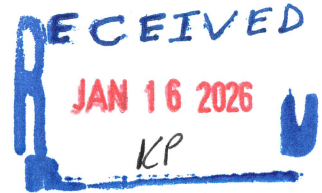


EXHIBIT A

Appendix A
Lake County Library Impact Fees – PROJECT APPLICATION

Appendix A

Lake County Library Impact Fees
PROJECT APPLICATION
Application Deadline: March 1



1. APPLICANT INFORMATION

A. LEGAL NAME OF APPLICANT (Government)

City of Eustis

B. APPLICANT ADDRESS

Street 10 N Grove Street PO Box if applicable _____

City Eustis Zip Code 32726

C. APPLICATION REQUIREMENTS (Both 1 and 2 are required)

1. ☐ County library impact fee is assessed within municipality, or
☒ Municipality collects local library impact fee which is equal to or greater than county library impact fee, or
☐ Municipality collects local library impact fee which is less than county library impact fee and remits the difference between local and county impact fee to county.
2. ☒ Municipality has a library which is a member of the Lake County Library System (LCLS), or
☐ Is a newly created library which has submitted a letter of intent for the municipality's library to become a Member of the LCLS in accordance with LCC-7.

D. APPROVAL TO SUBMIT APPLICATION (By library governing body or City Administrator)


Signature

Tom Carrino, City Manager
Name and Title

2. LIBRARY INFORMATION

A. NAME OF LIBRARY Eustis Memorial Library

B. LIBRARY ADDRESS ☒ Current ☐ Future

Street 120 N Center Street City Eustis Zip 32726

3. PROJECT MANAGER (Library Director)

A. Name Ann Ivey Telephone 352-357-5302
Fax _____ E-mail iveya@eustis.org

4. TYPE OF PROJECT

- A. ☒ CONSTRUCTION
☒ Design & Engineering ☐ New Building ☒ Expansion
- B. ☐ COLLECTIONS
☐ System-Wide
- C. ☐ TECHNOLOGY (System-wide projects only.)
- D. ☐ EQUIPMENT

5. THIS PROJECT IS INCLUDED IN (PLANNED PROJECTS): (Maximum of 5 points) (Mark all that apply)

- ☒ City or County Capital Improvement Plan
☐ Lake County Library System Long Range Plan of Service
☐ Lake County Library System Annual Plan of Service
☐ Other (Describe) _____

6. **COST OF TOTAL PROJECT** (Estimated) \$2.25 million

7. **AMOUNT REQUESTED** (Maximum of 10 points) \$500,000

8. **PERCENT OF PROJECT ELIGIBLE FOR IMPACT FEES** 100%

9. PRIMARY SOURCE OF IMPACT FEES: (Maximum of 10 points)

- ☐ Applicant contributes to countywide library impact fee fund (10 points)
☒ Applicant collects and retains impact fees locally (-10 points)

10. PRIOR PROJECT SUBMISSIONS (Maximum of 10 points)

A. Is this a new project request:

- ☐ Yes (skip to section 11)
☒ No (complete Sections 10.B and 10.C)

B. Year(s) requested: 2024 Was the project previously approved by the Library Advisory Board?

- ☒ Yes ☐ No

Appendix A

Lake County Library Impact Fees – PROJECT APPLICATION

If Yes, what year(s) was the project approved: 2024-25

C. Has project previously received funding from library impact fees?

☒ Yes

☐ No

If Yes, was the project request ☒ partially or _____ fully funded?

Year/s 2024-25

Amount \$30,000 or 50% of cost which equaled \$12,500

PROJECT NARRATIVE – (Include as an attachment; no more than 3 pages. Maximum of 35 points)

a. **Brief project description.** (5)

Include project history and expected outcomes of the completed project. For construction projects, include a walkthrough of the facility, including the programmatic layout. For collection and equipment projects, outline expected use and how project will be supported after acquisition.

b. **Justification for use of impact fees.** (5)

What is the historical growth and expected growth in the service area of the project? Why are impact fees justified? How is this an expansion of capacity and not addressing a deficiency? How is this project sustainable in your budget? How will this project effect staff?

c. **Describe need for project.** (5)

Provide statistics and anecdotal information supporting the need. For collection projects, describe the gaps in the local collection, the system collection or areas of future growth that will be met by the project? What is the need for expansion or new construction? What expansion of capacity will the requested equipment provide?

d. **Describe the project's benefit to the local community.** (5)

How will the local community benefit from this project? What are the desired outcomes for the local community? How will the local community use the project? How will the project contribute to new or improved services?

e. **Describe how the project will benefit county-wide library service.** (10)

What new or expanded services will be provided to the Lake County Library System cooperative and/or County residents? How does this project address expansion of capacity?

