

Presenters

10

Lauren Stara

*Library Building Specialist,
Massachusetts Board of Library
Commissioners*



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Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS



THE ACCIDENTAL FACILITIES MANAGER

LAUREN STARA
ANDREA BUNKER



CARE AND FEEDING OF YOUR BUILDING

FACILITIES IN FOCUS

Routine
Prevention
Emergency
Planning

Responsibility

WHO

Staff/DPW/Contractor

WHAT

Surface/Underbelly

WHEN

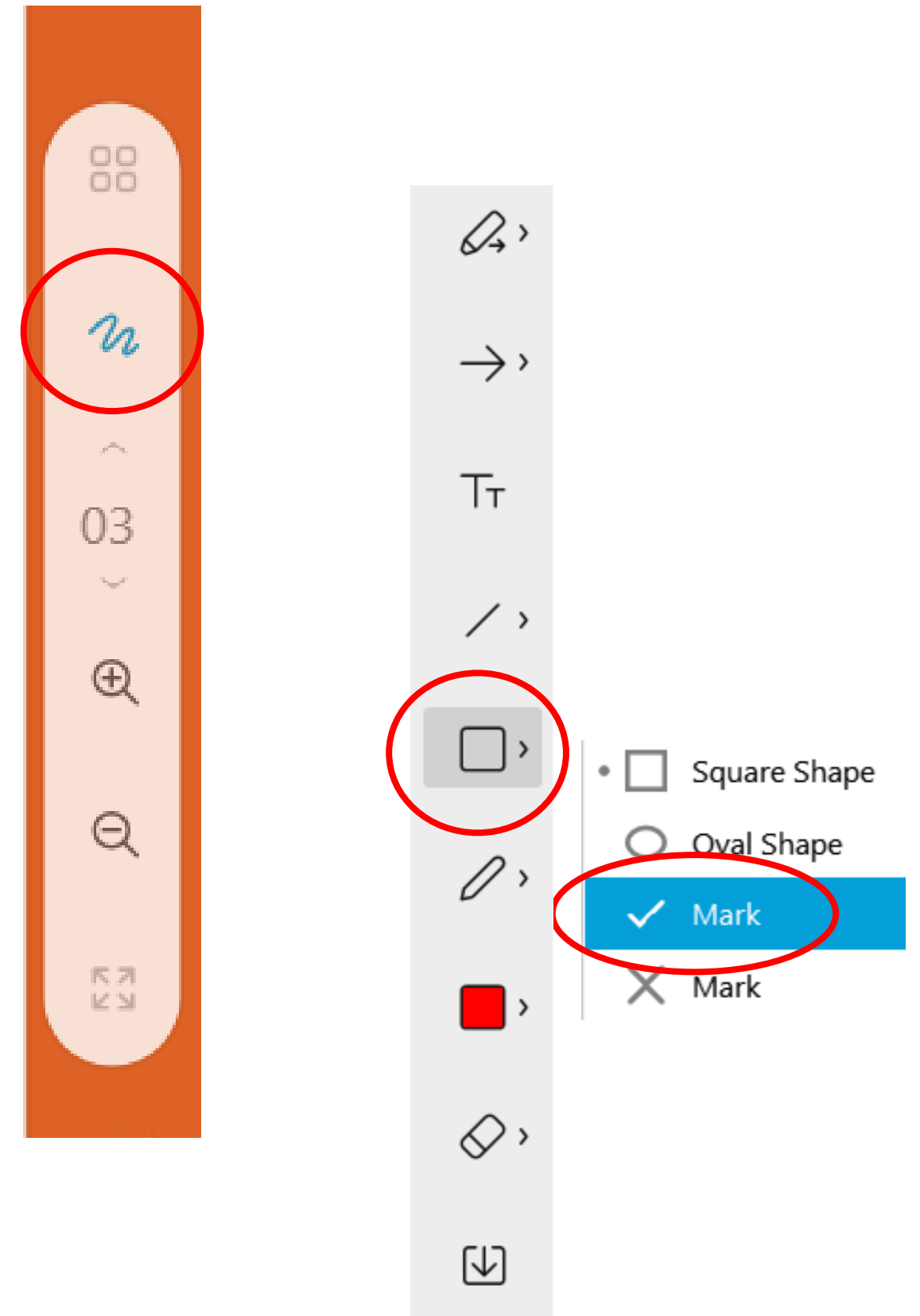
Routine/On-Call

WHY

Funding/Structure/Politics

Annotation Tools

1. Mouse over slide to find **small pill menu** at far left
2. Select top **squiggle icon** to open annotation tool panel
3. Select **square** icon
4. Select **check mark**
5. Click on slide **to practice**



MY LIBRARY HAS...

☐

A facilities manager

☐

A custodian on the library staff

☐

A custodian on the staff of the municipality, county, or library district

☐

A Department of Public Works staff member

