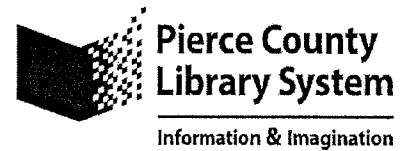

M E M O



Date: October 10, 2011

To: Chairman J.J. McCament and Members of the Board of Trustees

From: Lorie Erickson, Director of Facilities, PCLS

Subject: Fife Update

Project Update:

Progress continues on the Fife Library by both the site developer and the modular building contractor. Shelving is scheduled to be installed the week of October 31-November 8th. Computer stations are scheduled to be installed the week of November 1st. Soft seating is scheduled to be installed the week of November 7th. Exterior signage is scheduled to be installed the week of November 1st. The bus shelter is tentatively scheduled to be installed the week of November 17th.

Site Work Progress:

- Sidewalks have been poured on the west and south side of the building. The east side will not be poured until MBS completes their work.
- Bicycle Rack has been installed.
- Entry curbs have been poured.
- Landscape rocks will be delivered October 12th.
- Parking lot paving and striping is scheduled October 12th-14th.
- Light poles will be installed the week of October 17th.
- Power will be installed to the building by October 21st.

Modular Building Progress:

- Buildings were delivered the week of October 3rd. The last two modules will be set by the end of day October 10th.
- MBS crews are working on the interior and exterior of the building.
- Plumbing and electrical sub contractors will begin work the week of October 10th.
- A crane will be on site the week of October 10th to set the HVAC units on the roof.
- Windows will be installed the week of October 10th.

M E M O



Date: October 5, 2011
To: Chair J.J. McCament and members of the Board of Trustees
From: Mary Getchell, Communications Director
Subject: Fife Pierce County Library Rolling into City Communications

The Fife Pierce County Library rolled into the City of Fife this week. The Communications Department conducted a variety of communications to share the excitement, which was definitely felt in Fife and at the Library! It was incredibly thrilling to see and capture with video, pictures, and up-close anticipation the Fife Library literally coming together.

The contractor for the modular library building, Modern Building Systems, is shipping the modular buildings from its manufacturing site in Aumsville, Oregon, up I-5 and onto the site of the new library. The plan calls for nine modular parts to arrive between October 3rd through 7th, with a final teen study room and HVAC units to be delivered the following week.

The Communications Department performed the following communications about the library rolling into Fife:

- Took and posted pictures on Flickr.
- Shot video and posted to YouTube.
- Updated website.
- Conducted media relations: pitched to six media sources. Conducted interviews with two. Pierce County TV running a news story October 6-12, and a longer magazine story in November. Fife Free Press story will run in its next October issue. Wrote and issued news release.
- Wrote and sent listserv message to 15,000 subscribers.
- Posted to Facebook with several friends liking and commenting.
- Tweeted on Twitter.
- Provided images and video to the City of Fife which also posted to its website.