

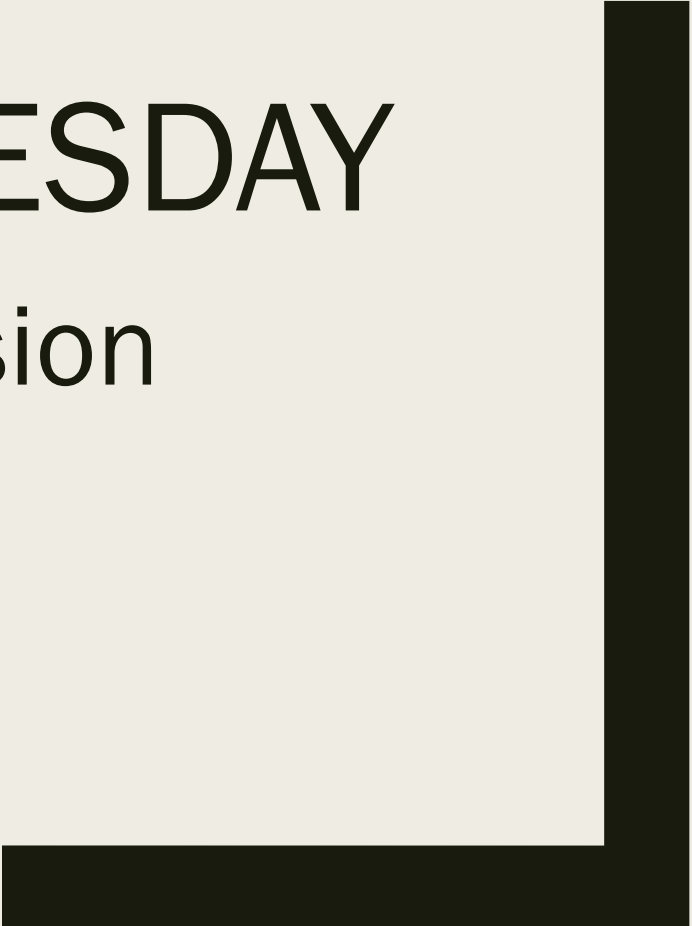
Up coming events

- February 3rd
 - *TeachingBooks for Public Library Staff Serving Youth*
- February 10th
 - *What's Up Wednesday – Get INSPIRED: Live Demo/Q&A with George Bergstrom*
- February 24th
 - *What's Up Wednesday: Seth Irwin – Conservator, Indiana State Library*
- There will be at least two trainings a month this year! What's Up Wednesday – Get INSPIRED on the second Wednesday of each month and What's Up Wednesday on the last Wednesday of the month. Check the continuing ed website's calendar for all details.



WHAT'S UP WEDNESDAY

Facilitating a discussion
about facilities



Our Panel

- Nancy Disbro
 - *Andrews-Dallas Township Public Library*
- Winnie Logan
 - *New Castle-Henry County Public Library*
- Scott Kinney
 - *Evansville Vanderburg Public Library*

Andrews-Dallas Township Public Library

- Population served: 2200
- Staff:
 - Full time director (32 hours)
 - Part time assistant (10-15 hours)
 - Custodian, on call (0-2 hours)
 - Treasurer



Andrews-Dallas Township Public Library

- Surround yourself with people who know things
- (And trust your instincts)
- Annual walkarounds with board: Interior and Exterior
- Create annual project list: Remember to refer to project list

Andrews-Dallas Township Public Library



Andrews-Dallas Township Public Library

WISH LIST

(Prices are ballpark, based only on preliminary inquiries)

Electrical to flag pole and sign	{ \$200-\$800 }
Needs buried and placed in conduit; Colin may dig trench to reduce cost	
DVD display/shelf	{ \$800-\$2000 }
Automatic door control	{ \$2000-\$3000 }
Landscaping	{ \$1000-\$4000 }
Brick Terrace	{ \$3000-\$8000 }
Sidewalk	{ \$3-\$4 sq. foot }
Exterior paint on original building	{ \$100-? }
Diaper changing tables	{ \$450-\$650 }
Small cabinet in each bathroom	{ \$100-300 }
Replace desk chair	{ \$90-\$150 }
Stool for desk	{ \$50-\$100 }
Gutters replaced on original building	
Fence behind building	
Keyed entry and handle on basement door	
Secure original front door	{ \$60-\$80 } ²

Goals for exterior of library building 2019-2020

Aggressively cut back bushes in front of large window	2019-Fall
Check lights and electrical to outdoor sign	2019-Fall
Treat exterior near meeting room and kitchen for ants/insects	2019-Fall
Consider replacing storm door on original library entrance	2020-Spring
Discard large planters and replace with perennial landscaping	2020-Spring
Paint exterior rails at front entrance and back ramp	2020-Summer
Replace water valves with keyed model	2020-Summer
Replace base of book drop with synthetic composite, such as <u>Trex</u>	2020-Fall
Add more stone to back of building	2020-Fall

