# Agenda

**Prosper Town Council Meeting**
Prosper Town Hall, Council Chambers
250 W. First Street, Prosper, Texas
Tuesday, March 11, 2025
**6:15 PM**

Welcome to the Prosper Town Council Meeting.

Citizens may watch the meeting live by using the following link: www.prospertx.gov/livemeetings

**Addressing the Town Council:**

Those wishing to address the Town Council must complete the Public Comment Request Form located on the Town's website or in the Council Chambers.

**If you are attending in person,** please submit this form to the Town Secretary or the person recording the minutes for the Board/Commission prior to the meeting. When called upon, please come to the podium, and state your name and address for the record.

**If you are watching online,** please submit this form to the Town Secretary prior to 4:00 p.m. on the day of the meeting in order for your comments to be read into the record. The Town assumes no responsibility for technical issues beyond our control.

In compliance with the Texas Open Meetings Act, the Town Council/Board/Commission may not deliberate or vote on any matter that does not appear on the agenda. The Council/Board/Commission, however, may provide statements of fact regarding the topic, request the topic be included as part of a future meeting, and/or refer the topic to Town staff for further assistance.

Citizens and other visitors attending Town Council meetings shall observe the same rules of propriety, decorum, and good conduct applicable to members of the Town Council. Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the Town Council or while attending the meeting shall be removed from the room, if so directed by the Mayor or presiding officer, and the person shall be barred from further audience before the Town Council during that session. Disruption of a public meeting could constitute a violation of Section 42.05 of the Texas Penal Code.

**Call to Order/ Roll Call.**

**Invocation, Pledge of Allegiance and Pledge to the Texas Flag.**

**Announcements of recent and upcoming events.**

**Presentations.**

1. Presentation of a Proclamation declaring the week of March 16-25, 2025, as National Surveyor's Week. (MLS)

**CONSENT AGENDA:**
Items placed on the Consent Agenda are considered routine in nature and non-controversial. The Consent Agenda can be acted upon in one motion. Items may be removed from the Consent Agenda by the request of Council Members or staff.

2. Consider and act upon the minutes of the February 25, 2025, Town Council Work Session meeting. (MLS)

3. Consider and act upon the minutes of the February 25, 2025, Town Council Regular meeting. (MLS)

4. Consider and act upon authorizing the Town Manager to approve the purchase of school zone flasher assemblies from Consolidated Traffic Controls, Inc. utilizing the Houston-Galveston Area Council (HGAC) Cooperative Purchasing Program, Contract Number PE-05-21, in the amount of $140,544. (CJ)

5. Consider and act upon approving the purchase of one (1) 2025 Ford Interceptor for $49,508 from Silsbee Ford utilizing TIPS Contract 240901 and three (3) 2025 Chevrolet Tahoe's from Reliable Chevrolet for $50,393 each utilizing the Sheriff's Association of Texas Contract. (DK)

6. Consider and act upon whether to direct staff to submit a written notice of appeals on behalf of the Town Council to the Development Services Department, pursuant to Chapter 4, Section 1.5(C)(7) and 1.6(B)(7) of the Town's Zoning Ordinance, regarding action taken by the Planning & Zoning Commission on Preliminary Site Plans and Site Plans. (DH)

**CITIZEN COMMENTS**

The public is invited to address the Council on any topic. However, the Council is unable to discuss or take action on any topic not listed on this agenda. Please complete a "Public Comment Request Form" and present it to the Town Secretary prior to the meeting. Please limit your comments to three minutes. If multiple individuals wish to speak on a topic, they may yield their three minutes to one individual appointed to speak on their behalf. All individuals yielding their time must be present at the meeting, and the appointed individual will be limited to a total of 15 minutes.

**REGULAR AGENDA:**

Pursuant to Section 551.007 of the Texas Government Code, individuals wishing to address the Council for items listed as public hearings will be recognized when the public hearing is opened. [If you wish to address the Council, please fill out a "Public Comment Request Form" and present it to the Town Secretary, preferably before the meeting begins.]

**Items for Individual Consideration:**

7. Consider and act upon a Resolution adopting the 2025 Library Master Plan. (GL)

8. Consider and act upon a request for a Preliminary Site Plan for Automobile Service, Convenience Store with Gas Pumps, Daycare, Office, Restaurant, Restaurant with Drive-Through, and Retail Buildings on Prosper Legacy, Blocks D-F, on 22.2± acres, located on the southwest corner of Legacy Drive and Prosper Trail. (DEVAPP-24-0083) (DH)

9. Consider and act upon approving Change Order No. 04 for CSP No. 2022-51-B to Mario Sinacola & Sons Excavating, Inc., related to construction services for the First Street (Stuber Elementary – Dallas North Tollway (DNT)) project; and authorizing the Town Manager to execute Change Order No. 04 for $1,916,019. (PA)

10. Consider and act upon a request to waive the Town's Drainage System Design Requirements for a wet or underground detention pond for the detention pond on the proposed Prosper ISD Administration Building site. (DLH)

11. Discuss and consider Town Council Subcommittee reports. (DFB)

**Possibly direct Town staff to schedule topic(s) for discussion at a future meeting.**

**EXECUTIVE SESSION:**

Recess into Closed Session in compliance with Section 551.001 et seq. Texas Government Code, as authorized by the Texas Open Meetings Act, to deliberate regarding:

*Section 551.087 – To discuss and consider economic development incentives and all matters incident and related thereto.*

*Section 551.072 – To discuss and consider the purchase, exchange, lease, or value of real property for municipal purposes and all matters incident and related thereto.*

*Section 551.074 – To discuss and consider personnel matters and all matters incident and related thereto.*

*Section 551.071 - To consult with the Town Attorney regarding legal issues associated with code enforcement activities and substandard structures, law enforcement activities, and all matters incident and related thereto.*

*Section 551.074 - To discuss and consider personnel matters, including the annual evaluation of the Town Manager, Town Attorney, and the Municipal Judge, and all matters incident and related thereto.*

**Reconvene in Regular Session and take any action necessary as a result of the Closed Session.**

**Adjourn.**

## CERTIFICATION

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted at Prosper Town Hall, located at 250 W. First Street, Prosper, Texas 75078, a place convenient and readily accessible to the general public at all times, and said Notice was posted by 5:00 p.m., on Friday, March 7, 2025, and remained so posted at least 72 hours before said meeting was convened.

_____ _____

Michelle Lewis Sirianni, Town Secretary Date Notice Removed

Pursuant to Section 551.071 of the Texas Government Code, the Town Council reserves the right to consult in closed session with its attorney and to receive legal advice regarding any item listed on this agenda.

## NOTICE

Pursuant to Town of Prosper Ordinance No. 13-63, all speakers other than Town of Prosper staff are limited to three (3) minutes per person, per item, which may be extended for an additional two (2) minutes with approval of a majority vote of the Town Council.

**NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:** The Prosper Town Council meetings are wheelchair accessible. For special services or assistance, please contact the Town Secretary's Office at (972) 569-1073 at least 48 hours prior to the meeting time.

# MINUTES

**Prosper Town Council Work Session**
Prosper Town Hall – Council Chambers
250 W. First Street, Prosper, Texas
Tuesday, February 25, 2025

DRAFT

## Call to Order/ Roll Call.

The meeting was called to order at 5:02 p.m.

**Council Members Present:**
Mayor David F. Bristol
Mayor Pro-Tem Marcus E. Ray
Deputy Mayor Pro-Tem Amy Bartley
Councilmember Craig Andres
Councilmember Chris Kern
Councilmember Jeff Hodges
Councilmember Cameron Reeves

**Staff Members Present:**
Mario Canizares, Town Manager
Terry Welch, Town Attorney
Michelle Lewis Sirianni, Town Secretary
Bob Scott, Deputy Town Manager
Chuck Ewings, Assistant Town Manager
Robyn Battle, Executive Director
Hulon Webb, Director of Engineering
Carrie Jones, Public Works Director
Chris Landrum, Finance Director
Colin Ashby, Budget Officer & Grants Administrator
Tony Luton, Human Resources Director
David Hoover, Development Services Director
Wilson Haynes, Senior Communications Specialist
Stuart Blasingame, Fire Chief
Scott Brewer, Assistant Police Chief

## Items for Individual Consideration:

1. **Discussion regarding the Town's multi-year financial projections and Budget Adoption Calendar. (CL)**

   Mr. Landrum introduced the item noting with the start of the new budget season, the items presented will help establish work plans in the budget preparations. Mr. Landrum outlined upcoming key calendar dates, projected General Fund revenues and expenditures, debt service levels, capital dedicated monies, projected property valuations, tax rate, sales tax projections, and Utility Fund assumptions.

   The Town Council discussed General Fund revenues and expenditures, the Town's debt service capacity, property valuations, tax rate, and budget calendar timeline.

## EXECUTIVE SESSION:

Recess into Closed Session in compliance with Section 551.001 et seq. Texas Government Code, as authorized by the Texas Open Meetings Act, to deliberate regarding:

*Section 551.087 – To discuss and consider economic development incentives and all matters incident and related thereto.*

*Section 551.072 – To discuss and consider the purchase, exchange, lease, or value of real property for municipal purposes and all matters incident and related thereto.*

*Section 551.074 – To discuss and consider personnel matters and all matters incident and related thereto.*

*Section 551.089 - To deliberate security information collected, assembled, or maintained by or for a governmental entity to prevent, detect, or investigate criminal activity, pursuant to Section 2059.055 of the Texas Government Code, and all matters incident and related thereto.*

*Section 551.074 - To discuss and consider personnel matters, including the annual evaluation of the Town Manager, Town Attorney, and the Municipal Judge, and all matters incident and related thereto.*

*Section 551.071 - To consult with the Town Attorney regarding legal issues associated with code enforcement activities and substandard structures, law enforcement activities, and all matters incident and related thereto.*

*Section 551.071 – Consultation with the Town Attorney to discuss legal issues associated with any agenda item.*

**Reconvene into Work Session.**

No Executive Session took place. No action was taken.

**Adjourn.**

The meeting was adjourned at 6:00 p.m.

These minutes were approved on the 11th day of March 2025.

**APPROVED:**

**David F. Bristol, Mayor**

**ATTEST:**

**Michelle Lewis Sirianni, Town Secretary**

DRAFT

# MINUTES

**Prosper Town Council Meeting**
Prosper Town Hall, Council Chambers
250 W. First Street, Prosper, Texas
Tuesday, February 25, 2025

**Call to Order/ Roll Call.**

The meeting was called to order at 6:15 p.m.

**Council Members Present:**
Mayor David F. Bristol
Mayor Pro-Tem Marcus E. Ray
Deputy Mayor Pro-Tem Amy Bartley
Councilmember Craig Andres
Councilmember Chris Kern
Councilmember Jeff Hodges
Councilmember Cameron Reeves

**Staff Members Present:**
Mario Canizares, Town Manager
Terry Welch, Town Attorney
Michelle Lewis Sirianni, Town Secretary
Bob Scott, Deputy Town Manager
Chuck Ewings, Assistant Town Manager
Robyn Battle, Executive Director
Mary Ann Moon, EDC Executive Director
David Hoover, Development Services Director
Skyler Sparks, Help Desk Technician I
Dan Baker, Parks & Recreation Director
Hulon Webb, Engineering Director
Chris Landrum, Finance Director
Carrie Jones, Public Works Director
Wilson Haynes, Senior Communications Specialist
Scott Brewer, Assistant Police Chief
Kevin McGee, Police Lieutenant
Stuart Blasingame, Fire Chief

**Invocation, Pledge of Allegiance and Pledge to the Texas Flag.**
Jeremy Meister with Gateway Church led the invocation. The Pledge of Allegiance and the Pledge to the Texas Flag were led by Boy Scouts from Troop 4018.

**Announcements of recent and upcoming events.**
Councilmember Reeves made the following announcements:

Registration is now open for the fourth annual P-Town Throwdown Pickleball Tournament being held on Saturday, March 29 at Reynolds Middle School. The format is Mixed-Doubles for participants 18 years and older, with Recreational and Competitive Divisions based on player ratings. Learn more about the tournament at prospertx.gov/ptownthrowdown.

Registration is open for the spring season of the 2025 Mayor's Fitness Challenge which begins Saturday, March 1 and continues through May 31. Tracking sheets and online registration are available by visiting pros-pertx.gov/mayorsfitnesschallenge.

DRAFT

Join Mayor Bristol on Wednesday, March 12 from 9 am to 11 am at Fire Station No. 2 for Coffee for Active Adults. Residents may register by visiting the Active Adult Programs under the Parks and Recreation Programs website page.

**CONSENT AGENDA:**

Items placed on the Consent Agenda are considered routine in nature and non-controversial. The Consent Agenda can be acted upon in one motion. Items may be removed from the Consent Agenda by the request of Council Members or staff.

1. Consider and act upon the minutes from the February 4, 2025, Town Council and Planning and Zoning Commission Joint Work Session. (MLS)

2. Consider and act upon the minutes of the February 6, 2025, Town Council Work Session meeting. (MLS)

3. Consider and act upon the minutes of the February 11, 2025, Town Council Work Session meeting. (MLS)

4. Consider and act upon the minutes of the February 11, 2025, Town Council Regular meeting. (MLS)

5. Consider and act upon Ordinance 2025-06 canceling the May 3, 2025, General Election. (MLS)

6. Consider and act upon authorizing the Town Manager to execute a renewal agreement for video streaming services with Granicus through The Interlocal Purchasing System (TIPS) for $76,574 over three years. (MLS)

7. Consider and act upon approval of Resolution 2025-08 authorizing the Town Manager to execute a Public Works Mutual Aid Agreement by and between the Town of Prosper and North Central Texas Participating Local Governments and/or Public/Political Subdivisions located wholly or partially within the State of Texas. (CJ)

8. Consider and act upon authorizing the Town Manager to enter into a Professional Services Agreement with Burgess and Niple for wastewater line smoke testing services totaling $79,600. (CJ)

9. Consider and act upon the purchase of bunker gear and protective clothing from Delta Fire & Safety Inc. through BuyBoard Contract #698-23, in the amount of $81,946. (SB)

10. Consider and act upon authorizing the Town Manager to execute the First Amendment to the Thoroughfare Impact Fees Reimbursement Agreement between PPP 100 DEV LLC, PROSPER MEADOWS LP, SHADDOCK-PROSPER PARK PLACE 2, LLC, and the Town of Prosper, Texas, related to the construction of Teel Parkway, Prosper Trail, and Legacy Drive to serve the Park Place, Prosper Meadows, and Shaddock-Prosper developments. (HW)

11. Consider and act upon Ordinance 2025-07 amending Section 12.09.003, "Speed Limits on Specific Streets," of Chapter 12 "Traffic and Vehicles," of the Town's Code of Ordinances by modifying the prima facie speed limit on SH 289 (Preston Road). (HW)

12. Consider and act upon authorizing the Town Manager to execute an Interlocal Agreement between the City of Celina and the Town of Prosper, Texas, related to cost participation in the reconstruction of Coit Road from Prosper Trail to Marigold Lane. (CE)

DRAFT

13. Consider and act upon Resolution 2025-09 adopting the 2025 Parks, Recreation, and Open Space Master Plan. (DB)

14. Consider and act upon a request for a Façade Plan for a Restaurant/Retail Buildings on Gates of Prosper, Block E, Lots 3R-1 and 3R-2, on 3.0± acres, located on the west side of Preston Road and 425± feet south of First Street. (DEVAPP-24-0143) (DH)

15. Consider and act upon whether to direct staff to submit a written notice of appeals on behalf of the Town Council to the Development Services Department, pursuant to Chapter 4, Section 1.5(C)(7) and 1.6(B)(7) of the Town's Zoning Ordinance, regarding action taken by the Planning & Zoning Commission on Preliminary Site Plans and Site Plans. (DH)

Mayor Pro-Tem Ray made a motion to approve consent agenda items 1 through 15. Councilmember Reeves seconded the motion. Motion carried unanimously.

**CITIZEN COMMENTS**

No comments were made.

**Items for Individual Consideration:**

**16. Consider and act upon a Park Improvement Fee Agreement between the Town of Prosper, PPP 100 Dev, LLC, and Shaddock-Prosper Park Place 2, LLC, for the Park Place and Prosper Hills developments. (DB)**

Mr. Baker presented the item noting the location for the park improvements, how the park improvement fees or parkland dedication fees are calculated for single-family units as outlined in Section 6 of the Subdivision Ordinance and the monies associated with each, and the proposed trail improvements by the developer.

The Town Council discussed the reasoning behind making the improvements now versus in the future, updates to the ordinance, allocating the funds to other projects, and whether the improvements are reflected within or part of the Master Plan.

Clint Richardson, Developer, stated the improvements were identified to help activate the park and provide features for the residents to use now with the intent to use the fees for the area improvements listed in the agreement.

The Town Council further discussed the proposed trail improvements and whether any of the improvements would be affected after the area is fully developed.

Deputy Mayor Pro-Tem Bartley made a motion to deny a Park Improvement Fee Agreement between the Town of Prosper, PPP 100 Dev, LLC, and Shaddock-Prosper Park Place 2, LLC, for the Park Place and Prosper Hills developments. Mayor Pro-Tem Ray seconded the motion. Motion carried unanimously.

**17. Discuss and consider Town Council Subcommittee reports. (DFB)**.

Capital Improvement Projects Subcommittee: Deputy Mayor Pro-Tem Bartley noted they received an update on Raymond Community Park, screening along Prosper Trail, street improvement projects, Downtown improvement projects, and proposed street projects for the Bond Election.

DRAFT

**Possibly direct Town staff to schedule topic(s) for discussion at a future meeting.**

Mayor Pro-Tem Ray requested a review of all fees that are "in lieu" of another item and research having a permit requirement in order to have an open fire pit with a minimum diameter base.

Chief Blasingame noted the Town currently has requirements in place and would send those out to the Town Council.

**EXECUTIVE SESSION:**

Recess into Closed Session in compliance with Section 551.001 et seq. Texas Government Code, as authorized by the Texas Open Meetings Act, to deliberate regarding:

*Section 551.087 – To discuss and consider economic development incentives and all matters incident and related thereto.*

*Section 551.072 – To discuss and consider the purchase, exchange, lease, or value of real property for municipal purposes and all matters incident and related thereto.*

*Section 551.074 – To discuss and consider personnel matters and all matters incident and related thereto.*

*Section 551.089 - To deliberate security information collected, assembled, or maintained by or for a governmental entity to prevent, detect, or investigate criminal activity, pursuant to Section 2059.055 of the Texas Government Code, and all matters incident and related thereto.*

*Section 551.074 - To discuss and consider personnel matters, including the annual evaluation of the Town Manager, Town Attorney, and the Municipal Judge, and all matters incident and related thereto.*

*Section 551.071 - To consult with the Town Attorney regarding legal issues associated with code enforcement activities and substandard structures, law enforcement activities, and all matters incident and related thereto.*

The Town Council recessed into Executive Session at 6:57 p.m.

**Reconvene in Regular Session and take any action necessary as a result of the Closed Session.**

The Town Council reconvened into Regular Session at 9:25 p.m.

No action was taken.

**Adjourn.**

The meeting was adjourned at 9:25 p.m.

These minutes were approved on the 11th day of March 2025.

**APPROVED:**

_____

**David F. Bristol, Mayor**

DRAFT

**ATTEST:**

**Michelle Lewis Sirianni, Town Secretary**

DRAFT

TOWN OF PROSPER
A Place Where Everyone Matters

# PUBLIC WORKS

**To:** **Mayor and Town Council**

**From:** **Carrie Jones, Director of Public Works**

**Through:** **Mario Canizares, Town Manager**
**Chuck Ewings, Assistant Town Manager**

**Re:** **Authorize Purchase of School Zone Flashers**

**Town Council Meeting – March 11, 2025**

**Strategic Visioning Priority: 4. Provide Excellent Municipal Services**

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**Agenda Item:**

Consider and act upon authorizing the Town Manager to approve the purchase of school zone flasher assemblies from Consolidated Traffic Controls, Inc. utilizing the Houston-Galveston Area Council (HGAC) Cooperative Purchasing Program, Contract Number PE-05-21, in the amount of $140,544.

**Description of Agenda Item:**

In preparation for three new schools to open in the fall of 2025, Staff needs to purchase school zone flasher assemblies to install at each location. This will be for high school number four at Teel and First, middle school number seven at Teel and Parvin, and elementary school number 19 at Shawnee Trail and Bancroft Drive. The remaining school zone flasher assemblies will be placed into inventory for any knockdowns that may occur in the near future and to replace outdated school zone flashers that are in the system currently.

Local governments are authorized by the Interlocal Cooperation Act, V.T.C.A. Government Code, Chapter 791, to enter into joint contracts and agreements for the performance of governmental functions and services, including administrative functions normally associated with the operation of government (such as purchasing necessary materials and equipment).

The Town of Prosper and HGAC entered into an Interlocal Agreement, effective January 4, 2001, which allows our local government to purchase certain goods and services through HGAC. The agreement automatically renews each fiscal year, unless cancelled by either party.

**Budget Impact:**

This purchase will come from Project Number TR202530 – School Zone Flashers. This proposed purchase utilizes Traffic Improvement CIP funding and was reviewed and approved by the Council CIP subcommittee.

**Legal Obligations and Review:**

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the attached documents as to form and legality.

**Attached Documents:**

1. HGAC Contract Pricing Worksheet

**Town Staff Recommendation:**

Town Staff recommends that the Town Council authorize the Town Manager to approve the purchase of school zone flasher assemblies from Consolidated Traffic Control, Inc. utilizing the HGAC Cooperative Purchasing Program, Contract Number PE-05-21, in the amount of $140,544.

**Proposed Motion:**

I move to authorize the Town Manager to approve the purchase of school zone flasher assemblies from Consolidated Traffic Controls, Inc., utilizing the Houston-Galveston Area Council (HGAC) Cooperative Purchasing Program, Contract Number PE-05-21, in the amount of $140,544.

| HGACBuy | CONTRACT PRICING WORKSHEET<br>For Catalog & Price Sheet Type Purchases | Contract No.: | PE-05-21 | Date Prepared: | 2/10/2025 |
|---|---|---|---|---|---|

***This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.***

| | | | |
|---|---|---|---|
| **Buying Agency:** | Prosper | **Contractor:** | Consolidated Traffic Controls, Inc. |
| **Contact Person:** | Alex Schmidt | **Prepared By:** | Brandon Graham |
| **Phone:** | 972-347-9969 | **Phone:** | 800-448-8841 |
| **Fax:** | | **Fax:** | 800-448-8850 |
| **Email:** | aschmidt@prospertx.gov | **Email:** | Brandon.Graham@ctc-traffic.com |

| | |
|---|---|
| **Catalog / Price Sheet Name:** | Traffic Control, Enforcement & Signal Preemption Equipment |
| **General Description of Product:** | Traffic Control Equipment |

**A. Catalog / Price Sheet Items being purchased - Itemize Below - Attach Additional Sheet If Necessary**

-

| Line Number | Quan | Description | Unit Pr | Total |
|---|---|---|---|---|
| 60 | 16 | PNS10-503333GHBK One Battery Cabinet Including Panel, No. 2 lock, Regulator and Hinge Bracket (All Poles Siz | $ 1,459.00 | $ 23,344.00 |
| 108 | 16 | PNS10-SP50 50 Watt Solar Panel Assy incl Side of Pole Banding Mount and Wiring | $ 358.00 | $ 5,728.00 |
| 124 | 16 | PNS10-500645-104 104 Amp Hour Gel Cell Battery Interstate | $ 463.00 | $ 7,408.00 |
| 129 | 16 | PNS10-POLE15SPALASSY 15' 4.5" Spun Aluminum Pole, Base and Collar and Anchor Bolts | $ 909.00 | $ 14,544.00 |
| 135 | -16 | PNS10- If you want to use a Screw-In Anchor instead of Anchor Bolts select an Anchor | $ 70.00 | $ (1,120.00) |
| 136 | 16 | PNS10-501312SA4 4" Anchor Pelco PB-5364 (CTC Purchase this Directly) | $ 623.00 | $ 9,968.00 |
| 140 | 32 | PNS10-SIGPY 12" Signal Heads Poly Yellow (1, 2 or 3 per flasher) | $ 239.00 | $ 7,648.00 |
| 149 | 32 | PNS10-502463 12" Amber DC 5 Watt LED IL (RTC Standard) (1, 2 or 3 per flasher) | $ 68.00 | $ 2,176.00 |
| 244 | 16 | PNS10-M2M5YR-4AK Five Year Plan With Modem, Cell Service, Cable, Mount and Paddle Antenna | $ 1,300.00 | $ 20,800.00 |
| 254 | 16 | PNS10-503644-M2M Include an AP22 with ANY Modem and Plan | $ 438.00 | $ 7,008.00 |
| 299 | 16 | PNS10-DFS-DC12 12" D/C Driver Feedback Sign to tie into existing D/C Power (add Time Switch, Communication | $ 2,629.00 | $ 42,064.00 |
| 301 | 16 | PNS10-S1R2-1-RDR12-G3 SIGN "YOUR SPEED" Fluorescent Yellow Green (FLYG) DG3 ASTM Type XI | $ - | $ - |
| 322 | 16 | PNS10-507413 Add Gateway Board (Communication Capability) Required if you are adding any of the M2M plans | $ 61.00 | $ 976.00 |
| | | | **Total From Other Sheets, If Any:** | |
| | | | **Subtotal A:** | **$ 140,544.00** |

**B. Unpublished Options, Accessory or Service items - Itemize Below - Attach Additional Sheet If Necessary**

(Note: Unpublished Items are any which were not submitted and priced in contractor's bid.)

| Quan | Description | Unit Pr | Total |
|---|---|---|---|
| | | | $ - |
| | | | $ - |
| | | | $ - |
| | | | $ - |
| | | **Total From Other Sheets, If Any:** | |
| | | **Subtotal B:** | **$ -** |

| | |
|---|---|
| **Check:** The total cost of Unpublished Options (Subtotal B) cannot exceed 25% of the total from Section A. | **For this transaction the percentage is:** 0% |

**C. Other Allowances, Discounts, Trade-Ins, Freight, Make Ready or Miscellaneous Charges**

| Quan | Description | Unit Pr | Total |
|---|---|---|---|
| | | | $ - |
| | | | $ - |
| | | **Subtotal C:** | **$ -** |

| | | | |
|---|---|---|---|
| **Delivery Date:** | **30 to 45 Days ARO** | **D. Total Purchase Price (A+B+C):** | **$ 140,544.00** |

Notes

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TOWN OF PROSPER
A Place Where Everyone Matters

# POLICE DEPARTMENT

**To:** **Mayor and Town Council**

**From:** **Doug Kowalski, Police Chief**

**Through:** **Mario Canizares, Town Manager**

**Re:** **Purchase of PD Vehicles from Silsbee Ford and Reliable Chevrolet**

**Town Council Meeting – March 11, 2025**

**Strategic Visioning Priority: 4. Provide Excellent Municipal Services**

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**Agenda Item:**

Consider and act upon approving the purchase of one (1) 2025 Ford Interceptor for $49,508 from Silsbee Ford utilizing TIPS Contract 240901 and three (3) 2025 Chevrolet Tahoe's from Reliable Chevrolet for $50,393 each utilizing the Sheriff's Association of Texas Contract.

**Description of Agenda Item:**

This purchase includes one (1) Ford Interceptor for $49,508.25 to be assigned to the Criminal Investigations Division, as approved in the FY25 budget and three (3) Chevrolet Tahoe's as approved in the FY25 budget for $50,393.00 each to be assigned to the Operations Division as marked patrol vehicles.

**Budget Impact:**

Fleet additions for the (3) Chevrolet Tahoe's ($151,179.00) will be funded through the FY25 budget, account 12020010-61450. The (1) one Ford Interceptor ($49,508.25) will also be funded through 12020010-61450.

**Attached Documents:**

1. Quote – Reliable Chevrolet – Chevrolet Tahoe – Fleet Addition
2. Quote – Reliable Chevrolet – Chevrolet Tahoe – Fleet Addition
3. Quote – Reliable Chevrolet – Chevrolet Tahoe – Fleet Addition
3. Quote – Silsbee Ford – Ford Interceptor – Fleet Addition
4. TIPS Contract 240901
5. Sheriff's Association of Texas Contract

**Town Staff Recommendation:**

Town Staff recommends the Town Council approve the purchase of one (1) Ford Interceptor utilizing the Interlocal Purchasing System (TIPS) Contract #240901 for $49,508 from Silsbee Ford and three (3) Chevrolet Tahoe's from Reliable Chevrolet for $50,393 each utilizing the Sheriff's Association of Texas Contract.

**Proposed Motion:**

I move to approve the purchase of one (1) Ford Interceptor utilizing the Interlocal Purchasing System (TIPS) Contract #240901 for $49,508 from Silsbee Ford and three (3) Chevrolet Tahoe's for $50,393 each from Reliable Chevrolet utilizing the Sheriff's Association of Texas Contract.

# PRODUCT PRICING SUMMARY

**TIPS USA 240901 TRANSPORTATION VEHICLES**

**VENDOR- Silsbee Ford, 1211 Hwy 96 N., Silsbee TX 77656**

**End User:** TOWN OF PROSPER
**Prepared by:** RICHARD HYDER
**Contact:** STEPHANIE MAYS 972.569.1028
**Phone:** 409.300.1385
**Email:** SMAYS@PROSPERTX.GOV
**Email:** RHYDER.COWBOYFLEET@GMAIL.COM
**Product Description:** FORD INTERCEPTOR UTILITY GAS
**Date:** February 4, 2025

**A.** **Bid Item:** 54 **A. Base Price:** $ 47,395.00

**B.** **Factory Options**

| Code | Description | Bid Price | Code | Description | Bid Price |
|---|---|---|---|---|---|
| K8A | 2025 FORD INTERCEPTOR UTLITY AWD | $ 1,595.00 | | REMOTE KEYLESS ENTRY FOBS | $ - |
| 99B | 3.3L V6 GAS | $ - | | WIRELESS PHONE CONNECTIVITY | $ - |
| | | | | GRILL/SIREN PREWIRE | $ - |
| | FRONT HEADLAMP HOUSING | $ - | | REAR VIEW CAMERA | $ - |
| | POLICE TAIL LAMP HOUSING | $ - | | | |
| | REAR AIR CONDITIONING | $ - | | | |
| UM | EXTERIOR BLACK | $ - | | | |
| 96 | CLOTH FRONT VINYL REAR SEATING | $ - | | | |

**Total of B. Published Options:** $ 1,595.00

**Published Option Discount (5%)** $ (79.75)

**C.** **Unpublished Options**

| Description | Bid Price | Options | Bid Price |
|---|---|---|---|
| | | | |
| | | | |
| ORDER UNITS, ETA 4-6 MONTHS | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**Total of C. Unpublished Options:** $ -

**D.** **Floor Plan Interest (for in-stock and/or equipped vehicles):** $ -

**E.** **Lot Insurance (for in-stock and/or equipped vehicles):** $ -

**F.** **Contract Price Adjustment:** $ -

**G.** **Additional Delivery Charge:** 299 **miles** $ 598.00

**H.** **Subtotal:** $ 49,508.25

**I.** **Quantity Ordered** 1 **x H =** $ 49,508.25

**J.** **Trade in:** $ -

**K.** **Total Purchase Price** $ 49,508.

| SHERIFFS ASSOCIATION OF TEXAS | CONTRACT PRICING WORKSHEET<br>For MOTOR VEHICLES Only | Contract No.: | 25-06-1010 | Date Prepared: | 2/11/2024 |
|---|---|---|---|---|---|

**This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be emailed to Reliable Chevrolet @ dadams@reliablechevrolet.com or faxed to 972-952-8172. Therefore please type or print legibly.**

| | | | |
|---|---|---|---|
| Buying Agency: | TOWN OF PROSPER | Contractor: | RELIABLE CHEVROLET |
| Contact Person: | | Prepared By: | DOUG ADAMS |
| Phone: | | Phone: | 972-952-1561 |
| Fax: | | Fax: | 972-952-8172 |
| Email: | | Email: | dadams@reliablechevrolet.com |

| Spec #: | 112 | Description: | 2025 TAHOE 9C1 2WHDR |
|---|---|---|---|

| A. Product Item Base Unit Price Per SAT Contract: | LUPINE DISTRICT | 49997 |
|---|---|---|

**B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.**
(Note: Published Options are options which were submitted and priced in Contractor's bid.)

| Description | Cost | Description | Cost |
|---|---|---|---|
| AZ3 - 40/20/40 FRONT SEAT | INCL | TAHOE 9C1 (POLICE PURSUIT VEHICLE) | INCL |
| VK3 - FRONT LICENSE PLANT BRACKET - REQ'D | INCL | ALL THE STANDARD FEATURES | |
| V76 - TOW HOOKS | 46 | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | 5YR/100,000 POWERTRAIN WARRANTY | INCL |
| | | 2 KEYS AT DELIVERY | INCL |
| | | | |
| | | Subtotal From Additional Sheet(s): | |
| | | Subtotal B: | 46 |

**C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary.**
(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

| Description | Cost | Description | Cost |
|---|---|---|---|
| JUST LIKE RR379138 | | | |
| CREATING 6 DIFFERENT QUOTE SHEETS AS | | Subtotal From Additional Sheet(s): | |
| INSTRUCTED FOR TAHOE PPV | | Subtotal C: | 0 |

| **Check:** Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B). | For this transaction the percentage is: | 0% |
|---|---|---|

| D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C) | | | | | | |
|---|---|---|---|---|---|---|
| Quantity Ordered: | 1 | X Subtotal of A + B + C: | 50043 | = | Subtotal D: | 50043 |
| E. SAT Order Processing Charge (Amount Per Current Policy) | | | | | Subtotal E: | 350.00 |

**F. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges**

| Description | Cost | Description | Cost |
|---|---|---|---|
| | | DELIVERY TO STATED DESTINATION | INCL |
| NO SPOTLAMP | | | |
| EXTERIOR COLOR ---WHITE | | Subtotal F: | 0 |
| Delivery Date: | TBD | G. Total Purchase Price (D+E+F): | 50393 |

| SHERIFFS ASSOCIATION OF TEXAS | CONTRACT PRICING WORKSHEET<br>For MOTOR VEHICLES Only | Contract No.: | 25-06-1010 | Date Prepared: | 2/11/2024 |
|---|---|---|---|---|---|

**This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be emailed to Reliable Chevrolet @ dadams@reliablechevrolet.com or faxed to 972-952-8172. Therefore please type or print legibly.**

| | | | |
|---|---|---|---|
| Buying Agency: | TOWN OF PROSPER | Contractor: | RELIABLE CHEVROLET |
| Contact Person: | | Prepared By: | DOUG ADAMS |
| Phone: | | Phone: | 972-952-1561 |
| Fax: | | Fax: | 972-952-8172 |
| Email: | | Email: | dadams@reliablechevrolet.com |

| Spec #: | 112 | Description: | 2025 TAHOE 9C1 2WHDR |
|---|---|---|---|

**A. Product Item Base Unit Price Per SAT Contract:** **LUPINE DISTRICT** 49997

**B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.**
(Note: Published Options are options which were submitted and priced in Contractor's bid.)

| Description | Cost | Description | Cost |
|---|---|---|---|
| AZ3 - 40/20/40 FRONT SEAT | INCL | TAHOE 9C1 (POLICE PURSUIT VEHICLE) | INCL |
| VK3 - FRONT LICENSE PLANT BRACKET - REQ'D | INCL | ALL THE STANDARD FEATURES | |
| V76 - TOW HOOKS | 46 | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | 5YR/100,000 POWERTRAIN WARRANTY | INCL |
| | | 2 KEYS AT DELIVERY | INCL |
| | | | |
| | | **Subtotal From Additional Sheet(s):** | |
| | | **Subtotal B:** | 46 |

**C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary.**
(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

| Description | Cost | Description | Cost |
|---|---|---|---|
| JUST LIKE RR379138 | | | |
| CREATING 6 DIFFERENT QUOTE SHEETS AS | | **Subtotal From Additional Sheet(s):** | |
| INSTRUCTED FOR TAHOE PPV | | **Subtotal C:** | 0 |

**Check:** Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B). **For this transaction the percentage is:** 0%

**D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)**

| Quantity Ordered: | 1 | X Subtotal of A + B + C: | 50043 | = | Subtotal D: | 50043 |
|---|---|---|---|---|---|---|

**E. SAT Order Processing Charge (Amount Per Current Policy)** **Subtotal E:** 350.00

**F. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges**

| Description | Cost | Description | Cost |
|---|---|---|---|
| | | DELIVERY TO STATED DESTINATION | INCL |
| NO SPOTLAMP | | | |
| EXTERIOR COLOR ---WHITE | | **Subtotal F:** | 0 |

| Delivery Date: | TBD | G. Total Purchase Price (D+E+F): | 50393 |
|---|---|---|---|

| SHERIFFS ASSOCIATION OF TEXAS | CONTRACT PRICING WORKSHEET<br>For MOTOR VEHICLES Only | Contract No.: | 25-06-1010 | Date Prepared: | 2/11/2024 |
|---|---|---|---|---|---|

**This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be emailed to Reliable Chevrolet @ dadams@reliablechevrolet.com or faxed to 972-952-8172. Therefore please type or print legibly.**

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|---|---|---|---|
| Buying Agency: | TOWN OF PROSPER | Contractor: | RELIABLE CHEVROLET |
| Contact Person: | | Prepared By: | DOUG ADAMS |
| Phone: | | Phone: | 972-952-1561 |
| Fax: | | Fax: | 972-952-8172 |
| Email: | | Email: | dadams@reliablechevrolet.com |

| Spec #: | 112 | Description: | 2025 TAHOE 9C1 2WHDR |
|---|---|---|---|

| A. Product Item Base Unit Price Per SAT Contract: | LUPINE DISTRICT | 49997 |
|---|---|---|

**B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.**
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| Description | Cost | Description | Cost |
|---|---|---|---|
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| VK3 - FRONT LICENSE PLANT BRACKET - REQ'D | INCL | ALL THE STANDARD FEATURES | |
| V76 - TOW HOOKS | 46 | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | 5YR/100,000 POWERTRAIN WARRANTY | INCL |
| | | 2 KEYS AT DELIVERY | INCL |
| | | | |
| | | Subtotal From Additional Sheet(s): | |
| | | Subtotal B: | 46 |

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| JUST LIKE RR379138 | | | |
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| INSTRUCTED FOR TAHOE PPV | | Subtotal C: | 0 |

| **Check:** Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B). | For this transaction the percentage is: | 0% |
|---|---|---|

**D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)**

| Quantity Ordered: | 1 | X Subtotal of A + B + C: | 50043 | = | Subtotal D: | 50043 |
|---|---|---|---|---|---|---|

| E. SAT Order Processing Charge (Amount Per Current Policy) | Subtotal E: | 350.00 |
|---|---|---|

**F. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges**

| Description | Cost | Description | Cost |
|---|---|---|---|
| | | DELIVERY TO STATED DESTINATION | INCL |
| NO SPOTLAMP | | | |
| EXTERIOR COLOR ---WHITE | | Subtotal F: | 0 |

| Delivery Date: | TBD | G. Total Purchase Price (D+E+F): | 50393 |
|---|---|---|---|

**AUTOMATED VENDOR (DO NOT SEND PO TO TIPS)**

EMAIL PURCHASE ORDER TO: sgamblin.silsbeefleet@gmail.com

PO MUST REFERENCE TIPS CONTRACT NUMBER

**Notice:**

Many Vendors utilize specific warranties, subscription agreements, license agreements, EULA's, etc. ("Supplemental Agreements") when you purchase specific goods or services from that Vendor. Since the Supplemental Agreements do not necessarily apply to every Member, every jurisdiction, or every purchase, TIPS does NOT now negotiate the terms of those agreements on Members' behalf. If you are required to sign such a supplementary agreement by the TIPS Vendor, TIPS strongly encourages Members not to proceed with a purchase until they have carefully reviewed and negotiated all applicable Supplemental Agreements. TIPS recommends you work with your entity's legal counsel to ensure compliance with the legal requirements of your entity and your jurisdiction.

TIPS Purchase Order Procedure here

OVERVIEW | DUE DILIGENCE | CONTACTS | PRINT PROFILE | RESELLERS

Print

| | |
|---|---|
| VENDOR | Silsbee Fleet (4 locations) 1.Silsbee Ford 2.Silsbee Toyota 3.Lake Country Chevrolet 4.Donalson CDJR, LLC |
| | 1396 HWY 327 E SILSBEE TX,77656 |
| WEBSITE | |
| SERVICE/PRODUCTS DESCRIPTION | FLEET VEHICLES |

CONTRACT: **240902** **Transportation Vehicle Parts and Services**
End Date: Nov-30-2027 EDGAR COMPLIANCE: View Doc.

CONTRACT: **240901** **Transportation Vehicles**
End Date: Nov-30-2027 EDGAR COMPLIANCE: View Doc.

Copyright 2005-2024 The Interlocal Purchasing System | Lead agency Region 8 ESC

# MASTER COOPERATIVE PURCHASING AGREEMENT

This Master Cooperative Purchasing Agreement ("Agreement"), effective December 12, 2023, is made by and between the Sheriffs' Association of Texas, Inc. ("SAT"), a Texas non-profit corporation, and the Town of Prosper, Texas ("End User"), a local government created under the laws of the State of Texas.

WITNESSETH

WHEREAS, SAT's Vehicle Procurement Program ("VPP") is a cooperative bid program where SAT solicits bids for vehicles to be purchased directly from vehicle vendors by units of local government or political subdivisions, including, but not limited to, municipalities and counties, local county boards of public instruction, and local public safety agencies or authorities; and

WHEREAS, the purpose of the VPP is to provide public procurement of quality goods to support effective and efficient government, ensuring the prudent use of public funds. This includes providing efficient delivery of products and services; obtaining best value through competition; offering fair and equitable competitive contracting opportunities for suppliers; and maintaining public confidence through ethical and transparent procurement practices; and

WHEREAS, SAT will serve as the "Contract Administrator" in the solicitation of bids process. The purpose of the solicitation for bids is to identify the most suitable manufacturer's authorized dealer for the purchase of vehicles on a "no trade-in basis;" and

WHEREAS, the SAT Contract Administrator will award the bid to the lowest and best responsive bidder by specification and by manufacturer. The award will be determined by the price of the bid, qualifications based on a dealer's facilities and financial resources, and demonstrated ability to perform the work in a satisfactory manner;

NOW, THEREFORE, SAT and the End User agree as follows:

1.0 **Responsibilities of the parties.**

1.1 The SAT will identify, solicit, and invite interested vehicle vendors, including but not limited to vehicle manufacturers, dealers and certified representatives, to submit bids for vehicles.

1.2 The SAT will develop and provide all necessary solicitation, bid, and contract award documents which will enable End User to purchase vehicles directly from vendors at a competitive price.

1.3 The SAT will consult with the End User as needed in order to facilitate End User's purchase of vehicle through the VPP.

1.4 The SAT will prepare "solicitation for bid" documents in order to obtain price commitments from manufacturers and dealers for the sale of vehicles to End User.

1.5 The End User agrees to be bound by the SAT Vehicle Procurement Program Solicitation for Bids and Contract Terms and Conditions, which is attached hereto and incorporated by reference as if fully set forth herein.

1.6 The End User agrees to provide to the SAT all information and assistance requested by the SAT that is reasonably necessary to remain in compliance with the Vehicle Procurement Program Solicitation for Bids and Contract Terms and Conditions.

2.0 **Compliance with Laws**. SAT and End User each represent and warrant to the other party that each has obtained all regulatory approvals and licenses necessary to enter into and perform under the terms and conditions of this Agreement. Further, the SAT and the End User represent and warrant to the other party that each is in compliance with all applicable laws and regulations and each party covenants to remain in compliance with such laws and regulations during the term of this Agreement.

3.0 **Term.** The term of this Agreement shall commence on the date set out above and shall continue in effect for one (1) year. Thereafter, this Agreement shall renew automatically for successive one (1) year terms ending on the initial anniversary date each year.

4.0 **Termination.** This Agreement may be terminated by either party at any time without cause by written notice to the other party given at least ninety (90) days in advance of the effective date of termination.

5.0 **Trademarks and Copyrights.** The parties reserve the right to the control and use of their names and all seals, symbols, trademarks, or service marks presently existing or later established. Neither party shall use the other party's name, seals, symbols, trademarks, or service marks in advertising or promotional materials or otherwise without the prior written consent of such other party unless agreed to in this document. Any use by a party, without the approval of the other party, of the name, symbols, trademarks or service marks of such other party shall cease immediately upon the earlier of written notice of such other party or termination of this Agreement. Each party hereby grants the other party the right to use its name, address, and telephone number in connection with the other party's obligations hereunder.

6.0 **Notices.** Any notice required to be given pursuant to the terms of this Agreement shall be in writing and shall be sent by certified mail, return receipt requested, postage prepaid to the recipient at its respective address designated on the signature page of this Agreement.

7.0 **Independent Contractors.** The SAT and the End User are each acting as independent contractors under this Agreement and not as a partner, joint venture or employee of any other party to this Agreement. Each party shall be responsible for all taxes or similar charges payable with respect to any amounts received by such party under this Agreement. End User shall have no authority to bind SAT to any agreement or obligation. SAT shall have no authority to bind End User to any agreement or obligation. No party shall make any representations to the contrary.

The responsibilities of the SAT in administering the VPP are limited to those specified in the SAT Vehicle Procurement Program Solicitation for Bids and Contract Terms and Conditions, attached hereto and incorporated by reference as if fully set forth herein. This Agreement shall not create additional legal obligations for SAT beyond those specified in the attached Terms and Conditions.

8.0 **Amendments.** The parties reserve the right to amend or terminate this Agreement, as provided herein or as specified by amendment. All amendments or modifications to this Agreement must be mutually agreed to in writing by the End User and the SAT.

9.0 **Severability.** If any portion of this Agreement shall, for any reason, be invalid or unenforceable, such portion shall be ineffective only to the extent of any such invalidity or unenforceability, and the remaining portion or portions shall nevertheless be valid, enforceable, and of full force and effect.

10.0 **Waiver.** The waiver by either party of any breach of, or failure to insist upon strict compliance with, any provision of this Agreement or warranty or representation set forth herein, shall not be construed as a waiver of any prior or subsequent breach of or failure of strict compliance with the same or any other provision. The failure to exercise any right hereunder shall not operate as a waiver of such right. All rights and remedies provided for herein are cumulative.

11.0 **Entire Agreement.** This Agreement, including any exhibits or attachments hereto, contains all of the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersedes any prior agreements, promises, negotiations or representations, either oral or written, relating to the subject matter of this Agreement.

12.0 **Execution in Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute a single instrument.

13.0 **Assignment.** Neither party shall in any manner assign, subcontract, or otherwise delegate its rights, duties or obligations under this Agreement unless the other party approves of such assignment, subcontract, or delegation by prior written consent thereto.

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

14.0 **Force Majeure.** The obligations of the SAT and the End User hereunder shall be excused during any period of delay or inability to perform caused by matters such as strikes, acts of God, shortages of raw materials or power, an inability to obtain products or services after the parties use their best efforts to provide such products or services, governmental action or compliance with governmental requirements, whether voluntary or pursuant to order, or any other matter which is beyond the reasonable efforts of the parties to control.

**IN WITNESS WHEREOF**, the undersigned parties have executed this Agreement to be effective as of the day and year shown on the first page.

**Sheriffs' Association of Texas, Inc.**
**1601 S. Interstate 35**
**Austin, TX 78741-2503**

SAT Authorized Signature

**Town of Prosper, Texas**
**250 West First Street**
**Prosper, Texas 75078**

By:

TOWN OF PROSPER
A Place Where Everyone Matters

# PLANNING

**To:** **Mayor and Town Council**

**From:** **David Hoover, AICP, Director of Development Services**

**Through:** **Mario Canizares, Town Manager**
**Chuck Ewings, Assistant Town Manager**

**Re:** **Notice of Appeals**

**Town Council Meeting – March 11, 2025**

**Strategic Visioning Priority: 3. Commercial Corridors are ready for Development**

---

**Agenda Item:**
Consider and act upon whether to direct staff to submit a written notice of appeals on behalf of the Town Council to the Development Services Department, pursuant to Chapter 4, Section 1.5(C)(7) and 1.6(B)(7) of the Town's Zoning Ordinance, regarding action taken by the Planning & Zoning Commission on Preliminary Site Plans and Site Plans.

**Description of Agenda Item:**
Attached are the Preliminary Site Plans and Site Plans that were acted on by the Planning & Zoning Commission on March 4, 2025. Per the Zoning Ordinance, the Town Council can direct staff to submit a written notice of appeal on behalf of the Town Council to the Development Services Department for any Preliminary Site Plans and Site Plans acted on by the Planning & Zoning Commission.

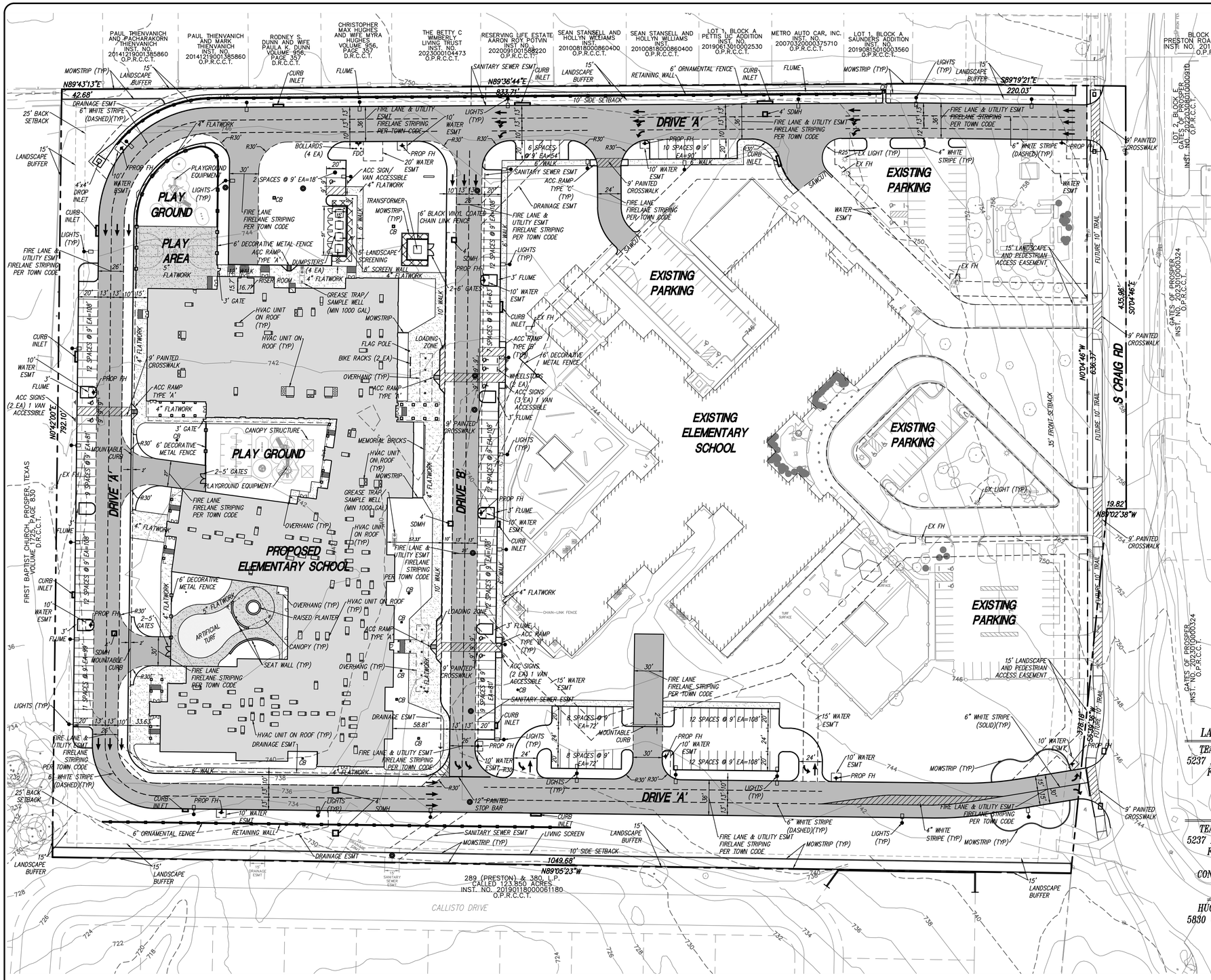
**Budget Impact:**
There is no budgetary impact affiliated with this item.

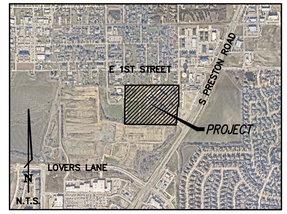
**Attached Documents:**
1. DEVAPP-24-0154 – Rucker Elementary School Addition, Block A, Lot 1 (Approved 7-0)
2. DEVAPP-24-0161 – HUB 380 Addition, Block A, Lots 1-8 (Approved 4-3) *

*Commissioners Jackson, Hamilton, and Furay voted against based on belief that too much parking was shown.

**Town Staff Recommendation:**
Town Staff recommends the Town Council take no action on this item.

**Proposed Motion:**
N/A




## LOCATION MAP
NOT TO SCALE

tnp

GRAPHIC SCALE
50 0 25 50 100
GRAPHIC SCALE: 1" = 50'

### SITE DATA SUMMARY

| | |
|---|---|
| EXISTING ZONING: | SF-15 |
| PROPOSED USE: | ELEMENTARY SCHOOL |
| GROSS LOT AREA: | 20.00 ACRES (871,321 SF) |
| NET LOT AREA: | 19.56 ACRES (851,857 SF) |
| BUILDING AREA: | 92,459 SF (NEW SCHOOL)<br>74,323 SF (EXISTING SCHOOL) |
| HEIGHT: | 34' 0" – TWO STORY |
| LOT COVERAGE RATIO: | 19.6% |
| FLOOR AREA RATIO: | 30.4% |
| TOTAL IMPERVIOUS AREA: | 539,791 SF |
| TOTAL OPEN SPACE | |
| REQUIRED: | 85,185.7 SF (10%) |
| PROVIDED: | 213,503.3 SF (25.06%) |
| PARKING LANDSCAPING | |
| REQUIRED: | 2,505 SF |
| PROVIDED: | 11,607 SF |

### PARKING DATA

PARKING SPACES: 1.5 SPACES PER CLASSROOM PLUS 1 ADDITIONAL SPACE FOR 4 SEATS IN ANY AUDITORIUM, GYM, OR OTHER PLACE OF ASSEMBLY, WHICHEVER IS GREATER

| | | |
|---|---|---|
| **EXISTING PARKING** | | |
| TOTAL STANDARD PARKING | = | 124 SPACES |
| TOTAL ACCESSIBLE PARKING | = | 8 SPACES |
| TOTAL PARKING | = | 132 SPACES |
| **REQUIRED PARKING** | | |
| EXISTING RUCKER (35 CLASSROOMS) | = | 53 SPACES |
| PROPOSED RUCKER (51 CLASSROOMS) | = | 77 SPACES |
| TOTAL STANDARD PARKING | = | 124 SPACES |
| TOTAL ACCESSIBLE PARKING | = | 5 SPACES |
| TOTAL PARKING | = | 129 SPACES |
| **PROPOSED PARKING** | | |
| TOTAL STANDARD PARKING | = | 154 SPACES |
| TOTAL ACCESSIBLE PARKING | = | 8 SPACES (4 ACC + 4 VAN ACC) |
| TOTAL PARKING | = | 162 SPACES |
| **TOTAL CAMPUS PARKING** | | |
| TOTAL STANDARD PARKING | = | 278 SPACES |
| TOTAL ACCESSIBLE PARKING | = | 16 SPACES |
| TOTAL PARKING | = | 294 SPACES |

### LEGEND

- PROPOSED FIRE LANE & UTILITY EASEMENT
- PROPOSED FLATWORK
- PROPOSED FIRE HYDRANT
- PAINTED DIRECTIONAL ARROWS

### SITE PLAN NOTES

ANY REVISION TO THIS PLAN WILL REQUIRE TOWN APPROVAL AND WILL REQUIRE REVISIONS TO ANY CORRESPONDING PLANS TO AVOID CONFLICTS BETWEEN PLANS.

1. ALL DEVELOPMENT STANDARDS SHALL FOLLOW TOWN STANDARDS.
2. LANDSCAPING SHALL CONFORM TO LANDSCAPE PLANS APPROVED BY THE TOWN OF PROSPER.
3. ALL DEVELOPMENT STANDARDS SHALL FOLLOW FIRE REQUIREMENTS PER THE TOWN OF PROSPER.
4. HANDICAPPED PARKING AREAS AND BUILDING ACCESSIBILITY SHALL CONFORM TO THE AMERICANS WITH DISABILITIES ACT (ADA) AND WITH THE REQUIREMENTS OF THE CURRENT, ADOPTED BUILDING CODE.
5. ALL SIGNAGE IS SUBJECT TO BUILDING OFFICIAL APPROVAL.
6. IMPACT FEES WILL BE ASSESSED IN ACCORDANCE WITH THE LAND USE CLASSIFICATION(S) IDENTIFIED ON THE SITE DATA SUMMARY TABLE; HOWEVER, CHANGES TO THE PROPOSED LAND USE AT THE TIME OF CO AND/OR FINISH-OUT PERMIT MAY RESULT IN ADDITIONAL IMPACT FEES AND/OR PARKING REQUIREMENTS.
7. THE APPROVAL OF A PRELIMINARY SITE PLAN SHALL BE EFFECTIVE FOR A PERIOD OF TWO (2) YEARS FROM THE DATE THAT THE PRELIMINARY SITE PLAN IS APPROVED BY THE PLANNING & ZONING COMMISSION, AT THE END OF WHICH TIME THE APPLICANT MUST HAVE SUBMITTED AND RECEIVED THE APPROVAL OF A SITE PLAN BY THE PLANNING & ZONING COMMISSION. IF A SITE PLAN IS NOT APPROVED WITHIN SUCH TWO (2) YEAR PERIOD, THE PRELIMINARY SITE PLAN APPROVAL IS NULL AND VOID. IF SITE PLAN APPROVAL IS ONLY FOR A PORTION OF THE PROPERTY, THE APPROVAL OF THE PRELIMINARY SITE PLAN FOR THE REMAINING PROPERTY SHALL BE NULL AND VOID.
8. OPEN SPACE REQUIREMENTS SHALL FOLLOW THE ZONING ORDINANCE, PER TRACT. OPEN SPACE SHALL NOT INCLUDE VEHICULAR PAVING, REQUIRED PARKING LOT LANDSCAPE ISLANDS, BUILDING FOOTPRINT, UTILITY YARDS, REQUIRED LANDSCAPE SETBACKS, SIDEWALKS*, AND DETENTION POND

FIRE-25-0021 IS ASSOCIATED WITH THE CODE MODIFICATION FOR HOSE LAY AND AAFL REQUIREMENTS.


*LANDSCAPE ARCHITECT:*
TEAGUE NALL & PERKINS, INC.
5237 N RIVERSIDE DRIVE, SUITE 100
FORT WORTH, TEXAS 76137
817.336.5773
CONTACT: JOE MADRID

*ENGINEER:*
TEAGUE NALL & PERKINS, INC.
5237 N RIVERSIDE DRIVE, SUITE 100
FORT WORTH, TEXAS 76137
817.336.5773
CONTACT: AMANDA MULLEN, P.E.

*ARCHITECT:*
HUCKABEE & ASSOCIATES, INC.
5830 GRANITE PARKWAY, SUITE 750
PLANO, TX 75024
972.292.7670

*SURVEYOR:*
TEAGUE NALL & PERKINS, INC.
825 WATTERS CREEK BLVD., STE. M300
ALLEN, TEXAS 75013
214.461.9918
CONTACT: BRIAN J. MADDOX, R.P.L.S.

*OWNER/APPLICANT:*
PROSPER I.S.D.
605 E. SEVENTH STREET
PROSPER, TEXAS 75078
PHONE: 469.219.2000
CONTACT: TODD SHIRLEY


# SITE PLAN FOR RUCKER ELEMENTARY SCHOOL ADDITION, BLOCK A, LOT 1 TOWN OF PROSPER COLLIN COUNTY, TEXAS

## DATE PREPARED: FEBRUARY 2025
## TOWN CASE DEVAPP-24-0154

| no. | revision | by | date |
|---|---|---|---|
| | | | |


teague nall & perkins
5237 N. Riverside Drive, Suite 100
Fort Worth, Texas 76137
817.336.5773 ph 817.336.2813 fx
TBPE Registration No. F-230
www.tnpinc.com


Prosper Independent School District

| | |
|---|---|
| scale | |
| horiz | 1"=50' |
| vert | N/A |
| date | JAN 2025 |

tnp

This document is for interim review and is not intended for construction, bidding or permit purposes.

