

**DELIVERY SERVICE AGREEMENT
SOUTH CENTRAL LIBRARY SYSTEM
AND
NORTHEASTERN, SOUTHEASTERN & SOUTHWESTERN WISCONSIN LIBRARY AGENCIES**

South Central Library System (hereafter referred to as SCLS) agrees to provide van delivery service linking:

Arrowhead Library System	Outagamie-Waupaca Library System
Eastern Shores Library System	Reference and Loan Library
Kenosha County Library System	Southwest Wisconsin Library System
Lakeshores Library System	UW-Green Bay/Cofrin Library
Manitowoc-Calumet Library System	UW-Oshkosh/Polk Library
Mid-Wisconsin Federated Library System	Waukesha County Federated Library System
Milwaukee County Federated Library System	WILS
Milwaukee Public Library	Winnefox Library System
Nicolet Federated Library System	

(hereafter referred to as agencies) on a 3 day-a-week basis for the sum of \$73,168 during 1994. This service is contingent upon the participation of all listed agencies in the project.

The delivery service will be provided in accordance with the attached schedule, which may be altered as required by mutual agreement of the parties involved. (Please see Attachment 1).

In the event that a scheduled day of service cannot be provided due to a holiday or inclement weather, delivery service will not be provided for that day. Delivery service will resume the next scheduled day.

Delivery service to be provided by SCLS to the participating agencies will include the following elements:

- primary delivery vehicle and back-up delivery vehicles
- delivery containers to protect library materials
- standardized intersystem routing labels
- rubber stamps with system name to reduce sorting errors
- en route sorting of materials by the driver
- post-route sorting/distribution/next route pack-up of materials by SCLS sorting staff
- timely follow-up on delivery/sorting problems
- monthly search list for lost/missing route materials
- business service bond insurance coverage for SCLS drivers on your premises
- cargo insurance

Costs to participating agencies will be divided equally. However, according to established practice, the northeastern Wisconsin public library systems will share their cost based upon their regional population. The total population for the northeastern public library systems will be based upon the public library system populations determined by the Bureau for Library Development and issued in the most current Wisconsin Department of Public Instruction bulletin, Wisconsin Library Service Record. Each northeastern Wisconsin public library system will be charged costs equal to their percentage of their regional population. Each participant's share as computed appears on the attached 1994 annual schedule. (Please see Attachment 2).

Participating agencies will be notified by SCLS of price changes for any subsequent year no later than July 1 of the current year. Payment to SCLS shall be made by participating agencies twice a year. Half the annual amount shall be due in January and the balance in July. Payment is required within 30 days of the receipt of an invoice from SCLS. Invoices will be sent out in June and December.

The term of this contract shall be from January 1, 1994 through December 31, 1994.

This contract will be renewed automatically each year at the price determined by SCLS, but may be altered at any time by mutual agreement of the parties involved. Any participating agency may terminate participation in this contract at the end of any contract year by providing SCLS with no less than 120 days notice of such termination.

Winnefox Library System

10/19/93
Date

South Central Library System

10/18/93
Date

Attachment 1

**SOUTH CENTRAL LIBRARY SYSTEM
EASTERN & SOUTHERN WISCONSIN DELIVERY SERVICE
ROUTE SCHEDULE**

**Southeastern Wisconsin Delivery Service
Monday/Wednesday/Friday**

Waukesha County	8:00
Milwaukee County	8:35
Lakeshores	9:25
Kenosha County	10:00
Arrowhead	11:30
Reference & Loan	12:10
South Central	12:35

**Southwestern Wisconsin Delivery Service
Monday/Wednesday/Friday**

Southwest Wisconsin	3:30
South Central	5:00

**Northeastern Wisconsin Delivery Service
Tuesday/Thursday/Saturday**

Milwaukee County	7:25
Eastern Shores	8:30
Manitowoc-Calumet	9:15
UW-Green Bay /Cofrin Library	10:00
Nicolet	10:20
Outagamie-Waupaca	11:10
UW-Oshkosh/Polk Library	11:40
Winnefox	11:55
Mid-Wisconsin	12:20
Reference & Loan	1:55
South Central	2:10

Please Note:

1. The route schedule times represent the approximate time that the SCLS driver will arrive. The actual time may vary considerably due to road conditions, driver breaks, and extra stops.
2. Reference and Loan Library, South Central Library System and WILS materials are picked up at the end of the previous working day. Materials for return to WILS are delivered on the following morning at 11:00 a.m.

Effective: January 3, 1994

Attachment 2

**Eastern & Southern Wisconsin Delivery Service Participants
Annual Payment Schedule
1994**

Agency

Arrowhead	\$4,304
Kenosha County	4,304
Lakeshores	4,304
Milwaukee County	4,304
Milwaukee Public Library	4,304
Reference & Loan Library	4,304
Southwest Wisconsin	4,304
UW-Green Bay/Cofrin Library	4,304
UW-Oshkosh/Forrest R. Polk Library	4,304
Waukesha County	4,304
WILS	4,304

Northeastern Wisconsin Public Library Systems

These participants divide their \$25,824 share (\$4,304 x 6) among themselves based upon each system's percentage of their combined population.

	Population*	% of Total Population	Cost
Eastern Shores Library System	179,476	12.91% of \$25,824	\$3,334
Manitowoc-Calumet Library System	106,679	7.67% of \$25,824	1,981
Mid-Wisconsin Federated Library System	348,440	25.07% of \$25,824	6,474
Nicolet Federated Library System	362,467	26.08% of \$25,824	6,735
Outagamie-Waupaca Library System	199,379	14.34% of \$25,824	3,703
Winnefox Library System	<u>193,675</u>	<u>13.93% of \$25,824</u>	<u>3,597</u>
	1,390,116	100.00% of \$25,824	\$25,824

TOTAL

\$73,168

Please note: \$4,304 is the equal share of the Eastern & Southern Wisconsin Delivery Service cost divided among the 17 current participants (\$73,168/17).

*Source: 1992/Wisconsin Library Service Record. Wisconsin Department of Public Instruction. Bureau for Library Development. Bulletin No. 94035. August, 1993.