

Jackson Parish Library Planning and Needs Assessment Documents December 2020

Attached you will find the following documents:

1. Jackson Parish Information
2. Jackson Parish Library
3. Community Needs Assessment for Public Libraries
4. Sample Survey Questions
5. Site Survey for Public Library Construction
6. Director's Handbook: Library Building Projects
7. List of Louisiana Architects

Overview:

The general purpose of a community needs assessment for a public library system is to ensure that the ongoing and future direction of the library system is consistent with the wants and needs of the communities being served by those libraries. Seeking and acting upon input from citizens and stakeholders regarding their current and long-term library needs will ensure that decisions are made with all available information; and it will reinforce the connection between the public library and the citizens of the parish and the fact that the library is there to serve them.

Best practices for public libraries indicate that an assessment should be based on current and projected population numbers for the service area (in this case, Jackson Parish), including industry growth; demographic data; information on the school system within the parish; an analysis of library usage and trends in key areas; funding projections for the library system; surveys of community leaders, parish citizens, and library staff; focus groups and meetings with staff members, library board members, citizens and all community stakeholders including library volunteers, book clubs, and Friends groups. The combined insight of these front-line workers and their sense of ownership of their public library will be invaluable in the planning process.

The State Library of Louisiana's Director's Handbook includes several elements that are common to starting a new building project. These elements can be grouped into the following phases: Fact Finding and Solutions, Planning, Architectural and Interior Design, Construction, and Occupation. The first step, Fact Finding, is perhaps the most crucial. It is through fact finding that you begin to get a larger view of your community and how it may or may not have changed over the years.

Jackson Parish, Louisiana

This is but a brief review of some key areas of Census data and how that data could inform a library needs assessment.

The following charts use data from the United Census Bureau.¹ For each chart the middle column reflects numbers for Jackson Parish while the right column is for Louisiana as a whole.

In a broad sense, the demographic data for Jackson Parish reflects that the parish is predominately white and African American, relatively young, and well educated. The majority of households have a home computer and home internet access. Even still, Jackson Parish's median household income is almost \$10,000 lower than the rest of Louisiana. This points to a population in need of free resources.

The percentage of the population that is 65 and older, at nearly 21%, is higher than the rest of the state which could be another indicator that there may be a need for additional services and programming for Seniors.

Although nearly 77% of the population in Jackson Parish has a home computer and roughly 70% of citizens have a home Internet subscription, these numbers lag behind the rest of the state as a whole. This points to a need for both computers and Wi-Fi for those citizens without home Internet or Internet capable devices.

With roughly 21% of the population being under 18 years old, there could be a greater need for children and teen programming as well as an increase in material collections that serve these age groups

¹ <https://www.census.gov/quickfacts/fact/table/jacksonparishlouisiana,LA,US/PST045219>

People

| People | | |
|--|---------------------------|-----------|
| | Jackson Parish, Louisiana | Louisiana |
| Population estimates, July 1, 2019, (V2019) | 15,744 | 4,648,794 |
| Population estimates base, April 1, 2010, (V2019) | 16,272 | 4,533,487 |
| Population, percent change - April 1, 2010 (estimates base) to July 1, 2019, (V2019) | -3.20% | 2.50% |
| Population, Census, April 1, 2010 | 16,274 | 4,533,372 |
| Age and Sex | | |
| Persons under 5 years, percent | 5.30% | 6.50% |
| Persons under 18 years, percent | 21.60% | 23.40% |
| Persons 65 years and over, percent | 20.60% | 15.90% |
| Female persons, percent | 48.60% | 51.20% |
| Race and Hispanic Origin | | |
| White alone, percent | 69.20% | 62.80% |
| Black or African American alone, percent | 28.30% | 32.80% |
| American Indian and Alaska Native alone, percent | 0.40% | 0.80% |
| Asian alone, percent | 0.40% | 1.80% |
| Native Hawaiian and Other Pacific Islander alone, percent | Z | 0.10% |
| Two or More Races, percent | 1.70% | 1.80% |
| Hispanic or Latino, percent | 1.80% | 5.30% |
| White alone, not Hispanic or Latino, percent | 67.70% | 58.40% |

Poverty

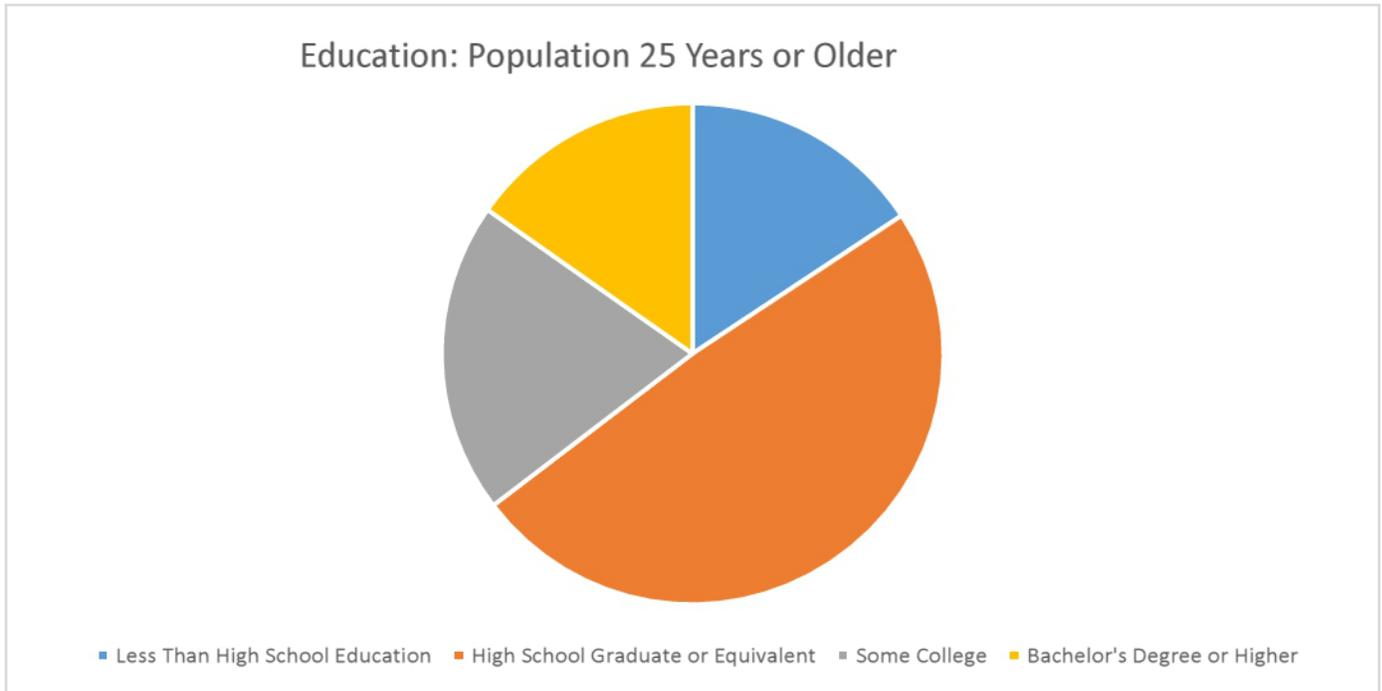
| Income and Poverty | | |
|--|----------|----------|
| Median household income (in 2018 dollars), 2014-2018 | \$38,523 | \$47,942 |
| Per capita income in past 12 months (in 2018 dollars), 2014-2018 | \$20,942 | \$27,027 |
| Persons in poverty, percent | 21.60% | 19.00% |

Geography

| Geography | | |
|----------------------------------|--------|-----------|
| Population per square mile, 2010 | 28.6 | 104.9 |
| Land area in square miles, 2010 | 569.18 | 43,203.90 |

Education

| Education | | |
|---|--------|--------|
| High school graduate or higher, percent of persons age 25 years+, 2014-2018 | 79.70% | 84.80% |
| Bachelor's degree or higher, percent of persons age 25 years+, 2014-2018 | 13.50% | 23.70% |



| Computer and Internet Use | | |
|---|--------|--------|
| Households with a computer, percent, 2014-2018 | 76.40% | 83.50% |
| Households with a broadband Internet subscription, percent, 2014-2018 | 70.00% | 72.80% |

Jackson Parish Library System

Overview of Library Usage

December 2020

Population

According to population estimates on Census.gov, as of July 1, 2019, the Jackson Parish Library System serves a population of 15,744 people. This total population is down slightly from the 2010 Census population of 16,274.

There are currently two library branches serving the citizens of Jackson Parish, one in Jonesboro and one in Chatham Louisiana. Both locations allow for the citizens of Jackson Parish to be within a 20-minute drive to a public library, giving them an *enhanced* level of service according to current **Standards for Louisiana Public Libraries 2010**. According to those same standards, a third branch in the parish would bring Jackson Parish Library system to the *comprehensive* level of service.

