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

GCA 34-18-1636
Speaker Benjamin J.F. Cruz

MAR 12 2018
Time: 11:27 [ ] AM [ ] PM File No. 34-1649
Received By:

March 9, 2018

The Honorable Benjamin J.F. Cruz
Speaker, 34th Guam Legislature
163 Chalan Santo Papa
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 March 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 MAR 12 PM 12:11

1636

GUAM PUBLIC LIBRARY SYSTEM
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A Division of the Department of Chamorro Affairs
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The Guam Public Library System Board
Regular Board Meeting –March 8, 2018
4:00 p.m.

Agenda

I. Call to Order
1. Roll Call

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

III. Reports
1. Administrative Officer's Report:
   a. Executive Order 2018-03 (32- Hour Work Week) - (*Attachment "A"*)
   b. Email sent by Guam Election Commission on 2/21/18 and forwarded to all Board Members the same day. A copy is attached for all Board Members - (*Attachment "B"*)
   c. Letter sent to Mr. and Mrs. Joey Perez dated 2/8/18 - (*Attachment "C"*)
   d. Request to delay opening for the Hagatna Library on Tuesday, 4/10/18 at 1:00 p.m. in celebration of "Library Workers Day." Presentation of Certificates to sponsors, donors and employees. Also, to completely close Agat and Dededo Branches.
2. Library Technician Supervisor Report:
   a. Statistical Reports for February 2018

IV. Old Business

V. New Business

VI. Open Discussion

VII. Announcements
1. Next Board meeting April 12, 2018, at 4:00 p.m.

VIII. Adjournment

Guam Public Library System
Regular Board Meeting
February 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 February 8, 2018 at 4:16 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 Meeting Minutes of January 11, 2018 GPLS Board meeting**

Chairman Mandapat stated that the board meeting minutes of January 11, 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 spoke that the recruitment GG1s for Library Technician I & II positions have been with the Department of Administration (DOA) since January 11, 2018. Mrs. Stanley adds that the latest correspondence she had with DOA was that these GG1s are on hold due to the priority of hiring law enforcement positions.

Mrs. Stanley also spoke that she had provided in each board member packet, BBMR Circular No. 18-05, Executive order No. 2012-01 and BBMR Circular No. 18-04 regarding General Fund reduction. Chairman Mandapat states the board will review the attachments.

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 stated that her reports provided in each board member packet are regarding the statistics for attendance, circulation and book deposits for Hagatna and Branch libraries. Everything remains the same regarding the services to occupants and all libraries.

Doc. No. 34GL-18-1636.

Mrs. Kennimer also mentioned that GPLS will be starting book sales that will start the week of National Library Week beginning that Wednesday through Friday from 9:00 a.m. to 4:30 p.m., and on Saturday from 9:00 a.m. to 12:00 p.m. Right now, Mrs. Kennimer is accepting new and used good books to sort out and decide which ones to sell and which ones to keep. Mrs. Kennimer added that attached to her report is a flyer of the book sale and asked to pass the word out for a successful sell. Chairman Mandapat requested for a digital copy of the flyer to be sent out electronically.

Mrs. Kennimer added that whatever books were not sold, GPLS normally would call the Ayuda Foundation to pick them up because they do also service the outer islands. She has also received some calls from some of the communal association regarding the left over books that were not sold. Mrs. Kennimer mentioned that half of the books would be distributed to our branch libraries to sell. The revenue from these sells would go into the account for fines and fees. Vice Chairman Sarmiento asked if GPLS ever gets textbooks from the schools. Mrs. Kennimer stated that when GPLS does get textbooks from the university and high schools, a lot of the sales come from selling them. Mrs. Kennimer added that books do also come from the Navy. As far as Elementary and Middle School, there are not much books that do come in.

Vice Chairman Sarmiento asked for whatever books that GPLS does not sell, could we consider thinking about starting with giving the books to the primary aged children at the public schools. Mrs. Kennimer mentioned that when the branches do sort out the books that GPLS does not need, they do contact the schools and the village mayors come by and pick up the books for the village public schools to have.

IV. Old Business:

1. Internet Café Rules and Regulations. Board to adopt and approve.

Chairman Mandapat mentioned that the board has had previous discussions regarding the internet café; having a minimum of $600.00 rented and the liabilities that the vendor will be responsible for such as the utilities.

Mr. Sablan mentioned that the rules and regulations attached are pretty reasonable and functional and that if the board does accept it, it would be subject to minor modifications such as trash fees.

2. Vendor rental responsibilities.

Mr. Seerengan brought up his concern for the internet connection that on the stipulations, the vendor should provide their own internet connection. GPLS may get connection interruption and that it should be stipulated and clear in the rules and regulations that the vendor will not be allowed to have access to GPLS connection.

Motion to adopt the internet café rules and regulations presented to the board with the inclusion of the modification of the use of the internet connection was made by Mr. Seerengan and seconded by Mr. Sarmiento.

3. **Mrs. Avantyr sent an email on January 25, 2018 canceling the demo for Saturday, January 27, 2018.**

Mrs. Avantyr had to cancel her Musical Moments demo due to the relocation of her and her husband. Mrs. Stanley relayed that Mrs. Avantyr thanked the board for allowing her the opportunity to consider her doing a demonstration.

4. **EBSCO is now available to patrons with Mr. Krishnan Seerengan's assistance.**

With the assistance of Mr. Seerengan, GPLS patrons are now able to access EBSCO for free. Mr. Seerengan stated that he would like to mention in today's meeting that in his discussion with Mrs. Kennimer and Mrs. Stanley. Guam Department of Education (GDOE) has a system that they have had for a few years and he wishes that GPLS can do the same thing and integrate with some of the schools. The system offers a search of all the libraries for a book where if an individual is looking for a certain book, they can extend their search to the other (40) libraries. Mrs. Stanley mentioned that the issue had been rectified with data. Mr. Seerengan demonstrated that it was difficult for him to do the search on the GPLS website. Mr. Seerengan and Chairman Mandapat requested for data to maybe put a link at the top of the GPLS website to be able to perform this search and to be more user friendly.

Mr. Seerengan asked how much per year is GPLS paying for the Horizon system. Mrs. Stanley stated $20,000.00. Mr. Seerengan stated that GDOE only pays about $500.00 a year for their system. Chairman Mandapat suggested that Mr. Seerengan does some research on the possibility of transitioning to a different system launched that will work for GPLS. Mr. Sarmiento made a motion to authorize Mr. Seerengan to do the research for GPLS to transition its Horizon system to another system that can be offered to GPLS as far as upgrading, making the system more user-friendly and to be more modernized than the current GPLS system, Horizon. Mrs. Mears seconded the motion.

5. **Chairman Mandapat to contact PDN and possibly partnering with GPLS to provide free services.**

PDN and The Post E-edition is now free to GPLS and the format is in PDF format that can be either forwarded via email or other branches can log in. These, however are not indexed. Mrs. Kennimer asked if this is where News Bank comes in and Chairman Mandapat stated yes. Chairman Mandapat to provide Mrs. Kennimer with Point of Contact information for PDN.

6. **Possibly erecting a perimeter fence at GPLS large parking lot.**

Chairman Mandapat brought up the subject of possibly erecting a perimeter fence around the GPLS parking lot. Mr. Sablan stated that the first thing that needs to be taken a look at is our map to have our surveyor accurately identify our boundaries in order to set up the chain link fence at the Hagatna Library. Mrs. Stanley mentioned that GPLS will draft a letter from Mr. Sablan to the Director of Department of Land Management to request for their services. Once GPLS identifies the markers and the board decides that they would like to put up a chain link, then everything will be set up.

