

Standard Operating Procedure *for* **Monthly Program Attendance**

Program attendance is reported by an assigned technician for each branch on a weekly basis. The assigned technician will email the program attendance to the assigned Administrative Support Unit employee. When the email is received, transpose the weekly information to the working Excel file on the “Z” drive. Then, convert the email to a “pdf” file and save the weekly email.

After the month has ended, convert the monthly program attendance to a final “pdf” file per branch and save on the “Z” drive. Email the final “pdf” file to immediate supervisor and all the assigned technicians inclusive of their supervisor.

By using the information collected for the month end, fill out the State Data excel file for Monthly Program Attendance.

Guam Public Library System - AGAT

Monthly Program Attendance

Month of: JUNE 2017

11 Programs

Program Name	# of Participants		Age Group				
	Adults	Kids	0-5	6 - 9	10 - 12	13 - 16	17 & above
Volunteer Program - 06/06/17			NO ATTENDANCE				
Summer Reading Program - 06/06/17	3	3	3	0	0	0	0
Volunteer Program - 06/13/17			NO ATTENDANCE				
Summer Reading Program - 06/13/17	2	4	2	2	0	0	0
Volunteer Program - 06/20/17	1	0	0	0	0	0	0
Library Tour (DYA) - 06/20/17	7	10	2	4	3	1	0
Summer Reading Program - 06/20/17	4	8	3	3	2	0	0
Volunteer Program - 6/27/17	1	0	0	0	0	0	0
Library Tour (DYA) - 6/27/17	5	8	2	3	3	0	0
Summer Reading Program - 6/27/17	1	1	0	1	0	0	0
Library School Visit - 6/27/17	2	26	14	12	0	0	0
Total Attendance	26	60	26	25	8	1	0

STATE DATA
FY-2016
Programs

LIBRARY PROGRAMS:

TOTAL LIBRARY PROGRAMS: Conference use, Film Showings, Lectures, Story Hours, Citizenship Classes, English as a Second Language (ESL), Book Discussions, Tours, Computer Classes

Branch	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	TOTAL
Agana	48	44	40	41	44	47	45	50	43				402
Agat	24	38	15	25	37	29	28	24	11				231
Barrigada	12	13	12	8	13	20	15	12	10				115
Bookmobile	No Bookmobile Services "Down for major maintenance"												0
Dededo	12	15	11	8	12	12	9	15	8				102
Merizo	15	12	9	3	12	9	12	13	12				97
Yona	12	12	12	6	12	15	12	14	9				104
TOTAL	123	134	99	91	130	132	121	128	93	0	0	0	1051

CHILDRENS PROGRAMS

Branch	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	TOTAL
Agana	19	19	15	17	18	20	18	21	12				159
Agat	20	38	11	21	33	25	25	19	7				199
Barrigada	9	10	8	5	9	15	11	8	5				80
Bookmobile	No Bookmobile Services "Down for major maintenance"												0
Dededo	8	10	7	5	8	8	6	10	4				66
Merizo	10	8	6	2	8	6	8	9	8				65
Yona	8	8	8	4	8	10	8	9	5				68
TOTAL	74	93	55	54	84	84	76	76	41	0	0	0	637

YOUNG ADULT PROGRAMS

Branch	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	TOTAL
Agana	14	21	10	3	1	9	3	0	11				72
Agat	0	0	0	0	0	0	0	0	0				0
Barrigada	0	0	0	0	0	0	1	0	4				5
Bookmobile	No Bookmobile Services "Down for major maintenance"												0
Dededo	0	0	0	0	0	0	0	0	0				0
Merizo	5	4	3	1	4	3	4	0	0				24
Yona	4	4	4	2	4	5	4	0	1				28
TOTAL	23	29	17	6	9	17	12	0	16	0	0	0	129

ADULT PROGRAMS

Branch	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	TOTAL
Agana	15	3	15	21	25	18	24	29	20				170
Agat	4	5	4	4	4	4	3	5	4				37
Barrigada	3	3	4	3	4	5	3	4	1				30
Bookmobile	No Bookmobile Services "Down for major maintenance"												0
Dededo	4	5	4	3	4	4	3	5	4				36
Merizo	0	0	0	0	0	0	0	4	4				8
Yona	0	0	0	0	0	0	0	5	3				8
TOTAL	26	16	27	31	37	31	33	52	36	0	0	0	289

STATE DATA
FY-2016
Programs

Branch	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	TOTAL
Agana	573	547	652	611	955	993	685	830	868				6714
Agat	319	593	145	419	662	448	490	322	86				3484
Barrigada	34	42	15	7	25	54	39	33	35				284
Bookmobile	No Bookmobile Services "Down for major maintenance"												0
Dededo	13	5	12	11	35	28	13	44	25				186
Merizo	0	0	0	0	0	0	0	14	22				36
Yona	0	0	0	0	0	0	0	146	64				210
TOTAL	939	1187	824	1048	1677	1523	1227	1389	1100	0	0	0	10914

CHILDREN'S PROGRAM ATTENDANCE

Branch	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	TOTAL
Agana	487	497	594	523	902	941	584	752	776				6056
Agat	319	593	141	419	662	448	490	322	84				3478
Barrigada	30	39	12	4	25	54	38	31	29				262
Bookmobile	No Bookmobile Services "Down for major maintenance"												0
Dededo	10	4	8	10	30	24	10	38	19				153
Merizo	0	0	0	0	0	0	0	14	22				36
Yona	0	0	0	0	0	0	0	146	63				209
TOTAL	846	1133	755	956	1619	1467	1122	1303	993	0	0	0	10194

YOUNG ADULT PROGRAM ATTENDANCE

Branch	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	TOTAL
Agana	36	27	5	3	1	12	11	0	17				112
Agat	0	0	0	0	0	0	0	0	0				0
Barrigada	0	0	0	0	0	0	1	0	5				6
Bookmobile	No Bookmobile Services "Down for major maintenance"												0
Dededo	0	0	0	0	0	0	0	0	0				0
Merizo	0	0	0	0	0	0	0	0	0				0
Yona	0	0	0	0	0	0	0	0	1				1
TOTAL	36	27	5	3	1	12	12	0	23	0	0	0	119

ADULT PROGRAM ATTENDANCE:

Branch	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	TOTAL
Agana	50	23	53	85	52	40	90	85	75				553
Agat	0	0	4	0	0	0	0	0	2				6
Barrigada	4	3	3	3	0	0	0	2	1				16
Bookmobile	No Bookmobile Services "Down for major maintenance"												0
Dededo	3	1	4	1	5	4	3	6	6				33
Merizo	0	0	0	0	0	0	0	0	0				0
Yona	0	0	0	0	0	0	0	0	0				0
TOTAL	57	27	64	89	57	44	93	93	84	0	0	0	608