

2025 PROSPER COMMUNITY LIBRARY FACILITY MASTER PLAN

VOLUME 1





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INTRODUCTION:

LETTER FROM THE DIRECTOR

Dear Members of the Prosper Town Council,

It is with great enthusiasm that I introduce the Prosper Community Library Facility Master Plan—a bold vision designed to transform our library into a cornerstone of innovation, creativity, and community connection. This plan, developed through a collaborative effort with our residents, Town staff, Council, Library Advisory Board members, and expert consultants from 720 Design, reflects Prosper’s forward-thinking spirit and the aspirations of our rapidly growing community.

At the heart of this vision is a commitment to building a facility that meets not only today’s needs but anticipates tomorrow’s opportunities. In the following pages, you will find a comprehensive strategy for addressing critical gaps and building a community asset that is a dynamic and adaptable hub of learning, creativity, and connection.

Key priorities include:

FLEXIBLE SPACES FOR ALL PURPOSES:

From small study rooms and flexible meeting spaces to expansive event areas, this facility will provide an adaptable environment for everything from business meetings to creative workshops and community gatherings.

SUPPORT FOR ENTREPRENEURSHIP AND CREATIVITY:

Plans for coworking spaces, artist studios, makerspaces, and recording and design tools to ensure that Prosper’s residents will have access to the resources and inspiration needed to bring their ideas to life.

A FUTURE-FOCUSED APPROACH TO TECHNOLOGY AND INFRASTRUCTURE:

Designed to evolve with emerging trends, this new facility will provide access to tools and resources that empower all residents to thrive in a digital world.

STEM AND ARTS ENGAGEMENT:

The proposed facility will have a focus on experiential learning, offering hands-on programs and access to tools that inspire curiosity and creativity for all ages.

This Master Plan is a promise to the people of Prosper to create a space that reflects the energy and potential of our Town. By approving this plan, you are not only investing in a building but in a future where education, creativity, and community thrive.

GARY LANDECK, DIRECTOR

PROSPER COMMUNITY LIBRARY

EXECUTIVE SUMMARY, RECOMMENDATIONS + NEXT STEPS

INTRODUCTION

The *Prosper Community Library Facility Master Plan* outlines a strategic vision for the Library’s evolution, addressing rapid community growth, facility inadequacies, and future demands. This comprehensive plan, developed with input from community members, library staff, and external consultants, provides actionable recommendations to ensure the Library remains a vital community hub. It emphasizes community engagement, a robust methodology, and clear short- and long-term strategies to meet Prosper’s evolving needs.

COMMUNITY ENGAGEMENT: BUILDING A SHARED VISION

The plan incorporated extensive community involvement to shape the vision for the Library:

- 1. Stakeholder Collaboration:** Focus groups, surveys, and interviews with over 600 community members and leaders provided insights into aspirations and priorities for a “dream library.”
- 2. Diverse Input:** Groups like the Mayor’s Youth Advisory Council emphasized the importance of spaces tailored for teens and technological engagement.
- 3. Top Priorities Identified:**
 - Small group study rooms and multi-purpose spaces
 - A focus on children’s interactive spaces and

teen-friendly zones

- Outdoor areas, maker spaces, and technology equipped learning environments

METHODOLOGY: A COMPREHENSIVE APPROACH

To create a forward-looking library plan, a robust methodology was employed:

- **Discovery and Benchmarking:** The team toured innovative libraries in Texas highlighting best practices in flexibility, technology, and community-centered design.
- **Environmental Scanning:** A comparison with peer libraries underscored Prosper’s deficiencies, including a facility size ranking last among peers and limited seating, programming space, and collection accessibility.
- **Standards Alignment:** The plan aligns with Texas Public Library Standards, targeting 0.8 square feet per capita to achieve enhanced service levels.
- **Data-Driven Insights:** Surveys revealed barriers to library use, including space constraints and limited collection diversity, guiding recommendations for expansion.

EXECUTIVE SUMMARY, RECOMMENDATIONS + NEXT STEPS

RECOMMENDATIONS AND OPTIONS: SHORT- AND LONG-TERM STRATEGIES

SHORT-TERM ACTIONS

1. Expand Access and Programming:

- Increase collection size and enhance digital holdings
- Introduce mobile outreach services, including book vending and lockers
- Extend library hours and improve program options, especially for families and teens

2. Upgrade Technology:

- Deploy laptop vending machines to maximize flexible seating
- Enhance digital literacy offerings and Wi-Fi infrastructure

3. Operational Enhancements:

- Recruit skilled library staff and develop a five-year collection growth plan

LONG-TERM PLANS

1. Facility Expansion:

- Option 1: Build a 72,000-square-foot facility meeting full build-out requirements, providing exemplary service standards; Estimated total project cost: \$64.4 million
- Option 2: Build a 49,000-square-foot facility with phased expansion; Estimated total project cost: \$49.9

million.

- Option 3: Build a 33,000-square-foot facility with phased expansion; Estimated total project cost: \$34.2 million

2. Site Selection: Depending on project size and site availability, varying site sizes can be utilized

3. Future-Proofing:

- Design flexible spaces adaptable for evolving community needs
- Incorporate maker spaces, STEM labs, and creative hubs for lifelong learning. *Reference Technology Report in APPENDIX D for more information*

4. Sustainability and Inclusivity:

- Ensure ADA-compliance, sensory spaces, and prioritize energy-efficient designs

CONCLUSION

The Prosper Community Library Facility Master Plan reflects a commitment to community-driven growth, positioning the Library as a cornerstone for education, creativity, and connection. By addressing immediate challenges and planning for long-term needs, Prosper aims to deliver a library that exceeds expectations and supports its vibrant and expanding community.

EXECUTIVE SUMMARY, RECOMMENDATIONS + NEXT STEPS

FACILITY SPACE RECOMMENDATIONS	POPULATION	SF PER CAPITA	EXISTING SQUARE FOOTAGE	NEW TOTAL SQUARE FOOTAGE	TIMELINE
2023-2028					
Master Plan/Concept Design Option 1	77,000	0.91	9,627	72,000	Present-July 2025
WILL SERVE THE COMMUNITY THROUGH 2055					
Master Plan/Concept Design Option 2	63,448	0.79	9,627	49,000	Present-July 2025
WILL SERVE THE COMMUNITY THROUGH 2033					
<i>Master Plan/Concept Design Option 3</i>	<i>63,448</i>	<i>0.52</i>	<i>9,627</i>	<i>33,000</i>	<i>Present-July 2025</i>
<i>WILL SERVE THE COMMUNITY THROUGH 2033</i>					
Secure Funding					1-Nov-25
Secure Site					1-May-25
Design Process and Release for bid					November 2025- November 2026
Construction-Complete in 2028					18 months
NON TRADITIONAL SERVICES					
Expand Mobile Services/Outreach Vehicle					2025
Identify Locations for Lockers or Library Materials Vending					2025
TOTAL LIBRARY SPACE					

EXECUTIVE SUMMARY, RECOMMENDATIONS + NEXT STEPS

SERVICE RECOMMENDATIONS						TIMELINE
SUPPORT ORGANIZATIONS						
Create a Library Foundation						Present
COLLECTIONS						
Increase Collection Size	2025	2026	2027	2028	2029	2030
Physical Collection	33,224 current collection				Increase to 110,000 - 120,000 vols for enhanced collection	Weed and maintain collection
Digital Collection	Review consortium and access					
Convert Collection to RFID	Begin tagging library collection	Purchase new materials pre-tagged	Purchase opening day collection	Install new AMH in new building		
Purchase and Install Self Check	After books are tagged					
TECHNOLOGY						
Technology Vending	Remove one desktop station and replace with Laptops Anytime or similar: https://www.laptopsanytime.com/					Present
Meet minimum technology requirements for desktops		Utilize Laptop Vending	Utilize Laptop Vending	Vending + 20 desktops	Vending + 20 desktops	
STAFFING						
Update organizational chart and job descriptions for new services and programs in the new building						On-going
OPERATIONS						
Increase operating budget to allow for an increased physical collection, more accessible digital collection, and increased staff.						On-going

ACKNOWLEDGMENTS

Thank you to all who contributed to this Master Plan

David F. Bristol, *Mayor*

Marcus Ray, *Mayor Pro-Tem*

Amy Bartley, *Deputy Mayor Pro-Tem*

Craig Andres, *Town Council*

Chris Kern, *Town Council*

Jeff Hodges, *Town Council*

Cameron Reeves, *Town Council*

Danielle Philipson, *Chair, Library Advisory Board*

Jennifer Wattenbarger, *Vice-Chair Library Advisory Board*

Jennifer Lawler, *Library Advisory Board*

Lenorah Johnson, *Library Advisory Board*

Mary Beth Randecker, *Library Advisory Board*

Katie Williams, *Library Advisory Board*

Andrew Cartwright, *Library Advisory Board*

Mario Canizares, *Town Manager*

Bob Scott, *Deputy Town Manager*

Chuck Ewings, *Assistant Town Manager*

Stuart Blasingame, *Fire Chief*

Mary Ann Moon, *Executive Director, Prosper Economic Development Corporation*

Robyn Battle, *Executive Director*

Gary Landeck, *Library Director*

Leslie Scott, Former Library Director

The many residents of Prosper to gave their time to provide input, insight, and inspiration in Focus Groups, the Online Survey, and other ways every day.



1 | INTRODUCTION, METHODOLOGY + COMMUNITY INPUT

INTRODUCTION, METHODOLOGY + COMMUNITY INPUT

The *Prosper Community Library Facility Master Plan* was created in close collaboration with the Library Board, community leaders, engaged citizens, and Town/Library staff. Developed under the guidance of library design consultants 720 design inc., this Master Plan is intended to be comprehensive, actionable, and forward-looking, providing flexible space planning options that enable the Library to meet evolving community needs through the projected Town build-out in 2055.

The main objectives of the Library Facility Master Plan are to assess current and anticipated community needs, provide detailed insights into required space and services, establish standards, and offer recommendations for meeting those standards.



INTRODUCTION, METHODOLOGY + COMMUNITY INPUT

EXISTING LIBRARY

The Prosper Community Library is currently housed in a 9,600-square-foot space within the Town Hall building, which it has shared since 2018. However, the rapid growth in Prosper has increased space needs for both the Library and Town Hall. The Library has outgrown its current collection space, storing nearly 2000 items of its materials offsite and available only upon request. Programs are popular but constrained by limited space and a room divider that does not provide adequate acoustic separation. Staff are similarly limited, working in a small, remote room. Addressing these space constraints would also alleviate some of Town Hall’s space limitations.

The 2023 Comprehensive Plan reports the Town’s population at 38,312, expected to reach over 77,000 by 2055.

PLAN GOALS AND CRITERIA FOR SUCCESS

This Master Plan is intended to establish a need for a new library facility and provide a roadmap for implementation. The Plan is not intended to replace the existing 2022-27 Long Range Plan, but rather serve as a complement to that document and to support the following five goals that are described within it:

- 1. Provide high quality services and resources for lifelong learning*



INTRODUCTION, METHODOLOGY + COMMUNITY INPUT

PLAN GOALS AND CRITERIA FOR SUCCESS (CONT.)

2. *Cultivate a facility that plays an active role in connecting the community*
3. *Increase access to information through relevant technology*
4. *Provide exceptional customer experiences*
5. *Build a library for the future*

At the outset of the Master Plan development, Library and Town leaders identified key “criteria for a successful strategic plan” as follows:

1. Integrate the Town of Prosper’s Core Values:
 - **Teamwork:** Collaborate with Parks & Recreation to align both master plans as they develop in parallel, reference the Town Comprehensive Plan
 - **Heart:** Engage community members and Town leaders throughout the Master Plan process
 - **Respect:** Treat all with dignity, kindness, and courtesy
 - **Integrity:** Act with honesty, transparency, and fairness
 - **Vision:** Aim to proactively address community needs while supporting Council goals as noted here in this report
 - **Excellence:** Pursue continuous improvement and personal professionalism; This report seeks to improve the

Library’s offerings to the community it serves by meeting and exceeding State of Texas standards as well as the community’s specific needs.

