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

GC# 34-18-1519
Speaker Benjamin J.F. Cruz

FEB 13 2018
Time: 1:53 [ ] AM [/] PM File No. 34-1517
Received By:

February 9, 2018

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

Re: Reporting Requirements

Dear Speaker Cruz:

Attached are the reporting requirements for Boards and Commissions pursuant to Public Law No. 31-233 regarding the February 8, 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.

Sincerely,

Johnny G. Sablan
President, DCA

Attachments

2018 FEB 13 PM 3:46 CS

1519

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

The Guam Public Library System Board
Regular Board Meeting –February 8, 2018
4:00 p.m.

Agenda

I. Call to Order
1. Roll Call

II. Approval of Minutes – Meeting of January 11, 2018

III. Reports
1. Administrative Officer - updates
2. Library Tech. Supervisor Report - updates

IV. New Business

V. Old Business
1. Internet café Rules and Regulations. Board to adopt and approve
2. Vendors rental responsibilities.
3. Ms. Avantyr sent an email on January 25, 2018 cancelling the demo for Saturday, January 27, 2018
4. EBSCO is now available to patrons with Mr. Krishnan Seerengan's assistance
5. Chairman Kyle Mandapat to contact PDN and possibly partnering with GPLS to provide free services
6. Possibly erecting a perimeter fence at the GPLS large parking lot

VI. Open Discussion

VII. Announcements
1. Next Board meeting March 8, 2018, at 4:00 pm.

VIII. Adjournment

Guam Public Library System
Regular Board Meeting
January 11, 2018
4:00 pm

Minutes of Meeting

I. **Call Meeting to Order.** The meeting was held at the main library and was called to order to by Mr. Kyle Mandapat, Chairman of the Board on January 11, 2018 at 4:51 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; Mrs. Sandra Stanley, Administrative Officer; Mrs. Teresita Kennimer, Library Technician Supervisor; Mr. Frankie Aflague, Program Coordinator and Ms. Bonnie Tenorio, Secretary.

II. **Approval of Meeting Minutes of November 21, 2017 GPLS Board meeting**

Chairman Mandapat said that the Minutes from the November 21, 2017 Board meeting were provided in the packets to each member. Mr. Sarmiento motioned to approve the board minutes and Mr. Seerengan seconded the motion. All were in favor of approving the minutes.

III. **President's Report**

A. Chairman Mandapat called on Mr. Johnny Sablan, President, Department of Chamorro Affairs to discuss his Report

Mr. Sablan wishes everyone a good and Happy New Year and stated that the Guam Public Library System (GPLS) will be taking the lead from the Chairman and Board members for the Strategic Plans of GPLS for 2018.

IV. **Reports**

1. Administrative Officer's Report

Chairman Mandapat called on GPLS Administrative Officer, Mrs. Sandra Stanley to discuss her report.

Mrs. Stanley spoke about the Pacific Preservation Summit that will be held February 26-28, 2018 and that GPLS will be only hosting light refreshment on Monday with Mr. Sablan approving to use the Internet Café for the serving of refreshments.

Mrs. Stanley adds that the report of the meeting that Mr. Frankie Aflague and Terry Kennimer attended is included in her reporting packet. She invited the Board members to join the staff at the library for one hour for the different sessions and asks if Mr. Seerengan would like to do any presentations.

Frankie Aflague will be communicating with Mr. Seerengan. Mr. Sablan mentioned that the topics would be archives, resources, technology and preservation, engaging in heritage and advocates and community consultations.

They will start at 10:00 a.m. and each segment will be per hour. Mrs. Stanley added that she provided the agenda of the event. Also mentioned that $500 .00 will be given for GPLS to provide refreshments for the event. The money will have to go through DCA as they are a non-profit organization and GPLS falls under the DCA umbrella.

Mr. Sablan would have to donate the funds to the library. The Chairman inquired with Mr. Sablan about the non-profit function of DCA. Mr. Sablan explained that in 2011, Governor Calvo reorganized some departments and eliminated a lot of upper management positions and made DCA the umbrella of non-profit for language and culture services, which included GPLS and even PBS.

The Chairman asked that if GPLS would like to do fundraisers, would it just have to be under DCA. Mr. Sablan confirms the answer is yes and it would be done the same way they do it for the Museum.

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 in addition to Mrs. Stanley's report about the Pacific Preservation Summit meeting, she also provided a brochure in her report for each member to have from the Pacific Preservation Summit meeting that she along with Mr. Frankie Aflague had attended.

Mrs. Kennimer stated that the library will be doing presentations and a tour. They will be doing archives and research on the resources GPLS has and the staff have been working hard manually on indexing. Also, later in the morning or in the afternoon her staff will be show casing on technology and preservation.

They will be showing how GPLS scans and preserves their sources using folders and even gloves.

Mrs. Kennimer also spoke about her report for the month of January. She indicated that one of her Library Technicians I is resigning effective Friday, January 12, 2018.

She also mentioned that her CWEP trainee through Public Health has informed her that in April of this year (2018), her contract will be ending.

A Library Technician II will be retiring in August of this year. With the Main Branch and the Children's library being a priority to open up at all times, if for example (2) people call in on a Monday, which are the days open for Merizo branch, then because of the shortage of staff and being that the Library Technician I was the one handling the Merizo library resigned, she would have to close the branch.

She also expressed that that the (3) libraries that cannot close are Dededo, Agat and Barrigada. She stated that Agat branch caters to the schools that do not have a library in the area; Dededo branch caters to the day care facility nearby as well as the Department of Education (DOE) Early Intervention and Yona Library also has a day care facility nearby. Whenever there is a shortage of staff, Mrs. Kennimer informs Mrs. Stanley that she will have to close one of the branch libraries. Mr. Sablan adds that this would be the case until GPLS has more staff.

Mrs. Kennimer states that referring to the schedule for the Library Technicians, no staff is off on a Tuesday because the Dededo and Agat Branches are open on this day. Mrs. Kennimer adds that sometimes on Wednesdays, Thursdays and Fridays there are sometimes (2) people off or even on Mondays if there are no holidays.

Saturdays there are (6) people at the most. So far, the staff has been pretty good but there are times where there are even only (4) staff. Mrs. Kennimer thanks the board for their understanding. Mrs. Kennimer states from her report that there are library tours and class visits with the students and daycare coming in. She also added that there were Braille books that were donated by the Guam Serenity Lions Club back in December of 2017. Some of the books donated were young adult books, adult and non-fiction and adult books that were donated back in December - a total of maybe 30 books. Mrs. Kennimer states that with the Guam Preservation Trust Summit happening in February 26, 2018, GPLS will not only be offering the presentations but will also be allowing visitors to come in and sign up for a library card.

In the system to sign up for a library card, there is an option to be able to sign these visitors up for a library card where the card is locked to have for 3 months and then it will expire. These library card holders will be only allowed to borrow (1) book.

This same function applies to the tourists GPLS has coming to the library for the summer. What GPLS asks for is their home address for their stay here on Guam and permanent address off island. Mrs. Kennimer adds that the regular application lasts for (5) years and resources will not be able to be checked out until the information is updated. Mrs. Kennimer talks about last board meeting when the board talked about NewsBank/WorldAccess and the Guam Daily Post.

She explained that these are both very good resources and that GPLS used to have it, although at the time, NewsBank/World Access was very expensive and due to funding, it was discontinued. She also explained that the point of contact she was in communication with provided her with requests of some examples of what the NewsBank/World Access can do.

The point of contact gave her some information such as researching information on "Ricardo Bordallo." The research came up with 191 results that included Newspapers, Journals, etc. The point of contact then gave Mrs. Kennimer research results for Former Governor of Guam Joseph Ada and came up with 121 results and North Korea and Guam and came up with 26,780 results from years 1981 through 2017.

Mr. Seerengan asked which database are this information coming from and Mr. Mandapat as well as Mrs. Kennimer both confirm and that the database Mrs. Kennimer spoke about was NewsBank/WorldAccess. Mrs. Kennimer states that University of Guam (UOG) has this database. Mrs. Kennimer also expressed that an elderly patron came in recently for some research on War Reparations and the Technicians had to pull out all their folders, newspapers and index, however that was too much for the patron to grab. It was fortunate that GPLS had some books that were circulated and at least it helped. Mrs. Kennimer also spoke about EBSCO and that Jane Barnwell mentioned that EBSCO is free but it could possibly be that it was probably only free to the schools and unsure about the Library.

