From: **Speaker's Office** speaker@guamlegislature.org
Subject: Messages and Communications, 34GL-18-2475
Date: October 24, 2018 at 9:55 AM
To: Carl Sanchez clerks@guamlegislature.org
Cc: Rennae Meno rennae@guamlegislature.org, Tom Ada tom@senatorada.org

SO

Date Received	Time Received	Date of Document	Description of Document	Department/Agency	Document Number
10-24-18	9:30	10-19-18	Guam Public Library - Reporting Requirements for Boards and Commissions regarding the October 18, 2018 meeting of the Guam Public Library System	Guam Public Library System	34GL-18-2475

OFFICE OF ACTING SPEAKER THERESE M. TERLAJE
I Ajuntan Inentan Kinaltro nai Lihesklaturan Guahan
Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 472-3586 | F: 472- 3589

34GL-18-2475.pdf

Vice Speaker Therese M. Terlaje
34GL-18-2475
OCT 24 2018
Time: 0930
Received by:

2018 OCT 24 AM 9:58

2475

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

October 19, 2018

The Honorable Therese M. Terlaje
Acting Speaker, 34th Guam Legislature
163 Chalan Santo Papa
Hagåtña, Guam 96910
(via email: senatorterlaje@gmail.com)

Re: Reporting Requirements

Dear Acting Speaker Terlaje:

Attached are the reporting requirements for Boards and Commissions pursuant to Public Law No. 31-233 regarding the October 18, 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

Vice Speaker Therese M. Terlaje
34GL-18-2475
OCT 24 2018
Time: 0930
Received by:

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

Minutes of Meeting

I. **Call Meeting to Order.** The meeting was held at the Dededo Branch Library and was called to order to by Mr. Kyle Mandapat, Chairman of the Board on May 8, 2018 at 4:30 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 April 12, 2018 GPLS Board meeting.**

Board meeting minutes of April 12, 2018 were emailed to each board member. Mr. Sarmiento motioned to approve the minutes of April 12, 2018 and Mr. Sablan seconded the motion to approve the minutes with subject to corrections. 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 was not present on this day.**

   Report submitted included a spreadsheet of Grants received by GPLS and funds returned to IMLS or not released from 1998 thru 2004 due to non-compliance of reporting requirements.

   The following were discussed under the "Open Discussion" as follows:

   Mr. Sarmiento asked about the non- approval of $513,000 due to non-compliance with reporting requirements. Mr. Sarmiento asked why we didn't take advantage of this.

   Mr. Sablan mentioned that General Services Agency (GSA) has been slow and it's been corresponding back to our Administrative Officer (AO) in this case, we are

Doc. No. 34GL-18-2475.

limited with time, however there are other avenues, we can call up and ask to extend it.

Mr. Seerengan asked if there is any reason why this was not approved. Mrs. Kennimer mentioned that to her understanding and to ask Mrs. Stanley regarding this. In the years passed, we had a Librarian running the library and all the IMLS Grants were never used because either there was no plan, financial state, although there was a 5-Year Grant.

Mrs. Kennimer stated that Sandy always shares this information with everyone.

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 explained that she attached the statistics, library hours and schedules for the month of April 2018. She shared that Mrs. Rose Santiago, Library Technician II will be retiring on August 30, 2018 leaving the branch library with (9) Library Technicians to run the Main library, the Children's library and the (5) Branch libraries.

She added that she has previously shared that the Main Branch and the Children's library come first before the branch libraries due to the shortage of staff.

She also stated that the book sale last month was awesome and ended on Saturday, April 14, 2018. Department of Corrections (DOC) and Department of Youth Affairs (DYA) were invited to select some books and were picked up. Mrs. Stanley shared with her that to $658.10 and is deposited into the GPLS Gifts/Fundraising account.

Mrs. Kennimer's report for the Amnesty month shows the breakdown of overdue and items returned. GPLS collected a total of (440) books, waiving fines of $1,192.91.

IV. **Old Business:**

Proposal packet(s) of technical upgrades for GPLS to be provided by Mr. Seerengan. Mr. Seerengan explained that he had been busy writing a grant for Guam Department of Education (GDOE). The grant that Mr. Seerengan is working on for GDOE is worth about $1,000,000 for about three years.

The first year, GDOE will be getting (3) mobile labs; one for the North, one for the South and one for the Central parts of Guam.

