Update July 15th, 2016

* Ashley’s Vacation time: Paid
* Credit Card Accounts: All cancelled but one
* Summer Donations Request: Letters mailed
* Auditor Information: Complete
* Electronic Inventory: In Progress
* Microfilm Machine: Repaired
* Security System: Sabra in process of repairing PCs
* Computer Order: Was cancelled due to non-payment will need to resubmit
* EDI-In Progress

**Upcoming Items**

* Minimum Wage: Due 12/16 Need Comp/overtime in place
* Spring AITS memo re: Grant funds
* High School Classes (need info)