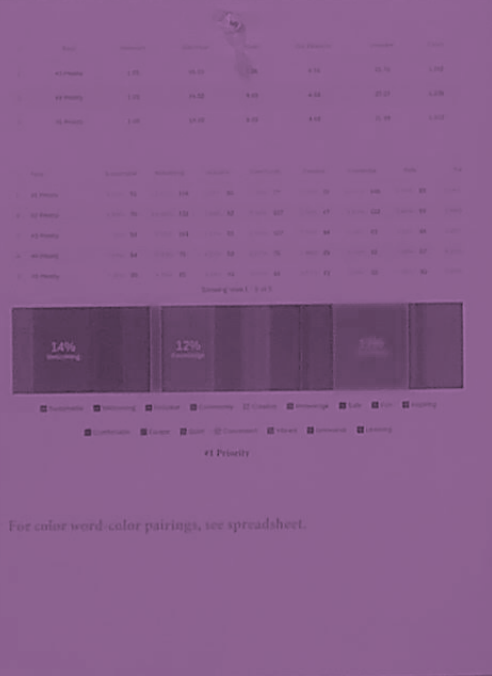
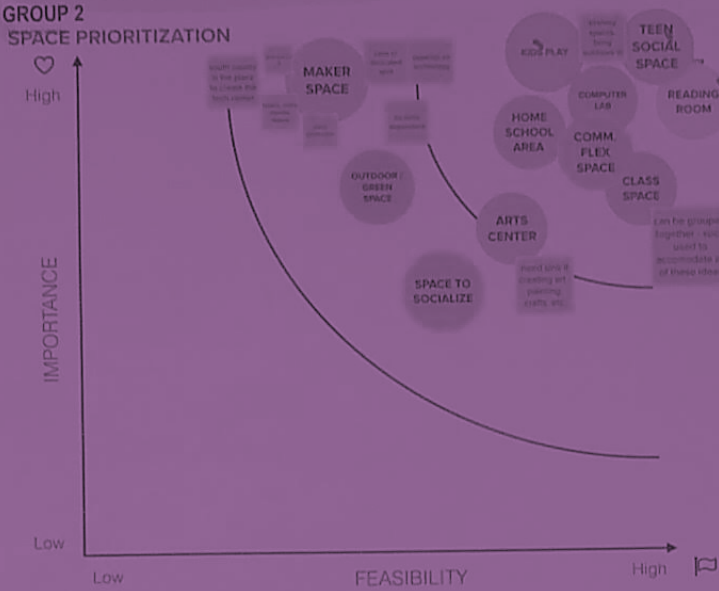
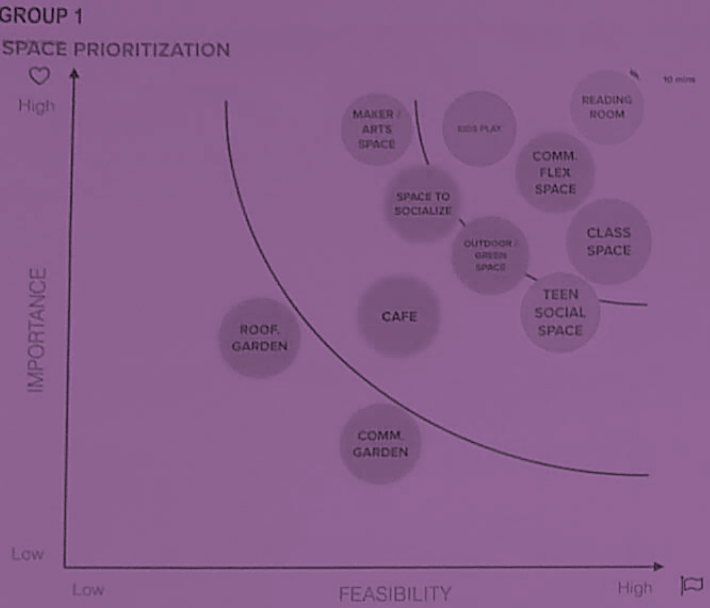


"OUT OF THE BOX" COMMUNITY WISH LIST

Jefferson County  
PUBLIC LIBRARY

# JEFFERSON COUNTY PUBLIC LIBRARY SOUTH COUNTY EXPANSION PROJECT



- #1 CONVENIENT
- #2 WELCOMING
- #3 KNOWLEDGE / LEARNING
- #4 COMFORTABLE
- #5 SAFE
- #6 INCLUSIVE
- #7 COMMUNITY
- #8 QUIET
- #9 SUSTAINABLE

HH → RR  
KIDS PLAY  
teen socials  
class  
garden  
cafe  
social space

CAFE = ARTS with kitchen  
June 24, 2021  
WET  
tech

# COMMUNITY ENGAGEMENT REPORT

“A library outranks any other one thing a community can do to benefit its people. It is a never-failing spring in the desert”

— Andrew Carnegie

Contents

01	Executive Summary	04
02	Community Engagement	07
03	Location Analysis	30
04	Space Programming	39
05	Appendix	46



A hand-drawn sketch on graph paper, featuring a large, irregular polygon with internal lines and a small circle. The sketch is drawn with a pen, and the background is a solid green color.

# 01

## EXECUTIVE SUMMARY



## EXECUTIVE SUMMARY

HDR was contracted by Jefferson County Public Library (JCPL) to provide consultation for the South County Expansion project in fall of 2019. The project scope consisted of developing a Fact Sheet with project key messages for the community, a Virtual Engagement Survey, and community engagement meetings to support the development of a Space Program and analysis to support potential sites for the future library destination. After completion of the Fact Sheet and development of the Virtual Engagement Survey had begun, the project was placed on hold due to COVID-19 in April 2020. In February 2021, the project was restarted and during the months of March and April of 2021, we launched the Virtual Engagement Survey and virtual engagement meetings with activities were held.

## COMMUNITY ENGAGEMENT

### Online Engagement Survey

The Virtual Engagement Survey was launched on March 19, 2021 and was closed on April 21, 2021. The survey was available in both English and Spanish and accessible from computers or mobile devices. 1,277 responses were gathered from the survey and the findings are included in the body of this report.

### Community/Stakeholder Meeting Results

- Four virtual community engagement meetings were held via Zoom during the month of April. Meetings were made available for both English and Spanish speakers.
- Approximately 120 community members registered and approximately 60 people attended the meetings and participated in a series of activities meant the gather information about what the community wants in their new library.
- Two input meetings were held with the JCPL Managers, two input meetings were held with the JCPL Directors Team, and one input meeting was held with the JCPL Board of Trustees.

The detailed takeaways of the survey and meetings are included in the body of this report and the feedback received informed the guiding principles, location analysis, and space program.

### Guiding Principles

Guiding principles to inform the space program, site selection, and program of services were developed based on the priorities and are included in the report. These Guiding Principles are intended to inform not only what goes into the library, but also the qualities of those spaces and the future place that the library destination will become. They are the cornerstones of the design process moving forward.

**Inspirational** place for learning

Community **Gathering** Place

Connection to **Outdoors**

A place to **Create**

Elevating **Convenience**

**Welcoming** for all

A model of **Flexibility & Adaptability**

**1,277** Survey Responses  
+  
Approx. **60** Meeting Attendees  
**1,337**  
Total Participants

**STAKEHOLDER PARTICIPANTS:**  
JCPL Board of Trustees  
JCPL Directors Team  
JCPL Managers

### Top 3 Community Priorities

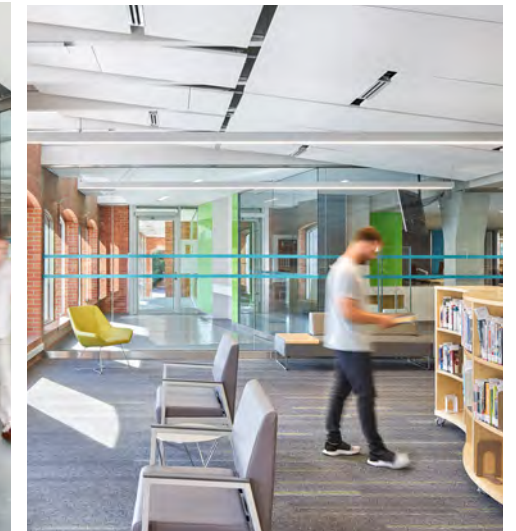
#### COMFORTABLE



#### CONVENIENT



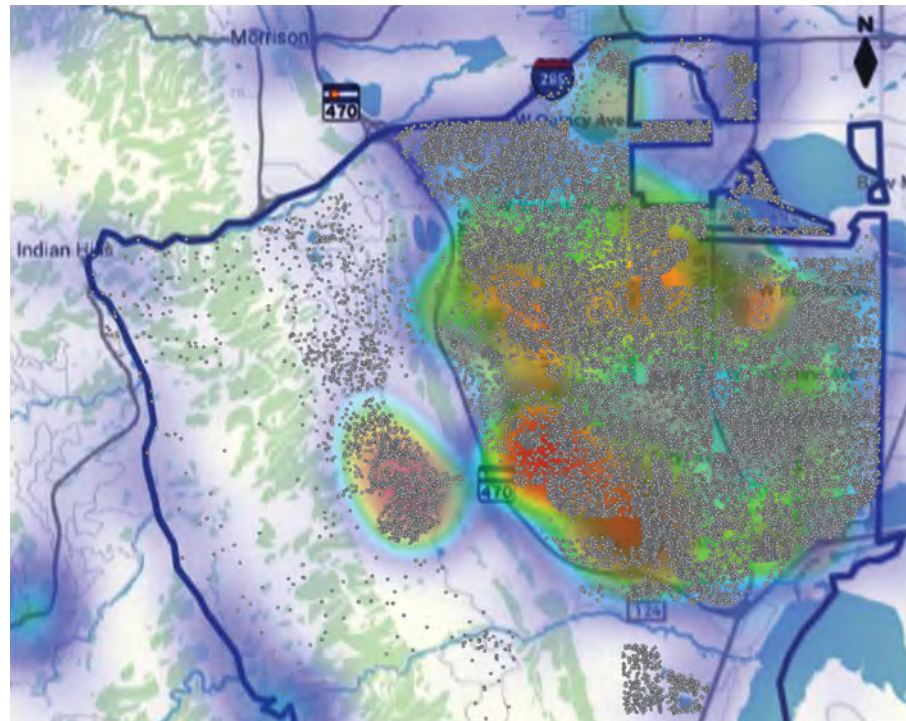
#### WELCOMING



## LOCATION ANALYSIS

Information gathered from the community was also intended to inform the location and site selection of the future library. Survey response data generated “heat maps” of where community members currently go for multiple functions such as school, shopping, entertainment, and recreation. In addition, demographic, environmental, other amenities, and social data have been included to support the library in selecting a site that best serves the future patrons.

### Heat Map Overlay with Population Density



## SPACE PROGRAMMING

### Quantitative Space Program

A quantitative space program was developed for the purpose of recommending the types of spaces and how large they could be to accommodate particular uses and a certain number of occupants. This program will guide the size of the library destination and provide a framework for the design of the library and program of services. Community and stakeholder input guided the types of spaces proposed and recommendations for the flexibility and/or individuality of the purpose of each space.

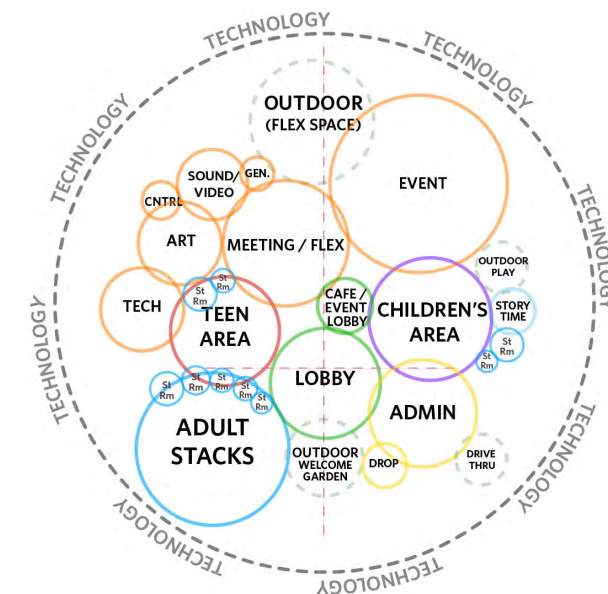
The space program provides three scenarios for the Library to consider as they evaluate potential properties and sites: **VISION (48,812 GSF), SUITABLE (39,167 GSF), & MINIMUM (32,832 SF)**. The backup to the program summary in the appendix provides detailed information about space sizes and anticipated occupancy and these areas can be adjusted as needed to respond to space available in the selected site, budget, and finalized program of services.

## Adjacency Diagrams

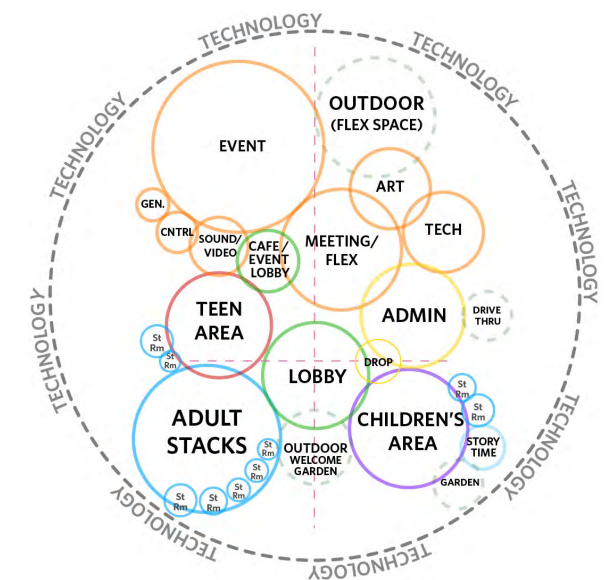
Programming adjacency diagrams were developed to show potential relationships between proposed spaces and rooms in the future library. These diagrams are intended to support test fit considerations of potential sites and inform the design moving forward. Feedback from the community supports the adjacencies.

This report is intended to set the stage for the future library destination based on the wants and needs of the community and future patrons it serves. It will guide the site selection process, support JCPL as they develop a program of services, and inform the designers as they move forward on the final design of the future library.

### OPTION 01



### OPTION 02





HDR

02

# COMMUNITY ENGAGEMENT

Unorganized + micromanaging

APR 27 DIRECTOR'S MTO:

- 1 high level input results from comm. mtg + surveys
- 2 " " " " from managers mtg
- 3 POT mtg results.
- 4 SPACE program draft
- 5 SPACE program working session

☐ 565  
☐ 400

convenient

ACCESS  
LOCATION  
SERVICES  
WAITING

Primarily  
connect to  
others.  
ACCESS.  
SERVICES.  
FEEL/QUALITIES

1. Survey → # of  
range.  
is for location) (? close  
holders  
MES.

include NSEW boundary roads

tributes. → RYAN?

(ate to space,

dreaming → create, learn.

convenient →

Filter common  
create, learn.

Function/Feel



Jefferson County  
PUBLIC LIBRARY

# Community Building = Building Community

Library Community Co-creation



# ENGAGEMENT SUMMARY

## Process Overview Start by listening:

Understanding the wants and needs of the community that a library destination in south Jefferson County will serve was paramount in beginning the process. To accomplish this, HDR began working with Jefferson County Public Library (JCPL) to develop a process for community and stakeholder engagement through spring of 2020. After the pause due to COVID-19, it was determined to relaunch the project with a virtual engagement process including a virtual engagement survey and a series of meetings hosted on Zoom.

### Survey:

The virtual engagement survey was designed to provide an interactive way for the broader community to provide input on what would make a library destination accessible and desirable in the southern region of Jefferson County. The outcomes and takeaways from the survey are included in this section.

### Meetings:

- 4 virtual community engagement meetings were held via Zoom during the month of April. During these meetings participants engaged with HDR and JCPL facilitators in two brainstorming activities and a series of “Quick Polls.” These activities, in addition to the survey, informed the Guiding Principles and building space program.
- 2 input meetings were held with the JCPL Managers. During these meetings the staff that manages various library services throughout the JCPL library system participated in activities to provide insight as to what they hear from the patrons they work with and to inform the space needs program.

## COMMUNITY PARTICIPATION OVERVIEW



# VIRTUAL SURVEY RESULTS

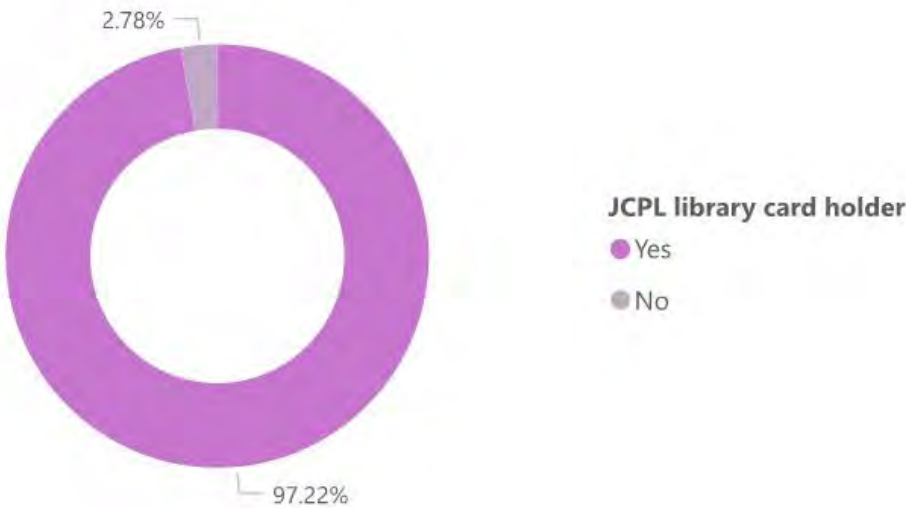
## Who Took the Survey?

Survey participants live in a wide range of locations within Jefferson County though predominately in the western half of the County.

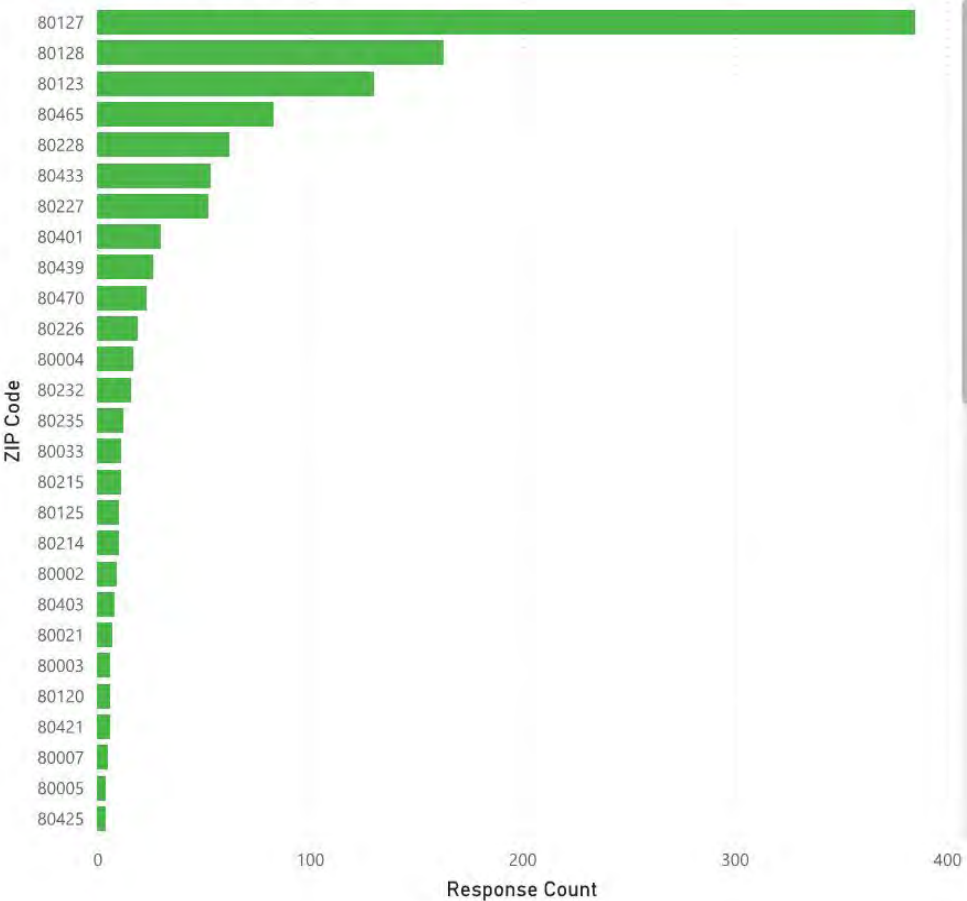
Participants' ages ranged from 13-85 with most participants between the ages of 25-74.

Almost all participants are library card holders and most frequent a library either weekly or monthly.

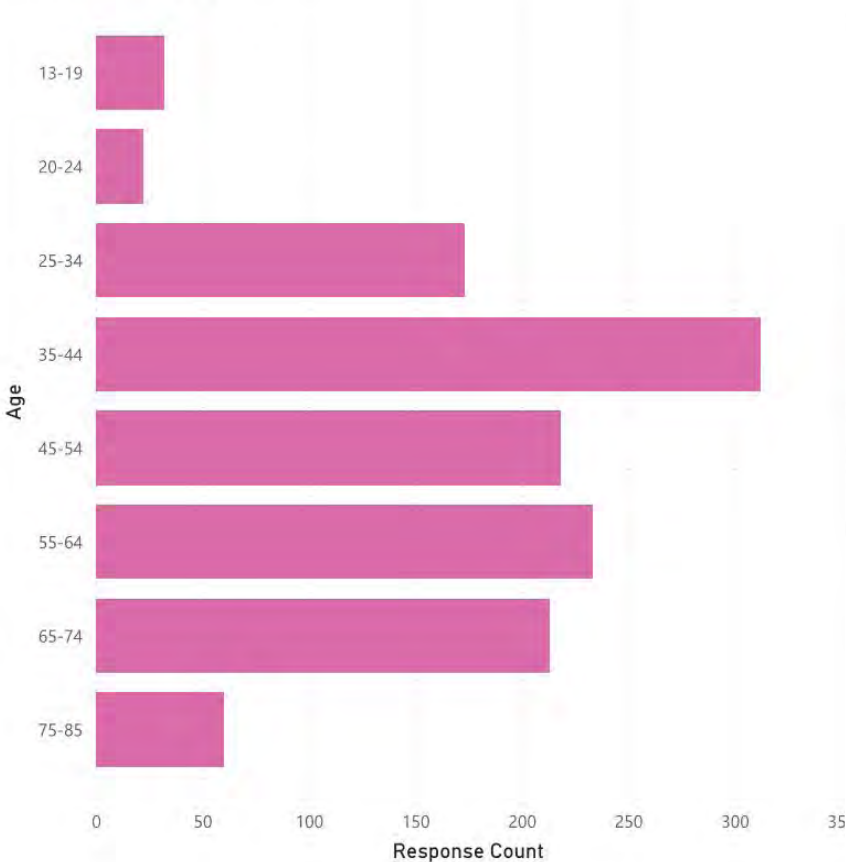
Response Count by JCPL library card holder



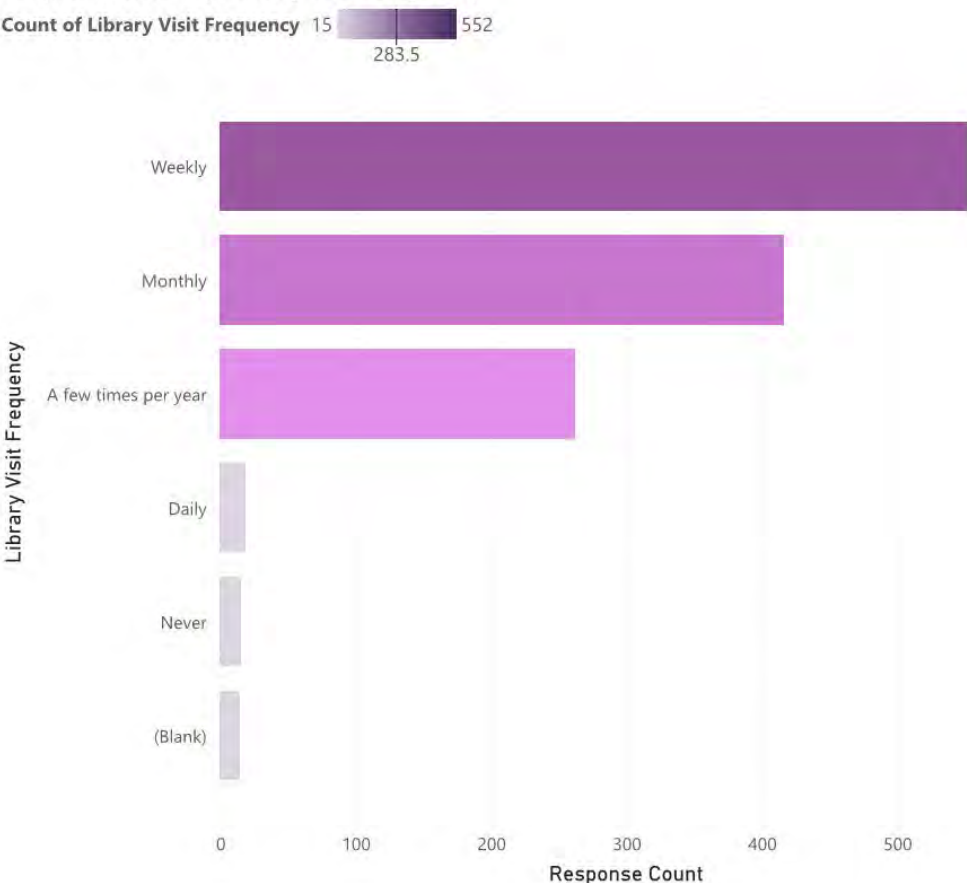
Response Count by ZIP Code



Response Count by Age



Response Count by Library Visit Frequency





# VIRTUAL SURVEY RESULTS

## “This or That”

### QUESTION:

“What are the library services, aesthetics, and priorities?”

Participants were shown two images and asked to choose “this” or “that” and they were able to share that “I like this because.”

### TAKEAWAYS:

- Outdoor spaces were preferred.
- Indoor/Outdoor connections are desired versus a sun room without access to the exterior space.
- There was an almost equal preference for both hands-on and digital, technology-based creative activities.
- While both sound recording and video recording received a substantial number of votes, the results leaned towards sound recording. There was an expressed interest in both.
- Chess (or analog games) received a substantial response over video games, however there were still over 300 responses for video games.
- Art classes were selected almost 800 times, while yoga classes received 343 selections.
- Open seating at tables was somewhat preferred over enclosed pods or rooms.
- The more modern high volume space was somewhat preferred over the more traditional aesthetic.
- Energy conservation took a marginal lead over water conservation.