V. Open Discussions:

Mr. Sablan mentioned that there are (2) private organizations that approached him about having a public-private partnership to be able to open up the libraries for more than just (1) day a week. These private organizations were interested in partnering up with the Agat and Barrigada branches. Mr. Sablan mentioned that a matter of discussion of what is required and board approval is needed for GPLS to move ahead and research to find out if GPLS would have to go to the legislature to be able to enter a public-private organization. Mr. Seerengan added that this would be good because he has come across some of his students from the University of Guam that ask what is the purpose of opening a branch library only once a week.

Mr. Sablan mentioned that once the private organizations receive a formal letter then GPLS/the board can entertain discussing the possibility of opening the branch libraries to discuss/ negotiate opening the remaining (5) days. Mr. Sablan also added that with the cutbacks this year, this would be a great strategic plan. Mr. Sablan also added that with the young generation who are very technology savvy, we need to modify some things and provide them with the technology that they need and then they would want to come in to the library for resources; however we can still keep the traditional way. Mr. Sablan mentioned that having another bookmobile could be the next strategic plan. Chairman Mandapat asked if GPLS has a bookmobile. Mrs. Stanley mentioned that the GPLS bookmobile has been down the last (4) years and is at Matson. Just to repair the air conditioners, it will cost over $100,000.00. Mr. Sablan mentioned that Matson appears to be a good sponsor and maybe considering for them to be a sponsor to purchase another bookmobile. Mr. Seerengan mentioned that the public schools have labs with computers where the teachers reserve the lab to come by and use it. The computers are also protected for the children. Mr. Sablan stated that he thinks that we should establish a strategic plan to see if GPLS wants something like this. Mr. Sarmiento added that we need to step out of the box and one of the things that he thinks will work is if GPLS can have something where the students can get electronic textbooks by signing in through the GPLS website.

Chairman Mandapat recommended that Board Meetings will be held every 2nd Thursday of the month which the members agreed upon.

VI. Next Meeting: March 8, 2018 at 4:00 p.m.

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

Meeting was adjourned at 5:18 p.m.

Approved by: _____ **Date:** 3/8/18
Kyle B. Mandapat, Chairman

Countersigned by: _____
Bonnie J. Tenorio,
Secretary I (Typist)

OFFICE OF THE GOVERNOR
HAGÅTÑA, GUAM 96910
U.S.A.

EXECUTIVE ORDER NO. 2018-03

RELATIVE TO IMPLEMENTING A 32-HOUR WORK WEEK FOR ALL EXECUTIVE BRANCH AGENCIES THAT ARE FUNDED OR PARTIALLY FUNDED BY THE GENERAL FUND

WHEREAS, on December 22, 2017, President Donald Trump signed a new national tax reform plan, the *Tax Cuts and Jobs Act* [H.R.1 - AN ACT TO PROVIDE FOR RECONCILIATION PURSUANT TO TITLES II AND V OF THE CONCURRENT RESOLUTION ON THE BUDGET FOR FISCAL YEAR 2018], into law as U.S. P.L. No. 115-97; and

WHEREAS, P.L. No. 115-97 amends the Internal Revenue Code to lower income tax rates, including the lowering of private corporate tax rates to about 50% or less, and to provide for the modification of certain existing tax credits, deductions, and policies; and

WHEREAS, it is estimated that under the new national tax reform plan, the Government of Guam may not be able to collect approximately $67 million or more in revenue, thus significantly affecting government operations and the ability to provide critically necessary services related to health, safety, and welfare; and

WHEREAS, despite days of session to consider and plan for the inevitable impact to government operations, including the establishment of a dedicated funding source to preserve and sustain the Guam Memorial Hospital, the 34th Guam Legislature failed to take any meaningful action to resolve the looming financial crisis; and

Doc. No. 34GL-18-1636.

WHEREAS, it is critical that aggressive austerity measures be immediately undertaken in order to stabilize and safeguard the government and the island community as a result of the severe financial shortfall; and

WHEREAS, Section § 1422 of the Organic Act of Guam (Title 48, United States Code) provides that the executive power of Guam is vested in the Governor of Guam "who shall have general supervision and control of all the departments, bureaus, agencies, and other instrumentalities of the executive branch of the government of Guam."

NOW, THEREFORE, I, EDDIE BAZA CALVO, Governor of Guam, by the authority vested in me by the Organic Act and laws of Guam, do hereby order and direct as follows:

(1) **Mandatory 32-Hour Work Week.** Effective Tuesday, March 6, 2018, and subject to the following terms and conditions, a mandatory thirty-two (32) hour work week is implemented for all Executive Branch departments, agencies, and offices that are funded or partially funded by the General Fund:

(a) Such reduction of hours shall not exceed nor be less than eight (8) hours per week.

(b) No full-time employee whose hours are reduced will lose any benefits the employee received prior to the implementation of the reduction of the work week hours.

(c) The change shall not affect the employee's accrual of years of service for the purposes of retirement.

(2) **Department and Agency Heads to Determine Work Schedules.** The head of each department, agency and office affected by this Executive Order shall review and coordinate the schedules of their respective employees and make the necessary adjustments to comply with this Executive Order while minimizing disruptions in service.

(3) **Guam Memorial Hospital Exempt from Application.** This Executive Order shall not apply to the Guam Memorial Hospital Authority.

(4) **Federally-Funded Positions Exempt from Application.** This Executive Order shall not apply to job positions that are either 100% federally funded or are funded by federal matching grants.

SIGNED AND PROMULGATED at Hagåtña, Guam, this 28th day of February, 2018.



EDDIE BAZA CALVO
I Maga'Låhen Guåhan
Governor of Guam

June Aflague

From: Helen Atalig [helen.atalig@gec.guam.gov]
Sent: Wednesday, February 21, 2018 2:26 PM
To: Johnny Sablan; Sandra Stanley; June M. Aflague
Subject: Guam Public Library System Board - 2018 PODA for Calendar Year 2017
Attachments: 2018 PODA Reminder Letter - Guam Public Library System Board.pdf; PODA form - CONFLICT OF INTEREST STATEMENT -Revised 20170303.pdf; PODA-Statement of Disclosure.pdf

Kindly forward to your Board Members, Si Yu'os Ma'ase'

Hafa Adai Members,

Please be informed that the 2018 Statement of Disclosure of Conflicts of Interest for government board or commission members is due to the Guam Election Commission no later than the end of business day, **Friday, April 20, 2018.** Please note that the forms have been updated.

1. If no conflict of interest or no possible conflicts of interest exist, a one page form is to be completed (Statement of Disclosure of Conflicts of Interest For Government Board or Commission Member).
2. If conflict(s) of interest exist, the multi-page form beginning with "Reporting Requirements Pursuant to Public Official Disclosure Act Where Conflict(s) or Possible Conflict(s) of Interest Exist" is to be completed. The financial report is to contain **ONLY** information where conflict of interest of possible conflict of interest exist. (Statement of Disclosure Where Conflict(s) or Possible Conflict(s) Interest of Interest for Government Board or Commission Member).

Attached is the GEC letter of reminder and forms for your use. Please let me know if you need additional information or assistance.

