

Facilities Master Plan

2004–2014

WELD LIBRARY DISTRICT

August 2004

Dubberly Garcia Associates, Inc.

A T L A N T A & D E N V E R



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I. EXECUTIVE SUMMARY

Continuing population growth and increasing demands for public library services have raised concerns that existing facilities will be insufficient to meet the needs of the residents of the Weld Library District over the next ten years. In 2000, the District served a population of 167,496. In only four short years, the population has increased 19.4%. Within the next twenty years, the population will increase to almost 400,000. Stated bluntly, the service population of the District will almost double in the next twenty years.

This incredible growth will be particularly dynamic in the southwest area of the county where the towns of Erie, Firestone, Frederick and Mead all show strong growth projections. Erie projects that its population will increase from 10,000 to 38,000 in the next twenty years, an increase of 280%. Firestone projects that its population will increase 277%, from 6,500 to 24,500. Frederick projects that its population will increase from 5,069 to 28,000, an increase of 369% in the next twenty years. Finally, Mead projects that its population will increase from 2,140 to 4,258, a 99% increase.

To address these concerns, the Weld Library District Board of Trustees commissioned a study to consider anticipated population growth throughout the District, service delivery options, existing public library facilities, and to determine whether additional facilities might be needed in the next ten years.

This Facilities Master Plan recommends the number, sizes, service programs, general locations, and estimated costs for future public library facilities in the Weld Library District during the period of 2004 to 2014. Following the review of the general recommendations in this study, the Library Board will need to identify funds that could be allocated for the creation and operation of new facilities, determine suitable sites for future library facilities, and have building programs prepared for specific facilities.

This study involved stakeholders from the Weld Library District, especially those living in the southwest quadrant of the District. Ten focused discussions were held between March 22nd and May 13th with representatives of community organizations, community residents, and elected officials. Public comment was also elicited at the Library Board meeting on June 21, 2004.

Participants in each focus group were asked the same questions about the library facilities they currently use, library services, the type of library they would like to have,

how far they currently travel to a library, and how far they think most people are willing to travel to a library.

Based on community input, staff expertise, population projections, and information gathered from a set of peer libraries, the Library Board discussed issues associated with three key policy areas: service delivery guidelines, site selection, and the co-location of library facilities. Based on those discussions, the consultants prepared a draft policy on each of these topics for the Board's consideration. The policies summarized in this section were adopted by the Board during their meeting on July 19, 2004.

The key points in those policies are as follows:

- Service Delivery Guidelines
 - The District will operate branch libraries of four types: Regional Library, Large Branch, Small Branch, and Mini-Branch.
 - New branch libraries will be located a minimum of five miles from one another.
 - In urban and suburban areas, branch libraries should be located so that most residents of the service area can drive to the branch in 15 - 20 minutes. In rural areas, branch libraries should be located so that most residents of the area can drive to the branch in 30 minutes.
 - Branch libraries constructed by the District will be a minimum of 6,000 SF and serve a population of at least 5,000 people.
- Site Selection
 - Branch libraries will be constructed at locations where community residents frequently and willingly go.
 - Twelve criteria will be considered when evaluating potential sites. If two or more potential sites are considered to be almost equal when the twelve (12) criteria are considered, then the following criteria, listed in alphabetical order, will be considered to be of higher priority when determining which site should be selected: Adjacent uses, community opinion, size and shape of the property, and total project cost.
 - Prior to the selection of a site for a branch library, the Board of Trustees will provide an opportunity for public comment about the proposed site.
- Co-location of Library Facilities
 - The District will actively pursue co-location when such an opportunity is the most efficient and effective way to provide library service to a currently underserved area of the district. Co-location occurs when library service is provided from a space in a facility in which other entities also have their own designated space.

- The District prefers to own the property and the facility which will be used for the co-located library, rather than being a tenant in a facility owned by another party.
- Co-location opportunities will be considered with retail outlets, community services, and organizations such as: community center, recreation center, senior center, health clinic, retail center, supermarket or other locations where all segments of the community will frequently and willingly go.
- Prior to the decision to enter into a co-location agreement for the establishment of a branch library, the Board of Trustees will provide an opportunity for public comment about the proposed location.

Costs for facility construction and related expenses depend on a number of factors. These include the construction market at the time of bidding, architectural design, the type of construction and building materials, soil conditions, and building finishes. The costs of furnishings, fixtures, equipment, technology, and the opening day collection of books and other library materials must be added to the actual construction costs to provide an accurate expenditure projection. In addition, project costs must include land acquisition and development costs, which are outside the scope of this Facilities Master Plan.

Architectural and engineering services are required for accurate cost estimates, services not included in the scope of work for this project. For planning discussion purposes, however, a ballpark estimate of the cost for a new single story facility, including construction, furnishings, fixtures, equipment, design fees, site work, contingencies, and the library collection is anticipated to range between \$445 and \$465 per square foot if a project were bid today. Unburdened construction costs are estimated at approximately \$205 per square foot. These square-foot cost estimates are derived from model data from Libris DESIGN and from building programs prepared by Dubberly Garcia Associates, Inc. using Libris DESIGN, a software application issued by the California State Library.

Based on the Service Delivery Guidelines endorsed in concept by the Board, the consultants recommend that three branch libraries be constructed in the southwest quadrant of the District in the next ten (10) years. The consultants recommend:

- A small branch library (6,000 to 7,000 SF) be constructed in Erie, within the geographic boundaries of the Weld Library District.
- A large branch library be constructed to replace the existing Carbon Valley Branch Library. The branch should be located so that it can easily and conveniently serve the current and anticipated populations of Firestone and Frederick, and the surrounding area.
- A mini-branch be created to serve the Mead area.

The consultants further recommends that the Board solicit public comment on the recommendations contained in this plan, and that Board enter into discussions with the elected representatives, appointed officials, and community representatives in Erie, Firestone, Frederick, and Mead to discuss these recommendations and how they can become a reality.

In conclusion, any plan is at best a road map to a desired destination. It provides directions and guidance based on current conditions. It cannot accurately predict the future and should never be used as a substitute for good judgment.

In the months and years to come, situations will arise and circumstances unforeseen in this report will occur. The Board of Trustees needs to be bold enough to seize opportunities that arise and create facilities in places and at times not yet envisioned. It also needs to be strong enough to occasionally say, “No, that proposal is not in the best interest of the community residents we are here to serve.” If future Boards act with the same commitment to quality service and careful consideration of the issues that the current Board has shown in the development of this plan, then the consultants have no doubt that the District will be well-served by their decisions.

II. INTRODUCTION

A. Governance and Composition of the Weld Library District

The Weld Library District was established in 1986 to improve library service to Weld County residents through the sharing of material resources, staff, and tax revenue. The District serves over 167,000 residents of Weld County and covers a geographic area of almost 4,000 square miles, an area greater than that of Rhode Island, Delaware, and the District of Columbia combined.

The mission of the Weld Library District is to offer free access to information, materials and services to all residents of the District, to stimulate ideas, advance knowledge, and enhance the quality of life.

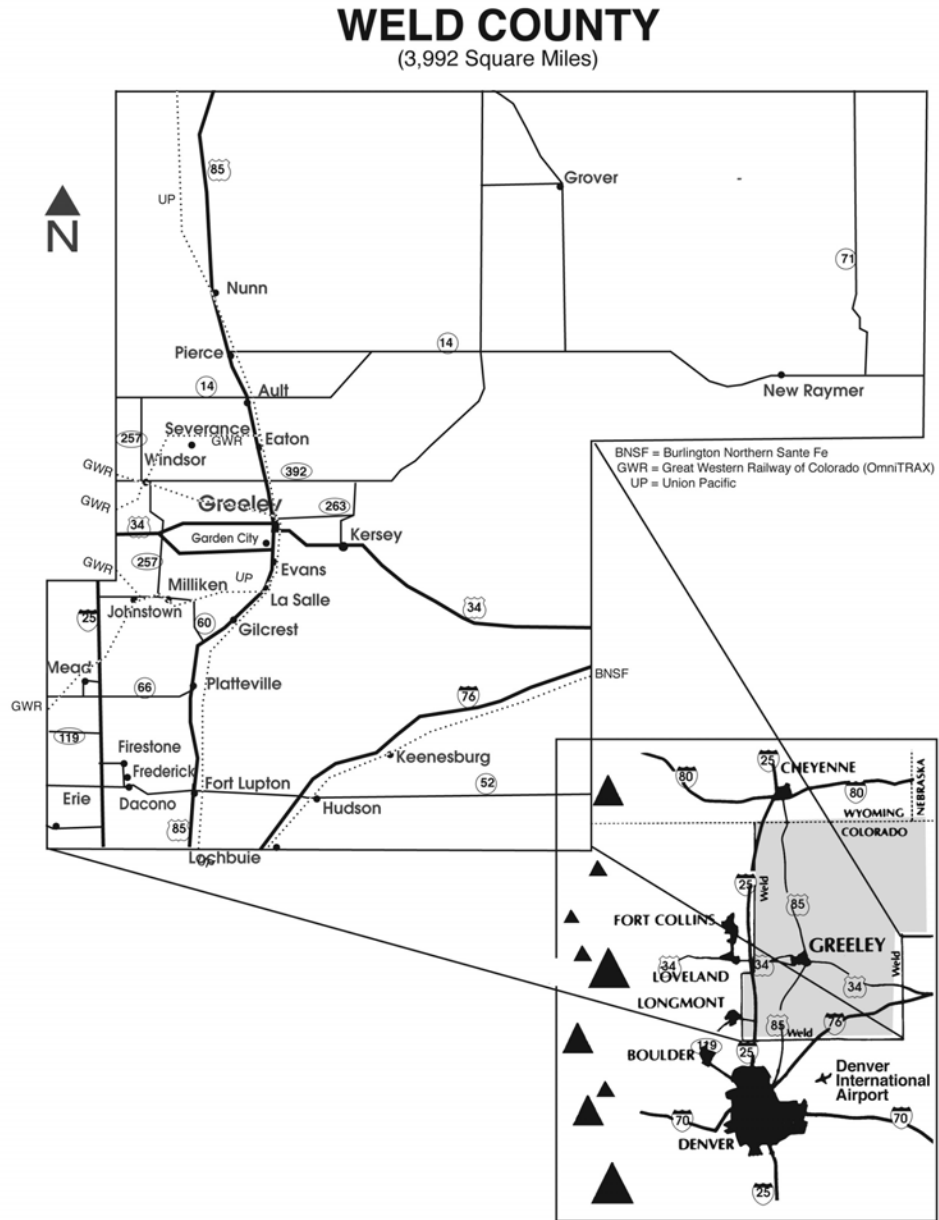
The Weld Library District is comprised of a branch library system which includes four branch facilities in Greeley and Frederick and a bookmobile branch. It also includes six autonomous member libraries in Ault, Eaton, Ft. Lupton, Hudson, Johnstown, and Platteville; as well as two deposit libraries and one affiliated medical library.

The branch libraries are governed by the Weld Library District Board of Trustees. The Weld County Commissioners initially appointed seven members to the Board. Now, as vacancies occur, new members are appointed by the District on the recommendation of a committee consisting of representatives from the Weld County Commissioners and member libraries. Board terms are five years in duration, and Board members are term limited to two consecutive terms.

The member libraries are each governed by their own separate boards of trustees. When the District was first formed, each town in Weld County was invited to be a part of the District. Not all of these communities joined the District. Some communities with existing libraries elected to continue as independent libraries. Other communities with existing libraries decided not to join the District as branches, but to become member libraries, by contracting with the District for identified services. According to Weld Library District policy, any new libraries added to the District in the future will be added to the branch system.

A map of Weld County can be found on the following page. Although not every city or town in the County is indicated, the map does provide a general orientation to the County.

Map 1: Weld County



Map used with permission from Greeley/Weld Economic Development Action Partnership

The Weld Library District is funded primarily by a general property tax. On November 2, 1999 the electorate of the District approved a mill levy increase from 1.449 to 3.249 mills. After 20 years this mill levy increase will return to the 1.449 mills. During 2001 the District established a debt service fund to track debt service payment for the certificates of participation used to fund improvements to the District.

Funding for the member libraries is by formula from the tax assessments. Each member library receives two-thirds of the taxes collected from their respective service areas. The other one-third of the taxes is used by the District to provide centralized services to the member libraries. These services include technical services support, staff training, automation system, information technology (IT) support, and delivery service.

The two deposit libraries (Lorraine David Children’s Library in Erie and the Kersey Library) received assistance with establishing their opening-day collections. Patrons of these facilities have access to the Weld Library District collection via the District’s online catalog. Items requested will be delivered to the deposit library for customer pick-up. The volunteers who provide customer service at the deposit libraries receive training from District staff in the use of the automation system that the District uses to circulate library materials.

