



City of Arts & Innovation

City Council Memorandum

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TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JULY 18, 2023

FROM: RIVERSIDE PUBLIC LIBRARY WARDS: ALL

SUBJECT: COLLECTION SERVICES AGREEMENT WITH UNIQUE MANAGEMENT SERVICES INC., FOR COLLECTION OF LOST AND DAMAGED LIBRARY MATERIALS IN AN AMOUNT TO EXCEED \$10,000 ANNUALLY

ISSUE:

Approve an agreement for collection services with Unique Management Services, Inc., from Jeffersonville, Indiana, to provide collection services for the collection of lost and damaged library materials in an amount not to exceed \$10,000 annually for a term ending June 30, 2028.

RECOMMENDATIONS:

1. Approve the agreement for collection services with Unique Management Services Inc., for the collection of library materials in an amount not to exceed \$10,000 annually; and
2. Authorize the City Manager, or designee, to execute the agreement for collection services with Unique Management Services, Inc., including making minor and non-substantive changes.

BACKGROUND:

On January 17, 2023, the City Council approved the removal of fines for overdue materials for library cardholders. Although the library eliminated all overdue fines, library users are still responsible for the cost associated with the replacement of lost or damaged books and other materials they check out.

Riverside Public Library collects fines and fees at each of the eight library locations via cash or credit card transactions per the fee schedule adopted by the City Council on June 21, 2022. Library customers are allowed to maintain a balance under \$5 and still check out materials. If a customer's balance exceeds \$5, privileges to checkout material and to use library computers are blocked. Customer accounts that have over \$50 in associated fines and fees are sent to collections via Unique Management Services Inc., for collection.

DISCUSSION:

On November 28, 2018, the City of Riverside entered into an agreement with Unique Management Services Inc., for collection services through June 30, 2023, to provide collection services for customers with overdue fines exceeding \$50 at the rate of \$8.95 per account are sent to collections. Now that Riverside Public Library is “fine free” the current agreement has been cancelled as the Scope of Work has changed.

A new agreement (attached) is required to now focus on collection of lost and damaged library materials. There is no change in the fee structure for services provided by Unique Management Services.

Per Purchasing Resolution 23914, Section 702 (d) which states that, “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: ...(d) When the Procurement can only be obtained timely from a single source and the Manager is satisfied that the best price, terms and conditions for the Procurement thereof have been negotiated”.

The Purchasing Manager concurs with these recommendations in accordance with Purchasing Resolution 23914, Section 702 (d).

STRATEGIC PLAN ALIGNMENT:

This item contributes **Strategic Priority No. 1 Arts, Culture & Recreation** – to provide diverse community experiences and personal enrichment opportunities for people of all ages and **Goal No. 1.1** to - strengthen Riverside’s portfolio of arts, culture, recreation, senior and lifelong learning programs and amenities through expanded community partnerships, shared use opportunities and fund development.

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** - This item aligns with Community Trust by ongoing efforts in supporting community participation and engagement for all members of the community.
2. **Equity** - This item aligns with Equity by guaranteeing that all library customers can check out library materials.
3. **Fiscal Responsibility** - This item aligns with Fiscal Responsibility by identifying costs that will be absorbed by the general fund.
4. **Innovation** - This item aligns with Innovation as the City of Riverside will be following the best practice of materials recovery.
5. **Sustainability & Resiliency** - This item aligns with Sustainability & Resiliency by giving staff more time to focus on library programs rather than transaction-based experiences.

FISCAL IMPACT:

The total fiscal impact of this item is not to exceed \$10,000 annually with a cumulative impact of \$50,000 through June 30, 2028. The anticipated increase in revenue in fines from the recovery of

finances for lost and damaged materials is approximately \$10,000 per year for a total of \$50,000 through June 30, 2028. Funding for this expense is included in the Library budget in General Fund, Library-Neighborhood Services, Professional Services Account No. 5135000-421000.

Prepared by: Erin Christmas, Library Director
Certified as to
availability of funds: Edward Enriquez, Assistant City Manager/Treasurer
Approved by: Kris Martinez, Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney

Attachment: Agreement