## THIS OR THAT OUTCOMES

This or That



361

833



This or That



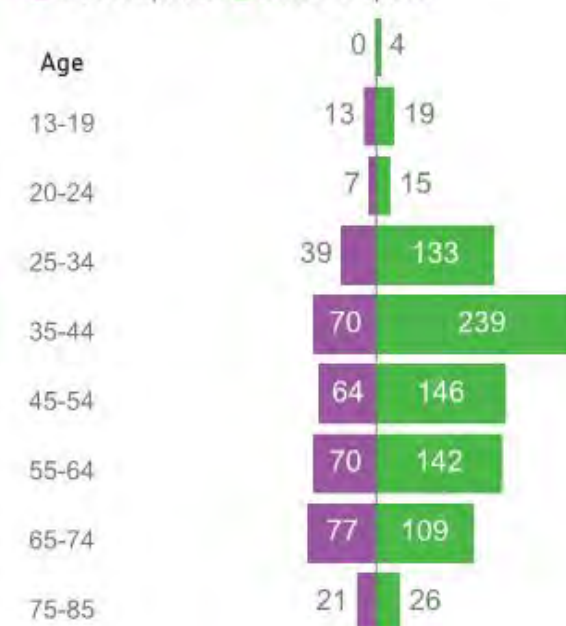
707



488

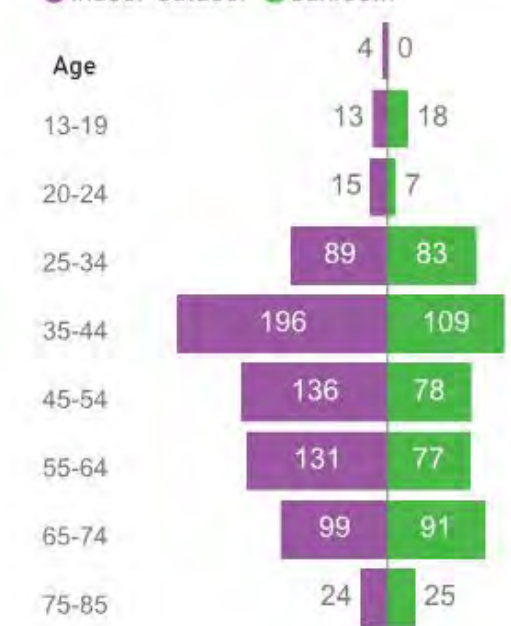
### Outdoor or indoor spaces

Indoor spaces Outdoor spaces



### Indoor-outdoor or sunroom

Indoor-outdoor Sunroom



THIS OR THAT OUTCOMES

This or That



This or That



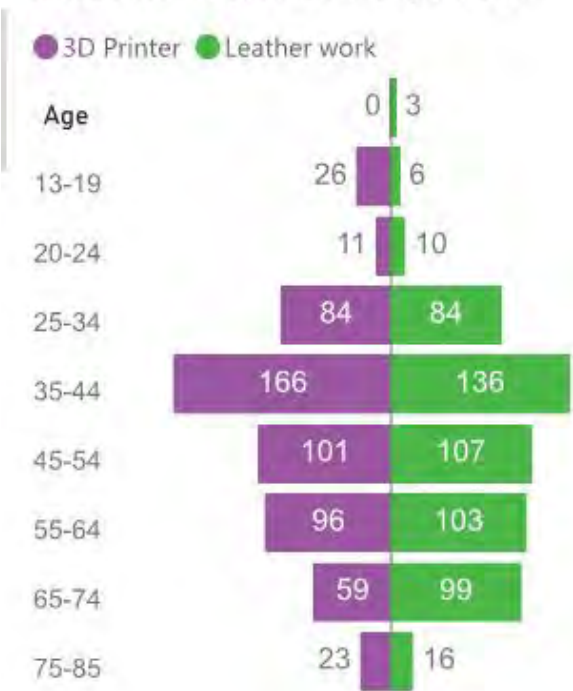
This or That



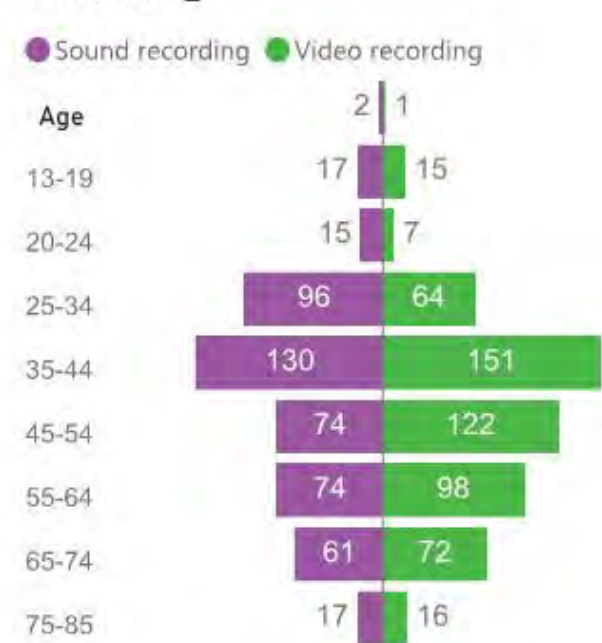
This or That



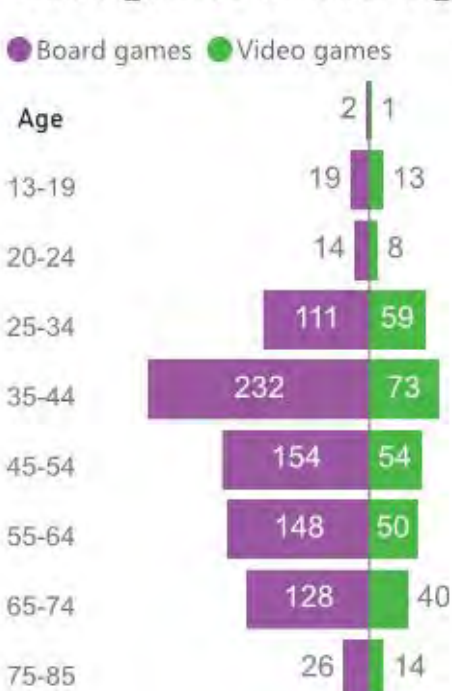
Leather work or 3D printer



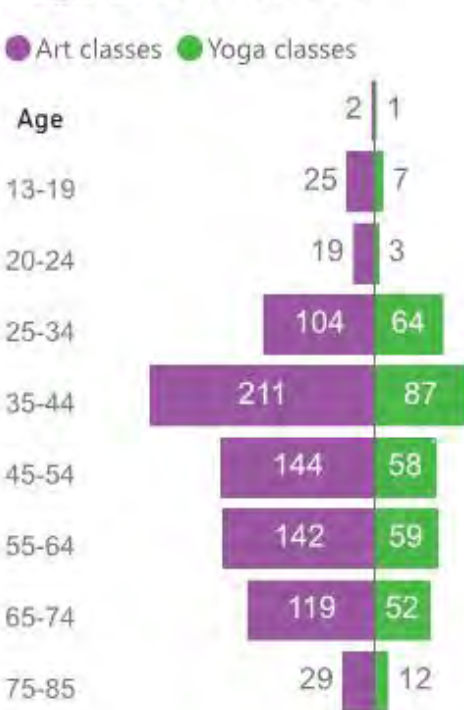
Sound recording or video recording



Video games or board games



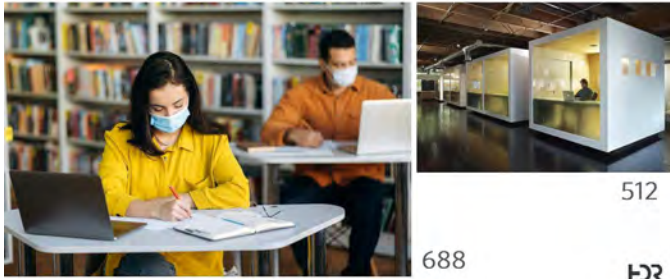
Yoga or art classes



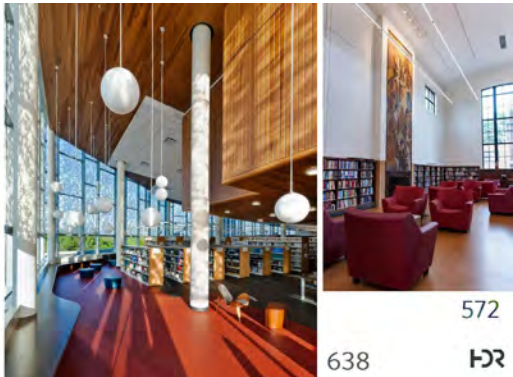


THIS OR THAT OUTCOMES

This or That



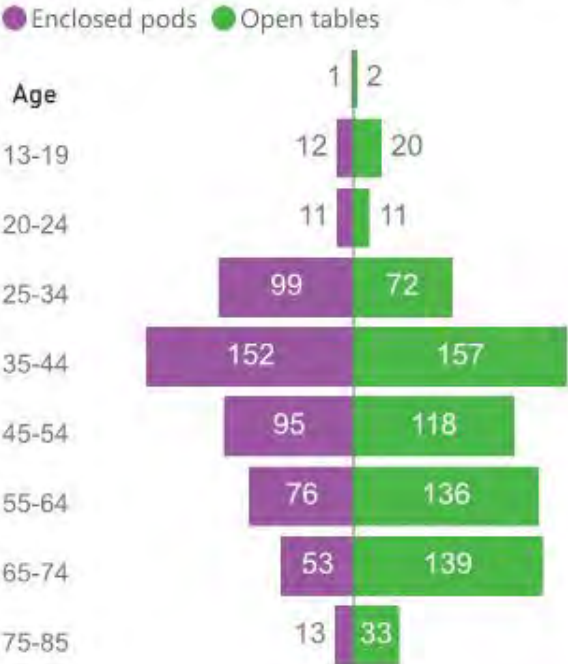
This or That



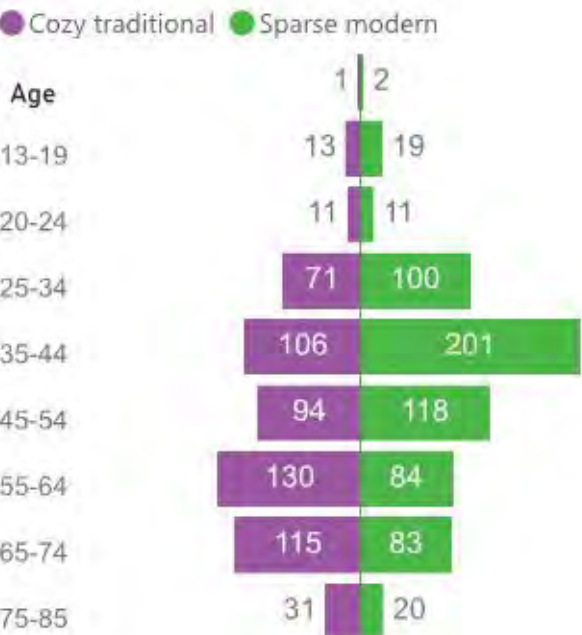
This or That



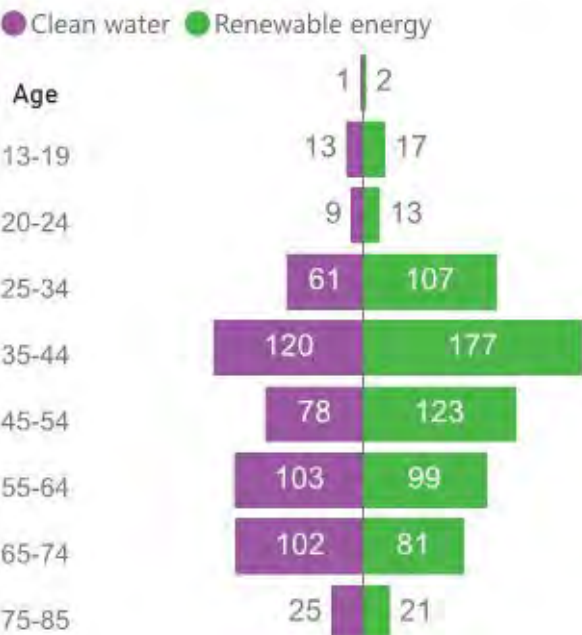
Enclosed pods or open tables



Cozy traditional or sparse modern aesthetics



Renewable energy or clean water



# VIRTUAL SURVEY RESULTS

## Community Priorities

### QUESTION:

“Define your Ideal Library”

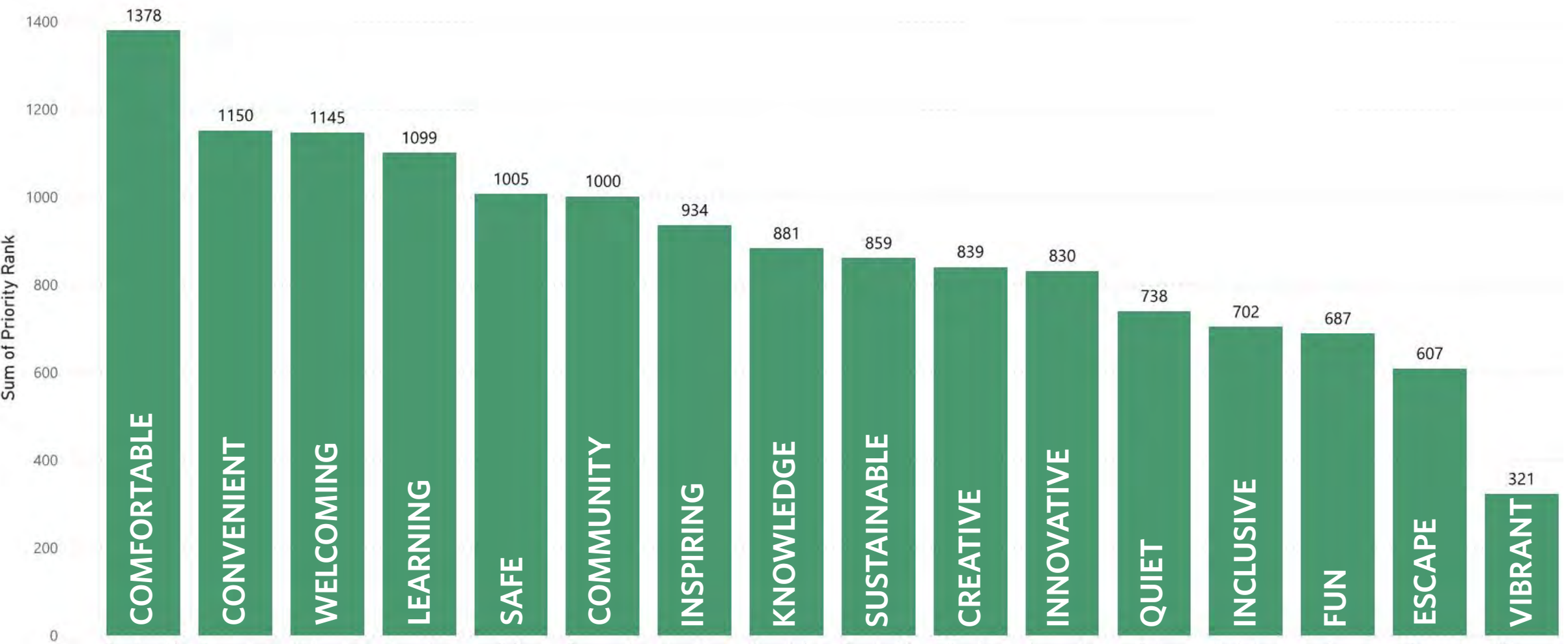
Participants were provided a drop down list of 16 descriptive words and asked to pick their Top 5 priorities and select them in order of priority with #1 being the most important and #5 being the least important.

### TAKEAWAYS:

#### TOP 5 RESPONSES:

- 1. Comfortable
- 2. Convenient
- 3. Welcoming
- 4. Learning
- 5. Safe

### COMMUNITY PRIORITIES FOR WORDS THAT DESCRIBE THEIR IDEAL LIBRARY



This graph represents the cumulative number of times a word was selected as a top 5 response.

## QUESTION:

Match your top 5 words with a color

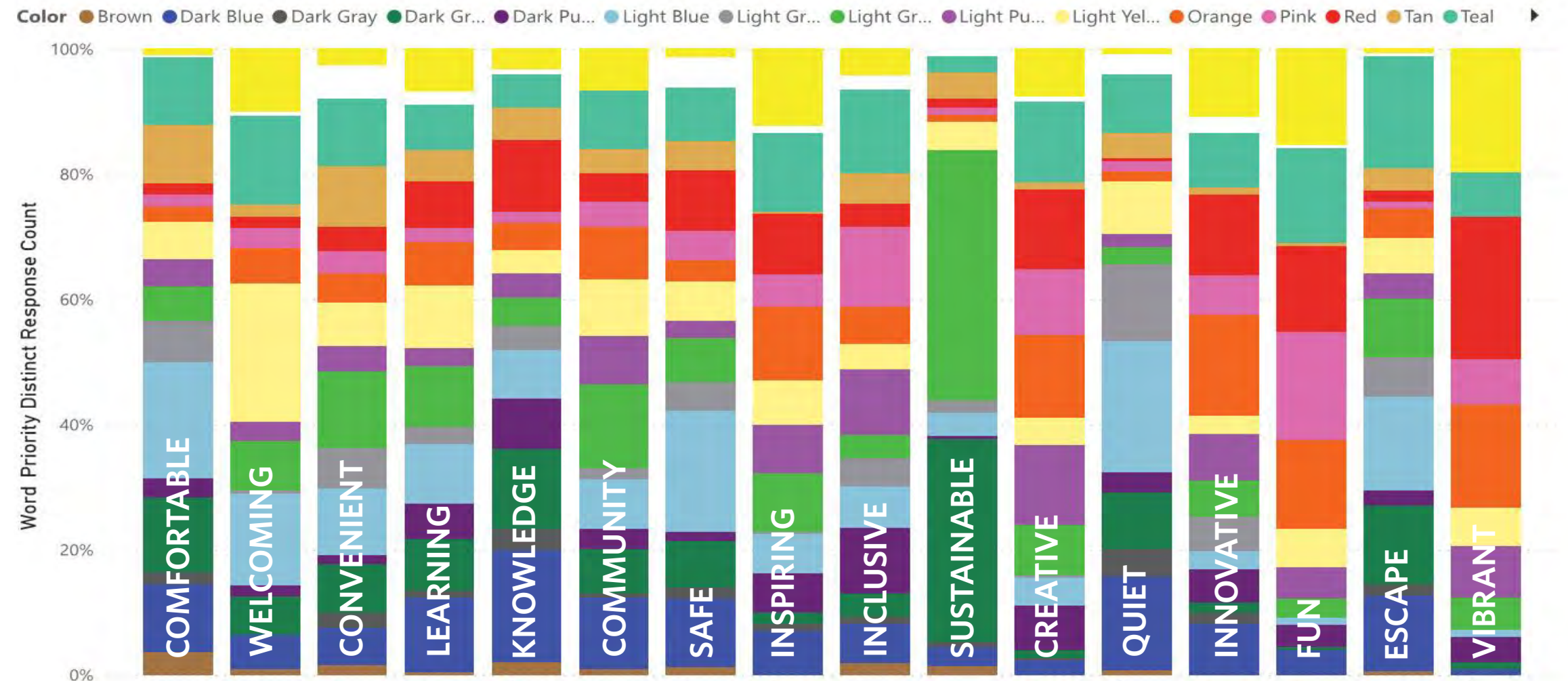
Participants were provided colored blocks and asked to drag their top five words to the color they most associate with that word. There were no wrong answers and this was intended to inform the color palette of the design moving forward.

## TAKEAWAYS:

What we've been able to gather from the responses are color associations based on activities and qualities.

- WARMER, BRIGHTER COLORS are associated with words like WELCOMING, INSPIRING, INNOVATIVE, FUN, and VIBRANT.
- COOLER, DARKER COLORS are associated with words like COMFORTABLE, KNOWLEDGE, SAFE, QUIET, and ESCAPE.
- Words such as CONVENIENT, INCLUSIVE, and CREATIVE have a more varied selection which could inform patterns in the design.

## COLOR ASSOCIATIONS FOR WORDS THAT DESCRIBE THEIR IDEAL LIBRARY





# VIRTUAL SURVEY RESULTS

## "3 Wishes"

**QUESTION:**

**Congratulations - You just found a genie's magic lamp!**

Forget everything you know about a library — If you had three wishes as to what a community space could provide, what would those be?

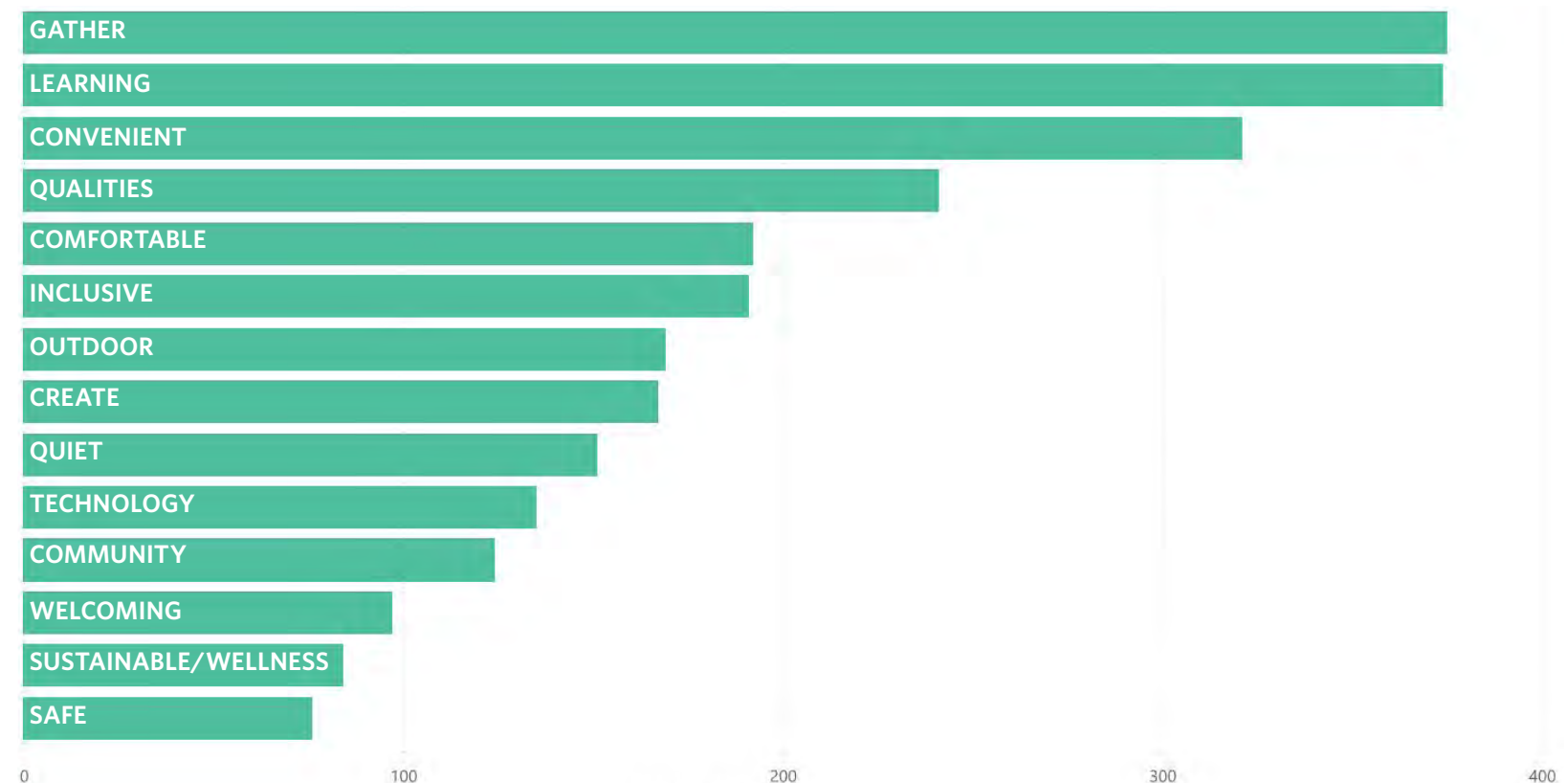
Asking the community to dream big and provide open ended responses allowed us to deepen our understanding of the types of spaces, resources, and qualities that are wanted and expected in this new library destination. Over 3,000 wishes were read and categorized based on common themes.

## TAKEAWAYS:

**The top three categories that emerged as priorities were:**

- The ability to GATHER. Wishes were categorized as gather if they referred to coming together for activities such as lectures, classes that did not include the act of making, events, story time, etc.
- Access to LEARNING. Wishes were considered learning if they referenced topics such as the collection or self-guided learning opportunities.
- The quality of CONVENIENT. Wishes were grouped in convenient if they referenced topics such as amenities for convenience, access and location, or effective wayfinding for ease of finding resources.

## COMMUNITY TOP 3 WISHES FOR THEIR LIBRARY BY CATEGORY



## TOP WORDS THAT EMERGED FROM THE COMMUNITY'S 3 WISHES



### 3 WISHES - In their words...





# VIRTUAL COMMUNITY ENGAGEMENT MEETINGS

## ACTIVITIES

Each community meeting consisted of an introductory presentation for the whole group and then the participants were divided into breakout groups. In the breakout groups, two activities were completed as described on the right utilizing an interactive platform MURAL to simulate documenting sticky notes as if we were in person.

All of the activity boards are included in the Appendix; a sample is provided in this section.

## POLL QUESTIONS

Between activities, 5 “quick poll” questions were asked for a total of 10 questions.

## TAKEAWAYS - ACTIVITIES:

### DREAMING

Categories of comments for this activity are:

- Learning
- Outdoors
- Gather
- Create
- Qualities

### BREAKING DOWN COMMUNITY PRIORITIES

Categories of comments for this activity are:

- Access
- Location
- Services
- Wayfinding
- Qualities
- Learning
- Connect

## ACTIVITY 1: Dreaming

*Breakout into groups*

### THINK

Think of features or innovations you have seen, heard, or read about in other libraries that ought to be included in your new library.

### TELL

- Share your ideas with the group – verbally or in the chat.
- The facilitator from HDR will write your ideas on sticky notes.

*Time: 20 minutes*

## ACTIVITY 2: Breaking Down Community Priorities

*Breakout into groups*

### THINK

What characteristics would make the new destination library be or provide: convenient, welcoming, knowledge?

### TELL

- Share your ideas with the group – verbally or in the chat.
- The facilitator from HDR will write your ideas on sticky notes.
- The words are the Top 3 priorities from the Virtual Community Engagement Survey.

*Time: 20 minutes*

ACTIVITY #1 - DREAMING  
 SAMPLE OF RESPONSE BOARDS

GROUP #1

ACTIVITY #1

20mins

"DREAMING"

Can you think of features or innovations you have seen, heard, or read about in other libraries that ought to be included in your new library? Tell us about them and why you like them!

Ability to have an indoor / outdoor space, bring outside in, inside

mix of quiet space with comfortable chairs

ability to get a cup of coffee

gather with friends to have coffee

room for 6-8 to plan events

ability to supervise

still wants books

indoor / outdoor

ample number of meeting to accommodate tutors and general public

3d printing lab

active areas for gathering with small groups/ friends

studio where you can make videos or podcasts

consider sensory disabilities in finishes, selections,

variety of all amenities

place to learn to repair old appliances, electronics, gadgets

combination rec/ library - location or within the same building ->42 votes

favorite library-Pikes Peak -21 C

small meeting room/ larger meeting room

maker space/ creation station/ learning center

21C library maker room, lets crafts, painting and stuff

universal design important

writing areas for small groups/ students- for computer work & tutoring

group collaboration ability

consider activities for the retired population could teach their trades

Children's story time in Columbine can get crowded, think about a larger space

consider the children's spaces

think about smaller children's areas separately

proper division of spaces- good sound separation a must

learning specific children's play area, play store or things like that

areas where adults can read to small children

garden outside with musical installations - drums - accurately spaced from quiet zone

think about music along a path, learning inside and outside

garden education for kids

would like to see expansion - evergreen library - to move inside and outside

LEARNING

OUTDOOR

GATHER

CREATE

QUALITIES

GROUP #2

ACTIVITY #1

20mins

"DREAMING"

Can you think of features or innovations you have seen, heard, or read about in other libraries that ought to be included in your new library? Tell us about them and why you like them!

lots of study rooms and office spaces increasing in demand - business community supports - free wags etc small business

lots of natural light

Windows facing west for Mountain Views

more outdoor space

open between indoors and outdoors

activities or equipment you don't have access to - what can the library give you access to

Accessibility for all

what else - AI, laser cutter, etc.

Audio book here, was a sign on the corner of Kaling and Quincy - I thought that is what I was going to be

connection with community again - good space for community to gather again

it's place for purpose

Indoor and outdoor classrooms

Community spaces, indoors and outdoors for classes, gatherings, learning, fellowship, etc.

Gathering places

don't try to be everything to everyone

unique places - rooms, exhibit spaces and experiential spaces variety of spaces

Less vanilla

Supporting local artists and resources

unique of south jeffersons county - views and outdoors

very beautiful space

think our broadcast is where we are focused that we can have our homes and often walk to a beautiful trail with water and open spaces

In creating Diversity I was struck when I visited the library in Lawrence, KS how great they focused on the

Lawrence KS - showcased diversity in their collection and at entry. It was open and lightfilled and felt safe and serene

It's a community space so everyone should be comfortable being there

note during visit downtown the Denver library did not have the windows broken

it was a special event to go to library

affordable and special for families

Classes that perhaps we wouldn't normally do

Showcase local habitat-Prairie, dogs, owls for example. Mountains, pine trees

make it a destination where people want to come

open/inclusive, attractive

adaptability libraries have shown - quick and willingness to change

LEARNING

OUTDOOR

GATHER

CREATE

QUALITIES

GROUP #3

ACTIVITY #1

20mins

"DREAMING"

Can you think of features or innovations you have seen, heard, or read about in other libraries that ought to be included in your new library? Tell us about them and why you like them!

Anvada Library note from kids - have a sound proof room

lots of outdoor space in early the recreational beauty at - Colorado I realize there will be months they can't be used but for the months that they can be used it will be great

Outside space! Our Jeffco Libraries are missing that.

Multistory with TONS of natural light

Community garden

Courtyard area outside the library

Accessibility - elevator if there are stairs

Regular chairs so that they are comfy for all

is like indoor space, some private soundproof room for independent work and also for collaboration without distractions and without causing distractions to others

Columbine Library - chairs with little tables between so you don't have to sit at a big table - convenient

Swinging chairs

Places to charge your devices - live in seats and tables

Signage overhead

Special Olympics museum in Colorado Springs has some very cool accessible options accessibility

Theater space, amphitheater for films and performances, puppet theater for families

Plants, greenery

lots of openness in the main areas - a feeling of spaciousness is important

I think the wood vs metal depends on location and surroundings as well as external architecture

Natural woods, not as much cold metal

One or more conference rooms would be good for groups that might host 8-12+ people or so

Private screening at Anvada library

A space for author readings - both to cater to kids and adults

A creative space like in Denver's downtown library

Children's area with distinct sections/neighborhoods for age groups: really additional elementary, tweening

An area for gaming together/competitions

3-D printing, audio lab, laser cutting

As more people these days wish to create vlogs maybe some sort of space with equipment for that sort of thing

outdoor space could be on the rooftop and double as a event space

Denver Downtown "lab space" hands on creative space - Top Floor

MCA downtown roof space

Sustainability - green roof would be lovely

Kitchen for programming experiences, with all ages

aplectic sun area - feels don't want to be in the sun area, but also the adult area isn't always right for them

A place for teen art sharing

for teens maybe different seating and different view in general, video games, areas to collaborate

LEARNING

OUTDOOR

GATHER

CREATE

QUALITIES







# POLL QUESTIONS

Between activities, a series of “quick polls” were asked and the participants voted on their top choice. There were two main questions and each question had 5 subcategories that were polled.