The Wellspring Library is an independent library operating at the Northeast Colorado Medical Center in Greeley. Access to its medical collection is provided by means of the District’s automated catalog. As with all the libraries in the District, circulation materials are routed by a District-wide courier that links daily with the statewide courier.

B. Acknowledgements

The consultants received assistance in this study from a number of individuals. It is not possible to acknowledge by name each person who provided input during the process, whether by expressing a personal opinion, providing information, or by developing earlier documents and preparing background information used in this study. However, we are appreciative of the direct and indirect contributions of everyone who assisted this effort. We received generous contributions of time and opinions from many Weld Library District residents, library trustees, and the library staff.

We are especially indebted to Marge Curtiss and Brian Larson, of the Library Board of Trustees who served as the Facilities Committee for this project. We are also indebted to Beth Hager, Interim Library Director for all her assistance and support.

III. LIBRARY SERVICE PRIORITIES

Service priorities should define the kinds of spaces that need to be included in each public library. Resident needs are difficult to meet unless service spaces are designed to address those needs.

In 2003, the District completed a strategic planning process that focused on the support structures that were necessary to deliver quality library service to District residents. The staff and the Board have made significant progress in achieving the activities identified in that plan. In the next year, the District expects to begin a new planning process that will establish goals, objectives, and activities associated with its service program.

In the absence of a long-range plan that established service priorities, the consultant discussed this subject with the Facilities Committee and the Interim Director. Agreement was reached that the two service priorities of the District are currently, in alphabetical order:

Current Topics and Titles: The District provides current, high demand materials in a variety of formats to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

Lifelong Learning: The District provides materials, services, and programs to assist residents in their pursuit of information for personal growth and enrichment.

Until such time as service priorities are identified in the upcoming planning process, these service priorities should be kept in mind when discussing the design of any new library facilities.

IV. CURRENT LIBRARY FACILITIES

As mentioned in the Introduction, there are three types of libraries that make up the Weld Library District:

- Branch libraries
- Member libraries
- Deposit and affiliated libraries.

Branch libraries operate under the policies established by the Weld Library District Board of Trustees, and the administrative direction of the Director of the Weld Library District. The staff are employees of the Weld Library District.

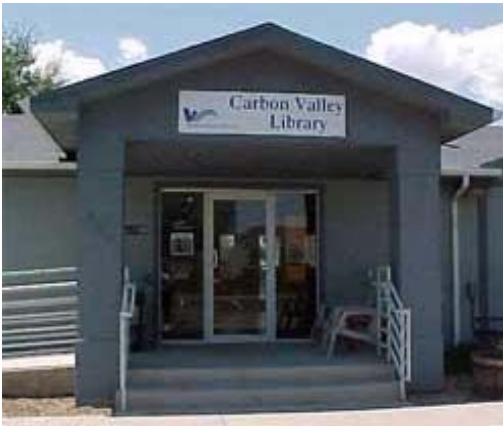
Member libraries operate under policies established by the board of the member library, and the administrative direction of the director of the member library. The staff are employees of the member library. The member libraries receive two-thirds of the taxes collected in their jurisdiction by the Weld Library District. These funds are to be used for library operations. The remaining one-third of the taxes is used by the District to provide services to the member library.

Deposit and affiliated libraries operate under policies established by their respective governing authority, and the administrative direction of the person designated by that governing authority. The deposit and affiliated libraries do not receive any tax revenues or financial support from the District.

A. Branch Library System

1. *Carbon Valley Branch Library*

320 Maple St. #B.
Frederick, CO 80530
Phone: (303) 833-3510
Fax: (303) 833-2576



Hours:

Monday, Wednesday, and Friday: 10:00 a.m. - 5:00 p.m.
Tuesday and Thursday: 10:00 a.m. - 8:00 p.m.
Saturday: 10:00 a.m. - 2:00 p.m.

Branch size: 3,760 SF

Collection size: 22,510

FY 03 usage data

- Circulation: 73,035
- Visits: 35,890
- Reference transactions: 5,122

Opened in 1988, addition completed in 1993

Service area: Southwest area of Weld County including Frederick, Firestone, and Erie

Services and collections:

- Full service branch
- Popular materials collection of books, audio books, and videos
- Children's programming

2. Centennial Park Branch Library

2227 23rd Avenue
Greeley, CO 80634
Phone: (970) 506-8600
Fax: (970) 506-8601



Hours:

Monday – Thursday: 9:00 a.m. - 9:00 p.m.
Friday and Saturday: 10:00 a.m. - 5:00 p.m.
Sunday: 1:00 p.m. - 5 p.m.

Branch size: 29,610 SF

Collection size: 74,002 items

FY 03 (Partial year data: re-opened on May 17, 2003) usage data

- Circulation: 214,707
- Visits: 152,105
- Reference transactions: 52,437

Opened 1960; expanded in 1979 as Weld County Library; renovation May, 2003

Service area: central Greeley and the towns of Evans, Garden City, and Kersey

Services and Collections:

- Genealogy collection
- Homework help center
- Children's programming
- Large meeting room

Houses Bookmobile, Technical Services, and Centralized Collection Development offices for the District

3. Farr Branch Library

1939 61st Avenue
Greeley, CO 80634
Phone: (970) 506-8500
Fax: (970) 506-8551



Hours:

Monday - Thursday: 9:00 a.m. - 9:00 p.m.
Friday: 10:00 a.m. - 8:00 p.m.
Saturday: 10:00 a.m. - 6:00 p.m.
Sunday: 1:00 p.m. - 5:00 p.m.

Branch size: 38,000 SF

Collection size: 119,666

FY 03 usage data

- Circulation: 378,399
- Visits: 249,595
- Reference transactions: 88,991

Opened in September, 2002

Service area: Main resource library for the District

Services and collections:

- Small business collection
- Future non-profit collection
- Computer training lab
- Children's programming
- Large meeting room

ILL and courier distribution center for the District

Administrative center for the District

4. Lincoln Park Branch Library

919 7th Street
Greeley, CO 80631
Phone: (970) 506-8460
Fax: (970) 350-8461



Hours:

Monday - Thursday: 9:00 a.m. - 8:00 p.m.
Friday - Saturday: 10:00 a.m. - 5:00 p.m.
Sunday: 1:00 p.m. - 5:00 p.m. (September - May)

Branch size: 13,000 SF

Collection size: 48,372

FY 03 usage data

- Circulation: 160,861
- Visits: 160,038
- Reference transactions: 42,060

Opened in 1968 as Greeley Public Library, renovation completed in July, 2004

Service area: downtown, north and east Greeley

Services and collections:

- PDQ Express books main collection
- Extensive large print collection
- Spanish materials center
- Children's programming
- Computer training lab
- Latino outreach office

J. Bookmobile

2227 23rd Avenue
Greeley, CO 80634
Phone: (970) 506-8640



Hours: Monday – Friday: 8:00 a.m. - 5:00 p.m.

Number of units: 2

- New Bookmobile launched August 2001
- Old Bookmobile purchased 1988, completely refurbished September 2001

Collection size: 15,262

FY 03 usage data

- Circulation: 125,041
- Visits: 46,749
- Reference transactions: 27,326

Service area:

- Northeastern Weld County including the towns of Briggsdale, Grover, Kersey, New Raymer, Stoneham
- Southern Weld County including the towns of Eric, Firestone, Frederick, Keenesburg, Lochbuie, Mead, Roggen
- Serves senior centers, schools, and day care centers throughout the District

Services and collections:

- Features online access to the District's collection and databases via satellite
- Participates in special events throughout the District

B. Member Library System

1. *Eaton Public Library, Eaton*

- Size: 7,622 SF
- Collection size: 15,749
- Service area: Eaton and Galeton

2. *Fort Lupton Public and School Library, Fort Lupton*

- Size: 16,500 SF, completed in 1993
- Collection size: 38,691
- Service area: Fort Lupton, Wattenburg, and community of Aristocrat Acres
- Serves the public and high school community

3. *Glenn A. Jones, MD Memorial Library, Johnstown*

- Size: currently 2,400 SF, opened in 1967; addition added in 1989;
- New 13,000 SF building to be completed in January 2005
- Collection size: 20,753
- Service area: Johnstown and Milliken

4. *Hudson Public Library, Hudson*

- Size: 1,735 SF
- Collection size: 14,543
- Service area: Hudson, Lochbuie, Keenesburg

5. *Northern Plains Library, Ault*

- Size: 6,000 SF completed in 2000
- Collection size: 27,549
- Service area: Ault, Nunn, Pierce, and Carr

6. *Platteville Public Library, Platteville*

- Size: 7,500 SF (Original building with 4,000 SF completed in 1993; 3,500 SF addition completed in 2002.)
- Collection size: 18,844
- Service area: Gilcrest, LaSalle, and Platteville

C. Deposit and Affiliated Libraries:

1. *Lorraine David Children's Library, Erie*

- Hours: vary up to 30 hours per week
- Size: 700 SF
- Collection size: 3,216
- Serves young children and students through 6th grade
- Governed by the Erie Library Association

2. *Kersey Library, Kersey*

- Hours: 17.5 hours per week
- Collection size: 3,261
- Co-located with the Kersey Museum
- Governed by the Town of Kersey

3. *Wellspring Library, North Colorado Medical Center, Greeley*

- Hours: Monday - Friday, 10:00 a.m. - 4:00 p.m.
- Collection size: 2,519
- Located in the main entry area of the hospital
- Features medical material for the general public
- Operates as part of the Wellspring Library System

V. DISTRICT POPULATION AND LIBRARY USE

A. District Population: Current and Projected

According to the 2000 U.S. Census, the population of Weld County is 180,936. This is an increase of 37.6% since the 1990 census. As illustrated in Table 1, this trend, which began as far back at 1960, is expected to continue. By 2009, the county population is projected to be 259,766, an increase of 43.6% compared to the 2000 census.

Table 1: Weld County Population Totals

	Weld County
1960 Census	72,344
1970 Census	89,297
1980 Census	123,438
1990 Census	131,821
2000 Census	180,936
2004 Estimate	217,652
2009 Projection	259,766

Source: <http://www.co.weld.co.us/demographics/index.html>

As shown in Table 2, many of the towns in the county have experienced substantial growth between 1990 and 2002. Although the unincorporated areas showed growth of 26.7% between 1990 and 2000, the rate of growth appears to have slowed slightly between 2000 and July 2002, with less than one per cent (0.8%) in the two-year period.

Table 2: Weld County Population by City

City	1990	2000	July 2002
	Census	Census	Estimate
Weld County	131,821	180,936	202,329
Ault	1,107	1,432	1,425
Berthoud (MCP)	-	16	36
Brighton (MCP)	17	154	177
Broomfield (MCP)	4	10	-
Dacono	2,228	3,015	3,167
Eaton	1,959	2,690	3,461
Erie	1,244	2,009	2,663
Evans	5,876	9,514	13,289
Firestone	1,358	1,908	4,159
Fort Lupton	5,159	6,787	7,114
Frederick	988	2,467	4,461
Garden City	199	357	355
Gilcrest	1,084	1,162	1,185
Greeley	60,454	76,930	82,091
Grover	135	153	155
Hudson	918	1,565	1,610
Johnstown	1,579	3,827	4,669
Keenesburg	570	855	1,132
Kersey	980	1,389	1,392
La Salle	1,803	1,849	1,841
Lochbuie	1,168	2,049	2,784
Longmont (MCP)	-	24	26
Mead	456	2,017	2,174
Milliken	1,605	2,888	3,893
New Raymer	98	91	95
Northglenn (MCP)	-	12	12
Nunn	324	471	496
Pierce	823	884	888
Platteville	1,515	2,370	2,527
Serverance	106	597	876
Windsor (MCP)	5,062	9,612	12,008
Unincorporated	33,002	41,832	42,168

Source: <http://www.co.weld.co.us/demographics/index.html>

As previously described, the Weld Library District does not serve all of Weld County. Therefore, obtaining population data and population projections for only the District portion of the County has been challenging.

Library District staff prepared Table 3, which provides the best available data about the population within the District. They began by identifying the cities and towns served by the District, and determining the 2000 census total for each of them. As shown in Table 3, the 2000 population of the District was 167,496. Staff then contacted each of those cities and towns to obtain the most accurate information possible on the current population and a 20-year population projection.

Weld County includes many small towns and unincorporated areas that are not separately identified in the census. Therefore, the population for these areas, including Carr, Galeton, Gill, Hereford, Keota, Lucerne, Raymer, Roggen, Stoneham, and Wattenburg, has been combined under the heading of unincorporated in the Table 3 below. A current population estimate and a 20-year population projection were not available for the unincorporated areas; therefore no increases have been shown.