☐

Independent cleaners through a municipal or other entity's contract

☐

Independent cleaners through a library contract

☐

None of the above

Responsibility

WHO

Staff/DPW/Contractor

WHAT

Surface/Underbelly

WHEN

Routine/On-Call

WHY

Funding/Structure/Politics

COMMON ISSUES

Cleaning

HVAC

Lighting

Plumbing

Water Infiltration

Condition Walk-Through



SIGHTS

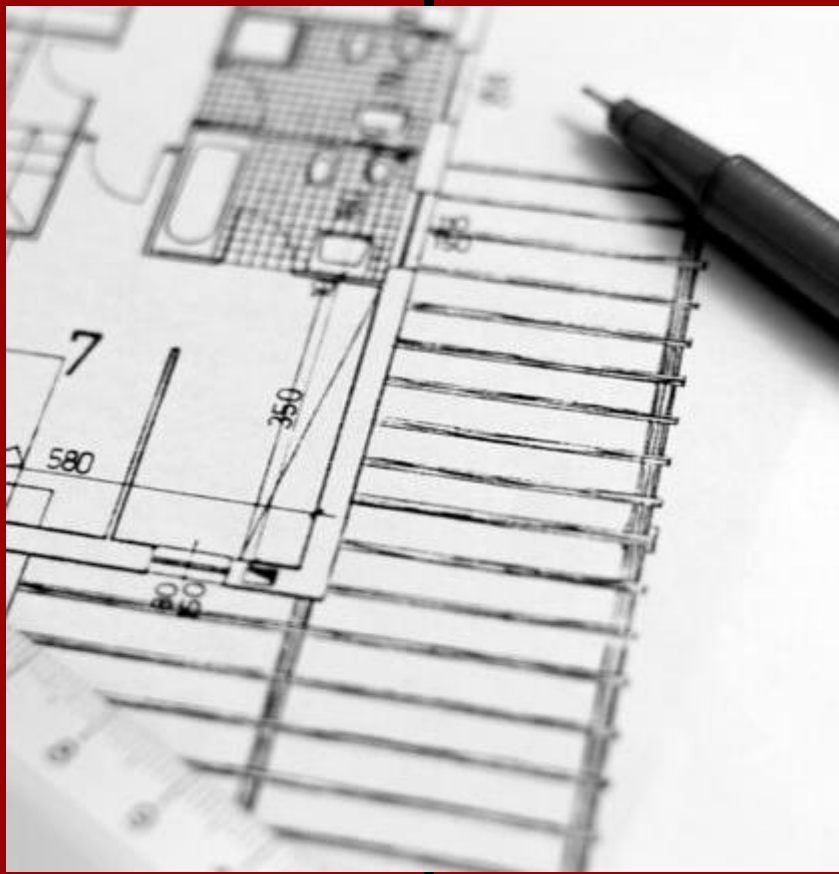


SOUNDS



SMELLS

Document Inventory



DRAWINGS

Architectural Plans,
As-Built Plans



SYSTEMS & EQUIPMENT

Manuals, Warranties,
Repair Logs,
Preventative
Maintenance Checklist



SUSTAINABILITY & EMERGENCY

Utilities Tracker Log,
Disaster Planning

FileHomeInsertPage LayoutFormulasDataReviewView

CutCopyFormat Painter

Clipboard

Calibri11

B*I*U

Font

Wrap Text

Merge & Center

Alignment

General

\$%

Number

Conditional Formatting

Format as Table

Normal

Bad

Good

Neutral

Calculation

Check Cell

Explanatory ...