The polls were asked in the Community and Manager’s meetings and the results are separated by meeting type. Detailed poll results can be seen in the following pages.

## QUESTION #1: What I like to DO in a library most is...

(For Polls #1-5)

### TAKEAWAYS:

1. Browsing the collection was the top choice though there was strong support for all of the options provided.
2. Checking out books or magazines was the predominant activity selected and supports the community requests for maintaining a collection of media.
3. Using a personal computer in a cafe-like conversational space was the popular choice and supports the community wishes we heard.
4. Almost everyone selected that they would like to attend a class, event, or meeting, and engage in lifelong learning, echoing the community survey responses.
5. Most respondents selected that they would like to participate in some sort of hands-on activities or use technology equipment.

## QUESTION #2: What I like to USE in a library most is...

(For Polls #6-10)

### TAKEAWAYS:

6. Responses indicate that people want a variety of seating choices.
7. Using a laptop was the top choice, followed by desktop computers.
8. Most people want to be able to browse new items and displays and use self service options.
9. 3D printers and craft materials were pretty equally selected by the community, similar to the response in the “this or that” exercise in the survey.
10. Most community members want to have access to a printer and copier with support for the VHS to DVD transfer stations.

## Question #1

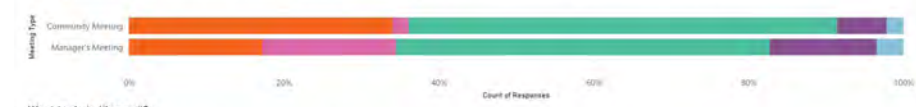
Want to do in library #1

Answer: All of the above, Browse the collection, Meet on one-on-one with a business associate, tutor, or colleague, Study, read, or write by myself in a quiet space, Work on a group project



Want to do in library #2

Answer: All of the above, Check out audio books, CDs or DVDs, Check out books or magazines, Check out technology equipment, Read magazines or newspapers in the library



Want to do in library #3

Answer: Access emerging technology, All of the above, None of the above, Spend time with others in a cafe-like conversational space, Use my personal computer, Use the library's computers



Want to do in library #4

Answer: All of the above, Attend a class/event for adults, Attend a class/event for teens, Bring children to a class or event, Conduct my own community meeting, Engage in opportunities for lifelong learning, None of the above



Want to do in library #5

Answer: All of the above, Do hands-on creative activities by myself, Do hands-on creative activities with others, None of the above, Utilize 3D printers or laser cutters, Utilize video and/or audio equipment



## Question #2

Favorite to use #6

Answer: Counters with stools, Indoor benches with cushions, Lounge seating, Outdoor benches and seating, Tables and chairs



Favorite to use #7

Answer: Desktop Computer, Laptop, Notebook, Smartphone, Tablet



Favorite to use #8

Answer: Ask staff for assistance, Browse the new items and displays, Drive through returns, Self service options, pick up my holds and self check out at kiosks



Favorite to use #9

Answer: 3D Printer, 3D Printer, 3D Printer, Sewing Machine, Toys like building blocks, puppets, etc.



Favorite to use #10

Answer: Copy Machine, Fax Machine, Printer, Scanner, Telephone, VHS to DVD transfer station

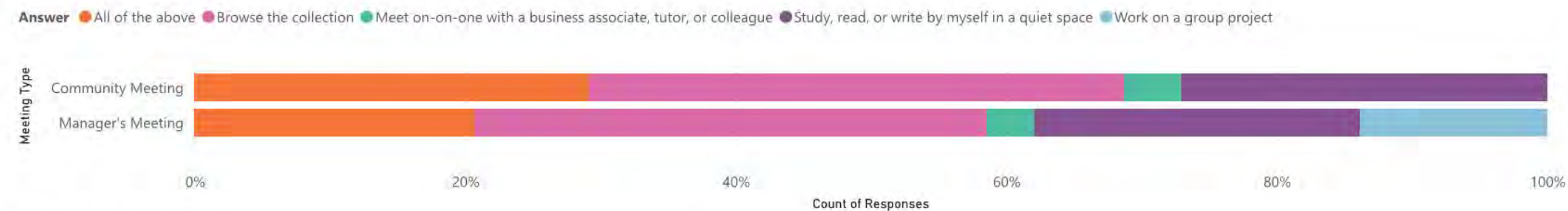




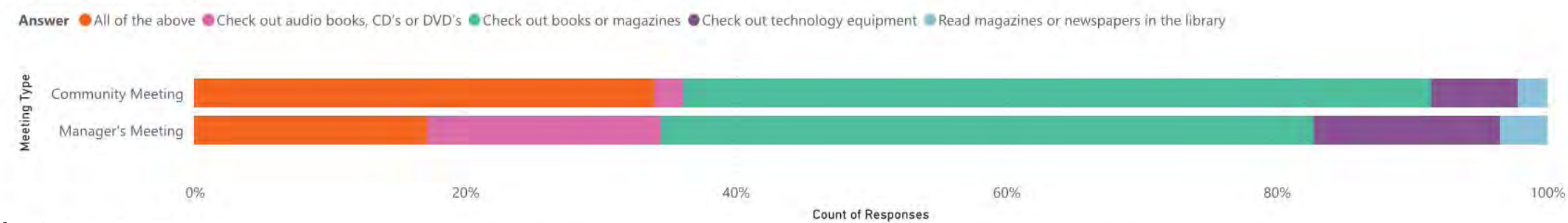
# POLL QUESTION RESULTS

Question for Poll #1 - Poll #5: Of these things, what I like to do in a library most...

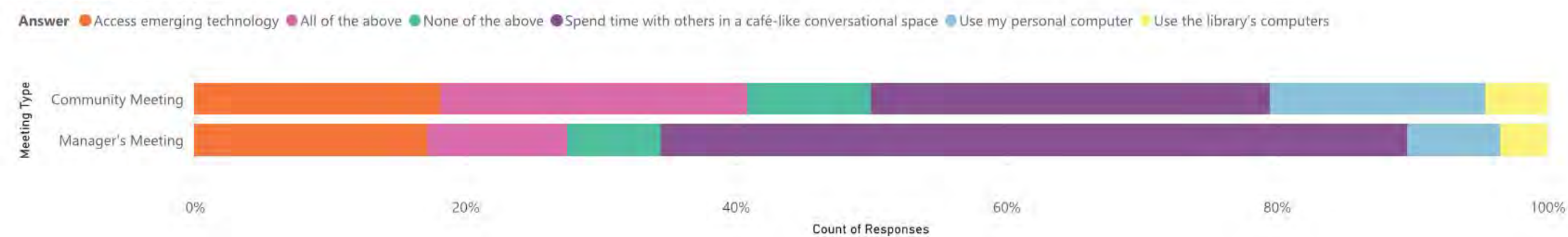
## Poll #1



## Poll #2



## Poll #3



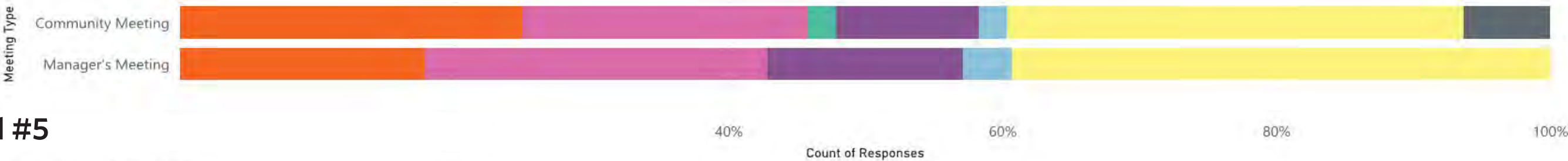
POLL QUESTION RESULTS

Question for Poll #1 - Poll #5: Of these things, what I like to do in a library most...

Poll #4

Want to do in library #4

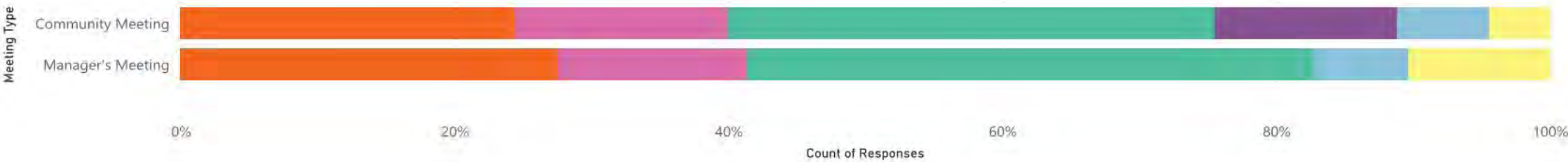
Answer All of the above Attend a class/event for adults Attend a class/event for teens Bring children to a class or event Conduct my own community meeting Engage in opportunities for lifelong learning None of the above



Poll #5

Want to do in library #5

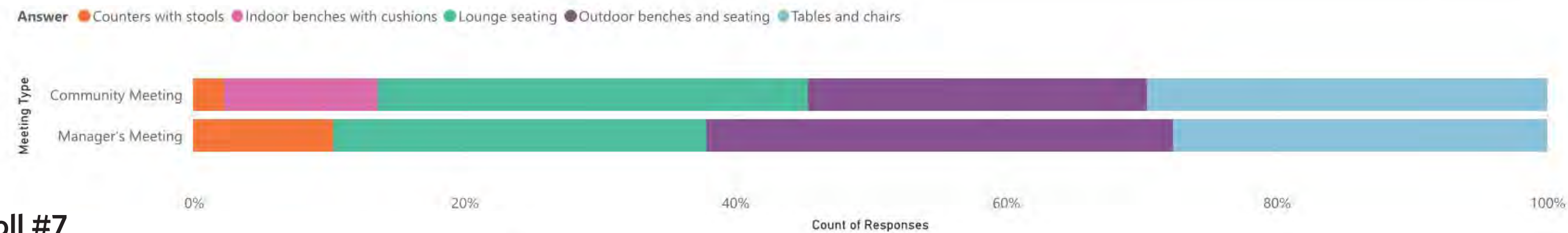
Answer All of the above Do hands-on creative activities by myself Do hands-on creative activities with others None of the above Utilize 3D printers or laser cutters Utilize video and/or audio equipment



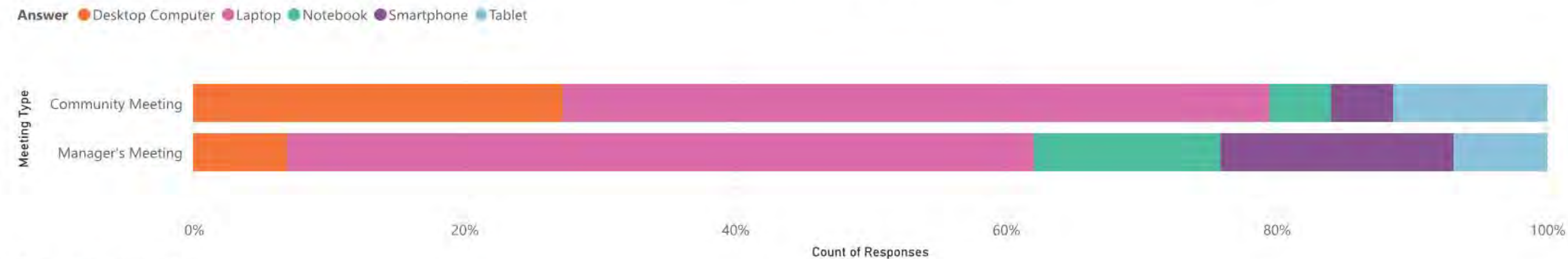


# POLL QUESTION RESULTS

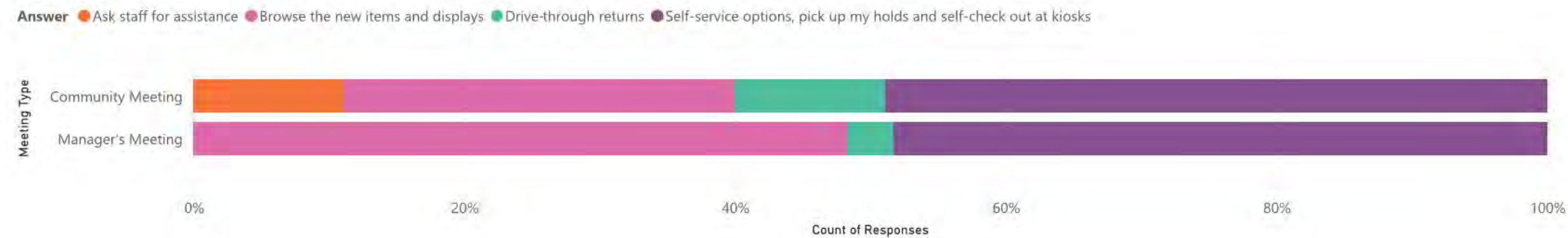
## Question for Poll #6 - Poll #10: Of these things, what I like to use in a library most is... Poll #6



## Poll #7

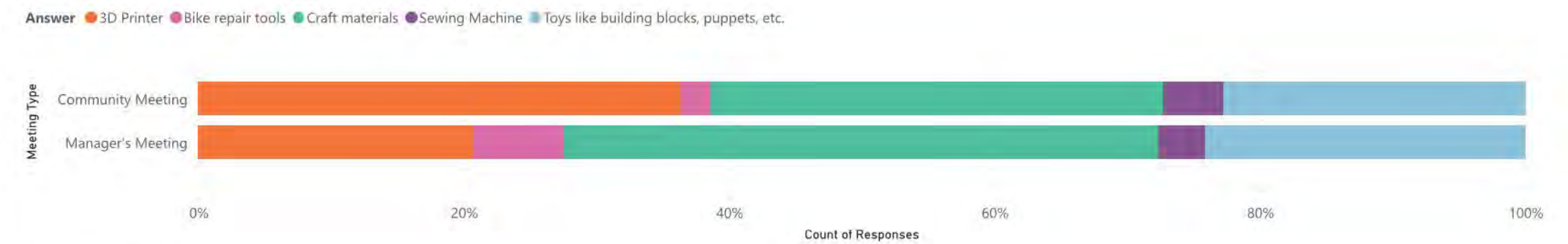


## Poll #8

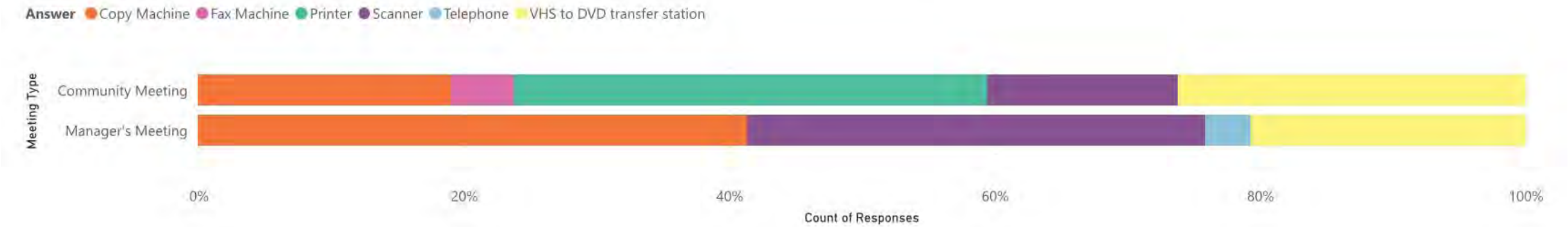


# POLL QUESTION RESULTS

Question for Poll #6 - Poll #10: Of these things, what I like to use in a library most is...  
Poll #9



## Poll #10





BOARD OF TRUSTEE MEETING RESULTS

DEFINING SUCCESS				
success will represent the ability to enjoy the library indoors and outdoors	quantitative increase in library use	try to please everyone	look at the needs of all generations, kids, teens, adults	when everyone is in the picture
adaptability and sustainability	allows us to be sustainable well into the future	place with a purpose	cultural relevance, a place to connect with other cultures and languages	dynamics are important / spaces can change by day
flexible location of walls, books, computers	initially success will look like excitement	project will be on budget	getting it done would be awesome!	finished product reflects community engagement
engagement in survey and input opportunity	opportunities for communication with technology, easy ways to communicate with other communities, countries, patrons	will reflect that the library looks like it's in colorado, context	will have a unique draw to make it a destination	if community input agrees, indoor/outdoor integration
achieve a balance of many needs	dream big	not to duplicate the feeling of columbine too closely, inspiration yet be unique	fill the absense for a place for events / gathering	
DEFINING ADAPTABLE FOR FUTURE GROWTH				
location can allow for growth around it	consider location proximity to other uses, errands of the community	we do NOT want to complete the library and already feel like we've outgrown it	look to the future while planning	no walls, redefining spaces - activity/program based
accessibility with technology	consider ability to adapt to health crisis, pandemics, major events to continue service of 3rd place	consider cord and technical detail/management for flexible spaces	from the start, any space can have more than 1 use	consider how to make the collection mobile, flexibility with stacks
would mixed use with community partners be a path to explore?				

ACTIVITIES

The Board of Trustees participated in activities focused on the overall goals of the project to meet the needs of the community and promote stewardship of resources for now and generations to come.

DEFINING SUCCESS TAKEAWAYS:

- Indoor / outdoor capability
- Place for large events / gathering
- Flexible / adaptable / dynamic spaces
- Technology rich
- To allow for communication across communities (computers)
- Teleconference (booth or room) with camera, computer, microphone, etc.
- Balance of Needs

DEFINING ADAPTABLE FOR FUTURE USE TAKEAWAYS:

- All spaces adaptable
- Flexible walls
- Mobile / flexible stacks
- Technology rich
- Universal Accessibility
- Inside/Outside
- Plan for growth

DEFINING EXPANSION OF SERVICES FOR ALL GENERATIONS TAKEAWAYS:

- Event space / Civic space / Meeting Space
- Balance Space
- Play / active
- Serious / quiet
- Technology beyond computer stations

EXPANSION OF SERVICES FOR ALL GENERATIONS

providing an event space could fill a void	providing opportunities for wellness, collab. with partners (i.e. med community)	wellness could be a feeling when you enter	explore the demographic needs for wellness	play for all generations
balance of play and a place for seriousness	event center could act as public square for gathering of varied ideas, "civil" space	flexibility, allow for research/reading, or other things like listenting to a poet or musician, etc.	include programs for multiple communities and generations	providing a variety of technology, beyond computer stations
portable technologies	provide space for cultural events, presentations, people have to travel now to experience	being unincorporated makes it hard to find a place for common meeting place		

# GUIDING PRINCIPLES

Upon analyzing and understanding the information gathered from the survey and engagement meetings, a series of Guiding Principles were developed to inform decisions related to the project moving forward.

Further description of Guiding Principles can be found on the following pages.

**Inspirational** Place for Learning

Community **Gathering** Place

Connection to **Outdoors**

A Place to **Create**

Elevating **Convenience**

**Welcoming** for All

A Model of **Flexibility** & **Adaptability**



## Inspirational Place for Learning

The library is a still a symbol and center for knowledge for this community and they expressed a desire for an expansion of opportunities for learning ranging from tangible media like books and video, to classes on a multitude of topics, to hands-on learning, and the ability to create, and beyond.

### Opportunities:

- Diverse collection of books, media, and resources
- Variety of types of spaces to allow for self-guided learning supported by knowledgeable staff
- Class and workshop space for guided learning, lectures, and creating using analog and digital tools

## Connection to Outdoors

While experiencing what the library has to offer, the community strongly desires the ability to choose to be both indoors or outdoors. This ability will increase flexibility in program offerings as well as provide opportunities for relaxation and wellness.

### Opportunities:

- Provide visual and actual connections to exterior spaces from within the library; provide areas for seating and study
- Utilize connections to expand upon meeting or event spaces
- Integrate functions such as meditation, sculpture, or nature walk gardens to these spaces

## Community Gathering Place

We heard overwhelmingly that there is a need for a place for patrons to gather to make meaningful connections, build community, and share in the intake of knowledge and experiences.

### Opportunities:

- Large event space to provide a civic gathering place for events that support community and learning
- Meeting and gathering spaces throughout that provide a variety of qualities; active, cafe-like, refuge, promotes concentration, promotes conversation

## A Place to Create

The library should provide a pallet of opportunities for creation - providing the ability to do arts & crafts, tinker, 3D printing, or even scientific projects.

### Opportunities:

- Creative and technology lab areas that provide the ability to create objects and crafts, learn new tools and skills, and promote life long learning
- Shared maker space areas that include a sound and/or video studio
- Connect these studios to event or meeting spaces to allow for cross-pollination of those uses

## Elevating Convenience

Convenience is key when thinking about where this future library will be located, how it will be accessed, how intuitive wayfinding will be, the services it will offer, and more.

### Opportunities:

- Provide convenient options for pick-up and drop off such as drive-up returns and possibly pick-up
- Select a location that is easily accessible by multiple modes of transit and along popular transportation routes
- Provide effective directional signage, digital tools, and organization to allow for ease of navigating within the library

## Welcoming for all

The library should be an environment that is inclusive, comfortable for a multitude of activities from quiet reading to noisy/messy exploration, and should provide an overall sense of place that makes people want to stay and keep coming back.

### Opportunities:

- Provide programming and spaces that promote inclusivity for all abilities and a variety of cultures
- Varied seating and spaces to support differing ideas of comfort
- Develop a sense of warmth, openness, and light filled spaces

## A model of Flexibility & Adaptability

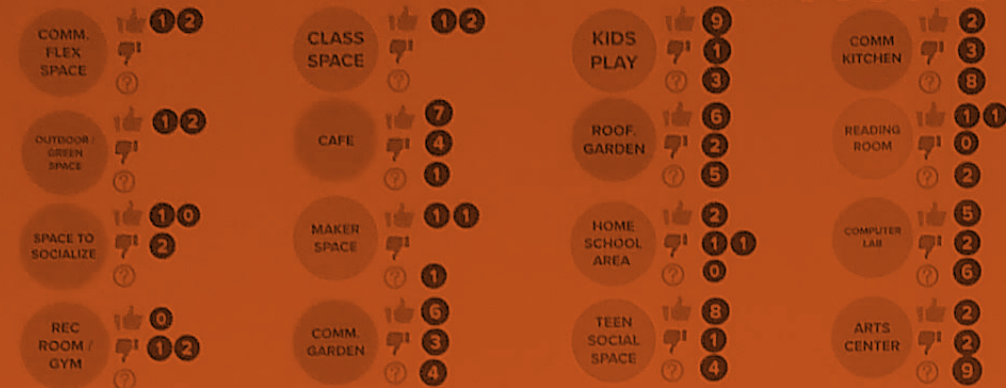
Prioritizing flexibility and adaptability will result in a sustainable building that is a steward of resources, allows for the ability to respond to future health related restrictions, and provide a community building that will support future generations.

### Opportunities:

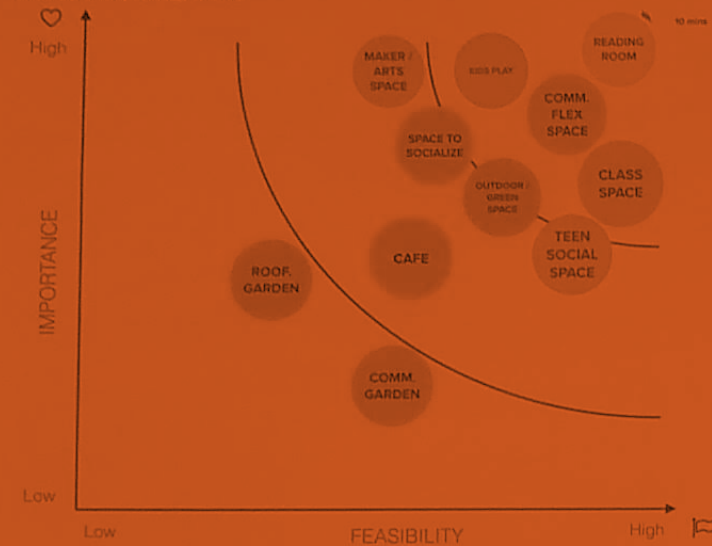
- Provide spaces and furnishings that are flexible, can be divided or relocated, and support multiple functions everywhere it is feasible
- Utilize materials, systems, and products that are long lasting, sustainable, energy efficient or regenerative, and require minimal maintenance
- Plan for growth and evolving needs of the community



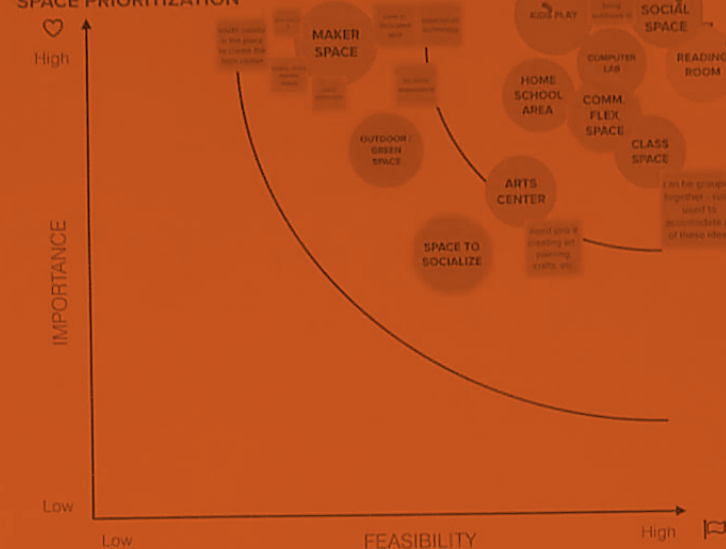
"OUT OF THE BOX" COMMUNITY WISH LIST



GROUP 1  
SPACE PRIORITIZATION



GROUP 2  
SPACE PRIORITIZATION



GROUP 3  
SPACE PRIORITIZATION



# 03 LOCATION ANALYSIS

Default Report

Q15 - DEFINE YOUR IDEAL LIBRARY Think about your ideal library. Choose a word from the dropdown list for each level of priority. For example, if "Knowledge" was the most important word to you, you'd select "Knowledge" from the dropdown list for #1 priority.



Priority	Knowledge	Learning	Community	Safe	Comfortable	Welcoming	Convenient
1	100%	100%	100%	100%	100%	100%	100%
2	100%	100%	100%	100%	100%	100%	100%
3	100%	100%	100%	100%	100%	100%	100%
4	100%	100%	100%	100%	100%	100%	100%
5	100%	100%	100%	100%	100%	100%	100%
6	100%	100%	100%	100%	100%	100%	100%
7	100%	100%	100%	100%	100%	100%	100%
8	100%	100%	100%	100%	100%	100%	100%
9	100%	100%	100%	100%	100%	100%	100%

Priority	Knowledge	Learning	Community	Safe	Comfortable	Welcoming	Convenient
1	100%	100%	100%	100%	100%	100%	100%
2	100%	100%	100%	100%	100%	100%	100%
3	100%	100%	100%	100%	100%	100%	100%
4	100%	100%	100%	100%	100%	100%	100%
5	100%	100%	100%	100%	100%	100%	100%
6	100%	100%	100%	100%	100%	100%	100%
7	100%	100%	100%	100%	100%	100%	100%
8	100%	100%	100%	100%	100%	100%	100%
9	100%	100%	100%	100%	100%	100%	100%



For color word-color pairings, see spreadsheet.