- **Service:** Meet and exceed the needs of the community and respond positively to issues; By increasing the available library space, library services can expand to meet the needs of the community.

2. Strategic Visioning Priorities (Identified by Town Council in April 2024 and expanded to reflect the specific goals of this Master Plan report)
 - Accelerate infrastructure growth to match Prosper’s rapid expansion; The Library is a critical amenity to the residents of Prosper.
 - Develop downtown Prosper as a destination, with the Library as a potential, vibrant central community hub
 - Continue providing excellent municipal services by fostering a high-performance culture and ensuring adequate resources, especially in the Library
3. Design a library that will “WOW!” and exceed the community’s expectations

“ I’m so excited that a new library is in the works! We need something big and amazing to match our growing, amazing town!!!”

- STATEMENT FROM ONLINE SURVEY

INTRODUCTION, METHODOLOGY + COMMUNITY INPUT

DISCOVERY TOURS

Prior to initiating the Master Plan, Town staff, along with consultants, toured three newly developed or renovated libraries in Texas to evaluate best practices and innovative services. These tours provided invaluable insights into aspirational services, systems, furniture, and layouts that could be adapted for Prosper Community Library.



INTRODUCTION, METHODOLOGY + COMMUNITY INPUT

LIBRARY DISCOVERY TOUR DETAILS

**GEORGE W. HAWKES DOWNTOWN LIBRARY
(ARLINGTON, TX)**

- Notable features: Multi-purpose community room, outdoor event plaza, children’s space, and soundproof dividers, three story urban building
- Lessons Learned: Flexible space design, robust power options in high-use areas, incorporating chair rails to protect walls, and the benefit of a multi-story building for acoustic separation; *Tour group did not think dedicated gaming spaces were a good fit for Prosper and found the building felt too large for their community.*



INTRODUCTION, METHODOLOGY + COMMUNITY INPUT

LIBRARY DISCOVERY TOUR DETAILS

TRAPHENE HICKMAN PUBLIC LIBRARY (CEDAR HILL, TX)

- Notable features: LEED-certified building, outdoor decks, dividable multi-purpose room, digital media suite, and adult reading porch located in a signature park with an amphitheater, reading swings and power at café tables
- Lessons Learned: Involving the community in design, providing ample meeting/program/multi-purpose spaces, and ensuring additional parking; *Tour group did not think a profit driven series of meeting spaces were appropriate for Prosper, but loved the connection to nature around the building.*



INTRODUCTION, METHODOLOGY + COMMUNITY INPUT

LIBRARY DISCOVERY TOUR DETAILS

SMITH PUBLIC LIBRARY (WYLIE, TX)

- Notable features: Traditional quiet reading rooms, themed children’s area, and outdoor programming spaces; This library is located on a site shared with the Recreation Center and Town Hall.
- Lessons Learned: Ensure accessibility, power availability, and outdoor programming spaces to foster inclusivity; Pros and cons of co-locating a library and recreation center were discussed.



INTRODUCTION, METHODOLOGY + COMMUNITY INPUT

EMERGING TRENDS NOTED:

- Flexible, reconfigurable spaces like mobile shelving and multi-purpose rooms are critical to ensuring the space can be transformed for multiple purposes.
- Integration of technology and digital literacy programs support education and entertainment goals.
- Maintain existing and develop new community-centric programming and partnerships for enhanced service offerings.

SUMMARY OF KEY TAKEAWAYS FOR PROSPER COMMUNITY LIBRARY:

- **Design Flexibility and Community Involvement:** Create flexible spaces with ample power and data and involve the community in design choices
- **Location and Accessibility:** Central locations are ideal for library accessibility and community engagement
- **Growth Planning:** PCL should design with expansion in mind to meet future population demands
- **Technology and Safety:** Ensure technology enhanced spaces and prioritize safety with design choices like visibility and glass partitions



INTRODUCTION, METHODOLOGY + COMMUNITY INPUT

STAKEHOLDER INPUT

The Prosper Community Library Facility Master Plan process included various methods for community involvement, including four focus groups, an online survey, and leadership interviews.

COMMUNITY FOCUS GROUPS

Three focus group sessions were held in July 2024 and one with the Mayor’s Youth Advisory Council in November, attracting strategic community stakeholders and over 45 attendees. Participants provided input on their visions for a “dream library” and voted on priority spaces.

1 | AWARENESS OF LIBRARY PROGRAMS

Of the participants, 21 felt very well-informed about the Library’s offerings, 9 considered themselves fairly informed, and 9 expressed a desire for better communication and shared preferences for receiving updates. Email and Instagram were noted as the most effective.

2 | LIBRARY USE OUTSIDE PROSPER

Community members also utilize neighboring libraries: 24% go to Frisco, 22% to McKinney (John and Judy Gay Community Library or Downtown Library), 10% to Celina, and 8% access digital collections from libraries like Houston Public Library.



INTRODUCTION, METHODOLOGY + COMMUNITY INPUT

3 | IMPORTANCE OF PHYSICAL VS. DIGITAL RESOURCES

In prioritizing physical versus digital library spaces, 53% of respondents preferred physical spaces and collections, while 47% valued an equal focus on physical and digital resources.

4 | SUGGESTIONS FOR NEW LIBRARY PLANNING

Thirty-three participants shared ideas for the new Prosper Community Library, emphasizing outdoor spaces, a larger collection, and creative, engaging spaces for children.

The top community priorities gathered from the “dot” voting exercise and the Mayor’s Youth Advisory Council online poll included:

- Small group study rooms (38% of the MYAC listed these as the most important space)
- Maker Space with high-tech equipment
- Quiet reading room (even the youth group indicated this is a top priority)
- Multi-purpose rooms with dividers
- Study pods and a reading deck
- Interactive Spaces for kids of all ages including reading niches and recording studios
- Vending and Tutoring Spaces

Reference **APPENDIX B** for more information.



NO. 1 | VENDING CAFE



NO. 2 | STUDY ROOMS



NO. 3 (TIE) | QUIET READING ROOM



NO. 5 | HIGH TECH MAKERSPACE



NO. 3 (TIE) | STUDY PODS



NO. 6 | READING NICHES

INTRODUCTION, METHODOLOGY + COMMUNITY INPUT



NO. 7 | LOW TECH MAKERSPACE



NO. 9 (TIE) | INTERACTIVE LEARNING



NO. 8 | PLAZA AND WALKING PATHS



NO. 9 (TIE) | TECH COLLABORATION ZONE

INTRODUCTION, METHODOLOGY + COMMUNITY INPUT

ONLINE SURVEY SUMMARY:

The online survey, administered by The Ivy Group, aimed to gauge the community's current use of the Library, identify key needs, and gather feedback on desired features for a future facility. Conducted in the summer of 2024, the survey was promoted through all of the Town's communication channels, including the Town website, e-newsletters, social media, and direct-mail postcards to 4,000 Prosper households. It received responses from 565 residents of varying ages, library usage patterns, and backgrounds, providing a broad perspective on community sentiment. The key findings from the survey are outlined below:

1 | BARRIERS TO LIBRARY USAGE

- **Space Limitations:** Nearly half (48%) of respondents noted the lack of adequate space for collections and programming as a barrier, leading to a perception of cramped, overcrowded conditions. Some users expressed that the limited seating and study areas hindered their ability to find a comfortable space to read, work, or study.
- **Limited Collection and Material Availability:** About 42% of respondents felt that the Library's collection was insufficient, citing a lack of newer titles, specialized resources, and digital media. This led some users to turn to neighboring libraries or online resources for access to books and media.

- **Operating Hours:** Around 36% of respondents mentioned that the current hours of operation did not meet their needs, with many requesting extended evening and weekend hours to accommodate work and school schedules.

2 | LIBRARY USAGE AND FREQUENCY

- **Frequent Users:** Sixty-one percent of survey respondents used the Library three or more times in the past year. Among these, young families and teens were particularly frequent visitors, indicating a strong demand for children's programming, study spaces, and youth resources.
- **Occasional or Non-Users:** Thirty-nine percent of respondents used the Library infrequently (less than three times a year) or not at all. Non-users cited factors such as inadequate space, lack of programming, and perceived inaccessibility as deterrents, while occasional users often cited lack of resources that fit their specific needs.

3 | TOP REQUESTED SPACES AND SERVICES

Survey participants ranked their top priorities for a new library, with the following spaces consistently highlighted:

INTRODUCTION, METHODOLOGY + COMMUNITY INPUT

- **Collection and Book Space:** Nearly 60% of respondents prioritized additional shelving and space for physical collections, emphasizing the need for a larger selection of books, media, and periodicals. Many voiced a desire for more genre variety and expanded digital lending options.
- **Children’s and Teen Spaces:** Around 54% of respondents expressed a need for designated areas tailored to children and teens. They called for comfortable, safe spaces with engaging, age-appropriate resources and programming, from story time rooms to teen lounges equipped with study pods and tech tools.
- **Flexible Programming and Event Areas:** Flexible multi-purpose rooms that could host a range of activities—from community events to tech workshops—were in high demand, with 47% of respondents citing this need. Many suggested these spaces be designed with dividers for soundproofing and adaptable layouts.
- **Technology and Maker Spaces:** A significant portion (45%) requested dedicated technology labs and maker spaces that could support digital literacy, creativity, and STEM learning. Popular requests included 3D printers, podcast studios, video editing stations, and robotics kits, catering to both youth and adults.

- **Outdoor Reading Areas and Reading Decks:** Almost 40% of respondents voiced enthusiasm for outdoor areas with comfortable seating for reading, socializing, and attending library programs. Respondents cited the calming, open-air atmosphere as beneficial for relaxation and family-friendly programming.

4 | EXPANDED PROGRAMMING INTERESTS

In addition to physical space needs, respondents suggested program expansions that reflect evolving community interests, with particular emphasis on:

- **Children’s Storytimes and Early Literacy Programs:** Families with young children highlighted the importance of expanded story times, hands-on literacy activities, and sensory-friendly events.
- **Adult Learning and Professional Development:** Respondents expressed interest in workshops on financial literacy, career skills, digital literacy, and small business support.
- **Teen-Focused Offerings:** Teen respondents voiced interest in spaces and programs focused on creativity, study, and social connection, such as art workshops, coding classes, and teen-only social events.

Reference **APPENDIX B** for more information.

INTRODUCTION, METHODOLOGY + COMMUNITY INPUT

LEADERSHIP INTERVIEWS:

Library and Town leaders, including Town Council members, Library Board representatives, and Town staff, were interviewed to provide strategic insights into the library's future role, goals, and impact on the Prosper community. Their input was instrumental in shaping the long-term vision for the library as a community cornerstone.

- **1 | Priorities for Community Hub Role** Leaders uniformly agreed on the importance of the library as a community gathering space, central to Prosper's vision of a vibrant and connected downtown area. Emphasizing the library's potential as a hub for lifelong learning and cultural engagement, they advocated for designs that would draw diverse groups and foster community pride.
- **2 | Flexible Multi-Use Spaces** Nearly all leaders stressed the need for spaces that could adapt to a wide range of uses. A common theme was the value of flexible, multi-purpose rooms with soundproof dividers and movable furniture to allow for varied programming—such as community meetings, social gatherings, and educational workshops—without disrupting other library services. Leaders expressed particular interest in modular furniture that could accommodate different seating arrangements and easily adapt to event-specific requirements.

