GUAM PUBLIC LIBRARY SYSTEM
Sisteman Laibirihan Pupbleko Guåhan
A Division of the Department of Chamorro Affairs
Government of Guam

Honorable Edward J.B. Calvo
Governor of Guam

Raymond S. Tenorio
Lieutenant Governor of Guam

Johnny G. Sablan
DCA President

April 13, 2018

The Honorable Benjamin J.F. Cruz
Speaker, 34th Guam Legislature
163 Chalan Santo Papa
Hagåtña, Guam 96910
(via email: senator@senatorbjcruz.com)

GL#34-18-1750
Speaker Benjamin J.F. Cruz

APR 16 2018
Time: 2:51 [ ] AM [ ] PM File No. ____
Received By: ____

Re: Reporting Requirements

Dear Speaker Cruz:

Attached are the reporting requirements for Boards and Commissions pursuant to Public Law No. 31-233 regarding the April 12, 2018 meeting of the Guam Public Library System.

Should you have any questions, please do not hesitate to contact Sandra M. Stanley, Administrative Officer at 475-4765 or via email at sandra.stanley@guampls.guam.gov.

2018 APR 16 PM 3:17

Sincerely,

Johnny G. Sablan
President, DCA

Attachments

GUAM PUBLIC LIBRARY SYSTEM
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The Guam Public Library System Board
Regular Board Meeting –April 12, 2018
4:00 p.m.

Agenda

I. Call to Order
1. Roll Call

II. Approval of Minutes - Meeting of March 8, 2018

III. Reports
1. Administrative Officer's Report:
   a. Sent email on 3-9-2018 re Saturday Reading Program (moved from Saturday to Friday afternoon)
   b. Sent email on 3-9-2018 re: State Grant 2018-2022
   c. Requisition for a 20x30 tarp was prepared
   d. Luis Camacho measured the boundary of the Yona Branch library (rear side) as 80' long
2. Library Technician Supervisor Report:

IV. Old Business

V. New Business

VI. Open Discussion

VII. Announcements
1. Next Board meeting on May 8, 2018, Dededo Branch at 4:00pm

VIII. Adjournment

Doc. No. 34GL-18-1750.

Guam Public Library System
Regular Board Meeting
March 8, 2018
4:00 pm

Minutes of Meeting

I. **Call Meeting to Order.** The meeting was held at the Guam Public Library System (GPLS) Main library and was called to order to by Mr. Kyle Mandapat, Chairman of the Board on March 8, 2018 at 4:08 p.m.

A. Roll Call

Present: Mr. Kyle Mandapat; Mr. William Sarmiento, Vice Chairman; Mr. Krishnan Seerengan, Secretary/Treasurer; Mrs. Marissa Mears, Member-at-Large; Mr. Johnny Sablan, President, Department of Chamorro Affairs.

II. **Approval of Minutes of February 8, 2018 GPLS Board meeting**

Chairman Mandapat stated that the board meeting minutes of February 8, 2018 were emailed to each member. Mr. Sarmiento motioned to approve the minutes and Mrs. Marissa Mears seconded the motion. All were in favor of approving the minutes.

III. **Reports**

1. **Administrative Officer's Report. Chairman Mandapat called on GPLS Administrative Officer, Mrs. Sandra Stanley to discuss her report.**

Mrs. Stanley provided the Executive Order 2018-03 which is regarding the 32-Hour Work Week. What she did not attach is the Executive Order 2018-04 Delaying the Implementation of the 32-Hour Work Week because of the required (90) day notice.

Email from the Guam Election Commission was emailed to all Board Members on February 21, 2018. The packet is included for each Board Member to prepare and submit to Guam Election Commission.

Mrs. Perez emailed and called to inform the department that the Mango tree on our property (Yona Branch Library) and its branches fell onto their canopy and they want to be reimbursed for their canopy. Mr. Sablan asked if the board can make a motion to compensate Mr. & Mrs. Perez with a brand new canopy and size to be provided by Mrs. Stanley.

In addition to the motion that upon availability of funds, to build a fence around just the rear of the Yona branch property; and with any additional funds available, to fence the entire area to be able to avoid safety hazards to Mr. & Mrs. Perez and anyone else in the future. Mrs. Mears suggested having a fencing company donate their products and services. The Vice Chair made a motion. Mrs. Mears seconded the motion.

Doc. No. 34GL-18-1750.

Mr. Seerengan suggested to visit each branch and take a look around to see what work needs to be done.

