



DOWNTOWN LIBRARY
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.4171

NORTH PARTNER LIBRARY
10 VAN BUREN ST. | RAPID CITY, SD 57701 | 605.716.4098

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Date: October 8, 2018
To: RCPL Board of Trustees
From: Pat Jones, Policy Committee Chair
Re: Collection services contract

Date: October 2, 2018
To: Pat Jones, Policy Committee Chair
From: Sean Minkel, Assistant Director
Re: Collection services contract

Motion: Approve the contract with Unique Management Services, Inc. (UMS) for collection services.

Background: At the July 2018 meeting, the Board approved use of a collection agency to recover outstanding library materials or the costs for their replacement. A Request for Proposals (RFP) was advertised in August, and two proposals were received. In September, the library board approved the proposal submitted by UMS.

Because the cumulative cost of this contract over several years could amount to more than \$25,000, the Board's approval is required.

The UMS contract has been reviewed and modified by library staff and the city attorney's office to meet the requirements of the city and library. If approved, the first accounts will start to be submitted for collection in November 2018.