

### Definition of Terms

**Square Footage.** For the purposes of the *Library Facilities Plan* (hereinafter the *FWL Plan*), Godfrey's Associates, Inc. uses four distinct definitions for square footage, based on what is being measured, as follows:

- **Net Square Feet (NSF):** The amount of floor space required to properly house a given item, e.g. a 4-place table (a table plus four reader chairs) requires 100 NSF of floor space. The total net square feet of all items in a library are added together and a factor for aisle ways is applied, to determine the total useable square footage of the building.
- **Net Assignable Square Feet (NASF):** The total square footage of interior spaces that can be used for library service, or "assigned" to a given library function or division.
- **Building Gross Square Feet (BGSF):** The total size of a building as measured from exterior wall to exterior wall of enclosed, conditioned space. Square footage under a building roof but not enclosed by exterior walls is not included.
- **Building Footprint Square Feet (BFSF):** The total size of the building footprint under the building roof, as measured from the perimeter edges of all roof overhangs. Typically, these measurements have been provided by the City of Fort Worth Department of Transportation & Public Works.

**Types of Libraries.** Different types-and sizes of libraries:

- **Regional Library.** A Regional Library is a full-service facility<sup>1</sup> with collections shaped by the population and

<sup>1</sup> A **full service library** provides collections for all ages (print and non-print, circulating and reference), a full array of information technology (express Internet, 1- place, 2-place, and collaborative computer stations, a multi-purpose meeting room seating at least 75, conference rooms seating from 8 to 12 each, 4- and 6-place group study room, and tutoring/research rooms for 2-3 people.

geographic size of the region it serves. This type of library will also serve as a "back-up" to Community and Neighborhood libraries within its 12 to 15 minute drive time sphere of influence.

Region population and demographics determine the collections and technologies. The materials provide support for curricula through the community college level. The programs offered to children are also designed with the demographics in mind, and many are provided in a program/storytelling room within the children's section. The collections for adults include in-depth circulating and reference materials, a popular materials collection, and large print books. There is also a space with materials and seating for teens. There are large adult, teen, and children's media collections, e.g. CDs, books-on-CD, and DVDs.

Regional libraries will normally range in size from 30,000 to 50,000 BGSF. The consultants do not believe a regional library, as defined, has a place in the Fort Worth Library system at this time.

- **Community Library.** The community population and demographics also define a Community Library as a full-service facility whose collections and technologies are shaped. -The materials for children and young people provide support for curricula through high school. The programs offered are designed per demographics, and many are provided in a program/storytelling room with the children's section. The collections for adults include circulating and limited reference materials, a popular materials collection, and large print books. There is also a space with materials and seating for teens. There are adult, teen, and children's media collections, e.g. CDs, books-on-CD, and DVDs. The media collection size will depend upon the community being served.

A Community Library will range in size from approximately 16,000 to 25,000 BGSF and would expect to serve persons living within eight to ten minutes drive time of the facility. The consultants recommend no new libraries be smaller than a Community Library.

- **Neighborhood Library.** A Neighborhood Library is a full-service facility, but its technology and collections are not intended to provide the depth of a Community Library. The collection is determined by the demographics within the neighborhood(s). The materials for children and young people provide support for curricula through middle school. The programs offered for children, young people, and teens and are designed with the demographics in mind, and may be provided in a special program/storytelling room with the children's section – assuming there is space for such in the building.

The collections for adults include circulating and very limited reference materials, a popular materials collections, and large print books. There is also a space with materials and seating for teens. There are adult, teen, and children's media collections – CDs, books-on-CD, and DVDs – the sizes of which depend upon the demographics of the neighborhood(s) being served.

A Neighborhood Library will range in size from approximately 3,000 to 15,999 BGSF and would expect to serve persons with a drive time of five to seven minutes to the facility. The consultants recommend that no new libraries be designed and/or implemented at this size on a permanent basis – so this category would only apply to existing facilities determined to remain in operation.