The 2010 Census reported population numbers for the largest towns in Jackson Parish which are included below along with the 2019 population estimates.

| Town | 2010 | 2019 (est) |
|------------------|-------------|-------------------|
| Chatham | 557 | 780 |
| Jonesboro | 4704 | 4533 |
| Eros | 155 | 157 |
| East Hodge | 289 | 277 |
| Hodge | 470 | 441 |
| North Hodge | 388 | 380 |
| Quitman | 181 | 175 |

Most of the populations of these towns have slightly decreased with the largest changes taking place in Chatham, which increased in population by 223, and Jonesboro, which decreased in population by 171. There are other communities

including Ansley, Antioch, Walker and Weston that lack specific numbers on census.gov.

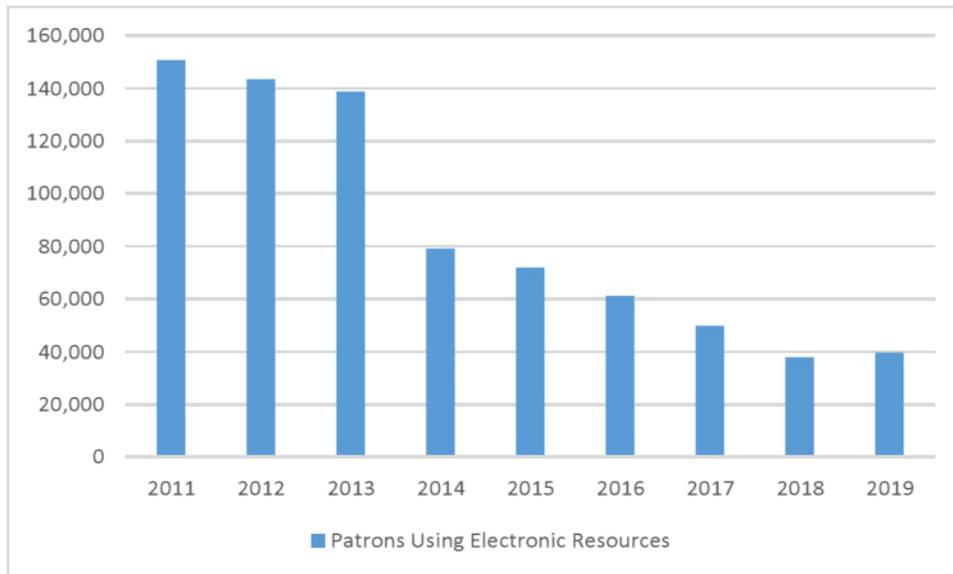
Library Usage

The State Library looked at statistics for the Jackson Parish Library in some key areas that inform us about overall library usage and trends. These areas included: computer & Internet usage, electronic resource usage, library visits, registered borrowers, program attendance and staffing. All of this information can be found in the **Public Libraries in Louisiana: Statistical Report 2019** as well as the reports for other years which can all be found on the State Library website at www.state.lib.la.us

Electronic Resource usage

The Jackson Parish Library has 40 public internet workstations with 12.7 per 5,000 of population, which is well above the recommended *comprehensive* standard of 1 per 2,000. Interestingly, electronic resource usage at the Jackson parish library has steadily gone down over the last eight years with a drastic drop from 2013 to 2014. Although usage continued to trend downwards from 2014 through 2018, there was a much smaller decrease during each of these years; and usage did increase in 2019 over usage in 2018. The drastic drop in usage from 2013 to 2014 could indicate a change in library staff collecting statistics or a change in the way the statistics are gathered, especially since usage leveled off after this big drop in usage. It would be a good idea to look into the sudden drop in this statistic from 2013 to 2014 and to ensure that all uses of electronic resources are being captured for future statistical reports.

Even though the use of electronic resources has steadily decreased from 2011 to 2019, according to the annual statistical report, patrons of the Jackson Parish Library still used electronic resources 39,625 times in 2019. This number is more than all of Jackson's bordering parishes with the exception of Ouachita. This healthy use of electronic resources is a strong indicator that the roughly 30% of citizens without a home computer and/or home Internet access are using their public library to access e-government and other online resources and services.



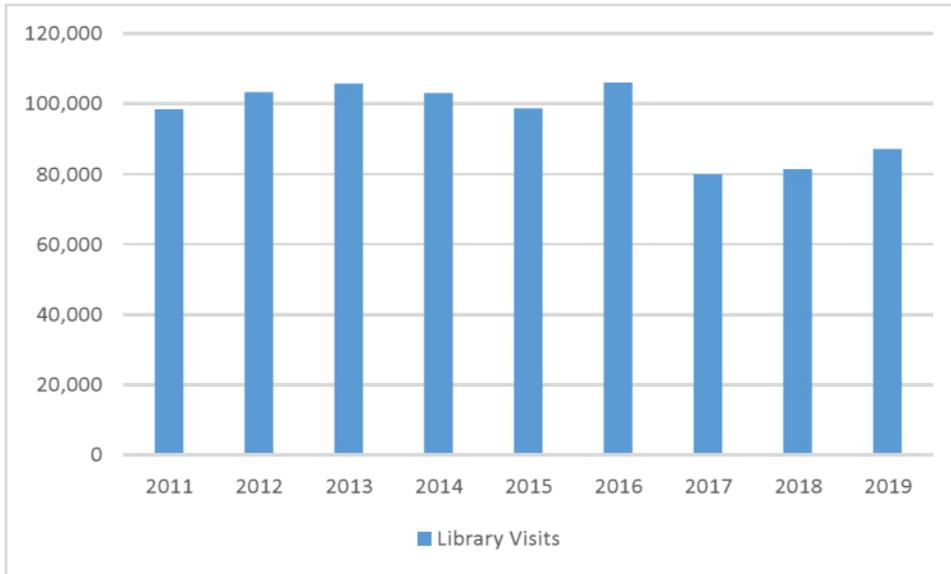
Computer and Internet Use Across the Parish

76.7% of homes have computers

70% of homes have broadband internet subscriptions.

Library visits

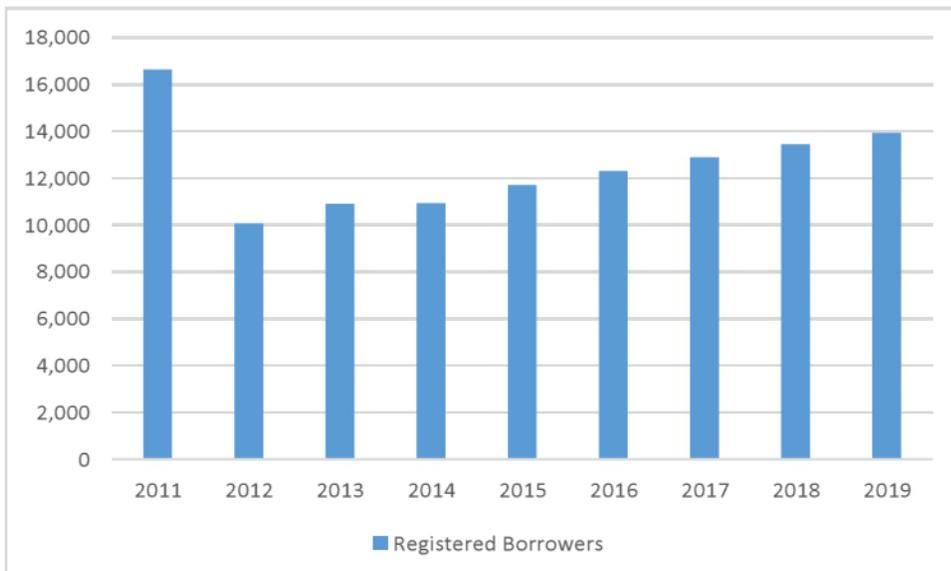
In 2019 the Jackson Parish Library reported 87,048 library visits, which is an increase of over 5,000 visits from the previous year. This increase however, still reflects a decrease in the number of library visits compared to 2016 which was a peak year. Compared to bordering parishes Jackson's library visits are very healthy and represent a strong trend of walk-in library usage as well as electronic usage.



