**Building Maintenance Plan**

Purpose

The Board of Trustees of the St. Ignace Public Library recognizes that the taxpayers of City of St. Ignace, Moran Township, and St. Ignace Township 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 ensure that these library facilities remain viable and continue to be maintained at a level which supports the efficient and safe provisions of public library services.

Assignment of Maintenance Responsibilities

As with all library operations, the ultimate responsibility of maintaining our facility falls to the Library Director. The Director will in turn delegate, as appropriate, tasks which are to be handled by the Assistant Library Director.

Administration (Director) - 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 of preventative maintenance issues will be studied by the Director and the action which is most advantageous to the library will be taken. Board approval will be sought for any expenditures exceeding $1,000.

Custodian – The Assistant Library Director works under the direct supervision of the Library Director and is responsible for the custodial duties and general maintenance within the facility and grounds (as outlined in the Assistant Library Director Job description).

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

Outside Contractors

Tasks requiring outside expertise shall be contracted out to the most experienced, responsible contractor or company available. In more cases these outside services will be sought out and approved by the Library Director, with the caveat that repairs exceeding $1,000 will require board approval.

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

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

- Landscaping of grounds
- Snow removal in parking lot
- HVAC
- Telephone system service and repair
- Printer system service and repair
- Insect extermination

- Fire extinguisher service and inspection
- Security alarm system service and inspection
- Electrical work other than basic tasks
- Plumbing work other than basic tasks
- Outside Window washing

A list of maintenance services and annual 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 fashion.

Building and Grounds

The Library Director and/or Assistant Library Director will perform a monthly walkthrough of the building and grounds and recommend any improvements and/or modifications to the facility as deemed necessary to the library board.

Approved by the Board of Trustees November 11, 2025