Kindly confirm your receipt of this email.

Si Yu'os Ma'ase'.

Helen M. Atalig
Program Coordinator II
Guam Election Commission
Kumision Ileksion Guahan
414 W. Soledad Ave., Ste 200
Hagatna, Guam 96910

email: *helen.atalig@gec.guam.gov*
website: *www.vote@gec.guam.gov*

(Office) +1-671-477-9791/2/3
(Fax) +1-671-477-1895

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GUAM ELECTION COMMISSION
Kumision Ileksion Guåhan

Your VOTE is your voice. √ BOTA ya un ma kuenta.

February 21, 2018

To: Guam Public Library System Board

Fr: Maria I.D. Pangelinan, Executive Director

REF: PUBLIC OFFICIAL DISCLOSURE ACT

Hafa Adai,

Please be advised that, pursuant to 4 GCA § 13104.1, all appointees to boards and commissions are required to disclose and submit a financial report containing only information where conflicts of interest or possible conflicts of interest exist at the time of appointment or as may be expected to exist during their tenure of service on the Board or Commission to which they are being appointed.

Should you determine that no conflicts of interests exist, please declare such in the attached Statement of Disclosure of Conflicts of Interest (EC-02) and file it with the GEC on or before the close of business, **Friday, April 20, 2018**.

If you determine that a conflict of interest does exist or may expect to exist during your tenure of service, you are required to disclose and submit the attached Public Official Disclosure Form for Boards and Commissions (EC-2A) – disclosing only information where conflicts of interest or possible conflicts of interest exist at the time of your appointment or as you may expect to exist during your tenure of service on the Board or Commission. The information shall include conflicts of interest or possible conflicts of interests with your place of employment, any entity in which you serve as a director or consultant to and any entity to which you or your family member own an interest of five percent (5%) or more. A family member shall be defined as any relative by blood or marriage or cohabitation in lieu of marriage; within two (2) degrees of consanguinity. The Public Official Disclosure Form for Boards and Commissions (EC-2A) is due on or before the close of business, **Friday, April 20, 2018**.

Si Yu'os ma'ase' for your attention to this matter. If you should have any questions, or if we can be of any assistance, please do not hesitate to contact the GEC at vote@gec.guam.gov or 477-9791.

Attachment

414 W. Soledad Ave. • GCIC Bldg. Ste. 200 • Hagåtña, Guam 96910 671. 477.9791 (tel)
• 671. 477.1895 (fax) vote@gec.guam.gov (e-mail) • www.gec.guam.gov (website)

GUAM ELECTION COMMISSION
Kumision Ileksion Guåhan

2nd Floor, Suite 200 GCIC Building, 414 West Soledad Avenue, Hagåtña, Guam 96910
Tel: (671) 477-9791 · Fax: (671) 477-1895
E-Mail: vote@gec.guam.gov Website: http://gec.guam.gov

STATEMENT OF DISCLOSURE OF CONFLICTS OF INTEREST FOR GOVERNMENT BOARD OR COMMISSION MEMBER PUBLIC OFFICIAL DISCLOSURE ACT 4 GCA § 13104.1

Name: _____

Name of Board or Commission: _____

Term of Office: **From:** _____ **To:** _____

Contact Number(s): _____

Mailing Address: _____

_____

Email: _____

Reporting Requirements Pursuant to Public Official Disclosure Act Where Conflict(s) or Possible Conflict(s) of Interest Exist

...All appointees to Boards and Commissions of the government of Guam shall be required to disclose and submit a financial report containing only information where conflicts of interest or possible conflicts of interest exist at the time of appointment or as may be expected to exist during their tenure of service on the Board or Commission to which they are being appointed. Such information shall include conflicts of interest or possible conflicts of interests with the appointee's or member's place of employment, any entity in which the appointee or member serves as a director or consultant to and any entity to which the appointee or member or a family member of the appointee or member owns an interest of five percent (5%) or more in... In the event that any conflicts of interests arise subsequent to a member's appointment, the member shall, within thirty (30) days of the knowledge of such conflicts of interest, file an amended report with the Guam Election Commission or by the next filing deadline, whichever is sooner...**In the event that no conflicts of interests or possible conflicts of interest exist, the report shall state that 'no conflict exists.'... (4 GCA § 13104.1)**

...Prior to any determination of the matter, the employee shall verbally disclose at the meeting, if any, the nature of such interest, and shall have such disclosure placed in the official records of the agency. Should an employee be absent from that meeting or a portion of that meeting, the employee is required to verbally disclose the nature of the conflict at the next attending meeting and said disclosure shall be placed in the official records of the agency. Further, the employee must complete a Disclosure of Conflicts of Interest form with the Guam Election Commission within three (3) working days upon the employee's recognition of said conflict. (4 GCA § 15205(g))

I declare, under penalty of perjury, that no conflict exists, pursuant to 4 GCA § 13104.1.

_____ _____

Signature of Board/Commission Member Date

Revised 3/17

EC-02

GUAM ELECTION COMMISSION
Kumision Ileksion Guåhan
P.O. Box BG • Hagåtña, Guam 96932

Reporting Requirements Pursuant to Public Official Disclosure Act Where Conflict(s) or Possible Conflict(s) of Interest Exist

...All appointees to Boards and Commissions of the government of Guam shall be required to disclose and submit a financial report containing **ONLY** information where conflicts of interest or possible conflicts of interest exist at the time of appointment or as may be expected to exist during their tenure of service on the Board or Commission to which they are being appointed. Such information shall include conflicts of interest or possible conflicts of interests with the appointee's or member's place of employment, any entity in which the appointee or member serves as a director or consultant to and any entity to which the appointee or member or a family member of the appointee or member owns an interest of five percent (5%) or more in... In the event that any conflicts of interests arise subsequent to a member's appointment, the member shall, within thirty (30) days of the knowledge of such conflicts of interest, file an amended report with the Guam Election Commission or by the next filing deadline, whichever is sooner. (4 GCA § 13104.1)

...Prior to any determination of the matter, the employee shall verbally disclose at the meeting, if any, the nature of such interest, and shall have such disclosure placed in the official records of the agency. Should an employee be absent from that meeting or a portion of that meeting, the employee is required to verbally disclose the nature of the conflict at the next attending meeting and said disclosure shall be placed in the official records of the agency. Further, the employee must complete a Disclosure of Conflicts of Interest form with the Guam Election Commission within three (3) working days upon the employee's recognition of said conflict. (4 GCA § 15205(g))

Tel: (671) 477-9791/2 • Fax: (671) 477-1895
E-Mail: vote@gec.guam.gov Website: www.gec.guam.gov

GUAM ELECTION COMMISSION
Kumision Ileksion Guåhan
P.O. Box BG • Hagåtña, Guam 96932

Statement of Disclosure Where Conflict(s) or Possible Conflict(s) of Interest Exist for Government Board or Commission Member

NAME: _____

Name of Board or Commission: _____

Term of Office: From: _____ To: _____

Contact Number(s): _____

Mailing Address: _____

_____

EMAIL: _____

This financial report contains information where conflicts of interest or possible conflicts of interest exist at the time of my appointment or as may be expected to exist during my tenure of service.

I declare, under penalty of perjury, that the foregoing is true and correct.

Executed on _____ day of _____, 20_____.

