



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: November 14, 2016  
To: RCPL Board of Trustees  
From: Maryanne Rohrer, Policy Committee Chair  
Re: Lease Agreement

Date: November 14, 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 \$131.92 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 \$1,583.04.

A lease agreement came forward to the Library Board at the August 2016 Board meeting. However, the updated agreement has a new and smaller annual amount.