She expressed that EBSCO is good not just for the adults, but also for academic students. Mrs. Kennimer then spoke about Pacific Daily News (PDN) E-Edition. Mrs. Kennimer has an account and every day, the staff take all the newspapers and any local magazines and scans them and indexes them and loads them using Mrs. Kennimer's account. When indexing a newspaper or article, for example: With the Summit coming up, the e-edition provides who, what, when and where information. The obituary, birth and marriages, etc. also identifies people. Mrs.

Kennimer expresses to the board members that if they feel that the e-edition is not worth it, she finds it very resourceful for not only the patrons, but for the staff as well. Mr. Mandapat asks Mrs. Kennimer if she knows how much total is for the e-edition including for each branch. Mrs. Kennimer states that because this is the first working board, this is the first time it has ever really been brought up by her.

Mr. Mandapat asked Mrs. Kennimer how she accesses her accounts. Mrs. Kennimer states that she just logs on and also provides her log on information to certain employees. Mr. Seerengan asks Mrs. Kennimer how she feels about the comparison between GuamPedia and NewsBank/WorldAccess. Mrs. Kennimer states that she uses GuamPedia to do quick researches. Mr. Chairman would like to know how many total computers does GPLS need to access it for local periodicals such as Guam PDN and the Daily Post and maybe see if they can see if these companies can give a big group discount or just give the access free to GPLS.

Mrs. Kennimer adds that when patrons call for research, GPLS has an index but GPLS needs that connection that these companies will not share with the library, however they are sending patrons to the library. Mr. Sablan asks if Guam PDN charges to get their access for research. Mrs. Kennimer states that Guam PDN will not help the patron and refer them to the library. Mr. Sablan asks if Mrs. Kennimer is asking if the board can approve to have the Guam PDN subscription to e-service.

Mr. Mandapat added that it costs $20.00 per month, however the bigger cost is unsure. Mrs. Kennimer said that people would also like to have hard copies, however sometimes our hard copies go missing. So to be able to log on to the e-edition, GPLS can print out the copies off of the e-service and it will be readily available. Mr. Sablan and Mr. Mandapat said that partnering up with Guam PDN.

Mr. Mandapat offered to schedule a meeting with Guam PDN to see if it is possible to partner up. Mr. Sablan and Mr. Mandapat both mentioned that if Guam PDN would like a deduction, they can also go through DCA, a non-profit organization. Mr. Seerengan added that they can also use it as a write off in their tax by donating their service to GPLS. Mr. Sablan said that meanwhile, Mrs. Kennimer should do her research to find out the costs and Mr. Sablan adds that maybe there can be a sponsor to go through DCA for the other services such as NewsBank/World Access. Mr. Sablan said that for Mrs. Kennimer to let the board know what she wants to be a full-fledged library for the community. Mr. Seerengan adds that with the board being so isolated, they will never know what is needed and Mr. Sablan adds to let the board know how to get there. Mr.

Sablan asks Mrs. Kennimer how soon she can get the information, Mrs. Kennimer mentions next week (Week of January 15-19, 2018).

V. New Business:

1. Internet Café:

Mr. Sablan mentions that the board needs to get with the Administrative Officer of GPLS, Mrs. Stanley to define how GPLS is going to do the bid; whether it will be a Bid or a Request for Proposal. Mrs. Stanley mentions that the policy will be coming from the board. Mr. Sablan confirms the answer is yes. The board adds that they did agree on it, however, it was never drafted.

Mr. Seerengan added that the policy on the operational side of the internet café needs to drafted as well. Mr. Chairman agreed that that will be after the determination of the Bid/Request for Proposal paperwork. Mrs. Stanley expresses that the policy needs to be in writing and from the board.

2. Suzanne Avantyr - Musical Moments using the Young Adult Study Room.

Chairman Mandapat announced that Mrs. Suzanne Avantyr showed up to the working session on December 18, 2017 and all her questions were answered. Mr. Chairman stated that what was decided at the end of the discussion with Mrs. Avantyr was that GPLS will allow a (1) day demo to see if Musical Moments will be a perfect fit for the library.

Depending on the reaction of our patrons, GPLS will see if it will continue the experience. The Chairman added that it was initially discussed to have the session in the Young Adult Study Room at the back side of the library, however Mr. Sablan brought up using the Internet Café since it is currently vacant and because Frankie uses the other room for his program.

In addition, using the internet café provides ample space to distance from the noise. Mrs. Avantyr will be back next week and will be getting in contact with GPLS. She will be informed that she will be using the Internet Café for her (1) day demonstration. The Secretary/Treasurer and Chairman added that overall would be beneficial to the library.

VI. Old Business:

Mr. Sablan spoke about the parking issues that were brought up by Guam Department of Integrated Services for Individuals with Disabilities (DISID) Director, Mr. Ben Servino. Mr. Sablan said that there were some complaints regarding accessible parking.

GPLS currently has (2) slots. Mr. Sablan offered to take the challenge in doing the research and information and see exactly where GPLS can add additional accessible parking. Adding additional accessible parking can be in front of the internet café or somewhere on the side of the library.

The Vice Chairman added that depending on the amount of square footage, there is a certain required amount of parking slots. Mr. Seerengan mentioned that part of the problem is that the parking comes from people who are not utilizing the library.

Mrs. Stanley mentioned that when she and another GPLS staff were recently outside, they saw a car parked in the reserved parking without a disable parking decal or license plate and saw a young man getting into the car coming from the law firm across the street. Mr. Sablan said that GPLS needs to look into how we can look into issues like that. He also said that maybe we can have one of our male employees to be assigned to give a warning to someone who is caught parking in the GPLS premises with the intention of not utilizing the library.

Mr. Sablan said that there was a letter that came back from the office of the DNA building that states that they cannot police the area. Some options of either assigning one employee to give citations or calling a tow truck to tow vehicles away.

Mrs. Mears said that the library used to give tickets by going out to the parking lot and checking the library log. If they are not on the log, then they would go out an issue the citation. Mrs. Mears added that this has stopped and maybe it has stopped because people say that when the citations go out to the court, the people cited use excuses that their feet is hurting and then the citation just gets thrown out.

Mrs. Stanley said that GPLS used to issue citations for illegal parkers out in the library premises, however, the money collected does not go to the library, it goes to the court. She questioned why GPLS cannot get at least $5.00 for their issuance of citations but it told that it is conflict of interest.

Mr. Sablan asks who owns that property, Mrs. Stanley replied that it is GPLS that owns the property. Mr. Sablan would like to do a survey and put up a fence.

Mr. Sablan would like to erect a perimeter fence around the library parking lot. Mrs. Stanley suggested to have a "Friends of the Library" to partner up with to help fund the library project.

She also added that GPLS is in compliance with the amount of disabled parking stalls. The Vice Chairman asked if the signs stated that the disable parking is for GPLS Patrons, Mrs. Stanley mentions that there are signs. Mr. Sablan adds that a fence should still be put up that sets the boundaries. Mrs. Stanley mentions that GPLS used to have a chain link but people would go around the curb. Mr. Sablan mentions that he will look for donations and do it the right way.

VII. Open Discussions:

Mr. William Sarmiento brought up the situation with one employee leaving GPLS and asks how quickly GPLS can hire someone or does the board have to go through the Guam Department of Labor.

He expresses the need for GPLS to hire manpower quickly. He and Mr. Sablan spoke about having a Public-Private Partnership and give an example for the Agat Branch to open up more than one day a week to do a public private partnership with for example, Mt. Carmel School to be able to help open up the Agat Branch more days having shared staff or possibly do it in the way the Guam Museum outsources the museum.

Mr. Sablan said that they will look to see what is the mandate for this. Mr. Sablan shares that just last week, Ms. Judi WonPat brought up having a Public-Private partnership with the Barrigada Branch and one of the groups that go to the Barrigada Library because they need the branch library to open more than once a week. He mentioned that Ms. Judi WonPat stated that if the legislature is needed, they can go to the legislature and get it done to speak with Mr. Joe San Agustin whom is the Education oversight and this can be brought up to him.

Mr. Sarmiento added that Mt. Carmel and Marcial Sablan Elementary School would like to offer to their resources to put out the extra dollars would be very beneficial. It would be considered a normal operation and for the one day, it would be government funded and the rest of the days of the week can be funded through the private partnership paying the government.