Mrs. Stanley addressed the Board for GPLS to delay opening on Tuesday, April 10, 2018 for Library Worker's Day and to be able to present certificates to our major sponsors. Also, requested from the board to close the Agat and Dededo branches and employees will be present in Hagatna. Vice Chairman Sarmiento inquired about the time and Mrs. Stanley responded that normally it starts at 9:30 a.m. and invited the board members to present the certificates. Mr. Seerengan inquired on reducing the hours to (2) hours instead of from 9:30 a.m. to 1:00 p.m. because GPLS is reducing the hours of operation that he thinks will be a major concern in the public eye.

Mrs. Stanley asked the board to approve as soon as possible so that GPLS can notify the sponsors. Mrs. Stanley added that not all the time do our sponsors come in on time so GPLS does not start promptly at 9:30 a.m.

The Vice Chair made a motion for GPLS to close from 9:30 a.m. to 1:00 p.m. on Tuesday, April 10, 2018 for Library Workers Day and to be able to present certificates to major sponsors and to the employees of the Guam Public Library System as well as to serve refreshments and clear the area before opening. Mrs. Mears seconded the motion.

2. **Library Technician Supervisor's Reports. Chairman Mandapat called on GPLS Library Technician Supervisor, Mrs. Teresita Kennimer to discuss Library Technician Supervisor Report**

Mrs. Kennimer spoke that she had attached the updated book sale flyer due to the closure of the Hagatna library on Saturdays. The book sale will now happen (3) days in a row from Wednesday to Friday. Administrative Staff Unit will assist the Technicians setting up the tables and unpacking the books to sort them out into sections. Mrs. Kennimer mentioned that the Guam Preservation Trust held last week, February 28, 2018 was a great turn out and a learning experience. She added that there were (80) plus participants who visited the library and were impressed with how the sources such as Genealogy, Pre-War, Post-War and Current were controlled and did not just walk out. These included the scanning room and the alchemy of about 20,000 original photographs using the funds with the Competitive Grant funds that was used to purchase the scanners for these. Questions brought up were if GPLS has these photographs on our website. Mrs. Kennimer stated that the plan was for GPLS to communicate with data to scan these documents and load them on to our website and if anyone was interested, they can come into GPLS and purchase them. Without Mrs. Stanley and all the grants we have had and the staff on board working tirelessly, all that was mentioned would not have been taken care of.

Mr. Seerengan had a question about Mrs. Kennimer's report on the Registration and Collections Report for Total Registered Borrowers in the amount of $65,987.00 for the year of 2017. Mrs. Kennimer responded that this is the total from 2017; and included are old members. Mrs. Kennimer stated that in the Board Manual, only the Board can advise Mrs. Kennimer to expunge the old library cards of member information from the system.

Mrs. Kennimer also stated that if the board members take a look at the Overdue Report, the board manual indicates that GPLS would need to waive the collections that are being borrowed and were never returned. This was approved by the GPLS board back in around the early 2000s. Comparing the amounts back in 2000 to present shows a huge difference. Patrons are called to constantly remind them about returning books and also invite them to the Amnesty month. GPLS has done their best to try to contact them. However there is no other way to get a hold of them. GPLS does phone calls, emails and even postage reminders. Mr. Sablan suggests maybe tying these issues when obtaining their licenses.

Mr. Seerengan explained how the Guam Department of Education (GDOE) has an app that they can find out what is happening in the library, hot items in the library, etc. Mr. Chair confirmed with Mr. Seerengan that the system Mr. Seerengan talks about is the same vendor from last board meeting. Mr. Seerengan mentioned that he is not complaining about the vendor, but we can have the vendor do a lot of things, we just don't have the resources to contact the person and explains that GPLS is not the one at fault.

Mr. Sablan asked if we have a paid provider right now to contact the vendor, Mr. Seerengan explained that GPLS is using their own server where if anything goes wrong, the system just sits there and we don't get a lot of the things we need to get done with it. Mr. Seerengan explained that the best thing to have is someone to contact the vendor and tell them what we want and what we need to be done.

Mr. Chair suggested having more of a working session to discuss with the team what Mr. Seerengan thinks GPLS needs to fully utilize the services that GPLS is already paying for. According to Mr. Seerengan, GCC and other professionals are saying that they have tried to help the Guam Public Library System but could not get anywhere.

Mr. Seerengan suggested going into the budget and to save, to actually have someone at the library which is a major concern. For the last (15) years, the public is not really using GPLS. Mr. Chair and Mr. Sablan added that the last time the board met, it was discussed that they approved pending funding, to hire a Librarian and to have a better system. However they need recommendations and specifics.

