

BUILDING BASICS FOR LIBRARIES

LIBRARY FACILITY MANAGEMENT ESSENTIALS

A 3-PART LIVE WEBINAR SERIES

Practical knowledge. Stronger buildings. Better libraries.



SEPTEMBER 15 | 22 | 29, 2026

LIVE ON ZOOM

Three weeks. Three essentials.

KNOW IT. MANAGE IT. PLAN FOR IT.

Designed for library professionals who manage, oversee, or support library facilities - including the many who become the “accidental facility managers.”

SESSION 1

UNDERSTANDING YOUR LIBRARY BUILDING

Tuesday, September 15, 2026

- Introduction
- The leadership mindset
- Major building systems
- Knowing your library's building history
- Inspections & walkthroughs
- Documentation
- The Library Facility Profile

SESSION 2

MANAGING, MAINTAINING, & PROTECTING YOUR LIBRARY BUILDING

Tuesday, September 22, 2026

- Preventive maintenance
- Working with vendors
- Budgeting for maintenance & repairs
- Specs, bidding, & procurement
- Safety, security, and emergency preparedness
- Regulatory compliance

SESSION 3

PLANNING FOR THE FUTURE

Tuesday, September 29, 2026

- Facility assessments & priority planning
- Understanding life-cycle & costs
- Developing a 1-3 year facility plan
- Renovations, expansions, and new construction
- Working with architects, engineers, boards, & administrations

WHO SHOULD ATTEND

- ✓ Library directors & managers
- ✓ Library operations personnel
- ✓ Staff with facilities responsibilities
- ✓ Trustees & board members
- ✓ Anyone building facility knowledge



Use QR code to register:

WHAT YOU'LL RECEIVE

- ✓ Three live 90-minute sessions
- ✓ Session recordings
- ✓ Workbook, checklists & templates
- ✓ Certificate of Completion

Pricing:

Early Bird (through 08/31) \$249
Standard (09/01-09/14) \$289

Can't attend all three live?
Recordings included with registration!