

## MEMORANDUM NO. M17-102

**TO:** Recreation Committee  
**FROM:** Dean R. Bostrom, Executive Director  
Craig Talsma, Deputy Director/Director of A&F  
Michael R. Kies, Director of Recreation & Facilities  
**RE:** Palatine Library Lease Agreement for space at WRC  
**DATE:** September 5, 2017

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### **Background**

The Park District and Palatine Library entered into a three year lease agreement in October of 2011 which was then renewed for an additional three years in October of 2014. The space that is currently being utilized by the Library is located at WRC in the lower level, which prior to 2011 was originally the Activity Room. The space consists of 1,248 square feet that the Library utilizes.

Since the inception of this agreement, both groups have seen positive results in the goals and objectives this partnership intended. Both parties have seen an increase in visits from individuals who wouldn't normally visit WRC or the Branch Library.

When meeting with the Library staff to renew the agreement, the feedback was very positive. They expressed their appreciation of the WRC staff and their attentiveness to the Library's requests during their day-to-day operations. They also praised the park board for approving this long standing agreement.

During this meeting, the Library staff requested that we enter into a one year agreement due to the fact that their current Executive Director was moving onto another job and five of the seven Library board member seats were changing over. Park District staff is happy with the current relationship, but requested that the Library consider a one year agreement with two one year renewal options. The Library staff was in favor of this proposal as they were going through this transitional period.

### **Implications**

Please see the attached agreement for specifications as it relates to the agreement. Other than the duration terms of the agreement, no additional changes were made.

### **Recommendation**

Staff recommends moving forward with the renewal of the lease for a period of one year commencing on the 1<sup>st</sup> day of October 2017 and ending on the 30<sup>th</sup> day of September 2018 with two one year renewal options for 2018/19 and 2019/20.