



FINAL REPORT

# JACKSON PARISH LIBRARY SYSTEM

SPACE PLANNING, EVALUATION AND RECOMMENDATIONS  
FOR  
JACKSON PARISH LIBRARY HEADQUARTERS  
AND  
CHATHAM BRANCH LIBRARY

Project No. 0221

November 30, 2021

Prepared by

Coco & Company  
Wayne Lawrence Coco, AIA, Architect, LLC

Coco & Company

a professional architectural company

Submitted to the

JACKSON PARISH LIBRARY BOARD



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Wayne Lawrence Coco, AIA, Architect, LLC**

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**For**

**The Jackson Parish Library Board of Control**

**Mrs. Carol Massey, President  
Mrs. Judy Cooper, Vice-President  
Mrs. Paula Essmeier, Treasurer  
Mrs. Ann Standley  
Mrs. Lisa Nunn  
Ms. Vickie Jenkins  
Mrs. Carolyn Crawley  
Mr. Lewis Chatham, Ex-Officio**

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**Floyd Knox, Library Director  
Judy Robertson, Library Assistant Director  
Angela Walsworth, Jonesboro Branch Manager  
Phyllis Moore, Chatham Branch Manager**

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## **INTRODUCTION**

### **Mission Statement**

*“The Jackson Parish Library is a service institution that seeks to inform, educate, entertain, and culturally enrich the lives of all people, from early childhood to senior citizens, through the use of books and other materials, technological innovations, facilities and professional services”*

The Main Library Headquarters is located at 614 South Polk Avenue in Jonesboro, Louisiana. A branch library is located at 1500 Pine St. in Chatham, Louisiana. Rural outreach is serviced by a modern bookmobile.

The Library is currently governed by a Library Board of Control composed of the following members appointed by the Jackson Parish Police Jury:

Mrs. Carol Massey, President  
Mrs. Judy Cooper, Vice-President  
Mrs. Paula Essmeier, Treasurer  
Mrs. Ann Standley  
Mrs. Carolyn Crawley  
Ms. Vickie Jenkins  
Mrs. Lisa Nunn  
Mr. Lewis Chatham, Ex-Officio

## **LIBRARY HISTORY**

The concept of public libraries in Louisiana was moved forward when the Louisiana Legislature created the Louisiana Library Commission in 1920. In 1925, the commission, together with the Carnegie Corporation, set out to create a network of public libraries across the state in each of its 64 parishes. Most of the early libraries began as demonstration projects, trial libraries, partially funded by the state and local governments until permanent local funding sources were established to operate them. Some early demonstration projects succeeded and others failed.

The Jackson Parish Public Library was established by Act Number 36 of 1936 and adopted and approved by the Jackson Parish Police Jury on May 10, 1937. It was established as a demonstration project to be governed by a board of control to include five (5) citizens appointed by the Jackson Parish Police Jury and a sixth member to include the President of the Jackson Parish Police Jury to serve as an ex-officio member. The original membership included the following:

F.H. Riggs  
Mrs. Head  
W.H. McLaurian  
Mrs. Dr. McBride  
J.C. Shows  
S.D. McBride, Ex-officio (President)

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After early efforts to establish the parish wide system, the initial attempt at passing a millage to fund the first library demonstration project, failed. The “trial library” would not die although, and continued to operate with various “pop up” facilities all over the parish. It took 23 years to reestablish a new library demonstration project in 1959. The demonstration trial library operated for eight months until on December 6, 1960, the citizens of Jackson Parish approved a 3 ½ mil property tax, by a margin of 5 to 1, to fund the operations of the parish wide library system for five years. The new Jackson Parish Library became Louisiana’s fiftieth (50<sup>th</sup>) public library system. The first library board of control was appointed in December of 1960 and consisted of the following members:

E.L. Mobley of Jonesboro (President)  
Mrs. Nell Womack, Chatham (Vice President)  
Mrs. E.L. Edmonds, Jonesboro (Treasurer)  
Frank Hinton, Clay  
Noel Rasbury, Hodge  
J. Earl Alexander (Ex-officio)

The first physical location for the library was a rented building known as the Holliday Building in Jonesboro located at Polk and Sixth Streets. A dedication ceremony was held on March 5, 1960 and the official opening was held on March 7, 1960. The first parish librarian was Miss Shirley Brother. Her assistant was Miss Mary Aldy. The bookmobile Clerk was Mrs. Hoyer Bell and branch assistants were Mrs. Seaborn F. Bennett and Mrs. Troy Ford.

It was reported that the initial library collection of books and other material numbered over 9,000 volumes. Financing for the first year of operation was enabled by the Louisiana State Library and the Jackson Parish Police Jury through their general funds.

The original library headquarters remained in the Holliday building for ten (10) years. In December of 1970, voters approved a 2 mil tax for the construction of a new library facility. This appropriation was supplemented by \$110,000.00 in federal funds from the Library Services Construction Act and administered by the Louisiana State Library.

By January, 1971, the site of the old home of William J. McBride, former Jackson Parish Sheriff, was selected for the new facility. The 9,000 square foot building, built for \$169,800, was designed by Monroe architect W. King Stubbs. The total cost including landscaping, furniture and equipment was \$252,000. At the time, the facility was designed to hold a collection of over 45,000 books and other material. Dedication of the new library building was held on September 17, 1972.

Continued growth and success of the library headquarters and the entire system necessitated an expansion of the original 1972 building. In early 2000, a 6,000 square foot addition was constructed to meet those needs at a cost of \$746,782. The library has now been expanded to a total of 15,000 square feet. In 2011, additional interior work was done and the public parking area was expanded.

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In 2014, a new 6,300 square foot branch facility was constructed in the community of Chatham. It is located on the site of the former Chatham High School campus. Additional library outreach services are provided by a bookmobile which serves the outlying communities in Jackson Parish.

Currently the Jackson Parish Library system has almost 93,000 holdings in its collection, worth over \$1.5 million dollars. The existing system serves a population of just under 16,000 people and boast of having 13,558 of the population registered as patrons.

Today the Jackson Parish millage, together with other income, generates just under one million dollars in operational funds annually. The system has a fund balance of just under \$3.8 million dollars. The library has shown great responsibility in the use of their funds over the past 10 years. It is a testament to strong leadership, operational management and exceptional service to meet the needs of its patrons. New technology, expanded services, focuses on the needs of children and young readers, space for community meetings and activities and continued maintenance and improvements to the systems main headquarters in Jonesboro and the branch in Chatham, are goals for the future success of the system.

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## **SURVEY OF NEEDS ASSESSMENT OBJECTIVES**

The primary goals and objectives of this report were to evaluate and assess the needs of the existing Jackson Parish Library Headquarters facility and the Chatham Branch Library. An additional objective was to look at the entire parish service area to determine if additional branches or service facilities were needed or warranted.

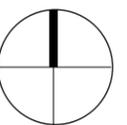
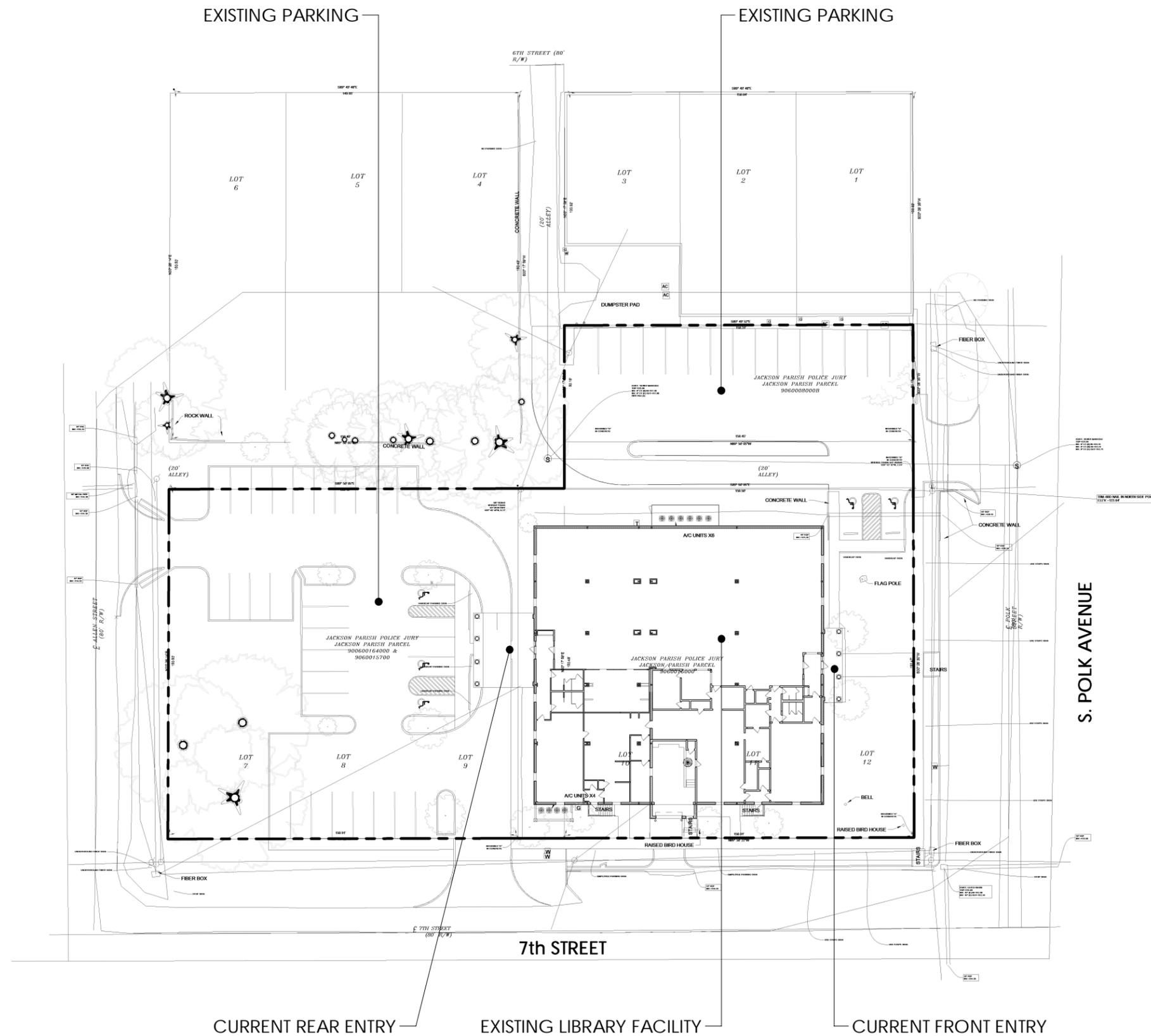
The consulting team of Coco and Company met with the library staff to visit the entire parish. The purpose of the tour was to look for possible areas to add service to remote areas that would promote wider library use. After reviewing the service area, the current library funds, and the practical possibilities that exist, it was determined that an additional full scale branch library was not logical and not the best way to spend available reserved funds. The library just purchased a new modern bookmobile that will more than adequately serve the remote areas not currently served by the main branch in Jonesboro and the Chatham Branch. There was clearly a greater need to improve the existing parish library headquarters and expand the facilities at both the Jonesboro headquarters and the Chatham branch.