Signature: _____

PODA-1 **Boards & Commissions Only**
GUAM PUBLIC OFFICIAL DISCLOSURE ACT
GUAM CODE ANNOTATED, TITLE IV, CHAPTER 13

NAME: _____

PERIOD ENDING: **December 31, 2016**

SCHEDULE 1-A - CASH

4 GCA § 13104(d)

Account Name	Type	Bank	Balance
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
		TOTAL CASH IN BANKS	$ -
		CASH ON HAND	$ -
		TOTAL CASH	$ -

SCHEDULE 1-B - RECEIVABLES

Owner	Name of Debtor	Collateral	Balance
			$ -
			$ -
			$ -
			$ -
		TOTAL RECEIVABLES	$ -

SCHEDULE 1-C - MARKETABLE SECURITIES

Description	Cost	Estimated Value
	$ -	$ -
	$ -	$ -
	$ -	$ -
	$ -	$ -
	$ -	$ -
TOTAL MARKETABLE SECURITIES	$ -	$ -

SCHEDULE 1-D - CASH VALUE OF LIFE INSURANCE

Insured	Insurer	Policy Loan	Cash Value
		$ -	$ -
		$ -	$ -
		$ -	$ -
TOTAL CASH VALUE OF LIFE INSURANCE		$ -	$ -

(Use plain continuation sheet(s) if necessary).

Initials

PODA-1 **Boards & Commissions Only**
GUAM PUBLIC OFFICIAL DISCLOSURE ACT
GUAM CODE ANNOTATED, TITLE IV, CHAPTER 13

NAME: _____

PERIOD ENDING: **December 31, 2016**

4 GCA § 13104(d)

SCHEDULE 1-E - NET ASSETS OF PROPRIETORSHIPS

Business Name	Owner	Net Assets Cost	Net Assets Estimated Value
		$ -	$ -
		$ -	$ -
		$ -	$ -
		$ -	$ -
	TOTAL NET ASSETS OF PROPRIETORSHIPS	$ -	$ -

SCHEDULE 1-F - INTEREST IN NET ASSETS OF CORPORATIONS, PARTNERSHIPS AND JOINT VENTURES

Business Name	Type	Owner of Share	Percent Owned	Net Asset Value of Percent Owned Cost	Net Asset Value of Percent Owned Estimated Value
				$ -	$ -
				$ -	$ -
				$ -	$ -
				$ -	$ -
		TOTAL INTEREST IN NET ASSETS OF CORPORATIONS, PARTNERSHIPS AND JOINT-VENTURES		$ -	$ -

SCHEDULE 1-G - INVESTMENT IN REAL ESTATE

Description	Owner	Percent Owned	Cost	Estimated Value
			$ -	$ -
			$ -	$ -
			$ -	$ -
			$ -	$ -
			$ -	$ -
			$ -	$ -
		TOTAL INVESTMENT IN REAL ESTATE	$ -	$ -

SCHEDULE 1-H - PRESENT VALUE OF FUTURE INTERESTS

Description	Owner	Present Value
		$ -
		$ -
		$ -
		$ -
	TOTAL PRESENT VALUE OF FUTURE INTERESTS	$ -

(Use plain continuation sheet(s) if necessary).

_____
Initials

PODA-1 **Boards & Commissions Only**
GUAM PUBLIC OFFICIAL DISCLOSURE ACT
GUAM CODE ANNOTATED, TITLE IV, CHAPTER 13

NAME: _____

PERIOD ENDING **December 31, 2016**

4 GCA § 13104(d)

SCHEDULE 1-I - OTHER ASSETS

Description	Owner	Cost	Estimated Value
		$ -	$ -
		$ -	$ -
		$ -	$ -
		$ -	$ -
		$ -	$ -
	TOTAL OTHER ASSETS	$ -	$ -

SCHEDULE 1-J - ACCOUNTS PAYABLE AND ACCRUED EXPENSES

Payable To	Maker	Type of Debt	Amount
			$ -
			$ -
			$ -
			$ -
	TOTAL ACCOUNTS PAYABLE AND ACCRUED EXPENSES		$ -

SCHEDULE 1-K - NOTES PAYABLE - UNSECURED

Payable To	Maker	Interest Rate	Due Date	Amount
				$ -
				$ -
				$ -
				$ -
		TOTAL NOTES PAYABLE - UNSECURED		$ -

SCHEDULE 1-L - NOTES PAYABLE - SECURED

Payable To	Maker	Collateral	Interest Rate	Due Date	Amount
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
			TOTAL NOTES PAYABLE - SECURED		$ -

SCHEDULE 1-M - OTHER LIABILITIES

Payable To	Maker	Type of Debt	Amount
			$ -
			$ -
			$ -
			$ -
			$ -
TOTAL OTHERS - LESS THAN $5,000.00 EACH			$ -
		TOTAL OTHER LIABILITIES	$ -

(Use plain continuation sheet(s) if necessary).

_____
Initials

PODA-2 **Boards & Commissions Only**
GUAM PUBLIC OFFICIAL DISCLOSURE ACT
GUAM CODE ANNOTATED, TITLE IV, CHAPTER 13

Name: _____

PERIOD ENDING: **December 31, 2016**

SCHEDULE 2-A - WAGES, SALARIES, FRINGE BENEFITS, AND OTHER EMPLOYEE COMPENSATION
4 GCA § 13104(a)

Paid To	Nature And Source of Income (Name of Payor and Address)	Amount
		$ -
		$ -
		$ -
		$ -
TOTAL WAGES, SALARIES, FRINGE BENEFITS, AND OTHER EMPLOYEE COMPENSATION		$ -

SCHEDULE 2-B - FEES, COMMISSIONS, HONORARIUMS, ETC. 4 GCA § 13104(a)(1)

Paid To	Nature And Source of Income (Name of Payor and Address)	Amount
		$ -
		$ -
		$ -
		$ -
TOTAL FEES, COMMISSIONS, HONORARIUMS, ETC.		$ -

SCHEDULE 2-C - INTEREST, DIVIDENDS AND ROYALTIES 4 GCA § 13104(a)(4)(6)(7)

Paid To	Type of Income	Source	Amount
			$ -
			$ -
			$ -
			$ -
TOTAL INTEREST, DIVIDENDS AND ROYALTIES			$ -

SCHEDULE 2-D - GROSS RENTALS 4 GCA § 13104(a)(5)

Paid To	Description and Location of Property	Amount
		$ -
		$ -
		$ -
		$ -
TOTAL GROSS RENTALS		$ -

(Use plain continuation sheet(s) if necessary).

_____
Initials

EC-2A

PODA-2 **Boards & Commissions Only**
GUAM PUBLIC OFFICIAL DISCLOSURE ACT
GUAM CODE ANNOTATED, TITLE IV, CHAPTER 13

NAME: _____

PERIOD ENDING: **December 31, 2016**

SCHEDULE 2-E - INCOME FROM BUSINESS INTERESTS 4 GCA § 13104(a)(2)

Paid To	Type of Business	Name of Business	Amount
			$ -
			$ -
			$ -
			$ -
		TOTAL INCOME FROM BUSINESS INTERESTS	$ -

SCHEDULE 2-F - GAINS (LOSSES) FROM SALE OR EXCHANGE OF REAL PROPERTY 4 GCA § 13104(a)(3)

Seller	Purchaser	Property	Cost or Basis	Selling Price	Gain (Loss)
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			TOTAL GAINS (LOSSES) FROM SALE OR EXCHANGE OF REAL PROPERTY		$ -

SCHEDULE 2-G - INCOME FROM ESTATES AND TRUSTS 4 GCA § 13104(a)(10)

Beneficiary	Name of Estate or Trust	Nature of Interests	Amount
			$ -
			$ -
			$ -
			$ -
		TOTAL INCOME FROM ESTATES AND TRUSTS	$ -

SCHEDULE 2-H - INCOME FROM GIFTS 4 GCA § 13104(b)

Donee	Donor Name and Address	Nature of Gifts	Amount
			$ -
			$ -
			$ -
			$ -
		TOTAL INCOME FROM GIFTS	$ -

(Use plain continuation sheet(s) if necessary).

