

**VILLAGE OF NEW GLARUS**  
**MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES APPROVED MINUTES**  
**Tuesday, January 10, 2016 - 6:30 P.M.**

Present: President Linda Hiland, Jody Hoesly, Kevin Budsberg, Petra Streiff, Lexa Speth, Director Lauren White, Robert Bergum, and Suzi Janowiak

1. Call to Order: L. Hiland called the meeting to order at 6:32 pm
2. Approval of Agenda: K. Budsberg moved for approval, and P. Streiff seconded. Motion carried.
3. Comments & Questions from the Public\*  
*\*(Note – the Library Board will not discuss or vote on these matters at this time, the purpose of this item is to provide a public forum for citizen's comments)*
4. New Business
  - A. Discussion and Consideration: Library Director Annual Evaluation  
L. Hiland informed the Library Board that Director White's annual evaluation will take place on Jan 24<sup>th</sup> in a closed session. Formats for the evaluation and process were emailed to the Board members to complete.
  - B. Discussion and Consideration: Homebound Services Policy  
L. White noted the Board members received the draft policy and forms in their emails. L. Hiland questioned the "request for purchase" clause on the draft policy. L. White explained that this was to make a suggestion to the Library about purchasing certain materials for the collection at the Library. L. Hiland suggested a format correction for clarification of instructions and process for delivery and return of collection of materials. L. White asked for approval of the draft policy. K. Budsberg moved that the draft policy and forms be approved. R. Bergum seconded. Motion carried.
  - C. Discussion: Correspondence  
L. Hiland shared a thank you card from Howard Weber for a memorial in honor of Darrel Weber
  - D. Discussion and Consideration: Groundwork for Business Model  
L. Hiland mentioned that the Co-Chairs are advocating for a business model to be part of the vision as the new library building plans continue. Some partnerships are already formed, but a suggestion was made to reach out to Madison College to see if there would be interest in renting of space for classroom purposes. Also a suggestion made to research the policies about space rental from other libraries. Also, suggestions were made to explore worker space options. K. Budsberg expressed concerns that an idea may develop that the use of library space "for profit" could create a conflict with the library's role in the community as a free, open, public library. K. Budsberg also wondered if the Co-Chairs could clarify, through example policies or ideas from other libraries, what the business model plan should include. L. Hiland clarified that the three elements involved in the business model idea were the renting of extra space for professional development, for satellite classrooms, and for worker spaces.
5. Old Business
  - A. Discussion and Consideration: Library Building Project:  
L. Hiland reviewed that R. Bergum, P. Streiff and L. Hiland met with B. Gadow and R. Truttmann to discuss the on-going building project.
6. Bills & Finance Report
  - A. Bills:  
L. White presented bills totaling \$18,473.98.
  - B. Financial Statement:  
These are included below in the Director's report. A report summarizing the Library accounts was created by K. Budsberg to help clarify what accounts the Library holds and where funds should be deposited.
7. Director's Report:  
Two reports are included in these minutes from December and January. S. Janowiak commented on the on-line survey and how informative it was to read the responses. K. Budsberg also commented on the on-line survey as a tool for public relations information. L. Hiland asked what our circulation comparison was between 2015 and 2016. L. White commented that she would research this fact.
8. Approval of Minutes:

A. December 19, 2016: Minutes were approved with changes. K. Budsberg moved and L. Hiland seconded. Motion carried.

9. Adjournment

R. Bergum moved for adjournment, and K. Budsberg seconded. Motion Carried. Adjournment occurred at 7:52pm

Respectfully submitted,  
Lexa Speth

**New Glarus Public Library  
Director's Report – December 19th, 2016  
Lauren White, Director**

**Scrappy Holidays:** In December, Erica hosted a holiday craft program for adults that was well-attended. The basis of the program was to make holiday decorations using scrapbook paper and items included paper trees, Altoid tin ornaments, and snowflake garlands. This is the first adult craft class we've hosted during the holidays and given how well it went over, we look forward to hosting more in the future!