Mrs. Stanley stated that years ago she pushed to create the position of a Computer Systems Analyst and funding for the Library. However, the Governor at the time combined all IT positions including the funding and centralized them at Department of Administration, Data Processing Division and taking the equipment as well.

They took the position, the funding and the equipment purchased through grant money such as the servers and the racks from the library to data processing. Right now, GPLS is relying on whoever is available at data and whatever problems we come across. We call them and email them but they communicate with the vendor which leaves us with restrictions. We would have to go through data. Mr. Sablan asked who authorized this and Mrs. Stanley stated that it was through an Executive Order.

Mr. Sablan mentioned that since that is the problem, we need to identify what we need and perhaps work this out from Director to Director. Mr. Sablan suggested to put down in writing, the challenges GPLS faces such as what we need exactly and he could probably ask

the Director at data, Mr. Frank Lujan to assess us or if we can pull away from the system and go on our own because of our special needs. Mr. Seerengan added that we can also combine with GDOE libraries. All members agreed to do a working session for this.

Vice Chair Sarmiento stated that he is concerned with the arrears that patrons have outstanding. Mrs. Kennimer explained that the requirements for applying for a library card are to provide proof of I.D., mailing address and email. When books are due, individuals relocate. Even with old card member holders who would like to apply for a new library card, the system will flag the Technicians and show that the card holder has overdue books and lists what books were checked out and how much they owe. New library cards will not be issued for old card hold members until these fees are paid. They cannot utilize our computers either.

IV. Old Business:

Vice Chair Sarmiento brought up that the Public-Private Partnership is still open for the Agat Branch Library to open more than once a week. Chairman Mandapat asked Mr. Sablan to communicate with him in setting up a meeting with him and the private enterprise as far as discussing the public-private partnership. Mr. Sablan stated, yes and that it will get submitted to the board once the board establishes the parameters so that all that is needed to do is action. Mr. Sarmiento added that if having a volunteer is going to require accountability for equipment; and hiring another employee is going to cost $44,000 including benefits, this could be something that can be discussed as well.

V. New Business:

Chairman Mandapat stated that during the Dr. Seuss event, a lot of people came and it was a very nice event.

Vice Chairman Sarmiento mentioned that we really need to invest in money. Secretary/Treasurer Seerengan added imagining the wonders with the community such as having a mobile lab. Mr. Chair asked if GPLS has a van and Mrs. Stanley informed him that we do have a van, however it has not been running for the past (4) months because it needs a battery .

Mr. Mandapat asked if everyone is up to having the 5K and if we can have one this April.

Mrs. Stanley asked if we can hold off until we find out the status of the Government financial crisis as far as jobs are concerned. Mr. Chair mentioned that this was something brought up by the public with the intent to help keep the library open on Saturdays. Mr. Seerengan also added that teachers are asking him that because students do not have computers and internet at home, what is the public library doing.

Mrs. Stanley asked Mr. Seerengan to please inform his teachers that the employees and staff of GPLS are working hard without Librarians and performing our duties to the best of our ability. Mrs. Stanley also added that a current grant that is sitting at the Governor's office for his signature. Mr. Seerengan elaborated that he did not mean to interpret that

the library was not working but rather that the teachers were expressing their concern for the resources they can utilize at GPLS.

Mr. Sablan suggested planning in a working session to make a strategic plan for the next (2) years with a goal to follow and achieve and accomplish at a certain date.

Mrs. Stanley added that GPLS does currently have a 5-Year plan in place and that the grant has been approved. However funding was supposed to be released in March but with the financial crisis that the Institute of Museum and Library Services (IMLS) are also currently facing, it would be released sometime now this April. Mrs. Stanley reminded the board that the grant was approved without any Librarians and grant writers.

Mr. Sablan added that the board does need to revisit the grant. Mrs. Stanley will be sending the board members the grant tomorrow via e-mail on March 9, 2018. Mr. Sarmiento stated that for the first working session the priorities need to go out to the community and the battery for the van because we really need these computers and a lot of schools do not have a computer lab.

In addition, Mr. Sablan asked for Mrs. Stanley to create a list of pending purchase orders at GSA. Mrs. Stanley will type up a memo to GSA with a list of pending items at GSA to follow up on and provide it to Mr. Sablan.

VI. Open Discussions:

Chairman Mandapat stated that he was asked if there was a reason why GPLS is now open to the public on Fridays instead of Saturdays. Mrs. Stanley explained that Fridays is a priority for several reasons including yard work to be done by the Maintenance staff, transporting books to branches, etc. Mrs. Kennimer added that she holds staff development for many different reasons to include cross training with the little amount of staff GPLS currently has. Mr. Chair stated that now that they do know the reasons, they need to get the word out to the public. This is in addition to the cost cutting measures.