Registered borrowers

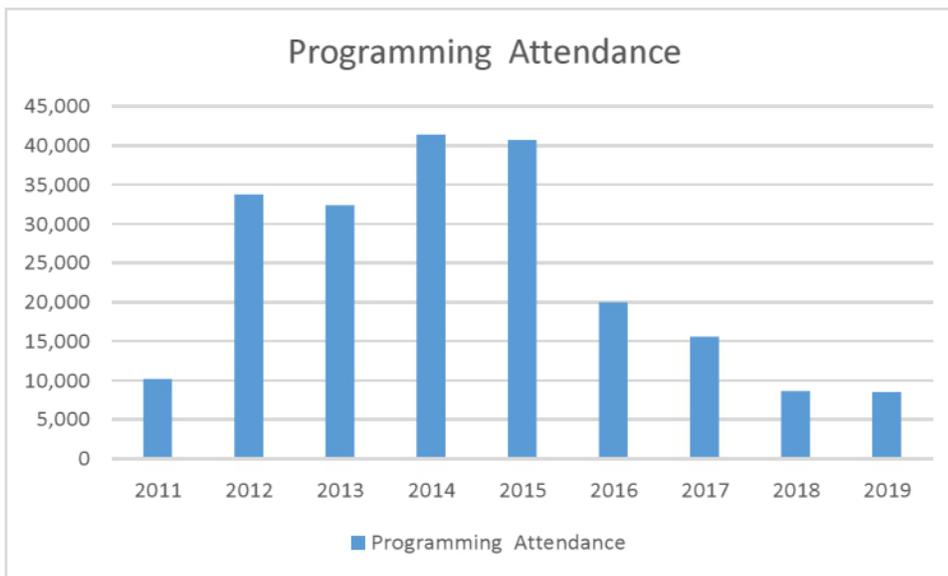
There was a dramatic decrease in the number of registered borrowers from 2011 to 2012 which could represent the library performing a purge of those cardholders who had died, who held expired cards, etc. From 2012-2019 the number of registered borrowers has steadily increased. As of 2019, the Jackson Parish Library had 13,933 registered borrowers which represents 88.5% of the parish.

Neighboring parishes Bienville, Caldwell, Lincoln, Ouachita and Richland, by comparison, have an average of 63% of their citizens as registered borrowers. An ever-increasing number of registered borrowers is a strong indicator that the library is maintaining a presence in the community and actively engaging citizens.



Program Attendance

In 2019, the Jackson Parish library had 8,520 people attend their library programs. This is very close to the 2018 attendance number; however, 2018 represented a drastic decrease in attendance from 2017. Prior to 2017 there is a large fluctuation from year-to-year in program attendance with the most drastic decrease from 2015 to 2016. We are unsure as to what might have caused such fluctuations and suggest that this be reviewed for possible errors or a change in the way this statistic is gathered to ensure data collection is consistent and accurate.



Staffing

According to the **Public Libraries in Louisiana: Statistical Report 2019**, the Jackson Parish Library had 17 (16.40 FTE) total paid staff which puts the library at the *comprehensive* level with 960 citizens per one FTE. This is something the library can be proud of since many of the small, rural libraries in Louisiana struggle to recruit and maintain enough staff to operate, much less enough to meet the enhanced or comprehensive level.

Distance between schools and library

Another important indicator of success for a public library system is its proximity to and partnership with the public school system. Jackson Parish has 6 schools within the parish and 5 of them are within 3 miles of the Jackson Parish Library.

| Schools | Distances from Library |
|--|-------------------------------|
| Quitman High School- Quitman, LA | Approximately 9 miles |
| Union Elementary School- Hodge, LA | Approximately 3 miles |
| Jonesboro-Hodge Elementary School- Jonesboro, LA | Approximately 1 mile |
| Jonesboro-Hodge Middle School- Jonesboro, LA | Approximately 1 mile |
| Jonesboro-Hodge High School- Jonesboro, LA | Approximately 1 mile |
| Gracepoint Christian Academy- Jonesboro, LA | Approximately 1.5miles |
| Weston High School | Approximately 6.6 miles |



STATE LIBRARY OF LOUISIANA

Community Needs Assessment for Public Libraries

What Is a Community Needs Assessment?

A community needs assessment is a process used by libraries to determine what changes need to take place, if any, across all services, programs and facilities to improve its current state of operations. More specifically, the process outlines what programs and services the library should prioritize, improve, expand, or implement, and in some cases, eliminate, to better fulfill its mission to meet the needs of its communities moving forward. The assessment is the “what” (what the organization needs to do) that precedes the “how” (the plan of action that the library board and administration puts in place to respond to the assessment).

Why Do a Community Needs Assessment?

Modern public libraries are complex public agencies with large budgets that perform a wide range of services for their communities using ever changing technology. They also employ large diverse staffs who perform complex duties across all departments. With so many factors present in any given situation, it is not always easy to self-identify issues or areas that may need improvement. A needs assessment can remove this uncertainty by identifying library strengths and weaknesses as well as specific community needs and expectations. This makes it easier for library leadership to create clear and defined goals for implementing educated, positive, and deliberate changes to library services that respond directly to the needs of the community. The changes will ensure that the library remains important and relevant to the community at large and reaches new users which will in turn create additional support for the library and stronger community partnerships.

What are the goals of a Community Needs Assessment?

- Assessing individual and community needs and aspirations
- Identify the people in your community who are most affected by or involved in issues related to library use
- Identify barriers to library use
- Identify the level of resources and community readiness to address the needs
- Obtain information and data that can support the need for your project
- Identify which library services and programs are needed and wanted by the community
- Inform collection development
- Determine new needs that you were unaware of

The Community Needs Assessment Process

Determine whether you need a community profile:

Before conducting a community needs assessment, have a clear understanding of the different cultural groups within the community and how to best work with them to solve the community issues.

Understand the process:

Who will conduct the study?

- A. Outside consultants with expertise in research can be objective and save staff time but such professional services can be costly.
- B. Volunteers are free, can save staff time and likely have good community knowledge and resources but may have biases and differing levels of experience.
- C. Library staff can save the library money and know the community but may also have biases, differing levels of experience and simply may not have the time with regular library duties.

What kinds of information will be collected?

- A. Historical development data
- B. Geographic and transportation data
- C. Demographic data – Economic data
- D. Social, educational, cultural, and recreational data
- E. Library service and user data

How will the information be collected?

- A. Key informants
- B. Community meetings
- C. Public records
- D. Surveys

What are the Needs Assessment Tools?

- A. Interviews
- B. Focus groups
- C. Professional standards
- D. Analysis of statistics and records
- E. Suggestion box
- F. Information gathered from open meetings, forums, reports, and newsletters
- G. Surveys and questionnaires
- H. Continued quality control processes

Get help from online and community resources:

- A. Contact the State Library
- B. Speak to other libraries who have gone through the process
- C. Check out library associations such as the American Library Association, the Association for Rural and Small Libraries, the Urban Library Council, the Louisiana Library Association, etc.
- D. Review professional journals and books on project planning and assessment
- E. Network within the community. Get involved locally and also reach out to those who are not current library users

Examples of Specific Types of Library Needs Assessments:

Facility

Do we need a new facility?

Where, how big, how much, and when?

How much capital is already in place?

Are facilities accessible?

Is there proper infrastructure and capacity for increased technology?

Staffing

Do we have adequate staff to handle the demands of the community?

Do staff represent the make-up of the community?

Do staff have the skills needed to best serve the community?

Furniture and equipment

What do we need to serve the physical needs of our current and potential patrons (i.e., special needs populations)?

Is furniture flexible and able to be used in a variety of ways?

What do we have? How long will it last?

Collection

What do users expect with regards to quality of the holdings?

Are collections representative of all viewpoints?

Are collections meeting the needs of all users?

Are online and electronic resources easily accessible?

Services

What services, features, and programs are integral to success?

What services are already in place or in progress?

What could we do better?

Are there service redundancies or things that could be streamlined?

Are there unintentional barriers to service?

Are services equitable?

Technology

Do we need computers, Internet connections, hot spots, laptops, pads?

Do we have enough copiers, printers, fax machines, and scanners?

Do we need additional space and furniture for technology?

Do we need training to better educate and assist our patrons?

Do we need more staff?

Outreach

Who and where do we want to reach?

Who do we need to partner with to make it happen?

Do we need additional equipment such as vans, bikes, or carts?

Do we need more staff?



STATE LIBRARY OF LOUISIANA

Community Survey Sample Questions

The following represent some sample survey questions that are used by public libraries to assess the needs and wants of their individual communities. It is not a comprehensive list.

1. Demographic information:
 - a. What is your zip code?
 - b. Do you have a library card?
 - c. Are you male or female?
 - d. What is your age?
2. Do you consider the library to be an essential city service like fire and police protection?
3. Do you believe that the library is essential to the quality of life in your community?
4. Do you use your public libraries?
 - a. If yes, how frequently, daily, twice a week, infrequently?
 - b. If no, please tell us why
 - i. Inadequate selection of materials
 - ii. Inconvenient hours
 - iii. Too far from where I live
 - iv. Does not provide the services that I need
 - v. I cannot get to the library (homebound)
5. Which library branch/branches do you use most frequently?
6. Which library resources and services do you use the most?
7. What factors limit your library use?
8. What is your zip code
9. Rate the quality of customer service and support provided by library staff.
10. How can customer service and staff support be improved?
11. How can library services be improved?
12. How can our library facilities be improved?