AMANDA M. MULLEN, P.E. Date: FEB 2025

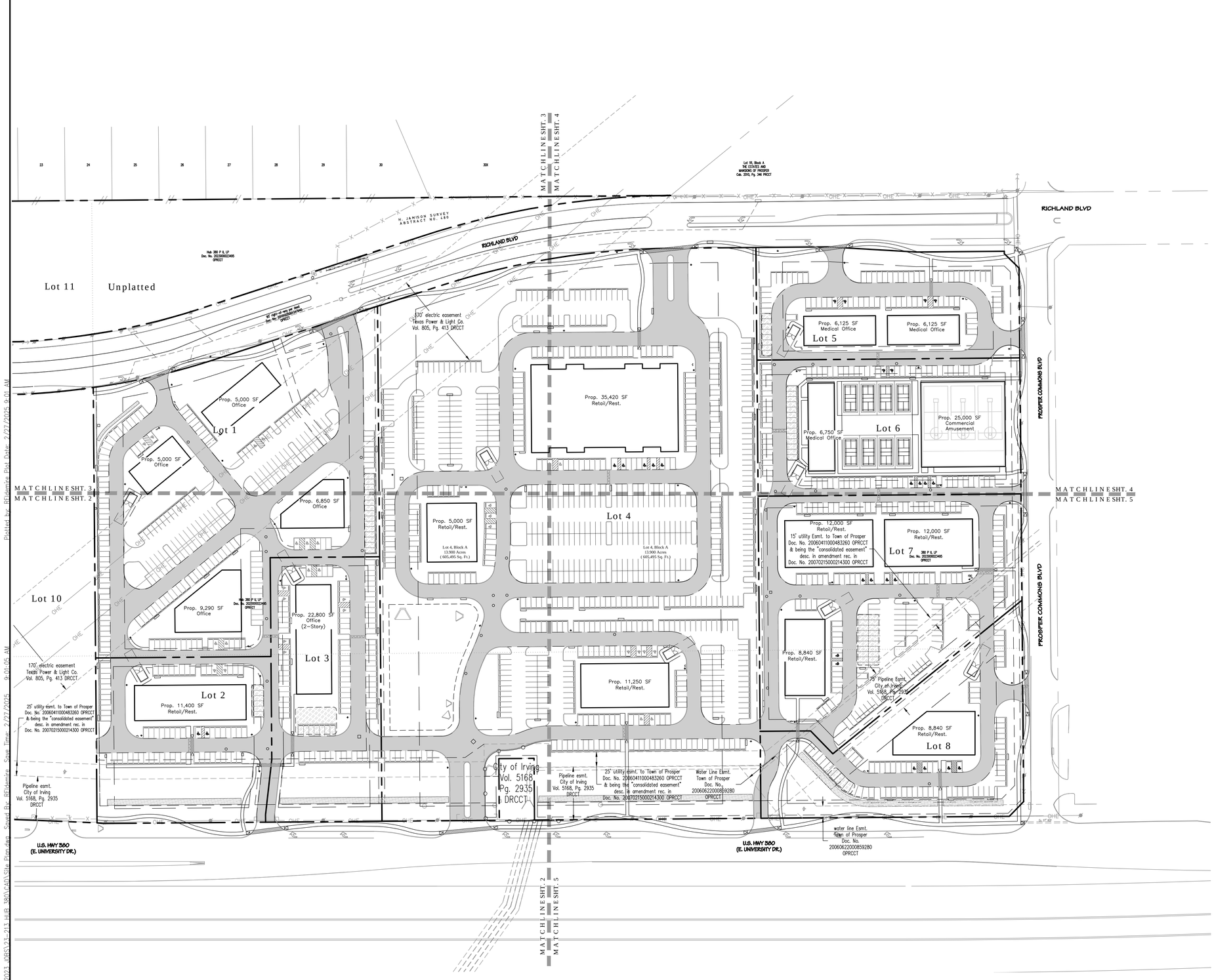
Tx. Reg. # 123232

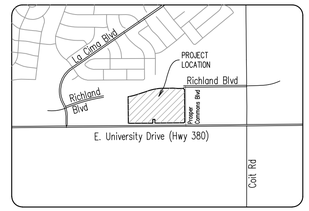
Town of Prosper, Texas
Prosper Independent School District
**Elementary School Replacement**
**OVERALL SITE PLAN**

| | |
|---|---|
| tnp project | HUC23592 |
| sheet | 1 |

tnp Project HUC23592

PROSPER, TX






Vicinity Map
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**LEGEND**

FIRELANE, ACCESS, DRAINAGE & UTILITY EASEMENT

MATCH LINE

Sheet 1 of 6

PRELIMINARY SITE PLAN

# HUB 380 RETAIL

BLOCK A, LOTS 1-8,
SITUATED IN THE H. JAMISON SURVEY, ABSTRACT NO. 480
IN THE TOWN OF PROSPER, COLLIN COUNTY, TEXAS
1,428,165 Sq.Ft. / 32.786 Acres
Current Zoning: PD-2
Town Case No. DEVAPP-24-0161
Prepared February 2025

ENGINEER / SURVEYOR/ APPLICANT
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Plano, TX 75075
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TBPE No. F-2121
Contact: Mike Martinie

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5 Cowboys Way, Suite 300
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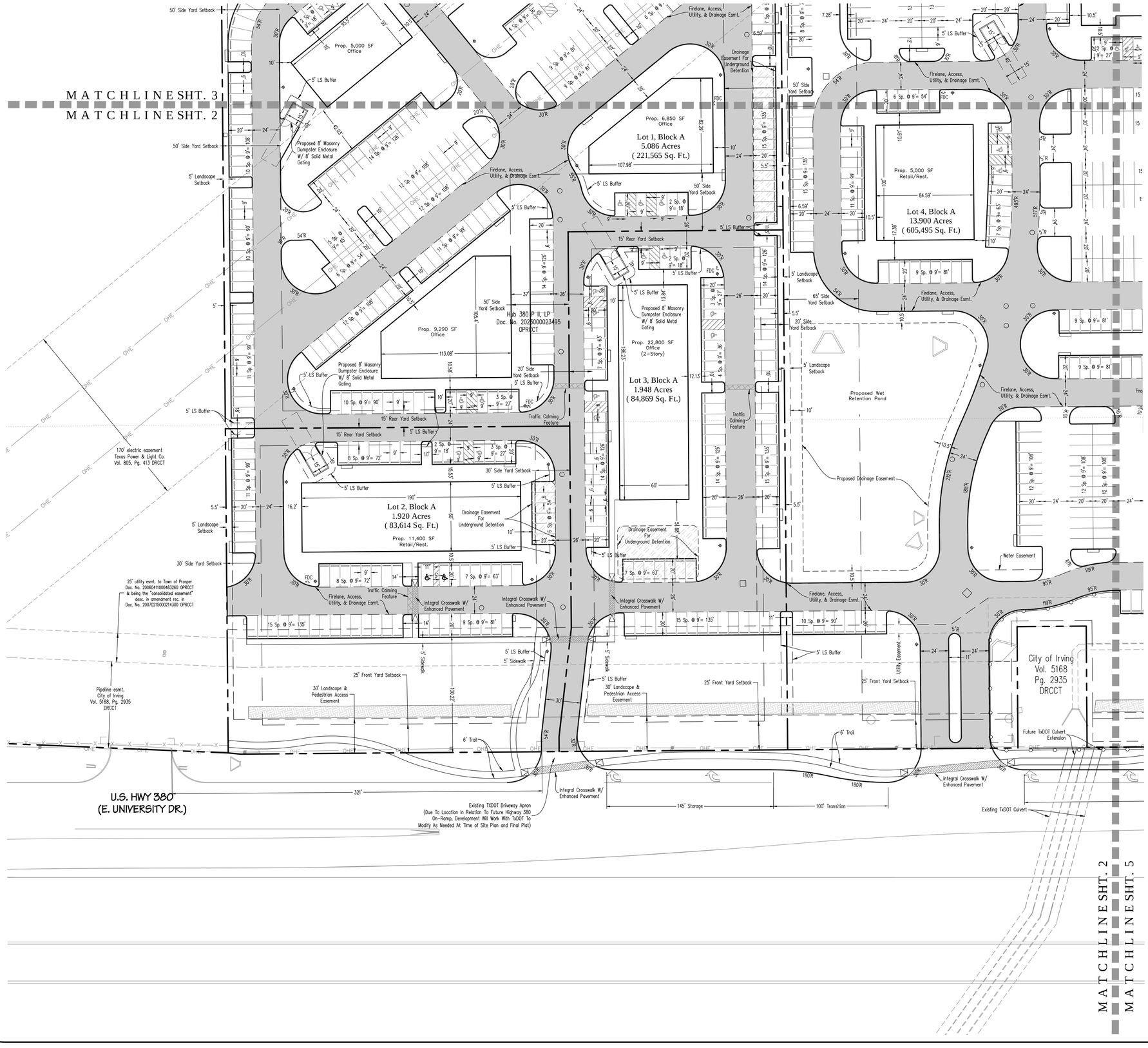


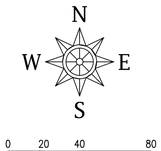


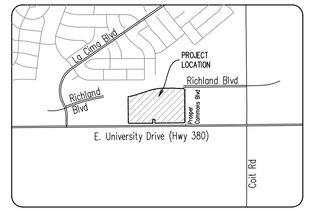


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Contact: Satya Donepudi

Sheet 2 of 6 Scale: 1"=40' Feb-25 SEI Job No. 23-213

Plotted by: REidemire Plot Date: 2/27/2025 9:01 AM
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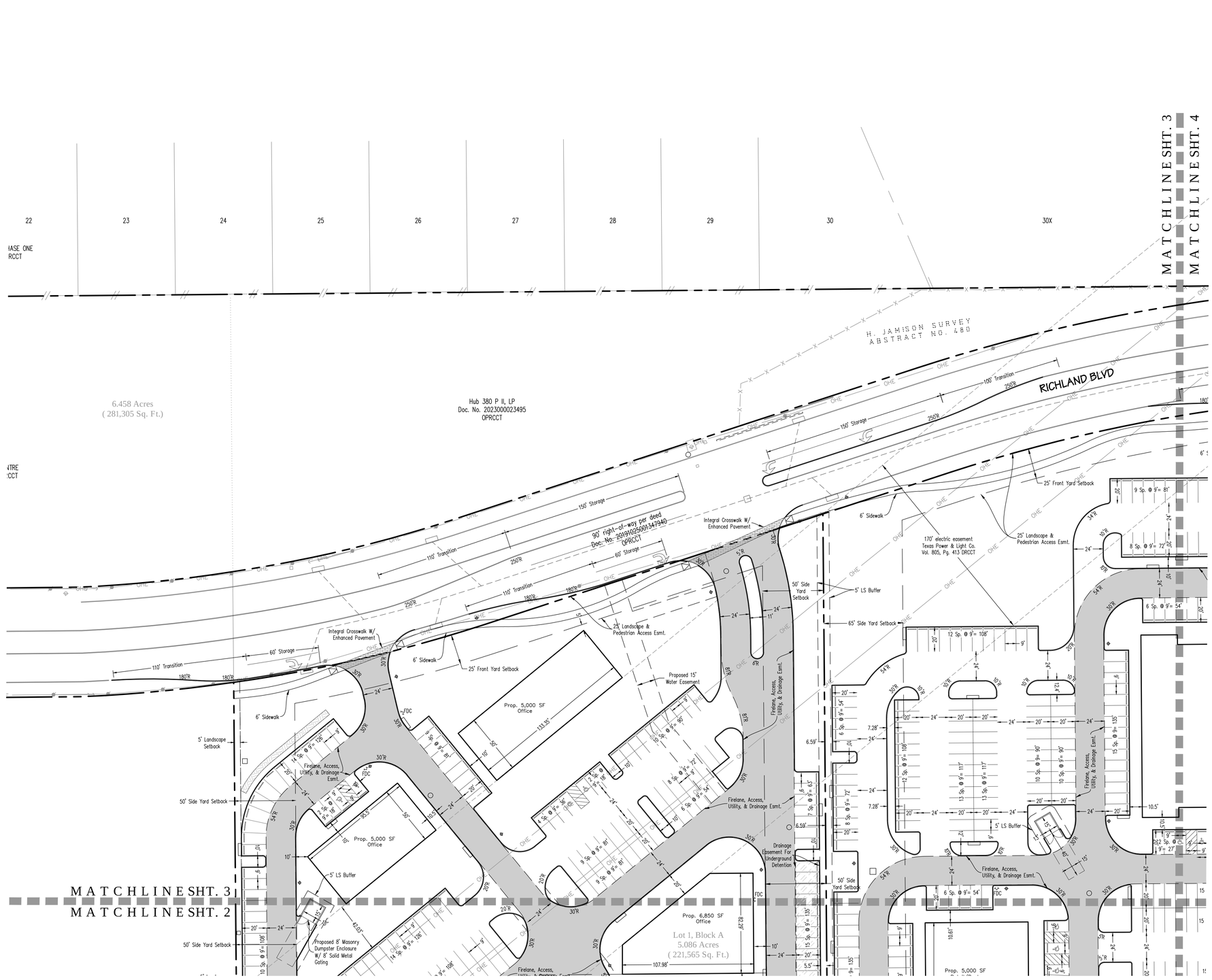

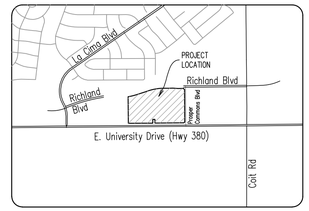


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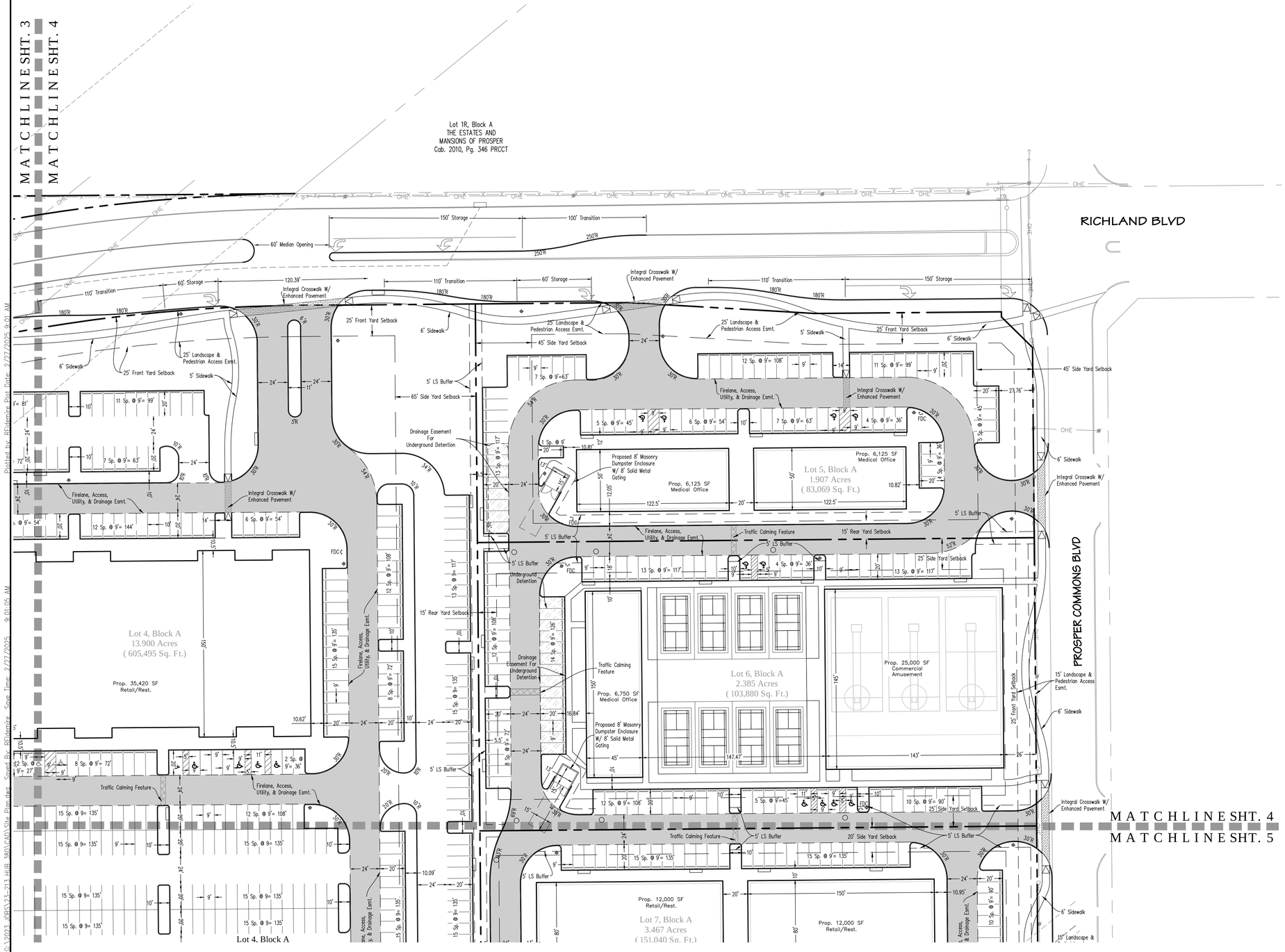


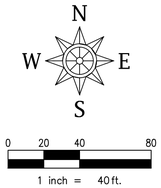


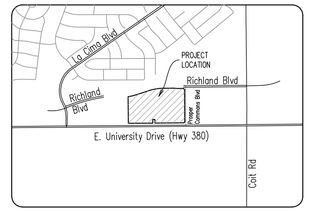


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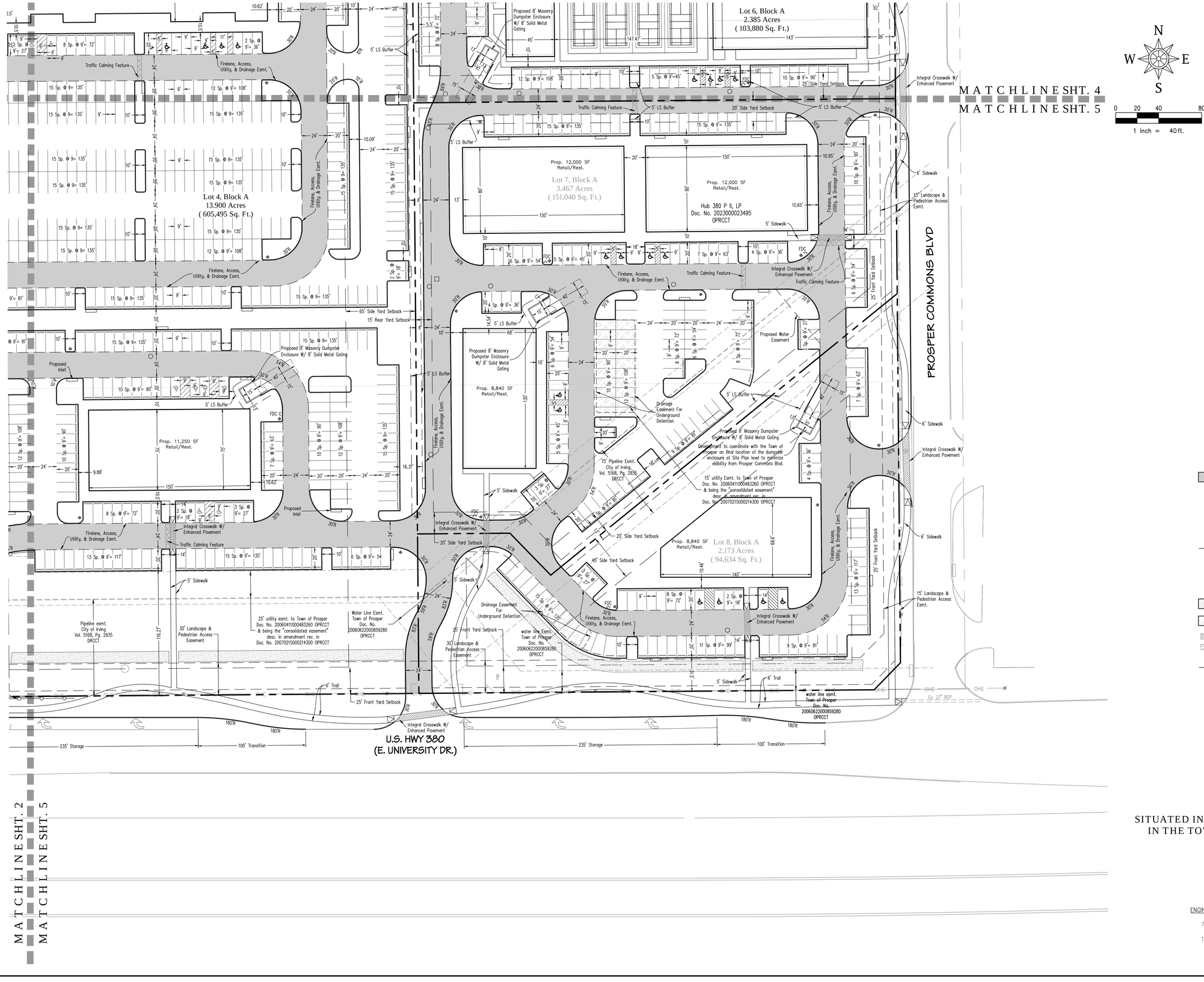


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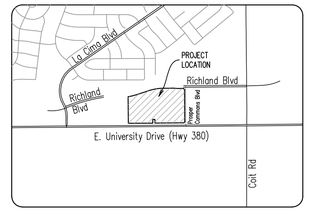


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| | Lot 1 | Lot 2 | Lot 3 | Lot 4 | Lot 5 | Lot 6 | Lot 7 | Lot 8 |
|---|---|---|---|---|---|---|---|---|
| Zoning | PD-2 Cor | PD-2 Cor | PD-2 Cor | PD-2 Cor | PD-2 Cor | PD-2 Cor | PD-2 Cor | PD-2 Cor |
| Proposed Use | Office | Retail/Rest. | Office **(2 story)** | Retail/Rest. | Medical Office | Commercial Ammusment/ Medical Office Office. | Retail/Rest. | Retail/Rest. |
| Lot Area (Ac) | 5.086 | 1.920 | 1.948 | 13.900 | 1.907 | 2.385 | 3.467 | 2.173 |
| Lot Area (SF) | 221,564 | 83,616 | 84,869 | 605,495 | 83,069 | 103,880 | 151,040 | 94,634 |
| Restaurant Building Area (SF) | - | 4,560 | - | 16,250 | | | 4,750 | 6,740 |
| Medical Office (SF) | - | - | - | - | 12,250 | 6,750 | | |
| Commercial Ammusment (SF) | - | - | - | - | - | 15,800 | | |
| Retail Building Area (SF) | - | 6,840 | - | 35,420 | - | | 28,090 | 2,100 |
| Office Building Area (SF) | 26,140 | - | 22,800 | - | - | | | |
| Total Building Area (SF) | 26,140 | 11,400 | 22,800 | 51,670 | 12,250 | 31,750 | 32,840 | 8,840 |
| Building Height | 30'-0" | 30'-0" | 30'-0" | 30'-0" | 30'-0" | 30'-0" | 30'-0" | 30'-0" |
| Lot Coverage | 11.8% | 13.6% | 13.4% | 8.5% | 14.7% | 30.6% | 21.7% | 9.3% |
| Floor Area Ratio | 0.118:1 | 0.1363:1 | 0.2686:1 | 0.0853:1 | 0.1475:1 | 0.3056:1 | 0.2174:1 | 0.0934:1 |
| Total Parking Required | 1Sp./350 SF<br>75 | Rest = 1/100<br>Retail=1/250<br>73 | 1Sp./350 SF<br>66 | Rest = 1/100<br>Retail=1/250<br>305 | 1Sp./250 SF<br>49 | Med Office 1/250 SF<br>Comm. Amusement = 1/3 guests<br>97 | Rest = 1/100<br>Retail=1/250<br>160 | Rest = 1/100<br>Retail=1/250<br>76 |
| Total Parking Provided | 236 | 73 | 100 | 741 | 79 | 97 | 160 | 76 |
| Handicap Parking Required | 7 Sp. | 4 Sp. | 5 Sp. | 16 Sp. | 4 Sp. | 4 Sp. | 6 Sp. | 4 Sp. |
| Handicap Parking Provided | 9 Sp. | 4 Sp. | 8 Sp. | 16 Sp. | 4 Sp. | 6 Sp. | 6 Sp. | 4 Sp. |
| Parking Lot Landscaping Required (SF) | 1,500 | 1,460 | 1,320 | 6,100 | 980 | 1,940 | 3,200 | 1,520 |
| Parking Lot Landscaping Provided (SF) | 5,735 | 2,795 | 1,970 | 23,092 | 2,600 | 2,220 | 6,256 | 2,289 |
| Total Impervious Area (SF) | 175,904 | 50,474 | 58,063 | 450,138 | 68,245 | 98,717 | 132,926 | 69,556 |
| Open Space Required (SF) | 15,509 | 5,853 | 5,941 | 42,385 | 5,815 | 7,272 | 10,573 | 6,624 |
| Open Space Provided (SF) | 33,862 | 17,533 | 12,608 | 120,267 | 7,552 | 9,290 | 14,215 | 26,472 |

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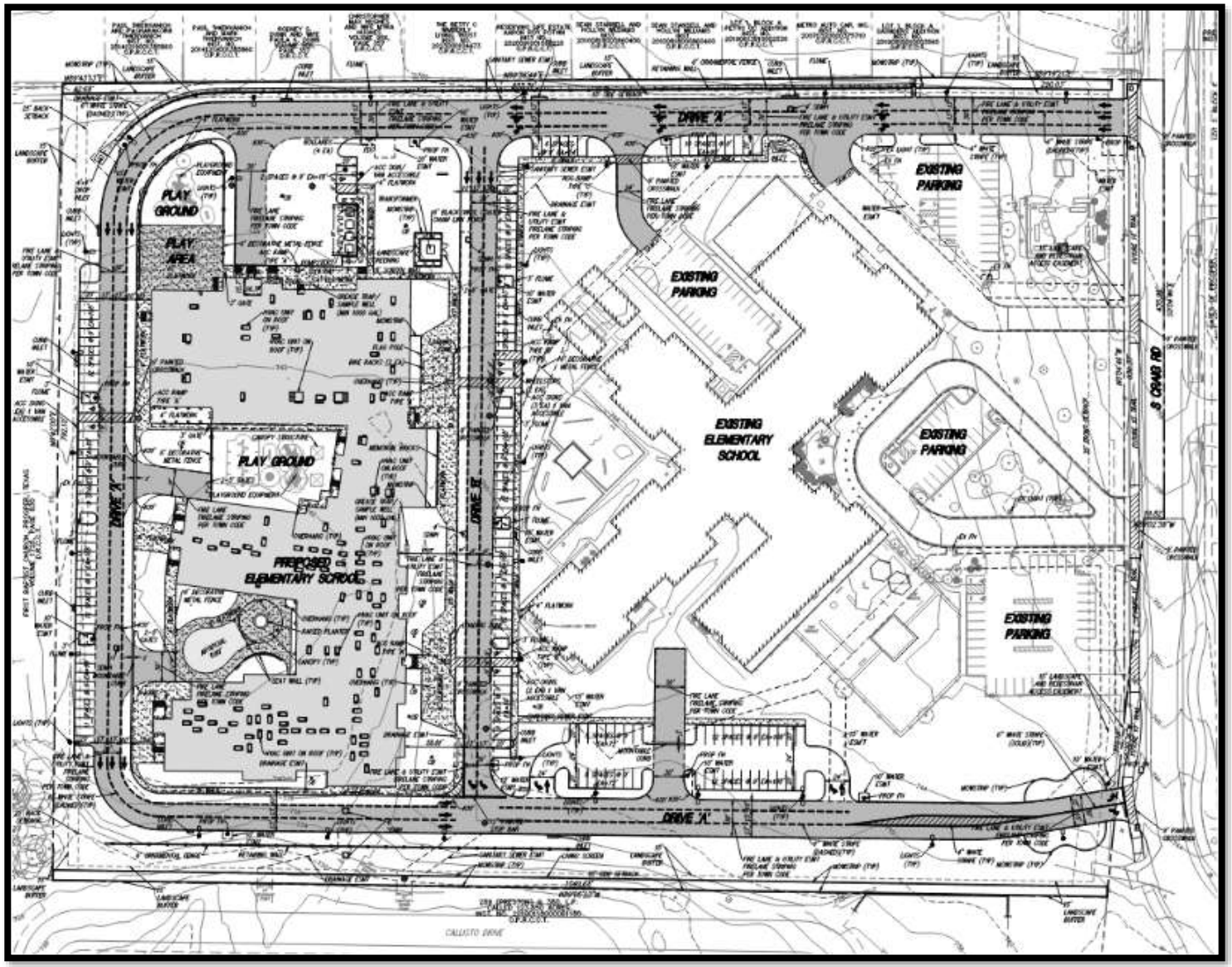
CAPELLA CT

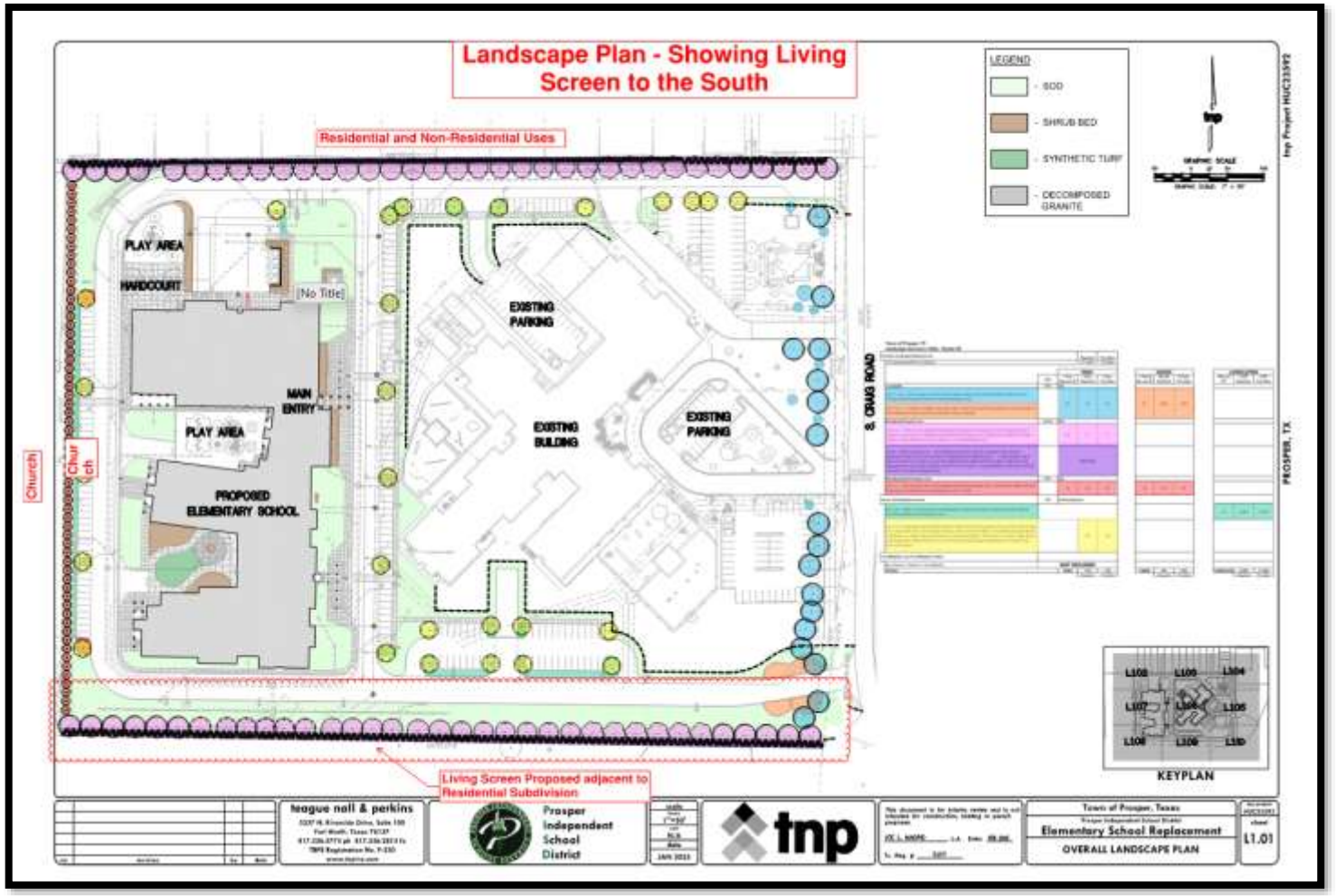
# Information

## Purpose:

- Construct a new elementary school totaling 92,459 square feet.
  - The existing school (74,323 SF) will remain, and its future use will be determined later.
  - Living screening will be provided adjacent to the residential subdivision to the south.


DRIVE 'A'
EXISTING PARKING
EXISTING PARKING
EXISTING ELEMENTARY SCHOOL
EXISTING PARKING
EXISTING PARKING
S. CRAIG RD
PLAY GROUND
PLAY AREA
PLAY GROUND
DRIVE 'B'
PROPOSED ELEMENTARY SCHOOL
DRIVE 'A'
CALLISTO DRIVE

## Location of Living Screen

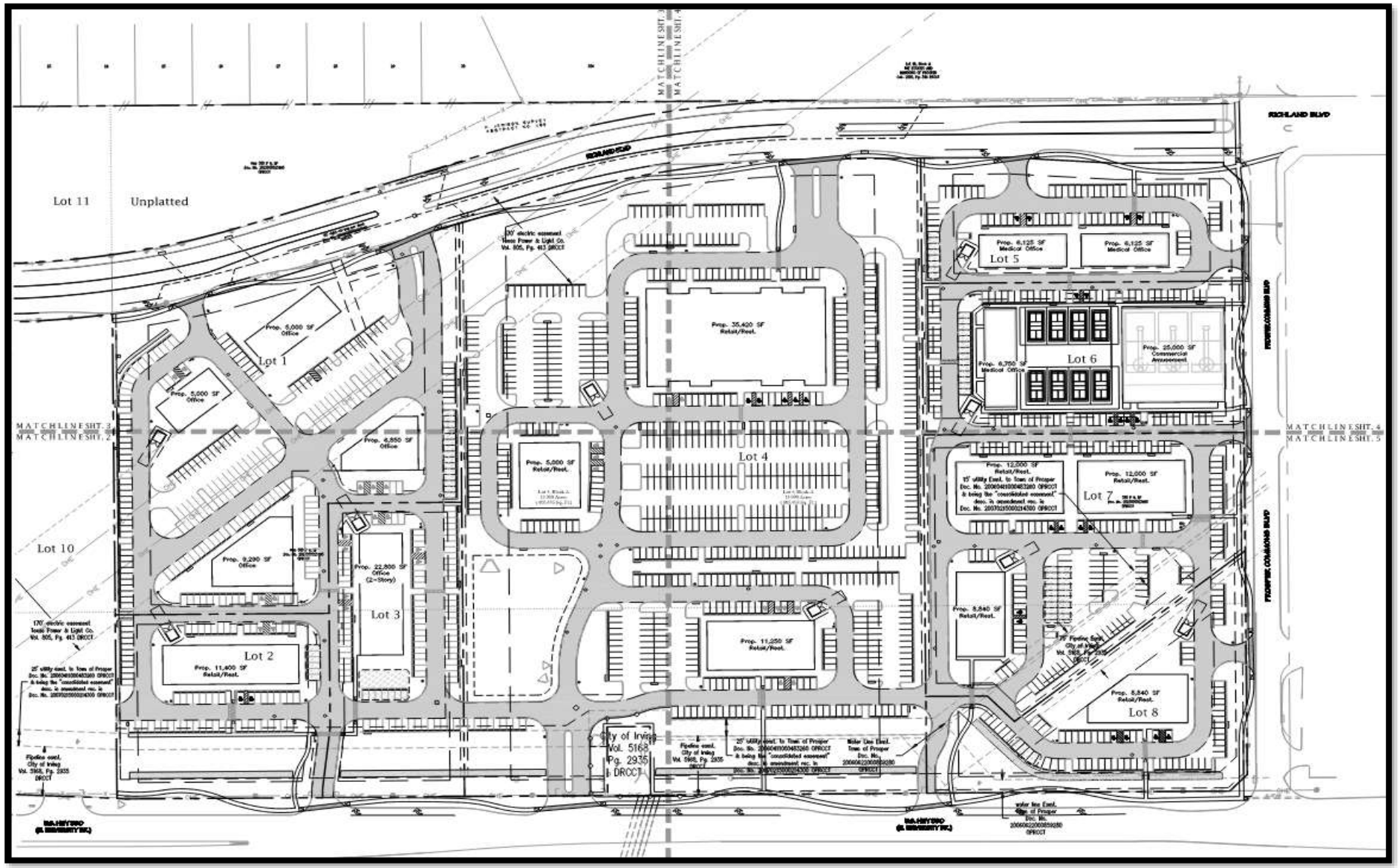

Landscape Plan - Showing Living Screen to the South
Residential and Non-Residential Uses
PLAY AREA
HARDCOURT
[No Title]
MAIN ENTRY
PLAY AREA
PROPOSED ELEMENTARY SCHOOL
EXISTING PARKING
EXISTING BUILDING
EXISTING PARKING
S. CRAIG ROAD
Church
Chur ch
Living Screen Proposed adjacent to Residential Subdivision
LEGEND
- SOD
- SHRUB BED
- SYNTHETIC TURF
- DECOMPOSED GRANITE
KEYPLAN
tnp
PROSPER, TX
tnp Project #UC23592
league null & perkins
Prosper Independent School District
tnp
Town of Prosper, Texas
Elementary School Replacement
OVERALL LANDSCAPE PLAN
L1.01

BUCHANAN DR
AMISTAD DR
RAVEN DR
BUFFALO SPRINGS DR
RICHLAND
PROSPER COMMONS BLVD
UNIVERSITY
GLADE HILL DR

# Information

## Purpose:

- Construct 17 buildings totaling 197,690 square feet across eight lots.
    - Lot 1 - Four Professional Office Buildings (26,140 SF)
    - Lot 2 - One Restaurant/Retail Building (11,400 SF)
    - Lot 3 - One 2-Story Professional Office Building (22,800 SF)
    - Lot 4 - Three Restaurant/Retail Buildings (51,670 SF)
    - Lot 5 - Two Medical Office Buildings (12,250 SF)
    - Lot 6 - Commercial Amusement Building (25,000 SF) and a Medical Office Building (6,750 SF)
    - Lot 7 - Three Restaurant/Retail Buildings (32,840 SF)
    - Lot 8 - One Restaurant/Retail Building (8,840 SF)


Lot 11
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Lot 1
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Lot 3
Lot 4
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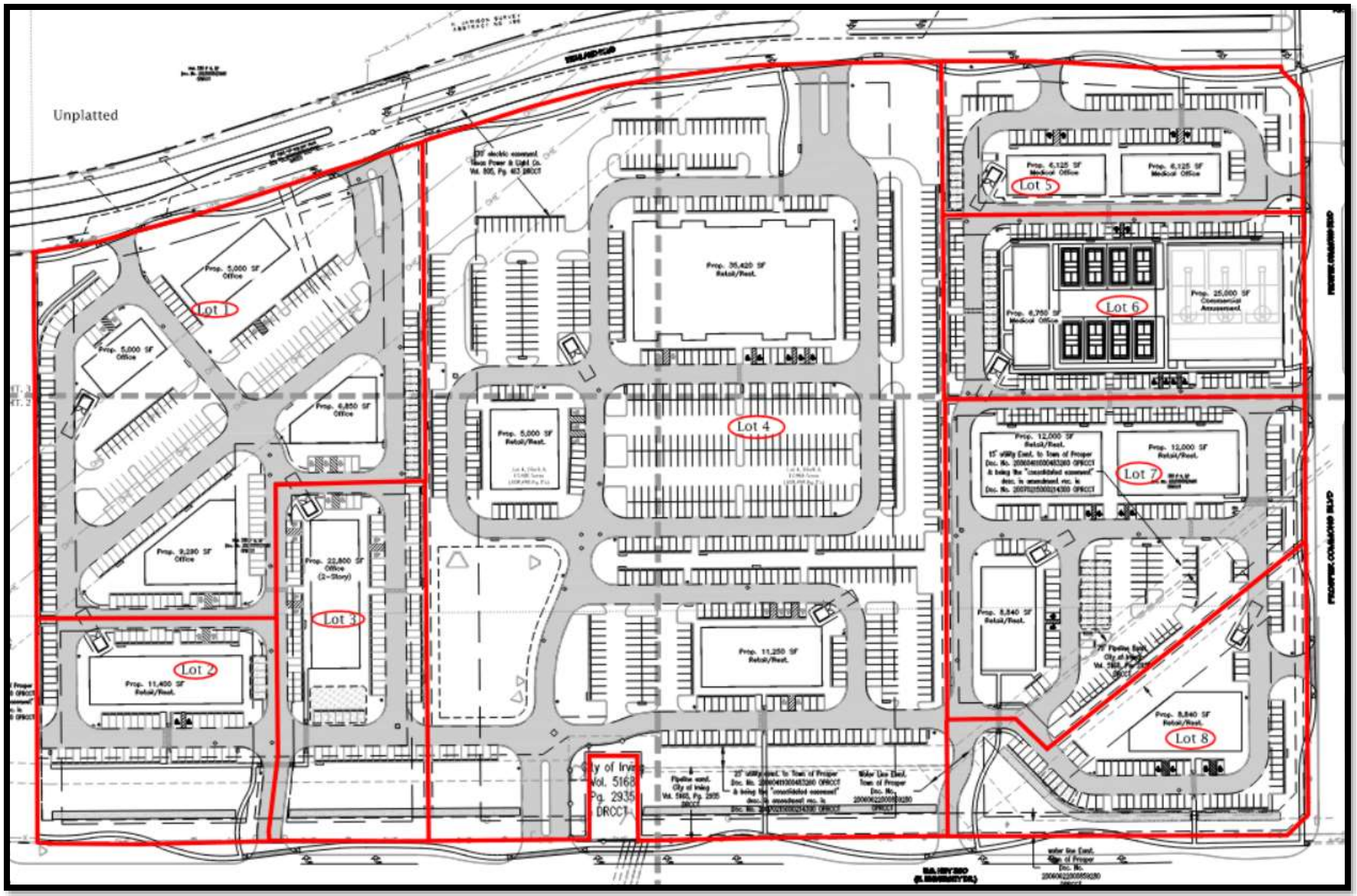
Lot 6
Lot 7
Lot 8
Lot 10
RICHLAND BLVD
FRONTIER COMMONS BLVD
MATCHLINESHT. 3
MATCHLINESHT. 2
MATCHLINESHT. 4
MATCHLINESHT. 5
City of Irving
Vol. 5168
Pg. 2935
DRCCT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Lot 5
Lot 6
Lot 7
Lot 8

TOWN OF PROSPER
A Place Where Everyone Matters

# LIBRARY SERVICES

**To:** **Mayor and Town Council**

**From:** **Gary Landeck, Library Director**

**Through:** **Mario Canizares, Town Manager**
**Robyn Battle, Executive Director**

**Re:** **2025 Library Master Plan**

**Town Council Meeting – March 11, 2025**

**Strategic Visioning Priority: 1. Acceleration of Infrastructure**
**4. Provide Excellent Municipal Services**

---

**Agenda Item:**
Consider and act upon a Resolution adopting the 2025 Library Master Plan.

**Description of Agenda Item:**
During the course of 2024, the Prosper Community Library Master Plan was developed through a collaborative effort involving the Library Advisory Board, Town staff, elected representatives, community stakeholders, and expert consultants from 720 Design. This Plan outlines a bold vision for the library's evolution, addressing rapid community growth, facility limitations, and future demands. An earlier version of the Library Master Plan was presented to Council on January 14, 2025. Town Council requested changes to that earlier version and are included here.

Key milestones and accomplishments during the planning process include:

1. **Extensive Community Engagement:** Input from over 600 residents through surveys, focus groups, and leadership interviews shaped the vision for the future library.
2. **Benchmarking Analysis:** Comparisons with peer libraries revealed critical gaps in facility size, collection diversity, and programming capacity, underscoring the need for significant investment.
3. **Actionable Recommendations:** Short and long-term strategies include service and facility expansion, enhanced technology, and sustainable design to meet Prosper's growing needs.

**Current Status of the Master Plan:**

The Master Plan identifies three facility expansion options:

- **Option 1:** A 72,000-square-foot facility meeting full build-out requirements.

- **Option 2:** A 50,000-square-foot facility with phased expansion.
- **Option 3:** A 33,000-square-foot facility with phased expansion.

All three options include:

- Flexible spaces for community programming and study areas.
- Enhanced technology resources, maker spaces, and digital literacy tools.
- Sustainable, inclusive designs prioritizing accessibility and sensory-friendly areas.

The Plan also outlines short-term actions to improve programming, expand collections, and increase community outreach, such as adding mobile services and extended library hours.

The Library Board unanimously recommended to accept the 2025 Library Master Plan at their March 4, 2025, Special Meeting by a vote of 6-0 with the following conditions:

1. Endorses a minimum of Option 2:

    a. 49,000 square feet ($49.9M with $2.3M for additional expansion of collections) to be considered as part of the upcoming Bond process.
    b. This minimum will support accreditation requirements, best practice standards, meet the goals and criteria for success by targeting an enhanced level of 0.8 square feet per capita to align with Texas Library Association standards.

2. In addition, the Board makes the following recommendations:

    a. An enhanced level for physical and digital collections as defined by the Texas Library Association (70% physical, 30% digital, 1.95 items per capita with an increase to 2.04 per capita when the Prosper population reaches 50,000).
    b. That the Town Council moves forward with a feasibility study for a Foundation to support the Library.
    c. That a robust, data-driven analysis be undertaken before making specific recommendations for programming, budget, staffing, facility and collection design. Analysis should identify gaps and opportunities.
    d. That work be undertaken to refine the Library's Long Range Plan and include the 720 Design Master Plan Report as an input source to that exercise.
    e. That library leadership engage stakeholders to envision the library of the future.

**Budget Impact:**
The contract with 720 Design for the Library Master Plan was approved by the Town Council on April 30, 2024, in the amount of $98,375. The original budget for this project was $130,000.

**Attached Documents:**
1. Resolution
2. Volumes I and II of the 2025 Library Master Plan

**Town Staff Recommendation:**
Town staff recommends the Town Council approve a Resolution adopting the 2025 Library Master Plan.

**Recommended Motion**
I move to approve a Resolution adopting the 2025 Library Master Plan.

**TOWN OF PROSPER, TEXAS** **RESOLUTION NO. 2025-XX**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PROSPER, TEXAS, ADOPTING THE 2025 LIBRARY MASTER PLAN; MAKING FINDINGS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on April 30, 2024, the Town Council approved an agreement with 720 Design for the development of the Library Master Plan; and

**WHEREAS**, thereafter, Town staff and 720 Design diligently worked with the Library Staff, the Town Council, and the Library Board to discuss, consider and make recommendations about the various components of the Master Plan; and

**WHEREAS**, after months of detailed study, investigation, research, a community survey, leadership interviews, multiple focus groups, and consultant review and analysis, the Master Plan process has concluded and the Master Plan is now ready for adoption by the Town Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PROSPER, TEXAS, THAT:**

**SECTION 1**

All of the above premises are hereby found to be true and correct factual findings of the Town of Prosper and they are hereby approved and incorporated into the body of this Resolution as if copied in their entirety.

**SECTION 2**

The 2025 Town of Prosper Library Master Plan, attached hereto as Exhibit A, is hereby adopted in its entirety. Said Master Plan shall not commit the Town of Prosper to specific funding levels and implementation strategies, but shall provide a guide for the Town's vision for the availability and growth of library programs and services.

**SECTION 3**

This Resolution shall be effective from and after its passage by the Town Council.

**DULY PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF PROSPER, TEXAS**, **ON THIS 11TH DAY OF MARCH, 2025.**

_____
**David Bristol, Mayor**

**ATTEST:**

_____
**Michelle Lewis Sirianni, Town Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

_____

**Terrence S. Welch, Town Attorney**

# EXHIBIT A

## 2025 TOWN OF PROSPER PARKS, RECREATION, AND OPEN SPACE MASTER PLAN

# 2025 PROSPER COMMUNITY LIBRARY FACILITY MASTER PLAN

## VOLUME 1

PROSPER Community Library

720 design
www.720design.net

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- Town Leadership Interview Notes 2.86

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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

## 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.

## 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.

| 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 | | | | | |
| *Master Plan/Concept Design Option 3* | *63,448* | *0.52* | *9,627* | *33,000* | *Present-July 2025* |
| *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** | | | | | |

## 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.

## 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*

## 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**

## DISCOVERY TOURS

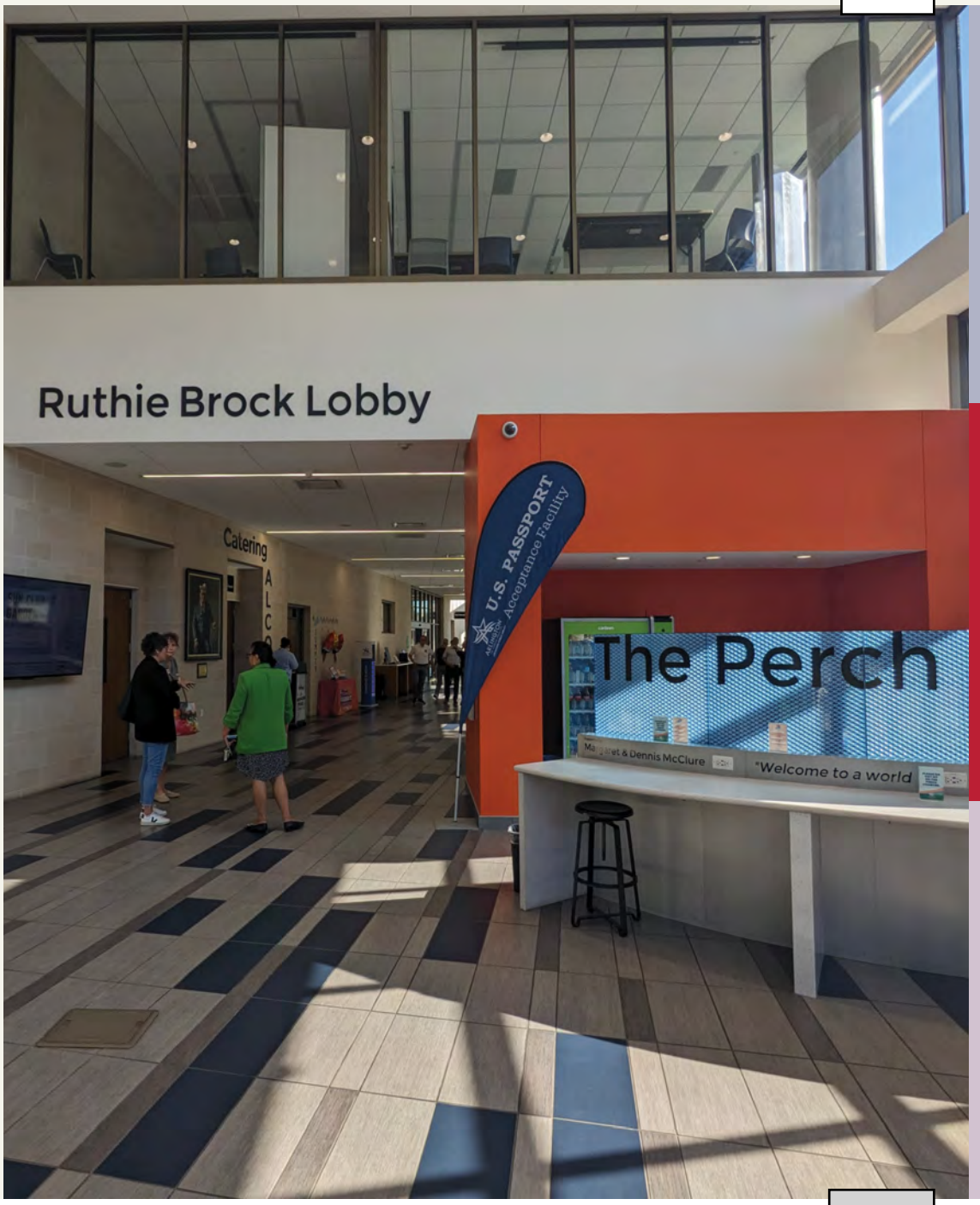
Prior to initiating the Master Plan, Town staff, along with consultants, toured three newly developed or renovated libraries in Texas to evaluate best practices and innovative services. These tours provided invaluable insights into aspirational services, systems, furniture, and layouts that could be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

## 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.*

## 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-lo-cating a library and recreation center were discussed.

## 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

## 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.

### 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

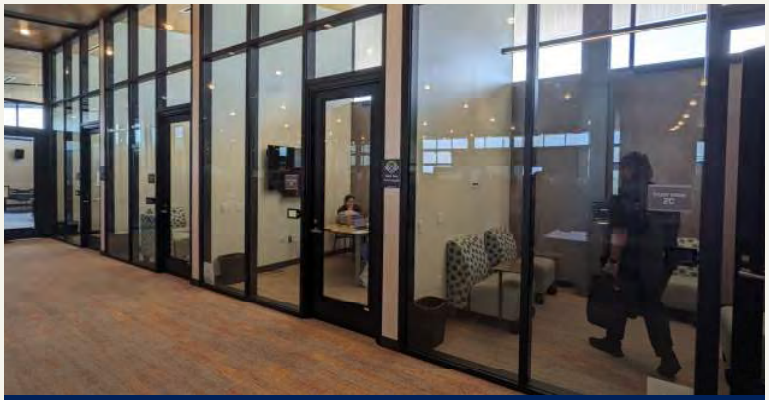
Thirty-three participants shared ideas for the new Prosper Community Library, emphasizing outdoor spaces, a larger collection, and creative, engaging spaces for children.

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

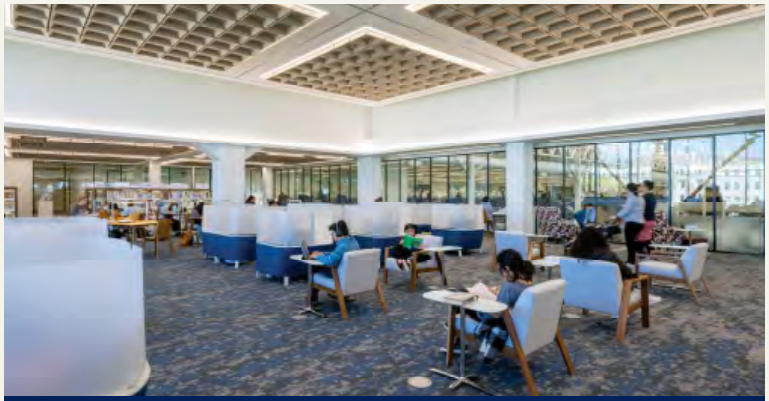
- Small group study rooms (38% of the MYAC listed these as the most important space)
- Maker Space with high-tech equipment
- Quiet reading room (even the youth group indicated this is a top priority)
- Multi-purpose rooms with dividers
- Study pods and a reading deck
- Interactive Spaces for kids of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

Reference **APPENDIX B** for more information.

NO. 1 | VENDING CAFE



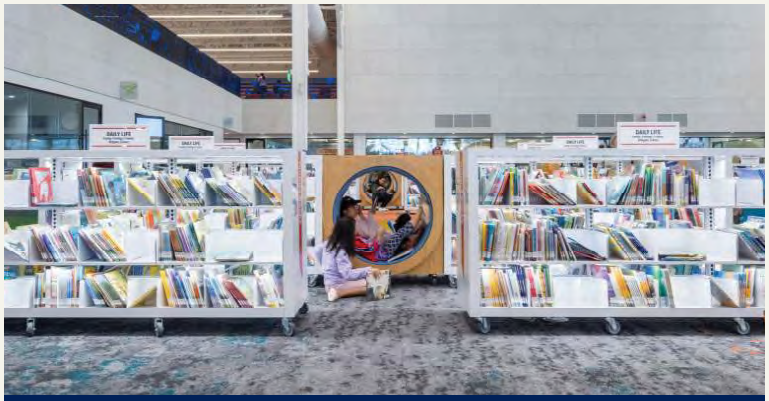
NO. 2 | STUDY ROOMS



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*

## 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:

- ***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.

## 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 digitial 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.*

## 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.

## 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

## 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

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 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 has 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.