VII. Next Meeting: April 12, 2018 at 4:00 p.m. at the Barrigada Branch Library.

VIII. Adjournment: Motion was made by the Vice Chairman Sarmiento to adjourn the meeting. Motion was seconded by Chairman Mandapat.

Meeting was adjourned at 5:12 p.m.

Approved by: _____ **Date:** April 12, 2018

Kyle R. Mandapat, Chairman

Countersigned by: _____

Bonnie J. Tenorio,
Secretary I (Typist)

Guam Public Library System
Library Board Meeting
Thursday, April 12, 2018
Library Technician Supervisor Report

- **Statistics:** Main/Children's Library, and Branch Libraries
  Services, Programs and Collections

- **Libraries Operation and Employee's Schedule:**
  1. April 2018 (Library Hours and Library Technician's)

     Currently on board, a total of nine (9) Library Technicians, and one (1) CWEP Public Health Trainee to maintain the five (5) Branch Libraries, Main Branch, and the Children's Library.

     Coverage at the Main Branch and Children's Library is a priority, should one or two employees called in sick, or is on Annual Leave then one of the Branch Libraries will be close (see: Branch/Employee's Schedule) and "behind the scenes" operations such as, cataloging, technical processing, collections inventory, discarding, etc. will remain untouched.

  2. Registration and Overdue: Seeking for your guidance for Inactive Patrons.

     GPLS has no policy on Retention Record Policy. Patrons who have not used their Guam Public Library System card in years will be deemed to be inactive, and their records will be purged electronically from the database. *Inactive cards with blocks will be retained for five (5) years. After seven years, records will be electronically purged from the database regardless of unresolved blocks.*

     **5tate Public Libraries and policies on Inactive Patrons*
     Hawaii State Public Library System (Policy on Inactive Patrons)
     "HSPLS consolidate patron database on June 3. The Hawaii State Public Library System's (HSPLS) patron database underwent a purge of inactive accounts on Monday, June 3, 2014. Removing these accounts will provide an updated, more accurate database for our business and management uses. Inactive accounts are accounts with expired library cards and:

     - *No borrowed library material in the past five (5) years and*
     - *No outstanding items, charges or fees; and/or*
     - *Whose card holders are former residents who have relocated from Hawaii*

     The record of a patron who has not borrowed library material in the past five (5) years or more may be purged. Patrons who visit their local library, present their library card, and discover that their record has been purged can reactivate their card, free-of-charge, by completing a new library card application form and presenting it with their card and valid identification. The database clean-up procedure will not affect currently active library patrons.

Attachment No. 1

Jonesboro Public Library, Arizona (Policy on Inactive Patrons)

The library does not retain patron data that is unnecessary for providing library services, including, but not limited to:

- *Inactive patron records—the library will purge patron accounts from its system that have been inactive for three years.*

Overdue: Disposition of Overdue Materials (GPLS Board Manual, 1990): *At the end of each fiscal year, after annual inventory, materials that have been overdue for three (3) years, and for which a reasonable effort of recovery has been made, will be eliminated from the records by pulling the cards from the public card catalog and by making the appropriate notation on the shelflist cards.*

- **Book Sale: Wednesday, April 11 to Saturday, April 28, 2018**

  Our Book Sale event will end Saturday, April 28, 2018. Money received will be deposited Into the GPLS Gifts/Fundraising account.

- **Amnesty Month: Monday, April 2nd to Monday, April 30th**

  For the entire month of April, we offer Amnesty on all overdue GPLS items/materials.

  - If the items/materials you have out are really late...bring them back now and get a clean slate!!!
  - Missing, lost or damaged materials, you will be charge for the price of the material/items, plus $2.00 handling fee, ***or*** *bring* in a brand new material of equal value.
  - Materials/Items returned prior to "Amnesty" and still have existing fines, will not be waive unless payment is made.
  - They've been away too long! We miss them and want them back!!