_____
Initials

PODA-2 **Boards & Commissions Only** NAME: _____
GUAM PUBLIC OFFICIAL DISCLOSURE ACT
GUAM CODE ANNOTATED, TITLE IV, CHAPTER 13 PERIOD ENDING: **December 31, 2016**

SCHEDULE 2-I - INCOME FROM FORGIVENESS OF INDEBTEDNESS 4 GCA § 13104(a)(8)

Donee	Donor	Nature of Indebtedness	Amount
			$ -
			$ -
			$ -
			$ -

TOTAL INCOME FROM FORGIVENESS OF INDEBTEDNESS $ -

SCHEDULE 2-J - INCOME FROM ANNUITIES, PENSIONS, LIFE INSURANCE, AND ENDOWMENT CONTRACTS

Paid To	Nature and Source of Income	Amount
		$ -
		$ -
		$ -
		$ -

TOTAL INCOME FROM ANNUITIES, PENSIONS, LIFE INSURANCE, AND ENDOWMENT CONTRACTS $ -

SCHEDULE 2-K - INCOME FROM ALIMONY AND SEPARATE MAINTENANCE PAYMENTS

Paid To	Nature and Source of Income	Amount
		$ -
		$ -
		$ -
		$ -

TOTAL INCOME FROM ALIMONY AND SEPARATE MAINTENANCE PAYMENTS $ -

SCHEDULE 2-L - OTHER INCOME

Paid To	Nature and Source of Income	Amount
		$ -
		$ -
		$ -
		$ -

(Use plain continuation sheet(s) if necessary). TOTAL OTHER INCOME $ -

_____
Initials

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

February 8, 2018

Mr. and Mrs. Joey Perez
Yona, Guam

Dear Sir / Madam,

Håfa Adai! The Guam Public Library System (GPLS) has been in contact numerous times in the past to address personal items/property being stored at the rear of the Yona Public Library and for the removal of such items due to it being clearly on public library property. Currently there is no access to service our air-conditioning units located at the rear of our building due to the storing of your personal items and two vehicles.

We are kindly asking you through this official letter to remove all personal items from the rear of our building to establish a better working and safe environment for our employees and vendors.

In closing, we thank you for your immediate attention to this very pressing matter. Should you have any questions or concerns regarding the request, please feel free to contact Ms. Sandra M. Stanley at 475-4765.

Senseramente,

Johnny G. Sablan
President, Department of Chamorro Affairs

Doc. No. 34GL-18-1636.

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

COPY

Honorable Edward J.B. Calvo
Governor of Guam

Raymond S. Tenorio
Lieutenant Governor of Guam

Johnny G. Sablan
DCA President

February 19, 2018

Memorandum

To: President, Department of Chamorro Affairs

From: Administrative Officer, GPLS

Subject: Letter dated February 8, 2018
- Mr. and Mrs. Joey Perez, Yona

Buenas! Mrs. Glenda Perez contacted me on Thursday, February 15, 2018 with the following remarks:

1. A mango tree situated on our property is a safety hazard to her and her family. The tree is actually dead and the branches might fall and hurt her grandchildren; and
2. She wants the library to reimburse for the canopy that was damaged by our mango tree.

I asked Luis Camacho to contact the Yona Mayor's Office for assistance and I also communicated with Ms. Glenda Perez on Friday:

1. Yona Mayor's office will assist in cutting down the branches facing the Perez' property. First, they need their permission to do this project.

Mrs. Perez called here a few minutes ago and she is sending me via email picture(s) of the damaged canopy (see attached).

Submitted for your information and further instructions regarding her damaged canopy.

Sandra M. Stanley

Attachment

Sandra Stanley

From: Glenda Perez [gvperez671@gmail.com]
Sent: Monday, February 19, 2018 9:41 AM
To: Sandra Stanley
Subject: Safety Hazard/request to replace 20/30 tarp
Attachments: IMG_3971.JPG; ATT00001.txt

Follow Up Flag: Follow up
Flag Status: Flagged

I might have to send one photo at a time. Sorry.

Sandra Stanley

From: Rose Cruz [cruzers_96932@yahoo.com]
Sent: Monday, February 19, 2018 10:23 AM
To: Sandra Stanley
Cc: gvperez671@gmail.com
Subject: Safety Hazard
Attachments: 2ebfe05d-2180-4f22-8611-e920387abbd3.JPG; ATT00001.txt; cdb2c887-1005-4096-9cc3-256ea9e2e405.JPG; ATT00002.txt; aa96abfd-a8ef-4267-9d62-79cf180bbb4a.JPG; ATT00003.txt; 001cf8c5-984a-4b75-86db-cf94c37821ac.JPG; ATT00004.txt; 7a283a9a-ff2f-4060-9c40-597634fd2c23.JPG; ATT00005.txt

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Sandra,
This email is from Ms. Glenda Perez. She was having technical issues sending. She is copied in on this email.

She notes:
Your attention to this matter is appreciated.



Doc No: 3461118-1636



Guam Public Library System
Registration and Collections
February 2018

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

Branch	FY 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018
Agana	45,774	98	61	52	77	73
Children's Library	1,219	51	14	11	24	30
Agat	2,334	5	1	2	4	2
Barrigada	2,576	2	1	0	1	2
Bookmobile	4,736	0	0	0	-	-
Dededo	6,946	2	6	6	4	6
Merizo	1,184	0	0	0	1	2
Yona	1,218	0	2	2	2	-
TOTAL	**65,987**	**158**	**85**	**73**	**113**	**115**

FY 2017: COLLECTIONS - PRINT

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

FY 2017: COLLECTIONS - NON-PRINT

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

Perpared By: Francine Uncangco, Library Technician II

Guam Public Library System
Registration and Collections
February 2018

FY 2017: COLLECTIONS - ARCHIVES

BRANCH	TOTAL	Oct-18	Nov-18	Dec-18	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	TOTAL
Agana	41,507	-	-	13	-	-								
Agat	-	-	-	-	-	-								
Barrigada	-	-	-	-	-	-								
Bookmobile	-	-	-	-	-	-								
Dededo	-	-	-	-	-	-								
Merizo	-	-	-	-	-	-								
Yona	-	-	-	-	-	-								
Total	**41,507**	-	-	**13**	-	-								

FY 2017: COLLECTIONS - SERIALS

BRANCH	TOTAL	Oct-18	Nov-18	Dec-18	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	TOTAL
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

