

Facilities Master Plan 2013–2022

HIGH PLAINS LIBRARY
DISTRICT

March 2013

Table of Contents

- I. Executive Summary..... 1
- II. Governance, Composition and Funding of the High Plains Library District..... 3
 - Map 1: Weld County 4
- III. Long Range Goals 2009-2018..... 6
- IV. Current Library District Facilities 7
 - A. Administration 7
 - B. Branch Libraries 8
 - C. Outreach Services 12
 - D. Member Libraries 16
- V. District Population and Library Use 18
 - A. District Population: Current and Projected 18
 - Table 1: Weld County Population Totals..... 18
 - Table 2: Weld County Population by City 18
 - B. Use of Library by Geographic Areas..... 20
 - Map 2: High Plains Libraries with Five Mile Buffer 20
- VII. District Facilities Guidelines..... 21
 - Service Area Definitions..... 21
 - Table 3: School Districts Served 21
 - District Library Locations..... 22
 - Member Libraries..... 22
 - Outreach Services 23
 - Establishment of District Facilities Guideline..... 23
 - General Considerations..... 24
 - Site Selection Criteria..... 25
 - Table 4: Preliminary Assessment Tool 26
 - Outreach Service Area Definitions..... 27
 - Bookmobile/Lobby Stops 27
 - Deposit Sites..... 27
- IX. Cost Estimates..... 29
 - A. Facility Construction and Related Expenses 29
 - B. Operating Expenses 29

Table 5: 2012 Operating Costs by Branch 29

X. Facility Recommendations 30

 Table 6: Development Priority Index 30

XI. Conclusions **Error! Bookmark not defined.**

I. Executive Summary

The primary recommendations contained within the 2004-2014 Master Facilities Plan were completed in 2008 with the opening of the Carbon Valley Regional Library in Firestone and the Erie Community Library in Erie.

In 2000, the High Plains Library District (HPLD) served a population of 167,496. By 2010 the population served had grown to 237,000. Although growth has slowed since 2008, projections indicate the population will continue to increase about 2% per year. Revenue projections for the next 3-5 years are healthy, mainly due to oil and gas production.

This updated Facilities Master Plan recommends the number, sizes, service programs, general locations, and estimated costs for future public library facilities in the High Plains Library District during the period of 2013 to 2022. 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 prepare building programs for specific facilities.

Several studies, including the Godfrey's report (2011) and Public Computing Center reporting for the BTOP program, as well as statistical studies conducted in-house, have identified patron interests, how far patrons currently travel to a library, and how far people are probably willing to travel for library services.

Based on community input, staff expertise, population projections, and information gathered from a set of peer libraries, the Library Board revised policies in three key areas: service delivery guidelines, site selection, and the co-location of library facilities. The revised policy and associated tables are included in this document.

In 2012, the Board passed a Sustainability Policy which reads: *The High Plains Library District minimizes its impact on the environment by making efforts to reduce consumption of resources, use resources more wisely, and provide the community with information and opportunities to do the same.* Since then, concerted efforts have been made to adhere to this statement. These include an Energy Recommissioning study and including LEED requirements in the next building project.

Architectural and engineering services are required for accurate cost estimates, services not included in the scope of this report. For planning discussion purposes, however, an estimate of the cost for a new single story facility is between \$250 and \$350 per square foot. In 2008, final costs per square foot for Carbon Valley Regional Library were \$225 and for the Erie Community Library, \$300.00. This estimate includes construction, furnishings,

fixtures, equipment, design fees, site work, contingencies. The costs do not include the library collection. 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 using Libris DESIGN, a software application issued by the California State Library.

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 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.

II. Governance, Composition and Funding of the High Plains Library District

The High Plains 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 more than 237,000 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 High Plains Library District is to connect communities to information, inspiration and entertainment for life.

