

INTRA-EVERGREEN INDIANA PAYMENT PROGRAM

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Indiana State Library



FRONTLINE NEWS

- Frontline staff may accept payments for fines and fees on behalf of all Evergreen members.
- Cash, check or credit card payments are all eligible forms of payment.
- Daily reconciliation reports break out who the monies belong to, so frontline staff don't have to figure it out on the fly.

















FINDING THE REPORTS















Welcome to Evergreen










Circulation and Patrons

-  **Check Out Items** 
(Retrieve Patron By Barcode)
-  **Check In Items** 
-  **Register Patron(s)** 
-  **Search For Patron By Name** 
-  **Pull List for Hold Requests** 
-  **Locate Address in Map** 
-  **Notices** 

Item Search and Cataloging

-
-  **Advanced Search** 
 -  **Item Status / Display** 
 -  **MARC Batch Import / Export** 
 -  **z39.50 Import** 
 -  **Copy Buckets** 
 -  **Record Buckets** 

Administration

-  **Get Help with Evergreen**
-  **Reports** 
-  **Edit Receipt Templates** 
-  **Evergreen Member Directory** 
-  **Payment Reconciliation Reports** 

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DAILY RECONCILIATIONS



Evergreen Indiana Payment Reconciliation System

[Invoices](#) [Payments](#)

Most Recent

[2013-10-12-daily.html \(.csv\)](#)

Next Most Recent

[2013-10-09-daily.html \(.csv\)](#)

[2013-10-08-daily.html \(.csv\)](#)

[2013-10-05-daily.html \(.csv\)](#)

[2013-10-04-daily.html \(.csv\)](#)

[2013-10-03-daily.html \(.csv\)](#)

[2013-09-30-daily.html \(.csv\)](#)

[2013-09-28-daily.html \(.csv\)](#)

[2013-09-27-daily.html \(.csv\)](#)

[2013-09-24-daily.html \(.csv\)](#)

[2013-09-23-catchup-september.html \(.csv\)](#)

[2013-08-31-correction-august.html \(.csv\)](#)

[2013-07-31-correction-july.html \(.csv\)](#)



DAILY DETAILS

Payment ID	Payment Type	Payment Amount	Payment Workstation	Payment Library	Billing Library	Billing Type	Item Barcode	Patron Barcode	Billing Note	Payment Note
123456	Cash	\$0.50	ISLI-Circ1	ISLI	AMPLA	Overdue Materials	12312312312312	98798798798712		
654321	Check	\$14.99	ISLI-Circ1	ISLI	TTPLT	Lost Materials	12312312312313	98798798798721		Patron reported lost/paid-AG/ISLI
456789	Credit Card	\$56.49	ISLI-Circ1	ISLI	HMMPL	Damaged Materials	12312312312314	98798798798732		
987654	Cash	\$10.00	ISLI-Circ1	ISLI	JCPLS	Lost Materials Processing Fee	12312312312315	98798798798754		
159847	Check	\$24.89	ISLI-Circ1	ISLI	JNPLJ	Lost Materials Processing Fee	12312312312316	98798798798765	SYSTEM-GENERATED	
951263	Credit Card	\$10.00	ISLI-Circ1	ISLI	BTPLB	Damaged Materials Processing Fee	12312312312317	98798798798787		
159623	Cash	\$0.75	ISLI-Circ1	ISLI	LBPLL	Overdue Materials	12312312312318	98798798798798		

Date	Total
10-16-2013	\$117.62



EVERGREEN INDIANA PASS- THROUGH FUND

- Fund established in 2011 or when library joined Evergreen Indiana (*EIMA* pgs 10-11)
- Monies appearing on the daily reconciliation should be deposited/accounted for using the Evergreen Indiana Pass-Through Fund.



GETTING THE MONEY HOME

- Quarterly, the Indiana State Library will generate a set of invoices for each member library reflecting the monies owed to and from your library.
- The ISL functions as a clearinghouse to minimize the number of payments issued.



INVOICES & PAYMENTS



Evergreen Indiana Payment Reconciliation System

[Invoices](#)

[Payments](#)

Most Recent

[2013-10-12-daily.html \(.csv\)](#)



INVOICES



Evergreen Indiana Payment Reconciliation System

Quarterly Reports

Most Recent

[2013Q3-invoice.pdf](#)



Evergreen Indiana Patron Payment Reconciliation

Bill to:

YOUR LIBRARY
123 NORTH MAIN STREET
ANYTOWN, IN 46204

Remit to:

INDIANA STATE LIBRARY
BUSINESS OFFICE, MARTHA JANE RINGEL
315 WEST OHIO STREET
INDIANAPOLIS, IN 46202

Description	Amount
Lost / damaged fees collected on behalf of other Evergreen Indiana Libraries between 07/01/2013–09/30/2013	\$59.98
Other fines and fees collected on behalf of other Evergreen Indiana Libraries between 07/01/2013–09/30/2013	\$36.00
Total Amount Due	\$95.98

Payment due in full within 30 days of receipt

Make checks payable to the Indiana State Library.

If you have any questions concerning this invoice, please contact Evergreen Indiana Coordinator Anna Goben at (317) 234-6624 or by email at agoben@library.in.gov.



PAYMENTS



Evergreen Indiana Payment Reconciliation System

Quarterly Reports

Most Recent

[2013Q3-payment.pdf](#)



Evergreen Indiana Patron Payment Reconciliation

Bill to:

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 BUSINESS OFFICE, MARTHA JANE RINGEL
 315 WEST OHIO STREET
 INDIANAPOLIS, IN 46202

Remit to:

YOUR LIBRARY
 123 NORTH MAIN STREET
 ANYTOWN, IN 46204

Description	Amount
Lost / damaged fees collected on behalf of other Evergreen Indiana Libraries between 07/01/2013–09/30/2013	\$76.21
Other fines and fees collected on behalf of other Evergreen Indiana Libraries between 07/01/2013–09/30/2013	\$83.25
Total Amount Due	\$159.46

Payment due in full within 30 days of receipt

Make checks payable to the Your Library.

If you have any questions concerning this invoice, please contact Evergreen Indiana Coordinator Anna Goben at (317) 234-6624 or by email at agoben@library.in.gov.



NEW POLICY

- On October 8, 2013, the Executive Committee voted to approve a change to the assignment of circulation fees:
 - “On issuance of the 45-day notice or declaration of loss or damage, the associated circulation fees are reassigned to the owning library.”
- Bundled transactions result in simplified reports



QUESTIONS?

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