

Administration

Booktracks has a multitude of settings and options to accommodate school systems and universities of different sizes and needs. Finding those rarely-visited administrative forms when you need to update a setting can be a challenge. Now you can use the **Settings Manager** (Administration | Settings Manager) to search for a keyword and find related forms.

Click **Help** in the **Menu Bar** to open a topic about the Settings Manager.

Click the icon to open a Help topic about the current form (in this case Circulation Settings).

The screenshot displays the Booktracks Settings Manager interface. At the top, a green navigation bar contains the following menu items: Circulation, Catalog, Patrons, Equipment, Reports, My Reports, Administration, Search, and Help. Below this, the 'Settings Manager' section on the left features a search bar with the text 'entity' and a red 'x' icon. A tree view on the left shows the following categories: Catalog (with a sub-item 'Entity Responsible For Tracking'), Circulation (with a sub-item 'Circulation Settings'), and General (with sub-items 'Add Ons' and 'My Reports Setup'). The 'Circulation Settings' form is open on the right, featuring a 'Save' button and a blue question mark icon in the top right corner. The form contains various settings with radio buttons for 'Yes' and 'No' options, and text input fields. The settings include: 'Show Failed Barcodes On Circulation', 'Pop-Up Kit Notifications', 'Show Patron Info On Check In', 'Show Patron Picture On Check In', 'Waive Lost Fine And Assess Overdue Fine When Item Is Found', 'Automatically Notify When Refund Is Due', 'Require Reason To Waive Fines', 'Play Sound Alerts During Circulation', 'Circulation Background Color' (set to #ffffcc), 'Show Error If Item Is Already Checked Out', 'Default Bookings Buffer Period' (set to 1 Days), 'Display Patron Barcode During Circulation', 'Use Grace Period When Assessing Fines', 'Choose Entity Responsible For Tracking During Circulation' (with 'Entity' highlighted in yellow), 'Browse Should Choose By First Character Of Last Name', 'Mark Brief Record As Temporary', 'Automatically Remove Custom Item Status On Check In', 'Automatically Remove Custom Item Status On Check Out', and 'Automatically Mark Overdue Items Lost After' (set to 30 Days). A red arrow points from the 'Help' menu item to the question mark icon, and another red arrow points from the question mark icon to the highlighted 'Entity' text in the search results.

When you click one of the search results, your keyword is highlighted on the related form so you can easily find it.

Circulation

An **Email Confirmation** check box now displays at check in (Circulation | Check In Items) so that you can send a message to students letting them know that their items have been marked as returned in the database.

Check In Items

Barcode: Special Check In Date:  Waive Overdue Fines: **Email Confirmation:**

Successful Check In: 0
Failed Check In: 0
Items With Warnings: 0

The new setting **Automatically Remove Custom Item Status On Check Out** (Administration | Circulation | Circulation Settings) has been added to reinstate the regular circulation status when items are checked out. A **warning** displays with this information in the results.

Automatically Remove Custom Item Status On Check Out: Yes: No:

Check Out Results

Successful Check Out: 1 Failed Check Out: 0

Title	Barcode	Physical Location	Due On	Override?
 Dell Laptop Computer	EQ00000391	TRC	05/23/2016	

This item's custom item status has been reinstated to the normal circulation status.

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What's New in V11?

The **Require Reason To Waive Fines** setting (Administration | Circulation | Circulation Settings) allows you to make it mandatory to document circumstances for waiving charges. Workers will see either a prompt to enter a reason (when using the **Waive Exactly** feature) or a reminder that the **Reason To Waive** field cannot be blank (when entering payment information in the related fields).

Require Reason To Waive Fines: Yes: No:

The screenshot displays the 'Pay Fines/Fees For Patron Ebb, Matthew' interface. At the top, the patron name is 'Ebb, Matthew (1619822)'. Below this, there are search and browse buttons for 'Check Out Items To This Patron or Lookup New Patron'. The total amount due is \$45.00, and the credit is \$0.00. There are buttons for 'Pay Exactly \$45.00' and 'Waive Exactly \$45.00'. A red arrow points from the 'Waive Exactly \$45.00' button to a 'Waive Fines/Fees' dialog box. This dialog box contains the text 'You must enter a reason to complete this transaction.' and an empty text input field. Below the dialog box, there is an 'ERROR' message box that says 'Reason To Waive cannot be empty.' with an 'OK' button. Another red arrow points from the 'Reason To Waive' field in the main interface to the error message. The main interface also shows a 'Payment Amount' field with '45' entered, a 'Reason To Waive' field, and buttons for 'Pay', 'Waive', 'Delete', and 'Print Receipt'.