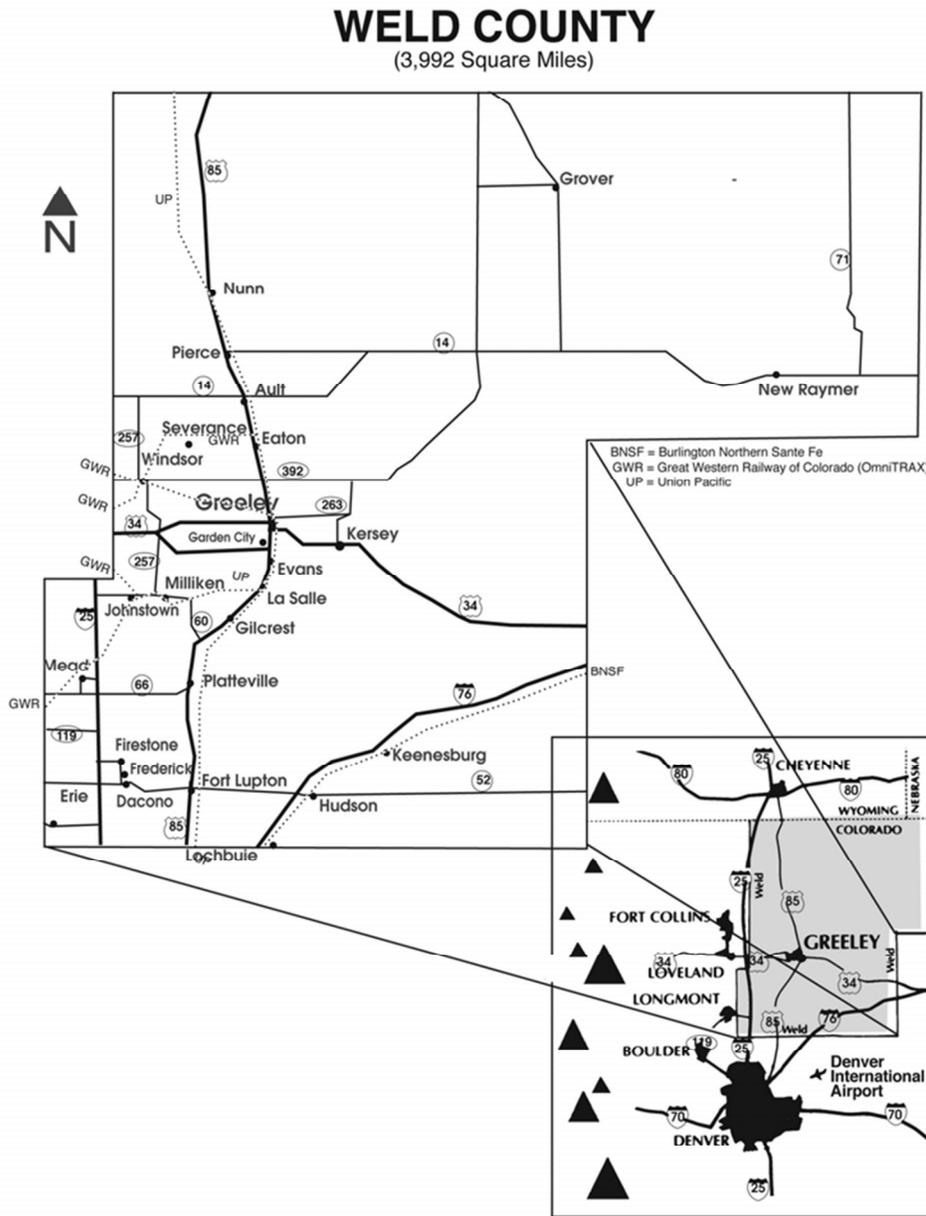
The High Plains Library District is comprised of a branch library system which includes three branch facilities in Greeley, one each in Firestone Erie, Kersey, Evans and two mobile vehicles, including a bookmobile. It also includes six autonomous member libraries in Ault, Eaton, Ft. Lupton, Hudson, Johnstown, and Platteville, as well as a number of Public Computing Centers.

The branch libraries are governed by the High Plains 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 towns that originally formed the District. Board terms are five years in duration.

The member libraries are each governed by their own local boards. 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 independently. 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 High Plains 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 High Plains 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 decrease by \$1 million, which is equivalent to the payback on Certificates of Participation issued in 2001, and remain at that millage. During 2001 and 2006 the District established debt service funds 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 support, staff training, automation system, information technology support, and delivery service.

III. Long Range Goals 2009-2018

In 2004, the library district contracted with Dubberly Garcia Associates, Inc. to develop a facilities master plan covering 2004-2013. This document updates that plan. Goals and priorities are guided by the Long Range Plan for 2009-2018.

Facilities:

- Expand points of service to constituents.
- Provide residents of the High Plains Library District with safe, attractive, well maintained, convenient access to library materials and services.
- Provide staff with adequate, safe, appropriate space in which to perform their work.

Funding:

- Assure adequate, diversified and dependable sources of funding.
- Meet service needs by assuring an adequate mill levy.

Staffing:

- Be an Employer of Choice.