## 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 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.

## FACILITIES: EXPANDING TO MEET COMMUNITY NEEDS FINDINGS

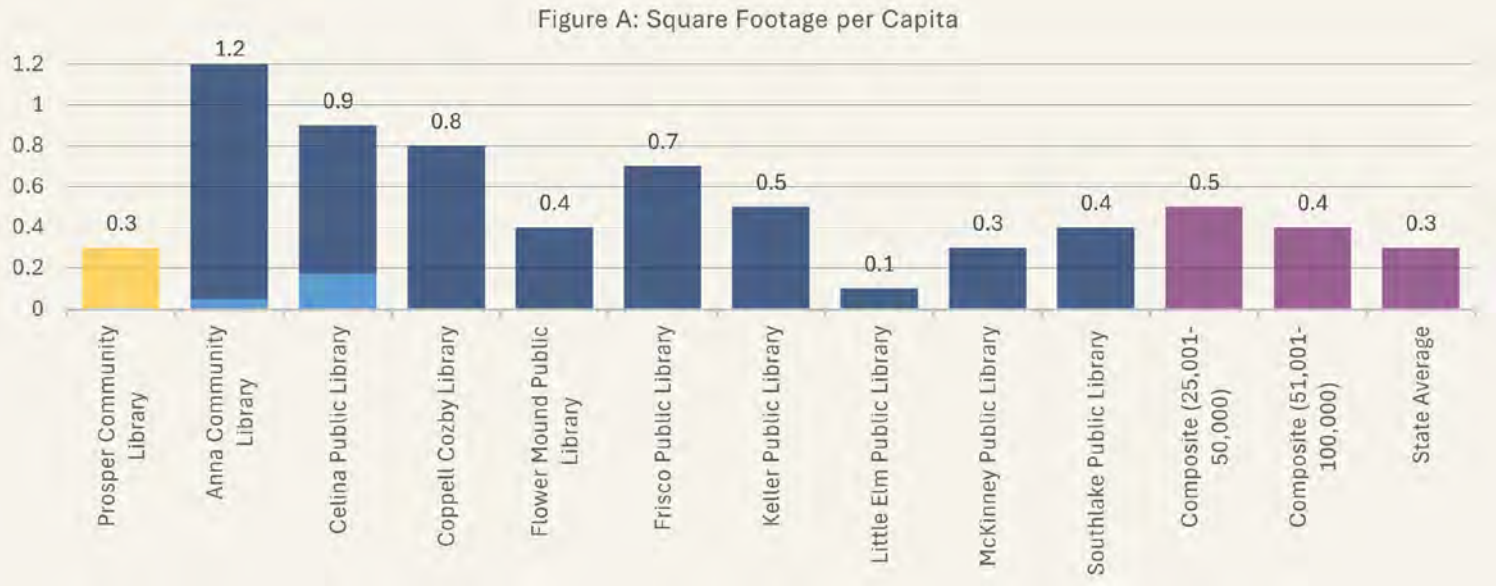
- **Current Facility Size:** At 9,627 square feet, PCL ranks among the last of its peers. This translates to only ***0.3 sq. ft. per capita***, below the Texas state recommendation of ***0.8 sq. ft. per capita***. Although Prosper is currently at the State Average, with the projected rate of growth, 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**



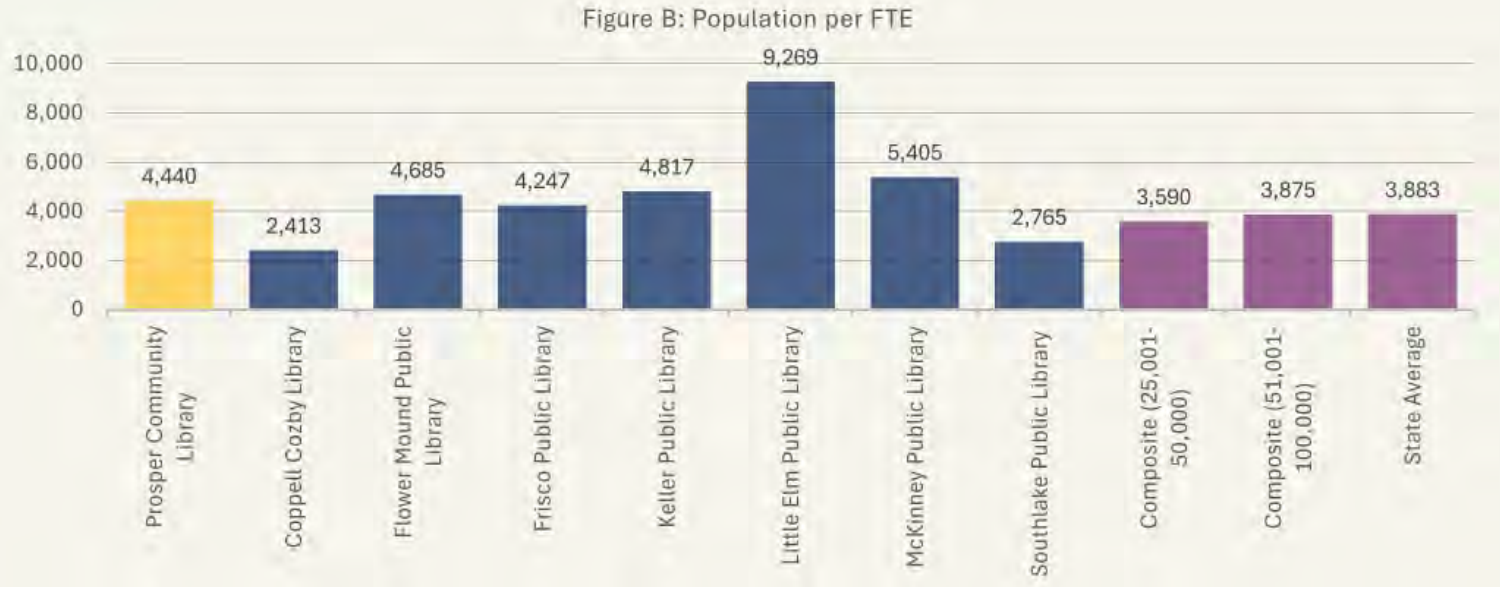
## STAFFING: BUILDING CAPACITY WITH SKILLED PROFESSIONALS FINDINGS

- **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**



## COLLECTIONS: EXPANDING RESOURCES FOR A GROWING POPULATION FINDINGS

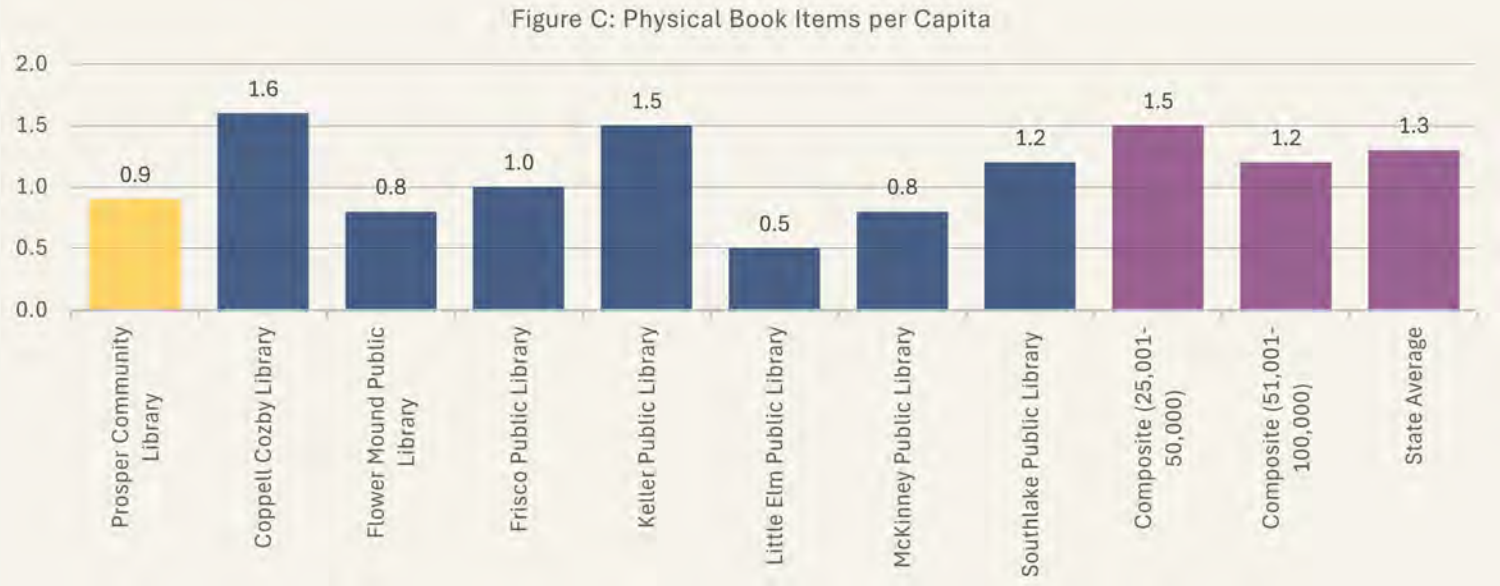
- **Physical and Digital Collections:** PCL ranks 8th in circulation among peers, with physical circulation dominating (90% of total). PCL offers fewer databases and digital materials, limiting patron access to varied resources.
- **Circulation Potential:** While the current collection meets accreditation 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**



## PROGRAMMING: ENHANCING COMMUNITY ENGAGEMENT FINDINGS

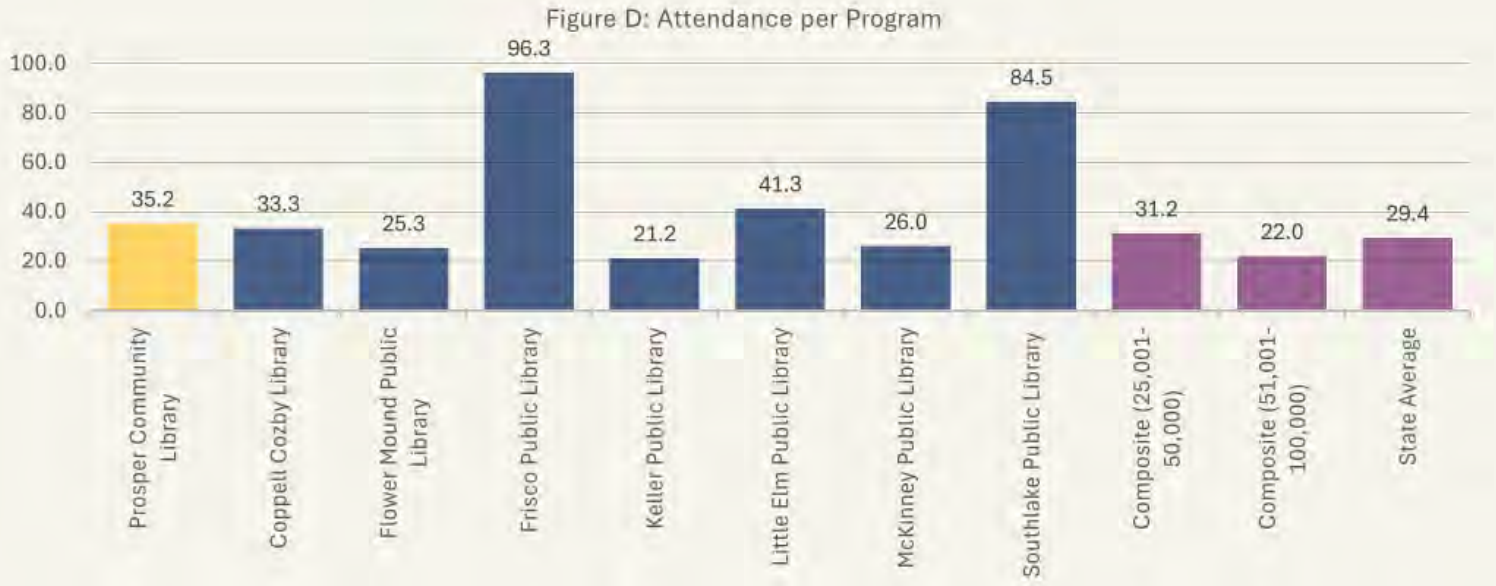
- **Program Reach:** Despite offering fewer programs overall, PCL has strong attendance per program. Asynchronous programs, such as online events and off-site events, also see significant engagement, ranking PCL third among peers.
- **Demand for Growth:** Survey feedback indicates high interest in expanded 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**



## TECHNOLOGY: ENHANCING ACCESS AND DIGITAL LITERACY

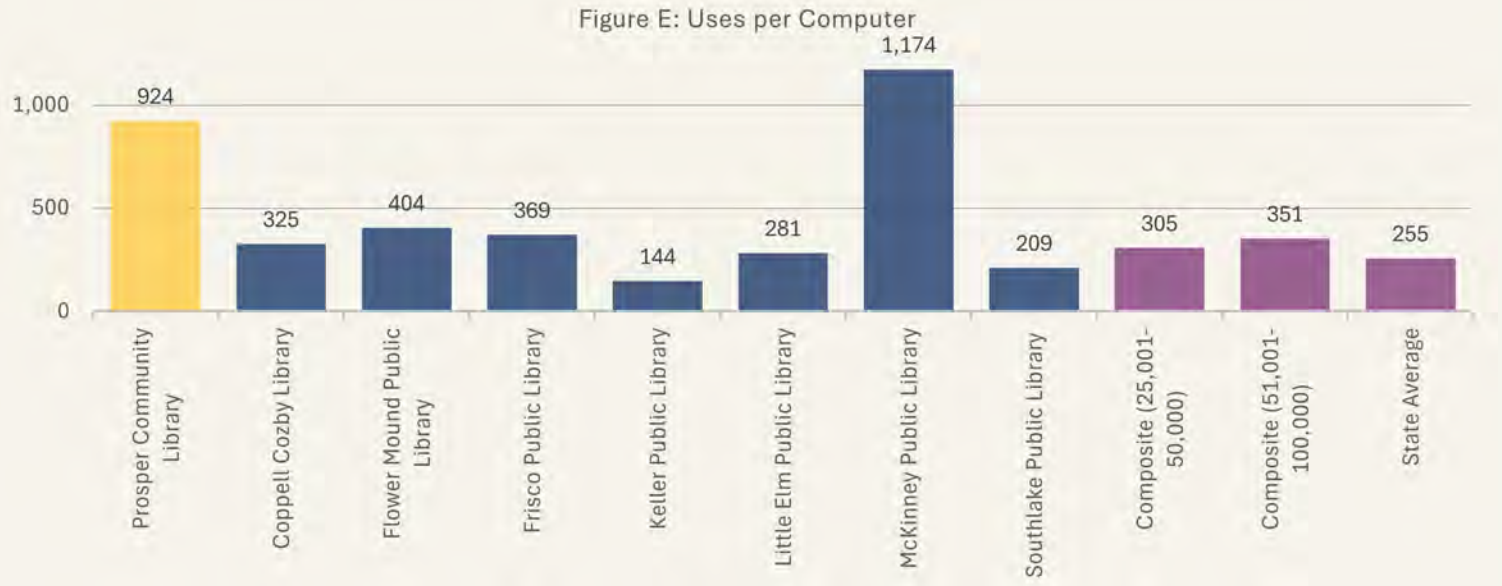
### FINDINGS

- **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**



## COMMUNITY USE: EXPANDING ACCESS AND BUILDING AWARENESS

### FINDINGS

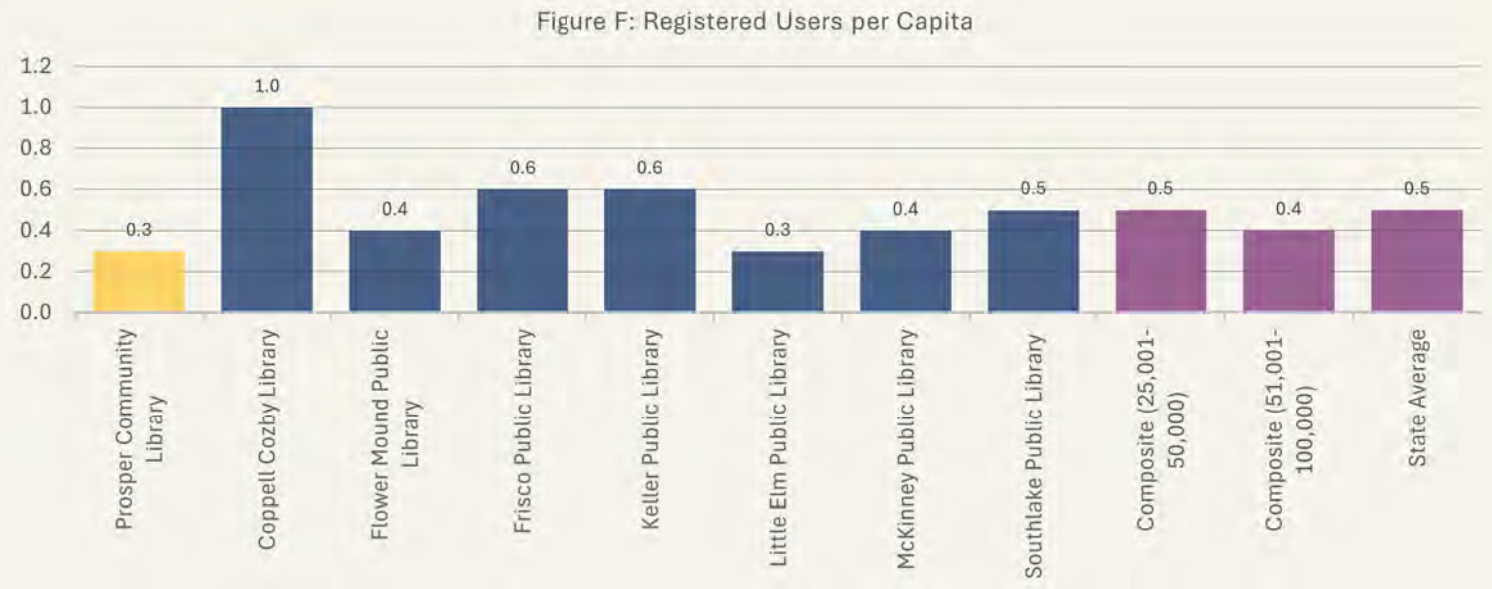
- **Registered Users:** PCL's registered cardholder base is significantly below the peer average, indicating potential for outreach to increase patronage.
- **Hours of Operation:** At the time of the state report the library was open 40 hours per week, PCL fell short of the Texas Library Association's 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

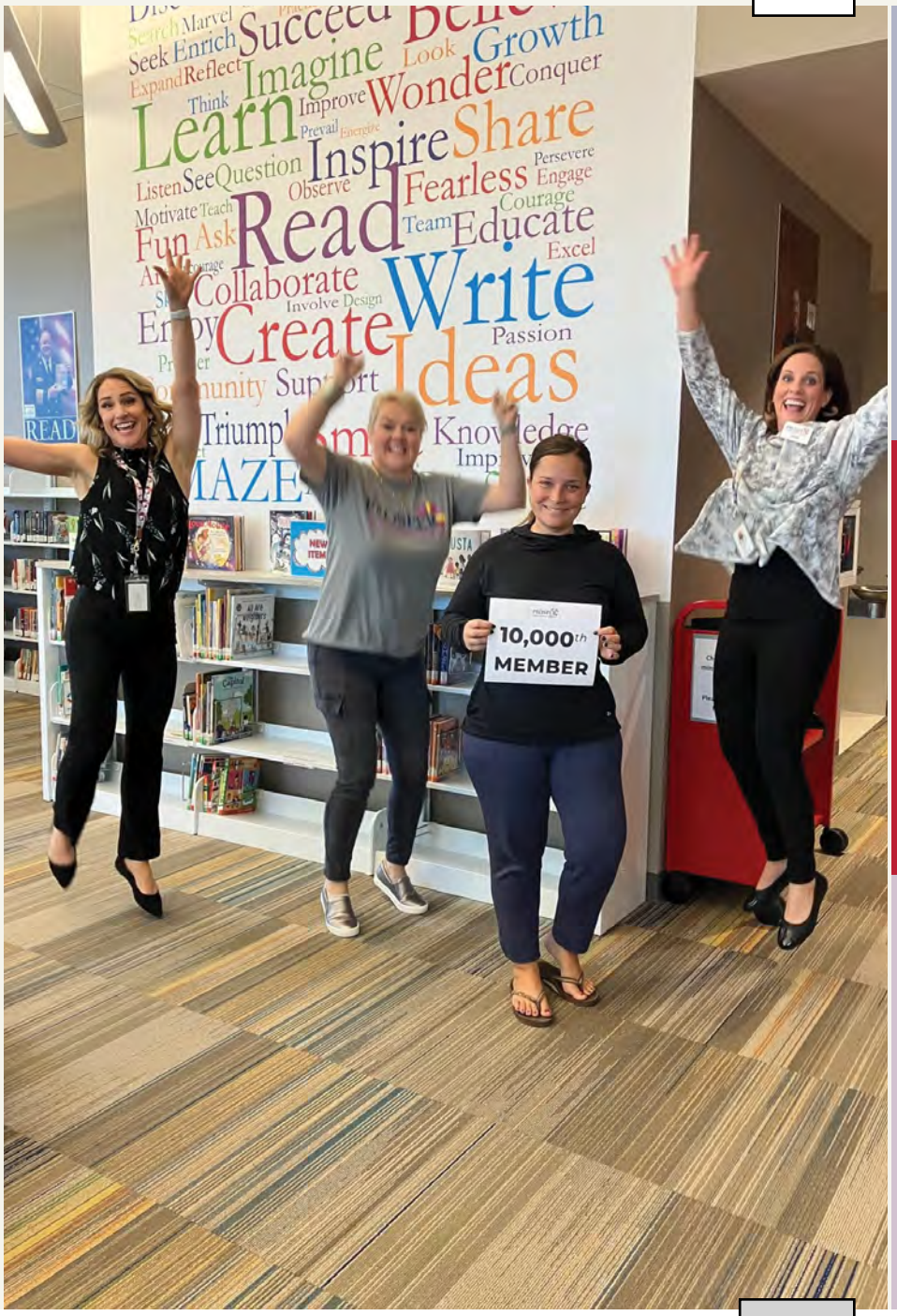
The Prosper Community Library is well-positioned for growth, and strategic investments in facility expansion, staffing, collections, and technology will enable it to meet Prosper's future needs. By prioritizing these areas, PCL can transform into a community hub that supports lifelong learning, digital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



## 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

***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.

## 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 authoritative 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.

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.

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.

## 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* | | *Option 3* |
| *63,448* | | *60% physical* | *45,683* | *5,710* | *TSLAC minimum* |
| | | *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 | | |

## 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 | | |

## 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):

**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 outpaced 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

## 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.

## 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:

## 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 |

## 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 |

### *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 |

## 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.*

***Cedar Hill (Library in a Park)***

Acreage: 5

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

***Frisco (Library adjacent to Town Square)***

Acreage: 21 acres

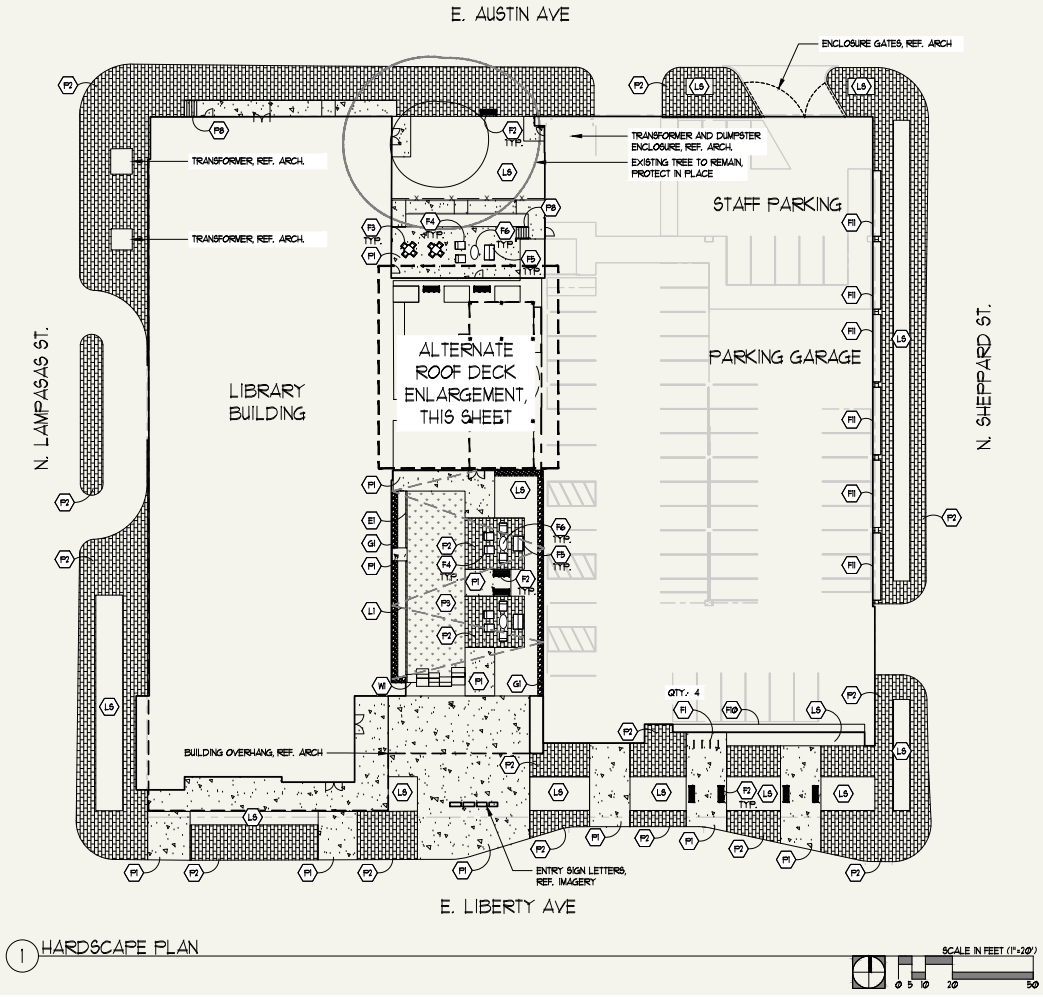
Number of parking spaces: 424+ surface spaces

## STRATEGY FOR FUTURE SPACE + FACILITY REQUIREMENTS

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

Acreage: 2 acres

Number of parking spaces: 300+ space garage



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

Acreage: 2.5 acres

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

## 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 | | | | | |
| *Master Plan/Concept Design Option 3* | *63,448* | *0.52* | *9,627* | *33,000* | *Present-July 2025* |
| 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 |

# 2025 PROSPER COMMUNITY LIBRARY FACILITY MASTER PLAN

## VOLUME 2

PROSPER Community Library

720 design
www.720design.net

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# APPENDICES

# APPENDIX A | DISCOVERY TOUR NOTES

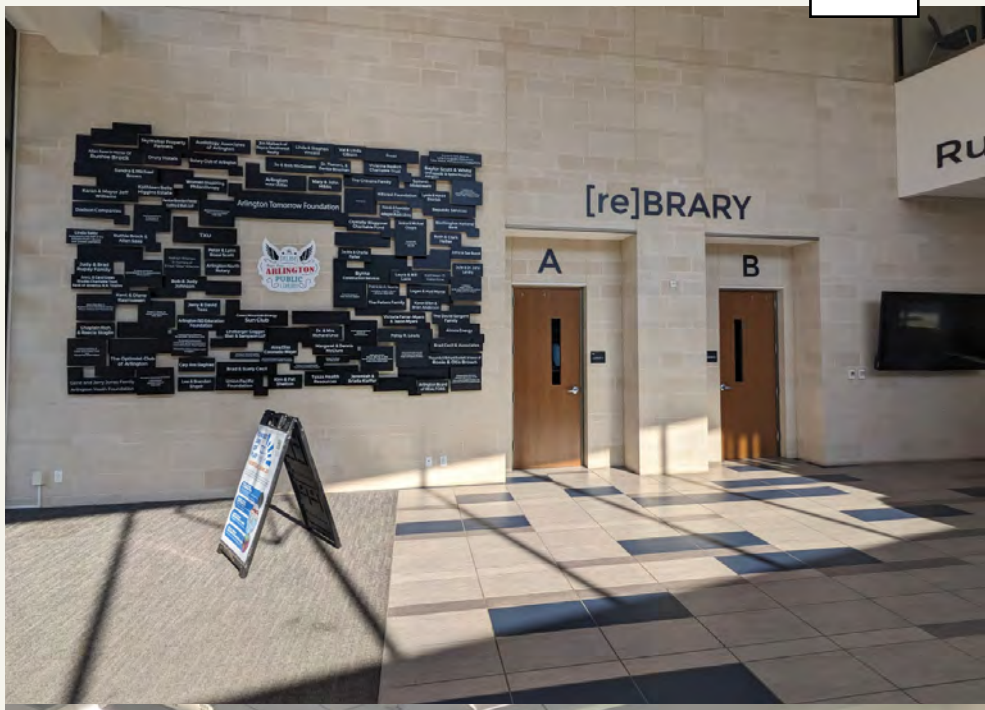
## DISCOVERY TOUR NOTES

Prior to beginning the Library Facility Master Plan process, Library and Town staff and consultants toured Texas libraries to evaluate best practices and new services at new and renovated libraries across the region. This information gathering was invaluable to the planning process as staff provided pictures and images of aspirational services, systems, furniture, and layouts to be incorporated into the Prosper Community Library culture. Lessons learned during this process were used to generate images for community input as well as develop a common architectural vocabulary for the consulting team.

Why we chose these libraries
Three (3) tours of Texas Libraries were planned and embarked upon including:

### GEORGE W. HAWKES LIBRARY, CITY OF ARLINGTON
### 3 FLOORS, APPROXIMATELY 60,000 SF

1. $30 million dollar project, built and opened in 2018
2. $26 million in bond, $4 million fundraised primarily for FFE
3. Council chamber was also renovated as part of project with intention that Library would use for bigger programs (ex. story-time), capacity is 260
4. [Re]brary Room – Community Multipurpose room
    - Larger room, dividable into two, seats about 70 per side
    - Alcove kitchen adjacent
    - Skyfold partition is expensive but effective in dividing the

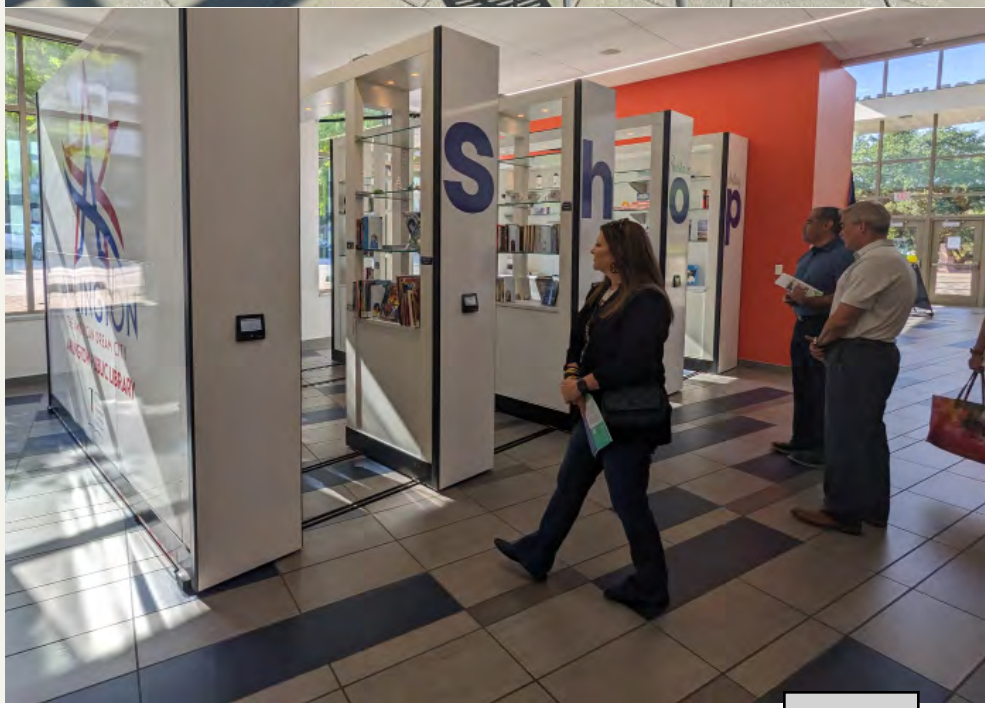


## DISCOVERY TOUR NOTES

### (CON'T) GEORGE W. HAWKES LIBRARY:

room and separating sound
- Arlington recommended Power/data in floor for maximum flexibility
- Hearing loop for hearing and support
- Rooms are available for rent by community
- Important to educate community on use of room

5. Arlington does not use the library for voting, too complicated
6. Shared outdoor plaza used for library events, was fitted with adequate power/data hookups for events
7. Sustainability shop in lobby was created partnered with Green Mountain Energy, functions as a "friends store" with souvenirs for visitors.
8. After hours lobby also has a quick access computer and place for kids to play/get out energy before entering the library
9. First floor includes: reference desk, self checks, business center by elevator, AMH (automatic material sorter) with visibility for kids, flexible shelves so can clear space if needed
10. Group asked about collection size and circulation? Thousands of check outs, will provide specific numbers if desired.
11. First floor also includes staff spaces with drive through book drop facing street
12. Library added a passport office in a spare conference room. Lesson learned: good to have a few spare rooms for miscellaneous service needs that arise / evolve over time



## DISCOVERY TOUR NOTES

### (CON'T) GEORGE W. HAWKES LIBRARY:

13. Children's area: board book bins were specifically sized for small children, but design needed tweaking for various reasons:
    - Signage changed because kids were pulling off the original signs
    - In future will be careful about cubby depth, as were so deep babies were falling into
14. Activity room has a large Burgeon interactive wall, themed to reflect Arlington design
15. Outside of activity room is an extended playtime zone, so that children waiting for an activity have somewhere to play.
16. Lessons learned: True rocking chairs are not good in children's areas as they can pinch baby fingers
17. Dedicated study rooms specifically for kids, can be used for homeschool groups, etc.
18. Lessons learned: Individual temperature controls for conference rooms would have been ideal, rooms have more temperature fluctuation than is desired and for general occupant comfort
19. Gaming turned out to be too much trouble, staff removed
20. Lesson learned: First floor quick access: Adding power to tables drastically improved useability of café seating
21. Lesson learned: Lights over stairwell have proven to be really difficult to maintain

## DISCOVERY TOUR NOTES

### (CON'T) GEORGE W. HAWKES LIBRARY:

22. Lessons learned: Good to have chair rails anywhere furniture or traffic may strike
23. All lighting is daylight and motion sensitive, required by code
24. Second floor:
    - Adult collection, computers, classrooms, teen space, maker spaces
    - Suite of classrooms/ meeting rooms
    - No auto locks on meting rooms, staff have to manually lock and unlock
25. Create room is another multipurpose, was included in the program as a bonus room, and has been good to have the extra program space.
26. Teen space has transparent bubble wall for illusion of privacy but with staff visual control
27. Maker space has two sides, low tech and high tech, Arlington built up services over time
    - Arlington charges for laser materials
28. Staff area is immediately adjacent to collections on all floors
29. Adult education suite for trainings includes reception, two classrooms, and staff space
30. Level three includes: a board room, more adult collections, genealogy, quiet reading and outdoor roof deck
31. Roof deck on level 3 great for special events
32. Entire floor has great views from conference rooms, roof deck
33. Staff break room is on level 3 as well
34. Because building is big and spread out, staff uses walkie talkies for quick communication
35. Safety considerations: City provides two designated police officers that circulate between City Hall and Library
36. Arlington has art on display from sister city (Bad Koenighofen in Germany)
37. Summary Priorities and Lessons Learned:
    - Elevators will be a lot of work, cleaning, maintenance, etc.
    - Floor boxes are very important in helping anticipate flexibility

## DISCOVERY TOUR NOTES

### ARLINGTON LIBRARY:

1. Group found the building really interesting, but found that it felt really big for Prosper
2. Were surprised by the DVD collection; Prosper will not need
3. Prosper is maxed out on space and collections, already need more of everything
4. Group asked the question: is the role of the library to provide social services or education? Former Library Director's response: Both
5. A library's Mission is to connect with the public, and address social as well as educational needs
6. Prosper currently has 300-500 visitors per day, doing great compared to even bigger cities like Arlington
7. Prosper utilization of collections is also impressive compared to state averages and peers
8. Council asked why? Former Library Director's response: a little bit of everything:
    - Good service, good collections
    - Popular for families, stay at home moms, nannies and babysitters
    - Lots of multigenerational users
9. Group asked what was parking situation for Arlington? 720: Public / private garage
10. After hours lobby was interesting to group, gives access to basic services and separates meeting spaces

## DISCOVERY TOUR NOTES

### (CON'T) ARLINGTON LIBRARY:

11. Prosper has specific policies regarding for-profit tutoring and overall use of community rooms
12. Group belief is that public buildings shouldn't be about making money, competing with private sector
13. Community Room currently is available for non-commercial events
14. Prosper needs more voting locations, but doesn't necessarily need to be Library. Some churches are becoming voting locations.
15. Prosper is looking at growth to 80,000 people at build out – what is the best way to plan for a building?
    - Can consider a shell space like Euless and Garland or plan building for expansion like JJG
    - Also can look at multiple locations, but PCL Library Director prefers a single centralized location
    - Branches make more sense for police and fire, but not the Library in this case
    - Group is wary of creating an east/west rivalry like McKinney
16. Site considerations: Library visitors drive downtown business, will be good to keep Library as close to downtown as possible. Town may have access to some land through a deal negotiated with Bluestar. Will investigate further.

## DISCOVERY TOUR NOTES

### CEDAR HILL PUBLIC LIBRARY, CITY OF CEDAR HILL

1. Fast facts:
    - Project size: 40,000 sf, 2.5 levels
    - Community size: 60,000 population
    - Site: 5 acre site with park partnership
    - Bond was 3 separate initiatives – community wanted joint library and park
    - $45 million budget for park and library
    - 2 year construction
    - Pandemic meant pricing changed dramatically during course of project
    - First 6 days circulated more than a month in old building
2. Project was a big exercise in listening to the community, the "secret sauce" to the success of the project
3. 4x the size of previous library, "10 lbs of programming in a 5 lb bag"
4. Number one ask was for more space
5. Other community ask was more technology
6. Two significant advocates are recognized:
    - The original founding Library Director and strong advocate
    - The patron who donated the previous library land
7. Sustainability was a key component of design:
    - Building is LEED silver certified
    - Utilizes sustainable features such as fritted bird strike

## DISCOVERY TOUR NOTES

### (CON'T) CEDAR HILL PUBLIC LIBRARY:

glass, on-site harvested wood, etc.
- Goals reflected in the lobby art installation "Take Flight". Sculptural wood installation: manufactured the wood birds from reclaimed wood from site

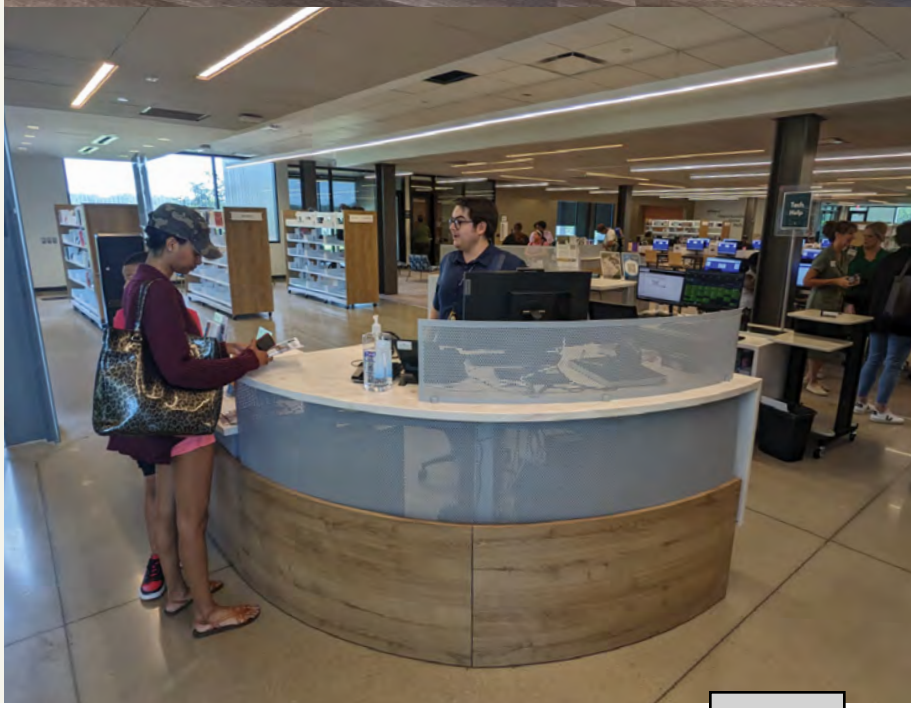
8. History was important to community, City partnered with the Cedar Hill Museum to give them a storefront space off the main lobby
9. Community input reflected on word mural in entry lobby
10. Ground floor:
    - Youth services and welcome
    - Height adjustable service desks
    - Business center and tech (on each floor, no cost to use services)
11. Furniture approach was for everything to be functional, durable, and timeless
12. Youth spaces encourage play as a way to learn, STEM space always busy / popular
13. Library has a robust collection of things, such as KultureCity kits – for patrons with sensory/auditory needs
14. Library is both a Family Place and KultureCity library
15. Selected land with help of Citizen site selection committee, which developed criteria for site selection
16. Project has proven to be Catalytic: already spurring development in Midtown
17. Parking lot is intentionally small because there is additional

## DISCOVERY TOUR NOTES

### (CON'T) CEDAR HILL PUBLIC LIBRARY:

parking nearby: Underparked at 117 total parking spaces

18. Collection was expanded at opening, still have room for growth
19. Staff space notes:
    - Staff area is size of old library
    - All staff cycle through service desks to have connection to community
    - Storage closets much improved
    - AMH has both a pedestrian book drop and drive through
20. Second Floor:
    - Adult reading porch provides beautiful seasonal views
    - Teen space is very popular
    - Digital media/Storytelling suite has been a big hit
    - Maker hasn't been fully fitted out due to budget and time needed to figure out offerings, currently being used more like a classroom
    - Study rooms monitored through reservation system, currently done by staff. CH will give patrons at-home online booking option eventually
    - Big party deck available for rental, spectacular views
    - Quiet study doubles as bridal suite
    - Event spaces: Library separated from event space on all floors
21. Lower level:
    - Social café on lower level, partnership with local coffee vendor



## DISCOVERY TOUR NOTES

### (CON'T) CEDAR HILL PUBLIC LIBRARY:

- Social stair serves as a casual and multipurpose hangout spot
- Multipurpose room is dividable, has warming kitchen with direct outdoor access for deliveries
- Nana walls from MP room open to park to create an even bigger, more flexible indoor/outdoor space
- Performers have loved the new space

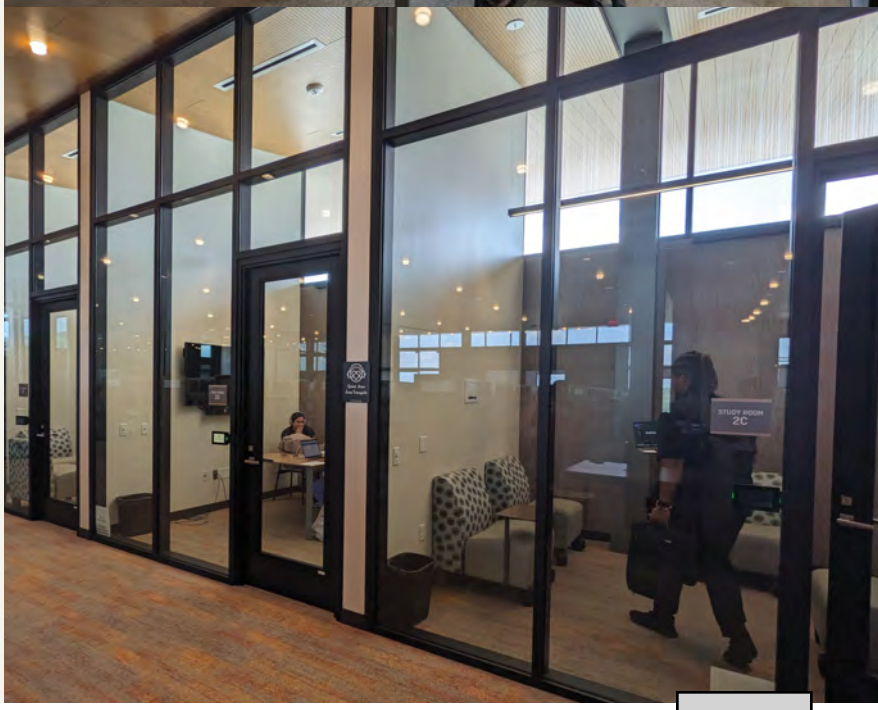
22. Prosper asked about event logistics:
    - Where do rental funds go? Into cities general fund but library contributions are tracked separately
    - Events with alcohol require additional security
23. Security monitoring is more for record, not enough staff to truly monitor
24. Outdoor spaces were envisioned as part of the project ethos as a place of inspiration and connection. Amenities include:
    - Hookups and adequate staging area for food trucks
    - Inspirational quotes throughout park
    - Adult friendly play was a consideration (Ping pong tables and swings)
    - Amphitheater for outdoor events
    - Were careful to include power/Wi-Fi for public use throughout park
25. Board room is used only by Library and City staff, not accessible to public

## DISCOVERY TOUR NOTES

### (CON'T) CEDAR HILL PUBLIC LIBRARY:

### CEDAR HILL REFLECTIONS

- Group really liked the building, including key features like the natural light and connection to outdoors
- Staff space was really nice and spacious, tech was impressive
- Group were surprised by how much meeting space there was, asked what percentage of building it was? CH noted roughly 5,500 sf out of the whole 40,000 sf building.
- Library team liked to see the service desk multifunctionality and ergonomics
- Group found the personal touches referencing city/library history were applicable to Prosper
- Group was divided on the drive through – will depend on property location and lot size
- At CH, service window is not open yet, requires dedicated staff person and training, so taking more time to get operational
- Group asked how involved was the CH community during design? CH noted:
    - Community involved primarily on design, not on policy
    - Building committee input group formed from select Board members and community members
    - Board and friends are big advocates for library, have been critical for fundraising, big champions of project
- CH noted staff alignment was really important for project as well:



## DISCOVERY TOUR NOTES

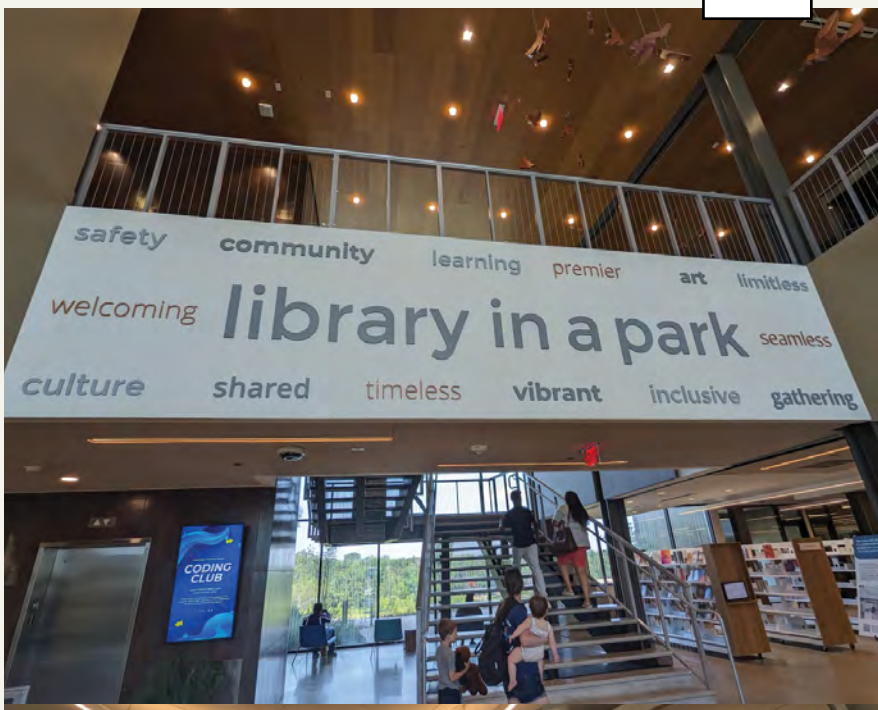
### (CON'T) CEDAR HILL PUBLIC LIBRARY:

- Held a staff retreat leading up to building opening to explore how everyone could be "champions for change"
- Used Journey mapping to understand what are typical user experiences
- Reconfigured customer service model
- Used the Hedgehog model for "Good to Great" to really understand what CH's great is:
    - What is the thing we can excel at? Customer services
    - How do we become great? Acknowledging, listening etc.
    - How do we know we are succeeding? Community feedback
- With new building, CH's O&M budget increased 51%
- Staff grew from 18 to 28, with additions staggered over budget years
- All staff are trained in library essential functions so can step in to help
- CH says Library is still currently understaffed – depend heavily on volunteers to make up gap
- CH has an active friends group, but not a Foundation
- Group asked if there is a plan to expand eventually? Yes, PGAL designed the building with an expansion in mind, building would grow to meet needs of expected population growth (from 50,000 to 80,000)
- Group didn't care for monetized event spaces

## DISCOVERY TOUR NOTES

### (CON'T) CEDAR HILL PUBLIC LIBRARY:

- Cedar Hill felt like it made really good use of space
- Group didn't feel open access was right for Prosper
- How does Prosper prioritize residents: For Prosper taxpayer, shouldn't be crowded out of library use by non-residents
- Prosper has paid members, a gray area for some council members
- What is Prosper teen participation? Good/growing attendance, definitely need own space. Some nuances:
    - Teen boys are unicorns in libraries, need to find ways to bring in
    - There are differences between teens and tweens, may want to look at separate space
- Group liked the Arlington maker space, most robust of examples seen
    - Asked if this is a redundant service to schools? PCL Library Director noted schools aren't open during the summer and evening
- Group asked if there was a rule of thumb for how many study rooms a community needs? 720 noted there is no rule of thumb, and instead is a balance between project budget, area, and collection size
- Group observed that Multipurpose Spaces allow for most efficient use of spaces



## DISCOVERY TOUR NOTES

### (CON'T) CEDAR HILL PUBLIC LIBRARY:

- The former Library Director explained Prosper digital collections, including Cloudlibrary and Libby
- 720 asked: What are everyone's aspirations for the library:
  - Exceptional in every way (Town has high taxes, citizens have an expectation of excellence)
  - Beautiful building
  - Multiuse complex
  - Expectations for community: types of space and activities will be most important, ex: innovation and access to maker spaces
  - Community expectations:
    - Former Library Director: people in Prosper save money by using library services
    - As apartments get built out and more population density, more library users
    - Complaints about nowhere to bring kids, "too many beers"
    - Prosper is not walkable, golf carts are increasingly common
- What is coming for Prosper? Explosive population growth
- Meeting space needs currently:
  - Would be good to have a training space 30 people
  - Community room is used every day, need more meeting space
  - A place for voting. Voting is disruptive. For bigger elections, lose program room use for a month.
  - Ideal for community rooms to have exterior doors
- What are typical Security considerations for a library?
  - Monitor people when entering/ exiting building, lock down building
  - Garland: opted for more robust features such as bullet proof desks and police desk
  - Low shelving is used for better sight lines
  - Tornado shelters are not typical, although public asks about this
- Group really liked the idea of an adjacent park, depends on finding a good site

## DISCOVERY TOUR NOTES

### SMITH PUBLIC LIBRARY, CITY OF WYLIE

- Project is a combination municipal complex, slightly older project but on tour
- Entry lobby has space for donor recognition and art/history display
- Conference/ MP meeting located directly off of lobby
- After lobby/entry area, service desk to left and children's spaces to the right
- Children's spaces include themed storytime room with puppet theater
- Quiet reading room is quite traditional, loved by community
- Sustainability and the use of natural and local materials was important to the design
- Teen space was overly themed, design inspiration was "Roy Lichtenstein pop art"
- More flexible maker / lab space
- Pros and cons of being collocated with rec center:
    - Great to double up on programming, but facilities are vastly different in terms of policies, age limits, noise, for profit vs non profit policies.
    - Rec center migrates into the library, not ideal
    - Hours are slightly different, unsupervised kids often find their way from rec center
- Lessons learned: Plan for plugs (power) everywhere! Difficult and costly to retrofit in floors.

## DISCOVERY TOUR NOTES

### (CON'T) SMITH PUBLIC LIBRARY, CITY OF WYLIE

- Interesting note: Drive through was original to building, but not used much until Covid, now very popular
- 720 noted that while AMHs are expensive, with circulation over 300,000 items they pay off very quickly in staff hours saved
- Outdoor spaces are used for programming, recent example: DSO concert truck held a concert
- Site planning is important, community complains that parking lot is a long walk
- During summer, to supplement programming, Kona Shaved Ice parks outside and serves Sno Cones, makes a donation to the library
- In Lobby, planning to retrofit existing doors to sliding doors, will be much better for ADA and moms with strollers.

Notes from Internal Town Discussion (recapping drive back to Prosper):

- Council member:
  - Sees a need for a 100 person multi-use conf room for Prosper
  - Loved the lighting in the stairwell in Arlington
  - Liked the park combined with library
  - Senior Center and Rec Center would be nice to be

## DISCOVERY TOUR NOTES

### (CON'T) SMITH PUBLIC LIBRARY, CITY OF WYLIE

close to library and open park space

- Liked the Cedar Hill design best
- Liked tall ceilings
- Maker space in Arlington was fantastic
- Liked historical element in Arlington & Cedar Hill
- Drive through in Frisco, hidden like it is, preferable

- Liked the combination of park with library
- Gaming in educational sense would be acceptable
- Invest in soundproofing room dividers
- Liked floors in Cedar Hill
- Loved rooftop patio
- Inquired about security elements

- Likes idea of rec center and library close
- Liked historical element in Arlington & Cedar Hill
- Did not like single floor library, much preferred separating adult and children
- Liked the separated lobby and library idea
- Sees our survey not being collection driven but more event and activity requested
- Agrees on the large 100 person conference room need
- Loved rooftop patio

## DISCOVERY TOUR NOTES

### (CON'T) SMITH PUBLIC LIBRARY, CITY OF WYLIE

- Detests drive through window
- Likes the idea of not dating library with tree like in Wiley or huge Word wall like Arlington
- Felt that Arlington overdid the donation names over rooms, less wordy preferred
- Like donation wall recognition
- Really liked old-school feel of the Wiley circular, well-lit Quiet reading room
- Doesn't want to separate library into east and west, centrally located is better

- Very hesitant to cross municipal with for-profit, re-garding meeting spaces
- Rec center like Wiley's doesn't seem appropriate for teens in Prosper
- Balked at estimate for automatic materials handling, Wiley rep said $250K

- Demographic of 55+ is a large target, not just "se-nior" space, needs to be more multi-use geared

## DISCOVERY TOUR NOTES

### (CON'T) SMITH PUBLIC LIBRARY, CITY OF WYLIE

- Summary Discussion:
  - All agreed on the large windows
  - Most liked the lighting on the wall in the Arlington stairway
  - Liked the flexibility that shelving and seating on casters provides
  - Lesson learned: Lighting fixtures need to be selected with ease of cleaning and repair in mind
  - Lesson learned: Maintenance concerns with upkeep also need to be kept in mind

Summary Conversation with 720 Design 06/17/24

- Learned lobby function is not just as an entrance but as an after hours space that can serve multiple functions
- Big question is: What is right proportion of physical collections to community focused space?
- Masterplan data will justify the size of the new library
- Group enjoyed seeing variety of event spaces (especially at Cedar Hill – so beautiful!), including outdoor and reading decks.

## DISCOVERY TOUR NOTES

### (CON'T) SMITH PUBLIC LIBRARY, CITY OF WYLIE

- Mixed opinions on role of event spaces as place to have social events
    - Need bigger space, at least luncheon for 100 ppl
    - Dividable ideal!
- Prefer for MP spaces to service Town needs and non-profits (NO for-profit partnerships)
- Group loved the mobile walls to the outdoor plaza at Cedar Hill, but concerned about expense, curious how could work for Prosper
- Mixed opinion on including gaming for Teens, ok so long as selective about kinds of games that the library makes available
- Teen room at Wylie did not have good visibility
- Group was particular about lighting
- Project will need to be purposeful in decisions made
- Master Plan process will really highlight how busy libraries are and the value of a large library
- Need to be conscientious about perception that library is for all, of different users and why, and the need for the library to remain free (not monetized)
- Arlington library and individual temperature controls seemed like a nice idea, but how applicable? Be smart about temperature controls
- Mixed opinions on drive through – will need to be beautiful,

## DISCOVERY TOUR NOTES

### (CON'T) SMITH PUBLIC LIBRARY, CITY OF WYLIE

careful, and screened well

- Group loved the quiet reading room in Wylie
- Group loved the fireplace at Arlington
- Liked idea of Foundation or Donor Recognition Wall, not so much Sponsorship banners/naming
- Library purpose is books + services + programs + social services (internet and access to tech)
    - Need to listen and respond to needs of community
    - Take advantage of flex spaces to utilize in different ways as community grown
    - Library will mean as many things to as many people
- Makerspace – group was really excited about possibilities:
    - Lean on surveys for what kind of space
    - Plan for flexibility so can adapt to changing technology needs
    - 720 Design wouldn't ask community for specifics more than high tech vs. low tech
- Community room in current building not ideal, need to have a separate entrance
    - In future own dedicated entrance OR after hours lobby with separated access from building
- Variety of furniture for reading / study at Cedar Hill study rooms was good
- Security grille separation for after hours community room use
- Family Place library – Prosper is potentially interested in

## DISCOVERY TOUR NOTES

### (CON'T) SMITH PUBLIC LIBRARY, CITY OF WYLIE

becoming? Group noted program is about teaching parents about how play and learning are linked

- Kulture City – Group curious to look more into
- Even if don't pursue formal grant programs, family friendly space is desirable, with play areas, family friendly restrooms, etc.
- Library should be inclusive of all abilities
- Catering kitchen – on the bigger side would be preferred, no cooking equipment: counter, fridge, sink, microwave, ice machine
- 720 Design asked if anything from tours change how we approach the survey? Such as use of library for social activities, gaming for teens, etc.
- Survey will be revisited after leadership interviews
- Cedar Hill: Group was intrigued by the historical society presence, could reserve some space for a similar purpose in Prosper but not as much as CH. Prosper's Historical Society is not good at providing the occasional volunteer support, even the occasional booth or exhibit, so maybe more fixed display rather than a more immersive space.
- Rec Center partnership can meet the social needs of the library
- Coffee/café will be desirable to community, but probably not full service – either vending or cart
- Will need to think through policies for food (Wylie: no food or drinks, Cedar Hill: saw a kid with a pizza box)

# APPENDIX B | COMMUNITY INPUT RESULTS

# COMMUNITY INPUT PROCESS + VOTING TABULATIONS

## LIBRARY VOTING TABULATIONS

PROSPER Community Library

| Title | Staff July 9, 2024 | | | Power Users July 11, 2024 | | | Community Leaders July 11, 2024 | | | 720 design OVERALL | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Total Dots | Category Rank | Image Rank | Total Dots | Category Rank | Image Rank | Total Dots | Category Rank | Image Rank | Total Dots | Category Rank | Image Rank |
| Gathering Spaces | 15 | #4 | | 13 | 2 | | 15 | 2 | | 43 | 2 | |
| Multi-purpose Room with Dividers (FPL) | 4 | | #8 tie | 0 | | | 0 | | | 4 | | |
| Multi-purpose Room with Dividers (APL) | 0 | | | 2 | | | 4 | | 7 | 6 | | |
| Multi-purpose Room Operable ext wall | 2 | | | 0 | | | 2 | | | 4 | | |
| Warming/Demo Kitchen | 2 | | | 1 | | | 2 | | | 5 | | |
| Technology/Training Lab | 0 | | | 0 | | | 0 | | | 0 | | |
| Conference | 0 | | | 1 | | | 0 | | | 1 | | |
| Study Room | 5 | | 5 tie | 4 | | 4 tie | 6 | | 1 tie | 15 | | #2 |
| Story Time | 2 | | | 5 | | 2 tie | 1 | | | 8 | | |
| Learning & Interactive Spaces | 6 | #5 | | 8 | 3 | | 6 | 4 | | 20 | 5 | |
| Interactive Learning | 1 | | | 4 | | 4 tie | 3 | | | 8 | | #9 tie |
| Reading Niches | 5 | | 5 tie | 4 | | 4 tie | 2 | | | 11 | | #6 |
| Teen Spaces | 0 | | | 0 | | | 1 | | | 1 | | |
| Community Living Room | 16 | #3 | | 5 | 4 | | 10 | 3 | | 31 | 3 | |
| Comfortable Seating | 2 | | | 1 | | | 2 | | | 5 | | |
| Fireplace Lounge | 0 | | | 0 | | | 0 | | | 0 | | |
| Quiet Reading Room | 8 | | 2 tie | 0 | | | 5 | | 3 tie | 13 | | #3 tie |
| Study Pods | 6 | | 4 | 4 | | 4 tie | 3 | | 8 tie | 13 | | #3 tie |
| Technology | 4 | #6 | | 4 | 5 | | 6 | 4 | | 14 | 6 | |
| Gaming/Coding/Entrepreneurship | 0 | | | 3 | | 9 tie | 5 | | 3 tie | 8 | | #9 tie |
| Video/Audio Recording Spaces | 4 | | #8 tie | 1 | | | 1 | | | 6 | | |
| Interactive Technology | 0 | | | 0 | | | 0 | | | 0 | | |
| Trends | 22 | #1 | | 24 | 1 | | 17 | 1 | | 63 | 1 | |
| Maker Space - Low Tech | 2 | | | 6 | | 1 | 2 | | | 10 | | #7 |
| Maker Space - High Tech | 3 | | | 3 | | 9 tie | 6 | | 1 tie | 12 | | #5 |
| Donation Wall | 0 | | | 0 | | | 2 | | | 2 | | |
| Sale Area | 0 | | | 4 | | 4 tie | 0 | | | 4 | | |
| Drive up Return | 4 | | #8 tie | 2 | | | 0 | | | 6 | | |
| Drive up Service Window | 2 | | | 2 | | | 1 | | | 5 | | |
| After Hours Pick up | 3 | | | 2 | | | 1 | | | 6 | | |
| Vending Café | 8 | | 2 tie | 5 | | 2 tie | 3 | | 8 tie | 16 | | #1 |
| Local History | 0 | | | 0 | | | 2 | | | 2 | | |
| Outdoor Spaces | 17 | #2 | | 1 | 6 | | 3 | 6 | | 21 | 4 | |
| Amphitheater | 5 | | 5 tie | 0 | | | 0 | | | 5 | | |
| Café Seating with Power | 0 | | | 0 | | | 0 | | | 0 | | |
| Reading Swings | 1 | | | 0 | | | 0 | | | 1 | | |
| Reading Deck | 2 | | | 1 | | | 3 | | 8 tie | 6 | | |
| Plaza and Walking Paths | 9 | | 1 | 0 | | | 0 | | | 9 | | #8 |
| **TOTAL VOTES** | 80 | | | 55 | | | 57 | | | 192 | | |

# ONLINE SURVEY RESULTS

# ONLINE COMMUNITY SURVEY

## Prosper Community Library

2024.09.12

Ivy Group

IVYGROUP.COM

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# Background

To gather feedback from many voices, in the summer of 2024 The Ivy Group surveyed the residents of Prosper. The goal of this survey is to define how the larger, reimagined Prosper Community Library can best serve residents.

# Research Objectives

**The specific objectives of the survey are to:**

- Identify barriers preventing the use of public library services
- Determine the importance of different indoor and outdoor library spaces
- Identify the best ways to share information about the library
- Learn what the library might do or offer to better meet the needs of residents

# Research Methodology

Working closely with the library's leadership and 720 Design staff, the consultants developed the questionnaire for the community survey. Upon the library's approval, the team built the questionnaire within the Sogolytics survey platform and made it available via a link and QR code. The library promoted the survey on social and traditional media, and within the library building. Paper versions of the survey were made available.

A total of 565 individuals participated in the survey effort over five weeks (July 30, 2024, through September 3, 2024). Ivy Group tabulated the data and analyzed the findings.

# Research Highlights

## 565 Total Completed Surveys

69 of the 634 survey respondents were excluded for not receiving a Town of Prosper utility bill.