13. Rate the importance of library resources and services
- a. Books for adults
 - b. Periodicals for adults
 - c. Audio/visual materials for adults
 - d. Programs for adults
 - e. Public access computing for adults
 - f. Books for children
 - g. Periodicals for children
 - h. Audio/visual materials for children
 - i. Programs for children
 - j. Public access computing for children
 - k. Books for teens
 - l. Periodicals for teens
 - m. Audio/visual materials for teens
 - n. Programs for teens
 - o. Early Literacy programming
 - p. Special collections of books and other materials
 - i. Louisiana/Local history
 - ii. Genealogical
 - iii. Hi-low
 - iv. Early literacy
 - v. Large print
 - vi. ESL
 - q. Public access computing for teens
 - r. Programs for other specific groups
 - i. Seniors
 - ii. ESL
 - iii. Other
 - s. E-government materials and programs
 - i. Tax forms
 - ii. Social Security forms
 - iii. Tax preparation help
 - iv. Lawyers for libraires
 - t. Printing, copying, faxing
 - u. Library website
 - v. Library social media
 - w. Reader's Advisory

- x. Bookmobile/Techmobile services
 - y. Other outreach
 - z. Reference services
 - i. In person
 - ii. Phone/e-mail
14. Do you think the parish needs another library branch?
15. If yes, where would you like to see the library located?

Staff Survey Sample Questions

1. Rate how well you believe that the library meets the needs of the patrons.
2. Rate how important you believe the following library resources and services are to our community (*compare with public's answers*).
 - a. Books for adults
 - b. Periodicals for adults
 - c. Audio/visual materials for adults
 - d. Programs for adults
 - e. Public access computing for adults
 - f. Books for children
 - g. Periodicals for children
 - h. Audio/visual materials for children
 - i. Programs for children
 - j. Public access computing for children
 - k. Books for teens
 - l. Periodicals for teens
 - m. Audio/visual materials for teens
 - n. Programs for teens
 - o. Early Literacy programming
 - p. Special collections of books and other materials
 - i. Louisiana/Local history
 - ii. Genealogical
 - iii. Hi-low
 - iv. Early literacy
 - v. Large print
 - vi. ESL
 - q. Public access computing for teens

- r. Programs for other specific groups
 - i. Seniors
 - ii. ESL
 - iii. Other
 - s. E-government materials and programs
 - i. Tax forms
 - ii. Social Security forms
 - iii. Tax preparation help
 - iv. Lawyers for libraires
 - t. Printing, copying, faxing
 - u. Library website
 - v. Library social media
 - w. Reader's Advisory
 - x. Bookmobile/Techmobile services
 - y. Other outreach
 - z. Reference services
 - i. In person
 - ii. Phone/e-mail
3. List the greatest strengths of the library
 4. List the greatest opportunities for improvements
 5. List top five priorities for their library
 6. Provide comments about the strategic direction of the library

Library Research Service provides several survey templates as well as survey design tips.

They can be found here:

<https://www.lrs.org/library-user-surveys-on-the-web/>



STATE LIBRARY OF LOUISIANA

Site Survey for Public Library Construction

The following survey was developed by the State Library of Louisiana to aid in the evaluation of sites for public library construction. The survey was developed with assistance from guidelines prepared by professional library building consultants and from accepted standards on the location of public libraries. While there are no right or wrong answers, the survey was developed to enable state library personnel and local decision makers to objectively assess the suitability of sites for public library facilities.

Selecting a library site which will best serve the public's present and future needs is a difficult process that is often further complicated by pressures from special interests within the community. A detailed study of potential sites based on standard criteria will assist the library's governing board in making an objective choice.

Criteria used in the survey to evaluate potential sites

- Size
- Cost
- Availability
- Accessibility
- Visibility
- Adjacent uses and services
- Zoning
- Topography
- Orientation
- Shape
- Obstacles and subsurface conditions
- Special Considerations

Size

The site should be large enough to accommodate the proposed facility and future expansion. Libraries of 20,000 to 25,000 square feet are more efficiently operated if built on a single level; over 25,000 square feet, as a multi-story structure. Construction plans should include considerations for vertical expansion. The site should be large enough to accommodate local building codes and zoning requirements for setbacks, on-site parking, green space, landscaping, and easements. Generally, a ratio of one foot of parking for each square foot of floor space and 25% to 40% of the site size for setbacks, green space, and landscaping should be accommodated by the size of the site.

1. What is the size of the site? _____
2. Is the site large enough to support the proposed structure? _____
3. To provide for future expansion? _____
4. To provide for on-site parking? _____
5. To allow for setbacks, green space, and landscaping? _____
6. If the site borders a highway, are there future plans for major improvements in accordance with parish, state, or federal highway master plans that could change the character or reduce the size of the site? _____

Cost

High land cost is generally the reason library planners choose a secondary site over the preferred location. Experience has shown that it is better to choose a site with a good location and adequate size and build a smaller building, than the reverse. Small sites require multi-story construction, which is generally more costly in the long run and more costly to staff, control, and maintain.

7. What is the cost of the parcel of land? _____
8. Is this the appraised value? _____

Availability

9. Is the site now owned by the parish governing authority? _____
10. If not, is the site readily available for purchase? _____
11. With a clear title? _____
12. In probate? _____
13. With more than one owner? _____
14. Under conditions of proposed local, state, or federal improvements which might alter its shape, size, or general character? _____

Accessibility

According to the American Library Association, "The site for a public library building should be where the largest percentage of all the people to be served will have access to the library frequently in the normal pursuit of their activities." (ALA Minimum Standards for Public Library Systems. Rev. ed. 1996.) The site should be centrally located and easily reached by all persons within the service area with a reasonable amount of travel time. The site should be located on or near major thoroughfares and should provide convenient and

uncomplicated access to vehicular traffic even during peak travel times. The site should provide safe walkways for access by pedestrian traffic. A proper location for a central library is in the downtown area. It is best not to place a public library in or near a school or college because these are almost always located away from pedestrian centers, and because by no means is a public library exclusively for student use. Children and students will use a public library whether in a school or not, but adults, for whom the public library is so potentially valuable, will not use it if it is perceived as a "school" library.

15. Is the site central to the population it is expected to serve? _____
16. Is the site accessible from major thoroughfares (on or near)? _____
17. Will entrances and exits to the site be safe and uncomplicated for vehicular traffic even during peak traffic times? _____
18. Will the site provide safe access for pedestrian traffic? _____
19. What is the proximity of the site to the central business or major shopping district?

20. Is the site appropriate for use by all age groups? _____

Visibility

If a library is to prove a dynamic institution, active in the intellectual and cultural development of the community, it should occupy a prominent location where it is immediately recognizable as the library, and cannot be ignored.

21. When placed on the site, will the library building be visible from any major thoroughfare? _____
22. Is the site such that it will promote the library's image as an active, involved community agency? _____

Adjacent Uses and Services

The site should be in an area where people naturally converge for other activities. The site should be perceived as safe by both patrons and staff. The site should be in an area that is well-traveled at all times the library is open, day or evening. Industrial areas or neighborhoods in economic decline should be avoided. Possible future development or decline in the area should be considered.

23. Is the site in an area where people will be traveling for various other purposes? _____
24. Is the site in a location well-traveled at all hours of the day and night the library will be open? _____
25. Will the site provide a safe and secure location for both patrons and staff? _____
26. Do adjacent properties and businesses provide a suitable environment? _____
27. Are adjacent properties well-dept, in good repair, and fully occupied? _____
28. Does the environment project the image of economic stability? _____
29. Do adjacent businesses produce nuisance factors (such as noxious odors, distracting noises, or unpleasant appearance) that will adversely affect library use? _____

Zoning

Zoning for both the site and the adjacent neighborhood must be appropriate for a library. Setbacks and easement requirements can place restrictions on the use of the site or on the building design.

30. What is the site currently being used for? _____
31. What is the present zoning? _____
32. Is the zoning appropriate for a library? _____
33. Are there restrictions in the zoning that will adversely affect the library? _____
34. If necessary, can the zoning be changed to accommodate the library? _____

Topography

The condition of the site should be conducive to construction. Level sites are preferred. Though land with different grades can be interesting, buildings on such sites are more expensive to construct. The topography and soil conditions of the site should not adversely affect building design, increase construction costs, or hinder access by the disabled.

35. Is the site level? _____
36. Will any of the physical features cause design and construction complications that will increase costs? _____
37. Will the topography impede access by the disabled? _____

Orientation

Increasing costs of operating a library facility are of prime concern. Energy conservation can be affected by the orientation of the library.

38. What is the orientation of the site? _____

Shape

The configuration of the lot should accommodate the building footprint and not impose any architectural compromises or challenges that would adversely affect the efficiency of the building's design. The preferred shape for a site is usually rectangular or square.

39. What is the shape of the site? _____
40. Is the site long and narrow, or otherwise irregular? _____
41. Will the shape require a building design that might complicate library operations and compromise efficiency? _____

Obstacles and Sub-surface Conditions

The cost of preparing a site for construction must be considered in site selection. Overcoming problems associated with obstacles such as existing structures, trees, sewer lines, underground utilities, abandoned drainage lines, improperly packed fill, industrial waste, bedrock, and underground water and streams will add considerably to the cost of the site.

