

HELEN PLUM LIBRARY		WORKING BUDGET 2019/2020	ACTUAL RECEIPTS & EXPENSES 2019/2020	WORKING BUDGET 2020/2021	SECTION TOTALS
NO.	NAME				
APPROPRIATION BUDGET 2020-2021					
OPERATING FUND RECEIPTS					
	SURPLUS CARRYOVER			\$1,556,451	
511	PROPERTY TAXES - OPERATING FUND	\$7,210,558	\$7,195,583	\$7,413,400	
512	TIF REBATE	\$75,000	\$94,703	\$75,000	
520	INTEREST INCOME	\$20,000	\$84,846	\$30,000	
550	PERSONAL PROPERTY REPLACEMENT TAX	\$44,000	\$46,987	\$35,000	
552	COPY MACHINES / NETWORK PRINTER	\$16,000	\$11,458	\$13,000	
554	FINES	\$20,000	\$10,084	\$10,000	
555	LOST MATERIALS	\$8,000	\$558	\$2,000	
556	NON-RESIDENT CARDS	\$15,000	\$9,901	\$11,000	
557	MEMORIALS/GIFTS/DONATIONS	\$5,000	\$5,949	\$7,000	
558	USED BOOKS SOLD	\$10,000	\$4,244	\$5,000	
559	MISCELLANEOUS INCOME	\$26,000	\$5,191	\$25,000	
560	REFUNDS & REIMBURSEMENTS	\$5,000	\$24,532	\$2,000	
590	FY 15 PER CAPITA GRANT reduced 20%	\$54,000	\$54,238	\$54,000	
591	STATE & OTHER GRANTS				
593	TRANSFER TO/FROM CAPITAL PROJECTS	-\$2,682,328	-\$2,682,328	-\$2,742,958	
	<i>LIBRARY TOTAL AVAILABLE FUNDS</i>				
		\$4,826,230	\$4,865,946	\$4,939,442	
	TOTAL OPERATING FUND RECEIPTS				\$4,939,442
OPERATING FUND EXPENSES					
611	SALARIES				
		\$2,496,557	\$2,342,543	\$2,588,557	
	TOTAL SALARIES				\$2,588,557
621	HEALTH AND LIFE INSURANCE				
	Phip medical costs for 31 staff	\$201,388		\$248,589	
	Dental	\$11,832		\$12,648	
	Life insurance	\$1,253		\$1,339	
	Administrative fee	\$2,088		\$2,232	
	TOTAL HEALTH AND LIFE INSURANCE	\$216,560	\$200,966	\$264,808	
					\$264,808

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NO.	NAME				
APPROPRIATION BUDGET 2020-2021					
622	FICA and MEDICARE - EMPLOYER'S SHARE				
	Social Security (6.2%)/Medicare (1.45%) = 7.65% of salary	\$189,170	\$174,428	\$198,025	
	TOTAL FICA AND MEDICARE				\$198,025
623	IMRF RETIREMENT, EMPLOYER'S SHARE				
	IMRF employer's share 2020, 9.13% of salary for 6 months	\$104,353		\$118,168	
	IMRF employer's share 2021, 9.21% for 6 months	\$112,884		\$119,203	
	TOTAL IMRF	\$217,236	\$191,849	\$237,371	\$237,371
625	TRAINING AND TRAVEL				
	TR - ILA, 2 Trustees	\$800		\$0	
	TR - Local travel & parking	\$0		\$0	
	TR - Miscellaneous training	\$200		\$200	
	ADMIN Team Professional Development	\$5,000		\$3,000	
	AS - ILA (2020 canceled)	\$800		\$0	
	AS - LACONI moved to misc	\$300		\$0	
	AS - Local travel & parking	\$700		\$1,400	
	AS - Miscellaneous training	\$1,500		\$2,500	
	AS - ALA	\$800		\$0	
	AS - Reaching Forward	\$150		\$150	
	AS - Adult Reading Round Table (FT Staff)	\$150		\$150	
	BUS - Miscellaneous training	\$1,500		\$1,500	
	BUS - Mileage for errands	\$400		\$400	
	PS - LACONI & Rails	\$240		\$300	
	PS - Miscellaneous training	\$650		\$1,250	
	PS - Local travel	\$200		\$200	
	PS - IUG Conference 2021	\$1,800		\$1,800	
	PS - ILA (2020 canceled)	\$400		\$0	
	PS - ALA	\$800		\$0	
	PS - Reaching Forward - 4 Staff	\$600		\$600	
	PS - PLA	\$1,800		\$0	