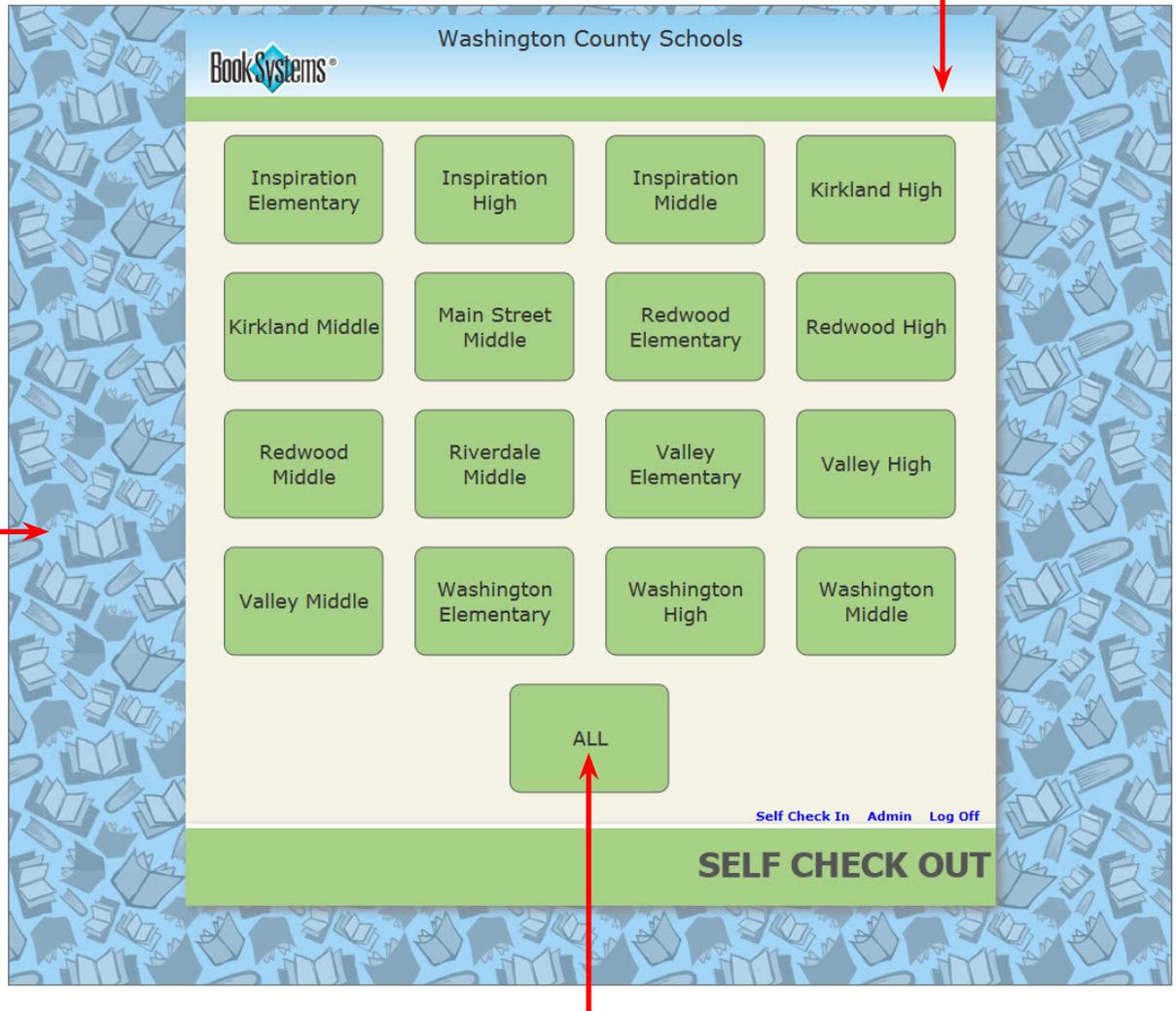
Self Check Stations

There are several new settings (Administration | Circulation | Circulation Settings) that let you customize the look and feel of the interface as well as the functionality of **Self Check Out** and **Self Check In**.

The **Booktracks** theme for the interface has been revamped to match the colors and graphics of the administrative side of Booktracks.

There are now two *separate* settings for selecting background color: **Color Of Self Check In Background** and **Color Of Self Check Out Background**. A blue background is shown here.

The new **Background Pattern And Animation** setting allows you to choose a design and movement as well. The pattern shown here is **Books**.