- **Express Library:** A small facility, housed in a leased space, in or near an underserved area with a small collection of popular materials for all ages, limited technology, and a staff of two or three. An Express Library will range in size from approximately 400 to 2,999 BGSF. See the Alternative Models report for additional information.
- **Supermarket Library:** A type of Express Library, this is a small service outlet located within a large supermarket with a small collection of popular materials for all ages, limited technology, and a staff of two or three. See the Alternative Models report for further information.
- **After School Center.** An After School Center Library has service hours, collections, and staff that focus on assisting school-age persons, especially middle and high school students. See the Alternative Models report for further information.
- **Vending Library:** A service outlet with a small collection of materials, located in a place with considerable pedestrian traffic. See the Alternative Models report for further information.

**Population.** For the purposes of the *FWL Plan*, Godfrey's has used two definitions for population based on what is being measured:

- **Actual Population:** Population for the City of Fort Worth as determined by the City Planning Department for 2010, and projected for 2015 and 2020. As the "official" city population, these figures are applied to library system-wide planning parameters only, such as square feet per capita.
- **Trade Area Population:** The number of people within the trade area of a given library as computed by Buxton Company, measured by drive time. The boundaries of trade area populations often overlap, thereby accounting for persons who use more than one library and thus resulting in a total population figure larger than the actual population.

**Public-Use Computers.** Public use computers are available to the general public at each library and include online **public access computers** (PACs) and **Internet access** computers.

**Public Seating Types.** For the purposes of this Plan, the following definitions are for various types of seating for the public, based on NSF per seat:

- **Reader Chair:** Chair, un-upholstered, four legs, placed at tables.
- **Lounge Chair:** Soft seat, fabric, usually one side table accompanies two lounge chairs.
- **Task Chair:** Ergonomic office chair, casters, adjustable seat heights, public use with computers, staff use at workstations, desks, and worktables. NSF is included with workstations.
- **Bench:** Usually seats two persons.
- **Read Aloud:** Lounge chair sized for an adult and a young child.
- **Floor Seat:** Cushion/pillow on floor, very young children.
- **Café Booth:** Banquet seating with a table, similar to a restaurant booth, usually for teen spaces.

**Service Hours.** The number of hours per week a library is open for public use.

**Rankings.** How the different libraries within the FWL system as of November 2009, including the Central Library, compare with each other by means of various measurements. One (1) is best ranking, fifteen (15) worst.

**Charrette.** An interactive, focused architectural planning process used to develop new plans for a building. A charrette was utilized for the recommended improvements at the Central Library.

**Per Capita Measures.** The *FWL Plan* uses two primary measures based on population:

- **Collections per Capita:** The number of items (books, periodicals, CDs, DVDs) a library houses for each person served. An example, a library serving 42,356 persons with a total collection of 79,345, its Collections per Capita would be 1.87 (79,345 divided by 42,356).
- **BGSF per Capita:** The total amount of enclosed library space a library system has for the total population of the area to be served. An example, a library system serving 623,793 persons with 12 libraries and 335,750 BGSF, it would have 0.54 BGSF per Capita (335,750 divided by 623,793).

These measures apply the actual total Fort Worth population to total library system-wide planning parameters, because the quantities of both collections and square footage contained at the Central Library skew such calculations made on a branch library basis. Trade area population figures (see above) are used for branch-by-branch planning parameters.

**Modern Library Factors.** A list of eight factors that the consultants believe determines if an existing library facility can be judged to be a “modern library,” capable of housing and delivering 21<sup>st</sup> century library service is presented on the following pages, under the heading Recommended Standards.<sup>2</sup>

<sup>2</sup> **21<sup>st</sup> Century Library** service would include current, up-to-date collections of materials in all formats plus selected classic titles, a wide array of technology for public and staff use, meeting rooms of different sizes and for different ages, each with state-of-the-art technology, a building infrastructure that both protects and enhances the library experience for all who both use and work in the facility, maintainable landscaping, effective interior and exterior signage, sustainability in design, furnishings, and construction, and adequate parking.

