



**CITY OF SCOTTSBLUFF  
Lied Scottsbluff Public Library  
LIBRARY BOARD AGENDA**

**Regular Meeting  
January 21, 2026  
4:30 PM**

1. **Roll Call**
2. **For public information, a copy of the Nebraska Open Meetings Act is available for review**
3. **Notice of changes in the agenda.** (Additions may not be made to this agenda less than 24 hours before the beginning of the meeting unless added under item 3 of this agenda.)
4. **Citizens with business not scheduled on the agenda** (As required by state law, no matter may be considered under this item unless council determines that the matter requires emergency action.)
5. **Minutes**
  - a) Approval of minutes from the November 2025 meeting.
6. **Petitions, communications, public input, and correspondence**
7. **Old Business**
  - a) Development of Social Media Policy: with the growing use of social media, we will draft a social media policy for the Lied Scottsbluff Public Library. Policies from several other libraries are included to get started.
8. **New Business**
9. **Regular reports, recommendations from the Library Director and committee reports:**
  - a) Monthly Library report, including library statistics, for November and December 2025
10. **Adjournment**



**Lied Scottsbluff Public Library Board**  
**Regular Meeting – 4:30pm**  
**November 19, 2025**  
**Minutes**

- 1) The meeting was called to order at 4:30 pm. Present were Vicky Quezada, Anne Radford, Beth Merrigan, and Jacqueline de Peyer as well as guests Elaine Bleisch, Liz Perez, Chris Reisig and Kevin Spencer. Absent was Justin McMillen.
- 2) **Minutes:** Beth moved and Vicky seconded that the minutes from September 2025 be approved. All voted yes.
- 3) **Petitions, communications, public input, and correspondence**  
There were no board member reports
- 4) **Update on Community Response Plan Goals:** Elaine reported that the community response plan states the library director is to update the board at least quarterly, but this hasn't been done yet. For goal 1, we achieved the goals for 6/30/2025 and 8/30/2025 goal, to make a list of procedures that need to be written and then prioritize them. Staff has been doing ongoing check ins with this process. For Goal 2, this has not happened but may be too ambitious. Elaine has been working on a marketing plan but it will take time. For goal three, staff did a breakdown of current programming and determined we need to increase programming for some demographics: working adults in 20s-40s, families, and children in K-2<sup>nd</sup> grade. We have increased our targeted programming and will continue to do so. There was some discussion on the wording of this goal.
- 5) **Library Board opening** – Jackie de Peyer introduced herself.
- 6) **Staff update** – Elaine introduced Chris Reisig, our newest library tech and reported that Vanessa Wilson will be retiring in December so we will be hiring another library tech.
- 7) **Social Media Policy** – due to some recent incidents, involving posting photos of patrons (especially children), and Facebook comments containing profanities, Elaine would like to write a social media policy for the library. The board recommended getting guidance from the city attorney. It was decided that the board will read through the ALA guidelines and take notes, make comments and discuss at the next meeting. It was suggested that the library set up filtering so Facebook will block certain words from being able to be commented. Elaine will look at policies from other libraries and send to the board, and this will be revisited in January.
- 8) **Regular reports, recommendations from the Library Director and committee reports:**
- 9) Elaine and Liz presented the monthly library report, library statistics and activities for September and October 2025.
- 10) Beth moved to adjourn the meeting and Vicky seconded. All voted in favor and the meeting was adjourned at 5:23. The board will not meet in December, so the next meeting will be January 21, 2026 at 4:30 pm.

## Omaha Public Library (OPL) Social Media Policy

### PURPOSE:

OPL uses social media in many forms. This policy applies to a broad range of social media and internet activity. OPL staff maintains and edits the content of OPL social media sites to comply with library policies. Library social media is intended to create a welcoming online space where visitors will find useful and entertaining information and opportunities to interact with staff and other users.

### DEFINITIONS:

Social media is defined as any web application, site, or account used by the library to facilitate the sharing of opinions and information about library-related subjects and issues. It includes any facility for online publication and commentary, such as blogs, wikis, and social networking sites.

### POLICY:

OPL will utilize social media tools to encourage community involvement and create a dialogue between the library and its patrons regarding library services, resources, events and programs, and community information. OPL reserves the right to create any appropriate rules or policies for the moderation and review of any of its digital and social media platforms. This right especially applies to platforms that have the ability for others to post comments and other materials.

