

Spring 2013 Evergreen Indiana Circulation Roundtable

Billing and Payment in Evergreen Indiana

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Evergreen Billing and Payments

- Owning vs. Checkout/Renew library
- Tour of the Billing Screen
- Accepting payments
- Payment Pilot

Owning vs. Checkout/Renew Library

- Owning libraries are the libraries that own the item. Owning libraries may:
 - Mark the item lost, damaged or claims returned in the system.
 - Collect or forgive lost and damaged fees.
- Checkout/Renew libraries are the libraries where items have been checked out. Circulating libraries may:
 - Sometimes called the circulating library.
 - Receive circulation count.
 - Collect or forgive overdue fines.

Example

- Checkout/Renew library is Plainfield Public Library.
- Owning library is Indiana State Library.

Refresh	Check Out	Items Out	Holds	Bills	Edit	Messages	Other ▾
		1	0/2	\$ 0.00			
Items Out							
							Actions for Selected Items
Barcode	Checkout or Renew Library	Owning Library	Due Date	Fines Stopped	Remaining Renewals	Title	⌵
0000010510...	PLFDP	ISLI	2012-05-04 1...		0	Technology training i...	

Circulation Library

- Column Picker option to show “Circulation Library.”
 - This is a cataloging setting assigned to the individual item.
 - Not the same as “Circulating Library.”
 - Default settings in column picker is to include ONLY Checkout or Renew Library and the Owning Library.

	Checkout or Renew Libr...	Circulation Libra...	Owning Library :
on	MVPLM	JYCPLP	JYCPLP (

Tour of the Billing Screen

[Refresh](#)
[Check Out](#)
[Items Out](#)
[Holds](#)
[Bills](#)
[Edit](#)
[Messages](#)
[Other](#)

3 0/0 \$ 8.00

Current Bills

Total Owed: 8.00
Total Checked: 5.25

Refunds Available: 0.00
Credit Available: 0.00

Pay Bill

Payment Type

Payment Received:

Annotate Payment

[Bill Patron](#)
 [History](#)

Actions for Selected Transactions

#	Balance Owed	Start	Total Billed	Total Paid	Type	Checkout or Renew Library	Owning Library	Title	Payment Pending
1	✓ .75	2012-11-19 1...	.75	0.00	circulation	HMMPL	NWCLN	Death in Lovers' Lane	0.00
2	✓ .75	2012-11-19 1...	.75	0.00	circulation	HMMPL	JFCPLM	Chopping spree	0.00
3	✓ .75	2012-11-09 3:...	.75	0.00	circulation	HMMPL	HMMPL	Resort to murder : a ...	0.00
4	.50	2012-10-22 1...	.50	0.00	circulation	LBPLL	GWPLG	White elephant dead	0.00
5	.75	2012-09-08 5:...	.75	0.00	circulation	LBPLL	HMMPL	A spoonful of poison : ...	0.00
6	.75	2012-09-08 5:...	.75	0.00	circulation	LBPLL	HMMPL	Love, lies, and liquor ...	0.00
7	.75	2012-09-08 5:...	.75	0.00	circulation	LBPLL	HMMPL	The lost years	0.00
8	✓ 1.50	2012-08-25 9:...	1.50	0.00	circulation	HMMPL	GWPLG	Death on demand	0.00
9	✓ 1.50	2012-08-25 9:...	1.50	0.00	circulation	HMMPL	MUTPLM	Yankee Doodle dead	0.00

[List Actions](#)
 [Check All](#)
 [Uncheck All](#)
 [Check All Refunds](#)
 [Print Bills](#)

[Receipt Options](#)

Voided this session: 0.00

Change Due Upon Payment: 0.00

Convert Change to Patron Credit

	Payment	Change	Owed	Billed	Paid
Pending:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="0.00"/>
Checked:			<input type="text" value="5.25"/>	<input type="text" value="5.25"/>	<input type="text" value="0.00"/>

Tour of the Billing Screen

Refresh Check Out Items Out Holds Bills Edit Messages Other ▾

3 0/0 \$ 8.00

Current Bills

Total Owed: 8.00

Total Checked: 5.25

Refunds Available: 0.00

Credit Available: 0.00

Pay Bill

Payment Type: Cash ▾

Payment Received: 0.00

Annotate Payment See Distribution Apply Payment!