The second year, GDOE will be receiving another (3) mobile labs that will be going to different locations now totaling (6) mobile labs. Five of the six mobile labs will be going to the (5) branch libraries with a Librarian from the public school libraries and they will open one day in the afternoon. Mr. Seerengan mentioned that GDOE wants to collaborate with GPLS to see if GPLS can open the branch libraries (1) or (2) days and GDOE will bring a Mobile Lab and have a Librarian. He or she will be getting paid from the grant.

The third year of the grant may be able to open (2) more days. All together, maybe GPLS can open up (3) times a week. The grant is due by May 18, 2018. The grant requires a Letter of Commitment from GPLS indicating that GPLS supports the partnership in collaboration.

Because the reading level has really gone down not just in Guam but all over the states as well, the program is designed where GDOE is obtaining (3) mobile labs and ordering 4,000 paperback books that are written to want the psychological desire for students and people to read. The books are free and are expected to come back with that and get another book. This is to encourage people to read more. Because GDOE will be using the branch libraries, the letter of commitment will be on the GPLS letterhead. Mr. Seerengan to provide the narrative to Mrs. Kennimer. Mr. Sablan shared that it would be best to have the chairman of the board sign the letter on behalf of the library. Mr. Sablan added that we can afford to buy a sign and put it against the mobile bus to promote the library.

Mr. Sarmiento stated that he feels the need for some structure. Chairman Mandapat stated that when we move through with this, if there are any other specifics we want to help with, this is a partnership so along with them providing us with the material, maybe this is something we can look at with programs with Mr. Frankie Aflague.

Mr. Seerengan mentioned that he meets with different people and mentions that GPLS does have story hours and Saturday programs and activities but they say that they never hear anything from the Public Library; that they don't know that they exist. Maybe this is something that we may do to promote.

Mrs. Kennimer asked if GDOE will be helping with manpower. Mr. Seerengan explained that the mobile lab will be at the libraries while they are open and have certified Librarians. Chairman Mandapat added that Mr. Seerengan would just like to include GPLS as part of the rotation of the mobile labs.

Mr. Sarmiento expressed that he hopes that this program does not come to the point where GDOE and the Library buttheads.

Mr. Seerengan explained these folks are very well trained and get paid very well other than the salary they are already making. This is a separate income. Mr. Seerengan added that he also noticed the computer usage numbers in Mrs. Kennimer's report and mentioned that they will be asking about the numbers. Mrs. Kennimer explained that there are computers; however patrons just don't use them or the libraries are only open once a week.

V. New Business:

None discussed.

VI. Open Discussions:

Mrs. Mears stated that there was an incident that was brought up to her where at the Hagatna Library where a child (10) years old or younger was left unattended. It is not stated in our current policy, however from what she has heard, the law on Guam is that a child cannot be left unattended if under the age of (12) years old. Mrs. Mears asked if we can change this.

Mr. Sarmiento added that we also need to let the public know of this. Mr. Sablan added that we can also for free, send these messages to Pacific Daily News (PDN) under Community notes stating that children under the age of (12) years old should not be left unattended.

Vice Chair Sarmiento stated that he would like to ask the Library staff and the people how the morale is. Are they holding back on something? If we make the people happy, then they are going to do a happy job.

Mr. Seerengan stated that they want to help any way they can. They want for GPLS to work together for the public.

Mr. Sarmiento stated he is asking because starting from the bottom, cleaning restrooms and making coffee but it's different when you're making coffee and cleaning the restroom and your boss takes care of you. It's a different atmosphere and it's contagious and he wants for it to be like that. So if somebody is unhappy, it's nice to air it out instead of bottling it all up inside.

Mr. Sablan brought up that a thought was brought up by a library patron about a national incident about sexual harassment and the individual was found guilty and wrote books for little children.

Mr. Sablan asked Mrs. Kennimer's thoughts on this. Mrs. Kennimer explained that following the American Library Association (ALA), there are books called

banned books where patrons would say that they do not want their children reading certain books, such as ones with vulgar language, etc.

With ALA, it's a freedom to read. For example, there is a book called "Joy of Sex." This book is behind the desk in the reference area, it is a circulating book but the moment the patron inquires about that specific book, the staff would then refer them to the reference area, check out the book and once the book gets returned, it gets routed to up to the 2nd floor.