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APPROPRIATION BUDGET 2020-2021					
	DIRS - ILA (2020 canceled)	\$800		\$0	
	DIRS - LACONI, 9 meetings @ \$30	\$270		\$270	
	DIRS - Local training/networking/HR Source	\$3,000		\$3,000	
	DIRS - Local travel & parking	\$600		\$600	
	DIRS - HR Source Roundtable Meetings	\$600		\$600	
	DIRS- ALA	\$800		\$0	
	DIRS- Library Marketing Conference fall 2020	\$1,200		\$0	
	DIRS- ILA Leadership Orientation	\$275		\$0	
	DIRS - PLA (bi-annual)	\$5,400		\$0	
	DIRS - Chamber of Commerce lectures & lunch	\$300		\$350	
	FAC - ILA (2020 canceled)	\$0		\$0	
	FAC - Local Travel	\$200		\$0	
	IT - IUG/WILIUG	\$300		\$300	
	IT - IUG Conference 2021	\$1,800		\$1,800	
	IT - LACONI meetings	\$150		\$150	
	IT - Local travel & parking	\$200		\$150	
	IT - ILA (2020 canceled)	\$400		\$0	
	IT - PLA (bi-annual)	\$1,800		\$0	
	IT - ALA	\$800		\$0	
	IT - ITProv.TV Subscription	\$450		\$300	
	MAR - ICON11 Illustration Conference bi-annual	\$1,100		\$0	
	MAR - LACONI, 5 meetings	\$150		\$150	
	MAR - Miscellaneous networking/training	\$450		\$600	
	MAR - Local travel & parking	\$150		\$150	
	MAR - Create Good Communications Conference -	\$750		\$0	
	MAR - ALA	\$400		\$0	
	TS - ILA (2020 canceled)	\$800		\$0	
	TS - LACONI meetings	\$300		\$150	
	TS - Local travel & parking	\$200		\$150	
	TS - Miscellaneous training/Rails	\$450		\$200	
	TS - Innovative Load Profile training	\$2,100		\$2,100	
	TS - IUG Conference 2021	\$1,800		\$1,800	

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NO.	NAME				
APPROPRIATION BUDGET 2020-2021					
	YS - LACONI YSS meetings moved to misc	\$390		\$0	
	YS - Illinois Youth Service Institute bi-annual	\$0		\$700	
	YS -Teen programs / seminars	\$500		\$500	
	YS - Teen YALSA Institute	\$1,500		\$0	
	YS - Miscellaneous training	\$1,600		\$2,400	
	YS - Local travel & parking	\$1,500		\$1,500	
	YS - ALA	\$1,600		\$0	
	YS - ILA (2020 canceled)	\$1,000		\$0	
	YS - ALSC Institute (2 staff)	\$1,000		\$1,000	
	ALL STAFF				
	Inservice staff development	\$3,000		\$3,000	
	TOTAL TRAINING AND TRAVEL	\$58,875	\$33,760	\$35,370	\$35,370
626	TUITION REIMBURSEMENT	\$5,900	\$2,060	\$5,600	\$5,600
	TOTAL TUITION REIMBURSEMENT				\$5,600
627	EMPLOYEE ASSISTANCE PROGRAM				
	Supp. Family, Legal and Financial assist. \$1.11/mo/person	\$1,500		\$1,500	
	TOTAL EMPLOYEE ASSISTANCE PROGRAM				\$1,500
635	PAYROLL PROCESSING				
	Expected expenses (27 payrolls and misc form fees)	\$14,000	\$12,431	\$15,000	
	TOTAL PAYROLL PROCESSING				\$15,000
639	PERSONNEL - MISCELLANEOUS				
	Badges, help wanted ads	\$450		\$450	
	Miscellaneous	\$400		\$500	
	Library-wide staff appreciation events	\$2,000		\$2,000	
	Service Recognition	\$2,000		\$2,000	
	Team Building	\$3,400		\$3,400	
	Volunteers	\$100		\$0	
	TOTAL PERSONNEL - MISCELLANEOUS	\$8,350	\$6,181	\$8,350	\$8,350
					\$8,350

