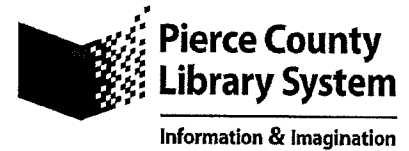

M E M O



Date: December 5, 2011

To: Chairman JJ McCament and Members of the Board of Trustees

From: Lorie Erickson, Director of Facilities, PCLS

Subject: University Place Update

Library TI work:

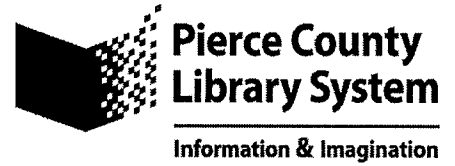
- The Commissioning Report has been given to EEI. There is a communication issue between the ATS system and the HVAC system that needs resolved. Koppe Wagoner will complete the mechanical asbuilts as soon as the red line drawings are received from JMC. In addition, a copy of the Operations and Maintenance Manuals will be provided to PCLS. There continues to be a heat issue in study rooms 109 and 110.
- The documentation for LEED will be completed once the final commissioning report is complete. This is expected to take place in December.
- Final Certificate of Occupancy: Issued

Core and Shell exterior work:

- The Exterior elevator is not operational. Another leak was identified in the November rains. JMC is in process of identifying the source of the leak. Kone elevator is doing the final punchlist. They will be calling this week to schedule the final inspection. The Exterior drive up book drop on Drexler will not be used until the exterior elevator is operational.

A further update will be provided at the Board meeting.

M E M O



Date: December 1, 2011

To: Chair J.J. McCament and Members of the Board

From: Neel Parikh, Executive Director

Subject: University Place Closing

Bill Holt was contacted by University Place city attorney, Steve Victor, regarding closing on the sale of the library condominium. Mr. Victor has completed all of the documents and feels that we are close to closing. Mr. Holt is working with Mr. Victor this week to finalize those documents. Currently there are many questions regarding an easement south of the library for the paseo. Mr. Holt and I have also talked about library requirements prior to closing, in particular completion and operability of the exterior elevator and exterior bookdrop and reimbursement of \$43,000 in the architectural fees.

It should be noted that Cliff Jo had a meeting with the city regarding the architectural fees. The city has agreed to pay \$33,000 of the total. They are still looking for a solution to pay for the additional amount.

During the Board meeting we will bring you up to date regarding these matters.

Date: November 29, 2011
To: Chair J.J. McCament and members of the Board of Trustees
From: Mary Getchell, Communications Director
Subject: University Place Pierce County Library “We’re almost done!” Poster Comes Down

On Wednesday, November 30, 2011, Pierce County Library System staff will take down the University Place Pierce County Library “We’re almost done!” poster. This past spring the Library’s Board of Trustees talked with library staff about a communication to broadly inform and update customers about construction-related work still underway at and near the library. In particular we discussed a poster to demonstrate progress.

On May 31, 2011, we installed the poster. To date 11 of the 14 construction items have been completed.

Completed in the library:

- ✓ Lights on north wall.
- ✓ Electrical boxes on floor.
- ✓ End panels on bookcases and shelves.

Completed getting to and near the library:

- ✓ Elevator from garage.
- ✓ Parking garage.
- ✓ Disabled door opener in garage.
- ✓ Water diverted from front of building.
- ✓ Sign on front of building.
- ✓ Level road in front of library.
- ✓ Signs on Bridgeport.
- ✓ Permanent signs to parking garage.

Items still needing completion:

- ✓ Atrium restrooms.
- ✓ External elevator.
- ✓ Book returns on Drexler Drive West.

Library managers determined the significant work has been completed and communications with the community has been achieved. Therefore, Neel Parikh directed staff to remove the poster.