

Lindenwold Library Report January 2019

Books/DVD Circulation: 302

Computer Usage: 264 + *wireless users*

New Members:

Children: 4
Adults: 28
Total: 32

\$275.00 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,867

Library Materials: 16,213

- Connections Center will not be at the Library on Fridays in 2019. They will still continue to host various programs here. Thurs. Feb 7th: Valentine's Day Craft, Sat, Feb 7th "Fitness for Kids", Tues: Feb 12 & 26, "Power Hour, Job search & resume help, Tues, Feb. 19 "Black History Month Craft"
- Lindenwold Baseball Registration will be held at the Library, Thursday evenings & Saturday's: February 7th – March 9th.
- The Friends of the Library Book Sale will be held: April 4 – 6th.

As well as the budget account status report thru 12/31/18.

Analysis of Library State Aid:

State Aid Balance as of 12/31/2016	\$1,779.81
2017 State Aid (Received October 2017)	\$1,951.00
2018 State Aid (Received October 2018)	\$2,063.00
2018 YTD Expenditures/Encumbrances	(\$1,939.94)
State Aid Balance as of 12/31/2018	\$3,853.87

Breakdown of State Aid by Year:

2017 Aid	\$1,790.87
2018 Aid	\$2,063.00
	\$3,853.87

MINUTES OF THE REGULAR MEETING OF THE ADVISORY BOARD OF THE
LINDENWOLD LIBRARY HELD AT 310 EAST LINDEN AVENUE
LINDENWOLD, NEW JERSEY, JANUARY 3, 2019

Attendees Andrew Rodgers, Presiding
Chris Rasmussen, Secretary
Donna Ryan
Stanley Kruczyski
Brenda Roach, Librarian

Meeting was opened by at 7:01 PM by President Andrew. A quorum was present. Approval of the minutes of the November meeting was made with an amendment as follows: Under the paragraph "Spending Plan", as reads "at a price of \$1,537.95" should read "at a price of \$1,294.95". The minutes with the amendment were moved for approval by Donna, seconded by Stanley.

Election of Officers for 2019 was held as follows:

For President: Andrew moved by Chris, seconded by Donna

For Vice President: Stanley moved by Chris, seconded by Andrew

For Secretary: Chris moved by Andrew, seconded by Stanley

Since there were no other nominations for any positions, the elections were approved by acclamation.

Chris next made a motion to keep the same meeting dates as for 2018. To Wit: meetings would be held at 7:00PM on the first Thursday of the following months: January, April, June, September, October and November. A special meeting in December would be held if necessary. The motion was seconded by Donna. The Board directed the Librarian to post the meeting dates as appropriate.

Librarian's Report

Brenda presented a table of statistics concerning Library usage. It was noted that Computer Usage has been falling probably due to users having other devices at hand. The number of members is now over 4,000. Chris asked if this was a problem but Brenda said it was not since that and much more are computerized.

Brenda will contact the local branch of AARP to see if they will provide someone to help with FIT preparation for some of our members.

Brenda said that the Connections Center is hosting various programs at the Library. Brenda is appreciative of their activities.

The Parade and Christmas activities went very well and Brenda thanked all who helped.

The State Aid total available is \$3,857.89 representing both 2017 and 2018.

Next meeting will be on April 4, 2019.

Submitted by
Chris Rasmussen, Secretary

Attachments

Lindenwold Library Report February 2019

Books/DVD Circulation: 263

Computer Usage: 244 + *wireless users*

New Members:

Children:	6
Adults:	14
Total:	20

\$376.25 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,891

Library Materials: 16,237

- March Programs – Saturday, March 2nd ~ Make your own Fizz Bomb
Thursday, March 14th ~ St. Patrick's Day bracelets
Thursday, March 21st ~ Family Fun & money Management
Saturday, March 30th ~ Outdoor Fun, Games & Challenges
- Lindenwold Baseball Registration will be held at the Library, until March 14th.
- The Friends of the Library Book Sale will be held: April 4 – 6th.

As well as the budget account status report thru 12/31/18.

