



LIBRARY FACILITIES TRAINING CATALOG 2025-26

Quick Reference & Short Videos (20 minutes)

Fire Inspection Checklist

Learn how to prepare for, conduct, and document a fire inspection in compliance with local codes. This session covers what inspectors look for and how to fix issues before they become violations.

How to Shut Off Water, Gas, and Power in Your Library

Get step-by-step instructions for locating and shutting down utilities during an emergency. Includes tips on labeling and documenting shutoff points for staff reference.

Library Shelving: Safety Standards

Understand ANSI and OSHA standards for shelving stability, load limits, and anchoring. Learn how to prevent injuries and protect collections through proper shelving installation.

The Library Facility Profile

Create a concise, one-page summary of your building's size, systems, and critical components. This tool makes communication with vendors, boards, and funders fast and effective.

Library RFID – The Basics

An introduction to how Radio Frequency Identification works in libraries. Covers system components, benefits, and common troubleshooting tips.

DIY Library Building Assessments

Learn to conduct a basic visual assessment of your library without special tools. Identify signs of wear, damage, or inefficiency before they escalate into expensive repairs.

Seasonal Library Maintenance Checklist: Fall/Winter Edition

A quick checklist to prepare your building for colder months. Covers heating systems, insulation, landscaping, and safety measures for snow or ice.

The Five Most Common Building Issues in Libraries—and How to Spot Them Early

Explore frequent facility problems such as roof leaks, HVAC failures, and ADA hazards. Learn early detection techniques to save time, money, and frustration.

In-Depth Videos and Webinars (60 minutes)

Facility Management Foundations

Library Facility Management 101: What Every Leader Should Know

An overview of core responsibilities, life cycles, and why facility care is a leadership priority. Learn how building stewardship supports safety, efficiency, and public trust.

Building Design and Architecture

Discover how design impacts library functionality, flexibility, and patron experience. Learn key considerations for layouts, materials, and accommodating evolving technology.

Understanding Your Building's Systems

A plain-language breakdown of HVAC, electrical, plumbing, roofing, and low-voltage systems. Learn how they work together and when to call in specialists.

Library Life-Safety Systems

Covers fire alarms, sprinklers, emergency lighting, and mass notification systems. Understand inspection schedules, compliance requirements, and integration into daily operations.

Library Shelving – A Comprehensive Guide

Covers safety, design, and space optimization for library shelving. Learn about weight limits, material choices, and user accessibility considerations.

Reading Plans, Drawings, and Schematics for Non-Engineers

Learn to interpret blueprints, locate critical shutoffs, and spot potential design issues. No engineering background required—just a willingness to engage with your building's design.

Knowing Your Library Building's History as a Tool for Building Management

Uncover how past construction phases, renovations, materials, and code-era standards influence today's maintenance priorities, system performance, and risk profile. Learn how to create a “building genealogy” using plans, permits, O&M manuals, and staff knowledge to improve troubleshooting, capital planning, and advocacy.

Maintenance & Operations

Preventive vs. Reactive Maintenance: Saving Money Before Things Break

Learn how proactive care extends the life of assets and prevents emergencies. Covers scheduling strategies, budgeting techniques, and tracking tools.

Building Collaboration: Working with Public Works, Contractors, and Vendors

Master scopes of work, negotiations, and vendor accountability. Learn to build strong relationships while ensuring project quality.

Janitorial Staff and Services

Understand the importance of consistent cleaning in maintaining a healthy, welcoming library. Learn contract management and service evaluation techniques.

Building Security: Physical Changes That Can Make Your Library Safer

Explore low-cost and high-impact facility modifications that enhance safety. Topics include lighting, sight-lines, and access control.

Capital Planning & Construction

Capital Budgeting Basics for Libraries

Distinguish capital from operating expenses and plan for major replacements. Learn forecasting methods and how to align with funding cycles.

Planning Renovations, Expansions, and New Construction

Follow each stage of the building process from concept to completion. Learn to engage stakeholders and avoid common pitfalls.

Public Procurement Rules and Contract Compliance

Understand competitive bidding laws, contract requirements, and enforcement strategies. Learn to write effective RFPs and RFQs.

Building Closures

Plan and manage temporary or permanent building closures. Covers communication, logistics, and risk management.

Safety, Security & Risk Management

Emergency Preparedness and Incident Response for Library Buildings

Develop response plans for fire, flood, earthquake, and other emergencies. Learn to coordinate with first responders and document incidents.

Library Building Safety and Accessibility

Ensure your facility meets ADA standards and safety codes. Identify and mitigate hazards to reduce liability.

Physical Threat Mitigation and Systems

Select and maintain security technology, from cameras to controlled entry points. Learn how to integrate systems with local law enforcement.

Sustainability & Efficiency

Sustainable Libraries: Energy Efficiency on Any Budget

Implement low-cost and high-impact energy and water savings. Learn how to leverage grants for larger sustainability projects.

Indoor Air Quality and Environmental Comfort

Manage temperature, humidity, lighting, and acoustics for patron comfort. Learn both quick fixes and longterm strategies.