## **SURVEY OF THE EXISTING MAIN LIBRARY HEADQUARTERS IN JONESBORO**

### **Survey of the Existing Site**

The existing site is located in the block bordered on the east by S. Polk Avenue., on the south by 7<sup>th</sup> Street, on the west by Allen Street., and on the north by privately owned Lots 1,2,3,4,5, and 6. The existing library building uses approximately 15,000 square feet of the site, while parking and drives occupy almost 20,000 square feet of the property. The remainder of the site consists of limited green space in the rear along Allen Street and along S. Polk Avenue. There are approximately 50 dedicated parking spots on the site and parking is available along S. Polk Avenue as well. Some staff parking is located along the right-of-way of 7<sup>th</sup> Street. Primary electrical power is provided from Allen Street and to transformers near the northwest corner of the site. Major municipal utilities are located along the rights-of-way along S. Polk Avenue and 7<sup>th</sup> St.

Page 7: Figure 01.1: Existing Site Plan



EXISTING SITE PLAN  
FOR JACKSON PARISH LIBRARY HEADQUARTERS

Figure 01.1

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## Survey of Main Library Space

The main library stack space occupies about 50% of the total building area. It also houses public computers, some adult reading space, and area for children and young adult use, and most importantly it houses the main circulation desk. The main circulation desk, usually the first stop of most library patrons, is small and located in an awkward location visually obscured from the main entrance. There is very little natural light in the space since all of the limited traditional windows are covered with shades or curtains. More natural light needs to be brought into the space.

The over 20 year flooring consists of various patterns of carpet squares forming a hodgepodge of dated patterns and colors in attempts of divide the various sections of stacks. Continuity of the floor patterns are lacking. The ceiling in the space is over 20 years old and consists of a 2 ft. x 2 ft. suspended acoustical ceiling system using a common ¾” grid system with standard acoustical tiles with drop in 2 ft. x 4 ft. fluorescent fixtures. The entire ceiling system and light fixtures need replacing. A new sprinkler system, new lighting, and adjustments in the air conditioning supply and return will need to be provided, as outlined in the following section, “Existing Mechanical, Electrical, Fire Protection and Plumbing Systems”. At that time the existing ceiling will need to be removed anyway. Lighting should be changed to a linear suspended LED type fixture placing them closer and in line with the stacks.

Many of the stacks for the specific types of readers such as adults, young adults, children, reference, need to be rearranged so that they work better in relationship to staff and workrooms and activity rooms. The children’s section is very far from the circulation desk and not convenient for supervision or interaction with the staff. The computer room is located in a space that cannot be supervised from the circulation desk and is too large for the use that occurs.

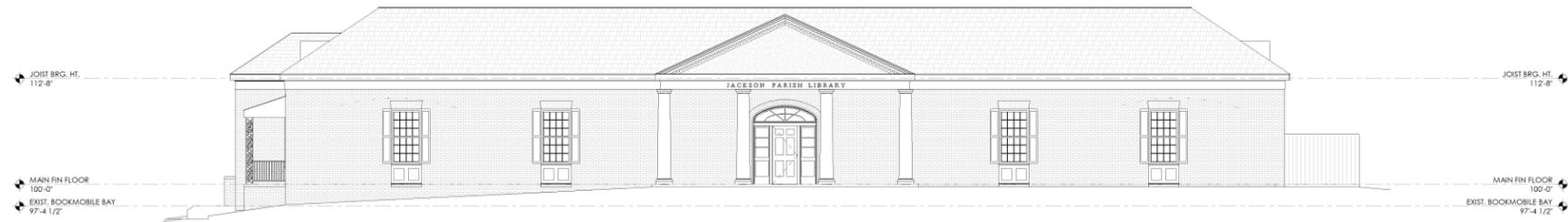
The main entrance to the original 9,000, 1972 library was located on the S. Polk Ave. side of the building. In 2000, the 6,000 square foot addition provided a covered drive through port cohere with an entrance from a new parking lot on the west side of the building. This entry, with a small lobby, has become the main entrance to the library that is now used by 99% of the patrons. It is also in the area where public restrooms have been positioned for the convenience of the users. The original entrance on the S. Polk Ave. side remains, but is not used and should be abandoned for better control of the public and security of the library users. There is also a need for additional exits on the north side of the building. This would provide access to a new overflow parking lot and allow more means of egress for the patrons in the event of fire. (Figure 05.1)

Page 9: Figure 02.1: Existing Main Floor Plan

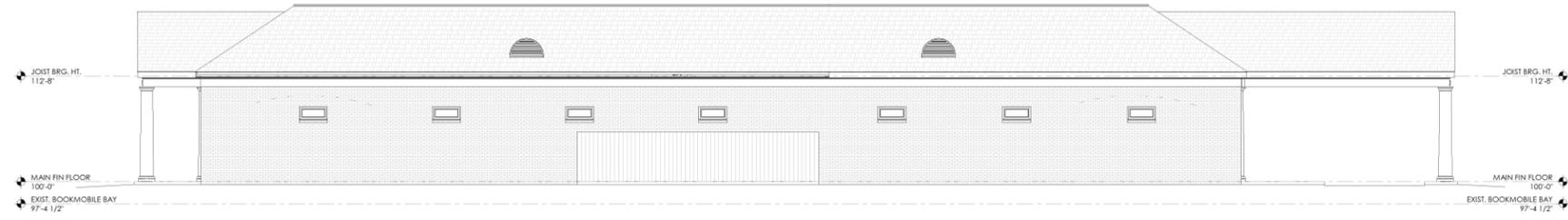
Page 10: Figure 02.2: Existing Exterior Elevations



EXISTING MAIN FLOOR PLAN  
FOR JACKSON PARISH LIBRARY HEADQUARTERS **Figure 02.1**



1 EXISTING EAST ELEVATION  
1/8" = 1'-0"



2 EXISTING NORTH ELEVATION  
1/8" = 1'-0"



3 EXISTING WEST ELEVATION  
1/8" = 1'-0"



4 EXISTING SOUTH ELEVATION  
1/8" = 1'-0"

EXISTING EXTERIOR ELEVATIONS  
FOR JACKSON PARISH LIBRARY HEADQUARTERS **Figure 02.2**

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## Survey of Existing Mechanical, Electrical, Fire Protection and Plumbing Systems

The consulting team made several on-site visits with the architectural, mechanical, electrical, and fire protection team. The engineering team of Associated Design Group, Inc. of Lafayette made a thorough assessment of the main headquarters in Jonesboro. Mechanical, electrical and fire protection systems were assessed for their existing condition, serviceability, age, and efficiency. In addition, Life Safety and International Building Codes were assessed to determine if the systems meet current code requirements. Most of the systems do not.

The existing building is heated and cooled by ten (10) gas fired units with DX cooling coils attached to indoor furnaces and ten (10) exterior DX condensing units connected to indoor cooling coils. Six horizontal furnaces with cooling coils located in the attic serve the circulation area, the stacks and the public computer area. The units have an internally lined insulated supply plenum and an internally lined insulated return air plenum with round ducts connected in the attic from plenums to supply diffusers and return air grilles. No fresh air is provided for the building through any of these A/C systems which does not meet current code requirements. There is no way to replace exhausted air or help provide a positive pressure for the building. All of these systems must be replaced with newer, more efficient systems.

Four (4) vertical gas furnaces with cooling coils located in a mechanical/electrical room, serve the administration and work areas and the main library stack area. The units are installed on a return air plenum with no fresh air provided. The system requires fresh air to meet codes. Balancing dampers in the return air system are needed to provide positive pressure in the building. Some of the indoor and outdoor equipment has been replaced, but most of the equipment needs replacing due to age, efficiency, and code violations.

The building is also **not** sprinkled which does not meet current IBC and NFPA 101 Life Safety Codes. Under the International Building Code (IBC) (2015 edition) the building falls in Group A3 as an Assembly Occupancy. The IBC, under section 303.4 and 903.2.1.3 clearly outlines the requirements for sprinkler systems in places of assembly with a calculated occupant load of 300 people or over 12,000 square feet of space. The existing building has over 15,000 square feet currently. The NFPA 101 Life Safety Code, under section 12.3.5.2 also clearly calls for the need of a sprinkler system. In addition, the facility will require an updated voice evacuation fire alarm system which is required for assembly occupancy of over 300 people.

Existing plumbing systems appear to be operating correctly, but will require some modifications for newer fixtures due to their age, and to meet current requirements of the Americans with Disabilities Act. Adjusted space planning for new family and children restrooms, staff restrooms, staff break room and meeting room serving will require new plumbing runs and additional plumbing. (Figure 05.1)

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## **Survey of Existing Bookmobile Garage**

One of the more awkward space uses is the existing Bookmobile Garage. The positioning of the garage inside the main building in the middle of the staff work area is not the most efficient use of the staff work area since it takes up almost 1,000 square feet of space. It minimizes the staff work space and separates the staff working environment. Access to the attic from the garage by a spiral stair is unsafe and does not meet current code requirements. In addition, the entire electrical service for the building, panels, meter boxes, controls, and service wiring, are located in this space. The vulnerability to possible toxic fumes and fire in the main electrical room for the building is not an ideal situation. Consideration should be given to moving the Bookmobile Garage to another location, preferably in a more accessible location attached to the building. (Figure 05.1)

## **Survey of Staff Offices, General Library Workroom and Public Meeting Spaces**

Approximately 50% of the total library space is devoted to staff offices or open work spaces, general workroom space, mechanical and electrical rooms, a children's/adult activity space, a meeting room, staff restroom and break room, and storage. The space also houses the bookmobile garage.

The Children's/Adult Activity Room is located in the southwest corner of the building, near the main entrance and the public restrooms. It is a cramped space with almost no natural light. Security is an issue since the main entrance to the space is right off the lobby and the public restrooms. The space lacks adequate storage and does not provide direct office or workspace for the Children's Librarian.

The Public Meeting Room is located in the northeast corner of the building and is too small. It is a highly decorated space, but lacks any natural light. It is also far from the public restroom and from the main library entry. After hour use, when the main library is closed, would be hard to control. Limited parking on S. Polk Ave. means that patrons using the meeting room would have to park on the opposite side of the building. The meeting room also does not have a serving kitchen to provide refreshments to patrons attending meetings or functions.

The staff work spaces are clustered in open work spaces, but are separated by the large bookmobile garage. The only private office is for the Library Director. There are no offices for the Assistant Library Director, the Main Headquarters Librarian, the Business Manager or the IT Manager. In addition, the library board meeting room is too small and seldom used. The public computer room is a large enclosed room visually obscured from the circulation desk, the director's office or other staff. This does not lend itself to monitoring the use by patrons.

The public restrooms are generally in good shape and little work would need to be done to bring these spaces up to code. The main entry lobby is too small and needs to be expanded to provide seating and additional space for event advertising and promotion.