Analysis of Library State Aid:

State Aid Balance as of 12/31/2016	\$1,779.81
2017 State Aid (Received October 2017)	\$1,951.00
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State Aid Balance as of 12/31/2018	\$3,853.87

Breakdown of State Aid by Year:

2017 Aid	\$1,790.87
2018 Aid	\$2,063.00
	\$3,853.87

Lindenwold Library Report March 2019

Books/DVD Circulation: 288

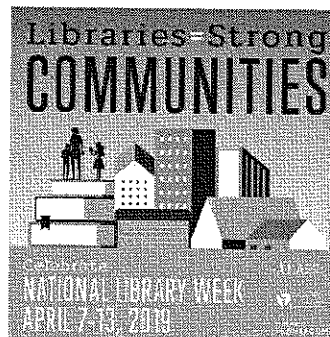
Computer Usage: 345 + *wireless users*

New Members:

Children: 10

Adults: 24

Total: 34



\$341.00 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,846

Library Materials: 16,290

- April Programs – Thursday, April 11th ~ Holiday Craft, Egg Hunt, & Visit with the Easter Bunny
Tuesday, April 23rd ~ Hand Puppet Making & Make your own Ice Cream Sundae
- Lindenwold may be forming new Girl Scout Troop. This troop will be for English & Spanish speaking families. They may be meeting here at the Library on Thursday evenings. Schedule is pending.
- The Library was invited to Lindenwold Pre-School the evening of March 27th for their Multi Cultural Festival to help promote the importance of reading to the families & to promote signing their children up for a Library card. BookSmiles supplied 2 tables of free books to give away. This was a very successful event, & it introduced the Library to many families.

Analysis of Library State Aid:

State Aid Balance as of 12/31/2018	\$3,853.87
2019 YTD Expenditures/Encumbrances	(\$0.00) No activity

State Aid Balance as of 12/31/2018: \$3,853.87

Breakdown of State Aid by Year:

2017 Aid	\$1,790.87 **
2018 Aid	\$2,063.00
	\$3,853.87

** - Must be expended by 12/31/19.

MINUTES OF THE REGULAR MEETING OF THE ADVISORY BOARD OF THE
LINDENWOLD LIBRARY HELD AT 310 EAST LINDEN AVENUE
LINDENWOLD, NEW JERSEY, JANUARY 3, 2019

Attendees Andrew Rodgers, Presiding
Chris Rasmussen, Secretary
Donna Ryan
Stanley Kruczyski
Brenda Roach, Librarian

Meeting was opened by at 7:01 PM by President Andrew. A quorum was present. Approval of the minutes of the November meeting was made with an amendment as follows: Under the paragraph "Spending Plan", as reads "at a price of \$1,537.95" should read "at a price of \$1,294.95". The minutes with the amendment were moved for approval by Donna, seconded by Stanley.

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For Secretary: Chris moved by Andrew, seconded by Stanley

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Librarian's Report

Brenda presented a table of statistics concerning Library usage. It was noted that Computer Usage has been falling probably due to users having other devices at hand. The number of members is now over 4,000. Chris asked if this was a problem but Brenda said it was not since that and much more are computerized.

Brenda will contact the local branch of AARP to see if they will provide someone to help with FIT preparation for some of our members.

Brenda said that the Connections Center is hosting various programs at the Library. Brenda is appreciative of their activities.

The Parade and Christmas activities went very well and Brenda thanked all who helped.

The State Aid total available is \$3,857.89 representing both 2017 and 2018.

Next meeting will be on April 4, 2019.

Submitted by
Chris Rasmussen, Secretary

Attachments

Lindenwold Library Report April 2019

Books/DVD Circulation: 301

Computer Usage: 275 + *wireless users*

New Members:

Children: 07
Adults: 27
Total: 34

\$327.00 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,885

Library Materials: 16,344

- May Programs – Thursday, May 9th ~ Mother's Day Craft
Thursday, May 16th ~ Master Chef Kids
Making Chicken Parm Sandwiches
Saturday, May 18th ~ Read to a furry Friend & Book Craft
Thursday, May 30th ~ Children's Escape Room @ the Library
Theme will be at the "Zoo"
- Lindenwold Youth Football will be having Registration at the Library Every Thursday evening now until June 27th from 6:30 - 8:00pm.