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NO.	NAME				
APPROPRIATION BUDGET 2020-2021					
715	ADULT COLLECTIONS				
	Totals of books, periodicals, microform, a/v, databases including BookPage)	\$284,620	\$ 234,871	\$327,313	
	TOTAL ADULT COLLECTION				\$327,313
716	YOUTH COLLECTIONS				
	Totals of books, periodicals, a/v, databases	\$105,600	\$ 81,917	\$121,440	
	TOTAL YOUTH COLLECTION				\$121,440
717	TEEN COLLECTIONS				
	Totals of books and periodicals	\$10,400	\$8,123	\$11,960	
	TOTAL TEEN COLLECTION				\$11,960
743	MEMORIALS/GIFTS				
	Equal to income	\$25,000	\$816	\$7,000	
	TOTAL MEMORIALS/GIFTS				\$7,000
744	COLLECTION MANAGEMENT				
	Baker & Taylor Collection Management module	\$4,035		\$4,785	
	Overdrive administrative fee	\$1,250		\$1,250	
	Axis 360 Library membership fee	\$2,800		\$2,800	
	Baker & Taylor Axis 360 hosting fee Unbound Collection	\$750		\$0	
	Zinio administrative fee	\$2,000		\$2,000	
	Rails - GVRL hosting fee	\$83		\$83	
	TOTAL COLLECTION MANAGEMENT	\$10,918	\$4,848	\$10,918	\$10,918
811	SUPPLIES				
	General office supplies	\$15,300		\$15,300	
	PS - General office supplies	\$17,500		\$17,500	
	RFID tags (\$0.17 x 186,000) overlays (\$0.68 x 25,000)	\$45,000		\$45,000	
	TS - Material processing supplies	\$15,000		\$15,000	
	Toner	\$13,000		\$13,000	
	TOTAL SUPPLIES	\$105,800	\$50,680	\$105,800	\$105,800

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APPROPRIATION BUDGET 2020-2021					
NO.	NAME	WORKING BUDGET 2019/2020	ACTUAL RECEIPTS & EXPENSES 2019/2020	WORKING BUDGET 2020/2021	SECTION TOTALS
813	POSTAGE				
	Normal postage	\$7,000		\$10,000	
	Library services newsletter 4X a year to residents, bulk mail	\$8,500		\$10,500	
	Annual Bulk mail permit for newsletter / postcards	\$190		\$200	
	Annual Mailing fee for newsletter / postcards	\$190		\$0	
	Postage for New Resident Welcome Mailing	\$1,350		\$1,350	
	TOTAL POSTAGE	\$17,230	\$13,167	\$22,050	\$22,050
815	TELEPHONE				
	Basic line charges & long distance (Call One)	\$10,200		\$10,200	
	TOTAL TELEPHONE	\$10,200	\$10,154		\$10,200
819	SPECIAL EVENTS				
	Lilac Parade	\$1,000		\$1,000	
	Various Community Expos/Fairs	\$600		\$600	
	Library Card Sign Up month	\$500		\$0	
	Volunteer Appreciation	\$500		\$0	
	Miscellaneous special programming	\$1,000		\$0	
	Christmas Open House	\$1,000		\$1,000	
	TOTAL SPECIAL EVENTS	\$4,600	\$2,417	\$2,600	\$2,600
820	PRINTING				
	Annual Postcard	\$1,300		\$5,000	
	AS/YS/Teen SRP Logs	\$2,500		\$2,500	
	Quarterly 16 pg newsletter to all households, printed	\$25,000		\$30,675	
	Miscellaneous PR materials	\$2,500		\$2,500	
	TOTAL PRINTING	\$31,300	\$22,469	\$40,675	\$40,675
821	PUBLIC RELATIONS				
	Promotional items	\$3,000		\$2,000	
	Advertising	\$800		\$2,000	
	Misc. PR expenses & Online Newsletter	\$1,500		\$1,750	
	Video production	\$500		\$500	
	Stock Footage	\$800		\$800	
	Online Promotional Services	\$1,100		\$1,100	
	Logo Redesign			\$3,500	
	Museum Adventure Pass	\$275		\$275	
	TOTAL PUBLIC RELATIONS	\$7,975	\$5,591	\$11,925	