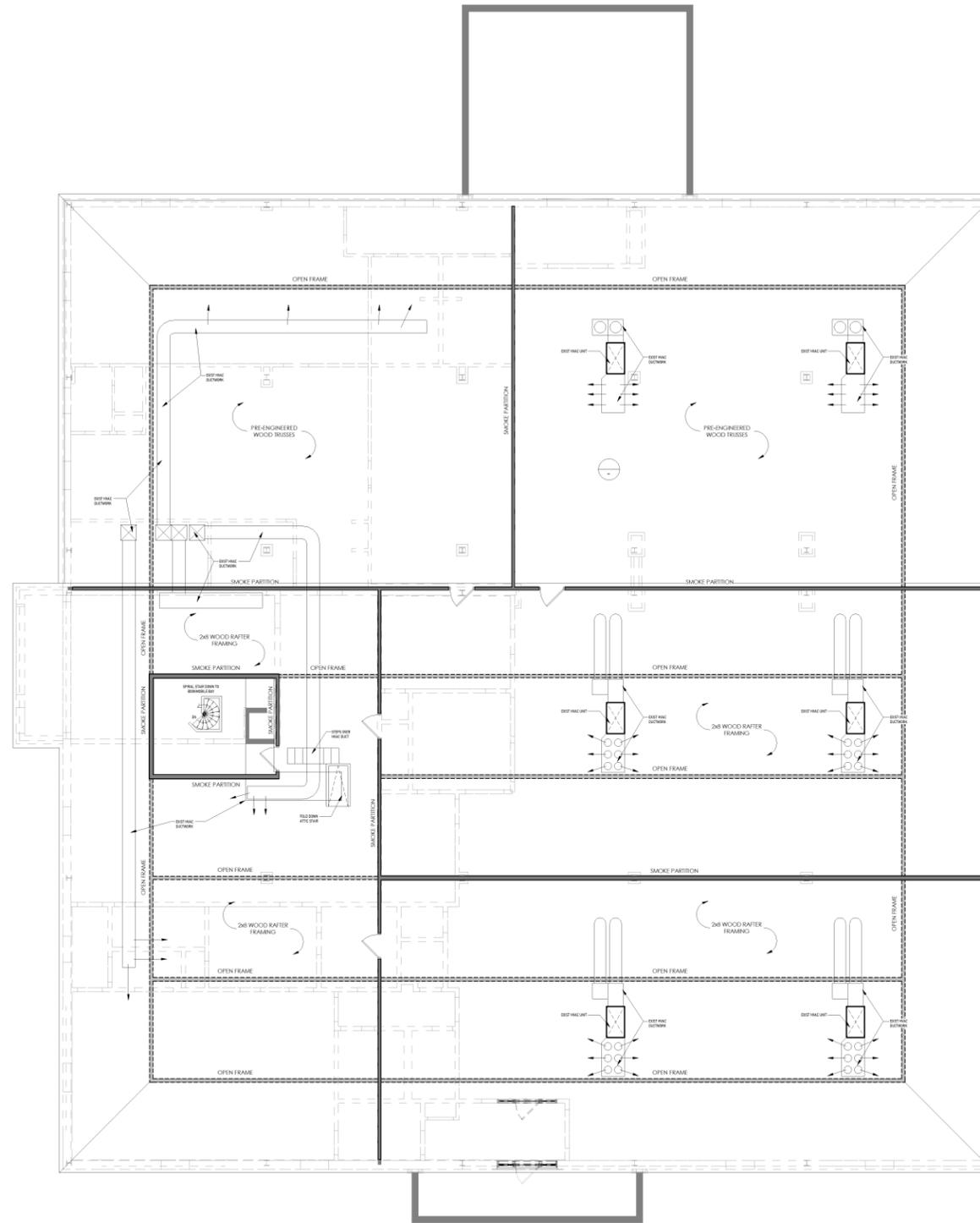
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The library system has a very large and active children's program and consideration is being given to the installation of an outdoor Miracle Museum and Inclusive Playground on the library site. In addition, consideration is being given to the construction of a covered outdoor pavilion to be used for outdoor activities. (Figure 04.1)

### **Survey of the Attic Space**

The attic of the library occupies over 12,000 square feet of additional space that is currently used to house most of the indoor HVAC systems and supporting ductwork. It is also being used, questionably, as storage for excess library equipment, stacks and seasonal decorations. This is not an ideal use of the space since it is not sprinkled and potentially lends it to being a fire hazard. The space is divided into sections in an attempt to create smaller rooms separated using sheetrock walls. A spiral stair is positioned in the bookmobile garage room providing access to the attic. Indoor gas fired units are positioned in each separate space, enclosed and vented to the exterior.

Page 14: Figure 02.3: Existing Attic Floor Plan



EXISTING ATTIC FLOOR PLAN  
FOR JACKSON PARISH LIBRARY HEADQUARTERS

Figure 02.3

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## **SURVEY OF THE CHATHAM BRANCH LIBRARY**

The Chatham Branch Library was constructed at its current location in 2014. It sits on the grounds of the former Chatham High School campus. Prior to the construction of the permanent library, the community established “pop up” facilities to serve that part of the parish and the community. Although the building is fairly new, it has experienced some maintenance problems over the past few years. Recently, the dry pipe sprinkler system failed during a cold weather event when the electrical power was lost. Damage to the exterior porch ceilings was extensive and some interior damage to the floors, walls and trim work occurred.

Gutters, intended to direct rain water from the building, did not work properly and caused damage to the exterior columns, handrails, exterior wall plates and trim. Exterior wood columns show signs of rot and need replacing. Some of the sprinkler piping and sprinkler heads need replacing. The installation of a gas fired generator should be considered to insure that electrical power is not lost and pressure can be maintained in the system.

Additional work needed in the Chatham Branch includes the installation of additional storage cabinets and staff work counter space. Recently the building experienced an electrical power surge causing damage to most of the utility systems, appliances and equipment serving the library. The installation of the generator would protect this from happening again.

Recently the library constructed a large storage building to house material from both the Jonesboro Headquarters facility and the Chatham Branch facility. Additional paving was installed providing access to the building as well. Future work is to include air conditioning and electrical.

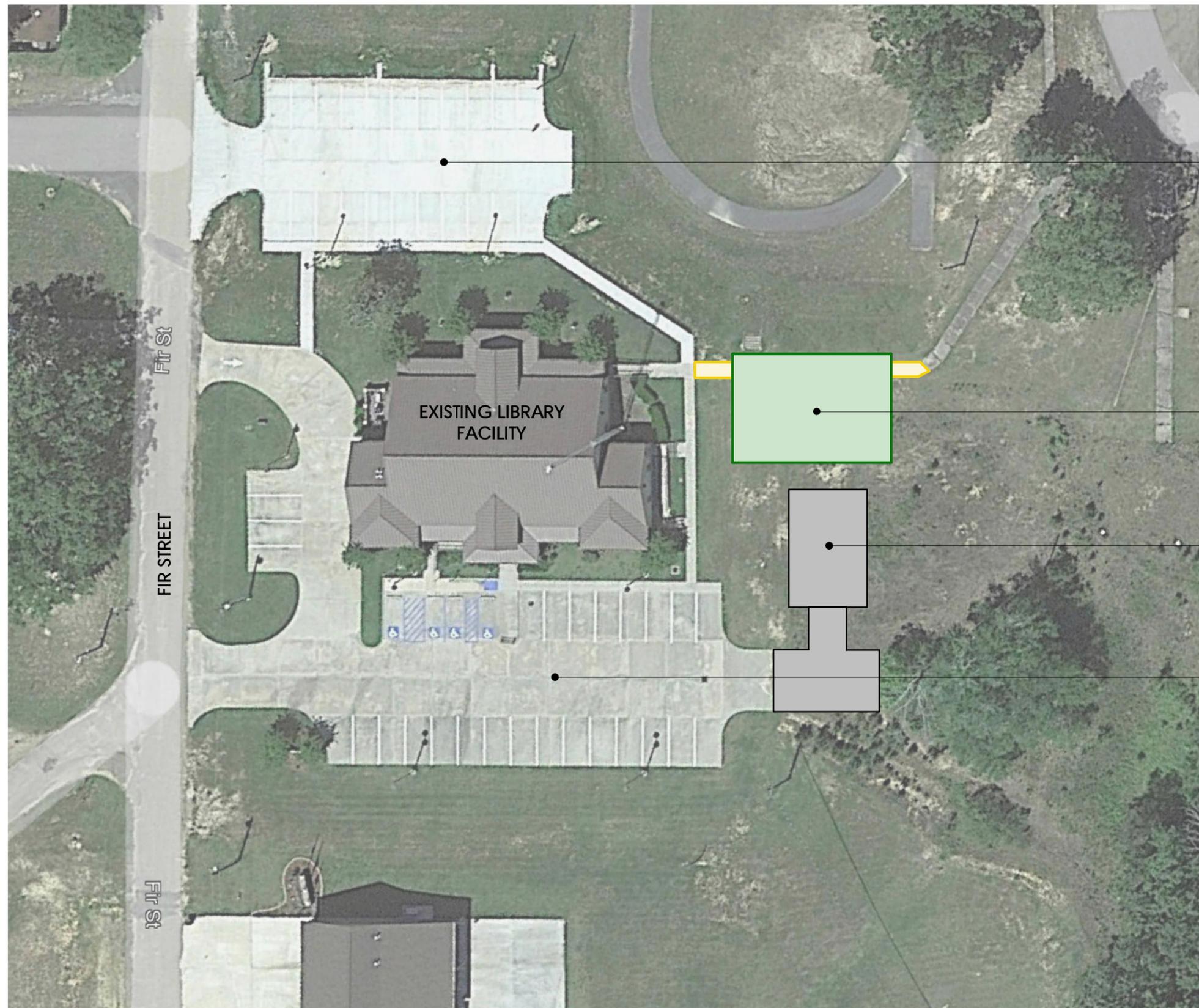
The Chatham Branch is also considering the installation of an outdoor Miracle Museum and Inclusive Playground somewhere on the site.

Page 16: Figure 03.1: Current Site Plan

Page 17: Figure 03.2: Original Site Plan

Page 18: Figure 03.3: Current Floor Plan

Page 19: Figure 03.4: Current Exterior Elevations



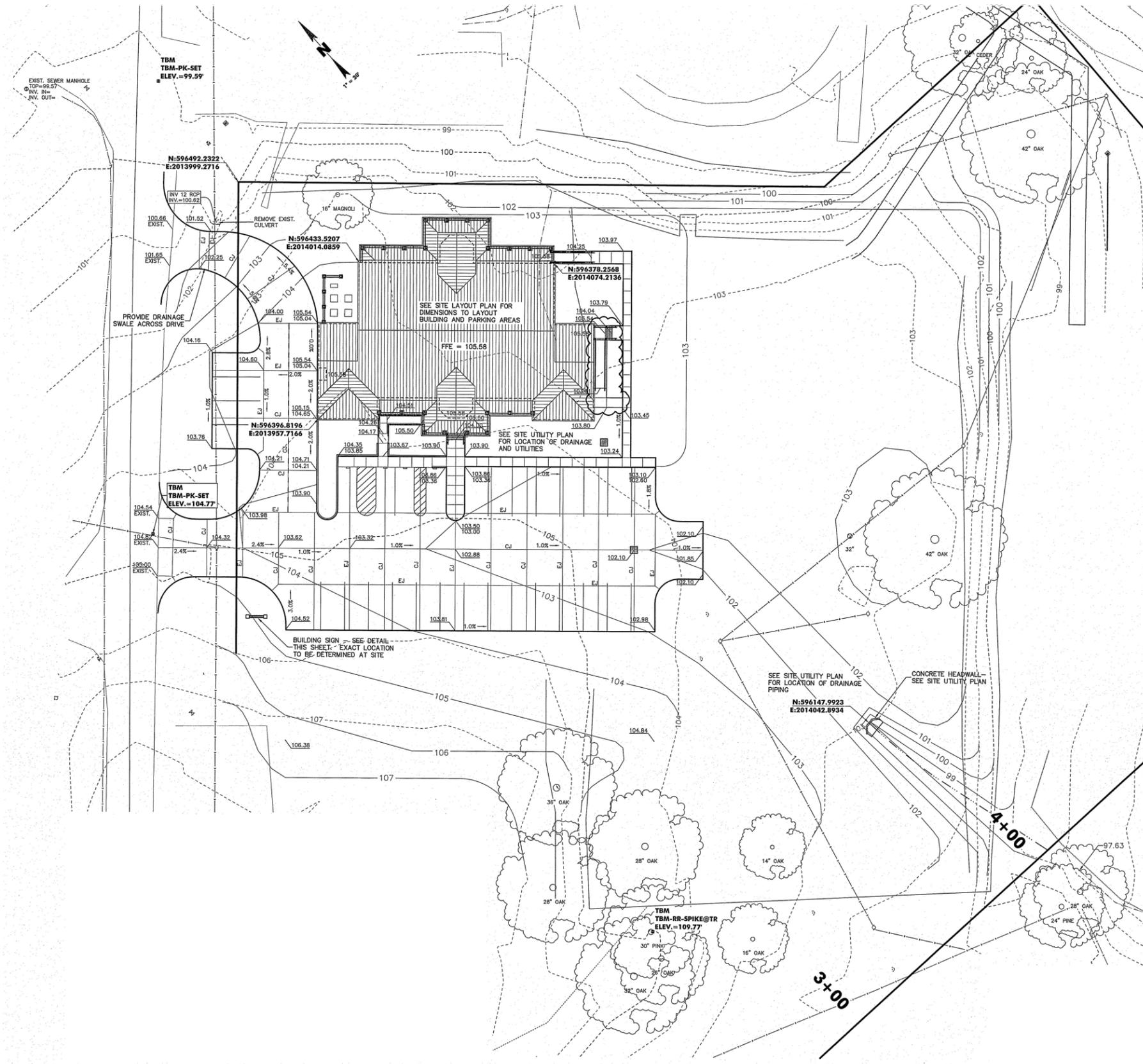
EXISTING PARKING  
(CONSTRUCTED IN 2021)