Analysis of Library State Aid:

State Aid Balance as of 12/31/2018	\$3,853.87
2019 YTD Expenditures/Encumbrances	(\$0.00) No activity
State Aid Balance as of 12/31/2018	\$3,853.87

Breakdown of State Aid by Year:

2017 Aid	\$1,790.87 **
2018 Aid	\$2,063.00
	\$3,853.87

** - Must be expended by 12/31/19.

Lindenwold Library Report May 2019

Books/DVD Circulation: 355

Computer Usage: 226 + *wireless users*

New Members:

Children: 01
Adults: 11
Total: 12

\$318.00 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,778

Library Materials: 16,365

- Computer use for non - residents that was discussed at the April Board meeting has been working out successfully. The Library was able to accommodate 41 individuals since this policy began on April 5th. Most of the users were from our bordering communities.
- June Programs – Tuesday, June 18th ~ Fun with Popsicle's & Crafts
Thursday, June 27th ~ Time Capsule Creation
Saturday, June 29th ~ Photo Frame Design
- Lindenwold Library's Summer Reading Club ~ June 25 – August 22
This year's theme – "A Universe of Stories" (Flyers have been distributed at Lindenwold Schools.) Children will sign up at the Library & pick up their reading packet, which will include their reading log, summer reading information, worksheets, & calendar of events. For every 75 minutes they read they will receive a raffle ticket for a weekly drawing to win prizes.
 - ✓ The NJ State Library has sent posters, a banner & bookmarks for the summer reading program.
 - ✓ Every Thursday afternoon the Library will also host a craft, event, activity, ECT. which will be connected with this year's Space theme & STEM education, (science, technology, engineering and math). After each Thursday event the children will also be provided Free Dinner with NO charge to the Library. Children will need to register separately for the Thursday events. {June 27, July 11, 18, & 25, Aug. 1, 8, 16, & 22}
- Lindenwold Youth Football will be having Registration at the Library Every Thursday evening now until June 27th from 6:30 - 8:00pm.

Analysis of Library State Aid:

State Aid Balance as of 12/31/2018	\$3,853.87
2019 YTD Expenditures/Encumbrances	(\$0.00) No activity
State Aid Balance as of 12/31/2018	\$3,853.87

Breakdown of State Aid by Year:

2017 Aid	\$1,790.87 **
2018 Aid	\$2,063.00
	\$3,853.87

** - Must be expended by 12/31/19.

Lindenwold Library Report June 2019

Books/DVD Circulation: 328

Computer Usage: 361 + *wireless users*

New Members:

Children: 04
Adults: 18
Total: 22

\$323.50 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,916

Library Materials: 16,449

- **Lindenwold Library's Summer Reading Club ~ June 25 – August 29**
Summer Programs – Every Thursday @ 4pm Space Crafts (Schedule attached)
Dinner served @5pm
- **Early Childhood Success will be hosting 2 Crafts in July,**
Friday, July 12th – Tropical Smoothies
Tues. July 23 – Alien Space Ship Craft

Analysis of Library State Aid:

State Aid Balance as of 12/31/2018 \$3,853.87
2019 YTD Expenditures/Encumbrances (\$0.00) No activity
State Aid Balance as of 12/31/2018 \$3,853.87

Breakdown of State Aid by Year:

2017 Aid	\$1,790.87 **
2018 Aid	\$2,063.00
	<u>\$3,853.87</u>

** - Must be expended by 12/31/19.

MINUTES OF THE REGULAR MEETING OF THE ADVISORY BOARD OF THE
LINDENWOLD LIBRARY HELD AT 310 EAST LINDEN AVENUE
LINDENWOLD, NEW JERSEY, JUNE 8, 2017

Attendees Donna Ryan
Chris Rasmussen, Secretary
Stanley Kracinski
Brenda Roach, Librarian

Meeting was opened by at 7:05 PM. A quorum was not present. Prior minutes were not read or approved. Those will be done at a subsequent meeting. Brenda then swore in Stanley as our newest member.