OPL does not endorse advertisements promoted on any social media site. These advertisements are displayed by vendors and do not express OPL's views or positions.

### **Public Comments and Posts**

Social media is not a public forum. It is managed and monitored by OPL staff. Comments, posts, and messages are allowed on the library's social networking sites as long as they conform to the library's social media policy. All interactions will be regularly monitored and reviewed for content and relevance. The library reserves the right to refrain from posting user submissions or comments. It can also edit or remove user comments or submissions at any time.

By commenting and posting on OPL-hosted social media sites, users agree to OPL's social media policy. All content posted to sites maintained by the library is subject to OPL's Code of Conduct. Individuals who violate OPL's social media policy may be banned from its social media sites and/or facilities. The authorities may also be contacted.

- Stay on topic. Comments and posts should be library-related.
- Duplicate posts from the same individual will be deleted.
- Don't include personal information about yourself or others.
- The library is not responsible for user-generated content. A posted comment is the user's opinion only. Publication of a comment does not imply endorsement or agreement by OPL.
- Spam and commercial content will be removed. The library will remove posts for political, religious, and/or commercial purposes or for soliciting funds. Gratuitous links to sites are viewed as spam and will result in the removal of the comment.
- Posts containing offensive, obscene, threatening, or abusive language or hate speech are strictly prohibited and will be deleted. Individuals are fully responsible for libelous or defamatory comments.
- No harassing, stalking, abusive, or unlawful behavior will be tolerated.
- Users may report concerns. Administrators will respond to those concerns as soon as possible.

- By submitting content to OPL's social media sites, the participant gives OPL permission to use their name, photo, and any content contained within the post without compensation or liability on OPL's part. This permission ends when the owner removes their post or submits a written request for OPL to delete the post.
- Be aware of copyrighted and trademarked materials. Do not place information, intellectual property, logos, trademarks, and/ or photos protected by copyright and trademark laws without the owner's permission. The library follows a notice-and-takedown procedure for complaints of copyright violation under the Digital Millennium Copyright Act.

### **Responding to Public Posts**

OPL has a designated team of social media administrators who monitor and respond to public comments, posts, and questions. Library staff and representatives are to remain neutral in library-related posts and question responses. Staff can offer information resources that answer any questions and help people make informed decisions. Any questions that cannot be answered by social media administrators are referred to the marketing manager or investigated further with a more detailed response to follow an initial acknowledgment of inquiry.

### **Staff Postings**

Staff members posting on the library's social media sites on personal time should be aware that information they display or comments they make on library social media sites may be viewed by other users as representing official library-sponsored information or comments. Therefore, in utilizing library social media websites, staff must follow the guidelines set forth in the City of Omaha Human Resource Policy #38, Section C: On and Off Duty Personal Social Media Use, or the version of the policy that is in effect.

OPL's marketing manager, social media manager, and their designees may directly publish or comment via social media using the OPL name and logo. Only with permission from the marketing manager may other staff publish or comment using the OPL name and logo.

OPL is represented through the official social media channels created by the marketing department to maintain a clear and consistent message. OPL staff is not authorized to create new social media channels on behalf of OPL. Requests for social media channels, campaigns, or initiatives should be coordinated with the marketing department based on need and library goals and objectives.

### **IMPLEMENTATION:**

OPL staff are responsible for enforcing this policy. Violation of OPL's Social Media Policy and/or OPL's Code of Conduct Policy by the public or staff will be reported to library administration by the marketing manager.

Violation of this policy by staff may result in disciplinary action up to and including termination.

Approved by the Board of Trustees  
of the Omaha Public Library, August 20, 2025

**RESOLUTION NUMBER 6325**

**WHEREAS**, the use and presence of social media has drastically increased over recent years; and

**WHEREAS**, the Mayor and City Council desire to implement a policy to provide guidelines for social media conduct by full-time, part-time, and volunteer personnel working for the City of Beatrice.

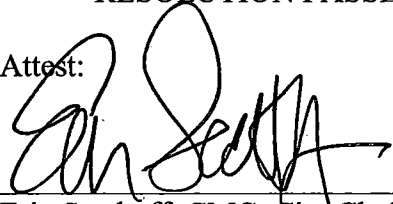
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BEATRICE, NEBRASKA;

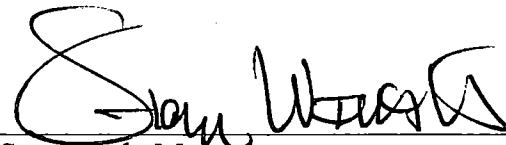
**SECTION 1.** That the "Social Media Policy", marked as Exhibit "A", attached hereto and incorporated herein by this reference, be and hereby is adopted.