Bill Patron History
Actions for Selected Transactions

#	Balance Owed	Start	Total Billed	Total Paid	Type	Checkout or Renew Library	Owning Library	Title	Payment Pending
1	✓ .75	2012-11-19 1...	.75	0.00	circulation	HMMPL	NWCLN	Death in Lovers' Lane	0.00
2	✓ .75	2012-11-19 1...	.75	0.00	circulation	HMMPL	JFCPLM	Chopping spree	0.00
3	✓ .75	2012-11-09 3:...	.75	0.00	circulation	HMMPL	HMMPL	Resort to murder : a ...	0.00
4	.50	2012-10-22 1...	.50	0.00	circulation	LBPLL	GWPLG	White elephant dead	0.00
5	.75	2012-09-08 5:...	.75	0.00	circulation	LBPLL	HMMPL	A spoonful of poison :...	0.00
6	.75	2012-09-08 5:...	.75	0.00	circulation	LBPLL	HMMPL	Love, lies, and liquor ...	0.00
7	.75	2012-09-08 5:...	.75	0.00	circulation	LBPLL	HMMPL	The lost years	0.00
8	✓ 1.50	2012-08-25 9:...	1.50	0.00	circulation	HMMPL	GWPLG	Death on demand	0.00
9	✓ 1.50	2012-08-25 9:...	1.50	0.00	circulation	HMMPL	MUTPLM	Yankee Doodle dead	0.00

List Actions ▾
Check All
Uncheck All
Check All Refunds
Print Bills
Receipt Options ▾

Voided this session: 0.00

Change Due Upon Payment: 0.00

Convert Change to Patron Credit

	Payment	Change		Total:	Owed	Billed	Paid
Pending:	0.00	0.00			8.00	8.00	0.00
			Checked:		5.25	5.25	0.00

Section 1

Section 2

Section 3

Section 4

Section 5

Section 1

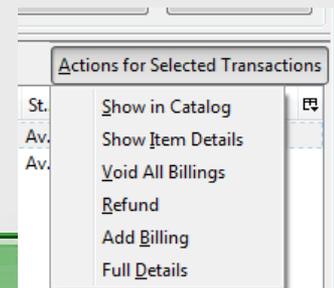
Refresh	Check Out	Items Out	Holds	Bills	Edit	Messages	Other ▾
		3	0/0	\$ 8.00			
Current Bills							
Total Owed:	8.00	Refunds Available:	0.00	Pay Bill			
Total Checked:	5.25	Credit Available:	0.00	Payment Type	Cash ▾		
				Payment Received:	0.00		
				<input checked="" type="checkbox"/> Annotate Payment	See Distribution	Apply Payment!	

- Open the patron account and click on Bills along the top to get to the Billing Screen.
- Current Bills
 - Total Owed
 - Total Checked
 - Refunds/Credit Available
- Paying a Bill
 - Payment Types
 - Annotate payment

Section 2



- Bill Patron
 - Location, Transaction Type, Billing Type, Amount and Note
- History
 - Transactions (Tab 1) and Payments (Tab 2)
- Actions for Selected Transactions
 - Show in Catalog, Show Item Details, Void All Billings, Refund, Add Billing, Full Details



Section 2 – Full Details

- Full Details
 - Summary
 - Item Summary
 - Add or remove columns with column picker.
 - Bills
 - Scroll through the list to find out what other line items are in the bill.
 - Highlight line items and Void selected billings.
 - Payments
 - Payments accepted can be viewed here.
 - Notice the Workstation column.

