**Florida Department of State, Division of Library and Information Services**

**R.A. Gray Building, 500 South Bronough Street, Tallahassee, FL 32399-0250**

## PUBLIC LIBRARY CONSTRUCTION

## CLOSEOUT REPORT

**NAME OF LIBRARY**

**ADDRESS**

 **Number/Street City Zip Code**

**PROJECT NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROJECT NAME:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROJECT CONSTRUCTION DATES (month, day, year)**

**Started \_\_\_\_\_\_\_\_\_\_\_\_\_ Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TYPE OF PROJECT New Expansion Remodeling SIZE OF FACILITY \_\_\_\_\_\_\_\_sq. ft.**

|  |
| --- |
| **PROJECT EXPENDITURES (*by source*) PROJECT EXPENDITURES (*by type)*****Line 5 of Expenditures by Source must equal line 6 of Expenditures by Type.** |
| 1. **Local**
 | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 1. **Architectural Fees**
 | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. **State**
 | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 1. **Construction**
 | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. **Federal**
 | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 1. **Site**
 | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. **Other**
 | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 1. **Furniture and Equipment**
 | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  | 1. **Other**
 | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  |
| 1. **TOTAL**
 | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | 1. **TOTAL**
 | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  |

**NARRATIVE**

**Attach a narrative report for the project. Summarize the project in terms of its accomplishments, special features of building, problems encountered, comparison of the current facility and services with previous ones, etc. Identify benefits and/or programs which resulted from the project. Include photographs and other items of interest.**

I hereby certify that the construction project has been completed and all project funds have been expended.

**PROJECT MANAGER OR AUTHORIZED OFFICIAL**

**SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_**

**NAME AND TITLE (type or print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHIEF FINANCIAL OFFICER**

**SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_**

**NAME AND TITLE (type or print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**