

Facilities Management

Day-to-Day Management

Bryan, Cheryl. *Managing Facilities for Results: Optimizing Space for Services*. Chicago, IL: American Library Association, 2007. Available through Access Pennsylvania Database. Topics covered include: defining and planning projects, data collection, resources, gap analysis, and reports and recommendations. [Electronic workforms](#) are available.

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](#).

[Library as Place: Rethinking Roles, Rethinking Space](#).. Washington, D.C.: Council on Library and Information Resources. February 2005. "What is the role of a library when users can obtain information from any location?"

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.

Fralely, Ruth A. *Library Space Planning: A How-To-Do It Manual for Assessing, Allocating, and Reorganizing Collections, Resources, and Facilities.* 2nd ed. New York, Neal-Schulman, 1990. Available through Access Pennsylvania Database. Although a bit dated, the discussions are still relevant.

Cullin, Kimberly Bolan, ["Champagne Dreams on a Minimal Budget: Cost Conscious Library Space Design,"](#) ALA Annual LLAMA presentation, July 11, 2009. Everyone's dream!

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."](#)

Feinberg, Sandra and James R. Keller. *Designing Space for Children and Teens in Libraries and Public Places.* Chicago, IL: American Library Association, 2010. Available through Access Pennsylvania. This colorful book provides "photos of example spaces as well as tips, suggestions, and guidelines on the critical issues that surround designing spaces for children and teens." The table of contents, index and the first chapter are available on the [publisher's website.](#) Their article in [American Libraries,](#) published March 14, 2010, ["Designing Space for Children and Teens"](#) provides a brief

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

Woodward, Jeannette A. *Countdown to a New Library: Managing a Building Project*. 2nd ed. Chicago, IL: American Library Association, 2010. Available through Access Pennsylvania Database. This guide offers a wealth of practical assistance. The table of contents is available through the [ALA Store](#).

This comprehensive volume covers one topic that is sometimes ignored in other texts: protecting your collection during a maintenance project. Barclay, Donald A and Eric D. Scott. *The Library Renovation, Maintenance, and Construction Handbook*. New York, Neal-Schuman, 2011. See [worldcat.org](#) for a list of libraries owning this book.

Holt, Raymond M. *Wisconsin Library Building Project Handbook*. Madison, WI: Wisconsin Dept. of Public Instruction, Division for Library Services, Bureau for Library Development, 1990. Available through Access Pennsylvania Database. This comprehensive handbook provides sample letters, forms, formulas, and much more.

"[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.

McCarthy, Richard C. *Managing Your Library Construction Project: A Step-by-Step Guide*. Chicago, IL: American Library Association, 2007. Available through Access Pennsylvania Database. This helpful guide contains checklists and sample construction documents.

[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.

Sanwald, William W. *Checklist of Library Building Design Considerations*. 5th ed. Chicago, IL: American Library Association, 2009. Available through Access Pennsylvania Database. In addition to the basics Sanwald, formerly a public library director, covers topics such as sustainable design, water efficiency, air quality, wireless networking.

Dahlgren, Anders C. *Planning the Small Library Facility*. Chicago, IL: American Library Association, 1996. Available through Access Pennsylvania 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.

"[Top Library Building Trends: Program Summary](#)." LAMA BES Library Building Awards Committee presentation at the American Library Association Annual Meeting, June 30, 2008. Flexibility is the key!

[Green Design and Operations](#)

Miller, Kathryn. *Public Libraries Going Green*. Chicago, IL: American Library Association, 2010. Available through Access Pennsylvania Database. Miller's focus expands beyond green equipment, technology, facilities and disposal and recycling issues and includes ideas for programs, collections, and community involvement.

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.

Hart, Ted, Adrienne D. Capps and Matthew Bauer. *Nonprofit Guide to Going Green*. Hoboken, NJ: Wiley, 2010. Available through Access Pennsylvania Database. You can view the table of contents and an excerpt of this desk reference on the [publisher's website](#).

Kuzyk, Raya. "Hands-on Green." *Library Journal* (Spring 2010): 10-11. OmniFile Full Text Mega, WilsonWeb (accessed 14 June 2010). Kuzyk's report on the 2009 sixth annual *Library Journal* Design Institute in Dallas provides a brief synopsis of the various sessions. [Web resources](#) relating to this session are available.

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.

Schaper, Louise L. "Let "Green Creep"." *Library Journal* (Spring 2010): 6-9. OmniFile Full Text Mega, WilsonWeb (accessed 14 June 2010). Schaper provides 10 steps to sustainable library operations and addresses how to make the efforts permanent.

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.

The Urban Libraries Council audio conference discusses "building and maintaining sustainable public libraries, as well as working with communities to initiate positive environmental change." *Go Green: The Future of Libraries and Sustainable Communities*. Chicago, IL: Urban Libraries Council, 2007. Available through Access Pennsylvania Database.

DuPage Library System "[Here and Now Blog](#)" offers many links to various initiatives of libraries and their "greening efforts."

[Moving](#)

Fortreide, Steven Carl. *Moving Your Library: Getting the Collection from Here to There*. Chicago, IL: American Library Association, 2010. Available through Access Pennsylvania Database. So many details, yet essential information that you'll need when faced with a move.

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.

Woodward, Jeannette. *Creating the Customer-Driven Library: Building on the Bookstore Model*. Chicago, IL: American Library Association, 2005. Available through Access Pennsylvania Database.

Bernier, Anthony. "A Space for Myself to Go: Early Patterns in Small YA Spaces." *Public Libraries* 48, no. 5 (September/October 2009): 33-47. OmniFile Full Text Mega, WilsonWeb (accessed March 6, 2010). This systematic research of early adopters provides metrics centered around youth leadership in YA space design and operations.

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.

[Maya Design](#) served as the consultant for Carnegie Library; and EDGE studio, the architect. Lucchino, Jennifer. "EDGE studio integrates new forms and graphic displays to enhance the historic Carnegie Library in Pittsburgh." *Architectural Record* 193, no. 2 (February 2005): 198-200, 202. OmniFile Full Text Mega, WilsonWeb (accessed March 7, 2010). Only abstract available here. Periodical available through Access Pennsylvania Database for full text.

[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 Size: A Needs Assessment Planning Model*. Chicago, IL: American Library Association, 1996. Available through Access Pennsylvania Database.

McCarthy, Richard C. *Designing Better Libraries: Selecting & Working With Building Professionals*, 2nd ed. Fort Atkinson, WI: Highsmith Press Handbook Series, 1999. Available through Access Pennsylvania Database.

[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,

2008.

The DBTAC National Network of ADA Centers, funded by the U.S. Department of Education, compiled a "[2009 ADA Anniversary Toolkit](#)." See especially specific links to training and employer FAQs. <http://adacourse.org/solutions.php>

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.

[*ADA Guide for Small Towns : A Guide for Small Local Governments Including Towns, Townships, and Rural Counties*](#). Washington, D.C.: U.S. Dept. of Justice, Civil Rights Division, Disability Rights Section, 2000. This guide covers accessibility issues in temporary facilities, weather issues, and even has a section on libraries.

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](#)