Librarian's Report

Brenda gave the Librarian's report (see attached). The sidewalk and back steps are progressing apace but Some expert guidance is required. Brenda has received 5 applications for the job of part-time library assistant. She will be reviewing these and will be holding interviews with the applicants in the next few weeks.

Brenda is expanding her outreach program to entice more young readers to join the library. We expect there will be good results soon. Also, the usual summer reading for preteens is under way and prizes will be awarded.

The spending plan was put on hold until September. The Boro IT person has advised Brenda that she needs 6 new CPU units and at the present time, the source of funding these purchases has not been fully identified.

Brenda, Chris and Stanley took a tour of the Classic Literature and the teen reading stacks. Chris and Stanley volunteered to do some re-arranging during the summer months.

No other business was conducted.

Meeting adjourned at 8:10 PM

Submitted by
Chris Rasmussen, Secretary

Lindenwold Library Report July 2019

Books/DVD Circulation: 433

Computer Usage: 392 + *wireless users*

New Members:

Children:	16
Adults:	<u>14</u>
Total:	30

\$323.50 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,939

Library Materials: 16,432

- Lindenwold Library's Summer Reading Club ~ June 25 – August 29
Summer Programs – Every Thursday @ 4pm Space Crafts (Schedule attached)
Dinner served @5pm
- Early Childhood Success will be hosting 2 Crafts in July,
Friday, July 12th – Tropical Smoothies
Tues. July 23 – Alien Space Ship Craft

Analysis of Library State Aid:

State Aid Balance as of 12/31/2018	\$3,853.87
2019 YTD Expenditures/Encumbrances	(\$0.00) No activity
State Aid Balance as of 12/31/2018	\$3,853.87

Breakdown of State Aid by Year:

2017 Aid	\$1,790.87 **
2018 Aid	<u>\$2,063.00</u>
	<u>\$3,853.87</u>

** - Must be expended by 12/31/19.

Lindenwold Library Report August 2019

Books/DVD Circulation: 419

Computer Usage: 408 + *wireless users*

New Members:

Children: 10
Adults: 14
Total: 26

\$370.00 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,962

Library Materials: 16,379

- **Lindenwold Library's Summer Reading Club ~ June 25 – August 29**
Summer Programs were very well attended. Crafts were at 4pm & followed by dinner at 5pm. List of activities & attendance are attached.
Connections was a wonderful partnership to help with the summer reading program. Diane from the Friends came out to help at each craft. The children had a great time.
- **September Crafts: Sept 12th – Animal key chains**
Sept. 14 - DIY Cinnamon Roll Decorating
Sept 26 – Animal Game Night
Connections will also be attending Lindenwold Day to promote their services & the Library.
- **Friends of the Library will be attending Lindenwold Day as well to promote the Library.**
- **Book Sale will be: October 10 – 12**
- **A New Girl Scout Troop is forming, they have requested to meet here at the Library 2 times a month on Thursday nights.**

Analysis of Library State Aid:

State Aid Balance as of 12/31/2018	\$3,853.87
2019 YTD Expenditures/Encumbrances	(\$0.00) No activity
<u>State Aid Balance as of 12/31/2018</u>	<u>\$3,853.87</u>

Breakdown of State Aid by Year:

2017 Aid	\$1,790.87 **
2018 Aid	\$2,063.00
	<u>\$3,853.87</u>

** - Must be expended by 12/31/19.

Lindenwold Library Report September 2019

Books/DVD Circulation: 346

Computer Usage: 271 + *wireless users*

New Members:

Children: 05

Adults: 19

Total: 24

\$278.00 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.) *+ 36.25*

Patrons: 4,871

Library Materials: 16,429

- **October Activity's:** October 17th – Canvas Pumpkin Painting
October 19th – DIY Candy Apples
October 24th – Glow in the Dark *Day of the Dead* Change Jar
- Friends of the Library Book Sale will be: October 10 – 12
- The end of Oct, the 5th & 6th grade class will be visiting the Library, & November the High School class will be visiting as well.
- Discussion on computer analysis & upgrades.

