Facilities Management

Day-to-Day Management


If you rearrange some furniture and equipment, remove clutter, and reorganize areas so they are more user friendly, the implications may be significant for your library even though you are not spending funds for remodeling or redesign. Brian Ohleger from Academic Furnishings’ presentation, “Not-So-Extreme Library Makeovers” at the Commonwealth Libraries’ 20th Annual Institute for Trustees and Friends provides lots of ideas.

National Institute of Building Sciences Design Guidance “Public Library” provides an overview, building attributes, emerging issues, relevant codes and standards, and resources. The website contains philosophical and practical information for all types of buildings. For example, the maintenance section provides key issues.

The Occupational Safety and Health Administration (OSHA) provides resources that will help libraries prevent occupational injuries and illnesses and comply with the Occupational Safety and Health Act.

The “Maintenance Checklist for Public Libraries” is helpful in keeping track of what’s behind the scenes.

Planning to Plan

The Wisconsin Department of Public Instruction Division for Libraries has mounted Anders C. Dahlgren’s toolkit, *Public Library Space Needs: A Planning Outline.* Meeting room, collections, mechanical areas—how much space is needed for these areas and others? Note especially the Excel worksheet.

“Making the Most of a Small Space,” notes from the July 2007 Meeting, Mid-Hudson Library System Small Libraries Roundtable also includes visual aids.

This slideshow demonstrates space needs tied to strategy. Hansson, Johanna. “All Tradition Is Change: Reorganization and Development While Planning a New City Library in Stockholm,” presentation at IFLA Metropolitan Library Section, MetLib09 Conference, Brisbane, Australia. Slide 8 explains the objectives of change, e.g. going from focus on the collections to focus on the user and the movement to a learning organization.

Imagine a great tour of the world’s most innovative, newest public libraries outside of the Americas. Over 100 slides and a narrative describe this remarkable experience. “Reflections on the Great Public Library,” by Christine Mackenzie. Yarra Plenty Regional Library – Australia. Accompanying slides. Presentation at IFLA Metropolitan Library Section, MetLib09 Conference, Brisbane, Australia.


Alan Kirk Gray, Assistant Director of Operations for the Darien, CT Public Library, brought together a panel of prominent library architects to discuss how library spaces can reflect the role of today's libraries, “Library Spaces: Future Needs.” “With the support of visuals, this program explores the relationship between function and form in library spaces.” This was under the auspices of the College of DuPage and is available in video format: Library Spaces [videorecording] : Future Needs. Glen Ellyn, IL: College of DuPage Press, 2008. Available through Access Pennsylvania Database.

Practical considerations such as fire suppression such as alarms and sprinklers are essential in today’s libraries. Nick Artim, well known for his work with fire protection for cultural institutions, prepared “An Introduction to Fire Detection, Alarm, and Automatic Fire Sprinklers” for the Northeast Document Conservation Center. He spoke at the Alliance for Response Pittsburgh on September 9, 2009 on “Fire Protection for Cultural Properties.”

overview of a few of the issues addressed in their book.

There is debate about how innovative spaces for children should be. “Creating Library Spaces for Very Young Children: Infopeople Webinar,” presented by Linda Demmers, March 25, 2009 reviews a variety of options in this archived webinar.

The Project for Public Spaces (PPS) is a nonprofit organization dedicated to helping people create and sustain public places that build communities. One of their initiatives is teen spaces for which a tip sheet is provided. Teen Central was established in the downtown central library of the Phoenix Public Library (AZ).

Mattern, Shannon Christine. *The New Downtown Library: Designing with Communities.* Minneapolis, MN: University of Minnesota Press, 2007. Available through Access Pennsylvania Database. Although this is geared toward large urban libraries, the theme of community involvement can be extrapolated to any size library.

For examples of space needs studies and related RFQs, use WorldCat and search “public library space needs.” Many of the documents are available through interlibrary loan.

