

**Warren-Newport Public Library District**  
**EXECUTIVE DIRECTOR'S REPORT FOR FEBRUARY 2021**  
**March 16, 2021**  
**Submitted by Executive Director, Ryan Livergood**

**EXECUTIVE SUMMARY**

*Highlights:*

- Our major focus in February was preparing for opening the building back up to the public on March 1, 2021.

*Meetings, programs, training attended:*

- ILA Public Policy Committee Meeting (2/1).
- Gurnee Exchange Club Board Meeting (2/2).
- ECC Board Meeting (2/8).
- Director's Roundtable (2/8).
- Gurnee Exchange Club (2/9).
- Presidents' Day North Suburban Libraries Legislative Meetup (2/15).
- ECC Board Meeting (2/17).

*Special plans for coming month:*

- Complete open bid process for remainder of LED lighting project.
- Evaluate conditions and plan on how to slowly restore services lost during the first year of the pandemic.
- Budget planning for FY 2021-2022.

*Special plans for the near future:*

- Evaluate conditions and plan on how to slowly restore services lost during the first year of the pandemic.
- Share EDI Committee recommendations with the Board and implement some recommendations immediately if feasible.
- Formally implement "Work Smarter, Not Harder" initiatives into our reporting and develop a recognition program for these efforts.

**ADMINISTRATION**

**EDI:** The EDI Committee met on March 9. A March 31 staff training is planned on the materials selection policy, the weeding process, and the diversity audit. Diversity audits are launching for the youth and outreach collections. We are continuing outreach to the Latinx community and considering other underserved populations. Community response has been good to multicultural programming.

Warren-Newport Public Library District  
Executive Director's Report  
March 16, 2021

**Friends:** The Friends held their first meeting in 2021 on February 25 outside of the library on the sidewalk with social distancing measures in place. It was very brief and the primary purpose of the meeting was for the Friends to elect new officers. They are as follows:

- Jane Lindquist - President
- Karen Mueller - Secretary
- Bill Ballock - Director
- George Serdar - Director

**Fundraising:**

Fundraising through February			
		February	Year to Date
Annual Fund	\$	-	\$ 7,461.00
Gifts		0.00	91.00
<b>Total</b>	<b>\$</b>	<b>-</b>	<b>\$ 7,552.00</b>

**Personnel:**

Status of Organization: February

Number of full-time employees: 36

Number of part-time employees: 44

TOTAL number of employees: 80

\*Full-time equivalents: 23.89

New hires: None

- Separations: 2/24 Bike Kilic, PT Shelver, 10 hrs weekly

Changes: None

*\*Updated way of calculating, using ACA guidelines of 30+ hours a week, data is from hours actually worked by staff, and not "normal weekly hours".*

**Workshops, programs and training attended:**

Date	Title	Hrs.	Staff
2/1	Inside the New York Times Book Review: An American Abroad	1	Justine
2/1	Inside the New York Times Book Review: 'Gorbachev: His Life and Times'	1	Justine
2/1	Inside the New York Times Book Review: Jill Abrahamson on the 2016 Presidential Campaign	1	Justine
2/1	Inside the New York Times Book Review: Jesmyn Ward on 'Sing, Unburied, Sing	1	Justine
2/2	Inside the New York Times Book Review: Recent Romances	1	Justine
2/2	Inside the New York Times Book Review: Jennifer Egan Talks About 'Manhattan Beach'	1	Justine
2/2	Inside the New York Times Book Review: Ron Chernow on Grant	1	Justine

Warren-Newport Public Library District  
Executive Director's Report  
March 16, 2021