**SECTION 2.** That Resolution 5914 and any and all resolutions or parts of resolutions in conflict herewith are hereby repealed.

RESOLUTION PASSED AND ADOPTED this 17<sup>th</sup> day of December, 2018.

Attest:

  
Erin Saathoff, CMC, City Clerk

  
Stan Wirth, Mayor



**STAKE  
YOUR  
CLAIM**

Exhibit "A"

**BEATRICE**  
CITY • BOARD OF PUBLIC WORKS

**CITY HALL**

400 Ella Street | Beatrice, NE 68310  
Phone: 402.228.5200 Fax: 402.228.2312

**SERVICE CENTER**

500 North Commerce Street | Beatrice, NE 68310  
Phone: 402.228.5211 Fax: 402.223.5181

**SOCIAL MEDIA POLICY**

**Purpose**

This policy regarding Social Media and Social Networking Activities shall provide guidelines for conduct by full-time, part-time, and volunteer personnel working for the City of Beatrice. This policy covers all forms of technology used for any Social Media and Social Networking Activities, both currently existing and any that may be developed in the future.

**City Owned and Maintained Accounts**

**Employee Access**

- Any employee authorized to post items on any of the City's social media sites shall review, be familiar with, and comply with the Social Media Policy.
- Any employee authorized to post items on any of the City's social media sites shall not express his/her own personal views or concerns through such postings. Instead, postings on any of the City's social media sites by an authorized City Employee shall only reflect the views of the City.
- City employees granted permission to use the City websites, social media pages, or engage in social networking activities are responsible for complying with applicable federal, state, and city laws, ordinances, regulations, and policies.
- City employees posting content must ensure their posting does not violate the City's privacy, confidentiality, and applicable legal guidelines. They must ensure they have the legal right to publish all materials, including photos and articles pulled from other sites.
- Confidential or proprietary information or similar information of third parties who have shared such information with the City of Beatrice should not be shared on social media.
- Employees representing the City of Beatrice via social media must conduct themselves at all times as representatives of the City. Employees that fail to conduct themselves in an appropriate manner may be subject to disciplinary action. The City Administrator or his/her designees will determine how employees must identify themselves when participating in a City of Beatrice social media forum.

**Site Setup**

- The City reserves the right to remove any content from its social media sites at any time.
- The City's social media site serves as an online information source focused on City issues, projects, news and events, and is not intended as a public forum.

- The establishment and use of social media sites is subject to approval by the City Administrator or his/her designee. All City social media sites shall be administered by the City Administrator or his/her designee. They will monitor the content on the City's social media sites to ensure the site meets with both the City's social media policy and the interest and goals of the City of Beatrice.
- The social media site(s) will be maintained by the City of Beatrice and follow the City's social media policy.
- City social media sites, where possible, should link back to the City's official website for forms, documents, online services, and other information.

### **Use and Content**

- The City's social media sites content shall only pertain to City-sponsored or City-endorsed programs, services, and events. Content includes, but is not limited, information, photographs, videos, and hyperlinks.
- Department Heads are responsible for the compliance with the provisions of this policy by City Employees under such Department Head's supervision and for investigating non-compliance.
- Suspension of a City Employee's internet access may occur when deemed necessary to maintain the operation and integrity of the City's internal network, or if a City Employee has violated this policy.
- Internet user account and password access may be withdrawn without notice.
- Lack of adherence to this policy may result in disciplinary action up to and including termination.
- If a City Employee violates any applicable laws, the City may pursue criminal or civil action against the City Employee.
- All information posted or created for the City's social media sites will become the exclusive property of the City of Beatrice.

### **Security**

- The City reserves the right to deny access to the City's social media sites for any person who violates the City's social media policy at any time without prior notice.
- The City reserves the right to terminate any City social media site at any time without prior notice.
- All social media pages must be established in the City's name and the log-in name, password for access, and a list of all City employees having access to the password must be submitted to the City Administrator.