Mrs. Kennimer expressed her opinion that when the reorganization was done and the mayor was going to take over of the library, it was explained that the mayor's office was only going to do the yard. Other concerns were brought up such as if they were able to issue out receipts. Mrs. Kennimer feels that a staff should be there for continuity of GPLS resources.

She also added that a volunteer also assists and would be helpful. Mr. Seerengan explained that if we can provide someone with the proper training, it would be good. Mr. Sablan stated that if the money is provided, it would be

beneficial for the donor. Mrs. Stanley explained to Mr. Sarmiento should Mt. Carmel School donated the money to fund for one library Technician, it should include salary plus benefits. It would cost almost $40,000 per year for that one person per year for the (5) days a week.

Mr. Sablan mentioned that if there is a way to pay by donation, the money can be funneled to GPLS through a donation and we can calculate the actual value for maybe (2) or (3) days a week. Mrs. Kennimer brings up if the funding should have been set aside for branch libraries. Mrs. Stanley explained that there is a current public law that has not been repealed that each branch library has to have separate budget and that for many fiscal years, Mrs. Stanley has been doing that.

However, BBMR informed her to just have one account from now on. Mr. Sablan states that the underline statement is benefit to serve the community and if we have to have a public private partnership, let's find out how it works. Mr. Sablan adds that Two Lover's Point and Department of Parks and Recreation are currently doing it. They have an arrangement in leasing the area and services to beautify and maintain it. Vice Chairman Sarmiento expresses that Mt. Carmel really, really wants to use the library. He also added that going to a true library is really like a notch up.

Mrs. Mears inquires if the main central air conditioner is working. Mrs. Stanley and Mr. Frankie Aflague stated that the unit is working. Mr. Aflague said that when the air handler is inoperable, the split units are used as back up.

Mrs. Mears states that what was mentioned to her was that the library is currently using the backup air conditioner. Mrs. Stanley adds that when the patrons complain that it is warm in the library, GPLS turns on the split units and if it is too cold, they shut the split units off.

Mr. Sarmiento asked if there are any federal resources that could be used to train people such as what Mr. Seerengan mentioned in the last board meeting. Mr. Seerengan reiterated that it is for individuals with a degree.

Mrs. Stanley explained that she has been pushing Mr. Frankie Aflague to submit his application. Mr. Seerengan stated that it is a federal program with guidelines and added that the people administering the program were very anxious to get some people from the library to apply for it. Mr. Seerengan will be informing GPLS when it opens up again. He also mentioned that the problem is that there are not many undergraduates that apply. In May, (8) people already signed up from the public schools to become a Librarian.

VIII. Next Meeting: February 8, 2018 at 4:00 p.m.

IX. **Adjournment:** Motion was made by the Chairman to adjourn the meeting. Motion was seconded by Mr. Sarmiento.

Meeting was adjourned at 5:52 p.m.

Approved by: _____ **Date:** 2/2/18

Kyle R. Mandapat, Chairman

Countersigned by: _____

Bonnie J. Tenorio
Secretary I (Typist)

BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR
Post Office Box 2950, Hagâtña Guam 96932

EDDIE BAZA CALVO
GOVERNOR

RAY TENORIO
LIEUTENANT GOVERNOR

LESTER L. CARLSON JR.
ACTING DIRECTOR

FEB 05 2018

BBMR CIRCULAR NO. **18-05**

To: All Executive and Autonomous Department and Agency Heads

From: Acting Director, Bureau of Budget and Management Research (BBMR)

Subject: 2018 General Fund Reduction in Revenues and Expenditures

Hafa Adai!

At the meeting of the Special Economic Service (SES) held on Wednesday, January 31, 2018, the Office of the Public Auditor and the Legislature's Office of Finance and Budget confirmed BBMR's estimate of $47.9 Million as the amount of FY 2018 General Fund revenues that will be reduced as a result of the Tax Cuts and Jobs Act of 2017 (TCAJA). As such, appropriation levels will be affected and overall General Fund appropriation allotments must be adjusted to reflect reductions in anticipated revenues for FY 2018.As a result, BBMR will be strictly enforcing the cost cutting provisions outlined in Executive Order 2012-01 (Attachment #1). Additionally, BBMR will coordinate allotment controls with the Department of Administration with respect to cash disbursements.

The Speaker recessed the SES meeting and I expect the SES will reconvene sometime during the week of February 5, 2018 in order to discuss revenue enhancements which could temper the negative fiscal impact.

BBMR will be calling upon departments and agencies to discuss their responses to BBMR's Circular 18-04 (Attachment #2) regarding the implementation of the cost cutting measures submitted, as well as any additional measures necessary to address this revenue shortfall. Please be prepared to present details and timelines for execution of proposed cost reductions particularly for reductions/shutdown of services and/or programs. In addition, the impact of such reductions on the public must be included in your presentation.

Your urgent attention and participation at the upcoming meetings is mandatory. You will be contacted by your respective BBMR Budget Analyst for your scheduled date and time.

Thank you.

Attachments

Guam Public Library System
Report submitted to the Board
Thursday, February 8, 2018
4:00 p.m.

Provided by Sandra M Stanley, Administrative Officer

Old Business:

Demonstration by Musical Moments

Director and Teacher Ms. Suzanne Avantyr sent an email and a phone call canceling the demonstration scheduled for Saturday, January 27, 2018

Status of recruitment for Library Technician I and Library Technician II

Library Technician II – The recruitment GG-1 has been with DOA HR since early January 2018. After numerous phone calls I finally received an email on 1-23-2018 that their office is focusing on Law Enforcement positions.

Library Technician I -- The recruitment GG-1 has been with DOA HR since early January 2018.

GPLS Internet Café Account has been set up by DOA Accounting Office

Other Matter(s):

Bureau of Budget and Management Research (BBMR)

BBMR Circular No. 18-05 – 2018 General Fund Reduction in Revenues and Expenditures (Attached are: Executive Order No. 2012-01 "Relative to establishing guidelines in support of Fiscal Stabilization, Deficit Reduction, Cost-Containment and for Improved Efficiency in Government Operations." (see attachment "A")

Also attached is BBMR Circular No. 18-04 – General Fund Reduction
(see attachment "A")

New Business: None

Doc. No. 34GL-18-1519.

OFFICE OF THE GOVERNOR
HAGÅTÑA, GUAM
U.S.A.

EXECUTIVE ORDER NO. 2012-01

RELATIVE TO ESTABLISHING GUIDELINES IN SUPPORT OF THE FISCAL STABILIZATION, DEFICIT REDUCTION, COST-CONTAINMENT AND FOR IMPROVED EFFICIENCY IN GOVERNMENT OPERATIONS.

WHEREAS, the Government of Guam presently faces difficult financial challenges which stem from the cumulative deficit, unfunded/unbudgeted obligations in current and prior fiscal years, the impact of inflation on the costs of government operations, delay in planned economic development activity such as the relocation of U.S. Armed Services personnel to Guam and its effect on revenue growth, the recent natural disasters affecting Japan and other economies of the region, growth in the number of migrants to the island, and recession related factors constraining local business opportunities and trade; and

WHEREAS, the Government of Guam's ability to provide essential and efficient services to the residents of our island is highly dependent upon the optimum allocation of financial resources to the departments, agencies and instrumentalities of the government; and

WHEREAS, the consistent enforcement and monitoring of cost-containment guidelines applicable to all departments, agencies and instrumentalities is essential to improving the financial position of the government; and

WHEREAS, it is the government's intent to continue increasing the allocation of resources to the priority programs including but not limited to education, health and public safety; and

WHEREAS, the audited FY 2010 Financial Statements indicate a $71M increase in the General Fund deficit from $265M to $336M; and

WHEREAS, the Department of Administration (DOA) continues to liquidate prior year accounts payable using current fiscal year revenue collections thus contributing substantially to the present negative cash flow position while adding great stress on the General Fund's ability to sustain monthly operating cash requirements and sufficient account balances; and

WHEREAS, the unfunded General Fund obligations and expenditures, inclusive of court-ordered payments, further exacerbates financial stabilization efforts; and

WHEREAS, the current cash demands create the potential for recurring shortfalls if such resources are not properly collected and allocated in a manner that reflects controlled spending and adherence to corrective management initiatives; and

WHEREAS, raising the level of fiscal integrity and stability of the Government of Guam is a priority of the Administration and the implementation of remedial financial measures is essential to this aim; and

this government is to reduce current fuel consumption by two to five percent in FY 2012 and subsequent fiscal years.