# of Patrons Outstanding

	Agana	Agat	Barrigada	Bookmobile	Dededo	Merizo	Yona	Total
2000 to Sept 2017	1,377	163	137	143	292	39	69	2,220
Oct 2017	88	-	-	-	-	-	-	88
Nov 2017	93	3	3	-	-	-	-	99
Dec 2017	36	2	-	-	-	-	-	38
Jan 2018	50	4	1	-	1	-	-	56
Feb 2018	47	0	1	0	3	1	0	52
Mar 2018								
Apr 2018								
May 2018								
Jun 2018								
July 2018								
Aug 2018								
Sept 2018								
TOTAL	1,691	172	142	143	296	40	69	2,553

Items/Materials Not Returned

	Agana	Agat	Barrigada	Bookmobile	Dededo	Merizo	Yona	Total
2000 to Sept 2017	3,043	339	309	304	632	107	134	4,868
Oct 2017	38	-	-	-	-	-	-	38
Nov 2017	47	10	10	-	-	-	-	67
Dec 2017	39	3	-	-	-	-	-	42
Jan 2018	162	4	2	-	5	-	-	173
Feb 2018	65	0	2	0	7	1	0	75
Mar 2018								
Apr 2018								
May 2018								
Jun 2018								
July 2018								
Aug 2018								
Sept 2018								
TOTAL	3,394	356	323	304	644	108	134	5,263

Prepared By: Francine Uncangco, Library Technician II

Guam Public Library System
Overdue Report
2000 to FY 2018

TOTAL FINES OWED

	Agana	Agat	Barrigada	Bookmobile	Dededo	Merizo	Yona	Total
2000 to Sept 2017	$ 39,160.05	$ 2,565.63	$ 1,109.00	$ 9,085.79	$ 13,781.92	$ 1,582.20	$ 887.79	$ 68,172.38
Oct 2017	$ 475.97	$ -	$ -	$ -	$ -	$ -	$ -	$ 475.97
Nov 2017	$ 694.70	$ 139.78	$ -	$ -	$ -	$ -	$ -	$ 834.48
Dec 2017	$ 48.00	$ 7.50	$ -	$ -	$ -	$ -	$ -	$ 55.50
Jan 2018	$ 19.00	$ 63.30	$ -	$ -	$ 10.00	$ -	$ -	$ 92.30
Feb 2018	$ 56.00	$ -	$ 2.50	$ -	$ 22.50	$ 3.00	$ -	$ 84.00
Mar 2018								
Apr 2018								
May 2018								
Jun 2018								
July 2018								
Aug 2018								
Sept 2018								
TOTAL	$ 40,453.72	$ 2,776.21	$ 1,111.50	$ 9,085.79	$ 13,814.42	$ 1,585.20	$ 887.79	$ 69,714.63

TOTAL FINES PAID

	Agana	Agat	Barrigada	Bookmobile	Dededo	Merizo	Yona	Total
2000 to Sept 2017								
Oct 2017	$ 256.49	$ -	$ -	$ -	$ -	$ -	$ -	$ 256.49
Nov 2017	$ 409.70	$ -	$ -	$ -	$ 6.00	$ -	$ -	$ 415.70
Dec 2017	$ 28.25	$ -	$ -	$ -	$ -	$ -	$ -	$ 28.25
Jan 2018	$ 82.95	$ -	$ -	$ -	$ -	$ -	$ -	$ 82.95
Feb 2018	$ 30.75	$ -	$ 2.50	$ -	$ 22.50	$ 3.00	$ -	$ 58.75
Mar 2018								
Apr 2018								
May 2018								
Jun 2018								
July 2018								
Aug 2018								
Sept 2018								
TOTAL	$ 808.14	$ -	$ 2.50	$ -	$ 28.50	$ 3.00	$ -	$ 842.14

Prepared By: Francine Uncangco, Library Technician II

Guam Public Library System
Main Branch: Weekly Report
February 2018

FEBRUARY 2018		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL
					1	2	3	
MAIN LIBRARY	Attendance				149		162	311
	Circulation				35		73	108
	Registration				6		5	11
	Reference Info / Research				-		-	-
	Computer Usage				23		24	47
	Board Games				-		-	-
	Electronic Games				-		-	-
CHILDREN'S LIBRARY	Attendance				35		91	126
	Circulation				18		150	168
	Registration				1		1	2
	Reference Info / Research				3		-	3
	Computer Usage				2		2	4
	Board Games				-		-	-
PROGRAMS	Toddler Story Program				-		-	-
	After School Program				-		-	-
	Saturday Story Program				-		32	32
	Man åmko Computer Class				6		-	6
	St. Dominics				-		-	-
	Library Tours				-		-	-
	Karid åt				-		-	-
	Volunteer (YA)				-		2	2
	Volunteer (A)				-		-	-
	Board Meeting				-		-	-
	Conference Room Use				-		-	-

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL
5	6	7	8	9	10	
83	301	382	267		344	1,377
27	77	47	60		53	264
-	4	4	2		5	15
3	-	7	14		37	61
96	37	43	35		114	325
-	-	-	-		-	-
-	-	-	-		-	-
32	73	81	88		141	415
16	64	115	11		140	346
-	-	-	1		-	1
-	-	4	2		-	6
-	-	-	3		4	7
-	11	-	-		-	11
-	-	43	-		-	43
-	23	-	13		-	36
-	-	-	-		58	58
6	6	6	4		-	22
-	-	-	-	29	-	29
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		2	2
-	1	-	-		-	1
-	-	-	4		-	4
-	-	-	-		-	-

Prepared By: Francine Uncangco, Library Technician II

Guam Public Library System
Main Branch: Weekly Report
February 2018

FEBRUARY 2018		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL
		12	13	14	15	16	17		19	20	21	22	23	24	
MAIN LIBRARY	Attendance	277	228	276	321		330	1,432	301	244	341	307		349	1,542
	Circulation	74	91	26	23		89	303	27	90	52	31		117	317
	Registration	2	4	1	1		8	16	3	4	3	3		4	17
	Reference Info / Research	16	-	12	25		11	64	25	3	21	20		27	96
	Computer Usage	110	41	52	46		38	287	43	37	44	108		66	298
	Board Games	-	-	-	-		-	-	-	-	-	-		-	-
	Electronic Games	-	-	-	-		-	-	-	-	-	-		-	-
CHILDREN'S LIBRARY	Attendance	78	88	84	38		94	382	58	73	87	104		50	372
	Circulation	64	59	118	39		160	440	31	44	114	46		115	350
	Registration	2	1	-	3		1	7	3	-	3	11		1	18
	Reference Info / Research	-	-	4	1		-	5	-	-	-	-		4	4
	Computer Usage	-	3	-	4		-	7	-	-	-	3		3	6
	Board Games	-	-	-	-		-	-	1	1	-	2		-	4
PROGRAMS	Toddler Story Program	-	-	30	-		-	30	-	-	43	-		41	84
	After School Program	-	12	-	-		-	12	-	5	-	6		-	11
	Saturday Story Program	-	-	-	-		45	45	-	-	-	-		-	-
	BLTTC	-	-	-	-		-	-	-	-	-	11		-	11
	Library Tours	-	-	-	-		-	-	-	-	-	-		-	-
	Karid åt	-	-	-	20		-	20	-	-	-	-		-	-
	Man åmko Computer Class	4	4	4	4		-	16	5	5	5	5		-	20
	Volunteer (YA)	-	-	-	-	-	-	-	-	-	-	-		-	-
	Volunteer (A)	-	1	-	-		-	1	-	1	-	-		-	1
	Board Meeting	-	-	-	-		-	-	-	-	-	-		-	-
	Conference Room Use	-	-	-	-		-	-	-	-	-	-		-	-