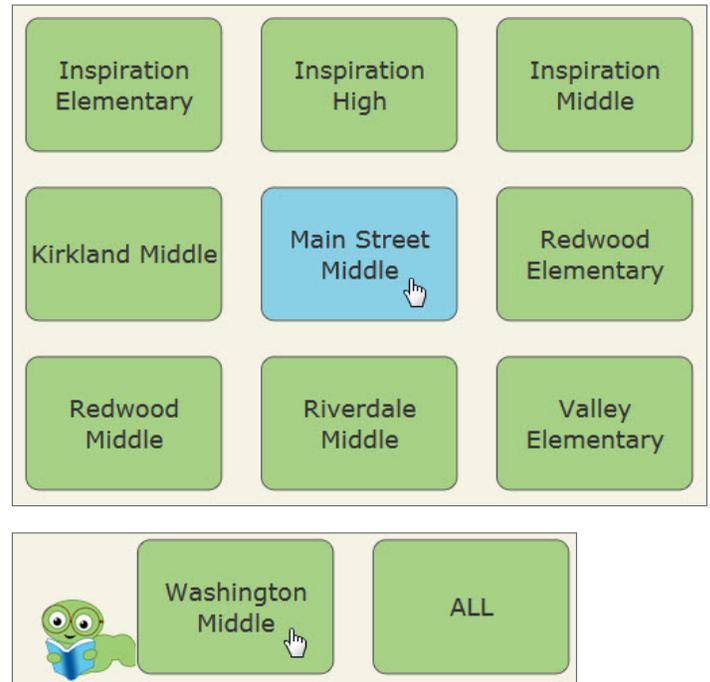
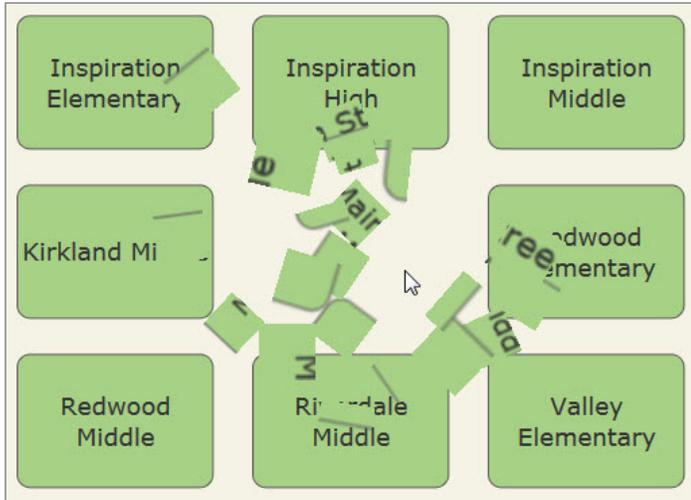
If you enabled the **Choose By Class** option for the **Check Out Patron Lookup Mode**, you will now see an **ALL** button allowing you to find students without knowing the **Teacher-Student Report Class**.

When using this lookup method, you can hide certain report classes that do not use self check by disabling the **Include In Self Check** option on the **Edit Teacher-Student Report Class** form (Administration | Patrons | Teacher-Student Report Class).

Booktracks®

What's New in V11?