Services:

- Maintain commitment to providing lending materials, good customer service, and access to the Internet.
- Create opportunities to increase literacy (early literacy skill development, reading, English language skills, information literacy skills, family literacy).
- Build collections people want and need, maintaining a budget allocation of 15% of total HPLD operations expenditures.
- Work to close the digital divide throughout High Plains Library District.
- Expand registered borrowers to at least one borrower card per household.

Members/Relationships:

- Strengthen partnerships and provide leadership in the public library community in High Plains Library District and throughout Colorado in order to provide quality, consistent library services.

IV. Current Library District Facilities

At this point there are three types of facilities that make up the High Plains Library District:

- Branch libraries, including a mini-branch
- Member libraries
- Public Computing Centers

Branch libraries and Public Computing Centers operate under the policies established by the High Plains Library District Board of Trustees, and the administrative direction of the Executive Director of the High Plains Library District. The staff is employed by the High Plains Library District.

Member libraries are municipal libraries that operate under policies established by their boards. The staffs are employees of the member library. The member libraries receive two-thirds of the taxes collected in their jurisdiction by the High Plains 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.

A. Administration

District Support Services



2650 W. 29th St.
Greeley, CO 80631
Phone: (970) 506-8550

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

Size: 23,903 SF on 1.76 acres. 77 parking spaces.

Acquired in 2010. Building built in 2003. Former carpet store and former bank offices.

Administrative center for the district.

Houses a Support collection as well as Bookmobile and other vehicles.

Courier distribution center for the District.

Large meeting room, with capacity for 150 theater-style

B. Branch Libraries

Greeley area libraries Population served: 111,660

Centennial Park Branch Library



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

Property owned by City of Greeley. Building turned over to Library District by Weld County.

FY 12 usage data:

- Circulation: 14,359
- Visits: 286,971
- Reference transactions: 54,607

Opened 1960; expanded in 1979 as Weld County Library; renovation 2003 and 2010.
Parking is inadequate for usage.

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

Services and Collections:

- Genealogy collection
- Children's programming
- Large meeting room

Farr Regional Library



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

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. 4 acres of property.

FY 12 usage data:

- Circulation: 8,483
- Visits: 272,552
- Reference transactions: 21,964

Opened in September, 2002; renovated in 2012
Service area: Main resource library for the District

Services and collections:

- Small business collection
- Non-profit collection
- Children's programming
- 2 large meeting rooms

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.

Branch size: 13,000 SF

FY 12 usage data:

- Circulation: 7,248
- Visits: 239,609
- Reference transactions: 34,587

Opened in 1968 as Greeley Public Library, renovation completed in July, 2004. Space in the building is leased from the City of Greeley.

Service area: downtown, north and east Greeley

Services and collections:

- Spanish materials center
- Children's programming
- Computer training lab

Firestone, Frederick and Mead area Libraries
Population served: 22,230

Carbon Valley Regional Library



7 Park Ave. Firestone, CO 80504

Phone: (720) 685-5100

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.

Branch size: 35,000 SF; 6 acres of property

FY 12 usage data:

- Circulation: 11,889
- Visits: 209,884
- Reference transactions: 24,817

Opened in 2008

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

Services and collections:

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

Erie area Libraries
Population served: 18,135

Erie Community Library



400 Powers Street
Erie, CO 80516
Phone: (720) 685-5200

Hours: Monday – Thursday: 10:00 a.m. – 8:00 p.m.
Friday: 10:00 a.m. – 5:00 p.m.
Saturday: 10:00 a.m. – 5:00 p.m.
Sunday: 1:00 p.m. – 5:00 p.m.

Branch size: 20,000 SF; 3 acres of property. Parking lot owned by library but frequently used by Erie Community Center and Community Park patrons.

FY 12 usage data

- Circulation: 10,283
- Visits: 131,481
- Reference transactions: 24,037

Opened in January 2008.

Service area: Erie

Services and collections:

- Community meeting room

- Teen area

Kersey Mini Library
Population served: 1,454

413 1st St.
Kersey, CO 80644
Phone: (970) 352-8688

Hours: Monday - Thursday: 1:00 p.m. – 7:00 p.m.
Friday - Saturday: 10:00 a.m. – 2:00 p.m.

Mini-branch opened 2013 in 800 square feet of space leased through the Town. Space is shared with the Kersey Museum.