AREA FOR NEW INTERACTIVE PLAYGROUND

EXISTING STORAGE BUILDING  
(CONSTRUCTED IN 2021)

EXISTING PARKING

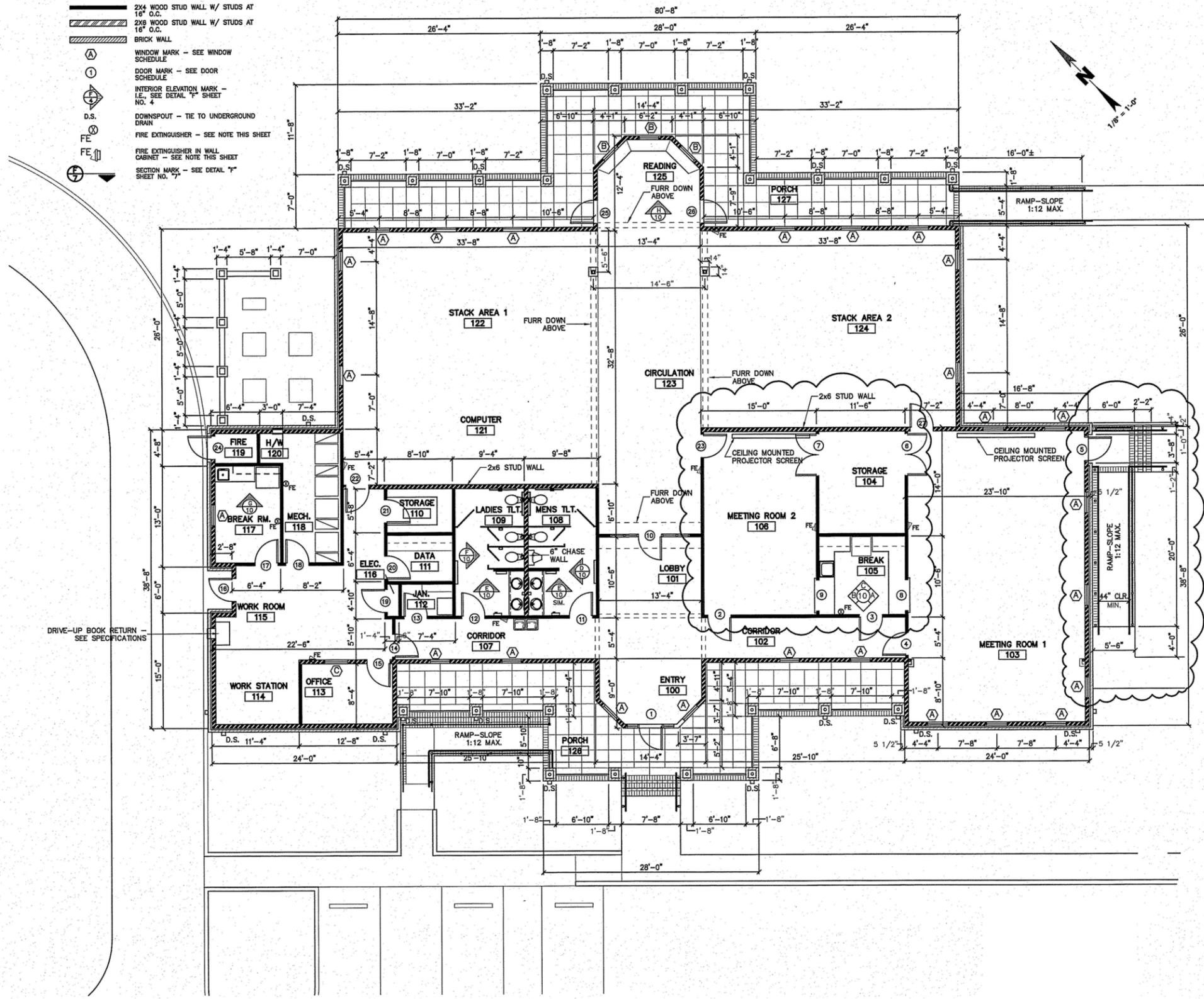
CURRENT SITE PLAN  
FOR CHATHAM BRANCH LIBRARY **Figure 03.1**



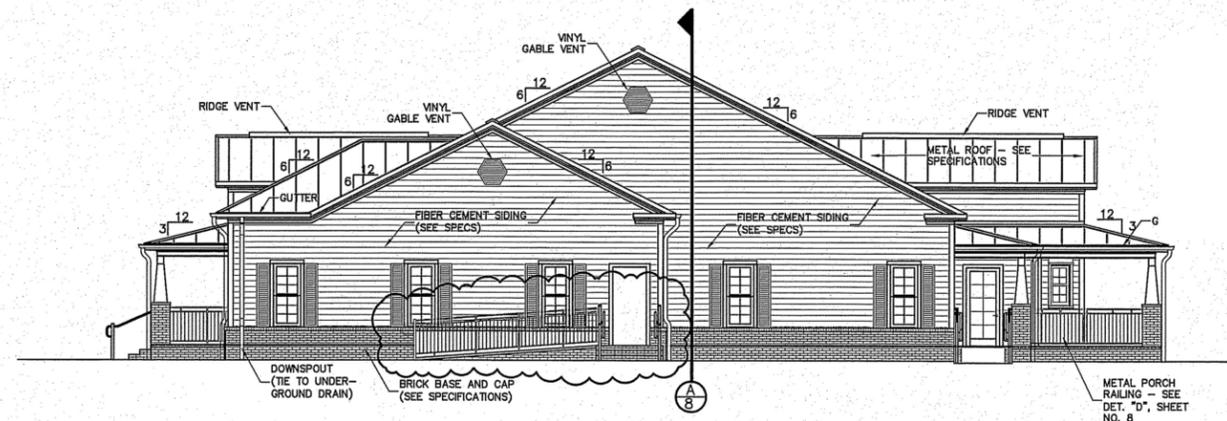
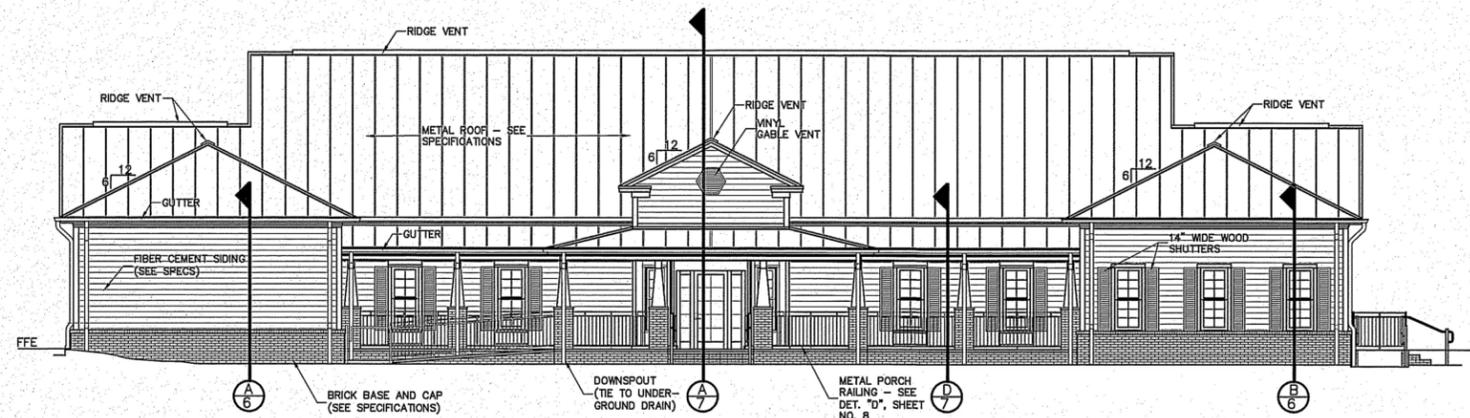
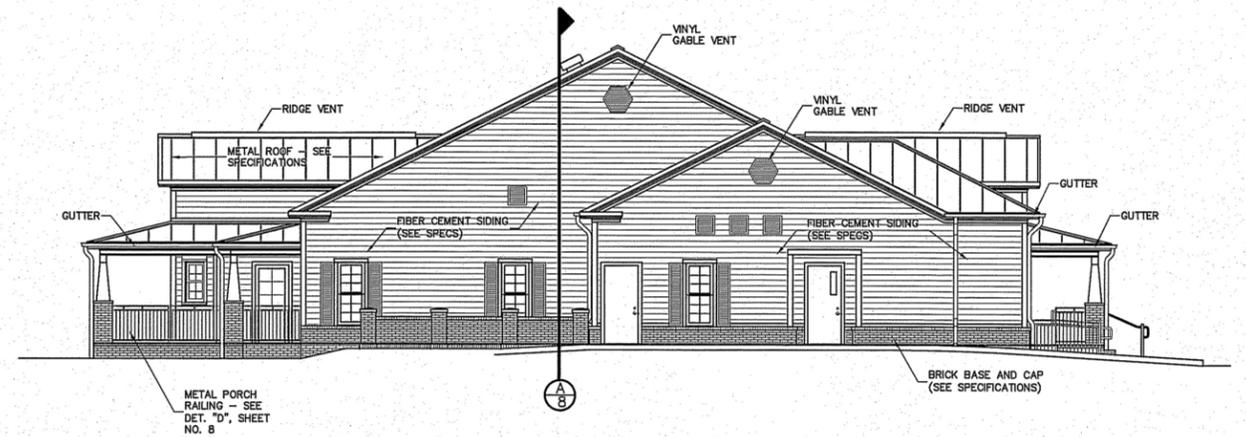
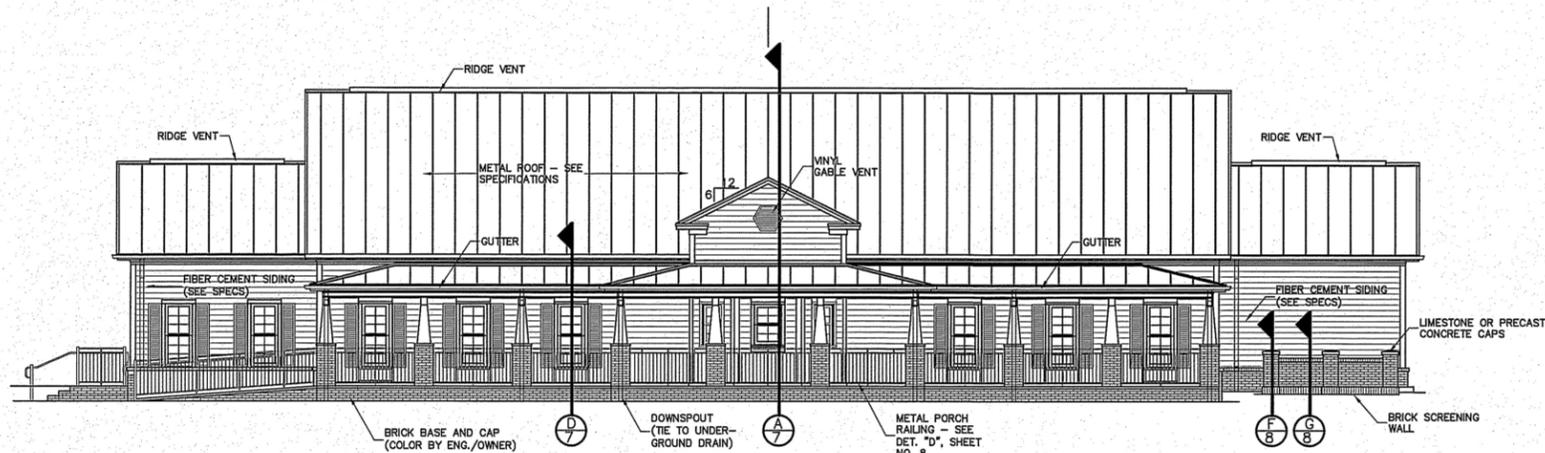
ORIGINAL SITE PLAN FOR CHATHAM BRANCH LIBRARY **Figure 03.2**