Summary

MVPLM : Mooresville Public Library - Mooresville

Bill #	31025296	Total Billed	2.25	Title	Fifty shades darker
Type	circulation	Total Paid	0.00	Checked Out	2013-01-07 5:39 PM
Start	2013-01-07 5:39 PM	Balance Owed	2.25	Due Date	2013-01-28 11:59 PM
Finish		Renewal?	No	Checked In	2013-02-07 7:37 PM

Item Summary

#	Alert Message	Barcode	...	Checkout or Renew Library	Circulation Library	Location	Owning Library	Total Circ	
1		76383000412018	A...	MVPLM	JYCPLP	Adult/Y...	JYCPLP	15	

List Actions Show in Catalog Alternate View

Bills

#	Amount	Billing Type	Note	Voided	When	
1	.25	Overdue materials	System Generated Overdue Fine	No	2013-01-29 11:59 P...	^
2	.25	Overdue materials	System Generated Overdue Fine	No	2013-01-30 11:59 P...	
3	.25	Overdue materials	System Generated Overdue Fine	No	2013-01-31 11:59 P...	≡
4	.25	Overdue materials	System Generated Overdue Fine	No	2013-02-01 11:59 P...	
5	.25	Overdue materials	System Generated Overdue Fine	No	2013-02-02 11:59 P...	
6	.25	Overdue materials	System Generated Overdue Fine	No	2013-02-04 11:59 P...	
7	.25	Overdue materials	System Generated Overdue Fine	No	2013-02-05 11:59 P...	▼

List Actions Edit note Void selected billings

Payments

#	Amount	Note	Payment Type	Staff	When	Workstation	
---	--------	------	--------------	-------	------	-------------	--

List Actions Edit note

Close Window

Section 3

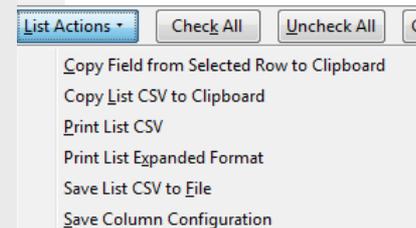
- Column Picker
 - Default settings: Balance Owed, Start, Total Billed, Total Paid, Type, Checkout or Renew Library, Owning Library, Title, Payment Pending

#	Balance Owed	Start	Total Billed	Total Paid	Type	Checkout or Renew Library	Owning Library	Title	Payment Pending
1	✓ .75	2012-11-19 1...	.75	0.00	circulation	HMMPL	NWCLN	Death in Lovers' Lane	0.00
2	✓ .75	2012-11-19 1...	.75	0.00	circulation	HMMPL	JFCPLM	Chopping spree	0.00
3	✓ .75	2012-11-09 3:...	.75	0.00	circulation	HMMPL	HMMPL	Resort to murder : a ...	0.00
4	.50	2012-10-22 1...	.50	0.00	circulation	LBPLL	GWPLG	White elephant dead	0.00
5	.75	2012-09-08 5:...	.75	0.00	circulation	LBPLL	HMMPL	A spoonful of poison : ...	0.00
6	.75	2012-09-08 5:...	.75	0.00	circulation	LBPLL	HMMPL	Love, lies, and liquor ...	0.00
7	.75	2012-09-08 5:...	.75	0.00	circulation	LBPLL	HMMPL	The lost years	0.00
8	✓ 1.50	2012-08-25 9:...	1.50	0.00	circulation	HMMPL	GWPLG	Death on demand	0.00
9	✓ 1.50	2012-08-25 9:...	1.50	0.00	circulation	HMMPL	MUTPLM	Yankee Doodle dead	0.00

Section 4



- List Actions
 - Copy Field from Selected Row to Clipboard, Copy List CSV to Clipboard, Print List CSV, Print List Expanded Format, Save List CSV to File, Save Column Configuration
- Check All
- Uncheck All
- Check All Refunds
- Print Bills
- Receipt Options
 - Receipt upon payment, Printer Prompt, Number of Copies



Section 5

Voided this session: 0.00		Payment		Change		Total:		Owed	Billed	Paid
Change Due Upon Payment: 0.00		Pending:	0.00	0.00				8.00	8.00	0.00
<input type="checkbox"/> Convert Change to Patron Credit						Checked:		5.25	5.25	0.00