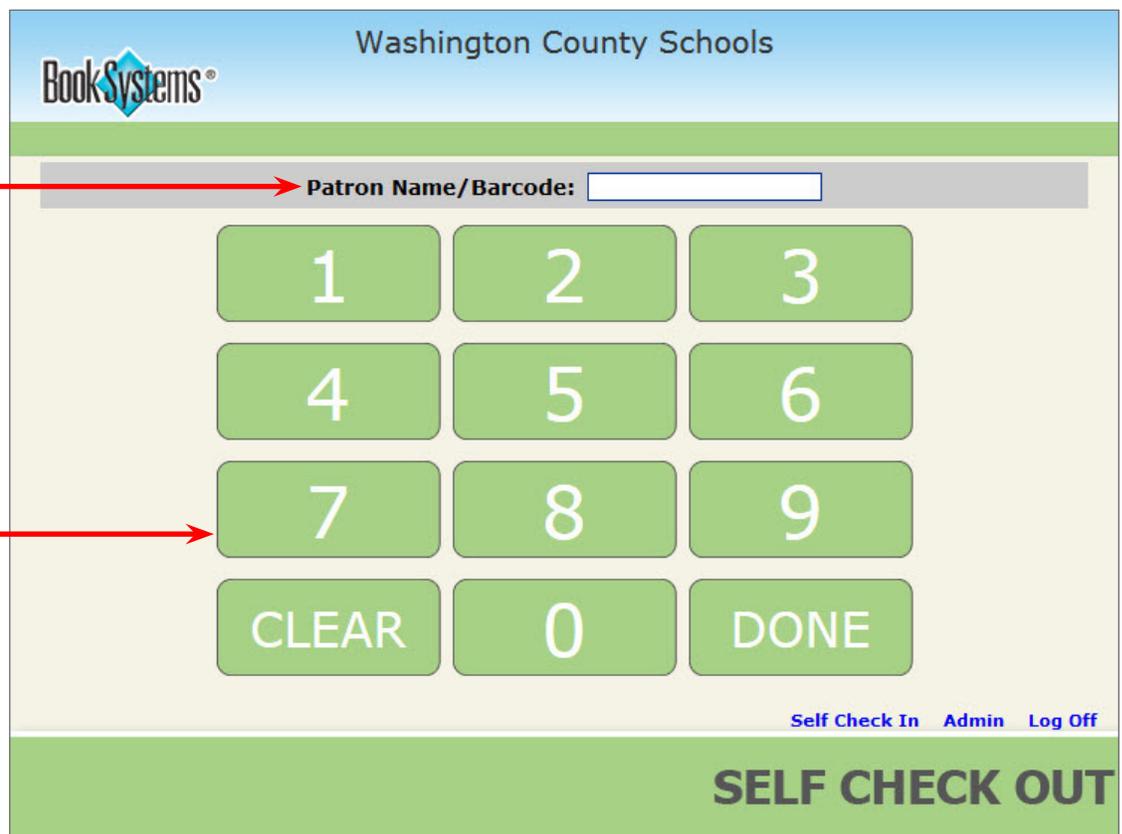
You can use the **Button Effects** options to choose animations that display when hovering over buttons or clicking them. The image to the right shows the **Color Hue Cycle** hover effect. The images below show the **Shatter** and **Book Worm** click effects.



You can also select **Page Navigation Effects** for moving between screens and turn on the **Enable Success Effects** option if you would like balloons or confetti to display for successful transactions.

If you use the **Scan Barcode** option for the **Check Out Patron Lookup Mode**, you can enable the **Search By Name After Barcode** option to find students by name.

If you always use the keyboard or a scanner rather than the onscreen keypad, you can disable the **Display Keypad For Patron Barcode Entry** setting.



Booktracks® What's New in V11?

The student's total fines now display beneath the existing name and ID (barcode).

The new **Sort Currently Checked Out Items By Check Out Date** circulation setting allows you to put items in order from the most recently checked out to the oldest.

Washington County Schools
Inspiration High

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Name: **Ben Abram** ID: **1665810**
Total Fines: **51.77**

Item Barcode:

Items Checked Out

Title	Barcode	Due On
Glencoe Speech	00003005	05/31/2016
Language of Composition: reading, writing, rhetoric	00003953	05/31/2016
iAvancemos!, Volume 1	00028152	05/31/2016
Miller and Levine Biology	00029294	05/31/2016
Kindle	EQ00002013	05/23/2016

Self Check In Admin Log Off

SELF CHECK OUT

The **Allow Full Check Out Errors To Be Displayed** circulation setting lets all workers, regardless of permissions, hover over **error** text to see the reason why items could not be checked out.

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Name: **Melody Martin** ID: **1623923**

There was a problem checking out this item ('00029294')
Please inform a textbook coordinator.

Item 'Miller and Levine Biology' (00029294) was already checked out to a different patron, Abram, Ben (1665810) on 01/15/2016.

Self Check In Admin Log Off

SELF CHECK OUT

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What's New in V11?

Booktracks now offers **Self Check URLs** that store the **selfcheckout/selfcheckin** workers' usernames and passwords. These can be used to create desktop shortcuts so that teachers can quickly access the **Self Check Out/In** interfaces (without having to log on every time), process check out/in transactions, and get back to other important tasks for their classes.

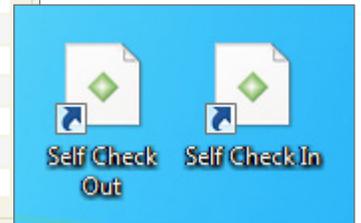
Depending on your district's workflow, an administrator at each school can set this up on a computer that is wheeled from classroom to classroom or on teachers' classroom computers by clicking Administration | General | Self Check URLs. If teachers have administrative permissions, they could also set this up themselves.

