



# Peterborough Public Library

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**To:** Peterborough Public Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** October 8, 2019

**Subject:** Report PPL19-042  
Library Write-offs

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## Purpose

A report to inform the Library Board of the status of Library write-off accounts.

## Recommendation

That the Library Board approve the recommendation outlined in Report PPL19-042 dated October 8, 2019 of the Library CEO, as follows:

That the Board approve the write-off amount of \$6,347.79.

## Budget and Financial Implications

If approved, there would be lost revenue of \$6,347.79. These funds have not been outstanding since 2015 and are unlikely to be recoverable.

## Background

On January 30, 2015, 58 Library patron accounts were sent to the City's Financial Services department. These accounts all owed fines and fees in excess of \$50 and

were long overdue for payment (one year or more). As Library staff had been unsuccessful in securing repayment, the City was asked to assist with the follow-up. This ultimately resulted in the accounts being sent to an external 3<sup>rd</sup> party collection agency.

From the original 58 accounts \$15,054.33 was owed, plus \$1,957.04 in collection agency fees, for a total of \$17,011.37.

As of January 30, 2019, 22 accounts remain outstanding despite continued efforts by Library staff, the City, and the collection agency. The remaining balance owing is \$5,581.07, plus \$912.76 in collection agency fees, for a total of \$6,347.79

Any continued attempts to recuperate these fines outweigh the benefit of doing so. Per our procedures (Appendix A), the Library Board is asked to approve the write-off amount.

Submitted by,

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Library CEO

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Attachments  
Appendix A – Library Write-off procedure (excerpt)

**Appendix A – Library Write-Off procedure (excerpt)**

An account will be identified as non-collectable if it has been listed with a 3rd party collection agency for a minimum of 9 consecutive months without any payment activity, or it has been determined that the administrative cost to the Corporation to collect the debt exceeds the value of the debt.

The (Senior Collections Clerk) SCC will prepare a recommendation, twice annually, for the Library Manager indicating the accounts deemed uncollectable. This report will give a detailed outline of the collection activity and a breakdown of the operating accounts affected by the write off.

If the Library Manager approves the write off, the Library Manager will seek approval from the Library Board.

If the Library Board approves the write off, the SCC will provide the information to the Library Manager to complete the write off.

The operating account information will be tracked in the Collection Database. If the original account number is no longer valid, the Library will need to provide an alternate number.

The account may still be listed with the 3rd party collection agency and if payment is received the account information will be re-instated in the Library Receivables.