

## **DRAFT**

### **AGREEMENT FOR AN ADDITIONAL 2-DAY PER WEEK DELIVERY SERVICE TO CCLS PROVIDED BY THE DAUPHIN COUNTY LIBRARY SYSTEM—2005-2009**

**February 22, 2005**

**DCLS Responsibilities:** DCLS will initially pay for and provide a driver, vehicle insurance, and gas and maintenance costs for the 5-day per week delivery of all CCLS library materials needing to be delivered between and among the eight libraries in Cumberland County, as well as the CCLS Central Processing building in Carlisle.

**CCLS Responsibilities:** CCLS will reimburse DCLS quarterly, with the first payment due by April 15, 2005, for the costs for providing 2 out of the 5-day per week delivery service of all CCLS library materials throughout Cumberland County and including materials delivered to and from the East Shore Area Library in Dauphin County. This reimbursement is to include payment for the actual monies paid out by DCLS for 2-days per week of driver wages and benefits, vehicle insurance, gas, maintenance, as well as 1/5 of the vehicle amortization costs based on the total price paid by DCLS for purchasing and outfitting the new cube-style van. Forty percent of the monies realized by DCLS through either trade-in value or sale of the existing van will be credited to the CCLS account. (This amount reflects the 2 out of 5 days of delivery service that CCLS is paying for.)

**Assessment/Adjustments:** This is a 5-year agreement. During that time period, a new cube-style van will be purchased by DCLS with an estimated cost of \$35,000. Once the vehicle has been purchased and outfitted accordingly, all parties will reassess the bottom-line costs and re-adjust the actual annual amount payable to DCLS by CCLS, as needed, including any credit due CCLS through resale or trade-in value of the cube van currently in use. (See paragraph above.)

**DRAFT**

CCLS/DCLS Delivery Agreement 2005-2009  
Estimated Costs

**ANNUAL COSTS**

Personnel (current staff for CCLS delivery run)	\$22,700
Vehicle (1/5 amortization costs)	7,000
Insurance	1,500
Maintenance	2,600
Gas	<u>3,600</u>
Total	\$37,400

$\$37,400 / 5 \text{ days per week} = \$7,480 \text{ per day}$

$\$7,480 \times 2 \text{ days/week} = \$14,960 \text{ per year}$  for an additional 2 days of delivery in Cumberland County payable annually to DCLS in the following schedule of quarterly installments\*:

April 15, 2005	\$3,740
July 15, 2005	3,740
October 15, 2005	3,740
January 15, 2006*	<u>3,740</u>
Total	\$14,960

\*This installment will be assessed and adjusted as needed reflect the actual costs of insurance, staff, and gasoline for the previous calendar year.

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SERVICE TO CCLS PROVIDED BY THE DAUPHIN COUNTY  
LIBRARY SYSTEM—2005-2009**

The undersigned parties endorse this agreement and agree to abide by the responsibilities stated therein.

Signatures:

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CCLS Director Date

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DCLS Director Date

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District Services Coordinator Date