C. Outreach Services

2650 W. 29th St.
Greeley, CO 80631
Phone: (970) 506-8641

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

Mobile Services



Number of units: 2 (1 Bookmobile, 1 Lobby Stop Van)

Bookmobile launched August 2001, Lobby Stop Van launched in 2008

FY 12 usage data:

- Visits: 29,443
- Reference transactions: 16,687

Service area:

- Northeastern Weld County including the towns of Briggsdale, Grover, Kersey, New Raymer, Stoneham
- Southern Weld County including the towns of 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
- Participates in special events throughout the District

Public Computing Centers

Evans Community Complex

1100 37th St.

Evans, CO 80620

Phone: (970) 475-1125

Hours: Monday – Thursday: 5:30 a.m. – 9:00 p.m.

Friday: 5:30 a.m. – 7:00 p.m.

Saturday – Sunday: 8:00 a.m. – 12:00 p.m.

Population served: 18, 537

Avg. monthly usage (first year): 586

Guadalupe Community Center

1442 N 11th Ave.

Greeley, CO 80631

Phone: (970) 353-6433

Hours: Monday – Friday: 5:00 a.m. – 8:00 a.m., 5:00 p.m. – 10:00 p.m.

Saturday – Sunday: 5:00 a.m. – 10:00 p.m.

Population served: 92,889
Avg. monthly usage (first year): 639

Keenesburg Town Hall

140 S Main
Keenesburg, CO 80643
Phone: (303) 732-4281

Hours: Monday – Friday: 8:00 a.m. – 4:00 p.m.

Population served: 1,127
Avg. monthly usage (first year): 57

LaSalle Town Hall

128 N 2nd St.
LaSalle, CO 80645
Phone: (970) 284-6931

Hours: Monday, Wednesday, Thursday: 9:00 a.m. – 4:00 p.m.

Population served: 1,955
Avg. monthly usage (first year): 28

Lochbuie Senior Center

501 Willow Dr.
Lochbuie, CO 80603
Phone: (303) 659-8262

Hours: Monday – Wednesday: 8:00 a.m. – 12:00 p.m.
Thursday: 8:00 a.m. – 11:00 a.m.
Friday: 8:00 a.m. – 2:00 p.m.

Population served: 4,726
Avg. monthly usage (first year): 89

Milliken, 3 Coffee and Roastery

1109 Broad St.
Milliken, CO 80543
Phone: (970) 660-5045

Hours: Monday: 6:00 a.m. – 5:00 p.m.
Tuesday – Friday: 6:00 a.m. – 2:00 p.m.
Saturday – Sunday: 8:00 a.m. – 2:00 p.m.

Population served: 5,610
Avg. monthly usage (first year): 408

Nunn Town Hall

185 Lincoln Ave.
Nunn, CO 80648
Phone: (970) 897-2385

Hours: Monday: 11:00 a.m. – 7:00 p.m.
Tuesday – Friday: 9:00 a.m. – 4:30 p.m.
Saturday: 9:00 a.m. – 2:00 p.m.

Population served: 416
Avg. monthly usage (first year): 39

Pierce, Plains Market

139 W. Main St.
Pierce, CO 80650
Phone: (970)834-2150

Hours: Monday – Thursday: 7:00 a.m. – 7:00 p.m.
Friday – Saturday: 7:00 a.m. – 8:00 p.m.
Sunday: 11:00 a.m. – 5:00 p.m.

Population served: 834
Avg. monthly usage (first year): 171

D. Member Libraries

1. Eaton Public Library, Eaton

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

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

- 13,000 SF building opened 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

V. District Population and Library Use

A. District Population: Current and Projected

According to the 2010 U.S. Census, the population of Weld County is 252,825. 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, has slowed with the recession.

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
2010 Census	252,825

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 2010.

Table 2: Weld County Population by City

City	2000 Census	2010 Census	2020 Projection
Weld County	180,936	252,825	308,192
Ault	1,432	1,519	1,852
Berthoud (MCP)	16	63	77
Brighton (MCP)	154	343	418
Dacono	3,015	4,152	5,061
Eaton	2,690	4,365	5,321
Erie*	2,009	18,135	22,106
Evans	9,514	18,537	22,597
Firestone	1,908	10,147	12,369
Fort Lupton	6,787	7,377	8,993
Frederick	2,467	8,679	10,580
Garden City	357	234	285

Gilcrest	1,162	1,034	1,260
Greeley	76,930	92,889	113,231
Grover	153	137	167
Hudson	1,565	2,356	2,872
Johnstown	3,827	9,887	12,052
Keenesburg	855	1,127	1,374
Kersey	1,389	1,454	1,772
La Salle	1,849	1,955	2,383
Lochbuie	2,049	4,726	5,671
Longmont (MCP)	24	30	37
Mead	2,017	3,405	4,151
Milliken	2,888	5,610	6,839
New Raymer	91	96	117
Northglenn (MCP)	12	12	15
Nunn	471	416	507
Pierce	884	834	1,017
Platteville	2,370	2,485	3,029
Severance	597	3,165	3,858
Windsor (MCP)	9,612	18,644	22,727
Unincorporated	41,832	44,361	54,076