f. **Provide an itemized cost estimate for equipment requests** (for equipment grants only) (5)

11. **INITIAL YEAR OF PARTICIPATION IN THE COOPERATIVE** 2019

12. **COMPLETED BY:** Ann Ivey,
Library
Director **DATE:** 1/2026

RETURN THIS FORM TO: DIRECTOR OF THE LAKE COUNTY OFFICE OF
LIBRARY SERVICES

418 W. Alfred St., Suite C, Tavares, FL 32778

Appendix A
Lake County Library Impact Fees – PROJECT APPLICATION

Staff Use Only

Project Rating _____ Project Ranking _____
Recommended Level of Funding _____
Approved Level of Funding _____
Comments _____

11. Project Narrative

a) The City of Eustis is requesting \$500,000 for Phase 2 of our library meeting room expansion to include design, engineering, construction, furniture, and equipment. This project was approved in our FY 24/25 CIP and is currently in our Capital Improvement Plan for FY 25/26. Although originally thought to be an addition expansion, due to some existing infrastructure which would have made the external expansion costly, the approved design called for an expansion within existing space that will be reconfigured. This expansion would redesign the meeting room at the south end of the building as well as take over spaces that we have been unable to open to the public due to limited or unsecure access. This project is not eliminating any current public spaces, but is taking various, smaller and difficult to access spaces to make them accessible to the public. The square footage of the community room currently is 850 and we plan to double the meeting room space to expand to 1,732 square feet.

Current industry standards for library construction are estimated at \$400 to \$450 per square foot with design and construction plans estimated at 10% of the total project costs. As with most construction projects, this range can vary significantly at any given time. The proposed design would reconfigure our current children's room in order to double the square footage of the community room. This accounts for 4,500 of the 5,300 square foot project.

For the proposed expansion, using the average of \$425 per square foot the total estimated cost is \$2.25 million, 1.9 million would include the community room and children's area. This expansion will allow dedicated public meeting room space available to all County residents. As the space doubles inside it will have large windows and a separate entrance to use after hours. The children's area will see a slight increase in square footage as well as an improved layout and direct access to the meeting room for programming.

Phase one of this project we requested \$30,000 for design plans of a possible \$60,000 cost and were able to spend as little as \$25,000 on the design of which we were reimbursed \$12,500. This application is requesting 500,000 for the construction documents, engineering, equipment, furniture and the initial construction of this redesign.

b) The City of Eustis has several neighborhood developments planned that will allow in excess of 2,200 new homes in the next 5 years. (this number tripled since phase one of the project began 2 years ago.) On average, 115 businesses have registered their companies with the city each of the last 3 years. Additionally, the city's population is expected to grow to 31,000 residents by 2030.

c) The Eustis Memorial Library was established in 1902. The library was housed at two different locations before settling in its current address at 120 N. Center Street in 1985. The library is 25,000 square feet in total but the existing service area and public areas are less than 19,000 square feet. Due to the unique design of the building, which was once a Winn Dixie grocery store, the layout is not optimal for large meeting room space. Due to space limitations, we have been unable to provide community services such as early voting and free tax help.

In October 2019, the City of Eustis partnered with the Lake County Library system to serve all Lake County residents. Our city population at the time was 21,000 and we opened up our doors to all county residents which was over 350,000. Our population now exceeds 23,000 and the County's overall

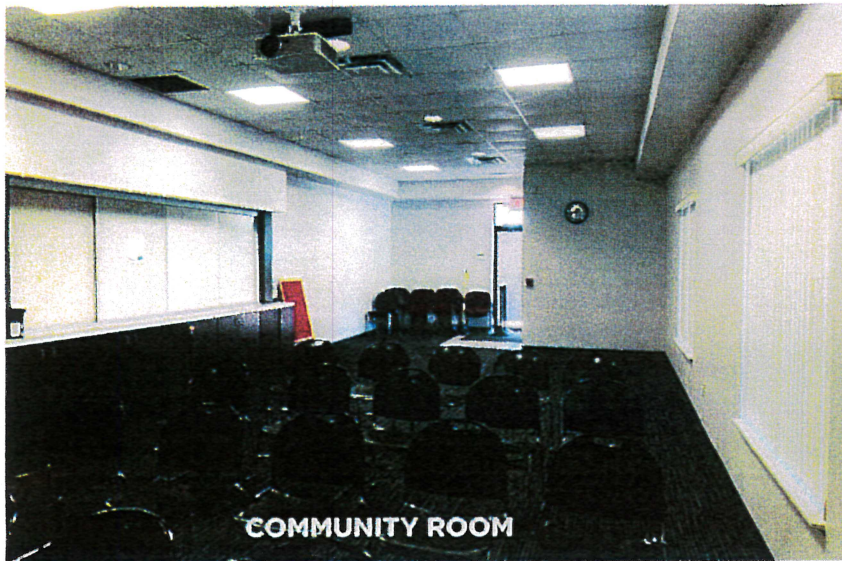
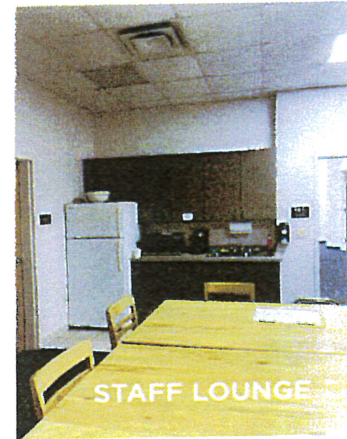
population increased to 390,000. Our circulation of items has risen in 10,000 increments annually since this partnership began. We transfer over 1,700 items a month to other libraries. Library card holders were just over 4,000 and are now 7,686. In FY 23 38.4 % of our circulation were for patrons outside the city limits. In addition to the increase in circulation, our library programs have increased by 100% and attendance by 150%. In FY 24 we saw an increase of 1,283 more attendees to the 67 additional programs we offered.

