MONTHLY REPORT "FY 2017"

APPENDIX 2.9

BRANCH : _____ MONTH/YEAR : _____

PREPARED BY : _____ DATE : _____

1. TOTAL CIRCULATION: The total circulation of all library materials of all types, including renewals

PRINT MATERIALS:	
CHILDRENS	
JUV & YA	
ADULTS	
PAPERBACKS	
BRAILLE BOOKS	
TOTAL	

NON-PRINT "AUDIO's":	
ELECTRONIC BOOKS	
SOUND	
PICTURES	
DTB/TB	
NLS-BARD	
TOTAL	

RESEARCH REQUEST: ITEMS	
ARCHIVAL "SCANNED"	
CENSUS/GENEALOGY	
FEDERAL GOV'T	
GUAM/PACIFIC	
PHOTOGRAPHS	
REGULAR REFERENCE	
PERIODICALS/SERIALS	
BOOKS "CIRCULATION"	
TOTAL	

INTER-LIBRARY LOAN:	
PATRONS	
ITEMS	
TOTAL	

2. COLLECTIONS: Catalogued, incoming mail, purchased, leased, licensed, or donated as gifts.

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	

COLLECTIONS: NON-PRINT	
PREV MOS/YR	
E-BOOKS	
AUDIO's "Sounds"	
VIDEO's "Pictures"	
CD's	
CD-ROM's	
LOST (-)	
DAMAGE (-)	
DISCARD (-)	
TRANSFERRED (-)	
TOTAL	

GOVGUAM DOCUMENTS (NOT ACCESSIONED)	
PREV MOS/YR	
RECEIVED	
DISCARD (-)	
TOTAL	

SERIAL SUBSCRIPTIONS	
PREV MOS/YR	
PROCESSED (BARCODED-PER ITEM)	
DISCARD (-)	
TOTAL	
NEW "TITLE/S" (+)	

FEDERAL DEPOSITORY	
PREV MOS/YR	
RECEIVED (+)	
TRANSFERRED (-)	
DISCARD (-)	
TOTAL	

NLBPH	
PREV MOS/YR	
DTB's	
BRAILLE MAGAZINES	
DAMAGE (-)	
EXCESS (-)	
TOTAL	

3. ATTENDANCE

PUB SERV HOURS PER/MOS	
HOURS OPEN (+)	
HOURS CLOSED (-)	
TOTAL	

LIBRARY VISITS	
(Childrens Room) ATTENDANCE	
(Circulation) ATTENDANCE	
LBPH Homebound Services	

RESEARCH REQUEST: PATRON'S	
ATTENDANCE	
AIR-MAIL	
E-MAIL	
FACSIMILE	
IN-PERSON	
PHONE	
TTY	
TOTAL	

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	

REGISTRATION: "NLS"	
PREV MOS/YR	
NEW MEMBERS	
CANCEL (-)	
TOTAL	

Reference	
INTERNET	
MS WORD	
ADA	
Grand Total:	

4. OVERDUES:

OVERDUES: "PATRONS"	
PREV MOS/YR	
CURRENT # OF PATRON'S (+)	
# OF PATRON'S RET'D (-)	
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)	GROUPS	C	A
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			

ADULT'S	GROUPS	C	A
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			

YOUNG ADULT'S (12-18)	GROUPS	C	A
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			

OTHER PROGRAMS (ALL AGES)	GROUPS	C	A
DR. SEUSS			
LIBRARY WORKSHOP			
NATIONAL LIBRARY WEEK/MONTH			
OUTREACH EVENTS			
OTHER			