E. **Government Procurement:** DOA shall provide periodic training on procurement procedures to all departments, agencies and instrumentalities in order to ensure compliance with procurement laws, rules, regulations and guidelines. Year-end procurement requests shall be monitored by BBMR and DOA to identify excessive acquisition and storage practices or stock-piling tendencies. Such amounts identified in such practices shall be reported by DOA to BBMR who shall then sequester these funds.

F. **Consolidated Training and Staff Development:** During the course of the fiscal year, staff development and training programs are offered without full regard for maximized delivery and participation. Certain departments and agencies have provided internal training programs solely for the benefit of its employees. Agencies that lack resources or expertise to provide similar training programs for its staff shall be considered for joint participation to the extent feasible with the objective of facilitating or promoting staff development and training opportunities on a *government-wide basis*.

G. **Fleet Management and Maintenance:** Reducing fuel costs associated with vehicle fleet maintenance and operation is a perennial budgetary challenge of the government of Guam in years past. The Department of Public Works (DPW) is tasked to develop recommendations in this regard, to include government vehicles in line agencies that are not currently maintained by DPW, and will incorporate findings in subsequent departmental budget requests. Subsequent to presenting it findings and recommendations, DPW will recommend cost effective program/strategies to attain reduction in costs.

II. **Personnel Actions and Initiatives:**

A. **Filling of Vacancies:** All Executive branch agencies desiring to fill a vacant position or create a new position shall submit a request for recruitment to the BBMR for approval to ensure that only positions essential to public health, safety and welfare or vital to government operations are filled. Any action taken contrary to or in violation of this Executive Order shall be voidable. Approval of filling any vacancy or a new position may be granted if one or more of the stipulated requirements below are met:

(1) the position is critical to the agency's operation and failure to fill will cause the inability of such agency to fulfill mandates or major mission responsibilities;
(2) the position is vital to providing essential government functions directly related to public health, safety or welfare;
(3) the position is fully funded by the federal government in accordance with the federal grant award and as evidenced by the federal granting official or authority;
(4) the position is essential to the collection of government revenue;
(5) the position is mandated by local or federal law or a contract;
(6) the position is necessary to reduce personnel or operational costs such as accrual of overtime and or special pay.

B. **Promotions:** Any promotion or position upgrading by any Executive branch agency shall be submitted to BBMR for review and approval provided that the criteria established in subsection IIA of this Executive Order are met.

on which the work is performed. Each Executive branch agency shall adopt an overtime plan. The plan is due no later than thirty (30) days from the promulgation of this Executive Order with any future plans or amendments to be approved by BBMR. Overtime shall be an optional management tool or measure of last resort.

V. Contracts:

All contracts with any Executive branch agency shall require the review and approval of BBMR. All contracts shall be submitted to BBMR at least thirty (30) days prior to its effective date. Each agency must certify the contract complies with all laws and regulations of Guam. Upon obtaining BBMR approval, all contracts shall be submitted to the Attorney General's Office for its disposition.

A. Office Space: All Executive branch agency contracts or renewals for office space shall not be approved unless the following criterion are met:
   1) Adequate space is not available at any public building; and
   2) The space requested is determined the minimum space required; and
   3) The lowest responsible bidder is selected; and
   4) Funding is allocated for the entire length of the contract; and
   5) The space is in compliance with the American Disabilities Act.

B. Procurement: All Executive branch agencies shall submit each procurement contract for approval by BBMR. Such contracts shall be accompanied by:
   1) Copy of the bid specifications; and
   2) A copy of prior year's agreement, if applicable; and
   3) Evidence of funding to meet the obligations; and
   4) Justification showing that the procurement from the supplier is the most cost-effective means.

C. Off-island Recruitment and Consultant Contracts: Prior to recruitment, all contracts for off-island recruitment shall be submitted to BBMR for approval. Such contracts shall comply with the laws and regulations of Guam applicable to such. Departments, agencies, bureaus and other instrumentalities of the government of Guam shall provide proof that funding is available throughout the entire contract period.

D. Services and Contractual Agreements: Executive branch agencies seeking contractual arrangements shall submit proposals to BBMR for approval. The proposals shall indicate:
   (1) The agencies inability to perform the services sought in-house; and
   (2) Cost-savings analysis or assessment; and
   (3) Funding is available for the entire contractual period.

E. Multi-year Contracts: Prior to the commencement of each respective fiscal year, departments and agencies shall submit proposed contract(s) requiring *multiple fiscal year* expenditures or appropriations to the Director of BBMR for approval. Such submittals shall occur no less than thirty (30) days prior to the proposed commencement date of the contract(s) unless otherwise accepted by the Director of BBMR for justifiable circumstance. Each contract submitted pursuant to this provision shall require the signature of the Director of BBMR to enable any department or agency to issue notice to proceed. Failure to meet BBMR review requirements established herein shall result in the non-release of funds for payment of contract(s) not in compliance with the provisions of this section.

BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR
Post Office Box 2950, Hagåtña Guam 96932

EDDIE BAZA CALVO
GOVERNOR

RAY TENORIO
LIEUTENANT GOVERNOR

DIRECTOR

LESTER L. CARLSON JR.
DEPUTY DIRECTOR

JAN 23 2018

BBMR CIRCULAR NO. **18-04**

To: All Executive and Autonomous Department and Agency Heads

From: Acting Director, Bureau of Budget and Management Research (BBMR)

Subject: General Fund Reduction

Hafa Adai! As all of you are aware President Trump signed the **"Tax Cuts and Jobs Act of 2017 (the "Act")"** into law at the end of 2017. The passage of this Act will have a negative effect on the Government of Guam's General Fund revenues specifically with the reduction in Corporate Taxes, Withholding Taxes and Individual Income Taxes.

BBMR has conferred with Governor Calvo and the Governor's Fiscal Team and the impact on the General Fund will begin **this fiscal year** with an estimated loss of approximately $47.9 Million of projected General Fund revenue for the remainder of Fiscal Year 2018. Further, in Fiscal Year 2019 our projections show approximately $66.1 Million in General Fund Revenue will be lost.

Your immediate attention in identifying areas of cost cutting within your respective department/agency is requested as well as your suggestions for ***revenue enhancements to offset this revenue loss***. A quick review of the General Fund level of appropriations to each department/agency (excludes debt service and miscellaneous appropriations) shows the following:

DEPARTMENT	LEVEL OF FY 2018 GF APPROPRIATIONS
1. Legislature	$ 8,966,564
2. Judiciary	$ 34,696,443
3. Public Defender	$ 4,341,373
4. University of Guam	$ 35,077,747
5. Guam Community College	$ 19,750,031
6. Guam Memorial Hospital	$ 2,770,616
7. Mayor's Council	$ 788,931
8. Office of Public Accountability	$ 1,396,898
9. Department of Education	$225,826,664
10. Office of the Attorney General	$ 16,249,713
11. Executive Branch Operations	$200,819,614

Absent an immediate upward adjustment in General Fund revenues, your department/agency can expect to see a pro rata reduction, of the cuts required, in disbursements as early as February, 2018. Additionally, all options will be considered in addressing the revenue shortfall including those departments/agencies that are funded by Special Funds.

Your assigned BBMR Analyst will be in contact with your department/agency shortly with further details.

Your urgent attention and immediate response to this matter is greatly appreciated, thank you.