d and e) Expansion of this space would help meet the demand of our continually increasing library program attendance and will also allow us to provide a **new** multi-purpose public meeting room space that will meet the needs of the community and expand the seating capacity to over 100. This space would allow us to offer a **new service** to have meeting room space available to both City and County residents and would adhere to the LCC 33 policies. The County Administration, the Library Advisory Board and Library Directors as well as civic groups and clubs would have access to this new space in addition to all of the Eustis Library programming.

EXISTING PLAN:



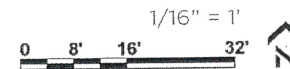
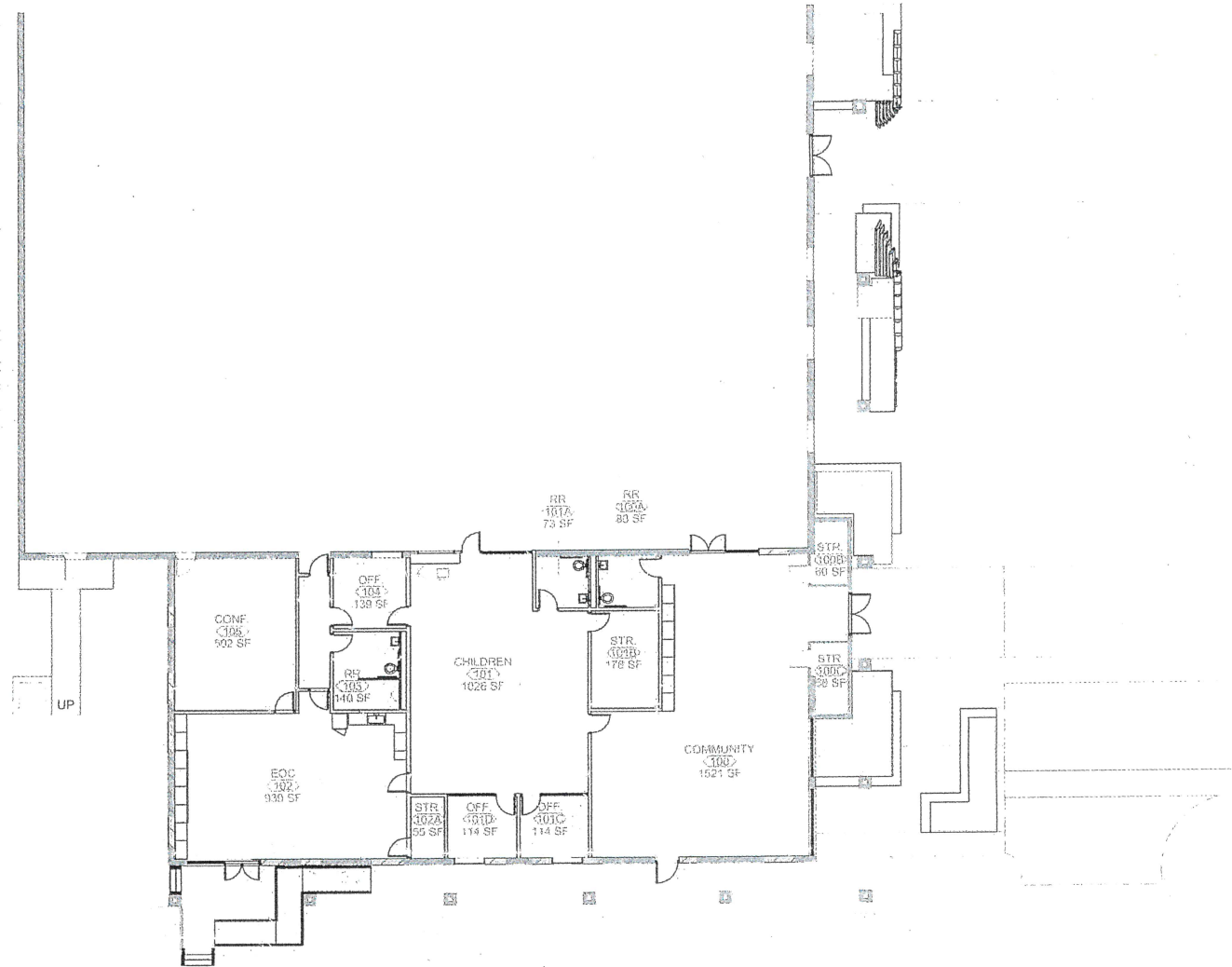
(EXISTING PHOTOS)