**LEGEND**

-  2x4 WOOD STUD WALL W/ STUDS AT 16" O.C.
-  2x8 WOOD STUD WALL W/ STUDS AT 16" O.C.
-  BRICK WALL
-  WINDOW MARK - SEE WINDOW SCHEDULE
-  DOOR MARK - SEE DOOR SCHEDULE
-  INTERIOR ELEVATION MARK - I.E. SEE DETAIL "F" SHEET NO. 4
-  D.S. DOWNSPOUT - TIE TO UNDERGROUND DRAIN
-  FE FIRE EXTINGUISHER - SEE NOTE THIS SHEET
-  FE FIRE EXTINGUISHER IN WALL CABINET - SEE NOTE THIS SHEET
-  SECTION MARK - SEE DETAIL "F" SHEET NO. 7



CURRENT FLOOR PLAN FOR CHATHAM BRANCH LIBRARY **Figure 03.3**



CURRENT EXTERIOR ELEVATIONS  
FOR CHATHAM BRANCH LIBRARY

Figure 03.4

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## **STAFF SURVEY, COMMENTS, AND RECOMMENDATIONS**

Those most closely connected to the inner workings of any library operations are its staff. Fortunately, the Jackson Parish Library has a very capable and enthusiastic staff of dedicated employees at both the main headquarters branch and the Chatham branch.

For the Main Headquarters in Jonesboro, the consultant interviewed the entire staff, seeking their thoughts on what worked and what didn't in the existing facility. Although there were specific areas of interest and needs from each of the 13 employees interviewed, there were several general comments and recommendations that consistently surfaced. We did not interview all of the Chatham Branch employees, but did meet with the branch director to inspect the facility and get her thoughts on problems and needs for that facility. The following are their comments:

### **General Comments: Main Headquarters in Jonesboro**

Attic access and storage is a major problem.

Circulation Desk is too small and needs to be relocated to better serve patrons as they enter the library.

The Multi-Purpose Room needs to be larger to accommodate more people.

The Multi-Purpose Room needs to be closer to the large public restrooms and near the main entrance to the library.

The entire work spaces and offices for the staff need to be reworked.

Need private office for:

Director

Assistant Director

Business Manager

IT Coordinator Manager

Jonesboro Branch Manager

Need Information Center near or at Circulation Desk or Entry.

Need Family Restroom next to Children's/Adult Activity Room.

Need another exterior exit or two on the north side of the building with access to the new parking lot.

Need a Document Preservation Room.

Need one or two Tutorial Rooms.

Need space or room for Genealogy/Local History.

Need a larger Board Meeting Room for at least 12 people.

Need a larger Staff Break room.

Need better overall lighting in stacks and in work spaces.

Need better sight-lines from Circulation Desk to Children's area.

Computers need to be located closer to Circulation Desk

Library needs more natural lighting/larger windows for exterior exposure.

Library needs a clear defined entry and direct view of Circulation Desk (Confusing entries at each end of the building).

The need to provide more interactive children's activities such as a Miracle Museum and Inclusive Playground.

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### **General Comments: Chatham Branch**

Repairs are needed for damages done during a cold weather event involving the failure of the dry pipe sprinkler system. This would include the porch ceilings, gutter repairs, and other exterior and interior trim and wood work.

Repairs to exterior column wood rot.

The need for a generator.

The need for more workroom cabinets and work counter space.

The installation of a Miracle Museum and Inclusive Playground.

---

## **PROPOSED RECOMMENDATIONS:**

### **Jackson Parish Main Headquarters Library in Jonesboro**

#### **Proposed Site Improvements**

##### Access Drives for Bookmobile Addition

The repositioning of the bookmobile garage to the north end of the building solves two problems. It removes the garage from inside the existing library workspace, allowing for the recovery of valuable staff work stations. In addition, placement of the garage on the north end allows for the convenient use of existing drives to maneuver the bookmobile better.

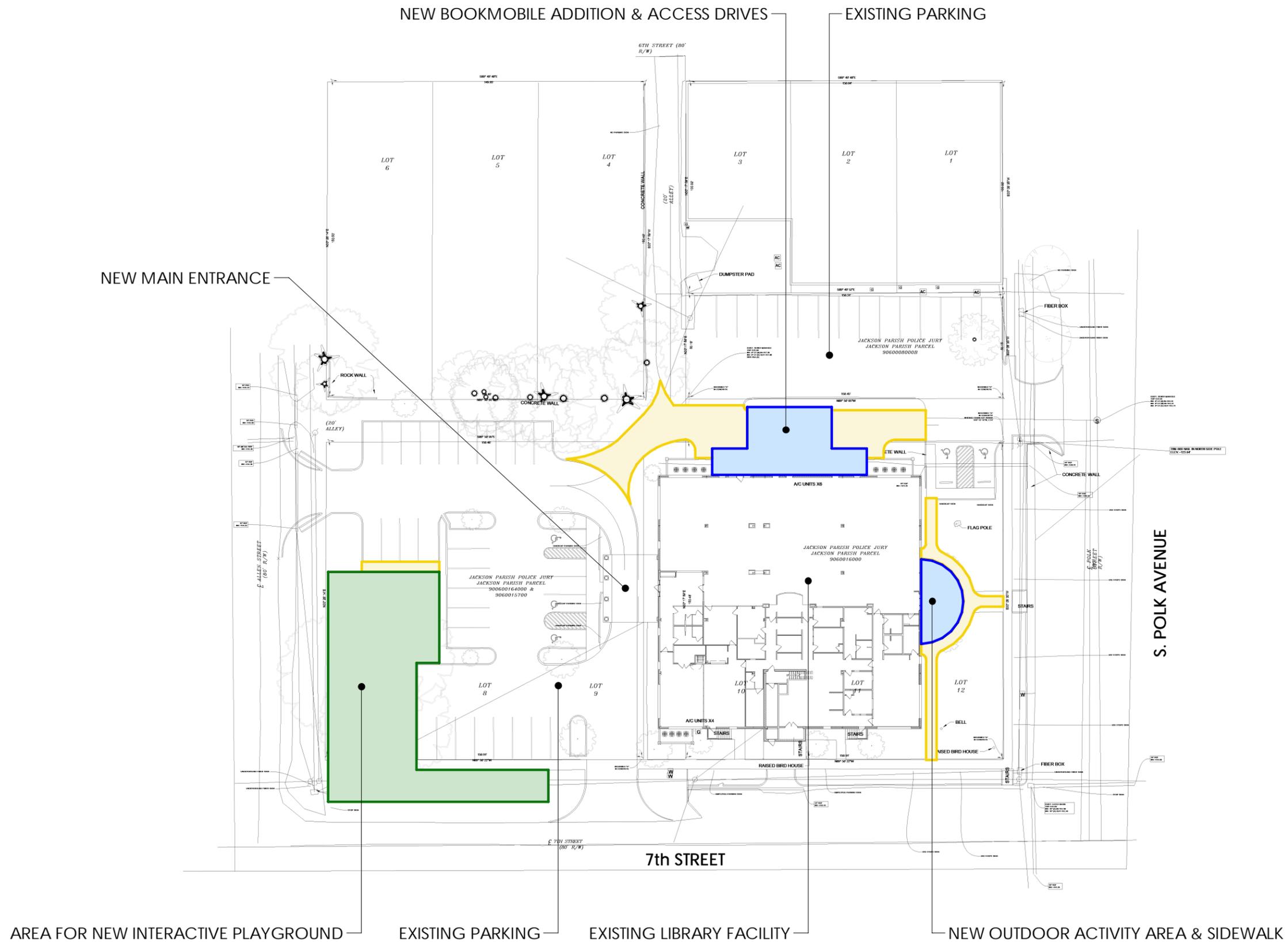
##### Miracle Museum and Inclusive Playground

An area has been designated on the existing site at the southwest corner of the property. It is an area large enough to place a reasonably adequate interactive area for children. Protective fencing, paved walking areas, lighting, benches, playground equipment would be provided by a third party contractor. Some site development would be needed since the area has a substantial elevation change. (Figure 04.1 thru 04.3)

