

B & G Fiscal Year 2021 Annual Report
May 2020 to April 2021

The Building and Grounds (B&G) Committee has been meeting regularly to discuss and Implement strategies that will address outstanding items listed in the Serving Our Public 4.0 Illinois Library Standards Chapter 5 Building, Infrastructure and Maintenance. Listed are bullet Items addressed during this fiscal year.

- The hole located in front yard was filled
- Bathroom sewage backed up on Saturday 10/10/20. Plumbers called and repaired, plumber stated that the issue was too many sanitary napkins flushed
- An electrician replaced ballast in the fluorescent lights
- Beck's Heating and Air Conditioning, now operating under an annual service agreement with Library. They checked the in-library and rooftop units, provided basic maintenance, and replaced a board on the furnace serving the Children's section so that the furnace would function. Prior to this repair the furnace in the Children's room would trigger on from the thermostat, but immediately click back off. Becks Heating and cooling continue to perform annual maintenance of our HVAC system.
- Learning Pods installed in the Young Adult area were made possible via a Julian Grace Grant.
- Replaced torn/damaged American flag.
- Kitchen sink plumbing froze and required plumbing company to come and thaw out. We received an invoice for the amount of \$694 from Little Tommy's for this visit.
- Scopeletti Landscaping continued address our minor landscaping needs

Following are the Details of Contacts and Work Plan

Annual Building and Grounds Work Plan

Work Plan	Location	Schedule	Contact Information	Oversight	Annual Cost
Annual Fire Alarm Inspection	Interior of Library	August 2021	Esscoe, LLC - The Engineered System Co. 847 847-3200	Director	\$504
Annual Fire Extinguisher Check	Interior of Library	February 2022	Fox Valley Fire & Safety 847 926-1184	Director	\$356.95
Fire Alarm Radio Monitoring	Interior of Library	March 2021	KEYTH 847 433-0000	Director	\$360
Electrical Work	Interior of Library	As needed	Greco Electric 847 432-2070	Director	TBD
HVAC Inspection	Interior of Library	Fall/Summer	Becks 847 433-5242	Director	\$1100
Plumbing	Interior of Library	Rodding as needed	Little Tommy's /TBD 847 780-4620	Director	TBD
Pest Control	Interior and Exterior of the Library	Performed on a quarterly basis	Aerex 847 255-8888	Director	\$400
Garden	Exterior	Spring and Summer	Barbara Cizek/ Diane Guerrero	B&G Board	TBD
Flower Pots	Exterior	Spring/ Summer	Barbara Cizek/ Diane Guerrero	B&G Board	TBD
Snow removal	Exterior	Winter	Brandon	Director	TBD
Landscaping	Exterior	Spring/Summer	Anthony Scopelitti 847 446-3262	Director	\$300
Housekeeping	Interior	On-Going	Isabella Guadarrama 847 243-7411	Director	TBD
Handyman	Interior/Exterior	As Needed	Breandan McNulty 847 712-9336	Director	TBD
Building Facade and Exterior Inspection	Exterior	Once per year	TBD	Director	TBD