Self Check URLs

Saved Name	Worker	Location	Action
Self Check Out Inspiration Elementary	selfcheckout	Inspiration Elementary	[Delete]
Self Check In Inspiration Elementary	selfcheckin	Inspiration Elementary	[Delete]
Self Check Out Inspiration High	selfcheckout	Inspiration High	[Delete]
Self Check In Inspiration High	selfcheckin	Inspiration High	[Delete]
Self Check Out Redwood High	selfcheckout	Redwood High	[Delete]
Self Check In Redwood High	selfcheckin	Redwood High	[Delete]
Self Check Out Redwood Middle	selfcheckout	Redwood Middle	[Delete]

Self Check URL Setup

Create a new Self Check URL for with label



Catalog

Now the **Quick Add Holding** feature (Catalog | Quick Add Holding) can process adding holdings to bibliographic records even if there are duplicate ISBNs. A new option displays when using either “mode” that allows you to choose the appropriate bibliographic record.

Quick Add Holding

Mode: Textbooks have already been distributed. Multiple subjects will be cataloged rather than a single title. [Change Mode](#)

Scan the textbook's ISBN followed by the item's barcode to find an existing bibliographic record and add a new holding. If entering barcodes manually, click the **Add** button to complete the process.

The ISBN '9780618611492' is in use by more than one bibliographic record.

Select one of the bibliographic records with ISBN '9780618611492' to create a holding with barcode '00001637'.

Houghton Mifflin English, Grade 02 [Textbook]

Houghton Mifflin English, Grade 02, Braille Edition [Textbook]

Scan ISBN:

Scan Barcode:

Quick Add Holding

Mode: Textbooks have not been distributed yet. They will be cataloged by title. [Change Mode](#)

Entity Responsible For Tracking: Hall, Naomi [Change Entity Responsible For Tracking](#)

Scan the textbook's ISBN followed by each holding's barcode, and then click the **Add Holdings And Move To Next Title** button to add holdings records to an existing bibliographic record. If entering numbers manually, click the **Find** button after ISBN and the **Queue** button after each barcode.

Scan ISBN: 9780618611492

Scan Barcodes:

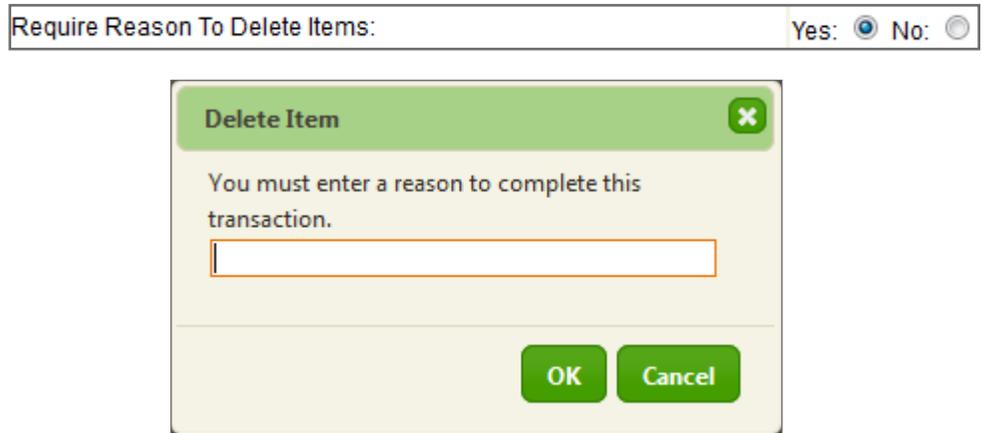
Title:

Houghton Mifflin English, Grade 02 [Textbook]

Houghton Mifflin English, Grade 02, Braille Edition [Textbook]

Number Of Barcodes Scanned: 0, **Successful: 0**, **Failed: 0**

The new **Require Reason To Delete Items** setting (Administration | Catalog | Catalog Settings) allows you to require workers to specify the circumstances for removing holdings records using the bulk **Delete Holdings** form or individual **Holding Record** forms.



Catalog & Patrons

Print Item Barcodes

Barcode: 0

Print Dumb Barcodes
Choose Fields And Set Alignment

Label To Print: 30 per page (BSI 70-BML30) Refresh Labels

Starting Row: 1

Starting Column: 1

Copies Per Barcode: 1

Print Test Border:

Add Type And School Code: Default

Check Digit Type: None

Sort Queue By:

Print Patron Barcodes

Barcode: 0

Print Dumb Barcodes
Choose Fields And Set Alignment

Label To Print: 30 per page (BSI 70-BML30) Refresh Labels

Starting Row:

Starting Column:

Copies Per Barcode:

Print Test Border:

Add Type And School Code:

Check Digit Type:

Sort Queue By:

Print Patron Address Labels

Barcode: 0

Choose Fields And Set Alignment

Label To Print: 30 per page (BSI 70-BML30) Refresh Labels

Starting Row: 1

Starting Column: 1

Copies Per Barcode: 1

Print Test Border:

Sort Queue By:

Print Labels In Queue Clear Queue

Clear Queue After Print

A **Print Test Border** option was added to the Print Item Barcodes, Print Patron Address Labels, and Print Patron Barcodes forms (available from either the Catalog or Patrons menu). This allows you to compare printed labels on a test sheet to your actual label stock.