**Mickey Mouse Christmas Carol Program:** Each year, we try and host a family holiday movie and craft with cookie decorating when students have a half-day at school. This year, we showed A Mickey Mouse Christmas Carol and Ignacia read a few short stories to the attendees. This is always a very successful program and we thank our parents and caregivers for braving the elements to spend time at the library.

**2017 Database Renewals:** In evaluating was in which we can save money for the next fiscal year, I examined database usage and feel that it is appropriate to terminate our service with ReferenceUSA Business. This database experiences very little traffic annually and as such, cost per use is very, very high. Since we evaluate databases yearly, should there be a demand for this service next year, we'll certainly consider reinstating it. Otherwise, all of our databases remain the same, such as our ever-popular Ancestry.com database and Novelist. There was a small increase in cost for 2017, but nothing significant to report.

**Ongoing Building Security Issues:** After speaking with Village administration and the police department several times, it has been decided that library staff will lock the outside doors to the Village Hall on non-meeting nights. I made it very clear that the loitering issues are not library issues and that responsibly should be taken by administration and the police to ensure that after-hours vandalism doesn't remain an issue.

## 2016 Monthly Statistics

| <b>New Glarus Public Library 2016</b> | <b>Items Added</b>         | <b>Items Deleted</b>      | <b>Circulation</b>                 | <b>Circ. by PSTAT Other</b>      | <b>Village of New Glarus</b> | <b>Town of New Glarus</b>  | <b>Town of York</b>             | <b>Town of Exeter</b>        | <b>Dane Co. No Library</b>  |
|---------------------------------------|----------------------------|---------------------------|------------------------------------|----------------------------------|------------------------------|----------------------------|---------------------------------|------------------------------|-----------------------------|
| January                               | 277                        | 395                       | 5980                               | 852                              | 2808                         | 1320                       | 589                             | 213                          | 198                         |
| February                              | 242                        | 509                       | 5879                               | 962                              | 2563                         | 1380                       | 541                             | 284                          | 149                         |
| March                                 | 212                        | 208                       | 6178                               | 835                              | 3125                         | 1284                       | 520                             | 271                          | 143                         |
| April                                 | 280                        | 142                       | 5730                               | 780                              | 2734                         | 1375                       | 532                             | 170                          | 139                         |
| May                                   | 180                        | 356                       | 5551                               | 741                              | 2633                         | 1414                       | 408                             | 181                          | 174                         |
| June                                  | 224                        | 175                       | 6333                               | 853                              | 2826                         | 1628                       | 608                             | 249                          | 169                         |
| July                                  | 193                        | 243                       | 6458                               | 849                              | 2874                         | 1741                       | 577                             | 232                          | 185                         |
| August                                | 230                        | 85                        | 6047                               | 846                              | 2623                         | 1551                       | 581                             | 249                          | 197                         |
| September                             | 201                        | 236                       | 5697                               | 827                              | 2461                         | 1326                       | 686                             | 187                          | 210                         |
| October                               | 191                        | 21                        | 5541                               | 957                              | 2596                         | 1073                       | 585                             | 141                          | 189                         |
| November                              | 252                        | 436                       | 5703                               | 934                              | 2700                         | 1163                       | 531                             | 156                          | 219                         |
| December                              |                            |                           |                                    |                                  |                              |                            |                                 |                              |                             |
| Total:                                | 2482                       | 2806                      | 65097                              | 9436                             | 29943                        | 15255                      | 6158                            | 2333                         | 1972                        |
| <b>2016</b>                           | <b>Patron ILL Requests</b> | <b>ILL Requests Rec'd</b> | <b>ILL Requests Unable to Fill</b> | <b># Unique Website Visitors</b> | <b># Website Visits</b>      | <b>WiFi Sessions</b>       | <b>Public Computer Sessions</b> | <b>Public Computer Hours</b> | <b>New Patrons Register</b> |
| January                               | 8                          | 6                         | 2                                  | 884                              | 1323                         | 2385                       | 153                             | ???                          | 8                           |
| February                              | 10                         | 3                         | 7                                  | 834                              | 1210                         | 3189                       | 179                             | ???                          | 17                          |
| March                                 | 11                         | 8                         | 3                                  | 812                              | 1166                         | 2926                       | 187                             | ???                          | 24                          |