KMF
ARCHITECTS



Approved Plan



2025.09.08

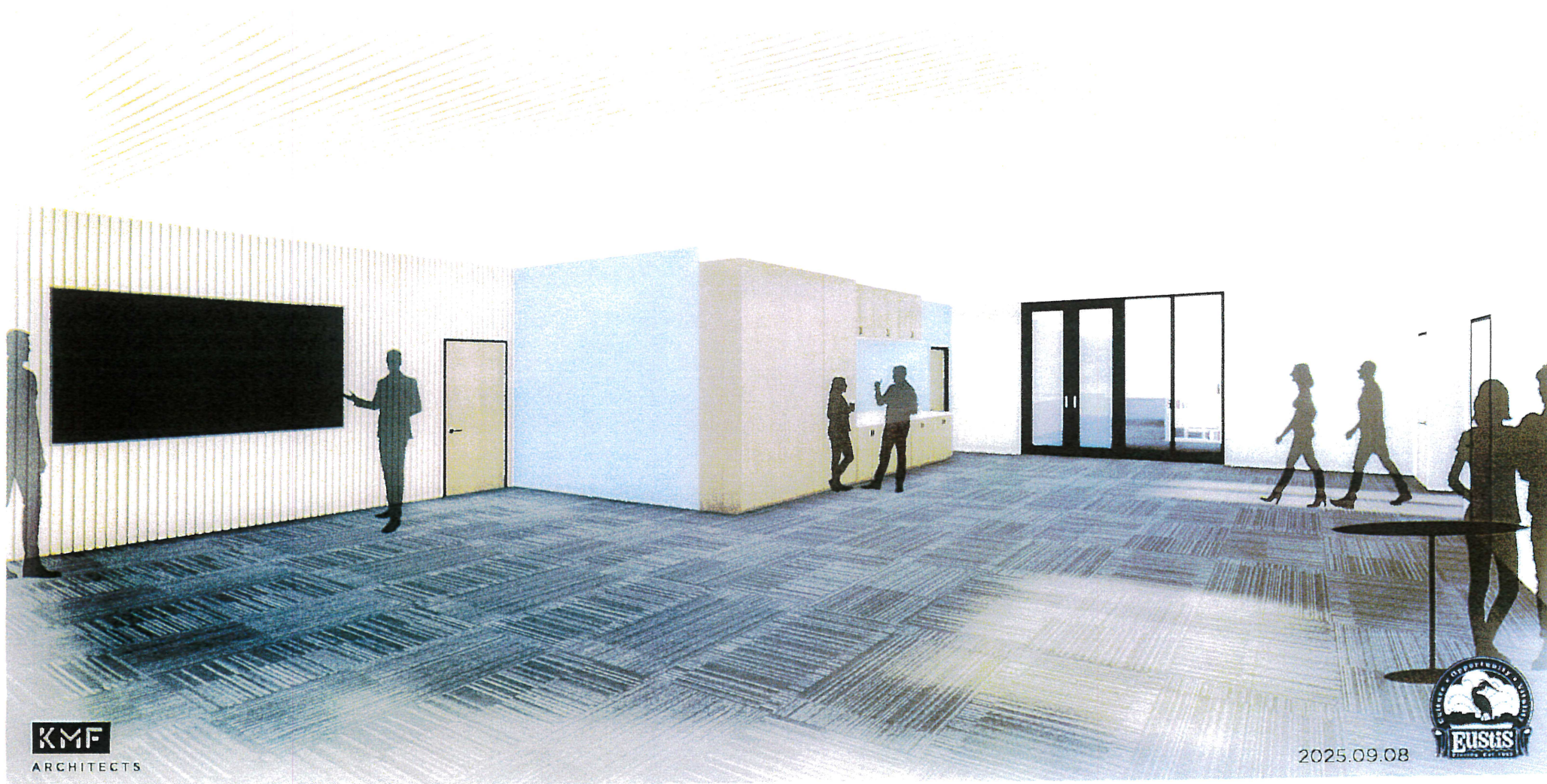




KMF
ARCHITECTS

2025.09.08

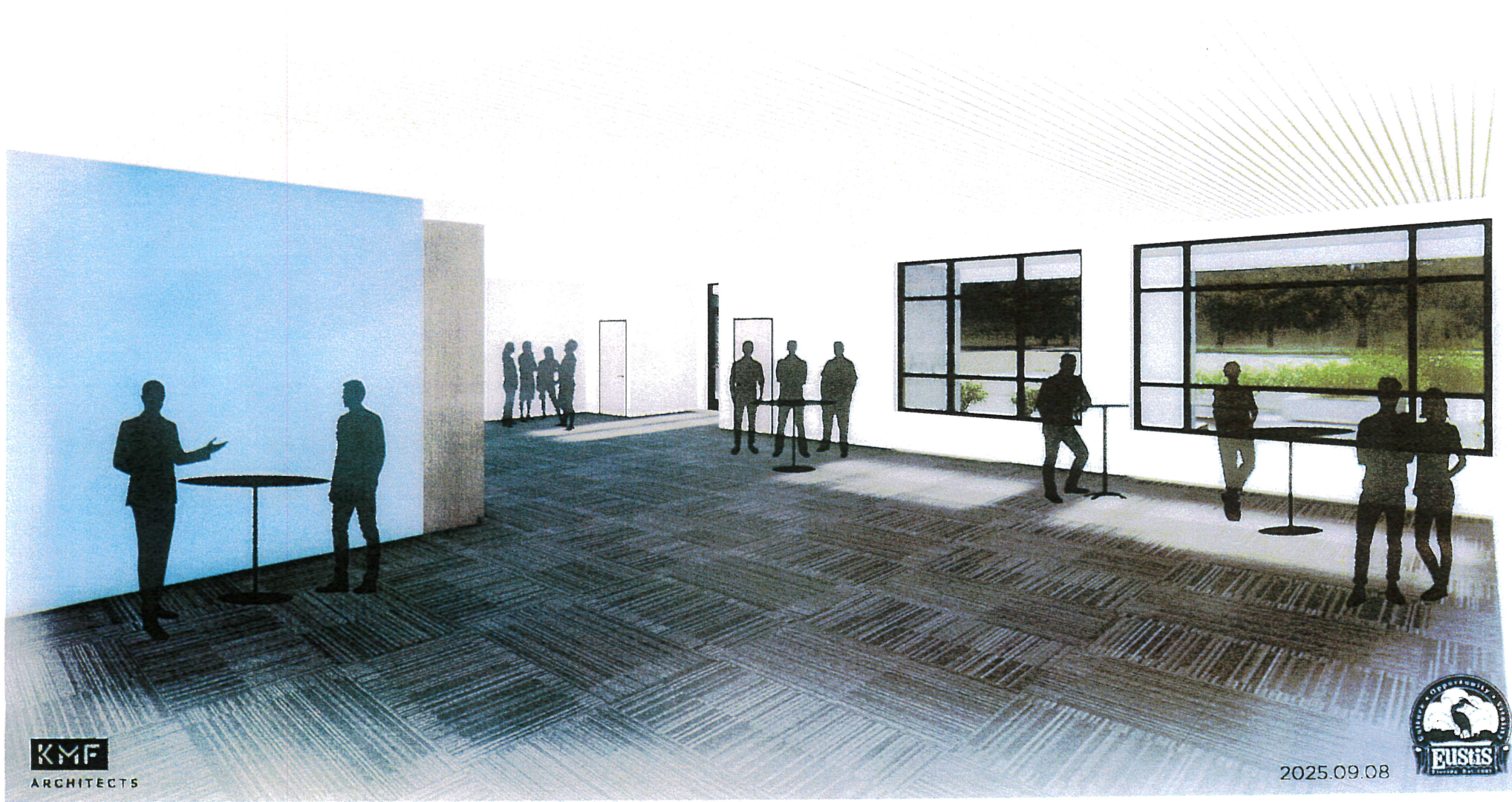




KMF
ARCHITECTS

2025.09.08





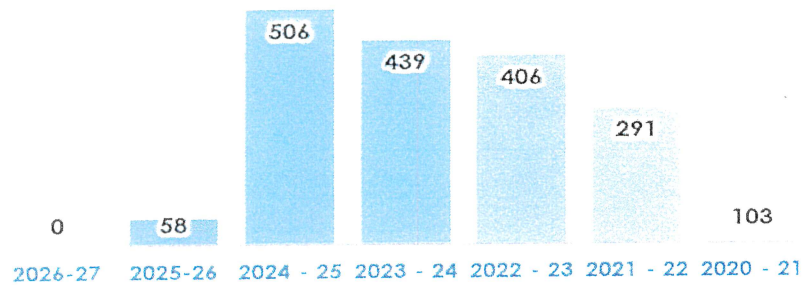
KMF
ARCHITECTS

2025.09.08

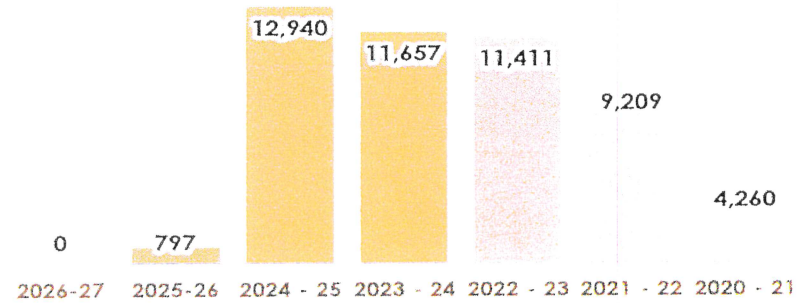


	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	FY 24-25 YTD	FY 23-24 YTD
PROGRAMS														
ADULT	21	13	13	13	17	17	19	18	16	15	15	17	194	166
JUVENILE	26	23	22	25	30	25	26	25	26	31	27	26	312	273
TOTAL	47	36	35	38	47	42	45	43	42	46	42	43	506	439
ATTENDANCE														
ADULT	231	96	219	113	345	308	290	307	599	429	233	276	3446	3759
JUVENILE	868	484	577	552	520	591	573	481	1891	869	1019	575	9000	7772
CIRC							136	346			12		494	126
TOTAL	1099	580	796	665	865	899	999	1134	2490	1298	1264	851	12940	11657

Programs



Program Attendance



CITY OF EUSTIS
CAPITAL PROJECT/EQUIPMENT REQUEST - FIVE YEAR CIP (>\$25,000)
FORM F-300

DEPT / FUND 010 - Sales Tax Fund

PROGRAM: 8600 - Projects

PROJECT NAME: Library Expansion
 PROJECT STATUS: New Project

ACCT1#:
 ACCT2#:
 ACCT3#:

