

# East Lake Community Library


**Project Title:** East Lake Community Library

**Grant Number:** 21.l.cn.000.026

**Project Number:** 21-PLC-29

## A. Applicant Information Page 1 of 18

### Applicant Information

- a. **Organization Name:** East Lake Community Library 
- b. **FEID:** 59-6000800
- c. **Phone number:** 727.773.2665
- d. **Principal Address:** 4125 East Lake Road Palm Harbor, 34685
- e. **Mailing Address:** 4125 East Lake Road Palm Harbor, 34685
- f. **Website:**
- g. **Organization Type:** Other Local Government
- h. **Organization Category:** Library
- i. **County:** Pinellas
- j. **DUNS number:** 878800374

### 1. Applicant Director \*

**First Name**

Lois

**Last Name**

Eannel

**Phone**

727.773.2665

**Email**

loislib@gmail.com

**2. Project Manager (This will be the primary point person for all contact related to the grant administration. It does not have to be the physical construction project manager.) \***

**First Name**

Emily

**Last Name**

Magyar

**Phone**

727.582.2521

**Email**

emmagyar@pinellascounty.org

**3. Indicate If Considering Starting the Construction Project Prior To The Grant Award \***

Yes

No

**4. Rural Economic Development Initiative eligible \***

Yes

No

## B. Proposed Project Page 2 of 18

### 1. Name of Proposed Facility \*

East Lake Community Library

### 2. Type of Construction Project (Select one) \*

- New Building
- Expansion
- Remodeling
- Expansion and Remodeling

### 3. Building To be Used As: \*

- Headquarters for a multicounty or library cooperative
- Headquarters for a single county library not in a multicounty or library cooperative
- Headquarters for a single county library in a multicounty or library cooperative
- Branch or member of a multicounty or library cooperative that represents the only library facility in a county
- Branch or member library that is part of a county, multicounty or library cooperative
- Municipal library and its branches operating independently of a county, multicounty or library cooperative

# C. Project Data Page 3 of 18

## 1. Floor Area in Square Feet – Prior to project \*

No facility currently exists

A facility currently exists but will not be used as a library after project completion

A facility currently exists and will be used by library after project (may be present library or another building)

### Enter square feet

8,900

## 2. Floor Area in Square Feet – After the project is completed \*

Type of Construction	Square Feet
New facility to be constructed	0
<b>Expansion of Existing Facility</b>	
* Square footage of existing building	8,900
* Square footage of the portion of building to be expanded	0
* Total square feet of building after expansion	8,900
<b>Remodeling of existing facility</b>	8,900



## 3. Geographical Area to Be Served By Proposed Facility \*

Name of city(s), county(s) or region. (If the service area does not conform to city or county boundaries, give the location and population by census tracts.)

East Lake Fire District. Population 32,335

# D. Cost of Project Page 4 of 18

## 1. Estimated Cost of Project \*

### A. Funds by Category (indicate project cost by applicable categories):

1.	Architect's fees (include planning costs)	\$20,000
2.	Site acquisition	
3.	Acquisition cost of building	
4.	New construction	
5.	Expansion of existing building	
6.	Remodeling of existing building	\$125,000
7.	Initial equipment	\$195,000
8.	Other (specify)	
9.	<b>TOTAL (Must equal B4)</b>	<b>\$340,000.00</b>

### B. Source of Funds:

1.	Local funds available	\$170,000
2.	Amount of funds requested from the Public Library Construction Grant Program (State General Revenue)	\$170,000
3.	Amount of funds requested from other State sources	

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4. **TOTAL (Must equal** \$340,000.00  
**A.9)**

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If total above includes funds already spent, please specify amounts, type and dates of expenditures. (Appraisal costs and incidental purchase costs, such as surveys, title insurance, legal fees, etc., are not eligible expenditures and are not reimbursable.)

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<b>Amount</b>	<b>Dates</b>
Advance plans	
Estimates	
Acquisition of lands	
Other (Specify)	

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# E. Ordinance or Resolution - Authorization and Assurances

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## 1. Ordinance or Resolution

File	Title	Description	Size	Type	View (opens in new window)
*① Pinellas County Resolution.pdf			92 [KB]		View file

② PHCSA Approval of Revised Resolution

\*① This will need to be updated by BOCC as soon as possible - Attached is the original with the necessary corrections for the revised amount.