| April                                 | 10                         | 5                         | 1                                  | 837                              | 1285                         | 3176                       | 148                             | ???                          | 15                          |
| May                                   | 7                          | 10                        | 0                                  | 792                              | 1140                         | 2830                       | 123                             | ???                          | 10                          |
| June                                  | 10                         | 3                         | 5                                  | 786                              | 1262                         | 3446                       | 118                             | ???                          | 23                          |
| July                                  | 24                         | 8                         | 1                                  | 768                              | 1163                         | 2790                       | 177                             | ???                          | 27                          |
| August                                | 13                         | 12                        | 0                                  | 874                              | 1367                         | 3257                       | 181                             | ???                          | 16                          |
| September                             | 22                         | 10                        | 7                                  | 726                              | 1127                         | 2967                       | 152                             | ???                          | 19                          |
| October                               | 10                         | 9                         | 1                                  | 765                              | 1168                         | 2848                       | 128                             | ???                          | 10                          |
| November                              | 13                         | 10                        | 0                                  | 840                              | 1264                         | 2557                       | 139                             | ???                          | 8                           |
| December                              |                            |                           |                                    |                                  |                              |                            |                                 |                              |                             |
| Total:                                | 138                        | 84                        | 27                                 | 8918                             | 13475                        | 32371                      | 1685                            |                              | 177                         |
| <b>2016</b>                           | <b>Patron Visits</b>       | <b>Hours Open</b>         | <b>Patrons/Hour</b>                | <b># Adult Programs</b>          | <b># Adults Count</b>        | <b># Children Programs</b> | <b># Children Count</b>         | <b>Total Programs</b>        | <b>Total # Attend</b>       |
| January                               | 2511                       | 196                       | 13                                 | 5                                | 18                           | 5                          | 117C/36A                        | 10                           | 171                         |
| February                              | 2740                       | 209                       | 13                                 | 9                                | 33                           | 6                          | 210C/61A                        | 15                           | 304                         |
| March                                 | 3023                       | 218                       | 14                                 | 10                               | 34                           | 5                          | 79C/42A                         | 15                           | 155                         |
| April                                 | 2820                       | 207                       | 14                                 | 5                                | 32                           | 6                          | 114C/47A                        | 11                           | 193                         |
| May                                   | 2656                       | 209                       | 13                                 | 7                                | 37                           | 10                         | 714C/104A                       | 17                           | 855                         |
| June                                  | 3535                       | 218                       | 16                                 | 5                                | 13                           | 7                          | 205C/71A                        | 12                           | 289                         |
| July                                  | 3372                       | 205                       | 16                                 | 5                                | 19                           | 9                          | 179C/61A                        | 14                           | 259                         |
| August                                | 3307                       | 227                       | 15                                 | 5                                | 20                           | 4                          | 73C/24A                         | 9                            | 117                         |
| September                             | 2759                       | 209                       | 13                                 | 12                               | 130                          | 4                          | 69C/32A                         | 16                           | 231                         |
| October                               | 2,488                      | 214                       | 12                                 | 6                                | 34                           | 6                          | 91C/33C                         | 12                           | 158                         |
| November                              | 2465                       | 191                       | 13                                 | 5                                | 24                           | 2                          | 39C/15A                         | 7                            | 78                          |
| December                              |                            |                           |                                    |                                  |                              |                            |                                 |                              |                             |
| Total:                                | 31676                      | 2303                      | 152                                | 74                               | 394                          | 64                         | 1890C/526A                      | 138                          | 2810                        |