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NO.	NAME				
APPROPRIATION BUDGET 2020-2021					
					\$11,925
822	PROGRAMS - ADULT				
	Current budget	\$11,000		\$11,000	
	Split movie licensing contract with Youth Services	\$725		\$725	
	TOTAL PROGRAMS - ADULT	\$11,725	\$10,529	\$11,725	\$11,725
823	PROGRAMS - YOUTH SERVICES				
	Current costs	\$22,000		\$22,000	
	Split movie licensing contract with Adult Services	\$725		\$725	
	TOTAL PROGRAMS - YOUTH SERVICES	\$22,725	\$12,884	\$22,725	\$22,725
824	PROGRAMS - TEENS				
	Teen programs, four / year	\$3,700		\$3,700	
	TOTAL PROGRAMS - TEENS	\$3,700	\$477		\$3,700
825	DUES				
	Institutional membership in ILA	\$250		\$300	
	HR Source	\$1,050		\$1,050	
	TR - ALA/United for Libraries (formerly ALTA) 1	\$200		\$0	
	AS - ALA, PLA, RUSA, LLAMA - Manager	\$340		\$345	
	AS - Lombard Historical Society	\$100		\$100	
	PS - ALA, PLA - Manager	\$130		\$130	
	PS - Notary Renewal May 2019 (3)	\$0		\$0	
	DIR - ALA, PLA, LLAMA, United for Libraries	\$325		\$350	
	DIR - ILA	\$300		\$325	
	DIR - Rotary	\$1,500		\$1,750	
	ASST DIR - ALA, PLA, LLAMA	\$270		\$275	
	SSRV&COM DIR - ALA/PLA	\$130		\$130	
	SSRV&COM DIR - ILA (Req'd Forum Board)	\$40		\$40	
	IT - ALA/PLA/LITA Manager	\$280		\$285	
	TS - IUG (Innovative Users Group)	\$120		\$120	
	TS - WILIUG (Wisc/IL Innovative Users Group)	\$60		\$60	
	YS - ALA Manager, ALSC, LLAMA, PLA, YALSA	\$385		\$390	
	YS - Prairie State Story League	\$30		\$30	
	Lombard Chamber of Comm.	\$200		\$250	
	LACONI	\$100		\$0	
	Increase in dues	\$300		\$300	
	TOTAL DUES	\$6,110	\$5,522	\$6,230	\$6,230

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NO.	NAME				
APPROPRIATION BUDGET 2020-2021					
831	COPIER				
	Lease on 6 copiers TTSG	\$16,600		\$16,500	
	Copy cost overages for 6 copiers	\$2,000		\$1,000	
	TOTAL COPIER	\$18,600	\$20,145	\$17,500	\$17,500
835	EQUIPMENT RENTAL & MAINTENANCE				
	Routine repairs				
	IT - One Minolta micorform printer maintenace contracts (Naviant)	\$800		\$800	
	PS - Maintenance on curbside auto page bins	\$200		\$200	
	PS - Postage meter monthly rental	\$375		\$375	
	PS - Endicia Monthly Fee	\$120		\$120	
	IT - Xerox Phaser base charge	\$1,830		\$1,830	
	IT - Xerox Phaser copy costs	\$3,500		\$3,500	
	TOTAL EQUIPMENT RENTAL & MAINTENANCE	\$6,825	\$4,428	\$6,825	\$6,825
836	AUTOMATION PURCHASE / REPAIR				
	Computer Maintenance total	\$51,815		\$57,500	
	Website Design & Development and Hosting/Maintenance fee			\$13,500	
	Library wide repairs total	\$10,000		\$10,000	
	New Purchases total	\$18,975		\$10,000	
	Replacements total	\$18,000		\$18,000	
	TOTAL AUTOMATION PURCHASE/REPAIR	\$98,790	\$97,629	\$109,000	\$109,000
837	INNOVATIVE INTERFACES PURCH. & MAINTENANCE				
	Sierra maintenance (includes Encore, Content Café & Express self-check)	\$70,112		\$71,500	
	LibAnywhere mobile catalog	\$600		\$0	
	SSL for Sierra server	\$500		\$500	
	EZ Proxy software	\$600		\$600	
	Shoutbomb text/voice notices maintenance	\$2,000		\$2,000	
	Wand for inventory	\$3,000		\$5,000	
	Innovative Item Status API (needed for RFID)	\$2,200		\$2,650	
	Additional self-check terminal in YS	\$0		\$600	
	Find More Illinois - Resource Sharing	\$3,000		\$3,000	
	Find More Illinois - Implementation	\$1,000		\$1,000	
	TOTAL INNOVATIVE PURCH & MAINTENANCE	\$83,012	\$71,020	\$86,850	\$86,850

