

Lemont Public Library District Building Maintenance Plan Appendix R

Purpose

The Board of Trustees of the Lemont Public Library District recognizes that the taxpayers of the District have invested significant funding in constructing and maintaining the physical facilities from which our library services are offered. The purpose of this plan is to insure that, within some unavoidable space limitations, these District facilities remain viable and continue to be maintained at a level which supports the efficient and safe provision of public library services.

Assignment of Maintenance Responsibilities

As with all District library operations, the ultimate responsibility of maintaining our facilities falls to the District Director. The Director will in turn delegate, as appropriate, tasks which are better handled by various library staff.

A breakdown of District staff responsibilities is as follows:

Administration (Director and Administrative Assistant) – When sudden or emergency maintenance issues arise, the Director will contact the relevant repair service or authorize a staff member to do so on their behalf. Less pressing repairs or preventative maintenance issues will be studied by the Director and the action which is most advantageous to the District will be taken. Board approval will be sought for any expenditures exceeding \$2,500.

Janitor – This employee works under the direct supervision of the Director and Administrative Assistant and is responsible for the general custodial duties and light maintenance within the facility and grounds (as outlined in the job description attached as Appendix A).

Librarian-in-Charge – During all public hours of operation, the facility shall have a person on duty designated as the “Librarian in Charge” or LIC. The LIC is normally the degreed librarian at the Reference Desk. When a building issue is noted by any staff member, they are to first report it to the Library Director. If that supervisor is not on duty and the issue is not pressing, an email to their supervisor will suffice. If the building issue is of a more pressing nature, the staff shall inform the Director or Administrative Assistant. If they are not available, the LIC shall be informed and they will assume responsibility for contacting relevant staff, contractors, or emergency services as prescribed in the District’s Disaster Plan.

All Staff – During their work shifts, all District staff are responsible for being good stewards of the facility and for reporting immediately any problems or building maintenance issues they may encounter.

Outside Contractors

Tasks requiring outside expertise shall be contracted out to the most experienced, responsible contractor or company available. In most cases these outside services will be sought out and

approved by the District Director, with the caveat that repairs exceeding \$2,500 will require Board approval.

A list of Maintenance Agreements and Service Providers will be maintained which provides contact information, agreement details (where applicable), service frequency and cost for specific services.

Systems or areas which will be served by outside contractors includes (but is not limited to):

- Landscaping of grounds
- Snow removal in parking lot and sidewalks
- Heating, Ventilation, and Air-conditioning systems (HVAC)
- Telephone system service and repair
- Insect extermination
- Elevator service and inspection
- Fire extinguisher and alarm system service and inspection
- Fire Sprinkler system service and inspection
- Security alarm system service and inspection
- Electrical work other than basic tasks
- Plumbing work other than basic tasks
- Window washing
- Sprinkler system maintenance

A list of maintenance services and required inspections will be maintained. It is the responsibility of the Library Director to see that these tasks and inspections are completed in a timely manner.

Buildings and Grounds Committee

A committee, consisting of three Trustees of the Lemont Public Library District (as outlined in the By-laws of the District) will perform an annual walkthrough of the buildings and grounds and recommend any improvements and/or modifications to the facility as deemed necessary. Excepting emergencies, the Library Director will consult with the Chairperson of the Buildings and Grounds Committee and/or the Board President prior to authorizing unbudgeted or unscheduled maintenance or repair projects exceeding \$750.

Library Closure for Maintenance Purposes

The Board of Trustees is committed to keeping the library facilities open and able to support library services as many days as is possible each year. However, it is unavoidable that at times there will be maintenance issues that require the facilities to be closed, whether the situation is pre-planned or of an emergency nature. The scheduled closure of any library facility for maintenance issues must have Board approval. The Board entrusts the District Director to make judgment calls in situations requiring an unplanned or emergency closing. In all such cases, both the Board of Trustees and local media outlets will be informed of the facility closures as soon as is reasonably possible.

Approved – Lemont Public Library District Board of Trustees – October 8, 2009