Patrons

You can now manually add or modify a refund notice on students' records; this option only displays if the **Waive Lost Fine And Assess Overdue Fine When Item Is Found and Require Reason To Waive Fines** settings are enabled (Administration | Circulation | Circulation Settings). Booktracks automatically adds default text when students are due a refund. →

Other Info

Homeroom:

Advisor:

1st Period:

English Teacher:

Guardian/Parent:

Drivers Lic Number:

SSN:

Comment:

Alert:

Student Note:

Refund Notice:

Birth Date: 

Student Link:

PIN:

Patron Username:

Grade Level:

Verify PIN:

Has Barcode Been Printed?

Contact Preference: Not Specified Email Home Phone Mobile Phone Work Phone

Send Email When: Items Are Due

Send Text When: Items Are Due
 Items Have Been Overdue For 7 Days

Patron Picture

Upload File: Take Picture: 

You can now take pictures of your patrons directly within Booktracks using a webcam and the new camera icon on the **Add Patron** or **Edit Patron** form.

Reports

Emails sent concerning requests made on the **Course Data By Site** report (Reports | Course Data By Site) now include the **ISBN** for easier identification of textbooks.

The request for 10 copies of 'Science of Agriculture: A Biological Approach (1439057761)' has been edited.
[Click here to review this request](#)

Standard Reports

Report Name	Action
Circulation By Patron	View Edit
eBook And Web Resource Usage	View Edit
Fines/Fees By Patron	View Edit
Item Usage	View Edit
List Of Brief Records	View Edit
List Of Circulation Messages	View Edit
List Of Expired Titles	View Edit
List Of Lost Items	View Edit
List Of Overdue Items	View Edit
List Of Titles By Author	View Edit
Patron Usage	View Edit
Patrons Awaiting A Refund	View Edit
PayPal IPN Messages	View Edit
Title Usage	View Edit
Unused Holdings Barcodes	View Edit
Unused Patron Barcodes	View Edit
Used Holdings Barcodes	View Edit
Used Patron Barcodes	View Edit
View Bookings By Patron	View Edit

You can now run a report listing all students who are owed a refund (Reports | Other Reports | Patrons Awaiting A Refund).

Patrons Awaiting A Refund

Report Results For: Refund Notice is not empty
 Report Results From School Building: Main Street High
 8 Result(s) Found.
 Displaying Results 1 - 8

[Edit This Report](#)
 [Email Report](#)
 [Printable Version](#)
 [Export Report As CSV](#)
 [Export Report As Text](#)

Action	Line #	Patron Barcode	Patron Name	Loan Permission	Student Link	Alert Refund Notice
Review	1	1666359	Abbit, Abigail	Middle School Students	1266359	Refund Owed of \$25.00. The Lost Fine for Item enVisionMATH Common Core, Grade 06 (00011986) had been paid on 12/12/2015, but the Item was found.
Review	2	1616567	Adams, Martha	High School Students	1616567	Refund Owed of \$84.31. The Lost Fine for Item World History, Grade 06 (00011871) had been paid on 05/31/2015, but the Item was found.
Review	3	1616513	Anderson, Karen	Middle School Students	1616513	Refund Owed of \$67.45. The Lost Fine for Item World History (Grade 06) (00203920) had been paid on 09/30/2015, but the Item was found.
Review	4	1618017	Baker, Aaron	High School Students	1618017	Refund Owed of \$50.36. The Lost Fine for Item Elements of Literature, 1st Course (Grade 07) (700008603) had been paid on 04/27/2015, but the Item was found.
Review	5	1616549	Booker, Jean	Middle School Students	1616549	Refund Owed of \$57.40. The Lost Fine for Item United States: Civil War to Present (Grade 05) (00202544) had been paid on 09/10/2015, but the Item was found.

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What's New in V11?

A new **Currently Owed** column has been added to the **Cash Drawer Statistics** report (Reports | Statistical Reports) to show all outstanding assessed and projected fines for today only. Fees display at the bottom of the report.