## 38.8% Non-User Respondents

**Respondents who patronized PCL two or fewer times in the past 12 months**

## 61.2% User Respondents

**Respondents who patronized the library three or more times in the past 12 months**

### Visit Frequency

| | |
|---|---|
| **41.6%** patronized PCL **7+ times** in the past year | **18.9%** are **"power patrons,"** having used PCL **20+ times** in the past year |

**Visit Reason |** The top reasons that users cite for patronizing PCL are:

| | | |
|---|---|---|
| "To check out **physical** books, magazines, movies, hotspots, etc." **(76.9%)** | "For **entertainment** or hobbies" **(40.2%)** | "To download **digital** materials" **(39.6%)** |

## Users & Non-Users

**Barriers to Use |** The top reasons that respondents cite for not using the library or not using it more frequently are:

| | | |
|---|---|---|
| "The **children's area** is too small." **(27.6%)** | "The library **doesn't have** what I need." **(24.6%)** | "The library's **hours** are not convenient for me." **(17.0%)** |

### Other Libraries Used

| | | |
|---|---|---|
| Frisco Public Library **(46.5%)** | I do not use other libraries. **(43.9%)** | McKinney Public Library **(9.2%)** |

### Importance of Spaces

| | | |
|---|---|---|
| Space for books and other **physical materials (79.4%)** | Space for **children (78.8%)** | Space for library **programs (66.2%)** |

### Preferences for Meeting Spaces

| | | |
|---|---|---|
| Space for **6-8 people (45.5%)** | Space for up to **25 people (42.1%)** | Space for **2-5 people (40.7%)** |

### Preferences for Outdoor Spaces

| | | |
|---|---|---|
| Space for **children** to play **(64.4%)** | Access to **Wi-Fi (59.6%)** | Space for **interactive** experiences **(54.5%)** |

### Preferences for the Feel of the New Library

| | | |
|---|---|---|
| Welcoming **(82.3%)** | Calm **(62.2%)** | Spacious **(59.6%)** |

### Best Ways for the Library to Communicate

| | | |
|---|---|---|
| Email **(72.0%)** | Social media **(52.0%)** | Library website **(49.0%)** |

**Reimagined Library |** In open-ended answers, support for staff and program ideas were frequently mentioned as areas of focus in the reimagined library.

| | | |
|---|---|---|
| Facility **(39.0%)** | Collections **(28.1%)** | Programs **(13.0%)** |

# Survey Findings

## About Respondents

### Q1. Do You Live in Prosper?

| All | Responses |
|---|---|
| 89.1% | Yes, and I receive a Town of Prosper Utility Bill |
| 5.7% | Yes, but I do not receive a Town of Prosper Utility Bill |
| 5.2% | I do not live in Prosper |

Those who responded "Yes, but I do not receive a Town of Prosper Utility Bill" or "I do not live in Prosper" exited the survey at this question, bringing the number of completed surveys to 565.

### Q11. Age

| All | Responses |
|---|---|
| 0.4% | Up to 17 |
| 1.2% | 18 to 24 |
| 30.6% | 25 to 39 |
| 56.6% | 40 to 64 |
| 9.6% | 65 and up |
| 1.6% | Prefer not to answer |

Residents 65 and older are overrepresented in the survey respondents (9.6%) compared to the proportion of Prosper (7.7%) residents 65 and older, according to the latest Census data.

## Q12. Household Composition

Percentage total exceeds 100% as respondents could select more than one answer.

| All | Responses |
|---|---|
| **56.3%** | Family with young children in the household |
| **31.1%** | Family with teens in the household |
| **25.1%** | Family/adults without children in the household |
| **2.1%** | Single person household |
| **0.7%** | Prefer not to answer |

# About Library Usage

## Q2. Do You Have a Library Card for Prosper Community Library?

| All | Responses |
|---|---|
| **80.5%** | Yes |
| **18.1%** | No |
| **1.4%** | Don't know |

## Q3. In the Last 12 Months, Approximately How Many Times Have You Visited the Prosper Community Library or Used Its Services?

Includes visits or calls to the building, using a study room, visits to the library's website and catalog, and use of digital services like Libby.

**38.8% of survey respondents (219 out of 565) are classified as "non-users"** of library services, having patronized the library two times or fewer in the past 12 months.

| | |
|---|---|
| **20.5%** | 0 times |
| **18.2%** | 1–2 times |

**61.2% of survey respondents (346 out of 565) are deemed "library users,"** having patronized the library three times or more in the past 12 months.

| | |
|---|---|
| **19.6%** | 3–6 times |
| **22.7%** | 7–19 times |
| **18.9%** | 20+ times |

# Asked of Users Only

## Q4. Reasons for Using the Library

Percentage total exceeds 100% as respondents could select more than one answer.

| Users | Responses |
|---|---|
| 76.9% | To check out physical books, magazines, movies, hotspots, etc. |
| 40.2% | For entertainment or hobbies (programs, kits, craft books, etc.) |
| 39.6% | To download digital materials from services like Libby and cloudLibrary |
| 28.9% | To attend a program |
| 27.8% | To attend a storytime |
| 23.4% | To find study or research materials |
| 23.1% | To read, work, or study in a quiet place |
| 11.0% | To use a study room or Collaboration Station |
| 9.3% | To see friends and other people |
| 9.3% | To print/copy/scan/scan-to-email |
| 8.7% | To use online resources such as Mango and LinkedIn Learning |
| 8.4% | To use the library's Wi-Fi |
| 7.8% | To use the library's computers |
| 6.7% | To attend a meeting for a group you belong to |
| 5.2% | To use the 3D printer |
| 4.6% | For one-on-one help from library staff |

| | |
|---|---|
| **4.0%** | To provide or receive tutoring |
| **3.5%** | To take online classes or complete an online certification |
| **1.7%** | To search or apply for a job |
| **1.2%** | To charge a device |
| **3.5%** | Other (Please specify) |

The 12 individuals who responded "Other" were given the opportunity to elaborate. The verbatim comments can be found in the appendix. Their responses are sorted by primary theme below:

| Comments | "Other" Responses |
|---|---|
| 8 | To check out physical books, magazines, movies, hotspots, etc. |
| 2 | To read, work, or study in a quiet place |
| 1 | To use the bathrooms |
| 1 | For socializing |

# Asked of All Respondents

## Q5. Reasons for Not Using the Library, or Not Using It More Frequently

Percentage total exceeds 100% as respondents could select more than one answer.

| All | Responses |
|---|---|
| 27.6% | The children's area is too small. |
| 24.6% | The library doesn't have what I need. |
| 17.0% | The library's hours are not convenient for me. |
| 14.7% | It doesn't occur to me to go there. |
| 13.6% | I use the Internet to get information. |
| 12.4% | I don't have time. |
| 11.7% | I have other places to obtain books, DVDs, etc. |
| 8.8% | I can't find a place to sit and read. |
| 8.1% | The programs don't interest me. |
| 5.8% | I can't find a place to study. |
| 5.7% | I don't read a lot. |
| 5.0% | The library's website/app is hard to navigate. |
| 5.0% | The library is too far away. |
| 3.7% | I did not feel welcome when I visited. |
| 0.9% | The library doesn't have enough offerings in Spanish. |
| 0.5% | A health condition prevents me from going. |

| | |
|---|---|
| **0.3%** | I don't have a way to get to the library. |
| **0.2%** | I owe money for lost or damaged materials. |
| **23.5%** | Other (Please specify) |

The 133 individuals who responded "Other" were given the opportunity to elaborate. The verbatim comments can be found in the appendix. Their responses are sorted by primary theme below:

| Comments | "Other" Responses |
|---|---|
| 33 | The library doesn't have what I need. |
| 16 | I use the library frequently. |
| 11 | I recently moved to Prosper. |
| 9 | I use another library. |
| 7 | The library is too small. |
| 6 | I use the digital branch. |
| 6 | There are not enough offerings for adults. |
| 5 | The library doesn't accommodate children. |
| 5 | The library's hours are not convenient for me. |
| 4 | It doesn't occur to me to go there. |
| 3 | I can't find a place to study. |
| 3 | The cost of a library card is too high. |
| 3 | I don't have time. |
| 3 | I have other places to obtain books, DVDs, etc. |

| | |
|---|---|
| 2 | I owe money for lost or damaged materials. |
| 1 | I just got my library card. |
| 1 | The library is often cold. |
| 1 | I live out of town. |
| 1 | The programs don't interest me. |
| 13 | N/A |

## Q6. Do You Use Other Public Libraries in the Area?

Percentage totals exceed 100% as respondents could select more than one answer.

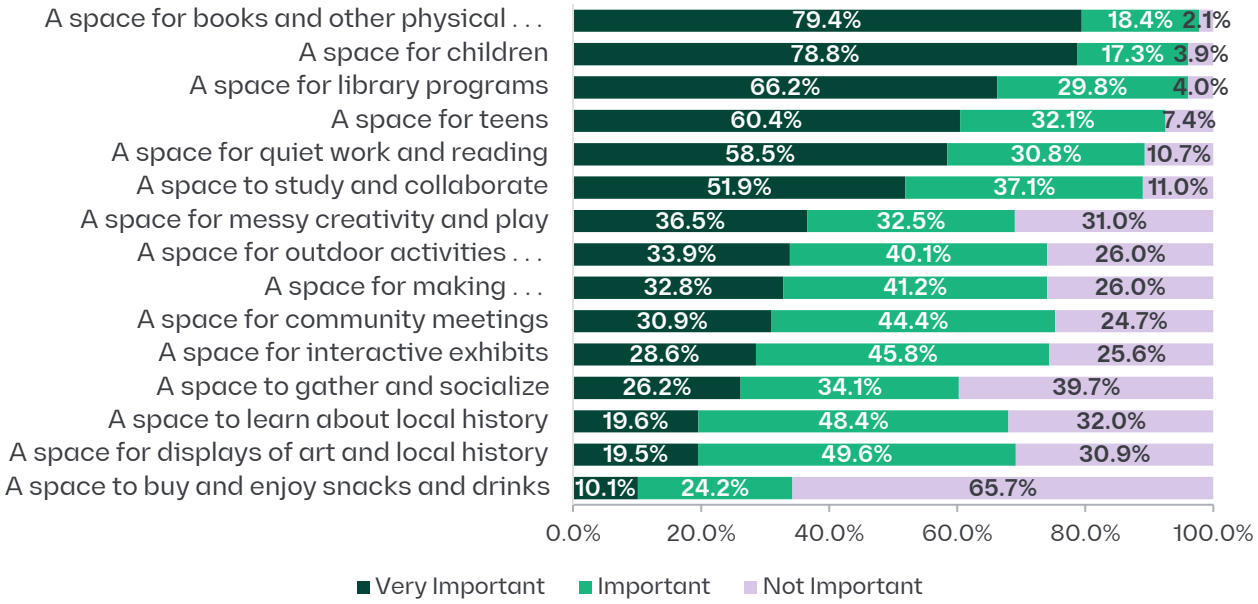
| All | Responses |
|---|---|
| **46.5%** | Frisco Public Library |
| **43.9%** | I do not use other libraries. |
| **9.2%** | McKinney Public Library System |
| **3.0%** | Celina Public Library |
| **1.9%** | Little Elm Public Library |
| **4.6%** | Other (Please specify) |

The 26 individuals who responded "Other" were given the opportunity to elaborate. Some mentioned more than one library in their answer. The verbatim comments can be found in the appendix. Their responses are sorted by primary location below:

| Comments | “Other” Responses |
|---|---|
| 7 | Plano Public Library |
| 5 | Allen Public Library |
| 5 | Houston Public Library |
| 3 | School library |
| 1 | The Colony Public Library |
| 1 | Dallas Public Library |
| 1 | Flower Mound Public Library |
| 1 | Irving Public Library |
| 1 | Other |
| 1 | Out of state |

# Q7. Importance of Spaces in the Library

Respondents were provided a *Don't Know* response option for those attributes with which they were unfamiliar. These responses have been deducted from the question's overall respondent base of 565.




| Responses | Number Able to Rate | % Who Responded *Very Important* |
|---|---|---|
| A space for books and other physical materials | 559 | **79.4%** |
| A space for children | 561 | **78.8%** |
| A space for library programs | 554 | **66.2%** |
| A space for teens | 551 | **60.4%** |
| A space for quiet work and reading | 561 | **58.5%** |
| A space to study and collaborate | 555 | **51.9%** |
| A space for messy creativity and play | 539 | **36.5%** |

| | | |
|---|---|---|
| A space for outdoor activities (e.g., classroom, amphitheater, story walk) | 543 | **33.9%** |
| A space for making (e.g., 3D printing, cooking, art) | 539 | **32.8%** |
| A space for community meetings | 543 | **30.9%** |
| A space for interactive exhibits | 539 | **28.6%** |
| A space to gather and socialize | 546 | **26.2%** |
| A space to learn about local history | 541 | **19.6%** |
| A space for displays of art and local history | 538 | **19.5%** |
| A space to buy and enjoy snacks and drinks | 534 | **10.1%** |

## Q8. What Would You Like in a Meeting Space?

Percentage total exceeds 100% as respondents could select more than one answer.

| All | Responses |
|---|---|
| **45.5%** | Space for 6-8 people |
| **42.1%** | Space for up to 25 people |
| **40.7%** | Space for 2-5 people |
| **34.2%** | Access to video conferencing and projection |
| **30.6%** | A large conference table |
| **13.5%** | A kitchenette |
| **12.7%** | Space for 100 people or more |

## Q9. What Would You Like in an Outdoor Space?

Percentage total exceeds 100% as respondents could select more than one answer.

| All | Responses |
|---|---|
| **64.4%** | Space for children to play |
| **59.6%** | Access to Wi-Fi |
| **54.5%** | Space for interactive experiences (e.g., story walk, sensory garden) |
| **52.0%** | Space for outdoor programs |
| **48.7%** | An amphitheater for events |
| **45.7%** | Walking trails |
| **44.1%** | Café space or seating |
| **37.5%** | Space for informal gatherings |
| **7.8%** | No preference |
| **1.8%** | Other (Please specify) |

The 10 individuals who responded "Other" were given the opportunity to elaborate. The verbatim comments can be found in the appendix. Their responses are sorted by primary theme below:

| Comments | "Other" Responses |
|---|---|
| 3 | None |
| 2 | Café space or seating |
| 2 | Space for outdoor programs |

| | |
|---|---|
| 1 | Collections |
| 1 | Learning space |
| 1 | Shaded space |

## Q10. How Would You Like the New Library to Feel?

Percentage total exceeds 100% as respondents could select more than one answer.

| All | Responses |
|---|---|
| **82.3%** | Welcoming |
| **62.2%** | Calm |
| **59.6%** | Spacious |
| **55.3%** | Light-filled |
| **54.6%** | Inspiring |
| **53.3%** | Cozy |
| **52.4%** | Innovative |
| **37.7%** | Colorful |
| **30.6%** | Energetic |
| **21.6%** | Historical |

## Q13. Best Ways for the Library to Communicate

Percentage total exceeds 100% as respondents could select more than one answer.

| All | Responses |
|---|---|
| **72.0%** | Email |

| | |
|---|---|
| **52.0%** | Social media (Instagram, Facebook, etc.) |
| **49.0%** | Library website |
| **39.1%** | Text message |
| **39.1%** | Digital newsletter |
| **20.0%** | Mailings from the library |
| **13.3%** | In-library display screen |
| **9.0%** | Word of mouth (library staff, friends, neighbors, etc.) |
| **6.9%** | Library handouts |
| **6.4%** | Local newspapers |
| **0.4%** | Other (Please specify) |

The 2 individuals who responded "Other" were given the opportunity to elaborate. The verbatim comments can be found below:

- App
- None

## Q14. Is There Anything Else You Would like to Share with Us as We Plan for the Reimagined Library?

231 respondents (40.9%) took advantage of the opportunity to share how the reimagined library might better meet their needs.

Individual responses often covered multiple attributes. The responses which follow below have been parsed and sorted by the primary theme. Identifying information was redacted, otherwise the verbatim comments can be found in the appendix.

| Comments | Responses |
|---|---|
| 90 | Facility |
| 65 | Collections |

| | |
|---|---|
| 30 | Programs |
| 11 | Support for PCL |
| 7 | Staff |
| 5 | Reciprocal access |
| 5 | Budget |
| 2 | Partnerships |
| 1 | Access |
| 15 | N/A |

# Appendix

Multiple questions allowed respondents to give open-ended answers, which are reproduced below. These responses have been parsed and sorted by primary theme. Identifying information has been redacted, otherwise the comments are verbatim.

## Q4. Primary Reasons for Using the Library

**To check out physical books, magazines, movies, hotspots, etc.**

- As a place to take little kids to just explore books :)
- Borrow kids books
- Check out physical books
- Children's books
- Reading books for my kids
- rent books for kids
- To check out Adult Books
- To find good books to read for kids

**To read, work, or study in a quiet place**

- Quiet place where you can also have a cup of coffee
- Study space

**To use the bathrooms**

- To get a break between errands and use bathroom

**For socializing**

- To say hi to the staff who are friends of mine

## Q5. Primary Reasons for Not Using the Library

**The library doesn't have what I need.**

- Book I'm wanting not available
- Book selection (general fiction) is very limited
- I would like more books from my favorite authors. Most of them are series mysteries and romantic suspense. The library has only a few of them .
- just depends on what book I want to check out...and if it's available
- Lack of classic literature and good books without poor behavior glorified by the author.

- Limited selection
- Need more new adult books
- Not a great selection, kids programs aren't good
- Not enough books
- not enough books
- Not enough books
- Not enough books
- Not enough books.
- Not many books. My kids always come back not getting books that they were looking for .
- Overall the library's selection and size is small
- Please expand selections and offerings. More non-fiction books for school research, more fiction books to fun reading, and classic books for summer reading programs
- Small selection of young adult and adult. Would love an expanded library!
- So frequently the materials i want to check out simply aren't available. The catalog/inventory is so sparse & seriously lacking!
- The inventory. Popular books are never available and waitlists are extremely long.
- The Library does not have enough digital books
- The library has small space and little book collection. And the open hours are short.
- The library is on the smaller side. I don't feel the selection available in hard copy is as great.
- The library probably doesn't have any books in Japanese (my native language).
- The selection of books for adults in the library (not including digital) is extremely limited.
- Too few paper books available to browse
- We need more access to ebooks. I love reading ebooks but every one I want to read are either not available or checked out.
- We use the library.  I do wish it was larger with more books and tables to sit at. We really enjoy the different sitting spaces that is offered at Frisco, Allen and McKinney libraries.
- We used to attend regularly when the children were in elementary and middle school, mostly for programs and the children's and YA collections.  Now that they have grown, our need for this has diminished. I am an avid reader of historical non-fiction, and as such, the Adult collection is a bit too general for my interests. Very much support the library and its role in this community though!
- We would like more choices in the Adult Fiction & Non-Fiction sections
- No event passes, no useful digital subscriptions
- No free library access to Frisco and mckinney libraries
- No Makerspace/Laser Cutter
- It is way too out of date with limited resources

**I use the library frequently.**

- i DO use the library

- I do use the library often
- I go all the time
- I go for my wife
- I have no reason. We are in the library almost weekly.
- My family uses the library frequently.
- Question doesn't apply. We use it as much as we need to
- We do use the library
- We got, we don't know go for any of these reasons
- We love the library
- We use it all the time
- We use the library weekly
- We use the library, so none of this applies.
- I use it.
- I use the library on a regular basis
- We love the children's programs :)

**I recently moved to Prosper.**

- I recently moved to Prosper.
- Just moved to the area
- Just moved to the area
- Moved in last month
- New prosper resident
- New to prosper
- Recently moved to Prosper
- Recently moved to prosper
- Recently moved to Prosper
- Recently moved to prosper and found this library in google search. Yet to visit
- We are new in town

**I use another library.**

- Frisco public library is near and much bigger, newer and has more books, we prefer go to it
- I go to McKinney Library more genealogical research materials.
- I take my children to other places that offer more amenities (Frisco library)
- Prefer the frisco library
- We go to Frisco's new library
- We just moved and enjoy the Frisco Library as it's very new and modern.
- We take our kids to the Frisco Public Library because it is larger, more spacious and has outdoor spaces.
- We use the Frisco library as it has plenty of space and is very kid friendly.
- Not real inviting compared to another close library in the next town over

**The library is too small.**

- Library is little small compare to Frisco library and less program for kids
- More space is needed

- The events are small, so it's tough to get there for events. Like build a Caterpillar could be something more
- The library is not big enough. The future library should model the Frisco library to be really useful to residents.
- The prosper library is an embarrassment compared to Frisco. Please invest the many, many tax dollars you receive from us back into the library.
- Too small and not very inviting.
- I use the library, but the resources are limited due to the size of the current building.

**I use the digital branch.**

- I get what I want from digital materials.
- I read using the library app
- I use digital services more often
- I use the online service to get my books
- Mobile apps are great I just don't go in
- The resources I use, such as Libby are available remotely.

**There are not enough offerings for adults.**

- Aged out.
- Does not look like it appeals to adults and is geared towards children.
- Had a card, need to renew it apparently (just saw 2 yrs max. Makes sense with transience+). Used to LOVE going to the Prosper Library - regularly got books, supported programs, etc. It's become VERY focused on children - and teens - been very little I've seen mentioned for Adults. Would be great to have programs like Allen, Frisco, McKinney. Do go there
- Need better events and programs. More communication on these for awareness.
- Programs seem directed at only young families with small kids
- seems like it's mostly geared for children

**The library doesn't accommodate children.**

- Extremely small library, with 3 kids (ages 5 and younger,impossible to keep them quiet), upstairs inconvient to use computers when I have 3 kids too. Story time /programs requiring a ticket 30min. Before is inconvenient and unnecessary, also telling parents to leave if child is too loud is asking a lot- toddlers are loud.
- I have a five and two-year-old, who are sometimes loud and every time they raise their voice, we get scolded by the staff. They are just kids and excited about the books, I wish there was more of an open mind around children being present at the library.
- Library policies are not practical for families with young children
- The Children's Library is not friendly to normal children's noise. I feel we are always shushed and reprimanded because the adult library is upstairs with no door. Children need to feel welcome as long as the noise they make is normal and they aren't misbehaving.
- Afraid my kids will be disruptive but I want to bring them!

**The library's hours are not convenient for me.**

- It's too small. and i don't like the hours
- The kids programs run during my kids school times.
- The program times do not work with our schedule
- The programs offered take place during school hours- my kids at 7 and 8
- Wasn't open on Friday

**It doesn't occur to me to go there.**

- Didn't know of the location.
- I didn't know Prosper had a library
- I didn't know we had one
- need to find out what they offer. I asked for a library card to get on line option, but never went to pu

**I can't find a place to study.**

- I wish there were "booths" (tiny rooms) available to have a quiet phone call or meeting.
- Lack of adequate quiet space that is free from distractions.
- Need better break out and work rooms for WFH people.

**The cost of a library card is too high.**

- All residents and prosper I'd students should be able to get free cards
- Even though I like in Prosper, I have to pay for library card for the year. When was told I chose to purchase Frisco Library card instead.
- I just moved to Prosper and when I looked into getting a library card, it's unclear if I would get it for free or would have to pay annually

**I don't have time.**

- Busy
- Busy schedules.
- My kids don't go because of school and their schedules. But I visit at least twice monthly.

**I have other places to obtain books, DVDs, etc.**

- I get my books from the internet, both digital and hardbacks.
- I tend to purchase books for my personal library, so I don't think to go.
- My kids are older now, so we don't go. I listen to books through Audible and podcasts.

**I owe money for lost or damaged materials.**

- Due dates are too short. Also exorbitant charges for small damages.
- We borrowed book from library. My kids love reading. Before person who borrowed book may have glue two pages, my kids when reading separate the page and when we returned book we had fine of $30. For damaging the book.

While my kids seperated the page someone had glued. So we stop using prosper library. Now we use Frisco.

**I just got my library card.**

- i just got my library card

**Library is often cold.**

- The library is often cold.

**I live out of town.**

- Out of town

**The programs don't interest me.**

- I go, but have to force my kids to go.

**N/A**

- N/A
- N/A
- N/a
- Na
- Na
- NA
- NA; I visit just the right amount of time
- None
- None
- none
- Not a relevant question for us
- This question is N/A for me
- N/A

## Q6. Do You Use Other Public Libraries in the Area?

**Plano Public Library**

- PLano
- Plano
- Plano
- Plano
- plano & houston
- Plano Public Library
- Plano Public Library System

**Allen Public Library**

- Allen
- Allen

- Allen
- Allen public library
- Allen, Flower Mound

**Houston Public Library**

- Houston
- Houston
- Houston Digital Library - Libby
- Houston Public Library
- Houston Public Library

**School library**

- Cockrell Elementary
- Collin College Libraries, Plano Libraries
- University libraries

**The Colony Public Library**

- City of The Colony

**Dallas Public Library**

- Dallas Public Luvrary

**Flower Mound Public Library**

- Flower mound and Lewisville

**Irving Public Library**

- Irving Public Library

**Other**

- E-books from the area we previously lived in

**Out of state**

- Pierce County Library (I still have a card there)

## Q9. What Would You Like in an Outdoor Space?

**None**

- I don't think there should be an outdoor space.  It is a LIBRARY!
- Not sure its needed, the Town should have it, not the library?
- the library doesn't need an outdoor space

**Café space or seating**

- A comfortable place to read in a garden/outside setting.
- Outdoor reading area with shade

**Space for outdoor programs**

- Space for live music (small stage or in the front lobby area) on Sunday afternoons from the high school music dept, ie string quartet, jazz trio, choral group.
- More Interactive programs for kids

**Collections**

- I would like some more Indian author books. Which are easily available in frisco libraries

**Learning space**

- Outdoor learning area and habitat and garden

**Shaded space**

- Shaded area

## Q14. Is There Anything Else You Would like To Share with Us as We Plan for the Reimagined Library?

The categories have been further parsed by primary subcategory, where applicable.

**Facility**

Children's area

- A bigger more spacious library with many weekend activities for kids and an interactive play area for kids.
- A larger play space with more child friendly activities!
- Children to be controlled and not run in facility and run into old people. bookmobile. Genealogical information available.
- I haven't been very often but if it had more space and easier to see kid books to pick out, we would go more often. Also, it would be good to have events and programs at times so working parents could take their kids.
- More things for children to enjoy and learn. It would be great if this was a regular place for children to enjoy with a lot of focus on their type of activities.
- My grandson also lives IN Prosper, so some of my "needs" are him to grow with and through the library. He is there almost weekly. Smaller children will try to be quiet, but some noise and a bit of activity should be happily tolerated in the children's area of any public space. Our library is wonderful! Exciting to learn growth is planned, as our town is growing. Thank you!
- Our family doesn't go to the library often but it is certainly something we want to change. Having young kids (age 2 and 4) I want to instill great reading habits for them and make them excited about books. Would love a place to bring them for that especially being just down the road.

- Prosper needs more indoor children's play areas. Top does great with outdoor spaces, but with the heat and cold it limits times for younger children to enjoy these spaces. The library should have an interactive children's play area similar to Frisco Library. My family and friends some who even live up in Celina drive the 20 minutes to the Frisco library just for the indoor play area. I think Prosper Library is losing a lot of foot traffic because of this. An indoor children's play area would make the library a great destination for local children to play and parents to socialize.
- Thank you very much for reimagining the library, many other cities have done similar things in the past and have created an amazing space for the community. The Frisco library can be an example, and we can definitely look for examples in other places. We visited friends in Oklahoma City, and they took us to their library which was really nice, here is a link to the library: https://www.metrolibrary.org/branch/northwest-library At the entrance it had sculptures of dinosaurs and it made it fun for the kids. I am sure our library will be beautiful, and you may want to continue providing surveys to get more ideas from our community. Thank you.
- We enjoy going to the Frisco library for children. It has activities, play areas, and a community feel.
- We go to the Frisco library more frequently than the Prosper library because it has a space for kids to play. We actually drive past the Prosper library on our way down there, however our kids know that the Prosper library is not the play library, rather the library to check out books and attend story time. There is nothing wrong with that, but if considering a new and innovative library I would definitely want for it to be inclusive of all ages like the Frisco library has done!
- We need more space. I've seen the children's programs at max capacity several times. We need an updated space to accommodate all ages.
- Would love more amenities that I can bring my children and entertain them for longer periods of time, not only just to pick out their books. Sometimes the classes/events don't fit in our schedule so we would still like to have other amenities for entertainment to make our library trip longer and more well rounded.
- As prosper is rapidly growing, more spaces is needed, especially for a kids area and more programs to offer. Compare to Frisco library, the offering at Prosper library is too limited. I would love to come to prosper library so I don't need to drive 20 min to Frisco library to use their facility and programs
- If it's possible at all, it'd be helpful to have a secluded toddler space where some noise is allowed. I often find myself stressing to keep my kids quiet in the library and when they have trouble controlling their voice level, I need to leave early even though I wanted to stay longer and browse more. A dedicated space or floor level just for the littles to freely play and read without worrying about being too loud would be wonderful.
- We need a bigger space! A space for kids to play and imagine. The main reason we go to Frisco is because they have a big place for the kids to play and explore.
- When my children were young we went to the library several times a month - they loved to read! Now that I have a grandchild, I hope to instill a love of books as she

grows (she's 11/2 yrs old). We recently went to the new Frisco library to explore & try a kids reading time (there was nothing scheduled for her age that day at our Prosper library) and I was a bit disappointed at the complete openness of the space, it was very cavernous and seemed more like a play space. Maybe if the play area/computer games would have been more separated from the book section it may have been less overwhelming? And I believe it's important to have a children's area that fosters a love of reading and that is more separated from the adult area. I do wish the questionnaire had a 'somewhat important' option. I believe creative & interactive spaces are somewhat important and they should be separate from the book area. Not sure if historical/art exhibits (again, s/b somewhat important) need their own space, but should be interspersed throughout the library. If trying to engage youngsters, maybe create a scavenger type list to foster a reason for them to seek out the displays. As for an outside area, if you include a play space & walking trails you create a more playground atmosphere. Thanks for the opportunity to engage. I look forward to seeing our future library space!

- We love visiting the Frisco library with our young kids (4-7 years old) for the interactive and creative play. I doubt prosper has that large of a budget, but something along those lines would be awesome! We've been members of 3 libraries (between moving houses) and have enjoyed story times, STEM, crafts, story on the go, music and movement programming, as well as an area for the kids to use their imagination or play pretend.

### Other libraries

- Compare yourself to frisco library (frisco library is 10/10 perfect)
- Frisco Library is amazing and I've neve seen anything like it. Celina had nice plans for their new Library a couple years ago. Both great Libraries to capture ideas from
- Frisco Public Library has set a pretty high bar, but I believe Prosper can create a right-sized, right-budgeted library that becomes a destination for residents in Prosper and surrounding areas. Thank you
- Growing up the library in my home town 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.
- I really like the New Frisco Library. The old one was not used by me much, but I have been to meetings at the new one and love the layout and grand size and all the activities that can be done there.
- I'm so excited that a new library is in the works! Please make it bigger, better, and more beautiful! We need something big and amazing to match our growing, amazing town!!! Put Prosper on the map for having the best!!!!! Frisco's in nice but I believe we can do even better!
- If possible, build a one better than Frisco library ☺
- Looking forward to library like Frisco.
- Love the Frisco library for the warmth and the collection and offerings . Wish we had a similar library in prosper too

- Please consider Frisco library as an inspiration and build the new plan on similar lines.
- Please don't turn into Frisco; their library is ridiculously loud and chaotic; I stopped going there because of that
- Prosper library should take inspiration for ideas from Frisco Public Library. I paid $50 for Frisco library membership since I'm a resident of Prosper. But it's worth it and I too wish Prosper library grows in size & features to support the growing population.
- Prosper needs a similar library like Frisco brand new library. Prosper population is growing at record rate, we need a library to be keep pace with population growth and knowledge demand for the new generation- space, programs and materials offering.
- Step it up, Prosper! We live a few minutes away but always go to Frisco library as they have done it right!
- We'd love to have a larger one closer to us than driving to Frisco library. Currently we use the Frisco library with our 4 young kids...to read books in comfortable chairs or a kids space area to read. Sometimes use the computers. Then having some picnic areas outside to sit down and bring a packed lunch or use the cafe.
- While in Fayetteville, I made a trip to their public library. I did not stay long enough to enjoy any programming or other, but I was able to experience the mix of various spaces (both indoor and outdoor). In was inviting as well as calm and soothing and was a great space to spend some time. Coffee shop was an added bonus for the library trip.
- The Prosper Library is a favorite location of ours on the weekends, due to proximity, since we live in Prosper and want to support our local library. However, McKinney, Frisco, and Plano public libraries have highly developed enrichment activities for kids, families, and adults that Prosper does not come close to. Specifically for kids, I'm thinking events like festival celebrations, live musicians from local orchestras, visits from science museum staff in the area, etc. For adults, it'd be great to have programs that link online learning with discussion/exchange groups that contribute to professional and personal development. For instance, I'm learning Spanish - it'd be great to leverage library resources and a conversation group that meets at the library. Such structure of online learning + in-person discussion could be used for other areas of interest for adults, like photography, coding, public speaking, etc. I do think there's also an element of local history that the Prosper Library has a duty to preserve and display. Our family moved here 2 years ago, but knowing more about the location we're raising our kids in is important to us. Plus, if not the library, who? I would love to see a small section of the library dedicated to Prosper history - along with a Prosper speaker series (that is recorded) so that we have a general understanding of what came before this community of largely newcomers. Additionally, we have the opportunity to have even greater resources than what these other local libraries have. For instance, I lived in Orlando for some time, where the local library had a professional recording studio and maker labs that were very unique.

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

### Study/work space

- Having a space for homeschoolers would be great.
- I hope there would be spaces directed toward adults, that could provide desks/seating to do work. The new Frisco library is great; however, I feel like the openness was counterintuitive to being like a library that has quieter places. Their old library had a nice quiet floor that was more mature with wood and great for adults. Instead of going modern it would be nice to have a design that would be timeless and mature, while incorporating updated technology. Prosper has beautiful classic architecture from government buildings to its school district, it would be nice to carry the neoclassical or classic revival architecture from the exterior to the interior. It has really made our town stand out to provide the best.
- 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. Thank you for taking the time and listening to the resident opinions. Looking forward to how these inputs make our library more functional and welcoming for all age groups.
- Keep the library primary purpose as A space for quiet work and reading. Would like to add more conference rooms with computer, video and conference tables and chairs for adults with glass doors to keep area quiet and monitor teen or children if they occupy. Add more adult programs like the Frisco library. Add free interlibrary access to Frisco, Plano and mckinney libraries to get access to their benefits too. Currently too many children programs that don't benefit adults. An outdoor area to read for adults with walking trails would be nice.
- Study rooms and meeting spaces will be needed as the town grows. Makerspace rooms will be a big hit as would something like an ESports room. Access to more digital materials via databases. The space you have now is bright and inviting with eye capturing art on the walls. Being able to bring that to an outdoor space would be a great extension to the library!
- The study space at Plano Public Libraries is very cool
- There are no small nooks (closed rooms) for an adult to reserve to use for a virtual meeting or independent classes (with speaking volume allowed). It would be great to have that option away from home -- like for a virtual doc appt, or meeting w a lawyer, or to tune into a virtual learning class independently.
- We absolutely love the prosper library. They always have books that my children were looking for and where they could find something they wanted to read. However, the space is small, especially for our rapidly growing community. I invision a library where kids can come not only to find a book but to explore what kinds of books they enjoy. As elementary school children become teenagers I feel that it is important to have a public library where teenagers can come and gather not only to study and research but also a Safe environment, where they can take a pause from the busy from their busy lives and find calm.

- We need a modern, spacious, and well-designed library similar to Frisco Library. This space should include areas for coffee, studying, collaboration, and work, featuring large floor-to-ceiling windows to maximize natural light.
- with wfh , it would be nice to have some kind of single or two person seating to work some days in library and a cafe possiably out side with some basic food options.
- Cozy and inviting seating areas to study and read would be most welcome. Also, expanded digital library offerings.

### Quiet space

- No play areas! The children are too loud/misbehaved, the parents are inattentive/on their phones. The library should be a library, not a playground.
- Please provide some sort of divide between adults and children's/ teen area. What happened to libraries being quiet? At least a space for people to work, read, research without constant noise.
- Replicate Frisco library with tons of quiet reading rooms. And would like a lot of rooms where students can do their homework
- We are members of the Frisco Public Library and frankly as gorgeous and as large as it is, it is just too loud and feels more like a cafeteria at a school than a library. Children's areas are so very important, but they need their own area where they can be loud without it hindering the adult area. One big open space was not the right move.
- More sitting space
- There is not much seating in the Prosper library, a cafe would also be very nice with Wi-Fi!
- While Frisco library has a great kids area, I do not feel calm there like I do at our prosper library. Frisco library is overcrowded and I feel like I'm at high alert watching my kids there. I like how at our prosper library, it's calm, not overcrowded, I can see my kids at all times since it's a relatively small downstairs area
- Open but separated spaces to accommodate both the noise of children's programs as well as adult quiet space. Meeting space (for small or larger) is virtually non-existent in our current library (and anywhere in town). Adequate storage for various library materials so they do not clutter up public space; i.e., tables, chairs, displays, etc. Air printing or something similar that would allow users to print directly from their own devices. Call rooms; small rooms that would allow for teleconferencing or taking phone calls. 24-hour holds pick-up area (via secure lockers). Drive-Up service window. Allowing a small percentage of the quiet space/rooms to be used by non-members; i.e., business people who have meetings in the area or nearby residents for whom our library is the most convenient. Still have most space dedicated to members, but have quiet/secluded work space that can be used by non-members so they are not turned away or working/teleconferencing in the open areas disturbing other patrons. Children/Parent "time-out" room that allows parents to take a disruptive child to calm down while they are still in the building so other siblings can continue for a short period of time attending a program, using a computer,

reading in a corner, working on a craft, or something where they are at least visually seen by staff but so the parent doesn't have to round up the entire entourage and leave the building while one is having a melt-down and may need a snack or one-on-one time with their parent to calm back down. This would benefit all; other patrons, other siblings, and the stressed parent and child (and staff, too, I would think). Any outdoor space should have adequate shaded areas and air circulation potential.

### Larger building

- We love frisco library, a spacious library is much needed for Prosper.
- We love the library and look forward to a larger space with more books☺ Thank you for growing with the community.
- We love the library now and all the people that work there, maybe just more space and programs for kids!
- We need a big library like Frisco library that would encourage young kids and adults to read and visit library more often.
- Need room and a lot more books
- Open a new big Library
- Prosper grown to be 50K community, We need bigger, modern and best in class library. This will boost the image of the town , will be great back bone in shaping kids life and bring meaningful connections and shape them upto be best citizens, it's worth an investment and long due .
- We have a great library but we have out grown the space.

### Makerspace

- Need to have a Makerspace area for creative activities, including laser cutter and 3-D printer
- Plano and Frisco have recording spaces for media and podcasts and I think this would be a great addition to Prosper.
- A MakerSpace. 3-D printer, CNC, Laser, Vinyl Cutter, etc. Frisco's library has done an amazing job in providing the MakerSpace to their community. Their library is very spacious too. Their kids play area/mini town, is great for little ones and families. Try to emulate their already well done, and established, library. Thank you in advance. Sincerely, Going on 17 year resident.
- Crafting area with CNC machine, 3-d printing, acrylic machine
- I would like our library to have a Makerspace section with 3D printing and laser cutting. Now I have to go to Little Elm for these activities. Until we can get a Makerspace section of our own, I'd like to at least get access to the Frisco library to shorten the drive.
- Technology Hub - **Digital Media Labs:** Create spaces equipped for video editing, podcasting, and 3D printing, giving residents access to cutting-edge technology. - **Virtual Reality Stations:** Offer immersive experiences with educational VR programs, allowing users to engage in virtual travel, historical reconstructions, or interactive storytelling. Community Integration - **Outdoor Reading Gardens:** Design Wi-Fi-enabled outdoor spaces with seating and greenery for reading, relaxation, and community events. - **Co-Working

Spaces:** Provide reservable workspaces with meeting rooms, high-speed internet, and collaborative tools, supporting remote work and study. - **Cultural Corners:** Showcase the community's diverse cultures through rotating exhibits, multilingual resources, and cultural programs. Sustainability **Green Roofs and Living Walls:** Incorporate living walls and green roofs to enhance air quality and promote environmental awareness. **Rainwater Harvesting:** Implement systems to collect and use rainwater for landscaping, educating the community on sustainable practices. Flexible Spaces - **Modular Meeting Rooms:** Design reconfigurable spaces for various events, from workshops to community meetings. - **Pop-Up Learning Zones:** Feature temporary installations with rotating educational themes, such as coding, DIY crafts, or culinary arts. Wellness Areas - **Quiet Reflection Zones:** Create peaceful areas for meditation, quiet reading, and mindfulness practices, with comfortable seating and calming decor. - **Health and Wellness Programs:** Partner with local professionals to offer workshops, fitness classes, and wellness screenings. Storytelling and Memory **Oral History Projects:** Establish a space where residents can record and archive their stories, contributing to a living history of the community. - **Interactive Digital Walls:** Install digital walls that display community events, local history, and resident contributions.

### Meeting space

- I haven't visited the library here in Prosper because I have older teens and we don't really do that anymore. But also because the internet is so readily available, instantaneous, and free...its hard to beat the convenience. So I think in order to make sure people visit this new library, you should have a space or spaces where youth groups--besides sport groups--can meet and gather together. For example, I am a leader with Boy Scout Troop 365 in Prosper. The only space we have to meet right now is behind Prosper High School at the lunch tables on Sundays at 3 p.m. Its fine for about half the year, but the other half it is either very hot or very cold or rainy to meet outside. Keep in mind our scouts wear their uniforms while we meet so if its 110 degrees outside, it feels even hotter with a uniform shirt and long pants on. We would love a local air conditioned spot to have our meetings, and if we need to, have easy access to the outdoors if we need to do an outdoor activity. I think the library would be a great space for this. We would also be interested in doing a service project at this new location, even an Eagle Scout project there. Something where our local scouts can feel more connected to the real world around them, rather than just get their instant information fix from the sterile and lonely internet. Thank you!-
- It would be great to have a meeting space for groups like Girl Scout troops. It's an excellent way to get young people into the library. There could also be some interesting partnerships between the library and Girl Scout troops (volunteer opportunities for community service like reading programs or kid programs).
- need meeting rooms for boy scouts / girl scouts/ high school project groups / dungeon and dragon playing Need a much larger library with more reading materials for both adults and children . Need more places to sit and read. Need

a story time and a nice childrens section library. Need a place for reading groups or book clubs , programs for 55 and over.

- PLEASE allow for mixed age meeting rooms. When we were trying to find a place to play DnD we were unable to because we had preteens and teens wanting to play together and we were told that teens were not allowed in the children's meeting rooms and vice versa. Age ranges are arbitrary, especially to neurodiverse children. There's nowhere in the town to hold something like this. Also, more fiction books for adults! You only seem to keep the most recent releases and have no older books. I want to be able to read the classic scifi novels but I've literally read every single scifi book on your shelves.
- Sound proof rooms for the rooms that will host larger groups/ collaborative spaces. Build enough of these rooms as town population continues to grow. Keep children, teens, adult spaces separate. Host adult classes - arts & crafts, learning ASL, first aid, etc. Not as many windows in reading areas - instead choosing ambient lighting. Different seating options for kids. Bean bags, cozy chairs, carpeted options. Better summer reading program & incentives.

### Location

- I would love for the library to be centrally located.
- just like Frisco Please bring it closer to Windsong ranch / hollyhock location
- As a resident with little kids in prosper, we really want to have a master library in prosper. Currently, we need to drive to Frisco/McKinney for libraries, so please make prosper more convenient to residents. Thanks
- Along with a central library, can we have one small library in west side of Prosper?

### Outdoor space

- An outdoor area for kids would be amazing but it would be actually useful if it was covered and with a cafe for coffee, light snacks. We love the toddler programs/story time and this is one of the reasons she attend the library 2-3 times per week.
- Create a shaded outdoor space with trees, this town needs more trees, new trees and very old trees are dying and not being replaced. Outdoor space where reading and fresh air can be enjoyed by town residents is important
- Garden, with vibrant flowers
- 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.

### Hours

- I hope to start visiting the library! Also it would be great if the library was open on Sundays. A coworking space with private booths you can do video calls in would be awesome too. Thank you :)
- The library needs more extensive hours of operation.
- The staff is great. Our biggest issue over the years has been the limited operating hours on the weekend are very prohibitive to working a trip to the

library into our schedules. Friday they close early, Saturday they close early and they don't open at all on Sunday. I had never in my life heard of a library not open on Sunday! Other area libraries are open 7 days a week and open later each day. I think the M-Th hours are fine but the Fri-Sun hours should be extended. I assume my other two issues with our library are related to timed space. Any time we have tried to sign up for an event or class the kids were interested in they were always already full, eventually we gave up trying. Finally, often when we are looking for a specific book they either don't have it in the collection or it has already been checked out. I feel it happens a lot more at our library that I have ever experienced in the past.

### Other

- A library's primary function should be the betterment of knowledge and greater understanding. Creating a community space that is inviting and encourages the pursuit of knowledge is equitably important. Entertainment, amenities, etc. can be helpful but should all within the boundaries of creating a space where people can go to learn, study, and encourage the next generation of readers.
- New library needs an automatic check in/ check out system. It really helps me save time and easy for me.
- Think modern library design
- I prefer the library be a center for learning and children with large selection of books and activities for kids less as a place for social gathering. Single large open space plenty of light allowing kids to learn and not get distracted.
- That the adult section be organized in genre. Alphabetical by author.

## Collections

### Digital

- A better resource for ebooks would be top of my wishlist. The north Texas library consortium has too few new books and long wait times for new releases.
- Books collection is low volume. Even the digital content availability on the Library and Libby App is low volume. I pay to the FRISCO library and use their digital content to read books on Kindle through the Libby App. As a quick fix, at least the digital kindle books collection must be significantly introduced. This does not need a new new library or expansion of the existing physical space.
- Expanded digital selection of books in Libby.
- Genealogical websites available for home research. Easier to do in comfort of home because it takes hours to look up and scan through resources and documents.
- I would like to have access to more ebooks. Specifically access to more historical fiction. The wait list is too long for what the library currently has and therefore I have sought other libraries for ebooks in this category.
- I would love to see more electronic books. It seems that there are few new books with very long wait times, if the library has obtained the book at all. I find that the online catalog is hard to navigate, especially with kids. We love the library so much! I would love to see meeting space for our homeschool group to access. For

either small gatherings or larger (up to 50) I wish there was a larger quiet area to work. Whenever we try to utilize space upstairs, it's always full, so we end up sitting in the teen area. I would love a place to come work that is quiet and more secluded. I also find the hours a bit frustrating. Just last week we tried to go twice and the library was closed. Even one day a week that was open later into the evenings would be helpful.

- I'd like for more ebook copies and a way to limit online renewals. The Prosper library has amazing books and the service is top notch. Everybody is very helpful!
- Larger digital collection OR cooperative with other libraries in state. Online renewal of library card every other year. Book club offerings Author visits
- Love checking out books online and no-contact pickup!
- More digital book choices please
- More online access like LinkedIn learning. May be like course era?
- Please have online magazine subscriptions and enough ebooks! Thank you
- Please make more books available digitally. I would like to check out more books digitally, but they are often not available from the Prosper Library and I have to go to surrounding Libraries to find them digitally (McKinney, Frisco, Allen, Flower Mound, etc.).
- Prosper library should have access to Udemy or other sites. LinkedIn learning is not that useful.
- the digital options are good, but could have more. I would like to be able to donate used books to the library for fund raising or inclusion in the library shelves Local History, and more history in general seems to be the most lacking subject. For the teens, more graphic novels.
- Trouble logging into the online book apps. Logs me out and says password is invalid
- Would like to see more new release books available digitally.

### Physical

- A larger section of biblical books (for adults) about God, the solar system (for early learners),more workshops for school age children (elementary). A library big enough so no books will ever have to be kept in storage!
- Great library, I just feel as if the library has less books, DVDs, and audiobooks as compared to other libraries. I would personally like it if there were a higher volume of books and DVDs, more specifically a little more of niche books and DVDs. Otherwise, it's an amazing library. Love to get dvds there.
- I hope the library will continue to provide a good selection of paper books. Some of the books are only available in electronic format and it makes my eyes really tired.
- I pick up books pre-ordered and don't spend a lot of time looking inside. When I have entered, the staff are always warm and friendly. Very helpful. (just wish there were more copies of books available as sometimes I see they only have one book ... and THAT's a bestseller!)
- It's a very nice library, but I would like to see a bigger selection of new books. I love reading and love being able to check out the new book area.

- More books, I find so many ebooks, but I only want physical books. Or an easy way to borrow from other libraries. Aspen lida is not the best app.
- Need to keep more books in library and I don't see more options in book row Books should be organized properly for the subject wise. Overall it's looks good
- The library should work on acquiring as many old books (pre-1950) as possible. You can make room for them by throwing away any book that supports the woke agenda.
- We like the Prosper Library, but we feel like there could be more books (new and older classics) in the Adult Fiction & Non-Fiction sections. And, we are referring to physical books, not things available digitally. The children's area used to be pretty small with a limited selection, but it is getting better every month, and we think that it is now in really good shape.

### Children's

- Please consider getting a larger children's book section.
- The children section has very limited books as compared to other city public libraries I have seen, may be we have more inventory in the children and kids/youth section for reading.
- As of the now , prosper library has few books. We need to increase the range and wide selections of books. My daughter is an avid book reader and she says library doesn't have enough books that she needs. She is 10y old and read lot of fiction books
- Homeschool friendly- with books that may be considered "out of date" and possibly curriculums. Please stop buying books that have a liberal agenda. I'm so tired of having to screen all the books my kids read because there are so many(especially graphic novels) with same sex kids making out. It's just inappropriate and not necessary.
- Please have books cater to all ages for children and in stock Extend the due date as well
- The Prosper Library is important source of books and learning for young children and teens. We need to strengthen and grow the library with resources to support school age children including fun reading of various interests, research materials for school projects and reports, and classics new and old for important cultural information. In addition, the Prosper Library should be a bastion filled with the history of our town, our region, and Texas history for all to learn including those that are new to the state and area.
- Prioritize a children's play area where they have access to toys and can make a little noise without it carrying to quieter parts of the library.

### Library of Things

- add library of things section. provides event passes and tickets for occasional use, provide notary service, open more locations, open 24 hours
- More items for checkout (museum passes, tools, cake pans, instruments, etc.). We've lived in an area where museum passes were available for checkout and it was amazing! (Zoo, Perot, arboretum, etc.)

- Please please please amplify the overall inventory for physical items available for check out (books, children's materials like Tonie Boxes, Yoto players, other audiobook and song player options, activity kits, and so forth). I just wish there was so much more available for check out for kids. And I wish the digital & physical catalogs had more than 1 copy of things, and had way more variety in options for books. (Ie old books, classics, research books, various topic books like cooking, parenting, state books, and so forth). The inventory is just seriously lacking.

### Other

- Please add more books especially in the field of science for adults . Eg Carl Sagan. Or another scientist.
- Better collection of books
- Broader collection Library lending with McKinney & Frisco
- Collection of book to be more futuristic with career development and skill development, not just fiction and nonfiction or history. High school kids to find motivation and college going teen to have career helping and motivational books
- Collection of books not adequate. We travel to frisco and pay a membership fee for their library. I want to be able to use the Propser library as I live here.
- I find frisco library having majority of books for job seeks teens and kids alike. We can take that into count..books are what we all come for library.cimputer space ,3 d space..its the next Gen library space we should aim for".Prosper and it's prosperity a world wer innovation comes to alive."-sj
- I use the library for access to books (digital only, currently). My opinion about a library is that is should provide access to reading materials and the tools that go with them. Personally, I don't think a library needs to be (essentially) a town center —a gathering place for any or every activity or event. I think the library's collection (whether physical or digital) should be the main focus of any new library planning. To be clear, that collection should only be determined by library science professionals, not random and/or too-vocal and/or righteous individuals.
- Interested in a larger selection of books and materials across all age ranges. Design to be family oriented.
- It's all about the books ...learning and study ...reading versus over reliance on social media. Quality and quantity of books is most important. Less focus on making the library a playground. Online check out is a great feature that should be continued.
- Look at the definition of library. It is not about meeting spaces, displaying art, having interactive sections. It is about having books available for those who would like to read them. How many people on a daily basis use the library. The town of Prosper should not be spending money on a new library that is not widely used anyway. Stop the spending. Our taxes are outrageous as it is.
- Lot more collection of books
- Love the Prosper library. Very welcoming. Just needs to have more space and to more books for the growing community.
- More books and extended return time

- More books and offerings . Central areas where we can work and have access to wi fi
- More books please.
- More books!!!
- More digital and physical books. 3-6 month waits currently especially for digital. Used book store. Frisco library has done it right.
- More new releases; more copies of popular books to minimize wait list times
- More space and more books. Most of the time, the library doesn't have any of the books I need or want.
- No, but I have some suggestions on choosing audio books-please buy every book in the series. It's aggravating to turn in book #3 and try to check out the next book only to find the next book carried by my library is #12. 😢
- Please add more reading materials such as books and magazines
- Please have a bigger selection of books, we have to go to Frisco library because the selection of books is very limited.
- Please increase the book collection and seating areas. Ideally, a closer library building to PGA would be great
- The frisco library is amazing! And they have tons of books with multiple cookies. I find the prosper library small and hard to get the books we want. For example we can't get all of the I survive books on audio book.
- The library needs more audiobooks. There is a horrifically small selection and I get most of my audiobooks from other places. And if they do have the books the wait is so long I've already received them from other locations.
- Try to be more considerate like Frisco library. And more collection of books will be helpful. We will love to use a library that's close by.
- Use money wisely. Don't redo what's working for a flash in the pan. I would really like the Christian fiction writers to be in its own area. I feel like I'm missing out on books because I don't know author names.
- We would like a higher limit on the books we can check out. Preferably 100 per library card.
- Would love to have more classical literature and science fiction

**Programs**

Children's

- 1. Please add some interactive programs for kids 2. Some more classes for school going kids 3. Programs for every festival. 4. Can you collaborate with Frisco library, because they take $50 extra for Propser residents, and Plano, Allen, McKinney people have free access to Frisco library. As Prosper is also neighbor of Frisco library. 5. Can you limit DVD for kids on their cards and encourage them to read, like if kid is allowed to get 20 items then he can take 4 DVD and 16 books or 10 items 2DVD and 8books.
- An innovative children's program is essential. Frisco library nailed! I take my grand kids weekly!
- Evening or weekend activities for littles are appreciated. Working parents miss out on so many opportunities as it is that it would be so refreshing and

empowering to be afforded similar opportunities experienced during the week/day even if infrequently.

- I think a municipal library is an important part of the community! Although my children are now grown (new empty-nester here!), we have loved and used the local libraries everywhere we've lived. I noticed as my children grew, we went together less and less, since they seemed to find their books to read at their school libraries (or had less time for pleasure reading in general). I have found that I often use the library mostly for e-books myself since it's more convenient than making the trip and easier to pack with me on trips. :) So I am always looking and hoping for expanded e-book content in my reading adventures. That being said, I always love and enjoy visiting a library whenever I find the occasion to do so and there is just something about seeing all those books lined up together that lends an air of adventure and possibility. With one new grandchild now and hopefully more in our future, I look forward to returning to the library more often with little ones and enjoying programs geared for their learning and excitement about reading. I guess that has always been the most important part of a library to me! Thank you for all you do to foster a love of reading and learning in our community and for allowing us to share our views as you plan the future of our Prosper Community Library.
- Limited amount of space for kids event. Must to reserve to get in.
- More events and robust children's programming. There have been several times throughout the year I went to the library to take my kids to the story time only to find out it was cancelled or not happening that week...it would be nice if there more things to take the kiddos to.
- Summer programs and a cozy, welcoming place kids want to go and be inspired by books. I love the frisco library and wish we had something of that caliber here!! Would be such an incredible value add to the community and helps reaffirm the important of education and reading
- The prosper library is very welcoming however, due to the number of children in the area, all of the programming in interested in is very crowded. About 5yrs ago I brought my toddler son regularly to story time. But since then, any time we've tried to attend an event it's been too crowded for comfort.
- Toddler activities! Weekend mornings :)
- We absolutely love storytime! We would participate in more children's story time if I didn't have to register an hour beforehand. More offerings and age segregation might help with how popular these sell out. At my old library, there were many storytime offerings and you registered/ signed up for a season (fall, winter, etc) by age group. Storytime was every week, and you got to know other parents and made friends over time. It was really good for community building for new parents!
- Would love if the kids programs and events were also during school holidays. Ex: the week prior to school starting, when there are no camps, there were not any kids activities. Would love activities during winter break and spring break.
- I would like to see the story time events for littles be a longer time. I often do not hassle getting my two toddlers out of the house for a 15 minute outing when there is nothing to do or a place to socialize after. I would love to make new friends at

the library but it is hard when you do a 15 minute class and are pushed out the door into a library where you can't socialize.

- Prosper library has limited times and availability of programs such as story time. We pay to go to Frisco library because the programs, events, play place are things we are looking for in addition to being able to check out books.
- Consider culture months or other programs which may help children from all walks of life and background welcome and seen in the library.
- We love chess and aviation  day and any safe activities for older older elementary age kids
- We would love to participate in more children based classes and programs but the offerings are prohibitive for working parents. A weekend or evening class would be wonderful!

### Adults

- I am a resident finding my way back to reading. I am also a transplant in search of community oriented social gatherings. What better place to gather than a library. A place to continue to learn and grow even as an adult. A space for book clubs, DIY projects, murder mystery night, local artist/music, dance class, knitting/crochet circle, cooking class etc. I have fond memories of the library when I was child and I would love to create new memories in Prosper. This is such a unique time in Prosper to be able to contribute to the heart and soul of our "small town, big heart" spirit!
- I would love to see more adult programs!
- I'd like to see outreach to a broader age range. Elders would enjoy music on an afternoon as they don't drive at night. Stretch into an education of the arts: music, art, drama. With all the school age residents, there is a wealth of entertainers. I can see a coffee shop with a small stage and performers singing and playing instruments. Maybe have a program of music from around the world to engage young and old. Maybe intersect with the Parks and Rec dept for talks on travel or finance for the olders in the community. The outside areas should have plenty of shade and native plants. A monarch garden would be nice. There should be a lot of natural surfaces.
- It would be nice to have more adult programming, such as book clubs, writers groups, etc. I would also love a larger selection of books and an agreement with Frisco library, so Prosper residents can use their materials and not just their play space.
- Would love different book club options. Specifically, for top popular books (like Sarah J Maas, Fourth Wing etc). There are so many great programs/social options for kids currently, but not really for adults. I would love to see more social options for adults as well. Maybe a book club club for moms of young kids or a cookbook club etc.

### Youth

- Reading incentive programs for children & teens.
- Would love more programs for kids and teens. The Frisco library has a night for teens.

- Offer tutoring
- Tween and teenager programs please!! I have aways enjoyed our library and friendly staff. I would like a Christian collection of books on Libby. Thank you for all you do!!