Prepared By: Francine Uncangco, Library Technician II

Guam Public Library System
Main Branch: Weekly Report
February 2018

FEBRUARY 2018		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL
		26	27	28				
MAIN LIBRARY	*Attendance*	991	189	1,018				2,198
	Circulation	59	37	24				120
	Registration	2	6	6				14
	Reference Info / Research	17	2	13				32
	Computer Usage	24	49	53				126
	Board Games	-	-	-				-
	Electronic Games							
CHILDREN'S LIBRARY	*Attendance*	38	58	75				171
	Circulation	23	62	71				156
	Registration	1	1	-				2
	Reference Info / Research	3	-	-				3
	Computer Usage	1	-	-				1
	Board Games	-	-	-				-
PROGRAMS	*Toddler Story Program*	-	-	38				38
	After School Program	-	11	-				11
	Saturday Story Program	-	-	-				-
	St. Dominics	-	-	-				-
	Library Tours	-	-	-				-
	Karid åt	-	-	-				-
	Volunteer (YA)	-	-	1				1
	Volunteer (A)	-	1	1				2
	Board Meeting	-	-	-				-
	Conference Room Use	-	-	-				-

Prepared By: Francine Uncangco, Library Technician II

Guam Public Library System
Branch Library's: Weekly Report
February 2018

FEBRUARY 2018	MERIZO	AGAT	DEDEDO	YONA	BARRIGADA	TOTAL
	MONDAY	TUESDAY		WEDNESDAY	THURSDAY	
					1	
Attendance					70	70
Circulation					36	36
Registration					1	1
Reference Info / Research					5	5
Computer Usage					19	19
Board Games					-	-
Electronic Games						
PROGRAMS: Toddler Story Program					8	8
PROGRAMS: After School Program					8	8
PROGRAMS: Library Tours					-	-
PROGRAMS: School Library Visits					-	-
PROGRAMS: Daycare Library Visits					-	-
PROGRAMS: Volunteers (YA)					-	-
PROGRAMS: Volunteers (Adult)					1	1

MERIZO	AGAT	DEDEDO	YONA	BARRIGADA	TOTAL
MONDAY	TUESDAY		WEDNESDAY	THURSDAY	
5	6		7	8	
9	83	176	69	56	393
5	22	51	29	32	139
1	-	1	-	-	2
-	-	6	-	5	11
-	2	12	2	14	30
-	-	-	-	-	-
2	-	11	23	5	41
2	-	-	-	4	6
-	-	-	-	-	-
-	29	-	-	-	29
-	-	-	-	-	-
-	-	-	-	-	-
-	1	-	-	1	2

FEBRUARY 2018	MERIZO	AGAT	DEDEDO	YONA	BARRIGADA	TOTAL
	MONDAY	TUESDAY		WEDNESDAY	THURSDAY	
	12	13		14	15	
Attendance	CLOSED - SHORT STAFFED	173	64	37	83	357
Circulation		48	28	18	53	147
Registration		1	-	-	1	2
Reference Info / Research		-	9	3	7	19
Computer Usage		1	6	-	27	34
Board Games		-	-	-	-	-
Electronic Games						
PROGRAMS: Toddler Story Program		-	9	23	-	32
PROGRAMS: After School Program		-	-	-	3	3
PROGRAMS: Library Tours		-	-	-	-	-
PROGRAMS: School Library Visits		151	-	-	-	151
PROGRAMS: Volunteer (YA)		-	-	-	-	-
PROGRAMS: Volunteer (A)		1	-	-	1	2

MERIZO	AGAT	DEDEDO	YONA	BARRIGADA	TOTAL
MONDAY	TUESDAY		WEDNESDAY	THURSDAY	
19	20		21	22	
20	35	129	74	69	327
17	12	41	17	40	127
1	-	1	-	-	2
-	2	7	2	7	18
1	1	21	4	18	45
-	-	-	-	1	1
3	-	-	25	14	42
2	-	-	-	3	5
-	-	-	-	-	-
-	22		-	-	22
-	-	-	-	-	-
-	1	-	-	1	2

Prepared By: Francine Uncangco, Library Technician II

Doc. No. 34GL-18-1636.

Guam Public Library System
Branch Library's: Weekly Report
February 2018

FEBRUARY 2018		MERIZO	AGAT	DEDEDO	YONA	BARRIGADA	TOTAL
		MONDAY	TUESDAY		WEDNESDAY	THURSDAY	
		26	27		28		
Attendance		CLOSED - 2018 Preservation Trust Summit	66	109	47		222
Circulation			60	46	20		126
Registration			1	4	-		5
Reference Info / Research			2	6	-		8
Computer Usage			3	32	-		35
Board Games			-	-	-		-
Electronic Games							
PROGRAMS	Toddler Story Program		-	-	19		19
	After School Program		-	-	-		-
	Library Tours		-	-	-		-
	School Library Visits		51	-	-		51
	Volunteer (Young Adult)		-	-	-		-
	Volunteer (Adult)		1	-	-		1

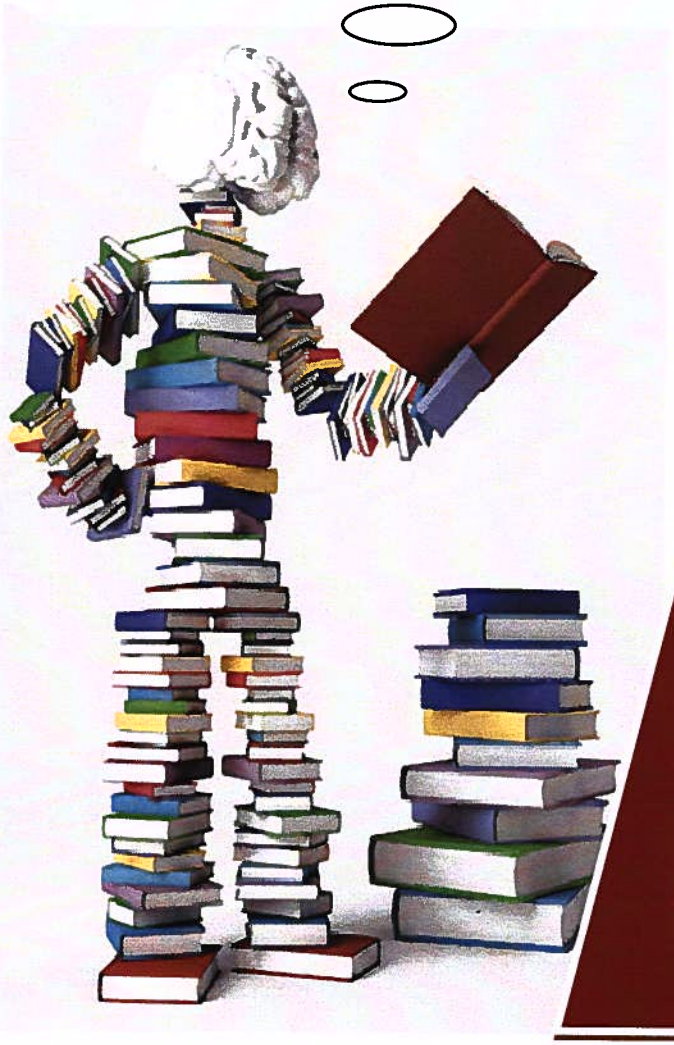
Prepared By: Francine Uncangco, Library Technician II