② will be approved @ 8/21 PHCSA Meeting

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF PINELLAS COUNTY, FLORIDA, MAKING THE REQUIRED FINDINGS AND AUTHORIZING THE SUBMITTAL OF A PUBLIC LIBRARY CONSTRUCTION GRANT APPLICATION TO FLORIDA DEPARTMENT OF STATE, DIVISION OF LIBRARY AND INFORMATION SERVICES FOR THE EAST LAKE COMMUNITY LIBRARY EXPANSION PROJECT.

\*  
WHEREAS, Pinellas County is submitting a construction grant application in the amount of \$500,000 in order to augment the East Lake Community Library (ELCL) Expansion; and

\$170,000

WHEREAS, the Board of County Commissioners intends to authorize the County Administrator to sign the grant application and further, to expedite any certifications and reporting documents required to obtain and expense these funds for the specified purpose; and

WHEREAS, the project will enhance the expansion of the current County-owned library building and provide better usage of the building for ad valorem supported library services and programs in the future; and

WHEREAS, upon completion of the expansion, sufficient funds will be available to operate the East Lake Community Library, which is supported by a municipal services taxing unit levy for this specific purpose; and

WHEREAS, upon completion of the expansion, the East Lake Library will be used exclusively for public library purposes; and

WHEREAS, the Board of County Commissioners of Pinellas County, Florida wishes to supplement the Capital Improvement Project by \$500,000 for the specified library project by submitting the Public Library Construction Grant application to the Florida Department of State, Division of Library and Information Services; and

WHEREAS, these funds are necessary to enhance the project for the citizens served by the East Lake Community Library; and

WHEREAS, these funds require a match which is being provided by the \$1,000,000 State of Florida 2016-2017 budget appropriation specified in Resolution No. 16-46 approved by the Board of County Commissioners on July 19, 2016.

Capital Reserves of ELCL (East Lake Community Library)

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PINELLAS COUNTY, FLORIDA, at a duly-assembled meeting held on the 23rd day of August, 2016, as follows:

Section 1. The Board of County Commissioners hereby adopts the recitals set forth above and incorporates them as findings of fact in support of the submittal of the construction grant application.

Section 2. The County Administrator or his designee is authorized to sign the construction grant application and any necessary certifications consistent with the findings set forth herein, and further to



expense such revenues in accordance with the Capital Improvement Program, County policies, and assurances and understandings contained in the application.

Section 3. This Resolution shall take effect immediately upon its adoption.

Commissioner Long offered the foregoing Resolution and moved its adoption, which was seconded by Commissioner Welch, and upon roll call, the vote was:

Ayes: Justice, Long, Welch, Eggers, Gerard, Seel

Nays: None

Absent and not voting: Morrone

APPROVED AS TO FORM

BY: [Signature]  
Office of the County Attorney



KENNETH P. BURKE, Clerk of the Circuit Court and Clerk Ex-Officio, Board of County Commissioners, do hereby certify that the above and foregoing is a true and correct copy of the original as it appears in the official files of the Board of County Commissioners of Pinellas County, Florida. Witness my hand and seal of said County FL this 27th day of August A.D. 2010

KENNETH P. BURKE, Clerk of the Circuit Court Ex-Officio Clerk of the Board of County Commissioners, Pinellas County, Florida  
By: [Signature]  
Deputy Clerk

# P H C S A

Palm Harbor Community Services Agency, Inc.

Wednesday, August 21, 2019

Approval of Agenda Item: East Lake Community Library's Request to Submit Revised Rollover  
Application for Public Library Construction Grant

This is to certify that the Palm Harbor Community Services Agency ( PHCSA), at their August 21, 2019 Board Meeting, approved the agenda item stating that East Lake Community Library could proceed with revised rollover application for a Public Library Construction Grant of \$170,000.

There are assurances that the required match of a dollar-for-dollar of the grant request will be available and unencumbered at the time of the grant award. These matching funds will be available from the East Lake Community Library's capital reserves.

There are assurances from Library Director, Lois Eannel, and Library Architect/Planner, John Toppe, that the funding is sufficient and will be available in order that the project result in a completed renovation and upgrade of the main public areas of the existing building.

There are assurances that, upon completion of the project, sufficient funds will be available to operate the facility.