2/2	Inside the New York Times Book Review: From Podcast to Book with Marc Maron	1	Justine
2/2	Inside the New York Times Book Review: Marilyn Stasio on True Crime	1	Justine
2/2	Inside the New York Times Book Review: The American Revolution in Six Lives	1	Justine
2/3	Inside the New York Times Book Review: Kurt Anderson on Channeling President Trump	1	Justine
2/3	Inside the New York Times Book Review: Mother Knows Best?	1	Justine
2/6	Inside the New York Times Book Review: O Pioneers!	1	Justine
2/8	Inside the New York Times Book Review: The History of Jann Wenner and Rolling Stone	1	Justine
2/8	Inside the New York Times Book Review: 'The Second Coming of the KKK'	1	Justine
2/8	Inside the New York Times Book Review: Mary Beard on 'Women and Power'	1	Justine
2/9	Inside the New York Times Book Review: "The Story of the Jews" Continues	1	Justine
2/9	Inside the New York Times Book Review: The Fire Next Time	1	Justine
2/9	Inside the New York Times Book Review: What to Read About North Korea	1	Justine
2/9	Inside the New York Times Book Review: Some Assembly Required	1	Justine
2/9	Inside the New York Times Book Review: 'Off the Charts'	1	Justine
2/9	Inside the New York Times Book Review: Twilights Last Gleaming?	1	Justine
2/9	Inside the New York Times Book Review: Rose McGowan on 'Brave'	1	Justine
2/10	Inside the New York Times Book Review: Laura Lippman on 'Sunburn'	1	Justine
2/10	Inside the New York Times Book Review: Lisa Halliday on 'Asymmetry'	1	Justine
2/10	Inside the New York Times Book Review: Tayari Jones on 'An American Marriage'	1	Justine
2/10	Inside the New York Times Book Review: A Marine's Inventive Memoir	1	Justine
2/15	Inside the New York Times Book Review: Ronen Bergman on Israel's Targeted Assassinations	1	Justine
2/15	Inside the New York Times Book Review: Impeachment, Then and Now	1	Justine
2/16	Inside the New York Times Book Review: 'Just the Funny Parts'	1	Justine
2/16	Inside the New York Times Book Review: All in the Family	1	Justine
2/16	Inside the New York Times Book Review: Tara Westover on 'Educated'	1	Justine
2/16	Inside the New York Times Book Review: Parenting in the Age of Omnipresent Screens	1	Justine
2/16	Inside the New York Times Book Review: Jo Nesbo Reimagines 'Macbeth'	1	Justine
2/16	Inside the New York Times Book Review: Julian Barneson 'The Only Story'	1	Justine
2/17	Inside the New York Times Book Review: There is Nothin' Like a Tune	1	Justine

Warren-Newport Public Library District  
Executive Director's Report  
March 16, 2021

2/17	Inside the New York Times Book Review: Amy Choizick on 'Chasing Hillary'	1	Justine
2/17	Inside the New York Times Book Review: Lost at Sea	1	Justine
2/11	28 Racist Attitudes and Behaviors Equity Challenge	.25	Noreen
2/11	Rethinking Resistance for Social Justice Equity Challenge	.30	Noreen
2/22	How to Combat the Mental Toll of Racism PBS Equity Challenge	.30	Noreen
2/22	The Link Between Racism and PTSD Equity Challenge	.30	Noreen
2/22	8 Ways You Can Practice Self-Care in the Face of Daily Racism EC	.25	Noreen
2/25	Allegories on Race and Racism TED Talk Equity Challenge	.25	Noreen
2/25	Eddie's training: Building Access Launch 2021	.5	Noreen
2/1	United Way. Equity Challenge. Week 3	1	Gina, Steven, Patty
2/5	Office 365 New Features. Lynda.com	2	Gina
2/9	United Way. Equity Challenge. Week 4	1	Gina, Steven, Patty
2/10	Proactive Advocacy and Communication for Trustees & Staff. OCLC	1	Gina
2/15	United Way. Equity Challenge. Week 5	1	Gina, Steven
2/15	Illinois Annual Library Certification System Membership. L2	.25	Gina
2/16	Sustainable Development Goal: Libraries in Action. UN	1	Gina
2/22	United Way. Equity Challenge. Week 6	1	Gina, Steven
2/24	COVID 19 Manual. Paylocity/Jen Hoy	.25	Gina
2/24	Working Remotely vs. Remotely Working. General Assembly Australia	1	Gina
2/5	Dewey Decimal Classification Part 2	2	Hema
2/2	Decentering Whiteness podcast	1.5	Jan
2/4	RAILS membership update	1	Jan
2/15	ILA Legislative Meet-Up	1.5	Jan
2/12 -18	United Way Equity Challenges # 2 – 4	2	Jan
2/24	"The Long Shadow" director talk, WNPL	1	Jan
2/12	ACL COVID-19 Immunization Forum	1.5	Nancy LO
2/10	Serving Patrons with Dementia	.5	Bike K.
2/17	Autism 101 for Librarians	2	Bike K.
2/22	Practicing Self-Compassion	2	Bike K.
2/19	Basic ASL for Library Staff review	1	April
2/25	Zoom community meeting: Quick Tips for Online Safety	1	April
2/1- 2/28	Babies in the Library, UW iSchool Continuing Education	20	Jenny
2/4	Reach Out and Read: The Other Side of the Screen: A Thoughtful Conversation on Children and Digital Media (.5hr)	1	Jenny

