

LIBRARY PROCEDURE

JOB TITLE: LIBRARY ASSOCIATE
JOB DESCRIPTION WORKSHEET

TASK: UNCOLLECTABLE DEBT WRITE OFF

MATERIALS/REPORT(S) REQUIRED: WORKFLOWS REPORTS: WAIVE SELECTED BILLS REPORT; REMOVE USERS REPORT

SUBMITTED TO:

DUE DATE: AUTOMATED, MONTHLY

DESCRIPTION OF TASK:

Automatically remove Columbia Heights Library patron bills older than six years, which are no longer collectable, per Minnesota statute 541.053: Limitation of actions based on consumer debt. Automatically remove expired user accounts that were previously not removed due to unpaid bills.

Columbia Heights bills 72 months or older are purged on the 1st day of each month with the Waive Selected Bills report in Workflows. Bills are purged with the payment code, WRITE-OFF.

A second Workflows report, Remove Bills with User Selections, runs on the 2nd day of each month to remove any bills not removed by the Waive Selected Bills report. Bills requiring the additional report may, for example, include bills for items that no longer have Item IDs.

Workflows' Remove Users report runs automatically on the 5th day of each month. Expired patron accounts with bills removed on the first or second of the month are removed. Accounts without bills are automatically removed four years after their expiration; this report ensures expired accounts that are newly bill-free are also removed.

Data from each report can be viewed in Workflows COHTSD in the Reports tab using the Finished Reports Wizard. Click the Fixed Format Manager icon with the lightning bolt and envelope. Find the Waive Selected Bills in the list of reports and click View. Save the spreadsheet for each month's Waive Selected Bills report in Library-Documents→Deposit →Current Year→Patron Debt Write Off. Do the same for the Remove Bills with User Selections report. Reports for Remove Users do not need to be saved.

Reports are managed by Anoka County Library's Systems Administrator, Jason Smalley, Jason.smalley@anokacountymn.gov. Requests to modify reports should be sent to Jason, or Anoka County Library's System Administrator.

(7/29/2025)