**New Glarus Public Library Programing and Outreach Attendance  
November 2016**

| Date                                | Activity                   | Number of Attendees |
|-------------------------------------|----------------------------|---------------------|
| Tuesday, November 1 <sup>st</sup>   | Scrabble                   | 3                   |
| Wednesday, November 9 <sup>th</sup> | Adult Book Club Discussion | 13                  |
| Friday, November 11 <sup>th</sup>   | Preschool Story Time       | 23C/8A              |
| Tuesday, November 15 <sup>th</sup>  | Scrabble                   | 0                   |
| Thursday, November 17 <sup>th</sup> | Scrappy Holidays           | 9A/1C               |
| Friday, November 18 <sup>th</sup>   | Preschool Storytime        | 16C/7A              |
| Tuesday, November 22 <sup>nd</sup>  | Scrabble                   | 0                   |
| Tuesday, November 29 <sup>th</sup>  | Scrabble                   | 2                   |

|                                  |                  |
|----------------------------------|------------------|
| <b>TOTAL LIBRARY INVESTMENTS</b> | <b>56,995.44</b> |
|----------------------------------|------------------|

**FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**  
**Community Foundation of Southern WI [most recent information available]**

|                               |                   |
|-------------------------------|-------------------|
| Library Capital Campaign Fund |                   |
| CASH Deposits thru 9/30/16    | 696,606.33        |
| Interest Income from Oct      | 111.48            |
| Less fees from Oct            | -546.00           |
| Gifts received                | 0.00              |
| Pledges paid Oct              | 1,975.00          |
| CASH Available 10/31/16       | <u>698,146.81</u> |
| Library Operations Fund       |                   |
| CASH Available 9/30/16        | 18,263.80         |
| Gifts received                |                   |
| Pledges paid                  |                   |
| Interest Income Oct           | 2.93              |
| Disbursements Oct             | -10.83            |
| CASH Available 10/31/16       | <u>18,255.90</u>  |
| Library Endowment Fund        |                   |
| Beginning Balance 9/30/16     | 1,341.99          |
| Investment Activity           | -20.54            |
| Disbursement Activity         |                   |
| BALANCE 10/31/16 [NON-CASH]   | <u>1,321.45</u>   |

**New Glarus Public Library**  
**Director's Report – January 10th, 2016**  
**Lauren White, Director**

**Winter Reading Challenge:** As Erica and I have thought about ways to promote literacy throughout the year and for patrons of all ages, we decided that a great option would be a winter reading challenge. This will largely be supported by our community foundation grant that we received for 2017 and wonderful donations. This will be something that children and adults can

participate in, so it truly is for all-ages. We will have weekly prize drawings as well as a grand prize winning drawing and some of the supporting businesses include Brenda's Blumenladen, Hometown Pharmacy, New Glarus Yoga Center, Kinderladen, and Culver's, to name a few! We are very excited about this new literacy offering, which begins on January 3<sup>rd</sup>.

**Green County Director's 2017 Plans:** At the last several meetings, we have discussed how we'd like to use our shared resources for the upcoming year. Everyone is in agreement that we would like to hold another all-day in-service for our staff members at a central location. With that, we hope to offer a few different presentations: one on serving diverse patrons and communities and one on down and dirty reference skills and resources. Additionally, we would like to hold breakout sessions for those interested in categories such as marketing, programming, youth services, etc, so that our staff members can network and idea-share.

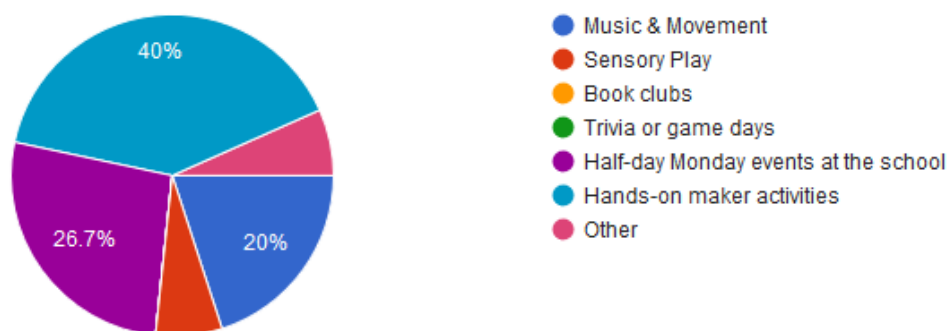
**2016 Staff Evaluations and Goals Meetings:** All staff evaluations were completed in November and were all satisfactory. Staff will meet with me in January to discuss their annual goals and objectives. From our preliminary discussions, staff seem to have a pretty good idea of what they'd like to work on during the upcoming year.