- **3 | Focus on Technology and Digital Literacy** Leaders strongly supported integrating state-of-the-art technology to prepare Prosper's residents, especially youth, for a digitally-oriented future. They advocated for tech-driven spaces like maker labs, media studios, and digital literacy classrooms that could support STEM programming and vocational training, as well as traditional library resources. Several leaders noted that such spaces could help bridge digital divides and ensure Prosper residents have access to valuable career development and educational tools.

The revised plan should prominently integrate a business incubation center to support local entrepreneurs, small business development and position the library as an economic driver for Prosper. This space should be clearly designed with the business community in mind while remaining flexible and include:

- *Modular co-working areas for individual or group work*
- *Meeting rooms with advanced audiovisual capabilities*
- *Maker spaces equipped with resources for advanced prototyping, including 3D printers and AR/VR labs*
- *Studios for podcasting, video editing and other digital media production*

A partnership with the Prosper EDC could be a potential funding source for this space. It could also allow the library to host events like pitch competitions, workshops and networking sessions in collaboration with local organizations and businesses.

INTRODUCTION, METHODOLOGY + COMMUNITY INPUT

LEADERSHIP INTERVIEWS:

- **4 | Commitment to Inclusivity and Accessibility** Ensuring accessibility and inclusivity was a priority for all interviewees. Leaders emphasized the importance of ADA-compliant designs and accessibility features, not only in physical spaces but also in programming. Suggestions included offering sensory-friendly areas, multilingual resources, and inclusive program offerings that cater to a diverse community, including individuals with disabilities and non-English-speaking residents.
- **5 | Safety and Security Measures** Safety was identified as essential, with a focus on open layouts, visible sightlines, and thoughtful placement of entry and exit points to enhance security. Leaders recommended integrating elements such as glass partitions for transparency and monitoring, along with advanced security systems to provide a secure environment without detracting from the welcoming atmosphere.
- **6 | Community and Youth Engagement** The Mayor’s Youth Advisory Council, representing Prosper’s youth, provided a unique perspective on the library’s role in supporting young residents. Youth Council members emphasized the need for spaces tailored to teens, such as study pods, social lounges,

and tech-enabled areas for both studying and creative projects. They also requested regular teen-centered programming, like coding classes, art workshops, and social events, underscoring the need for an inclusive environment where teens feel comfortable and valued.

- **7 | Environmental and Sustainable Design** Several leaders highlighted the importance of sustainability in the library’s design and operations. They encouraged the use of energy-efficient materials, natural lighting, and green building practices to align with Prosper’s commitment to environmental responsibility and serve as a model for future Town projects. Outdoor areas were also encouraged, with a preference for landscaped reading gardens and eco-friendly materials.

Reference **APPENDIX B** for more information.

INTRODUCTION, METHODOLOGY + COMMUNITY INPUT

CONCLUSION

The robust input from Prosper’s residents and leaders underscores the library’s pivotal role in serving a diverse and rapidly growing community. Together, the survey and leadership interviews illuminate the community’s vision for an adaptable, inclusive, and resource-rich library that remains relevant to Prosper’s evolving needs. This feedback is woven into the recommendations of the Master Plan, ensuring that the library’s future design is responsive to the voices of Prosper’s residents and leaders alike.

“ You should consider all age groups in your design and planning, from the very young to the very old as well. I love the idea of having outdoor space as well that can be utilized in a myriad of ways. ”

- STATEMENT FROM ONLINE SURVEY





**2 | BENCHMARKING + STANDARDS
REPORT**

BENCHMARKING + STANDARDS

ABOUT BENCHMARKING

Benchmarking is a comparison of performance among similar libraries that can be used to assess strengths and identify areas needing improvement. Library benchmarks utilized here are quantitative statistics related to library size, operating revenue, circulation, program attendance, staffing and visits as part of this Facility Master Plan.

Comparing the performance of the Prosper Community Library to libraries in similar communities allows the Town, Library, and consulting team to highlight areas of excellence to maintain as well as under-performing areas that may require further study or action in the Library Facility Master Plan. The comparisons also provide persuasive data for change, reports to the state and elected officials. For example, benchmarks indicating comparative data of an under-sized library building can help build a case for additional space or a new facility.

Benchmarking is not to be considered in a vacuum. It does not represent a complete assessment of library performance. Data should be approached with an open mind and an interest in understanding the reasons why. Benchmarking results must be viewed



BENCHMARKING + STANDARDS

within the context of a library’s unique situation, including its community demographics and expectations, facilities now and planned, financial situation, and management philosophy. It should be used in conjunction with online surveys, community focus groups and Town leadership interviews as detailed in this full report in order to develop a complete picture of performance.

Some considerations:

- The American Library Association (ALA) and the Pew Research Center have published comparative data regarding library budget allocations by state. Historically, personnel expenses comprising roughly 60% of a library’s budget have been considered optimal. Personnel targets have ticked upward over the last decade to 65-70%—even higher in major metropolitan areas or for libraries that are unionized—as the costs of healthcare and other benefits have increased. However, the number and quality of staff is directly tied to the level of service to library users and as services provided increase, staffing levels must also increase.
- Some numbers, such as the number of items in the collection need to be supplemented with additional information so as to be meaningful. For example, the number of holdings alone does not take into account the age, condition, accessibility of the collection/library or other attributes that fully describe the

quality of the collection and potential explanations for lower than expected check out rates.

- Many statistics have hidden “cause-and-effect” attributes, revealed only after further investigation. For example, libraries with short loan periods and more renewals will tend to have larger circulation numbers than peers with longer loan periods and fewer renewals.
- There are many opportunities for data entry errors, including both the library and the databases providing access to the numbers.
- Data reflects past performance. For this report the most recent publicly available information was pulled from the 2022 and 2023 Texas Public Libraries Statistics, Texas State Library and Archives database.

This study considers figures most important to the planning effort, vision, concerns, and Library Facility Master Plan.

BENCHMARKING + STANDARDS

IDENTIFIED PEER LIBRARIES

The most meaningful benchmarking data is obtained by selecting peer libraries similar in size, population, and finances. The design team used the “Library Statistics and Accreditation Data Base” program on the website of the Texas State Library and Archives Commission to identify peer libraries.

Link to standards can be found here:
[Texas Public Library Standards | TSLAC](#)

Criteria focused on:

- Libraries serving a rapidly growing population that reflect the future size of Prosper
- Libraries serving similar demographics
- Cities comparable to the Town of Prosper

“ We love the interactive science aspect of the Frisco Library as well as the cozy nooks around the library to sit and read.”

- STATEMENT FROM ONLINE SURVEY



FINAL PEER SET:

LIBRARIES
MCKINNEY PUBLIC LIBRARY SYSTEM (TEXAS)
ANNA COMMUNITY LIBRARY (TEXAS)
CELINA (TEXAS)
COZBY LIBRARY & COMMUNITY COMMONS, COPPELL (TEXAS)
FLOWER MOUND PUBLIC LIBRARY (TEXAS)
FRISCO (TEXAS)
KELLER PUBLIC LIBRARY (TEXAS)
LITTLE ELM PUBLIC LIBRARY (TEXAS)
SOUTHLAKE PUBLIC LIBRARY (TEXAS)

It should be noted that the peer set has value beyond the completion of this report. Sharing information on a regular basis with peers can be a worthwhile activity, providing more precise and comprehensive benchmarks and facilitating ongoing discussions about best practices.

BENCHMARKING + STANDARDS

BENCHMARKING OVERVIEW

One of the most important comparisons is per capita use—that is, how frequently are services used by the population. Per capita use allows cities to compare their services without considering the population of the communities because it is based on services per person and not the size or budget of the library.

The 2024 Environmental Scan of the Prosper Community Library (PCL), conducted by the Ivy Group, provides insights into PCL’s performance compared to peer libraries in North Texas. Using data-driven benchmarking, this scan identifies PCL’s strengths and areas for improvement, establishing a foundation for informed decision-making. This summary highlights key findings and strategic recommendations to align the Library’s growth with Prosper’s future needs.

INTRODUCTION AND GOALS

The primary goal of this report is to benchmark PCL against similar libraries to:

- 1. Set growth and performance targets** based on population trends
- 2. Identify gaps in resources and services** that affect Library performance
- 3. Support advocacy and funding efforts** by providing evidence of need

Comparisons were made against a peer set of nine regional libraries with similar demographics, as well as two composite libraries representing populations of 25,001–50,000 and 50,001–100,000 residents, to mirror Prosper’s current and projected size.

BENCHMARKING + STANDARDS

FACILITIES: EXPANDING TO MEET COMMUNITY NEEDS FINDINGS

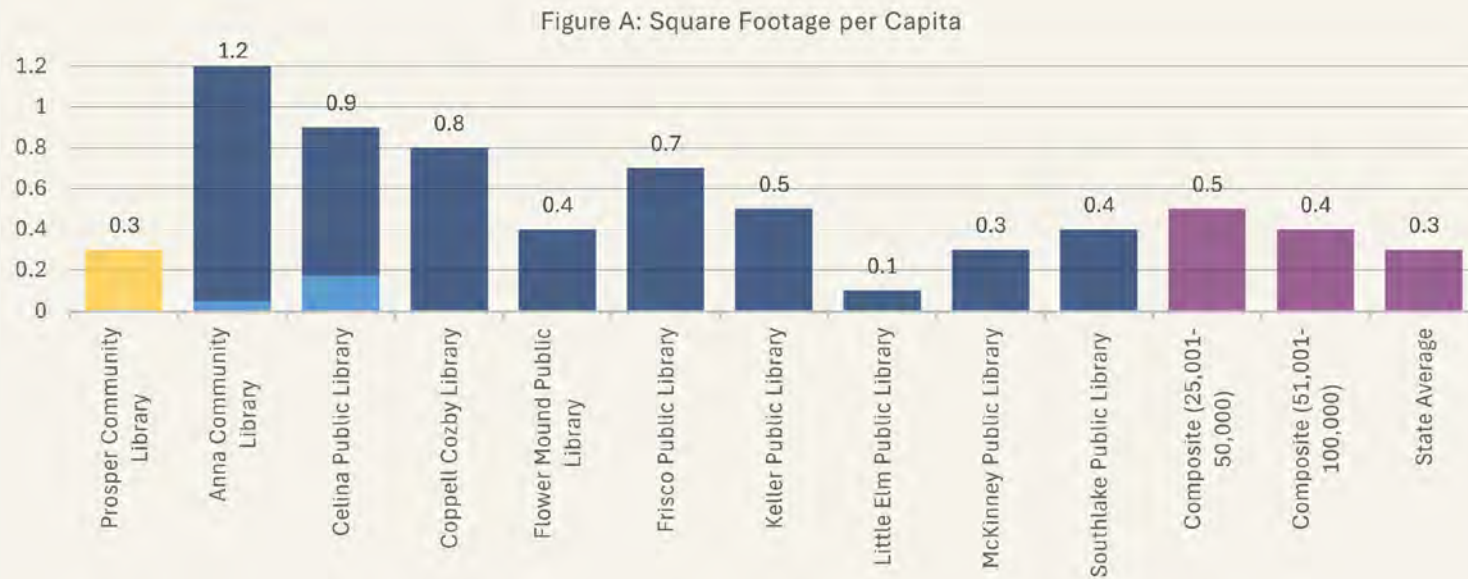
- **Current Facility Size:** At 9,627 square feet, PCL ranks among the last of its peers. This translates to only **0.3 sq. ft. per capita**, below the Texas state recommendation of **0.8 sq. ft. per capita**. Although Prosper is currently at the State Average, with the projected rate of growth, the current facility will eventually drop well below average.
- **Impact on Services:** The limited space restricts PCL’s ability to expand collections, provide study areas, and host a variety of programs.

