

# Accounts Receivable

Approved by: Library Board

Approved Date: July 15, 2009

Reviewed Date: April 5, 2017

Review Schedule: Every 5 Years

Next Review Date: 2022

In order to be an effective steward of limited public resources, the Ramsey County Library will take all appropriate and cost effective actions to aggressively collect accounts receivable and ensure firm, fair and consistent collection steps. The Library is responsible for managing accounts receivable and collecting debts owed to it. Accordingly, the Library will:

- Manage its own accounts receivable;
- Develop and maintain systems that are adequate to properly account for and report its receivables;
- Develop a receivables management plan;

Customers owing \$25 or more in fines and fees will be considered for Ramsey County Library's debt collection process.

The Ramsey County Library will:

1. Maintain an accurate record of each debt;
2. Provide accurate and timely debtor statements;
3. Report relevant receivable information to the Library and County management;
4. Obtain timely payment of debts owed;
5. Write off uncollectible debts.

The Library utilizes an integrated library system (ILS) to manage its customer accounts. Accounts reaching collection status are tracked separately.