42. Has the site been checked for obstacles such as sewer lines or underground utilities? _____
43. Has the site been checked for abandoned drainage lines, improperly packed fill, industrial waste, and bedrock? _____
44. Has the site been checked for underground water and streams? _____
45. Is the site in a flood zone? _____
46. Have nearby structures experience problems with any of the aforementioned, or with water seepage or flooding? _____
47. Do any existing structures, trees, or other above ground obstacles need to be removed? _____

Special Considerations

48. Are there special considerations regarding the site (such as in an historic district, with a panoramic view, near heavy truck traffic) which should be noted? _____

LIBRARY BUILDING PROJECTS

When you, as the director, foresee the need for increased library space, the future can seem overwhelming. Be advised there is plenty of help available from the literature, the State Library, your colleagues in libraries and local government, your trustees, architectural professionals, and your patrons. As with any big change, a consistent public relations campaign throughout the entire process is essential to maintain community support of the building project. Library staff and trustees must be enlisted from the start to continually inform the public of the need, the importance, and the progress of the building project. Building a library is a community effort involving public dollars, many people, multiple phases, and, yes, a few years of focused effort -- a challenge that can provide great satisfaction to all involved.

Although each library building project is unique there are many elements common to building almost any addition or new structure. These elements can be grouped in major phases which outline the journey from the ideas stage to the use of a finished building:

- Fact Finding and Solutions
- Planning
- Architectural and Interior Design
- Construction
- Occupation

The framework of these phases is borrowed from the writings of a library building consultant, Raymond M. Holt. The bibliography at the end of the chapter lists books on building libraries by Holt and other writers. The following text describes elements in each phase and the director's important role in the process.

FACT FINDING AND SOLUTIONS

This phase involves the establishment of space requirements for current library services and collections; the projection of long-term space needs of the community; and, finally, the evaluation of options to answer these needs for at least the next twenty years.

Before a revolt by library users and staff incensed at the crowded conditions of the library, a director should initiate a thorough fact-finding mission. An honest, unflinching approach is required. The information gathered here is used to evaluate the long-range options to solving the lack of space, and to convince board

members, local officials and the public of the need for expanding facilities. Also, the needs and options established at this time are used in the "Planning" phase to develop the building program statement. This vitally important statement will guide the architect, the interior designer, and the building contractor through the entire design and construction of the library.

The Need for a Library Consultant

Library consultants are usually professional librarians with substantial experience in building projects. They can be hired at the onset of a project to assist fact-finding and funding efforts, or brought in later to help prepare the building program statement or to work with architects and contractors. Books in the accompanying bibliography consider the use of consultants. Whether or not a library needs a consultant depends on factors such as the complexity of the project, and the expertise available in the community. Sometimes, a consultant is invaluable because contentious local players in the building process might be more willing to listen to the views and arguments of an outside "unbiased" expert. Often, the various "consultant" skills are handled by experts extant in the local governing authority. Trustees and local businessmen may lend their talents to the project. Or, by calling upon friends, guts, and providence, these skills are somehow executed by the jack-of-all-trades librarian.

Establishing Current Space Needs

The basic types of space in a library facility are collection space; space for user seating; staff work space; meeting room space; special use space (area needed for copiers, index tables, card catalog, public access computers, etc.) and non-assignable space (areas such as foyers, hallways, elevators, staff lounge, toilets, mail room, janitor closets, garages for vehicles, and mechanical rooms that are not assignable to library functions). In order to project a community's future library needs a director must first establish the space currently needed to more adequately house the present collections and services. Librarians involved in a long-range planning process will have much of the essential information at their disposal.

An accurate inventory of the collection and the current square footage devoted to the basic types of space is an important first step. Measure the floor space used by each of the basic types. This is also a good time to note how the current lack of

space or positioning of various operations affects library services. Notice how workflow or patron satisfaction is impaired or improved by the arrangement of desks, displays or other structures. Places with poor lighting, excessive noise, a lack of electrical outlets, or other problems should be noted for future improvement.

The next step is to apply library space planning formulas to the inventory data. These formulas are widely available in library literature, including many of the sources in the attached bibliography. They constitute allowances for the amount of space needed to adequately house the various aspects of the present operation, e.g., allow 30 square feet of floor space per lounge seat or 125 square feet for each staff work station. The resulting estimates of space needed for each of the basic types of library space are compared to the current library arrangement to graphically point out deficiencies in certain areas.

For example, a widely held collection space planning allowance for optimal shelving of books is 10 volumes per square foot of floor space. This is for the average mix of adult books loosely shelved on full-height (84" - 90"), double-sided shelving, including 42-inch aisles for wheelchair passage. Using this figure, the space needed to adequately house 50,000 books -- at 10 volumes per square foot -- would be 5,000 square feet of floor space. If these books are now housed on 3,800 square feet one could use these standards to point out the lack of adequate space. Realize that areas of one-sided shelving, shelves adjusted for oversize materials, etc. will impact the space planning calculations accordingly.

In books such as *Information Technologies and Space Planning for Libraries and Information Centers* by Boss one can find help in using similar formulas for the other collection media (periodicals, microfilm, etc.) and all the remaining space types -- user seating, staff work space, etc. A surprising rule of thumb: non-assignable space (foyers, hallways, stairs, restrooms, etc.) accounts for approximately twenty-five to thirty-five percent of most buildings. Documenting the present space deficiencies is important. This information validates the perceived lack of space and can be used to determine short-term remedies such as aggressive weeding or usurping extra seating space for shelves. The long-term impact of this information comes in determining future needs.

Projecting Future Space Needs

In order to project the size facility that will adequately serve its users for the next twenty years, the director must use all sources available to answers these questions:

- How large will the collection be two decades from now?
- What is the projected population of the community and what will its demographic makeup be (e.g., age and income distribution, education levels, occupations, etc.)?
- What space will be needed for adequate seating and meeting rooms for the projected users?
- How many staff members will be required to serve these users?
- What impact will ADA and similar legislation have on library design and space requirements?

Though outdated national standards were traded by the Public Library Association for the planning process many state libraries and state associations still have standards for things such as staffing levels, space needs of facilities, and number of books per capita. The Public Library Section of LLA revised the Standards for Louisiana Public Libraries in 1995. Standards can be applied to the population projection to estimate how large the collections, staff, seating and meeting rooms should be.

Relying solely on standards to calculate an optimal-sized library facility is untenable for many reasons. Per capita standards can't account for the differences between communities, though they have the same number of people. Standards are also difficult to apply to the space needs of non-print materials, library automation, and other emerging technologies. To project true community needs the floor space estimated from standards must be adjusted by information from community analysis and planning, from historical library service patterns and from patron demands.

Once the size of future collections, staff and seating needs are estimated, the library space planning formulas discussed earlier can be used to document the total square footage needed to adequately house library services for the next twenty years. Be sure to plan for all the basic space types, especially the large percentage (25-35%) taken up by non-assignable spaces.

Evaluating Options

With current and future building needs in hand the director is prepared to consider one or more of the options available to answer these needs:

- Remodel the present facility
- Expand/Add to the existing structure
- Convert another building to library use
- Construct a new library building
- Rent a facility

Each of these options should be explored and objectively compared with any viable options to choose the best answer to library space needs. Criteria for comparison should include the physical condition of the current building and site; usefulness of the intended space; accessibility and visibility to the maximum number of users; effect on patrons of the construction period; possibility of future expansion; and the costs to complete and maintain.

A thorough inventory of the physical condition of the current building is required as a first step to evaluating all but the new building options. The inventory should be done by an engineer or an architect -- someone with broad knowledge of buildings in order to assess the building's structural soundness; its compliance with building codes and ADA requirements; any asbestos problem; the electrical system; mechanical system; plumbing, etc. A report on the inventory should include problem areas, including their remedies and associated costs, and an informed opinion on how the renovated facility would function through the next twenty years.

Information must be compiled on the other criteria to be compared: the usefulness of the new space; how the design improves or impedes patron access, including disabled users; which location will attract the most users in the coming decades; the possibility of future expansion. One cannot overlook problems such as the migration of users, the awkwardness of a remodeling design, or the amount of scarce parking lost to an addition. Proximity to one's users is important: a poor location can't be improved by renovation or new construction. Fondness for a building or a neighborhood should be discounted -- the purpose here is to

objectively choose the option which will best serve the largest number of users in the future.

The selection of a building site for a new library is often one of the most problematic issues in a building project. The director can stem the tide of irrational and/or political reasoning by demanding relevant criteria is used in site selection. These include convenient access to large number of users; adequate space for building, parking and possible future expansion; favorable topography and soil conditions; availability; and cost. Soil must be tested due to the geological conditions in the state; an engineer does the testing.