Page 23: Figure 04.1: Proposed Site Plan

Page 24: Figure 04.2: Isometric - Proposed Site Plan

Page 25: Figure 04.3: Isometric - Proposed Site Plan



PROPOSED SITE PLAN  
FOR JACKSON PARISH LIBRARY HEADQUARTERS

Figure 04.1



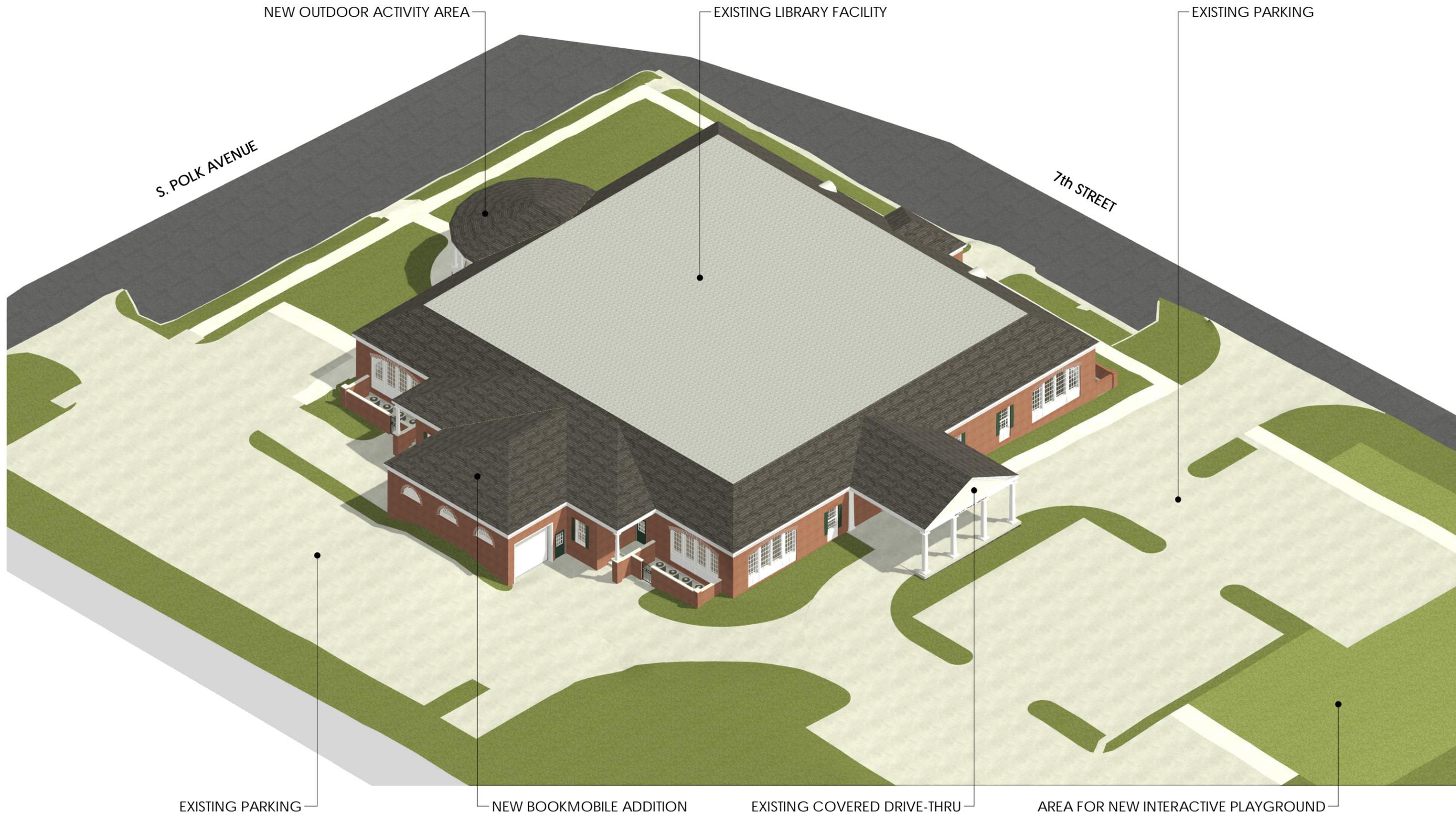
ISOMETRIC - PROPOSED SITE PLAN  
FOR JACKSON PARISH LIBRARY HEADQUARTERS

Figure 04.2

**JACKSON PARISH LIBRARY SYSTEM**  
SPACE PLANNING, EVALUATION AND RECOMMENDATIONS

Project No. 0221

Page 24



EXISTING PARKING

NEW BOOKMOBILE ADDITION

EXISTING COVERED DRIVE-THRU

AREA FOR NEW INTERACTIVE PLAYGROUND

ISOMETRIC - PROPOSED SITE PLAN  
FOR JACKSON PARISH LIBRARY HEADQUARTERS

Figure 04.3

---

## Proposed Building Improvements

There are several initial recommendations that we believe need to be dealt with. Surpassing the general organization and space planning of the library to make it more functional for the staff and the patrons, is the need to bring the building into compliance with current building codes and addressing the replacement of existing mechanical and electrical systems with more efficient systems.

### Dry Pipe Sprinkler System

The most obvious need is to provide a required fire suppression sprinkler system. Under the International Building Code (IBC) (2015 edition) the building falls in Group A3 as an Assembly Occupancy. The IBC, under section 303.4 and 903.2.1.3 clearly outlines the requirements for sprinkler systems in places of assembly with a calculated occupant load of 300 people or over 12,000 square feet of space. The existing building has over 15,000 square feet currently. The NFPA 101 Life Safety Code, under section 12.3.5.2 also clearly calls for the need of a sprinkler system.

### New HVAC Heating and Cooling Systems

It has been determined that most of the HVAC equipment needs replacing due to age, efficiency and code violations. It is recommended that the library consider switching from the current gas fired DX split systems to more efficient VRF split system heat pumps. The initial cost may be more than the cost of the DX split system, but the long range savings in utility cost and efficiency will more than pay for itself. The VRF split heat pump system has small ceiling mounted or wall mounted units in each space with a thermostat in that space. Each room has its own control of the temperature for heating and cooling. One unit in a space can provide heat while another unit in another space can provide cooling. This allows for greater personal comfort for the employees and prevents the entire system from running in the heat mode or the cooling mode.

### Library Lighting

The current lighting in the library is over 20 years old and does not adequately meet the standard lighting levels required. Existing fixtures need updating using more efficient LED lighting. The main stacks are illuminated using 2 ft. x 4 ft. drop in troffered fixtures. They should be replaced with newer more efficient linear suspended LED type fixtures, placing them closer and in line with the stacks.

Lighting in the staff and workroom areas should be changed to more efficient fixtures using LED technology. Task lighting should be considered for specific work surfaces. In the public meeting rooms and children's/adult activity rooms, the lighting should be changed and providing LED dimmer technology.

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## Building Ceiling System

The current suspended ceiling system is approximately 20 years and needs to be upgraded. Changing the ceiling system will be required since the old ceiling will need to be removed to install the new sprinkler system, the adjusted mechanical ductwork, electrical and communication wiring, and light fixtures. Modern suspended ceilings are available using grids that are more adaptable to equipment and devices that occur above the system.

## Library Flooring

Most new libraries are now using a commercial luxury vinyl in linear strips or vinyl squares. The vinyl allows for a continuity of finish and durability that carpet does not. It also allows for the flexibility of library spaces and placement of equipment and furnishings over time. It is recommended that carpet **not** be used due to problems of long term wear, replacement availability and updated design changes. It is suggested that vinyl flooring be used throughout the library in all active spaces, in the stacks, meeting rooms, activity rooms, offices, workrooms, and storage rooms. The ceramic tile used in the public restroom and other utility spaces appears to be holding up well and can be retained.

## New Large Exterior Windows

One of the important considerations to upgrade and liven up the main library space is to provide new large window areas to allow more natural light to enter the entire space. Currently, only non-natural lighting is provided rendering the space dark and uninviting. The new large windows will be placed at the corners of the rooms between existing steel columns. These will be double insulated fixed aluminum storefront units which will enhance the exterior appearance as well. It will also provide areas for reading and other types of activities. (Figures 04.2 thru 04.3, 05.1 thru 05.4)

## The Problem of Two Entrances

The building currently has two entrances that have the appearance of equal importance. That is not the case although. When the new addition to the original library was done, a new entrance covered drive through and a larger parking lot and a new lobby was built. This has become the preferred main entry into the library by patrons and should be treated in such a way. Making this entrance more prominent makes sense because the Public Restrooms are in this area and the new Multi-Purpose Room will be re-positioned in the area as well. (Figures 01.1, 02.1 thru 02.2, 04.1 thru 04.3, 05.1 thru 05.4)

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## Making the Exterior of the Library More Inviting

The existing building is very traditional in style and achieving this design was done through the use of traditional architectural elements to fit the style. The traditional six over six double hung divided light windows are very residential looking and although in keeping with the style of architecture, they do not lend themselves to promote a look and feel of openness providing natural light into the building. To upgrade the exterior of the building and to provide more natural light into the various spaces, it is proposed that large storefront arched windows be installed in all four corners of the building. This will allow for more natural light in the proposed new Children's Section, the Adult Section, the Multi-Purpose Meeting Room and the Children's/Adult Activity Room. In addition it will upgrade the exterior architectural look of the building while promoting a sense of liveliness and vibrancy as people approach the facility. (Figures 04.2 thru 04.3, 05.1 thru 05.4)

## The Circulation Desk

One of the recurring comments from the staff is the awkward and inconvenient location of the main Circulation Desk. The Circulation Desk, generally considered the "heart" of the library, is located in an obscure location partially hidden from the main entrance. The desk, manned by at least two people, is very small and has very little work counter space. It is also not protected from free access from the public, promoting the possibility that unruly patrons could easily gain access behind the desk thus creating a dangerous situation. There is also very little storage space for everyday needs and printed information at the desk. The new Circulation Desk should be positioned more in the center of the library, easily seen from the main entrance lobby. It should also be in an area where supervision of the use of the public adult computers can easily be done. Better lighting and better design of the desk is warranted to make it stand out. (Figures 02.1, 05.1 thru 05.3)

## The Adult Computer Area

Currently the Adult computer room is a room closed off and hidden from the Main Circulation Desk. It should be moved to an area in the center of the library stacks in direct view of the Circulation Desk for easy monitoring. The space between four large structural columns is a convenient and ideal location large enough to hold at least 12 computer stations. (Figures 02.1, 05.1 thru 05.3)

## Private Offices

Private offices for the following should be installed.

- Director
- Assistant Director
- Business Manager
- IT Coordinator Manager
- Jonesboro Branch Manager

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The clustering of these offices together will provide for better communications between staff and offer more privacy in situations that require such privacy. This can be accomplished by providing offices with glass partitions for visual communications with staff as well. (Figures 02.1, 05.1 thru 05.3)

#### Staff Workroom

Currently the staff workroom is divided into two separate areas due to the intrusion of the bookmobile garage. It is suggested that the bookmobile garage be moved and a workroom that provides more interaction between staff and larger work surfaces for daily task. The arrangement will allow additional storage and place the open offices directly behind the private office for senior staff. (Figures 02.1, 05.1 thru 05.3)

#### Staff Break Room

One of the reoccurring complaints is the current size of the Staff Break Room. It is too small for the purpose of eating or relaxation. The space needs to be enlarged to hold more people and provide more relaxing furniture. In addition, the current staff restroom is inconveniently located in the main staff workroom. The staff restroom is to be repositioned and located nearer the Staff Break Room with access from that space. (Figures 02.1, 05.1 thru 05.3)

#### Multi-Purpose Meeting Room

It is proposed that the Multi-Purpose Meeting Room be moved from its current location to the southwest corner of the building near the Public Rest Rooms and the main entrance Lobby. Combining some of the former work spaces allows for a larger Multi-Purpose Meeting Room that is twice as large as the existing. A movable wall is proposed to divide the room into two smaller meeting rooms for special functions. In addition the area is large enough to provide for table and chair storage and for a serving kitchen for special events. The Multi-Purpose Room would easily be accessible to the main entry lobby allowing for controlled access for after hour functions. The room would also include the installation of large storefront windows at the corner allowing more natural light into the space. (Figures 01.1, 02.1, 04.1 thru 04.3, 05.1 thru 05.3)

