

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: March 6, 2014**

SUBJECT: Library Materials Collection Practice

SUBMITTING DEPARTMENT: Library

PREPARED BY: Stuart Jean Mattson & Casey Van Haren

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: (a) Information from the vendor Unique Management.

SUMMARY/BACKGROUND: Like other public libraries, the Prescott Valley Library experiences significant losses of material never returned by patrons. Under its statutory authority [ARS §9-416(1)] the Library Board of Directors has adopted policies authorizing legal action in cases where the losses are substantial. And, in 1996 the Town Council exercised its option under ARS §9-419(a) to adopt Town Code §10-01-160 which makes it a misdemeanor not to return borrowed library materials.

To increase its options for recovering unreturned items, Library staff is proposing that the Library enter into an agreement with Unique Management, a library-orientated collection company used throughout the United States and abroad. For many years, the Prescott and Cottonwood public libraries have used this company (as have eight Valley libraries and 1500 nationwide libraries). Currently, the Prescott Valley Public Library experiences an annual loss of approximately \$40,000 (70% representing the value of materials and the rest being uncollected fines). It is believed that using this service could result in return of approximately 65% of those materials. However, this does represent an escalation in collection efforts by the Library Board and staff and there is a desire to obtain input from the Town Council prior to entering into such an agreement.

OPTIONS ANALYSIS: For discussion only

ACTION OPTION: For discussion only

RECOMMENDATION: For discussion only

FISCAL ANALYSIS: This collection service is designed to be “revenue neutral”. Patrons with unreturned materials are charged a fee of \$15.00, along with the cost of the unreturned item(s). Unique Management receives \$8.99 per account. The company offers a 90-day free trial period for this service.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____