There are assurances that the building will be used exclusively for the public library purposes for which it was constructed or altered. Submission of proposed changes in use to the Division for approval will be done if these changes occur within 20 years of the completion of the construction project.

## F. Establishment Documents Page 6 of 18

**1. Copy of documents that establish the library, such as a contract, resolution, or ordinance of the government. A copy of the interlocal agreement(s) for library cooperatives and multicounty libraries may be used to meet this requirement. \***

File	Title	Description	Size	Type	View (opens in new window)
Pinellas County Documents Establishing Library.pdf			367 [KB]		View file

# G. Narrative Description Page 7 of 18

## 1. How the building will function in the current Library Organization.

Describe how the building will function in a currently established multicounty, county, or municipal library. This includes, but is not limited to programs, services and governance.

See attachment

## 2. How the project will contribute to new or improved services in the area it will serve.

See attachment

## 3. The effects of staffing, maintain, and costs of operating the proposed facility.

See attachment

## 4. Provide documentation related to narrative description (optional).

File	Title	Description	Size	Type	View (opens in new window)
Application Narrative.rtf			149 [KB]		View file

## 5. Notes

**East Lake Community  
Library Building  
Expansion Plan**

**I. How the Building Will Function in a Currently Established  
Multicounty, County, or Municipal Library**

The East Lake Community Library serves the unincorporated northern area of Pinellas County. As an independent organization, the Library relies on limited tax revenues provided through PHCSA, support by the Pinellas Public Library Cooperative, and the generosity of its patrons. It is an entity of the Palm Harbor Community Services Agency, Inc. (PHCSA) and a member of the Pinellas Public Library Cooperative. The Palm Harbor Community Services Agency, Inc. was created in 1985 by a Pinellas County Ordinance to provide library and recreation services to the residents of the Palm Harbor Community Services District. PHCSA is governed by an eight-member board of directors, each appointed to a renewable two-year term. The Agency is responsible for the management of all library and recreation department funds and hires the directors of the Palm Harbor Library, East Lake Community Library, East Lake Recreation Services and Palm Harbor Parks and Recreation (CSA).

East Lake Community Library is an active member of the Pinellas Public Library Cooperative (PPLC) which consists of 15 member libraries throughout Pinellas County. PPLC was established by referendum in March, 1989 at which time the citizens of the unincorporated county areas voted to levy up to .5 mils for library service. The member cities/libraries and the Pinellas County Commission signed an Inter-local Agreement to provide library services to residents of unincorporated county areas, member cities and contracting communities. PPLC is a not-for-profit established by Florida Statutes and it is managed by a nine-member board representing various geographical areas of the county eligible for PPLC library services. The Cooperative allows member libraries to share programs, resources, and talents. Library directors meet monthly and share committee work, planning work, and concerns.

The original 4,500 square foot building for East Lake Community Library was built and opened to the public in 1999. To keep abreast of community development, the library needed to expand merely to maintain minimal services in 2011, by adding a community room and staff areas (1,900 square feet). In December 2018, a

construction project funded by a state budget appropriation, BP funds, and the library's capital reserves resulted in a desperately needed 2,500 square foot addition. The highlights of this expansion included:

- Larger Community Room with divider wall & AV equipment for presentations, etc.
- Kitchen facilities in the Community Room
- Two new ADA- compliant restrooms (in Community Room and public hallway)
- New book drops directly into the building (connected to a fireproof room)
- Additional office space and work areas for staff and volunteers, including a Friends workroom to sort and price donated materials
- Larger enclosed Children's Room with age-appropriate furniture, computers, and early childhood corner
- Designated Teen Room

At its present size (8,900 square feet), the library now provides services to over 32,000 residents but, due to its popular programs and services, had a traffic count of almost 100,000 people in the past twelve months.