- #1 CONVENIENT
- #2 WELCOMING
- #3 KNOWLEDGE / LEARNING
- #4 COMFORTABLE
- #5 SAFE
- #6 INCLUSIVE
- #7 COMMUNITY
- #8 QUIET
- #9 SUSTAINABLE

HH → RR  
KIDS PLAY  
Teen socials  
class  
HM - combo maker tech. ARTS.  
MM - gardens cafe social space

CAFE = ARTS with kitchen  
WET.  
tech

“The only thing you need to know,  
is the location of the library”

— Albert Einstein



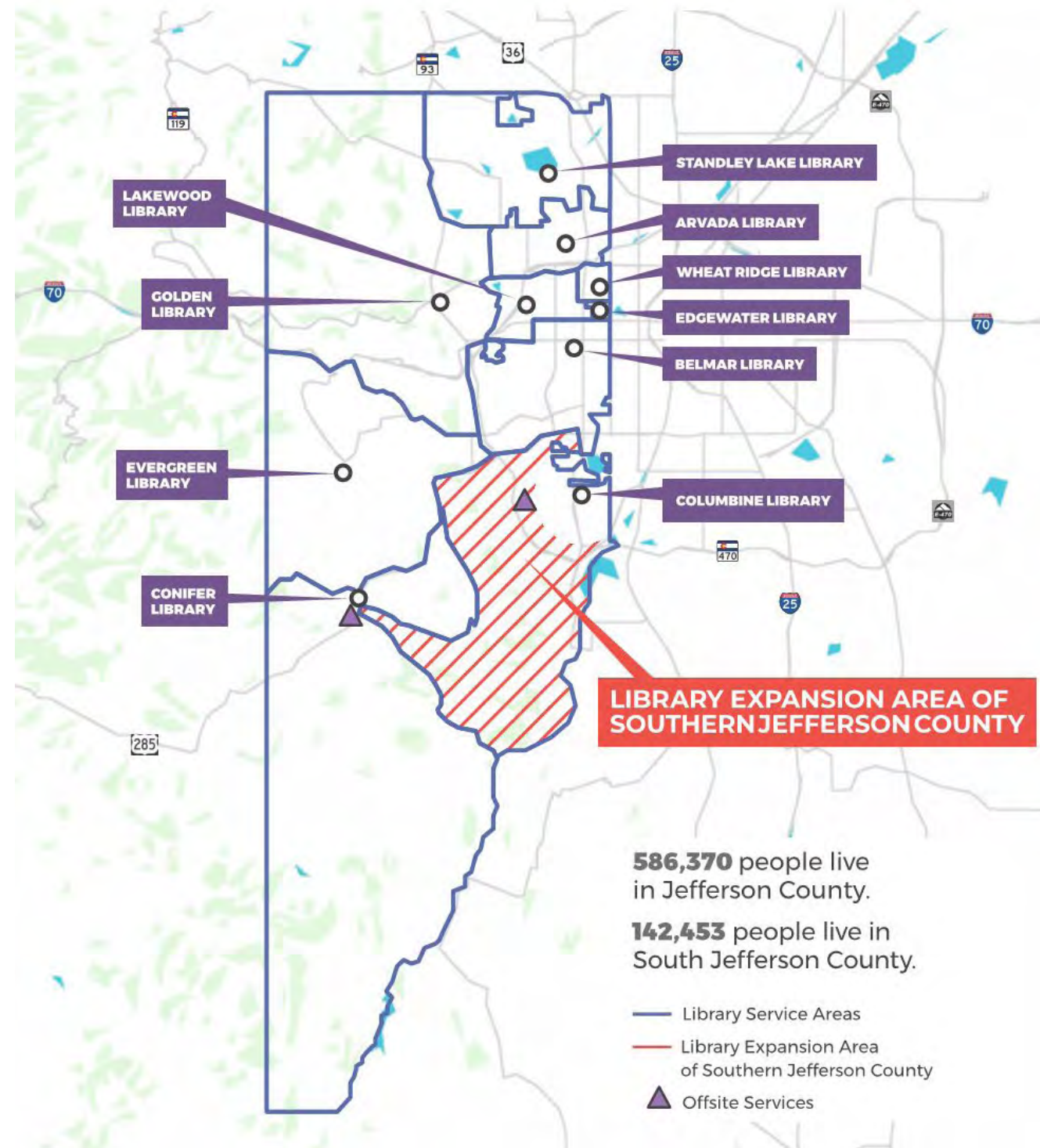
# VIRTUAL SURVEY INPUT

## THE LOCATION AND SITE OF THE FUTURE LIBRARY DESTINATION IS UNKNOWN.

Jefferson County Public Library has extensive demographic information related to Jefferson County and identified the southern portion of the County as the region to locate the future library. The purpose of the community engagement process was to supplement and inform JCPL on the needs and wants of the community related to location and potential sites. The survey asked several questions related to current travel trends and what makes a good library location.

The map to the right indicates where current JCPL libraries are located and the targeted expansion areas for the new library.

## COUNTY LIBRARY LOCATIONS



# VIRTUAL SURVEY INPUT

**QUESTION:**

What would make you go to a library more often?

**TAKEAWAYS:**

- Convenient access was the primary factor that would make respondents frequent a library more often.
- “Other” responses predominantly focused on extended or more convenient hours, activities, and programs, and the limitations due to the COVID-19 health orders.

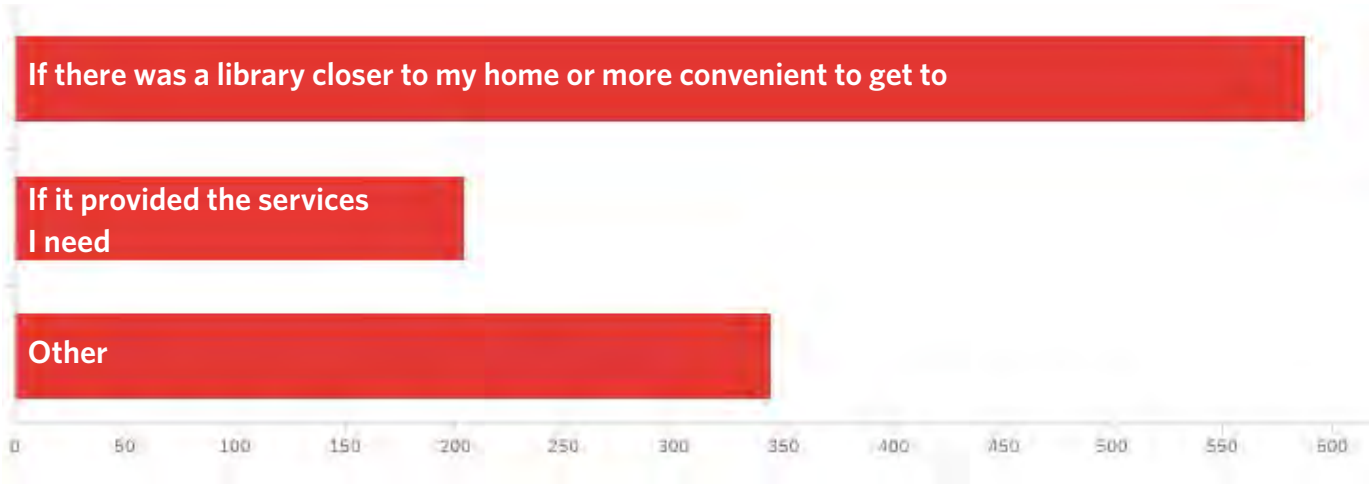
**QUESTION:**

What would make a good library location?

**TAKEAWAYS:**

- Convenient access was the primary factor by a wide margin.

**QUESTION: What would make you go to the library more often?**



**QUESTION: What would make a good library location?**





# COMMUNITY RESPONSE TO WHERE THEY CURRENTLY GO

## HEAT MAPS:

To understand where the community is already going for various functions, participants were asked: Where do you currently go shopping?; Where do you generally interact with school(s)?; Where do you attend religious functions?; and Where do you generally attend places of entertainment?

Each person was asked to click on the maps provided to indicate these locations and the heat maps on the following places were generated.

The following maps are layered from 1-4 to show the overlay of combined functions.

### Where people go to/for...

MAP 1: School

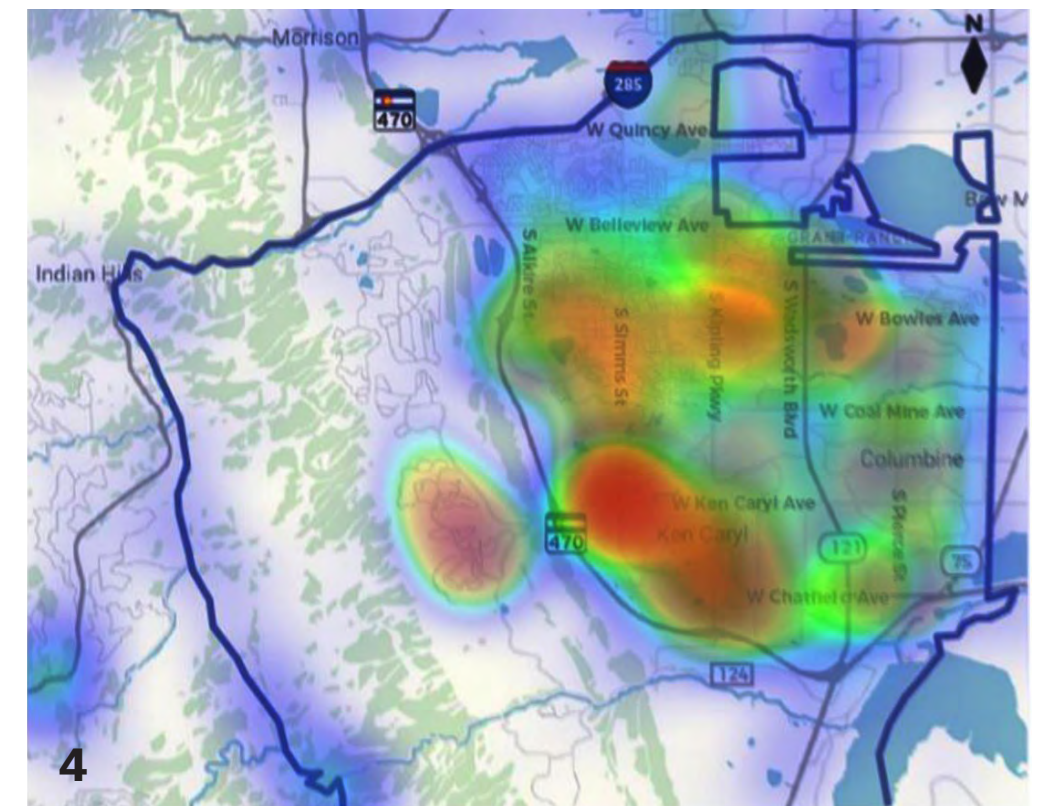
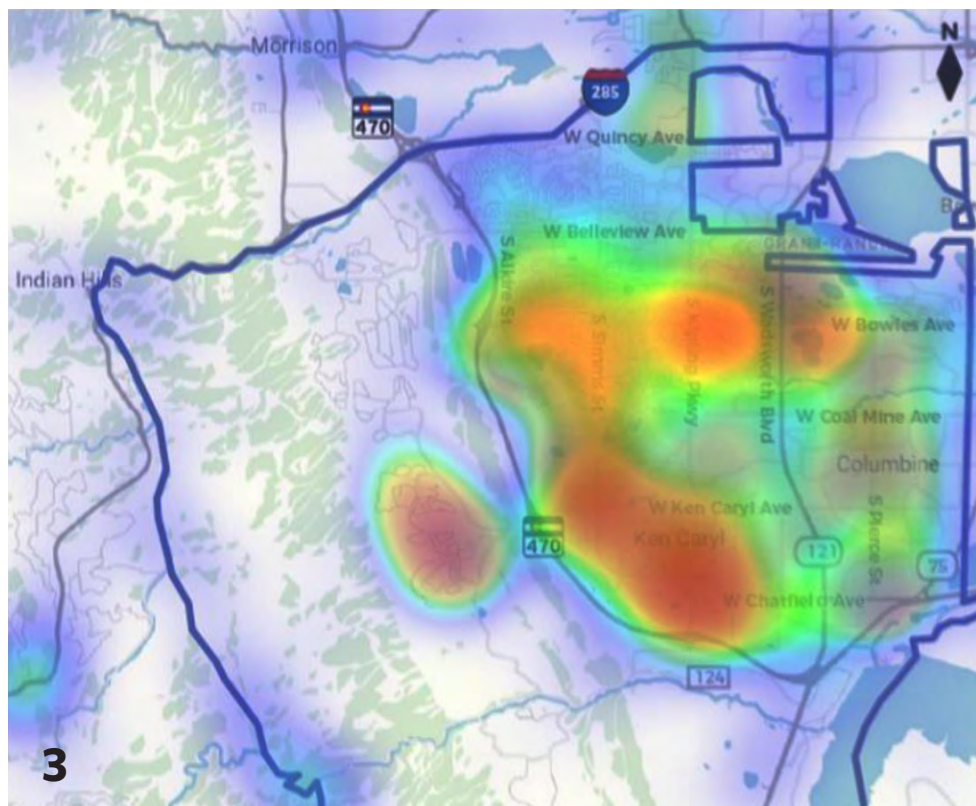
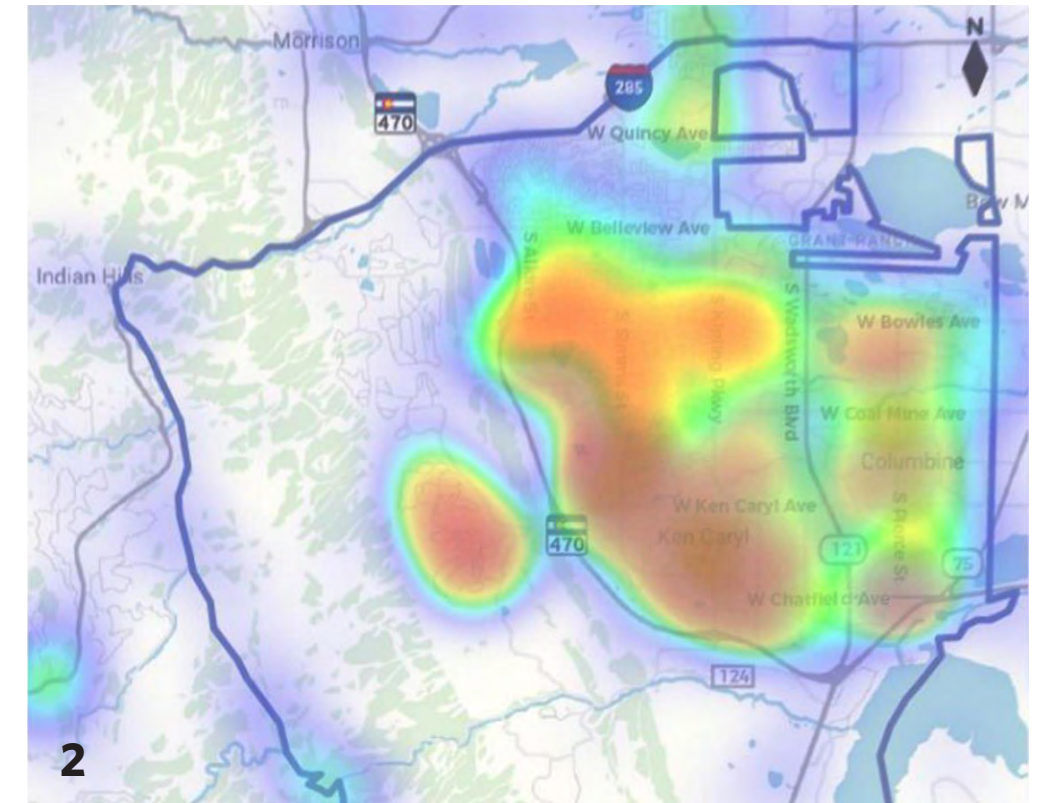
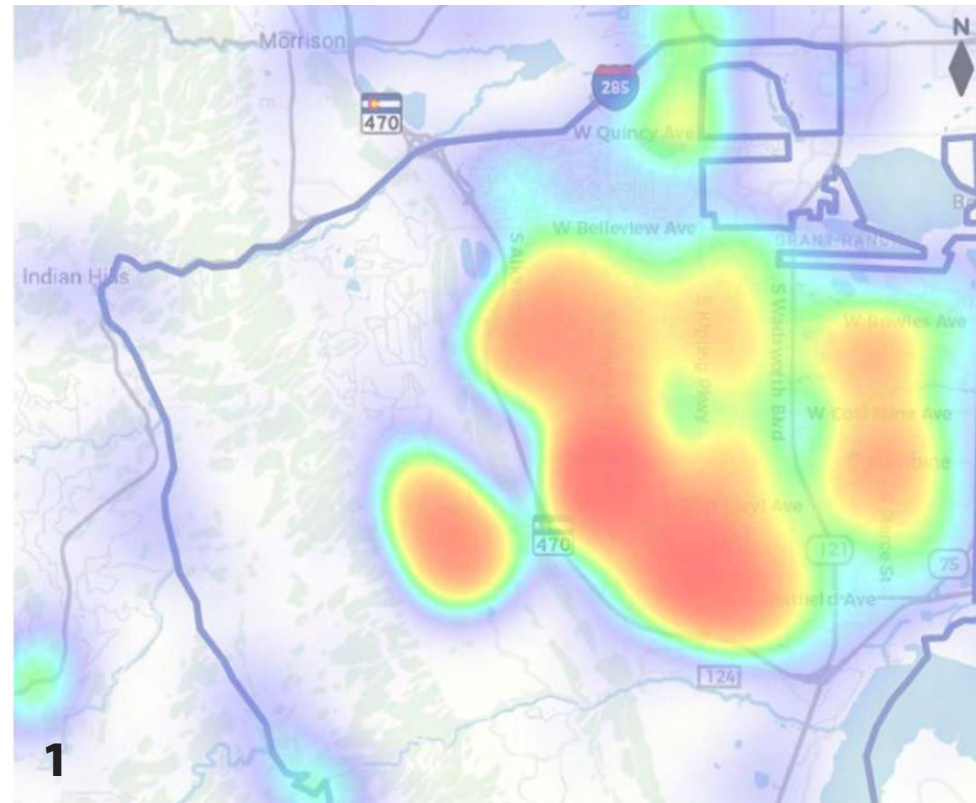
MAP 2: School + Religious Functions

MAP 3: School + Religious Functions + Entertainment

MAP 4: School + Religious Functions + Entertainment + Shopping

### TAKEAWAYS:

High concentrations of people are attending multiple functions within the boundaries of W Bowles Ave, S Wadsworth Blvd., and C-470.



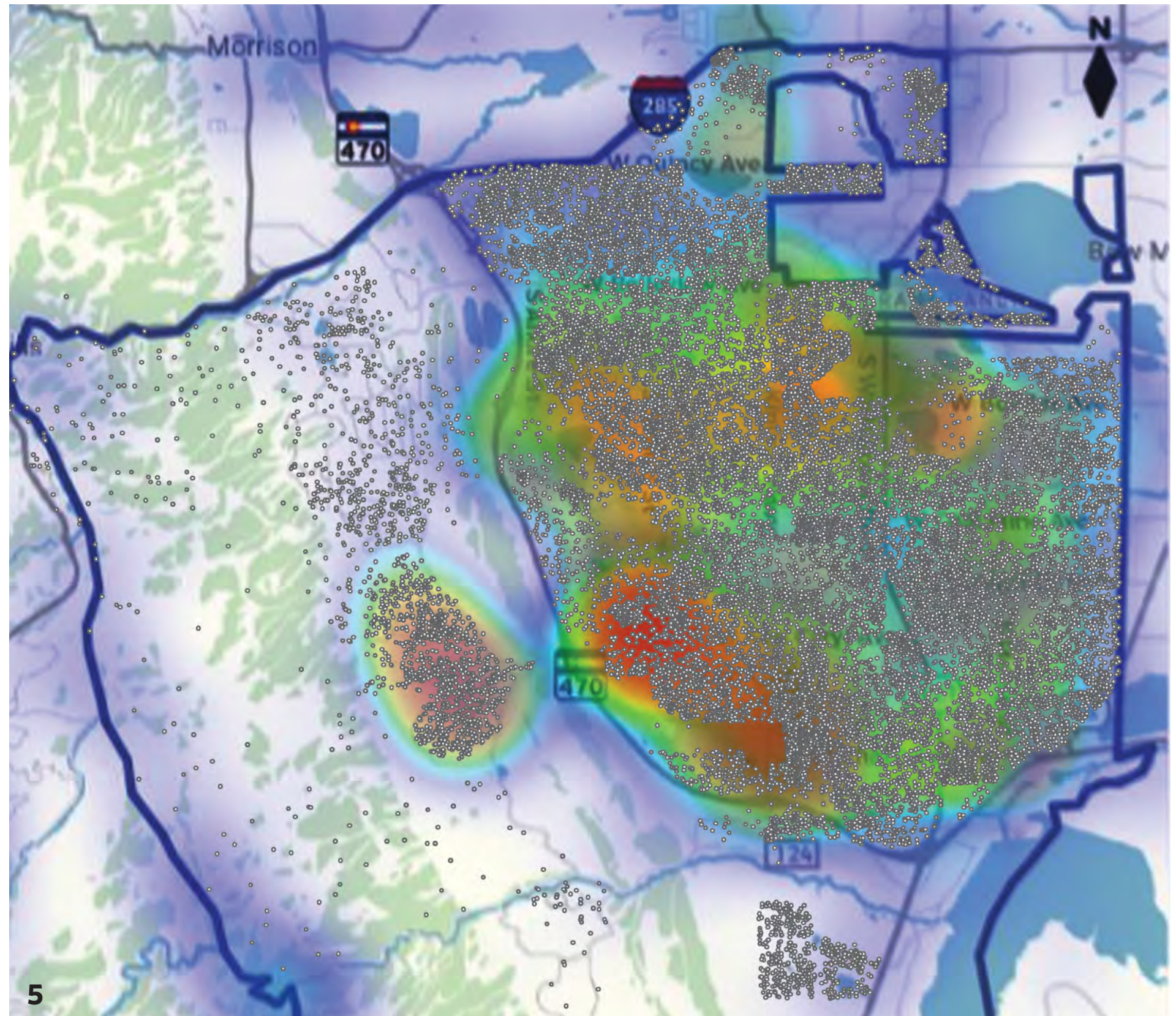


## HEAT MAPS WITH POPULATION DENSITY

To better understand where the population corresponds with the destinations indicated in the survey, HDR overlaid population density.

MAP 5: Where People Go to School + Religious Functions + Entertainment + Shopping + Population Density

**1 DOT = 5 PERSONS PER ACRE**  
2010 CENSUS DATA

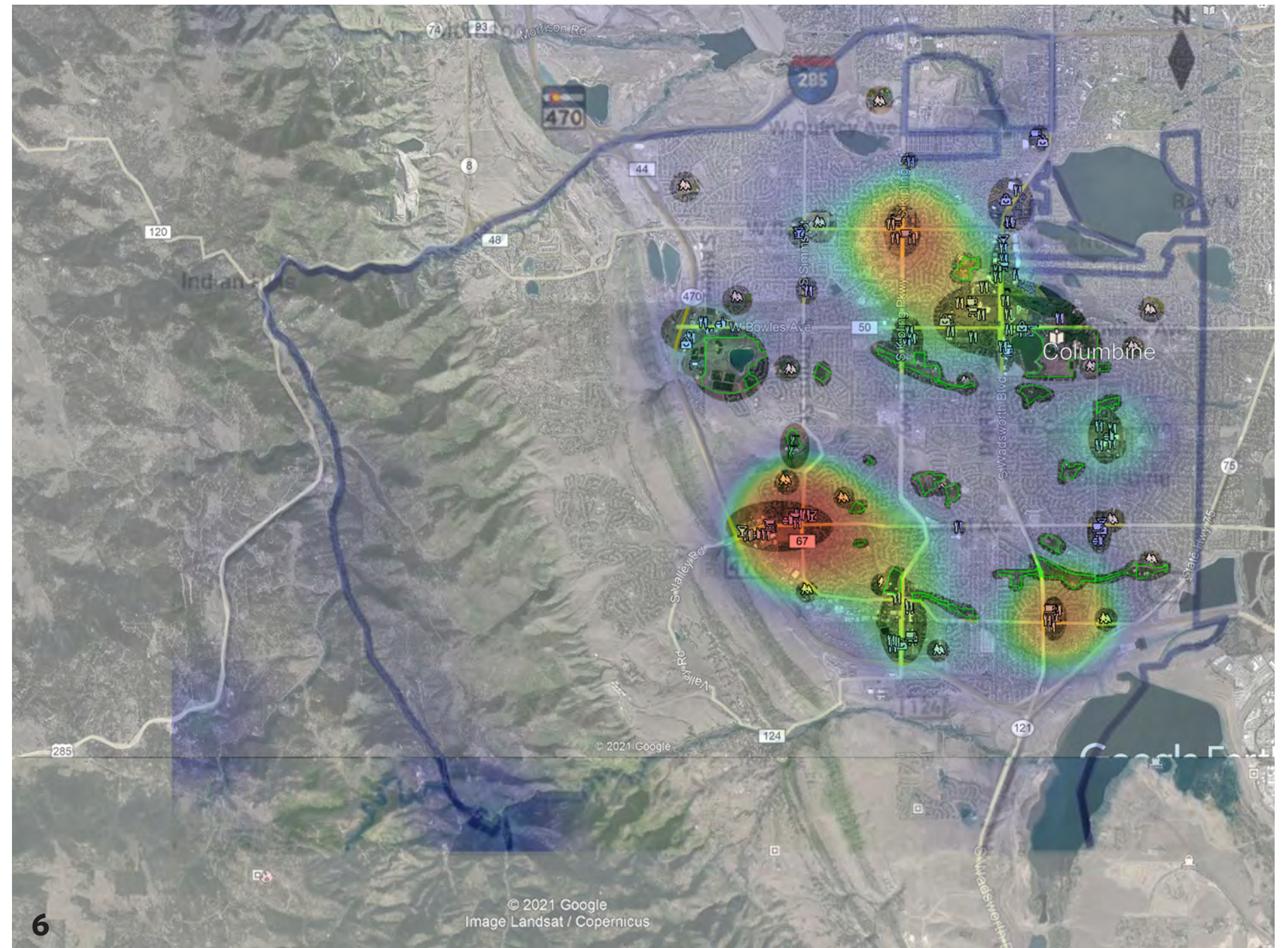




# HEAT MAPS WITH ADJACENT AMENITIES

The map to the right shows the context of the amenities that are located within the “hot zones” shown in the heat maps.

MAP 6: JCPL Library Locations + School Locations + Shop / Dining Locations + Parks & Recreation Sites





# ENVIRONMENTAL & SOCIAL ANALYSIS

## FLOOD ZONE DATA:

### TAKEAWAYS:

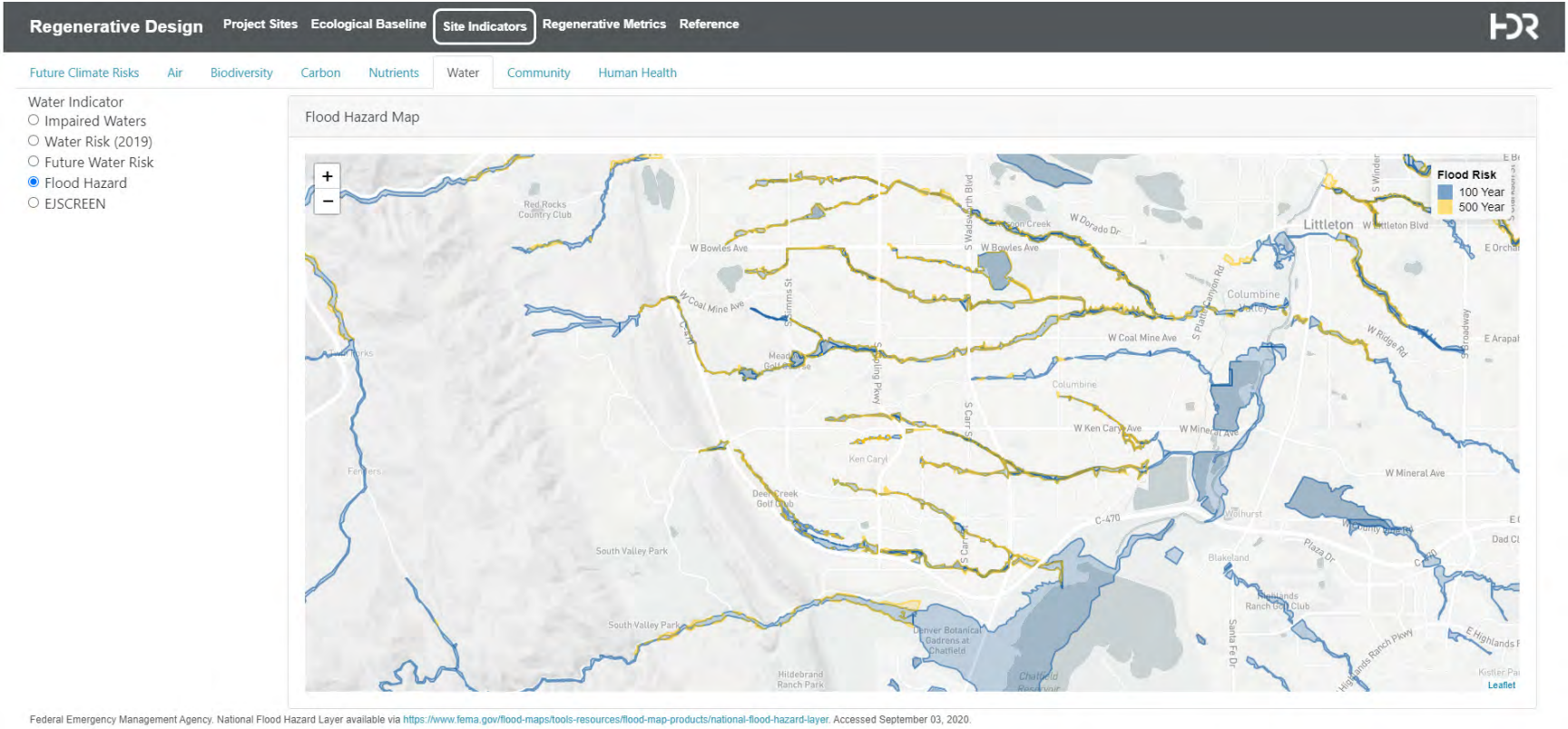
Locations within the 100 year flood zone are limited though it should be considered when reviewing potential sites.