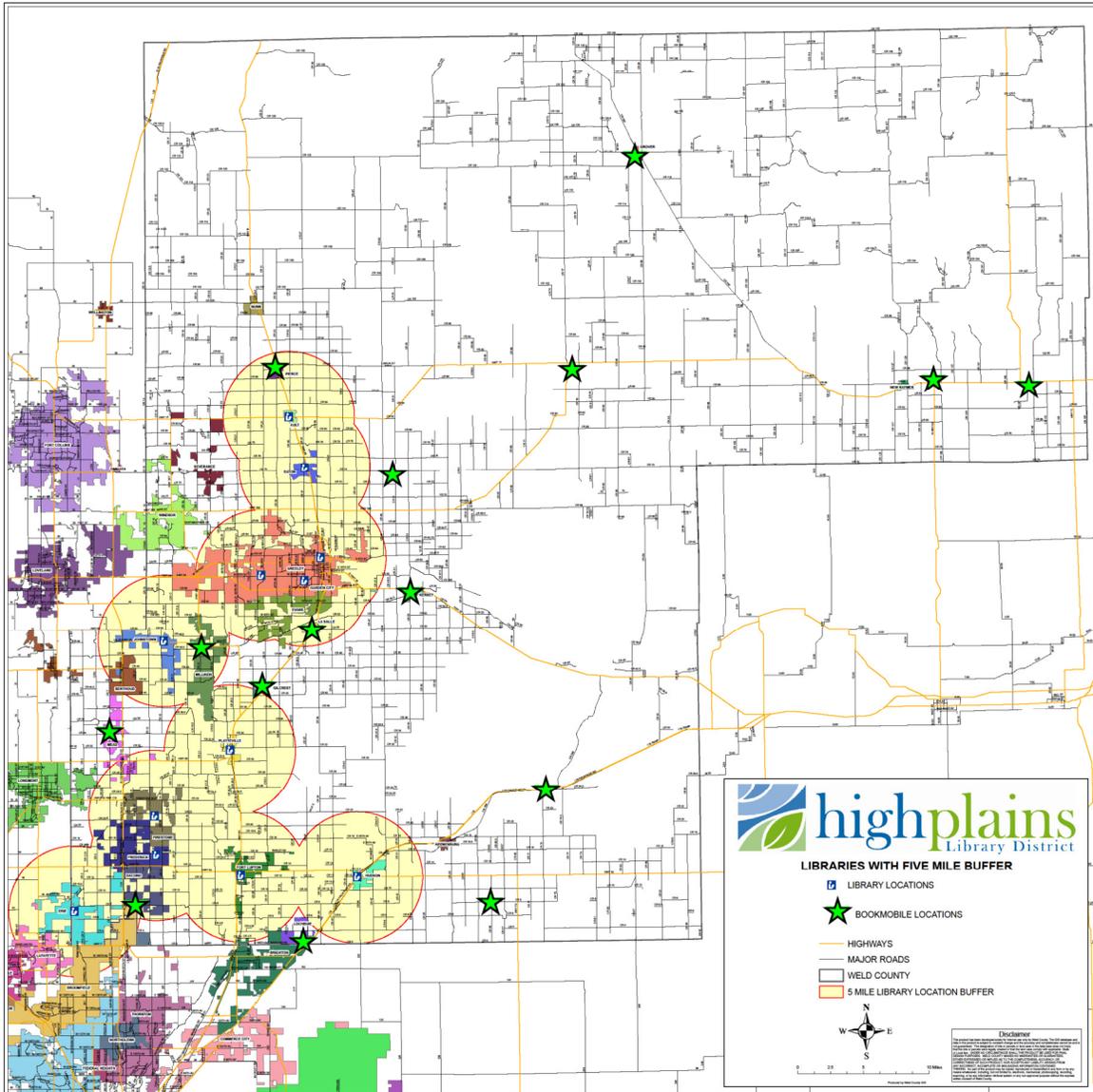
Source: <http://www.co.weld.co.us/demographics/index.html>

*The Boulder County side of Erie joined the High Plains Library District in 2006.

The town of Dacono is served by a municipal library while the Severance and Windsor are served the Clearview Library District. These towns therefore are not served by the High Plains Library District, but residents may use any of the High Plains Library District facilities in accordance with the Colorado Library Card program.