Since the grand reopening in January 2019, the library has literally exploded with a plethora of programs and services for all ages in an effort to meet everyone's interests and needs. Here is just a sampling of what is being offered:

- Sunday Concert series hosted by the Friends of the Library
- Preschool STREAM Programs – Little Artists, Little Scientists
- Countdown to Kindergarten Summer series
- Free Medicare Assistance & Workshops through SHINE
- AARP Smart Driving Classes
- Yoga Classes
- Authors Showcase and Writers Critique Group
- Teen Advisory Board & Special Teen Events (Escape Room/ Gaming Bus)
- Free 1-on-1 Tech Support
- Fiber Arts
- Adult Painting Classes
- Antique Appraisals
- Summer Reading Clubs and Theme-Based Summer Programs
- Special Children's Events – puppet shows, animal shows, etc.
- Financial Literacy/College Planning for Teens

## **II. How the Construction Project will contribute to New or Improved Services in the Area it will serve**

The East Lake Community Library serves as community center, cultural center, and educational institution along the East Lake Road corridor. There is no downtown area and most subdivisions are comprised of families and retirees who come to the library for its programs, services, special events, and resources. This library has been a beehive of activity since the new addition was completed in December and provides the only free meeting room space to local non-profits and service organizations. Despite adding 2,500 square feet in Phase I, there was not additional funding available to complete the renovations of the main public area in the original building nor to enhance our service model to our patrons. The growth of the population, the lack of services in an unincorporated area, the demand for additional resources, the overall lack of space necessitates the following enhancements that would maximize the library's effectiveness as a vibrant educational and cultural center for its members:

- Updating the original two restrooms to better accommodate elderly patrons or those with special needs, including the installation of slowly opening, low-powered automatic doors.
- Installation of an enclosed state-of-the-art materials retrieval locker system adjacent to the library's front entrance, giving patrons 24/7 access to reserved or requested books and DVDs.
- Updating the lighting to energy-efficiency LED fixtures
- Upgrading our security system preceding the installation of a cutting edge patron access system called Open+, which allows patrons the privilege of entering the library after-hours to browse, use the computers, study, pick up their holds, or check out materials.
- Redesigning areas of the adult collections to maximize shelf space and relieve overcrowded shelves
- Updating and standardizing signage throughout the library to create a user-friendly environment.

### III. The Effects of Staffing, Maintaining, and Costs of Operating the Proposed Facility

#### STAFFING:

At this time, East Lake Library employs twenty staff members of which seven are full-time employees; the library staff is also supported by approximately eighty adult and teen volunteers. The key aspects of this renovation project would provide an expansion of service to the public WITHOUT the need for additional staff. Patrons will be free to retrieve items from the materials locker system 24/7 and use the library after-hours when Open+ is implemented.

#### MAINTENANCE:

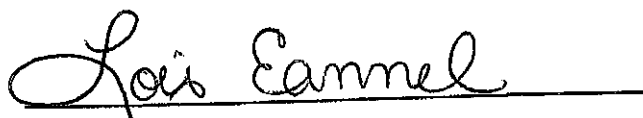
Since East Lake Community Library is in an unincorporated community with no governmental Facilities Operations Department support, nearly all current maintenance is contracted out. The buildingservices include:

- Electrical repairs and maintenance
- Inside Pest Control
- Lawn and Landscape Maintenance
- Outside Pest Control
- Plumbing repairs and maintenance
- Roof repairs and maintenance
- Waste Pick-Up

The library's part-time Building Maintenance Manager performs all other services. Since this project will require some additional maintenance, relevant contracts in place will be reviewed and expanded.

#### OPERATIONS:

All current (and future) operational items are supported through municipal, County and State funds, self-generating income such as fines and fees as well as significant annual financial contributions from the Friends and fundraising efforts by the Library. All aspects of this proposal will not have any major impact on the operational costs of the library.



Library Director, East Lake Community Library



# H. Building Program Page 8 of 18

## 1. Building Program Details \*

File	Title	Description	Size	Type	View (opens in new window)
East Lake Master Plan.pdf			1277 [KB]		<a href="#">View file</a>
Overview - Historical Perspective, etc. for FY'20.docx			43 [KB]		<a href="#">View file</a>

## 2. Notes

## **East Lake Community Library**

### **Renovation Plan – Phase 1B**

#### **A Brief Overview of the Library including an Historical Perspective, Mission, and Goals (or Roles) of the Library**

##### Historical Perspective

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### **HISTORY**

The East Lake Community Library (ELCL) is the result of a community initiative that began in 1989. Following a failed referendum in 1990, the community organized a volunteer/donation driven library. The original ELCL opened in rent-free space in the Shoppes at Boot Ranch on May 1, 1993 with 8,000 books. Six months later the Library lost its rent-free space and relocated to Woodlands Square. By 1996 its collection had grown to 25,000 books and videos. Due to another lost lease, the collection was placed in storage as community and legislative leaders Senator Jack Latvala and Representative "Sandy" Safely worked to create a plan for a permanent library.