**Online Programming Survey:** In late December, Erica created an anonymous online survey for our patrons to fill out regarding our programming offerings the feedback is very useful and we look forward to taking these suggestions to heart and turning them into meaningful growth opportunities. (See attached feedback)

Google survey results (as of 12-28-16):

## Are there any types of children's programs that you'd be interested in seeing in the future?

(15 responses)



## Is there anything else we can do to make library events more inviting for you and your family?

(4 responses)

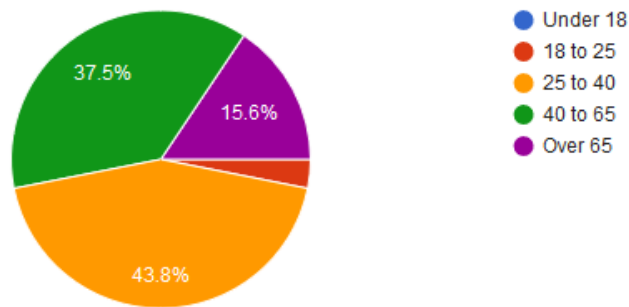
Have you tried to get any authors to stop in for a signing? I think the NGPL is unique and beautiful. If we could make that happen, especially a children's author, that would be amazing. Also, for the half day events, maybe work with big Brothers/big sisters because they meet those afternoons. If you can help them out with games and books, that would be spectacular. Or have your event start after 2:30 on those days, so participants won't miss out.

More offerings for babies and toddlers. Storytime doesn't really meet the needs of my two year old. She's not old enough yet to sit still and listen to several stories. She needs to move and explore. Songs, dance, and sensory play would all be good additions.

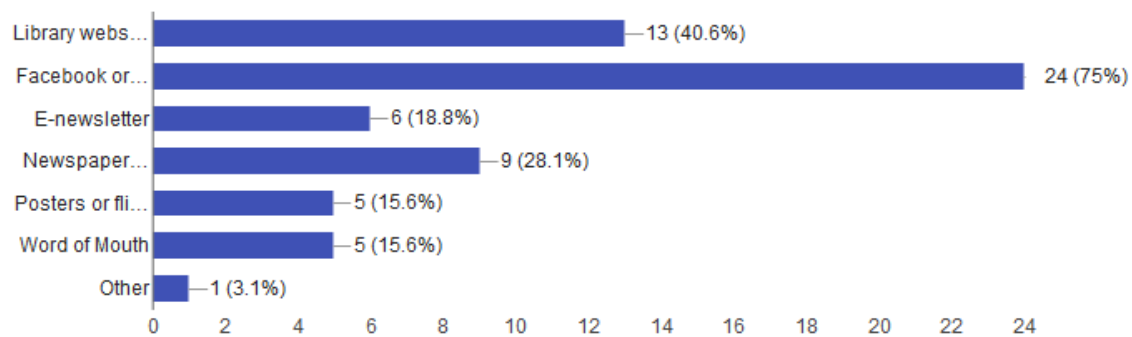
Provide the spaces in a new library that are designed to create the welcoming and learning environment for these services.

Not charge so many late fees. Late fees are NEVER waived. Other libraries cap off child late fees but not NG.

## What is your age? (32 responses)



## How do you typically hear about library events? (32 responses)



## Is there anything else we can do to make library events more inviting to you?

(6 responses)

Expand children's area- offer more toys and activities for kids so they can stay busy while I browse books, offer more children's events besides story time

Make them at the same time as kid events?

No.

Help me add them to my online calendar - is there an APP for that?

The NG library meets my needs and I appreciate all they offer. Thx!

Have pleasant people work there... some are just so stoic. Host an adult book club not only for seniors. Maybe host an adult AND children event.