Warren-Newport Public Library District  
Executive Director's Report  
March 16, 2021

	Reach Out and Read: Demystifying Philanthropy (.5hr)		
2/12	Yoga for the Youngest! Mindfulness and Movement for Shifting Culture and Practice, Early Childhood Investigations Webinar	1.5	Jenny
2/24	High-Impact, Low-Cost Strategies for Kindergarten Readiness	1	Jenny, Joanne
2/24	Deep Dive into Drawings (Beanstack Edu)	1	Jenny
2/19	2/19 - Crunchyroll Anime Awards - For Anime Club 2/24 - 2/27 -	1	Scott
2/24	Graphic Novel Showcase: Titles for Young Readers Coming this Spring	1	Scott, Joanne
2/27	Anderson's Bookshops" Children's Literature Breakfast Zoom	3	Scott, Vicky, Joanne, Michelle, Patty
2/4	Be Your Best Self in 2021: Reads to Help You Find Peace, Comfort and Inspiration	1	Vicki P.
2/3	STRETCH Your Storytime! Supporting Early Learning with Yoga and Movement	1	Rebekah
2/4	Gale Course: Enhancing Language Development Lessons 6 & 7	1	Patty
2/9	Gale Course: Enhancing Language Development Lesson 8	.5	Patty
2/18	Gale Course - Enhancing Language Development Lessons 9 & 10	1	Patty
2/19	Gale Course - Enhancing Language Development Lesson 11	.5	Patty
2/25	Gale Course: Enhancing Language Development Lesson 12	.5	Patty
2/26	LJ Webinar: "Diversity, Equity, & Inclusion in the Public Library		Patty
2/18	A Virtual School Visit with Alan Gratz, Left Bank Books	1	Vicky
2/25	Virtual Event: Christina Soontornvat - All Thirteen	1	Vicky
2/22	Inkyard Press "Black Voices in YA Panel "	1	Joanne
2/23	Ransom Riggs in Conversation with John Green B&N Virtually Presents: Ransom Riggs and THE DESOLATIONS OF DEVIL'S ACRE	1	Joanne
2/25	Brodart and Random House Children's Books team up to present a Graphic Novel webinar	1	Joanne
2/3	Hootsuite Webinar (social media audit)	1	Karen
2/4	PR Council of Lake County – Marketing with a Small Team and Budget	1	Karen; Sandy
2/5	LMCC – Accessible Communications Toolkit - Because Libraries are for Everyone (EDI)	1	Sandy
2/17	Patron Point – Marketing Automation in Public Libraries	1	Sandy
2/1	United Way EDI Equity Challenge wk 3	1	Karen
2/8	United Way EDI Equity Challenge wk 4	1	Karen
2/15	United Way EDI Equity Challenge wk 5	1	Karen
2/22	United Way EDI Equity Challenge wk 6	.5	Karen
2/5	Character rigging tutorial in After Effects and Adobe Illustrator and Duik Plugin	1.5	Eric