B. Use of Library by Geographic Areas

Map 2: High Plains Libraries with Five Mile Buffer



VII. District Facilities Guidelines

These District Facilities Guidelines below come from the High Plains Library District Policy Manual.

Service Area Definitions

Service Areas encompassed by the High Plains Library District include:

- District library locations and programs governed by the High Plains Library District Board of Trustees.
- Member library locations and programs which are governed by local library boards and are not under the governance of the High Plains Library District Board of Trustees.
- Outreach Services offered through the District.

Table 3: School Districts Served

School Districts within HPLD Service Area	Library serving the area as of 2012
St. Vrain Valley Re-1J Erie, Firestone, Frederick, Mead	Carbon Valley Regional, Erie Community (District Branch Locations)
Weld Re-1 Gilcrest	Platteville Public Library (Member Location)
Weld Re-2 Eaton	Eaton Public Library (Member Location)
Weld Re-3 Keenesburg	Hudson Public Library (Member Location) District Outreach Services (via PCC) in Keenesburg and Lochbuie
Weld Re-5J Johnstown-Milliken	Glenn A Jones MD Memorial Library (Member Location) District Outreach Services (via PCC) in Milliken
Weld 6 Greeley-Evans	Centennial Park, Farr Regional, Lincoln Park (District Branch Locations)

Weld Re-7 Platte Valley	Kersey Mini Library (District Branch Location)
Weld Re-8 Fort Lupton	Fort Lupton School & Public Library (Member Location)
Weld Re-9 Ault-Highland	Northern Plains Public Library (Member Location) District Outreach Services (via PCC) in Nunn and Pierce
Weld Re-10 Briggsdale	District Outreach Services
Weld Re-11 Prairie	District Outreach Services
Weld Re-12 Pawnee	District Outreach Services

District Library Locations

District libraries are established according to the Establishment of District Facilities Guideline as well as Colorado Public Library Standards. Operations are governed by the High Plains Library District Board of Trustees. Facilities are the property, by ownership or contract, of the High Plains Library District. The High Plains Library District adheres to an annual budget approved by the High Plains Library District Board of Trustees.

District libraries offer a full array of materials, services and programs for people of all ages. Staff is employed by the District, participates in benefits and is governed by the policies of the District.

Member Libraries

Member Libraries were established according to the Colorado Library Law provisions in 1985, subsequently deleted from the law, and have joined with other governmental units within Weld County for the purpose of creating the High Plains Library District. The Member Library receives a designated portion of the tax levy for local library service. The governing authority of the Member Library receives funds according to a formula established at the time of the agreement to create the District. The governing authority budgets and accounts for these funds.

A portion of the tax generated from the service area is retained by the District for the purpose of district-wide services.

Member Libraries have:

- A local governing authority responsible for the library's operations.
- Facilities that are owned and maintained by the local authority.
- Services and programs that are determined by the local board. The library may participate in centralized services made available by the District.
- Staff that is hired by the local board. Payroll, insurance and benefits are the responsibility of the local authority.
- A service area that was established in the Intergovernmental Agreement that formed the District.
- Hours of operation that are defined by the local authority.

Outreach Services

The role of Outreach Services is to extend library services into communities, neighborhoods and to individuals using a variety of methods to provide access to those who experience barriers to using traditional library facilities and virtual resources.

Outreach staff works with a variety of organizations ranging from day care centers, preschools, and K-12 schools to recreational centers, senior centers and other organizations that serve as community meeting places, in order to provide library materials, programs and resources to areas where economic, geographic, linguistic, physical or other barriers hinder access.

Efforts include – but are not limited to – providing rotating and deposit collections, bookmobile and Lobby Stops, supporting Public Computer Centers, partnering with local service organizations and serving with organizations pursuing venues for getting information and materials to the community.

The District will continually monitor the changing needs of the High Plains Library District residents and modify services to best reach the most people in a cost effective manner.

Establishment of District Facilities Guideline

The High Plains 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.