Cash Drawer Statistics : 05/31/2016 to 05/31/2016

Filter Criteria: Start Date: School Building: End Date:

Total Fines Received: 195.58
 Total Fines Refunded: -42.43
 Credit Used To Pay Fines: -0.00
 Credit Received: 4.41
 Credit Refunded: -0.00
 Cash Change Over Period: 157.56

[Email Report](#) [Printable Version](#) [Export Report As Text](#)

Charts:

Cash Drawer Statistics : 05/31/2016 to 05/31/2016

Subject Area	Received	Waived	Refunded	Currently Owed
Algebra	0.00	0.00	0.00	0.00
Art	0.00	0.00	0.00	0.00
Biology	0.00	0.00	0.00	0.00
Business	0.00	0.00	0.00	30.30
Calculus	0.00	0.00	0.00	0.00
Chemistry	0.00	0.00	0.00	0.00
Communication Skills	0.00	0.00	0.00	0.00
Driver Education	0.00	0.00	0.00	342.37
Earth Science	0.00	0.00	0.00	33.59
English	0.00	0.00	0.00	87.11
Family and Consumer Science	0.00	0.00	0.00	0.00
French	0.00	0.00	0.00	0.00
Geometry	0.00	0.00	0.00	0.00
Health	0.00	0.00	0.00	0.00
History	0.00	0.00	0.00	0.00
Latin	0.00	0.00	0.00	0.00
Life Science	0.00	0.00	0.00	0.00
Literature	0.00	0.00	0.00	20.00

Assesed And Projected Fines And Fees

The **Holdings Summary Report** (Reports | Statistical Reports) has been updated so you can save report data and access it later. For instance, you can save reports from the end of each semester or school year.

Holdings Summary Report

[\[Subject Area\]](#) [\[Material Type\]](#) [\[Item Loan Period\]](#) [\[Age Group\]](#) [\[School Building\]](#) [\[Physical Location\]](#)

[Email Report](#) [Printable Version](#) [Export Report As Text](#)

Charts: None Saved Reports: [Show Report](#)

Filters: School Building: ALL Show Items Without Data Show: ALL

[Apply Filters](#) [Reload Report](#) [Save Report](#)

Washington County Schools
 1212 Inspiration Way Huntsville, AL 35866
 01/26/2016 04:21 PM

Holdings By Subject Area

Category / Class	Have	Lost	Out	In	Cost	Cost Average	Copyright Average
Algebra	3,411	31	38	3,373	\$225,103.21	\$66.21	2011
Art	935	0	1	934	\$57,028.79	\$60.99	2009
Biology	1,685	0	2	1,683	\$101,865.40	\$60.82	2012
Business	5,339	1	0	5,339	\$502,599.65	\$94.14	2011
Calculus	656	3	1	655	\$55,458.10	\$85.19	2014
Chemistry	893	0	0	893	\$36,983.95	\$41.88	2010
Communication Skills	81	0	0	81	\$4,554.54	\$56.23	2009
Driver Education	353	7	0	353	\$21,834.12	\$61.85	2010
Earth Science	1,173	1	0	1,173	\$84,605.58	\$72.13	2013
English	18,148	3	445	17,703	\$732,033.55	\$40.35	2010
Family and Consumer Science	1,156	0	1	1,155	\$46,488.22	\$40.21	2009
French	1,393	0	1	1,392	\$72,673.02	\$52.17	2007
Geometry	925	0	0	925	\$66,738.41	\$72.15	2012
Health	1,157	1	0	1,157	\$68,715.00	\$59.39	2010
History	0	0	0	0	\$0.00	\$0.00	0
Latin	230	0	0	230	\$16,277.10	\$70.77	2009
Life Science	586	0	17	569	\$45,581.79	\$77.78	2012
Literature	5,628	1	58	5,570	\$397,745.65	\$70.80	2009
Math	5,575	2	206	5,369	\$430,692.32	\$77.27	2012
Music	553	0	0	553	\$33,293.49	\$60.31	2007
No Subject	843	2	0	843	\$448,423.08	\$531.94	0
Physical Science	480	0	0	480	\$26,149.05	\$54.48	2011
Physics	311	0	2	309	\$27,848.37	\$89.54	2014
Psychology	0	0	0	0	\$0.00	\$0.00	0
Reading	13,100	2	314	12,786	\$804,638.66	\$61.42	2011
Science	6,375	0	205	6,170	\$379,615.95	\$59.55	2011
Social Studies	15,514	0	145	15,369	\$946,774.96	\$61.07	2010
Spanish	927	0	2	925	\$52,303.19	\$56.42	2010
Theatre	350	0	0	350	\$18,808.35	\$53.74	2009
Undefined	1,128	6	126	1,002	\$516,536.14	\$457.92	0
Total:	88,905	60	1,543	87,362	\$6,221,369.64	\$70.03	2010

