



## **B&G Fiscal Year 2019 Annual Report**

- This fiscal year we spent most of the time managing the B&G Master plan from 2018
- With the help of Jack (City of Highwood Public Works) and Scott (City Manager) the following projects were managed and completed: Tuck pointing of meeting room building, Roof was repaired, concrete Stairs were built.
- A new air condition unit was installed in the adult room.
- All bills, estimates and contracts related to B&G have been filed in labeled folders. ie: HVAC, carpet, electric, fire alarm, pest control, etc.
- Contract was signed between HPL & Esscoe for fire alarm maintenance and inspection
- Electric work was completed to pass fire inspection
- Hired an “on call” maintenance person to do minor work around the building such as raise & lower flag as needed, shovel sidewalk leading to library, change light bulbs, fix doors when needed.
- Scopeletti Landscaping continued to do our minor landscaping needs
- One day was added to Sandy Wajda’s schedule for cleaning of the library to include office, bathrooms, and meeting room.

Respectfully submitted 5/20/19

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