Warren-Newport Public Library District  
Executive Director's Report  
March 16, 2021

2/5	Illustrator to After Effects ft. Burnt Toast- Animation Workflow & Tutorial	5	Eric
2/13	Create a 3D Scene from a Single Photo in After Effects - In-Dept Parallax	3	Eric
2/9	Pantone/heuritech webinar: Spotting and Forecasting Trends During the Pandemic	1	Nancy S.
2/5	United Way Equity Challenge Week 2	1	Liz
2/19	United Way Equity Challenge Week 3	1	Liz
2/22	United Way Equity Challenge Week 4	1	Liz
2/27	Anderson's Children's Literature Breakfast	3	Liz, Angela, Doreen, Dawn
2/4	United Way Equity Challenge Week 3	1	Dawn
2/11	United Way Equity Challenge Week 4	1	Dawn
2/15	United Way Equity Challenge Week 5	1	Dawn
2/22	United Way Equity Challenge Week 6	1	Dawn

**Safety and Security: N/A**

**Requests under the Freedom of Information Act (FOIA):**

Requester	Nature of Request	Date Requested	Date Replied
Kathy Robinson, AFSCME Council 31	List of WNPL employees which includes the employees' full name (including middle initial), job title, work department, date of hire, annual salary or hourly wage, and an indication of which union the employee's job title is represented by or if it is not represented by a union.	2/18/2021	2/22/2021

**ADULT SERVICES**

- Staff have been training on the Dameware mirroring software to prepare for patrons who need computer assistance.
- We have been preparing for serving the public again; making sure the ref desks are adequately supplied, having scripts in place to deal with patrons, etc.
- We are also brainstorming with how we will be able to offer computer assistance whilst staffing the desk, answering phone, email, chat, and assisting with programs. (Work Smarter)

**CIRCULATION**

- Bike Kilic resigned effective 2/24/2021.
- Implemented a system to distribute tax forms to patrons through contactless pickup. (Work Smarter)

Warren-Newport Public Library District  
Executive Director's Report  
March 16, 2021

- Circ staff developed a process to expand contactless pickup hours following the library's reopening. (Work Smarter)
- Shelving staff prepared collections and set up displays for library's reopening.

## **COMMUNICATIONS**

- The Communications Department prepared a wide variety of signage and digital art in preparation for the library building reopening on Mon., March 1. A blend of existing art modified, along with new art listing now/not yet services was utilized. (Work Smarter)
- The March-May 2021 Inside Angle newsletter mailed on Feb. 19.
- Three enews blasts were sent this month.
- Publicity and/or graphic design including Read Aloud Challenge, Women's History Month (EDI), Spring Break Stay-cation, Kids in the Kitchen video edits and continued work on the Comfort Zone (EDI) program were completed.
- Communications collaborated with:
  - Adult and Youth Services to expand access to graphics for programming staff (Work Smarter)
  - SRP Committee to continue progress on publicity for the upcoming summer reading program

## **FACILITIES**

- Anderson Pest Control conducted their monthly inspection.
- Staff met with prospective contractors for the LED upgrade project. Attendees of the pre-bid meeting were provided a tour of the facilities.
- Staff prepared the facilities for the March 1 reopening to the public.
- Siemens conducted their quarterly systems maintenance.
- Staff built and installed new desk partitions in the youth staff workroom.
- Honeywell removed boiler circulation pump #4 for repairs.
- Ernie Peterson Plumbing made repairs to a failed frozen downspout drain on the east side of the building.