Finally, in April 1997, the Pinellas County Commission approved the purchase of nine acres of land for a library. With a \$350,000 state library construction grant, another \$350,000 of matching funds from the County, \$100,000 contributed by PPLC for architect's fees & equipment, and an additional \$150,000 from PPLC for the library's first year of operation, and an agreement with Palm Harbor Library to oversee it, a permanent library for East Lake was finally in sight. The Friends of the Library's contribution was a pledge of \$100,000 which would pay for all of the furnishings and the opening day collection.

The East Lake Community Library opened its permanent home on November 1, 1999. The 4,500 square foot library was inadequate from the day it was built, but it immediately became an important element of the East Lake community. The staff has maintained a continuous improvement program to adapt the interior space utilization to meet the evolving needs of the population that it serves.

As a result of the intense pressure placed upon the building and the staff, the ELCL had an Expansion Study performed in 2010 by Toppe Consultants, Inc., a highly respected library specialist planning firm. This effort resulted in the funding of a small expansion that added a Community Meeting Room, several staff offices and included a reorganization of the Library's interior space to improve staff efficiency and patron services. The project was funded in part by a \$200,000 grant from the Pinellas Public Library Cooperative, \$60,000 collected by Friends of the East Lake Community Library and \$150,000 from the library's capital expansion fund.

The 2011 addition added 1,900 square feet and brought the library up to 6,400 square feet, still woefully below even the minimum state standard for public libraries. This first expansion created a single Multi-purpose Community Room that provides space for Children's programming, teen and adult activities and use by local non-profit organizations.

The East Lake Community Library became an independent library on September 30, 2014. It is an entity of the Palm Harbor Community Services Agency, Inc. (PHCSA) and a member of the Pinellas Public Library Cooperative.

A 2,500 square foot addition was added in December 2019 which, as previously mentioned, created a larger Community Room, more work spaces, and allowed us to redesign areas of the original building to create an enclosed Children's Room and new Teen Room; two additional restrooms were also included in the project. This project was funded by a state budget appropriation of \$1 million plus \$200,000 from Pinellas County's BP settlement fund; most furnishings and equipment were paid for with the library's capital reserves.

East Lake Community Library's Mission Statement is: *Strengthening our community through inspiration, enrichment, and education.*

East Lake Community Library's Vision Statement is: *The East Lake Community Library aspires to be the center of information and discovery in the community. Through innovative programming, relevant collections and responsive services, we support lifelong learning and the joy of reading, and to provide cultural and recreational opportunities for residents of all ages.*

**I. A Description of How Library Functions Related to Each Other in Terms of Space, including a Description of Patron Use and Workflow Patterns**

East Lake Community Library originally began as a traditional community library in 1999 offering basic services such as books, magazines and children's story times. Over the subsequent twenty years, the community has soared to over 32,000 people, technology has advanced dramatically and a perceived societal shift in attitude has more patrons demanding more services at an escalating rate. During all this time, two important changes did not occur. The first is that the community did not become incorporated so that residents could receive basic city services and the library was not able to maintain an adequate physical structure to respond appropriately to growing community needs.

Although the library was not fully prepared to fill the void between community demands and library resources, through necessity it redefined its goals and adapted itself to becoming more of a community center than just a distribution point for books and magazines. Currently on any typical day, patrons will find a heavily used computer area, numerous inquiries at the member services desk, a plethora of preschool and school age story times and programs in the Community Room, a Teen Advisory Board meeting, a line to check-out materials (supplemented by a self-checkout kiosk!), patrons perusing the bestsellers and bibliophiles who are not able to find a quiet corner or place to sit. The physical limitations in the main public area have prevented this library from providing a more modern and comfortable environment for many adults.