## Recommended Standards

**Modern Library Factors.** The consultants believe there are eight factors needed for a library to be judged a Modern Library. We evaluated each Library in the FWL system. None of the 16 has all eight of the factors and half of them have none of the factors. The new Northwest Library has seven of the eight Factors. See Section Five and Appendix Five for specifics per each existing library facility. The eight factors are:

1. **Adequate Size.** 16,000 BGSF is the minimum size to offer a fully responsive range of library services.<sup>3</sup>
2. **User-Friendly Housing of Collections.** No bookstack should be taller than 72 inches (and 60 or 66 inches for Children's Services). All should have 48-inch clear aisles, and no more than 80 percent capacity (80% means there is 7 to 8 inches of clear space at the end of each shelf).
3. **Proper Ratio of Seating to Collections.** Neighborhood libraries ratio of 1:1,500 to 1:1,800; Community libraries ratio of 1:1,200 to 1:1,500; Regional libraries ratio of 1:1,000 to 1:1,200; and 1:800 to 1:1,000 for the Central Library exclusive of special collections, such as Local History, Genealogy, and Archives.
4. **Significant Technology for Public and Staff.** Internet Express and PAC stations, collaborative spaces, laser color printers, games for children and teens, etc.
5. **Age-Specific Spaces.** Spaces that "talk" to the age groups: e.g. Children's Services with good space and furniture/equipment for very young (1 to 6 or 7 years old) and older children (6 or 7 to 10 or 11); teens, adults, and seniors (chairs they can easily get in and out of).

<sup>3</sup> The 16,000 BGSF applies to any new building that is designed and constructed, or leased, to be a library facility. For a leased space that is intended to be temporary or interim in nature, we believe that 7,500 BGSF is the absolute minimum amount of space needed in order to provide a reasonable range of services.

6. **Public Meeting Spaces.** A variety rooms, or spaces, outfitted with quality technology and good visual access to the rooms.
7. **Adequate Staff Work Space.** Space in a range of 150 to 200 NASF per FTE staff member as a minimum.
8. **Efficient Building Infrastructure.** Excellent lighting, good HVAC, ADA compliant rest rooms, plumbing that consistently works, no roof leaks, double-pane windows, fire suppression system, etc.

**BGSF per Capita.** Godfrey's recommends the City of Fort Worth library system establish a standard of 0.60 BGSF per capita. It now has approximately<sup>4</sup> 326,000 BGSF for a population of 720,250. Allocating all of the space at 500 West Third to the Central Library, including unoccupied space as well as the space occupied by Community Access Television (CATV), would raise the system-wide total to 388,000 BGSF. So, including all the space within the Central Library building, the Fort Worth Library could have 0.54 BGSF per capita in 2010.

To reach the recommended 0.60 BGSF per capita by 2020, when the City of Fort Worth population is estimated to be 926,080 by the City's Planning Department, there will have to be a total of about 556,000 BGSF of public library space, or a minimum of approximately 230,000 additional BGSF of space. It may not be a reachable number within the 10-year planning period of this study. See Section Five for additional information.

**Collections.** Godfrey's recommends a total collection of two items per capita (2.00). This number would be exclusive of special collections in the Central Library such as the Local History, Genealogy, and Archives collection(s).

<sup>4</sup> There are differences between what the Library reported in the RFQ and what the consultants have determined through building measurements from CAD drawings, as described above in the square footage discussions about BGSF & BFSF.

The FWL now has a total collection, exclusive of Local History, Genealogy, and Archives, of about 995,000 items, or 1.38 items per capita. To reach 2.00 an additional 945,160 items are needed. This goal is not attainable by 2020 given the existing size of facilities, even with the recommendations contained in this report.

**Service Hours.** The consultants recommend an increase in service hours as a way to improve service delivery, obtain greater value from the capital investments in library facilities, and reduce cross-town traffic generated by customers driving to substitute libraries when their neighborhood library is closed.

**Staffing.** Godfrey's recommends the FWL deploy staff as follows:

- **Manager:** One manager in each Neighborhood and Community library, and each Central Library division. For public service units, the Manager should spend at least 25 percent of his/her time assisting customers and the balance devoted to managerial and/or library system responsibilities.
- **Professional:** A minimum of two professionals for each Community library and each Central Library division and a minimum of one professional for each Neighborhood library. A professional will have a master's degree in library service or in an appropriate field related to his/her primary responsibilities. For public service units, a professional should spend at least 50 percent of his/her time assisting customers. The balance of time should be devoted to collection development, marketing, and/or library system responsibilities.
- **Paraprofessional:** Assign a minimum of two para-professionals in each Community and Neighborhood library and each Central Library division. A paraprofessional will have a bachelor's degree or at least 10 years of library experience. For public service units, a paraprofessional should spend at least 50 percent of his/her time assisting

customers. The balance of time should be devoted to collection development, marketing, and/or library system responsibilities.