After a thorough investigation of each viable building option the director can report the findings to the library board. With the director's counsel the trustees must choose the best building alternative before the project proceeds to the next phase.

PLANNING

This phase includes the preparation of a Building Program; the determination of a building committee or team to guide the building process, including the architect; and the funding of the project. Selection of an architect is very important to the building process and should be done as early in the planning process as possible. Equally important is estimating, planning for, and securing adequate funding for the building project. Exactly when each of these steps in the planning process occurs will vary with each library's situation. The basics for the planning phase are discussed below.

Building Program Statement

The building program statement utilizes the information from fact finding to communicate to the architect and others what is required of the intended facility in order to serve its community for decades to come. It must contain enough detail to thoroughly address the design and space needs of every library service. Though consultants or architects sometimes prepare the building program, the director, with staff input, most often writes it. Ample opportunity should be given for the board to review and advise the writing of the document.

Many examples and checklists are available in the literature to assist in the preparation of a building program document. The Library Development Division of the State Library can be contacted for sample building programs. A building program usually begins with a mission statement. A brief history of the library can be given, along with its present condition, and what is needed to accomplish future service goals.

Later sections should get specific: describing each space, how it is used, who uses it, and its present deficiencies (lack of space, inadequate electrical wiring, poor access for the disabled, etc.).

The future space and design needs should be detailed. Use text and graphics such as flowcharts and relationship diagrams to show how spaces relate and function. It is important to illustrate which spaces should adjoin each other for efficient workflow or monitoring.

A facility checklist should be provided. This lists all the spaces previously addressed in the building program with the twenty-year space requirement for each area, its relationship to other spaces, and what operations or collections will be housed there. Also, the special requirements of each space for energy systems, plumbing, furniture and communications should be listed. A useful addition is a bibliography or appendix of materials that was used to project the area's population patterns and to determine the space needed to serve the projected community.

A summary can reassert the public service goals of the intended facility, and the importance of efficient, flexible space design for the rapidly changing needs of the future.

Building Planning Committee / Project Team

The building planning committee or "project team" is made up of the parties most intimately involved in the building project. This group varies in formality from a loose knit group of board members, librarian and architect to a highly structured team. The formal team might include the director, representatives from the library board, the community and local government, a library consultant, the project architect, and the contractor awarded the building contract.

Whatever the makeup of the project team, the members must understand and accept the commitment they are undertaking. Project team membership involves plenty of homework to prepare for the numerous, intensive meetings involved in planning new library space. The members should familiarize themselves with the building program and the design of other libraries in order to make informed decisions on the many pressing details concerning their library. The members should be diligent, intelligent people willing to learn and work together to build a useful, beautiful library.

The project team evolves or is determined at different times in each building project, and is ultimately responsible for the direction and decisions concerning the emerging facility. The core members of a team often come from the formation of a library board building committee. The committee begins its work by advising the director through the fact-finding phase and the writing of the building program statement.

The building planning committee grows when an architect is selected and with the addition of a library consultant when this is deemed necessary. Closely following these responsibilities are the frequent meetings called to assist and approve the design of the building. Other experts and members of the community may join the project team for the duration of the project or when their input is essential. Some of the other responsibilities include determining the project's total cost and securing requisite funding. The team members must keep the public informed of the building's progress. Although specifics vary among parishes, the team develops specifications and prepares for the bidding process and approves or recommends the awarding of the construction contract. The team also arranges for the oversight of the construction, furnishings, and occupation of the library facility. The architect supervises the construction process. The team plans the grand opening celebration of the completed structure.

Architect Selection

A key factor in a successful building project is the selection of a qualified architect. This person must possess the skills, experience and temperament to work with the project team to design and guide the construction of a functional, beautiful, affordable library.

The selection process varies across the state. In some locales the architects for public structures are chosen from a pool of certified architectural firms by the head of the local governing authority or a standing architect selection committee. In the committee scenario the user agency (library) is usually given one vote as a member of the committee. Barring this type of mandatory selection process, the project team searches for the right architect for the job in much the same way as in recruiting for a top-level position. The job is advertised, applicants are screened and interviewed, and references are carefully checked. It is important for the architect to have experience in designing public facilities that serve clients well and operate with reasonable maintenance costs. It is very desirable that the architect has knowledge of libraries and library buildings.

However, the selection occurs, the architect chosen must be responsive to the guidance and demands of the project team. This can be greatly facilitated by detailing the exact responsibilities and fees of the architect in a well-conceived contract. Court-tested contracts are available from the American Institute of Architects (AIA). These provide a framework for a document that can forestall many future difficulties by clearly delineating the rights and responsibilities of all parties involved throughout all phases of the project.

There are five stages of architectural services available for a building project:

- Developing schematics, which include preliminary drawings;
- Design development;
- Preparing construction documents, which include both working drawings and specifications;
- Supervising the bidding process, including evaluation of bids; and
- Construction administration.

If the parish has an architect or other individual with the appropriate expertise, this individual may be responsible for supervising stages four and five of the building projects. Generally, the architect is engaged for all five stages.

Building Project Funding

How much will the expansion project or new library cost, and how will it be financed? These ever-present questions should be resolved by the time that the

architect begins substantive work on the library's design. The project team, guided by the architect, must gather accurate cost estimates and secure adequate funding to build a facility that will serve its community well for decades to come.

The process of estimating construction costs often begins early in the project, and obviously grows more accurate as the building plans evolve. Reports on the condition of the building site, the materials chosen for construction, the bid price of the winning contractor, and unforeseen costs all have their impact on the total project cost. It is essential to avoid underestimating costs. One strategy to protect against under funding is to create a contingency budget for unexpected costs.

Basic costs associated with building projects are land acquisition; construction costs; furnishings and equipment; new or expanded collections; professional fees for architects, consultants and others; landscaping; and expenses associated with moving collections and services.

Site costs often have to be negotiated and set before funding can be resolved. The current per-square-foot cost of construction is easily obtained from architects or contractors. The architect or interior designer and furniture company staff can estimate costs for interior furnishings such as cabinets, furniture, and floor and wall coverings. The director and architect should work closely with experts in the library automation and communications fields to plan for the costs of the equipment and conduits necessary for current and future technology. The director can estimate the cost of initial or start-up collections of library materials using information from the fact-finding phase and knowledge of current materials pricing. A standard fee range for the architect is from eight to ten percent of construction costs. Other professional fees from consultants, lawyers, engineers (if not included as part of the architectural services cost) and the like may add another two to three percent in costs.

Once a realistic estimate of the various project costs is compiled, the method of funding can be resolved. Most building projects are financed through bond issues or temporary dedicated tax millages approved by the voters. Other facilities are funded through sales tax revenues, gifts of land or money or savings from annual operating budgets. Refer to Capital Projects Fund in this handbook for information on various methods of funding building projects.

An important and oft neglected part of the overall funding picture concerns the increased operating costs of the completed structure. The impact of increased staffing, higher utilities, more supplies, building maintenance costs, etc. must be factored in to future operating budgets to ensure full use of the new building. A thorough operational costs checklist -- as well as checklists for building and automation projects -- can be found in Jay Wozny's Checklist for Public Library Managers.

ARCHITECTURAL AND INTERIOR DESIGN

This phase guides the design of the intended building inside and out. Explicit requirements in the Building Program and input from the project team are translated by the architect and other design specialists into the final drawings and specifications for use by the building contractor. Though the team leadership shifts somewhat from the director to the architect at this time, the director remains heavily involved in the project. This phase is where the best plans and dreams for future library operations are realized through the project team's guidance of the evolving design. The director should work closely with the architect and other design specialists to ensure the special needs of future library operations are addressed. The director should become familiar with architectural symbols and terminology in order to understand the drawings and blueprints which will come out of the design phases. It is helpful if other members of the project team become familiar with the terminology and drawings to assist them in visualizing the evolving library. Check the bibliography for chapters and references on analyzing blueprints.

Architectural Design

In some projects an architect may be hired before the architectural design phase to prepare conceptual drawings and even broad cost estimates for constructing additional library space. These provide the director and library board with concrete assistance as they convince the community of the need and possibilities for a new facility. In some cases, the architect also assists in the development and preparation of the building program. Excepting instances such as this, the project architect begins work with a thorough study of the Building Program.

In early discussions with the other members of the project team, the architect becomes completely familiar with the intent of the building program. At this time the architect will often propose a schedule for completion of the three stages of the architectural drawings, and a target date for letting the finalized drawings and specifications out for bid. Throughout these three stages, schematic drawings, preliminary drawings, and working drawings, the architect will incorporate specifications and system designs from building specialties such as energy distribution, mechanical systems, communications, building security, and library automation.