RECOMMENDATIONS:

Community input indicated that the biggest reason for not using the Prosper Community Library is space including comments like “I use the Library, but the resources are limited due to the size of the current building.”

1. **Facility Expansion:** Additional space would support expanded collections, dedicated programming rooms, and more seating.
2. **Flexible Spaces:** PCL should include flexible design elements in the expanded facility to accommodate diverse uses, from quiet study to group programs.

▼ **FIGURE A: SQUARE FOOTAGE PER CAPITA**



BENCHMARKING + STANDARDS

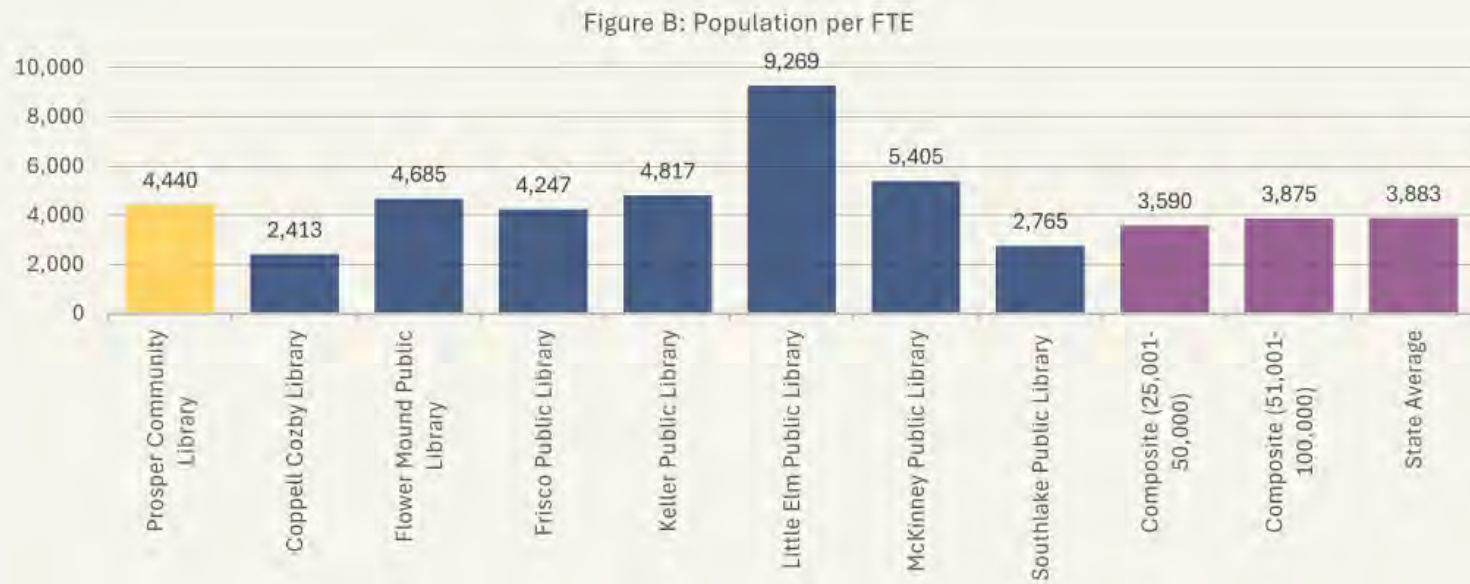
STAFFING: BUILDING CAPACITY WITH SKILLED PROFESSIONALS FINDINGS

- **Staff-to-Population Ratio:** PCL’s *population per full-time equivalent (FTE)* is in line with peer libraries, yet the number of staff with advanced library science degrees is notably low (27% versus the peer average of 38%).
- **Budget Allocation:** Staff expenditures constitute **82% of the total budget**, indicating a reliance on personnel to deliver services, but underscoring the need for competitive wages and benefits.

RECOMMENDATIONS

1. **Increase Professional Staff:** PCL should recruit more staff with MLS/MLIS degrees to maintain high-quality service as Prosper grows.
2. **Review new services and staff required:** Additional space to provide more services (programs, technology, maker spaces) require specialized staff beyond space to store books and resources.

▼ **FIGURE B: POPULATION PER FTE**



BENCHMARKING + STANDARDS

COLLECTIONS: EXPANDING RESOURCES FOR A GROWING POPULATION FINDINGS

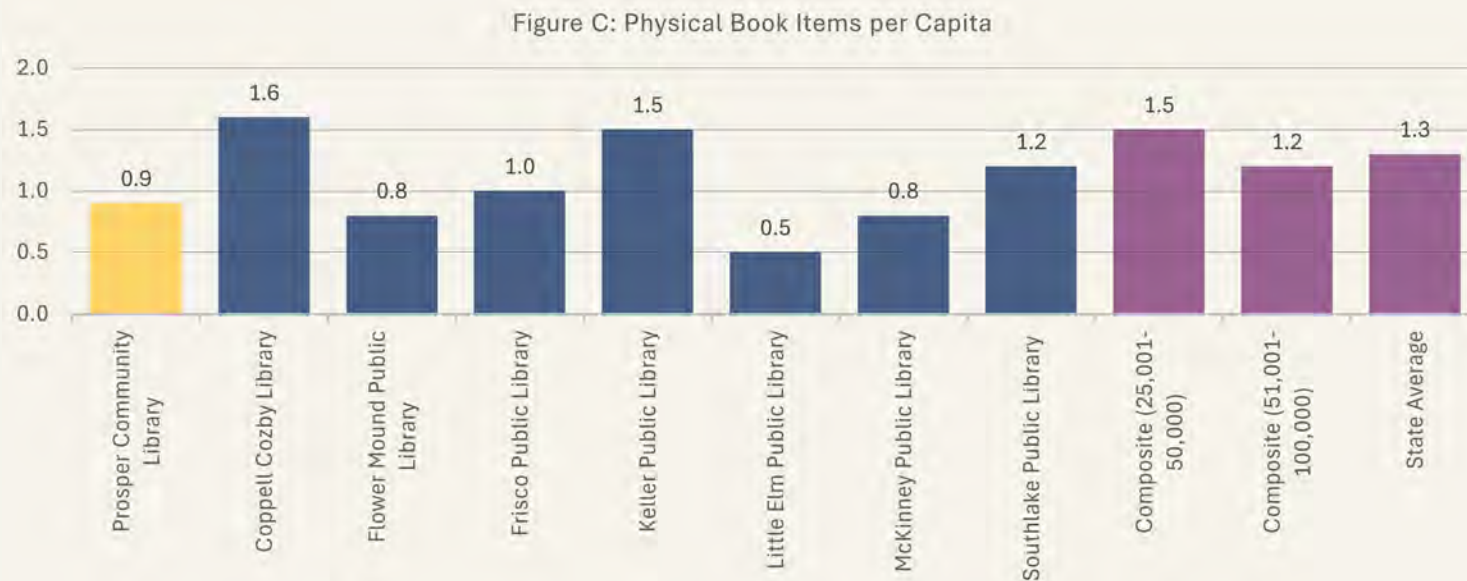
- **Physical and Digital Collections:** PCL ranks 8th in circulation among peers, with physical circulation dominating (90% of total). PCL offers fewer databases and digital materials, limiting patron access to varied resources.
- **Circulation Potential:** While the current collection meets accreditation requirements, circulation per capita remains below peer averages, likely due to space and budget limitations.

RECOMMENDATIONS

The community indicated that there are not enough offerings especially for adults.

1. **Enhance Digital and Physical Collections:** PCL should expand digital holdings and consider high-demand physical items to address patron interests and alleviate wait times.
2. **Promote Database Awareness:** PCL should increase training and marketing efforts to raise awareness of digital resources, particularly databases, which currently see lower usage.

▼ **FIGURE C: PHYSICAL BOOK ITEMS PER CAPITA**



BENCHMARKING + STANDARDS

PROGRAMMING: ENHANCING COMMUNITY ENGAGEMENT FINDINGS

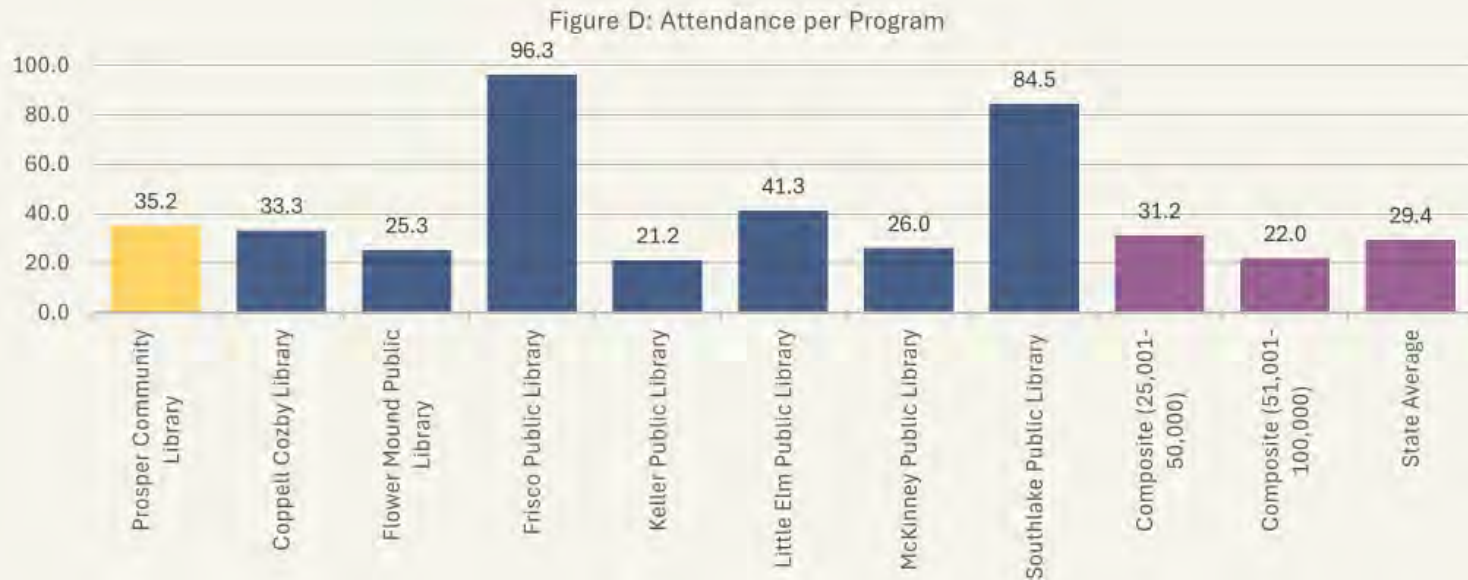
- **Program Reach:** Despite offering fewer programs overall, PCL has strong attendance per program. Asynchronous programs, such as online events and off-site events, also see significant engagement, ranking PCL third among peers.
- **Demand for Growth:** Survey feedback indicates high interest in expanded programming, especially for youth and family events. The library should consider mobile services and expanding outreach to senior centers, day care centers, etc. especially in the short term and plan for additional, flexible program spaces in the long term.

RECOMMENDATIONS

The community input suggests a demand for more and bigger programs.

1. **Expand In-Person Programs:** PCL should increase the frequency and diversity of programs, using larger spaces to accommodate demand and support community engagement.
2. **Build Mobile and Outreach Services:** PCL should consider options like a mobile library to reach underserved areas and populations, including seniors and remote neighborhoods.