## AIR QUALITY DATA:

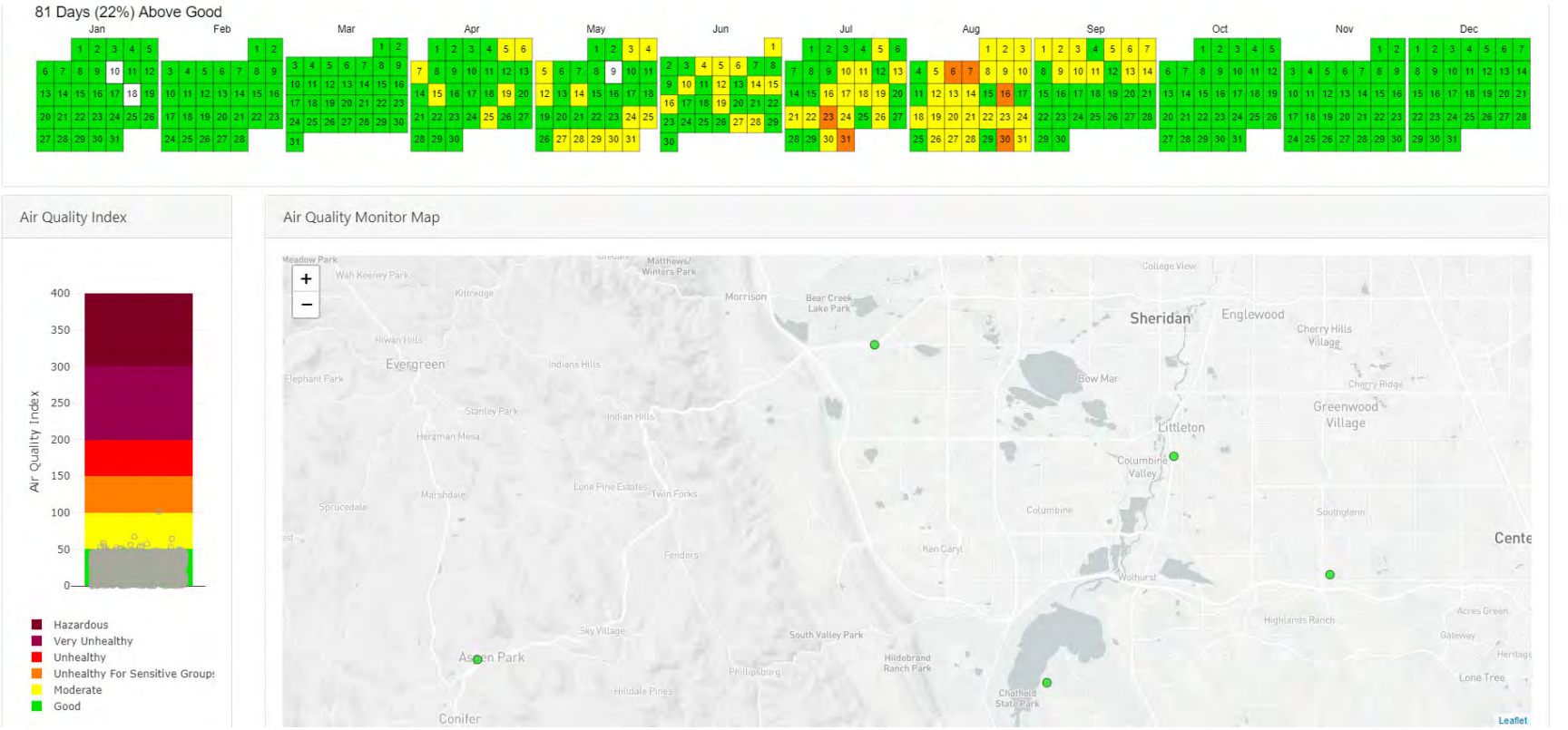
### TAKEAWAYS:

South Jefferson County has relatively good air quality with the days of Moderate to Unhealthy for Sensitive Groups aligning with fire season. This is something to consider when designing spaces that are outdoors or have connections to outdoors.

## FLOOD ZONE DATA



## AIR QUALITY DATA





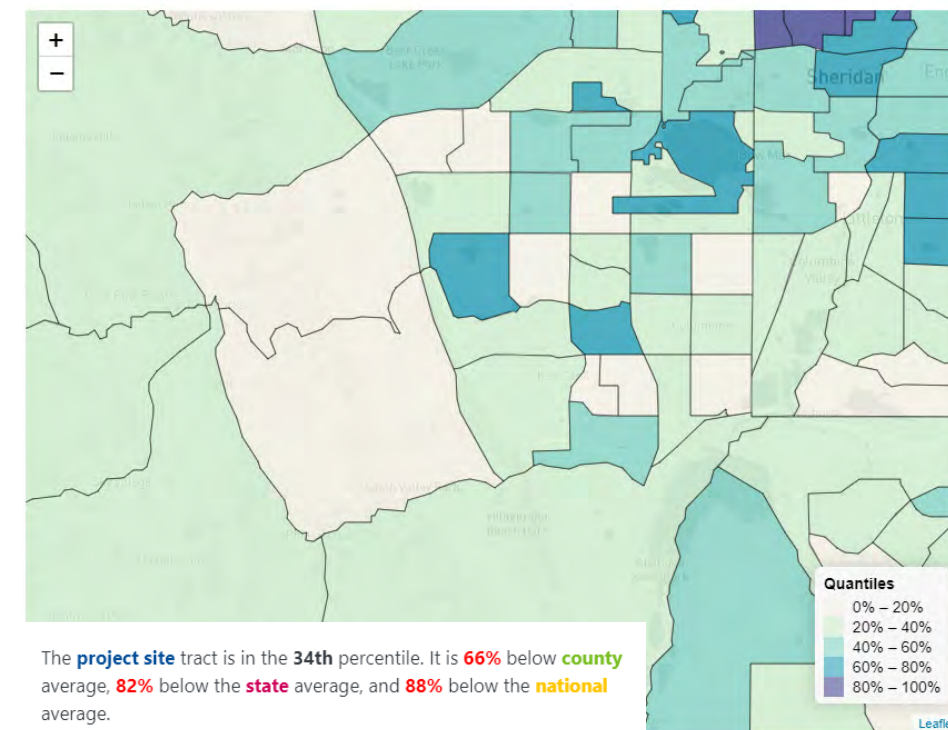
# SOCIAL ANALYSIS OF CENSUS TRACTS IN SOUTH JEFFERSON COUNTY

## TAKEAWAYS:

- Census tract data within South Jefferson County targeted expansion area indicate there are areas with limited resources such as income and internet access.
- Families with children are spread throughout, with the highest percentage population living in the Northeast and Southeast area.
- There are areas with high populations of people over the age of 65.
- Persons that speak English “less well” are also spread throughout the targeted expansion area.

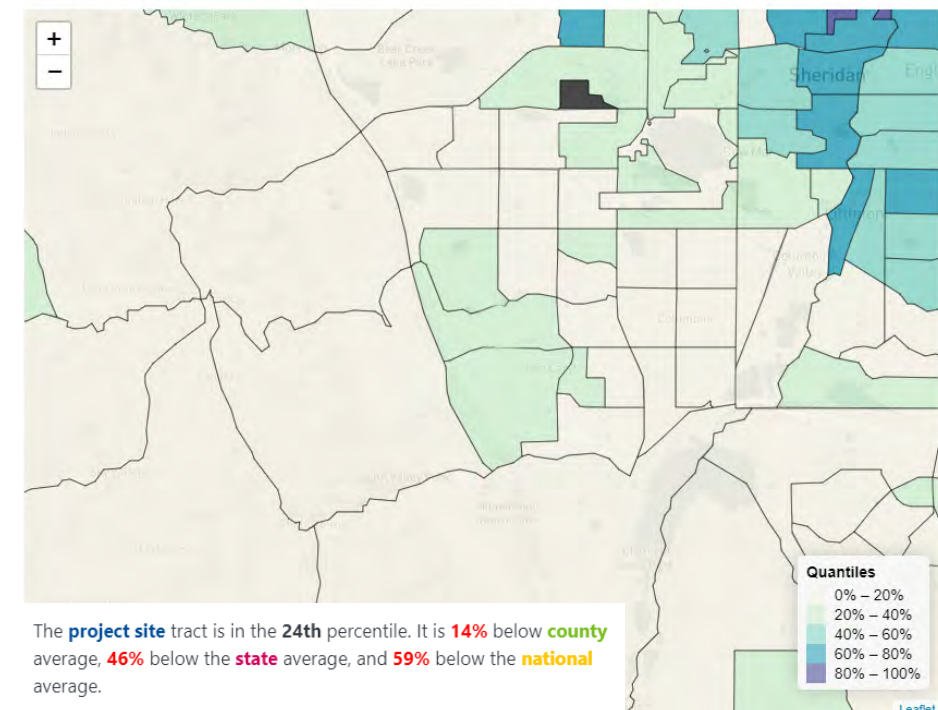
## PERSONS OVER THE AGE OF 5 THAT SPEAK ENGLISH “LESS WELL”

Census Tract Map



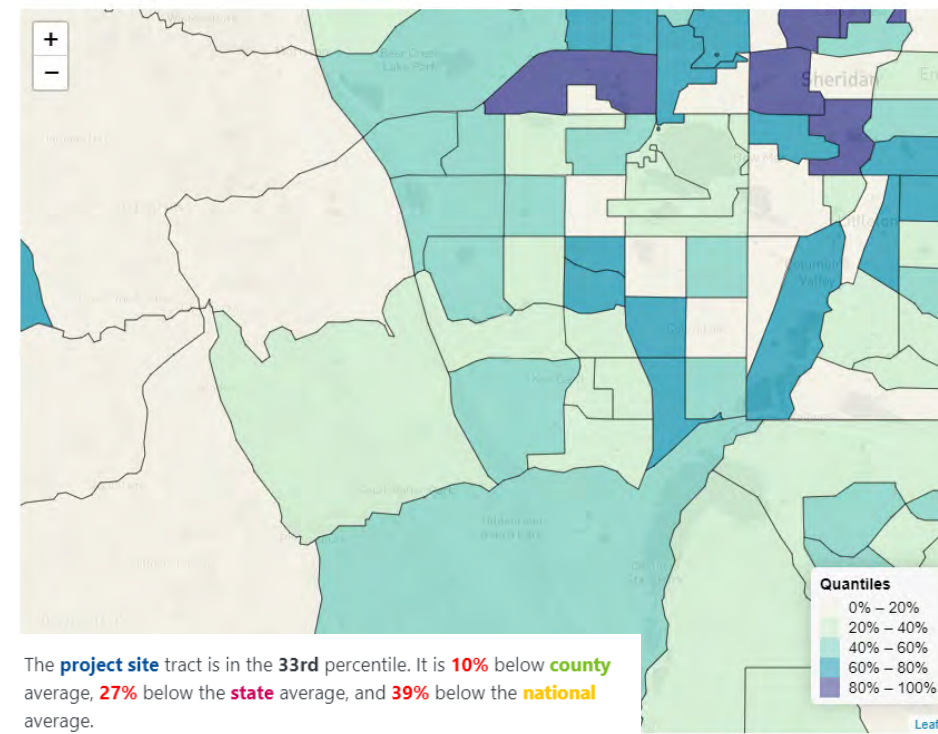
## PERSONS BELOW THE POVERTY LEVEL

Census Tract Map



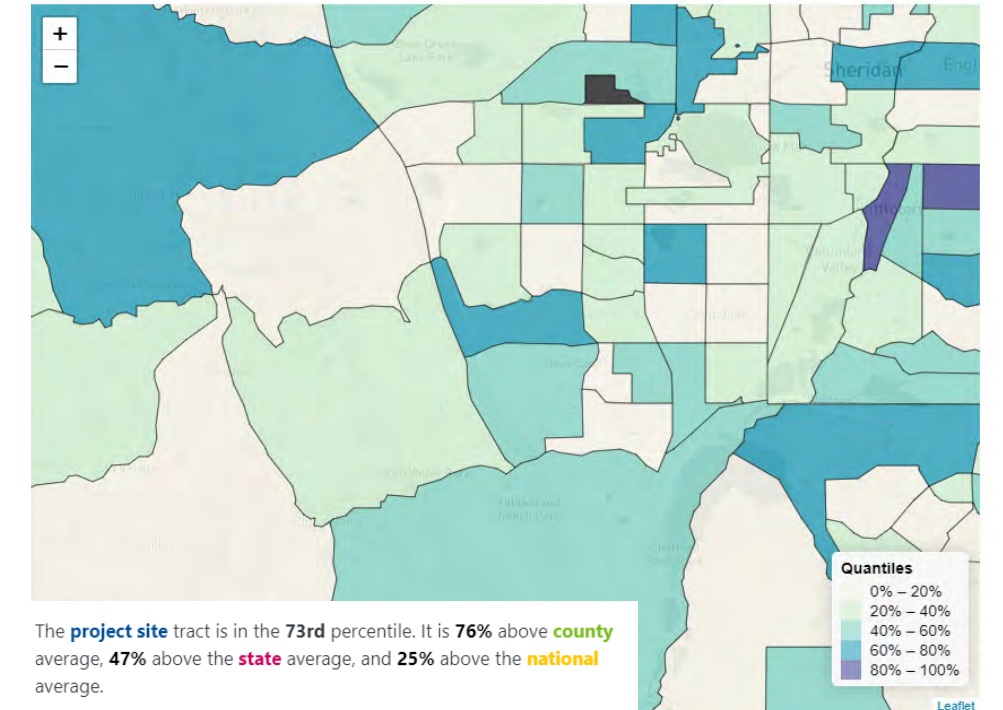
## SINGLE FAMILY HOUSEHOLDS WITH CHILDREN UNDER AGE OF 18

Census Tract Map



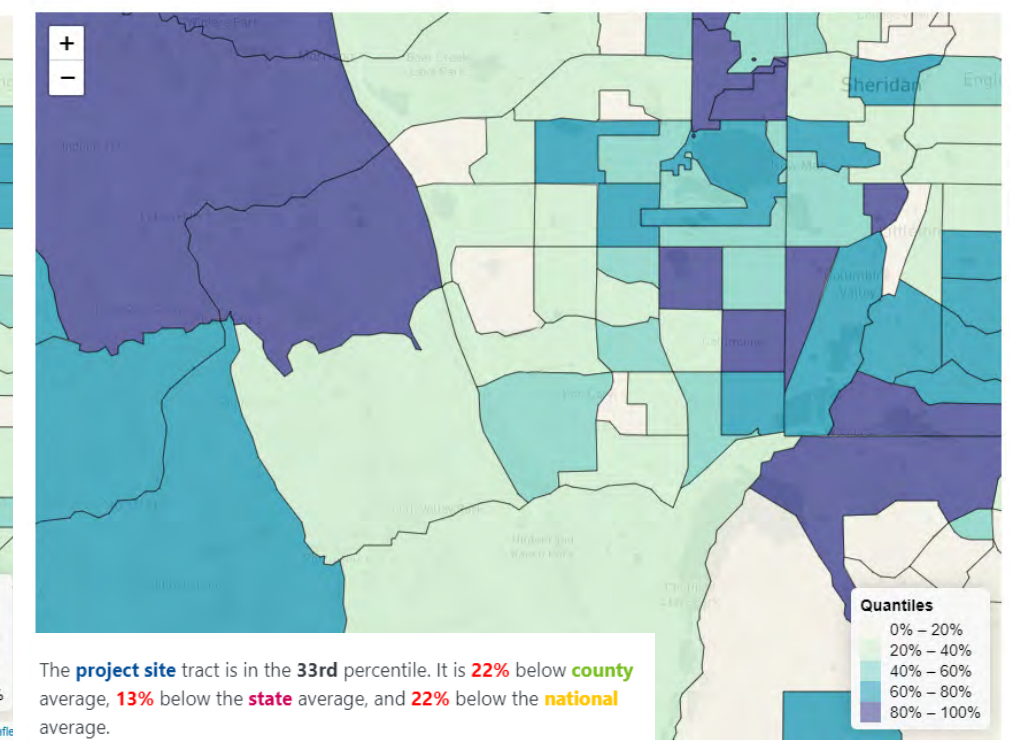
## HOUSEHOLDS WITHOUT INTERNET ACCESS

Census Tract Map

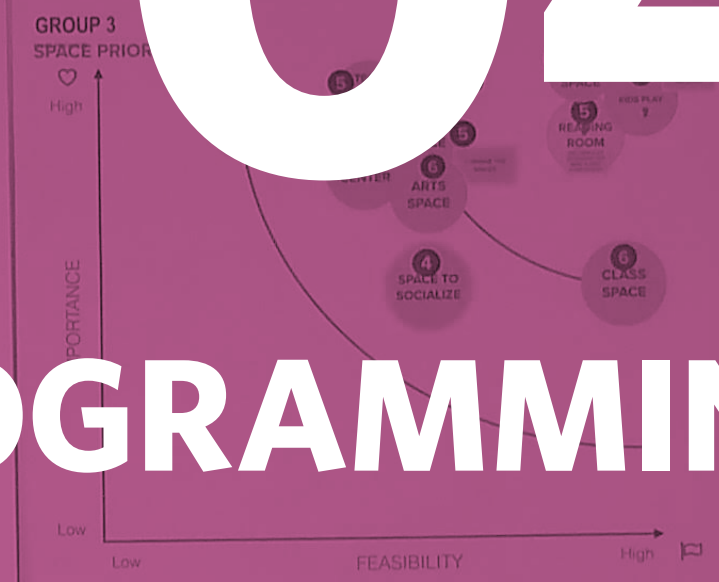
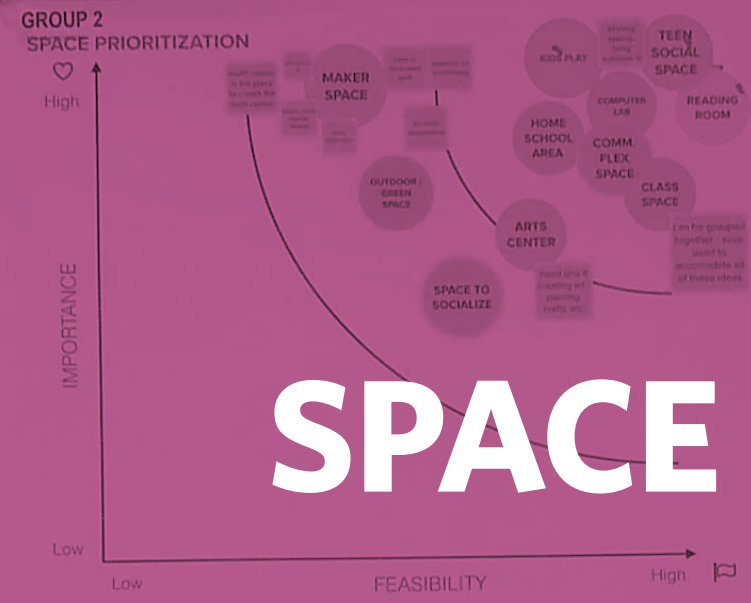
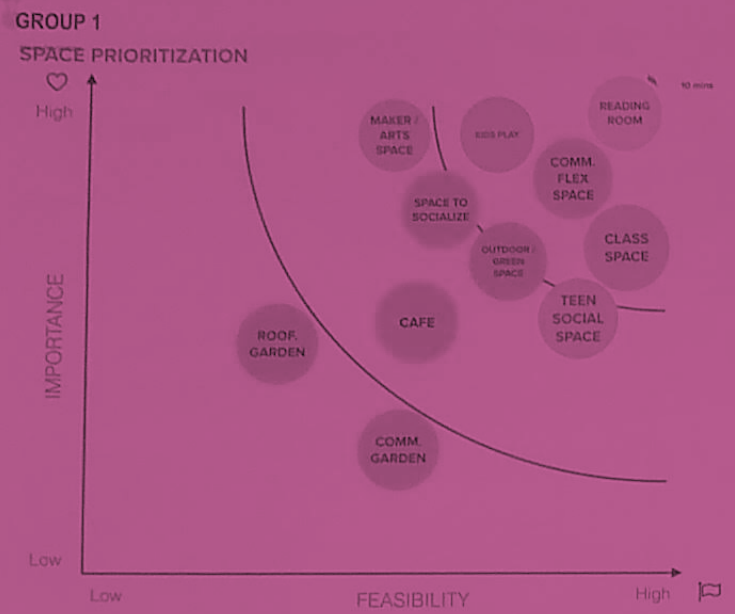


## PERSONS AGED 65 AND OLDER ESTIMATE

Census Tract Map

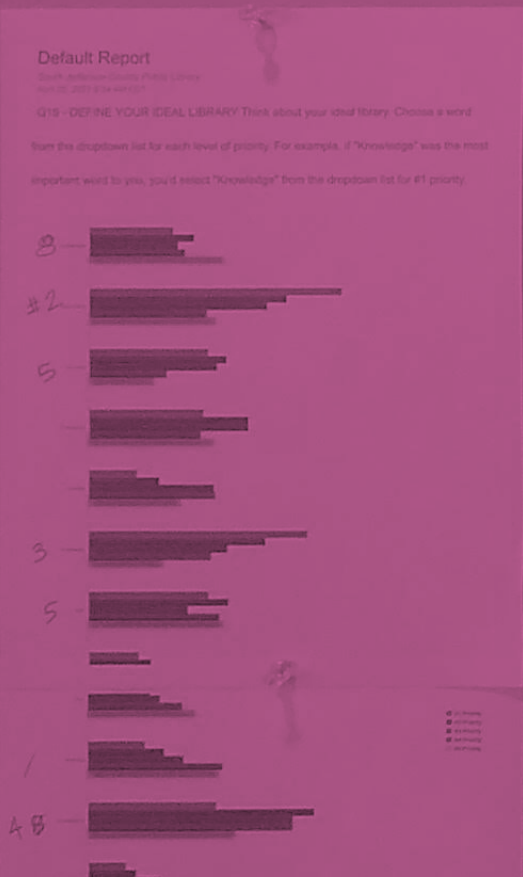






# 04

# SPACE PROGRAMMING



- #1 CONVENIENT
- #2 WELCOMING
- #3 KNOWLEDGE / LEARNING
- #4 COMFORTABLE
- #5 SAFE
- #6 INCLUSIVE
- #7 COMMUNITY
- #8 QUIET
- #9 SUSTAINABLE

HH → RR

KIDS PLAY

Teen socials

Class

HM - combine maker tech. ARTS.

MM - gardens cafe social space

CAFE = ARTS with kitchen

WET.

tech



“The most dangerous phrase in the language is ‘We’ve always done it this way.’”

— Grace Hopper

# PROGRAMMING SUMMARY

Developing the building space program is an important piece to the puzzle of finding the right site and providing a building that will meet the needs of the community.

To develop the building program, HDR worked with the JCPL Managers and Directors team to synthesize the feedback from the community and evaluate additional layers of feasibility related to cost and operations.

A quantitative Space Program was developed and included in this section. It considered the types of spaces and square footages required per person that each space will serve as well as an estimated collections count.

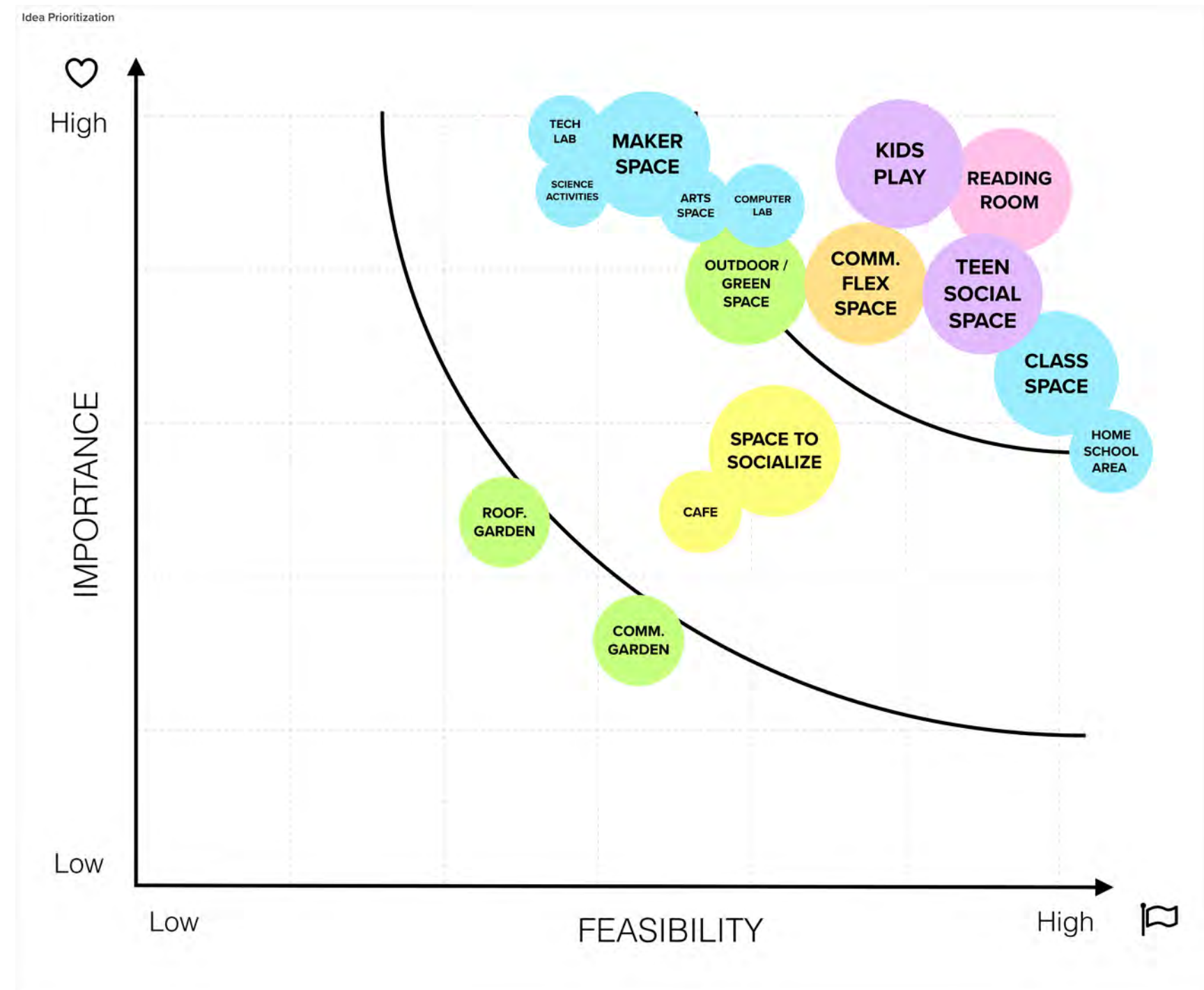
## Programming Process:

### TAKEAWAYS:

The graph to the right reflects the types of spaces that were requested in the survey and community meetings and they were evaluated based on:

- Frequency of community requests
- Feasibility that a building or site will provide the ability
- Operational cost and functionality

## PROGRAMMED SPACES BEYOND THE COLLECTION EXERCISE - IMPORTANCE AND FEASIBILITY GRAPH





PROGRAMMING

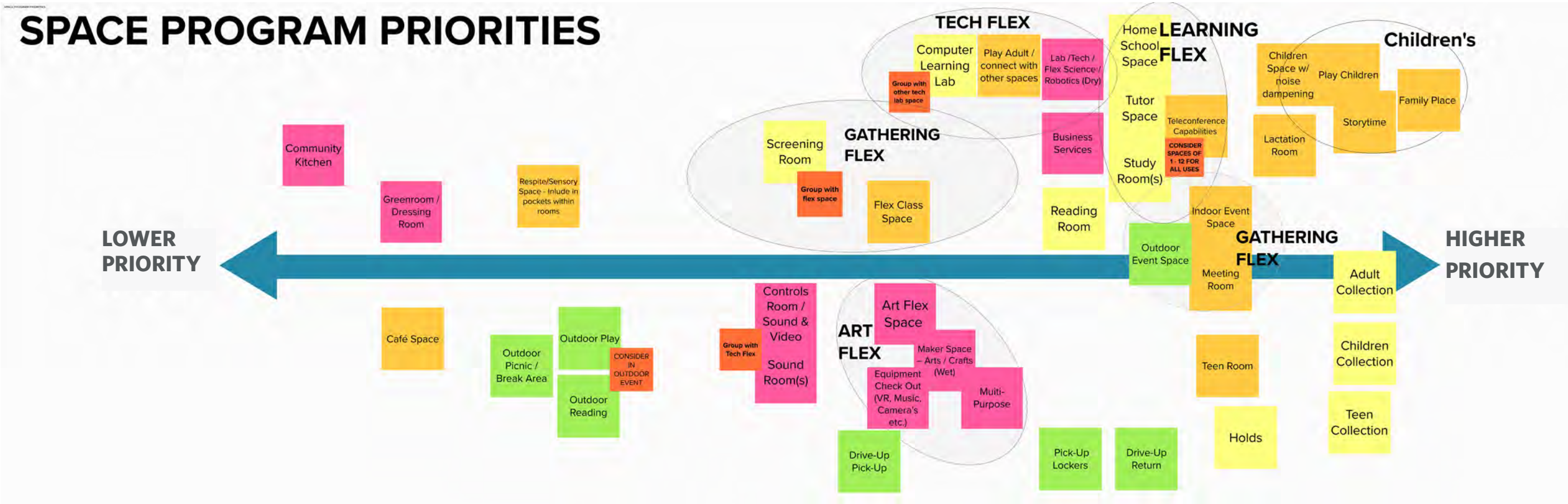
Upon completing the first round of high-level space program prioritization, the project team broke the list down further to include the types of spaces that would create the larger space types. They were evaluated similarly based on community priority, cost, and operational feasibility.

TAKEAWAYS:

- Some spaces can be clustered or combined to provide support and efficiency
- All of these spaces are being considered in the Program and these rankings will assist in prioritizing based on the available building sites and project budget
- It is a higher priority to provide places to consume knowledge and for the community to gather and create.