Towns that are not part of the District have been omitted from Table 3. These include the towns of Dacono, Severance and Windsor. These towns are served by either a municipal library as is the case in Dacono, or a separate library district as is the case in Severance and Windsor. These towns therefore are not served by the Weld Library District, but residents may use any of the Weld Library District facilities in accordance with the Colorado Library Card program.

According to Table 3, the District served a population of 167,496 in the year 2000, and currently serves approximately 200,000 people. This means that in only four short years, the population served by the District has increased 19.4%. The approximation is necessary because it was not possible to obtain a current estimate for the number of Erie residents living in Weld County or a 20-year projection for the Weld County portion only of Erie. Within the next twenty years, the population of the Weld Library District will increase to almost 400,000 (minus the Erie population that will live in the Boulder County portion of Erie.) This means that the service population of the District will almost double in the next twenty years.

Table 3: Weld Library District Population

Town of:	2000 Census	Current Population	20 Year Projection
Ault	1,432	1,456	2,700
Briggsdale	-	225	450
Eaton	2,690	3,800	9,100
Erie (Weld County)	2,009		
Erie (Both counties)		10,000	38,000
Evans	9,514	15,175	39,894
Firestone	1,908	6,500	24,500
Frederick	2,467	5,969	28,000
Fort Lupton	6,787	7,250	14,750
Garden City	357	355	355
Gilcrest	1,162	1,162	1,885
Greeley	76,930	83,000	138,000
Grover	153	150	350
Hudson	1,565	1,600	8,500
Johnstown	3,827	6,000	10,430
Keenesburg	855	1,200	N/A
Kersey	1,389	1,400	2,692
La Salle	1,849	1,920	7,400
Lochbuie	2,049	3,000	10,000
Mead	2,017	2,140	4,258
Milliken	2,888	3,800	11,000
New Raymer	91	91	91
Nunn	471	500	1,000
Pierce	884	950	1,200
Platteville	2,370	2,700	3,500
Unincorporated Weld County	41,832	41,832	41,832
Total	167,496	202,175	399,887

Source: Weld Library District

This incredible growth will be particularly dynamic in the southwest area of the county where the towns of Erie, Firestone, Frederick and Mead all show strong growth projections. Erie projects that its population will increase from 10,000 to 38,000 in the next twenty years, an increase of 280%. Firestone projects that its population will increase 277%, from 6,500 to 24,500. Frederick projects that its population will increase from 5,069 to 28,000, an increase of 369% in the twenty

years. Finally, Mead projects that its population will increase from 2,140 to 4,258, a 99% increase.

Obviously this anticipated population growth has significant implications for the number of facilities and size of library facilities needed to provide library service to District residents. District staff will need to monitor and revise these figures in the years to come, but based on the best data currently available, the District will need to add facilities over the next ten years if it is to provide adequate service to the rapidly growing portions of the District.

B. Use of Library by Geographic Areas

Information about where people live is only one factor, albeit a very important one, associated with current and potential library use. Many adults use libraries that are close to their place of work or close to where they shop. Families with children frequently use libraries that are close to, or on the route to, the schools their children attend or locations for after-school activities.

Many library customers use more than one library facility in the District. One need only examine the contents of a branch library book drop on any morning to see how many items were borrowed from one branch and returned to another.

To gain an understanding of how library customers in the Weld Library District are using the various branches and the bookmobile, the District commissioned the production of two types of maps: user density maps and market area maps both of which are described below. The maps were prepared by consultant team member Kenneth Dubberly of Public-Library.com, Inc.

a. User Density Maps

Using data extracted by District staff from the automation system, maps showing the geographic distribution of the majority of each library's borrowers and the District as a whole were produced as a planning tool. Maps showing the density of use were generated for a variety of categories. These maps reveal the impact of travel patterns, natural and constructed barriers such as rivers and highways, shopping districts, schools and population density. Maps were produced for each branch and for the entire District.

The maps display geographical patterns for cardholders and borrowers of materials during the sample period of late September/early October 2003. It is important to note that the maps do not identify specific library users.

These maps can be viewed at <http://www.public-library.com/mapping/weld/>

b. Market Area Maps

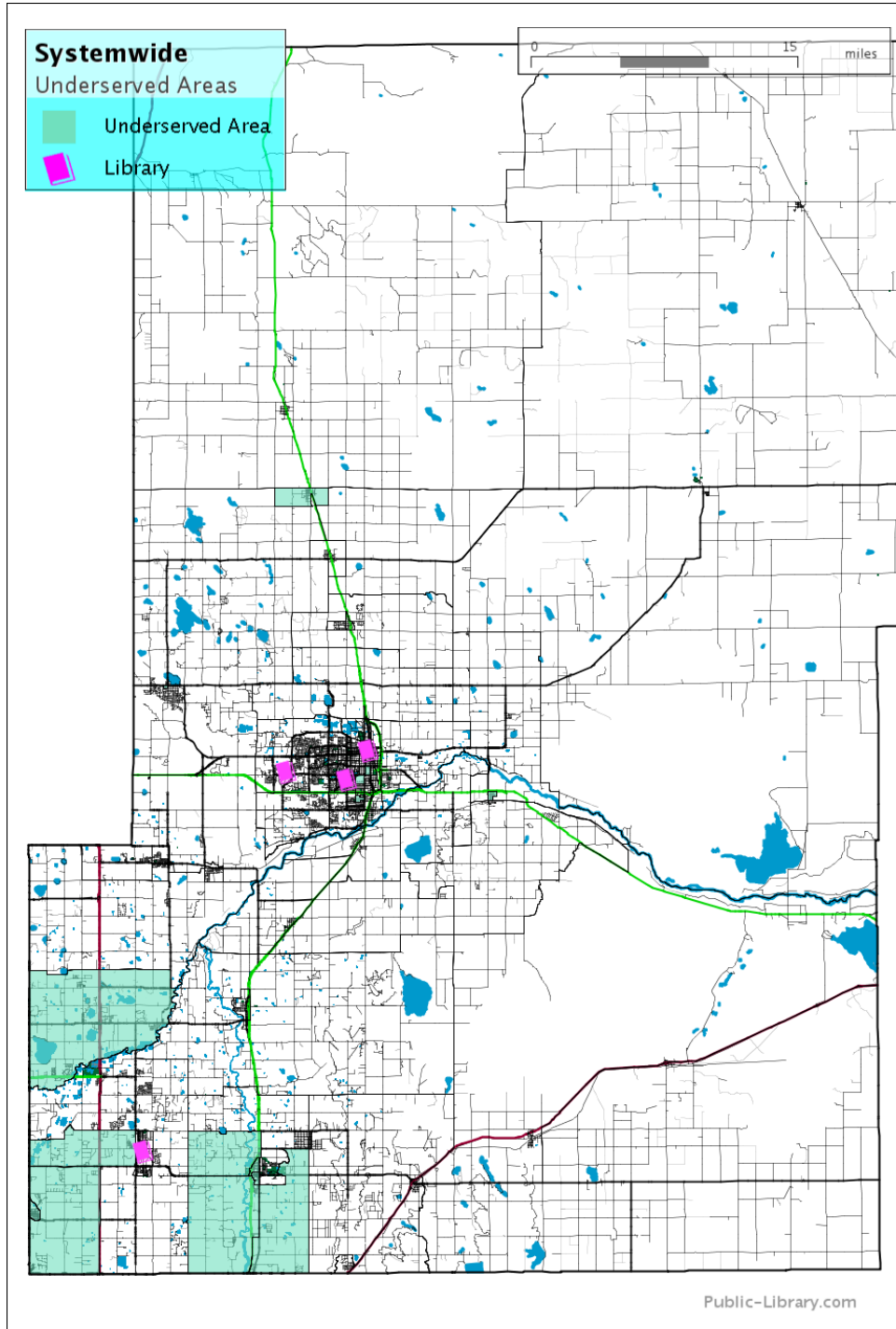
These maps illustrate the use of each branch library in the Weld Library District by showing the geographical distribution of borrowers during a sample period of late September/early October 2003. The maps were prepared using data from the density map process and the U.S. Census Bureau. The service area maps are based on clusters of block groups from the 2000 U.S. Census.

These maps can be viewed at <http://www.public-library.com/mapping/weld/>

Using data from the mapping of branch market areas, a special map of “underserved” areas was prepared. This map, shown on the following page, indicates the areas within the Library District where borrowing activity by residents is relatively lower than in most areas of the District.

These “underserved” areas of the District are primarily in the southwest quadrant of the county. Specifically, the underserved areas are in the vicinity of Erie, Firestone, Frederick and Mead, and the areas surrounding these cities.

Map 2: Underserved Areas of the Weld Library District



VI. COMMUNITY INPUT

Between March 22, 2004 and May 13, 2004, June Garcia and staff of the Weld Library District conducted ten focus groups. These focus groups were held in the southwest quadrant of the District. The decision to hold the focus groups in this area was based on the anticipated population growth in this quadrant, as well as the identification of portions of the quadrant as “underserved” as shown in the user density maps and the market area maps described above.

The focus groups were held as follows:

- | | |
|--|----------------|
| ▪ Carbon Valley, Frederick, Lafayette, and Longmont | March 22, 2004 |
| ▪ Prairie Ridge Elementary School | March 22, 2004 |
| ▪ Carbon Valley, Frederick, & Firestone: Town Boards | March 23, 2004 |
| ▪ Mead: Town Hall | March 30, 2004 |
| ▪ Erie: Optimist Club | April 14, 2004 |
| ▪ Firestone: Town Hall | April 20, 2004 |
| ▪ Erie: General | April 22, 2004 |
| ▪ Erie: Senior Center | May 13, 2004 |
| ▪ Mead: Community Members | May 13, 2004 |
| ▪ Mead: Middle School Students | May 13, 2004 |

Participants in each focus group were asked the same questions about the library facilities they currently use, library services, the type of library they would like to have, how far they currently travel to a library and how far they think most people are willing to travel to a library. The actual questions they were asked are as follows:

- Which public library do you or members of your family currently use?
- If you were to describe the library in one word, what word would it be?
- What are the best features or spaces in the library?
- What are the worst features or spaces in the library?
- Close your eyes and imagine a new public library. What words describe what you see? What does the building look like? What are people doing in the building?
- What are the most popular services the public library currently offers?
- What services currently offered by the public library do you feel should be expanded or offered in greater quantity?
- What services not currently offered by the public library would you like to see added in the next one to two years?
- Are there any services that the public library currently offers that you think should be discontinued?

- How far is it from your home to the public library (in miles or minutes driving time)?
- How far (or how long) do you think it is reasonable to expect some one to travel to a public library?
- When you go to the public library, is it in conjunction with any other activity such as shopping, going to work, taking the children to an event? If so, what activity? What are the major cross streets associated with this other activity?
- What other comments would you like to make about the library or the services it provides?

A composite summary of the responses has been created; similar comments have been grouped together, and duplicate comments eliminated. This composite summary can be found in the Appendix.

A summary of the key comments to each question follows:

- Which public library do you or members of your family currently use?
Respondents reported using seventeen different libraries, most of which are in close proximity to their home. Most frequently mentioned were: Boulder, Carbon Valley, Lafayette, Longmont, and Loveland.
- If you were to describe the library in one word, what word would it be?
Carbon Valley Branch was the only Weld Library District facility that was mentioned by name in the focus groups. Participants described the branch using terms such as positive, homey, well used, and friendly. It was also described as small and overcrowded.
- What are the best features or spaces in the library?
Carbon Valley Branch was the only Weld Library District facility that was mentioned by name in the focus groups. Some of the best features or spaces that were mentioned were: the children's area, the computer area, the stuffed chairs, the reference desk, and the check-in desk.
- What are the worst features or spaces in the library?
Carbon Valley Branch was the only Weld Library District facility that was mentioned by name in the focus groups. Most of the comments dealt with the size of the library; it was described as too small and overcrowded. The site was described as inadequate. It was also mentioned that the building is too warm and that the windows do not open.

- Close your eyes and imagine a new public library. What words describe what you see? What does the building look like? What are people doing in the building?

This question generated a lot of discussion. In the composite summary (Appendix), the answers to this question have been grouped into five (5) categories: Location and accessibility, size, architectural features and spaces, collections and services, and other.

Location and accessibility: Respondents were divided on whether new facilities should be “downtown” or whether they should be closer to new and anticipated housing developments. Comments indicated that it should be possible to reach the library on foot, by bicycle, by public transportation, and by car.

Size: Comments about size can be summarized in one word: more. Respondents want larger buildings with more room for seating, reading, and program spaces.

Architectural features and spaces: Participants want a warm and inviting building with natural light, lots of color, and comfortable seating. They want clearly defined areas for children, teens, and adults. They want areas in the building for quiet study, and they want areas where talking is encouraged. They want the library to contain a meeting room, study spaces, and a computer lab. They also mentioned amenities such as a coffee shop, and an outdoor playground.

