



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Library Board

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management  
Colleen Rortvedt, Library Director

DATE: 1/18/2022

RE: Action Item: Approve lease for Temporary Library

Over the past several months staff have spoken with various real estate professionals to identify a location to operate a temporary library during the construction of the existing library. We have negotiated a lease for the former Best Buy located at 2411 S. Kensington Drive and are requesting your approval.

The process consisted of identifying spaces that would provide a flexible open floor plan with enough square footage, be easily accessible including being on an existing bus route, have an existing fiber connection for computers and phones, adequate parking, require minimal modifications and be economical.

Staff narrowed our selection to three locations in which the Best Buy location was considered the most suitable and the most affordable. The lease is for 25,000 square feet. The monthly lease cost is \$12,500. In addition, we are responsible for electric, gas and snow removal. All maintenance is included in the base lease. This lease is approximately 50% of the cost of other sites visited.

Overall, the cost to operate the temporary library is less than the cost to operate the existing library due to the anticipated reductions you proposed in your budget in July and additional savings identified as the temporary library plans were more thoroughly developed so all lease expenses will be covered utilizing the 2022 library operations budget or carryover from 2021. The lease will go from 3/1/2022 to 8/31/2023.

Please feel free to contact Dean Gazza or Colleen Rortvedt with any questions.