### Other

- Should have volunteer opportunities.
- I can teach crochet and knitting if an interest develops.
- The library was the place that first made us feel at home here in Prosper through the On the Road storytimes. We love and appreciate the library and the library staff. They are hold a very special place in our hearts.
- Would love more interactive activities and programs with expanded hours more similar to Frisco's library.
- For bilingual programs - please specify the language, people shouldn't assume it's Spanish and we have many other languages in the area Please make it feel welcoming and cozy, the cold/super quiet feel of the library is not what children need when parents are trying to make them enjoy the library experience and keep them off electronics. Please offer activities for elementary school kids in the afternoons, especially during the summer when it's too hot for outdoor activities Please consider changing hours to full day on Friday (and maybe half day on another weekday). It's nice to have a place to take the kids to get fun books when the school week is over. Please consider visiting Celina Library to observe that welcoming/cozy feeling towards children, the staff helps them with scavenger hunts, etc. And they also have the books for sale at the entrance, my kids are always looking for books there. My kids are well behaved but I'm never at ease at the Prosper Library bc it feels like we are going to be reprimanded for speaking at a normal tone (just the way I feel)

**Support for PCL**

- Thank you for all you do...
- Thank you for the opportunity to provide input. Looking forward to seeing the results.
- The Prosper Library is our favorite and most used/visited place in Prosper. We are so excited about this journey!!
- We are looking forward for this new library.
- Welcome new library
- A town that tries to appeal to young family needs a high quality library that matches
- Excited about a stand alone library with spaces to enhance the Prosper community!
- Get a better one asap
- Go Big!!!
- I do not have grandchildren at the moment but. I do know that once I do have them I will be frequenting the Prosper Library.
- I enjoy the library and use it regularly

### Staff

- Any larger space would be wonderful! My comment is more about some of the staff and children's offerings. Sharron and Kat act like they have never had young young children. They (mainly Sharron) comes off extremely judgy and unkind. When children leave their "square" they expect them to sit right back down or the parent needs to remove them from the room. It gives off a " children must be seen and not heard" mentality, which our whole group of friends wants nothing to do with. Please ask Sharron to stop talking to parents like they are 3 year olds. Laura is extremely monotone and my kids have always been bored when she is leading storytime. Rachel is amazing, we love her. Every other library in the area offers so much for kids year round. It's disappointing that Prosper barely offers anything for the preschool and under kids during the summer. We were very pleased to see there would be story time on Wednesdays through the summer. It was a step in the right direction!! Please, please, get rid of the covid squares. If families come a few minutes late, let them quietly come in and find a space in the back, instead of having their kids miss what should be a wonderful morning. Small tweaks to your library program like those stated above would be a blessing and really make the library feel more welcoming.
- I really would like the staff to remain kind and willing to help.
- Love the prosper library staff
- The current library staff seems uninterested in assisting the community. I am a grandmother who comes with my grandkids and have had several negative interactions while checking out books or trying to access story time. Even basic questions have been met with the attitude that the staff has more important things to do. I'm a life long learner and retired teacher. I know how tough it can be to work with demanding community members, but what I've seen at Prosper library is unacceptable. If more staff is needed to help children feel welcome and valued, I'd gladly vote for more allocations. Something needs to change.
- While I understand that the town has quickly outgrown the space it is in, the constant taking away of library space (including storage) is disheartening. There are also staff members who are not friendly/welcoming/sincere and it shows. It is also disheartening that more hasn't been said about losing the Head Librarian who did so much to get the Library to where it is today.
- Yes we need to clone Leslie Scott. She has been the heart and soul of the library. Keep the Prosper library the best in North Texas.
- The library needs to be a stand alone building with a good director, that likes children.

### Reciprocal access

- Would love reciprocal access to other regional libraries.
- I wish prosper library partnered with Frisco library as it has with other surrounding suburbs
- PISD students and families outside of the town of Prosper should have free membership. The McKinney library even goes as far as to allow all Collin County residents to have free membership.

- Please consider allowing Artesia residents free library access. They pay Prosper ISD tax and attend Prosper schools like everyone else and call Prosper their home. It makes them feel excluded and not a part of the Town since they have to pay $50 a year for a Prosper library card when it's the closest library to them and also their Home library. Just doesn't feel right for my friends who live there, right down the street, and very unfortunate. Thank you for your consideration.
- Why are Prosper residents not part of the material sharing program with Frisco? The rules and limitations in place at Prosper are not as family friendly as those in place at Frisco (food, unrealistic quiet policies) and the resultant limitations on group meetups (we are part of a growing homeschool community in Prosper) has resulted in us going to the Frisco library more frequently though we would prefer otherwise

**Budget**

- Libraries are obsolete. There are much better uses of taxpayers dollars.
- The prosper library is an embarrassment compared to Frisco. Please invest the many, many tax dollars you receive from us back into the library.
- Please eliminate as much paper mail as possible, it is clutter and waste of postage. Also, Prosper history is depressingly segregated, and a painful reminder if times not good for many races and women, and the misplaced focus on too many all-white displays feels like a hint of bogoted nostalgia, a warning to stay in yoyr place per old timers. Better if historic photos displayed are nature and buildings and farm gear and animsls. Diverse people now in town, lets celebrate that to inspire kids.
- Prosper resident for decades. Was VERY disheartening to residents when City's commitment of space for a Prosper Historical Society museum was reneged during building the mega Town Hall. AND, then for this very costly building to also have very minimal community mtng space, was very perplexing. What is in that giant bldg taxoayers are going to be funding for years? PLEASE plan wisely and carefully, and, steward our tax dollars. So much could be done to encourage citizen participation and involvement. Praying for you. And, believing with you for the best Library plan possible. You can do it!
- You just built that library with that fancy city hall. Why is it this city cannot think ahead? Anyone that saw that you put the library in that building knew it would be too small. It's like you all needed a library and built that as a temporary solution. And now want to spend more money and build. Same with that stupid stadium vote. Who is in your planning department? My child could plan better. Hopefully your planner will plan for parking as it seems this city can never plan for parking in anything they build. Thanks

**Partnerships**

- Partner with Prosper ISD to communicate the Study/Reading/Learning opportunities for Elementary, Middle, & High School Students.
- Would like the library to accept used books for donation to organizations in need.

**Access**

- Please work on access for all prosper residents

**N/A**

- -
- A
- N/A
- Na
- No
- No
- No
- No
- No
- No.
- None
- none
- None
- None at this time.
- Moved to Prosper when the library was in high school. Have not visited the new library.

# Prosper Community Library (PCL) Online Community Survey

*Data tables for full respondent base*

## Q1. Do you live in Prosper?

| Responses | Count | Percentage |
|---|---|---|
| Yes, and I receive a Town of Prosper Utility Bill. | 565 | 89.1% |
| Yes, but I do not receive a Town of Prosper Utility Bill. | 36 | 5.7% |
| I do not live in Prosper. | 33 | 5.2% |
| **Total** | 634 | |

## Q2. Do you have a library card for Prosper Community Library?

| Responses | Count | Percentage |
|---|---|---|
| Yes | 455 | 80.5% |
| No | 102 | 18.1% |
| Don't know | 8 | 1.4% |
| **Total** | 565 | |

## Q3. In the last 12 months, approximately how many times have you visited the Prosper Community Library or used its services? *Please include visits or calls to the building, using a study room, visits to the library's website and catalog, and use of digital services like Libby.*

| Responses | Count | Percentage | | |
|---|---|---|---|---|
| 0 | 116 | 20.5% | *non-users* | 38.8% |
| 1-2 | 103 | 18.2% | | |
| 3-6 | 111 | 19.6% | | |
| 7-19 | 128 | 22.7% | *users* | 61.2% |
| 20+ | 107 | 18.9% | | |
| **Total Responses** | 565 | | | |

## Q4. Why do you or members of your household use the library? *Please select all that apply.*

| Responses | Count | Percentage |
|---|---|---|
| To check out physical books, magazines, movies, hotspots, etc. | 266 | 76.9% |
| For entertainment or hobbies (programs, kits, craft books, etc.) | 139 | 40.2% |
| To download digital materials from services like Libby and cloudLibrary | 137 | 39.6% |
| To attend a program | 100 | 28.9% |
| To attend a storytime | 96 | 27.8% |
| To find study or research materials | 81 | 23.4% |
| To read, work, or study in a quiet place | 80 | 23.1% |
| To use a study room or Collaboration Station | 38 | 11.0% |
| To see friends and other people | 32 | 9.3% |
| To print/copy/scan/scan-to-email | 32 | 9.3% |
| To use online resources such as Mango and LinkedIn Learning | 30 | 8.7% |
| To use the library's Wi-Fi | 29 | 8.4% |
| To use the library's computers | 27 | 7.8% |
| To attend a meeting for a group you belong to | 23 | 6.7% |
| To use the 3D printer | 18 | 5.2% |
| For one-on-one help from library staff | 16 | 4.6% |
| To provide or receive tutoring | 14 | 4.0% |
| To take online classes or complete an online certification | 12 | 3.5% |
| To search or apply for a job | 6 | 1.7% |
| To charge a device | 4 | 1.2% |
| Other (Please specify) | 12 | 3.5% |
| **Total Unique Responses** | 346 | |
| **Total Responses** | 1,192 | |

## Q5. Why do you or members of your household not use the library, or do not use it more frequently? *Please select all that apply.*

| Responses | Count | Percentage |
|---|---|---|
| The children's area is too small. | 156 | 27.6% |
| The library doesn't have what I need. | 139 | 24.6% |
| The library's hours are not convenient for me. | 96 | 17.0% |
| It doesn't occur to me to go there. | 83 | 14.7% |
| I use the Internet to get information. | 77 | 13.6% |
| I don't have time. | 70 | 12.4% |
| I have other places to obtain books, DVDs, etc. | 66 | 11.7% |
| I can't find a place to sit and read. | 50 | 8.8% |
| The programs don't interest me. | 46 | 8.1% |
| I can't find a place to study. | 33 | 5.8% |
| I don't read a lot. | 32 | 5.7% |
| The library's website/app is hard to navigate. | 28 | 5.0% |
| The library is too far away. | 28 | 5.0% |
| I did not feel welcome when I visited. | 21 | 3.7% |
| The library doesn't have enough offerings in Spanish. | 5 | 0.9% |
| A health condition prevents me from going. | 3 | 0.5% |
| I don't have a way to get to the library. | 2 | 0.3% |
| I owe money for lost or damaged materials. | 1 | 0.2% |
| Other (Please specify) | 133 | 23.5% |
| **Total Unique Responses** | 565 | |
| **Total Responses** | 1,069 | |

## Q6. Do you use any other public libraries in the area? *Please select all that apply.*

| Responses | Count | Percentage |
|---|---|---|
| Frisco Public Library | 263 | 46.5% |
| I do not use other libraries. | 248 | 43.9% |
| McKinney Public Library System | 52 | 9.2% |
| Celina Public Library | 17 | 3.0% |
| Little Elm Public Library | 11 | 1.9% |
| Other (Please specify) | 26 | 4.6% |
| **Total Unique Responses** | 565 | |
| **Total Responses** | 617 | |

## Q7. How important to you are these spaces in the library?

| Responses | Very Important | Important | Not Important | Total |
|---|---|---|---|---|
| A space for books and other physical materials | 444 | 103 | 12 | 559 |
| | 79.4% | 18.4% | 2.1% | |
| A space for messy creativity and play | 197 | 175 | 167 | 539 |
| | 36.5% | 32.5% | 31.0% | |
| A space for displays of art and local history | 105 | 267 | 166 | 538 |
| | 19.5% | 49.6% | 30.9% | |
| A space for interactive exhibits | 154 | 247 | 138 | 539 |
| | 28.6% | 45.8% | 25.6% | |
| A space for community meetings | 168 | 241 | 134 | 543 |
| | 30.9% | 44.4% | 24.7% | |
| A space for making (e.g., 3D printing, cooking, art) | 177 | 222 | 140 | 539 |
| | 32.8% | 41.2% | 26.0% | |
| A space for outdoor activities (e.g., classroom, amphitheater, story walk) | 184 | 218 | 141 | 543 |
| | 33.9% | 40.1% | 26.0% | |
| A space for children | 442 | 97 | 22 | 561 |
| | 78.8% | 17.3% | 3.9% | |
| A space for teens | 333 | 177 | 41 | 551 |
| | 60.4% | 32.1% | 7.4% | |
| A space for library programs | 367 | 165 | 22 | 554 |
| | 66.2% | 29.8% | 4.0% | |
| A space to study and collaborate | 288 | 206 | 61 | 555 |
| | 51.9% | 37.1% | 11.0% | |
| A space to gather and socialize | 143 | 186 | 217 | 546 |
| | 26.2% | 34.1% | 39.7% | |
| A space to learn about local history | 106 | 262 | 173 | 541 |
| | 19.6% | 48.4% | 32.0% | |
| A space for quiet work and reading | 328 | 173 | 60 | 561 |
| | 58.5% | 30.8% | 10.7% | |

| | | | | |
|---|---|---|---|---|
| A space to buy and enjoy snacks and drinks | 54 | 129 | 351 | 534 |
| | 10.1% | 24.2% | 65.7% | |

## Q8. What would you like in a meeting space? *Please select all that apply.*

| Responses | Count | Percentage |
|---|---|---|
| Space for 6-8 people | 257 | 45.5% |
| Space for up to 25 people | 238 | 42.1% |
| Space for 2-5 people | 230 | 40.7% |
| Access to video conferencing and projection | 193 | 34.2% |
| A large conference table | 173 | 30.6% |
| A kitchenette | 76 | 13.5% |
| Space for 100 people or more | 72 | 12.7% |
| **Total Unique Responses** | 565 | |
| **Total Responses** | 1,239 | |

## Q9. What would you like in an outdoor space? *Please select all that apply.*

| Responses | Count | Percentage |
|---|---|---|
| Space for children to play | 364 | 64.4% |
| Access to Wi-Fi | 337 | 59.6% |
| Space for interactive experiences (e.g., story walk, sensory garden) | 308 | 54.5% |
| Space for outdoor programs | 294 | 52.0% |
| An amphitheater for events | 275 | 48.7% |
| Walking trails | 258 | 45.7% |
| Café space or seating | 249 | 44.1% |
| Space for informal gatherings | 212 | 37.5% |
| No preference | 44 | 7.8% |
| Other (Please specify) | 10 | 1.8% |
| **Total Unique Responses** | 565 | |
| **Total Responses** | 2,351 | |

## Q10. How would you like the new library to feel? *Please select all that apply.*

| Responses | Count | Percentage |
|---|---|---|
| Welcoming | 457 | 82.3% |
| Calm | 345 | 62.2% |
| Spacious | 331 | 59.6% |
| Light-filled | 307 | 55.3% |
| Inspiring | 303 | 54.6% |
| Cozy | 296 | 53.3% |
| Innovative | 291 | 52.4% |
| Colorful | 209 | 37.7% |
| Energetic | 170 | 30.6% |
| Historical | 120 | 21.6% |
| **Total Unique Responses** | 565 | |
| **Total Responses** | 2,829 | |

## Q11. Your age:

| Responses | Count | Percentage |
|---|---|---|
| Up to 17 | 2 | 0.4% |
| 18 to 24 | 7 | 1.2% |
| 25 to 39 | 173 | 30.6% |
| 40 to 64 | 320 | 56.6% |
| 65 and up | 54 | 9.6% |
| Prefer not to answer | 9 | 1.6% |
| **Total** | 565 | |

## Q12. Which description best fits your household? *Please select all that apply.*

| Responses | Count | Percentage |
|---|---|---|
| Family with young children in the household | 318 | 56.3% |
| Family with teens in the household | 176 | 31.1% |
| Family/adults without children in the household | 142 | 25.1% |
| Single person household | 12 | 2.1% |
| Prefer not to answer | 4 | 0.7% |
| **Total Unique Responses** | 565 | |
| **Total Responses** | 652 | |

## Q13. What is the best way for the library to communicate with you? *Please select all that apply.*

| Responses | Count | Percentage |
|---|---|---|
| Email | 407 | 72.0% |
| Social media (Instagram, Facebook, etc.) | 294 | 52.0% |
| Library website | 277 | 49.0% |
| Text message | 221 | 39.1% |
| Digital newsletter | 221 | 39.1% |
| Mailings from the library | 113 | 20.0% |
| In-library display screen | 75 | 13.3% |
| Word of mouth (library staff, friends, neighbors, etc.) | 51 | 9.0% |
| Library handouts | 39 | 6.9% |
| Local newspapers | 36 | 6.4% |
| Other (Please specify) | 2 | 0.4% |
| **Total Unique Responses** | 565 | |
| **Total Responses** | 1,736 | |

# TOWN LEADERSHIP INTERVIEW NOTES

MEETING 1

720 Design discussed the library project in Prosper, which began in May with data collection and community engagement, resulting in an almost 600-participant online survey. A town official detailed the town's rapid growth, leadership changes, and financial challenges, including a $210 million bond program and a $150 million new bond proposal. The library board emphasized the library's role as a community hub, suggesting integration with senior services and arts, and discussed the potential for a Library Foundation for private-public partnerships. The group also considered site options, including downtown and a large park, and the importance of architectural significance.

**Action Items**

- [ ] Explore the feasibility of establishing a library foundation.
- [ ] Invite the Prosper Youth Advisory Council to provide input on the library plans.
- [ ] Coordinate with the Parks and Recreation Department to discuss connecting trails and integrating the library with other community spaces.

Here is a summary of the key points from the transcript:

- The meeting discussed the future of the Prosper public library and how it can best serve the growing community.

- The group discussed the importance of the library as a community gathering space and hub, beyond just being a place for books. Ideas included integrating the library with other community amenities like parks, senior services, and arts/cultural spaces.

- There was discussion around finding the right location for the library, weighing options like downtown versus a more western site. Connectivity and walkability were emphasized as important factors.

- The group talked about engaging the youth community, especially the teen advisory board, to get their input on the library's future.

- Funding options were briefly touched on, including the potential to set up a library foundation to facilitate private donations and partnerships.

- Overall, the discussion focused on creating a 21st century library that serves as a central, vibrant community space for Prosper.

MEETING 2

The meeting focused on the Prosper Library's Facilities Master Plan. Key points included community input from 600 survey participants and three sessions with 15-20 people each. Discussions highlighted the need for more space, especially for children's programs, and the potential for a makerspace with 3D printers and other resources. The library's role in providing cultural and educational support, including ESL and GED classes, was emphasized. Suggestions included a historical section, a genealogy area, and a sensory room for special needs. Funding and partnerships with local organizations were also discussed to enhance the library's services and meet community needs.

**Action Items**

- [ ] Meet with Prosper ISD to get feedback from students on library needs and offerings.
- [ ] Explore partnership opportunities with local colleges and community organizations for programming and resource-sharing.
- [ ] Research grant funding sources that could support specialized library features and services.
- [ ] Coordinate with the Prosper Historical Society to consolidate and showcase the town's history within the new library.
- [ ] Investigate the feasibility of incorporating a genealogy research area and resources into the library design.

Here is a summary of the key points from the transcript:

- 720 Design, provided an overview of the work they have done so far, including community input sessions and tours of other libraries in the region.

- The group discussed ways the library can better support the growing Prosper community, such as offering more programming and events, expanding digital/online offerings, creating flexible community spaces, and partnering with local organizations.

- Specific ideas included adding a makerspace, business incubator space, ESL/GED classes, and areas for special needs patrons and local history/genealogy.

- There was discussion about marketing and raising awareness of the library's existing services and resources within the community.

- The group also talked about potential funding sources, including partnerships with the Economic Development Corporation, to support the library's expansion and improvements.

MEETING 3

The transcript from this Prosper Community Library meeting captures a discussion around library planning and community needs as part of the Prosper Library's facility master planning process. Key points from the conversation include:

1. **Community Growth and Library Needs:**
    - The community of Prosper has experienced rapid growth, and the library is seen as a central gathering space for residents. Community leaders discussed the importance of expanding library spaces to meet the needs of a growing population, particularly focusing on families with young children and older adults.
2. **Flexible and Collaborative Spaces:**
    - There was an emphasis on creating flexible spaces that can serve multiple purposes, including meeting rooms of various sizes that can be used for study groups, tutoring, and remote work. Attendees stressed the need for rooms that can accommodate different activities and have features like dividers to adjust room sizes.
3. **Teen and Family Engagement:**
    - The group highlighted the need for dedicated spaces for teens and young adults, noting that there aren't many places for teens to gather in Prosper. Programs and spaces that could support academic study, clubs, and social activities were seen as a priority.
4. **Makerspaces and Creative Areas:**
    - There was strong interest in incorporating technology and creativity into the new library through a Makerspace that includes tools like 3D printers and craft supplies. These spaces would support both individual and group activities, encouraging learning and innovation.
5. **Library as a Community Hub:**
    - The participants envisioned the library as a hub for community interaction, with spaces designed for socializing, hosting events, and informal gatherings. They discussed the importance of the library being easily accessible and located near downtown to help drive economic activity and foster community engagement.
6. **Balancing Tradition with Innovation:**
    - While the library needs to accommodate modern needs and technologies, the group emphasized that the space should still maintain a welcoming, small-town feel. Architectural features such as large windows, outdoor spaces, and comfortable seating areas were suggested to make the space both functional and inviting.

The discussion concluded with an emphasis on continuing to gather community input and ensuring the future library design reflects both current needs and the long-term vision for Prosper's growth.

MEETING 4

This transcript revolves around a focus group discussion on the future development of the Prosper Community Library and its role in supporting the growing community. Key points include:

1. **Library as a Community Hub:**
    - The library was seen as more than a traditional book repository; it was described as a neutral "Switzerland" where people could gather, think critically, and engage in community life. The participants emphasized the library's potential to serve as a meeting space for town events, staff gatherings, and educational opportunities.
2. **Multi-Purpose and Makerspace:**
    - There was significant interest in incorporating diverse spaces for community use, such as meeting rooms, makerspaces, and other creative areas. Maker activities, like 3D printing and classes on sewing, woodworking, and technology, were seen as valuable for both adults and kids. There was also a suggestion to provide training on how to use the equipment in the makerspace.
3. **Teen and Adult Programming:**
    - The group discussed the need to balance programming for children with offerings for teens and adults. While children's programming is currently a focus, there was a call for more creative and fun activities for adults. Programs should be diverse, ranging from creative workshops to civic services like passport assistance.
4. **Space for Meetings and Events:**
    - The participants highlighted a lack of meeting spaces in the town and suggested that the new library should address this need. Rooms for community events, small gatherings, and even outdoor spaces for movies or other events were proposed.
5. **Avoiding Duplication with Schools:**
    - Concerns were raised about duplicating services already offered by local schools, such as vocational training and large-scale performance spaces. However, the group recognized the library's potential to complement these services by offering programs and resources during times when school facilities are unavailable.
6. **Library Location and Design:**
    - The vision for the new library included incorporating elements of Prosper's history, such as windmills or silos, into the design. There was also a desire to locate the library centrally to make it accessible to all residents and encourage community interaction.
7. **Partnerships and Shared Resources:**
    - The group discussed potential partnerships with local organizations like the Economic Development Corporation (EDC) and nearby libraries to provide broader services, such as business incubators or passport services. Sharing resources, like parking, with other facilities was also mentioned as a way to maximize utility.

The session concluded with a focus on ensuring the library remains flexible, able to grow and adapt with Prosper's needs over time. Meeting rooms were a particularly high priority, with the acknowledgment that they are often fully booked, regardless of how many are provided.

MEETING 5

This transcript of the focus group centers around a discussion on the evolving needs of the Prosper community library as part of its long-term development plans. Key points include:

1. **Sense of Community:**
    - Prosper is highly valued for its close-knit, neighborly atmosphere, where residents feel connected, even outside of their immediate neighborhoods. This sense of community extends into the desire for the library to be a welcoming space that reflects these values.
2. **Family and Special Needs:**
    - A major focus was placed on ensuring the library continues to cater to families and those with special needs. Participants expressed the importance of integrating sensory-friendly design elements into the library, such as quiet rooms and controlled lighting, to accommodate children with sensory sensitivities.
3. **Library as a Cultural Hub:**
    - The library was envisioned as a central, multi-functional hub for the community, providing spaces not only for reading but also for social engagement, creativity, and cultural exchange. Ideas included having spaces for art, music, speakers, and even outdoor movie nights, reflecting the town's cultural richness.
4. **Flexible Spaces:**
    - Participants emphasized the need for the new library to be highly flexible, with various spaces to support different activities, such as study rooms, collaborative work areas, and community meeting spaces. The Frisco Library was frequently cited as a positive example of innovative space design that Prosper could draw from.
5. **Technology and Makerspace:**
    - There was strong interest in incorporating modern technologies, such as a Makerspace for creative projects like 3D printing, along with study areas that would cater to both quiet individual work and collaborative efforts.
6. **Central Location and Civic Engagement:**
    - Keeping the library close to Town Hall was a priority to maintain its role as a civic space, where residents could engage with town leaders and participate in community events. This proximity also ties into the town’s vision of making the library an accessible cultural center.
7. **Consideration for Future Growth:**
    - With Prosper’s rapid growth, the participants recognized the need for the library to be designed for long-term flexibility to accommodate changing community demographics. This included balancing the current needs of young families with the anticipated needs of an aging population.

8. **Strategic Planning and Funding:**
    - Discussion touched on the importance of strategic planning, including the potential for a library foundation to support funding needs. The group stressed the importance of building an excellent, thoughtfully designed facility that would serve the community for many years to come.

The session highlighted the participants' strong connection to the community and their desire for the library to evolve into a flexible, inclusive space that reflects Prosper's values while preparing for future growth.

MEETING 6

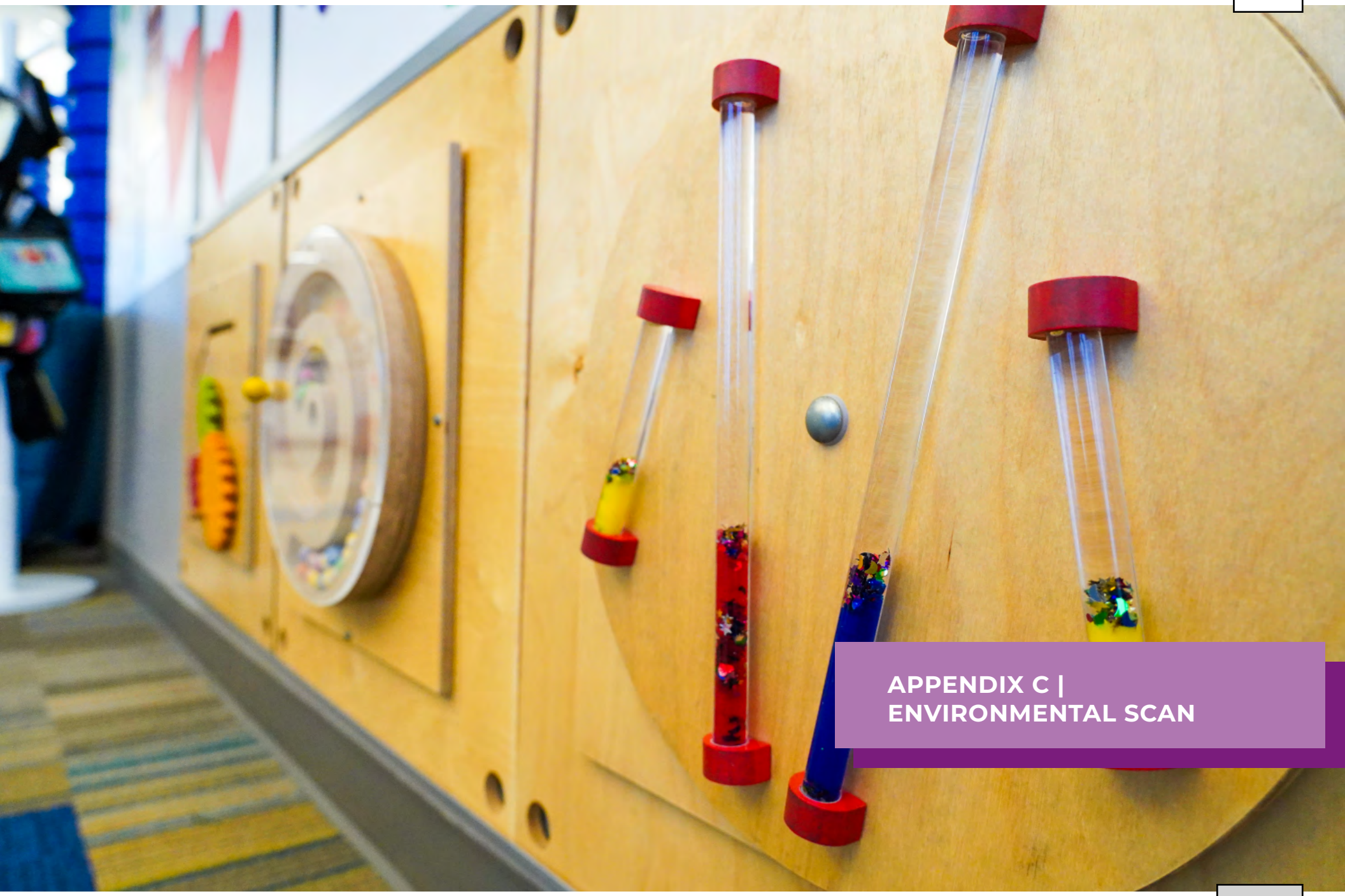
This transcript focuses on the development of the Prosper Community Library, gathering leadership perspectives on how the library should evolve to serve the growing community. Key points discussed include:

1. **Community Growth and Needs:**
    - As Prosper continues to grow, the library must adapt to meet the needs of various demographic groups, including families with young children, teens, seniors, and a growing diverse population. The leadership discussed the importance of creating spaces that cater to these groups, including study rooms for students, comfortable reading spaces for adults, and accessible areas for children and seniors.
2. **Library as a Gathering Space:**
    - A recurring theme was the idea of the library as a community gathering space. Leaders emphasized the importance of flexible, multi-functional spaces that could serve as study rooms, meeting rooms, and comfortable areas for casual reading or working. Study rooms were particularly highlighted as being in high demand, with participants noting the need for more of these spaces in any future design.
3. **Technology and Digital Resources:**
    - Digital resources, such as e-books and audiobooks, were discussed, though it was noted that Prosper's community has a relatively lower uptake of digital materials compared to other regions. Suggestions were made to explore ways to improve access and use of digital resources, while also recognizing the community's strong preference for physical books. The idea of Makerspaces and high-tech areas, including virtual and augmented reality features, were proposed as potential additions to serve the growing community.
4. **Cultural Inclusivity:**
    - There was strong support for ensuring the library reflects the cultural diversity of Prosper. Suggestions included expanding the collection to include books in various languages and materials that cater to the different cultural backgrounds present in the town. Outreach programs and collaborations with local faith and cultural groups were also encouraged to strengthen the library's role as a community hub.
5. **Library Expansion and Location:**
    - The need for a new or expanded library was discussed in depth, with some debate over whether one large central location or smaller outposts would better serve the community. A balance between providing resources in a central location and improving accessibility, particularly for residents in the western part of town, was considered. Some participants suggested the possibility of alternative solutions, such as book lockers or mobile services, to increase library access.
6. **Safety and Security:**

- Concerns about safety, particularly around children's spaces, were raised. The leadership discussed ways to ensure the library remains a safe, welcoming environment for all users, with potential investments in security measures like cameras and ensuring visibility throughout the building.

7. **Long-Term Planning and Excellence:**
    - Participants stressed the importance of designing a library that meets the long-term needs of Prosper, reflecting the town's focus on excellence in everything it builds. They emphasized the need to think ahead, ensuring the library is designed to serve the community for decades without requiring significant expansions or overhauls in the near future.

The discussion concluded with participants expressing their commitment to creating a library that reflects Prosper's values and demographics, aiming to make it a key cultural and educational hub for the town. The leadership encouraged further input as the planning process continues.



# APPENDIX C | ENVIRONMENTAL SCAN

# Environmental Scan

## Prosper Community Library

A comparison of Prosper Community Library's performance with similar entities and against recognized standards provides an opportunity to identify areas of excellence, as well as areas of underperformance that may require specific interventions or further study. Benchmarking is an accurate "picture in time" that establishes baselines the library can measure progress toward its goals against.

2024.09.27

Ivy Group

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# Introduction

This study is an examination of public libraries in the Dallas area. By comparing their output measurements with benchmarking, Prosper Community Library can set goals based on the expected buildout of Prosper and similar library service in the area.

Findings must be viewed within a library's unique context—including its community demographics, facilities, finances, and management structure—and be approached with an open mind and curiosity. They should be used in concert with other tools, such as surveys and customer feedback, to accurately profile institutional performance.

As an example of the importance of context, benchmarking and national rankings tend to show that the majority of high-performing libraries are well-funded, serve highly educated and affluent populations, offer large collections, and operate multiple outlets. Of course, it is possible for a library to excel without any of these elements, but the reasons will vary and are still based on local conditions.

The data available can be overwhelming to gather and process. It's best to "start small" and look at the statistics most important to the planning initiative, vision, concerns, and projects at hand. Above- or below-average performance can be the result of unexpected factors. For example, public libraries in college towns often have below-average reference numbers due to the presence of academic libraries and tech-savvy customers in their service area. Other libraries can have relatively low program attendance if they are in communities with a wealth of cultural and recreational offerings.

Library statistics reflect transactions and outputs, whereas patron outcomes—or the actual changes in user behavior that libraries create—are the most compelling measures of library success. Outcome assessments are more difficult to conduct and are typically applied to specific projects or grants as opposed to overall library operations. For example, a library can collect and benchmark the number of children registered for Summer Reading (output), but the change in reading ability and scores after participation (outcome) requires additional data from schools or parents. Benchmarking does not include outcome measures.

Many statistics have hidden "cause-and-effect" relationships. For example, libraries with short loan periods and automatic or multiple renewal options will tend to have larger circulation numbers than peers with longer loan periods and fewer renewals. Another example is personnel costs, which often reflect the size and number of floors in a building, as well as the hours a facility is open to the public. It is always important to consider and explore the causes of comparative statistics of concern.

# Research Objectives

The specific objectives of the study are to:

- Compare PCL's performance to area libraries serving similar communities
- Highlight areas of excellence and underperformance that may require further study or attention
- Set goals for facility use and staffing in the reimagined Prosper Community Library facility
- Provide concrete and persuasive data for advocacy, reports to elected officials, fundraising, and grant applications

# Research Methodology

## Peer Set

Prosper Community Library provided a list of eight public libraries throughout the region that serve communities with similar demographics. These peer libraries tend to be larger, with larger budgets, making them aspirational targets as Prosper reaches buildout and the library grows.

## Data Set

Data reflects past performance. The study's basis is statistics collected by the Texas State Library and Archives Commission for the Texas Public Libraries Annual Report for 2022, the most current information publicly available at the time this report was prepared. More information about the data set and variables can be found at tsl.texas.gov/ldn/statistics.

## Calculations

Data for Prosper Community Library and peer libraries was pulled from the Texas Public Libraries Annual Report for 2022 in May 2024. For each variable, a mean, median, and rank were calculated for comparisons. Calculated variables are noted with an asterisk (*).

The state average is calculated by dividing the sum of each measure by the number of libraries in Texas submitting data for the annual report, regardless of size. The national average is derived in the same manner, but with all libraries reporting data to the Institute of Museum and Library Services' most recent publicly available Public Library Survey (FY21). Some statistics may need to be supplemented with additional information to be meaningful and actionable. For example, the number of holdings alone does not take into account the age, condition, or other attributes that fully describe the quality of the collection.

### Composite Libraries

To compare PCL to other libraries that roughly serve both the current population of its service area and the expected build-out population of Prosper, we created two "composite" libraries.

Composite Library 25,001–50,000 represents the averages of all measurements for the 67 Texas libraries that serve between 25,001 and 50,000 residents (Prosper's current size). Meanwhile, Composite Library 50,001–100,000 represents the 37 Texas libraries that serve between 50,001 and 100,000 residents (Prosper's projected size). All data comes from the Texas State Library and Archives Commission and represents fiscal year 2022, except where noted.

# Peer Set

Benchmarking begins with identifying neighboring peer institutions that serve communities comparable to Prosper's anticipated buildout size. PCL provided the Ivy Group with a self-selected peer group of public libraries near Dallas.

| | Total Locations* | Service Area Population | Total Expenditures | Total Facility Sq. Ft. |
|---|---|---|---|---|
| **Prosper Community Library** | **1** | **33,356** | **$631,895** | **9,627** |
| Anna Community Library | 1 | 27,501 | N/A | 32,500** |
| Celina Public Library | 1 | 25,456 | $313,222 | 24,000*** |
| Cozby Library and Community Commons | 1 | 42,223 | $2,012,064 | 32,270 |
| Flower Mound Public Library | 1 | 107,750 | $2,088,779 | 40,000 |
| Frisco Public Library**** | 2 | 219,587 | $6,784,050 | 158,068 |
| Keller Public Library | 1 | 45,397 | $1,863,368 | 22,500 |
| Little Elm Public Library | 1 | 71,372 | $631,465 | 9,760 |
| McKinney Public Library System | 2 | 202,690 | $3,762,159 | 67,000 |
| Southlake Public Library | 1 | 31,105 | $944,815 | 12,175 |
| Mean | 1.2 | 80,782 | $2,339,824 | 40,790 |
| Median | 1 | 43,810 | $1,937,716 | 28,135 |
| PCL Rank | 3 | 7 | 7 | 10 |

*Total Locations includes central and branch libraries.

** For new facility scheduled to open in 2025

*** For expanded facility scheduled to open in 2026

**** 2023 data

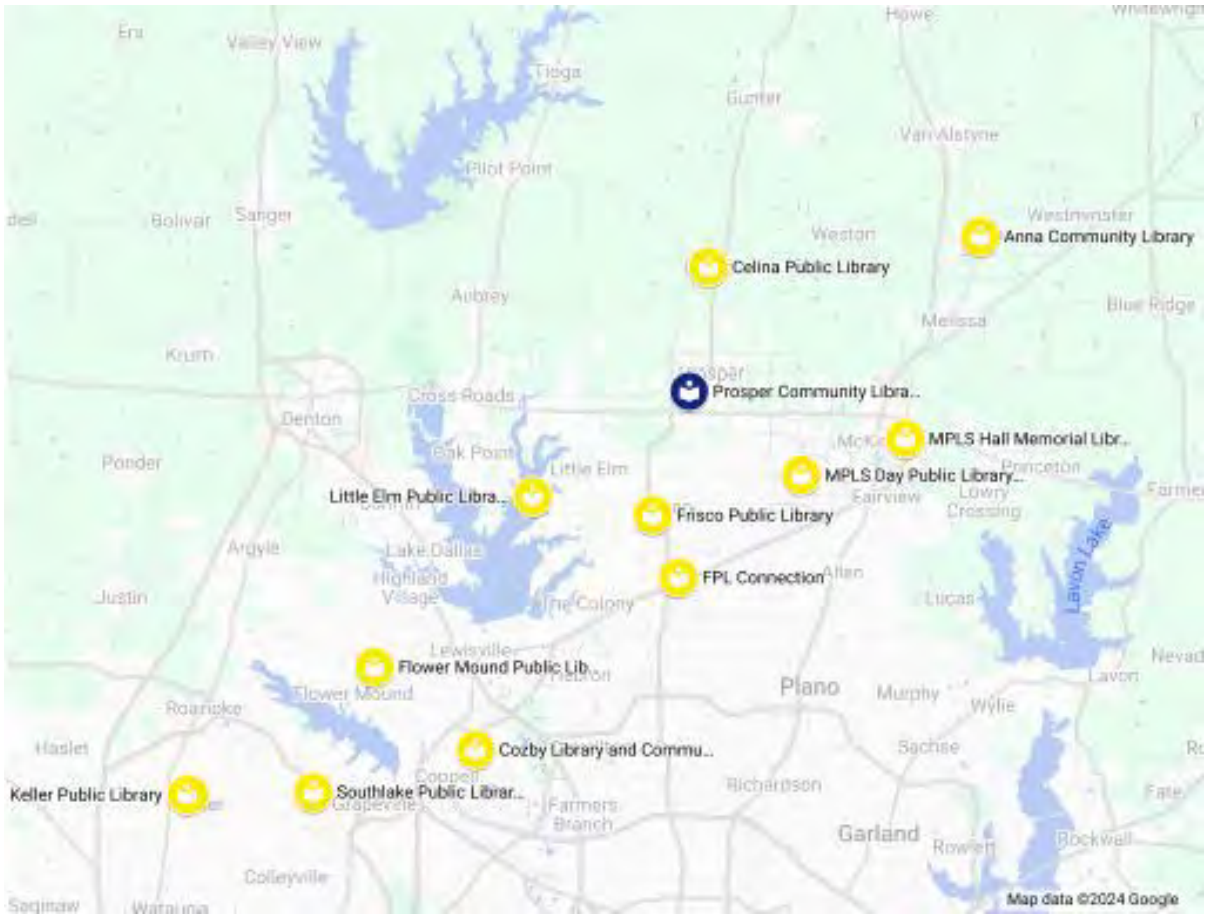
The Celina Public Library is in the midst of an expansion and Anna Community Library is creating its first facility. Because they haven't reported statistics in their new facilities, they are not included elsewhere in this peer set.

The composite libraries, national, and state averages are valuable for comparing PCL to libraries serving similar population sizes but are not considered part of the peer set.

| | Total Locations | Service Area Population | Total Expenditures | Main Facility Sq. Ft. |
|---|---|---|---|---|
| Composite Library 25,001–50,000 | 1.2 | 34,782 | $840,375 | 17,381 |
| Composite Library 50,001–100,000 | 1.3 | 67,833 | $1,507,061 | 29,771 |
| State Average | 1.6 | 51,452 | $1,191,416 | 16,058 |
| National Average | 1.7 | 31,295 | $1,331,145 | _ |

Peer sets have value beyond this report. Sharing information on a regular basis with peer libraries can be a worthwhile activity, providing more precise and comprehensive benchmarks and facilitating productive discussions about best practices.

**Map of Peer Set Locations**



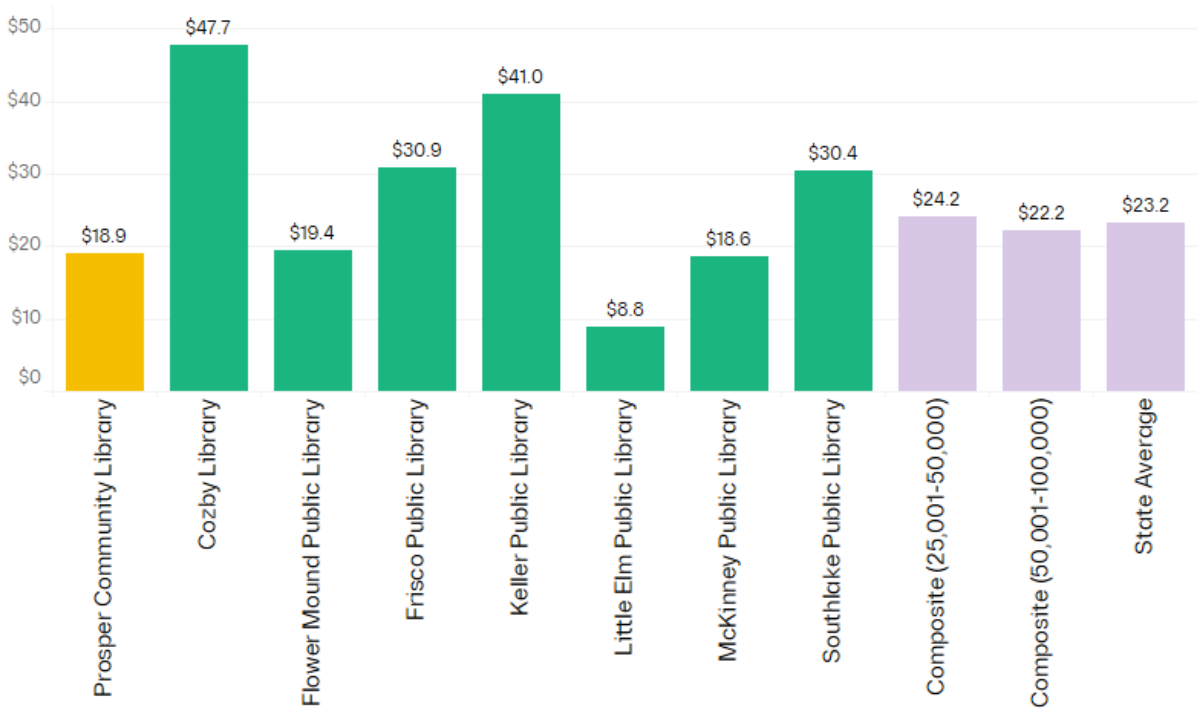

Prosper Community Library is marked blue. Peer set libraries are marked yellow.

# Summary of Findings

Within the peer set, Ivy Group calculated the mean and median performance for each measure, as well as the Prosper Community Library's comparative ranking among the selected libraries.

The entire peer set is in line with the state average in total revenue and expenditures per capita. We will explore how the peer set compares to the composite libraries and state averages in performance measurements.

**Expenditures per Capita**



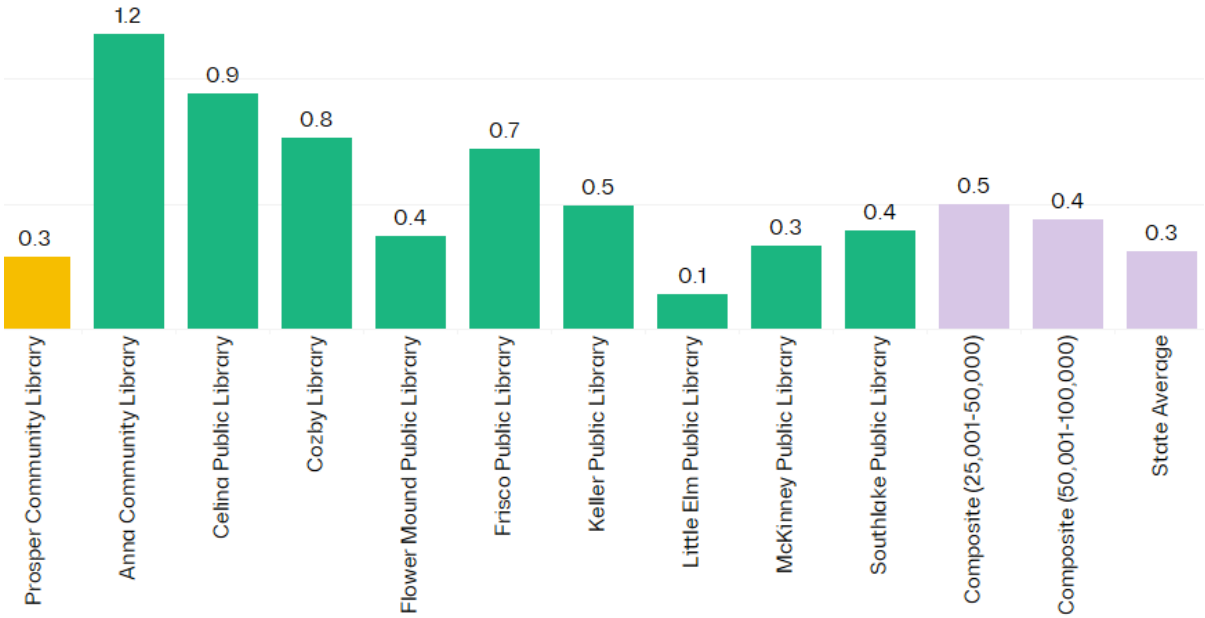

| | Total Revenue per Capita | Total Expenditures per Capita |
|---|---|---|
| **Prosper Community Library** | **$19.73** | **$18.94** |
| Cozby Library and Community Commons | $48.09 | $47.65 |
| Flower Mound Public Library | $20.10 | $19.39 |
| Frisco Public Library | $30.91 | $30.89 |
| Keller Public Library | $43.03 | $41.05 |

| | | |
|---|---|---|
| Little Elm Public Library | $9.12 | $8.85 |
| McKinney Public Library System | $18.56 | $18.56 |
| Southlake Public Library | $30.38 | $30.38 |
| Mean | $27.49 | $26.96 |
| Median | $25.24 | $24.88 |
| PCL Rank | 6 | 6 |
| Composite Library 25,001–50,000 | $27.39 | $24.16 |
| Composite Library 50,001–100,000 | $22.93 | $22.22 |
| State Average | $24.13 | $23.16 |
| National Average | $48.16 | $42.54 |

# Facility

**As Prosper Community Library plans for the future, it is helpful to use the data and rankings to set goals for the expanded building based on the larger facility sizes of its peers.**

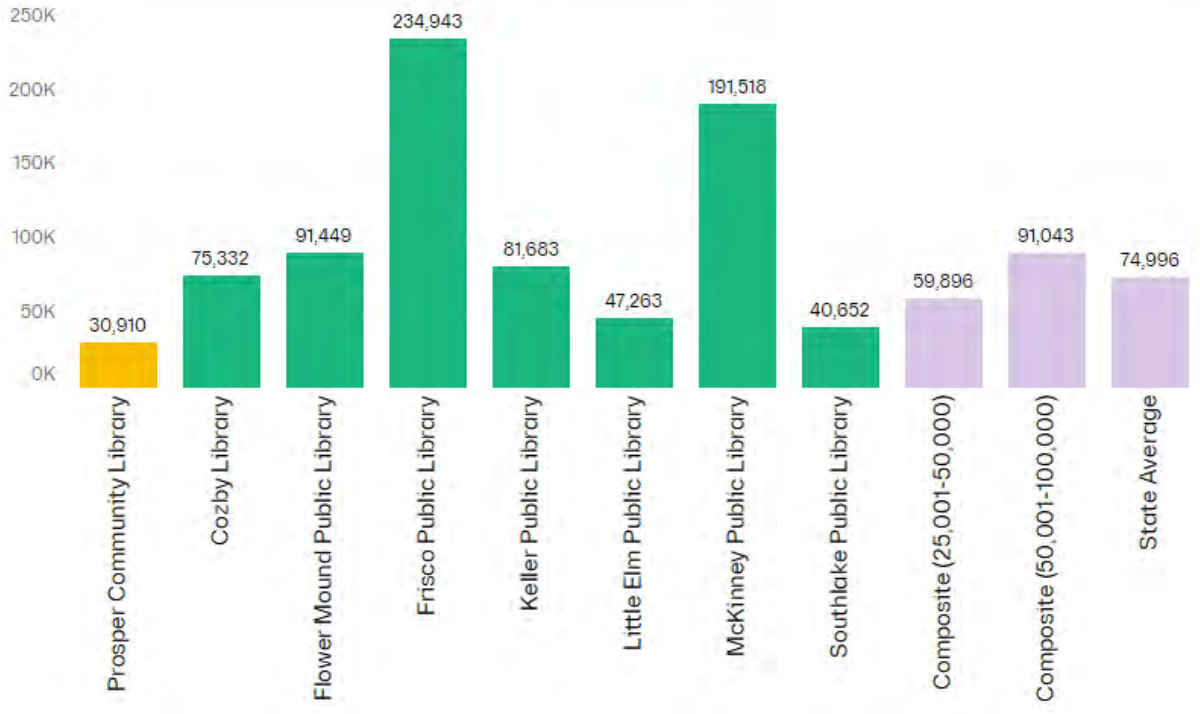
**Square Footage per Capita**




The state recommends that public library facilities offer 0.8 square feet per capita. All of the peers either have larger facilities than Prosper Community Library, or are building larger buildings, but currently only four peers meet or exceed the state guideline.

PCL staff are servicing a facility that is 82% smaller by square footage than the peer set average, necessitating fewer FTE employees in PCL's current building.

**Total Physical Items**



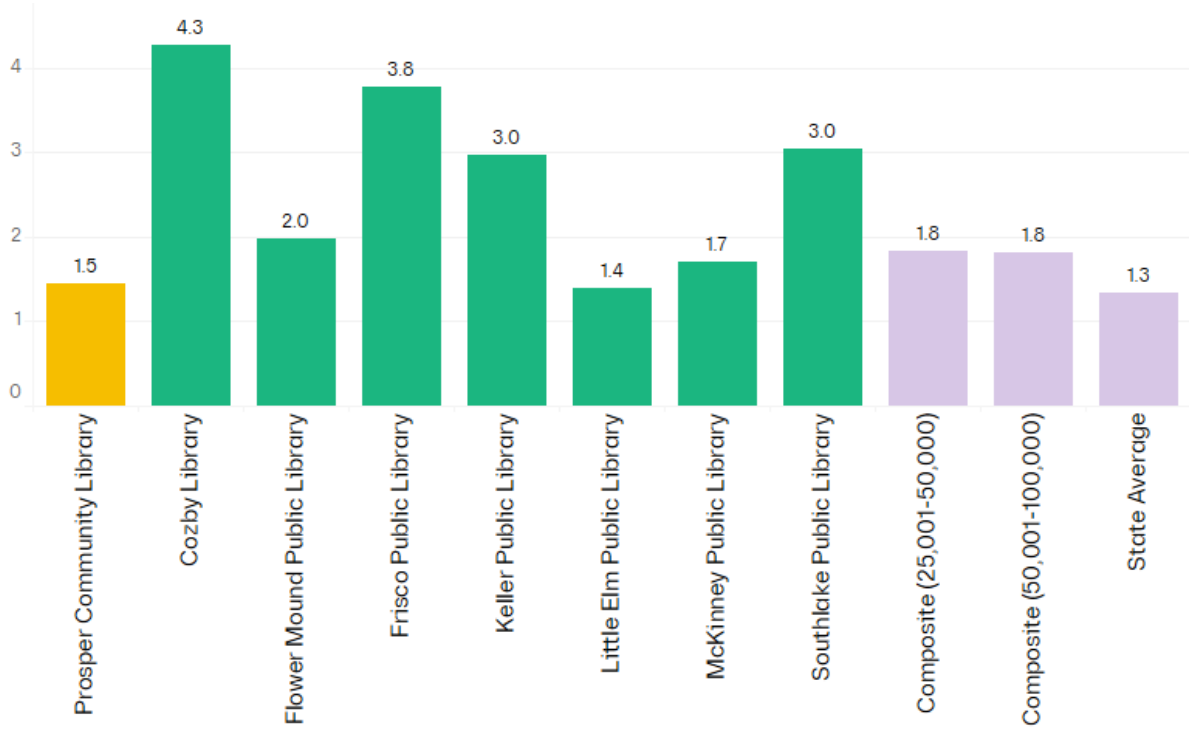

PCL is near the bottom of the peer set for total physical items (8th) and digital units (7th). It also houses fewer physical items than the composite libraries. This is likely correlated with PCL's current facility size. However, PCL also ranks low (5th) in physical books per capita, indicating room for growth, especially in high-demand titles that will not stress limited shelf space.

PCL ranks 10th for facility square footage, suggesting that the other libraries in the peer set have more dedicated space for programs and physical items.

The smaller composite library has 298.5% more Wi-Fi sessions per capita, which may mean similar libraries have more places for people to sit and use their devices.

PCL is 8th for annual visits, with fewer than the peer set average (80.1%), the larger composite libraries (60.8%), and the smaller composite libraries (23.9%).

**Visits per Capita**




**Recommended areas for investigation:**

- As the Library moves into a larger facility, will its staffing levels need to rise as it approaches the peer set average of 54,647 square feet of facility space?
- How can PCL analyze circulation data to determine which collections to expand in a larger facility?
- Will increasing dedicated programming space allow PCL to offer more or larger programs to meet community demand?
- Can seating and study spaces be enhanced to encourage personal device use on the Wi-Fi network?

| | Square Footage | Service Area Population | Sq. Ft. per Capita |
|---|---|---|---|
| **Prosper Community Library** | **9,627** | **33,356** | **0.3** |
| Anna Community Library | 32,500* | 27,501 | 1.2 |
| Celina Public Library | 24,000** | 25,456 | 0.9 |
| Cozby Library and Community Commons | 32,270 | 42,223 | 0.8 |
| Flower Mound Public Library | 40,000 | 107,750 | 0.4 |

| | | | |
|---|---|---|---|
| Frisco Public Library | 158,068*** | 219,587 | 0.7 |
| Keller Public Library | 22,500 | 45,397 | 3.5 |
| Little Elm Public Library | 9,760 | 71,372 | 0.1 |
| McKinney Public Library System | 67,000 | 202,690 | 0.3 |
| Southlake Public Library | 12,175 | 31,105 | 0.4 |
| PCL Rank | 10 | 7 | 9 |
| Composite Library 25,001–50,000 | 17,381 | 34,782 | 0.5 |
| Composite Library 50,001–100,000 | 29,771 | 67,833 | 0.4 |
| State Average | 16,058 | 51,452 | 0.3 |

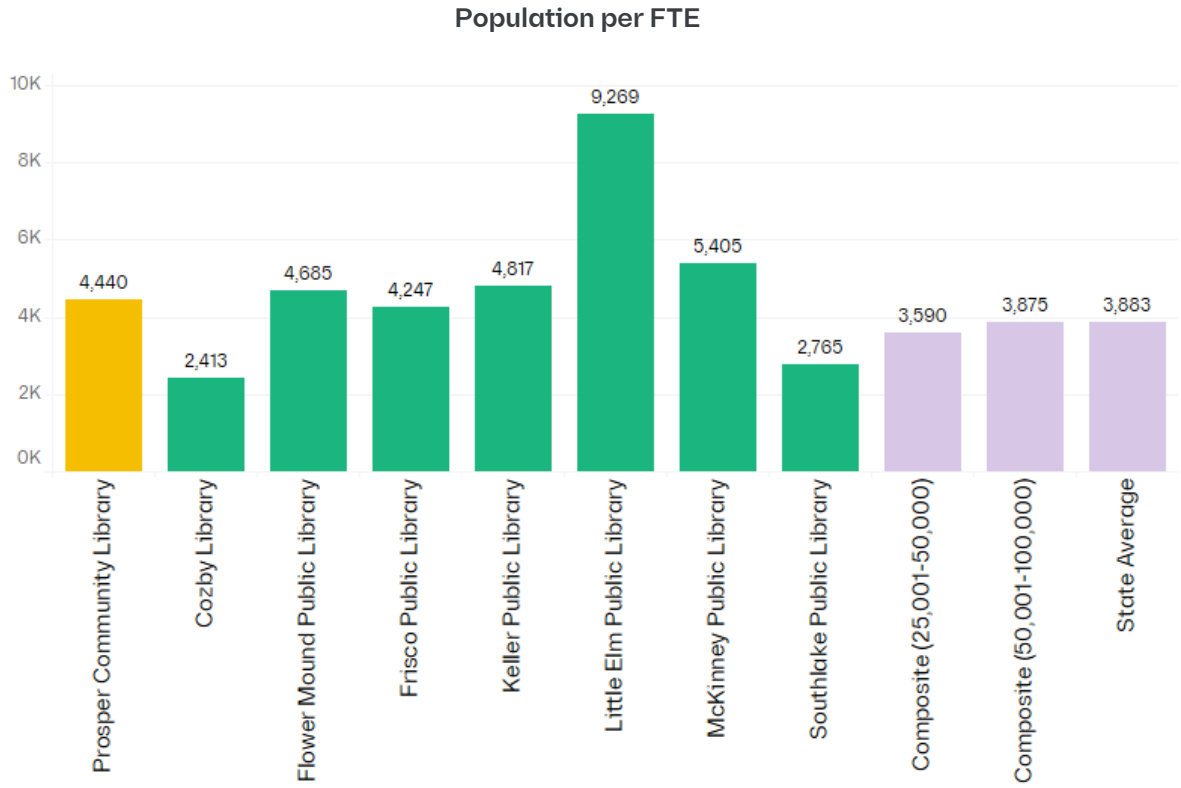
* For new facility scheduled to open in 2025

** For expanded facility scheduled to open in 2026

*** 2023 data

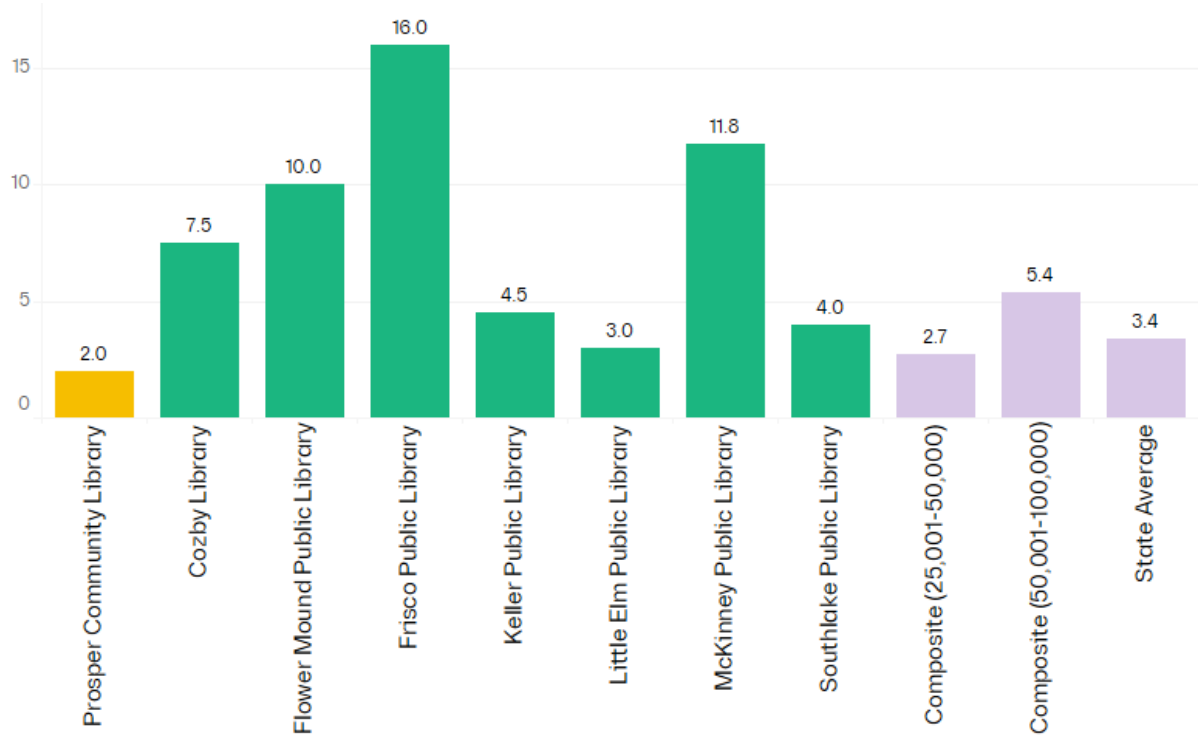
# Staff

**PCL employs fewer librarians with MLS/MLIS degrees from ALA accredited graduate programs and total full-time staff equivalents (FTE) than its peers but its population to staff ratio is in line with the peer set average.**




PCL's population per FTE is close to the peer set average, indicating that Prosper residents are receiving one-on-one help when they need it. Ranked 8th for volunteer hours reported, PCL relies on its staff for nearly all aspects of library service.

