



DOWNTOWN LIBRARY
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.6139

RAPIDCITYLIBRARY.ORG



Date: February 12, 2024
To: Rapid City Public Library Board of Trustees
From: Sean Minkel, Assistant Library Director
Re: Unique Management Services, Inc. contract

Motion: Move to approve the contract with Unique Management Services, Inc. (UMS) for collection services as presented

Motion: Move to increase the collection admin fee to \$11 in the Lending & Fees Policy.

Background: The contract with UMS has been in place since 2018 when the library first began submitting accounts owing more than \$50 in lost materials to a collection agency. Since that time, 2,218 accounts have been submitted to UMS and 40.2% of lost materials have been returned.

This contract would extend services with UMS through March 1, 2025 with an automatic annual renewal for up to three years after that. UMS has also increased their charge from \$8.95 to \$10.30 per account submitted. By charging patrons \$11 instead of \$10, the cost of the collection agency and some of the staff time spent addressing lost materials on these accounts is covered.