Guam Public Library System
Rules and Regulations

Internet Café

- The Monthly rent shall be **Six Hundred Dollars ($600.00).**
- Payment shall be made on or before the tenth (10) day of each month.
- Such rent may be adjusted every (1) year.
- LATE FEES, lessee shall be charged $25.00 for payments received after the 10th of each month.
- LESSEE shall be responsible for the payment of the following utilities: **Power, Water, Telephone, Cable, Internet Connection and Trash.**
- The lease shall be for a term of one (1) year, with an option to renew.
- The Café is move-in ready and includes the following furniture and fixtures:

  1. (2) Compartment Sink
  2. (2) Cabinets
  3. (2) Air conditioning units at 9k BUT
  4. (1) 27" TV
  5. (2) Round tables
  6. (3) Bar stool tables
  7. (6) Bar stools
  8. (1) Counter
  9. (1) Island
  10. (8) Chairs
  11. (1) Panel box for Telephone
  12. (1) Panel box for Cable
  13. (1) Panel box for Data
  14. (1) Computer Rack
  15. (1) Water heater

- Security Deposit of: $600.00 (One month's rent)
- Documents required of the LESSEE:

  1. Business License
  2. Sanitary Permit
  3. Health Certificate

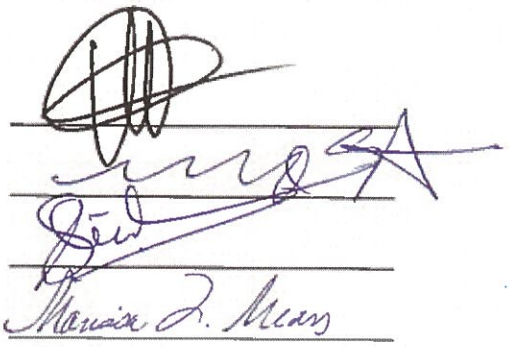
Approved by GPLS Board members:

Kyle Mandapat, Chairman

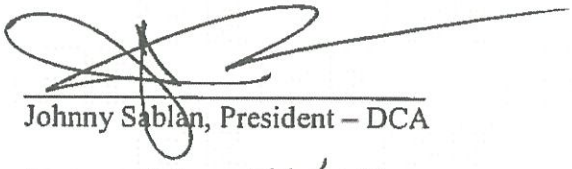
William Sarmiento, Vice Chairman

Krishnan Seerengan, Secretary/Treasurer

Marissa Mears, Member-at-Large



Approved by:



Johnny Sablan, President – DCA

Date: 02-08-18

GUAM PUBLIC LIBRARY SYSTEM
A DIVISION OF THE
DEPARTMENT OF CHAMORRO AFFAIRS
GOVERNMENT OF GUAM
254 MARTYR STREET
HAGATNA, GUAM 96910

COMMERCIAL LEASE AGREEMENT

THIS AGREEMENT, made by and between the Guam Public Library System, Government of Guam, the LESSOR, and the LESSEE(s) _____, U.S. Citizens, legal resident of the United States, licensed to do business on Guam, whose mailing address is _____.

WITNESSETH

WHEREAS, the LESSEE, did submit on _____, to the Guam Public Library System, Department of Chamorro Affairs, Government of Guam, an application to lease government real property described as "GPLS Internet Café" situated on Lot Number 1-R1, Block No. 3, New Agana, Estate No: 4492, Urban.

NOW THEREOF, in consideration of the terms, covenants and conditions set forth in this lease, the parties agree as follows:

1. LESSOR leases to LESSEE and LESSEE hires and takes from LESSOR that certain building or space which is referred to as the leased premises, situated in the Guam Public Library System area, in Hagatna, Guam, the area, location, and description of which is more particularly indicated on the described Exhibit A attached hereto and made a part hereof, together with all improvements in connection therewith. The leased premises are a portion of the Guam Public Library System, containing a parking area.
2. LESSOR, throughout the term of this lease, shall maintain and keep the parking area and common facilities of the LIBRARY in good order, condition and repair, including adequate lighting, painting, drainage, supervision and the like, but all costs and expenses incurred in connection therewith, including but not limited to janitorial expense and repairs shall be charge to the tenant(s). LESSEE shall pay **5%** of the total of Lessee's total rental payment as its pro-rata share which shall be submitted at the same time as LESSEE'S monthly rental payment.
3. LESSEE shall pay LESSOR as a fixed minimum annual rental for the term of this lease at the office of the Guam Public Library System, beginning _____. The monthly rent shall be **Six Hundred Dollars ($600.00)** and will continue as such. Payment of rent shall be made on or before the tenth (10) day of each month at the office of the Guam Public Library System, Administrative Support Unit. Such rent may be adjusted every year to reflect the Guam Public Library System management, as set forth in the Rules and Regulations.
4. LATE FEES, lessee shall be charged $25.00 for payments received after the 10th of each month.
5. LESSEE shall have a business line establish for their business operation.
6. LESSEE shall be responsible for maintenance, trash and utility services (**POWER, WATER, TELEPHONE & INTERNET CONNECTION**) and all costs associated with utilities.
7. LESSEE shall provide all equipment needed to manage and operate.
8. The lease shall be for a term of one (1) year beginning on _____, and ending on _____ with an option to renew the lease for another year upon the same terms and conditions contained in this lease, except that the payment of rent shall be adjusted to reflect any increases/decreases in rent, as set forth in the Rules and Regulations governing the management and operation of the Guam Public Library System. This lease agreement may be mollified or discontinued at the renewal date by the President of Chamorro Affairs, for justifiable reasons, which may include and is not limited to non-compliance with the Guam Public Library System Rules and Regulations and Standard Operating Procedures. The LESSOR shall notify

Initial _____ _____

Doc. No. 34GL-18-1519.

the LESSEE of any proposed increase/decrease in the rental fee within ninety (90) days of the effective date of the increase/decrease. ***LESSEE shall give ninety (90) days prior notice to the LESSOR by registered mail of LESSEE'S decision to exercise the option to renew.*** All rental payments are to be made payable to the Guam Public Library System, Department of Chamorro Affairs.

9. LESSEE has deposited with LESSOR the sum equivalent to one (1) months full rent, receipt of which is acknowledged by LESSOR, as security of the full and faithful performance of each term provision, covenant, and condition of this lease. In the event LESSEE defaults in respect of any of the terms, provisions, covenants, or conditions hereof, including but not limited to payment of rent, LESSOR may use, apply, or retain the whole or any part of such security for the payment of any rent in default or for any other sum which LESSOR may spend or be required to spend by reason of LESSEE'S default.
10. Purposes: The purpose of this lease is to conduct the business of (identify business activity and products to be sold) _____. No part of leased premises shall be sued for any other purpose without the written consent of the LESSOR.
11. Business Hours. LESSEE will have their own set hours of operation.
12. All improvements constructed on the premises by LESSEE as permitted by this lease shall be owned by LESSEE until expiration of the term or sooner termination of lease. LESSEE shall not remove any improvements from the premises nor waste, destroy, or modify any improvements on the premises, except as permitted by this lease. LESSEE shall not use the premises in any unlawful, improper, or offensive manner and shall comply with and observe all existing laws enforced or to be enforced. The use of the premises shall be for the specific commercial purpose owned by the LESSOR. LESSEE, with the approval of the President of Chamorro Affairs, may make additional improvements to the premises but only if such improvements are related to the initial purpose approved by the lease.
13. At the normal expiration of term, provided it is not in default, LESSEE shall have the right to remove any or all fixtures or improvements, or both, provided that right of possession of the premises is returned to the lessor with the premises and remaining improvements in safe condition, and further provided that all resultant injuries to the premises and remaining requirements respecting the resultant appearance. All fixtures or improvements remaining on the premises after LESSEE'S election to remove has expired shall become the property of LESSOR. Any lien claim or security interest in such property shall remain the obligation of LESSEE. LESSEE agrees to indemnify and hold harmless LESSOR against any lien or claim against such property remaining on the premises. The LESSEE shall provide the LESSOR with a minimum of thirty (30) days notice on desire to voluntarily vacate the premises.
14. LESSEE shall hold LESSOR harmless from and against all attachments, lien charges, and all expenses resulting from this lease.
15. LESSEE shall agree to maintain strict and limited control of the keys for the leased premises.
16. LESSEE shall not sell, assign, mortgage, or transfer in any way this leasehold or any rights or interest therein or create a security in the public land leased.
17. There shall be no discrimination against the use and enjoyment of the leased premises nor shall there by any policy with supports or discriminated against anyone according to race, color, creed, national origin or religion.
18. LESSEE shall indemnify, defend and hold the LESSOR harmless against any claim or demand by third persons for loss liability or damage, including claims for property damage, personal injury or wrongful death arising out of any accident on the lease premises.
19. In case the LESSOR shall, without any fault on its part be made a party to any litigation commenced by or against the LESSOR by third party, all reasonable costs and expenses incurred by the LESSOR shall be paid by the LESSEE, provided LESSOR has given written notice to lessee and afforded LESSEE the opportunity to defend the LESSOR.
20. The LESSOR shall have a lien on all improvements placed on the said premises by the LESSEE, on all property kept or used on the premises, whether the same is exempt from execution or not and on the rents of all improvement situated on said premises for all such costs, attorney's fees, rent reserved, for all taxed and assessments paid by the LESSOR on behalf of LESSEE and for the payment of all

Initial _____ _____

Doc. No. 34GL-18-1519.

money as provided in this lease to be paid by LESSEE, and such lien shall continue until the amounts are paid.