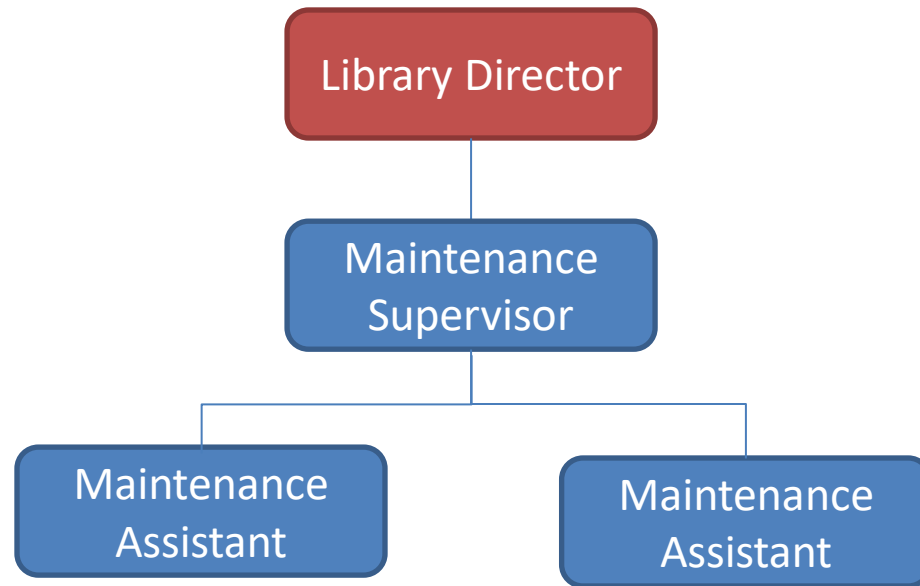


New Castle-Henry County Public Library

- 1916 Carnegie renovated in 2003
- Currently 77,000 square feet

Staffing

- Full Time Maintenance Supervisor
- 2 Full Time Maintenance Assistants



Maintenance Supervisor

- Directs and oversees work of Assistants
- Assists with cleaning as needed
- Responsible for scheduling and oversight of contractors
- General maintenance and repair responsibilities (replacing lights, handyman repairs, vehicle cleaning and upkeep, etc.)

Maintenance Assistants

- Main responsibilities are cleaning
- Assisting supervisor with larger projects as needed
- Assist with meeting room setup

Outside Vendors

- HVAC
- Landscaping
- Snow Removal
- Fire/Intrusion/Door Access Control
- Pest Control

As Needed

- Electrical
- Plumbing



FACILITIES MAINTENANCE

An Introduction:
What To Expect As A New Library Director Of A Large Library/System



The Obvious: Why Continued Maintenance and Knowledge of Your Facilities is Important



First Impressions are Important



Reduces Costs



Increases Safety



What to do first?



1 Visit Your Facilities

2 What are Your Strengths & Weaknesses

3 Facilities Plan

Visit Your Facilities

- Meet with your Facilities Manager and tour your facilities...
 - *Inspect/learn about the systems you have in place (Chilled water, gas, number of pumps, etc.)*
 - *Is it a manual system or automated system with remote computer controls?*
 - *Where are the repair/maintenance logs kept/posted?*
 - *Learn where the main gas and water shut-off valves are located.*
 - *Learn where the master electrical shut off and breaker box(s) are located.*
 - *Know where your building blueprints are located (note: you want to make sure you have the “As Built” blueprints and not the conceptual design blueprints, as they can be very different).*
 - *Where are your Material Safety Data Sheets (MSDS) located (and are they located in the proper place)?*
- Meet with your vendors regularly
 - *Attend meetings with your vendors...*

What are Your Facility(s) Strengths and Weaknesses...



- *When was your facility built/last renovated?*
- *Are your furnishings clean, in good repair, and safe?*
- *Have your mechanical systems been updated and how long ago?*
 - *Did you update your building plans to reflect the new mechanical systems?*
- *Do you have your own onsite library/facilities staff?*
 - *Are your library custodial and mechanical/HVAC staff library employees?*
 - *Are they contract employees or combination of both?*
- *Does the building have a good flow and welcoming appearance?*

You Never Get a Second Chance to Make a First Impression...

■ Exterior

- *Are your facilities welcoming?*
- *Are the library grounds well maintained?*
- *Do you have trash cans that are conveniently located?*
 - *Do they get emptied frequently?*
- *Are there animal/insect nests that may be harmful?*

■ Interior

- *Are your facilities welcoming?*
- *Are your furnishings clean, in good repair, and safe?*
- *Do you have trash cans that are conveniently located?*
 - *Do they get emptied frequently?*
- *Are the floors clean and in good repair? (vacuumed, dust mopped & etc.)*

BUILDING ROUNDS

Frequent building rounds are key to maintaining a safe and inviting library facility. Building rounds not only allow staff to provide service to patrons but also provides building security and allows your staff to head off facilities problems before they become a much larger issue.