SPACE PROGRAM LIST

LEARN		CREATE		GATHER		OUTDOOR		ADMIN/SUPPORT		
Adult Collection	Teen Collection	Maker Space - Arts / Crafts (Wet)	Lab Space - Tech / Science / Robotics (Dry)	Teen Space	Children Space	Drive-Up Return	Drive-Up Pick-Up	Operations Work Room	Public Service Work Room	Private Offices
Study Room(s)	Children Collection	Business Services	Equipment Check Out (VR, Music, Camera's, etc.)	Meeting Room	Café Space	Outdoor Event Space	Outdoor Play	Staff Break Room	Respite/Sensory Space	Lactation Room
Holds	Reading Room	Greenroom	Controls Room / Sound & Video	Play Adult	Storytime	Outdoor Reading	Outdoor Picnic / Break Area	Friends of the Library	All-gender restrooms	Auto Book Return Space
Screening Room	Computer Learning Lab	Community Kitchen	Sound Room(s)	Indoor Event Space	Teleconference Room			IT Room(s)/MDF/IDF	IT Room AV	
Home School Space	Tutor Space	Art Gallery		Lactation Room	Respite/Sensory Space			Janitor	Storage	
				Family Space	Play Children					





JCPL South County Expansion Program Summary	CONCEPT PROGRAM AREA			NOTES
	VISION	SUITABLE	MINIMUM	
Lobby	2,110	2,110	2,110	Refer to appendix
Flex Space - Gather	13,700	8,270	5,350	VISION: Event space for 500 with tables and chairs. Flex multi-purpose room for 225 includes larger kitchen for programming, cafe space with self service and support spaces. Indoor/outdoor space. SUITABLE: Event space for 500 with individual seating/standing space. Flex multi-purpose room for 200 and cafe space with self service and support spaces. Indoor/outdoor space. MINIMUM: Event space for 300 with individual seating/standing space. Flex multi-purpose room for 150 and support spaces. Indoor/outdoor space.
Flex Space - Create	2,315	1,595	835	VISION: Defined Tech Lab for multiple uses, Create Lab for multiple Uses, Digital Media Studio (video & sound recording) and support spaces. SUITABLE: Combined Tech and Create Lab that can be divided into separate spaces. Digital Media Studio (video & sound recording) and support spaces. MINIMUM: Combined Tech and Create Lab that is not divisible. Digital Media Studio, (sound recording space).
Flex Space - Learning	2,640	2,110	1,720	VISION/SUITABLE: Includes Quiet Reading Room, Study/Small Gathering Rooms, Respite Area with study rooms that can be dispersed amongst various areas. Vary in sizes. MINIMUM: Quiet Reading room, Study/Small Gathering Rooms with one study area dispersed in Children's. Vary in sizes.
Children Area (incl. collection)	4,735	4,220	3,812	Refer to appendix
Teen Services (incl. collection)	760	740	600	Refer to appendix
Adult Services (incl. collection)	5,100	5,070	5,080	Refer to appendix
Reference Services (incl. collection)	1,090	910	750	Refer to appendix
Periodicals & Media Services (incl. collection)	990	930	870	Refer to appendix
Computer & Business Center	1,150	1,040	880	VISION: 28 computer stations SUITABLE: 24 computer stations MINIMUM: 20 computer stations
Operations Staff / Circ Work room	1,080	1,080	1,080	Refer to appendix
Public Service Staff / Admin	1,480	1,480	1,480	Refer to appendix
Information Technology	425	425	425	Refer to appendix
Staff Support	860	860	860	Refer to appendix
Subtotal: Assigned Area	38,435	30,840	25,852	
Unassigned Area	27%	27%	27%	Depending on selected building or site, assuming between 25%-30%.
Subtotal: Unassigned Area	10,377	8,327	6,980	
Total Gross Area	48,812	39,167	32,832	



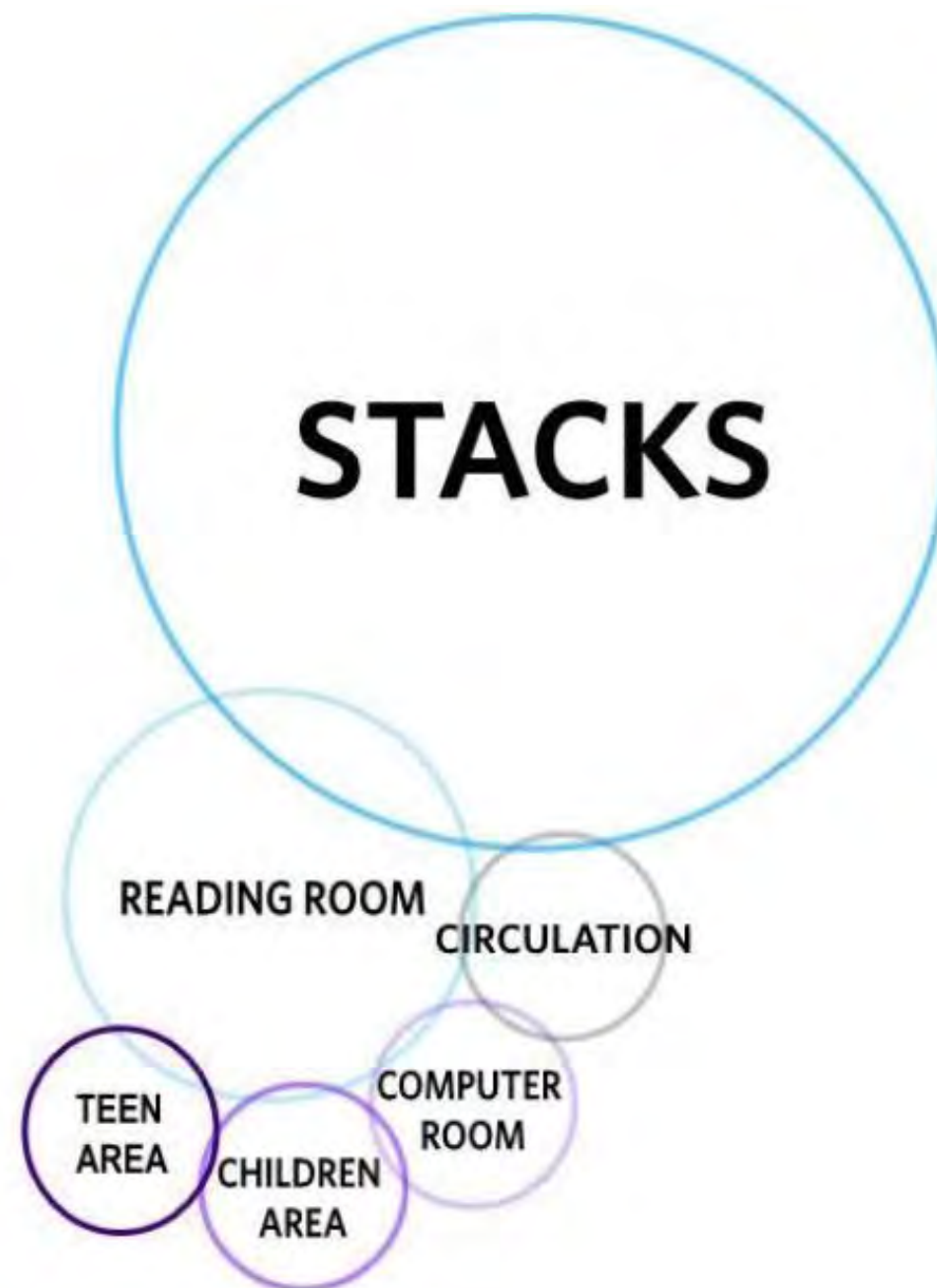
# ADJACENCY DIAGRAMS

During the development of this space program, it has been determined throughout the community engagement process that the future library destination in Jefferson County will provide an expanded program of services and offerings beyond what is typically considered. To support the quantitative space program, the following adjacency diagrams were developed. The purpose of the diagrams is to provide direction on relationships between functions. It is intended that as sites are evaluated for the future building, these diagrams can inform test fits and future design efforts.

## TAKEAWAYS:

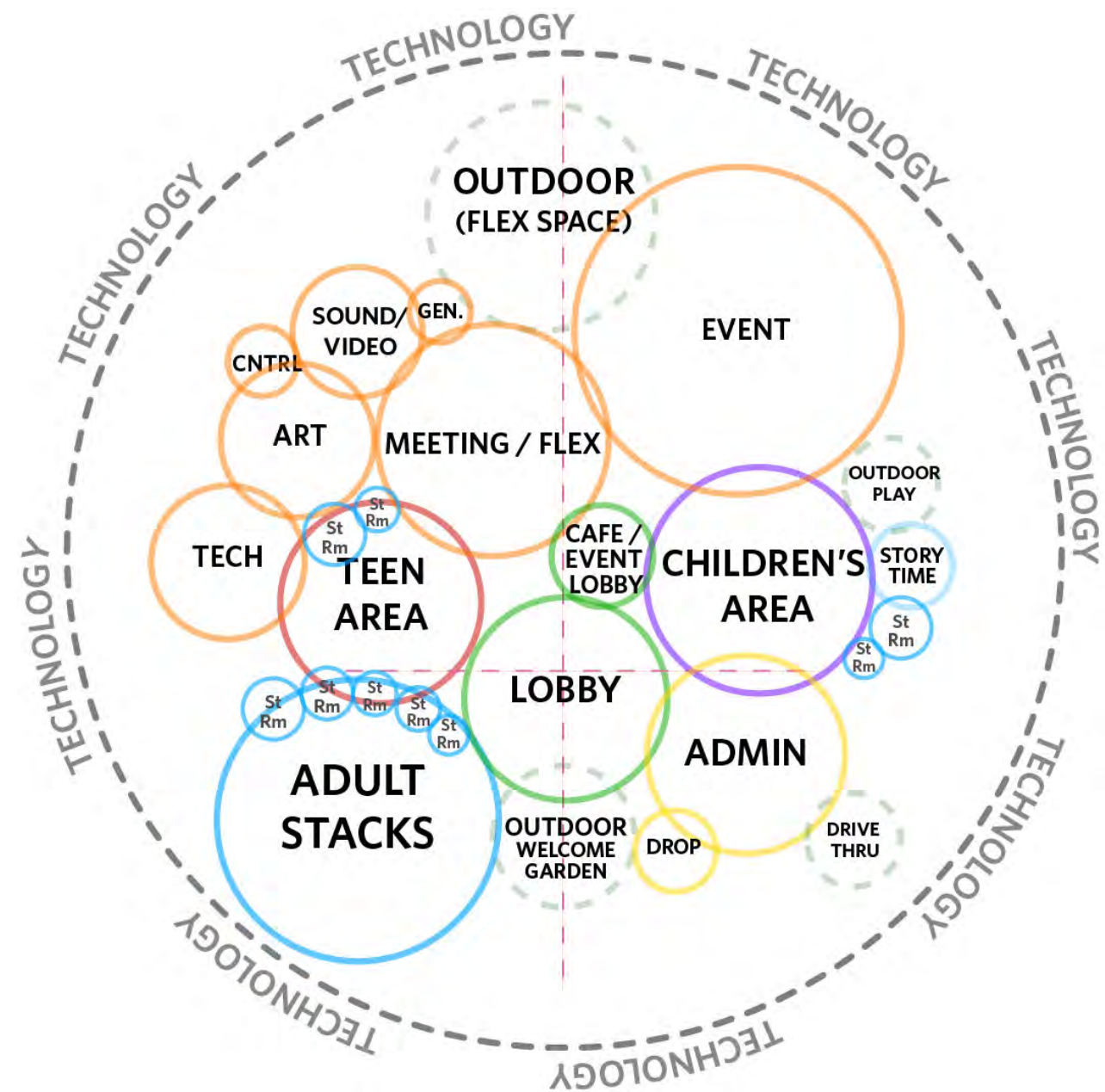
- Some spaces can be clustered or combined to provide support and efficiency Meeting and Flex Space, Event and Outdoor spaces, and Create spaces.
- Provide convenient access to drop off and pick up locations with adjacencies to the main lobby and admin spaces.
- Create adjacencies that provide adequate lines of site for service and safety purposes.
- Disperse study areas amongst adult, teen, and children's areas.
- Consider combining functions such as a cafe-like space with the pre-event lobby near the meeting or event spaces.

## EXAMPLE OF PAST LIBRARY PROGRAM ADJACENCIES

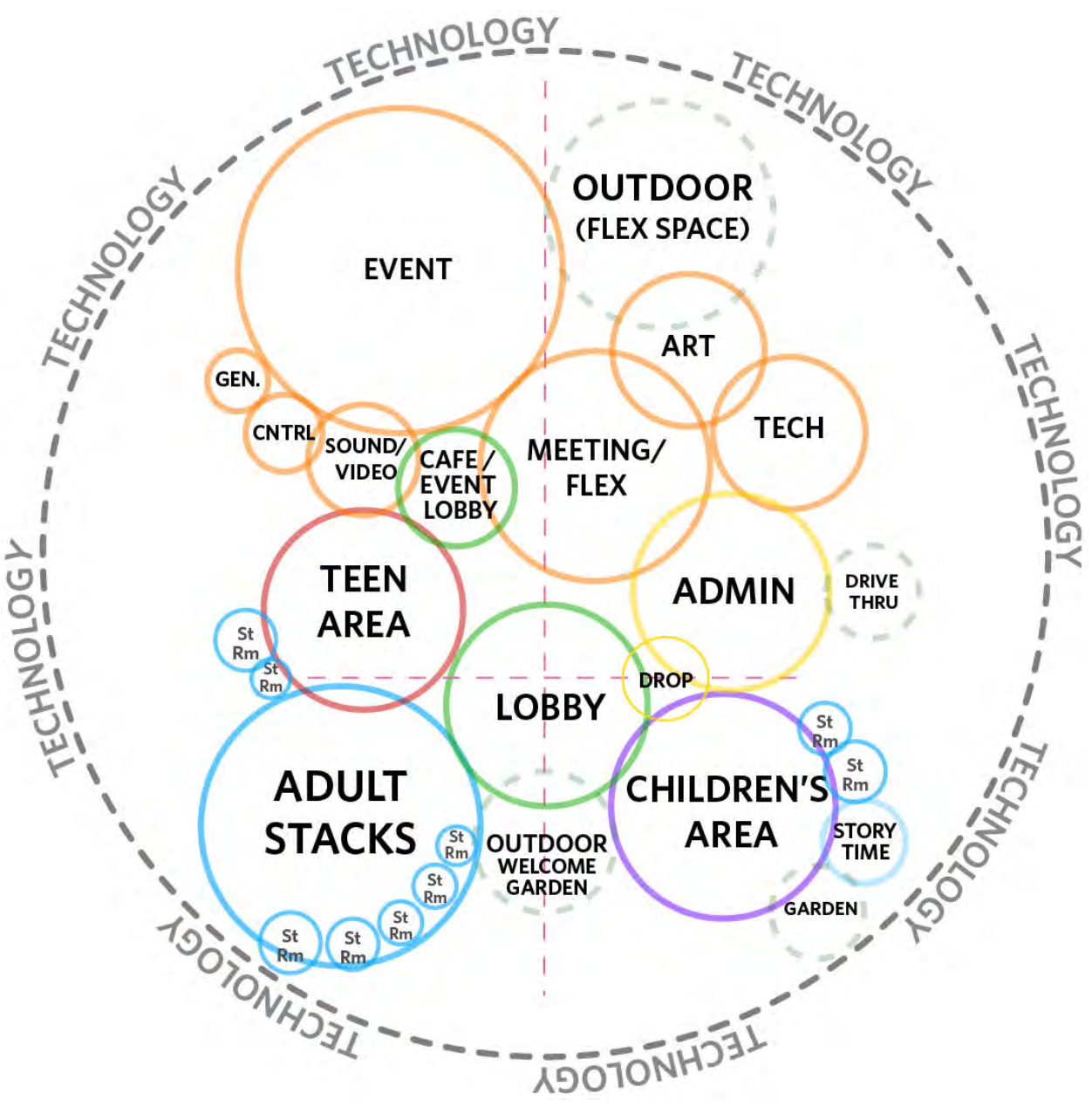


EXAMPLES OF FUTURE LIBRARY PROGRAM ADJACENCIES

OPTION 01



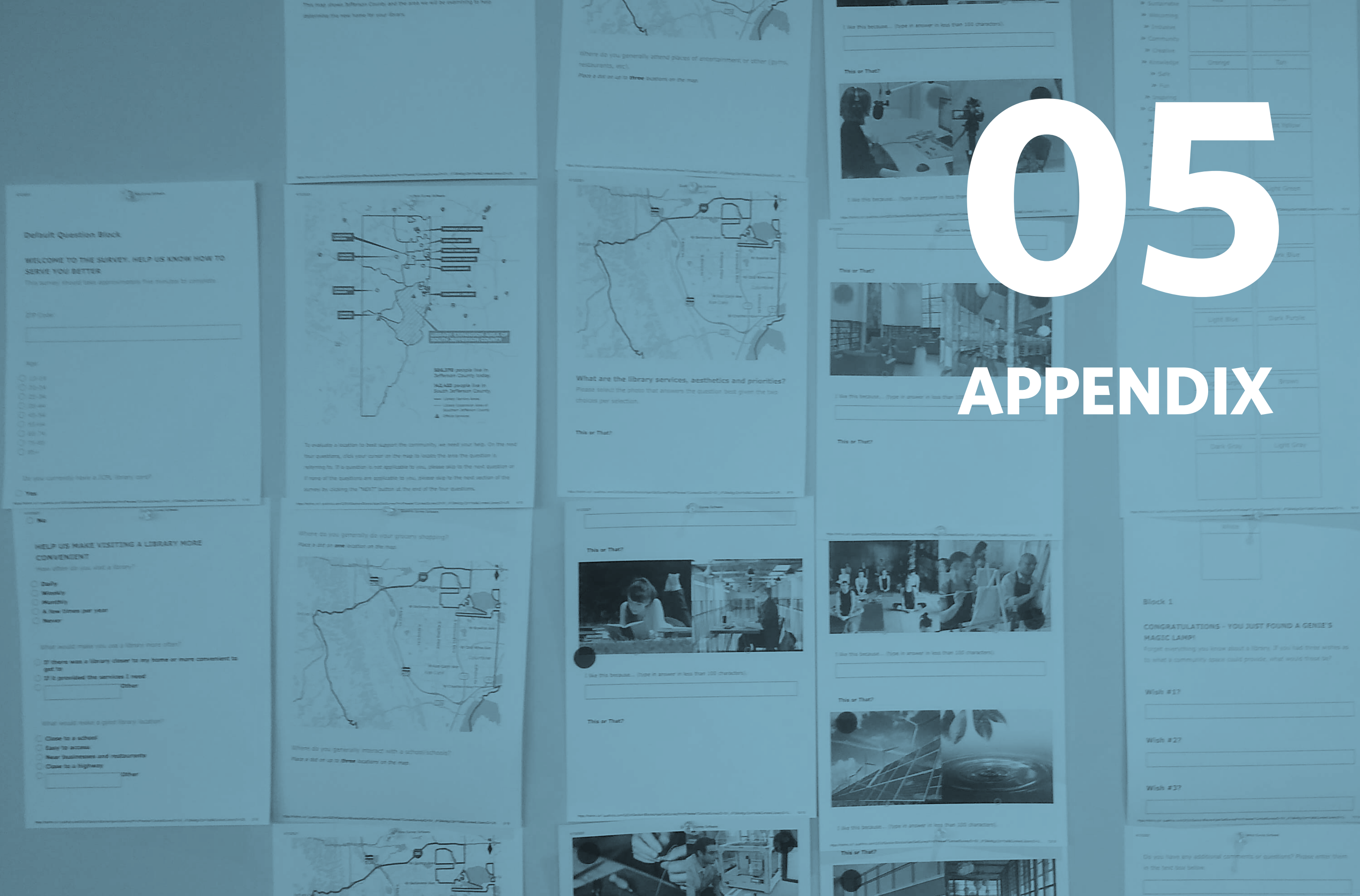
OPTION 02





# 05

## APPENDIX



# COMMUNITY ENGAGEMENT MEETINGS — ACTIVITY BOARDS



COMMUNITY MEETING #1

GROUP #1

ACTIVITY #120mins

**"DREAMING"**

Can you think of features or innovations you have seen, heard, or read about in other libraries that ought to be included in your new library? Tell us about them and why you like them!

Ability to have an indoor / outdoor space, bring outside in, inside	mix of quiet space with comfortable chairs	ability to get a cup of coffee	gather with friends to have coffee	room for 6-8 to plan events
ability to supervise	still wants books	indoor / outdoor	ample number of meeting to accommodate tutors and general public	3d printing lab
active areas for gathering with small groups/ friends	studio where you can make videos or podcasts	consider sensory disabilities in finishes selections,	variety of all amenities	place to learn to repair old appliances, electronics, gadgets
combination rec/ library —location or within the same building —→x2 votes	favorite library-Pikes Peak -21 C	small meeting room/ larger meeting rooms	maker space/ creation station/ learning center	21C library maker room, arts crafts, painting and stuff
universal design important	training areas for small groups/ students- for computer work & tutoring	group collaboration ability	consider activities for the retired population, could teach their trades	Children's story time in Columbine can get crowded, think about a larger space
consider the children's spaces	think about smaller children's areas separately	proper division of spaces- good sound separation a must	learning specific children's play area, play store or things like that	areas where adults can read to small children
garden outside with musical installations - drums - accurately zoned from quiet zones	think about music along a path, learning inside and outside			
garden education for kids	would like to see expansion in evergreen library - to learn inside and outside			

GROUP #1

ACTIVITY #220 mins

**BREAKING DOWN COMMUNITY PRIORITIES -- THE TOP 3, #1 PRIORITIES FROM THE SURVEY**

What would make the new destination library BE or PROVIDE the following:

CONVENIENT5 mins

IN AND OUT OF PARKING LOT WITH EASY ACCESS AND GOOD TRAFFIC FLOW	CONSIDER KIPLING AND E-470 ACCESS	inside: librarians make all the difference with looking things up / assistance	large hub in middle for info desk/ librarians
Parking is a big issue	Columbine has parking off of high traffic	knowledgeable staff and librarians	easy traffic flow in the inside as well
ability to get a coffee next door or within the library	good traffic flow	safety in parking lot	clear markings throughout library- foot prints leading you around the library
well lit parking and feeling safe walking around	Columbine library - accessible outside and inside - near the ball fields, concert amphitheater, the lake	clear wayfinding - looking up, down or sideways	
convenience to other community amenities	located near family activities - easy access-- make it a key part of the community		

WELCOMING5 mins

clean and well maintained when you pull up	too many steps at the entrance are not good for elderly	universal design	wondered why columbine teen area isn't highly used, maybe it's because they can't be loud
great landscaping and taken care of	well accessible entrance	well marked accessible entry	consider outdoor seating area for lively discussions, for teens or possible others
well lit entrances	consider welcoming for teenagers	how to draw different groups in-- teens, families, adults, retired folks	Evergreen library teen area tucked in the back - looks outside
Columbine library - teens hang out outdoors	Columbine is on Park and Rec land	Amphitheatre	connection with nature for teens

KNOWLEDGE5 mins

already there is an ease of access to books and information	consider less accessible tools and equipment like 3D printers	vhs to dvd transfer- popular in polling questions	PROSPECTOR-works really well if you know how to use it- need opportunities to educate the community
computer/ app troubleshooting	long wait times for technology assistance / book a librarian can be an issue	classes on computers and technology	
volunteer program with tech savvy teens	historical aspect from long time residents		

COMMUNITY MEETING #1

GROUP #2

ACTIVITY #120mins

**"DREAMING"**

Can you think of features or innovations you have seen, heard, or read about in other libraries that ought to be included in your new library? Tell us about them and why you like them!

trend of study rooms and office spaces increasing in demand - business community response - HR mtgs etc (small business)	lots of nature light	Windows facing west for Mountain Views	more outdoor space	open between indoors and outdoors
activities or equipment you don't have access to - what can the library give you access to.	Accessibility for all	what else - AI, laser cutter, etc.	While back there was a sign on the corner of Kipling and Quincy I thought that is where it was going to be	connection with community again - good space for community to gather again
a place for purpose	Indoor and outdoor classrooms	Community spaces, indoors and outdoors for classes, gatherings, learning, fellowship, etc.	Gathering places	don't try to be everything to everyone
unique places - nooks, exhibit spaces and experiential spaces, variety of spaces	Less vanilla	Supporting local artists and resources	unique of south jeffersons county - views and outdoors	very beautiful space
I think our landscape is unique. We are fortunate that we can leave our homes and often, walk to a beautiful trail with wildlife and open spaces.	Promoting Diversity. I was struck when I visited the library in Lawrence, KS how great they focused on that.	Lawrence, KS - showcased diversity in their collections and at entry. It was open and lightfilled and felt calm and serene.	it's a community space so everyone should be comfortable being there	note-during riots downtown the denver library did not have the windows broken
it was a special event to go to library	affordable and special for families	classes that perhaps we wouldn't normally do	Showcase local habitat-Prairie, dogs, owls for example. Mountains, pine trees	Showcase the many natural plants and wild animals of the area
make it a destination - where people want to come	open,inclusive, attractive	adaptability libraries have shown - quick and willingness to change		

GROUP #2

ACTIVITY#220 mins

**BREAKING DOWN COMMUNITY PRIORITIES -- THE TOP 3, #1 PRIORITIES FROM THE SURVEY**

What would make the new destination library BE or PROVIDE the following:

CONVENIENT5 mins

efficiency in not having to commute - efficiency in liveliness	Convenient - access to public transportation	Near a school	I agree. Convenience and accessible to main streets
accessible and easy for a diverse group of people.	ask kids	Convenient - plenty of parking	utilizing the space outside and inside
ask teens	location can accomodate ease to get to	along a trail system?	

WELCOMING5 mins

dont have security gates and mutiple languages its spacial about libraries	start with the outside - easy to find, tell where to go from parkign lot, find front doors	reflects the community	introducing other cultures and perspectives in libraries
how to infuse the 'vanilla' culture to make it fit - suburban	ask kids	ask teens	teens feeling comfortable
how to bring the library to those that cannot get there	combination of in person and remote access	ADA accessible	Well rounded services
	hybrid access has challenges to serving patrons	view	place that inspires me visually

KNOWLEDGE5 mins

expanding beyond the walls - continue trend of on-line etc	how to access those that do not normally use the library	ask kids	VHS-DVD conversion is currently offered at Lakewood, Columbine, Standley Lake, Evergreen, Belmar
still have hybrid programs - physically and/or virtually there	free passes to state parks	ask teens	
how to do technology well	we all learn different ways	Although VHS-DVD is offered at multiple libraries, classes are needed to assist clients.	



COMMUNITY MEETING #1

GROUP #3

ACTIVITY #120mins

"DREAMING"

Can you think of features or innovations you have seen, heard, or read about in other libraries that ought to be included in your new library? Tell us about them and why you like them!

Arvada Library noise from kids - have a sound proof room	lots of outside space to enjoy the inspirational beauty of Colorado; I realize there will be months they can't be used but for the months that space can be used, it will be worth it	Outside space!! Our Jeffco Libraries are missing that.	Multistory with TONS of natural light	Community garden
Courtyard area outside the library	Accessibility - elevator if there are stairs	Regular chairs so that they are comfy for all	In the indoor space, some private soundproof rooms for independent work and also for collaboration without distractions (and without causing distractions to others)	Columbine Library - chairs with little tables between so you don't have to sit at a big table - convenient
Seating choices	Places to charge your devices...like in seats and tables	Signage overhead	Special Olympics museum in Colorado Springs has some very cool accessible options accessibility	Theater space (amphitheater for films and performances) puppet theater for families
Plants, greenery	Lots of openness in the main areas...a feeling of spaciousness is important	I think the wood vs metal depends on location and surroundings as well as external architecture	Natural woods, not as much cold metal	One or more conference rooms would be good for groups that might host 8-12+ people or so
Private screening at Arvada library	A space for author readings - both to cater to kids and adults	A creative space like in Denver's downtown library	Children's area with distinct areas/zones/neighborhoods for age groups: early childhood, elementary, tweens	An area for gaming together/competitions
3-D printing, audio lab, laser cutting	As more people these days wish to create vlogs maybe some sort of space with equipment for that sort of thing	Outdoor space could be on the rooftop and double as an event space	Denver Downtown "lab space" hands on creative space. Top Floor	MCA downtown roof space
Sustainability - green roof would be lovely	Kitchen for programming experiences, with all ages	Specific teen area - teens don't want to be in the kids area, but also the adult area isn't always right for them	A place for teen art/ sharing	or teens maybe different seating and different vibe in general, video games, areas to collaborate

GROUP #3

ACTIVITY #220 mins

BREAKING DOWN COMMUNITY PRIORITIES -- THE TOP 3, #1 PRIORITIES FROM THE SURVEY

What would make the new destination library BE or PROVIDE the following:

CONVENIENT5 mins

Close to residential areas - C-470 Ken Caryl area	Location off a main road	Lots of easy parking	Near other destinations (shopping, restaurants, etc.)
South of C-470 is hard to get to - not anything over there	Drive up book drop	Place for UPS and delivery trucks	Curbside services continuing even post covid
Accessible by mass transit	Bike areas	The southwest area could work well- true while maybe not off of Lockheed, why not off of Kipling that's close to all those areas?	Picnic tables outside so you can enjoy your lunch or snacks with kids
Having it being close to mass transit in the Denver metro is a bit of a challenge as the infrastructure does not exist.	Smoking outside away from common areas	near a school so school kids could take advantage of it after school	Lots of parking in general
Bike and secure personal items storage while being in the library.	Near a park		

WELCOMING5 mins

Near a park	Not having petitions and other booths in the front	Easy to navigate when you walk in	Columbine - hard for people to get through - the welcoming area could be bigger
A feeling of warmth and comfort - furniture for every type of need	The homeless population is frequently against library usage as they have to leave behind their personal items-yet, they need the amenities the library offers to secure jobs, help, homes, etc - locker for storage	Space makes you want to linger and spend time - cozy.	Above, tight spacee with queue and entry...avoid
multilingual signage	Community board	There are multiple help desks throughout columbine but most tend to navigate toward the entrance desks.	Bathrooms that are big enough for a stroller - Family bathrooms
Help space, easy to see and navigate, not tucked away	general inclusivity for all ages, abilities, cultures, genders etc.	Self check-outs	Landscaping so it it's not just concrete
Ability for multi-generations to spend time together, collaborate together.			