Analysis of Library State Aid:

State Aid Balance as of 12/31/2018 \$3,853.87

2018 YTD Expenditures/Encumbrances (\$0.00) No activity

State Aid Balance as of 12/31/2018 \$3,853.87

Breakdown of State Aid by Year:

2017 Aid	\$1,790.87 **
2018 Aid	\$2,063.00
	\$3,853.87

** - Must be expended by 12/31/19.

MINUTES OF THE REGULAR MEETING OF THE ADVISORY BOARD OF THE
LINDENWOLD LIBRARY HELD AT 310 EAST LINDEN AVENUE
LINDENWOLD, NEW JERSEY, SEPTEMBER 5, 2019

Attendees Andrew Rodgers, Presiding
Chris Rasmussen, Secretary
Stanley Kruczyski
Barbara Borger
Brenda Roach, Library Supervisor

Meeting was opened by at 7:09 PM by President Andrew. A quorum was present. It was noted that the scheduled meeting of June 6 had been cancelled. The minutes of April 4 were approved with a motion by Stanley and a second by Barbara.

Library Operations Report – See attached

In the April, the Board voted to allow non-residents to use computers and printers subject to rules set by the Supervisor. The Board agreed with the Supervisor to continue the practice and concluded that no additional motion was needed.

A year-to-date summary of Library usage was offered by the Supervisor and is attached.

The Supervisor went into great detail on the summer activities which included many programs for children. Attached is a brochure labeled "Lindenwold Library's Summer Events. Attached also is a memorandum from Katrice Bailey, Connections Coordinator, listing the number of young people that attended.

The Supervisor announced that there will be a change in the specific Girl Scout troop meeting at the Library.

A discussion concerning the spending requirements for the remainder of the year was held. There was much input and suggestions from the Board Members. The Supervisor will take this into account as she fleshes out the Library's needs including costs for our next meeting in October.

Next meeting will be on October 3, 2019.

Meeting Adjourned at 8:27 PM

Submitted by
Chris Rasmussen, Secretary

Attachments

Lindenwold Library Report October 2019

Books/DVD Circulation: 374

Computer Usage: 280 + *wireless users*

New Members:

Children: 08

Adults: 15

Total: 23

388
\$278.00 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,894

Library Materials: 16,470

November Activities:

- November 7th – High School Field Trip - 11am
- November 7th – Family Fun, Making wreaths – 6:30pm
- November 14th – Atlantic City Electric Career program – 6:00pm
- November 16th – Pumpkin Slime - 11am
- November 21 – Thanksgiving Trail Mix -6:30pm

Friday, December 5th – Christmas Parade, Tree Lighting, & Visit with Santa
7:00pm Parade begins, 7:30 Tree Lighting & Visit with Santa

Analysis of Library State Aid:

State Aid Balance as of 12/31/2018 \$3,853.87

2019 YTD Expenditures/Encumbrances (\$0.00) No activity

State Aid Balance as of 12/31/2018: \$3,853.87

Breakdown of State Aid by Year:

2017 Aid	\$1,790.87 **
2018 Aid	\$2,063.00
	\$3,853.87

** - Must be expended by 12/31/19.

MINUTES OF THE REGULAR MEETING OF THE ADVISORY BOARD OF THE
LINDENWOLD LIBRARY HELD AT 310 EAST LINDEN AVENUE
LINDENWOLD, NEW JERSEY, OCTOBER 3, 2019

ees Andrew Rodgers, Presiding
Chris Rasmussen, Secretary
Donna Ryan
Barbara Borger
Brenda Roach, Library Supervisor

Meeting was opened by at 7:05 PM by President Andrew. A quorum was present. The minutes of April 4 were approved with a motion by Barbara and a second by Donna.

Library Operations Report – See attached

The Supervisor spoke briefly of the Library's activities, See Attached Reports.
A year-to-date summary of Library usage was offered by the Supervisor and is attached.

The Supervisor did a presentation on the present computer equipment needs, which also included a discussion of the types of equipment and associated up-grades to existing computer sites.

The current needs to be filled are 3 new All-in-one computers for a cost of \$1,683, Also, as up-grades to existing sited, we need to purchase four 8 GIGS of RAM at a cost of \$150.24 for each. The needs total \$1,833. The Board agreed that we should not be constrained by conserving State Aid funds but to spend what our needs call for.