**Librarians with MLS/MLIS**




PCL employs fewer FTE staff with an MLS/MILS degree than the peer set, both composite libraries, and the state and national averages. Prosper Community Library has a lower percentage of staff with an MLS than the libraries under consideration. At 27%, the proportion of librarians to FTE staff is lower than the peer set average of 38%, the composite libraries' 45% (25,001–50,000) and 35% (50,001–100,000), and the state's 61%. This may indicate that the other libraries have larger departments with more MLS librarians as managers and public-facing staff.

In order to recruit and retain staff, PCL should examine the difference in benefits across the peer set. PCL ranks 7th in salaries and 8th in benefits. Benefits can include health care, insurance, scholarships, and loan forgiveness programs. Because the cost of living is increasing in Prosper and the city is drawing from the same labor pool as the peer set, PCL may need both competitive salaries and benefits to attract leading candidates.

PCL ranks 1st in the peer set for staff expenditures as a percentage of total expenditures (82%), which is higher than both composite libraries and the state and national averages. It sits in the middle of the peer set for staff expenditures per capita, indicating that staffing is in line with the current population size, but staff size will need to increase as more residents move into Prosper.

**Recommended areas for investigation:**

- Will PCL need to find additional revenue to offer competitive compensation packages and bring staff expenditures in line with the peer set as Prosper approaches buildout?

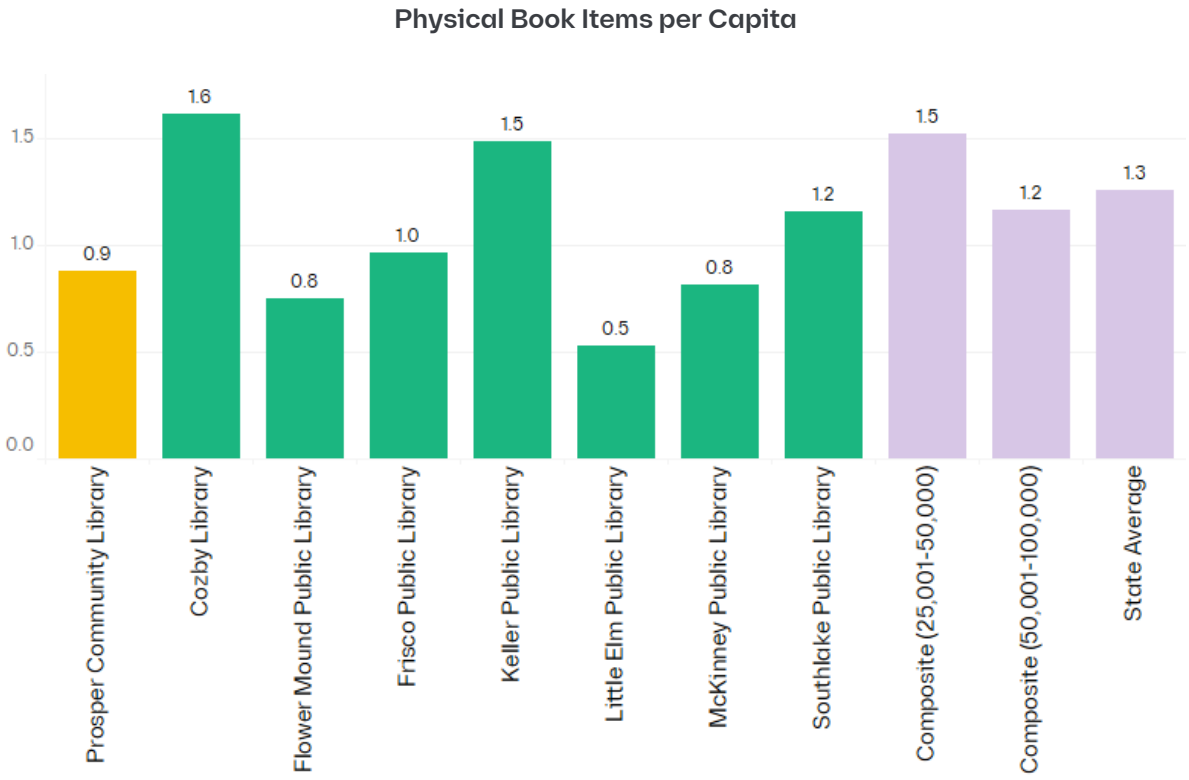
- How can the Library leverage volunteers and partnerships to support the work of the staff?

## Staffing Data

| | Prosper Community Library | Cozby Library and Community Commons | Flower Mound Public Library | Frisco Public Library | Keller Public Library | Little Elm Public Library | McKinney Public Library System | Southlake Public Library | Mean | Median | Rank | Composite Library 25,001-50,000 | Composite Library 50,001-100,000 | State Average | National Average |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| # LIBRARIANS W/MLS | 2 | 8 | 10 | 16 | 5 | 3 | 12 | 4 | 7 | 6 | 8 | 3 | 5 | 3 | 4 |
| # LIBRARIANS | 0 | - | - | - | - | - | 2 | - | 0 | - | 2 | 2 | 1 | 1 | 5 |
| SHARE OF LIBRARIANS W/MLS* | 99.4% | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% | 85.5% | 100.0% | 98.1% | 100.0% | 7 | 61.4% | 89.3% | 71.0% | 41.0% |
| # OTHER FTE STAFF | 5.5 | 10.0 | 13.0 | 37.7 | 4.9 | 4.7 | 23.8 | 7.3 | 13.4 | 8.6 | 6 | 5.3 | 11.5 | 8.5 | 9.2 |
| # TOTAL FTE STAFF | 7.5 | 17.5 | 23.0 | 51.7 | 9.4 | 7.7 | 37.5 | 11.3 | 20.7 | 14.4 | 8 | 9.7 | 17.5 | 13.2 | 14.3 |
| SHARE OF FTE STAFF = LIBRARIANS* | 26.8% | 42.9% | 43.5% | 30.9% | 47.7% | 39.0% | 36.7% | 35.6% | 37.9% | 37.8% | 8 | 45.4% | 34.5% | 61.2% | 61.2% |
| POPULATION PER FTE STAFF* | 4,440 | 2,413 | 4,685 | 4,247 | 4,817 | 9,269 | 5,405 | 2,765 | 4,755 | 4,562 | 5 | 3,590 | 3,875 | 3,883 | 2,193 |
| SALARIES FOR ALL STAFF | $ 409,920 | $ 1,081,788 | $ 1,177,985 | $ 3,494,939 | $ 773,225 | $ 363,217 | $ 2,036,553 | $ 519,619 | $ 1,232,156 | $ 927,507 | 7 | $ 420,556 | $ 808,981 | $ 574,578 | $ 648,964 |
| BENEFITS FOR ALL STAFF | $ 108,820 | $ 470,224 | $ 360,666 | $ 1,336,355 | $ 281,867 | $ 119,182 | $ 972,732 | $ 155,324 | $ 475,646 | $ 321,267 | 8 | $ 150,489 | $ 264,763 | $ 234,406 | $ 262,547 |
| TOTAL STAFF EXPENDITURES | $ 518,740 | $ 1,552,012 | $ 1,538,651 | $ 4,831,294 | $ 1,055,092 | $ 482,399 | $ 3,009,285 | $ 674,943 | $ 1,707,802 | $ 1,296,872 | 7 | $ 571,045 | $ 1,073,744 | $ 808,983 | $ 911,514 |
| STAFF EXPENDITURES AS % OF TOTAL EXPENDITURES * | 82.1% | 77.1% | 73.7% | 71.2% | 56.6% | 76.4% | 80.0% | 71.4% | 73.0% | 66.9% | 1 | 68.0% | 71.2% | 67.9% | 68.5% |
| STAFF EXPENDITURES PER CAPITA* | $ 15.55 | $ 36.76 | $ 14.28 | $ 22.00 | $ 23.24 | $ 6.76 | $ 14.85 | $ 21.70 | $ 21.18 | $ 29.60 | 5 | $ 16.42 | $ 15.83 | $ 15.72 | $ 29.13 |
| TOTAL VOLUNTEER HOURS | 31 | 1,252 | 1,588 | 10,719 | 1,464 | 1,463 | 5,154 | 4,555 | 3,278 | 1,526 | 8 | 1,600 | 2,037 | 1,222 | - |

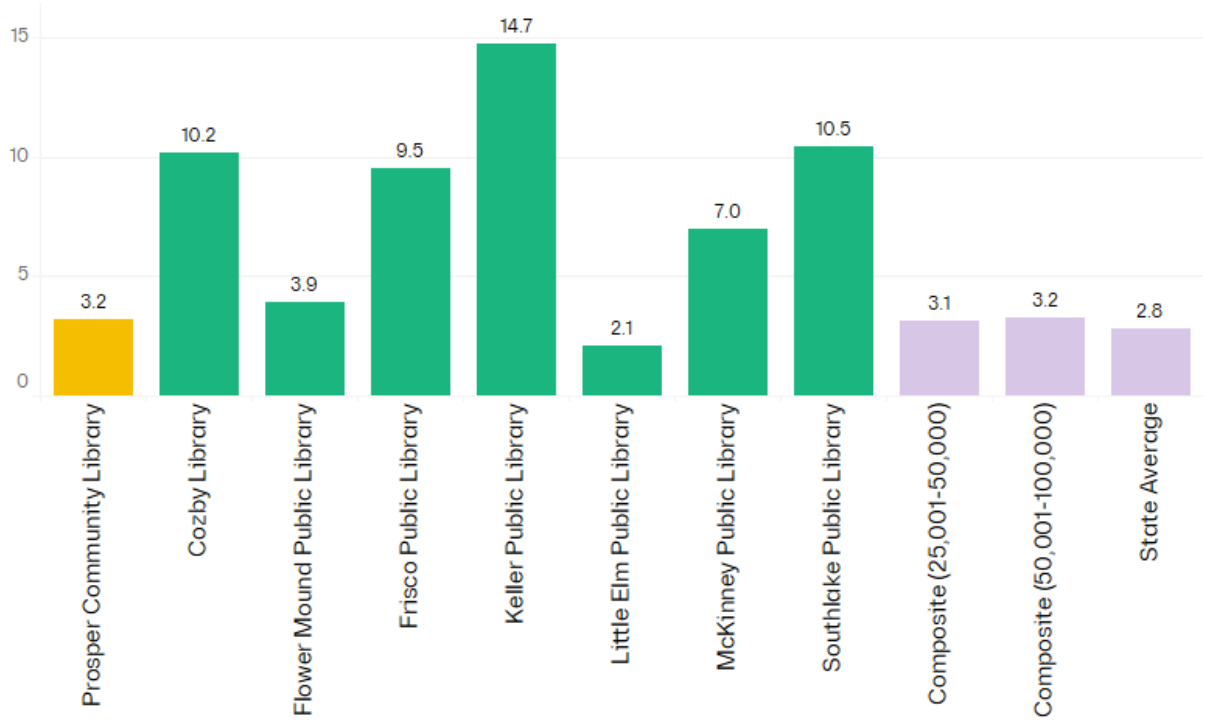
# Collections

**PCL has the opportunity to offer highly relevant, in-demand titles in a larger facility.**



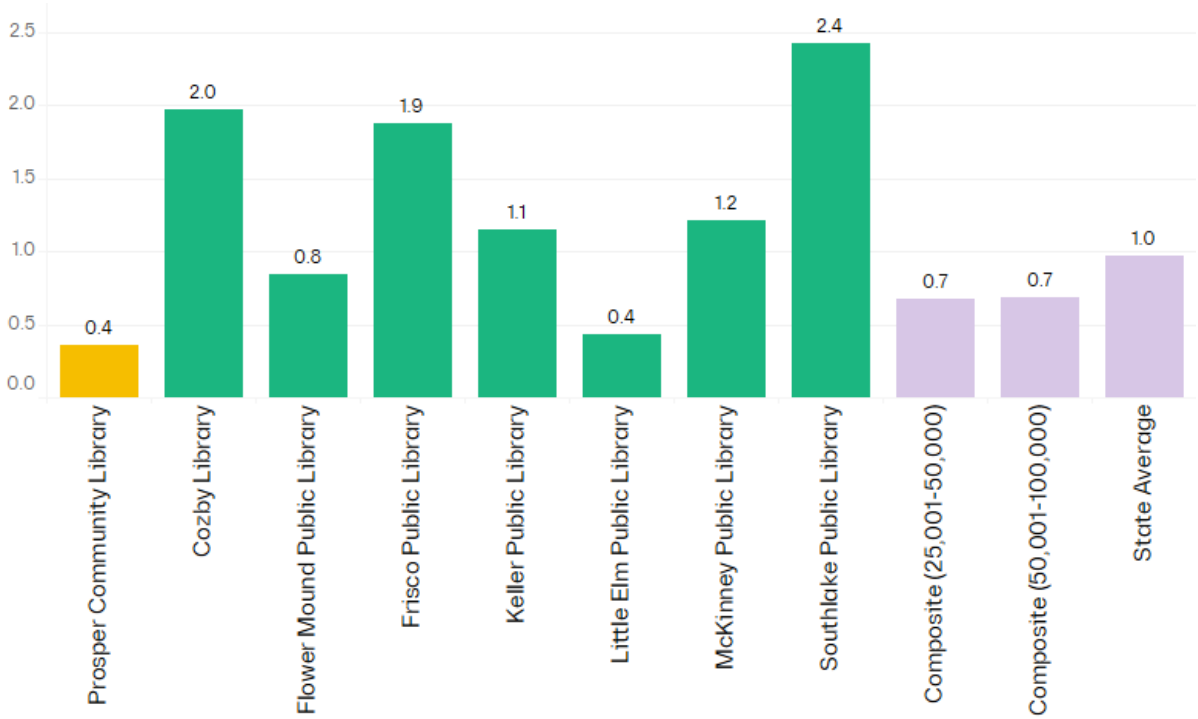

Prosper Community Library has a large physical book collection (5th per capita within the peer set). Total physical circulation per capita is lower than both composite libraries and the state average, and PCL ranks 8th within the peer set. 90.1% of PCL's total circulation is driven by its physical collection, which ranks 3rd in the peer set for physical items as percentage of total circulation, and above each composite library's 83% and the state average of 75%.

## Physical Circulation per Capita




Low physical circulation numbers indicate an opportunity to improve access. PCL ranks 8th in circulation of physical items, circulation of digital units, and total circulation. Conversely, PCL is 4th in total circulation per material, suggesting that the materials on offer are relevant to the community's interests.

**Digital Circulation per Capita**




The Library's digital collection circulation and digital circulation per capita both rank 8th within the peer set. Increased promotion coupled with expansion of the digital holdings will bring the Library in line with public libraries in the region.

**Collection Materials Expenditures per Capita**

PCL's expenditures reflect its smaller collection size. It ranks 8th for total collection expenditures and collection expenditures as a percentage of total expenditures. It spends 41% less on collections than Composite Library (25,001–50,000), 69% less than Composite Library (50,001–100,000), and 62.7% less than the state average. Spending is low for the population size, with PCL ranking 7th in collection expenditures per capita.

All libraries in the peer set offer 77 Texshare databases to their communities. PCL offers half as many local-licensed databases as the peer set average. PCL users are less likely to successfully retrieve items from the databases (335 items) than the peer set average (56,988). Databases typically require a library card number or login to use or are hard to discover through a library website or catalog. PCL's low ranking indicates that its databases are harder to find and that more can be done to promote these resources and train patrons on their use. These numbers are affected by Prosper's smaller population than the peer set average.

**Recommended areas for investigation:**

- Can PCL explore multi-year funding sources to increase its materials budget and incrementally expand the collection over time?
- Along with insights from PCL's ILS, what data can the Library leverage to develop its collection according to community interests after the initial opening day collection purchase?
- What proportion of PCL's current collection is in storage, and how will making those items more accessible in the new facility increase circulation?

- Can PCL optimize online request forms and other public engagement to identify community priorities in expanding the collection?
- How do wait times for digital items affect circulation numbers across the peer set?
- How can the Library better market its existing digital offerings while planning for future expansion?

## Collections Data

| | Prosper Community Library | Cozby Library and Community Commons | Flower Mound Public Library | Frisco Public Library | Keller Public Library | Little Elm Public Library | McKinney Public Library System | Southlake Public Library | Mean | Median | Rank | Composite Library 25,001-50,000 | Composite Library 50,001-100,000 | State Average | National Average |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| PHYSICAL BOOK ITEMS | 29,405 | 68,057 | 81,093 | 211,430 | 67,290 | 37,636 | 165,313 | 35,967 | 87,024 | 67,674 | 8 | 52,808 | 79,182 | 64,707 | 68,240 |
| PHYSICAL BOOK ITEMS PER CAPITA* | 0.9 | 1.6 | 0.8 | 1.0 | 1.5 | 0.5 | 0.8 | 1.2 | 1.1 | 1.5 | 5 | 1.5 | 1.2 | 1.3 | 2.2 |
| PHYSICAL AUDIO ITEMS | 326 | 1,456 | 2,913 | 746 | 3,567 | 1,068 | 7,233 | 712 | 2,253 | 1,262 | 8 | 2,161 | 3,879 | 2,917 | 4,037 |
| PHYSICAL AUDIO ITEMS | 1,069 | 5,535 | 6,332 | 21,991 | 10,189 | 7,045 | 18,920 | 3,866 | 9,368 | 6,689 | 8 | 4,669 | 7,617 | 6,400 | 6,977 |
| PHYSICAL OTHER ITEMS | 110 | 284 | 1,111 | 776 | 637 | 1,514 | 52 | 107 | 574 | 461 | 6.0 | 258 | 366 | 971.8 | - |
| TOTAL PHYSICAL ITEMS* | 30,910 | 75,332 | 91,449 | 234,943 | 81,683 | 47,263 | 191,518 | 40,652 | 99,219 | 78,508 | 8 | 59,896 | 91,043 | 74,996 | 79,254 |
| EBOOKS | 31,740 | 161,866 | 187,664 | 44,038 | 798,864 | 129,453 | 8,447 | 2,419 | 170,561 | 86,746 | 6 | 92,805 | 137,389 | 55,333 | 114,172 |
| AUDIO DOWNLOADABLE UNITS | 7,737 | 75,464 | 95,110 | 16,101 | 544,844 | 116,254 | 5,760 | 573 | 107,730 | 45,783 | 6 | 45,378 | 60,534 | 23,308 | 61,591 |
| VIDEO DOWNLOADABLE UNITS | - | - | 1,618 | - | 25,234 | - | - | - | 3,357 | - | 3 | 3,224 | 8,968 | 2,139 | 5,378 |
| TOTAL DIGITAL UNITS* | 39,477 | 237,330 | 284,392 | 60,139 | 1,368,942 | 245,707 | 14,207 | 2,992 | 281,648 | 148,735 | 6 | 141,407 | 206,891 | 80,780 | 181,140 |
| LOCAL-LICENSED DATABASES | 4 | 8 | 10 | 13 | 9 | 16 | 5 | 7 | 9 | 9 | 8 | 4 | 9 | 4 | 10 |
| CONSOTRIUM-LICENSED DATABASES | - | - | - | - | 2 | 1 | - | 1 | 1 | - | 4 | 3 | 3 | 2 | - |
| TOTAL NON-STATE DATABASES | 4 | 8 | 10 | 13 | 11 | 17 | 5 | 8 | 10 | 9 | 8 | 7 | 10 | 6 | - |
| TEXSHARE DATABASES | 77 | 77 | 77 | 77 | 77 | 77 | 77 | 77 | 77 | 77 | 1 | 74 | 73 | 68 | 48 |
| TOTAL CIRCULATING ITEMS* | 70,387 | 312,662 | 375,841 | 295,082 | 1,450,625 | 292,970 | 205,725 | 43,644 | 380,867 | 294,026 | 7 | 201,303 | 297,934 | 155,776 | 260,394 |
| COLLECTION TOTAL ITEMS | 70,281 | 312,386 | 374,740 | 247,292 | 1,449,999 | 291,473 | 205,678 | 43,545 | 374,424 | 269,383 | 7 | 201,051 | 297,581 | 154,810 | 260,394 |
| MATERIALS PER CAPITA* | 2.1 | 7.4 | 3.5 | 1.1 | 31.9 | 4.1 | 1.0 | 1.4 | 4.6 | 6.1 | 5 | 5.8 | 4.4 | 3.0 | 8.3 |
| PRINT MATERIAL EXPENDITURES | $ 42,271 | $ 155,000 | $ 116,322 | $ 676,614 | $ 100,019 | $ 15,416 | $ 314,731 | $ 101,038 | $ 190,176 | $ 108,680 | 7 | $ 46,720 | $ 91,491 | $ 65,937 | $ 66,990 |
| ELECTRONIC MATERIAL EXPENDITURES | $ 9,550 | $ 67,409 | $ 156,389 | $ 458,593 | $ 69,060 | $ 71,954 | $ 100,667 | $ 38,350 | $ 121,497 | $ 70,507 | 8 | $ 30,767 | $ 64,377 | $ 62,907 | 55,995 |
| OTHER MATERIAL EXPENDITURES | $ 1,227 | $ 30,000 | $ 16,479 | $ 8,764 | $ 39,500 | $ 2,228 | $ 21,765 | $ 4,731 | $ 15,587 | $ 12,622 | 8 | $ 11,749 | $ 14,737 | $ 13,482 | 18,054 |
| LOCAL EXPENDITURES ON COLLECTIONS | $ 53,048 | $ 243,814 | $ 286,690 | $ 1,143,971 | $ 208,579 | $ 89,598 | $ 437,163 | $ 144,119 | $ 325,873 | $ 226,197 | 8 | $ 84,497 | $ 169,353 | $ 142,326 | - |
| TOTAL COLLECTION MATERIAL EXPENDITURES | $ 53,048 | $ 252,409 | $ 289,190 | $ 1,143,971 | $ 208,579 | $ 89,598 | $ 437,163 | $ 144,119 | $ 327,260 | $ 230,494 | 8 | $ 89,235 | $ 170,605 | $ 142,326 | $ 141,039 |
| COLLECTION AS % OF TOTAL EXPENDITURES* | 8.4% | 12.5% | 13.8% | 16.9% | 11.2% | 14.2% | 11.6% | 15.3% | 13.0% | 13.2% | 8 | 10.6% | 11.3% | 11.9% | 11% |
| COLLECTION MATERIAL EXPENDITURES PER CAPITA* | 1.6 | 6.0 | 2.7 | 5.2 | 4.6 | 1.3 | 2.2 | 4.6 | 4.1 | 5.3 | 7 | 2.6 | 2.5 | 2.8 | 4.5 |

# Circulation Data

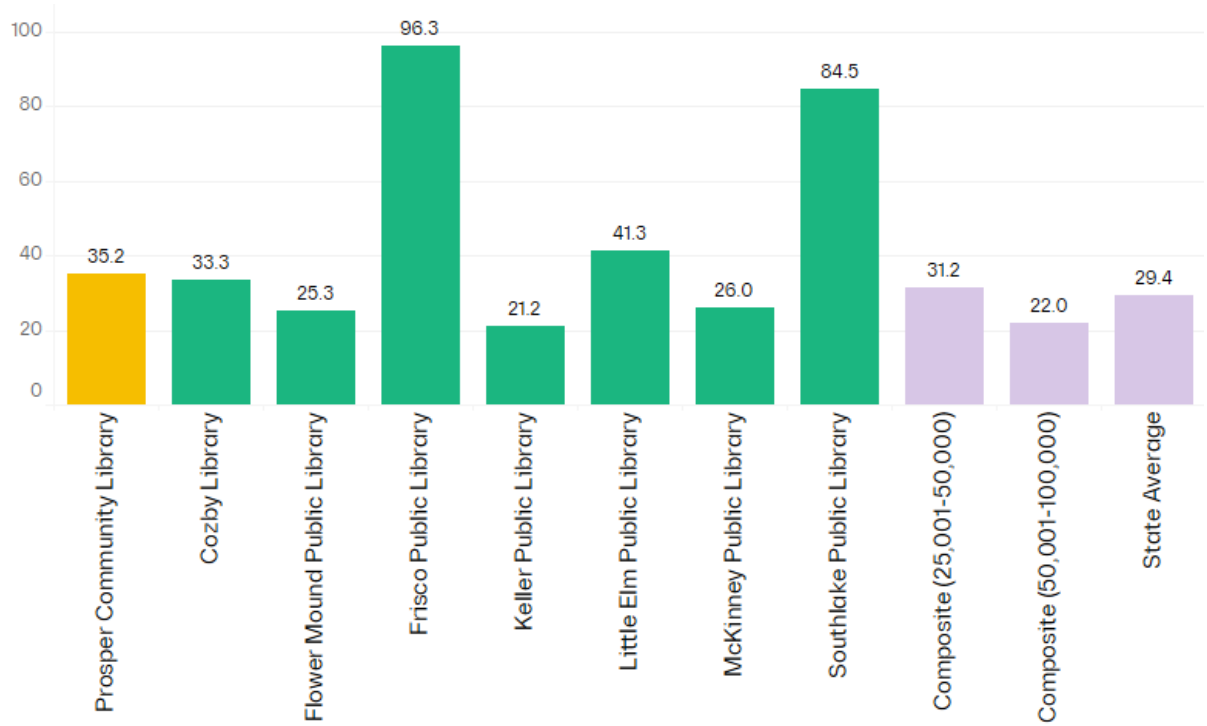
| | Prosper Community Library | Cozby Library and Community Commons | Flower Mound Public Library | Frisco Public Library | Keller Public Library | Little Elm Public Library | McKinney Public Library System | Southlake Public Library | Mean | Median | Rank | Composite Library 25,001-50,000 | Composite Library 50,001-100,000 | State Average | National Average |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| SUCCESSFUL RETREIVAL OF ELECTRONIC INFORMATION | 335 | 178,519 | 15,133 | 90,877 | 6,185 | 9,133 | 92,064 | 63,660 | 56,988 | 39,397 | 8 | 17,176 | 18,502 | 42,891 | 44,609 |
| ANNUAL CIRCULATION CHILDRENS PHYSCIAL | 95,672 | 289,866 | 289,888 | 1,615,629 | 469,387 | 103,577 | 1,032,682 | 212,407 | 513,639 | 289,877 | 8 | 61,207 | 117,549 | 80,611 | 54,542 |
| CIRCULATION CHILDRENS PHYSCIAL PER CAPITA* | 2.9 | 6.9 | 2.7 | 7.4 | 10.3 | 1.5 | 5.1 | 6.8 | 6.4 | 6.6 | 6 | 1.8 | 1.7 | 1.6 | 1.7 |
| PHYSICAL CIRCULATION ALL OTHER AGES | 10,848 | 137,586 | 134,542 | 466,667 | 192,367 | 44,056 | 378,577 | 112,500 | 184,643 | 136,064 | 8 | 46,721 | 99,297 | 63,636 | - |
| CIRCULATION OF OTHER PHYSICAL ITEMS | 336 | 3,129 | 813 | 11,554 | 7,073 | 596 | 693 | 815 | 3,126 | 814 | 8 | 789 | 2,343 | 888 | - |
| TOTAL PHYSICAL CIRCULATION* | 106,856 | 430,581 | 425,243 | 2,093,850 | 668,827 | 148,229 | 1,411,952 | 325,722 | 701,408 | 427,912 | 8 | 108,716 | 219,188 | 145,135 | 164,186 |
| PHYSICAL CIRCULATION PER CAPITA* | 3.2 | 10.2 | 3.9 | 9.5 | 14.7 | 2.1 | 7.0 | 10.5 | 8.7 | 9.8 | 7 | 3.1 | 3.2 | 2.8 | 5.2 |
| TOTAL PHYSICAL CIRULATION AS % OF TOTAL CIRCULATION | 90.1% | 84.3% | 82.6% | 90.4% | 93.7% | 83.1% | 85.3% | 81.4% | 86.4% | 84.8% | 3 | 82.7% | 83.2% | 74.8% | 78.6% |
| CIRCULATION PER PHYSICAL MATERIAL* | 3.5 | 5.7 | 4.7 | 8.9 | 8.2 | 3.1 | 7.4 | 8.0 | 6.2 | 6.5 | 7 | 1.8 | 2.4 | 1.9 | 2.1 |
| ANNUAL CIRCULATION CHILDRENS DIGITAL | 1,454 | 21,374 | 3,245 | 62,793 | 11,402 | 2,648 | - | 14,026 | 14,618 | 7,324 | 7 | 4,275 | 4,750 | 7,140 | - |
| CIRCULATION CHILDRENS DIGITAL PER CAPITA* | 0.0 | 0.5 | 0.0 | 0.3 | 0.3 | 0.0 | - | 0.5 | 0.2 | 0.2 | 5 | 0.1 | 0.1 | 0.1 | - |
| DIGITAL CIRCULATION ALL OTHER AGES | 10,634 | 61,956 | 87,336 | 347,816 | 40,755 | 27,987 | 244,366 | 61,133 | 110,248 | 61,545 | 8 | 19,218 | 41,786 | 42,543 | - |
| TOTAL DIGITAL CIRCULATION* | 12,088 | 83,330 | 90,581 | 410,609 | 52,157 | 30,635 | 244,366 | 75,159 | 124,866 | 79,245 | 8 | 23,493 | 46,536 | 49,683 | 47,158 |
| DIGITAL CIRCULATION PER CAPITA* | 0.4 | 2.0 | 0.8 | 1.9 | 1.1 | 0.4 | 1.2 | 2.4 | 1.5 | 1.8 | 8 | 0.7 | 0.7 | 1.0 | 1.5 |
| TOTAL DIGITAL CIRULATION AS % OF TOTAL CIRCULATION | 10.2% | 16.3% | 17.6% | 17.7% | 7.3% | 17.2% | 14.8% | 18.8% | 15.0% | 16.7% | 7 | 17.9% | 17.7% | 25.6% | 22.6% |
| CIRCULATION PER DIGITAL MATERIAL* | 0.3 | 0.4 | 0.3 | 6.8 | 0.0 | 0.1 | 17.2 | 25.1 | 6.3 | 0.3 | 6 | 0.2 | 0.2 | 0.6 | 0.3 |
| TOTAL CIRCULATION | 118,608 | 510,782 | 515,011 | 2,316,975 | 713,911 | 178,268 | 1,655,625 | 400,066 | 801,156 | 512,897 | 8 | 131,421 | 263,382 | 193,930 | 208,795 |
| TOTAL CIRCULATION PER MATERIAL* | 1.7 | 1.6 | 1.4 | 7.9 | 0.5 | 0.6 | 8.0 | 9.2 | 3.9 | 1.7 | 4 | 0.7 | 0.9 | 1.2 | 0.8 |
| ILL RECEIVED | 6 | 2,706 | 294 | 2,559 | 945 | 1,297 | 3,831 | 365 | 1,500 | 1,121 | 8 | 522 | 1,288 | 845 | 8,564 |
| ILL PROVIDED | 17 | 539 | 103 | 347 | 956 | 201 | 600 | 13 | 347 | 274 | 7 | 388 | 1,216 | 799 | 9,194 |

# Programming

**PCL offers fewer programs than the peer set, but attendance per program is high, indicating relevance and pent-up demand.**

The IMLS defines a program as "any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants." The data in the Texas Public Libraries Annual Report is reported to IMLS and follows the same definitions. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. The intention is to gather data on group activities instead of passive programs, such as the distribution of coloring sheets.

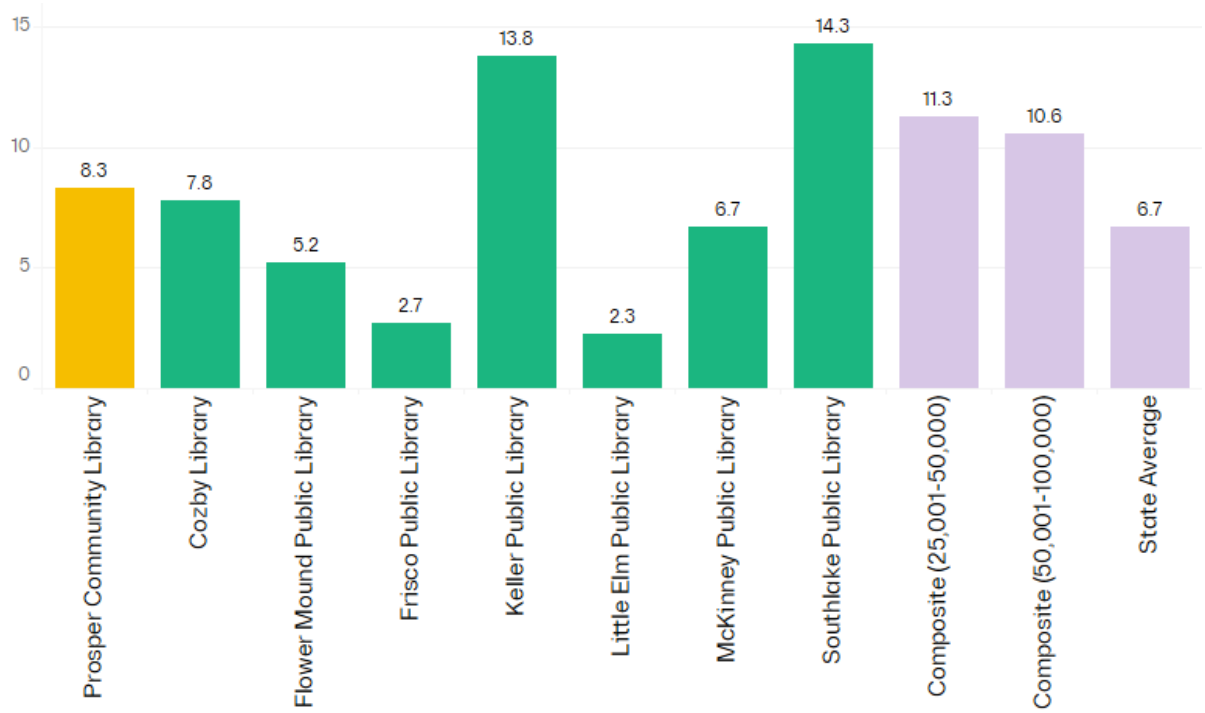
**Attendance per Program**



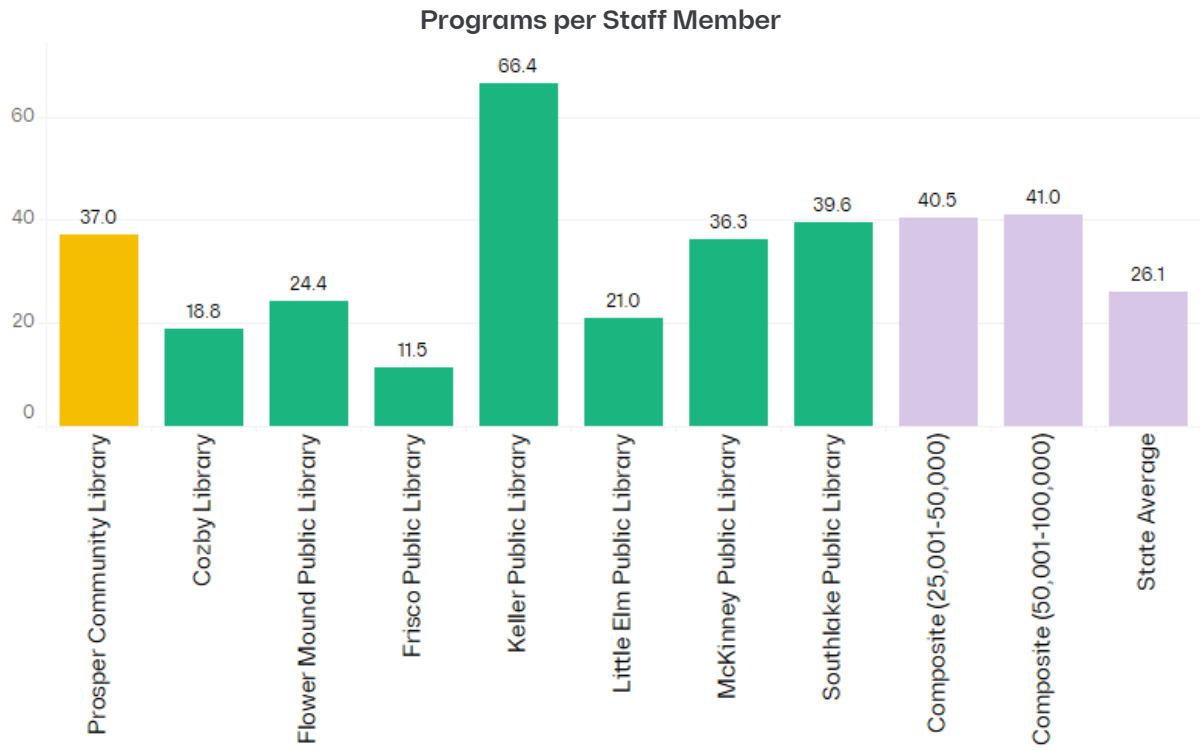

PCL may not offer as many programs as its peers, but its programs are well-received by the community. PCL ranks 7th for total programs and total attendance but is 4th in attendance per program. In particular, it is 4th in attendance per YA program, and 5th in both attendance per general interest program, and attendance per youth (ages 6-11) program. It offers more programs per 1,000 capita (8.3) than the peer set average (7.6) and the state average (6.7) but fewer than offered by each composite library (11.3 and 10.6, respectively). PCL's staff seems to be in tune with community needs, accommodating of residents' schedules, and effectively

advertising programs. As PCL experiments with larger events such as author visits, children's entertainers, or Comic-Con style festivals, its overall attendance numbers may grow.

**Programs per 1,000 Capita**




PCL has invested more in asynchronous programs than its peer set, ranking 1st in programs and views. At 3rd for views per program, more could be done to promote asynchronous offerings and highlight its YouTube and Facebook channels. For comparison, the average views per program throughout the state is 201.1, compared to PCL's 17.5.




PCL spends less per program, ranking 6th for staff expenditures per program. It spends 24.6% less than the peer set median but 28% more than the Composite Library (25,001–50,000) and 25% more than Composite Library (50,001–100,000). PCL employees are busy, offering 37.0 programs per staff member. Working with partner agencies and volunteers can shift some programming duties from PCL staff, further driving down the cost per program. These partners can also cross-promote events, potentially increasing attendance.

**Recommended areas for investigation:**

- Given the popularity of off-site programs, how will the Library determine which will continue and which will be brought "in-house?"
- What size of spaces are needed in the new facility to accommodate existing and new in-house programs?
- How can PCL capitalize on the early interest in asynchronous events and incorporate the needed technology in new programming space?
- Using Project Outcome and other tools, how will PCL determine the public's interest in small, personalized workshops or large events like how-to festivals or Comic-Con-style gatherings?

## Programming Data

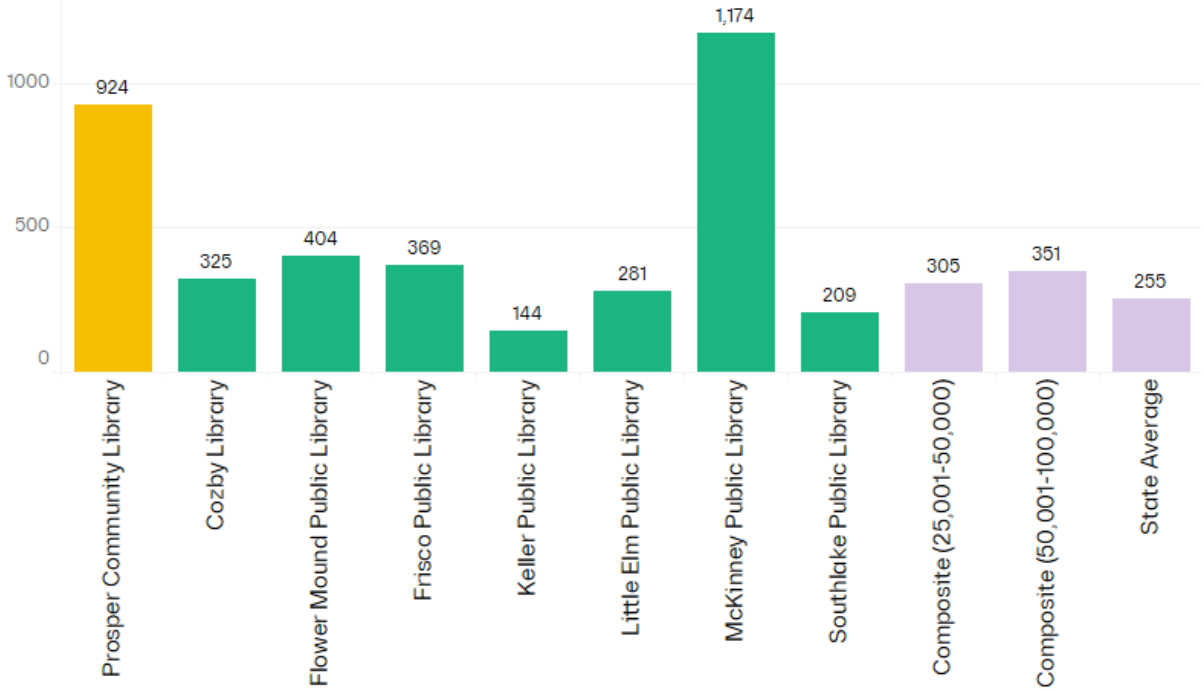
| | Prosper Community Library | Cozby Library and Community Commons | Flower Mound Public Library | Frisco Public Library | Keller Public Library | Little Elm Public Library | McKinney Public Library System | Southlake Public Library | Mean | Median | Rank | Composite Library 25,001-50,000 | Composite Library 50,001-100,000 | State Average | National Average |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| EARLY CHILDHOOD SYNCHRONOUS PROGRAMS | 126 | 163 | 353 | 295 | 190 | 94 | 447 | 275 | 243 | 233 | 7 | 140 | 164 | 98 | - |
| EARLY CHILDHOOD SYNCHRONOUS ATTENDANCE | 3,570 | 6,047 | 7,654 | 31,052 | 7,940 | 5,995 | 12,704 | 14,391 | 11,169 | 7,797 | 8 | 3,713 | 5,534 | 2,644 | - |
| ATTENDANCE PER EARLY CHILDHOOD SYNCHRONOUS PROGRAM* | 28.3 | 37.1 | 21.7 | 105.3 | 41.8 | 63.8 | 28.4 | 52.3 | 47.3 | 39.4 | 7 | 26.4 | 33.7 | 27.1 | - |
| YOUTH SYNCHRONOUS PROGRAMS | 24 | 37 | 76 | 98 | 22 | - | 138 | 108 | 63 | 57 | 6 | 69 | 84 | 72 | 113 |
| YOUTH SYNCHRONOUS ATTENDANCE | 820 | 1,955 | 3,944 | 17,707 | 427 | - | 3,298 | 19,415 | 5,946 | 2,627 | 6 | 2,896 | 2,777 | 2,055 | 2,481 |
| ATTENDANCE PER YOUTH SYNCHRONOUS PROGRAMS* | 34.2 | 52.8 | 51.9 | 180.7 | 19.4 | - | 23.9 | 179.8 | 77.5 | 51.9 | 5 | 41.8 | 33.1 | 28.7 | 22.0 |
| YA SYNCHRONOUS PROGRAMS | 8 | 38 | 47 | 41 | 100 | 16 | 249 | 6 | 63 | 40 | 7 | 30 | 55 | 33 | 23 |
| YA SYNCHRONOUS ATTENDANCE | 157 | 463 | 1,374 | 887 | 1,154 | 203 | 3,710 | 248 | 1,025 | 675 | 8 | 481 | 708 | 536 | 284 |
| ATTENDANCE PER YA SYNCHRONOUS PROGRAMS* | 19.6 | 12.2 | 29.2 | 21.6 | 11.5 | 12.7 | 14.9 | 41.3 | 20.4 | 17.3 | 4 | 15.8 | 12.8 | 16.1 | 12.3 |
| ADULT SYNCHRONOUS PROGRAMS | 17 | 81 | 83 | 124 | 290 | 52 | 304 | 54 | 126 | 82 | 8 | 117 | 225 | 98 | 60 |
| ADULT SYNCHRONOUS ATTENDANCE | 145 | 752 | 1,177 | 3,346 | 2,847 | 498 | 1,334 | 3,383 | 1,685 | 1,256 | 8 | 1,493 | 3,199 | 1,478 | 980 |
| ATTENDANCE PER ADULT SYNCHRONOUS PROGRAMS* | 8.5 | 9.3 | 14.2 | 27.0 | 9.8 | 9.6 | 4.4 | 62.6 | 18.2 | 9.7 | 7 | 12.8 | 14.2 | 15.1 | 15.3 |
| GENERAL INTEREST SYNCHRONOUS PROGRAMS | 84 | 9 | 2 | 21 | 18 | - | 224 | 2 | 45 | 14 | 2 | 21 | 178 | 35 | 178 |
| GENERAL INTEREST SYNCHRONOUS ATTENDANCE | 4,768 | 1,648 | 67 | 4,018 | 620 | - | 14,320 | 185 | 3,203 | 1,134 | 2 | 2,018 | 2,069 | 1,353 | 11,869 |
| ATTENDNACE PER GENERAL INTEREST SYNCHRONOUS PROGRAMS* | 56.8 | 183.1 | 33.5 | 191.3 | 34.4 | - | 63.9 | 92.5 | 93.7 | 63.9 | 5 | 96.4 | 11.6 | 38.5 | 66.7 |
| TOTAL SYNCHRONOUS PROGRAMS | 259 | 328 | 561 | 579 | 620 | 162 | 1,362 | 445 | 540 | 503 | 7 | 378 | 706 | 335 | 225 |
| TOTAL SYNCHRONOUS ATTENDANCE | 9,460 | 10,865 | 14,216 | 57,010 | 12,988 | 6,696 | 35,366 | 37,622 | 23,028 | 13,602 | 7 | 10,601 | 14,287 | 8,066 | 4,607 |
| TOTAL ASYNCHRONOUS PROGRAMS | 19 | 1 | - | 15 | 6 | - | - | - | 5 | 1 | 1 | 15 | 11 | 10 | 117 |
| TOTAL ASYNCHRONOUS VIEWS | 332 | 90 | - | 203 | 281 | - | - | - | 113 | 45 | 1 | 1,666 | 1,468 | 2,105 | 4,745 |
| VIEWS PER ASYNCHRONOUS PROGRAM* | 17.5 | 90.0 | - | 14 | 46.8 | - | - | - | 22.1 | - | 3 | 111.3 | 131.4 | 201.1 | 40.6 |
| TOTAL PROGRAMS* | 278 | 329 | 561 | 594 | 626 | 162 | 1,362 | 445 | 545 | 503 | 7 | 393 | 717 | 346 | 342 |
| TOTAL ATTENDANCE* | 9,792 | 10,955 | 14,216 | 57,213 | 13,269 | 6,696 | 35,366 | 37,622 | 23,141 | 13,743 | 7 | 12,267 | 15,755 | 10,172 | 9,352 |
| ATTENDANCE PER PROGRAM* | 35.2 | 33.3 | 25.3 | 96.3 | 21.2 | 41.3 | 26.0 | 84.5 | 45.4 | 34.3 | 4 | 31.2 | 22.0 | 29.4 | 27.3 |
| PROGRAMS PER 1000 CAPITA* | 8.3 | 7.8 | 5.2 | 2.7 | 13.8 | 2.3 | 6.7 | 14.3 | 7.6 | 7.3 | 3 | 11.3 | 10.6 | 6.7 | 7.2 |
| STAFF EXPENDITURES PER PROGRAM* | $ 1,865.97 | $ 4,717.36 | $ 2,742.69 | $ 8,133.49 | $ 1,685.45 | $ 2,977.77 | $ 2,209.46 | $ 1,516.73 | $ 3,231.12 | $ 2,476.08 | 6 | $ 1,454.26 | $ 1,496.60 | $ 2,340.04 | $ 4,042.00 |
| PROGRAMS PER STAFF* | 37.0 | 18.8 | 24.4 | 11.5 | 66.4 | 21.0 | 36.3 | 39.6 | 31.9 | 30.4 | 3 | 40.5 | 41.0 | 26.1 | 15.8 |

# Technology

**Public computers and the wireless network are in high demand. PCL's website is a go-to source for information about the Library.**

PCL ranks 8th for number of public computers but 2nd for uses per computer and 3rd in computer uses per capita. Peer libraries are on average larger than PCL, with more room for public computers and more spaces for users to charge their own devices while working in the building. PCL's computer uses per capita are similar to the peer set average, the uses per computer are higher than the peer set average and 203% (25,001–50,000) and 163% (50,001–100,000) higher than that of the Composite Libraries. With a high demand per terminal, PCL can consider adding more computers to reduce wait time or lengthen sessions.

**Uses per Computer**




Four peer libraries did not report any Wi-Fi sessions. Among those who did provide a figure, PCL ranks last for wireless sessions and 3rd of four for wireless session per capita. Peers with more wireless sessions may better advertise their Wi-Fi ability. Other considerations include the strength of the wireless network throughout the building and grounds, and ease of connecting to the network.

PCL ranks 5th for website visits and 3rd for website visits per capita. PCL outperforms Composite Library (25,001–50,000) on website visits by 20.3% but trails Composite Library

(50,001–100,000) by 31%. These measurements indicate that awareness of PCL's digital presence is high.

**Recommended areas for investigation:**

- What specialized software and hardware can PCL provide to users that they do not have ready access to at home? How can PCL support local curriculum goals with its technology offerings?
- Is the wireless network strong enough to meet demand? Will the network be available throughout the new building and outdoor spaces?
- Does PCL regularly measure user satisfaction with its website? Can improvements to the website drive circulation and program attendance?

# Technology Data

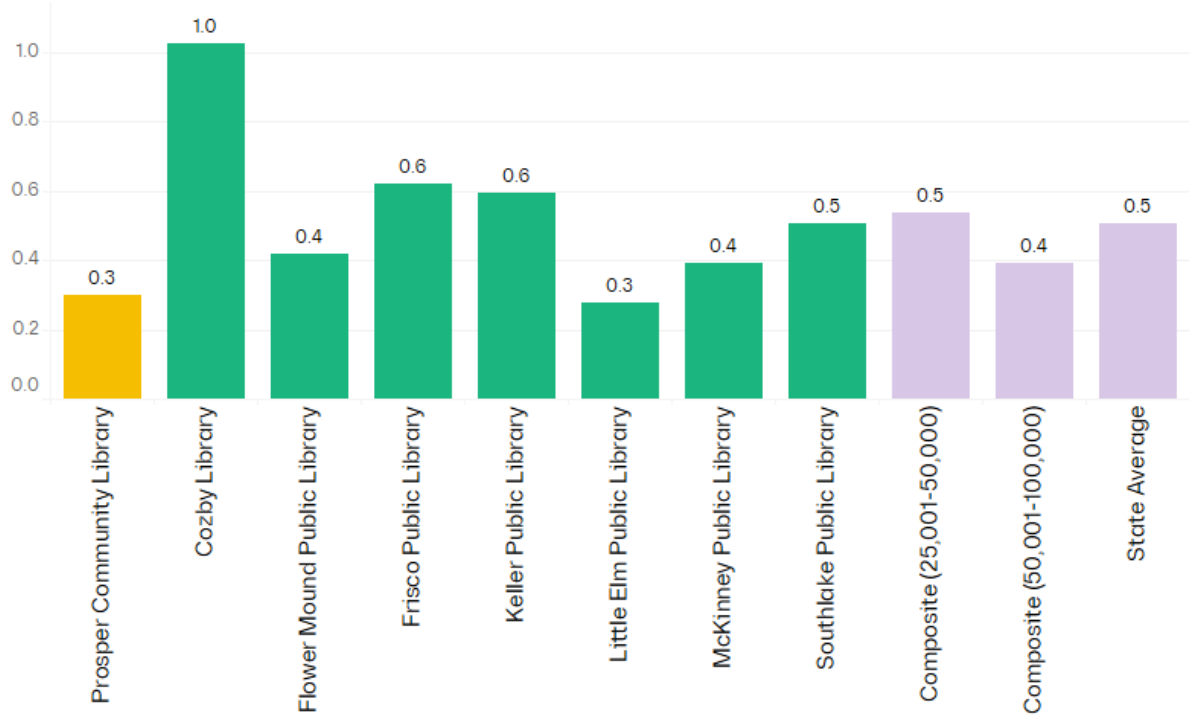
| | Prosper Community Library | Cozby Library and Community Commons | Flower Mound Public Library | Frisco Public Library | Keller Public Library | Little Elm Public Library | McKinney Public Library System | Southlake Public Library | Mean | Median | Rank | Composite Library 25,001-50,000 | Composite Library 50,001-100,000 | State Average | National Average |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| PUBLIC COMPUTERS | 6 | 20 | 17 | 114 | 26 | 24 | 35 | 10 | 32 | 22 | 8 | 23 | 33 | 33 | 24 |
| PUBLIC COMPUTER USES | 5,544 | 6,492 | 6,868 | 42,018 | 3,747 | 6,748 | 41,091 | 2,085 | 14,324 | 6,620 | 6 | 6,858 | 11,498 | 8,419 | 5,394 |
| POPULATION PER COMPUTER* | 5,559 | 2,111 | 6,338 | 1,926 | 1,746 | 2,974 | 5,791 | 3,111 | 3,695 | 3,042 | 3 | 1,545 | 2,074 | 1,555 | 1,304 |
| USES PER COMPUTER* | 924 | 325 | 404 | 369 | 144 | 281 | 1,174 | 209 | 479 | 347 | 2 | 305 | 351 | 255 | 223 |
| COMPUTERS USES PER CAPITA* | 0.2 | 0.2 | 0.1 | 0.2 | 0.1 | 0.1 | 0.2 | 0.1 | 0.1 | 0.1 | 3 | 0.2 | 0.2 | 0.2 | 0.2 |
| WIFI SESSIONS | 6,930 | 119,844 | - | - | 17,403 | 9,336 | - | - | 19,189 | 3,465 | 4 | 28,796 | 17,244 | 45,632 | 25,517 |
| WIFI SESSIONS PER CAPITA* | 0.2 | 2.8 | - | - | 0.4 | 0.1 | - | - | 0.4 | 0.1 | 3 | 0.8 | 0.3 | 0.9 | 0.8 |
| WEBSITE VISITS | 46,981 | 33,673 | 148,282 | 1,399,245 | 130,410 | 34,163 | 195,888 | 40,417 | 253,632 | 88,696 | 5 | 39,059 | 68,125 | 118,748 | 102,884 |
| WEBSITE VISITS PER CAPITA* | 1.4 | 0.8 | 1.4 | 6.4 | 2.9 | 0.5 | 1.0 | 1.3 | 1.9 | 1.3 | 3 | 1.1 | 1.0 | 2.3 | 3.3 |

# Use

**PCL has the opportunity to increase the number of cardholders and visitors.**

PCL is near the bottom of the peer set in registered users (8th) and registered users per capita (7th). PCL is behind the peer set average (79% fewer registered users), and each composite library (47% and 62% fewer, respectively) PCL's registered users per capita (0.3) is in line with the peer set average (0.5) and the composite libraries (0.5 and 0.4). It is 2nd in expenditures per visit. As visits normalize after the pandemic, that cost per visit will decrease.

**Registered Users per Capita**




Even though PCL ranks last in annual hours open, it is only open 26% fewer hours than the peer set average and is closer to both composite libraries (11% and 21%, respectively). This data, primarily from 2022, may reflect oddities in open hours at specific locations due to the COVID-19 pandemic. PCL ranks high in hours open per staff (3rd), indicating that the Library is near capacity at current staffing levels and facility size.

The Texas Library Association updated its Public Library Standards in 2014.

| Population size | Enhanced | Exceptional |
|---|---|---|
| 25,000-49,999 | 50 hours per week | 55 hours per week |
| 50,000-99,999 | 60 hours per week | 64 hours per week |

Three of the peers who currently serve populations between 25,000-49,999 meet the "exceptional" standard of 55 hours (Cozby, Little Elm, and Southlake) while Keller exceeds the enhanced standard with 54 hours per week. The three peers currently serving populations between 50,000-99,999 (Flower Mound, Frisco, and McKinney) all meet or exceed the "exceptional" standard. At 40 hours per week, Prosper is below the "enhanced" standard threshold.

Ranked 7th, PCL recorded fewer reference transactions than the peer set, with 85% fewer than the peer set average and 51% (25,001–50,000) and 64% (50,001–100,000) fewer than the composite libraries. PCL should confirm that it is collecting reference data correctly across all departments. Users may not know where or how to ask questions of staff.

**Recommended areas for investigation:**

- How can PCL build capacity (staffing, technology, maintenance, volunteers) to achieve the exemplary standard of 64 hours a week for the expected build-out population?
- How can PCL expand awareness of its relevant, responsive offerings to increase the number of cardholders? What events, displays, and services will attract both users and non-users?
- Is it easy for users to ask reference questions in person or via chat and text? Are library employees easily identifiable, and is the chat icon easily identifiable on the website? Do all staff record reference transactions correctly and thoroughly?

## Use Data

| | Prosper Community Library | Cozby Library and Community Commons | Flower Mound Public Library | Frisco Public Library | Keller Public Library | Little Elm Public Library | McKinney Public Library System | Southlake Public Library | Mean | Median | Rank | Composite Library 25,001-50,000 | Composite Library 50,001-100,000 | State Average | National Average |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ANNUAL WEEKS OPEN | 52 | 52 | 52 | 40 | 52 | 52 | 50 | 50 | 50 | 52 | 1 | 51 | 51 | 2,061 | - |
| ANNUAL HOURS OPEN | 2,125 | 3,456 | 3,215 | 2,702 | 2,786 | 2,864 | 3,162 | 2,636 | 2,868 | 2,825 | 8 | 2,392 | 2,703 | 50 | 2,903 |
| UNDUPLICATED HOURS OPEN | 40 | 70 | 64 | 73 | 54 | 57 | 64 | 56 | 60 | 61 | 8 | 50 | 57 | 43 | - |
| WEEKLY HOURS OPEN | 40 | 70 | 64 | 72 | 54 | 57 | 64 | 56 | 60 | 61 | 8 | 50 | 57 | 44 | - |
| SUMMER WEEKLY HOURS | 40 | 70 | 64 | 70 | 54 | 57 | 64 | 56 | 59 | 61 | 8 | 50 | 57 | 43 | - |
| ANNUAL VISITS | 48,514 | 180,657 | 213,170 | 830,422 | 134,804 | 99,597 | 347,195 | 94,573 | 243,617 | 157,731 | 8 | 63,751 | 123,679 | 69,333 | 46,395 |
| VISITS PER CAPITA* | 1.5 | 4.3 | 2.0 | 3.8 | 3.0 | 1.4 | 1.7 | 3.0 | 2.6 | 2.5 | 7 | 1.8 | 1.8 | 1.3 | 1.5 |
| VISITS PER HOURS OPEN* | 22.8 | 52.3 | 66.3 | 307.3 | 48.4 | 34.8 | 109.8 | 35.9 | 84.7 | 50.3 | 8 | 26.7 | 45.8 | 1,392.3 | 16.0 |
| HOURS OPEN PER STAFF* | 282.9 | 197.5 | 139.8 | 52.3 | 295.6 | 371.9 | 84.3 | 234.3 | 207.3 | 215.9 | 3 | 246.9 | 154.4 | 3.8 | 203.5 |
| EXPENDITURES PER VISIT* | $ 13.03 | $ 11.14 | $ 9.80 | $ 8.17 | $ 13.82 | $ 6.34 | $ 10.84 | $ 9.99 | $ 9.60 | $ 12.28 | 2 | $ 13.18 | $ 12.19 | $ 17.18 | $ 28.69 |
| REFERENCE TRANSACTIONS | 6,240 | 24,296 | 30,994 | 142,778 | 17,679 | 9,731 | 106,298 | 920 | 42,367 | 20,988 | 7 | 12,768 | 17,434 | 14,176 | 11,177 |
| REGISTERED USERS | 9,985 | 43,325 | 44,965 | 136,376 | 26,948 | 19,683 | 79,498 | 15,769 | 47,069 | 35,137 | 8 | 18,674 | 26,467 | 26,079 | 14,983 |
| REISTERED USERS PER CAPITA* | 0.3 | 1.0 | 0.4 | 0.6 | 0.6 | 0.3 | 0.4 | 0.5 | 0.5 | 0 | 7 | 0.5 | 0.4 | 0.5 | 0.5 |

# APPENDIX D | TECHNOLOGY REPORT

# PROSPER
# COMMUNITY LIBRARY
## TECHNOLOGY PROGRAM

PRESENTED TO:
Maureen Arndt
Principal
720 Design

December 12th, 2024

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# INTRODUCTION

The Town of Prosper is beginning a project to meet the growing needs of its citizens. The intent is to create a building that stands out in the community with the useful and functional spaces in a timeless, versatile, and adaptable design. Overall, the design shall take advantage of flexibility and functionality while maintaining an intimate and welcoming feel.