### **Citizen Conduct**

- The City reserves the right to restrict or remove any content that is deemed in violation of the City's social media policy or any applicable law.
- A comment posted by a member of the public on any City social media site is the opinion of the commentator or poster only, and publication of a comment does not imply

endorsement of, or agreement by, the City, nor do such comments necessarily reflect the opinions or policies of the City.

- Comments on topics or issues not within the jurisdictional purview of the City may be removed.
- Comments containing any of the following inappropriate forms of content shall not be permitted on the City's social media sites and are subject to removal and/or restriction by the City Administrator or his/her designee:
  - Comments not related to the original topic
  - Profane, obscene, violent, or pornographic content and/or language
  - Content that promotes discrimination on the basis of race, creed, color, age, religion, gender, or national origin
  - Defamatory or personal attacks
  - Encouragement in illegal activities
  - Conduct in violation of any federal, state, or local law
  - Comments in support of or in opposition to any political campaign or ballot measure
  - Violates the legal ownership interest of another party
  - Promotes commercial services or products

#### **Personally Owned and Maintained Accounts**

- Use of City technology and equipment (including computers, internet, and City issued cell phones) to access personal social media websites, accounts, or other related personal material, except for de minimis use, shall be prohibited during work hours.
- Employees shall have no right to privacy for any matter passed through, viewed, downloaded, printed, created, stored, received, sent or otherwise transmitted from City technology and equipment.
- Internet and social media information in the public domain may be considered in employee personnel issues. Please remember to be respectful of others and avoid posts which could be viewed as malicious, obscene, threatening, or intimidating.
- City Employees and Management shall not request or require access to employee or applicant password protected personal internet accounts (including personal social media accounts).
- Employees shall not disclose confidential information on personal social media accounts, websites, or other online forums. Disclosure of information by the City of Beatrice shall be regulated by the City of Beatrice Public Records Policy.
- Misuse of Employer property, software, and social media accounts may subject the employee to discipline.



# Lied Scottsbluff Public Library Report to the Library Board January 21, 2026

## Director's Report

November and December were busy months for the library! Usually this time of year things slow down, but we have had steady patron numbers, and lots of events. The highlight was the Holiday Open House, with over 300 people in attendance. We had 101 for storytime, 35 for adult crafts, and 11 for Bingo, as well as people who came and went. The Friends provided cookies and there were several children's crafts and a scavenger hunt, which 81 people participated in. The staff has spent the last two months getting familiar with Apollo. It has been a positive change, with many patrons grateful for the option to get a text when their items are coming due or are overdue. We are developing new processes for requesting books, dealing with issues such as books that have been damaged or lost.

Vanessa Wilson, who was a part-time tech at the library for almost a year, decided to retire in December. We then hired Makyla Hoksbergen, who is learning the job very quickly and is fitting in very well.

I have been working on the annual survey for the Nebraska Library Commission. The commission is still working on the new survey tool but it should be ready to test soon. You may notice a change in the layout for December's stats for the library. The new format will more closely align with the numbers asked for by the annual survey.

A window in the women's restroom at the library was broken on December 11. It will be replaced in the next few weeks at a cost of \$1800. The library will also be purchasing a new camera system that should be installed in the next month or so. We will be adding a camera in the MakerHub and one outside the Youth Services office, in addition to replacing the current 18 cameras.

## Adult Services



December adult programming was filled with Holiday happenings. Holiday Bingo and a Bead Wreath Ornament craft for adults at the Holiday Open House. A Novel Idea Book Club held their holiday meeting book discussion.



We are looking forward to new adult programs beginning in January including Scrabble for adults on the first Wednesday of each month, and Monday Makers, crafts for adults, the second Monday of each month. All other regular adult program numbers remain steady and well attended.





# Lied Scottsbluff Public Library Report to the Library Board January 21, 2026

## Youth Services

December was a slower month in Youth Services, but still full of fun. We wrapped up 2025 Storytime and have worked our way through half of the alphabet, so we now know letters A through L in sign language! On December 8, I presented a Sesame Street Workshop Storytime on digital well-being for pre schoolers. We held our Holiday Open House on December 13 where we made ornaments for the Christmas tree in the Children's section, decorated stockings, and had a special Storytime with Santa. We finished off the month on a high note with 45 teens attending Glow in the Dark Golf on December 30! We are beginning to plan for Kinder Cartding, which will begin in February. Summer Reading is also beginning to creep up on us, and I am excited for what we have planned so far!