- Voided this session: 0.00
- Change due upon payment: 0.00
 - Convert Change to Patron Credit
- Pending Payment and Change
- Total Owed, Billed and Paid
- Checked Owed, Billed and Paid

Types of Bills

- Manual
 - Type: Grocery
 - Copies, mail, collections fee, etc.
- System-generated
 - Overdue (\$0.25 per day per item up to \$10 or the cost of the item, whichever is less expensive)
 - Damaged (\$10.00 damaged fee)
 - Lost (\$10.00 service fee, Cost of the item and often a collections fee as well)

Accepting Payment for Overdue Fines

- Identify your library shortname under the Checkout or Renew Library column.
- Place a checkmark next to those fines.
 - Payments will not be applied to charges without a checkmark.
- The Total Checked line in the top left-hand corner will show the total amount selected for payment. This is the amount owed to the home library.

Current Bills

Total Owed: 8.00
Total Checked: 5.25

Bill Patron History

#	Balance Owed	Start	T
1	✓ .75	2012-11-19 1...	.7
2	✓ .75	2012-11-19 1...	.7
3	✓ .75	2012-11-09 3:...	.7
4	.50	2012-10-22 1...	.5
5	.75	2012-09-08 5:...	.7
6	.75	2012-09-08 5:...	.7
7	.75	2012-09-08 5:...	.7
8	✓ 1.50	2012-08-25 9:...	1.
9	✓ 1.50	2012-08-25 9:...	1.

List Actions * Check All Uncheck All CH

Voided this session: 0.00

Change Due Upon Pay

Convert Change to Patron Credit

Accepting Payment for Damaged/Lost Fines

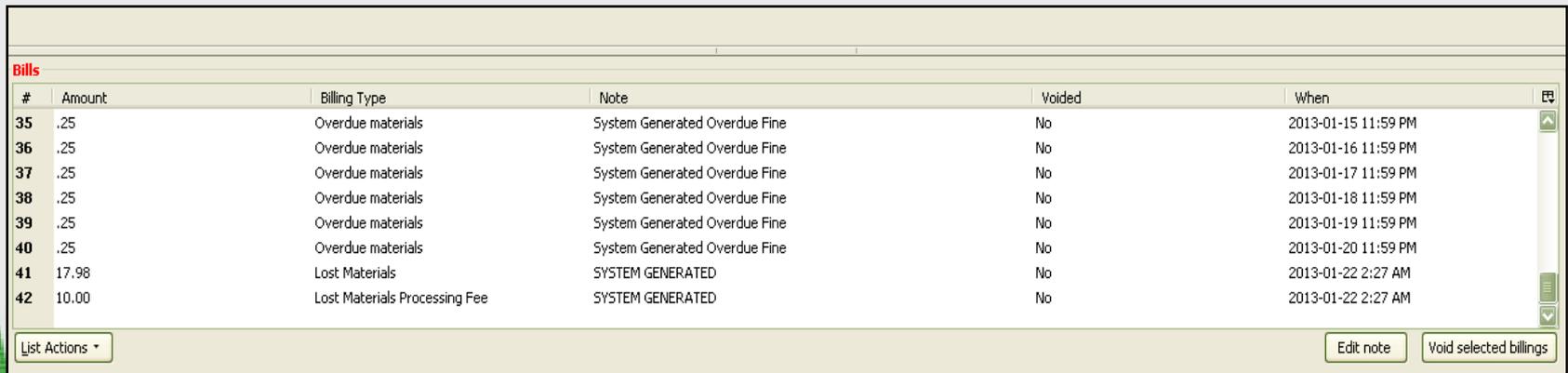
- We need to pay attention to the library shortname listed in the Owning Library column in addition to the Checkout/Renew Library column for damaged/lost fines.
- Large charges, such as the ones shown below, may indicate a lost book charge that is due to the owning library. But, the total may also include overdue fines owed to the “Checkout Library.” The only way to sort it out is to highlight the charge in question and select “Full Details” from the “Actions for Selected Transactions” menu.

