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LIS 540: Administration of School Libraries

Facilities Assignment

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Executive Summary

After assessing the needs of the patrons of Cedar Bayou Junior School library, it is proposed that the library undergo a cosmetic renovation, including the addition of new lounge and patio furniture, a new circulation desk and other physical improvements. In addition, the proposal calls for a new staff restroom to be created with space from an underused storage room.

The cost of the project is \$55,500 and the timeline spans from January to August.

Introduction

Meeting the needs of the 21st century learner in the areas of both materials and facilities is the challenge of the modern school library. While a facility may be aesthetically pleasing on the surface, we have a duty to ensure that the form and function is of the highest level possible with the resources available. To that end, I am proposing renovations to the existing library Cedar Bayou Junior School (CBJ) that will enhance the learner experience and make the facility more function for our patrons.

CBJ is a junior high school in Baytown, TX, a suburb of Houston Texas. We service approximately 950 students in grades 6-8. Students visit the library bi-weekly and are also able

to visit before school. Due to the school hours, lack of student mobility and community norms, the library is not open after school or on the weekend.

Needs Statement

To assess the needs of the CBJ community, students, parents, teachers and administrators were surveyed and the results were reviewed with the goal of creating a list of needs that could be addressed within the scope and budget of our project.

The library at CBJ has a unique set of needs due to its multifunction capacity. Like many libraries, ours is home to staff meetings and professional development for faculty. At the same time, the library also functions as a classroom and learning center for students. While it meets these functions satisfactorily, there is a need for a more welcoming communal space for the students of the school. The library lacks the soft seating and lounge areas modern libraries have to create a warm, welcoming feeling and support the social development of students. Because there are some line of sight issues, bookshelves need rearranging to allow for better supervision of students and to allow enough clearance to meet ADA guidelines for wheelchair access. Additionally, there is a need for general cosmetic refreshing - primarily painting - and an addition of a restroom facility for library staff and other adults.

Project Description

This project will entail making changes to the existing library facility at CBJ. While it would be desirable to expand the library space to conform with the Standards and Guidelines for Texas School Libraries as it relates to square footage vs. enrollment, the physical footprint of the school is not conducive to doing so at this time. Therefore, the changes in this project are primarily cosmetic and functional. Specifically:

1. The addition of individual and communal soft seating to create a lounge atmosphere.
2. Replacement and relocation of non fiction shelving to ensure uniformity in height and appearance, an appropriate line of sight for supervision, and appropriate clearance to conform to the Americans with Disabilities Act.
3. Repainting of the existing 'mural' on the upper ¼ of the library ceiling to reflect a more modern aesthetic and a better representation of the school colors/mascot.
4. Replacement of the circulation desk to allow for 3 checkout terminals and to match the appearance of the library.
5. Addition of covered patio tables in the enclosed courtyard area adjoining the library to make functional use of the unique design feature.
6. Replacement of the underused AV storage closet with a staff restroom.
7. Replacing existing carpeting to match new color scheme and as a result of new circulation desk

Budget

The proposed budget for the entire planned renovation is \$55,500. This includes

1. Soft seating - 8 armless chairs, 3 loveseats and 4 ottomans; \$6,000 Demco
2. 12 Double sided 48' shelving units and inserts; \$12,000 Demco
3. Laminate Circulation Desk with all needed components; \$9,500, The Library Store
4. Cosmetic repainting; \$5,000
5. 6 Cluster Seating Outdoor tables; \$3,000
6. Restroom addition with plumbing; \$15,000
7. Replace carpeting; \$5,000

Project Timeline

February

- Select new carpet and schedule carpet installation for June.

March

- Thoroughly weed non fiction section in preparation for move to new shelving unit.

April

- Select and order all furniture pieces (indoor and outdoor) as many have a 40 business day delivery date.
- Clear A/V Storage and rehouse any items contained therewithin.

May

- Construction on restroom addition begins
- Books are removed from shelving and boxed so that carpet can be replaced in June

June

- Restroom construction continues
- Carpeting is removed
- Mural is painted
- New carpeting is installed

July

- Patio seating is installed
- Restroom construction is completed
- New furniture is delivered and installed

August

- All books are reshelved
- Circulation desk terminals are connected

Evaluation

Evaluation of the project will utilize School Library Programs: Standards and Guidelines as a baseline with the goal of reaching the recognized program area of library environment. While it would be ideal to meet the exemplary program goals, aforementioned space constraints and financial constraints will make that untenable at this time. However, the recognized program goals would be an improvement for the students that we service at CBJ.

Conclusion

Renovating the Cedar Bayou Junior School library would be the most cost effective way to improve the learning environment and meet the needs of the school community. Creating a more visually pleasing library with greater checkout capability will allow us to serve more patrons in a timely manner and make the library a destination for students looking for information and social stimulation.