Collections and services: Focus group participants want more materials in every format: books, databases, magazines, newspapers, DVDs, videos, CDs, books on tape, and books on CD. They want programs for people of all ages. They also want friendly staff to help them find the materials and information they need.

Other: Comments varied from “friendly people” to suggesting an “oversight committee of citizens for construction process (build within budget, on time).”

- What are the most popular services the public library currently offers? Respondents mentioned virtually every material format: books, CDs, videos, books on tape, and databases. They also mentioned access to the Internet, and a wide variety of programs for children and adults.

- What services currently offered by the public library do you feel should be expanded or offered in greater quantity?
Respondents requested more books, DVDs, CDs, and reference materials. They also asked for computer training and classes on how to do research. More programs for children, teens, and adults were also requested.
- What services not currently offered by the public library would you like to see added in the next one to two years?
Focus group participants identified various programs such as computer classes, quilting classes, landscaping classes and book clubs for teens. Various services to help students were also suggested.
- Are there any services that the public library currently offers that you think should be discontinued?
Almost no one had suggestions for services that should be discontinued. Responses to the questions included “Take nothing away” and “To take away would infringe on someone else’s right.” It was mentioned that with the migration to DVDs, it might soon be possible to discontinue videos.
- How far is it from your home to the public library (in miles or minutes driving time)?
Respondents travel as little as one block and as far as 30 miles to get to a public library. The respondents who responded using a time scale indicated that it took them from 5 minutes to 30 minutes to get to the public library.
- How far (or how long) do you think it is reasonable to expect someone to travel to a public library?
Although it was clear that people wanted the library as close to their home as possible, most participants realized that it was not financially possible to have a library within a few minutes of everyone’s home. The answer given most frequently to this question was 15 minutes.
- When you go to the public library, is it in conjunction with any other activity such as shopping, going to work, taking the children to an event? If so, what activity? What major cross are streets associated with this other activity?
A number of participants indicated that the library was the intended destination, while others indicated that a trip to the library was usually

in conjunction with other errands such as going shopping, going to work, going to grocery store or dry cleaners, or going to a sports club or recreation center.

- What other comments would you like to make about the library or the services it provides?

The responses to this question were eclectic and included a suggestion that the library co-locate with two or more other organizations and a suggestion that the library provide a library card that that saves computer information or could be used as a debit card for copying and printing.

There were also a wide variety of questions about library services, which the staff briefly answered when they were posed. There were also questions about the Facilities Master Plan and when it would be available.

Information gathered from the focus groups has been used to develop service delivery guidelines as well as the proposed policies on site selection and co-location of library facilities. It was also considered when the recommendations were formulated.

VII. LIBRARY POLICIES

One of the primary responsibilities of a Library Board of Trustees is to establish the policies within which the library operates. The Weld Library District Board of Trustees takes this responsibility very seriously. Consequently, the Facilities Committee and then the full Board participated in discussions on three key facility-related policy topics. Those topics were Service Delivery Guidelines, Site Selection, and Co-Location of Library Facilities.

The policy-related questions on each topic that the Board considered are listed below. Based on the Board discussion, the consultants drafted a policy on each topic for the Board's consideration. After discussion at the Board meeting on June 21, 2004, the Board approved the policies in this section during their meeting on July 19, 2004.

A. Service Delivery Guidelines

The Board discussed the following questions in relation to service delivery guidelines. They also reviewed information and policies on this topic from a set of peer libraries.

1. *Service Delivery Guidelines – Questions to Consider*

Policy Questions to Address

1. Why does the library establish service delivery guidelines?
2. How does the establishment of service delivery guidelines support the library's goals and objectives?

Definitions

1. What does the library mean by the phrase "service delivery guidelines?"

Regulations Questions to Address

1. Is there a minimum population required before a branch library will be constructed? If so, what is the minimum population?
2. Is there a maximum population that a branch library should serve? If so, what is the maximum population?
3. Is there a minimum distance that should exist between branch libraries? If so, what is that minimum distance?
4. Is there a maximum distance (miles) or time (minutes) that a library user should have to travel to a branch library? If so, what is that maximum distance or time?

5. Is there a minimum size (SF) branch that the district should construct? Is there a minimum size (SF) branch that the district should operate in a leased or co-located space? If so, what are the minimums?
6. Is there a maximum size (SF) branch that the district should construct? If so, what is the maximum size?
7. Should all branch libraries offer the same array of services or should services vary from branch to branch? If they will vary, what criteria will be used to determine which services are available at each branch?
8. Is there a minimum size (number of volumes) collection that a branch library should contain when it opens? If so, what is the minimum size collection?
9. Is there a maximum size (number of volumes) collection that a branch library collection should contain when capacity has been reached? If so, what is the maximum size?
10. Is there a minimum number of hours a branch library should be open?
11. What is the minimum number of staff that should be allocated to a branch library? Will every branch library be allocated at least one librarian?
12. What is the minimum operating budget for a branch library?

2. Service Delivery Guidelines - Adopted Policy

The Board approved the following policy on July 19, 2004.

I. Policy Statement

The Weld Library District is committed to providing quality service to all district residents. To ensure that service is provided in an effective and efficient manner, the Board of Trustees will establish and observe service delivery guidelines.

II. Regulations

- A. The District will operate branch libraries of four types: Regional Library, Large Branch, Small Branch, and Mini-Branch.
- B. The number of service hours per week, holdings available, number of computers available for public use, and the number of hours of programming per week will vary based on the population of the service area. A Service/Facility Matrix (Attachment A) illustrates these variations.
- C. The Board reserves the right to offer service at an expanded or contracted level than that shown in the Service/Facility Matrix whenever local conditions or available funding make variations desirable or necessary.

- D. New branch libraries will be located a minimum of five miles from one another.
- E. In urban and suburban areas, branch libraries should be located so that most residents of the service area can drive to the branch in 15 - 20 minutes. In rural areas, branch libraries should be located so that most residents of the area can drive to the branch in 30 minutes.
- F. The services offered at branch libraries will vary depending on the type of facility and the community served. Regional libraries and large branches will offer a greater variety of services and larger collections than those available at the small branches and mini-branches.
- G. Regional libraries and large branches may contain specialized spaces such as a computer lab, story room, study rooms, conference rooms, or a café.
- H. Branch libraries constructed by the District will be a minimum of 6,000 SF and serve a population of at least 5,000 people.
- I. The District may provide library service in leased or donated space when the population of the service area is at least 2,000 but less than 5,000.
- J. The District may provide library service from co-located facilities. Refer to the policy entitled Co-location of Library Facilities for information on this topic.
- K. The District may provide library service via the bookmobile in accordance with the Bookmobile Service policy.

Service Delivery Guidelines: Attachment A

	Regional Library	Large Branch	Small Branch	Mini-Branch	Bookmobile
Population Served	50,000+	25,000 – 49,999	5,000 – 24,999	2,000 – 4,999	500 – 5,000 varies based on distance to closest branch
Service hours per week	62 - 72	50 - 61	40 - 49	20 - 30	1 – 6 hours per location
Size in SF	35,000+	20,000 – 34,999	6,000 – 19,999	1,000 – 3,000 in a leased or donated space	Not applicable
Holdings	125,000+	80,000 – 125,000	25,000 – 80,000	3,000 – 12,000	4,000+
Public use computers	50+	30 - 49	10 - 29	2 - 6	Catalog access only
Programming hours per week	9 - 15	4 - 8	1 - 3	Not applicable	Limited Special events
Possible unique features	Study rooms Computer lab Café or coffee cart	Vending machines Computer lab	Not applicable	Not applicable	Not applicable

B. Site Selection

The Board discussed the following questions in relation to site selection. They also reviewed information and policies on this topic from a set of peer libraries.

1. *Site Selection - Questions to Consider*

Policy Questions to address

1. Why does the library establish site selection criteria?
2. How does the establishment of site selection criteria support the library's goals and objectives?

Regulations Questions to address

1. What criteria should be observed when selecting a site for a branch library?
2. Are all of the criteria of equal weight or are some criteria more important than others? If some criteria are more important, what is the priority of each criterion?
3. What is the minimum size lot for a branch library?
4. How many parking spaces are required for a branch library?
5. Will members of the public be involved in the selection of a site for a branch library? If so, how?

2. *Site Selection – Adopted Policy*

The Board approved the following policy on July 19, 2004.

I. Policy Statement

The use of a branch library is significantly impacted by the location of the branch. The Board of Trustees is committed to constructing branch libraries at locations where community residents frequently and willingly go.

II. Regulations

- A. The following criteria, listed in alphabetical order, will be used by the Board of Trustees to determine sites for branch libraries:
 1. **Accessibility:** The site will be easily accessible by car, bicycle, public transportation, and on-foot. The site will provide for a high degree of personal safety for people entering and leaving the building, especially at night. Natural or man-made barriers should not impede access to the site.
 2. **Acquisition cost:** The cost of the site will be within the District's budget, and the price to be paid for the site should not exceed the fair market value of the site.

3. Adjacent uses: The current and anticipated use of the surrounding land will complement library use in terms of function, peak use times, and traffic patterns.
 4. Availability: The site is currently available for acquisition. The time required to acquire the site will not negatively impact the proposed project timeline.
 5. Community opinion: The site will be one that will be acceptable to the majority of the residents in the projected service area of the proposed branch library.
 6. Construction/Site development cost: The site will enable the District to construct a branch without incurring significant additional costs to prepare the site for construction or to construct the branch library.
 7. Convenience: The site will be close to the geographic and/or traffic center of the area to be served.
 8. Environmental issues: The site will enable the District to construct a branch without incurring significant additional costs to mitigate prior soil contamination or other pre-existing environmental conditions such as poor drainage or unstable land formation. The site will not be located in a flood plain or on protected lands.
 9. Legal Matters: The site will enable the District to acquire the property and construct the branch without incurring significant additional legal costs.
 10. Parking: The site will allow for adequate onsite parking for library users and library staff.
 11. Size and shape of the property: The site will allow for the construction of an efficiently designed branch library. The site will allow for landscaping and required setbacks. The site will allow for expansion of the building and expansion of the parking lot.
 12. Visibility: The site and the branch library will be visible from major streets.
- B. In the event that two or more potential sites are considered to be almost equal when the twelve (12) criteria above are considered, then the following criteria, listed in alphabetical order, will be considered to be of higher priority when determining which site should be selected.
1. Adjacent uses
 2. Community opinion
 3. Size and shape of property
 4. Total project cost
- C. Prior to the selection of a site for a branch library, the Board of Trustees will provide an opportunity for public comment about the proposed site.

C. Co-Location of Library Facilities

The Board discussed the following questions in relation to the co-location of library facilities. They also reviewed information and policies on this topic from a set of peer libraries.

1. *Co-Location of Library Facilities – Questions to Consider*

Policy Questions to address

1. Why does the library establish co-location criteria?
2. How does the establishment of co-location criteria support the library's goals and objectives?

Definitions

1. What does the library mean by the phrase "co-location?"

Regulations Questions to address

1. With what type of organization would the library consider co-locating? Would the library consider co-locating with a community center, recreation center, senior center, health clinic, retail center, supermarket, etc?
2. What criteria will the library use to determine the benefits of co-location?
3. Would the library consider co-location if the library space was leased?
4. Would the library consider co-location if the facility was to be constructed? If so, would the library prefer to be the owner, co-owner, or tenant?
5. What criteria would the library use to determine the portion of construction costs that should be paid by the library and what portion should be paid by others?
6. What criteria would the library use to determine what portion of the initial furniture, fixtures, equipment, etc. should be paid by the library and what portion should be paid by others?
7. What criteria would the library use to determine what portion of operating or maintenance expenses for common areas should be paid by the library and what portion should be paid by others?

2. Co-location of Library Facilities – Adopted Policy

The Board approved the following policy on July 19, 2004.

I. Policy Statement

The Weld Library District will actively pursue co-location when such an opportunity is the most efficient and effective way to provide library service to a currently underserved area of the district. Co-location occurs when library service is provided from a space in a facility in which other entities also have their own designated space.

II. Regulations

- A. The criteria identified in the Siting Library Facilities policy will be used by the Board of Trustees when assessing sites on which a new facility containing a co-located branch might be constructed. The District prefers to own the property and the facility that will be used for the co-located library, rather than being a tenant in a facility owned by another party.
- B. The following criteria, listed in alphabetical order, will be used by the Board of Trustees to assess an existing facility as a potential site for co-located branch library:
 1. Accessibility: The site will be easily accessible by car, bicycle, public transportation, and on-foot. The site will provide for a high degree of personal safety for people entering and leaving the building, especially at night. Natural or man-made barriers should not impede access to the site.
 2. Acquisition cost or lease price cost: The cost to purchase or lease the site will be within the District's budget, and the price to be paid should not exceed the fair market value of the space.
 3. Adjacent uses: The current and anticipated use of other spaces in the building within which the library is co-located and the surrounding properties will complement each other in terms of function, peak use times, and traffic patterns.
 4. Availability: The time required to acquire, and renovate the space if necessary, will not negatively impact the proposed project timeline.
 5. Community opinion: The co-location space will be one that will be acceptable to the majority of the residents in the projected service area of the proposed branch library.
 6. Convenience: The co-location space will be close to the geographic and/or traffic center of the area to be served.
 7. Legal Matters: The District will be able to negotiate a co-location agreement without incurring significant legal costs.