#	Balance Owed	Start	Total Billed	Total Paid	Type	Checkout or Renew Library	Owning Library	Title	Payment Pending
1	✓ 10.00	2012-12-27 3:...	10.00	0.00	grocery				0.00
2	✓ 30.99	2012-09-14 3:...	32.24	1.25	circulation	HMMPL	HMMPL	How to speak Dragon...	0.00
3	✓ 37.95	2012-09-14 3:...	39.20	1.25	circulation	HMMPL	HMMPL	Visit my alien worlds	0.00
4	✓ 30.00	2012-09-14 3:...	31.25	1.25	circulation	HMMPL	HMMPL	The 100 dollar sock	0.00
5	✓ 4.50	2012-09-14 3:...	5.75	1.25	circulation	HMMPL	HMMPL	Garfield : 30 years of ...	0.00
6	✓ .25	2012-09-14 3:...	1.50	1.25	circulation	HMMPL	HMMPL	The lost hero	0.00

Accepting Payment for Damaged/Lost Fines

Accepting payment for lost and overdue fines

- In the Full Details screen below, this item shows lost charges and overdue fines. **If this item was circulated at your library, the overdue fines may be collected along with the lost fines.**
 - Close the Full Details, go back to the billing screen and accept payment for that fine.
- After opening Full Details, you may find out that all fines listed in the billing cannot be accepted by your library.



The screenshot shows a web-based interface for viewing bills. At the top left, the word "Bills" is written in red. Below it is a table with the following columns: "#", "Amount", "Billing Type", "Note", "Voided", and "When". The table contains eight rows of data. At the bottom left, there is a button labeled "List Actions". At the bottom right, there are two buttons: "Edit note" and "Void selected billings".

#	Amount	Billing Type	Note	Voided	When
35	.25	Overdue materials	System Generated Overdue Fine	No	2013-01-15 11:59 PM
36	.25	Overdue materials	System Generated Overdue Fine	No	2013-01-16 11:59 PM
37	.25	Overdue materials	System Generated Overdue Fine	No	2013-01-17 11:59 PM
38	.25	Overdue materials	System Generated Overdue Fine	No	2013-01-18 11:59 PM
39	.25	Overdue materials	System Generated Overdue Fine	No	2013-01-19 11:59 PM
40	.25	Overdue materials	System Generated Overdue Fine	No	2013-01-20 11:59 PM
41	17.98	Lost Materials	SYSTEM GENERATED	No	2013-01-22 2:27 AM
42	10.00	Lost Materials Processing Fee	SYSTEM GENERATED	No	2013-01-22 2:27 AM

Accepting Payment for Damaged/Lost Fines

Accepting payment for overdue fines only (when there are damaged/lost fee line items in the billing)

- You see that the item is owned by another library but circulated at your library so you can accept the overdue fines.
- Applying payment only to the overdue fines in these situations can be an inexact process. Close the Full Details screen, select the billing and apply payment for the amount of overdue fines owed.
- Since, payments are applied to the oldest bills first, this should pay only the overdue charges. Not foolproof!
- Put the patron in touch with the owning library so they can settle payment. Use the Circulation Support Contact List on the [Staff Training Documents website](#).

Accepting Payment for Damaged/Lost Fines

Accepting payment for lost fines only (when there are overdue line items in the billing)

- You see that the item circulated at another library but is owned by your library so you can accept the lost fines.
- Applying payment only to the lost fines in these situations can be an inexact process.
- Know that any payment accepted will apply to the overdue billing first. Your library can accept payment from the patron and then write a check to the library who is owed the overdue fines.
 - This is where the payment program will make accepting payments much easier.

Void vs. Forgive

- Forgive payments that are owed to your library.
- Void line items in the Full Details screen as instructed by Unique management.