KNOWLEDGE5 mins

Lakewood library - tax time- IRS trained people (AARP) have people do your taxes for you- starts in March by appointment in room	lots of help desks, especially in technology and reference	Librarians	A place to watch video instruction on different topics
Zones for kids to discover and play, along with their adults.	maybe some sort of space for making videos and other multimedia type projects but with someone there to show you how	Different classes - how to organize, etc.	hooray for librarians

COMMUNITY MEETING #2

GROUP #1

ACTIVITY #120mins

**"DREAMING"**

Can you think of features or innovations you have seen, heard, or read about in other libraries that ought to be included in your new library? Tell us about them and why you like them!

small study spaces/ office spaces	different sized spaces- Belmar Library	Some features that's I've noticed that always brings me back is when the place is filled with plants	I like a place where one can sit and read	Like to know that the library has up-to-date technology
comfortable spaces especially in teen section	- a garden (rooftop, community, green spaces).	Library in Dallas- place of belonging for the kids to be safe and families can relax/chill	good computers for editing, working, gaming, etc, maybe tvs for video games	makerspace type things
pops of color	It's mostly a green space with lots of windows there is a small library in downtown that's looks like that	Puppet theater, like Nashville Public Library -ambitious entry to children's area	I love the art exhibit space Boulder Public Library has - available for big exhibitions, variety	natural light but not too much
It could be fun to have a stage or auditorium, the library could host programs like to ted talks or plays	big comfy chairs that i can sink into while i read	imaginative areas for childrens area	a good place to read is on that that feels a little private, undisturbed, little traffic- idea is if you want to concentrate on a text	outdoor spaces that have tables, shade, but still good internet connection
I think it would be a fun activity help taking care of the garden	Dreaming big - a working community garden + a kitchen that could be used for programming (for all ages).	yes, thought of 3D printing	Opportunity for solo creative work + ability to do group, collaborative projects in the space.	Green screens would be fun!
I like to sit at columbine library by the windows that overlook the lake/park	I don't like to go into libraries or stores that are too crowded with how shelving is placed	spacious /open areas	Yes loaning out non-book items, like tools, sports equipment, etc.	Not like a mall or like a food court!
	uncrowded shelving	libraries with coffee bars	Small cafe with some desserts	food/drink vending machines

GROUP #1

ACTIVITY #220 mins

**BREAKING DOWN COMMUNITY PRIORITIES -- THE TOP 3, #1 PRIORITIES FROM THE SURVEY**

What would make the new destination library BE or PROVIDE the following:

CONVENIENT5 mins

proximity- to populated areas- food and retail	drive up book return- don't have to get out car - Columbine Library	Access via public transport	easy navigation inside --good signage
lots of parking- on site, parking, good lighting, close to entrance for convenient dropoff and pickup	good opening times --weekends and after work evenings	SIGNAGE - easy to read, large, colorful (for signs)	yes, well lit, safe parking space

WELCOMING5 mins

friendly, welcoming staff	natural light and open floor plan	an entry area that's not crowded	attractive book display
staff that greet you	Cozy, inviting - furniture and spaces make you want to linger.	Warm colors	
Nice staff	schedule of events, community bulletin board	Family events	

KNOWLEDGE5 mins

recommendations for reading, watching, listening	good Interlibrary Loan, current books	would love to learn new skills - crafts, cooking, technology, etc classes	Children's room has distinct zones/neighborhoods for early childhood, early elementary, and upper elementary ages.
Book in other languages	Diversity-in media, books, magazines, film	classes, variety of periodicals	Hands on activities - for both adults and kids- Family activities would be great



COMMUNITY MEETING #2

GROUP #2

ACTIVITY #120mins

**"DREAMING"**

Can you think of features or innovations you have seen, heard, or read about in other libraries that ought to be included in your new library? Tell us about them and why you like them!

Jim Flannery. Want to see more online facilities for home research	idea of outside area or multiple	want fiber	focus on distributed services on line	I also liked the idea of an outside-type area inside the building
mostly research for news, magazines, school assignments	place to learn and dream, study	calming	my favorite idea is an outside area, or multiple :	atrium with a water feature, which would be very nice and calming :)
get the children today to have the access to technology and interest	fully searchable periodicals and newspapers of the world	collaborate searchable resources online with other libraries	outside-type area inside the building;	educational tools are online...adapt to online resources
Designated study areas near youth books, some quiet and some open	video travel logs or places you dream to go	you can go to far away places using vimeo and youtube	move toward more online services	libraries are already a great resource for homeschoolers
desktops are great and would be ideal	portable tablets are personal	alot of schools provide take home tablets for kids	homeschooling is more an dmore common	don,t need for library to provide curriculum
flex spaces for small kids to play outside	places for groups of families to homeschool	big maps and 3D globes	activity guides for outdoor play and research	videos for kids to see elements in nature before visiting a place.
maps that kids can keep	giant dry erase board, projector	comfortable chairs, bean bags	no commercials and kid filters for content	
desks mobile	large games for young (legos, jenga) while older kids learn			

GROUP #2

ACTIVITY#220 mins

**BREAKING DOWN COMMUNITY PRIORITIES -- THE TOP 3, #1 PRIORITIES FROM THE SURVEY**

What would make the new destination library BE or PROVIDE the following:

CONVENIENT5 mins

Available from anywhere	Distributed services model online	library drop off	convenient drop off locations
Pleasant park/dear creek location....remote drop off	drive up/pick up in COVID is very convenient	takes 4-5 days to pick up resources on hold	help center to support customers...for books or electronics
easy to use search catalog for research online			

WELCOMING5 mins

bright light	cool seating	kid friendly (can play)	some quiet places
social events for youth	social personal	social academic	online access to materials
24-hour access	online newsletter "What's happening? what's new?"		

KNOWLEDGE5 mins

hosting extra curricular classes	computer coding	individual projects for community-young adults (board committees)	lockheed martin engagement w/ library
newsletter monthly to feature materials and equipment	3D printer check out	piano lessons	guitar lessons
creating wonder	outer space, nature, pictures	interactive (outdoors)	language classes
classes that allow kids to explore interests	dipping your toes into topics	art classes	two parks near the library
	Wildlife Ranger Talks	Jackson County State and Local Park Programs	connect natural areas near the library w/ wildlife talks

COMMUNITY MEETING #2

GROUP #3

ACTIVITY #120mins

**"DREAMING"**

Can you think of features or innovations you have seen, heard, or read about in other libraries that ought to be included in your new library? Tell us about them and why you like them!

Open concept - lots of light, windows, if there are multiple stories have the ability to look down (openess)	Book festival in Austin - Open concept, a nice space that was accomidating with a deck - ability to go inside and outside	Main-level courtyard with plants, trees, benches, greenery	I'd ove to see some performance space where the community can gather for programs and performances	Innovative outdoor spaces where kids and families can interact with nature
casual meeting area like a coffee shop, something like the Koebel Library in Arapahoe Library.	As to the "feel" of the library, I'd love to see a warm, comfortable environment, where you access modern trends and technology, but maintain a warm environment	community theater area for small production/author talks/lectures	Different classes - hands on art classes, other types of learning opportunities	Larger rooms and smaller rooms, even a single room to have quietness to study
more study rooms/ class rooms	space and programming that promotes access to and partnerships with community organizations	Open space with the ability to go into a private room to not disturb others or be disturbed	three season outdoor space. Covered areas and open areas	Technology - abundance of classes that teach technology. Individual computers to learn how to use programs from staff, with the privacy expect
More access to equipment (computers, 3D printers, maker space, etc.)	Room with supplies and printer - work office.	Would love to see a water feature incorporated where it can be heard while reading or working.	fireside reading area like at Anythink library in Thornton	Group chat areas and quiet reading areas
Play areas that are secure so children can socialize and easily be watched by parent	Teen areas that include games	I also really like the idea of having a rooftop space - great use of space while also being able to see the views here.	I second that (rooftop area)	IT and recording spaces like green room and sound rooms found at Arapahoe library system
Arapahoe library system also has a rooftop area - testing, covered and exposed. Picnic table with lounge seating and an overlook	Columbine Library changes - accessible to be requested online so you can schedule events with people- ability to schedule ahead	Courtyard area, more suitable for children being contained by a wall	Theater room at the Koebel Library - arapahoe	

GROUP #3

ACTIVITY #220 mins

**BREAKING DOWN COMMUNITY PRIORITIES -- THE TOP 3, #1 PRIORITIES FROM THE SURVEY**

What would make the new destination library BE or PROVIDE the following:

CONVENIENT5 mins	WELCOMING5 mins	KNOWLEDGE5 mins
Drive up return/pickup	warm and home-like environment	Area that explains services
access to public transportation	Wide main entrance	Classes
easy space for reserved materials	lots of windows	oPPORTUNITUES FOR DIVERSE POPULATIONS TO LEARN FROM EACH OTHER
lots of parking	A little odd, but having a space where I can bring my dog (outdoors)	visually and with print
24 hour pick up	Both pastel and bright colors	Someone else mentioned this before, but a "maker" type space where you can learn how to use those tools
ease of checkout	Destination site. Can pick up materials, grab a coffee and chat with a friend	multi language
bike racks	Comfortable furniture	Community forums to present multiple points of views on topics of interest
a ton of online materials and access	entrance designed for high activity	Technology checkout
smart rooms to allow hybrid attendance	Belmar - one way for classrooms and straight forward to checkout - doesn't feel like a bottleneck	
space for baby strollers	Having checkout area off to the side so there aren't a ton of people to walk through	hybrid access to meetings
easy access in and out of the parking lot, wide lanes	Koebel Library entrance - community area with a cafe and an info desk surrounded by tables/ chairs	Community forum Golden library example - different religious backgrounds to share perspectives - tell the story of how much we are alike
Children's area with single access		
Later hours	Good point, regarding the Belmar looks library, like that the checkout area is off to the side	
space for breast feeding mothers	Nice signage so you can easily identify the different areas - maybe a map at the front	
wide sidewalks	Large print signage	
If it is 2 levels, multiple staircase and elevators		
Near city park like		
I like that Columbine library is near a park and lake, walking paths		



COMMUNITY MEETING #3

GROUP #1

ACTIVITY #120mins

"DREAMING"

Can you think of features or innovations you have seen, heard, or read about in other libraries that ought to be included in your new library? Tell us about them and why you like them!

A place where outside and inside come together	library with a fire place	lots of flexible space	a community gathering place	a "red box" to pick up holds at any hour - assists with curbside pickup
I would love to have 100% quiet spaces to concentrate. I've been to Columbine on several occasions with cell phones ringing, people talking loudly, etc. and it defeats the purpose of going to the library.	some of those libraries we saw were so beautiful, who wouldn't want to play there? "reading is playing"	multiple votes to keep the books	integrate technology, but also keep hardcopy books available	Use as much solar and green energy as possible. Green energy in the building.
Like seeing sound labs and art labs, something to draw young people in to expand knowledge	3D printers too, goes along with art	maker spaces	Hands-on places and spaces is a real plus	Using spaces within the community. Example: Reuse RTD lots
For architects, the one image shown in presentation with open space with amphitheater is amazing!	Classes, community classes such as quilting, meet with people with same interests (adults & kids)	Technology resources for members of the community who may not have the same access at home.	Limited resources financially who may have challenges with living situations.	access for underserved members of the community to apply for jobs and more
Need access to technology to bridge gap	easy access from the parking lot - drive thru or walk up	Teen space @ Columbine Library would be great to replicate. Teenagers are really involved and access to books/reading	Specifically, the booths at Columbine Library as a gathering place. Ex. Columbine Teen Space. Gives the energy of being welcomed! You can talk and not be quiet	Gathering space = happy place
Sound booths - listening and making music would be great!	Inspiration such as Red Rocks would be great to incorporate into the overall feel, the experience, the acoustics	Bookstores like Tattered Cover, children spaces would be better to think about	Make the library more welcoming for children	spaces to be enriching for children's lives
stools for grandmothers knees - comfort	Coffee bars inside the library e.g. Arapahoe and Denver counties	Cozy spaces would be nice, surrounded by books		

GROUP #1

ACTIVITY #220 mins

BREAKING DOWN COMMUNITY PRIORITIES -- THE TOP 3, #1 PRIORITIES FROM THE SURVEY

What would make the new destination library BE or PROVIDE the following:

CONVENIENT5 mins

mixed ages need to be included in input and feedback, looking at the group there seems to be more grey hair than brown	Want facilities for all ages	The ability to access library materials in a variety of ways. Walking in, browsing shelves, reserving online	Be able to access and give community options for how to access library materials
consider convenience for all ages	Getting to the library - is such a large area. Where exactly is the midpoint for proximity and location	What would make it more convenient - next to grocery store with three schools ( 2 elementary schools and a middle school with a high school nearby)	the ability to combine trips if you're out and about. Pick up kids from school, go to grocery store and then head to library
Proximity to other amenities	Community input will help drive site location	There is a plot of land right off 470 & Kipling that Jeffco just rejected for a proposed American Furniture Warehouse and a library would be a much better option than a big box retail store. Need to storage units	

WELCOMING5 mins

Teen booths!! Perfect reason to leave the house	Bright and cheerful, not all glass, or all white, or all wood. Colorful	Well lit - lighting is important	Private spaces for reading and concentration
No florescent lights which hurt my eyes.	Good signage and wayfinding to not constantly ask folks where to go or where to find what you're looking for	Be able to walk in and understand where you're going	Good acoustics which absorbs noise
Columbine remodel and Lakewood - Kid section is near front door and are welcomed (important aspect)	Interaction with staff - familiar faces. A good welcoming experience	Interaction with staff - out amongst the patrons and not behind desks. Casual interactions and less formal	Hospitality, friendly, not stern

KNOWLEDGE5 mins

Going back to photo with no books..WE WANT LOTS OF BOOKS!	In the last 20 years, Confer, Belmar, Evergreen, etc. There's a desk in the middle with librarian sitting there.	In Jeffco, librarians are there to assist you with knowledge!	Columbine Library there's a wall with a lot of nonfiction, cook books, at the front of library with display with new fiction which catches your attention. The new books!
To have someone assist children and youth to find what they're looking for. Focus on the youth too!	Classes on computers		
A current Wall Street Journal online subscription would be great	I read a lot online like newspapers		



COMMUNITY MEETING #3

ACTIVITY #1

GROUP #2

20mins

"DREAMING"

Can you think of features or innovations you have seen, heard, or read about in other libraries that ought to be included in your new library? Tell us about them and why you like them!

Outdoor space	Coffee shop restaurant health food for purchase	Different spaces to be hammocks, cubbies, different ways to sit	demarkation of quiet vs noisy space. Clearly designated areas or floors	Maker space hands on and digital
Maker space for crafting (cricket, 3D printer)	Open inside/outside LEED Gold	Take advantage of views	Views of the lake at Columbine	Roll up garage doors to natural areas. Fresh air
Kids and atrium	Gathering space for classes (small groups)	Evergreen library has small meeting rooms	Large meeting rooms are also needed	Ted talk concept would work well
Gathering places are missing. Parking lots and grocery stores are where people meet	Conifer Library has limited hours	South County is missing a main street or town green	Highlands Ranch Library has a park next to it	Need town anchor
Use a bldg that is adjacent to an existing hub	Going to the library is an event for families	Picnic, play, hiking activities connected to the library	Incorporate online classes	Available spaces after hours are welcoming
Participatory workshops for stakeholder engagement	High speed internet will increase accessibility to online resources	The wifi should extend beyond the library	Students meet in the parking lots	Digital message boards and displays can be updated easily
Student to display art at the library	Outside displays for music, art, film, theater	Integrate outdoor walls to display content		

ACTIVITY #2

GROUP #2

20 mins

BREAKING DOWN COMMUNITY PRIORITIES -- THE TOP 3, #1 PRIORITIES FROM THE SURVEY

What would make the new destination library BE or PROVIDE the following:

CONVENIENT

5 mins

5-6 mile radius from home	drive up return slot is easy in and easy out (uses Columbine)	Lots of parking	Easy to find
Easy to get to	Hours of operation	Easy to remember hours...consistent	Curb-side pickup is convenient for families to stay in the car
Idea of families identifying topics, then librarians build a bag/ bundle on that topic	Near C470	reahcable by bus, bike and car	Knowledgeable staff- they can direct you to find what you're looking for (Columbine)
Separate entrance for pick up that's convenient	Voting poll box at the library	Easy walkways from the parking lot	Space inside for automatic checkout
safe greenspace for kids to walk from parking to the bldg	Conifer Library has steps. Need ADA access	Parking ADA	Use the phone for audio books
Coffee close by if not inside the bldg	Coffee shop have a place for kids		
Near existing/ proposed bike path			

WELCOMING

5 mins

Staff are always there to support guests	Literary quotes posted on digital wall	Monthly reading challenges	AMbience...light, colors
Summer reading program for all ages	Being able to use the computer for the day	Welcome to guests no matter their address	Good signage
Most current items	Most popular items	Purple is welcoming	Mix of vibrant and calm
Good lighting...natural and artificial	Signage and instructions for outdoor wifi access	Anchorage Library welcomed all guests who follow the rules	Recognizing and celebrating race, languages
Clean spaces, esp bathrooms	Visibility of staff	Childrens or adult art work spaces	ground level entry
Shade	Cozy Fireplaces		

KNOWLEDGE

5 mins

Classes	Speakers	Travel planning inspiration and content	Dedicated librarians for specific guest profiles
Check out ten books for a book club	staffed maker space to help you make tshirts, stickers, etc	specific schedules for differnet maker activities	sewing machine available all the time
STEM kits that can be checked out	Robust digital collection	Kids need analog post COVID	Tangible items for kids to check out
Transfer videos to MP3 would be helpful	Knowledgeable staff- they can direct you to find what you're looking for (Columbine)	Idea of families identifying topics, then librarians build a bag/ bundle on that topic	Recognizing and celebrating race, languages
Monthly reading challenges	Signage for most current or popular items	Knowleable staff	



COMMUNITY MEETING #4

GROUP #1

ACTIVITY #120mins

**"DREAMING"**  
Can you think of features or innovations you have seen, heard, or read about in other libraries that ought to be included in your new library? Tell us about them and why you like them!

modern	Bright - well lit and colorful!	perhaps indoor/ outdoor space	Open, Vaulted rooms	Amenities that create ability to stay as long as possible - coffee shop, small snack shop, etc.
Jungle gym/ playground outside	A variety of games, computer games, theme rooms, stuff on the ground, big chess pieces, or checkers, computer games, virtual games	game rooms for kids, hands on and virtual	Movie room for documentaries	Local shops - there are non-profit related coffee shops that would be fantastic. Support small businesses, LOCAL!
Giant connect four	teach kids how to solve Rubik's cubes!	You need kids on this forum answering these questions. They are our future. Kids are sick of sitting still in class all day, they need movement	Lots of bean bags	Comfort
<small>Since working/commuting and being far without them, parents bring disposable workbooks, coloring should be used with fun worksheets, to take pencil color or for kids to work while they wait for their library participating in the library space</small>	Similar to executive suites - can also be used for quiet study	My kids did not get excited about public school, they didn't like going every day. Now they homeschool (not remote) and they leave their community day that they meet with their homeschool friends and learn!	My kids are loving to learn now! Perhaps homeschoolers could meet at the library for a subject or two. So a room for 5 to 10 kiddos and a white board.	My kids are not learning on the computer, they are learning on the white board and you are so right, ideas get exchanged!
Collaborative types of spaces	Kids need connection and to get off their screens.	Older adults need to figure out how to use devices and technology. A balance.	Technology classes for all ages ( how to's, learning)	Access to 3D Printing
Have a Ted Talk room or a Debate. Lecture room	Firehouse pole for kids to slide down	big plushy chairs!		

GROUP #1

ACTIVITY #220 mins

**BREAKING DOWN COMMUNITY PRIORITIES -- THE TOP 3, #1 PRIORITIES FROM THE SURVEY**  
What would make the new destination library BE or PROVIDE the following:

CONVENIENT5 mins

Smartphone to check out kinda like Apple Pay	Location - If it is easy to get to, near South Jefferson County	Charging stations for phones, iPads.	self service kiosks
<small>Location is important but AVOID from too many stores where there is too much traffic. I need parking lots and shopping centers, so away from too many stores.</small>	Contactless charging	Bicycle lock up stations, or scooter lockers	Location Off C470
<small>Travel is hard they are trying to get different things or new. C470 and having it's a good idea for them to get a warehouse and it's available</small>	No to American Furniture Warehouse!!!	<small>Transportation to or from, will the library transport people from different areas or shopping centers or schools. If children want to go to library after school (shuttle service)</small>	Trails that lead to the building for kids to walk safely! If within walking distance from neighborhoods.
Nursery maybe, for mom's to be able to browse for a half hour while kiddo is being looked after.			

WELCOMING5 mins

Wide open non obstructive entrance	Fun signage, perhaps in many many different languages.	A marquee with fun quotes of famous people	clear wayfinding
<small>Depending on size of building major areas of where departments are located, children, adults, room, etc.</small>	Smiling faces :)	Lots of windows, views of outdoors	Lots of light from window or skylights or even lighting
Lots of color, posters, space (no tight spaces)	Greeters (friendly, smiling, hospitality)	Posters, happy, fun energy.	Location of the area
Themes: Nature, Space, Si-Fi			

KNOWLEDGE5 mins

Information on computers, systems, phones, knowledge of new technology	Foreign Language learning opportunities (all) Latin, German, Spanish, Commo 80% of our language is Latin based. It's a classic, n Languages	Sections for age groups, and subjects	Fun way to learn, virtual headsets
A place to meet and watch current events. For example: shuttles, mars, moon, space, launch parties	Art with videos of artists introducing stuff. Lots of ages, music types, heavy metal and classical might not always go	College prep opportunities	



COMMUNITY MEETING #4

GROUP #2

ACTIVITY #120mins

"DREAMING"

Can you think of features or innovations you have seen, heard, or read about in other libraries that ought to be included in your new library? Tell us about them and why you like them!

infloor heating for the children's area of the library	art on the walls	there is something for everyone kids, teens elderly	Columbine configuration is great. Kids area near entrance	is it possible to meet everyone's needs? Two buildings may be needed
dedicated kid area and adult area for Columbine Library	different entrances to one space. one central entrance can be difficult for reaching what you need quickly	everyone is welcome kids, teens, adults elderly	laundromat and DMV	flex spaces that do lots of things and can be set up as stadium or work stations
organization of the stacks that are closer to those that need them	kids in the parking lot feels dangerous. need a safe entrance	cozy feel and expansiveness can be achieved by one place	people miss a small quiet room near entrance	choices for level of noise within the library
expansiveness combined with quiet areas (old library feel)	something that could convert to a large conference room or 2 smaller classrooms	automatic doors	kids area/noisy area near door	university libraries do this well where there are traditional reading rooms and smaller flex spaces
roll parking around a building to give different entrance options	Driving far to park is not ideal at Columbine	library = community	we want to do everything at the library	clustering of different type of tables
having space for kids to move without adults	preteen and teen programs having laser tag was fun in open spaces after hours	Library Kitchen and cooking programs!	yes! a teaching kitchen for cooking demos. love that.	open concept stairway to climb up with netting. wear kids out
pricey indoor playgrounds. having indoor play areas would be fun for littles	open spaces inside the library would be	Need three libraries:	proximity to ridge Rec center	MLK Jr Library in Washington DC
<small>I've seen libraries that have roof gardens or outdoor spaces. I'd love to see one with that feature before a protected space for teenagers or discussion groups outside.</small>	Look at new locations for schools	Chatfield Wadsworth near schools and/or parks	Edgewater library shares space with city	senior section. large population for socializing and movement

GROUP #2

ACTIVITY #220 mins

BREAKING DOWN COMMUNITY PRIORITIES -- THE TOP 3, #1 PRIORITIES FROM THE SURVEY

What would make the new destination library BE or PROVIDE the following:

CONVENIENT5 mins

Easy, safe parking	a two story library	multiple entrances	large steps entrance
Drive-thru bookdrop and curbside pickup :)	busses and trains (RTD)	curbside and holds. entrance would be great for car pick up	multi level (up and downstairs)
close to or ease of access from major intersections and far from one way streets	love public building with big steps & lower levels for different access	separation of spaces in two floors is convenient	Boulder Library and Arvada Library- great public spaces/ architecture
people hold libraries dear	entrances are special	mobility is an important concern for parents, large print and audio books	make specific items easy to reach from entrance
		universal design	

WELCOMING5 mins

nobody likes feeling lost	natural materials	wayfinding	good lighting/ bright space
easy to plug in tablets, phones and computers in chairs	everywhere is wired	grand central station	defining architecture in the entry way
mothers nursing room, sit, wash, diaper changing	electric charging stations for wheel chair charging	good transitioning from outside to inside	not cold materials/ warm materials/ wood
awkward when in a space and terminals are all facing each other...privacy	"Welcoming": a clean space! Tidy and well-maintained, in good repair.	place for staff/ greeter position to welcome patrons - info desk/ directory	Tidy and well maintained and in good repair
pinwheel shaped desks not preferred	staggered work stations. can be beside someone without facing them	a clean space	

KNOWLEDGE5 mins

staff that know their stuff	every second or forth stack there's a bank of work stations	paintings	statements of welcoming for everyone -in stone- at the entrance.
up to date resources and books, online	analog and online resources	art on walls at COlumbine can be translated to all spaces	"Design 1" on Kanopy.com St Peters. All spaces can do 10 things
scenes from around the world - images that make you think	enormous picture of trash (Edgewater)	Homebase for staff where people can talk to staff	directory robot-kidding?
maker spaces	co-op spaces to invite people to do (language, wood working, cooking)	areas in the library to pass on knowledge	people magazine
weaving	reading	geneology	art appreciation
Spider church where people can work on all sides	need a grassy knoll for provide a barrier btw bldg and parking kids	no parking in the front /separate drop off book area from main entrance area	music



# BUILDING SPACE PROGRAM — SPACE BREAKDOWN



LOBBY ASSIGNED AREAS					VISION			SUITABLE			MINIMUM		
Area (MINIMUM)	Area (SUITABLE)	Area (VISION)	Name	Network	Qty.	Unit Area	Extended Area	Qty.	Unit Area	Extended Area	Qty.	Unit Area	Extended Area
1,820	1,820	1,820	Traffic Dispersal & Display										
			Special use: Entry Lobby including		24	50	1,200	24	50	1,200	24	50	1,200
			Vestibule		1	200	200	1	200	200	1	200	200
			Stroller Storage		2	20	40	2	20	40	2	20	40
			Power Wall		1	50	50	1	50	50	1	50	50
			Kiosks	Y	4	25	100	4	25	100	4	25	100
			Books on hold		20	12	230	20	12	230	20	12	230
290	290	290	Main Service Point										
			Staffing: Information desk for two	Y	1	190	190	1	190	190	1	190	190
			Special use: Cash register	Y	1	25	25	1	25	25	1	25	25
			Lost & found		1	25	25	1	25	25	1	25	25
			Laptop Check out	Y	1	50	50	1	50	50	1	50	50
2,110	2,110	2,110	Total Lobby / Public Assigned Area										





FLEX - GATHER					VISION			SUITABLE			MINIMUM		
Area (MINIMUM)	Area (SUITABLE)	Area (VISION)	Name	Network	Qty.	Unit Area	Extended Area	Qty.	Unit Area	Extended Area	Qty.	Unit Area	Extended Area
2,250	3,650	7,700	Event Space	Y	500	15	7,500	500	7	3,500	300	7	2,100
			Storage / AV Support		1	200	200	1	150	150	1	150	150
2,450	3,200	3,680	Meeting/Program Room										
			Class, meeting, film watching	Y	225	15	3,380	200	15	3,000	150	15	2,250
			Special use: Video booth / control room	Y	1	150	150	1	100	100	1	100	100
			Stage / speaker area Mobile	Y	1	150	150	1	100	100	1	100	100
200	400	600	Table, chair & media storage room										
			Qty. is # of separate storage rooms or areas		3	200	600	2	200	400	1	200	200
70	70	120	Kitchenette		1	120	120	1	70	70	1	70	70
80	100	150	Meeting room lobby (inc. in pathways)										
			Special use: Meeting room lobby		1	150	150	1	100	100	1	80	80
0	400	700	Café Space										
			Seating: Seats @ 2-place table	Y	8	50	400	4	50	200	0	50	0
			Booth Seating	Y	4	50	200	2	50	100	0	50	0
			Self Serve Area / Vending machines	Y	1	100	100	1	100	100	0	100	0
300	450	750	Flex Space Indoor/Outdoor										
			Assuming space will be occupied and enclosed - potentially can be combined with Even or meeting rooms	Y	50	15	750	30	15	450	20	15	300
5,350	8,270	13,700	Total Meeting Rooms Assigned Area										