## **INFORMATION TECHNOLOGY**

- Configured three Adult Internet machines for Express Internet stations.
- Repositioned and reconfigured networking for patron printer, c-pad, and copier.
- Prepared training documentation and conducted training for mirroring software.
- Replaced Firewall.
- Assisted with the migration of the library's board and intranet websites.
- Performed maintenance for staff laptops and updated asset management system.
- Set patron copier to 50 page limit per job. (Work Smarter)
- Worked on and resolved 59 help desk tickets.

## **OUTREACH**

- Four Outreach staff attended the Anderson's Children's Literature Breakfast on 2/27.
- Outreach began prepping for a Diversity Audit of the Outreach collection (EDI).

Warren-Newport Public Library District  
Executive Director's Report  
March 16, 2021

**TECHNICAL SERVICES**

- Continued adding first name to JF collection.
- Reset Hot Picks and Hot Flicks back to regular circulation parameters.
- Cleared out old paperwork from ILL area.

**YOUTH SERVICES**

- Prepped the department for reopening: set up displays, refreshed handouts, created a map of the stacks, updated procedures for staff, created scripts for various scenarios.
- Began diversity audit of YS collection. (EDI)
- Met with staff for 2021/2022 budget process.
- Met with SRP Team to finalize the parameters of summer reading program.
- Worked with Head of Communications to make program graphics more accessible for staff working remotely. (Work Smarter)



Warren-Newport Public Library District  
Executive Director's Report  
March 16, 2021

**FEBRUARY 2021 STATISTICS**

<b>MAIN LIBRARY CIRC</b>								
<b>TYPE OF MATERIAL</b>	<b>FEB ADULT</b>	<b>FEB YOUTH</b>	<b>FEB TOTAL</b>	<b>Y.T.D. ADULT</b>	<b>Y.T.D. YOUTH</b>	<b>Y.T.D. TOTAL</b>	<b>PREVIOUS Y.T.D. TOTAL</b>	<b>PERCENT CHANGE Y.T.D.</b>
Audiobooks	195	65	260	3,130	1,114	4,244	12,519	-66.1%
Kits	0	14	14	0	596	596	1,476	-59.6%
Books	3,967	5,397	9,364	49,458	67,805	117,263	238,852	-50.9%
Music Compact Discs	221	30	251	4,036	458	4,494	12,730	-64.7%