See: Overdue Statistics for breakdown on Amnesty 2017 and 2018

APRIL 2018

	MONDAY (9)			TUESDAY (10)			WEDNESDAY (11)			THURSDAY (12)			FRIDAY (13)			SATURDAY (14)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9 am - 12 pm	FT	TC	JC	CLOSED TIL 1 PM			FT	CI	BQ	FT	TC	BQ	SN	CI	BQ	FT/SN	RT/CI	RS/JC
12 pm - 3 pm	SN	FU	BQ	FT	CI	RS	RT	TC	JC	SN	FU	RS	ANSWERING PHONES					
3 pm - 6 pm	FT (SN)	TC (FU)	JC (BQ)	SN (TC)	RT (FU)	JC (BQ)	LUNCH/BREAK RELIEF ONLY			LUNCH/BREAK RELIEF ONLY								
OFF	Cindy/Rose						Steph			Jo			Rod/Flo					
SCANNING	STEPH			FRAN			"BOOK SALE" RT, RS, TC, JC			"BOOK SALE" SN, RT, RS,FU			"BOOK SALE" TC, FU, RS, JC					
BRANCHES	(RT-Merizo)			~~(TC-Agat / BQ-Dededo)~~			(FU-Yona)			(CI-Barrigada)			St. Dominic-Frank/Rose/Gena					

	MONDAY (16)			TUESDAY (17)			WEDNESDAY (18)			THURSDAY (19)			FRIDAY (20)			SATURDAY (21)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9 am - 12 pm	FT	CI	RS	SN	RT	RS	RT	CI	BQ	FT	JC	BQ	RT	CI	JC	FT/SN	FU/TC	RT/BQ
12 pm - 3 pm	SN	TC	JC	FT	CI	JC	TC	JC	RS	TC	FU	RS	SN	BQ	RS			
3 pm - 6 pm	FT (SN)	CI (TC)	RS (JC)	SN (FT)	RT (FU)	RS (JC)	RT (FT)	CI (JC)	BQ (RS)	FT (SN)	JC (FU)	BQ (RS)	RT	CI	JC			
OFF	Bernie/Fran						Steph			Rod			Theese/Flo					
SCANNING	STEPH			FRAN			FLO			STEPH			FRAN					
													ST. DOMINICS-OUTREACH					
BRANCHES	(RT-Merizo)			(TC-Agat / BQ-Dededo)			(FU-Yona)			(CI-Barrigada)			Frank/Rose/Gena					

	MONDAY (23)			TUESDAY (24)			WEDNESDAY (25)			THURSDAY (26)			FRIDAY (27)			SATURDAY (28)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9 am - 12 pm	SN	FU	RS	FT	CI	JC	RT	TC	BQ	SN	FU	JC	RT	JC	BQ	TC/CI	FU/BQ	RS/JC
12 pm - 3 pm	FT	CI	JC	SN	RT	RS	FT	CI	RS	RT	TC	BQ	FT	TC	RS			
3 pm - 6 pm	SN (FT)	FU (CI)	RS (JC)	FT (SN)	CI (FU)	JC (RS)	RT (SN)	TC (CI)	BQ (RS)	SN (FT)	FU (TC)	JC (BQ)	RT	JC	BQ			
OFF	Therese/Bernie						Jo			Rose			Fran/Cindy					
SCANNING	FLO			FRAN			STEPH			FLO			STEPH					
BRANCHES	(RT-Merizo)			(TC-Agat / BQ-Dededo)			(FU-Yona)			(CI-Barrigada)								

SCHEDULE IS SUBJECT TO CHANGE

NOTE: FOR THE BOOK SALE SET-UP AND EXECUTION, EVERYONE IS TO REPORT OUTSIDE EXCEPT FOR THOSE ASSIGNED FOR DESK DUTY. THESE PERSONS ARE ONLY RELIEVERS FOR BREAK AND LUNCH, BUT TO RETURN BACK OUTSIDE AFTERWARDS. IF YOU ARE SCHEDULED FOR ST. DOMINICS, PLEASE PROCEED AND REPORT TO THE BOOK SALE UPON RETURN.

Guam Public Library System
Registration and Collections
March 2018

REGISTRATION

BRANCH	In Active 2009	Launched New Borrowers Card, April 9, 2010 / 24757********** 2010 - 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018		
Agana	36,630	9,250	98	61	52	77	73	56	9,615	
Children's Library	-		51	14	11	24	30	32	86	
Agat	1,615	610	5	1	2	4	2	1	617	
Barrigada	1,151	694	2	1	0	1	2	3	700	
Dededo	5,433	933	2	6	6	4	6	6	949	
Merizo	971	239	0	0	0	1	2	-	242	
Yona	1,025	283	0	2	2	2	-	1	286	48,450
BKM	1,625	1,078	0	0	0	-	-	-	1,078	13,670
TOTAL	**48,450**	**13,087**	**98**	**85**	**73**	**113**	**115**	**99**	**13,670**	**62,120**