NV5 Engineering and Technology, Inc. has been invited to join the design team assembled by 720 Design to design technology systems to ensure they live up to the current and future needs of the Town and the Library's patrons.

The following narrative identifies the preliminary functional requirements for the anticipated technology systems. These recommendations have been developed from our meetings with representatives from the Town and 720 Design and through NV5 Engineering and Technology's experience with other projects of similar size and scope.

This program is meant to be utilized as a decision-making tool for planning purposes and has been prepared to support the Planning Assumptions expressed within. The functional requirements section identifies the key system components only and is not meant to substitute as a complete systems design.

## ABOUT THIS PROGRAM

This Technology Program is organized by categories referenced from the architectural program. This section will provide descriptions of the audiovisual functionality for each space type.

At the end of each of the space types is a short listing of "Space Planning" comments which are primarily intended for the design team and "Discussion Points," an interactive component which will require additional input from the Town. Neither listing is intended to be exhaustive. At some point in the planning process, we will need further input on the questions or options raised here.

The bulk of the document is comprised of discussions of the audiovisual systems for specific spaces, followed by recommendations for the Building-Wide Audiovisual Systems, Information Technology, and Security systems. Brief discussions of Design Team and Owner considerations as related to the technology systems are included.


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## OWNER FEEDBACK AND COMMENTARY

This Technology Program expresses our interpretation of what we gathered from meetings and interviews to date, plus results of prior work by the design team. Where there are no specific directions provided, we will be guided by our experience, focusing on innovative applications which will enrich and strengthen the citizen's experience.

We will rely on feedback and commentary from the design team and Town of Prosper IT team and Library groups to confirm this document and allow us to move on to the next design phase of the project.

## DESIGN PRINCIPLES

Technology systems for today's building projects should adhere to basic principles of prudent planning: flexibility, adaptability, scalability, supportability and so forth. In addition, these more unique principles should guide any future planning and design of the systems:

| | |
|---|---|
| **Enterprise Architecture** | Technology solutions should be designed from the perspective of an enterprise-wide architecture. With an approach offering scalable centralized management and support. |
| **Ease of Operation** | Whenever possible, technology systems should require a minimal amount of training to operate effectively. A "universal" user interface for technology systems control is necessary. This facilitates user training, technical support, and long-term systems evolution. |
| **Cost Effectiveness** | The solution will use resources effectively, efficiently, and strategically. |
| **Adaptability** | The facility should enable the systems and spaces to adapt over time in response to changes in technologies. We refer to the short-term changes to the systems and spaces as "flexibility" and the long-term changes to the systems and spaces as "adaptability." |
| **Scalability** | The solutions must meet the long-term needs of the library. Since technology integration is integral to the teaching and learning process, the long-term needs of both the staff and the library's patrons will be increasingly reliant on scalable solutions. |
| **Full Infrastructure** | The project should strive to identify and plan for technology systems that meet the full functionality wishes of the users. If a full audiovisual system installation is not feasible it is recommended that the infrastructure to support the full program be included during construction. |


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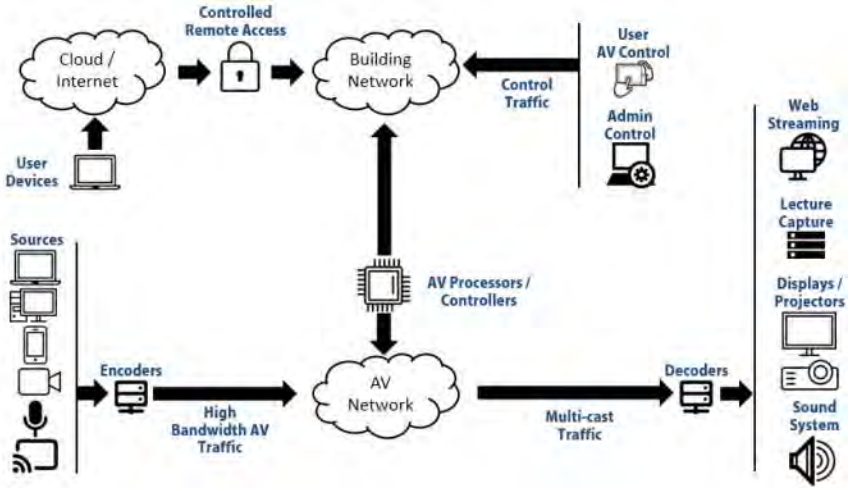
# OWNER CONSIDERATIONS

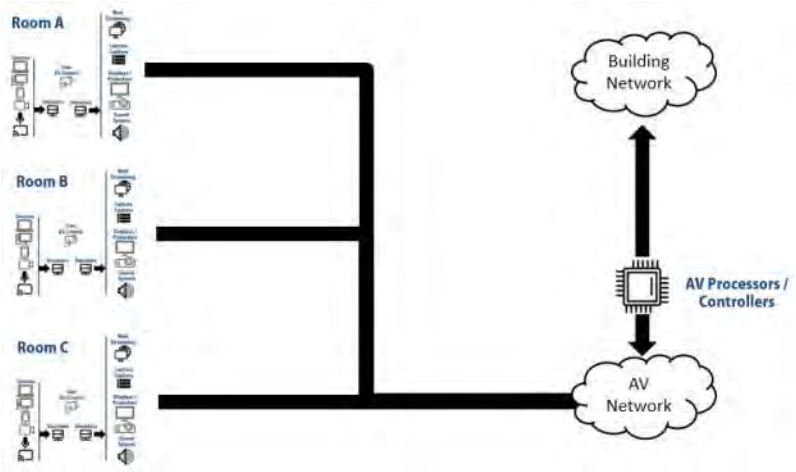
## IP-BASED AUDIOVISUAL TRANSPORT

The audiovisual industry has almost completed the transition from the traditional HDBaseT transport of audio and video signal to an IP-Based system. As with HDBaseT, each source and display connect to a wall plate or connection point within the room, but instead of a variety of wire types and the need for multiple pieces of equipment located within the room, behind the connection point is a small encoder and decoder that connects to category cable (typically CAT6A). In this type of system, each source's audio/video signal is converted to an IP Ethernet network stream, which is then decoded at each display. Just like a typical network design, all encoders and decoders connect to Ethernet switches in centralized data rooms. A central controller switches the sources audio/video signals to displays by routing the desired encoder's IP address to the display's decoder IP address.




A major benefit to IP-based transport is its scalability. All processing and switching equipment are centralized and only the encoders and decoders or a smaller amount of equipment are in the rooms. If an extra source is needed, you simply add another encoder and connect it to a switch on the network. Since networks are scalable by design, the system can grow along with changing needs in a way that is very familiar to your Information Technology team.

Another significant benefit to a centralized IP system is it natively allows routing of any source to any display on the entire network – not just routing of the sources and displays to which the individual switch is connected. This allows the ultimate flexibility within the building making it possible to have the source from any room to be seen on any connected display.





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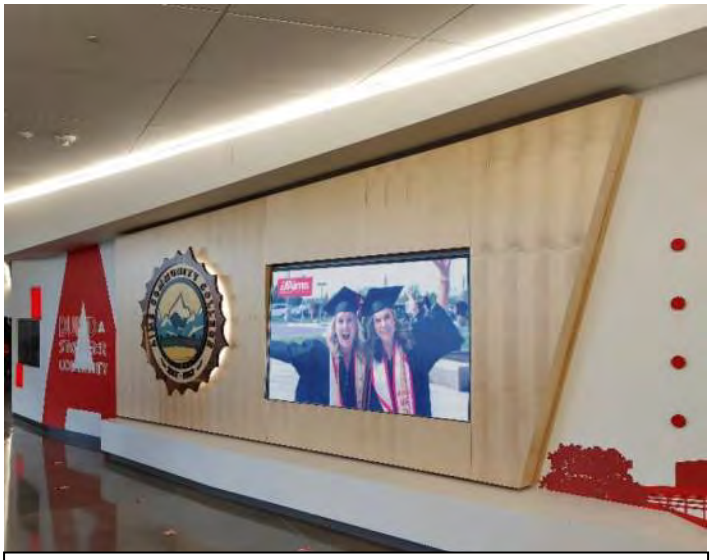
# AUDIOVISUAL REQUIREMENTS

## LOBBY

Free Standing Video Wall

The library lobby serves as the initial gateway for visitors, setting the tone for their entire experience. The Lobby should greet visitors and highlights library programs, activities, and events. There are many ways to accomplish this including the deployment of technology. An interactive digital display is an excellent way to conveying information including library offerings, wayfinding and visitor assistance. Interactivity functions will be planned in a manner that allows easy cleaning and sanitizing. Source device inputs for the display will be a digital signage player and small form factor computer. Simplified control for the system will be available to staff via the web based digital signage interface.



Single Interactive Display Built into Architecture

With the open nature of the Lobby, a freestanding showcase display would be a recommended approach. This freestanding display would also allow the Lobby to be an overflow space for event gathering. The display could be a video wall, or a single large interactive display built into architectural elements.

**Space Planning:**

- Recess the digital signage flat panel display and mount to meet ADA protrusion requirements and provide a clean installation. Coordinate interactive displays and mounts to meet ADA height and reach requirements.
- Specialty wall back box and/or floor boxes will be used; general coordination will be required.
- Control architectural and ambient lighting to minimize glare/reflection onto the display.
- Plan for space in central IT location to support source & control equipment.

**Discussion Points:**

- Should this be an opportunity for a “Showcase” display like a video wall/large factor direct view LED.
- Confirm if touch screen capability is needed for interactive applications such as wayfinding for digital signage.
- Confirm if digital signage media player is wall mounted behind the flat panel display, provided as an open slot computer as part of the flat panel display, of located remotely and connected via network distribution.
- Confirm that the flat panel displays are to be mounted in landscape or portrait orientation.
- Coordinate programming and content with other third-party vendors and developers.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## MULTIPURPOSE /CLASSROOM

The multipurpose room is planned to provide a meeting space for various meetings and events with multiple seating configuration including Story Time for children.

The audiovisual and lighting systems for this space will be controllable from a room touch panel and adjust and adapt automatically based on the room configuration and program.

Because these spaces will often be used by the public, the user interface for the audiovisual system should be very simple and intuitive. In-room functionality should be as simple as system on/off controls, volume adjustment, and source selection. More advanced controls will be accessible by library staff only through a separate control interface.

The main presentation display will most likely be a large format direct view LED but projector/screen combo may also be used depending on final architectural approach.

Each room will have multiple floor boxes that have power and technology (data/AV) to support a lectern, simple tech cart or direct connection of a laptop/source.

Source device options will be kept minimal to ease operation with hardwired and wireless video connections in each room. A complement of wired and wireless microphones will be included to support multiple presenters or panel discussions. Program source audio and speech reinforcement will likely be played through speakers located overhead in the ceiling to allow the most flexibility and complete coverage of the seating area. Given the size of the space, the room will also be equipped with a hearing-assist system, in line with the most current ADA standards for accessible design.

**Space Planning:**

- Proper lighting for video use will be critical.
- Coordination of direct view LED locations to optimize viewing angles.
- Specialty floor and wall boxes will be used; general coordination is required.


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## STORYTIME ROOM

The Storytime Room will be a highly flexible space that can serve as a story time area, multi-generational activities, and light performance for music and movies. Some events will require presentation capabilities while others will not. As such, the audiovisual system should be able to “go away” when not needed.

The audiovisual system should consist of a ceiling mounted projector with an electronic ceiling mounted projection screen for when large groups are present, or the program dictates the need. A location to allow either a portable lectern with a computer, a simple laptop, or other portable source equipment to be connected is provided. The sound system can support program audio and voice only is typically installed with the option of more robust audio for either a small musical performance or a movie provided. Provisions either installed or portable to be able to capture and stream story time or other family focused events should be planned

A small, wall mounted touch panel serves as the interface for controlling the audiovisual system and lighting. A room schedule panel or dedicated digital signage directly outside the space can show occupancy and event information. When hearing assistance is required, a portable ADA 2010 compliant system can be utilized.

Additionally, when a Comfort Room, is programmatically connected with this space, a small flat panel screen and ceiling mounted speaker attached to a local volume control could be installed to allow a parent or guardian to retire to this location and still be able to view/hear the event in the Storytime/Activity space.

**Space Planning:**

- Proper lighting for video use will be critical.
- Coordination of projection screen to optimize viewing angles.
- Specialty floor and wall boxes will be used; general coordination is required.


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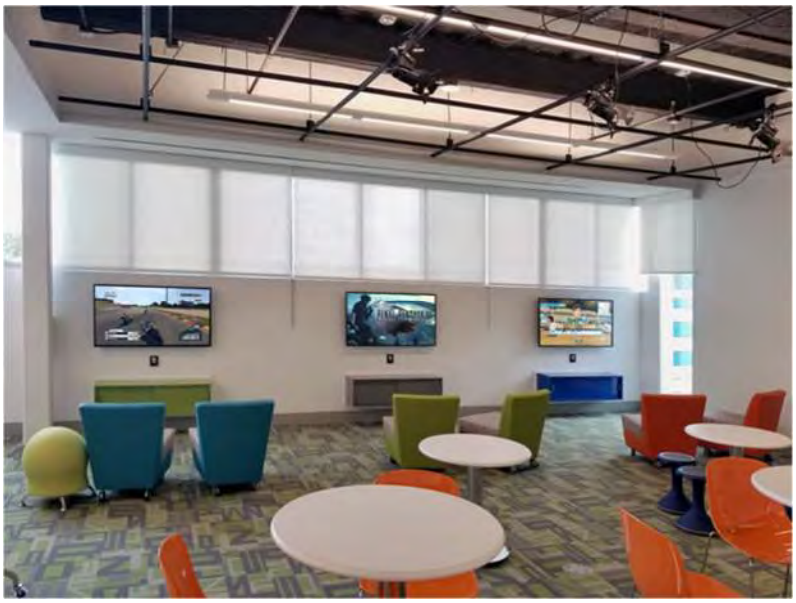
## TEEN GAMING SPACE



The Teen Seating Room is designed to be open and completely flexible in programming. Wall mounted displays or portable huddle/gaming carts can be planned for this space.

These displays/huddle carts allow for simple presentations via a connected laptop. A huddle cart typically has a 65” flat panel display on a mobile stand. Audio is presented via a sound bar with an integrated camera and microphone. This sound bar allows, via web- based applications, a session to not only be recorded or streamed live as the need arise. Additionally, these carts would allow the connection of a gaming stations like PlayStation, X-Box, etc.

When hearing assistance is required, a portable ADA 2010 compliant system will be utilized.

**Space Planning:**

- Specialty floor and wall boxes will be used; general coordination is required.
- Green or other type of chroma screen system available via portable equipment pool.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## COMFORT ROOM

This room will be a place a parent/caretaker can take child who needs a few minutes of quiet or tend to other needs in private.

The room will be equipped with a wall mounted flat screen display and receive a feed from broadcast TV or programming in the Children's Activity Room. This feed can be selected by a keypad on the wall. Audio will be provided by the display's built-in speakers.

## GROUP STUDY ROOMS/HUDDLE ROOMS

Several rooms will be provided for private or group study, collaboration, or small meetings with rooms for one or two people, and larger rooms for groups of four to six people. These spaces will be present both in public and back of house areas.

The rooms will be equipped with a wall mounted flat screen display and a connectivity plate for connection of laptops and other peripherals.

Audio will be provided by the display's built-in speakers. Control of the display will be simple and could be by either a touch panel or keypad.

**Space Planning:**

- Coordination of displays/whiteboards and furniture layout.
- Specialty wall boxes will be used; general coordination is required.


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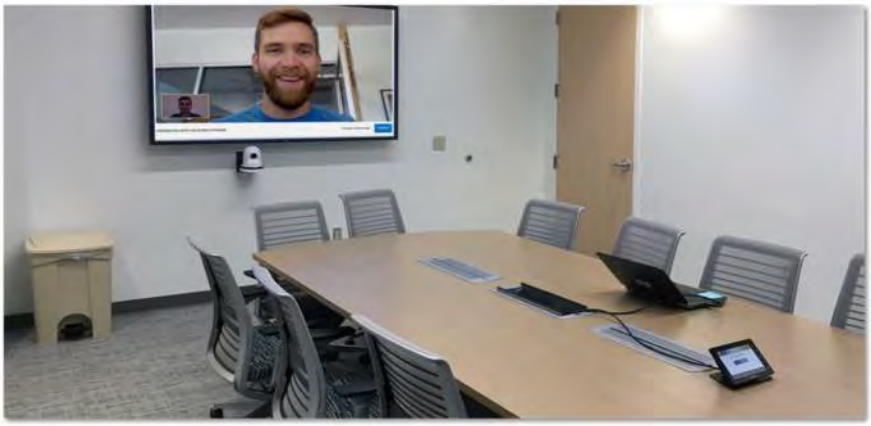
## LARGE CONFERENCE ROOM/BOARD ROOM



The Large Conference Room/Board Room can provide seating for library staff and/or patrons to conduct meetings and conference calls.

The display system will consist of a room appropriately sized flat panel display mounted to the wall. A camera for web-based video conferencing (Zoom, Teams, Skype, etc.) will be mounted near or on the flat panel display or on the flat panel display and be aimed to capture the entire table area. Conferencing audio will be provided by either overhead ceiling speakers or a soundbar. Participant speech will be picked up by either ceiling mounted or soundbar integrated microphones.

The Conference will be equipped with a dedicated room computer to support more complex conferencing requirements. This is to be determined as further discussions are had. The Board Room will provide a wireless presentation device to allow use of BYOD (Bring Your Own Device) such as personal laptops, tablets, and smartphones.

Control of the audiovisual system will be “pre-set” by library technology staff to eliminate public end-user interface with the systems. Trained library staff may be provided with a tablet or other device for basic control.

A room scheduling panel is planned to show daily events and open time slots. An indicator on the room schedule panel will show occupancy status.

**Space Planning:**

- Proper lighting to support both presentation and video camera use will be critical.
- Coordination of displays/whiteboards and furniture layout.
- Multiple speakers will be incorporated into the ceiling; general coordination is required.
- Specialty floor and wall boxes will be used; general coordination is required.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## CHILDREN'S INTERACTIVE LEARNING

The Children's Interactive Yout Area will function as a public social gathering space within the library. Technology is meant to be minimal but experience driven. Beyond educational AV, the immersive opportunities in this space are endless. With budget in mind, below are a few options for consideration and also to spur conversation as the design of the project progreses:

- LED Activated Walls – Reduced technology and refreshing required but activates learning opportunities. .

Art Installation activated with LED

- LED Activated Painted Glass or Scenery – Reduced Technology and refreshing but activates immersive scenes. Can activate with motion sensors.

Painted glass with LED curtain for activation


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- Interactive Meda

Interactive Game – Wall or Display

Interactive Game – Table or Floor


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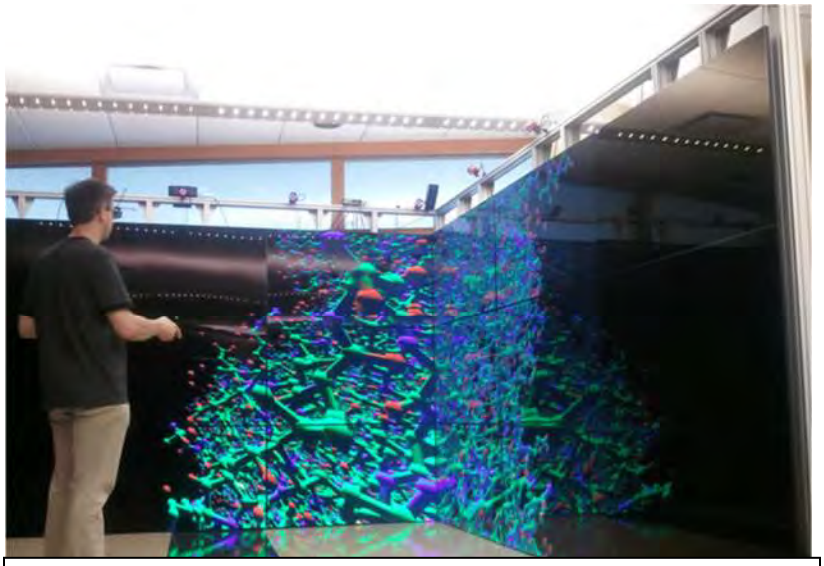
- Immersive Experiences



Augmented Reality/Extend Reality

- Column Wraps and/or Ribbons – In lieu of larger digital displays, small ribbons and/or column wraps can create a dramatic immersive experience.

Timeline Ribbon Display

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## MAKERS SPACE

The Maker's space is an open space for varying programs where patrons are able to take part in hands-on learning in creative ways.

This room is planned to be equipped with a simple presentation system. This system may be either permanent in the form of a large flat panel display or projector/screen with wired and wireless connections for laptops or BYOD or could be in the form of a portable flat panel display presentation cart.

Additionally, connection locations where a portable streaming/capture cart that will be part of the portable equipment pool will be provided at various locations in the room. Connections in several locations could provide connectivity to the greater library systems.

When hearing assistance is required, a portable ADA 2010 compliant system will be utilized.

**Space Planning:**

- Zoned lighting to support various activities.
- Multiple speakers could be incorporated into the ceiling; general coordination is required.
- Specialty floor and wall boxes will be used; general coordination is required.
- Added sound dampening may be required depending on and adjacency to "quiet" areas in acoustic report/evaluation during SD/DD phase.


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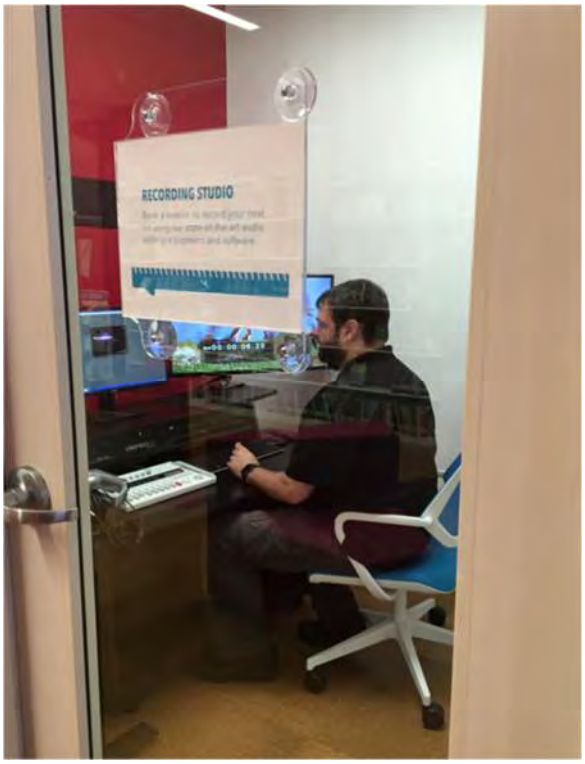
## AUDIO/VIDEO MEDIA LAB

The Audio/Video production space is a space that allows patrons to create content or learn to create content in an enclosed space.

This room is planned to be equipped with a simple audio/video capture system. This system may be either permanent in the form of a dedicated computer workstation with table microphone, camera and confidence monitors for presentation content. This system could also be BYOD or could be in the form of a mobile station.




**Space Planning:**

- Specialty floor and wall boxes will be used; general coordination is required.
- Added sound dampening may be required depending on and adjacency to “quiet” areas in acoustic report/evaluation during SD/DD phase.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## BUILDING-WIDE AUDIOVISUAL SYSTEMS

### Audiovisual Systems Enterprise Management Software/Control Systems

Each room-specific audiovisual system described above will contain a control system with a standard user interface like an easily cleaned and sanitized touch panel or keypad to facilitate ease of use. While this equipment is assigned to each room-specific system, all control system processors will be connected to the building LAN and thus will have Internet Protocol (IP) capabilities. The information carried by the LAN is low-bandwidth control command only and does not include high-bandwidth audio or video signals.

This capability will allow remote management by authorized support staff of technology assets and could even provide email notifications of required service or breaches of security. This approach will enable the use of mobile devices such as Android phones, tablets, iPhones, and iPads to provide alternative control possibilities. Additionally, all push-button and touch panel control functions for each system should be replicated on HTML-based web pages.

The cost of this capability is highly dependent on existing practices and software agreements.

### Public Information Display and Digital Signage System

If the library has an established standard for digital signage that is effective, that approach should be followed with this building as well. This will require close coordination as design progresses.

Public displays may display information such as:

- Digital Bulletin Board: informational digital signage for listing news and events within the library and community
- Entertainment: broadcast television in lounges, break rooms or lobbies
- Directory / Interactive way-finding
- Display Wall: digital storytelling and displaying creative content.
- Room scheduling displays.
- Emergency Alert messaging

You may also choose to select certain locations of the Digital Signage system to act as ad-hoc group collaboration. For these locations, the display may default to signage but switch to a local laptop input (either automatically or with the press of a button) when needed for collaborative work. Further discussion of this idea is warranted.

Digital signage may be capable of displaying broadcast television, computer graphics, digital video, and any associated program audio. Content most likely will come from a Web-centric system which is user-friendly and allows the option for library-generated content creation, but may also include custom elements requiring additional, specialized development.

Each display can be individually assignable, so programming can be displayed on any or all the displays independently. Grouping the displays into zones that will share the same content can save on hardware costs and may serve the function well.

The form of these displays can fall into any of the following categories:

- Non-interactive displays of various sizes
- Interactive touch screen displays with easy cleaning and sanitization methods


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The key to any of the display types is having the resources to create, maintain, update, and deploy content. Therefore, staff will need to be deeply involved in the selection of display types, hardware, and software for content deployment.

As we move into further phases of design, we recommended the following process:

- Determine the anticipated flow of traffic based on the current floor plans.
- Define the desired user experience.
- Identify appropriate locations for signage displays.
- Determine the intent, content, and interaction of the various displays.
- Select the content development software solution.
- Assign ownership responsibilities for the content generation and maintenance.
- Select hardware solution.
- Design the architectural integration of the hardware.

### Room Scheduling and Display System

A room scheduling system places touch-panel displays outside of various gathering spaces. In addition to displaying information related to when the room is scheduled and for what purpose, the system allows users to reserve the space based on availability, either at the panel, through common scheduling platforms, or from a dedicated kiosk. All touch panel displays will be of the type to be easily cleaned and sanitized.

It has become more common for room scheduling displays to connect directly to a facility scheduling application, but some solutions require connectivity through a server or network appliance running specialized software.

### Discussion Points:

- As the design progresses the facility will need to determine an acceptable solution for reserving rooms for public users.
- Dependent on the type of scheduling panel selected, users may be able to reserve rooms using the scheduling panel's touch screen interface.

### Portable Equipment Pool

A pool of portable equipment to be used for meetings and events: The exact contents of this pool need to be determined through further discussions with library staff as design progresses, but could likely include any of the following:

- Document Cameras
- Microphones, microphone mixer, portable loudspeaker system
- Portable ADA Hearing Assistance Systems

### Portable Streaming Station(s)

- This station will allow the live streaming of any event within the library and consist of a small form factor computer with keyboard and mouse to connect to a streaming appliance and the building network via wi-fi and two portable cameras on tripods.

### Portable Digital Editing Station(s)


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- This station will allow patrons to create and edit digital media projects. The station will consist of a mobile workstation to hold a small format computer with wi-fi and a wireless keyboard and mouse. The computer would be loaded with owner furnished audio and video editing and creation software for small digital media projects. A headphone amplifier and a Blu-Tooth repeater will all the user and two or three friends to listen to the audio via headphones. A small 4k desktop flat panel display will provide video playback. A small custom panel with a connection point for a laptop or other devices and small touch panel to allow selection of source and turn the workstation power on/off.
- Can turn any Study Room into a Digital Studio

**Portable Gaming/Huddle**

- This station will allow users to play various video games of different formats (computer or game station like X-Box, PlayStation, etc.). The Gaming Station will consist of a 65” 4K flat panel on a cart with an integrated locking cabinet with a small AV rack. The station would have a consumer gaming station(s) with wired controllers as well as CPU with wired data connection with wireless keyboard/mouse for online gaming. A Blu-Tooth repeater would be part of the equipment to allow a user to use their own Blu-Tooth controller or headphones. A small custom panel with a connection point for a laptop or other devices and small touch panel to allow selection of source and turn the workstation power on/off.
- This station can double as a huddle system when not used for gaming with the addition of a soundbar with integrated camera/microphone or with removal of gaming connections described above become a portable huddle/conference system.


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# INFORMATION TECHNOLOGY

## COMMUNICATIONS INFRASTRUCTURE

The information technology systems will be designed in accordance with the Town of Prosper's technology requirements.

Modern communication has evolved to encompass all aspects of our lives from voice to video. Information technology's prime objective is to facilitate communication and collaboration, and the transfer of information. The communication infrastructure envisioned for the Town of Prosper Library project will include:

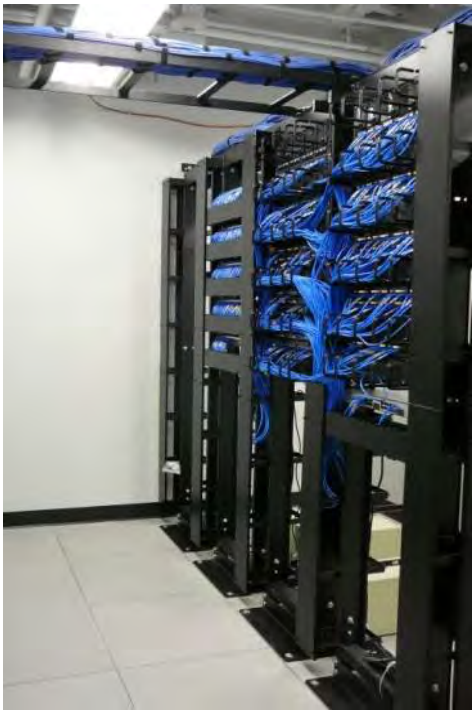
- Pathways and Spaces
- Telecommunication Rooms
- Structured Cabling throughout building
- Connection points to the Town-Wide Network.

## INCOMING SERVICES

Incoming network services, also known as Outside Plant (OSP), is planned to be supplied by the library current service provider. The fiber will be installed from an outside pull-box to the Main Distribution Frame (MDF). Outside Plant (OSP) conduit infrastructure from library to nearest pull box will be coordinated with Town and Library IT and the project's civil engineer.

## PATHWAYS AND SPACES

Information technologies require dedicated rooms on each floor to house equipment racks, network switches, optical fiber terminations, copper cabling patch panels, and so on. These spaces are known as Intermediate Distribution Frame (IDF) Rooms to facilitate organized and logical distribution of low voltage communications signals within a building. All spaces will be designed as per ANSI/TIA/EIA and BICSI standards along with recommendations from the Town of Prosper.



### Primary Components

- Connection to existing Town network within MDF Room.
- Single model Fiber connections between MDF and each IDF.
- Floor mounted equipment racks equipped with both vertical and horizontal wire management.
- Floor mounted AV cabinet (where required) to house Audiovisual Systems equipment.
- Overhead racking system for management of flexible connection cabling and providing additional structural support for the racks, cabinets, and systems.
- Patch panels for all horizontal cabling.
- Adequate floor space and growth potential
- Independent telecommunications grounding system
- Dedicated power circuits supported by Town provided UPS units.
- Dedicated HVAC cooling system 24/7; maintain ambient temperature at 68-77 degrees F.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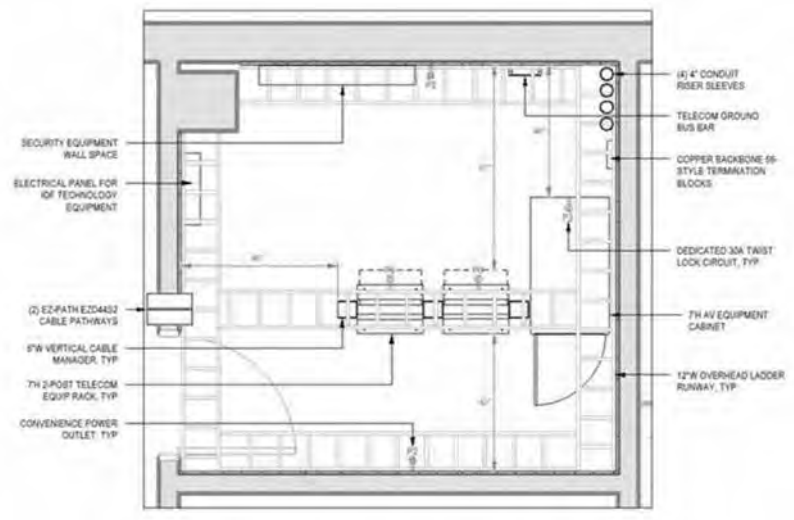
- IDF rooms centrally located within floor plate such that horizontal network cabling distances do not exceed 290’ to any location within the facility.
  - Size: MDF - minimum 10’x12’, outswing door
  - Size: IDF - minimum 10’x10’, outswing door

  Note: * The IDF rooms shall be vertically stacked as per Town of Prosper’s Technology Requirements.

  * Additional IDF rooms may be required if horizontal cabling distances exceeds 290 feet and the conduit crossing the bridge cannot accommodate the required category cabling.




*Sample IDF Room Equipment Layout*

- Audiovisual Systems equipment could be co-located within IDFs as part of the overall AV over IP system. This will require a dedicated AV cabinet within these spaces.

## STRUCTURED CABLING SYSTEM

The Structured cabling systems originate in the Telecom Rooms and extend throughout the building from MDF to IDFs (backbone) and from IDFs to the end users (horizontal). The backbone cabling system between Telecom Rooms consists of fiber and connects each IDF via home-run cables to a MDF within the building. The horizontal cabling system will consist of twisted pair Category 6A cables and is visible to the end user in the form of wall faceplates. All horizontal cabling routes to the IDF Rooms will be through cable baskets located in corridors and other approved support systems as required.

The wired building network system uses a common cable that supports all communications needs for various independent systems such as computer networks, voice system, surveillance, video, and building automation system. These diverse systems run on the same cable infrastructure, which offers ultimate flexibility; the same cabling supports all network requirements indifferent of the system.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### Backbone Cable

The Prosper Community Library building will be configured with the MDF being connected to IDFs via fiber cables. All fiber cabling is terminated in rack mounted housings to provide complete flexibility for cross-connecting of various networks and equipment and to provide redundancy.

The building backbone will consist of the following:

- 24-strand single mode (SM) fiber capable of supporting 100 Gbps.

### Horizontal Cable

All horizontal cabling should be a minimum of CAT6A dependent on the current industry standards to support expanding Power over Ethernet (POE) capabilities. All areas of the building will follow similar design standards regarding the number of cables per workspace as established by the Town of Prosper along with industry codes, standards, and best practices. This aspect of the horizontal cabling design should be reviewed later in the building design phase.

Horizontal cabling is planned to:

- Utilize CAT6A cabling at a minimum including all cabling, patch panels, patch cables, termination modules, and wiring blocks.
- Utilize CAT6A cabling for all wireless access points following the current manufacturer recommendations.
- Terminate on rack-mounted patch panels regardless of the application using the cable – email, phone call, fax, video, etc.
- Utilize the same cable regardless of the device using the cable – computer, telephone, surveillance camera, etc.
- 2 drops to each faceplate as minimum.

### Patch Cables

Effective patch “flow” is an integral part of the Structured Cabling System design to be planned according to the specific rack and wire management layouts.

- Patch cable assemblies will be provided and warranted as a part of the Structured Cabling System based upon a quantity twice that of the installed and available horizontal cabling channels plus an additional 5% to provide for varying needs at both cable ends.
- Patch cables will be color-coded according to the Town of Prosper standards.
- 2 Patch Cables per CAT-6A.
- Patch cables will be provided as part of the Structured Cabling package and installed by the Contractor at direction of Town IT staff.

### WIRELESS NETWORK

Wireless technologies have been embedded into modern society. Some wireless technologies are used every day such as radios, cellular phones, smart phones, tablet PCs and laptop computers. As such a very robust and dense Wi-Fi network is being planned.

Today’s public buildings must accommodate a wide range of user needs and expectations to foster free flowing access to various formats of information. Many libraries struggle with a desire to support the ever-evolving BYOD (Bring Your Own Device) environment that is now expected by patrons and staff.


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A building-wide wireless network will be designed into the Town of Prosper Library to augment the traditional wired network. Wireless coverage will be provided throughout all interior areas, and for exterior building adjacencies and commons public areas.

Access points locations will be coordinated with the interior design and will provide full building-wide coverage. The wireless infrastructure design will be based on the latest IEEE-802.11 standard (802.11ac) and can adapt to and supporting future standards such as 802.11s wireless mesh networks, 802.11v with improved wireless network management, and 802.11aa video transport stream.

Power over Ethernet (PoE) technology is deployed to simplify installation and increase system flexibility by centrally locating all power requirements for wireless access points. This design methodology greatly increases the availability of network bandwidth by adding the capability of connecting to the network via multiple frequencies and channels. The ultimate goal of the wireless system design is to allow for wireless coverage for the entire facility, including adjacent exterior areas, utilizing high density and dynamic load balancing wireless network standards.

The Town will be handling procurement of all wireless network equipment. Wireless Access devices will be Town furnished; Contractor installed. Wireless network design and criteria for final locations of wireless access data outlets will be provided by the design team, as coordinated with Town IT staff. Data outlets for wireless access points are typically provisioned with 20’ service loop to allow for flexibility during final commissioning and testing.

## NETWORK ELECTRONICS

The data network systems provide transport and communications for a multitude of applications. Ideally, there should be a single, common data network system for all applications as opposed to individual data network systems that are single application based. A common data network allows for cost savings of equipment and supporting infrastructure (space, power, cooling, etc.) while also providing better utilization of network equipment. By using network protocols such as virtual local area networks (VLANs), applications such as voice can share a common network switch with applications such as email or video surveillance yet still ensure proper quality of service (QoS).

The structured cabling systems described in the previous section make up the passive components of the data network systems. The active data network electronics will include the following:

- All switches will support Power over Ethernet (PoE) for all ports supporting the latest PoE standards.
- Common network switches across all departments and applications utilizing VLANs for QoS and security

The Town of Prosper will be handling procurement and installation of all network electronics and associated equipment.


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## TELEPHONE SYSTEM AND HANDSETS

The Library will deploy the latest Voice over Internet Protocol (VoIP) technology type telephony system. VoIP systems utilize the same cabling and switching equipment as the data network and offers the following advantages:

- Reduced Operational Costs
- Common cabling – data and voice networks use the same type of cable.
- Flexibility – every network cable can be voice, data, or both.
- Portability – phone number moves with the phone, not the location.
- Handset not always required – phones can be software on a computer.
- Unified Communications – users can access email from the phone and voicemail from the computer.

The Town of Prosper will be handling procurement and installation of the VoIP system server, telephone handsets, and associated VoIP equipment.

Some devices and equipment may require traditional telephone connectivity, often referred to as “Plain Old Telephone Service” or POTS. These systems will be supplied with the same CAT6A cabling as the rest of the network infrastructure with simple break-out cables allowing connectivity to a standard RJ-11 (phone) connector.


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# PHYSICAL SECURITY

The safety and security of the inhabitants and assets of the Town of Prosper Library requires special consideration in light of the following key design issues:

- The Library is a public facility and may include special events afterhours.
- The main building will have multiple entrance and/or exit points.
- Financial transactions may occur in several locations within the building.
- The library will include expensive and desirable items such as laptops, computers, projectors, and other audiovisual equipment.

We will coordinate with the appropriate Town and library entities as required throughout the programming and design phases of the project to confirm the planned security systems coordinate with any Town standards or integrated systems.

In general, building security systems are intended to control or monitor pedestrian flow throughout the building based on certain flexible criteria. Themes such as individual pass card holder permissions and time of day access control are key to the design. Access system and cards will be per Town standard.

Video Surveillance devices in the form of networked security cameras will augment the access control system by linking door events with video footage. To complete the design, devices such as duress alarms, door sensors, and motion detectors will provide duress and intrusion alarm monitoring for the facility.

## CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

The design team will be utilizing an approach to security that provides for both real and “perceived” boundaries, as well as a “full scope” security approach which includes the concepts of CPTED.

CPTED is defined as a multidisciplinary approach to deterring criminal behavior through environmental design. CPTED strategies rely on the ability to influence offender decisions that precede criminal acts by affecting the built, social, and administrative environment. The basic CPTED strategies are Natural Surveillance, Natural Access Control, and Natural Territorial Enforcement.

### Natural Surveillance

Natural Surveillance is the design principle, which calls for creating an environment where the occupant has an enhanced ability to observe the surrounding environment and the potential offender will have a heightened perception of their increased risk of being observed. The design principles involved include creating good sight lines and minimizing visual obstacles so that from a given location the occupant has a high degree of visual control. People will always feel safer when they can easily see and be seen.

From the perspective of Natural Surveillance, these items are ideal in that they offer no real hiding places. They provide a level of deterrence but little to no visual obstruction, which raises the probability of detection for the potential intruder.

Proper lighting will also create an effective deterrent to crime, because good lighting (no areas of glare from lights and no dark areas) discourages criminal activity, improves visibility, and reduces fear. Visibility in design can also be enhanced by including windows that look directly out on public sidewalks and parking.

Sidewalks, plazas, and other pedestrian areas should be evenly lit by pole mounted lighting, providing no shadowed hiding places for a would-be criminal to use to their advantage. Sufficient lighting levels will also enhance the capture and storage of evidentiary quality video, enabling recognition of perpetrators in covered areas. Steadily increasing lighting levels as one approaches the building will improve the sense of safety and the video quality at the appropriate locations. Additionally, the observable presence of video surveillance cameras will in and of itself have some deterrent capability, as potential offenders are less likely to act if they know they will be observed and recorded.


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### Natural Access Control

Natural Access Control limits the opportunity for crime by clearly differentiating between public and private spaces. Location and design of entrances and exits, which tend to guide people in the appropriate direction, will provide Natural Access Control. Natural Access Control recommends that the facility have only one primary, clearly identifiable entry point, or at a minimum utilize the architectural design to route people to a central security location before they have access to stairwells and elevators.

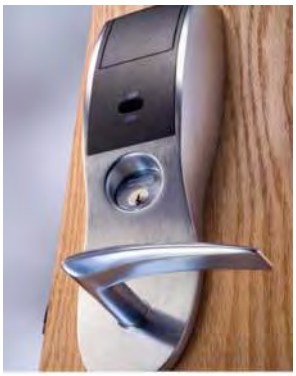
### Natural Territorial Reinforcement

Natural Territorial Reinforcement utilizes architectural design to increase the sense of ownership, which increases the likelihood that intruders will be challenged and reported. It creates an environment where strangers or intruders stand out and are more easily identified.

### ACCESS CONTROL SYSTEM

An Access Control system will provide card access for designated non-public entry points of the building or departmental perimeters or at any other space deemed a priority by the Library and project stakeholders. Ideally, traditional keys would be only utilized and issued to staff for their individual offices, storage rooms, and other unique spaces that are under their control.

The Library would incorporate the Town of Prosper standard for the Security Management / Access Control system unless directed otherwise during the subsequent design phases. It is anticipated the Library access control system will likely communicate with a centralized Town server. The Library security and access system will then be connected to the building LAN/WAN infrastructure and communicate over a Town configured Security VLAN.



The typical security door configuration will include provisions for a reader, interface to the electric locks, door position switches, and request to exit components. In addition, each door configuration will include a pull box located above the door on the secure side for the interconnection of the various door control and signaling components. Multi-technology card readers will be incorporated to allow for use with existing standard 125kHZ cards, more secure 13.56MHz smart cards, and compatibility with mobile (virtual) credentials. Card readers may incorporate keypads for dual authentication utilizing card + PIN. The potential use of biometric identification access devices for the Library is yet to be determined and will be reviewed based on Town standards.

Operation of the system will be such that time of day features may be utilized. Some doors may be unlocked by the system during regular business hours or for special events while others remain as pass card access only. Doors may go into an alarm state when opened immediately, such as in an emergency exit, or when a perimeter door is held open for an extended period of time.

In general, the access control system will seal off the building perimeter and restrict access to certain spaces at certain times. There may be a need to control access to elevators and stairwells based on occupants' requirements and work schedules. Additional features of the system include holiday schedules, visitor credentialing, access groups, and database segmentation to name a few.

The access control system and the video surveillance system will either be a single unified platform or a fully integrated solution. This will allow for timestamp management of video records tied to security system alarms and entry/exit access events.

The manufacturer and model numbers outlined in the Town of Prosper's technology requirements will be reviewed again during the design stages to ensure that the most current equipment is procured at the time of project completion.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## VIDEO SURVEILLANCE SYSTEM

A system of fully integrated digital security cameras will monitor exterior building adjacencies, interior public areas, entry/exit points, commons areas, high traffic and transition areas, and other critical spaces as deemed necessary by the Town and project stakeholders. The networked IP security cameras will communicate to the video surveillance system via the Library LAN infrastructure. Each camera will require a Category network cable, installed to the nearest IDF room.

Security camera types will be standardized on high-definition IP PoE type cameras. The cameras may also implement technologies such as megapixel, 180 or 360-degree multi-sensor panoramic view, pan-tilt-zoom (PTZ), and integration of video motion or analytics alarms. Camera housings will be primarily domes with other housings provided based on environment, architectural goals, or space limitations. The camera products and manufacturers shall be consistent with Town security standards. The video system and IP cameras may incorporate motion sensing software to activate recording only when certain conditions are met such as human movement. Analytic software is also available to trigger alarms and for people counting.

The video surveillance system cameras and devices will likely communicate with centralized Town video management system server and recording devices. The video system will also likely be connected to the building LAN/WAN infrastructure and communicate over a Town configured Security VLAN.

The video surveillance system will be integrated with the access control, intrusion detection, and emergency call station systems. This will provide optimal situational awareness for security operators with respect to incident response, to provide more effective safety and security within and around the Library and can, if desired, could allow the Town of Prosper Police Department to have the ability to remotely access and view security cameras from the Library.

## ASSET PROTECTION

The Library will require Radio Frequency Identification Devices (RFID) Book Security Gates at main entry/exit locations. The Security Gates will be furnished by the Town and installed by the general contractor. Necessary power and data infrastructure will be provided by the project to support the Town supplied RFID gate equipment. It is understood the Town and project stakeholders desire a more aesthetically appealing solution than traditional book security gates. The preference would be to evaluate new technology and integrate the RFID equipment into the adjacent walls if possible.

The RFID alarm system may be employed to tag and protect other building assets such as computers, flat panel displays, projectors, etc. These devices communicate wirelessly with the equipment placed at the exit points. Like the book system, when the RFID tag passes through the RFID gate system, an alarm will be triggered.

## PRODUCTS

The manufacturer and model numbers outlined in the Town of Prosper's technology requirements will be reviewed again during the design stages to ensure that the most current equipment is procured at the time of project completion.

Prepared by: **NV5 Engineering and Technology, Inc.**


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# LIBRARY MASTER PLAN

PROSPER Community Library

MARCH 2025

# JANUARY PRESENTATION RECAP

**Prosper's population is growing rapidly, and the library is already small compared to peer cities**

**Community survey results show barriers to use:**

- Overcrowding (60%) – limited seating & study space
- Physical collection is too small (42%) – ideal balance is 70% physical and 30% digital. Currently about 60/40, will eventually be 50/50.
- Space for programming & events too small (47%)

**Accreditation and Best Practices**

- **Accreditation Minimums –** Prosper currently meets requirements in funding ($21 vs. $5.63 per capita), collection size (1 item per capita), staffing, and open hours (currently 51.5/week).
- **Best Practices –** Planning will be required for ideal collection size, space, seating, public computing, and meeting areas to support Prosper's growth.

# COUNCIL REQUESTS

- Removal of Artesia from population projections
- Removal of dedicated gaming space
- Options for various site sizes
- Emphasis on technology
- Focus on flexibility and versatility (including possible co-location with another Town amenity)
- Addition of a 30,000-35,000 sq/ft facility option

# NEW BUILDING OPTIONS

| | ***Option 1*** *72,000 sf* | ***Option 2*** *49,000 sf* | ***Option 3*** *33,000 sf* |
|---|---|---|---|
| Land: | not included | not included | *not included* |
| Construction: | $50.7m | $39.1m | *$26.2m* |
| Furniture Fixtures and Equipment: | $3.9m | $3.0m | *$2.2m* |
| Design and Pre-construction fees: | $5.8m | $4.2m | *$2.9m* |
| Owner Direct Costs*: | $4m | $3.4m | *$2.9m* |
| **Estimated Total Project Cost:** | **$64.4m** | **$49.9m** | ***$34.2m*** |
| Addtl. Cost of Collection Expansion: | $3.5m | $2.3M | *$1.8M* |

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

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

#1 = $894sq/ft, #2 = $1,018sq/ft, #3 = $1,036 sq/ft

# A LIBRARY THAT TRANSFORMS FOR EVERY NEED

**Smart, Adaptive Spaces** – Quickly shift from quiet study areas to large-scale events

- **AI-Enabled Rooms** – Spaces optimized for individual and group needs, including smart lighting, and soundscaping
- **Space Optimization** – Movable partitions and shelving, traffic and usage patterns are analyzed for optimal flexibility and efficiency
- **Hybrid & Interactive Tech** – Video-streaming on digital walls, with AI translation and interpretative tools

**Immersive Learning & Inspiration**

- **Dynamic Digital Walls** – STEM exhibits, historical storytelling, community engagement
- **AI Research Assistants** – Instant book, data, and resource recommendations
- **Maximum Accessibility** – Speech-to-text, adaptive displays, and language translation

**People want physical spaces and materials**

# DESIGN FOR FLEXIBILITY AND ADAPTABILITY

- **Spaces That Adapt to Any Need**
  - **Multi-Use Rooms – Easily shift from business meetings to storytime settings to creative workshops to tech events.**
  - **Reconfigurable Layouts – Modular furniture & mobile shelving transform spaces in minutes.**
- **Technology-Enhanced Infrastructure**
  - **Smart, AI-Forward Design – Built to integrate emerging technology and evolving community needs.**

# CHOOSING THE RIGHT SITE

- **5–8 Acres: The Ideal Choice**
  - **Built for Long-Term Growth** – Expands with minimum disruption.
  - **More Flexibility** – Allows for outdoor spaces, parking, and future services.
- **2–5 Acres: A Tight Fit with Trade-Offs**
  - **Expansion Would Be Disruptive** – A second floor may be needed, likely requiring a temporary closure soon after opening.
- **The Smart Solution? Plan for Growth.**
  - **Shell Space:** Pre-built expansion areas make growth easier.
  - **Co-Location Opportunities:** Partnering with a future Town facility (like a recreation center) could optimize space, reduce costs, and enhance community access.

# LIBRARY DIRECTOR RECOMMENDATIONS

- **Act Now, Plan for Growth**
  - Adopt the Master Plan with Library Board input.
  - Build soon—the current facility is too small and falling behind.
  - Delays will widen staffing & program gaps.
- **Design for Flexibility & Expansion**
  - A space that evolves—multi-use, adaptable, and AI-driven.
  - Blends tradition with innovation—classic services in transformable spaces.
  - Smart policies to complement (not compete with) private sector.
- **New Challenges = New Opportunities**
  - AI & Innovation – Future-proofing library services.
  - Business & Community Engagement – A true civic hub.
  - Experiential Learning – Programs that inspire and empower.

# LIBRARY BOARD RECOMMENDATIONS

1. A minimum of option 2
    - a. 49,000 sqft ($49.9M with $2.3M for additional expansion of collections) to be considered as part of the upcoming Bond process.
    - b. This minimum will support accreditation requirements, best practice standards, meet the goals and criteria for success by targeting an enhanced level of 0.8 sqft per capita to align with Texas Library Association standards.

2. An enhanced level for physical and digital collections as defined by the Texas Library Association (70% physical, 30% digital, 1.95 items per capita with increase to 2.04 per capita when Prosper population reaches 50k).

3. That the Town Council moves forward with a feasibility study for a Foundation to support the Library.

4. That a robust, data-driven analysis be undertaken before making specific recommendations for programming, budget, staffing, facility and collection design. Analysis should identify gaps and opportunities.

5. That work be undertaken to refine the Long Range Plan and include the 720 Design Master Plan Report as an input source to that exercise.

6. That library leadership engage stakeholders to envision the library of the future.

# THANK YOU!

TOWN OF PROSPER
A Place Where Everyone Matters

# PLANNING

**To:** **Mayor and Town Council**

**From:** **David Hoover, AICP, Director of Development Services**

**Through:** **Mario Canizares, Town Manager**
**Chuck Ewings, Assistant Town Manager**

**Re:** **Preliminary Site Plan for Prosper Legacy, Blocks D-F**

**Town Council Meeting – March 11, 2025**

**Strategic Visioning Priority: 3. Commercial Corridors are ready for Development**

---

**Agenda Item:**
Consider and act upon a request for a Preliminary Site Plan for Automobile Service, Convenience Store with Gas Pumps, Daycare, Office, Restaurant, Restaurant with Drive-Through, and Retail Buildings on Prosper Legacy, Blocks D-F, on 22.2± acres, located on the southwest corner of Legacy Drive and Prosper Trail. (DEVAPP-24-0083)

**Future Land Use Plan:**
The Future Land Use Plan designates this area as Retail & Neighborhood Services.

**Zoning:**
The property is zoned Planned Development-14 (Retail).

**Conformance:**
The Façade Plan conforms to the development standards of Planned Development-14.

**Description of Agenda Item:**
The Preliminary Site Plan consists of nine buildings totaling 61,150 square feet and associated parking.

- Block D:
  - Lot 1 – Daycare (10,400 SF)
  - Lot 2 – Professional Office Building (7,500 SF)

- Block E:
  - Lot 1 – Drive-Through Restaurant (1,400 SF)
  - Lot 2 – Automobile Service Station (4,000 SF)
  - Lot 3 – Gas Station (4,700 SF) + Canopy (3,700 SF)
  - Lot 4 – Drive-Through Restaurant (2,800 SF)
  - Lot 5 – Restaurant/Retail Building (11,000 SF)

- Block F:
    - Lot 1 – Drive-Through Restaurant (4,000 SF)
    - Lot 2 – Office/Restaurant/Retail Building (11,650 SF)

Per Planned Development-14, the hard corner of Legacy Drive and Prosper Trail has a Retail District base zoning. However, the list of permitted uses in this specific Retail District allows for both commercial and residential uses. The allowance of single-family at this location resulted in a final plat for a residential subdivision, Prosper Ridge, being approved in 2023. Due to the residential area being classified as Retail, typical requirements for commercial development adjacent to residential development are not applicable. This includes requirements such as increased setbacks for certain uses (automotive, drive-through restaurants, etc.) and increased landscaping buffers. Additionally, Planned Development-14 permits certain uses by right (daycares, drive-through restaurants, etc.) that typically require a Specific Use Permit.

**History:**
This item was appealed at the Town Council meeting on January 28, 2025, due to the concerns listed below.

- Landscape Easement on Legacy Drive
- Open Space
- Landscape Buffer adjacent to Star Trail
- Screening Wall adjacent to Star Trail
- Drive-Through Restaurant Overflow
- Dumpster Orientation
- Pitched Roofs for Buildings adjacent to Star Trail

Following the Town Council meeting on January 28, 2025, the applicant revised the proposed Preliminary Site Plan to address some of the listed concerns.

- Landscape Easement on Legacy Drive
    - A thirty-foot landscape easement has been provided on Legacy Drive in compliance with the requirements of Planned Development-14.

- Open Space
    - An open space plan has been provided showing each commercial lot meeting the requirement of seven percent open space as well as the entire site (commercial and residential areas) having seven percent open space in totality.

- Landscape Buffer adjacent to Star Trail
    - A fifteen-foot landscape buffer has been provided adjacent to Star Trail.

- Screening Wall adjacent to Star Trail
    - A six-foot masonry screening wall has been provided between the future commercial lots and both residential subdivisions, Prosper Ridge and Star Trail.

- Drive-Through Restaurant Overflow
    - The drive-through has been removed from the restaurant adjacent to Star Meadow Drive.

- Dumpster Orientation
    - The orientation of the dumpsters will be corrected at the time of a Site Plan.

- Pitched Roofs for Buildings adjacent to Star Trail
    - A note has been provided for buildings adjacent to Star Trail having pitched roofs.

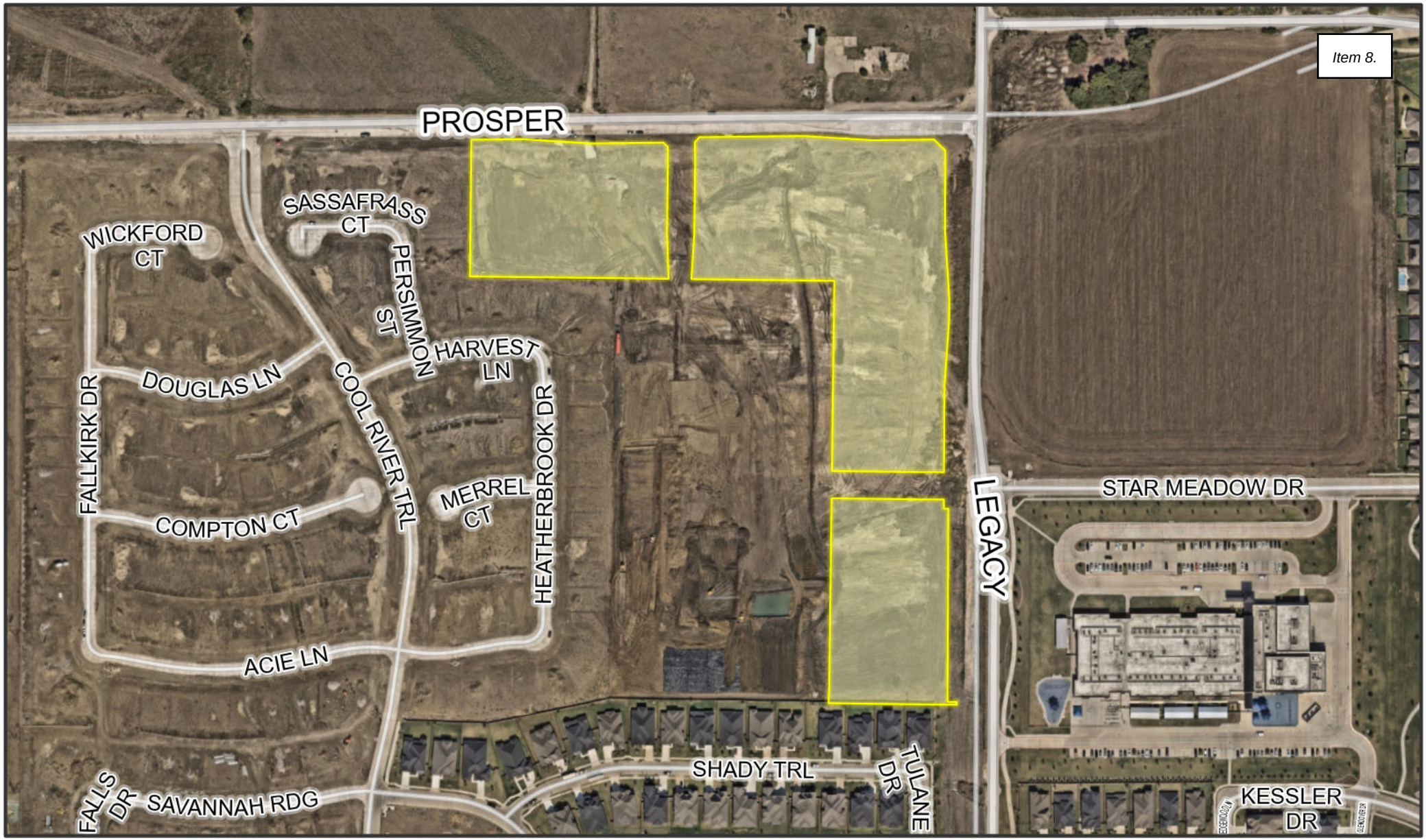
**Budget Impact:**
There is no budgetary impact affiliated with this item.

