

## ACTION ITEM SUMMARY

<b>DESCRIPTION</b>	Approval of New ELCNF Clay County Office Lease
<b>Reason for Recommended Action</b>	<p>Staff requests board approval to lease a new office space for the ELCNF Clay County Office. The new lease will begin on February 15, 2018 and end on January 31, 2019 with an option to renew for an additional 12 months.</p> <p>The space is 600 square feet with two large offices, half bath and storage area for supplies. The total rent is \$700 per month and includes internet and water. The office will house our Clay County Outreach Assistant, our Clay County Reading Pals resource room and library as well as provide a conference area for training.</p> <p>The current office our Outreach Assistant resides in cannot accommodate the expansion of programs and resources necessary to provide optimum quality outreach programs and services to Clay County.</p> <p><b><u>If this is not done, the following would occur:</u></b></p> <ul style="list-style-type: none"> <li>• The Coalition would need to find new comparable office space for Clay County staff and Reading Pal Volunteers and our Clay County Literacy Outreach programs could be less effective in delivering the quality and level of service expected and renowned for.</li> </ul>
<b>How the Action will be accomplished</b>	Approval of lease agreement listed above.