Respectfully submitted,

Elaine Bleisch, Library Director



# Lied Scottsbluff Public Library

## Monthly Statistical Summary

November 2025

Nov 2025	Yr To Date 2026	Nov 2024	Yr to Date 2025
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Nov 2025	Yr To Date 2026	Nov 2024	Yr to Date 2025
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### Circulation

Adult Fiction	889	2357	1024	2333
Adult Nonfiction	303	553	274	609
Children's Fiction	1407	3253	1603	3476
Children's Non-Fiction	322	542	284	567
YA Fiction	89	89	89	166
YA Nonfiction	6	6	N/A	N/A
<b>Total Circulation</b>	<b>3378</b>	<b>6800</b>	<b>3800</b>	<b>8324</b>

Audio Books (Adult)	70	134	23	51
Videos (Adult)	111	111	48	110
Audio Books (children)	30	59	238	519
Videos (children)	23	33	70	175
Mags, ILL, GovtDocs, etc.	128	264	128	281
Puzzles/Games	11	17	19	37
Backpacks	24	41		

### Children's Programs (0-5)

In Person Sessions	10	24	10	22
Attendance	220	909	220	548
Offsite Sessions	2	6	2	5
Attendance	14	54	14	46
Outreach	0	0	0	0
Attendance	0	0	0	0

Microfilm uses	32	39	0	2
Self-check Transactions	0	541	446	863
Non Self-check Transaction	2664	6350	3354	7421

### Children's Programs (6-11)

In Person Sessions	3	8	5	11
Attendance	41	175	58	135
Offsite Sessions	0	0	0	0
Attendance	0	0	0	0
Outreach	0	0	0	0
Attendance	0	0	0	0

Overdrive Circulation	2772	6560	3524	6899
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Chiltons searches	25	45	25	49
Mango uses	10	27	18	41

### Young Adult Programs (12-18)

In Person Sessions	2	5	2	5
Attendance	17	51	31	65
Offsite Sessions	0	0	0	0
Attendance	0	0	0	0
Outreach	0	0	0	0
Attendance	0	0	0	0

### Adult Programs (19+)

In Person Sessions	5	13	5	13
Attendance	125	225	52	163
Offsite Sessions	0	0	0	1
Attendance	0	0	0	7
Outreach	0	0	0	0
Attendance	0	0	0	0

### General Interest (family)

In Person Sessions	5	10	5	13
Attendance	89	130	89	262
Offsite Sessions	0	1	0	12
Attendance	0	132	0	571
Outreach	0	0	0	0
Attendance	0	0	0	0

### Recorded Programs

	0	0	0	0
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### One-to-one Programs

	1	2	1	2
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### Self-Directed Programs

	5	10	5	10
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# of participants	85	131	85	197
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**Lied Scottsbluff Public Library**  
 Monthly Statistical Summary  
 November 2025

Nov 2025	Yr To Date 2026	Nov 2024	Yr to Date 2025
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Patron Visits	4427	11002	2144	8716
Reference Questions Answered	1540	3127	665	2252
Notary count	41	103	0	62
Cash Receipts	\$782.24	\$1,549.06	\$865.62	\$1,554.64
Internet: # of hours	481	1211	472	1106
Internet: # of sessions	700	1763	738	1729
Interlibrary Loans (OCLC)				
Borrows	40	75	36	88
Loans	19	42	7	33
Total	59	117	43	121
Room Uses				
Meeting room	3	4	0	1
Meeting room attend	56	71	0	15
Study/Heritage uses	33	109	12	88
# of Items Cataloged	157	515	N/A	N/A

Nov 2025	Yr To Date 2026	Nov 2024	Yr to Date 2025
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New Cards Issued	33	33	N/A	N/A
Borrower Cardholders (Current count)				
Adult	29547		27275	
Young Adult	1603		4444	
Children	1149		1529	
Total # Registered Borrowers	32299		33248	
MakerHub				
Certification	6	13	2	3
Training Hours	6	17.5	4	6
Appointments	49	81	32	75
Usage hours	113	204	77.5	161.5



