 (7)	\$225,000
Seminary South	1967/2006	114	20,263	20,668	73.8%	26.3%	8	EMS (7)	0	6,834	0.10	0.55	21 (29)	\$305,000
Southwest Regional	1987	90	65,946	68,386	58.8%	41.2%	11	RDG (10) MSS (10) WWD (5)	4	25,661	0.15	0.88	31 (67)	\$830,000
Summerglen	2000	102	23,399	27,587	62.9%	37.1%	8	FRN (12) DHJ (15) WPL (7)	1	11,068	0.16	1.08	41 (28)	\$182,000
Wedgwood	1962/2010	93	36,143	37,408	55.7%	44.3%	7	SWTR (6) MSS (7)	0	4,962	0.05	0.53	16 (36)	\$302,000
Far North		94	19,963	25,872	41.4%	58.6%	8	KPL (4) SGN (11)						
Camp Bowie/Las Vegas Trl		78	29,965	32,272	46.9%	53.1%	8	RDG (5)						
Camp Bowie/Montgomery		94	19,034	19,681	60.8%	39.1%	8	CEN (5)						
McCart/Sycamore School		101	25,937	28,868	64.7%	35.3%	8	WWD (8) SWTR (12)						
Summercreek/SycSch Rd.		97	20,682	23,495	59.5%	40.6%	8	MSS (7)						
Oakland/Lancaster		105	22,275	23,180	71.2%	28.8%	8							

## **Table B: Modern Library Facility Recommended Standards**

NSF: Net Square Feet

BGSF: Building Gross Square Feet

### **Types of Libraries**

Regional Library: 30,000 BGSF to 50,000 BGSF

Community Library: 16,000 BGSF to 25,000 BGSF

Neighborhood Library: 3,000 BGSF to 15,999 BGSF

Alternative Service: 400 BGSF to 2,999 BGSF

### **Per Capita Measures**

Collection items per capita: 2, exclusive of special collections

Building Gross Square Feet per capita: 0.60

Computers:

    Texas State Library Basic: 1 for every 2,500 residents

    Texas State Library Enhanced: 1 for every 2,000 residents

    Texas State Library Comprehensive: 1 for every 1,500 residents

### **Book Stacks**

Adult: no taller than 72"

Children's: no taller than 60" to 66"

48" clear aisles

No more than 80% capacity

### **Public Seating (expressed in seat-to-collection-items ratio)**

Neighborhood: 1:1,500 to 1:1,800

Community: 1:1,200 to 1:1,500

Regional: 1:1,000 to 1:1,200

Central: 1:800 to 1:1,000 exclusive of special collections

### **Public Seating Space Allocations**

4-place table (1 table with four chairs): 100 NSF

2-place table (1 table with 2 reader chairs): 70 NSF

1-place table (1 table/study carrel with 1 reader chair): 35 NSF

Lounge chair, 1 seat: 30 NSF

Lounge chairs, 2 chairs with side table: 65 NSF

Bench, 2 persons: 10 NSF

Floor seat: cushion/pillow on floor for very young children: 5 NSF

Café booth: 1 table with 4 seats: 100 NSF

See Godfrey's Report Appendix 3 for meeting room seating standards

### **Public Computer Space Allocations**

Stand-up Computer: 24 NSF

Seated computer, one seat: 36 NSF adults/teens; 30 NSF children

Seated computer, 2 seats: 48 NSF adults/teens; 40 NSF children

Collaborative computer station, 3 to 6 seats with wall-mounted monitor: 24 NSF per seat

### **Staff Work Space**

Minimum 150 NSF to 200 NSF per full time equivalent staff

### **Parking**

Libraries up to 29,999 BGSF: 1 space for every 200 BGSF

Libraries between 30,000 and 39,999 BGSF: 1 space for every 250 BGSF

Libraries between 40,000 and 50,000 BGSF: 1 space for every 300 BGSF

Libraries larger than 50,000 BGSF: See Appendix 3 for various calculation methods

Staff parking: 1 space for every 1.5 full time equivalent employees

Land requirements for parking: 350 sf per parking space

See Godfrey's Report Appendix 3 Facility Standards for detailed standards for staff work spaces, shelving, equipment.

## Table C: Facility Costs by Priority

Infrastructure upgrade costs are included in remodeled branches

### Priority 1

BOLD: Remodel	\$110,000
COOL: Remodel	\$110,000
Meadowbrook: Repurpose as workforce development center	\$140,000
Ridglea: Replace with expanded leased facility	\$2,600,000
Seminary: Replace with expanded leased facility	\$2,600,000
Far North: Open new full-service leased facility	\$2,600,000
Summer Creek Rail Station: Specialized services	\$406,000
Central:	
• Create a Popular Library	\$4,200,000
• Create a Teen Center in the unused City Cable studio off the Gallery	\$560,000
• Remodel Local History and Genealogy Unit	\$3,100,000
• Remodel Central Circulation	\$300,000
• Create a public computer area on the Plaza Level near the main entrance	\$408,000
<b>Subtotal Priority 1</b>	<b>\$17,134,000</b>

### Priority 2

Diamond Hill/Jarvis: Remodel existing facility	\$1,500,000
East Berry: Remodel existing facility	\$1,500,000
Northside: Remodel existing facility	\$1,500,000
Riverside: Remodel existing facility	\$1,200,000
Summerglen: Replace with larger leased facility	\$2,600,000
Wedgwood: Replace with larger new-built facility	\$7,000,000
Camp Bowie/Las Vegas Trail Alternative Service	\$406,000
Camp Bowie/Montgomery Alternative Service	\$406,000
Central Infrastructure Upgrades	\$6,300,000
<b>Subtotal Priority 2</b>	<b>\$22,412,000</b>

**Priority 3**

East Regional: Remodel and repurpose \$1,200,000

Southwest Regional: Remodel public area, expand staff area \$2,000,000

Central:

- Remodel Gallery
- Create entrance on 2nd Street
- Relocate Circulation Unit and Friends Book Store
- Add café \$3,100,000
- Move Intel Lab to Lower Level
- Finish space on Taylor Street
  
- Build catering kitchens and additional meeting rooms \$850,000
- Finish out second floor, creating offices \$6,000,000

**Subtotal Priority 3 \$13,150,000**

**TOTAL \$52,696,000**

**Figure 1**