8. Parking: The location will allow for adequate onsite parking for library users and library staff.
 9. Renovation cost: The District will be able to remodel and/or renovate the space as a branch library without incurring significant additional costs.
 10. Size and shape of the library space: The space will allow for the creation and operation of an efficiently designed branch library.
 11. Visibility: The site will be visible from major streets, and the library will be visible within the shared facility.
- C. In the event that two or more existing facilities are considered to be almost equal when the eleven (11) criteria above are considered, then the following criteria, listed in alphabetical order, will be considered to be of higher priority when determining which site should be selected.
1. Adjacent uses
 2. Community opinion
 3. Size and shape of the library space
 4. Total cost to operate the branch
 5. Total cost to renovate or remodel the existing space.
- D. Co-location opportunities will be considered with retail outlets, community services, and organizations such as: community center, recreation center, senior center, health clinic, retail center, supermarket or other locations where all segments of the community will frequently and willingly go.
- E. Prior to the decision to enter into a co-location agreement for the establishment of a branch library, the Board of Trustees will provide an opportunity for public comment about the proposed location.

VIII. LIBRARY FACILITY TYPES

Public libraries are no longer just a quick stop to pick up a good read or a stuffy building with book stacks and study tables. People across the nation increasingly expect and now find their local public library to satisfy their need for quick, convenient access to publications and information and a destination that satisfies their desire for a high-quality environment and service experience.

The electronic revolution is changing libraries rapidly, like every other area of America. The advent of electronic resources has increased demand for library services—physical and virtual. Libraries, in addition to being important public destinations for people, are also virtual avenues for community-wide access to electronic databases, providers of hardware and software to access those databases, and developers and organizers of electronic content and access aids.

For the foreseeable future, these public expectations require adequate space for print and audiovisual collections and places to read, hear, and view them for personal enjoyment as well as for study and research. The public also expects and needs their public libraries to provide spaces and equipment for accessing electronic information such as databases and resources on the Internet through computers. In the Weld Library District, as in many other communities, the public also wants its libraries to offer a variety of spaces for public meetings, group activities, and educational opportunities.

This means that space is needed for physical collections, computers, and group activities and meetings. For many years, public libraries will need more space—not less space—to meet community needs and expectations. Participants in the focus groups (see Section VI. Community Input) described the type of facility they wanted in their community. They want a warm and inviting building with natural light, lots of color, and comfortable seating. They want clearly defined areas for children, teens, and adults. They want areas in the building for quiet study, and they want areas where talking is encouraged.

The precise number of square feet needed for each library depends on many factors. These include the size of the population to be served, types of services and collection resources to be provided, the computer and telecommunication technologies required, and the quality expectations for service environments. Obviously, the size of the branch library will influence the size of the lot that is required. A commonly accepted rule-of-thumb states that you need a minimum of four square feet of land for each square foot of building. However, when selecting a site for a new library, the Board should consider the projected population growth in the service area and

select a site that is large enough to accommodate an expansion of the branch as well as expansion of the parking lot.

Taking all of these factors into account, the Library Board has endorsed, in concept, four library facility types: Regional library, large branch, small branch, and mini-branch. The Service Delivery Guidelines presented in section VII.A.2 of this plan describes those four types. Those concepts have been used to create the narrative descriptions for each of the facility types listed below.

A. Regional Library

Regional libraries are the hubs and primary resource centers of the District and they address local as well as system-wide needs. Regional libraries usually have two major roles—that of a primary library for a large portion of the system's service population and serving in a support role to other branches in the system. A regional library usually has collection and staff resources, seating for reading and study, and computers that are greater in number than those of other libraries in the system.

A regional library should have clearly defined areas that have been designed to meet the needs of children, teens, and adults. Some areas of the library should be intended for quiet study, while other areas will encourage conversation. There should be a variety of seating opportunities, including a mixture of comfortable lounge furniture, chairs at study tables, and ergonomically designed chairs at all computer workstations.

The shelving in the regional library should reflect the variety of materials available, and the audience for whom the materials are intended. Book display shelving should be used in those areas that contain new materials and where browsing is the primary means of accessing the collection. Shelving designed to accommodate audio-visual materials should be used rather than using shelving designed for book storage.

Public access computers should be conveniently located throughout the branch. The computers should be configured for speed and graphics so that users can have easy access to electronic resources. The telecommunications infrastructure must be robust and flexible so as to adequately support the number and type of available computers, and allow for expansion when necessary. The computers should be located for easy accessibility by staff when assistance and/or supervision are needed.

Public service will probably be provided at various service points through out the library. Typically there will be a general information desk in the adult services area, a service desk in the children's area, and a circulation services desk. Careful attention must be paid to the location of service desks when the library is being designed. The library must to be designed to allow visual supervision by the staff.

The trend towards self-service will continue in libraries. Spaces should be designed to facilitate and encourage the self-checkout of library materials, the self-retrieval of reserved items, and the payment of fees and fines without staff assistance. Each of these self-service opportunities, and others as yet unidentified, require appropriately designed spaces and the correct furniture and equipment if they are to be successful.

The regional library, as envisioned in the Service Delivery Guidelines, would serve a population of 50,000 or more people. It would provide between 62 and 72 hours of service per week. The space allocated to public service would be a minimum of 35,000 SF. The collection would contain a minimum of 125,000 items, as well as the electronic resources that are available system-wide. There would be a minimum of 50 computers available for public use. Library staff would offer or co-sponsor, between 9 and 15 hours of public programming per week.

A regional library might also include unique spaces or features such as study rooms seating 2 – 4 people, small conference rooms seating 4 – 10 people, a computer lab seating 12 – 20 learners, and/or a café or coffee cart.

B. Large Branch

Large branch libraries have a substantial collection and staff resources, but do not have the large concentration of resources that are found in regional libraries. Large branch libraries also provide seating for reading and study, computers for accessing electronic resources, and spaces for programs and group meetings and activities.

Compared to a small branch library, it is possible to build collections of greater breadth and depth for a large branch simply because there is more space to shelve them, and as long as the materials are being used, they do not need to be discarded to make space for newer materials. Although some library users will have to drive further if a geographic area was served by one large branch instead of by two smaller branches, there are definite advantages to offering users a larger assortment of materials in one location instead of providing very similar, but smaller, collections in two locations.

Similar to a regional library, a large branch should have clearly defined areas that have been designed to meet the needs of children, teens, and adults. There should be a variety of seating opportunities, including a mixture of comfortable lounge furniture, chairs at study tables, and ergonomically designed chairs at all computer workstations.

The shelving in a large branch should also reflect the variety of materials available, and the audience for whom the materials are intended. Book display shelving should

be used in those areas that contain new materials and where browsing is the primary means of accessing the collection. Shelving designed to accommodate audio-visual materials should be used rather than using shelving designed for book storage.

Public access computers should be conveniently located in one or two areas. The computers should be configured for speed and graphics so that users can have easy access to electronic resources. The telecommunications infrastructure must be robust and flexible so as to adequately support the number and type of available computers and allow for expansion when necessary. The computers should be located for easy accessibility by staff when assistance and/or supervision are needed.

Large branch libraries must also be designed to support and encourage patron self-service. Spaces should be designed to facilitate and encourage the self-checkout of library materials, the self-retrieval of reserved items, and the payment of fees and fines without staff assistance. Each of these self-service opportunities, and others as yet unidentified, require appropriately designed spaces and the correct furniture and equipment if they are to be successful.

The number of public service desks should be kept to a minimum. No more than two service desks be provided, but serious consideration should be given to only one service desk. Many library systems are designing and successfully operating branches of more than 30,000 SF with one public service desk. Library customers of all ages are assisted from the same service point regardless of whether they need assistance obtaining a library card or finding information in the collection. It should be noted that libraries which have implemented the “one service desk” concept are also in the forefront of using technology that supports customer self-service whenever possible.

A large branch library, as envisioned in the Service Delivery Guidelines, would serve a population of 25,000 – 49,000 people. It would provide between 50 and 61 hours of service per week. The branch would be between 20,000 and 34,999 SF. The collection would contain between 80,000 and 125,000 items, as well as the electronic resources that are available system wide. There would be between 30 and 49 computers available for public use. Library staff would offer or co-sponsor, between 4 and 8 hours of public programming per week.

A large library might also include unique spaces or features such as a computer lab or an area with vending machines where library users could purchase a drink or a snack.

C. Small Branch

A small branch is much smaller in size, resources, and service area population in comparison to a large branch. Small branches often are intended to serve a small

general population from a geographic area or just one or two target audiences, such as children or senior citizens.

Small branches usually offer limited seating for reading and study, but have computers for accessing electronic resources. Materials from other libraries can be ordered for delivery to the branch. Space for library programs and for group meetings and activities are very limited, or not present.

Public access computers should be conveniently located in one area. The computers should be configured for speed and graphics so that users can have easy access to electronic resources. The telecommunications infrastructure must be robust and flexible so as to adequately support the number and type of available computers and allow for expansion when necessary. The computers should be located for easy accessibility by staff when assistance and/or supervision are needed.

Small branch libraries should have only one service desk from which all library users receive service. Space and staff resources are very limited in a small branch, and neither should be used in unnecessary ways. Self-service options, such as those described above, are essential in a small library, and the facility must be designed to accommodate them.

A small branch, as envisioned in the Service Delivery Guidelines, would serve a population of 5,000 – 24,999 people. It would provide between 40 and 49 hours of service per week. The branch would be between 6,000 and 19,999 SF, and the site would be large enough to permit expansion of the branch and the parking lot as the service area population grows. The collection would contain between 25,000 and 80,000 items, as well as the electronic resources that are available system wide. There would be between 10 and 29 computers available for public use. Library staff would offer or co-sponsor, between 1 – 3 hours of public programming per week.

D. Mini-Branch

Frequently, mini-branch libraries are located within buildings that offer other kinds of services—non-profit, educational, recreational, or retail. They often serve residents who live in the immediate vicinity or who frequent the location for other purposes. Mini-branch libraries offer geographic accessibility to library services, although limited in scope. In many ways, it is similar to small convenience mart such as a 7/11 where you might stop to pick up a loaf of bread or gallon of milk. At a convenience mart, you don't expect to find fresh buffalo meat or a wide variety of fresh organic vegetables as you might find in a full service supermarket or a large specialty food market such as Whole Foods. Mini-branches provide access to high-demand library materials, but provide very limited seating.

There should be a few public access computers, and they should be conveniently located in one area. The computers should be configured for speed and graphics so that users can have easy access to electronic resources. The telecommunications infrastructure must be robust and flexible so as to adequately support the number and type of available computers and allow for minor expansion when necessary.

A mini-branch should only have one service desk from which all library users receive service. Space and staff resources are very limited in a mini-branch, and neither should be squandered. Self-service options, such as those described above, are essential in a mini-branch library, and the facility must be designed to accommodate them.

A mini-branch, as envisioned in the Service Delivery Guidelines, would serve a population of 2,000 and 4,999 people. It would provide between 20 and 30 hours of service per week. The branch would be between 1,000 and 3,000 SF, in leased or donated space. The collection would contain between 3,000 and 12,000 items, as well as the electronic resources that are available system wide. There would be between 2 and 6 computers available for public use. Library staff would not offer public programs, and no meeting room space would be provided.

E. Bookmobile

Bookmobiles offer intermittent service at scheduled locations. Generally, these locations cannot be supported with continuous on-site service due to financial constraints and/or use levels that will not support a continuous library presence. Some bookmobile schedules are designed for target audiences, such as children or senior citizens. Other schedules are designed to serve the general public.

Bookmobiles offer geographic accessibility to limited library services, but usually at a service unit cost much higher than that of other kinds of facilities. Bookmobile stops are more economic when they serve clusters of users rather than individuals. Most mobile library stops now target senior citizen homes, day care facilities, and similar locations.

Bookmobiles, as envisioned in the Service Delivery Guidelines, will serve a population of 500 - 5,000 depending on the distance to the closest branch library. The length of a typical visit will vary from 1 to 6 hours per week depending on the number of people to be served. Access to the library catalog and electronic databases will be available on the bookmobile, but public access computers will not be provided. Bookmobile staff might offer special events in conjunction with activities such as the Summer Reading Program, but regularly scheduled programs will not be offered.

