

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: March 27, 2014**

SUBJECT: Library Materials Collection

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: Agreement Material Recovery System with Unique Management.

SUMMARY/BACKGROUND: Historically Prescott Valley Public Library has accrued losses of material never returned from patrons. Unique Management is a library orientated collection company used throughout the United States and abroad. For many years Prescott Public Library and Cottonwood Public Library have used Unique Management. Also, eight valley libraries and 1500 nationwide libraries use this company. Currently Prescott Valley Public Library has approximately \$40,000 in materials never returned. Of that figure, 70% is actual material (not just accrued fines).

OPTIONS ANALYSIS: Council may approve the contract with Unique Management, direct staff to delay approval of contract with Unique Management, **OR** decline approval.

ACTION OPTION: Motion to approve a contract with Unique Management to collect the cost of unreturned Prescott Valley Public Library materials. **VOTE.**

RECOMMENDATION: Library staff recommends approval of a contract with Unique Management to assist in collecting the cost of unreturned materials borrowed from the Prescott Valley Public Library.

FISCAL ANALYSIS: This service is considered "revenue neutral". The patron with unreturned material is charged a fee of \$15.00, along with the cost of the unreturned material. Unique Management receives \$8.99 per account. Unique Management reports that the return of the actual materials is approximately 65%. There is 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 _____