- **Clerical:** Assign a minimum of two clerical positions in each Community and Neighborhood library and each Central Library division. Clerical staff will usually have a high school education, and preferably an associate (two-year) college degree or at least five years of library experience. For public service units, a clerical staff person should spend at least 75 percent of his/her time assisting customers. The balance of his/her time will be devoted to the assigned library's responsibilities.
- **Page:** Assign a minimum of at least one page (shelver) in each Community and Neighborhood library and each public service Central Library division. For public service units, the standard for determining the number of page hours required should be determined by the following formula:

$$\text{Page FTEs} = (\text{annual circulation} \times 1.3) / 156,000$$

A step-by-step description of the logic behind this equation is summarized in Appendix Three.

- **Staffing Public Service Units:** See Appendix Five for recommended staffing levels for a typical library.

**Public-Use Computers.** By 2015, we recommend FWL provide public use computers at the Enhanced standard of one public use computer for every 2,000 residents, as defined by the Texas State Library and Archives Commission (TSLAC), in cooperation with the Texas Library Association (TLA). This will require an additional 101 public use computers. By 2020, FWL should strive to reach the Comprehensive standard of one public use computer for every 1,500 residents, or a total of 613 public use computers to meet the standard.

**Public-Use Computer Space Allocations.** The consultants recommend FWL allocate these net square footages for public computer stations:

- **Public Access Computer (PAC):** Stand-up station, 24 NSF.
- **Express Computer Station:** Stand-up station, 24 NSF.
- **Computer Station:** One seat, 36 NSF for adults and teens, and 30 NSF for children (seat and table heights vary, depending upon age).
- **Dual Computer Station:** Two seats for two persons at one computer or perhaps two persons at two computers, 48 NSF for adults and teens, and 40 NSF for children (seat and table heights vary, depending upon age).
- **Collaborative Computer Station:** Three to six persons at one or two computers, with a large wall-mounted monitor, 24 NSF per seat.

Public-use computers would require reservations with these time limits:

- Express computer stations (15 minutes);
- Computer stations (60 minutes);
- Dual computer stations (60 minutes); and
- Collaborative computer stations (as reserved).

**Public Seating Space Allocations.** Godfrey's Associates recommends Fort Worth Library allocate net square footage for the various types of seats, based on one seat per person unless otherwise noted, as outlined in Appendix Three.

**Gathering Spaces.** Godfrey's Associates recommends FWL provide these gathering spaces with quantities of seating based on building size:

- **Multi-Purpose Meeting Room:** Minimum capacity as follows:
  - 50-seat capacity for any building less than 12,000 BGSF;
  - 75 seats for buildings of 12,000 to 15,999 BGSF;
  - 100 seats for buildings of 16,000 to 24,999 BGSF; and
  - 150 seats for buildings of 25,000 BGSF and larger.
- **Conference Rooms:** Minimum capacity follows:
  - 14-seats for Neighborhood Libraries;
  - 30-seats, divided between two rooms, for Community Libraries; and
  - 50-seats, divided between three or four rooms, for Regional Libraries.
- **Group Study Rooms:** Minimum capacity as follows:
  - 10-seats, divided between 4- and 6-seat rooms, for Neighborhood Libraries;
  - 20-seats, divided between two 4-seat rooms and two 6-seat rooms, for Community Libraries; and
  - 40-seats, divided between four 4-seat rooms and four 6-seat rooms, for Regional Libraries.
- **Tutoring/Research Rooms:** These rooms can be "built" using office system furniture, thus be reconfigured, with each room accommodating two persons. Provide a minimum of:
  - Two rooms for Neighborhood Libraries;
  - Three rooms for Community Libraries; and
  - Six rooms for Regional Libraries.