IX. COST ESTIMATES

A. Facility Construction and Related Expenses

Costs for facility construction and related expenses depend on a number of factors. These include the construction market at the time of bidding, architectural design, the type of construction and building materials, soil conditions, and building finishes. The costs of furnishings, fixtures, equipment, and technology must also be added to the actual construction costs to provide an accurate expenditure projection. In addition, project costs must include land acquisition and development costs, which are outside the scope of this space needs study.

Architectural and engineering services are required for accurate cost estimates, services that were not included in the scope of work for this project. For planning discussion purposes, however, a ballpark estimate of the cost for a new single story facility, including construction, furnishings, fixtures, equipment, design fees, site work, contingencies, and the library collection is anticipated to range between \$445 and \$465 per square foot if a project were bid today. Unburdened construction costs are estimated at approximately \$205 per square foot. These square-foot cost estimates are derived from model data from Libris DESIGN and from building programs prepared by Dubberly Garcia Associates, Inc. using Libris DESIGN, a software application issued by the California State Library. In addition, these cost range estimates are for usual projects and do not include an inflation factor for future cost escalation. Some projects could be much more, and others much less, in cost.

The actual costs of the recommended facilities will be affected by several important factors, including architectural design; soil conditions at the sites eventually selected; any increased expense due to inflation; and, the types of materials used in construction and in the furnishings, fixtures, and equipment (FF&E). The soil conditions cannot be controlled for available land and will not be known until the sites have been selected, tests have been conducted and the results analyzed.

Inflationary increases in the prices of construction and the purchase prices of furniture, fixtures, and equipment can be contained by completing the library facilities as soon as possible. Until a timetable for construction has been determined, the estimated cost of inflation cannot be calculated.

The following table provides cost estimates for branch libraries of four typical sizes. The branch sizes indicated in the table were selected because they are representative of the facility types identified in the proposed Service Delivery Guidelines. A 6,000 SF branch is the smallest size facility that is recommended for a stand-alone branch.

A 13,000 SF branch is a mid-size small branch, while a 25,000 SF branch is at the low end of the size range recommended for a large branch, and a 35,000 SF branch is at the low end of the size range recommended for a regional branch. It is important to note that the cost estimates do not include a cost estimate for purchase of the site.

Table 4: Cost Estimates for Selected Branch Types

Expense Type	35,000 SF Branch	25,000 SF Branch	13,000 SF Branch	6,000 SF Branch
Construction & Site Development *	\$8,500,000	\$6,375,000	\$3,120,000	\$1,400,000
Furniture & Equipment**	\$2,100,000	\$1,500,000	\$780,000	\$360,000
Architectural, Engineering & Project Management Costs	\$1,600,000	\$1,240,000	\$590,000	\$270,000
Contingency	\$800,000	\$615,000	\$300,000	\$135,000
Total Estimated Capital Cost	\$13,000,000	\$9,730,000	\$4,790,000	\$2,165,000
Collection Costs ***	\$2,600,000	\$1,870,000	\$1,250,000	\$605,000
Total Estimated Project Cost	\$15,600,000	\$11,600,000	\$6,040,000	\$2,770,000
Collection Size	120,000 items	85,000 items	56,500 items	27,500 items
Source: Cost figures derived from Libris DESIGN model data and building programs prepared by Dubberly Garcia Associates, Inc. using Libris DESIGN, version 2.3. Libris DESIGN is a software application issued by the California State Library.				
* Does not include the cost of site acquisition				
** @ \$60 / square foot				
*** @ \$25 / item				

It is essential that these costs be reviewed on a periodic basis, and that facility related decisions be based on current construction costs as well as the actual size of the opening day collection.

B. Operating Expenses

Library District staff track key expenditures by branch. The operating expenses directly attributable to each branch in 2003 were as follows:

Table 5: 2003 Operating Costs by Branch

2003 Operating Costs by Branch (Rounded to nearest dollar)				
	Farr	Centennial Park	Lincoln Park	Carbon Valley
Salaries & Benefits	\$985,302	\$497,600	\$396,720	\$170,483
Utilities	65,084	48,168	18,500	11,985
FFE	4,208	182,230	4,852	24,723
Collections	198,600	136,600	93,900	50,000
Other	66,428	741,446	82,206	32,968
Total	\$1,319,622	\$1,606,044	\$596,178	\$290,159

Source: Weld Library District

Please note that the data for Centennial Park for 2003 is atypical. During this time period, the branch was remodeled and additional furniture, fixtures, equipment, and library materials were purchased for the branch. The data for Lincoln Park and for Farr are better indicators of typical annual operating expenses.

Using this data and other expenditure information provided by the District, the consultants have calculated estimated annual operating costs (in FY04 dollars) that could be used by the Board and library staff for planning purposes. These estimates are shown in Table 6.

Table 6: Estimated Annual Operating Costs

Estimated Annual Operating Costs By Facility Type in FY 04 Dollars				
	35,000 SF	25,000 SF	13,000 SF	6,000 SF
Salaries & Benefits	\$1,102,500.	\$757,500	\$412,600	\$206,300
Utilities @ \$1.70 SF	59,500	42,500	22,100	10,200
Collections	200,000	150,000	100,000	50,000
Central Services	62,000	62,000	62,000	62,000
Total	\$1,424,000	\$1,012,000	\$596,700	\$328,500

The salaries and benefits estimates assume that FY04 costs would be approximately 4.0% above the FY03 costs for a comparable size facility. It is important to note that the District does not currently operate a facility of each size listed in the table, so it was necessary to extrapolate from the available data.

The utilities estimates were based on an average SF cost (FY03) for existing facilities. That average SF cost was then multiplied by the size of the proposed facility.

The collections estimate was based on current expenditures for comparable size facilities. It is important to note that these estimates assume that the opening day collections included as part of the costs shown in Table 4 have been purchased. The estimate shown in Table 6 is for maintaining the collection, not establishing one at the desired “opening-day” level. If the collection size proposed in Table 4 has not been met, then the annual operating amount for collections will need to be higher until the collection has reached its desired size.

The Central Services estimate includes items purchased or services provided centrally that are not allocated to a specific branch. This includes items and services such as

office supplies, janitorial supplies, supplies to process library materials, printing, postage, telephones, professional services contracts, and building maintenance.

It is important to note that these estimated operating expenses are only that – estimates. District staff will need to prepare a draft operating budget in much greater detail when a library of a specific size is being proposed for a specific location. Since these estimates are shown in FY04 dollars, it will be necessary, in subsequent years, to adjust them for inflation and revise them based on current expenses. The estimated operating costs shown in Table 6 are merely intended to provide the Board and District staff with data that could be used for planning purposes.

X. FACILITY RECOMMENDATIONS

A. Erie

1. *Recommendation*

It is recommended that a small branch library be constructed in Erie, within the geographic boundaries of the Weld Library District.

2. *Service Area*

The branch would serve those residents of Erie who live in the Weld Library District, as well as individuals who live in the I-25 corridor close to Erie.

3. *Service Priorities*

An initial set of service priorities for the Erie Branch Library, for the purposes of this plan, are listed below in alphabetical order:

- Current Topics and Titles
- Lifelong Learning

Based on initial community input and discussions with District staff, it is recommended that the Branch should include the following types of spaces:

- Quiet reading area for personal study and research
- Computer section for adults
- Casual reading areas
- Children's service area with seating, and computers
- One service desk from which information service, reader's advisory service, and circulation service is provided
- Appropriate technology and designated space to facilitate self-check out of library materials and self-retrieval of reserved items
- Multipurpose room

4. *Building Size*

It is recommended that the branch library be between 6,000 and 7,000 SF. With the anticipated growth in the Erie area, it is essential that the site be large enough to accommodate a significant building expansion as well as expansion of the parking lot.

5. Special Considerations

Erie presents unique challenges and opportunities for the Weld Library District. In 2000, approximately one-third of Erie's population (2,009 out of 6,291) lived within the boundaries of the Weld Library District while the remaining population lived within Boulder County. Based on the proposed Service Delivery Guidelines, the residents of Erie who live within the Weld Library District should receive service via a mini-branch of not more than 3,000 SF in a leased or donated space.

Although the residents of Erie are well aware that they do not all live in the same county, they consider themselves to be, and function as, one community. As such, they want a library that will serve all local residents, not just that portion of Erie that is located within the Weld Library District. Erie projects that its population will increase from 10,000 (2004 estimate) to 38,000 over the next twenty years, an increase of 280%.

The consultants believe that the long-range goal for Erie should be a library large enough to serve the residents of Erie, as well as those who live outside Erie but within the Weld Library District. Consequently, it is recommended that a small branch library, rather than a mini-branch, be constructed in Erie.

The elected and appointed officials of Erie have publicly stated their willingness to work with the District to explore options to improve and expand library service for community residents. They have offered to participate in, and even take the lead in, inter-governmental discussions to assure that all Erie residents receive quality library service at a location within the city limits. The Library Board and library administration have indicated their desire to participate in such discussions. Therefore, it is recommended that the Interim Library Director be instructed to contact the appropriate parties and set a date/time for such discussions to begin.

If the outcome of these discussions is as successful as the anticipated participants hope they will be, they could produce a plan that meets the hopes and dreams of Erie residents for a library that serves all Erie residents, regardless of the county in which they live. This will require creativity and a commitment to assemble the funding from multiple jurisdictions to build and operate the library. Then, instead of a small branch library in 6,000 – 7,000 SF range, it might be possible to plan for, and eventually build, one that is at least twice that size if not larger.

B. Firestone and Frederick

1. Recommendation:

It is recommended that a large branch library be constructed to replace the existing Carbon Valley Branch Library. The branch should be located so that it can easily and conveniently serve the current and anticipated population of these two communities and the surrounding area.

2. Service Area

The branch will serve the towns of Firestone and Frederick, as well as District residents who work, shop, or otherwise visit the Firestone/Frederick area.

3. Service Priorities

An initial set of service priorities for the branch, for the purposes of this plan, are listed below in alphabetical order:

- Current Topics and Titles
- Lifelong Learning

Based on initial community input and discussions with District staff, it is recommended that the branch should include the following types of spaces:

- Quiet reading area for personal study and research, including perhaps one small study room that could seat 2 – 4 people.
- Computer section for adults and teens
- Casual reading areas
- Children's service area with seating, computers, and a story room
- Teen area with comfortable seating and shelving for items of current interest
- Maximum of two service desks, and preferably only one service desk
- Appropriate technology and designated space to facilitate self-check out of library materials and self-retrieval of reserved items
- Computer lab
- Multipurpose room
- Vending machine area

4. Building Size

It is recommended that the branch be 20,000 SF and that the site be large enough to accommodate expansion of the library and the parking lot.

5. Special Considerations

The consultants believe that the residents of the Firestone and Frederick will be better served by one large branch than they would be from two small branch libraries located only a few miles apart. A larger branch could provide a wide selection of materials and services, as well as unique spaces such as study rooms and a story room that would not be available in a smaller branch.

However, the consultants recognize the desire of many local residents to have a facility closer to their home. Therefore, depending on the availability of local funding and the desires of community residents, it might be appropriate to discuss replacing the Carbon Valley Branch Library with a small branch (6,000 – 10,000 SF) in Frederick and the construction of a small branch (6,000 – 10,000 SF) in Firestone.

It should be noted that as the population of Frederick and Firestone increases, it will become increasingly difficult for the Carbon Valley Branch Library to provide quality service in such a limited space. Therefore, it might become necessary to consider opening a mini-branch in leased or donated space in Firestone until such time as the large branch recommended for this service area can be constructed.

C. Mead

1. Recommendation:

It is recommended that a mini-branch be created to serve the Mead area.

2. Service Area

The branch would serve the residents of Mead, as well as District residents who travel to Mead to work, shop, or otherwise visit Mead.

3. Service Priorities

Since space will be limited, the service priority that should be emphasized would be Current Topics and Titles.

Based on initial community input and discussions with District staff, it is recommended that the Branch should include the following types of spaces:

- Small casual reading area
- Children's service area with limited seating
- Computer area with public access computers for children and adults
- One service desk

- Appropriate technology and designated space to facilitate self-check out of library materials and self-retrieval of reserved items

4. Building Size

The proposed mini-branch should be between 2,000 - 3,000 SF in a leased or donated space.

5. Special Considerations

Some Mead area residents have suggested that in-lieu of operating a branch library in Mead, the District should partner with the St. Vrain School District to construct and operate a combined school-public library as part of the proposed new high school that will serve Mead and the surrounding areas.

Although there have been cases where combined school-public library (otherwise known as joint-use facilities) have been successful, there are multiple examples where service to the general public has been sacrificed to provide a secure and content-appropriate learning environment for the students. It is recommended that the Library Board carefully examine the pros and cons of operating (or contributing financially to the operation of) a joint-use facility prior to entering into a contract to provide library service to the public via this means.

