

## MAINTENANCE DEPARTMENT

### MISSION

To provide and maintain a safe, inviting, and functional physical facility for library use.

### FACILITIES

- Accomplished the normal daily repairs and maintenance of the building, including plumbing, electrical, painting, clean-ups and roof repairs.
- Setup for 880 Library and Community Programs.
- Received, logged and distributed packages inbound and outbound daily as part of the shipping and receiving function.
- Assisted Friends of the Library with year round donations and withdrawn library materials, ongoing book sale corner and set up for four annual book sales.
- Annual fire inspection was conducted on 11/07. Thirteen discrepancies were noted; all were addressed before the inspector returned in 90 days.
- Completed final upgrades to the Young Adult Loft including lighting upgrades.
- Worked with contractors for landscaping project to assure safety of staff and patrons during construction. Learned about new lighting system and sprinkler system and accepted responsibility for regular maintenance.
- Installed new partitions and accessories in all public restrooms.
- Received bids for new cleaning contract and selected new company to accomplish daily cleaning. Continuing to work with new company to assure all tasks are completed.
- Received bids for exterior painting, checked references and hired company to complete work in June.
- Received bids for glass infill wall and replacement of receiving room doors and selected MJB Contractors to complete the work in May and July 2008.
- Received quotes for replacement of compressor and dryer for building's HVAC system and selected company to complete the work in July 2008.
- Worked with MJB Contractors on rework of front doors, removing center post to create an opening without obstruction for wheelchairs and strollers.
- Cleaned and fire-proofed all draperies.
- Installed door to 3<sup>rd</sup> floor Reference Work Area to secure this area.
- Installed wireless Fire Alarm system. The system no longer relies on a phone line to notify emergency center when fire alarm is activated. The phone line has been cancelled.
- Continued to monitor elevator performance, installed new cement floor and sump pump, hired company to conduct monthly maintenance.
- Cleaned and organized maintenance department work area and all storage areas within the building. Built partial walls and ceiling in office area of Maintenance.
- Began project to re-key all locks and develop a master file for increased building security.

## **PERSONNEL**

- Hired Jose Mestey as Maintenance Manager 10/24/07, replacing Tom Weiland who resigned 09/21/07.
- Hired Ray Wade as Monitor effective 10/03/07 replacing Michael Mulvany who was promoted to Technical Assistant, Administration effective 8/31/07.
- Hired Tom Walsh as Monitor effective 01/30/08. Sadly Mr. Walsh worked at the library just a few weeks before he passed away.
- Said farewell to Karen Feret, Library Monitor for 7 years.