#### Main Library Entrance Lobby

It is proposed that the existing entry lobby on the west side of the building be enlarged to provide more space for special exhibits, patron seating, and library event notification. The current lobby is very small and does not lend itself to a pleasant welcoming feeling upon entering the building. The lobby will be constructed using large glass storefront walls that will allow an entering patron to visually see just about the entire interior of the library and providing easy view of the main circulation desk. The lobby can be locked from the main library area for special after hour events taking place in the Multi-Purpose Room. (Figures 01.1, 02.1, 04.1 thru 04.3, 05.1 thru 05.3)

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### Library Board Meeting Room

The current library board meeting room is very small and inadequate to hold the number of people on the board and staff. Moving the public computers from the large room currently positioned near the Multi-Purpose Meeting Room will allow for a larger space for the board meeting room. It also places the board meeting room next to the serving kitchen with direct access to the Multi-Purpose Meeting Room and the Library Director's office. (Figures 02.1, 05.1 thru 05.3)

### Children's/Adult Activity Room

It is proposed that the Children's/Adult Activity Room be moved from its current location to the opposite end of the building near the new Children's and Family Restroom facilities. Moving this space to that corner of the building provides space for a private office for the Children's Librarian and the Programming Specialist. The new activity room will be larger than the existing and space planning allows for a sizable Children's/Activity storage room. In addition, moving this children's activity room would provide direct access to the Children's stacks and computers. It also provides convenient access to a new outdoor activity area where the former S. Polk Ave. entrance was. (Figures 01.1, 02.1, 04.1 thru 04.3, 05.1 thru 05.3)

### Bookmobile Garage, Support Work Stations, Study Rooms and Local History and Genealogy Room

It has been established that the location of the existing Bookmobile Garage is not ideal for many reasons and should be relocated to some other area of the site but attached to the building as a practical way for staff use. It is proposed that the Bookmobile Garage be moved to the north side of the building between the new parking lot and the existing drive. Providing for the efficient and safe movement of the bookmobile is important. The positioning of the garage in this location allows for the vehicle to enter the garage on one end from the rear parking lot and exit on the other end toward S. Polk Avenue, simplifying the mobility and movement of the vehicle around the site.

Locating the bookmobile garage in this location allows for the placement of the bookmobile staff office and work areas directly adjacent to the garage thus freeing up work stations and work areas from the original staff workroom on the 7<sup>th</sup> St. side of the building. The addition also allows space for a Local History and Genealogy Room and two quiet Study Rooms. The addition also allows for the placement of two additional exterior exits from the library space. (Figures 01.1, 02.1, 04.1 thru 04.3, 05.1 thru 05.4)

### Existing Mechanical Room and IT Data Room

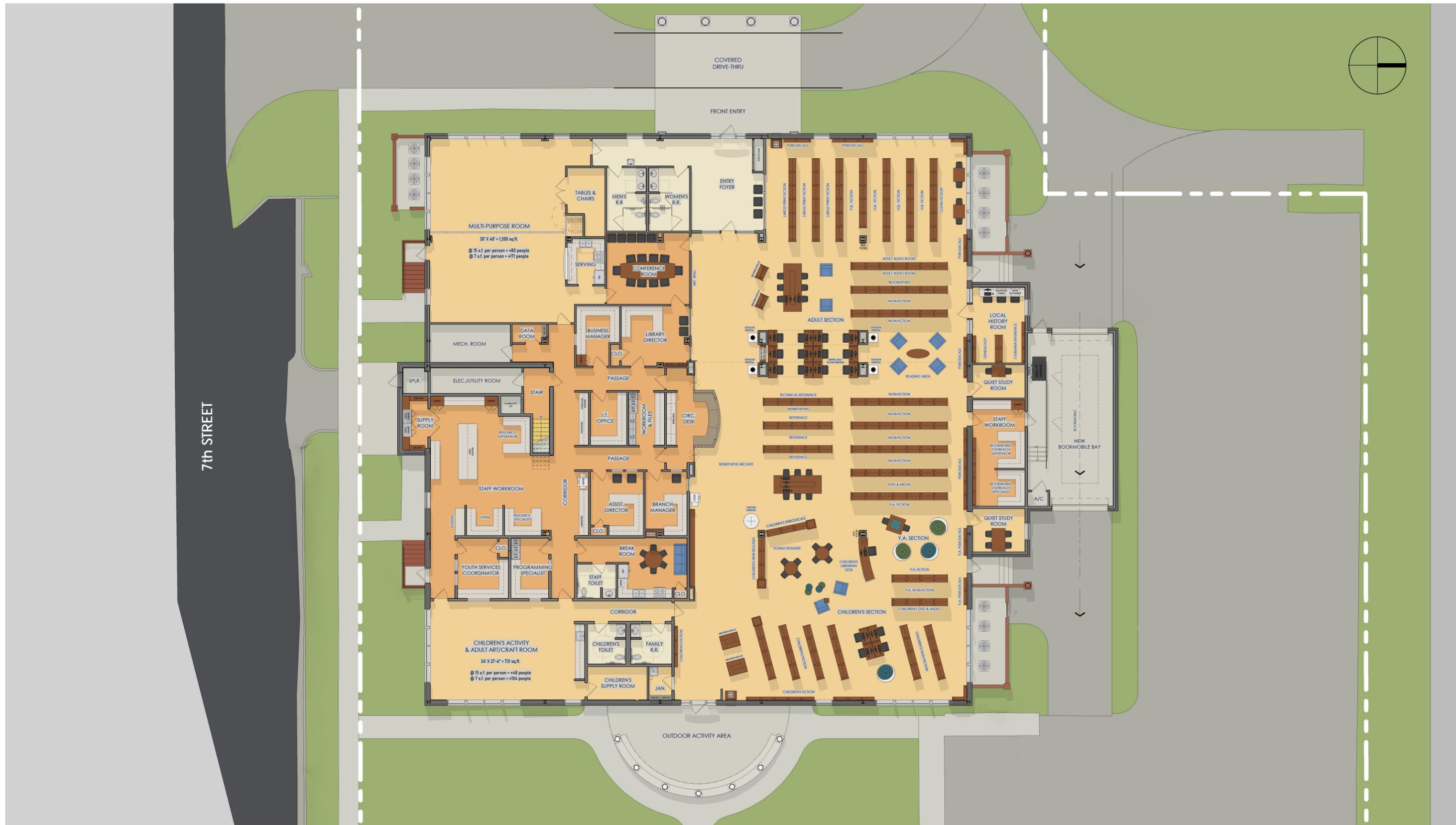
The existing Mechanical Room will remain in its current location and the current IT Manager's office will be turned into a Telecommunication Data Room. (Figures 02.1, 05.1 thru 05.3)

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## Attic and Attic Access

The current 12,000 square foot attic space is difficult to maneuver because it contains floating ductwork and most of the building's mechanical system units. The space is not sprinkled and will need to have a sprinkler system installed as required by code. Access to the attic is unsafe at best from the use of a spiral stair from the existing bookmobile garage and main electrical service room and equipment. It is proposed that a new, one hour rated enclosed stair, meeting IBC and NFPA 101 Life Safety code, be constructed for safe and more serviceable access. The installation of this new stair will allow for the enclosure of the main building electrical service and equipment in a separate rated room. It will also allow for the positioning of a Sprinkler Room with direct access from the exterior on the 7<sup>th</sup> Street side. (Figures 02.1, 02.3, 05.1, 05.5)

- Page 32: Figure 05.1: Proposed Main Floor Plan
- Page 33: Figure 05.2: Isometric - Proposed Main Floor Plan
- Page 34: Figure 05.3: Isometric - Proposed Main Floor Plan
- Page 35: Figure 05.4: Proposed Exterior Elevations
- Page 36: Figure 05.5: Proposed Attic Floor Plan



PROPOSED MAIN FLOOR PLAN  
FOR JACKSON PARISH LIBRARY HEADQUARTERS **Figure 05.1**

**AREA CALCULATIONS**

EXISTING BUILDING AREA	15,122 SF
NEW ADDITION AREA	1,533 SF
<b>Grand Total</b>	<b>16,655 SF</b>