General Considerations

- The use of a library is significantly impacted by its location.
- The Board of Trustees is committed to constructing locations where community residents frequently and willingly go.
- The District will operate locations of four types: Regional Library, Large Library, Small Library, and Mini Library.
- Population, service hours per week, size in square footage, 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. The Preliminary Assessment Tool illustrates these variations.
- The Board reserves the right to offer service at an expanded or contracted level than that shown in the Preliminary Assessment Tool whenever local conditions or available funding make variations desirable or necessary.
- In urban and suburban areas, libraries should be located so that most residents of the service area can drive to the library in 15 - 20 minutes. In rural areas, libraries should be located so that most residents of the area can drive to the location in 30 minutes.
- The ideal of the District is to provide library service to residents at all hours, and to pursue opportunities to leverage hours of availability beyond those provided by the traditional library. As technological advancements permit the provision of services without a physical facility, the District will continue to work toward that ideal. It is not necessarily the case that there will be a physical facility in all of the towns located within District boundaries.
- The services offered at libraries will vary depending on the type of facility and the community served. Regional and large libraries will offer a greater variety of services and larger collections than those available at the small and mini libraries.
- Libraries may include specialized spaces such as but not limited to computer labs, digital media labs, story rooms, study rooms, conference rooms, or a café.
- Libraries constructed by the District will be a minimum of 6,000 square feet and serve a population of at least 5,000 people.
- The District may provide library service in leased or donated space.
- The High Plains Library District will actively pursue co-location when such an opportunity is the most efficient and effective way to provide library service. 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 that 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.
- The District may provide library service via Outreach Services.
- Facilities and remodeling projects will meet, at a minimum, LEED Silver certification standards.

Site Selection Criteria

The following criteria, listed in alphabetical order, will be used by the Board of Trustees to determine sites for locations:

- **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.
- **Acquisition cost:** The cost to purchase or lease 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.
- **Availability:** The time required to acquire the site will not negatively impact the proposed project timeline.
- **Community assessment:** The site will be one that will be acceptable to the majority of the residents in the projected service area of the proposed location. Prior to the selection of a site for a library, the Board of Trustees will provide an opportunity for public comment about the proposed site.
- **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 location.
- **Environmental issues:** The site will enable the District to construct a library 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.
- **Legal Matters:** The site will enable the District to acquire the property and construct the library without incurring significant additional legal costs.
- **Parking:** The site will allow for adequate onsite parking for library users and library staff.

- Projected or current population: The site will consider how many people can be served within a reasonable distance from the proposed site.
- Size and shape of the property: The site will allow for the construction of an efficiently designed 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.
- Traffic: The site will be close to the geographic and/or traffic center of the areas to be served. The site will consider both the positives and negatives of traffic. It should be near primary streets with the library located at the intersection if possible, and an area of high pedestrian traffic. But the nature of traffic should not be such as to discourage use of the library. .
- Visibility: The site and the library will be visible from major streets or within the shared facility.

Table 4: Preliminary Assessment Tool

	Regional Library	Large Branch	Small Branch	Mini-Branch	Notes/Comments
Population Served	50,000+	25,000 – 49,999	5,000 – 24,000	1,000 – 4,999	Smaller Populations served via Outreach
Service Hours per Week	62+	62+	62+	20+	
Size in Square Footage	35,000+	20,000 – 34,999	6,000 – 19,999	1,000 – 3,000	Mini-Branches are primarily in leased or donated spaces.
Holdings	125,000+	80,000 – 125,000	25,000 – 80,000	3,000 – 12,000	
Public Use Computers	50+	30 - 49	10 - 29	4-10	As determined by space then by actual usage patterns
Programming Hours per Week	Determined by staffing and demand				
Possible Unique	Courier Hub IT Hub	Special Collections	Special Collections		

Features	Special Collections				
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TO BE NOTED: Outreach Services encompasses Bookmobile, Deposit Collections, and Public Computer Centers (PCCs)

STAFFING: Refer to current Staffing Plan for guidance.

Outreach Service Area Definitions

Outreach Services extends library services into communities, neighborhoods and to individuals using a variety of methods to provide access to those who experience barriers to using traditional library facilities and virtual resources.

Efforts include – but are not limited to – providing rotating and deposit collections, making bookmobile stops, partnering with local service organizations and serving with organizations pursuing venues for getting information and materials to the community.

Bookmobile/Lobby Stops

- Mobile Units may be scheduled to stop at locations that are beyond a reasonable travel distance from a library building location. Stops will be at community gathering locations. Schools are often an ideal location since they serve as a population center.
- Service will be provided on an individual basis rather than to a group, i.e., classroom. The most frequently requested books will be carried. Staff will fill special requests promptly using ILL when appropriate.
- Bookmobile/Lobby stop visits will be scheduled at intervals no less than 3 weeks and of sufficient length to offer professional advisory service.