Input

Linked Cell

Note

Insert

Delete

Format

Cells

Σ AutoSum

Fill

Clear

Sort & Filter

Find & Select

Editing

K17

f_x

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Item	Type of Repair	Installation Date	Repair Date	Manufacturer	Material	Model/Serial#	Contract Company	Contact Name	Routine Maintenance #	Emergency #	Warranty Term	Warranty Expiration	Expected Replacement Date	
2	Gutters	Cleaning	3/21/2015	11/15/2016	Gutters R Us	Aluminum	VP10-RHP-5W	Leaf Eliminator, Inc.	Judy Wilson	111-111-1111	111-111-2222	25 Year Limited	3/20/2040	FY40	
3				11/16/2017				Leaf Eliminator, Inc.	Judy Wilson						
4				11/17/2018				Leaf Eliminator, Inc.	Jason Wilson						
5	Masonry	Repointing- stone facade	1897	9/12/2015	East Longmeadow Quar	Red Sandstone		Masonry Unlimited	Robert Aguiar	333-333-3333	333-333-4444	1 Year	9/11/2016	FY36	
6	Roof	Replacement of broken/missing tiles	1897	6/14/1997	New England Slate		Alpine Valley	Roof Restoration, LLC	Angela Ruiz	555-555-5555	555-555-6666	75 Year Limited	6/13/2072	FY71 (replaced tiles); ongoing for older tiles	
7	Windows	Abatement, Glazing, Painting	1897	5/6/2011		Wood/Latex Paint		Window Restoration, Inc.	Shaheen Suklha	777-777-7777	777-777-8888			FY21- Painting	
8		Replacement of weights	1897	5/6/2011				Window Restoration, Inc.							
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EquipmentInterior RepairExterior RepairGrounds Repair

Ready

100%

8:22 AM 9/24/2019

FACILITY SYSTEM INVENTORY

Billed Date	Billed Demand (kW)	Usage (kWh)	Number of Days	Usage Per Day	Charge	Average Temp
1/5/2019	10.9	2,064	29	71.17	\$311.41	23
2/7/2019	10.6	2,340	30	78.00	\$337.51	25
3/4/2019	10.6	2,280	29	78.62	\$331.27	30

UTILITY TRACKER

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EMERGENCY PLAN

ACCESSIBILITY ASSESSMENT



ENERGY ASSESSMENT





Sources of Capital Money

Local Budget

Capital Plan

Trust Funds

Grants

Capital Campaign

RESOURCES

- Piotrowicz, Lynn M., and Scott Osgood. *Building Science 101: A Primer for Librarians*. Chicago: ALA Editions, 2010
- Sannwald, William W. *Checklist of Library Building Design Considerations, Sixth Edition*. Chicago: ALA Editions, 2016
- Schlipf, Fred. *Constructing Library Buildings that Work*. Chicago: ALA Editions, 2020.
- Schlipf, Fred and John A. Moorman. *The Practical Handbook of Library Architecture: Creating Building Spaces that Work*. Chicago: ALA Editions, 2018
- Beyond Access: Modernizing Your Library's Space – <https://www.webjunction.org/documents/webjunction/beyond-access-modernizing-your-librarys-space.html>
- Customer Service Walkabout Checklist by Joan Frye Williams – https://jfwilliams.com/Walkabout_Checklists.pdf
- Library Disaster Preparedness & Response (LibGuide) – <https://libguides.ala.org/disaster/preparedness>
- ADA National Network – <https://adata.org/>
- HVAC for Libraries during COVID-19 [LibGuide] – <https://guides.mblc.state.ma.us/hvac>

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Massachusetts Libraries

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RHYMES WITH ORANGE

ONE WEEK ONLY

**RHYMES
with
ORANGE**

showcases
cartoonist

RINA PICCOLO