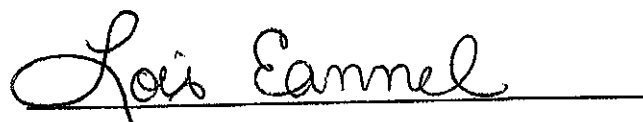
The Phase I expansion most definitely improved workflow for staff and volunteers. New areas that were created made a more welcoming environment for children and teens and the Community Room is a hub of activity. Unfortunately, there was not enough funding to complete the renovation of the original public area, which sorely needs a facelift, ADA upgrades, and a redesign of shelving, lighting, and seating to enhance the efficiency and ambiance; it would also address issues related to safety, security, and easier access to materials and equipment.

### III. Projection of Future Needs Based on Anticipated Future Demographics

The library's service area population is approximately 32,000. Florida State Library standards recommend a minimum of 0.6 square foot per capita, or 19,200 square feet in order to provide the Essential Service Level. At a ratio of 0.18, the East Lake Community Library is one of only two in Pinellas County that do not meet or exceed these long-accepted state guidelines. Furthermore, seven of the twelve libraries or library systems in Pinellas County exceed the state standard, meeting the Enhanced (0.8 square foot per capita) or Exemplary (1.0 square foot per capita) level of service.

The East Lake Community Library has always been too small. The 2011 addition project included reconfiguration of the existing public library and work areas. The 2019 multi-purpose Community Room has allowed the library to expand its role as a community meeting place. Reallocation of existing space helped to create a more functional Children's Room and new Teen Room. Although the library has streamlined the print and video collections, the lack of shelf space prevents purchase of additional copies of bestsellers, etc., leaving library members to wait for their materials from other county libraries.

A renovation of the existing public area and the addition of innovative systems that would give patrons access to library materials will be able to provide enhanced services to the residents of the greater East Lake area. As an all-inclusive library with a "family-centered" philosophy, it is necessary to strive for excellent service to all age groups and resources that meet the needs and interests of all residents. This is an important part of staying relevant in an age of technology. This plan has been flexibly designed to accommodate public needs before staff requirements while incorporating renovations that are needed now but which could seamlessly merge with a Phase II building project further on.

A handwritten signature in cursive script that reads "Lois Eannel". The signature is written in black ink and is positioned above a solid horizontal line.

Lois Eannel, Director  
East Lake Community Library

# I. Applying for More Than 1 State Funding Source

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**1. Will you be applying for more than 1 state funding source? \***

Yes

No

**2. If yes identify all additional state funding sources being applied for. Include the name of the funding program and the state agency administering the program.**

**Describe how:**

1. The multiple funding sources will result in a project to provide a higher level of service to residents; or
2. The project is in partnership with another organization or agency and how it will provide a higher level of service to residents; or
3. Each funding source will be used to accomplish a different or unique portion of the entire construction project.

**3. Provide documentation related to other state funding sources (optional)**

## J. Site Information Page 10 of 18

Provide the following information on the project site of the building to be constructed, expanded or remodeled that is prepared by a professional librarian functioning as a building consultant. This information should justify the site based on the following areas.

### **1. Plans for Future Expansion and Growth**

The present project is for renovation of existing areas in the main building; however, there are plans for a Phase II expansion in the next five years, should the library receive funds from Pinellas County's Penny for Pinellas sales tax initiative. The size and scope of the project would be determined by construction costs at that time, limitations of space due to the surrounding wetlands, and the feasibility of acquiring additional parking through a joint use agreement with Pinellas County Schools for adjacent school property. The Phase I project just completed included a flat reinforced roof to allow for a second story in Phase II, thereby minimizing the environmental impact.

### **2. Community Growth and traffic pattern projections for the future**

The population of the East Lake area has remained fairly stable; however, demographics have changed with more young families with children moving into the area. Traffic along East Lake Road has become a major issue since it is one of the only north-south thoroughfares from north Pinellas and Pasco County to the greater Tampa bay business centers.

### **3. Adequate parking including consideration of local zoning and building codes and standards**

As mentioned in #1 above, we are working with Pinellas County School Board to secure additional parking in the future through a joint use agreement. Should this agreement not come to pass, we still have adequate parking to support a 12,000 square foot building (3,100 square feet more than we have now). An additional fifteen spaces was added at the front of the building this year using BP funds from Pinellas County.

### **4. Convenient access to major pedestrian and vehicular traffic routes**

We are directly on East Lake Road which gives patrons easy access to our building. The library is in walking distance from many of the local subdivisions in the community and the elementary school adjacent to our property provides ample opportunities for before and after school activities and class visits.