- *A staff member may find a leaky faucet/toilet/HVAC condensation pan while on a building round that could stop someone from slipping and being hurt or further damaging the facility.*



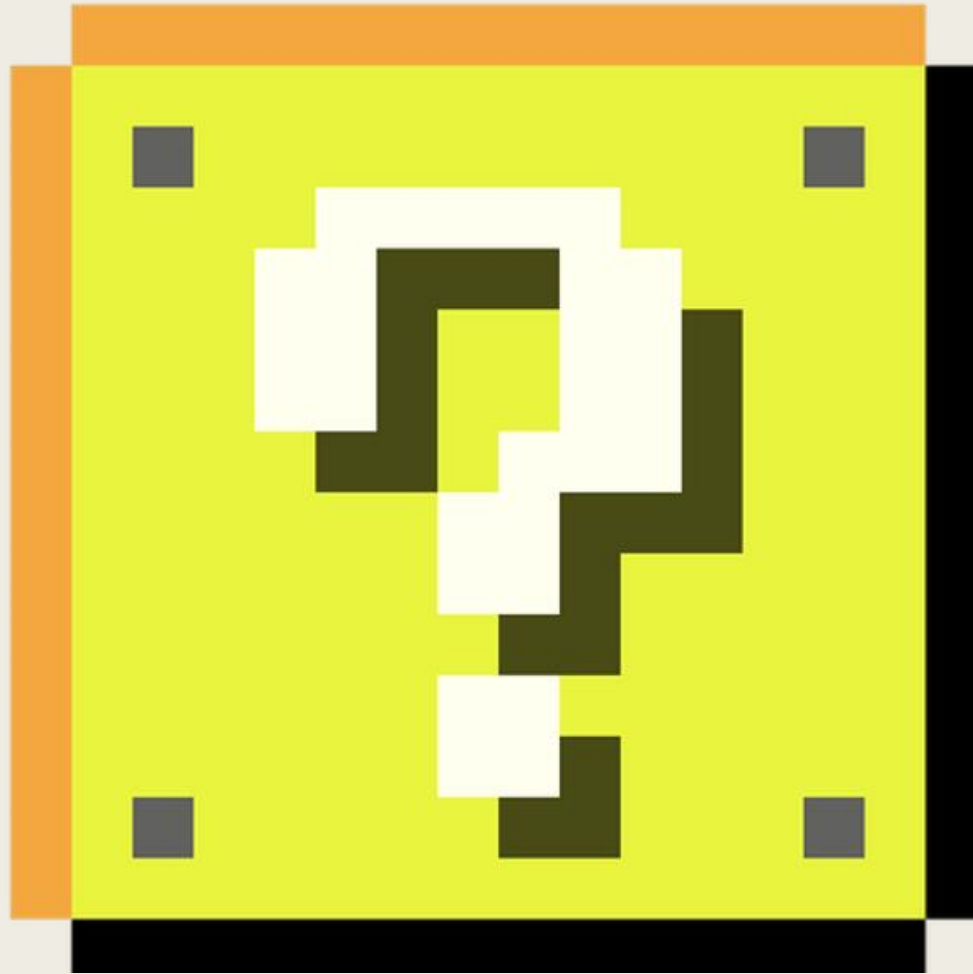
Reduce Costs and Increase Safety

- A well-maintained facility will reduce energy bills.
 - *Regular HVAC system maintenance and filter changes.*
 - *Check your utility meters regularly to make sure they are operating correctly.*
 - Monitoring systems can be installed to monitor energy usage and make changes to the system remotely.
 - *Check your irrigation system for leaks*
 - Monitor your monthly usage and billing statements. In some cases, this is the only way you can determine you have a leak.
 - *Check solar panels to make sure they are clean and free of debris.*

- After you have toured & inspected of your facility(s), make a plan to complete the necessary repairs, update any procedures, etc.
- Working with your staff, determine the immediate needs for your buildings:
 - *Is it new furniture, carpet, technology, or placement/room design?*
 - Note: this can become a great “team building” exercise for a new director.
- Determine if/when you need to hire an outside consultant to develop a facilities master plan.
 - *Contact other libraries that have completed a recent facilities master plan.*
 - *Look to ALA, ISL or the ULC for help finding a consultant.*

Set Goals & Create a Plan

Questions



- George Bergstrom
 - *Indiana State Library*
 - *gbergstrom@library.in.gov*

- Nancy Disbro
 - *Andrews-Dallas Township Public Library*
 - *andrewsdirector@gmail.com*

- Winnie Logan
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- Scott Kinney
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