PROJECT DESCRIPTION AND JUSTIFICATION:
 Expand the library on the south side to add additional 800sf for conference space and offices. This will be a \$2M multi-year project to be funded \$1M thru Sales Tax and \$1M thru library grants.

PROJECT ADDITIONS / CHANGES JUSTIFICATION
 New project

PURPOSE OF PROJECT:

☐ Extend life of existing infrastructure
☐ Replace existing infrastructure
☒ Expand infrastructure
☐ **Software as a Service agreement**

☐ Replace existing vehicles or equipment
☐ New vehicles or equipment
☐ Capital improvements
☐ Strategic plan /comp plan bonus

ESTIMATED COST BY YEAR:

	Current Year						5 YR
	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	TOTAL
Land Acquisition							-
Planning							-
Design							-
Architecture/Engineering							-
Site Development/Construction		1,000,000	1,000,000				2,000,000
Equipment, Vehicles, Etc							-
Contingency							-
Other							-
Project Additions/Changes							-
TOTAL	-	1,000,000	1,000,000	-	-	-	2,000,000

PRIORITY:		Timetable
☐ Risk	Safety concern, hazardous condition, compliance, non-functional, etc	First Year
☐ Return on Investment	Highly visible, benefit outweighs cost over short period, economic	1 - 3 Years out
☐ Service Level Maintenance	Maintains City desired level of service	2 - 5 Years out
☐ Service Level Improvement	New or improved service to meet demand	As Budget Allows

EFFECTS ON ANNUAL OPERATING BUDGET:

	Current Year						5 YR
	Year	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	TOTAL
Change - Fuel Costs	-	-	-	-	-	-	-
Change - Utility Costs	-	-	-	-	-	-	-
Change - Maintenance Costs	-	-	-	-	-	-	-

PROPOSED FUNDING SOURCE(S):

- 1) 010 - Sales Tax Fund
- 2)
- 3)

PROJECT OR EQUIP LOCATION:

POTENTIAL GRANT FUNDING SOURCE IF APPLICABLE: (List source and matching requirements)

50/50 match with County Library grants expected

PROJECT LEAD NAME & CONTACT INFO (ADDITIONAL PROJECT INFO AS NEEDED)

Rick Gierok - Utility / PW Director

From: [Clark, Alexis](#)
To: [Platt, Lindsay](#)
Cc: [Parrott, Tammy](#); [Dixon, Destiny](#); [Atkinson, Nova](#)
Subject: RE: Impact fee clarification
Date: Friday, April 24, 2026 12:17:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

You are welcome to share this with her.