21. If the LESSEE shall fail to yield or pay rent at the time and in the manner described in Paragraph (3) or shall become bankrupt, or shall abandon the said premises, or if this lease and the premises shall be attached or otherwise be taken by operation of law, or if any assignment be made of the Lessee's property for the benefit of creditors, or shall fail to observe or perform any of the covenants, terms and conditions herein contained and on its part to be observed and performed, LESSOR shall so notify by personal service, registered mail or certified mail to LESSEE at its last known address. If such breach or default shall continue for a period of fifteen (15) days, upon notification LESSOR may at once reenter such premises or any part thereof and upon or without such entry, at its option, terminate this lease without prejudice or any other remedy of right of action for arrears or rent or for any proceeding or other breach of contract. In the event of such termination, all improvements shall remain and become the property of the LESSOR.
22. LESSOR reserves the right to enter the LESSEE'S leased property for the purpose of maintaining or adding public utilities, provided however in the exercise of such rights, the LESSOR shall not unreasonably interfere with the LESSEE'S use and enjoyment of the premises for the purpose stated in Paragraph (6).
23. Acceptance of rent by the LESSOR shall not be deemed a waiver of any breach by the LESSEE of any term, covenant or condition of this lease, nor of the LESSOR'S right to declare and enforce a forfeiture for any such breach by the LESSEE of any term, covenant or condition of this lease, and for the future of the LESSOR to insist upon strict performance of any such terms, covenant or condition or to exercise any option herein conferred in any one or more instances, shall not be construed as a waiver or relinquishment of any term, covenant, condition or opinion.
24. Insurance Companies. All policies of insurance to be kept and maintained in force by the respective parties hereto shall be obtained from food and solvent insurance companies.
25. Lessee to obtain Liability Insurance. LESSEE shall, at its own expense, at all times during the term of this lease, maintain in force a policy or policies of insurance, written by one of more responsible insurance carriers approved by LESSOR, which will insure LESSOR against liability for injury to or death of persons or loss of damage to property occurring in or for any one person killed or injured, $300,000 dollars for any one accident, and $300,000 dollars for property damage.
26. LESSEE to obtain Worker's Compensation Insurance. LESSEE Shall maintain and keep in force all employee's compensation insurance required under the laws of the Territory of Guam.
27. LESSEE to obtain fire insurance on fixtures and inventory. LESSEE shall maintain in force, at all times during the term of this lease, on all fixtures and equipment in the leased premises, a policy or policies of fire insurance in companies approved by lessor, and an adequate inventory insurance.
28. LESSEE shall, at the termination of this lease, vacate the leased premises in as good condition as they were at the time of entry thereon by LESSEE, except for reasonable use and wear thereof, acts of GOD, or damage by casualty beyond the control of LESSEE, and on vacating shall leave leased premises free and clear of all rubbish.
29. LESSOR shall have access to the lease premises, and each part thereof with proper notification to the LESSEE (with the exception of emergency situations), during LESSEE'S regular business hours for the purpose of inspecting the same, making repairs, and posting notices which LESSOR may deem to be for the protection of LESSOR or the leased premises.
30. Should LESSOR incur any expense in enforcing any provision of this lease, LESSEE shall pay to LESSOR any expenses so incurred.
31. This lease may be modified or amended only by a writing duly authorized and executed by both LESSOR and LESSEE. It may not be amended or modified by oral agreements or understanding between the parties unless the same shall be reduced to writing duly authorized and executed by both LESSOR and LESSEE.
32. All notices or demands of any kind which LESSOR may be required or may desire to serve on LESSEE may be served on LESSEE (as an alternative to personal service) by leaving a copy of such demand or notice, or by mailing a copy thereof by registered or certified mail, postage paid, addressed to LESSEE at the leased premises or at such other address as may from time to time be designated by LESSEE in

Initial _____ _____

Doc. No. 34GL-18-1519.

writing to LESSOR. Service shall be deemed complete at the time of the leasing of such notice as aforesaid or within 5 days of mailing of same. All notices and demands from LESSEE to LESSOR may be similarly served on LESSOR at the Office of the Guam Public Library System.

33. Following the first year of the lease agreement for the use of an Internet Café within the Guam Public Library System, the LESSEE shall be responsible for notifying the LESSOR of the establishment and operation of a secondary business outside of the Guam Public Library System, if applicable.
34. The LESSEE acknowledges that the applicability of the Commercial Lease Agreement is subject to compliance with the provision set forth in the Guam Public Library's System's Rules and Regulations and non-compliance shall void such agreement (as specified in the Rules and Regulations).

IN WITNESS WHEREOF, the parties have executed this lease at the Guam Public Library System on the day and year written below.

LANDLORD:

GUAMM PUBLIC LIBRARY SYSTEM

_____

Johnny G. Sablan, President
Department of Chamorro Affairs

Date: _____

TENANT:

_____

_____

Initial _____ _____

Doc. No. 34GL-18-1519.

Guam Public Library System
Library Board Report
Registration / Collections / Overdue
January 2018

Registration

REGISTERED BORROWERS -- 24757 ********** : April 9, 2010 launched New Borrowers Card

Branch	FY 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	TOTAL
Agana	45,774	98	61	52	77	**288**
Children's Library	1,219	51	14	11	24	**100**
Agat	2,334	5	1	2	4	**12**
Barrigada	2,576	2	1	0	1	**4**
Bookmobile	4,736	0	0	0	-	**-**
Dededo	6,946	2	6	6	4	**18**
Merizo	1,184	0	0	0	1	**1**
Yona	1,218	0	2	2	2	**6**
TOTAL	**65,987**	**158**	**85**	**73**	**113**	**429**

Doc. No. 34GL-18-1519.

Prepared By: Francine Uncangco, Library Technician II

Attachment No. 1

Guam Public Library System
Library Board Report
Registration / Collections / Overdue
January 2018

COLLECTIONS: FY 2017

BRANCH	Print	Non-Print	Archival Collections	Serials	TOTAL
Agana	112,431	19,037	41,507	810	**173,785**
Agat	35,533	265	-	34	**35,832**
Barrigada	35,627	209	-	29	**35,865**
Bookmobile	4,981	1	-	-	**4,982**
Dededo	38,589	348	-	43	**38,980**
Merizo	25,068	112	-	38	**25,218**
Yona	20,458	142	-	24	**20,624**
Total	272,687	20,114	41,507	978	**335,286**

FY 2018: October and November "Processed"

BRANCH	Print	Non-Print	Archival	Serials	TOTAL
Agana	443	248	-	36	**727**
Agat	100	7	-	2	**109**
Barrigada	103	8	-	-	**111**
Bookmobile	-	-	-	-	**-**
Dededo	174	5	-	2	**181**
Merizo	76	3	-	1	**80**
Yona	66	4	-	2	**72**
	962	275	-	43	**1,280**

FY 2018: December 2017 and January January 2018 "Processed"

BRANCH	Print	Non-Print	Archival	Serials	TOTAL
Agana	241	248	13	108	**610**
Agat	45	7	-	2	**54**
Barrigada	48	8	-	2	**58**
Bookmobile	-	-	-	-	**-**
Dededo	72	5	-	2	**79**
Merizo	31	3	-	1	**35**
Yona	69	4	-	2	**75**
	506	275	13	117	**911**

Prepared By: Francine Uncangco, Library Technician II

Doc. No. 34GL-18-1519.