Schematic drawings, or preliminary drawings, are a first stage result of the architect's work with the functional relationships and space needs described in the building program. The schematic drawings produce a rough floor plan of the various library functions; they depict alternatives for how the building might be placed on the site, and how it would look from various angles. The basic skeletal framework of support columns and beams is developed in the schematic stage. In the case of an addition or expansion, the schematic drawings show how the new portion relates and attaches to the existing structure. The schematic stage should include preliminary specifications for the building materials and mechanical systems the architect is proposing for the facility, and possibly a preliminary placement of furnishings. A key ingredient for the end of the schematic stage is the architect's projection of total costs -- a more accurate estimation of costs than was previously possible.

Careful study of these drawings by the project members must ensure the design will facilitate staff and patron use of the building. The plans must also be compared with building program space needs to see that adequate space is provided for all the operations and collections of the library. The design is easily molded in this initial stage -- strict attention to detail by the team will forestall the need for making changes that become increasingly difficult and expensive to implement in later design stages.

Upon approval of the schematic design by the project team, the library board, and possibly local government officials, the architect begins the design development stage. Working with various engineers or consultants the architect designs the structural and mechanical systems for the building. Development of these and other elements may necessitate numerous changes to the preliminary schematic

designs. Doors and windows are more exactly placed in the plans, and all interior partitions are added. The requirements and specifications for building materials and systems such as air conditioning, security, and plumbing grow more exacting, along with a finer estimation of construction costs.

Once again, the director and other project team members must take pains to ferret out design problems at this stage before the plans are approved -- design changes of any magnitude are extremely difficult to make after the design development stage is completed.

The final design stage is the development of construction documents or CDs: working drawings and specifications. These are the blueprints and written details the contractor will use in the construction phase. The work is complex, with the architect coordinating intricate details and specifications from many building specialties. A fine level of detail is required because when approved, these final drawings and voluminous specifications must contain enough information to allow a building contractor to reliably bid and construct the entire structure depicted in the design documents.

The project team usually reviews the working drawings in progress, and then performs a thorough review when the documents are completed before approving the final working drawings and specifications. The architect also prepares a final construction cost estimate at the conclusion of this stage.

The final approved construction documents are combined with bidding instructions and appropriate legal forms to make up the bid documents. The architect must cooperate with state and local officials to ensure all legal requirements are met.

Interior Design

The goals of patrons and staff are greatly facilitated by quality interior design. The architect is often responsible for interior design, though more projects are using the services of a separate interior designer. The interior design specialist, whether it is the architect or an interior designer, works as part of the project team to design, procure, and oversee the installation of the following: a functional arrangement of comfortable furniture and equipment; appropriate floor coverings, wall coverings, lighting and acoustics; well-designed signage and display areas; and harmonious color schemes. The interior designer also assists in the design and purchase of the

library's casework -- cabinets, built-in counters such as circulation desks, and other immovable furniture.

Starting in the schematic drawing stage, the interior designer uses information from the building program to prepare layout drawings of the interior furnishings. The first goal is to make sure the required furniture and equipment fits in the proposed floor plan. After this is confirmed, the layout and specifications for the furnishings and color schemes are perfected throughout the design stages. At project team meetings, the architect and interior designer present different design packages of layout drawings, material samples, furniture catalogs, etc. for the team to choose from. Along the way, the interior designer prepares cost estimates to inform the decision process.

The interior designer can also save the library money and, with accurate cost estimates, help the director administer the furnishings budget more effectively. An interior designer uses experience with a wide range of furnishings companies to guide cost-effective purchases. These furnishings will be carpets, furniture, wall coverings and other items that wear well, and thus save on future maintenance and replacement costs. The interior designer can also be of service writing the detailed specifications needed for the state regulated bidding process and local purchasing requirements.

The director and project team must be sure to order any materials, furniture, shelving, and other items (such as a built-in cabinet or safe) necessary in the construction process early enough to ensure that these items arrive when they are needed. The architect and the interior designer oversee the receipt and installation of these items, and they deal with any companies that deliver damaged or incorrect products.

By the end of the design phase the interior design is incorporated into the construction documents. The bid documents, when necessary, will contain separate specification packages for items such as casework, shelving, and furniture.

CONSTRUCTION

This phase includes the contract bidding process; the actual construction of the building; the installation of furnishings; and the acceptance of the building. The architect, or designated "clerk of the works", supervises the construction phase.

Bidding

With the approval of the bid documents the design phase is completed. The construction phase can begin with the bidding of the contract. After review by local officials to ensure the documents are in order, the building job is advertised in the area legal journal. The architect may invite contractors with suitable experience to bid on the project. Contractors interested in the job receive a copy of the bid documents. They review the plans, often asking the architect for clarification on aspects of the job. Sometimes a pre-bidder's conference, held with the project team, architect, and prospective bidders, is held before the bid deadline. Contractors submit sealed bids by the stated deadline to the proper authorities.

Bids received by the deadline are opened and forwarded to the project team for evaluation. Generally, as the expert in the process, the architect examines the bids. Of all valid bids, the architect must recommend the lowest be chosen unless strong evidence from investigation of the company's past work disqualifies that contractor.

The bid is awarded to the lowest qualified bidder and announced to the public. An attorney, hired by the library or local governing authority, draws up a contract. It is negotiated and signed by the contractor and the "owner representative", i.e., the legal representative of the building project. This entity varies -- it can be the director, the library board, or the head of the local governing authority.

Once the contract is signed, the contractor prepares a schedule coordinating all the subcontract building specialties required for the job -- concrete workers, plumbers, electricians, etc. Construction trailers move in, temporary phone and electricity services are set up, and the construction work begins in earnest.

Construction Begins

Actual construction begins with the preparation of the building site. This can involve demolishing existing structure; grading of the site; excavation of basement area and trenches for underground utilities; and preparation of the ground for the foundation. In the case of an addition, the existing structure is readied for connection to the upcoming building.

Thus, begins an exciting time for the library planners, library staff, and the public as they watch the foundation, walls, and roof take shape. During construction it should be understood the contractor is in charge of the construction site. Visits to the site should be approved through the architect. Through site visits and meetings with the contractor and subcontractors, the architect supervises the building process, checking the quality of the work and approving the contractor's periodic requests for payment of work completed. The local governing authority often adds another layer of oversight by assigning a building inspector for the duration of the project.

While construction proceeds, the director has much to accomplish: coordinate payments to the contractor and professionals; plan for moving materials, equipment, and staff to the new space; hire and train new staff when needed; continue to keep the public informed and interested in the project; and plan for a celebration period when the new structure is put into use. When dealing with a building addition project, a major effort is needed to mitigate the temporary dislocation, hazards, and mess caused by construction for both users and staff.

Invariably, problems arise that necessitate a change in the plans. A specified material or piece of equipment might have been discontinued, or might require a different amount of space than was planned. A remedy is suggested by the contractor or architect, and, since it often costs more than the original plan, any of these "change orders" must be approved by the project team or appropriate body.

Installation of Furnishings

As the building proceeds, furnishings are installed. The installation of floor and wall coverings, and, sometimes, the casework, are normally covered in the contractor's bid. The architect, with assistance from the interior designer, will

contract with the furnishing companies or local labor for the installation of other furnishings, such as shelving, furniture, automation equipment, and artwork. As these orders arrive, they should be carefully examined for damage and adherence to the order. Remember, these items must be ordered early to, hopefully, arrive when they are needed; furniture and shelving orders have been known to come in late.

Acceptance of the Building

A point known as substantial completion is reached near the end of the project. It occurs when the architect and the contractor agree the building is ready to be handed over to the owners.

A substantial completion walk-through (inspection tour) of the building is scheduled with the entire project team and involved local officials. During the tour, all fixtures and electrical outlets should be tested. Any malfunctioning equipment or fixtures, or damaged window panes, wall coverings, floor tiles or any other problems should be noted. The architect prepares a document called a punch list. This is a list of the problem areas which must be remedied by the contractor before the building can be formally accepted. After agreeing to the repairs listed on the punch list, the contractor, architect and owner representative sign it.

During this time, the contractor should supply the project team with a complete set of instructions and warranties on the materials and equipment installed in the project. The contractor should also supply a full list of subcontractors and manufacturers involved in the project in case problems with their work or product arise. The architect should supply a set of drawings and specifications. If there have been changes during construction, ask for a set of "as built" drawings from the architect.

Once the punch list is signed the director can begin to move in. During the occupation period, the contractor works on the punch list repairs. When satisfactorily completed, the building can be formally accepted by the owner representative, and the contractor can be paid the final portion of the contract payment.

OCCUPATION

The final phase involves moving into the finished structure. Depending on the complexity of the move, this exciting phase can be handled by available staff or contracted out to professional movers. A well-conceived plan which everyone is familiar with is essential to a smooth occupation.

Settling into the new building will take months. Be prepared to overcome many minor problems with equipment, staffing levels, and arrangement of the collection. Keep records of problems and their solutions. Work quickly to repair systems still under warranty. Successful adjustments to the climate control system often take a full year.

