



## **Buildings & Grounds Annual Report Fiscal Year 2018**

- Carpets in the Children's Room were cleaned.
- Had external electrical outlets on parking lot side of building removed.
- Installed new radio unit for the Fire Alarm System.
- Oversaw the finishing touches of renovations including hardware, regluing of some carpet squares in meeting room entrance, ramp in YA room and carpet on and around ramp area, HVAC vents readjusted to include heating of back rooms of East building.
- Had minor repairs around building done.
- Managed estimates for tuck pointing from various companies for work to be done according to master plan in front of building where new meeting room is located.
- Managed estimates for East building roof repair for work to be done according to master plan.
- Managed estimates for concrete stairs to be built in back of building storage area to be in compliance with the City of Highwood building code. Work to be done according to B&G master plan.

Submitted by Laurie Lenzini, Vice President, Highwood Library Board of Trustees  
May 21, 2018

### Board of Trustees

Lucy Hospodarsky, President • Laurie Lenzini, Vice President • Catherine Regalado, Secretary • Nora Loreda, Treasurer

Trustees: Bertha Chavez, Barbara Cizek, Diana Joren, Maribeth Kuebler, Patricia Lenzini

John Mitchell, Director      [director@highwoodlibrary.org](mailto:director@highwoodlibrary.org)

102 Highwood Ave., Highwood, IL 60040 • [www.highwoodlibrary.org](http://www.highwoodlibrary.org) • 847-432-5404