Thanks!



ALEXIS CLARK
Assistant County Attorney

COUNTY ATTORNEY'S OFFICE

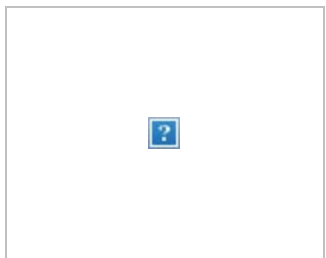
A 315 W. Main St., Ste. 335, Tavares, FL 32778
P 352-343-9787 | **F** 352-343-9646
E alexis.clark@lakecountyfl.gov | **W** www.lakecountyfl.gov

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From: Platt, Lindsay <lindsay.platt@mylakelibrary.org>
Sent: Friday, April 24, 2026 12:12 PM
To: Clark, Alexis <alexis.clark@lakecountyfl.gov>
Cc: Parrott, Tammy <tammy.parrott@mylakelibrary.org>; Dixon, Destiny <destiny.dixon@lakecountyfl.gov>; Atkinson, Nova <nova.atkinson@lakecountyfl.gov>
Subject: RE: Impact fee clarification

Thank you, Alexis. Would you like me to share any of this with Ann or do we wait for your official memo?



LINDSAY PLATT, MLIS
Associate Director

OFFICE OF LIBRARY SERVICES

A 418 W. Alfred St., Suite C, Tavares, FL 32778
P 352-253-6169 **C** 352-801-6728
E Lindsay.platt@mylakelibrary.org | **W** www.lakecountyfl.gov

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From: Clark, Alexis <alexis.clark@lakecountyfl.gov>
Sent: Friday, April 24, 2026 12:09 PM
To: Platt, Lindsay <lindsay.platt@mylakelibrary.org>
Cc: Parrott, Tammy <tammy.parrott@mylakelibrary.org>; Dixon, Destiny <destiny.dixon@lakecountyfl.gov>; Atkinson, Nova <nova.atkinson@lakecountyfl.gov>
Subject: RE: Impact fee clarification

Hi Lindsay,

It looks like you did and I missed it. The amount of funds requested is more than is eligible for impact fee funds. It appears that they used the total new square footage, rather than the added square footage, for their updated request.

I reviewed the math for the meeting room expansion:

1521 sq-ft (new total) – 808 sq-ft (existing) = **713 sq-ft (additional)**

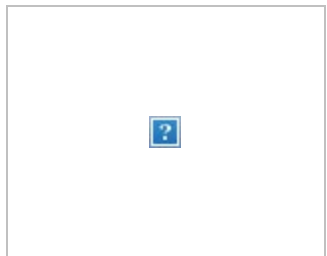
(713 sq-ft) x (\$221.51 / sq-ft) = **\$157,936.63**

Because renovations are not eligible for impact fee funding, only the additional square footage *added* to the meeting room by the renovation (713 sq-ft) is eligible for impact fee funds; not the total new square footage of 1521 sq-ft. This totals \$157,936.63. Similarly, because the changes in square footage to the restrooms and children's rooms are negligible, these are considered renovations and are not eligible for impact fee funds.

Based on this information, I can process their request, but the amount of funds awarded will be limited to \$157,936.63.

Please let me know if you have any questions.

Thanks,



ALEXIS CLARK
Assistant County Attorney

COUNTY ATTORNEY'S OFFICE

A 315 W. Main St., Ste. 335, Tavares, FL 32778
P 352-343-9787 | **F** 352-343-9646
E alexis.clark@lakecountyfl.gov | **W** www.lakecountyfl.gov

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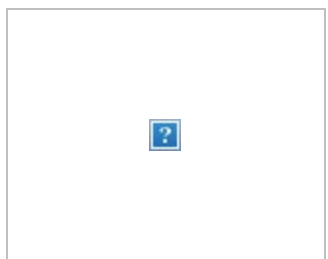
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From: Platt, Lindsay <lindsay.platt@mylakelibrary.org>
Sent: Friday, April 24, 2026 11:31 AM
To: Clark, Alexis <alexis.clark@lakecountyfl.gov>
Cc: Parrott, Tammy <tammy.parrott@mylakelibrary.org>; Dixon, Destiny <destiny.dixon@lakecountyfl.gov>
Subject: FW: Impact fee clarification

Hi Alexis,

Did I send this response from Ann concerning Eustis Impact Fee? I called her and asked her to provide the cost of the additional square footage of the community room. She believes the question is answered below. Please let me know if I am misunderstanding.