# Lied Scotsbluff Public Library

## Monthly Statistical Summary

### December 2026

	Dec 2025	Yr to Date 2026	Dec 2024	Yr to Date 2025
<b>Circulation</b>				
Adult Fiction	1171	3528	1024	2333
Adult Nonfiction	349	902	274	609
Audio Books (Adult)	75	145	23	51
Videos (Adult)	206	317	48	110
<b>Total Adult Circulation</b>	<b>3826</b>	<b>4892</b>		
YA Fiction	183	272	N/A	N/A
YA Nonfiction	27	33	N/A	N/A
<b>Total YA Circulation</b>	<b>210</b>	<b>305</b>		
Children's Fiction	1441	1983	1603	3476
Children's Non-Fiction	212	301	284	567
Audio Books (children)	49	108	238	519
Videos (children)	73	106	70	175
<b>Total Juvenile Circulation</b>	<b>1775</b>	<b>2498</b>		
Mags, ILL, GovtDocs, etc.	110	374	128	281
Puzzles/Games	0	17	19	37
Backpacks	48	89		
<b>Total Circulation</b>	<b>5969</b>	<b>480</b>		
Overdrive Circulation	3,114	9,674	3524	6899
Chiltons searches	27	72	25	49
Mango uses	10	37	18	41
Microfilm uses	15	60	0	2
Self-check Transactions	354	895	446	863
Non Self-check Transactions	2664	9,014	3354	7421
Patron Visits	4941	15,943	2144	8716
Reference Questions Answered	1148	4,275	665	2252
Notary count	45	148	0	62
Cash Receipts	\$657.24	2,206	\$865.62	\$1,554.64
Internet: # of hours	558	1,769	472	1106
Internet: # of sessions	860	2,623	738	1729
<b>Interlibrary Loans (OCLC)</b>				
Borrows	37	112	36	88
Loans	17	59	7	33
<b>Total</b>	<b>54</b>	<b>171</b>	<b>43</b>	<b>121</b>
<b>Room Uses</b>				
Meeting room	3	7	0	1
Meeting room attend	53	124	0	15
Study/Heritage uses	9	118	12	88
<b># of Items Cataloged</b>	<b>236</b>	<b>751</b>	<b>N/A</b>	<b>N/A</b>

	Dec 2025	Yr to Date 2026	Dec 2024	Yr to Date 2025
<b>New Cards Issued</b>	<b>50</b>	<b>83</b>	<b>N/A</b>	<b>N/A</b>

<b>Borrower Cardholders (Current count)</b>				
Adult	29815		27275	
Young Adult	1571		4444	
Children	1119		1529	
<b>Total # Registered Borrowers</b>	<b>32505</b>		<b>33248</b>	

<b>MakerHub</b>				
Certification	8	21	2	3
Training Hours	13	30.5	4	6
Appointments	64	145	32	75
Usage hours	116	320	77.5	161.5



**Lied Scottsbluff Public Library**  
**Monthly Statistical Summary**  
**December 2026**

	<b>Dec 2025</b>	<b>Yr to Date 2026</b>	<b>Dec 2024</b>	<b>Yr to Date 2025</b>
<b>Children's Programs (0-5)</b>				
In Person Sessions	6	30	10	22
Attendance	191	1,100	220	548
Offsite Sessions	0	6	2	5
Attendance	0	54	14	46
Outreach	0	0	0	0
Attendance	0	0	0	0
<b>Children's Programs (6-11)</b>				
In Person Sessions	4	12	5	11
Attendance	67	242	58	135
Offsite Sessions	0	0	0	0
Attendance	0	0	0	0
Outreach	0	0	0	0
Attendance	0	0	0	0
<b>Young Adult Programs (12-18)</b>				
In Person Sessions	2	177	2	5
Attendance	49	224	31	65
Offsite Sessions	0	0	0	0
Attendance	0	0	0	0
Outreach	0	0	0	0
Attendance	0	0	0	0
<b>Adult Programs (19+)</b>				
In Person Sessions	7	20	5	13
Attendance	86	311	52	163
Offsite Sessions	0	0	0	1
Attendance	0	0	0	7
Outreach	0	0	0	0
Attendance	0	0	0	0
<b>General Interest (family)</b>				
In Person Sessions	2	12	5	13
Attendance	20	150	89	262
Offsite Sessions	0	1	0	12
Attendance	0	132	0	571
Outreach	0	0	0	0
Attendance	0	0	0	0
<b>Recorded Programs</b>				
	0	0	0	0
<b>One-to-one Programs</b>				
	1	3	1	2
<b>Self-Directed Programs</b>				
	6	16	5	10
# of participants	190	321	85	197