

**The Urbana Free Library  
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## Memorandum

DATE: August 6, 2002

TO: Members of the Urbana City Council

FROM: Fred Schlipf

RE: Examination copy of library construction documents

The timetable for the library construction project calls for the review and approval of the construction documents by the City Council, Library Board, and Foundation Board this month. Discussion of the documents is on the agenda for the Council committee meeting on August 12 and the Council meeting on August 19. Laurie Goscha of Isaksen-Glerum and I will attend both meetings. The Library Board and Foundation Board will review the documents at a joint meeting on Tuesday, August 13.

The construction documents comprise a massive set of about 100 sheets of detailed drawings-far too many to duplicate and distribute.

If you are interested in inspecting the documents, we will have a full set available at the Library for your inspection, starting this Friday morning, August 9. They will be in the Adult Department reference office whenever I am not in the building, and in my office when I am here.

If you would like to meet with me to review the documents together, please let me know. I am available from 8:30 a.m. until late evening daily, starting Friday, August 9. (I have worked to keep my schedule as free as possible. My conflicts from August 9 through August 19 include Friday, August 9, from 3:00 p.m. onward; and all day on Friday, August 16.) Just call me and tell me what time suits your convenience, and I will meet you at the library. I can almost always be reached at the library (367-4057, or 367-4060 after hours), at home (367-1359) or by cell phone (898-1393).

The construction documents contain a vast amount of specific detail on the building, but the basic structure is very much the same as the one you approved previously, at the end of the schematic design phase. The architects and engineers have incorporated all the technical changes that the Council requested at that time.