Advocacy & Communication

The Cost of Neglect

Deferred maintenance, outdated systems, and unsafe spaces don't just hurt operations—they erode community confidence and diminish the library's role as a trusted civic anchor. This session examines the real-world consequences of neglect and provides strategies for making the case for timely repairs, upgrades, and reinvestment.

Telling the Story of Your Building to Stakeholders

Transform technical data into compelling visuals and narratives. Use examples, templates, and visuals to make your case.

Mobilizing Friends Foundations for Facility Success

This session equips Friends group leaders with the tools to champion capital projects, support maintenance funding, and rally community support. Participants will learn how to align fundraising campaigns with real facility needs, use compelling visuals and data to make the case, and collaborate productively with library leadership to ensure projects succeed.

Facility Assessments as Advocacy Tools

Use building condition reports to secure funding. Learn to present findings in a way that prompts action.

Technology

Library RFID DeMystified

Understand RFID systems, components, and benefits for circulation and security. Learn about installation, maintenance, and troubleshooting.

Building Management Systems

An introduction to automated building control systems. Learn how they optimize energy use, monitor performance, and improve comfort.

Half-Day Sessions (3–4 hours) - Onsite

Half-day intensives are focused learning blocks that explore a key facility management theme in depth. These sessions blend targeted instruction with practical examples, offering enough time for discussion and skill-building without requiring a full-day commitment.

1. Essential Maintenance & Operations Management

Includes: Preventive vs. Reactive Maintenance • Working with Public Works, Contractors, and Vendors • Janitorial Staff and Services.

Participants will learn to set up proactive maintenance schedules, manage vendor relationships, and ensure daily operations meet cleanliness and safety standards.

2. Technology for Smarter Library Buildings

Includes: Library RFID De-Mystified • Building Management Systems • Security Technology (from Physical Threat Mitigation).

This session provides practical guidance for integrating technology into facility operations, improving security, and streamlining building management.

3. Quick Wins in Building Safety and Accessibility

Includes: Library Building Safety and Accessibility • Building Security: Physical Changes • Emergency Preparedness Basics.

Attendees will identify and implement low-cost improvements that enhance safety, accessibility, and preparedness without requiring major capital investment.

4. Planning and Managing Renovations

Includes: Planning Renovations, Expansions, and New Construction • Building Closures • Capital Budgeting Basics.

Participants will gain a step-by-step approach to planning and managing projects that improve service while minimizing disruption to patrons.

5. Facility Communication for Leadership

Includes: Telling the Story of Your Building • Facility Assessments as Advocacy Tools • The Cost of Neglect.

This session focuses on building persuasive facility reports and presentations that move decision-makers to action.

Full-Day Sessions (6–7 hours) - Onsite

Our full-day workshops provide a deep, immersive experience for library leaders, facility managers, and support staff. These sessions combine strategic planning, practical skills, and interactive exercises, giving participants the knowledge and tools to address complex building challenges from start to finish.

1. Comprehensive Library Facility Management

Includes: Library Facility Management 101 • Building Design and Architecture • Understanding Your Building's Systems • Reading Plans, Drawings, and Schematics • Knowing Your Library Building's History.

This intensive session equips library leaders with the foundational knowledge needed to manage buildings effectively. Participants will explore how design choices, historical context, and system awareness shape operational decisions, and they'll practice reading building documents to make informed choices about maintenance, safety, and upgrades.

2. From Capital Planning to Project Completion

Includes: Capital Budgeting Basics • Planning Renovations, Expansions, and New Construction • Public Procurement Rules • Building Closures.

Attendees will learn how to develop accurate budgets, navigate compliance requirements, and manage complex library construction projects from inception to close-out. The session emphasizes risk management, stakeholder engagement, and strategies for minimizing disruption during closures.

3. Safety, Security, and Risk Preparedness

Includes: Emergency Preparedness and Incident Response • Library Building Safety and Accessibility • Physical Threat Mitigation and Systems • Building Security: Physical Changes.

This workshop provides a deep dive into creating a safe and secure library environment. Participants will develop emergency plans, learn to integrate security technology with physical modifications, and ensure compliance with safety and accessibility standards.

4. Building Sustainability and Operational Efficiency

Includes: Sustainable Libraries: Energy Efficiency • Indoor Air Quality and Environmental Comfort • Building Management Systems • Environmental Monitoring Strategies (embedded from systems).

Participants will explore practical and budget-friendly solutions to reduce operating costs, improve environmental comfort, and extend the life of building assets. The training includes examples of technology tools that enhance sustainability and efficiency.

5. Advocacy and Storytelling for Library Facilities

Includes: The Cost of Neglect • Telling the Story of Your Building • Facility Assessments as Advocacy Tools • Engaging Friends Groups and Foundations.

This session helps participants transform facility data into powerful narratives for boards, funders, and the public. Attendees will practice framing needs in ways that inspire investment and community support, while learning to leverage assessments and relationships for advocacy.