▼ **FIGURE D: ATTENDANCE PER PROGRAM**



BENCHMARKING + STANDARDS

TECHNOLOGY: ENHANCING ACCESS AND DIGITAL LITERACY

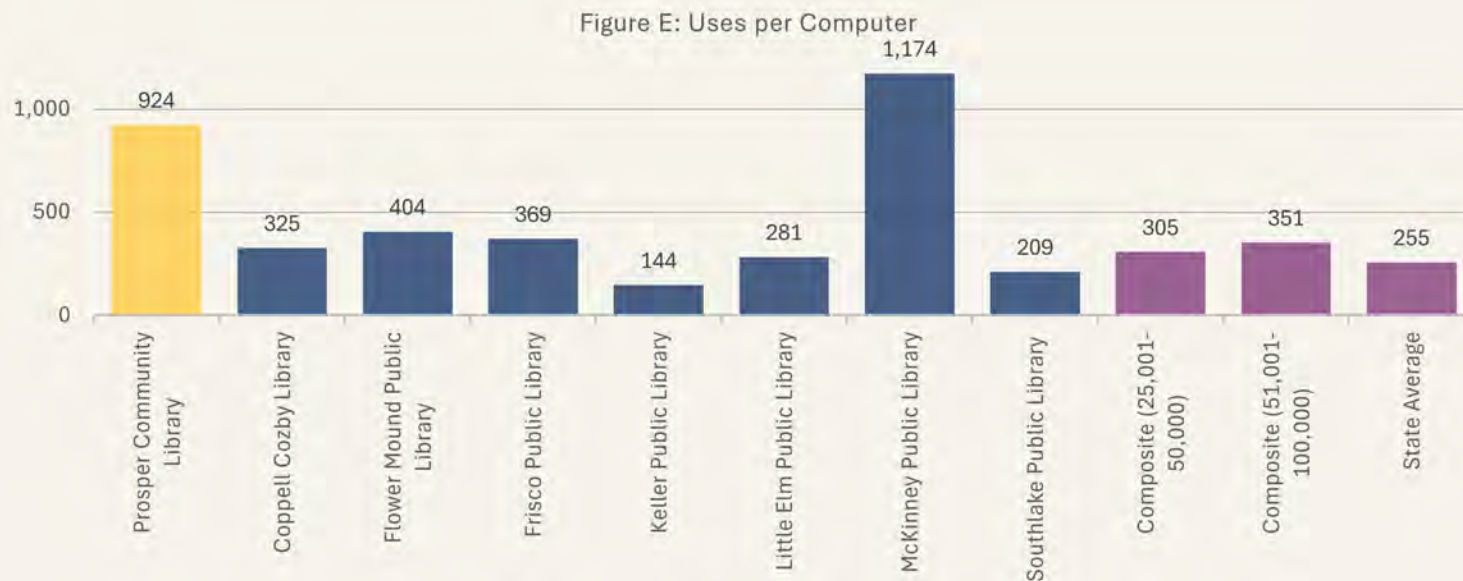
FINDINGS

- **High Demand for Public Computers:** PCL ranks 2nd in computer uses per public computer, demonstrating high demand for on-site technology access.
- **Wi-Fi and Digital Services:** PCL ranks low in Wi-Fi sessions and access points, which may limit remote users' connectivity or is not being accurately tracked.

RECOMMENDATIONS

1. **Increase Technology Resources:** PCL should add more public computers by providing a laptop vending machine and confirm Wi-Fi tracking methods
2. **Website Improvement and Digital Outreach:** PCL should invest in website usability improvements to drive digital resource use and streamline access to virtual events and services
3. **Maker Spaces and Tech Programs:** The Mayor's Youth Council suggested programs and spaces around coding, 3D printing, and gaming.

▼ **FIGURE E: USES PER COMPUTER**



BENCHMARKING + STANDARDS

COMMUNITY USE: EXPANDING ACCESS AND BUILDING AWARENESS

FINDINGS

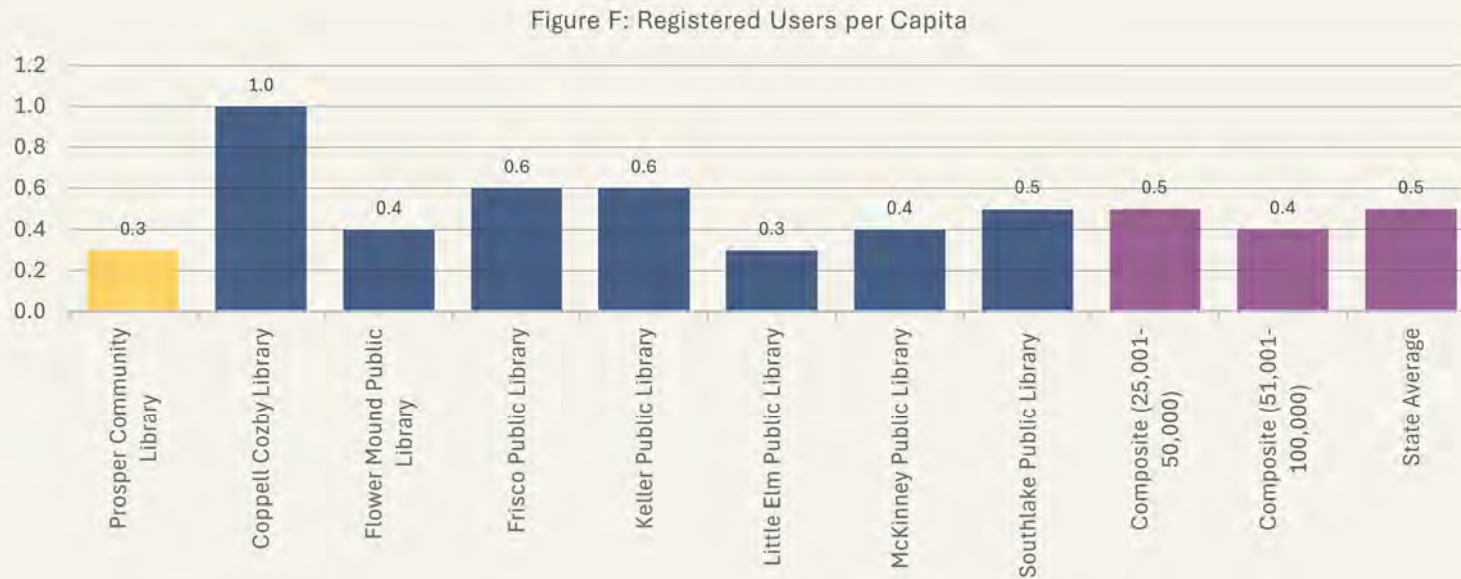
- **Registered Users:** PCL’s registered cardholder base is significantly below the peer average, indicating potential for outreach to increase patronage.
- **Hours of Operation:** At the time of the state report the library was open 40 hours per week, PCL fell short of the Texas Library Association’s recommended 50-hour threshold for populations under 50,000. Since May 2024 the library is now open 51.5 hours per week.

RECOMMENDATIONS

The top two reasons in the online survey for not using the Library are around space but the third reason given by the community is library hours even though the survey was completed after the hours were increased.

1. **Increase Hours of Operation:** As PCL grows, gradually extend hours to meet the 50- to 64-hour range required for larger service populations, aligning with state standards.
2. **Boost Outreach Efforts:** PCL should implement targeted outreach and promotional events to increase awareness, attract new users, and foster community connections.

▼ **FIGURE F: REGISTERED USERS PER CAPITA**



BENCHMARKING + STANDARDS

CONCLUSION

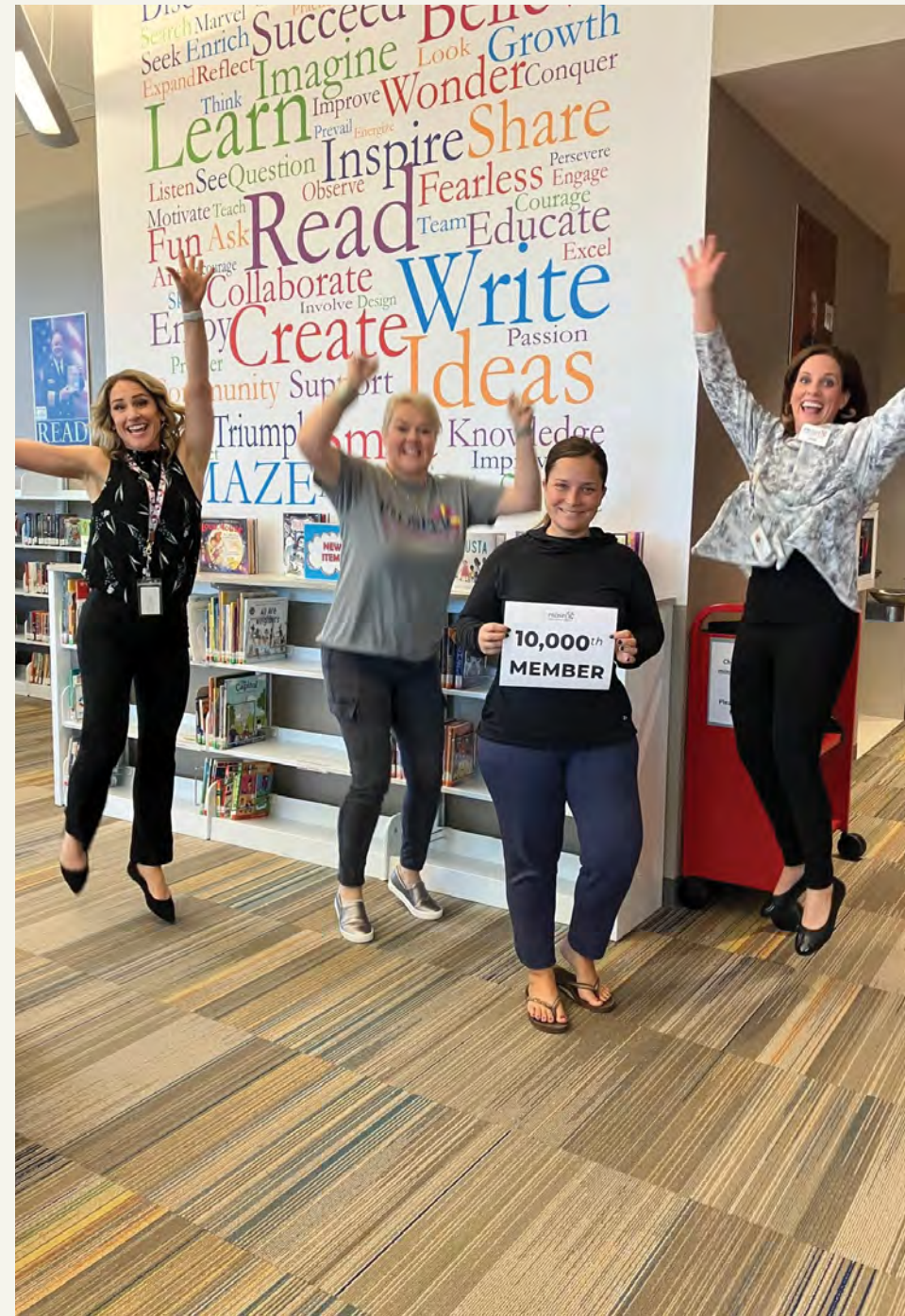
The Prosper Community Library is well-positioned for growth, and strategic investments in facility expansion, staffing, collections, and technology will enable it to meet Prosper’s future needs. By prioritizing these areas, PCL can transform into a community hub that supports lifelong learning, digital literacy, and cultural engagement for all Prosper residents.

NEXT STEPS

To move forward:

- **Funding and Advocacy:** Use this data to support funding proposals for a new facility and additional staff
- **Community Engagement:** Present findings to the community to build awareness and gather feedback
- **Annual Benchmarking:** Continue annual comparisons to monitor progress toward achieving PCL’s strategic objectives and the peer standards

This summary underscores the value of supporting PCL’s growth to ensure that it continues to serve as a vibrant, resource-rich asset for the Prosper community.