**Attached Documents:**
1. Location Map
2. Preliminary Site Plan
3. Open Space Plan

**Town Staff Recommendation:**
Town Staff recommends approval of a request for a Preliminary Site Plan for Automobile Service, Convenience Store with Gas Pumps, Daycare, Office, Restaurant, Restaurant with Drive-Through, and Retail Buildings on Prosper Legacy, Blocks D-F, on 22.2± acres, located on the southwest corner of Legacy Drive and Prosper Trail. (DEVAPP-24-0083)

**Planning & Zoning Recommendation:**
The Planning & Zoning Commission recommended approval of this item by a vote of 6-1 at their meeting on January 21, 2025. Commissioner Blanscet voted in opposition to this item.

**Proposed Motion:**
I move to approve/deny a request for a Preliminary Site Plan for Automobile Service, Convenience Store with Gas Pumps, Daycare, Office, Restaurant, Restaurant with Drive-Through, and Retail Buildings on Prosper Legacy, Blocks D-F, on 22.2± acres, located on the southwest corner of Legacy Drive and Prosper Trail. (DEVAPP-24-0083)




TOWN OF PROSPER

0 175 350 700 Feet

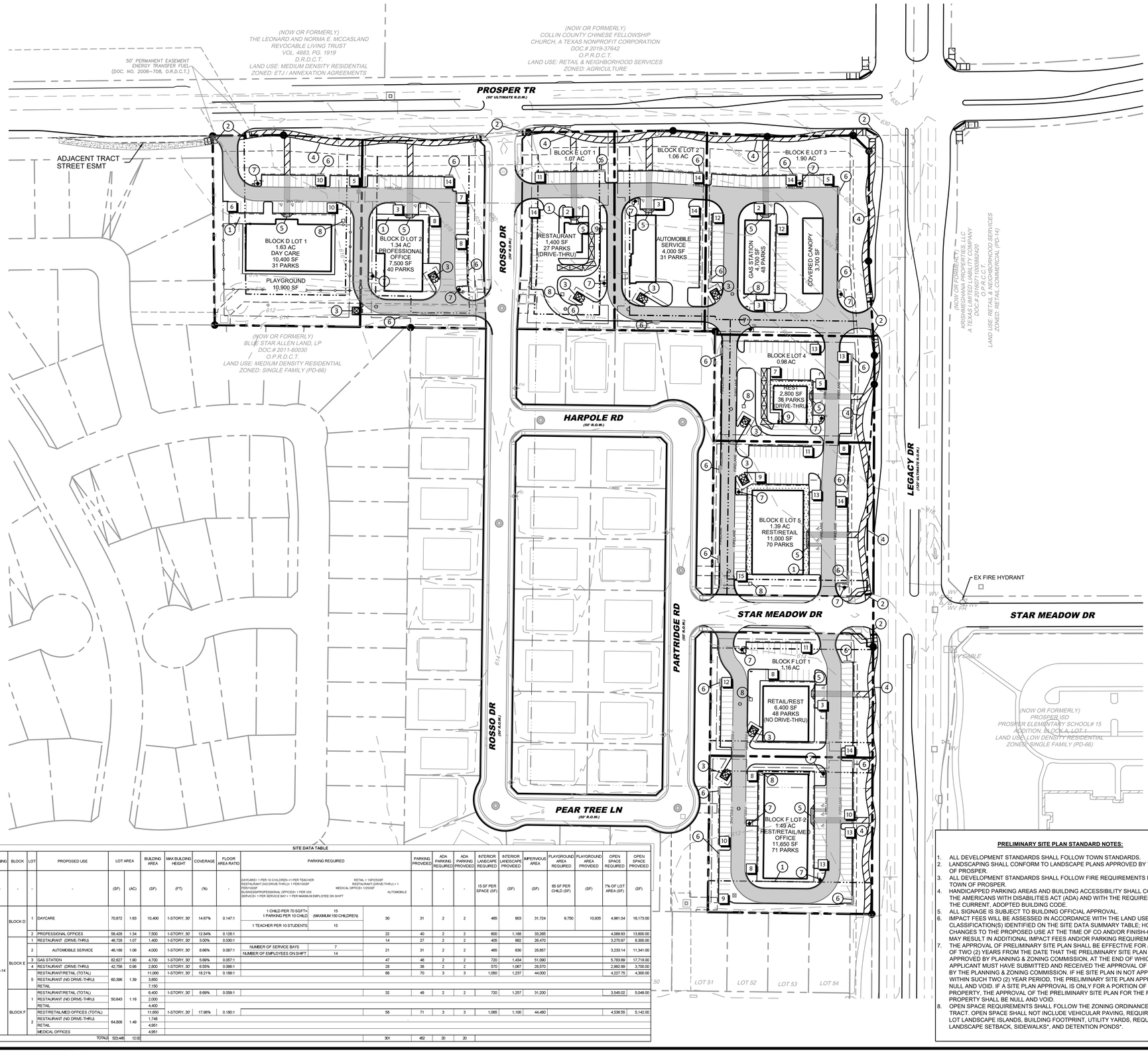
This map for illustration purposes only

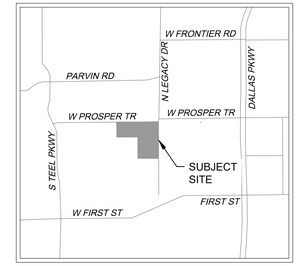
# DEVAPP-24-0083

Prosper Legacy
Block D, Lots 1-2, Block E, Lots 1-5, and Block F, Lots 1-2



Preliminary Site Plan




## LOCATION MAP

N.T.S.

## LEGEND

- FIRE LANE STRIPING
- PROPOSED FIRE HYDRANT
- PROPOSED SANITARY MANHOLE
- PROPOSED CURB INLET
- PROPOSED FIRELANE
- PROPOSED SIDEWALK
- PROPOSED 10' WIDE TRAIL
- PROPOSED GRATE INLET
- PARKING COUNT (9'X18' WITH 2' OVERHANG UNLESS NOTED OTHERWISE)
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- PROPOSED LANDSCAPE SETBACK
- PROPOSED BUILDING SETBACK
- ADJACENT RESIDENTIAL SETBACK
- PROPOSED FENCE
- PROPOSED EASEMENT
- EXISTING EASEMENT
- 2FT PARKING OVERHANG
- EXISTING 6' MASONRY WALL PER CIVIL 23-0018
- PROPERTY BOUNDARY

## SITE CONSTRUCTION NOTES

1. PROP. SIDEWALK
2. INTERSECTION RAMP
3. SINGLE 12'x11' DUMPSTER (TYPICAL) W/ 8' MASONRY ENCLOSURE AND 5' SURROUNDING LANDSCAPE BUFFER
4. PROP. 10' WIDE WALKING TRAIL
5. PROP. BFR
6. PROP. CURB INLET
7. PROP. FIRE HYDRANT
8. GREASE TRAPS
9. ORDER BOARD

**PRELIMINARY SITE PLAN NOTE:**

1. PER DEVELOPMENT STANDARD, BLOCK D, LOTS 1 & 2 AND BLOCK F, LOT 1 WILL BE REQUIRED TO HAVE PITCHED ROOFS

GRAPHIC SCALE

0 80 160 FEET

SCALE: 1" = 80'

**PRELIMINARY SITE PLAN STANDARD NOTES:**

1. ALL DEVELOPMENT STANDARDS SHALL FOLLOW TOWN STANDARDS.
2. LANDSCAPING SHALL CONFORM TO LANDSCAPE PLANS APPROVED BY THE TOWN OF PROSPER.
3. ALL DEVELOPMENT STANDARDS SHALL FOLLOW FIRE REQUIREMENTS PER THE TOWN OF PROSPER.
4. HANDICAPPED PARKING AREAS AND BUILDING ACCESSIBILITY SHALL CONFORM TO THE AMERICANS WITH DISABILITIES ACT (ADA) AND WITH THE REQUIREMENTS OF THE CURRENT, ADOPTED BUILDING CODE.
5. ALL SIGNAGE IS SUBJECT TO BUILDING OFFICIAL APPROVAL.
6. IMPACT FEES WILL BE ASSESSED IN ACCORDANCE WITH THE LAND USE CLASSIFICATION(S) IDENTIFIED ON THE SITE DATA SUMMARY TABLE; HOWEVER, CHANGES TO THE PROPOSED USE AT THE TIME OF CO AND/OR FINISH-OUT PERMIT MAY RESULT IN ADDITIONAL IMPACT FEES AND/OR PARKING REQUIREMENTS.
7. THE APPROVAL OF PRELIMINARY SITE PLAN SHALL BE EFFECTIVE FOR A PERIOD OF TWO (2) YEARS FROM THE DATE THAT THE PRELIMINARY SITE PLAN IS APPROVED BY PLANNING & ZONING COMMISSION. IF SITE PLAN IN NOT APPROVED WITHIN SUCH TWO (2) YEAR PERIOD, THE PRELIMINARY SITE PLAN APPROVAL IS NULL AND VOID. IF A SITE PLAN APPROVAL IS ONLY FOR A PORTION OF THE PROPERTY, THE APPROVAL OF THE PRELIMINARY SITE PLAN FOR THE REMAINING PROPERTY SHALL BE NULL AND VOID.
8. OPEN SPACE REQUIREMENTS SHALL FOLLOW THE ZONING ORDINANCE, PER TRACT. OPEN SPACE SHALL NOT INCLUDE VEHICULAR PAVING, REQUIRED PARKING LOT LANDSCAPE ISLANDS, BUILDING FOOTPRINT, UTILITY YARDS, REQUIRED LANDSCAPE SETBACK, SIDEWALKS*, AND DETENTION PONDS*.

**SITE DATA TABLE**

| ABSTRACT NO. | ZONING | BLOCK | LOT | PROPOSED USE | LOT AREA (SF) | LOT AREA (AC) | BUILDING AREA (SF) | MAX BUILDING HEIGHT (FT) | COVERAGE (%) | FLOOR AREA RATIO | PARKING REQUIRED | PARKING PROVIDED | ADA PARKING REQUIRED | ADA PARKING PROVIDED | INTERIOR LANDSCAPE REQUIRED | INTERIOR LANDSCAPE PROVIDED | IMPERVIOUS AREA | PLAYGROUND AREA REQUIRED | PLAYGROUND AREA PROVIDED | OPEN SPACE REQUIRED | OPEN SPACE PROVIDED |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| - | - | - | - | - | (SF) | (AC) | (SF) | (FT) | (%) | - | - | - | - | - | 15 SF PER SPACE (SF) | (SF) | (SF) | 65 SF PER CHILD (SF) | (SF) | 7% OF LOT AREA (SF) | (SF) |
| 350 | PD-14 | BLOCK D | 1 | DAYCARE | 70,872 | 1.63 | 10,400 | 1-STORY, 30' | 14.67% | 0.147:1 | 1 CHILD PER 70 SQFT= 1 PARKING PER 10 CHILD (MAXIMUM 150 CHILDREN) 15; 1 TEACHER PER 10 STUDENTS 15 | 30 | 31 | 2 | 2 | 465 | 903 | 31,724 | 9,750 | 10,935 | 4,961.04 | 16,173.00 |
| | | | 2 | PROFESSIONAL OFFICES | 58,428 | 1.34 | 7,500 | 1-STORY, 30' | 12.84% | 0.128:1 | | 22 | 40 | 2 | 2 | 600 | 1,188 | 33,265 | | | 4,089.93 | 13,800.00 |
| | | BLOCK E | 1 | RESTAURANT (DRIVE-THRU) | 46,728 | 1.07 | 1,400 | 1-STORY, 30' | 3.00% | 0.030:1 | | 14 | 27 | 2 | 2 | 405 | 862 | 26,470 | | | 3,270.97 | 8,300.00 |
| | | | 2 | AUTOMOBILE SERVICE | 46,188 | 1.06 | 4,000 | 1-STORY, 30' | 8.66% | 0.087:1 | NUMBER OF SERVICE BAYS 7; NUMBER OF EMPLOYEES ON SHIFT 14 | 21 | 31 | 2 | 2 | 465 | 630 | 28,857 | | | 3,233.14 | 11,341.00 |
| | | | 3 | GAS STATION | 82,627 | 1.90 | 4,700 | 1-STORY, 30' | 5.69% | 0.057:1 | | 47 | 48 | 2 | 2 | 720 | 1,434 | 51,090 | | | 5,783.89 | 17,718.00 |
| | | | 4 | RESTAURANT (DRIVE-THRU) | 42,756 | 0.98 | 2,800 | 1-STORY, 30' | 6.55% | 0.066:1 | | 28 | 38 | 2 | 2 | 570 | 1,067 | 28,570 | | | 2,992.89 | 3,700.00 |
| | | | | RESTAURANT/RETAIL (TOTAL) | | | 11,000 | 1-STORY, 30' | 18.21% | 0.189:1 | | 68 | 70 | 3 | 3 | 1,050 | 1,237 | 44,000 | | | 4,227.75 | 4,300.00 |
| | | | 5 | RESTAURANT (NO DRIVE-THRU) | 60,396 | 1.39 | 3,850 | | | | | | | | | | | | | | | | |
| | | | | RETAIL | | | 7,150 | | | | | | | | | | | | | | | | |
| | | BLOCK F | | RESTAURANT/RETAIL (TOTAL) | | | 6,400 | 1-STORY, 30' | 8.69% | 0.059:1 | | 32 | 48 | 2 | 2 | 720 | 1,257 | 31,200 | | | 3,545.02 | 5,049.00 |
| | | | 1 | RESTAURANT (NO DRIVE-THRU) | 50,643 | 1.16 | 2,000 | | | | | | | | | | | | | | | | |
| | | | | RETAIL | | | 4,400 | | | | | | | | | | | | | | | | |
| | | | | RESTRETAIL/MED OFFICES (TOTAL) | | | 11,650 | 1-STORY, 30' | 17.98% | 0.180:1 | | 58 | 71 | 3 | 3 | 1,065 | 1,100 | 44,480 | | | 4,536.55 | 5,142.00 |
| | | | 2 | RESTAURANT (NO DRIVE-THRU) | 64,808 | 1.49 | 1,748 | | | | | | | | | | | | | | | | |
| | | | | RETAIL | | | 4,951 | | | | | | | | | | | | | | | | |
| | | | | MEDICAL OFFICES | | | 4,951 | | | | | | | | | | | | | | | | |
| | | | | TOTALS | 523,445 | 12.02 | | | | | | 301 | 452 | 20 | 20 | | | | | | | |

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SHAWN T. WALDO
P.E.# 138653
DATE: March 4, 2025

PEARLS OF PROSPER HOLDING COMPANY LLC

7070 COULTER LAKE ROAD
FRISCO, TEXAS 75036

PH: 860-503-9018

# PEARLS OF PROSPER

23.06 ACRES OF
J.H. DURRETT SURVEY, ABS 350
TOWN OF PROSPER
DENTON COUNTY, TEXAS

| REV: | DATE: | DESCRIPTION: |
|---|---|---|

kirkman ENGINEERING
KIRKMAN ENGINEERING, LLC
5200 STATE HIGHWAY 121
COLLEYVILLE, TX 76034
TEXAS FIRM NO. 15874

JOB NUMBER: CHB21002_PROPSER

ISSUE DATE: 3/4/2025

## PRELIMINARY SITE PLAN

**DEVAPP-24-0083**

PROSPERY LEGACY
BLOCK D, LOTS 1-2
BLOCK E, LOTS 1-5
BLOCK F, LOTS 1-2
22.20 ACRES
J.H. DURRETT SURVEY,
ABSTRACT NO. 350
TOWN OF PROSPER,
DENTON COUNTY, TEXAS
PREPARATION DATE: 3/4/2025

**OWNER/APPLICANT**
PEARLS OF PROSPER HOLDING COMPANY, LLC
7070 COULTER LAKE RD
FRISCO, TEXAS 75036
PH: 818-795-5405
CONTACT: LOHIT KUMAR RANGINENI

**ENGINEER**
KIRKMAN ENGINEERING, LLC
5200 STATE HIGHWAY 121
COLLEYVILLE, TX 76034
PH: 817-488-4960
CONTACT: SHAWN T. WALDO, PE

**SURVEYOR**
BARTON CHAPA SURVEYING
5200 STATE HIGHWAY 121
COLLEYVILLE, TX 76034
PH: 817-864-1957
CONTACT: JACK BARTON, RPLS

SHEET:
PSP 1.0



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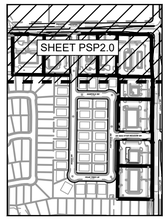
PLOTTED DATE: 3/4/2025




## LEGEND

- FIRE LANE STRIPING — FIRELANE
- PROPOSED FIRE HYDRANT — FH
- PROPOSED SANITARY MANHOLE — SS
- PROPOSED CURB INLET
- PROPOSED FIRELANE
- PROPOSED SIDEWALK
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- PROPOSED GRATE INLET
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- PROPOSED BUILDING SETBACK
- ADJACENT RESIDENTIAL SETBACK
- PROPOSED FENCE
- PROPOSED EASEMENT
- EXISTING EASEMENT
- 2FT PARKING OVERHANG
- EXISTING 6' MASONRY WALL PER CIVIL 23-0018
- PROPERTY BOUNDARY

(NOW OR FORMERLY)
THE LEONARD AND NORMA E. MCCASLAND REVOCABLE LIVING TRUST
VOL. 4683, PG. 1919
D.R.D.C.T.
LAND USE: MEDIUM DENSITY RESIDENTIAL
ZONED: ETJ / ANNEXATION AGREEMENTS

(NOW OR FORMERLY)
COLLIN COUNTY CHINESE FELLOWSHIP CHURCH, A TEXAS NONPROFIT CORPORATION
DOC.# 2019-37642
O.P.R.D.C.T.
LAND USE: RETAIL & NEIGHBORHOOD SERVICES
ZONED: AGRICULTURE

50' PERMANENT EASEMENT
ENERGY TRANSFER FUEL
(DOC. NO. 2006-708, O.R.D.C.T.)

**PROSPER TR**
**(90' ULTIMATE R.O.W.)**

**ROSSO DRIVE**
**(50' R.O.W.)**

**LEGACY DR**
**(120' ULTIMATE R.O.W.)**

ADJACENT TRACT STREET ESMT

EX. 6' MASONRY WALL PER CIVIL-23-0018

4' FENCE SURROUNDING PLAYGROUND AREA

10' WIDE TRAIL

5' LANDSCAPE SETBACK (BOTH SIDES OF LOT LINE)

200' J.M. DURRETT SUBDIVISION, RESIDENTIAL SETBACK

PROP FDC

PROP FIRE HYDRANT

PROP. INLET

2' OVERHANG

BLOCK D LOT 1
1.63 AC
DAY CARE
10,400 SF
31 PARKS

BLOCK D LOT 2
1.34 AC
PROFESSIONAL OFFICE
7,500 SF
40 PARKS

PLAYGROUND
10,900 SF

11'X12' DUMPSTER ENCLOSURE

50' REAR SETBACK

24' FIRE LANE

24' REAR SETBACK

15' LANDSCAPE SETBACK

50' SIDE SETBACK

24' SIDE SETBACK

5' LANDSCAPE SETBACK

25' FRONT SETBACK

15' LANDSCAPE EASEMENT

PROP. GRATE INLET

25' FRONT YARD & LANDSCAPE EASEMENT

10' LANDSCAPE SETBACK

BLOCK E LOT 1
1.07 AC
RESTAURANT
1,400 SF
27 PARKS
(DRIVE-THRU)

100' STACKING TO ORDER BOARD

BLOCK E LOT 2
1.05 AC
AUTOMOBILE SERVICE
4,000 SF
31 PARKS

BLOCK E LOT 3
1.99 AC
GAS STATION
4,700 SF
48 PARKS

COVERED CANOPY
3,700 SF

24' FIRE LANE

10' LANDSCAPE SETBACK

30' LANDSCAPE EASEMENT

25' FRONT YARD SETBACK

284.8' TO INTERSECTION

30.0' LANDSCAPE SETBACK

(NOW OR FORMERLY)
BLUE STAR ALLEN LAND, LP
DOC.# 20110-60030
O.P.R.D.C.T.
LAND USE: MEDIUM DENSITY RESIDENTIAL
ZONED: SINGLE FAMILY (PD-66)

(NOW OR FORMERLY)
KRISHMEGHNA PROPERTIES, LLC
A TEXAS LIMITED LIABILITY COMPANY
DOC.# 20160711000682420
O.P.R.D.C.T.
LAND USE: RETAIL & NEIGHBORHOOD SERVICES
ZONED: RETAIL COMMERCIAL (PD-14)

**MATCH LINE SHEET PSP3.0**

GRAPHIC SCALE
0 50 160 FEET
SCALE: 1" = 50'

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TEXAS FIRM NO. 15874

JOB NUMBER: CHB21002_PROPSER

ISSUE DATE: 3/4/2025

**PRELIMINARY SITE PLAN**

SHEET:
PSP 2.0



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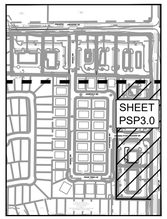
PLOTTED BY: Shawn Waldo
PLOTTED DATE: 3/4/2025




## LEGEND

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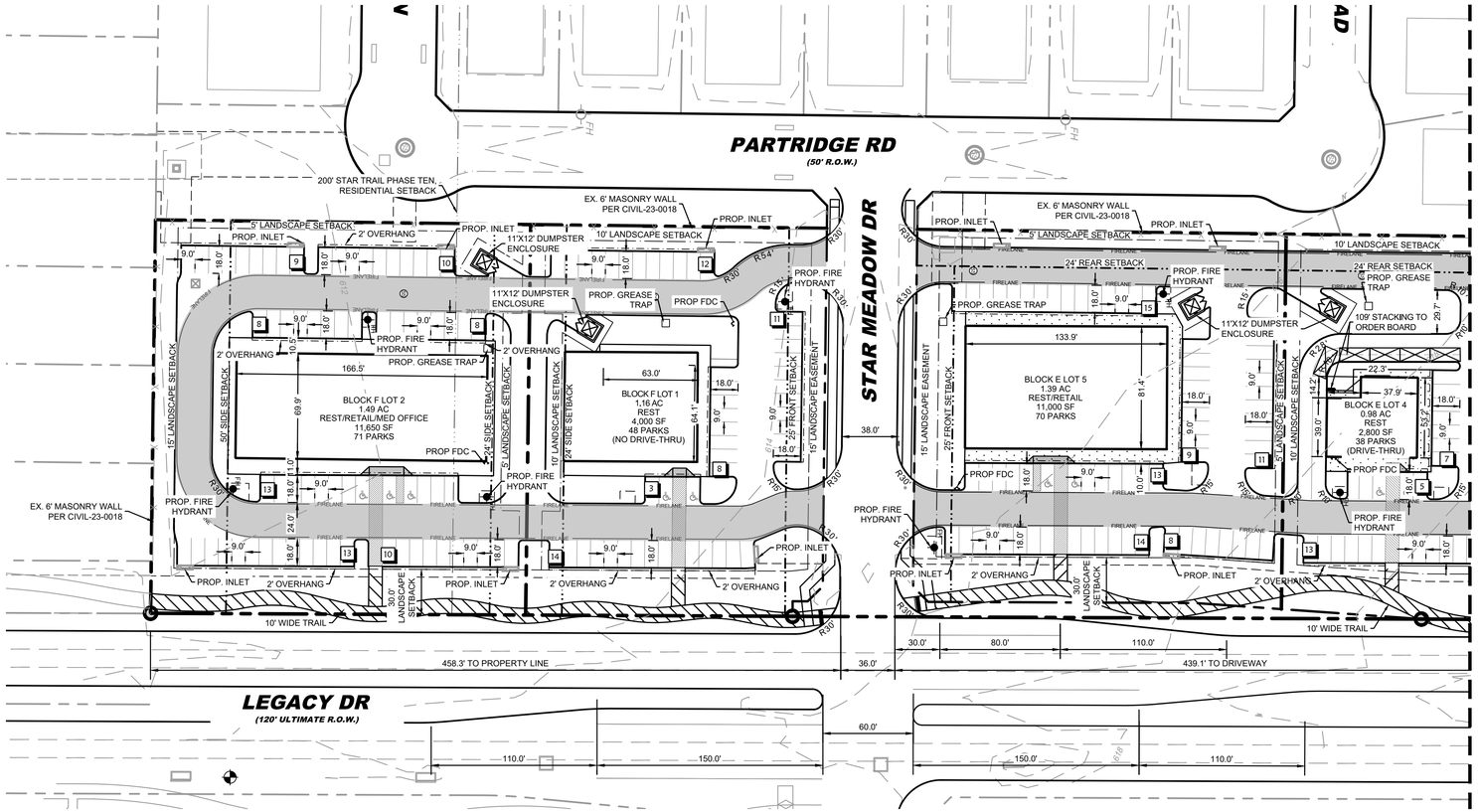


GRAPHIC SCALE

0 50 160 FEET

SCALE: 1" = 50'

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COLLEYVILLE, TX 76034
TEXAS FIRM NO. 15874

JOB NUMBER: CHB21002_PROPSER

ISSUE DATE: 3/4/2025

**PRELIMINARY SITE PLAN**

SHEET:

PSP 3.0



FILL PATH: K:\Mn\chb21002_prosper legacy\Drawings\01_psp - Commercial\03 - Production\chb21002_prosper legacy\Drawings\01_psp - Commercial\03 - Production\PSP_CHB21002

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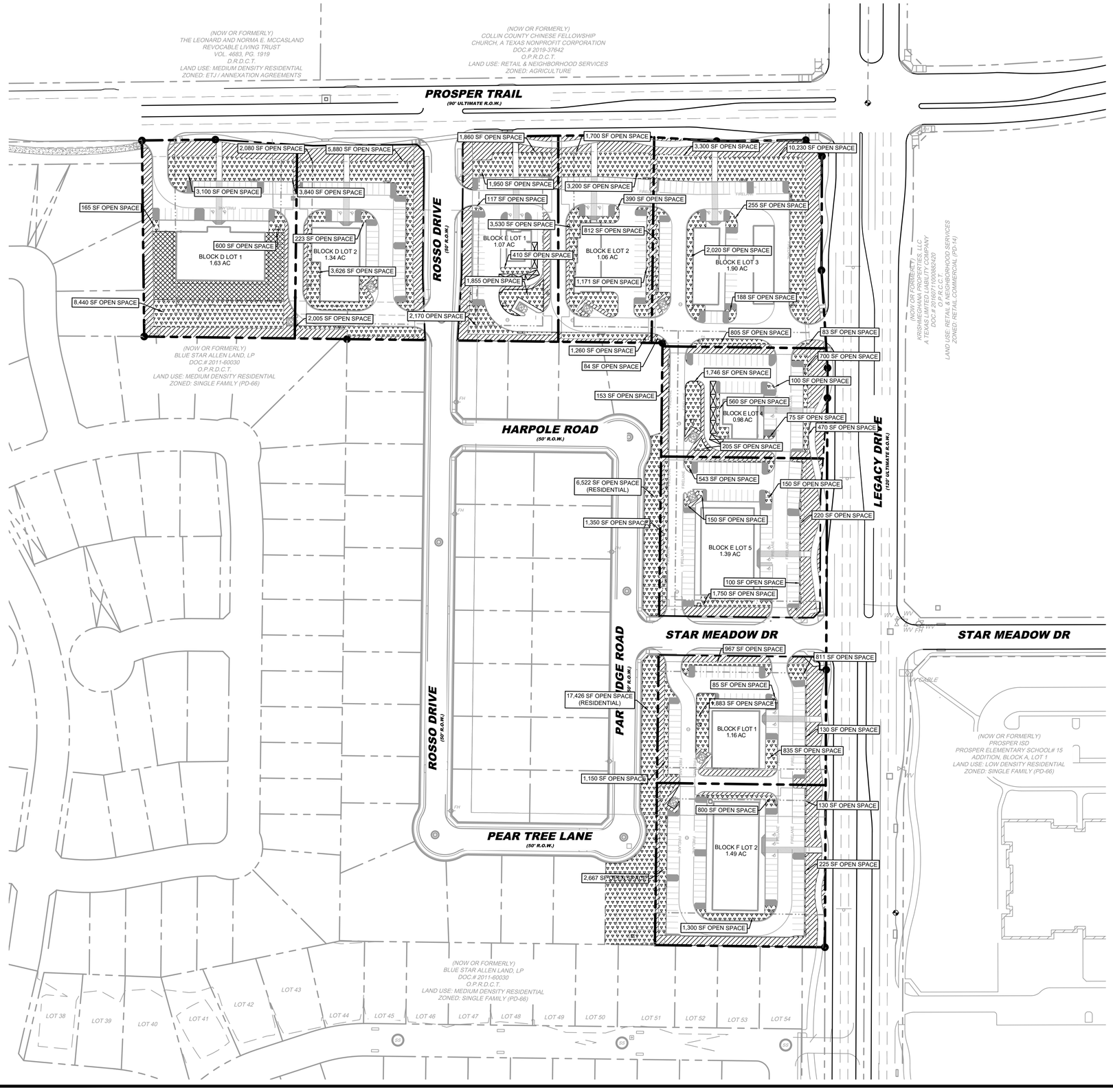
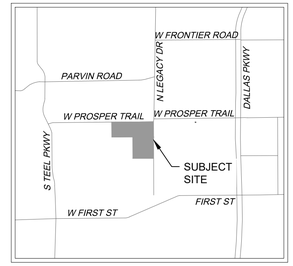
PLOTTED BY: Shawn Waldo
PLOTTED DATE: 3/4/2025




## LOCATION MAP

N.T.S.

LEGEND

- OPEN SPACE
- LANDSCAPE
- PLAY AREA
- PARKING LANDSCAPE

**SITE DATA TABLE**

| ABSTRACT NO. | BLOCK | LOT | ZONING | LOT AREA (SF) | LOT AREA (AC) | OPEN SPACE REQUIRED (7% OF LOT AREA (SF)) | OPEN SPACE PROVIDED (SF) |
|---|---|---|---|---|---|---|---|
| - | | - | - | (SF) | (AC) | 7% OF LOT AREA (SF) | (SF) |
| 350 | BLOCK D | 1 | PD-14 | 70,872 | 1.63 | 4,961 | 16,173 |
| | | 2 | | 58,428 | 1.34 | 4,090 | 13,800 |
| | BLOCK E | 1 | | 46,728 | 1.07 | 3,271 | 8,300 |
| | | 2 | | 46,188 | 1.06 | 3,233 | 11,341 |
| | | 3 | | 82,627 | 1.90 | 5,784 | 17,718 |
| | | 4 | | 42,756 | 0.98 | 2,993 | 3,700 |
| | | 5 | | 60,396 | 1.39 | 4,228 | 4,300 |
| | BLOCK F | 1 | | 50,643 | 1.16 | 3,545 | 5,049 |
| | | 2 | | 64,808 | 1.49 | 4,537 | 5,142 |
| *RESIDENTIAL USE* | | | *PD-14* | *448,345* | *10.29* | *31,384* | *23,948* |
| **TOTAL** | | | | **971,790** | **22.31** | **68,025** | **109,471** |

GRAPHIC SCALE

0 80 160 FEET

SCALE: 1" = 80'

**PRELIMINARY OPEN SPACE PLAN**
**DEVAPP-24-0083**

PROSPERY LEGACY
BLOCK D, LOTS 1-2
BLOCK E, LOTS 1-5
BLOCK F, LOTS 1-2
22.20 ACRES
J.H. DURRETT SURVEY,
ABSTRACT NO. 350
TOWN OF PROSPER,
DENTON COUNTY, TEXAS
PREPARATION DATE: 3/4/2025

**OWNER/APPLICANT**
PEARLS OF PROSPER HOLDING, LLC
7070 COULTER LAKE RD
FRISCO, TEXAS 75036
PH: 818-795-5405
CONTACT: LOHIT KUMAR RANGINENI

**ENGINEER**
KIRKMAN ENGINEERING, LLC
5200 STATE HIGHWAY 121
COLLEYVILLE, TX 76034
PH: 817-488-4960
CONTACT: SHAWN T. WALDO, PE

**SURVEYOR**
BARTON CHAPA SURVEYING
5200 STATE HIGHWAY 121
COLLEYVILLE, TX 76034
PH: 817-864-1957
CONTACT: JACK BARTON, RPLS

PRELIMINARY FOR REVIEW ONLY
THESE DOCUMENTS ARE FOR DESIGN REVIEW ONLY AND NOT INTENDED FOR THE PURPOSES OF CONSTRUCTION, BIDDING OR PERMIT. THEY WERE PREPARED BY, OR UNDER THE SUPERVISION OF:

SHAWN T. WALDO
P.E.# 138653
DATE: March 4, 2025

PEARLS OF PROSPER HOLDING COMPANY LLC

7070 COULTER LAKE ROAD
FRISCO, TEXAS 75036

PH: 860-503-9018

PEARLS OF PROSPER

23.06 ACRES OF
J.H. DURRETT SURVEY, ABS 350
TOWN OF PROSPER
DENTON COUNTY, TEXAS

| REV: | DATE: | DESCRIPTION: |
|---|---|---|

kirkman ENGINEERING
KIRKMAN ENGINEERING, LLC
5200 STATE HIGHWAY 121
COLLEYVILLE, TX 76034
TEXAS FIRM NO. 15874

JOB NUMBER: CHB21002_PROPSER

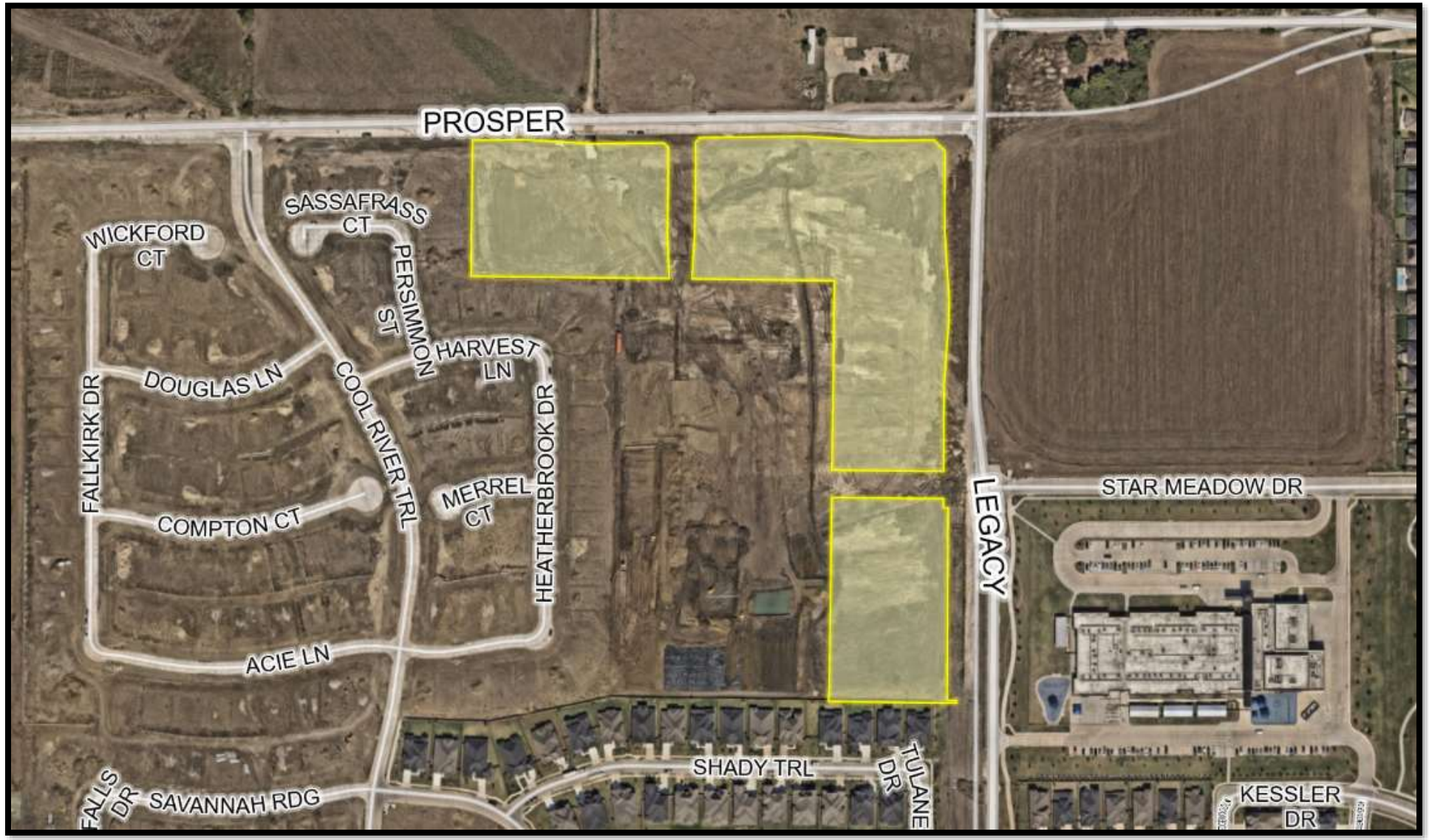
ISSUE DATE: 3/4/2025

# PRELIMINARY OPEN SPACE PLAN

SHEET:

POSP

FILE PATH: K:\Shn\chb21002_prosper legacy\Drawings\01_psp - Commercial\03 - Production\Layouts\Drawings\01_psp - Commercial\03 - Production\Open Space Plan_CHB21002
FILENAME: Open Space Plan_CHB21002.dwg
PLOTTED BY: Shawn Waldo
PLOTTED DATE: 3/4/2025


PROSPER
SASSAFRASS CT
WICKFORD CT
PERSIMMON ST
HARVEST LN
DOUGLAS LN
COOL RIVER TRL
FALLKIRK DR
HEATHERBROOK DR
MERREL CT
COMPTON CT
ACIE LN
LEGACY
STAR MEADOW DR
SHADY TRL
TULANE DR
SAVANNAH RDG
KESSLER DR

# Information

## Purpose:

- Construct nine buildings totaling 61,150 square feet and associated parking.
  - Block D
    - Lot 1 – Daycare (10,400 SF)
    - Lot 2 – Professional Office Building (7,500 SF)
  - Block E
    - Lot 1 – Drive-Through Restaurant (1,400 SF)
    - Lot 2 – Automobile Service Station (4,000 SF)
    - Lot 3 – Gas Station (4,700 SF) + Canopy (3,700 SF)
    - Lot 4 – Drive-Through Restaurant (2,800 SF)
    - Lot 5 – Restaurant/Retail Building (11,000 SF)

# Information Cont.

## Purpose Continued:

- Block F
  - Lot 1 – Drive-Through Restaurant (4,000 SF)
  - Lot 2 – Office/Restaurant/Retail Building (11,650 SF)

## Residential Adjacency:

- The site is zoned Planned Development-14 with a base zoning of Retail.
- Per Planned Development-14, Single-Family is a permitted use in the Retail area.
- The typical regulations for commercial development adjacent to residential development are not applicable because of the Retail base zoning.

# History

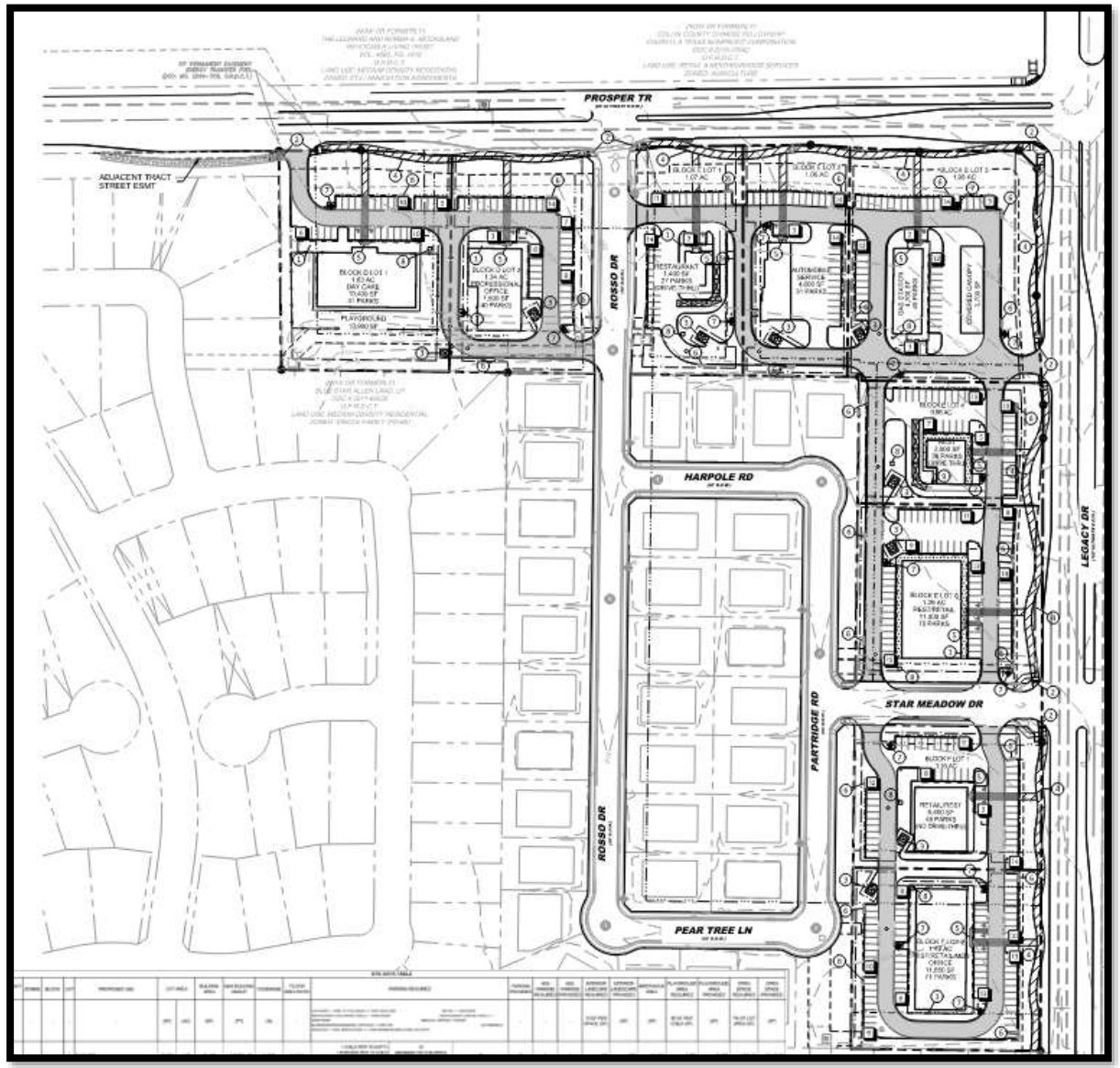
## Appeal:

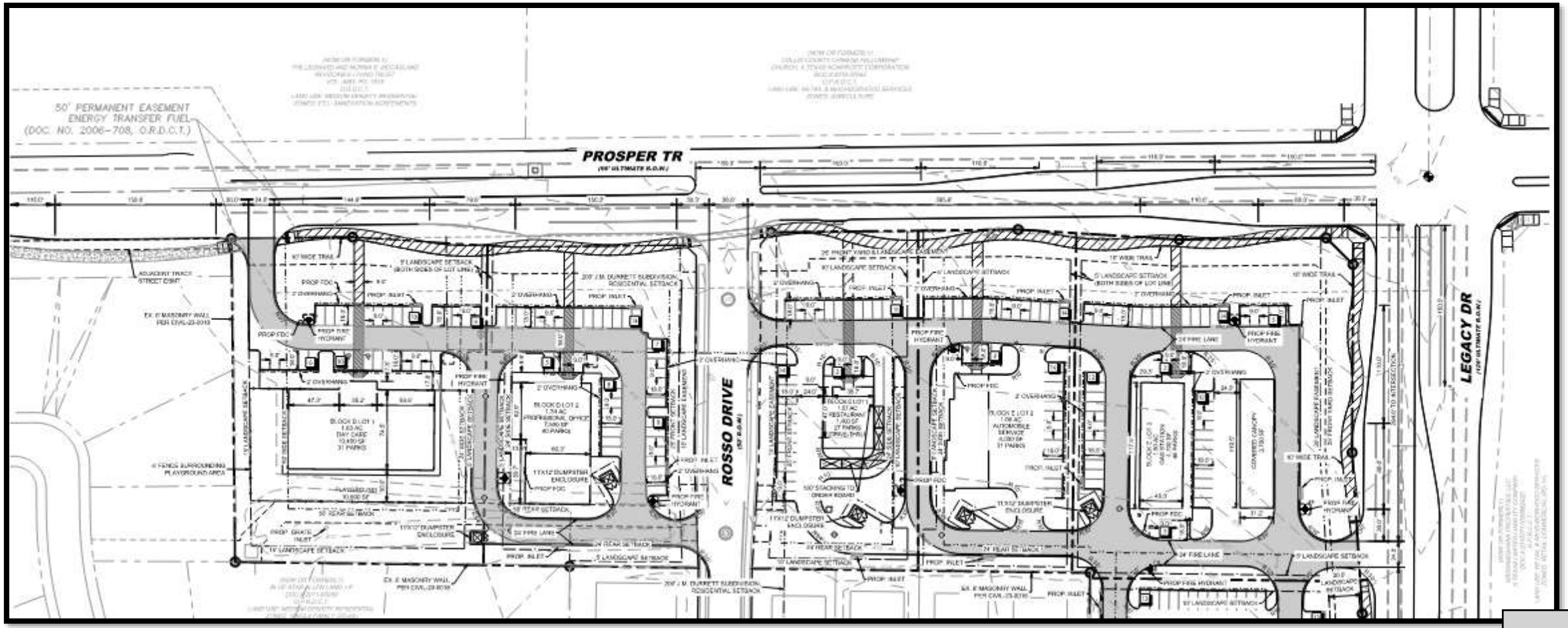
- Appealed at Town Council meeting on January 28, 2025, due to the concerns listed below.
  - Landscape Easement on Legacy Drive
  - Open Space
  - Landscape Buffer adjacent to Star Trail
  - Screening Wall adjacent to both Prosper Ridge and Star Trail
  - Drive-Through Restaurant Overflow
  - Dumpster Orientation
  - Pitched Roofs for Buildings adjacent to Star Trail

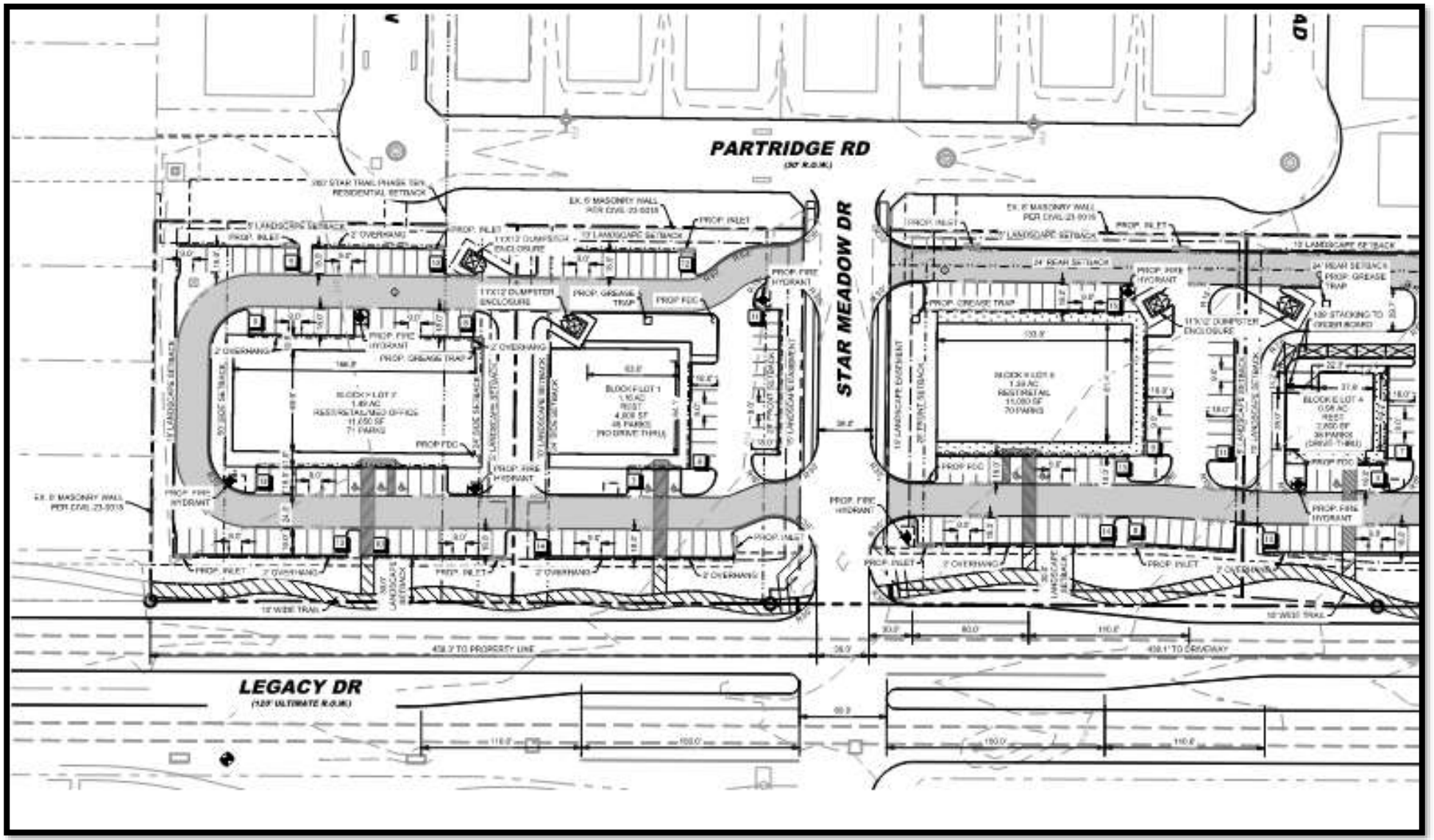
# Updated Preliminary Site Plan

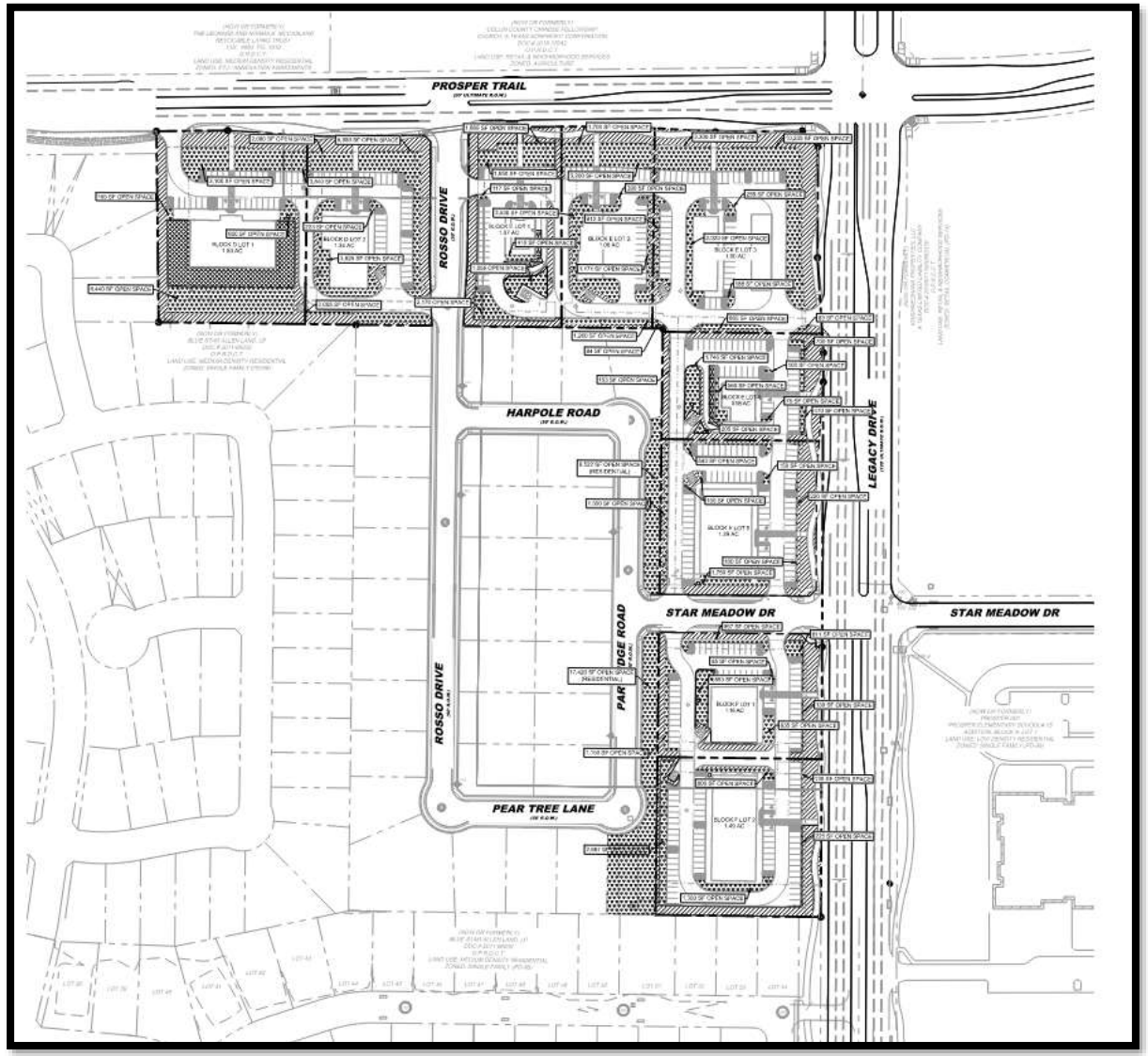
## Revisions:

- Following the Town Council meeting on January 28, 2025, the applicant made the changes listed below.
  - Thirty-Foot Landscape Easement on Legacy Drive
  - Open Space Plan for Entire Area (Commercial + Residential)
  - Fifteen-Foot Landscape Buffer adjacent to Star Trail
  - Six-Foot Masonry Screening Wall adjacent to Star Trail
  - Removal of Drive-Through from Restaurant on Star Meadow Drive
  - Dumpster Reorientation (Site Plan)
  - Pitched Roofs for Buildings adjacent to Star Trail


PROSPER TR
ADJACENT TRACT
STREET ESMT
ROSSO DR
HARPOLE RD
LEGACY DR
STAR MEADOW DR
PARTRIDGE RD
ROSSO DR
PEAR TREE LN


50' PERMANENT EASEMENT
ENERGY TRANSFER FUEL
(DOC. NO. 2006-708, O.R.D.C.T.)
PROSPER TR
(100' ULTIMATE R.O.W.)
ROSSO DRIVE
(50' R.O.W.)
LEGACY DR
(120' ULTIMATE R.O.W.)
10' WIDE TRAIL
5' LANDSCAPE SETBACK
(BOTH SIDES OF LOT LINE)
200' J.M. DURRETT SUBDIVISION RESIDENTIAL SETBACK
PROP. INLET
PROP. FDC
PROP. FIRE HYDRANT
24' FIRE LANE
24' REAR SETBACK
20' LANDSCAPE SETBACK
15' LANDSCAPE SETBACK
10' LANDSCAPE SETBACK
2' OVERHANG
11'X12' DUMPSTER ENCLOSURE
50' REAR SETBACK
32' FIRE LANE
PROP. GRATE INLET
EX. 6' MASONRY WALL PER CVXL-23-0016
ADJACENT TRACT STREET ENT.
6' FENCE SURROUNDING PLAYGROUND AREA
PLAYGROUND 10,600 SF
BLOCK D LOT 1
1.63 AC
DAY CARE
10,400 SF
31 PARKS
BLOCK D LOT 2
1.74 AC
PROFESSIONAL OFFICE
7,000 SF
40 PARKS
BLOCK E LOT 1
1.57 AC
RESTAURANT
1,400 SF
27 PARKS
BLOCK E LOT 2
1.06 AC
AUTOMOBILE SERVICE
4,000 SF
31 PARKS
CONVENIENCE STORE
3,150 SF
CANOPY
2,000 SF
48 PARKS
100' STACKING TO DRIVE-THRU
45° TO INTERSECTION


PARTRIDGE RD
STAR MEADOW DR
LEGACY DR
PROP. FIRE HYDRANT
PROP. INLET
PROP. GREASE TRAP
PROP. FDC
2' OVERHANG
10' WIDE TRAIL
459.3' TO PROPERTY LINE
459.1' TO CENTERLINE


PROSPER TRAIL
ROSSO DRIVE
HARPOLE ROAD
LEGACY DRIVE
STAR MEADOW DR
STAR MEADOW DR
PEAR TREE LANE
ROSSO DRIVE

TOWN OF PROSPER
A Place Where Everyone Matters

# ENGINEERING SERVICES

**To:** **Mayor and Town Council**

**From:** **Pete Anaya, P.E., Assistant Director of Engineering – Capital Projects**

**Through:** **Mario Canizares, Town Manager**
**Chuck Ewing, Assistant Town Manager**
**Hulon T. Webb, Jr., P.E., Director of Engineering Services**

**Re:** **First Street (Stuber Elementary - DNT): Change Order No. 04**

**Town Council Meeting – March 11, 2025**

**Strategic Visioning Priority: 1. Acceleration of Infrastructure**

---

**Agenda Item:**

Consider and act upon approving Change Order No. 04 for CSP No. 2022-51-B to Mario Sinacola & Sons Excavating, Inc., related to construction services for the First Street (Stuber Elementary – Dallas North Tollway (DNT)) project; and authorizing the Town Manager to execute Change Order No. 04 for $1,916,019.

**Description of Agenda Item:**

Town Council authorized a construction contract with Mario Sinacola & Sons Excavating, Inc., at the August 23, 2022, Town Council meeting in the amount of $26,811,506.99. The project consists of the construction of four lanes of First Street from Stuber Elementary to the North Dallas Tollway. Work includes excavation, embankment, moisture conditioning, subgrade/pavement, bridge/culverts, and storm drainage.

Change Order No. 4 is for the construction of four lanes of Legacy Road from the First Street intersection north to the existing roadway improvements constructed by Blue Star with the Star Trail Development. When the original project was bid, it included a 300-foot section of two-lane asphalt road north from the First Street intersection to the existing concrete road.

Since the beginning of this project several items have changed, such as Blue Star beginning construction of Star Trail Phases 10, 11, and 12 west of existing Legacy Drive that included construction of approximately 2,000 feet of southbound Legacy Drive south from Starwood Drive. In addition, the Town constructed four lanes of Legacy Drive from First Street south to Scarlet Drive to complete the connection of Legacy Drive from US 380 to First Street. With the change in circumstances, staff evaluated constructing the full four-lane section from First Street to the beginning of the Star Trail improvements of Legacy Drive, approximately 1,200 feet, and requested Mario Sinacola provide a proposed change order for the construction of the missing section of Legacy Drive from the First Street intersection north to the existing improvements.

Staff evaluated the following two options provided by Sinacola:

1. Construction of Legacy Drive with a temporary detour that would keep Legacy Drive open
2. Construction of Legacy Drive that would require Legacy Drive be closed

When evaluating Option 1, there were several negative issues including an additional $400,000 for constructing the detour and the time needed to negotiate an additional temporary roadway easement to accommodate the temporary detour. Option 2 was more economical because of not having to construct the temporary detour, but would affect the traveling public to a greater extent. School attendance zones were studied to determine the impacts to school age travel, and it was discovered that the temporary closure of Legacy Drive would have minimal impact to school age travel. With the recent opening of Prosper Trail between Legacy Drive and Teel Parkway, this offers another east-west travel corridor if Legacy Drive to First Street is closed temporarily.

The attached Change Order No. 4 reflects Option 2 with Legacy Drive north of First Street being closed from approximately March 21, 2025, and reopened to traffic by the end of July 2025. It also includes an additional 90 days to the overall project timeline to be substantially complete with the project by November 7, 2025.

**Budget Impact:**

The cost for Change Order No. 4 is $1,916,018.85, of which $1,035,321.75 will be funded by Blue Star Development through the Star Trail Thoroughfare Impact Fee Development Agreement. . The construction cost including Change Order No. 4 is $28,727,525.04, and the construction budget for this project is $28,852,727.05.

**Legal Obligations and Review:**

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the standard change order form as to form and legality.

**Attached Documents:**

1. Change Order No. 4
2. Location Map

**Town Staff Recommendation:**

Town Staff recommends the Town Council approve Change Order No. 04 for CSP 2022-51- B to Mario Sinacola & Sons Excavating, Inc., related to construction services for the First Street (Stuber Elementary - DNT) project; and authorizing the Town Manager to execute Change Order No. 04 for $1,916,019.

**Proposed Motion:**

I move to approve Change Order No. 04 for CSP 2022-51- B to Mario Sinacola & Sons Excavating, Inc., related to construction services for the First Street (Stuber Elementary - DNT) project; and authorizing the Town Manager to execute Change Order No. 04 for $1,916,019.