### **5. Physical characteristics of site**

East Lake Community Library is set back from the main road and bordered along the back by the wetlands of Brooker Creek Preserve. There is ample green space as well as undeveloped areas along the perimeter that can accommodate overflow parking. There is also an enclosed Children's Garden off the Children's Room and patios on the side and back of the building with seating for staff, volunteers, and patrons. A retention pond in the front and swale along the north edge of the property capture the rainwater and drain it into the wetlands, thereby preventing flooding of the parking lots and property.

**6. Provide documentation related to location and site evaluation (optional).**

**7. Notes**



## 1. Unconditional Use Assurances

Assurances, such as a deed, showing that the applicant has legal title to the property and building, a long-term lease of not less than 20 years or a resolution adopted by the applicant's governing body, that the applicant has unconditional use of the site and the building. If a resolution is used as proof, it shall state whether the applicant owns or leases the site and building.

If the applicant is partnering with another entity to construct a library building where the ownership or unconditional use of the building will not be transferred until the completion of the construction project, a legal agreement, such as an interlocal agreement, can be provided in lieu of ownership documentation. This agreement must show when the transfer will take place and result in the applicant having ownership or unconditional use of the building. Before the project can be closed out, documentation of the final transfer of ownership or unconditional use must be provided to the Division.

## 2. Documents

File	Title	Description	Size	Type	View (opens in new window)
Property Appraiser_ELCL.pdf			262 [KB]		View file
Book09734-Page2347_Warranty Deed_ELCL.pdf			69 [KB]		View file

### Included In Another Section \*

Item included in another section

## 3. Notes

# L. Comparison to Standards Page 12 of 18

**1. A comparison of the proposed project to .6 square feet per capita for total floor space and standards for library facilities and services. Cite standards used and the source of standards. This shall include at a minimum:**

1. Total floor space;
2. The amount and kind of space required for all library functions, including both public and staff areas, meeting space, and space for specific services;
3. Shelving required;
4. Staffing required;
5. Lighting required;
6. Telecommunications and electrical requirements.

## **2. Provide documentation related to standards (optional)**

File	Title	Description	Size	Type	View (opens in new window)
	East Lake Comparison of Proposed Project to Standards_ELCL Expansion_17-PLC-06 (002).docx		15 [KB]		View file

## **3. Notes**

# M. Initial Furniture and Equipment Page 13 of 18

1. A list of the kind and amount of initial furniture and equipment needed for the project. \*

File	Title	Description	Size	Type	View (opens in new window)
	East Lake Furniture Equipment Requirements_ELCL Expansion_17-PLC-06 (002).docx		14 [KB]		View file

## 2. Notes

# N. Subsurface Soil Analysis Page 14 of 18

**1. Provide a subsurface soil analysis. This analysis, which involves soil borings, is to assure that the site can support the weight of a library building. The analysis is required for the following:**

Soil Analysis is Not Applicable to this Project.

## 2. Attachments

File	Title	Description	Size	Type	View (opens in new window)
ELCL Geotechnical Report Part One_8-1-17.pdf			476 [KB]		View file
ELCL Geotechnical Report Part Two_8-1-17.pdf			367 [KB]		View file

## 3. Notes

# P. Historic Sites Assurance Page 16 of 18

**1. Provide assurance that the proposed construction project will not have an adverse effect on historic properties listed or eligible for listing on the National Register of Historic Places. This assurance must be obtained from the Department of State, Division of Historical Resources.**

File	Title	Description	Size	Type	View (opens in new window)
Historic sties assurance East Lake.pdf			190 [KB]		View file

## 2. Notes

# Q. Competitive Award Assurance Page 17 of 18

## 1. Competitive Award Assurance Details \*

File	Title	Description	Size	Type	View (opens in new window)
Purchasing PolicyandProcedureManual2014.pdf			1497 [KB]		View file

## Included In Another Section \*

Item Included in another section

## Notes

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## 1. Review and Submit

I hereby certify that I am authorized to submit this application on behalf of East Lake Community Library and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

## Guidelines Certification

I hereby certify that I have read and understand the guidelines and all application requirements for this grant program as outlined under section 257. 12-15, Florida Statutes and 1B-2.011, Florida Administrative Code .

## Signature (Enter first and last name)

Marian Deeney for East Lake Library