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NO.	NAME				
APPROPRIATION BUDGET 2020-2021					
838	IHLS/OCLC				
	Total Current costs	\$30,500	\$30,443	\$31,000	\$31,000
839	LIBRARY OPERATIONS - MISC.				
	Current expenses	\$1,400		\$1,400	
	Safe deposit box annual fee	\$150		\$150	
	Legal notices in newspaper - vendor list, hearings, etc.	\$2,000		\$2,500	
	TOTAL LIBRARY OPERATIONS - MISC	\$3,550	\$2,566	\$4,050	\$4,050
841	BANKCARD CHARGES				
	For patron use of VISA and MasterCard	\$2,000		\$2,000	
	Nayax Copy fees	\$215		\$300	
	TOTAL BANKCARD CHARGES	\$2,215	\$2,572	\$2,300	\$2,300
851	BUILDING MAINTENANCE				
	HVAC maintenance	\$50,000		\$50,000	
	HVAC water treatment	\$3,000		\$3,000	
	Pest Control	\$750		\$750	
	Acme Window Washing	\$300		\$300	
	Carpet Cleaning	\$3,000		\$3,000	
	Elevator maintenance contract	\$2,250		\$2,250	
	Cleaning of window blinds	\$0		\$0	
	Contract with TeeJay for front door opener maintenance	\$1,150		\$1,150	
	Fire extinguisher maintenance and replacements	\$1,000		\$1,000	
	Boiler inspection (3 boilers / pressure tests)	\$750		\$750	
	Elevator inspection (2/year plus certificate) + annual pressure test	\$1,100		\$1,000	
	Door and lock repairs / installs	\$600		\$600	
	Plumbing repairs	\$4,000		\$4,000	
	Recycle light bulbs	\$300		\$300	
	Miscellaneous	\$5,000		\$5,000	
	CleanNet USA of Illinois and deep cleaning	\$26,000		\$40,000	
	TOTAL BUILDING MAINTENANCE	\$99,200	\$48,811	\$113,100	\$113,100

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NO.	NAME				
APPROPRIATION BUDGET 2020-2021					
852	GROUNDS MAINTENANCE				
	Snow removal	\$17,000		\$17,000	
	Lawn maintenance	\$6,000		\$6,000	
	Garden Club	\$75		\$75	
	TOTAL GROUNDS MAINTENANCE	\$23,075	\$17,621	\$23,075	
					\$23,075
853	SECURITY				
	Burglar alarm monitoring and fees, and repair	\$1,100		\$1,100	
	Fire alarm monitoring and semi-annual maintenance	\$2,300		\$2,300	
	Surveillance camera maintenance	\$500		\$500	
	TOTAL SECURITY	\$3,900	\$3,365	\$3,900	
					\$3,900
854	MAINTENANCE MATERIALS				
	Cleaning supplies	\$4,500		\$10,000	
	General supplies	\$0		\$20,000	
	Hardware, tools, batteries	\$1,500		\$1,500	
	Water, soda pop, coffee	\$3,500		\$3,500	
	Lightbulbs	\$3,000		\$3,000	
	Maintenance supplies	\$7,000		\$7,000	
	TOTAL MAINTENANCE MATERIALS	\$19,500	\$19,426	\$45,000	
					\$45,000
855	UTILITIES				
	Water from Village of Lombard	\$6,000		\$6,000	
	Electricity	\$75,000		\$75,000	
	Gas	\$18,000		\$18,000	
	TOTAL UTILITIES	\$99,000	\$26,477	\$99,000	
					\$99,000
856	REPLACEMENTS AND LONG TERM REPAIR				
	Building repairs	\$50,000	\$0	\$50,000	
	TOTAL REPLACEMENTS AND LONG TERM REPAIR				\$50,000
861	BUILDING & CONTENTS INSURANCE				
	Utica National Insurance Group	\$9,000	\$9,330	\$9,200	
	TOTAL BUILDING AND CONTENTS INSURANCE				\$9,200