Guam Public Library System
Overall Service Report
February 2018

FEBRUARY 2018		HAGATNA	AGAT	BARRIGADA	DEDEDO	MERIZO	YONA	TOTAL
MAIN LIBRARY	*Attendance*	6,860	357	278	478	29	227	**8,229**
	Circulation	1,112	142	161	166	22	84	**1,687**
	Registration	73	2	2	6	2	5	**90**
	Reference Info / Research	253	4	24	28	-	-	**309**
	Computer Usage	1,083	7	78	71	1	6	**1,246**
	Board Games	-	-	1	-	-	-	**1**
	Electronic Games	-	-	-	-	-	-	**-**
CHILDREN'S LIBRARY	*Attendance*	126						**126**
	Circulation	168						**168**
	Registration	2						**2**
	Reference Info / Research	3						**3**
	Computer Usage	4						**4**
	Board Games	-						**-**
PROGRAMS	*Toddler Story Program*	195	-	27	33	5	23	**283**
	After School Program	70	-	18	-	4	-	**92**
	Saturday Story Program	135						**135**
	BLTTC	11	-	-	-	-	-	**11**
	Daycare Visit	-	-	-	-	-	-	**-**
	School Library Visits	-	253	-	-	-	-	**253**
	St. Dominics	29						**29**
	Library Tours	-						**-**
	Karid åt	37						**37**
	Volunteer (YA)	6	-	-	-	-	-	**6**
	Volunteer (A)	3	4	4	-	-	-	**11**
	Man ånko Computer Class	39						**39**

Prepared By: Francine Uncangco, Library Technician II

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



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

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-Fri: 9:00 a.m. to 4:00 p.m.

Tel: 475-4751
475 4752
475-4756

Book Sale Day!

DATE: Wednesday, April 11 – Friday, April 13, 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): $1.00
Non-Print (Audio's): $1.00

Doc. No. 34GL-18-1636.

Guam Public Library System
Library Board Meeting
Thursday, March 8, 2018
Library Technician Supervisor Report

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

  Services, Programs and Collections

- **Libraries Operation and Employee's Schedule:**

  March 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.

- **Book Sale:**

  Our Book Sale dates are on Wednesday, April 11 to Friday, April 13, 2018, 9am-4pm

- **Guam Preservation Trust Summit 2018, Monday, February 26, 2018**

  Our schedule Session Summit held at the Library was a success! A great turnout, and experience with a total of 80+ in attendance. GPLS prepared a PowerPoint presentation on the Library's History, and on Archives and Research Resources. GPLS will like to thank the Guam Preservation Trust for including the library in their 2018 Preservation Summit, and I personally would like to acknowledge the GPLS Admin Unit and Building Custodians for their support.

MARCH 2018 DESK SCHEDULE

	MONDAY (5)			TUESDAY (6)			WEDNESDAY (7)			THURSDAY (8)			FRIDAY (9)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9 am - 12 pm	FT	FU	BQ	FT	CI	JC	RT	TC	JC	RT	JC	BQ	FT	TC	BQ
12 pm - 3 pm	SN	CI	JC	RT	FU	RS	SN	CI	BQ	FT	TC	RS	RT	CI	RS
3 pm - 6 pm	TC (FT)	FU (CI)	RS (BQ)	FT (SN)	CI (FU)	JC (RS)	RT (FT)	TC (CI)	RS (JC)	SN (RT)	JC (FU)	BQ (RS)	FT (SN)	FU (TC)	JC (BQ)
SCANNING				STEPH			FLO			FRAN			STEPH		
BRANCHES	(RT-Merizo)			(TC-Agat / BQ-Dededo)			(FU-Yona)			(CI-Barrigada)					

	MONDAY (12)			TUESDAY (13)			WEDNESDAY (14)			THURSDAY (15)			FRIDAY (16)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9 am - 12 pm	SN	FU	RS	FT	CI	RS	RT	TC	JC	SN	FU	RS	RT	CI	BQ
12 pm - 3 pm	CI	TC	BQ	SN	RT	JC	FT	CI	RS	RT	TC	BQ	SN	TC	JC
3 pm - 6 pm	SN (FT)	FU (TC)	JC (RS)	FT (SN)	CI (FU)	RS (JC)	RT (SN)	TC (CI)	BQ (JC)	SN (FT)	FU (TC)	JC (RS)	FT (RT)	CI (FU)	RS (BQ)
SCANNING	FLO			FRAN			STEPH			FLO			FRAN		
BRANCHES	(RT-Merizo)			(TC-Agat / BQ-Dededo)			(FU-Yona)			(CI-Barrigada)					

	MONDAY (19)			TUESDAY (20)			WEDNESDAY (21)			THURSDAY (22)			FRIDAY (23)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9 am - 12 pm	FT	FU	JC	SN	CI	JC	RT	TC	JC	FT	FU	RS	SN	FU	BQ
12 pm - 3 pm	CI	TC	RS	FT	RT	RS	SN	CI	BQ	RT	TC	JC	RT	TC	RS
3 pm - 6 pm	FT (SN)	FU (TC)	BQ (JC)	SN (FT)	CI (FU)	JC (RS)	RT (FT)	TC (CI)	RS (JC)	FT (SN)	FU (TC)	BQ (RS)	SN (FT)	CI (FU)	JC (BQ)
SCANNING	STEPH			FRAN			FLO			STEPH			FLO		
BRANCHES	(RT-Merizo)			(TC-Agat / BQ-Dededo)			(FU-Yona)			(CI-Barrigada)					

	MONDAY (26)			TUESDAY (27)			WEDNESDAY (28)			THURSDAY (29)			FRIDAY (30)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9 am - 12 pm	SN	TC	RS	RT	CI	RS	SN	TC	JC	SN	JC	RS	FT	TC	JC
12 pm - 3 pm	FT	CI	BQ	FT	FU	JC	RT	CI	RS	RT	TC	BQ	RT	FU	RS
3 pm - 6 pm	SN (FT)	TC (FU)	JC (RS)	RT (SN)	CI (FU)	RS (JC)	SN(FT)	TC (CI)	BQ (JC)	FT (SN)	JC (FU)	RS (BQ)	FT (SN)	CI (TC)	BQ (JC)
SCANNING	FRAN			STEPH			FLO			FRAN			STEPH		
BRANCHES	(RT-Merizo)			(TC-Agat / BQ-Dededo)			(FU-Yona)			(CI-Barrigada)					

BE ADVISED THAT THIS SCHEDULE IS SUBJECT TO CHANGE

Guam Public Library System

"Branch Library Hours"

BRANCH	HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MAIN	9:00 a.m. - 5:30 p.m.	OPEN				
MERIZO	9:00 a.m. - 5:30 p.m.	OPEN	CLOSED			
AGAT	9:00 a.m. - 5:30 p.m.		OPEN	CLOSED	CLOSED	
DEDEDO	9:00 a.m. - 5:30 p.m.		OPEN	CLOSED	CLOSED	
YONA	9:00 a.m. - 5:30 p.m.		CLOSED	OPEN	CLOSED	
BARRIGADA	9:00 a.m. - 5:30 p.m.		CLOSED	CLOSED	OPEN	

Doc. No. 34GL-18-1636.