BENCHMARKING + STANDARDS

INTRODUCTION TO LIBRARY STANDARDS AT PROSPER COMMUNITY LIBRARY

The Prosper Community Library strives to deliver quality library services to all members of the community by adopting established standards that serve as a foundation for excellence. The State of Texas has created standards that aim to enhance the library's value as a community resource, raise expectations for library services, and provide an authoritative reference for justifying support and funding. By implementing these guidelines, the library can measure its success, grow its offerings, and ensure alignment with state accreditation requirements.

Purpose of Library Standards

The primary objectives of these standards related to library space include:

- **Promote Quality Service:** Ensuring that all patrons, regardless of background or circumstance, have access to high-quality resources and services
- **Elevate Expectations:** Encouraging the community to expect and engage with exceptional library experiences
- **Guide Administration and Advocacy:** Providing a framework for library administrators to plan services and for advocates to justify funding, staffing, and space requests

Philosophy Behind the Standards

The Prosper Community Library, guided by the Joint TSLAC/TLA Task Force on Public Library Standards and Accreditation, embraces the following imperatives:

- **Valuing Libraries:** Recognizing public libraries as essential community resources and reflections of diverse cultural heritage
- **Celebrating Uniqueness of Each Community:** Respecting the unique needs of communities and the individuality of libraries within the state
- **Meeting Community Needs:** Responding effectively to the evolving needs of Prosper's residents
- **Appreciating Library Staff:** Recognizing the expertise and dedication of library staff as essential to delivering outstanding service

BENCHMARKING + STANDARDS

Customization and Local Application

The following standards are tailored to reflect the population size and service levels set as a goal for the Prosper Community Library. Levels of Service: Enhanced and Exemplary

The standards outline two advanced levels of service:

- **Enhanced Level:** Building upon the foundational services, focusing on continuous improvement
- **Exemplary Level:** Representing the highest standard of progressive service development and excellence

Libraries achieving these levels demonstrate a commitment to proactive growth and innovative service delivery, reflecting the library’s dedication to exceeding the expectations of the Prosper community. The following narrative serves as a roadmap for applying library standards to create a thriving, dynamic, and inclusive environment that supports lifelong learning and community engagement.



BENCHMARKING + STANDARDS

ABOUT STANDARDS

There are a number of different methods for determining whether facilities should expand and when local conditions indicate additional buildings. The various methods of assessing and determining future space requirements include:

- Reference national (Public Library Association, American Library Association) or state (Texas Library Association) standards
- Use benchmark libraries for comparison
- Reference functional element “standards” – formulas for calculating library space needs based on the collection, seating, and staff areas required to meet the community’s needs.

In addition, and perhaps most importantly, library space planning should factor micro-cultural desires based on the unique characteristics and culture of the community. The consultants gathered this data through the online surveys, Town-wide leaders’ interviews, and community input events described in previous sections of this report.

In Texas, we utilize the Texas Public Library Standards 2014 Revision that was developed by the Committee on Public Library Standards in order to “promote the quality of library service to all Texas, raise the expectations of library clientele, and to provide an authorita-

tive document by which library quality may be measured.” However, because libraries have changed dramatically in the last 10 years we use this as a baseline for planning with updates on technology, collections (including eBooks and streaming that were little used in 2014), and the need for the Library to serve as a community gathering space as indicated by the PCL community input.

FUNCTIONAL ELEMENT STANDARDS FOR DETERMINING SPACE ADEQUACY

Ultimately, square footage recommendations are most accurately determined by calculating the space required for the collections, seats, technology, and staff space required to offer services at the volume needed to meet the community’s demand for library service.

Functional element standards use formulas to calculate space needs for each aspect of library service (collection, seating, and technology) and for the staff areas required to support public services. These are totaled to determine the overall space requirements to meet the community’s needs.

BENCHMARKING + STANDARDS

The formulas are further informed by establishing the necessary spaces for the primary building components and data from an assessment of the Library’s service profile and local library needs determined by community feedback.

The consultants utilized both standards and functional elements to evaluate the needs of the Prosper Community Library.

The American Library Association established a three-tiered standard that included a “standard” service based on 0.6 SF per capita, 0.8 SF per capita based on an “enhanced” level of service, and 1.0 SF per capita to provide “exemplary” service. Early in the master planning process, Town staff set a goal for 0.8 SF per capita for library space.

Based solely on standards, a new 50,000 SF library will meet the Town’s stated goal of providing 0.8 SF per capita of library space through approximately 2033 based on the Comprehensive Plan population projections. To meet the needs through build-out just under 62,000 SF is required. **Figure A** illustrates the needs based on standards:

▼ **FIGURE A: SQUARE FEET PER CAPITA PROJECTIONS TO MEET .8 SF PER CAPITA GOAL**

Year	Population	Gross Square Feet	Gross Square Feet Per Capita
2018	28,825	9,627	0.33
2023	38,312	9,627	0.25
2029	59,575	47,660	0.80
2033	63,448	50,758	0.80
2055 Build Out	77,000	61,600	0.80



BENCHMARKING + STANDARDS

This is an important data point as we look at national standards as well as Texas averages for library square feet per capita:

▼ **FIGURE B: SQUARE FEET PER CAPITA BASED ON STANDARDS AND AVERAGES**

Year	Population	Square Feet @.52 SF Per Capita (Texas Average serving pop. of 25,000-49,000)	Square Feet @ 0.6 SF Per Capita (ALA "Standard")	Square Feet @ 0.8 SF Per Capita (ALA "Enhanced")	Square Feet @ 1 SF Per Capita (ALA "Exemplary")
2018	28,825	14,989	17,295	23,060	28,825
2023	38,312	19,922	22,987	30,650	38,312
2029	59,575	30,979	35,745	47,660	59,575
2033	63,448	32,993	38,069	50,758	63,448
2055 Build Out	77,000	40,040	46,200	61,600	77,000

The average Texas Library that serves a population of 25,000 – 49,000 offers .52 SF per capita to its citizens while the American Library Association indicates that the Prosper Community Library should be between 32,993 – 63,448 SF in 2033 to serve the needs of the community.

COLLECTION

Access to the collection was identified as the top priority by those that participated in the online survey, a full page of comments is dedicated to respondents passionate about increasing the size of the collection, and PCL’s current collection size is low as noted in the benchmark study. The size and availability of the collection will remain an important component of future library service.

BENCHMARKING + STANDARDS

At the time of this report, the collection size was 71,367 with 28,913 (40%) print items and access to over 42,000 (60%) digital items due to its participation in a digital consortium which equates to 1.89 items per capita. In addition, nearly 2,000 physical items are stored off-site due to space constraints. Wait time for the digital collection has been long in the past. The Library has recently supplemented their “Libby” collection with “Cloud Library” and is tracking the accessibility to this collection.

Prosper Community Library’s 1.89 items per capita is below the benchmark libraries’ average and TLA recommendations of 1.95 - 2.46 items per capita. The Library’s stated goal is to grow its physical collection while increasing accessibility to its digital collection in order to better meet demand. The Library has set a goal of attaining the “Enhanced” level of collection size at 1.95 items per capita for libraries serving populations between 25,000 and 49,999 over the next four years. Rapid population growth compounds the collection size challenge. In 2028, the town is expected to grow to the next level of collection standards of 2.04 items per capita.

Following is the chart that details the stepped collection requirements for Texas Libraries:

▼ **FIGURE C: COLLECTION STANDARDS FOR TEXAS LIBRARIES**

Population Size	Exemplary Collection/Capita	Enhanced Collection/Capita
25-49,999	2.46	1.95
50-99,999	2.79	2.04

The Library staff has indicated that they are accounting for changes in collection formats and they expect, given current purchasing trends, to achieve a purchasing and collection balance of 70% print and 30% digital. Library users trended toward more digital use across the state as a result of pandemic requirements and these trends have continued. Importantly, this is a budget item as digital materials are more expensive to own than print.

Based on the trends and conditions discussed, the chart below formulates the collection to square foot allowances for the future.

BENCHMARKING + STANDARDS

▼ **FIGURE D: COLLECTION ANALYSIS**

Population	Current Library Print Collection	Collection Format	Collection Size at Enhanced Level	Space required (66" high shelving @ 8 volumes per SF)*	Notes
2023	71,367 Total	TOTAL	73,739		
37,815	28,913 Physical	70% physical	51,617	6,452	@ enhanced level
	33,029 Digital	30% digital	22,122		
2029		TOTAL	116,171		
59,575		70% physical	81,320	10,165	@ enhanced level
		30% digital	34,851		
2033		TOTAL	76,138		<i>Option 3</i>
63,448		60% physical	45,683	5,710	<i>TSLAC minimum</i>
		40% digital	30,455		
2033		TOTAL	129,434		Option 2
63,448		70% physical	90,604	11,325	@ enhanced level
		30% digital	38,830		
2055 Build Out		TOTAL	157,080		Option 1
77,000		70% physical	109,956	13,745	@ enhanced level
		30% digital	47,124		

BENCHMARKING + STANDARDS

▼ **FIGURE E: COLLECTION ANALYSIS AT EXEMPLARY LEVEL**

Population	Current Library Print Collection	Collection Format	Collection Size at Exemplary Level	Space required (66" high shelving @ 8 volumes per SF)*	Notes
2023	71,367 Total	TOTAL	93,025		
37,815	28,913 Physical	70% physical	65,117	8,140	@ exemplary level
	33,029 Digital	30% digital	27,907		
2029		TOTAL	166,214		
59,575		70% physical	116,350	14,544	@ exemplary level
		30% digital	49,864		
2055 Build Out		TOTAL	214,830		
77,000		70% physical	150,381	18,798	@ exemplary level
		30% digital	64,449		

BENCHMARKING + STANDARDS

SEATING

The community indicated in the focus groups that a comfortable place to sit, read, and study is the third highest priority and almost 9% of the online survey participants indicated that the lack of a place to sit was a contributing factor to not using the Library.

The consultants are familiar with a wide range of seating to population ratios. The most relevant guidelines are the Texas Public Library Standards (2014 page 41), which establish a guideline of 7-10 seats per 1,000 population and the Whole Building Design Guide from the National Institute of Building Sciences, which establishes 5 seats per 1,000 population standard. The consultants selected the more conservative 5 seats per 1000 as the guideline for the Library. These standards include general, undesignated reader seating and not seats designated for a specific purpose such as meeting rooms, study rooms, and conference rooms.

The seating standards in **Figure F** are based on 5 seats per 1000 population:

▼ **FIGURE F: SEATING AT 5 PER 1000 POPULATION**

Year	Population	Current Reader Seats	5 per 1,000	SF Req
2018	28,825	130	144	4,324
2023	38,312	130	192	5,747
2029	59,575		298	8,936
2033	63,448		317	9,517
2055 Build Out	77,000		385	11,550

SF total requirement is based on an average 30 SF per seat and includes space for circulation around the seat. Obviously, this number can vary based on the type of seat (large lounge chair, compact meeting room chair, reader chairs at tables, and technology seats).

TECHNOLOGY SEATING

A high-tech building is the hallmark of a 21st century library. However, the need for library provided desktop computers has seen a dramatic decline post-pandemic. During the pandemic, it was necessary for people to have their own devices for work, school, and maintaining connections. However, while desktop computers aren't required to the degree they were pre-pandemic, they are still needed. It is for this reason that that technology device standards are based on the lower, "enhanced" level of the Texas Standards (page 31):

BENCHMARKING + STANDARDS

▼ **FIGURE G: TECH SEATING AT 1 PER 2000 POPULATION @ ENHANCED LEVEL**

Year	Population	Current Tech. Seats	1 per 2,000	SF Req
2018	28,825	15	14	555
2023	38,312	15	19	752
2029	59,575		30	1,192
2033	63,448		32	1,269
2055 Build Out	77,000		39	1,540

In the evaluation of space, the Master Plan team will be including a laptop vending machine to meet 50% of the technology device requirements. This will allow library users to check out a laptop for use at any seat in the library while still providing access to a full desktop for those that desire it.