A final motion was made by Barbara and seconded by Donna to authorize the Supervisor to spend up to \$2,000 for these purchases. The amounts over \$1,833 were to cover any unexpected costs due to shipping and handling. A voice vote approved the motion.

The next meeting is scheduled for November 7.

Meeting adjourned at 8:02PM

Submitted by
Chris Rasmussen
Secretary

Lindenwold Library Report November 2019

Books/DVD Circulation: 403

Computer Usage: 214 + *wireless users*

New Members:

Children: 10
Adults: 18
Total: 28

\$278.00 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,922

Library Materials: 16,529

November Activities:

- December 6th – Christmas Parade & Tree Lighting, & Visit with Santa 7:00pm
- December 7th – Girl Scouts Meeting
- December 12th – Vision Board Party 6:30pm
- December 14th – Holiday Family Feud 11:00am
- December 19th “Project E.L.F.”

Analysis of Library State Aid:

State Aid Balance as of 12/31/2018	\$3,853.87
2019 YTD Expenditures/Encumbrances	(\$0.00) No activity
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Breakdown of State Aid by Year:

2017 Aid	\$1,790.87 **
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** - Must be expended by 12/31/19.

MINUTES OF THE REGULAR MEETING OF THE ADVISORY BOARD OF THE
LINDENWOLD LIBRARY HELD AT 310 EAST LINDEN AVENUE
LINDENWOLD, NEW JERSEY, NOVEMBER 7, 2019

Attendees Andrew Rodgers, Presiding
Chris Rasmussen, Secretary
Donna Ryan
Barbara Borger
Brenda Roach, Library Supervisor

Meeting was opened by at 7:01 PM by President Andrew. A quorum was present. The minutes of October 3 were approved with a motion by Donna and a second by Barbara.

Library Operations Report – See attached

The Supervisor spoke briefly of the Library's activities, See Attached Reports.
A listing of the Library's November activities is enclosed.

The Supervisor reported that both the Borough and the library have found that the current IT provider's advice is insufficient and therefore another provider has been engaged. In the October minutes, we described the equipment that the Library wished to purchase. The Board passed a motion authorizing \$2,000 of State Aid money to be used for the purchase of the required equipment. The Board considered if a new motion would be required and concluded that the approval of the \$2,000 was still appropriate and a new motion would not be necessary. The new IT vendor has not had time to completely give a description of what will be purchased but it will be within the funds approved. Description of said equipment will be detailed in the minutes of the January 2020 meeting.

Also, additional computer equipment will be purchased with Borough funds.

The next meeting is scheduled for January 2, 2020.

Meeting adjourned at 7.29 PM

Submitted by
Chris Rasmussen
Secretary

Lindenwold Library Report December 2018

Books/DVD Circulation: 200

Computer Usage: 162 + *wireless users*

New Members:

Children: 3
Adults: 7
Total: 10

\$145.00 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,837

Library Materials: 16,217

- The Christmas Parade & Tree Lighting on Dec. 7th went very well. The Lindenwold High School band & choir participated again this year. We had a very large crowd & served over 300 cups of hot chocolate. The Friends of the library & our volunteers did a fantastic job.
- Connections Center will not be at the Library on Fridays in 2019. They will still continue to host various programs here. 1/3 – Make a Sandwich/ ~ 1/10 – Children's craft. Programs will run on Thursday evenings, and Saturdays.

Attached you will find the detailed trial balance for 2018 for the Library State Aid
As well as the budget account status report thru 11/30/18

Analysis of Library State Aid:

State Aid Balance as of 12/31/2016	\$1,779.81
2017 State Aid (Received October 2017)	\$1,951.00
2018 State Aid (Received October 2018)	\$2,063.00
2018 YTD Expenditures/Encumbrances	(\$1,610.86)
State Aid Balance as of 11/30/2018	\$4,182.85

Breakdown of State Aid by Year:

2016 Aid	\$168.85***
2017 Aid	\$1,951.00
2018 Aid	\$2,063.00
	\$4,182.85

***This balance must be expended by 12/31/2018

\$324.98 - Home Depot – Upgrade of electrical outlets

\$3,857.87
\$1,794.87 *****