FY 2017: COLLECTIONS - PRINT

BRANCH	TOTAL	Oct-18	Nov-18	Dec-18	Jan-18	Feb-18	Mar-18
Agana	112,431	423	100	318	103	108	109
Agat	35,533	80	52	29	16	8	17
Barrigada	35,627	884	48	31	17	20	56
Bookmobile	4,981	-	0	0	0	0	0
Dededo	38,589	154	53	43	29	29	21
Merizo	25,068	55	37	22	9	13	41
Yona	20,458	47	34	55	14	10	31
Total	**272,687**	**1,643**	**324**	**498**	**188**	**188**	**275**

FY 2017: COLLECTIONS - NON-PRINT

BRANCH	TOTAL	Oct-18	Nov-18	Dec-18	Jan-18	Feb-18	Mar-18
Agana	19,037	-	-	248	-	-	100
Agat	265	-	-	7	-	-	1
Barrigada	209	-	-	8	-	-	2
Bookmobile	1	-	-	0	-	-	-
Dededo	348	-	-	5	-	-	-
Merizo	112	-	-	3	-	-	-
Yona	142	-	-	4	-	-	-
Total	**20,114**	**-**	**-**	**275**	**-**	**-**	**103**

Perpared By: Francine Uncangco, Library Technician II

Attachment No. 3

Guam Public Library System
Registration and Collections
March 2018

FY 2017: COLLECTIONS - ARCHIVES (Barcode/Accession)

BRANCH	TOTAL	Oct-18	Nov-18	Dec-18	Jan-18	Feb-18	Mar-18
Agana	41,507	-	-		-	-	
Legislature							92
Photographs							362
Print (Books)	-						37
hes (Guam/Pacific)	-			13			9
ers (Guam/Pacific)	-						0
Vertical Files	-						280
Total	**41,507**	**-**	**-**	**-**	**-**	**-**	**367**

FY 2017: COLLECTIONS - SERIALS

BRANCH	TOTAL	Oct-18	Nov-18	Dec-18	Jan-18	Feb-18	Mar-18
Agana	810	9	7	20	88	13	-
Agat	34	1	1	2	-	1	-
Barrigada	29	1	1	2	-	1	-
Bookmobile	-	-	-	-	-	0	-
Dededo	43	1	1	2	-	1	-
Merizo	38	1	-	1	-	1	-
Yona	24	1	1	2	-	0	-
Total	**978**	**14**	**11**	**29**	**88**	**17**	-

Perpared By: Francine Uncangco, Library Technician II

Guam Public Library System
Overdue Report
2000 to FY 2018

	AMNESTY MONTH 2018 2000 to 2018 (March)		
	# OF PATRONS	PENDING MATERIALS	FINES OWED
Main	1,564	3,208	$ 39,160.05
Agat	157	344	$ 2,565.63
Barrigada	91	322	$ 1,109.00
Bookmobile	215	304	$ 9,085.79
Dededo	333	639	$ 13,781.92
Merizo	37	108	$ 1,582.20
Yona	70	146	$ 2,627.82
TOTAL	**2,467**	**5,071**	**$ 69,912.41**

AMNESTY MONTH 2017

	PATRONS	RETURNED	OD PAYMENT REC'D	WAIVED
Main	49	211	$ 17.95	$ 821.89
Children's	21	145	$ -	$ 356.50
Agat	4	20	$ -	$ 99.45
Barrigada	3	30	$ -	$ 320.00
Dededo	9	13	$ 10.20	$ -
Merizo	1	14	$ -	$ 128.00
Yona	0	0	$ -	$ -
TOTAL	**87**	**433**	**$ 28.15**	**$ 1,725.84**

Prepared By: Francine Uncangco, Library Technician II

Guam Public Library System
Main Branch: Weekly Report
March 2018

MARCH 2018		THURS	FRI	SAT	TOTAL
		1	2	3	
MAIN LIBRARY	Attendance	211		807	1,018
	Circulation	38		52	90
	Registration	2		5	7
	Reference Info / Research	22		13	35
	Computer Usage	43		57	100
	Board Games	-		-	-
	Electronic Games	-			-
CHILDREN'S LIBRARY	Attendance	24		281	305
	Circulation	23		182	205
	Registration	2		3	5
	Reference Info / Research	-		-	-
	Computer Usage	2		12	14
	Board Games	-		-	-
PROGRAMS	Toddler Story Program	-		-	-
	After School Program	5		-	5
	Saturday Story Program	-		387	387
	Friday Story Hour				
	St. Dominics	-		-	-
	Library Tours	-		-	-
	Karid åt	-		-	-
	Volunteer (YA)	-		18	18
	Volunteer (A)	-		6	6
	Conference Room Use	-		-	-