\*Some Extended Areas include rounding factor



Create Flex					VISION			SUITABLE			MINIMUM		
Area (MINIMUM)	Area (SUITABLE)	Area (VISION)	Name	Network	Qty.	Unit Area	Extended Area	Qty.	Unit Area	Extended Area	Qty.	Unit Area	Extended Area
0	0	750	Tech Lab (tinker/robotics)										
			Lab Space	Y	25	20	500						
			3D Printer	Y	3	25	75						
			Laser Cutter	Y	1	48	50						
			Tool storage / Tool lending		1	100	100						
			Staffing: Trainer / monitor	Y	1	25	25						
0	0	685	Create Lab (art/maker)										
			Arts/maker Flex Space	Y	25	20	500						
			Sink area		2	50	100						
			Equipment / supply storage		1	60	60						
			Staffing: Trainer / monitor	Y	1	25	25						
755	1,055	0	Combined Lab (Create / Tech)					Space can be divided.			Combined space, no divider.		
			Arts/maker Flex Space /					40	20	800	25	20	500
			Sink area					1	50	50	1	50	50
			Equipment / supply storage					3	60	180	3	60	180
			Staffing: Trainer / monitor					1	25	25	1	25	25
80	540	880	Digital Media Studio										
			Sound Recording Room / Booth	Y	3	40	120	2	40	80	2	40	80
			Video Room w. Green Screen	Y	8	75	600	4	75	300			
			Controls Room	Y	2	30	60	2	30	60			
			Storage		1	100	100	1	100	100			
835	1,595	2,315	Total Create/Flex Assigned Area										

\*Some Extended Areas include rounding factor





LEARNING FLEX					VISION			SUITABLE			MINIMUM		
Area (MINIMUM)	Area (SUITABLE)	Area (VISION)	Name	Network	Qty.	Unit Area	Extended Area	Qty.	Unit Area	Extended Area	Qty.	Unit Area	Extended Area
700	900	1,100	Quiet Reading Room / Area										
			Seating: Seats @ 2-place table (# tables = seats / 2)	Y	12	50	600	10	50	500	8	50	400
			Lounge Seating	Y	10	50	500	8	50	400	6	50	300
1,020	1,160	1,440	Small group study rooms		Include (2) 4 seat study in Children's, include (2) 4 seat in Teen's			Include (1) 4 seat study in Children's and (1) 4 seat study in Teen's			Include (1) 4 seat study in Children's		
			Special use: Room to seat 2 (2 seats @ 40 s.f.)	Y	2	80	160	2	80	160	2	80	160
			Room to seat 4 (4 seats @ 35 s.f.)	Y	5	140	700	3	140	420	2	140	280
			Room to seat 6 (6 seats @ 30 s.f.) 1, teleconference	Y	1	120	120	1	120	120	1	120	120
			Room to seat 8 (8 seats @ 25 s.f.)	Y	1	160	160	1	160	160	1	160	160
			Room to seat 12 (12 seats @ 20 s.f.)	Y	1	300	300	1	300	300	1	300	300
0	50	100	Respite / wellness room/area										
			Lounge Seating	Y	2	50	100	1	50	50	0	50	0
1,720	2,110	2,640	Total Study Rooms Assigned Area										



CHILDREN'S SERVICES				VISION				SUITABLE			MINIMUM		
Area (MINIMUM)	Area (SUITABLE)	Area (VISION)	Name	Network	Qty.	Unit Area	Extended Area	Qty.	Unit Area	Extended Area	Qty.	Unit Area	Extended Area
1,900	1,900	1,900	CS fiction & non-fiction collections				(see Collections Worksheet)			(see Collections Worksheet)			(see Collections Worksheet)
142	280	390	CS public service desk & reference										
			Staffing: Children's service desk	Y	1	50	50	1	50	50	1	50	50
			Seating: Seats @ 4-place table (# tables = seats / 4)		6	30	180	4	30	120	4	30	120
			Seating: Seats @ 2-place table (# tables = seats / 2)		4	15	60	2	15	30	4	15	60
			Seating: Seats @ individual table		6	10	60	4	10	40	4	10	40
			Special use: Public network station w/printer - "stand"		1	7	10	1	7	10	1	7	10
			Public network station w/printer - "sit"		1	10	10	1	10	10	1	10	10
			Program and Literature Display		1	20	20	1	20	20	1	20	20
140	140	210	CS preschool collection										
			Seating: Seats @ lounge		4	20	80	2	20	40	2	20	40
			Seating: Seats @ 4-place table (# tables = seats / 4)		2	30	60	1	30	30	1	30	30
			Special use: Public network station w/printer - "stand"		0	30	0	0	30	0	0	30	0
			Crawling area		1	50	50	1	50	50	1	50	50
			Program and Literature Display		1	20	20	1	20	20	1	20	20
140	140	140	CS early readers collection										
			Seating: Seats @ lounge		1	40	40	1	40	40	1	40	40
			Seating: Seats @ 4-place table (# tables = seats / 4)		1	30	30	1	30	30	1	30	30
			Special use: Program and Literature Display		1	20	20	1	20	20	1	20	20
			Play Area		1	50	50	1	50	50	1	50	50
170	170	180	CS grade school collection										
			Seating: Seats @ lounge		2	40	80	2	40	80	2	40	80
			Seating: Seats @ 4-place table (# tables = seats / 4)		1	30	30	1	30	30	1	30	30
			Seating: Seats @ 2-place table (# tables = seats / 2)		2	15	30	1	15	20	1	15	20
			Seating: Seats @ individual table		2	10	20	2	10	20	2	10	20
			Special use: Public network station w/printer - "stand"		0	30	0	0	30	0	0	30	0
			Program and Literature Display		1	15	20	1	15	20	1	15	20
50	50	50	CS audiovisual collection										
			Viewing stations		2	15	30	1	15	20	1	15	20
			Listening stations		1	15	20	1	15	20	1	15	20
120	120	220	CS technology center										
			Special use: Public network station w/printer - "study"		8	15	120	8	15	120	8	15	120
			Computer seats (inc. in above)		0	0	0	0	0	0	0	0	0
510	650	720	CS family place										
			Seating: Parent seating		8	7	60	6	7	40	4	7	30
			Special use: Gathering		5	50	250	4	50	200	3	50	150
			Storage		2	25	50	2	25	50	2	25	50
390	470	470	CS storytime room										
			Meeting: To seat 40 (w/coat hooks)		35	7	250	35	7	250	30	7	210
			Parent seating		15	7	110	15	7	110	10	7	70
			Special use: Storage / prop cabinets		2	25	50	2	25	50	2	25	50
			Counter & sink		1	25	30	1	25	30	1	25	30
			Media Projection / Sound		1	30	30	1	30	30	1	30	30
200	200	155	Children's restrooms										
			Special use: All Gender		1	56	60	1	56	60	1	56	60
			All Gender		1	56	60	1	56	60	1	56	60
			Infant feeding room		1	75	80	1	75	80	1	75	80
50	100	300	Unassigned Youth Services										
3,812	4,220	4,735	Total Youth Services Assigned Area										

\*Some Extended Areas include rounding factor





TEEN SERVICES					VISION			SUITABLE			MINIMUM		
Area (MINIMUM)	Area (SUITABLE)	Area (VISION)	Name	Network	Qty.	Unit Area	Extended Area	Qty.	Unit Area	ended Area	Qty.	Unit Area	ended Area
300	300	300	Teen collection		(see Collections Worksheet)			(see Collections Worksheet)			(see Collections Worksheet)		
300	440	460	Young Adult service desk & reference										
			Staffing	YA Service Desk	1	50	50	1	50	50	1	50	50
			Seating:	Seats @ lounge	8	7	60	6	7	40	4	7	30
				Hangout Zone	12	15	180	10	15	150	8	15	120
				Seats @ 4-place table (# tables = seats / 4)	4	30	120	4	30	120	2	30	60
				Seats @ 2-place table (# tables = seats / 2)	2	15	30	4	15	60	1	15	20
			Special use:	Public network station w/printer - "stand"	1	7	10	1	7	10	1	7	10
				Public network station w/printer - "sit"	1	10	10	1	10	10	1	10	10
				60" display for recommended / topical titles	0	15	0	0	15	0	0	15	0
50	90	220	Teen technology center										
			Special use:	Public network station w/printer - "study"	8	15	120	6	15	90	3	15	50
				Computer seats (inc. in above)	0	0	0	0	0	0	0	0	0
600	740	760	Total Young Adult Assigned Area										

\*Some Extended Areas include rounding factor



ADULT SERVICES					VISION			SUITABLE			MINIMUM		
Area (MINIMUM)	Area (SUITABLE)	Area (VISION)	Name	Network	Qty.	Unit Area	Extended Area	Qty.	Unit Area	Extended Area	Qty.	Unit Area	Extended Area
4,900	4,900	4,900	Popular Collections		(see Collections Worksheet)			(see Collections Worksheet)			(see Collections Worksheet)		
40	14	40	Browsing - new books										
			Seating: Seats @ lounge		4	7	30	4	7	30	4	7	30
			Special use: Public network station w/printer - "stand"	Y	1	7	10	1	7	10	1	7	10
60	50	50	Readers advisory desk										
			Staffing: Service Point	Y	1	50	50	1	50	50	1	50	50
			Ready reference shelving -- 42" tall		0	13	0	0	13	0	0	13	0
			Public network station w/printer - "sit"	Y	0	10	0	0	10	0	1	10	10
50	50	50	Fiction Collection										
			Seating: Seats @ lounge		6	7	40	6	7	40	6	7	40
			Special use: Public network station w/printer - "sit"	Y	1	10	10	1	10	10	1	10	10
30	30	60	Large Print Collection										
			Seating: Seats @ lounge (Reading area)		8	7	60	4	7	30	4	7	30
			Special use: Public network station w/printer - "stand"	Y	0	7	0	0	7	0	0	7	0
600	600	600	Non-Traditional Book Display (see Collections Worksheet)										
5,080	5,044	5,100	Total Adult Services Assigned Area										

\*Some Extended Areas include rounding factor



REFERENCE SERVICES					Optimal			SUITABLE			MINIMUM		
Area (MINIMUM)	Area (SUITABLE)	Area (Optimal)	Name	Network	Qty.	Unit Area	Extended Area	Qty.	Unit Area	Extended Area	Qty.	Unit Area	Extended Area
130	130	130	<b>Reference desk</b>										
			Staffing: Service Point	Y	1	50	50	1	50	50	1	50	50
			Special use: Public network station w/printer - "stand"		1	30	30	1	30	30	1	30	30
			Public network station w/printer - "sit"		1	45	50	1	45	50	1	45	50
150	310	460	<b>Reference collection</b>										
			Collections: Reference & Non-fiction collections	(see Collections Worksheet)			80			80			80
			Seating: Seats @ 2-place table (# tables = seats / 2)		4	25	100	2	25	50	1	25	30
			Seats @ individual table		2	15	30	2	15	30	1	15	20
			Seats @ individual carrel		2	35	70	0	35	0	0	35	0
			Special use: Index table / miscellaneous indexes		1	120	120	1	120	120	0	120	0
			Dictionary stand		0	30	0	0	30	0	0	30	0
			Atlas stand		0	35	0	0	35	0	0	35	0
			Map case (2 units)		0	35	0	0	35	0	0	35	0
			Vertical file (4-drawer cabinets)		4	15	60	2	15	30	1	15	20
350	350	330	<b>Nonfiction collection</b>										
			Collections: Included with Reference Collections										
			Seating: Seats @ 4-place table (# tables = seats / 4)		4	25	100	4	25	100	4	25	100
			Seats @ 2-place table (# tables = seats / 2)		4	25	100	4	25	100	4	25	100
			Seats @ individual table		4	25	100	4	30	120	4	30	120
			Special use: Public network station w/printer - "stand"		1	30	30	1	30	30	1	30	30
			Public network station w/printer - "sit"		0	43	0	0	43	0	0	43	0
120	120	120	<b>Reference services dept office</b>										
			Special use: Shared staff computer station for staff use	Y	1	50	50	1	50	50	1	50	50
			Network printer		1	20	20	1	20	20	1	20	20
			Fax machine		0	15	0	0	15	0	0	15	0
			Supplies cabinets		2	15	30	2	15	30	2	15	30
			Coat closet		1	20	20	1	20	20	1	20	20
0	0	50	<b>Reference dept storage room</b>										
			Special use: Utility shelves		2	15	30	0	15	0	0	15	0
			Storage cabinets		1	15	20	0	15	0	0	15	0
750	910	1,090	Total Information Services Assigned Area										



PERIODICALS & MEDIA					VISION			SUITABLE			MINIMUM		
Area (MINIMUM)	Area (SUITABLE)	Area (VISION)	Name	Network	Qty.	Unit Area	Extended Area	Qty.	Unit Area	Extended Area	Qty.	Unit Area	Extended Area
100	100	100	Collections: Current periodicals		(see Collections Worksheet)			(see Collections Worksheet)			(see Collections Worksheet)		
170	170	170	Current Periodicals										
			Seating: Seats @ lounge area		6	7	40	6	7	40	6	7	40
			Seats @ 2-place table (# tables = seats / 2)		6	15	90	6	15	90	6	15	90
			Seats @ individual table		4	10	40	4	10	40	4	10	40
			Seats @ individual carrel		0	35	0	0	35	0	0	35	0
			Periodical Reference Desk										
			Staffing: Periodicals service point	Y	0	50	0	0	50	0	0	50	0
			Ready reference shelving -- 42" tall		0	13	0	0	13	0	0	13	0
500	500	500	Audiovisual collection		(see Collections Worksheet)			(see Collections Worksheet)			(see Collections Worksheet)		
100	160	220	Seating: Seats @ lounge area		4	7	30	3	7	20	2	7	10
			Seats @ 4-place table (# tables = seats / 4)		3	30	90	2	30	60	1	30	30
			Seats @ 2-place table (# tables = seats / 2)		4	15	60	3	15	50	2	15	30
			Special use: Public network station w/printer - "stand"		1	7	10	0	7	0	0	7	0
			Public network station w/printer - "sit"		1	10	10	1	10	10	1	10	10
			Display		1	15	20	1	15	20	1	15	20
0	0	0	Audiovisual reference desk										
			Staffing: Audiovisual services desk	Y	0	50	0	0	50	0	0	50	0
			Ready reference shelving -- 42" tall		0	13	0	0	13	0	0	13	0
870	930	990	Total Periodicals Assigned Area										

\*Some Extended Areas include rounding factor





COMPUTERS					VISION			SUITABLE			MINIMUM		
Area (MINIMUM)	Area (SUITABLE)	Area (VISION)	Name	Network	Qty.	Unit Area	Extended Area	Qty.	Unit Area	Extended Area	Qty.	Unit Area	Extended Area
880	1,040	1,150	Computer/Tech Lab										
			Special use: Desktop Computer Station (desk / sit)	Y	28	26	730	24	26	620	20	26	520
			Laptop checkout storage	Y	2	50	100	2	50	100	2	50	100
			Public network station for printer/copiers - workstation	Y	2	60	120	2	60	120	2	60	120
			Station for scanners, fax machine	Y	1	60	60	1	60	60	1	60	60
			Coin/Bill Machine	Y	1	20	20	1	20	20	1	20	20
			Space for instruction	Y	1	30	30	1	30	30	0	30	0
			VHS/DVD Transfer station	Y	1	30	30	1	30	30	0	30	0
			Staffing: Service Point	Y	1	60	60	1	60	60	1	60	60
880	1,040	1,150	Total Computers Assigned Area										

\*Some Extended Areas include rounding factor

OPERATIONS STAFF / CIRCULATION WORK ROOM					
Area	Name	Network	Qty.	Unit Area	Extended Area
560	Operations				
	Staffing: Work stations	Y	4	36	140
	Repair stations	Y	0	36	0
	Special use: Spare materials return bins		8	9	70
	Book trucks		20	9	180
	Shared staff computer station for staff use	Y	2	36	70
	Network printer		1	20	20
	Workstation layout allowance		1	75	80
100	Operations supervisor office #1				
	Staffing: PX Indv. Offices	Y	1	100	100
	Special use: Conference table to seat two		0	30	0
	Filing cabinets		0	10	0
300	Conveyor Area				
	Staffing: Sorting stations / conveyor		2	70	140
	Shelving station		2	80	160
120	Circulation dept storage				
	Special use: Utility shelves		6	15	90
	Storage cabinets		2	15	30
1,080	Total Operations Department Assigned Area				

*\*Some Extended Areas include rounding factor*





ADMINISTRATION					
Area	Name	Network	Qty.	Unit Area	Extended Area
100	Manager Office				
	Staffing: Manager	Y	1	100	100
	Special use: Filing cabinets, legal size		0	13	0
	Supplies cabinets		0	10	0
300	PX supervisor office #1				
	Staffing: PX Indv. Offices	Y	3	100	300
	Special use: Conference table to seat two		0	30	0
	Filing cabinets		0	10	0
500	PX staff stations				
	Special use: PX Staff WorkStations		12	30	360
	Filing cabinets, legal size		6	13	80
	Supplies cabinets		6	10	60
100	Outreach specialist				
	Staffing: Personnel Specialist Station (hoteling)	Y	2	50	100
	Special use: Side chairs / reception area		0	20	0
	Filing cabinets, legal size		0	13	0
	Supplies cabinets		0	10	0
120	Programming workroom				
	Special use: Printer (ledger format)		1	20	20
	Assembly table w/paper cutter		1	100	100
	Map case / poster storage		0	35	0
	Laminator		0	35	0
	Sink & counter		0	25	0
120	Records storage				
	Five drawer files (legal size)		6	13	80
	Special use: Sorting table / counter		1	40	40
130	Staff copy area				
	Fax machine		0	15	0
	Special use: High-volume copier w/ collator		1	75	80
	Copying supplies cabinet		1	25	30
	Copier paper shelving / storage		2	10	20
110	Office Supply Storage				
	Utility shelves		6	15	90
	Special use: Storage cabinets		1	15	20
1,480	Total Administration Assigned Area				

\*Some Extended Areas include rounding factor



INFORMATION TECHNOLOGY						
Area	Name		Network	Qty.	Unit Area	Extended Area
100	Computer services workroom					
	Staffing:	Workbench / diagnostics & repair	Y	1	50	50
	Special use:	Network printer		1	20	20
		Utility shelves		1	15	15
		Storage cabinets		1	15	15
325	Server room / MDF / IDF					
	Staffing:	Computer console	Y	1	25	25
	Special use:	Equipment rack / MDF		3	50	150
		UPS		1	30	30
		Utility Shelving		2	20	40
		Work area		1	50	50
		Mini Tower Server Area		2	15	30
		IDF Closet (Secondary)		1	50	50
		AV Equipment area		1	50	50
425	Total Information Technology Assigned Area					





STAFF SUPPORT					
Area	Name	Network	Qty.	Unit Area	Extended Area
30	Staff mail (room)				
	Special use: Staff mailboxes / sorting		50	0.5	30
90	Staff lockers (room/area)				
	Special use: Coat racks		2	20	40
	3 Tier Lockers		50	1	50
310	Staff lounge (room)				
	Special use: 4-place round tables		2	75	150
	Lounge seating		1	30	30
	Kitchenette		1	80	80
	Vending machines		1	20	20
	Recycling bins		3	10	30
	Lactation room		1	80	80
250	Shipping & receiving (room)				
	Special use: Utility shelves - outgoing shipments		2	15	30
	Receiving area / sorting		1	80	80
130	Staff restrooms				
	Special use: Men's		1	60	60
	Women's		1	65	70
50	Staff entry		1	50	50
860	Total Staff Assigned Area				

\*Some Extended Areas include rounding factor

COLLECTIONS WORKSHEET	Total Viable Collection	HOUSED			SHELVING ENVIRONMENT (ESTIMATE)								
		% in Circ.	To House	Est to House	No. of Shelves per unit (proposed)	Capacity Factor	Usable Lineal Ft.	Vols./ Lineal Ft.	Vols. per Unit 70%	No. of Units (ESTIMATED)	Aisle (feet)	Area per Unit	Optimal Total Floor Area (incl. 3x12 shelving unit)
Children Services													
BD Children - BD = Book on Disc	777	23%	596	507	3.0	70%	6.30	8	50	10	3.5	11.53	116
BOOK Children Fiction E	13897	32%	9,431	8016	3.0	70%	6.30	28	176	45	3.5	11.53	524
BOOK Children Fiction J	7847	33%	5,277	4486	5.0	70%	10.50	14	147	31	3.5	11.53	352
BOOK Children Nonfiction	13177	20%	9,361	7957	5.0	70%	10.50	21	221	36	3.5	11.53	416
BOOK Children E/J Bios** - subtracted from Nonfiction	1313	13%	1,142	971	5.0	70%	10.50	21	221	4	3.5	11.53	51
BOOK Children Reader	2749	63%	1,019	866	3.0	70%	6.30	16	101	9	3.5	11.53	99
CD Children	384	29%	274	233	5.0	70%	10.50	20	210	1	3.5	11.53	13
DVD Children	5150	39%	3,125	2656	5.0	70%	10.50	18	189	14	3.5	11.53	162
MAGAZINE Children	292	9%	265	225	5.0	70%	10.50	18	189	1	3.5	11.53	14
Reference Children*	47	0%	47	40	5.0	70%	10.50	18	189	0	3.5	11.53	2
SPANISH Children	2140	23%	1,651	1403	5.0	70%	10.50	16	168	8	3.5	11.53	96
BOOK Holiday**	703	39%	427	363	5.0	70%	10.50	28	294	1	3.5	11.53	14
BOOK J Graphic**	819	57%	350	298	5.0	70%	10.50	16	168	2	3.5	11.53	20
							Subtotal number of units:		163				
							TOTAL YOUTH SERVICES COLLECTIONS FLOOR AREA						1,900
Teen Services													
BD Teen (can reduce / paired w/ adult)	340	10%	306	260	5.0	70%	10.50	8	84	3	3.5	11.53	36
BOOK Teen Fiction	2556	35%	1,667	1417	5.0	70%	10.50	10	105	13	3.5	11.53	156
Teen Graphic Novel	1335	16%	1,119	951	5.0	70%	10.50	13	131	7	3.5	11.53	84
							Subtotal number of units:		24				
							TOTAL YOUNG ADULT COLLECTIONS FLOOR AREA						300
Adult Services													
LG PRINT Adult (incl Teen)	2132	27%	1,559	1325	5.0	70%	10.50	8	84	16	3.5	11.53	182
BD Adult	6092	33%	4,072	3461	5.0	70%	10.50	8	84	41	3.5	11.53	475
BOOK Adult Fiction- some 6 shelf units pot.	19235	27%	14,042	11935	5.0	70%	10.50	10	105	114	3.5	11.53	1,310
BOOK Adult Nonfiction - some relocated to power wall - some 6 shelf units pot.	32422	20%	26,067	22157	5.0	70%	10.50	10	105	211	3.5	11.53	2,432
BOOK BIO Adult & Teen	2895	14%	2,498	2124	5.0	70%	10.50	10	105	20	3.5	11.53	233
BOOK Adult Graphic**	1112	21%	874	743	5.0	70%	10.50	14	147	5	3.5	11.53	58
SPANISH Adult & Teen	2790	9%	2,536	2156	5.0	70%	10.50	16	168	13	3.5	11.53	148
Reference Adult*	175	0%	175	149	5.0	70%	10.50	10	105	1	3.5	11.53	16
							Subtotal number of units:		421				
							TOTAL ADULT SERVICES COLLECTIONS FLOOR AREA						4,900
Information Services													
Map collection (remove cabinets)													
							TOTAL INFORMATION SERVICES COLLECTIONS FLOOR AREA						80





COLLECTIONS WORKSHEET	Total Viable Collection	HOUSED			SHELVING ENVIRONMENT (ESTIMATE)								
		% in Circ.	To House	Est to House	No. of Shelves per unit (proposed)	Capacity Factor	Usable Lineal Ft.	Vols./ Lineal Ft.	Vols. per Unit 70%	No. of Units (ESTIMATED)	Aisle (feet)	Area per Unit	Optimal Total Floor Area (incl. 3x12 shelving unit)
Periodicals													
MAGAZINE Adult (title count - 3 titles per shelf)	246		246	209	5.0	100%	15.00	3	45	5	3.5	11.53	63
MAGAZINE Spanish (title count - 3 titles per shelf)	17		17	14	5.0	100%	15.00	3	45	1	3.5	11.53	12
MAGAZINE Teen (title count - 3 titles per shelf)	12		12	10	5.0	100%	15.00	3	45	1	3.5	11.53	12
MAGAZINE Juvenile	27		27	23	5.0	100%	15.00	3	45	1	3.5	11.53	7
Newspapers - refer to new box shelf - hold one week - title list													
							Subtotal number of units:			8			
							TOTAL PERIODICALS COLLECTIONS FLOOR AREA						100
Audiovisual													
CD Adult - music CDs may reduce / CD books may reduce	4955	15%	4,205	3574	7.0	70%	14.70	18	265	14	3.5	11.53	156
DVD Adult	15657	36%	10,064	8555	7.0	70%	14.70	18	265	32	3.5	11.53	373
							Subtotal number of units:			46			
							TOTAL AUDIOVISUAL COLLECTIONS FLOOR AREA						500
Non-Traditional Shelving													
BOOK Children Board Books (browser bins)	1324	68%	424	360	3.0	30%	2.70	5	14	27	3.5	11.53	308
BOOK Read Alongs (NORMAL SHELF/pseudo browser bin)	152	92%	12	10	3.0	10%	0.90	5	5	2	3.5	11.53	26
BOOK Stories to Go (in bags) - look for new solution / look for good hooks	205	74%	53	45	3.0	25%	2.25	5	11	4	3.5	11.53	46
Lucky Day ("Power wall (shelf + merch display / high visibility") - find location - 1 section	1266	94%	82	70	5.0	10%	1.50	5	8	9	3.5	11.53	107
TOP PICKS Adult (Power wall or special shelf)- new to Belmar (7-10)	0	0%	0	0	3.0		0.00	5	0	0	3.5	11.53	0
TOP PICKS Children (Power wall or special shelf)- new to Belmar (7-10)	1667	7%	1,542	1311	3.0	90%	8.10	5	41	10	3.5	11.53	115
							Subtotal number of units:			52			
							TOTAL NON TRADITIONAL SHELVING FLOOR AREA						600
	145,907		104,565	88,886			GRAND TOTAL OF STACKS:						8,380
							714						

# Administration Questionnaire

## Admin/Support Space

Please provide answers within the boxes provided to following questions. If a question is not applicable, please respond with NA.

### 1. Full-time Staff workspace

- a. How many full-time staff on the Operations side do you anticipate?  
2
- i. Will JCPL maintain the open workroom structure with similar bench-style workstations to other libraries in the system?  
yes
- ii. Do any Operations staff require an individual office, if so, how many?  
1
  1. Will the offices be similar in size to previous office sizes?  
yes
- iii. Will personal storage be a combination of lockable drawers and lockers?  
yes  
Please indicate the number of each we should accommodate.  
Lockable File Drawers, 3  
Lockers, 2
- b. How many full-time staff on the Public Service side do you anticipate?  
15
- i. Will JCPL maintain the open workroom structure with similar bench-style workstations to other libraries in the system?  
yes
- ii. Do any Public Service staff require an individual office, and how many?  
4
  1. Will the offices be similar in size to Belmar? 100 sf  
yes
- iii. Will personal storage be a combination of lockable drawers and lockers?  
yes  
Please indicate the number of each we should assume.  
Lockable File Drawers, 15  
Lockers, 15
- c. How many part-time staff do you anticipate?  
25
- i. Do part-time staff need individual workstations?  
No- they use shared work stations
- ii. Do part-time staff need individual storage options?  
yes
  1. If yes, how many lockers do you need?

25, some lockable file drawers

- d. How many volunteers do you anticipate daily?

3-7

- i. Do volunteers need any dedicated workspace?

Some space for sorting donations

1. If yes, please describe the workspace needed.

Shelving and a flat surface- most likely more like what Columbine has than Belmar

2. Would this workspace be within the dedicated staff work area?

yes

- ii. Do volunteers need individual storage options?

Yes- lockers

- iii. If Yes, how many lockers do you need?

6

### 2. Staff Support Space

- a. Please confirm (yes or no) that the following spaces will be required:

- i. break room with a full kitchen like other facilities

Yes (no oven)

- ii. respite and/or lactation room

yes

1. would separate rooms be preferred rather than a shared room?

no

- iii. staff lounge area other than break room

no

- iv. donation storage within the staff back of house

Yes- see volunteer needs

- v. seasonal supply storage room

Yes

- vi. book and technology repair station

no

### 3. Library Foundation

- a. Will the Foundation/Friends of the Library (Little Whale) have a dedicated store location?

This has not emerged as a priority in the community feedback

- b. If yes, how large should it be (similar to Belmar)? Approx. 270 sf with storage

### 4. Automatic Materials Return

- a. Please confirm that we should assume capacity/square footage similar to Belmar, or please provide the capacity we should assume if not.

Planning similar capacity/sq footage to Belmar is appropriate at this point



## 5. IT Space Needs

We will need an MDF room with the ability to hold 3 full racks, this room will need to be powered by UPS equipment with backup provided by a generator as it is planned as a back up data center or server room with enough equipment to be the JCPL failover connection to the internet. Depending on low voltage run lengths, we may need an additional IDF closet. Similar sizing on both to Belmar.

We will also need lockable storage space for Creative Tech 100 sq ft.

## 6. FAC Space Needs

We will need a janitorial closet with a mop sink and room for product storage. This should not be a shared mechanical/electrical room. Typically this would be approximately .005% of total square footage of building. We will also need storage outside of the mechanical room for parts, lamps, owner stock etc. This too should be in the .006% range.



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