Food for Fines

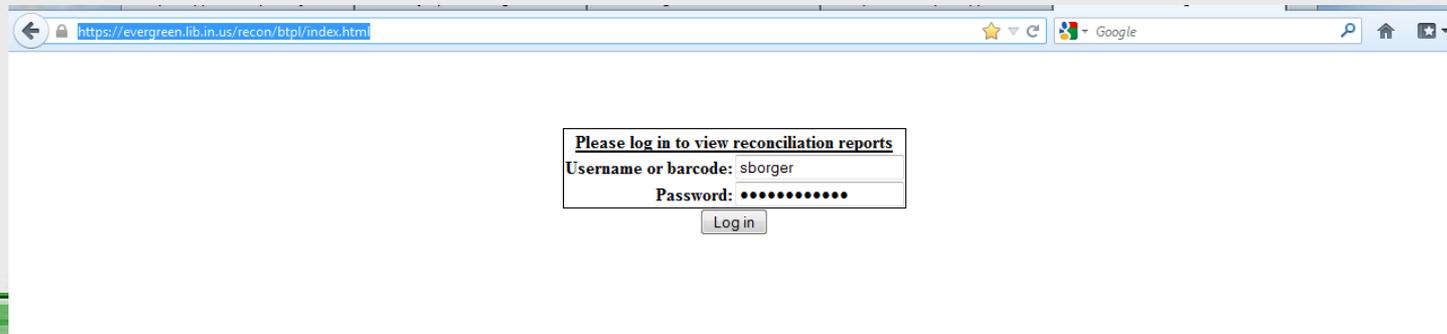
- If a library wants to engage in a Food for Fines program, they must have a written local policy adopted by the Library Board along with a written opinion from their attorney. (If your library does not have access to an attorney, contact Karen Ainslie or Edythe Huffman at the Indiana State Library for more information on how to locate one). Both of these documents are required by SBoA to implement Food for Fines program without receiving an audit exception.
- Once this policy is in place, you may use either the Forgive or Goods Billing option to forgive fines and fees in a patron's account.
- Remember, you may only forgive those fines and fees to which your library is owed. Overdue fines are owed to the circulating library. Lost and damaged fines are owed to the owning library.

Evergreen Payment Program

- Only 6 libraries in EI are accepting payments on behalf of other EI libraries.
- If you are not one of these libraries, you must try your best not to accept a payment that is owed to another library.
- At this time, if you do accidentally accept a payment for another library, you can deposit it into your Evergreen Indiana Fund and write a check to that library.

Invoices and Payments

- The invoices, payments and reports for the payment program are available at the URL below.
- **xxxx** in the URL below represents your library's system-wide shortname.
 - Example: Brownstown Public Library system-wide shortname is BTPL.
 - <https://evergreen.lib.in.us/recon/xxxx/index.html>
 - Anyone with an Evergreen username and password can log into the website.



The screenshot shows a web browser window with the address bar containing the URL <https://evergreen.lib.in.us/recon/btpl/index.html>. The page content is a login form with the following elements:

- A heading: **Please log in to view reconciliation reports**
- A text input field labeled "Username or barcode:" with the value "sborger".
- A text input field labeled "Password:" with masked characters "••••••••".
- A "Log in" button.

Daily Recon Reports

- The screenshot below shows the Daily Reconciliation Reports which the 6 payment pilot libraries are using for their bookkeeping.
- Once the payment program is open to all EI members, all libraries in the consortium will download these reports each day and use them to deposit funds into the Evergreen Indiana Fund.
- Click on the link which says Click Here For Invoices.



The screenshot displays the Evergreen Indiana logo at the top, which includes a stylized tree icon and the text "EVERGREEN INDIANA OPEN SOURCE INTEGRATED LIBRARY SYSTEM". Below the logo, the heading "Reconciliation Reports" is centered. Underneath, a small instruction reads "Click filename below to access the report for each date, type." followed by a bulleted list of 20 CSV files with dates ranging from 2012-09-07 to 2012-10-08. At the bottom of the list, a red link "Click Here For Invoices" is visible. A note at the very bottom of the screenshot states: "Note: Reports are purged automatically every 30 days. If necessary, please save locally for future retrieval."

