

MONTHLY REPORT "FY 2017"

APPENDIX 22.1

BRANCH : _____ MONTH/YEAR : _____
 PREPARED BY : _____ DATE : _____

1. TOTAL CIRCULATION: The total circulation of all library materials of all types, including renewals				3. ATTENDANCE							
PRINT MATERIALS: CHILDRENS JUV & YA ADULTS PAPERBACKS BRAILLE BOOKS TOTAL		RESEARCH REQUEST: ITEMS ARCHIVAL "SCANNED" CENSUS/GENEALOGY FEDERAL GOV'T GUAM/PACIFIC PHOTOGRAPHS REGULAR REFERENCE PERIODICALS/SERIALS BOOKS "CIRCULATION" TOTAL		PUB SERV HOURS PER/MOS HOURS OPEN (+) HOURS CLOSED (-) TOTAL		RESEARCH REQUEST: PATRON'S ATTENDANCE AIR-MAIL E-MAIL FACSIMILE IN-PERSON PHONE TTY TOTAL					
NON-PRINT "AUDIO's": ELECTRONIC BOOKS SOUND PICTURES DTB/TB NLS-BARD TOTAL		INTER-LIBRARY LOAN: PATRONS ITEMS TOTAL		LIBRARY VISITS (Childrens Room) ATTENDANCE (Circulation) ATTENDANCE LBPH Homebound Services		REGISTRATION: "GPLS" PREV MOS/YR (Childrens Room) NEW MEMBERS (Circulation) NEW MEMBERS (Childrens Room) CANCEL (-) (Circulation) CANCEL (-) TOTAL		COMPUTER USAGE Childrens Room INTERNET MS WORD Circulation INTERNET MS WORD ADA WIFI			
2. COLLECTIONS: Catalogued, incoming mail, purchased, leased, licensed, or donated as gifts.				REGISTRATION: "NLS"							
COLLECTIONS: PRINT PREV MOS/YR NEW/ADDED (+) LOST (-) DAMAGE (-) DISCARD (-) TRANSFERRED (-) TOTAL		ARCHIVAL (ACCESSIONED--SCANNED) PREV MOS/YR BOOKS PHOTOGRAPHS PERIODICALS/SERIALS VERTICAL FILES REGULAR REFERENCE TOTAL		PREV MOS/YR NEW MEMBERS CANCEL (-) TOTAL		Reference INTERNET MS WORD ADA Grand Total:					
COLLECTIONS: NON-PRINT PREV MOS/YR E-BOOKS AUDIO's "Sounds" VIDEO's "Pictures" CD's CD-ROM's LOST (-) DAMAGE (-) DISCARD (-) TRANSFERRED (-) TOTAL		GOV GUAM DOCUMENTS (NOT ACCESSIONED) PREV MOS/YR RECEIVED DISCARD (-) TOTAL		SERIAL SUBSCRIPTIONS PREV MOS/YR PROCESSED (BARCODED-PER ITEM) DISCARD (-) TOTAL NEW "TITLE/S" (+)		OVERDUES: "PATRONS" PREV MOS/YR CURRENT # OF PATRON'S (+) # OF PATRON'S RET'D (-) TOTAL					
FEDERAL DEPOSITORY PREV MOS/YR RECEIVED (+) TRANSFERRED (-) DISCARD (-) TOTAL		NLBPH PREV MOS/YR DTB's BRAILLE MAGAZINES DAMAGE (-) EXCESS (-) TOTAL		OVERDUES: "COLLECTIONS" PREV MOS/YR CURRENT # OF BOOKS (+) CURRENT # OF NON-PRINT (+) CURRENT # OF BOOKS RET'D (-) CURRENT # OF NON-PRINT RET'D (-) TOTAL		OVERDUES: NOTICE PREV MONTH/YEAR # OF OD NOTICE SENT (+) # OF OD NOTICE RET'D (-) TOTAL					
LIBRARY PROGRAMS											
CHILDREN'S (0-11) AFTER SCHOOL DROP-IN TODDLER STORY TIME DAY CARE "STORY TIME" 4 PAWS AND A TAIL MOUSE ACADEMY (BASIC COMPUTER CLASS) SATURDAY STORY HOUR SUMMER READING CLUB LIBRARY TOURS SCHOOL LIBRARY VISITS DR. SEUSS NATIONAL LIBRARY WEEK/MONTH LIBRARY CARD MONTH OUTREACH EVENTS OTHER TOTAL			GROUPS	C	A	ADULT'S MAN'AMKO BASIC COMPUTER CLASS CONFERENCE ROOM USE (PUBLIC) GUEST READERS KARIDAT ADULT GROUP HOME (CSS) LIBRARY CARD MONTH LIBRARY TOUR NATIONAL LIBRARY WEEK/MONTH OUTREACH EVENTS ST. DOMINICS HOME CARE VOLUNTEER'S: ADULTS WORKSHOP/CONFERENCE (PUBLIC) OTHER TOTAL			GROUPS	C	A
YOUNG ADULT'S (12-18) TEEN TECH TIME (BASIC COMPUTER SKILLS) CONFERENCE ROOM USE (PUBLIC) GUEST READERS LIBRARY CARD MONTH LIBRARY TOUR NATIONAL LIBRARY WEEK/MONTH OUTREACH EVENTS SCHOOL LIBRARY VISITS SERVICE LEARNING (STUDENTS) SUMMER READING TEEN CLUB VOLUNTEER'S: TEENS OUTREACH EVENTS OTHER TOTAL			GROUPS	C	A	OTHER PROGRAMS (ALL AGES) DR. SEUSS LIBRARY WORKSHOP NATIONAL LIBRARY WEEK/MONTH OUTREACH EVENTS OTHER			GROUPS	C	A