DVDs/Blu-rays	1,975	243	2,218	34,705	4,161	38,866	119,278	-67.4%
Magazines	168	9	177	1,255	40	1,295	8,003	-83.8%
Video Games	87	0	87	2,144	0	2,144	7,065	-69.7%
Videoplayers	0	1	1	0	50	50	292	-82.9%
E-readers	0	0	0	0	0	0	0	N/A
Umbrellas	0	0	0	0	0	0	37	N/A
Telescopes	0	0	0	4	0	4	48	N/A
Backpacks	0	0	0	0	1	1	227	N/A
Launchpads	0	2	2	0	75	75	0	N/A
Hotspots	90	0	90	338	0	338	0	N/A
ebooks (MMM, Hoopla)	4,372	0	4,372	29,116	0	29,116	22,014	32.3%
eaudiobooks (MMM, Hoopla)	3,851	0	3,851	29,764	0	29,764	23,530	26.5%
evideo (MMM, Hoopla)	441	0	441	3,862	0	3,862	1,609	140.0%
emusic (Hoopla)	123	0	123	1,161	0	1,161	916	26.7%
emagazines (*Overdrive start	164	0	164	1,372	0	1,372	1,826	-24.9%
ecomicrobooks (Hoopla)	269	0	269	11,039	0	11,039	754	1364.1%
<b>Total emedia</b>	<b>9,220</b>	<b>0</b>	<b>9,220</b>	<b>76,314</b>	<b>0</b>	<b>76,314</b>	<b>50,649</b>	<b>50.7%</b>
<b>MAIN LIBRARY SUBTOTAL</b>	<b>15,923</b>	<b>5,761</b>	<b>21,684</b>	<b>171,384</b>	<b>74,300</b>	<b>245,684</b>	<b>451,176</b>	<b>-45.5%</b>
**MMM=MyMediaMall								
<b>OUTREACH CIRC</b>								
<b>TYPE OF MATERIAL</b>	<b>FEB ADULT</b>	<b>FEB YOUTH</b>	<b>FEB TOTAL</b>	<b>Y.T.D. ADULT</b>	<b>Y.T.D. YOUTH</b>	<b>Y.T.D. TOTAL</b>	<b>PREVIOUS Y.T.D. TOTAL</b>	<b>PERCENT CHANGE Y.T.D.</b>
Audiobooks	5	0	5	139	23	162	806	-79.9%
Kits	0	0	0	0	55	55	1,182	-95.3%
Books	131	74	205	1,333	2,338	3,671	20,613	-82.2%
Music Compact Discs	5	1	6	60	31	91	490	-81.4%
DVD's	94	1	95	948	26	974	5,834	-83.3%
Magazines	24	0	24	184	0	184	496	-62.9%
Miscellaneous	4	0	4	4	0	4	61	-93.4%
<b>OUTREACH SUBTOTAL</b>	<b>263</b>	<b>76</b>	<b>339</b>	<b>2,668</b>	<b>2,473</b>	<b>5,141</b>	<b>29,482</b>	<b>-82.6%</b>
<b>TOTAL CIRCULATION</b>								
<b>TYPE OF MATERIAL</b>	<b>FEB ADULT</b>	<b>FEB YOUTH</b>	<b>FEB TOTAL</b>	<b>Y.T.D. ADULT</b>	<b>Y.T.D. YOUTH</b>	<b>Y.T.D. TOTAL</b>	<b>PREVIOUS Y.T.D. TOTAL</b>	<b>PERCENT CHANGE Y.T.D.</b>
<b>GRAND TOTAL</b>	<b>16,186</b>	<b>5,837</b>	<b>22,023</b>	<b>174,052</b>	<b>76,773</b>	<b>250,825</b>	<b>480,658</b>	<b>-47.8%</b>