Guam Public Library System
Library Board Report
Registration / Collections / Overdue
January 2018

Horizon Report September 2017:

OVERDUE (2000 to Sept 2017)	Agana	Agat	Barrigada	Bookmobile	Dededo	Merizo	Yona	Total
# of Patrons Outstanding	1,377	163	137	143	292	39	69	843
Items/Materials Not Returned	3,043	339	309	304	632	107	134	1,825
Total Fines Owed	$ 39,160.05	$ 2,565.63	$ 1,109.00	$ 9,085.79	$ 13,781.92	$ 1,582.20	$ 887.79	$ 29,012.33

OVERDUE (October 2017)	Agana	Agat	Barrigada	Bookmobile	Dededo	Merizo	Yona	Total
# of Patrons Outstanding	88	-	-	-	-	-	-	88
Items/Materials Not Returned	38	-	-	-	-	-	-	38
Total Fines Owed	$ 475.97	$ -	$ -	$ -	$ -	$ -	$ -	$ 475.97
Total Fines Paid	$ 256.49	$ -	$ -	$ -	$ -	$ -	$ -	$ 256.49

OVERDUE (November 2017)	Agana	Agat	Barrigada	Bookmobile	Dededo	Merizo	Yona	Total
# of Patrons Outstanding	93	3	3	-	-	-	-	99
Items/Materials Not Returned	47	10	10	-	-	-	-	67
Total Fines Owed	$ 694.70	$ 139.78	$ -	$ -	$ -	$ -	$ -	$ 834.48
Total Fines Paid	$ 409.70	$ -	$ -	$ -	$ 6.00	$ -	$ -	$ 415.70

OVERDUE (December 2017)	Agana	Agat	Barrigada	Bookmobile	Dededo	Merizo	Yona	Total
# of Patrons Outstanding	36	2	-	-	-	-	-	38
Items/Materials Not Returned	39	3	-	-	-	-	-	42
Total Fines Owed	$ 48.00	$ 7.50	$ -	$ -	$ -	$ -	$ -	$ 55.50
Total Fines Paid	$ 28.25	$ -	$ -	$ -	$ -	$ -	$ -	$ 28.25

OVERDUE (January 2018)	Agana	Agat	Barrigada	Bookmobile	Dededo	Merizo	Yona	Total
# of Patrons Outstanding	50	4	1	-	1	-	-	56
Items/Materials Not Returned	162	4	2	-	5	-	-	173
Total Fines Owed	$ 19.00	$ 63.30	$ -	$ -	$ 10.00	$ -	$ -	$ 92.30
Total Fines Paid	$ 82.95	$ -	$ -	$ -	$ -	$ -	$ -	$ 82.95

Prepared By: Francine Uncangco, Library Technician II

Doc. No. 34GL-18-1519.

Guam Public Library System
Library Board Weekly Report
Main Branch and Children's Library
January 2018

JANUARY 2018	MON	TUES	WED	THURS	FRI	SAT	TOTAL
MAIN BRANCH	1	2	3	4	5	6	
Attendance	HOLIDAY : HAPPY NEW YEAR!	233	294	193		246	966
Circulation		72	45	78		47	242
Registration		6	1	3		1	11
Reference Info / Research		17	6	1		25	49
Computer Usage		46	36	32		28	142
Board Games		-	-	-		2	2
Electronic Games		-	-	-		-	-
CHILDREN' S LIBRARY							
Attendance		37	100	44		70	251
Circulation		48	122	41		102	313
Registration		1	4	-		-	5
Reference Info / Research		-	8	3		-	11
Computer Usage		-	2	5		-	7
Board Games		-	-	-		-	-
PROGRAMS							
Toddler Story Program		-	46	-		-	46
After School Program		5	-	7		32	44
Saturday Story Program		-	-	-		-	-
Outreach		-	-	-		-	-
Library Tours		-	-	-		-	-
Young Adult Programs		-	-	-		-	-
Adult Programs		-	-	-		-	-
Volunteer (YA)		1	1	1		-	3
Volunteer (A)		-	-	-		-	-
Board Meeting		-	-	-		-	-
Conference Room Use		-	-	-		-	-

MON	TUES	WED	THURS	FRI	SAT	TOTAL
8	9	10	11	12	13	
126	171	289	207		254	1,047
37	45	39	35		74	230
3	6	7	3		1	20
11	8	6	14		8	47
25	33	39	29		35	161
-	1	-	-		1	2
-	-	-	-		-	-
43	68	108	48		150	417
49	57	65	67		144	382
-	1	1	3		2	7
-	6	-	-		-	6
-	-	-	-		14	14
-	-	-	-		-	-
-	-	49	-		-	49
-	6	-	10		-	16
-	-	-	-		73	73
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
2	2	2	-		1	7
-	-	-	-			-
-	-	-	10		-	10
-	-	-	-		-	-

Doc. No. 34GL-18-1519.

Prepared By: Francine Uncangco, Library Tech II

Attachment No. 2

Guam Public Library System
Library Board Weekly Report
Main Branch and Children's Library
January 2018

MAIN BRANCH	MON 15	TUES 16	WED 17	THURS 18	FRI 19	SAT 20	TOTAL
Attendance	HOLIDAY : MARTIN LUTHER KING, JR.	225	332	277		232	1,066
Circulation		81	22	28		104	235
Registration		2	3	6		5	16
Reference Info / Research		8	17	28		8	61
Computer Usage		47	49	42		51	189
Board Games		-	2	-		-	2
Electronic Games		-	-	-		-	-
CHILDREN'S LIBRARY							
Attendance		92	102	41		134	369
Circulation		87	107	4		71	269
Registration		-	-	3		1	4
Reference Info / Research		-	-	-		-	-
Computer Usage		2	-	-		2	4
Board Games		-	-	-		-	-
PROGRMS							
Toddler Story Programs		-	52	-	-	-	52
After School Program		-	-	7	-	-	7
Saturday Story Program		-	-	-	-	54	54
St. Dominic's		-	-	-	29	-	29
Library Tours		-	-	-	-	-	-
Volunteer (YA)		2	-	-	-	3	5
Volunteer (A)		-	1	-	-	-	1
Man åmko Computer		-	-	-	-	-	-
Adult Program (Karidat)		-	-	23	-	-	23

MON 22	TUES 23	WED 24	THURS 25	FRI 26	SAT 27	TOTAL
196	254	372	226		391	1,439
44	81	44	45		76	290
4	2	2	2		5	15
11	20	19	15		5	70
36	41	36	37		33	183
-	-	-	-		-	-
-	-	-	-		-	-
50	72	125	126		140	513
38	50	104	38		153	383
1	-	2	-		2	5
-	-	1	6		5	12
-	-	-	3		4	7
-	-	-	-		-	-
-	-	60	-	-	-	60
-	10	-	8	-	-	18
-	-	-	-	-	51	51
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
4	5	4	4	-	-	17
-	-	-	-	-	-	-

Doc. No. 34GL-18-1519.

Prepared By: Francine Uncangco, Library Tech II

Guam Public Library System
Library Board Weekly Report
Main Branch and Children's Library
January 2018

	MON	TUES	WED				TOTAL
MAIN BRANCH	**29**	**30**	**31**				
Attendance	262	265	329				856
Circulation	25	56	43				124
Registration	4	6	5				15
Reference Info / Research	32	20	11				63
Computer Usage	31	58	46				135
Board Games	-	-	2				2
Electronic Games	-	-	-				-
CHILDREN'S LIBRARY							
Attendance	38	71	112				221
Circulation	30	41	64				135
Registration	-	2	1				3
Reference Info / Research	-	-	-				-
Computer Usage	-	2	-				2
Board Games	-	-	-				-
PROGRAMS							
Toddler Story Program	-	-	49				49
After School Program	-	-	-				-
Saturday Story Program	-	-	-				-
Outreach	-	-	-				-
Library Tours	-	-	-				-
Volunteer (A)	-	-	-				-
Volunteeer (YA)	-	-	-				-
Manamko Computer	5	5	5				15
Other : Workshop	-	-	-				-

Prepared By: Francine Uncangco, Library Tech II

Doc. No. 34GL-18-1519.