# 2016 Monthly Statistics

| New Glarus Public Library 2016 | Items Added         | Items Deleted      | Circulation                 | Circ. by PSTAT Other      | Village of New Glarus | Town of New Glarus  | Town of York             | Town of Exeter        | Dane Co. No Library  |
|--------------------------------|---------------------|--------------------|-----------------------------|---------------------------|-----------------------|---------------------|--------------------------|-----------------------|----------------------|
| January                        | 277                 | 395                | 5980                        | 852                       | 2808                  | 1320                | 589                      | 213                   | 198                  |
| February                       | 242                 | 509                | 5879                        | 962                       | 2563                  | 1380                | 541                      | 284                   | 149                  |
| March                          | 212                 | 208                | 6178                        | 835                       | 3125                  | 1284                | 520                      | 271                   | 143                  |
| April                          | 280                 | 142                | 5730                        | 780                       | 2734                  | 1375                | 532                      | 170                   | 139                  |
| May                            | 180                 | 356                | 5551                        | 741                       | 2633                  | 1414                | 408                      | 181                   | 174                  |
| June                           | 224                 | 175                | 6333                        | 853                       | 2826                  | 1628                | 608                      | 249                   | 169                  |
| July                           | 193                 | 243                | 6458                        | 849                       | 2874                  | 1741                | 577                      | 232                   | 185                  |
| August                         | 230                 | 85                 | 6047                        | 846                       | 2623                  | 1551                | 581                      | 249                   | 197                  |
| September                      | 201                 | 236                | 5697                        | 827                       | 2461                  | 1326                | 686                      | 187                   | 210                  |
| October                        | 191                 | 21                 | 5541                        | 957                       | 2596                  | 1073                | 585                      | 141                   | 189                  |
| November                       | 252                 | 436                | 5703                        | 934                       | 2700                  | 1163                | 531                      | 156                   | 219                  |
| December                       | 370                 | 388                | 5037                        | 748                       | 2391                  | 1041                | 507                      | 168                   | 182                  |
| Total:                         | 2852                | 3194               | 70134                       | 10184                     | 32334                 | 16296               | 6665                     | 2501                  | 2154                 |
| 2016                           | Patron ILL Requests | ILL Requests Rec'd | ILL Requests Unable to Fill | # Unique Website Visitors | # Website Visits      | WiFi Sessions       | Public Computer Sessions | Public Computer Hours | New Patrons Register |
| January                        | 8                   | 6                  | 2                           | 884                       | 1323                  | 2385                | 153                      | ???                   | 8                    |
| February                       | 10                  | 3                  | 7                           | 834                       | 1210                  | 3189                | 179                      | ???                   | 17                   |
| March                          | 11                  | 8                  | 3                           | 812                       | 1166                  | 2926                | 187                      | ???                   | 24                   |
| April                          | 10                  | 5                  | 1                           | 837                       | 1285                  | 3176                | 148                      | ???                   | 15                   |
| May                            | 7                   | 10                 | 0                           | 792                       | 1140                  | 2830                | 123                      | ???                   | 10                   |
| June                           | 10                  | 3                  | 5                           | 786                       | 1262                  | 3446                | 118                      | ???                   | 23                   |
| July                           | 24                  | 8                  | 1                           | 768                       | 1163                  | 2790                | 177                      | ???                   | 27                   |
| August                         | 13                  | 12                 | 0                           | 874                       | 1367                  | 3257                | 181                      | ???                   | 16                   |
| September                      | 22                  | 10                 | 7                           | 726                       | 1127                  | 2967                | 152                      | ???                   | 19                   |
| October                        | 10                  | 9                  | 1                           | 765                       | 1168                  | 2848                | 128                      | ???                   | 10                   |
| November                       | 13                  | 10                 | 0                           | 840                       | 1264                  | 2557                | 139                      | ???                   | 8                    |
| December                       | 10                  | 4                  | 2                           | 697                       | 1101                  | 1913                | 101                      | ???                   | 7                    |
| Total:                         | 148                 | 88                 | 29                          | 9615                      | 14576                 | 34284               | 1786                     |                       | 184                  |
| 2016                           | Patron Visits       | Hours Open         | Patrons/Hour                | # Adult Programs          | # Adults Count        | # Children Programs | # Children Count         | Total Programs        | Total # Attend       |
| January                        | 2511                | 196                | 13                          | 5                         | 18                    | 5                   | 117C/36A                 | 10                    | 171                  |
| February                       | 2740                | 209                | 13                          | 9                         | 33                    | 6                   | 210C/61A                 | 15                    | 304                  |
| March                          | 3023                | 218                | 14                          | 10                        | 34                    | 5                   | 79C/42A                  | 15                    | 155                  |
| April                          | 2820                | 207                | 14                          | 5                         | 32                    | 6                   | 114C/47A                 | 11                    | 193                  |
| May                            | 2656                | 209                | 13                          | 7                         | 37                    | 10                  | 714C/104A                | 17                    | 855                  |
| June                           | 3535                | 218                | 16                          | 5                         | 13                    | 7                   | 205C/71A                 | 12                    | 289                  |
| July                           | 3372                | 205                | 16                          | 5                         | 19                    | 9                   | 179C/61A                 | 14                    | 259                  |
| August                         | 3307                | 227                | 15                          | 5                         | 20                    | 4                   | 73C/24A                  | 9                     | 117                  |
| September                      | 2759                | 209                | 13                          | 12                        | 130                   | 4                   | 69C/32A                  | 16                    | 231                  |
| October                        | 2,488               | 214                | 12                          | 6                         | 34                    | 6                   | 91C/33C                  | 12                    | 158                  |
| November                       | 2465                | 191                | 13                          | 5                         | 24                    | 2                   | 39C/15A                  | 7                     | 78                   |
| December                       | 2043                | 186                | 11                          | 5                         | 9                     | 4                   | 54C/19A                  | 9                     | 82                   |
| Total:                         | 33719               | 2489               | 163                         | 79                        | 403                   | 68                  | 1944C/545A               | 147                   | 2892                 |