XI. NEXT STEPS

This Facilities Master Plan, like any plan, is really one phase of a multi-year process. That process began when the Library Board and library staff decided that they should gather information that would help inform their policy-making and resource-allocation decisions. They decided to engage the services of a consultant to help frame some of the questions that needed to be asked and to offer some recommendations based on the data that was gathered. This phase is drawing to a close with the preparation of this plan. Now is the time to think about the next steps.

The consultants recommend that the Library Board and Interim Library Director consider the following as the next logical steps in the facility development process:

- Solicit public comment on the recommendations contained in the Facilities Master Plan. Revise the recommendations, if deemed necessary by the Board of Trustees.
- Instruct the Interim Library Director to gather financial data about the District's current and anticipated revenues over the next 3 - 5 years, so this information can be used in decision making.
- Meet with elected and appointed officials, as well as community stakeholders, in Erie to discuss the recommendation to build a small branch library. Work with the Erie community to determine how this branch could be funded.
- Meet with elected and appointed officials, as well as community stakeholders, in Firestone and Frederick to discuss the recommendation to build a large branch library to serve their communities. Work with the Firestone and Frederick communities to determine how this branch could be funded.
- Meet with elected and appointed officials, as well as community stakeholders, in Mead to discuss the recommendation to create a mini-branch library. Work with the Mead community to determine how this branch could be funded.
- Develop a realistic timeline for the creation of new branch libraries that takes into account the available and projected revenues of the District and identifies other potential sources of revenue.
- Review policies on Service Delivery Guidelines, Site Selection, and Co-located Libraries with all new Board members as part of their orientation. Revise policies when necessary.
- Develop, if necessary, a policy on joint-use libraries that would allow for the creation and operation of a library that meets the needs of service area

residents as well as the users of the other entity with whom the District was creating a joint-use library.

- Update the demographic data for the Weld Library District at least every two years, and determine whether any communities are approaching the population threshold which would indicate that a mini-branch library should be considered or a small branch library constructed. Provide periodic reports to the Library Board on this topic.
- Observe facility-related policies when considering the acquisition of property for a new branch library.
- Convene a Facility Forum that brings together representatives from all the communities within the District to share information about the plans, hopes, and dreams they have for their communities. Use this information to shape the District's priorities and timelines for the construction of new library facilities.

In conclusion, any plan is at best a road map to a desired destination. It provides directions and guidance based on current conditions. It cannot accurately predict the future and should never be used as a substitute for good judgment.

In the months and years to come, situations will arise and circumstances unforeseen in this plan will occur. The Board of Trustees needs to be bold enough to seize opportunities that arise and create facilities in places and at times not yet envisioned. It also needs to be strong enough to occasionally say, "No, that proposal is not in the best interest of the community residents we are here to serve." If future Boards act with the same commitment to quality service and careful consideration of the issues that the current Board has shown in the development of this plan, then the consultants have no doubt that the District will be well-served by their decisions.

APPENDIX. FOCUS GROUP COMPOSITE

Which public library do you or members of your family currently use?

- Carbon Valley (Weld Library District)
- Adams County
- Berthoud
- Bookmobile
- Boulder
- Broomfield (Mamie Doud Eisenhower)
- CU
- Dacono
- Denver
- Englewood
- Fort Collins
- Lafayette
- Longmont
- Louisville
- Loveland
- Maryland – Broomfield
- Virginia Beach

If you were to describe the library in one word, what word would it be?

- Carbon Valley
 - Location
 - Comfort
 - Community resource
 - Positive
 - Homey
 - Families
 - Well-used
 - Welcomed
 - Friendly
 - Small
 - Overcrowded
 - Educational
 - Large print books Resources
 - Technology

- Limited (not resourceful) collection
- Excellent, given size of community
- Great customer service
- Open Sundays
- Excellent service

- Adams County
 - Bad
 - Not very well
 - Smaller
 - Hours
 - No resources

- Berthoud
 - Resourceful
 - Classes
 - Entertainment for kids

- Boulder
 - Too far away
 - Location in the city
 - Difficult to use
 - Too big
 - Spread out
 - Great views
 - Pretty water
 - Adequate parking
 - Parking ticket problems
 - Architecturally – natural light
 - Quiet
 - Library
 - Above adequate but not exceptional
 - Good for specific materials
 - Lots of resources
 - Resourceful
 - Good programming
 - Internet access
 - Mailing books
 - Extensive
 - Hard to describe
 - Standoffish
 - Snotty

- Broomfield
 - Lots of books
 - Sunlight
 - Big, large

- Denver
 - Hard to access
 - Pay for parking
 - Location
 - Knowledgeable
 - Helpful
 - Very good library
 - Large variety at Washington Park
 - Diverse – periodicals, computers, music
 - Vast amounts of information

- Englewood
 - Big
 - Technology
 - Research
 - Resources
 - Programs

- Lafayette
 - Friendly
 - Comfortable
 - More light
 - Open feeling
 - Open
 - Accessible
 - Talking books
 - Printed receipts

- Longmont
 - Further
 - Accessible
 - Not accessible
 - Inconvenient
 - Big
 - Bigger
 - Big, large place

- Bigger selection
 - Community oriented
 - Current materials
 - Adequate general collection: popular fiction, non-fiction
 - Information
 - Musical
 - Reference books
 - Internet
 - Children’s program
 - Archives
 - Meeting rooms – multiple
 - Partitioned rooms
 - Not friendly
 - Employees are a little stiff
 - Mediocre customer service
 - Useful
 - Happy place to be
 - Okay
 - Necessary
- Louisville
 - Crowded
 - Loveland
 - Great size
 - Accessible
 - Information
 - Resources
 - Maryland – Broomfield
 - Outside

What are the best features or spaces in the library?

- Carbon Valley
 - Children’s
 - Kids area, but too small
 - Open entrance
 - Computer section
 - Stuffed chairs
 - Reference desk and help you get
 - Check in desk; great addition

- Video areas fabulous
- Good utilization of space
- Active vs. quiet areas
- Summer programs for kids
- Easily seen material
- Overcrowded
- Limited (not resourceful) collection
- Excellent, given size of community

- Berthoud
 - Small

- Boulder
 - Self-check out
 - Internet stations
 - Media center/technology center
 - Upstairs seating area
 - Cappuccino
 - Organized
 - Books on tape
 - Parking
 - Outside of building (icon for the city)
 - Views
 - “Stitched together” building
 - Sunny, open
 - Fish tank

- Denver
 - Reference area

- Englewood
 - Separate areas of adults and kids
 - More active area for kids
 - Upstairs area
 - Fireplace
 - Meeting room
 - Meeting rooms
 - Defined entrance
 - Chairs at end of aisles
 - Adult learning classes
 - Signage
 - Accessible parking

- Differing ceiling heights in areas
- Lots of windows
- Art displays
- New book racks
- Has outside feeling
- Little reading
- Natural light

- Lafayette
 - Kids area pretty big
 - Check-out central to both areas
 - Large selection of audio
 - Lots of programs and community events
 - Windows (natural light) comfortable

- Longmont
 - Newspapers and Magazine section
 - Computers
 - Computers with updated technology
 - Computer lab
 - Not adequate computers
 - Kids area
 - Large print books
 - Study rooms
 - Large, private, sunny meeting rooms
 - Open, comfortable
 - Convenient, easy to access services
 - Friendly
 - Good staff who are helpful
 - Not strong on reference
 - Not good enough reading spaces
 - No “talking” spaces; break out places
 - No room for kids to do group/class projects

- Loveland
 - Periodicals
 - Sunny windows
 - Overstuffed chairs
 - Inefficient equipment

- Virginia Beach
 - Computers
- In general
 - Natural light
 - Space
 - Fountain that provided white noise

What are the worst features or spaces in the library?

- Carbon Valley
 - Too small
 - Overall size – closed in and not welcoming
 - Smallness in space
 - Overcrowded
 - Needs expansion
 - More space
 - Inadequate site
 - Location
 - Computers too close; gets noisy; small
 - Too warm
 - Windows do not open
 - Privacy areas for concentration
 - Small reference area
 - Collection doesn't meet all reading tastes
 - Older books go to Longmont
 - Currency of collection; old reference materials
 - Programs for children
- Boulder
 - It's in Boulder
 - Kids area is crowded
 - Physical facility is harder to use
 - Limited comfy seating
 - Sofas
 - Lack of natural light
 - Long unbroken narrow rows of books, maze like and jumbled
 - Lights that go on and off
 - Tall shelves
 - Dull
 - People standing around waiting for computers

- Denver
 - Done away with magnet libraries
 - Poor parking
 - Safety

- Englewood
 - Site too small
 - Looks crowded
 - Make the front very inviting
 - Look at the demographics
 - More of a research library
 - Not very friendly staff
 - Rude

- Lafayette
 - Distance have to drive to get there
 - Two level parting
 - Staff not as friendly

- Longmont
 - Hours of operation – not open late enough
 - Fees and charges to patrons - \$95.00 a year
 - Teen center, not a separate area
 - No play area, safe area for toddlers
 - Not enough room
 - Benches
 - Lights
 - Dull colors that make the library look boring
 - Non-fiction stacks are low enough in the kids area to access
 - Browsing bins are too low, very close together in a heap; nightmare to find books

- In general
 - Meeting room with A/V
 - Newspapers
 - Drive-up bookdrop
 - Signage
 - Family bathroom
 - Bathroom in children's area
 - Seating
 - Children's area/space for all ages

Close your eyes and imagine a new public library? What words describe what you see? What does the building look like? What are people doing in the building?

- Location and accessibility
 - Keep downtown rather than outlying area
 - Central downtown area where people are day and night (safe for kids, easy for kids to get to anytime)
 - Reinforce center of town instead of bldg where land is cheap
 - Move farther north toward middle school – (more space is there, but maybe keep this (Carbon Valley) as a youth facility and Internet reference area)
 - Keep in walking distance for kids (people north of here can get in cars).
 - Seniors need to be able to use library here, too kids can walk here
 - Accessible by walking, bikes, trails, and driving
 - Keep a library here for schools (High school and elementary) and build a bigger one
 - Building located in area of substantial size to accommodate fastest growing area of country
 - Not disruptive to traffic/roads in residential areas
 - Location: off major roadway
 - Location: this side of Road 13 (E)
 - Next to park/lake/cultural center
 - Easily found

- Size
 - Spacious
 - Big place
 - More seating in reading areas
 - More comfy area for reading
 - More room for story times
 - More individual spaces
 - More bathrooms for kids
 - More storage

- Architectural features and spaces
 - Looks like a library
 - Library should reflect community – uniqueness of community
 - Historical looking – brick building
 - A good, modern, architectural design with lots of colors that draw you into the building

- Soft appearance but high-tech inside with wings – lots of windows
- Architecturally fits with town’s history (Erie – meaning mountains)
- Needs to be distinct
- Unique
- Creative
- Aesthetic appeal
- Two story with atrium, wings for departments, high ceilings, brick/stone a little metal for high tech look, chairs/tables in cove in upper deck overlooking lower story
- Modern looking, one-story, spread out, trees, carpet, bean bag chairs, airy and bright
- Highly sterile, industrial building – don’t want this
- One story best if land is available (donated?) expansion space (perhaps 2nd story)
- Two story building for parking
- Drive by attention from community
- Accessible
- Automatic doors for disabled
- Well-marked (signage)/street signs
- Library at the center of the community
- Secure environment – from danger, safe learning environment
- Bike safe area for kids bicycles
- Outdoor area
- Courtyard area for eating lunch, coffee, reading
- Playground area for kids
- Grass, playground
- Drive-by book drop
- Warm and inviting
- Centrally located in tri-town
- Immediately accessible
- Open, welcoming
- Sense of openness, doesn’t feel enclosed
- Welcoming entrance
- Big doors
- Lots of windows
- Natural light
- Use lots of natural light
- Keep sun glare off computer screens
- Light colors
- Building – warm colors, big windows, focused areas (kids and adults), natural looking, attractive entrance
- Warm wood

- Lots of colorful carpet
- Round counter (first thing you see)
- Have separate areas for groups
- Research and kids area spread out
- Specific emphasis area (architecture)
- Separate children's area, and a separate young adult area, all with safety being the number one concern
- Entrance into kids area – narrowed so kids don't wander out
- Teens, children, YA and Adult areas clearly separated out
- Identifiable children's room
- Large area for story time with chairs
- Non-quiet area for kids
- A youth "center" with colorful lights, music section, colorful carpet
- Separate computers into multiple areas
- Allow for quiet reading spaces
- Quiet (very) study space/Area or rooms –should noisy area be the exception?
- A good, quiet studying place – free from cell phones
- Magazine sections
- Good reference center
- Work space to use as a reference
- Local history area
- Computer lab
- Niches for computers
- Meeting room
- Meeting rooms for 30-40 people, with set-up for teleconferencing (can bring in additional revenue with kitchen, access to outdoor area)
- Room for small study
- Build for 11,000 folks now, with expansion for 24,000 to come
- Comfortable seating
- Café Espresso place!
- Place to sit and read
- Meets the needs of seniors; audios, large print, handicap accessibility, space for community functions, reading groups
- Tutoring with space designated for it – cooperation with schools
- Conveyor belt that you can see through a window that shows what the library staff does with the books/audios once they are returned
- Sports area with old fashioned memorabilia on walls
- Open, busy circulation center – identifiable areas for service
- More than one counter for circulation
- Break up counter so it seems less are in line
- Fun!