Deposit Sites

- The facility is not the property of the District. Maintenance and insurance are the responsibility of the group or agency providing the facility.
- Deposits may be located in a community where there is no bookmobile service or where a supplement to a bookmobile stop is needed.
- Basic collection of books will be provided by the District as a long-term loan. The size of this collection will be determined by the number of patrons and the size of the facility. Deposits providing study facilities will be provided basic reference books. Short-term rotating collections may be provided to maintain vitality in the collection at the deposit. Selection of the materials will be made by the District staff taking into consideration those requests of the local volunteer staff. Insurance covering the materials placed in the deposit is the responsibility of the District.

NOTE: THE PARAGRAPHS FROM HERE TO “ SERVICE AREAS OUTSIDE OF DISTRICT” ARE DIFFERENT FROM POLICY MANUAL. POLICY MANUAL

INCLUDES “LOCATIONS WITH VOLUNTEERS” AND “HOMEBOUND DELIVERY.” SHOULD I CHANGE POLICY MANUAL?

HPLD provides 9 public computer centers that are housed in partner organizations that include: 3 town halls, a senior center, a recreation center, a homeless shelter, an assisted living facility, a store, and a coffee shop. This model allows the HPLD to maximize our resources; our service area spans over 4,000 square miles, so this allowed us to open 9 sites on a staff of 2.5 FTE.

Criteria for partner organizations included:

- Space for our computer stations, as well as a place for our utility computer and a secure locked box to house it
- Availability at least 20 hours a week to patrons of all ages
- Established foot traffic pattern

PCC sites were set up to mirror our branch computers, so our patrons get the same software, time limits, database access, and user experience that a patron in a branch would. Book-a-Librarian appointments are also provided, which are more formalized, 30 minute one-on-one appointments.

Materials delivery has been provided at some of our sites; one of them has a library lending box (a vending machine for books and DVDs), another has a holds locker (it looks like a USPS box and allows patrons to pick up holds 24/7), and some simply have holds delivered to the staff on the site.

All of our staff instructors have had the Train the Technology Trainer provided by the Colorado State Library, and all have prior experience in technology instruction.

IX. Cost Estimates

A. Facility Construction and Related Expenses

B. Operating Expenses

Factor in ongoing maintenance costs of \$3.90 per square foot, based on International Facility Management Association benchmark data. This does not include trash, recycling or utilities.

The operating expenses directly attributable to each branch in 2012 were as follows:

Table 5: 2012 Operating Costs by Branch

2012 Operating Costs By Branch (Rounded to the nearest dollar)					
	Farr	Centennial Park	Lincoln Park	Carbon Valley	Erie
	Regional	Large	Small	Regional	Large
Salaries and Benefits	\$844,455	\$848,957	\$649,441	\$724,802	\$582,898
Utilities	\$80,616	\$44,919	\$19,325	\$80,456	\$44,744
Supplies, Repair, Travel, Meetings	\$10,497	\$24,305	\$5,468	\$13,785	\$7,551
Total	\$935,568	\$918,181	\$674,234	\$819,043	\$635,193

X. Facility Recommendations

This table is a work in progress and will be updated regularly as needs and resources change.

Table 6: Development Priority Index (as of 3/18/2013)

Development Priority	Service Area/Facility	Existing Conditions & Considerations	Recommendations
High	Evans	20,000 population; public computing center at Evans Community Complex	Joint project with City of Evans—a new facility east of Hwy 85 (suggested opening 2014)
High	Lincoln Park	Lease expires with City of Greeley Dec 13, 2013	Work with DDA and City of Greeley to plan new site. Sign a new lease or relocate the library services. (suggested opening 2014)
Medium	Erie Community Library	Building plans call for 10,000 sq. ft. expansion	Monitor population growth and library usage (suggested remodel 2018)
Medium	NE Weld County	Services limited to bookmobile stops, virtual usage	Experiment with e-kiosks, American Locker mailboxes, NetFlix model, storefront libraries, partnerships, joint use facilities, satellite locations (ongoing)
Medium	Lochbuie	Permits out for 10,000+ housing units north of Hudson at Pioneer Village. Growth in Lochbuie. Expected build-out by 2020	Support Hudson in their expansion of services in area. Monitor population growth and demands for library services. (ongoing)
Low	Carbon Valley Regional Library	35,000 facility	Monitor and refresh as necessary (suggested remodel 2018)
Low	Centennial Park Library	28,000 facility	Monitor and refresh as necessary (suggested remodel 2021)
Low	Farr Regional Library	38,000 sq ft facility has provision for a 10,000 sq ft addition	Monitor population growth and development (suggested remodel 2022)
Low	Mead	PCC closed in 2012	Monitor town hall developments