EXISTING COVERED DRIVE-THRU

NEW ENTRY FOYER

ADULT SECTION

YOUNG ADULT SECTION

NEW BOOKMOBILE ADDITION



7th STREET

S. POLK AVENUE

NEW MULTI-PURPOSE ROOM

NEW CHILDREN'S ACTIVITY & ADULT ART/CRAFT ROOM

CHILDREN'S SECTION

ISOMETRIC - PROPOSED MAIN FLOOR PLAN FOR JACKSON PARISH LIBRARY HEADQUARTERS

Figure 05.2

NEW CHILDREN'S ACTIVITY & ADULT ART/CRAFT ROOM

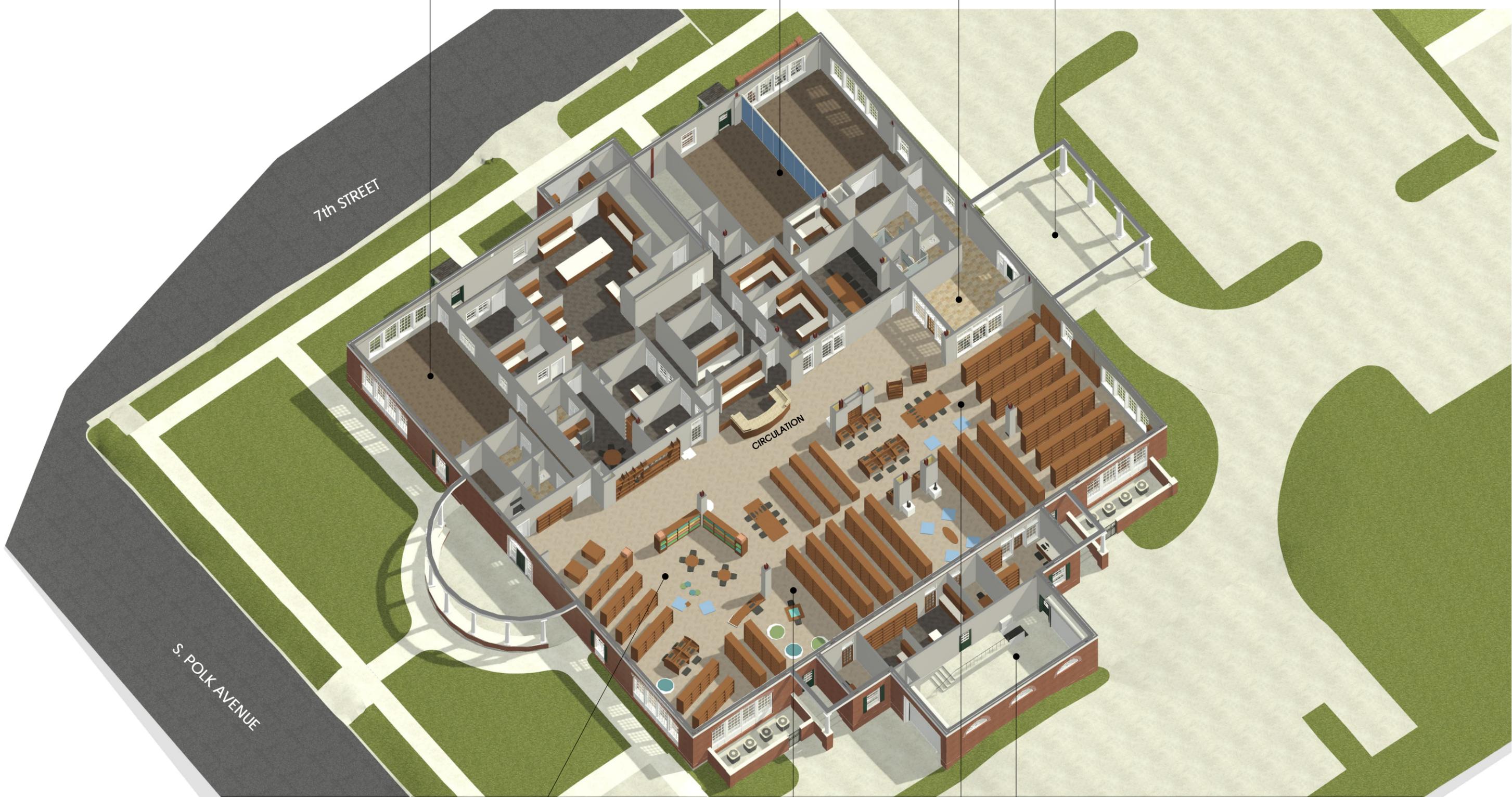
NEW MULTI-PURPOSE ROOM

NEW ENTRY FOYER

EXISTING COVERED DRIVE-THRU

7th STREET

S. POLK AVENUE



CHILDREN'S SECTION

YOUNG ADULT SECTION

ADULT SECTION

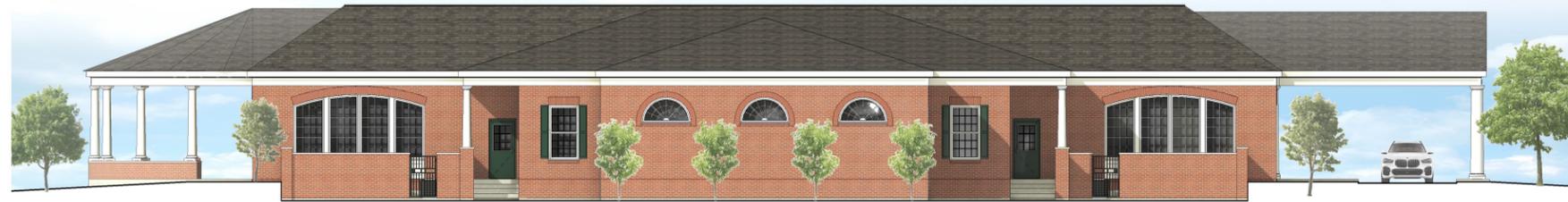
NEW BOOKMOBILE ADDITION

ISOMETRIC - PROPOSED MAIN FLOOR PLAN FOR JACKSON PARISH LIBRARY HEADQUARTERS

Figure 05.3



1 PROPOSED EAST ELEVATION  
1/8" = 1'-0"



2 PROPOSED NORTH ELEVATION  
1/8" = 1'-0"

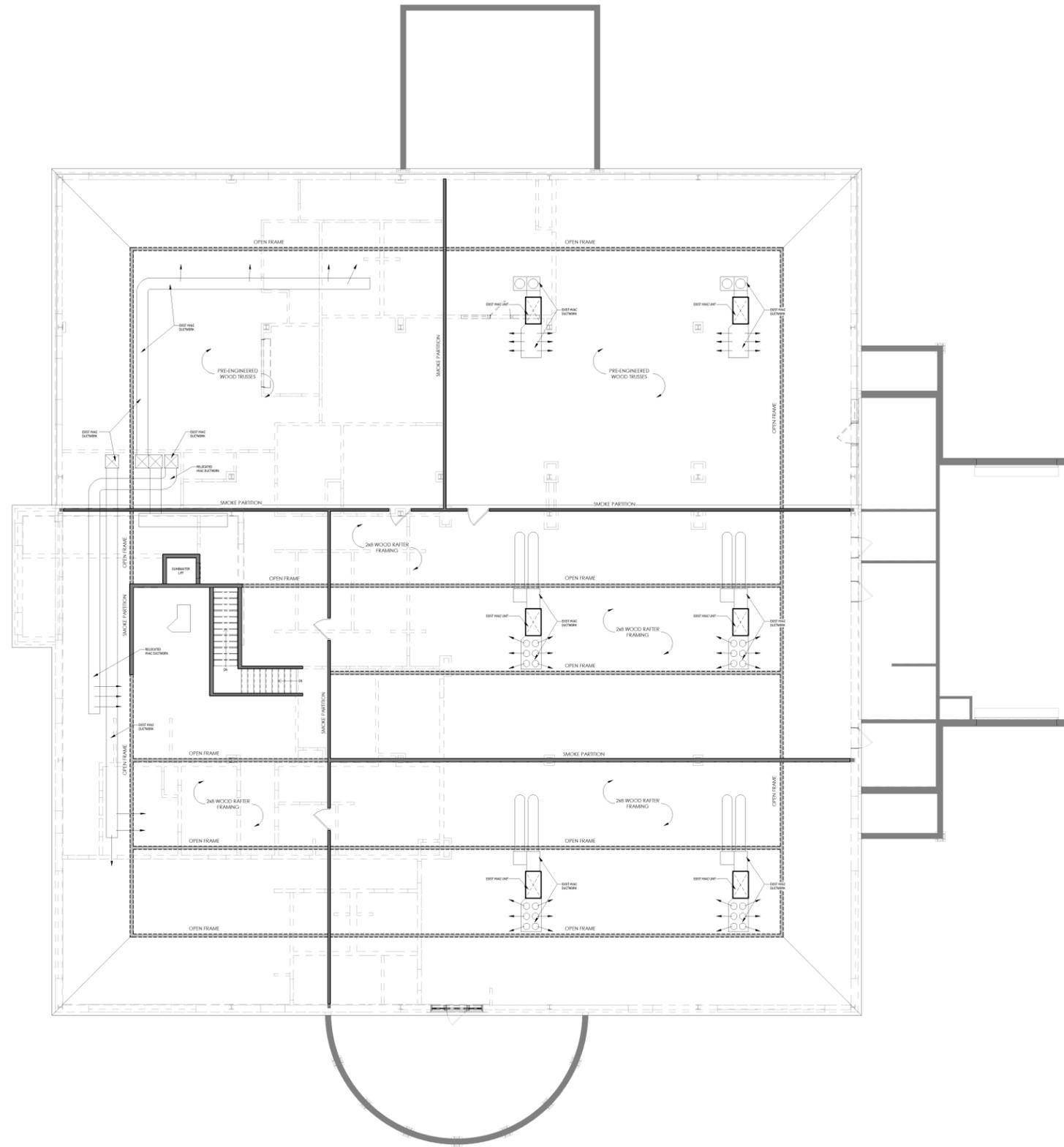


3 PROPOSED WEST ELEVATION  
1/8" = 1'-0"



4 PROPOSED SOUTH ELEVATION  
1/8" = 1'-0"

PROPOSED EXTERIOR ELEVATIONS  
FOR JACKSON PARISH LIBRARY HEADQUARTERS **Figure 05.4**



PROPOSED ATTIC FLOOR PLAN  
FOR JACKSON PARISH LIBRARY HEADQUARTERS

Figure 05.5

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## **PROPOSED RECOMMENDATIONS:**

### **The Chatham Branch Library**

Many of the needed repairs and additions at the Chatham Branch Library are already in motion. The new storage building has been built with new additional connecting concrete paving. The building is scheduled to be bricked and heating and cooling is to be installed.

The damage caused by the failure of the existing sprinkler system has been assessed and proposals for the work have been obtained to make the repairs. Replacement of the rotted wood columns has been priced and drawings for new interior millwork have been submitted for pricing as well. Painting of the exterior and the reworking of the gutter downspouts are being priced for work in the near future.

Pricing for a new gas fired generator has been obtained and is scheduled to be installed soon. Pricing for the proposed Miracle Museum and Inclusive Playground has been obtained. Recent power surge damages to some of the equipment and machinery has occurred and pricing to repair these damages is ongoing.

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**ESTIMATED PROJECT COST**

**JONESBORO, MAIN LIBRARY HEADQUARTERS: Estimated Project Cost for Renovations and Additions to the Main Parish Library Headquarters in Jonesboro:**

General Conditions for Construction and Bond:	\$ 128,000.00
Demolition of Existing Acoustical Ceiling and Ceiling Devices:	\$ 32,000.00
Demolition of Existing Interior Flooring, Partition Walls, Millwork, Finishes, Lighting fixtures, and Mechanical systems.	\$ 60,000.00
New Addition of approximately 1,500 sq. ft. for New Bookmobile Garage, Bookmobile workroom and staff stations, 2 quiet study/tutoring Rooms, and a Genealogical/Local History/ Preservation Room:	\$ 375,000.00
New Semi Circular Outdoor Activity Covered Porch:	\$ 75,000.00
New and repositioned Structural Steel:	\$ 15,000.00
New Carpentry, Millwork, Framing, Etc. (Approx. 12,000 sq. ft.)	\$ 530,000.00
New Doors, Windows/Hardware/Frames, Etc:	\$ 66,000.00
New Large Storefront Arched Windows & Frames:	\$ 90,000.00
New Commercial Luxury Vinyl Flooring:	\$ 96,000.00
New Drywall and Painting:	\$ 300,000.00
Specialties (Shades, Visual Display Boards, Signage, Projection Screens, Message Boards and Directories)	\$ 30,000.00
Circulation Desk and Related Specialties:	\$ 43,500.00
Existing Mechanical Demolition:	\$ 25,300.00
New Mechanical HVAC using New VRF System for More Energy Efficiency and Cost Savings:	\$ 300,000.00
New and Renovated Plumbing:	\$ 150,000.00
New Sprinkler System:	\$ 100,000.00
New Lighting System using LED Energy Savings System:	\$ 130,000.00
New Power and Security/Fire Alarm System:	\$ 192,000.00

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New 60KW Gas Fired Generator:	\$ 50,000.00
Additional Concrete Paving at Bookmobile Garage:	\$ 27,000.00
Site Embellishments for Playground (Walks, Benches, Site Grading and Retaining Walls, and Ramps.)	\$ 25,000.00
Subtotal of Estimated Construction Cost for Architectural, Interior, Engineering and Site Development:	\$ 2,839,800.00
Estimated Architectural and Engineering Cost:	\$ <u>312,378.00</u>
Subtotal:	\$ 3,152,178.00
Miracle Museum and Inclusive Playground:	\$ 184,069.00
<b>Sub Total Estimated Cost for Main Parish Library Headquarters in Jonesboro:</b>	<b>\$ 3,336,247.00</b>

**CHATHAM BRANCH LIBRARY: Estimated Project Cost for Repairs, Additions, and Renovations**

New Gas Fired Generator: (48KW with Transfer Switch and Concrete Pad)	\$ 30,000.00
Cold Weather Event Damage Repairs: (Column, Downspouts, Leaks, Porch Lighting, Painting)	\$ 46,000.00
Carpentry to Replace Northeast Porch Soffits:	\$ 11,500.00
A/C and Electrical for New Storage Building:	\$ 6,629.00
Electrical Surge Repairs:	\$ 2,000.00
New Built-In Millwork Cabinetry:	\$ 18,000.00
Tree Removal:	\$ 9,000.00
Architectural Fee:	\$ 5,000.00
Miracle Museum and Inclusive Playground:	\$ <u>334,580.00</u>
<b>Sub Total for Estimated Construction Cost At Chatham Branch Library:</b>	<b>\$ 462,709.00</b>

**Estimated Grand Total for All proposed work at both The Jonesboro Main Library Headquarters and the Chatham Branch: \$ 3,798,956.00**