- Appeals to a variety of needs
- Need staff space (work and lounge)
- Save on utilities through design
- Fiber optics in multiple locations
- Snow melt system to keep from snow shoveling

- Collections and services
 - Basic respect for book collections
 - Books, access to multiple full text
 - Bring in more elaborate materials
 - Books for/from book clubs
 - Multi-copies of materials for book groups
 - Books clubs for seniors
 - Traditional books and computers
 - Databases
 - Databases from home
 - Technology
 - Computers
 - Computer area with enough computers but not all congregated in one space
 - Keep computers as library tool but not just for general internet
 - People are studying, working on computers, and there are multi-purpose computers
 - Interactive area for kids
 - DVD's, videos
 - Focus on educational videos (things that teach vs. entertain)
 - Newspapers – National and international
 - Periodicals
 - Doing research/study to support school
 - Place to study – small group study rooms where teens can talk and places to read
 - Lots of young adults, junior and senior high school students
 - Through ILL (More sheet music like Longmont/Feature films are easier to get here)
 - Get books from other parts of state, nation, no matter what size the building is
 - Lecture series/topics
 - Age appropriate programming
 - Story times for kids
 - Spontaneous as well as scheduled events
 - Reading/literature clubs for adults – Book discussions
 - Cultural programs and offerings

- All ages of planned activities
- Encourage family to want to go to programming areas, storytelling, reader's theatre, multipurpose areas for projects
- Envision literacy as more than reading books
- Evening hours
- Libraries are still a place to learn
- Human support services – don't let technology replace/take away from customer service
- Customer service – clear directions on where to find information
- Lots of staff
- People assisting you at every turn
- Helpful people up front
- No long wait

- Other
 - Friendly people
 - Lots of people
 - Think of different user groups
 - Bring in other users
 - Oversight committee of citizens for construction process (build in budget, on time)
 - Provide shuttle service to a bigger library
 - Look at configuration of this site with Head Start (move Head Start and give this library more room.)
 - Opportunity to determine what type of growth should occur in the community
 - New elementary and middle school along with commercial area to the North
 - Where's the parking if the library stays here?
 - Area needs new bigger library
 - Small is good, big is higher taxes – no complaints at all about this library (Carbon Valley)
 - Relaxing
 - Re-shelving
 - Organizing
 - Up front
 - In Queens, New York, every neighborhood has a library – plan the same here

What are the most popular services the public library currently offers?

- Carbon Valley
 - Movies, family movies, documentaries
 - History
 - Summer Reading Program
 - Community resource

- Denver
 - Books, book delivery
 - Genealogy
 - Special classes
 - Local recognition displays
 - Community work/outreach

- In general:
 - Books and newspapers
 - Good old fashioned books
 - Get best sellers within a reasonable time frame
 - Books, CD's
 - CD books on tape
 - Books on tape
 - Movies
 - More videos (non-fiction, documentaries, classes, PBS series)
 - Video rentals
 - Music
 - Archived newspapers and magazine for research projects
 - More reference sources
 - Expanded databases
 - Reference service
 - ILL
 - ILLs within the district between branches/members
 - Internet, if it is there use it, needs to be near other things
 - Internet support
 - A/V department
 - Kids research project areas with homework help centers
 - Children's time, story time
 - Summer Reading Program for kids and adults
 - Activities/programs to draw people in – story times
 - Community lecture series
 - Classes for computers
 - Classes like photography, gardening

- Incentives for teens, reading book clubs that give away Elitches and Lakeside amusement park coupons
- Presenters
- Corporate sponsored seminars
- Chautauqua
- More of everything, we like it all
- Staff always willing to help – need pay raises, work space
- Hours of operation
- Center of community
- Bean bag chairs for comfortable research
- Places to sit and read
- Kids lingering a lot, arms full of books when they leave
- Browsing
- Book sale

What services currently offered by the public library do you feel should be expanded or offered in greater quantity?

- Carbon Valley
 - Continue with children’s programs
 - Expand adult services (lot of high tech people moving in)
 - Research and reference
 - Latest and greatest technology available
 - Friends group
- In general
 - More books especially large print books
 - A newer more updated collection of audio books
 - More CD’s – especially classical (wide variety)
 - Current fiction collection needs expanding
 - Adult reference collection needs expanding
 - More technology
 - Classes on computer use – kids and adult
 - Community classes – “Microsoft” how to access information
 - Research areas expanded for students
 - Internet classes and computer classes for teens
 - Classes like “how to write a research paper” – just stuff that will help us with our school work.
 - Programming – adults and kids, seniors, teens
 - Access to watching a video/DVD
 - Lecture series
 - Not enough area for teens

- Shuttle system for middle school kids who ride the bus
- Monitor what teens are doing on the Internet
- Why can kids check out rated “R” movies?
- Filtering should be included on computers
- Reference should come before entertainment on computers
- Trust the library professionals but then allowing expansion based on public request
- Requests for a book (now sent in a book bag to your house – Boulder does this with no charge)
- Expanded hours for Carbon Valley – evenings, longer on Saturdays, half days on Sundays

What services not currently offered by the public library would you like to see added in the next one to two years?

- More books, more books, more books
- PDQ – books on demand
- Homebound delivery
- Introduction to computer classes
- Helping people to learn technology more efficiently.
- Expanding educational components – cooking demonstrations along with cookbooks
- Quilting classes
- Landscaping classes
- Programs based on potential users – be creative
- Movie nights – outdoors
- Programs to keep people here rather than going to other libraries/towns
- Like to see programs offered to young adults that offer them internship opportunities for library services, where they can help during the summer and learn new skills – on the job training
- A small time theatre to present documentaries for learning
- Book clubs for teens
- For students:
 - Reference help by phone
 - Bookmobile kids love that could also be available for adults
 - Not enough Spanish language books, just in Spanish
 - Also for parental use
 - Bi-lingual books tend to be more high-profile fiction, when possible get non-translation
 - Balance other language materials

- This school has about 100 to 115 out of 850 students that have at least another language that is used at home (2/3 are Spanish)/
- Large and small meeting rooms – charge for public (varying rates)
- Small and medium sized study rooms where groups can meet (tutoring, etc.)
- Internet expansion more technology to meet the changing times
- A full fledged media center complete with technological updates and music center
- Access to snack area
- Cappuccino
- Renting out rooms to public – could make money
- Coffee shop – could make money
- Gift shop – could make money
- Greater number of staff to help out at every turn

Are there any services that the public library currently offers that you think should be discontinued?

- Take nothing away
- To take away would infringe on someone else's right
- Do not discontinue small town atmosphere
- When updating computers, don't get rid of what we have unless it is not being used
- Possibly VHS, because of migration to DVD
- Most libraries don't expand too much in services
- Concerns about children and the Internet

How far is it from your home to the public library (in miles or minutes driving time?)

- In miles
 - 1 block
 - 2 blocks
 - 3 blocks
 - 5 blocks
 - Less than a mile
 - 1 mile
 - 3 miles
 - 4 miles
 - 5 miles
 - 6 miles
 - 8 miles

- 11 miles
 - 15 miles
 - 15-20 miles
 - 20 miles
 - 30 miles
- In minutes
 - 5 minutes
 - 8 minutes
 - 10 minutes
 - 15 minutes
 - 15 - 20 minutes;
 - 20 minutes
 - 25 miles from home – 5 minutes from work
 - 30 minutes

How far (or how long) do you think it is reasonable to expect some one to travel to a public library?

- In miles
 - 3 blocks
 - 1 mile
 - 1 mile and should be located in the center of town
 - 5 miles
 - 10 miles
- In minutes
 - 5 minutes
 - 15 minutes
 - 10-15 minutes
 - 15 minutes
 - 15 – 20 minutes for special programs and for daily use
 - Less than 20 minutes
 - 30-45 minutes
- Other comments
 - What the library offers determines the draw
 - Doesn't matter what the library has what you want as long as it is friendly
 - Depends on population clusters
 - Depends on the age, safety, physical limitations
 - Great to have locally

- No further than you're willing to walk or ride a bike
- Walking or busing distance
- Walking, running, biking distance
- Far enough that my bike and/or my electric scooter can get me there
- Locate on the trail system
- Look at town centers, where schools are
- Consider a reasonable matrix
- Anything closer than Longmont or Brighton
- Current and future density to Road 11
- CR 13 in the future will become a 4-lane and I-25 is a barrier

When you go to the public library, is it in conjunction with any other activity such as shopping, going to work, taking the children to an event? If so, what activity? What are the major cross-streets associated with this other activity?

- Destination is the library
- Because of the distance, the trip is usually in conjunction with errands
- To and from school
- To and from work
- To and from meetings
- Dry cleaning
- Grocery store
- Town hall, then library
- Do it both ways – sometimes lunch destination and stop at library on the way to other activities as well
- Destination only when younger, now part of combined trips i.e. grocery shopping, dining, dry cleaners
- Is in conjunction with other errands such as grocery shopping, Laundromat
- Go to the theatre
- Varies depending on the lifestyle where cross sections are
- Lunch hour go to the library, grocery shop, or other small shops where people can just zip in and zip out
- Less mobile people live in older parts of the Tri-town (within 2 mile area)
- Most of us are mobile
- Going to the Rec center
- Sports Clubs
- Recreation
- Working out
- Walking
- Build as large a building as it takes to contain the services needed

- We want to keep the hominess, know the librarians and have them know us
- Library is near the park, museum, dining and shopping
- Is at the center of town
- Within walking distance for school kids
- Heart of community to keep people in town
- HWY 287 and Baseline Road
- More inclined to go to Library when other activities are involved
- HWY 66/119 direct access LPL is at center of 2 major access roads
- Cross road is WCR 13
- Near a post office, grocery store or bank

What other comments would you like to make about the library or the services it provides?

- Libraries should be the pride of the community
- Great hang out for kids
- Be open – more hours in the evening
- Successful, were being used – well used (don't move away from success)
- More involvement with local school district – input on other features (don't duplicate resources) and start at the policy level (School Board Focus Group)
- Lots more books and resources please!
- Renewal of books by phone/email
- Media center
- Ability to have a library card that saves computer information, or project that you are working on
- Library account card for things like copying, printing
- Get input from the staff as well
- Should the library consider co-locating with two or more organizations?
 - There's been an idea of an arts/cultural facility in the Frederick area
 - Library needs to co-locate with a place where there is other activity at night
 - Blend educational system with library/Adult night classes such as through Aims
 - But not a McDonald's
 - Like Cherry Creek North with shopping, restaurants, people living there
 - Next to a community college facility
 - Next to well-lit things like the police department
 - Ask what people in community see coming in the future
- Have library near bike paths; library in the center of the web

- Would like to avoid Lafayette situation (crowding)
- Keep the LDCL name in whatever new facility
- Library card to use at every site (Staff mentioned to them that the Colorado library card can be given to those who apply for it, which will give them access to state libraries.)
- Anticipate future growth very realistic; United Power has good demographics
- What potential size and plans to begin discussion with developers
- How soon could a larger facility be available?
- Like to see the library stay in Frederick, to see it grow
- Frederick is in the middle of everything
- Would like the library to open this summer in Mead
- Would like a library here (Mead) as soon as possible
- Mead's growing and can support the library district!!
- Mead town board wants a library in Mead, possibly joint with school (Fort Lupton situation) having an external entrance to the library. Mead's population is 2200
- Mead high school is about 3-4 years out, looking at doing a combined library with the school
- Uniqueness should be added
- Train, openness in Longmont
- Has its own locale, presence, and says what the community values, this adds presence and importance
- Card catalogs need improvement
- Youth materials can be segregated. Put in order by age grouping (i.e. 1-3rd grade, 4-6th grade etc.)
- Board – rotate meetings, post agendas, put notices in the paper
- Put Board info on the website
- Name children's room after Frederick HS Lois Bay Principal – Eleanor Ayer
- How is material selected? (Staff discussed collection development policy)
- How large a collection should the library have based on population?
- What is the timeline for the study?
- Do we bring back the facility study?
- What can they do?