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NO.	NAME				
APPROPRIATION BUDGET 2020-2021					
905	LIABILITY INSURANCE				
	Limricc-UCGA Unemployment Liability Insurance	\$4,000	\$2,504	\$4,000	
	TOTAL LIABILITY INSURANCE				\$4,000
910	WORKERS COMPENSATION INSURANCE				
	Traveles/Nolan Agency	\$5,100	\$4,661	\$5,200	
	TOTAL WORKERS COMPENSATION INSURANCE				\$5,200
863	PROFESSIONAL SERVICES				
	Legal fees	\$50,000		\$55,000	
	Accounting firm	\$6,000		\$6,000	
	Tax consortium annual legal fees	\$750		\$1,000	
	Annual audit	\$8,000		\$8,000	
	Strategic Plan Refresh	\$7,000		\$7,000	
	Culture Code Facilitation	\$3,000		\$0	
	TOTAL PROFESSIONAL SERVICES	\$74,750	\$43,218	\$77,000	\$77,000
867	FURNITURE / EQUIPMENT PURCHASE				
	Miscellaneous	\$5,000		\$5,000	
	TS - Equipment	\$1,400		\$1,500	
	PS -	\$300		\$0	
	AS -	\$1,250		\$0	
	TOTAL FURNITURE/EQUIPMENT PURCHASE	\$7,950	\$6,831	\$6,500	\$6,500
	TRANSFER TO SPECIAL RESERVE	\$320,000		\$175,000	
	TOTAL TRANSFERS				\$175,000
	TOTAL				
	LIBRARY OPERATING EXPENDITURES	\$4,825,019	\$3,839,730		\$4,939,341
	LIBRARY FUND REVENUE OVER EXPENDITURES:	\$1,211	\$1,026		\$101

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NO.	NAME				
APPROPRIATION BUDGET 2020-2021					
	BOARD OF TRUSTEES FUND				
	Includes as of June 30 2020:				
	Carol Anne Robbins Account: Interest on Scholarship CD				
	Edgar Robbins Account: Youth Services				
	Future Account				
	YS Program Account: 1000 Books Before K				
	Friends Reading Program Account: Summer Reading				
	Robbins CD: Scholarship Fund				
	Endowment Account				
	Interest				
	TOTAL BOARD OF TRUSTEES FUND	\$281,630		\$285,617	\$285,617
	SPECIAL RESERVE FUND				
	Surplus Carryover	\$1,044,643		\$905,396	
	Interest Income	\$15,000		\$10,000	
	Transfer from General Fund	\$320,000		\$175,000	
	<i>Total Available Funds</i>	\$1,379,643		\$1,090,396	\$1,090,396
	Construction Costs	\$1,000,000		\$1,000,000	\$1,000,000
	SPECIAL RESERVE FUND REVENUES OVER EXPENDITURES	\$379,643		\$90,396	\$90,396
	CAPITAL PROJECTS FUND				
	Revenues				
	Surplus Carryover	\$7,259,790		\$8,622,787	
	Transfer from General Fund	\$2,682,328		\$2,742,958	
	Interest Income	\$20,000		\$15,000	
	Bond Issuance	\$20,000,000		\$20,000,000	
	Capital Projects Available Funds	\$29,962,118		\$31,380,745	\$31,380,745
	Expenditures				
	Bond Issue Costs	\$400,000		\$400,000	
	New Building Costs	\$20,000,000		\$20,000,000	
	Capital Projects Expenditures	\$20,400,000		\$20,400,000	\$20,400,000
	CAPITAL PROJECTS REVENUES OVER EXPENDITURES	\$9,562,118		\$10,980,745	\$10,980,745