As soon as practical after the move is completed, a dedication ceremony and celebration period should be held. An open invitation should be publicized for the dedication ceremony. All those involved in the actual project should be specifically invited and briefly acknowledged at the ceremony. Keep speeches short; spend more energy on giving attendees a tour of the new facility. Take pictures, pass a good time -- everyone involved will deserve it!

SOURCES -- LIBRARY BUILDING PROJECTS

ADA Title II Action Guide for State and Local Governments. Adaptive Environments Center, 1992.

Americans with Disabilities Act Handbook. U.S. Department of Justice, 1991, 1992.

Boss, Richard W. Information Technologies and Space Planning for Libraries and Information Centers. Boston: G.K. Hall, 1987.

Brown, Carol R. Planning Library Interiors: the Selection of Furnishings for the 21st Century. Phoenix, Ariz.: Oryx Press, 1995.

Building Blocks for Library Space: Functional Guidelines. Chicago: ALA, 1995.

Dahlgren, Anders C. Public Library Space Needs: a Space Planning Outline. Madison, WI: Wisconsin Department of Public Instruction, 1988.

Dahlgren, Anders C. Wisconsin Library Building Project Handbook. Madison, WI: Wisconsin Department of Public Instruction, 1990.

Holt, Raymond M. Planning Library Buildings and Facilities: From Concept to Completion. Metuchen, N.J.: Scarecrow Press, 1989.

Michaels, David. "A Designer's Diary: notes from Calcasieu Parish, Louisiana". Wilson Library Bulletin, October 1993, pp. 48 - 50.

National Library Service for the Blind and Physically Handicapped. Planning Barrier-free libraries. Washington, DC: Library of Congress, 1981.

Rawls, Beverly A., and Michael B. Wessells. Working with Library Consultants. Hamden, CT: Shoe String, 1984.

Standards for Louisiana Public Libraries, 1995. Standards Committee, Public Library Section, Louisiana Library Association, 1995.

Wozny, Jay. Checklists for Public Library Managers. Metuchen, N.J.: Scarecrow Press, 1989. (Building Program Checklist, p.152-162. LSCA Building Project Checklist, pp. 163-168.)

Architects with Louisiana Library Experience

Paul Allain

106 East Lawrence Street

New Iberia, LA 70563-1830

Telephone: 337/364-1584 or 365-9493

Designed the new Morton (Lydia) Branch for the New Iberia Parish Library

Alliance, Inc.

1324 North Hearne Avenue, Suite 100

Shreveport, LA 71107-6529

Telephone: 318/221-7501

Designed Red River Parish Library headquarters

Glenn E. Angelle

224 St. Landry Street

Lafayette, LA 70506-3549

Telephone: 337/232-8447

Designed the St. Martinville Parish Library headquarters and Cecilia and Breaux Bridge Branches. Also renovation of Iberia Parish Library and, I think, is architect on the Jennings Carnegie Library addition.

Brodie Ardoin

Ardoin Architecture, LLC

130 W. South Street

Opelousas, LA 70570

Telephone: 337/948-1202

Designed the Ville Platte Branch in Evangeline Parish

Maureen Arndt

720 Design Inc.

9003 Oakpath Lane

Dallas, TX 75243

Phone: 214-770-2320

Website: www.720design.net

Designed Concordia's renovations and Clayton Branch, also St. Charles' East Regional

Richard Brown
Bani, Carville & Brown Architects
3718 Government Street
Baton Rouge, LA 70806
Telephone: 225/343-2407
Designed the East Baton Rouge Parish Library Bluebonnet Regional
Branch, the renovation of the State Library and the East Baton Rouge
Parish Fairwood Branch

Concordia LLC
201 St. Charles Avenue, Suite 4318
New Orleans, LA 70170
Telephone: 504/569-1818
Did renovations on libraries for New Orleans Public, Hubbell and Latter
Branches

Henry Chauvin
Henry L. Chauvin Architects
1404 South Burnside Avenue
(9429 Highway 941)
Gonzales, LA 70737-8428
Telephone: 225/675-6453
Designed the Ascension Parish Library Galvez Branch

Wayne Coco
Coco Architects & Company
510 Main Street
(P.O. Box 111)
Simmesport, LA 71369
Telephone: 318/941-2392
Working with the Bienville Parish Library. Designed the Winn Parish
Main Library. Designed renovations in DeSoto Parish.

Robert Coleman & Partners
3377 North Boulevard
Baton Rouge, LA 70806
Telephone: 225/387-4414
Architect for East Baton Rouge Parish Library's Pride/Cheneyville
Branch

Denelle Wrightson
Dewberry
1615 Poydras Street, Suite 1295
New Orleans, LA 70112-1254
Telephone: 504/524.8147
Part of the collaborative that designed the new East Baton Rouge Parish
Main Library

Eskew +Dumez+ Ripple Global HQ
One Canal Place
365 Canal Street #3150
New Orleans, LA 70130
Telephone: 504/561-8686
Designed the Keller Library and Community Center for New Orleans
Public

Roy Fugatt
Fugatt Architects and Associates
1424 Ryan Street
Lake Charles, LA 70601-5919
Telephone: 337/439-1410
Design consultant for the Calcasieu Parish Library headquarters and
Sulphur Branch Library

Mr. Clarke Gernon
Remson Haley Herpin Architects
200 Government Street, Ste. 100
Baton Rouge, LA 70802
Telephone: 225/383-0002
Designed Carver Branch in Baton Rouge

Tony Rohr
Gould Evans Architects
3308A Magazine Street
New Orleans, LA 70115
Telephone: 504/909-1580
Designed libraries for New Orleans Public

Mr. Fred Grace, III
Grace & Hebert Architects
9332 Bluebonnet Boulevard
Baton Rouge, LA 70810
Telephone: 225/769-5569

Lester Haas
2800 Centenary Boulevard
Shreveport, LA 71104
Telephone: 318/222-2872
Designed Logansport Branch of the DeSoto Parish Library

Bill Hidell
Hidell Architects
3033 Kellway Drive
Carrollton, Texas 75006
Telephone: 972/416-4666
Consultant/design architect for the Calcasieu and Vermilion Parish
Libraries

Holly & Smith Architects
208 N. Cate St.
Hammond, LA 70401
Telephone: 985/345-5210
Designed the Amite Branch in Tangipahoa Parish

Steve Jackson
Cockfield/Jackson Architects
6717 Perkins Road
Baton Rouge, LA 70808
Telephone: 225/761-1680
Designed the East Baton Rouge Parish Library Jones Creek and
Greenwell Spring Branches, Livingston Parish Library Denham Springs-
Walker, Watson, and South Branches also part of the collaborative that
designed the new Main for East Baton Rouge Parish

James P. Labarre
Labarre Associates Architects
8385 Rushing Road
Denham Springs, LA 70726
Telephone: 225/664-1934
He was architect for Livingston Parish Library.

Richard LeBlanc
Richard LeBlanc Architects, Inc.
705 Texas Street
Shreveport, LA 71101-5450
Telephone: 318/425-4151
Designed the Vernon Parish Library headquarters and the Webster Parish
Library headquarters

Lee Ledbetter
Lee Ledbetter and Associates
1055 St. Charles Avenue, Suite 320
New Orleans, Louisiana 70130
Telephone: 504/566-9669
Designed libraries for New Orleans Public

Lester Martin
PO Box 129
Gibsonland, LA 70128
Telephone: 318/294-1958
Designed the Learning Center for Franklin Parish, is also designing the
renovation of the building that will house the Archives/Genealogy
collection

Glen Morgan
1103 West Main Street (P.O. Box 749, 70760-0749)
New Roads, LA 70760-2825
Telephone: 225/638-8235

Mr. Raymond G. Post, Jr.
Raymond Post Architects
12032 Bricksome Avenue
Baton Rouge, LA 70816
Telephone: 225/293-6964

Gene Sellers
The Sellers Group
148B Easy Street
Lafayette, LA 70506
Telephone: 318/232-0778
Local architect for current construction projects for Vermilion Parish
Library.

Mr. Mauricio Amado
Mr. Kenneth Tipton
Tipton Associates, APAC
449 Westmoreland Drive
Baton Rouge, LA 70806
Telephone: 225/387-0101

Designed Eden Park Branch for East Baton Rouge Parish, also part of the collaborative that designed the new Main Library

Denelle C. Wrightson
PSA Phillip Swager Associates
7557 Rambler Road, Suite 670
Dallas, Texas 75231-2302
Telephone: 469/232-5200 or 469/232-5201
wrightson.d@psa-ae.com
Consulting architect for Calcasieu, Shreve, DeSoto, Lafayette

Mr. Robert Mayard
Washer, Hill & Lipscomb
1744 Oakdale Drive
Baton Rouge, LA 70810
Telephone: 225/767-1530
Design Delmont Branch for East Baton Rouge Parish