MON	TUES	WED	THURS	FRI	SAT	TOTAL
5	6	7	8	9	10	
HOLIDAY : GUAM HISTORY & CHAMORRO HERITAGE	199	242	264	127	Per Immediate Release dated February 6, 2018 - effective March 10, 2018 Saturday's will be closed, and Friday's will be open 9:00 a.m. - 5:30 p.m. and will hold Friday Story Hour at 3:00 p.m.	832
	108	32	56	40		236
	1	2	5	3		11
	20	10	22	11		63
	47	34	33	34		148
	-	2	-	-		2
	-	-	-	-		-
	55	104	42	20		221
	108	85	45	16		254
	-	-	1	1		2
	-	-	6	10		16
	-	-	2	-		2
	-	-	-	-		-
	-	27	-	-		27
	-	-	-	-		-
	-	-	-	-		-
	-	-	-	-		-
	-	-	-	-		-
	-	-	-	-		-
	-	-	-	-		-
	-	-	1	-		1
	-	-	-	-		-

Prepared By: Francine Uncangco, Library Technician II

Guam Public Library System
Main Branch: Weekly Report
March 2018

MARCH 2018		MON	TUES	WED	THURS	FRI	TOTAL		MON	TUES	WED	THURS	FRI	TOTAL
		12	13	14	15	16			19	20	21	22	23	
MAIN LIBRARY	Attendance	244	221	236	215	113	1,029		227	265	227	245	139	1,103
	Circulation	44	61	35	47	64	251		60	60	25	46	34	225
	Registration	3	-	4	4	1	12		1	2	1	3	1	8
	Reference Info / Research	18	12	9	13	12	64		7	25	27	8	26	93
	Computer Usage	57	42	33	52	29	213		49	53	14	43	38	197
	Board Games	-	-	-	-	-	-		-	-	-	-	-	-
	Electronic Games													
CHILDREN'S LIBRARY	Attendance	40	51	115	50	68	324		55	37	80	52	65	289
	Circulation	52	27	163	21	31	294		98	66	110	27	57	358
	Registration	2	-	-	-	-	2		1	-	5	1	-	7
	Reference Info / Research	-	-	-	4	1	5		-	-	-	-	6	6
	Computer Usage	2	-	-	4	-	6		-	1	-	-	1	2
	Board Games	-	-	2	1	9	12		3	-	1	3	3	10
PROGRAMS	Toddler Story Program	-	-	39	-	-	39		-	-	41	-	-	41
	After School Program	-	6	-	10	-	16		-	6	-	7	-	13
	Friday Story Hour	-	-	-	-	9	9		-	-	-	-	12	12
	BLTTC	-	-	-	-	-	-		-	-	-	11	-	11
	Library Tours	-	-	-	4	-	4		-	-	-	-	-	-
	Karid åt	-	-	-	4	-	4		-	-	-	-	-	-
	Volunteer (YA)	-	-	-	-	-	-		-	-	-	-	-	-
	Volunteer (A)	-	-	-	-	-	-		-	-	1	1	1	3
	Conference Room Use	-	-	-	-	-	-		-	-	-	-	-	-

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Guam Public Library System
Main Branch: Weekly Report
March 2018

MARCH 2018		MONDAY 26	TUESDAY 27	WEDNESDAY 28	THURSDAY 29	FRIDAY 30	TOTAL
MAIN LIBRARY	Attendance	248	116	144	261	208	977
	Circulation	53	94	34	31	42	254
	Registration	5	2	8	1	2	18
	Reference Info / Research	21	9	58	10	22	120
	Computer Usage	42	53	55	48	42	240
	Board Games	-	-	-	4	2	6
	Electronic Games						
CHILDREN'S LIBRARY	Attendance	64	92	117	39	71	383
	Circulation	70	105	105	65	43	388
	Registration	1	4	4	-	7	16
	Reference Info / Research	-	-	-	-	-	-
	Computer Usage	3	2	2	-	-	7
	Board Games	-	-	-	-	-	-
PROGRAMS	Toddler Story Program	-	-	48	-	-	48
	After School Program	-	10	-	4	-	14
	Saturday Story Program	-	-	-	-	-	-
	Friday Story Hour	-	-	-	-	16	16
	St. Dominic's	-	-	-	-	-	-
	Library Tours	-	-	-	-	-	-
	Karid åt	-	-	-	-	-	-
	Volunteer (YA)	-	1	1	1	1	4
	Volunteer (A)	-	-	1	1	-	2
	Conference Room Use	-	-	-	-	-	-