Holdings Summary Report

[\[Subject Area\]](#) [\[Material Type\]](#) [\[Item Loan Period\]](#) [\[Age Group\]](#) [\[School Building\]](#) [\[Physical Location\]](#)

[Email Report](#) [Printable Version](#) [Export Report As Text](#)

Charts: None Saved Reports: 12/31/2015 11:59 PM [Show Report](#)

Filters: School Building: ALL Show Items Without Data Show: ALL

[Apply Filters](#) [Reload Report](#)

Washington County Schools
 1212 Inspiration Way Huntsville, AL 35866
 12/31/2015 11:59 PM (Saved History)

Holdings By Subject Area

Category / Class	Have	Lost	Out	In	Cost	Cost Average	Copyright Average
Algebra	3,411	31	18	3,393	\$225,103.21	\$66.21	2011
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Biology	1,685	0	2	1,683	\$101,865.40	\$60.82	2012
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Health	1,157	1	0	1,157	\$68,715.00	\$59.39	2010
History	0	0	0	0	\$0.00	\$0.00	0
Latin	230	0	0	230	\$16,277.10	\$70.77	2009
Life Science	586	0	17	569	\$45,581.79	\$77.78	2012
Literature	5,628	1	58	5,570	\$397,745.65	\$70.80	2009
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Music	553	0	0	553	\$33,293.49	\$60.31	2007
No Subject	843	2	0	843	\$448,423.08	\$531.94	0
Physical Science	480	0	0	480	\$26,149.05	\$54.48	2011
Physics	311	0	2	309	\$27,848.37	\$89.54	2014
Psychology	0	0	0	0	\$0.00	\$0.00	0
Reading	13,100	2	314	12,786	\$804,638.66	\$61.42	2011
Science	6,375	0	205	6,170	\$379,615.95	\$59.55	2011
Social Studies	15,514	0	145	15,369	\$946,774.96	\$61.07	2010
Spanish	927	0	2	925	\$52,303.19	\$56.42	2010
Theatre	350	0	0	350	\$18,808.35	\$53.74	2009
Undefined	1,128	6	126	1,002	\$516,536.14	\$457.92	0
Total:	88,905	60	1,543	87,362	\$6,221,369.64	\$70.03	2010

Booktracks®

What's New in V11?

The new **Collection Value Report** (Reports | Statistical Reports) provides the total and average costs for your investments at each school or per subject.

Collection Value Report

Start Date: End Date:

Create Report By Location Create Report By Subject

Collection Value Report

Print This Report Restart

Location			
Location	Item Count	Total Cost	Average Cost
Valley High	7824	\$586,521.82	\$74.96
Main Street Elementary	3601	\$172,381.23	\$47.87
Walnut Grove High	204	\$17,583.55	\$86.19
Valley Elementary	4363	\$223,341.12	\$51.19
Walnut Grove Elementary	644	\$39,252.17	\$60.95
Main Street Middle	4118	\$263,685.69	\$64.03
New Heights Elementary	1349	\$60,137.35	\$44.58
West Middle	3617	\$217,335.75	\$60.09
Kirkland Middle	626	\$34,222.79	\$54.67
Inspiration High	7576	\$715,380.11	\$94.43
Inspiration Middle	4277	\$332,550.25	\$77.75
Inspiration Elementary	4021	\$204,874.58	\$50.95
Redwood Elementary	3545	\$176,884.18	\$49.90
Valley Middle	4809	\$386,695.64	\$80.41
Central Office	144	\$9,369.90	\$65.07
West Elementary	1600	\$75,128.30	\$46.96
Lakewood Elementary	2241	\$162,953.02	\$72.71
Washington High	7419	\$600,114.97	\$80.89
Redwood Middle	4890	\$383,968.41	\$78.52
Washington Middle	4410	\$346,734.56	\$78.62
Washington Elementary	4104	\$183,078.27	\$44.61
Walnut Grove Middle	1508	\$91,301.62	\$60.54
Maple Elementary	948	\$40,128.93	\$42.33
Plum Creek Elementary	183	\$3,056.82	\$16.70
Redwood High	6054	\$489,209.42	\$80.81
Riverdale Middle	628	\$48,228.46	\$76.80
Main Street High	4168	\$355,984.38	\$85.41