Guam Public Library System
Library Board Weekly Report
Agat / Barrigada / Dededo / Merizo / Yona
January 2018

JANUARY 2018	MERIZO	AGAT	DEDEDO	YONA	BARRIGADA	TOTAL
	MONDAY	TUESDAY		WEDNESDAY	THURSDAY	
	1	2		3	4	
Attendance	HOLIDAY : HAPPY NEW YEAR!	15	81	94	68	162
Circulation		22	25	13	31	44
Registration		1	0	0	1	1
Reference Info / Research		0	11	0	6	6
Computer Usage		5	19	3	19	22
Board Games		0	0	0	0	0
Electronic Games		0	0	0	0	0
PROGRAMS						
Toddler Story Program		0	0	0	0	0
After School Program		0	0	0	0	0
Library Tours		0	0	0	0	0
School Library Visits		0	0	0	0	0
Daycare Library Visits		0	0	52	0	52
Volunteers (Adult)		0	0	0	1	1
Volunteers (Young Adult)		0	0	0	0	0

MERIZO	AGAT	DEDEDO	YONA	BARRIGADA	TOTAL
MONDAY	TUESDAY		WEDNESDAY	THURSDAY	
8	9		10	11	
8	264	38	169	46	525
7	54	6	19	58	144
1	1	0	1	0	3
0	4	3	0	8	15
0	3	5	5	17	30
0	0	0	1	0	1
0	0	0	0	0	0
0	0	5	25	0	30
0	0	0	34	3	37
0	0	0	0	0	0
0	174	0	0	0	174
0	0	0	0	0	0
0	0	0	0	1	1
0	0	0	0	0	0

JANUARY 2018	MERIZO	AGAT	DEDEDO	YONA	BARRIGADA	TOTAL
	MONDAY	TUESDAY		WEDNESDAY	THURSDAY	
	15	16		17	18	
Attendance	HOLIDAY : MARTIN LUTHER KING, JR.	186	37	97	57	377
Circulation		44	23	15	19	101
Registration		0	1	0	0	1
Reference Info / Research		0	2	0	7	9
Computer Usage		3	3	2	22	30
Board Games		0	0	2	0	2
Electronic Games		0	0	0	0	0
PROGRAMS						
Toddler Story Program		0	5	22	3	30
After School Program		0	0	34	5	39
Library Tours		0	0	0	0	0
School Library Visits		107	0	0	0	107
Volunteer (YA)		0	0	0	0	0
Volunteer (A)		1	0	0	1	2

MERIZO	AGAT	DEDEDO	YONA	BARRIGADA	TOTAL
MONDAY	TUESDAY		WEDNESDAY	THURSDAY	
22	23		24	25	
3	69	101	57	72	302
0	29	69	3	51	152
0	2	1	1	0	4
0	6	7	0	4	17
0	2	13	0	18	33
0	0	0	0	0	0
0	0	0	0	0	0
0	0	13	25	4	42
0	0	0	0	6	6
0	0	0	0	0	0
0	35	0	0	0	35
0	0	0	0	0	0
0	0	0	0	1	1

Doc. No. 34GL-18-1519.

Prepared By: Francine Uncangco, Library Technician II

Attachment No. 3

Guam Public Library System
Library Board Weekly Report
Agat / Barrigada / Dededo / Merizo / Yona
January 2018

JANUARY 2018		MERIZO	AGAT	DEDEDO	YONA	BARRIGADA	TOTAL
		MONDAY	TUESDAY		WEDNESDAY	THURSDAY	
		29	30		31		
Attendance		15	66	162	47		290
Circulation		13	36	36	13		98
Registration		0	0	2	0		2
Reference Info / Research		0	0	2	0		2
Computer Usage		0	2	13	2		17
Board Games		0	0	0	0		0
Electronic Games							
PROGRAMS	*Toddler Story Program*	2	0	21	18		41
	After School Program	0	0	0	0		0
	Library Tours	0	0	0	0		0
	School Library Visits	0	28	0	0		28
	Volunteers (Adult)	0	1	0	0		1
	Volunteers (Young Adult)	0	0	0	0		0

Prepared By: Francine Uncangco, Library Technician II

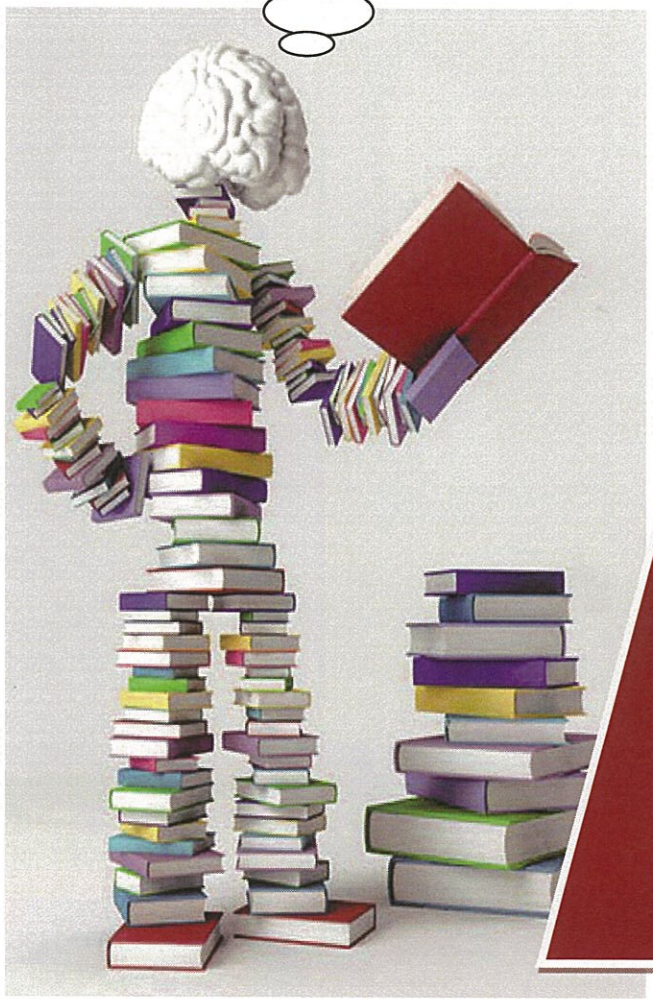
Doc. No. 34GL-18-1519.

Guam Public Library System
Library Board Report
Overall Services and Programs
January 2018

	AGANA	AGAT	BARRIGADA	DEDEDO	MERIZO	YONA	TOTAL
Attendance	5,374	600	289	419	26	464	7,172
Circulation	1,091	185	217	159	20	63	1,735
Registration	77	4	1	4	1	2	89
Reference Info / Research	290	10	33	25	-	-	358
Computer Usage	810	15	93	53	-	12	983
Board Games	8	-	-	-	-	3	11
Electronic Games	-	-	-	-	-	-	-
CHILDREN'S LIBRARY							
Attendance	1,771						1,771
Circulation	1,482						1,482
Registration	24						24
Reference Info / Research	29						29
Computer Usage	34						34
Board Games	-						-
PROGRAMS							
Toddler Story Program	256	-	7	44	2	90	399
After School Program	85	-	17	-	-	68	170
Saturday Story Program	239	-	-	-	-	-	239
Outreach (St. Dominic's)	29	-	-	-	-	-	29
School Library Visits	-	344	-	-	-	-	344
Daycare Library Visits	-	-	-	-	-	52	52
Adult Programs	23	-	-	-	-	-	23
Library Tours	-	-	-	-	-	-	-
Volunteer (A)	1	2	5	-	-	-	8
Volunteeer (YA)	15	-	-	-	-	-	15
Manamko Computer Class	32	-	-	-	-	-	32
Other : Workshop	-	-	-	-	-	-	-

Prepared By: Francine Uncangco, Library Technician II

We are accepting donations on GOOD/USED BOOKS & AUDIOS for our Library Book Sale!



WHAT WE ACCEPT:

- Books (Hardcover & Paperbacks): Children's / Young Adult's / Adult's
- Non-Print: DVDs (Children's / Family / Educational); Music CDs (all with cases)
- National Geographic Magazines; Graphic Novels

WHAT WE DO NOT ACCEPT:

- Books that are damp or moldy
- Badly damaged books with missing front or back covers, torn out pages
- General encyclopedias (older editions)
- Magazines
- Home-recorded (aka burned) or loose CDs, DVDS, etc.
- VHS tapes

DONATION DROP OFF LOCATION

Nieves M. Flores Memorial Library, Main Branch, Hagatna

Mon-Sat: 9:00 a.m. to 4:00 p.m.

Tel: 475-4751
475 4752
475-4756

Book Sale Day!

DATE: Wednesday, April 11-Saturday, April 14, 2018

LOCATION: Nieves M. Flores Memorial Library, Main Branch, Hagatna

TIME: 9:00 a.m. – 4:00 p.m.

PRICES:
Paperbacks: .25 cents
Magazine: .10 cents
Books (Hardcover): .50 cents
Non-Print (Audio's): $1.00

Doc. No. 34GL-18-1519.

Attachment No. 5