**Capital Projects**


“Designing a Fine Library,” was issued by the Kansas Library Association Standards Committee, the Kansas Regional Library Systems, and the Kansas State Library, August 11, 2006.
Topics such as historical preservation, energy efficiency, capital campaigns, and the myriad of other details that are associated with capital projects can be found in The Utah State Library “**Toolkit for Planning and Building Public Libraries**.”

“*Building Libraries and Library Additions: A Selected Annotated Bibliography*,” ALA Fact Sheet 11, should be consulted before undertaking any capital improvement project be it a new building or just a renovation of a specific section of the library. Examples of topics covered are: working with your architect, specialized articles in library periodicals about projects, sources of training, and related organizations.

“*CRL/LLAMA Guide for Architects and Librarians: Guide for Architects and Librarians—Resources for Planning Higher Education Library Spaces.*” The wiki, for which login is not required, provides information about the design of new and renovated library spaces and related resources. Many sections are relevant to public libraries including space planning; furniture, fixtures and equipment, and key additional resources.

The Nonprofit Finance Fund “**Planning Guides for Facility Projects**” include basic information, schedule assistance and case studies. The organization also provides services related to a systems replacement plan to help organizations project the costs of long-term building maintenance.


*Libris Design* offers a library facility planning information system that includes a website with recent information on facility planning topics, a database of recently constructed California public libraries, an area for users to communicate with each other, user help documentation and a trial version of the Libris Design database.


The Pennsylvania State System of Higher Education’s *Facilities Manual* for capital projects is much more complex than what is needed by most public libraries. On the other hand, the topics in the table of contents provide an outline for developing local
manuals. A project checklist and cost and cash flow data should be part of any library’s planning for a capital project.

Ray Dufresne’s article “Six Steps to Building a Better Facilities Capital Budget” briefly lists the steps involved with tracking finances for a capital project.


Green Design and Operations


Handouts are available from the “Green Design Strategies for New and Existing Public Libraries,” an Infopeople Webinar presented May 20, 2009 by Rick D’Amato. The webinar is archived.


The U.S. Green Buildings Council recognized the Bronx Library Center with Silver level certification as part of its Leadership in Energy and Environmental Design (LEED) ratings program. There are lots of transferrable ideas in this YouTube video posted by the New York Public Library, May 1, 2009.

“Going Green by Protecting the Past,” a presentation by Wendy Heger, Assistant Director for Planning and Facilities, Houston Public Library and certified LEED™ professional, explains LEED™ (Leadership in Energy and Environmental Design) and how it can make a difference in public libraries.

Jean Chesterman, Project Coordinator, Northwest Iowa Libraries Services, spoke on “Green Initiatives by Libraries” at the Iowa Small Libraries Online Conference,
“Lemons to Lemonade: Surviving to Thriving in Tough Times,” January 21, 2010. The audio portion includes links to many videos of various library initiatives.

Rick D’Amato’s webinar for Infopeople, May 20, 2009, “Green Design Strategies for New and Existing Public Libraries” provides an overview of smart sustainable design practices and strategies. Note his slides and outstanding handouts. D’Amato is an architect whose LEED projects include libraries. This material has been created for the Infopeople Project supported by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.


The Sarasota County, Florida report, Roadmap to Sustainability, includes topics such as waste reduction, energy improvement, and zero energy. This community document defines terms, sets benchmarks, provides action plans, and charts a leadership course for environmental, social, and economic sustainability.


DuPage Library System “Here and Now Blog” offers many links to various initiatives of libraries and their “greening efforts.”

Moving


This guide to the moving process from the Nonprofit Finance Fund discusses who is involved when, how to manage a schedule and budget, how to prepare for the move, select a mover, and manage the move.

Shirien Chappell from the University of Oregon Libraries described in great detail how to shift collections, Moving Library Collections: Planning Shifts of Library Collections.”
“Moving Libraries,” ALA Library Fact Sheet 14, provides names of moving companies and a bibliography all helpful when the time comes to relocate.