Invoices, Payments and Reports

- INVOICES can be identified by their file name: INVOICE_Number_Library_Name.pdf
 - Example: INVOICE_EG20120036_Lebanon.pdf
- PAYMENTS can be identified by their file name: PAYMENT_Number_Library_Name.pdf
 - Example: PAYMENT_ISL20120082_Lebanon.pdf
- Reports
 - This report is provided in spreadsheet format. All payment information is available here such as patron barcode, item barcode, and workstation name.



Reconciliation Invoices

Click filename below to access the report for each date, type.

- [INVOICE_EG20120036_Lebanon.pdf](#)
- [PAYMENT_ISL20120082_Lebanon.pdf](#)
- [3rd quarter daily recon report.xlsx](#)

Note: Invoices are purged automatically every 30 days. If necessary, please save locally for future retrieval.

Invoices

•Invoices

- This is the payment that your library **owes to ISL.**

Evergreen Indiana Library INVOICE

Evergreen Indiana Patron Fees and Fines 2012

Date: 10/4/12

Invoice # EG20120031

Remit Payment To:

Indiana State Library
Business Office, Martha Jane Ringel
315 West Ohio St
Indianapolis, IN 46202

Bill To:

Brownstown Public Library
120 East Spring Street
Brownstown, IN 47220-1546

DESCRIPTION	AMOUNT
Patron lost, damaged, miscellaneous and overdue library fines and fees collected by Brownstown Public Library on behalf of all Evergreen Indiana libraries, July 1 – September 30, 2012	\$534.26
TOTAL DUE	\$534.26

INVOICE Due in full within 30 days of receipt.

Make checks payable to the Indiana State Library.

If you have questions concerning this invoice, please contact Shauna Borger at (317) 234-6536 or by email at sborger@library.in.gov.

Payments

•Payments

•This is the payment that your library will receive **from** ISL after all owed money is collected.

Indiana State Library PAYMENT

Evergreen Indiana Patron Fees and Fines 2012

Date: 10/4/12

Invoice # ISL20120071

Remit Payment To:

Brownstown Public Library
120 East Spring Street
Brownstown, IN 47220-1546

Bill To:

Indiana State Library
Business Office, Martha Jane Ringel
315 West Ohio St
Indianapolis, IN 46202

DESCRIPTION	AMOUNT
Patron lost, damaged, miscellaneous and overdue library fines and fees owed to Brownstown Public Library by the Indiana State Library, July 1 – September 30, 2012	\$357.06
TOTAL DUE	\$357.06

INVOICE Due in full within 30 days of receipt.

If you have questions concerning this invoice, please contact Shauna Borger at (317) 234-6536 or by email at sborger@library.in.gov.

Quarterly Report

•The Quarterly Report contains the itemized and combined payment information for the current quarter.

•Each library will be responsible for understanding the information in the report if they have questions about what library accepted payment on their behalf.

3rd_quarter_daily_recon_report - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles

C17 433.77

	A	B	C	D	E	F	G	H	I
1	July-September 2012 Payment pilot fees	Collected by [libraries listed to the right]	<i>Brownstown FL</i>	<i>Jackson County FL</i>	<i>Jennings County FL</i>	<i>Hussey Mayfield Memorial FL</i>	<i>Thomtown FL</i>	<i>Lebanon FL</i>	Payments owed to libraries
2	Owed to [library listed below]								
3	ACPLA	Akron Carnegie Public Library				\$ 7.00			\$ 7.00
4	APLSD	Adams Public Library System	\$ 2.00						\$ 2.00
5	BTPL	Brownstown Public Library		\$ 1.25					
6	BTPLB	Brownstown Public Library		\$ 355.81					\$ 357.06
7	CCTPLC	Centerville Center Township Public Library		\$ 12.00					\$ 12.00
8	CPTC	Collax-Perry Township Public Library					\$ 21.75		\$ 21.75
9	GDCPLG	Greensburg-Decatur County Contractual Public Library		\$ 2.05	\$ 28.11				
10	GDCPLG	Greensburg-Decatur County Contractual Public Library							
11	GDCPLW	Greensburg-Decatur County Contractual Public Library			\$ 26.00				\$ 56.16
12	GWPLG	Greenwood Public Library			\$ 1.55				\$ 1.55
13	HMMPL	Hussey-Mayfield Memorial Public Library	\$ 0.25					\$ 51.75	\$ 52.00
14	HNFLA	Hamilton North Public Library	\$ 9.00						\$ 9.00
15	JCPLC	Jackson County Public Library	\$ 42.50						
16	JCPLM	Jackson County Public Library	\$ 44.74						
17	JCPLS	Jackson County Public Library	\$ 433.77						
18	JCPLS	Jackson County Public Library			\$ 102.81				
19	JCPLS	Jackson County Public Library				\$ 27.99			
20	JCPLS	Jackson County Public Library						\$ 4.50	\$ 656.31
21	JFCPLH	Jefferson County Public Library			\$ 1.75				
22	JFCPLM	Jefferson County Public Library		\$ 2.50					
23	JFCPLM	Jefferson County Public Library		\$ 12.25					\$ 16.50
24	JNPLJ	Jennings County Public Library		\$ 68.60					\$ 68.60
25	KKPLK	Kirklin Public Library						\$ 7.00	
26	KKPLK	Kirklin Public Library					\$ 20.00		\$ 27.00
27	LBPLL	Lebanon Public Library				\$ 14.05			
28	LBPLL	Lebanon Public Library					\$ 84.20		\$ 98.25
29	MCPLB	Morgan County Public Library						\$ 0.25	\$ 0.25
30	MTCPL	Mitchell Community Public Library		\$ 0.50					
31	MTCPLM	Mitchell Community Public Library	\$ 2.00						
32	MTCPLM	Mitchell Community Public Library		\$ 18.50					\$ 21.00
33	MTTPLM	Monon Town and Township Public Library		\$ 2.75					\$ 2.75
34	MVPLM	Mooresville Public Library		\$ 25.00					
35	MVPLM	Mooresville Public Library			\$ 0.45				\$ 25.45
36	PADPLP	Paoli Public Library		\$ 0.75					\$ 0.75
37	PLFDP	Plainfield Guildford Township Public Library District						\$ 5.75	\$ 5.75
38	SHCPLSC	Shelby County Public Library			\$ 10.00				\$ 10.00
39	STCPLS	Syracuse Turkey Creek Township Public Library				\$ 0.25			\$ 0.25
40	TTPLT	Thomtown Public Library						\$ 80.00	\$ 80.00
41	WCPLW	Winchester Community Public Library		\$ 11.75					\$ 11.75
42	WLPLW	West Lafayette Public Library				\$ 1.50			\$ 1.50
43	WVPLW	Westfield Washington Public Library		\$ 27.99					
44	WVPLW	Westfield Washington Public Library				\$ 4.50			
45	WVPLW	Westfield Washington Public Library						\$ 1.54	\$ 34.03
46			\$ 534.26	\$ 529.45	\$ 182.92	\$ 55.29	\$ 125.95	\$ 150.79	

Evergreen Payment FAQ

- Our patron borrowed a book from another library, checked it out at our home library and then lost it. What do I do?
 - You need to contact the owning library to have them mark the item Lost.
 - Use the Circulation Support Contact List available on the Staff Training Documents website to find contact name and information.

Evergreen Payment FAQ

- If my library is not one of the 6 payment pilot libraries, what fines and fees can we accept at our library?
 - If you are the Circulating Library, you can accept Overdue fines.
 - If you are the Owning Library, you can accept Lost and Damaged Fines.
 - If your library created the billing, you can accept Miscellaneous Fines.

Quiz

- A [webinar version of this presentation](#) is available.
- Participants may [take a brief quiz](#) in order to receive 1 TLEU.
- Please send the Evergreen Indiana Coordinator (sborger@library.in.gov) an email notification after taking the quiz so they can prepare your TLEU certificate.