Warren-Newport Public Library District  
Executive Director's Report  
March 16, 2021

Services Statistics	February	February	February	February	February	YTD Total	YTD Total	YTD Total	YTD Total	YTD	Prev.	Change
Feb-21	Adult	Youth	A-Bkm	Y-Bkm	Total	Adult	Youth	A-Bkm	Y-Bkm	Total	YTD	TOTAL
<b>DESK ACTIVITIES</b>												
Information	154	0	58	0	212	7,086	462	1,115	0	8,663	34,452	-75%
Reference/Titles Req.	1,097	16	83	0	1,196	8,311	851	1,084	0	10,246	24,536	-58%
E-Mail Reference	186	0	0	0	186	707	0	0	0	707	243	191%
Instruction Questions	66	0	0	0	66	1,944	9	0	0	1,953	8,666	-77%
<b>Total Desk Activities</b>	<b>1,503</b>	<b>16</b>	<b>141</b>	<b>0</b>	<b>1,660</b>	<b>18,048</b>	<b>1,322</b>	<b>2,199</b>	<b>0</b>	<b>21,569</b>	<b>67,897</b>	<b>-68%</b>
<b>INTERLIBRARY LOAN (ILL)</b>												
ILL Lending Requests	Use: Lending Fill Rate Statistics				257					2,102	3,251	-35%
ILL Lending Filled	Use: Lending Requests Filled by Day (to Excel)				134					1,118	1,731	-35%
ILL Borrowing Requests	Use: Borrowing Fill Rate Statistics				310					2,469	3,602	-31%
ILL Borrowing Filled	Use: Borrowing Requests Finished				151					1,241	2,327	-47%
Article Lending Requests	Use: Lending Fill Rate Statistics				0					10	4	150%
Article Lending Filled	Use: Lending Requests Filled by Day (to Excel)				0					2	0	N/A
Article Borrowing Requests	Use: Borrowing Fill Rate Statistics				5					16	27	-41%
Article Borrowing Filled	Use: Borrowing Requests Finished				2					7	12	-42%
<b>CIRCULATION</b>												
In-District cardholders					45,009					45,009	44,163	2%
Reciprocal cardholders					12,312					12,312	12,243	1%
<b>Total Cardholders</b>					<b>57,321</b>					<b>57,321</b>	<b>56,406</b>	<b>2%</b>
RBP Loaned										9,209	42,435	-78%
**RBP Borrowed					44					44	44,573	-100%
Holds					8,631					59,379	49,372	20%
Patron Count Main					3,914					50,341	195,762	-74%
Self Check Out Use					78					49,579	190,038	-74%
<b>BOOKMOBILE/VAN VISITS</b>												
Neighborhood Stops					0					0	715	-100%
Preschools					0					0	90	-100%
Park Districts					0					0	0	N/A
Schools					0					0	0	N/A
Senior residential facilities					0					0	27	-100%
Special events					0					0	4	-100%
<b>Total Bookmobile Stops</b>					<b>0</b>					<b>0</b>	<b>836</b>	<b>-100%</b>
<b>Total Patron Count</b>					<b>0</b>					<b>0</b>	<b>8,061</b>	<b>-100%</b>
Homebound visits					16					160	299	-46%
Deposit Collection deliveries					0					16	47	-66%
Remote book drop pickups					0					0	189	-100%
<b>Total Van Stops</b>					<b>16</b>					<b>176</b>	<b>535</b>	<b>-67%</b>
Days BKM on road					0					0	147	-100%
<b>In-House Programs/Tour</b>												
<b># of Adult Programs</b>					12					77	144	-47%
Adult Attendance					158					1,188	1,938	-39%
<b># of Youth Programs</b>					45					357	372	-4%
Youth Attendance					1,216					9,829	7,174	37%
Adult Attendance					1,168					9,439	2,251	319%
<b># of Bookmobile Tours</b>					0					0	0	N/A
Youth Attendance					0					0	0	N/A
Adult Attendance					0					0	0	N/A
<b>OUTREACH (Prog./Visits)</b>												
<b># of Adult Prog. &amp; Visits</b>										0	8	-100%
Adult Attendance										0	102	-100%
<b># of Youth Prog. &amp; Visits</b>										0	11	-100%
Youth Attendance										0	743	-100%
Adult Attendance										0	313	-100%
<b># of BKM Prog. &amp; Visits</b>					0					0	10	-100%
Youth Attendance					0					0	81	-100%
Adult Attendance					0					0	35	-100%
<b>ROOM USE</b>												
Meeting Room Uses										0	266	-100%
Study Room Uses										0	6,126	-100%
<b>INTERNET USAGE</b>												
# of sessions					26					4,216	21,511	-80%
Total Hours					6					2,165	16,692	-87%
Average Session (minutes)					20					168	369	-54%
<b>OTHER SERVICES</b>												
Proctoring										0	9	-100%
Voter Registration					0					5	8	-38%
Website views										155,718	227,637	-32%
New items processed					2,105					23,483	20,006	17%
Total materials Main library					301,744					301,744	294,962	2%
Total materials Outreach					16,659					16,659	16,565	1%
<b>TOTAL MATERIALS</b>					<b>318,403</b>					<b>318,403</b>	<b>311,527</b>	<b>2%</b>
Adult Volunteer Hours					0.0					41.0	1,686.9	-98%
Student Volunteer Hours					0.0					94.5	549.3	-83%
<b>Total Volunteer Hours</b>					<b>0.0</b>					<b>135.5</b>	<b>2,236.2</b>	<b>-94%</b>

END