**User Centered Design**

We all know Dewey arrangement, but how about bookstore arrangement without Dewey? This podcast by Marshall Shore discusses a branch of the Maricopa County Library District, AZ with a different shelving arrangement, "The Deweyless Library: An Innovative Approach.” His handouts are available.


Information architecture involves the design of organization, labeling, navigation and searching systems to help people find and manage information more successfully. The space in libraries is central to this function. Carnegie Library of Pittsburgh staff members have spoken at various conferences about user-centered designs using the principles of information architecture in national and international venues.


*Forrester Research* has prepared a document dealing with the various aspects of information architecture. Registration on their website is required to view the entire document.

**Needs Assessment Examples**

Norfolk Public Library, MA  
Watertown, IA  
Concord Public Library, NH  
Troy Public Library, MI  
West Branch Public Library, IA
Logan Heights Branch of San Diego Public Library, CA

Facilities Master Plan Examples

Linebaugh Library System, TN plan prepared by Dubberly Garcia Associates
Upper Dublin Public Library, PA plan prepared by Himmel & Wilson
Craven-Pamlico-Carteret Regional Library System for Carteret County, NC
prepared by RB Software & Consulting
Altadena Library District, CA prepared by CWA AIA Inc. Includes project
description, renderings, budget, etc.
Weld Library District, CO prepared by Dubberly Garcia Associates

Request for Proposals (RFP) Examples

Minneapolis Public Library, MN branch renovation
Not an actual plan, but a sample from Utah
Appleton Public Library, WI
Thunderbay Public Library, CA for a consultant
San Luis Obispo Public Library, CA
Various Michigan Libraries

These books have sample RFPs:

Brawner, Lee B and Donald K. Beck. Determining Your Public Library’s Future

McCarthy, Richard C. Designing Better Libraries: Selecting & Working With

Accessibility

The American Library Association’s “Library Services for People with Disabilities Policy” has a section on facilities.

Americans with Disabilities Act issues impact more than facilities. The use of
technology has been addressed in revisions to the Act. Infopeople sponsored a
webinar, now archived, “ADA Update: Revised Regulations for Disability
Accommodations for the Public.” Mary Minow’s speaker slides and handouts are also available.

Basic implications and ideas for facilities planning make this toolkit useful and
easy to consult. DeLatte, Monique, ed. Library Accessibility –What You Need to Know
Toolkit. Chicago, IL: Association of Specialized and Cooperative Library Agencies,

The Association of Specialized and Cooperative Library Agencies developed a toolkit, “Library Accessibility –What You Need to Know” a series of fifteen tip sheets to help librarians understand and manage access issues. “These issues include but are not limited to: patrons who have cognitive, mental, or emotional illnesses; patrons with learning and/or developmental disabilities; patrons with service animals; patrons needing assistive technologies and patrons with physical disabilities.”

The United States Access Board, a federal agency committed to accessible design offers links to guidelines and standards, publications, and enforcement.


The University of North Carolina Center for Universal Design’s “Publication List” includes a document “Principles of Universal Design.”

The Center for Design and Inclusive Access details some specific information on standards and has recommendations as well.

Special Amenities

Here’s a list of Michigan libraries with coffee shops and cafes.
Hoover Public Library, AL
Everett Public Library, WA
Minneapolis Central Library, MI Bookstore donations, merchandise, sales.
Friends of the Library, Montgomery County, MD 3 bookstores.

WebJunction Courses

WebJunction Pennsylvania provides a large selection of free and discounted online workshops and training courses available to library employees, library board members, and trustees in the Commonwealth of Pennsylvania. This service is supported by a grant from the Office of Commonwealth Libraries. Log on to your account for access to courses such as:
Mold Awareness
Keeping Your Library Looking Good (LE@D)
Workplace Safety Orientation