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MARCH 2018	BARRIGADA	MERIZO	AGAT	DEDEDO	YONA	BARRIGADA	TOTAL
	THURS	MON	TUES		WED	THURS	
	1	5	6		7	8	
Attendance	81	HOLIDAY : Guam History and Chamorro Heritage Day	39	155	51	72	398
Circulation	61		32	43	36	47	219
Registration	1		-	-	-	2	3
Reference Info / Research	5		-	8	-	5	18
Computer Usage	21		1	1	2	26	51
Board Games	-		-	-	-	-	-
Electronic Games							
PROGRAMS							
Toddler Story Program	6		-	15	26	-	47
After School Program	4		-	-	-	7	11
Workshop : U.S. Citizen &	-		6	-	-	-	6
School Library Visits	-		27	-	-	-	27
Daycare Library Visits	-		-	-	-	-	-
US Citizen/Immigranion	-		5	-	-	-	5
Volunteers (YA)	-		-	-	-	-	-
Volunteers (Adult)	1		1	-	-	1	3

MERIZO	AGAT	DEDEDO	YONA	BARRIGADA	TOTAL
MON	TUES		WED	THURS	
12	13		14	15	
18	26	74	58	69	245
-	19	33	3	52	107
-	-	-	1	-	1
-	-	12	5	7	24
-	2	10	-	16	28
-	-	-	-	-	-
-	-	-	-	-	-
3	-	9	27	-	39
15	-	-	-	6	21
-	-	-	-	-	-
-	18	-	-	-	18
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	1	-	-	1	2

MERIZO	AGAT	DEDEDO	YONA	BARRIGADA	TOTAL
MON	TUES		WED	THURS	
19	20		21	22	
NO Attendance or Programs	34	133	76	52	295
	24	70	7	54	155
	-	1	-	-	1
	1	14	-	4	19
	3	11	-	13	27
	-	-	1	-	1
	-	-	-	-	-
	-	-	-	-	-
	-	-	15	3	18
	-	-	-	-	-
	21	-	-	-	21
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	1	-	-	1	2

MARCH 2018	MERIZO	AGAT	DEDEDO	YONA	BARRIGADA	TOTAL
	MON	TUES		WED	THURS	
	26	27		28	29	
Attendance	NO Attendance or Programs	28	62	70	60	220
Circulation		20	9	55	56	140
Registration		-	-	-	1	1
Reference Info / Research		1	5	-	5	11
Computer Usage		3	6	2	115	126
Board Games		-	-	-	-	-
Electronic Games		-	-	-	-	-
PROGRAMS						
Toddler Story Program		1	-	30	4	35
After School Program		-	-	-		-
Workshop : U.S. Citizen & Immigration Services		-	-	-		-
School Library Visits		-	-	-		-
Daycare Library Visits		-	-	-		-
Outreach Event		-	-	-		-
Volunteers (YA)		-	-	-		-
Volunteers (Adult)		-	1	-	1	2

Guam Public Library System
Overall Service Report
March 2018

MARCH 2018		HAGATNA	AGAT	BARRIGADA	DEDEDO	MERIZO	YONA	TOTAL
MAIN LIBRARY	Attendance	4,959	127	334	424	18	255	6,117
	Circulation	1,056	95	270	155	-	101	1,677
	Registration	56	1	4	1	-	1	63
	Reference Info / Research	375	5	26	39	-	5	450
	Computer Usage	898	8	91	28	-	4	1,029
	Board Games	8	1	-	-	-	1	10
	Electronic Games	-	-	-	-	-	-	-
CHILDREN'S LIBRARY	Attendance	672						672
	Circulation	1,499						1,499
	Registration	32						32
	Reference Info / Research	27						27
	Computer Usage	31						31
	Board Games	22						22
PROGRAMS	Toddler Story Program	155	-	10	31	3	83	282
	After School Program	48	-	-	-	15	15	78
	Saturday Story Program	387						387
	Friday Story Hour							37
	BLTTC	11	-	-	-	-	-	11
	Daycare Visit	-	-	-	-	-	-	-
	School Library Visit	-	66	-	-	-	-	66
	St. Dominics	-						-
	Library Tours	4						4
	Karid åt	4						4
	Volunteer (YA)	22	-	-	-	-	-	22
	Volunteer (A)	12	3	5	1	-	-	21
	Workshop : U.S. Citizenship for Immigration	-	5	-	-	-	-	5

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