## New Glarus Public Library Programing and Outreach Attendance December 2016

| Date                                 | Activity                       | Number of Attendees |
|--------------------------------------|--------------------------------|---------------------|
| Friday, December 2nd                 | Preschool Storytime            | 20C/7A              |
| Friday, December 2 <sup>nd</sup>     | Kids Holiday Movie and Cookies | 19C/5A              |
| Tuesday, December 6 <sup>th</sup>    | Scrabble                       | 0                   |
| Friday, December 9 <sup>th</sup>     | Preschool Storytime            | 5C/3A               |
| Tuesday, December 13 <sup>th</sup>   | Scrabble                       | 0                   |
| Wednesday, December 14 <sup>th</sup> | Adult Book Club Discussion     | 9                   |
| Friday, December 16 <sup>th</sup>    | Preschool Story Time           | 10C/4A              |
| Tuesday, December 20 <sup>th</sup>   | Scrabble                       | 0                   |
| Tuesday, December 27 <sup>th</sup>   | Scrabble                       | 0                   |

|                                  |                  |
|----------------------------------|------------------|
| <b>TOTAL LIBRARY INVESTMENTS</b> | <b>56,362.79</b> |
|----------------------------------|------------------|

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)  
Community Foundation of Southern WI [most recent information available]

|                               |                   |
|-------------------------------|-------------------|
| Library Capital Campaign Fund |                   |
| CASH Deposits thru 10/31/16   | 696,606.33        |
| Interest Income from November | 115.48            |
| Less fees from November       | -107.05           |
| Gifts received                |                   |
| Pledges paid November         | 1,965.48          |
| CASH Available 11/30/16       | <u>698,580.24</u> |
| Library Operations Fund       |                   |
| CASH Available 10/31/16       | 18,255.90         |
| Gifts received                |                   |
| Pledges paid                  |                   |
| Interest Income November      | 3.02              |
| Disbursements November        | <u>0.00</u>       |
| CASH Available 11/30/16       | <u>18,258.92</u>  |
| Library Endowment Fund        |                   |
| Beginning Balance 10/31/16    | 1,321.45          |
| Investment Activity           | 24.55             |
| Disbursement Activity         | <u>0.00</u>       |
| BALANCE 11/30/16 [NON-CASH]   | <u>1,346.00</u>   |