



DOWNTOWN • 610 Quincy St. Rapid City, SD 57701 • (605) 394-6139 or (605) 394-4171
NORTH • 10 Van Buren St. Rapid City, SD 57701 • (605) 716-4098

Date: August 8, 2016
To: RCPL Board of Trustees
From: Maryanne Rohrer, Policy Committee Chair
Re: Lease Agreement

Date: July 29, 2016
To: Maryanne Rohrer, Policy Committee Chair
From: Jim McShane, Library Director
Re: Lease Agreement

Motion: Move to approve the lease agreement with Pitney Bowes for a 5 year term of \$135.53 per month.

Background: The current lease agreement with Pitney Bowes for our postage machine has expired. The equipment is over 5 years old and will need to be replaced with a new machine. The proposed lease agreement is a standard 5 year agreement (2016-2021), at an annual cost of \$1,662. The annual amount is \$125 more than the previous agreement.