Lindsay



LINDSAY PLATT, MLIS

Associate Director

OFFICE OF LIBRARY SERVICES

A 418 W. Alfred St., Suite C, Tavares, FL 32778

P 352-253-6169 **C** 352-801-6728

E Lindsay.platt@mylakelibrary.org | **W** www.lakecountyfl.gov

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From: Ivey, Ann <iveya@Eustis.org>
Sent: Friday, April 10, 2026 12:01 PM
To: Platt, Lindsay <lindsay.platt@mylakelibrary.org>; Springer, Michael <michael.springer@mylakelibrary.org>
Cc: Janowicz, Keith <JanowiczK@eustis.org>
Subject: RE: Impact fee clarification

CAUTION: This email originated from outside of your organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Lindsay and Michael,

Responses in [blue below](#). I was overestimating before without having enough information at the application deadline. I waited until today so that I would have accurate numbers. I hope this clears everything up. Please do not hesitate to contact me with any questions or concerns. Thank you.

Ann

From: Platt, Lindsay <lindsay.platt@mylakelibrary.org>
Sent: Monday, March 30, 2026 1:06 PM
To: Ivey, Ann <iveya@Eustis.org>
Cc: Springer, Michael <michael.springer@mylakelibrary.org>
Subject: Impact fee clarification

Ann,

The county attorney is going over the impact fees. She noted a discrepancy between the square footage in your narrative notes. She notes four questions below. Will you please clarify so the attorney can move forward with her opinion:

First, the narrative states that the reconfiguration will double the community/meeting room from 850sq-ft to **1,732sq-ft**, however the plans provided in the application package only show an increase to **1521sq-ft**. Would you please seek clarification on the difference in numbers in the narrative vs the plans – which is correct?





CURRENT (784sqft)

PROPOSED (1521sqft)

The current square footage in the original diagram was not accurate. The current square footage in the narrative was over estimated. The current square footage is 808 sq-ft. We still plan to go to 1521 sq-ft which is 95.5% increase. I have attached a correct map of existing space for clarification.

Second, it appears that they are claiming reconfiguration of the public spaces account for ¾ of the project (“4,500 of the 5,300 sq-ft project”). However, when you add up the public and non-public areas on the plans, it looks like the non-public areas are going from 2870sq-ft to 2310 sq-ft **(-560sq-ft)** while the public areas are going from 1910sq-ft to 2700sq-ft **(+780sq-ft)** (the applications are not perfectly legible, so the math seems a bit off and has been rounded). It looks like it is roughly half.

Impact fees cannot be used for costs associated with the non-public areas of the project. Would you please have them provide the before and after square-footage for public vs non-public areas and what costs are attributable to each? It is not clear in the application.



We originally planned to double the community room space by adding on to the building creating new construction space. As was mentioned in the narrative, some existing infrastructure made the external addition to costly. The approved planned allowed for **the expansion** of space to the community room while reconfiguring adjacent spaces. **We are only seeking funding through impact fees for the cost of the expansion of the meeting room**

space.

Third, would you please ask where they sourced their construction costs from? Is this accurate for renovation/reconfiguration of existing space vs new construction? What does this cost include?

As of today we received the actual price estimate for the entire project prepared by our architect, Conklin Porter & Holmes utilizing the RS Means cost estimating program. The total cost with contingencies is \$1,221,176.45 and the gross square footage is 5513 square feet, thus price per square foot is \$221.51. This includes the entire project : equipment construction, materials, and finishes.

Finally, library impact fees cannot be used to address deficiencies (ie: “repair, replacement, or renovation,” see LCC-63 and Sec. 22-59(9)). If they are adding 780sq-ft at \$425/sq-ft, this is ~\$332k for the **new** square footage (+740 to Community Room; as well as +15 to Children’s Room and +30 to Restrooms – Note: there is not a significant increase in sq-ft for either the Children’s Room or Restrooms, sounds like a renovation rather than expansion). What portion of the project budget is attributable to the *expansion* of public areas vs. renovation of public areas or the reconfiguration/renovation of non-public areas?

With our most recent estimate, that would account for approximately 27.6% of the entire project. The meeting room cost is 27.6% of \$1,221,176.45 which equals \$337,044.58.

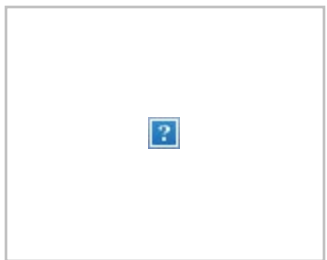
With this new estimate which was not available at the deadline of the application, **we are now requesting \$337,044.58 of impact fee dollars.**

Thank you

Ann Ivey
Library Director



Thank you,
Lindsay



LINDSAY PLATT, MLIS

Interim Director

OFFICE OF LIBRARY SERVICES

A 418 W. Alfred St., Suite C, Tavares, FL 32778

P 352-253-6169 **C** 352-801-6728

E Lindsay.platt@mylakelibrary.org | **W** www.lakecountyfl.gov

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