While library provided public computers are declining, the need for places to plug in personal laptops are a vital part of work, study, video conferencing use in libraries resulting in the critical importance of a robust Wi-Fi network and places to plug in at every seat.

Reference **APPENDIX C** for the Technology Programming Report.

STAFF

The standard method for determining staff space needed is to calculate 25% of library’s total “functional area” for Administration, Operations, and staff work space. Functional area is defined as the square footage for public services (collections, seating, storage, and technology).

NON-ASSIGNABLE

Industry standards call for a minimum 25% of gross square footage in a building program to be deemed “non assignable.” These spaces include restrooms, corridors, wall thickness, vertical circulation, and mechanical and other support spaces. Subsequent design features of the building may increase or decrease the non-assignable ratio to total space.

SUMMARY OF LIBRARY SPACE NEEDS

By all measures, the Library is experiencing challenges of space limitations and expanding demand. The collection size has out-paced the capacity of the available shelving while falling short of Texas Library Standards. The public find seating limited, program space is limited in the Library, and study space severely limited and inadequate to meet their needs. Study and program rooms are in high demand in every contemporary public library, and the lack of either of these types of spaces, do not meet the needs of Prosper Community Library users and potential users. Staff do not have adequate space to work. The Library spaces, already past capacity, are critical issues.



3 | STRATEGY FOR FUTURE SPACE + FACILITY REQUIREMENTS

“

“Growing up the library in my hometown was very welcoming and cozy. They had tons of books and crannies to read, study, and learn. My favorite part was feeling like the library was a maze and you could always find a new table, or chair to discover”

STATEMENT FROM ONLINE SURVEY

“We need a bigger space! A space for kids to play and imagine.” -

STATEMENT FROM ONLINE SURVEY

“We need a big library like Frisco Library that would encourage young kids and adults to read and visit library more often. ”

STATEMENT FROM ONLINE SURVEY



STRATEGY FOR FUTURE SPACE + FACILITY REQUIREMENTS

DEVELOPING A STRATEGY FOR FUTURE SPACE REQUIREMENTS

Based on data gathered during the Master Plan process, the consultants formed conclusions regarding the current Prosper Community Library and developed recommendations for future library facility needs. The key issues identified were the capacity and capability of the Library's current space and facilities, future space and service needs, location, and site parking issues, are throughout this report.

In addition to traditional library amenities, the community indicated that the following types of spaces contribute to what makes the Library unique to Town of Prosper:

Flexible spaces for all purposes: Whether it's a business meeting, a community event, a creative workshop, or a tech-focused gathering, a facility that's adaptable to community needs with rooms and open spaces of various sizes.

Support for entrepreneurship and creativity: Coworking spaces, artist studios, makerspaces, recording equipment, and design tools *including a business incubation center to support local entrepreneurs, small business development and position the Library as an economic driver for Prosper.*

A future-focused approach to technology: Cutting-edge tech infrastructure, a facility designed to stay ahead of trends, so the community has reasonable access to *flexible spaces adaptable for emerging technologies and evolving community needs. This includes maker spaces, STEM labs, and creative hubs for lifelong learning. Reference Technology Report in APPENDIX D for more information.*

STEM and arts engagement: A hub for science, technology, engineering, math, and the arts, offering hands-on experiences, programs, and access to related tools.

While the study assesses and makes recommendations regarding square footage needs for the growing Town of Prosper, it does not specify the architectural design of the facilities being recommended. Once the basic space criteria contained in this section of the plan have been reviewed, revised, and approved, the next step is the creation of a building program, and eventually architectural documents, detailing the nature, arrangement, and function of the proposed facilities.

STRATEGY FOR FUTURE SPACE + FACILITY REQUIREMENTS

PHASED IMPLEMENTATION FOR DEVELOPING FUTURE LIBRARY FACILITIES

There is a need for additional library space based on benchmarking, standards, and community input. Analysis of every aspect of Library services and collections resulted in this conclusion. The Library has reached its “limit to service” in the current facility. Without expanded facility space, the quality of service provided will begin to suffer.

The idea of a central library and branch or branches was discussed and decided against. A branch library requires the duplication of services, spaces and materials and for that reason, the rule of thumb for when a branch makes fiscal sense is when a municipality reaches a population of 100,000. In addition, the community input supported a single, full-service library that is open the maximum number of hours.

Three scenarios for a new building were explored:



STRATEGY FOR FUTURE SPACE + FACILITY REQUIREMENTS

OPTION 1: BUILD NOW FOR 100% OF BUILD OUT

72,000 SF new building that will meets all applicable State of Texas Standards to the enhanced level as well as the community’s full “wish list” for library services and spaces as well as exemplary level seating (5 seats per 1000 population). Based on the population projections from the Town’s Comprehensive Plan, this will meet the needs of the community through buildout and beyond. While the cost of this option is the highest, it is the best value over time as the cost of construction, materials, and furniture will increase over time.

Following is an outline of the space breakdown. The red numbers indicate the ranking from the community on the importance of the space.

Option 1: Estimated costs in 2024-2025 dollars:

Land:	not included
Construction:	\$50.7m
Furniture Fixtures and Equipment:	\$3.9m
Design and Pre-construction fees:	\$5.8m
Owner Direct Costs*:	\$4m
Estimated Total Project Cost:	\$64.4m
Addtl. Cost of Collection Expansion:	\$3.5m

**Owner direct costs include AV, Security, Technology, Testing, Collection and other items required for a functional library.*

Note: Construction costs typically increase by approximately 6% per year.

STRATEGY FOR FUTURE SPACE + FACILITY REQUIREMENTS

OPTION 1: BUILD NOW FOR 100% OF BUILD OUT 2055 BUILD OUT TOTAL SPACE REQUIRED	COLLECTION ITEMS	MEETING SPACE	PUBLIC SEATING	TECH SEATS	SF
Public/Common Areas, Lobby, Booksale area, (public, family, comfort)					2,000
Vending café/tutoring #1					1,000
Library Prefunction Area					1,000
20 person Board Rooms - (1)		20			800
6 person Study/Homework/Homeschool Rooms - (4) #2		24			800
2-4 person Study Rooms - (8) #2		32			1,280
Audio/Video Media Lab					400
High Tech Maker Space #5		24			960
Low Tech Craft Space #7		24			960
Quiet Reading Room #3			16		480
Collection - EXEMPLARY	166,005				20,751
Adult Reader/Comfortable Seats/Pods #3			160		4,800
Children's Reader Seats/Niches #6			160		3,200
Children's Arts & Crafts Area		24			480
Children's Interactive Learning #9					200
Teen Reader Seats			33		660
Tech Collaboration Zone #9			20		800
Technology Seats				43	1,720
Story Time Room		50			2,000
Multi-purpose Meeting / Class rooms		180			3,600
Teaching/learning Kitchen					200
Staff work areas (approximately 25%) includes offices, workstations, storage, conference, amh					11,993
Non-Assignable (approximately 25%) includes accessory spaces (MEP rooms, restrooms, corridors) and non-occupiable spaces (wall thicknesses, elevator shafts, stairwells)					11,943
TOTAL	2.04 items per capita through 2025	378	389	43	72,026
	enhanced vols	space for meeting	public seats 5/1000	tech seats 1/2000 (2025)	Square Feet

STRATEGY FOR FUTURE SPACE + FACILITY REQUIREMENTS

OPTION 2: PHASE THE BUILDING AND PLAN FOR EXPANSION IN THE FUTURE

49,000 SF new building that will meets all applicable State of Texas Standards to the enhanced level for the next ten years as well as most of the community’s “wish list” (in a smaller size) for library services and spaces including enhanced level seating (3 seats per 1000 population). The site should still be selected based on the needs for build out and the library planned for expansion. This option allows the Town to phase the project and spread the costs of construction and operations over time. However, as noted above the overall cost will increase based on today’s escalation costs, at approximately 6% per year.

Option 2: Estimated costs in 2024-2025 dollars:

Land:	not included
Construction:	\$39.1m
Furniture Fixtures and Equipment:	\$3.0m
Design and Pre-construction fees:	\$4.2m
Owner Direct Costs*:	\$3.4m
Estimated Total Project Cost:	\$49.9m
Addtl. Cost of Collection Expansion:	\$2.3M

**Owner direct costs include AV, Security, Technology, Testing, Collection and other items required for a functional library.*

Note: Construction costs typically increase by approximately 6% per year.

STRATEGY FOR FUTURE SPACE + FACILITY REQUIREMENTS

OPTION 2: PHASE THE BUILDING AND PLAN FOR EXPANSION IN THE FUTURE 2033 YEAR TOTAL SPACE REQUIRED	COLLECTION ITEMS	MEETING SPACE	PUBLIC SEATING	TECH SEATS	SF
Public/Common Areas, Lobby, Booksale area, (public, family, comfort)					2,000
Vending café/tutoring #1					1,000
Library Prefunction Area					1,000
20-person Board Rooms - (1)		20			800
6-person Study/Homework/Homeschool Rooms - (2) #2		12			400
2-4-person Study Rooms - (8) #2		32			1,280
Audio/Video Media Lab					400
High Tech Maker Space #5		20			600
Low Tech Craft Space #7		20			600
Quiet Reading Room #3			12		360
Collection - ENHANCED	90,604				11,326
Adult Reader/Comfortable Seats/Pods #3			100		3,000
Children's Reader Seats/Niches #6			100		2,000
Children's Arts & Crafts Area - Phase 2		20			800
Children's Interactive Learning #9					200
Teen Reader Seats			12		360
Tech Collaboration Zone #9			6		240
Technology Seats				12	480
Story Time Room		50			2,000
Multi-purpose Meeting / Classrooms		180			3,600
Teaching/learning Pantry					200
Staff work areas (approximately 25%) includes offices, workstations, storage, conference, amh					8,291
Non-Assignable (approximately 25%) includes accessory spaces (MEP rooms, restrooms, corridors) and non-occupiable spaces (wall thicknesses, elevator shafts, stairwells)					8,241
TOTAL	2.04 items per capita through 2033	344	230	12	49,178
	enhanced vols	space for meeting	public seats 3/1000 (2033)	tech seats 1/2000 (2025)	Square Feet

STRATEGY FOR FUTURE SPACE + FACILITY REQUIREMENTS

OPTION 3: A SMALLER INITIAL FACILITY WITH PLANS TO EXPAND IN THE FUTURE

A 33,000 SF new building that will satisfy state minimum requirements for accreditation, while addressing most of the community’s “wish list” (in a smaller size) for library services and spaces including enhanced level seating (3 seats per 1000 population). If possible, the site should be selected based on the needs for build out and the library planned for expansion. Option 3 allows the Town to phase the project and spread the costs of construction and operations over time, while choosing to take on increased construction costs due to escalation in the second phase.

Option 3: Estimated costs in 2024-2025 dollars:

Land:	not included
Construction:	\$26.2m
Furniture Fixtures and Equipment:	\$2.2m
Design and Pre-construction fees:	\$2.9m
Owner Direct Costs*:	\$2.9m
Estimated Total Project Cost:	\$34.2m
Addtl. Cost of Collection Expansion:	\$1.8M

*Owner direct costs include AV, Security, Technology, Testing, Collection and other items required for a functional library.

Note: Construction costs typically increase by approximately 6% per year.

