

BEFORE THE BOARD OF TRUSTEES  
Of Yakima Valley Libraries

In the Matter of Uncollectible Debt

RESOLUTION  
#25-004

WHEREAS, the Yakima Valley Libraries' Board of Trustees adopt and set policy and establish all fines and fees;


WHEREAS, Yakima Valley Libraries' Resolution #14-002 established the policy and process for Uncollectible Debt;

THEREFORE, BE IT HEREBY RESOLVED by the Board of Trustees for Yakima Valley Libraries to authorize the Uncollectible Debt Policy for the amount of \$1,401.72 as written in Attachment A.

ADOPTED by the Board of Trustees this 27<sup>th</sup> day of January, 2025.

  
Trustee

  
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# YAKIMA VALLEY LIBRARIES

## Uncollectible Debt Policy

### PURPOSE

To delineate criteria for write-off and management of uncollectible debt.

### BACKGROUND

Yakima Valley Libraries follows the guidelines for financial reporting under the Budgeting, Accounting, and Reporting System (BARS) for Libraries published by the Washington State Auditor's Office. Under this system, Yakima Valley Libraries reports its financial transactions on a cash basis. Within the financial reporting system, there is no mechanism to record accruals either receivable to payable. However, the integrated library system database does allow for recording of fines, fees, lost materials, and other collection-related debt with regard to Library assets. This information can be forwarded to a collection agency as outlined in library policy and procedure. There is a limit on the length of time that debt can be collected. The purpose of this policy is to establish a policy to allow disposition of uncollectible debt.

### POLICY

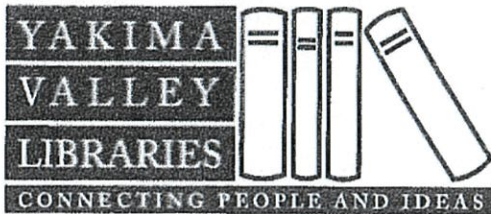
An account will be considered uncollectible when one or more of the following criteria have been met:

- At least six years have elapsed since the debt was incurred;
- Debt has been discharged through bankruptcy or death of debtor;
- All reasonable and appropriate collection efforts are not in the best economic interest of the Library District;
- A minor's account is in question - each case will be reviewed individually;
- No reasonable expectation of payment can be expected.

### PROCESS and AUTHORIZATION

- Write-off of individual debt of \$1,000 or more must be approved by the Library Board;
- The Board of Trustees authorize the Director to make arrangements to write-off uncollectible accounts of less than \$1,000.
- The Board of Trustees authorize the Director establish ongoing process to manage uncollectible debt.

Adopted: September 26, 2016



Date: 01/02/2025

To: Candelaria Mendoza

From: John Slaughter

Subject: Uncollectible Debt – Patron – Tia F. Allen

During a project to write-off uncollectible fines, over 6 years, from the Polaris database it was discovered that Patron Tia F. Allen has fines totaling \$1,401.72. These fines consist of replacement costs for DVDs, CDs, and Books checked out and not returned. The fines cover the period from December 22, 2018 through December 24, 2018. These fines will be due for write-off December 31, 2024.

Policy (Board Resolution #14-002)

*An Account will be considered uncollectible when one of more of the following criteria have been met;*

- *At least six years have elapsed since the debt was incurred;*
- *Debt has been discharged through bankruptcy or death of debtor;*
- *All reasonable and appropriate collections efforts have been exhausted;*
- *The Library determines that further collection efforts are not in the best economic interest of the Library District;*
- *A minor's account is in question – each case will be reviewed individually;*
- *No reasonable expectation of payment can be expected.*

Although these uncollectible debts will be over 6 years old and uncollectible at the end of December 2024, further collection efforts are not in the best economic interest of the District and no reasonable expectation of payment can be expected.

Therefore, it is my recommendation these fines be approved by you and the Board to be waived as part of the project to write-off uncollectible debt in the Polaris database.

John E. Slaughter  
Business Services Director