STRATEGY FOR FUTURE SPACE + FACILITY REQUIREMENTS

OPTION 3: A SMALLER INITIAL FACILITY WITH PLANS TO EXPAND IN THE FUTURE 2033 YEAR TOTAL SPACE REQUIRED	COLLECTION ITEMS	MEETING SPACE	PUBLIC SEATING	TECH SEATS	SF
Public/Common Areas, Lobby, Booksale area, (public, family, comfort)					1,500
Vending café/tutoring #1					500
Library Prefunction Area					500
16-person Board Rooms - (1)		16			640
6-person Study/Homework/Homeschool Rooms - (2) #2		12			400
2-4-person Study Rooms - (8) #2		32			1,280
Audio/Video Media Lab					400
High Tech Maker Space #5		20			600
Low Tech Craft Space #7		0			0
Quiet Reading Room #3			12		360
Collection - 1.2 items/capita @ 60% physical	45,683				5,710
Adult Reader/Comfortable Seats/Pods #3			100		3,000
Children's Reader Seats/Niches #6			100		2,000
Children's Arts & Crafts Area - Phase 2		0			0
Children's Interactive Learning #9					200
Teen Reader Seats			12		360
Tech Collaboration Zone #9			6		240
Technology Seats				12	480
Story Time Room		50			2,000
Multi-purpose Meeting / Classrooms		150			3,000
Teaching/Learning Pantry					200
Staff work areas (approximately 20%) includes offices, workstations, storage, conference, amh					4,690
Non-Assignable (approximately 20%) includes accessory spaces (MEP rooms, restrooms, corridors) and non-occupiable spaces (wall thicknesses, elevator shafts, stairwells)					4,690
TOTAL	1.2 items per capita through 2033	280	230	12	32,831
	enhanced vols	space for meeting	public seats 3/1000 (2033)	tech seats 1/2000 (2025)	Square Feet

STRATEGY FOR FUTURE SPACE + FACILITY REQUIREMENTS

SITE SELECTION CRITERIA:

Once the area requirements for a new library building were understood, site selection criteria were able to be developed to assist Town officials in finding a site for the new library.

The Town's ordinance includes a requirement of 10 parking spaces plus three parking spaces per 1000 square feet. Because of the number of meeting and gathering spaces in a 21st century library the best practices for library parking increases the need for 5 spaces per 1000 square feet. For Option 1 the site should accommodate between 249 – 348 parking spaces dedicated to the library.

In options 2 and 3, a site should still be selected based on the needs for build out (Option 1) so that the library can be expanded in the future with minimal impact to library operations. To save costs, the full site would not need to be built out on Day 1, and can be allocated for future development. If a suitably sized site (5 - 8 acres) is not found, a smaller site (2 - 5 acres) would also be acceptable, with the following considerations:

- *The library may need to adjust operations or temporarily relocate during construction of the addition.*
- *More inventive and costly solutions may need to be utilized, such as building out a shell space on Day 1 or adding on an additional story.*

In any scenario, the reduced options still allow the Town to address many community wishes for the site. For example, the community

input saw outdoor spaces as a critical path toward a successful library for the Town of Prosper. Specifically, a programming plaza and connection to a walking trail was ranked #8 in the most desired services. In addition, Library staff currently offers many outdoor programs and would like to continue to offer spaces for the community to gather, lawn/performance spaces, a study/work porch, bike racks and amenities like a drive-up book return and pick up window. Finally, the Town will require water retainage/detainage, easements, setbacks, utilities, and open space requirements.

There may be some efficiencies in parking and site amenities if a site can be identified that can accommodate co-locating two facilities, such as a library and a recreation center.

The following examples highlight a variety of approaches with similar considerations to the Prosper Library Facility Master Plan:

- *Cedar Hill is a library set in a park with minimal parking (5 acres)*
- *Frisco is a large adaptive re-use and co-located case study (21 acres)*
- *Round Rock is situated on a very compact historic downtown site (2 acres), necessitating a parking garage*
- *Seguin (2.5 acres) utilizes a more traditional Library site plan with surface parking*

Once potential sites are identified, test fit studies will need to be performed by the design team to understand what will work on any proposed site.

STRATEGY FOR FUTURE SPACE + FACILITY REQUIREMENTS

Cedar Hill (Library in a Park)

Acreage: 5

Number of Parking spaces: 100+ surface spaces (joint use agreement with adjacent mall)



STRATEGY FOR FUTURE SPACE + FACILITY REQUIREMENTS

Frisco (Library adjacent to Town Square)

Acreage: 21 acres

Number of parking spaces: 424+ surface spaces

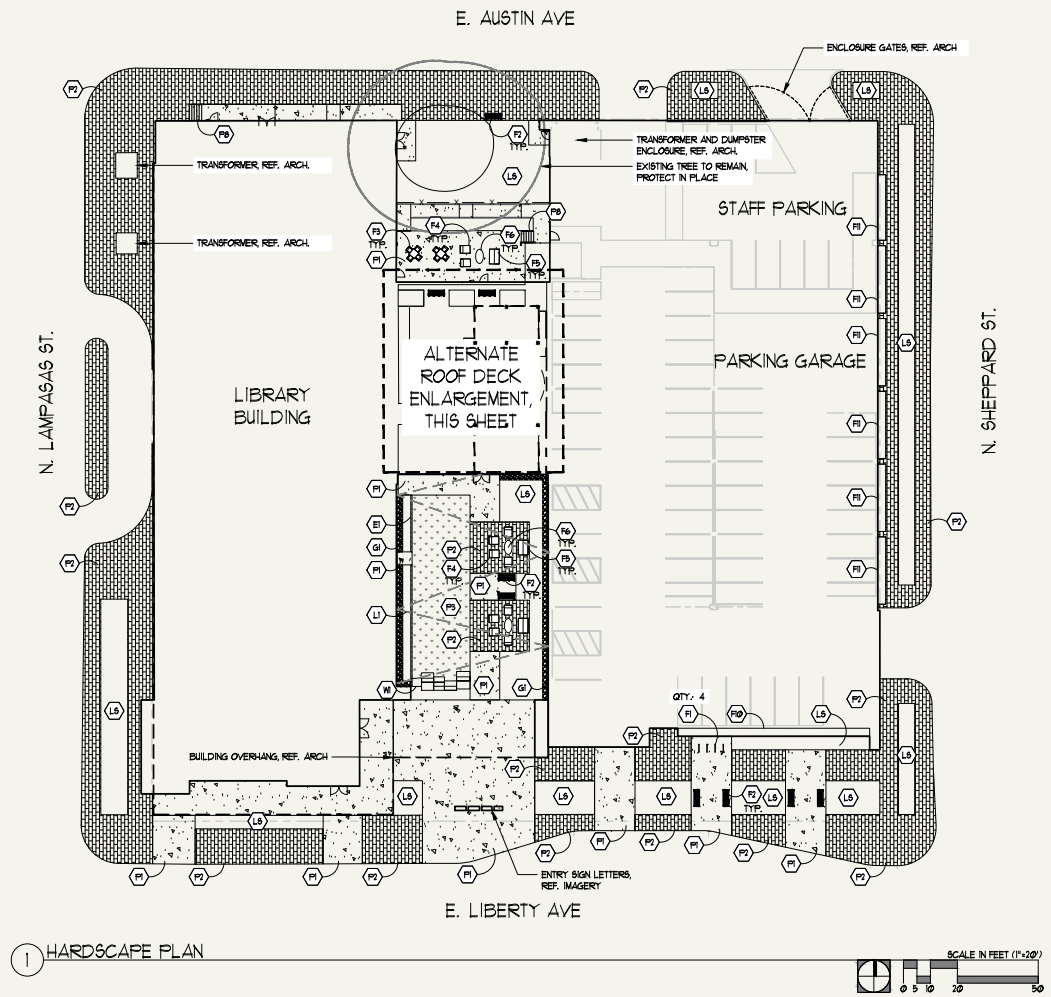


STRATEGY FOR FUTURE SPACE + FACILITY REQUIREMENTS

Round Rock (Library in a historic downtown with a parking garage)

Acreeage: 2 acres

Number of parking spaces: 300+ space garage



STRATEGY FOR FUTURE SPACE + FACILITY REQUIREMENTS

Seguin (Library connected to the TXDot hike and bike trail)

Acreeage: 2.5 acres

Number of parking spaces: 175+ surface spaces (plus street parking and adjacent city owned garage)



STRATEGY FOR FUTURE SPACE + FACILITY REQUIREMENTS

ACTION ITEMS

The following outlines the next steps for immediate planning and implementation:

- Begin the project of converting the collection to RFID (staff and budget required)
- Explore options for expanded access to digital collections (increased material budget required)
- Begin a 5 year plan to increase the collection size
- Plan to expand hours for additional Friday and Saturday hours.
- Strategize expanding capacity for library programs
- Consider purchasing a Library Outreach Vehicle (staff, garage, and storage required)
- Install Library vending and/or lockers in key locations like outside the current library, in Town Hall, downtown, and other locations where people gather (staff time and delivery service required)
- Provide laptop vending in the library in lieu of stationary PC's to save space and increase individual seating
- Create a Library Foundation
- Strengthen the involvement of the Library Advisory Board.
- Begin planning for staffing development needs for a new library with increased services

“ I would like to see more conference rooms and areas where I can work. I work from home and there are days when I would like to visit and do my work. A small rooms, like a pod area, would be amazing for people like me to visit library and work. ”

- STATEMENT FROM ONLINE SURVEY

STRATEGY FOR FUTURE SPACE + FACILITY REQUIREMENTS

FACILITY SPACE RECOMMENDATIONS	POPULATION	SF PER CAPITA	EXISTING SQUARE FOOTAGE	NEW TOTAL SQUARE FOOTAGE	TIMELINE
2023-2028					
Master Plan/Concept Design Option 1	77,000	0.91	9,627	72,000	Present-July 2025
WILL SERVE THE COMMUNITY THROUGH 2055					
Master Plan/Concept Design Option 2	63,448	0.79	9,627	49,000	Present-July 2025
WILL SERVE THE COMMUNITY THROUGH 2033					
<i>Master Plan/Concept Design Option 3</i>	<i>63,448</i>	<i>0.52</i>	<i>9,627</i>	<i>33,000</i>	<i>Present-July 2025</i>
WILL SERVE THE COMMUNITY THROUGH 2033					
Secure Funding					1-Nov-25
Secure Site					1-May-25
Design Process and Release for bid					November 2025- November 2026
Construction-Complete in 2028					18 months
NON TRADITIONAL SERVICES					
Expand Mobile Services/Outreach Vehicle					2025
Identify Locations for Lockers or Library Materials Vending					2025
TOTAL LIBRARY SPACE					

STRATEGY FOR FUTURE SPACE + FACILITY REQUIREMENTS

SERVICE RECOMMENDATIONS	TIMELINE				NEW TOTAL SQUARE FOOTAGE	TIMELINE
SUPPORT ORGANIZATIONS						
Create a Library Foundation						Present
Strengthen the Library Advisory Board						Present
COLLECTIONS						
Increase Collection Size	2025	2026	2027	2028	2029	2030
Physical Collection	33,224 current collection				Increase to 110,000 - 120,000 vols for enhanced collection	Weed and maintain collection
Digital Collection	Review consortium and access					
Convert Collection to RFID	Begin tagging library collection	Purchase new materials pre-tagged	Purchase opening day collection	Install new AMH in new building		
Purchase and In-stall Self Check	After books are tagged					
TECHNOLOGY						
Technology Vending	Remove one desktop station and replace with Laptops Anytime or similar: https://www.laptopsanytime.com/					Present
Meet minimum technology requirements for desktops		Utilize Laptop Vending	Utilize Laptop Vending	Vending + 20 desktops	Vending + 20 desktops	
STAFFING						
Update organizational chart and job descriptions for new services and programs in the new building						On-going
OPERATIONS						
Increase operating budget to allow for an increased physical collection, more accessible digital collection, and increased staff.						On-going