This is the same thing with the internet. Chairman Mandapat agrees with this. It would be harder to sensor other people who may be interested in reading it or sourcing it as a material.

Mrs. Kennimer added that it's like with the schools- they have a different setting of what collections they have to have.

Mr. Sablan mentioned that he had provided the example of the Catholic Sexual Harassments that have been happening over the last (3) years and that it if someone wanted to do research, at least it's there. This subject needed to be discussed, however since someone did bring it up, it should be on record that we have the freedom of reading and the library serves the community with a variety of resources. The books will be taken out and placed in a restricted area.

Mrs. Kennimer added that on the subject of the on-going issues with the church, it is part of Guam's history and be it another (10) or (20) years, a student wants to come in and do more research, then that is what the library is for to provide this information.

Mr. Seerengan asked Mrs. Kennimer if she is happy with the amount of staff she has and does she have enough staff to support.

Mr. Mandapat added that she does need the staff. Mrs. Kennimer stated that she does need more staff and does help them with their work behind the scene and sometimes she does relieve them for break and lunch but they seem to manage at the Main Library, however she does have (1) more retiree.

Chairman Mandapat asked if GPLS has the ability to fill the position. Mr. Sablan stated that as far as he is concerned, the position is still open and Mrs. Kennimer can call out for the position. Mrs. Kennimer asked if we are still under the budget constraints.

Mr. Sablan stated that we could not hire, however the position is being filled as recruited. Submit to Department of Administration (DOA) that this person is ready to retire and we need to replace this person. New people to be hired may

be different because of the 2019 budget; however the 2019 budget included that person. It may not happen this fiscal year, however on October 1st, maybe we could hire. If she needed (2) more, to let Mr. Sablan know.

VII. **Next Meeting:** June 4, 2018 at 2:00 p.m. at the Merizo Branch Library.

VIII. **Adjournment:** Motion was made by the Vice Chairman Sarmiento to adjourn the meeting. Motion was seconded by Secretary/Treasurer Seerengan.

Meeting was adjourned at 5:16 p.m.

Approved by: _____
Kyle R. Mandapat, Chairman

Date: 10/18/18

Countersigned by: _____ 10/18/18
Bonnie J. Tenorio, Secretary I (Typist)

October 18.2018

Administrative Officer's Report
GPLS Board Meeting
Agana Main Library (2:30 p.m.)

I am submitting the following:

1. **FY 2019 Budget Hearing was held on Tuesday, June 12, 2018 from 3:30 p.m. to 4:30 p.m.** (*Note: On page 13 of the GPLS Manual, highlighted in yellow reads:

   For the budget hearing, the Board should accompany the library director to present the budget to the Legislature. Copies of the FY 2019 were distributed by Bonnie Tenorio on April 12, 2018. **(Attachment "1")**

2. Clarification of Federal Grants lost and received by GPLS submitted to the Board on May 8, 2018

   The spreadsheet reflected Grants from 1998 to 2004. **Total awarded to GPLS was $762,461.00 but $513,506.03 returned to IMLS due to non-compliance of federal reporting requirements. (Attachment "2").**

   Only $248,954.97 was actually used by GPLS.

   I was detailed from Department of Land Management as an Administrative Officer in April 2004 to GPLS to assist the Director/Territorial Librarian to get the department back into compliant with the Federal Grantor and to assist in opening the (5) branches that were closed for years.

   Former Director C.W. started communicating with the Institute of Museum and Library Services and got direction on both Narrative and Financial Reports needed. By her instructions, I prepared with the assistance of DOA Federal Branch division all needed reports and it was then in 2005 that we started receiving federal funds.

   I also communicated with BBMR on funding to reopen the branches. Thousands of dollars were readily available but never used by GPLS. Prior to me being assigned at GPLS, on board were Acting Directors, Administrative Services Officer and later and Acting ASO, Deputy Director and the work was left untouched.

   I am paid less than an Administrative Services Officer but perform all duties within their job description.

Throughout my working career, I think that I am the only employee detailed and still required to perform my work assignments for DLM. It was in December of 2004 that I was employed with GPLS.

I worked throughout the night to complete my work assignments. It was hard work that I do not think the department directors recognized what I was going through or employees of GPLS and DLM.

3. A concern was brought up by a Board member on children (10) years and under that are unsupervised. On May 18, 2018 I sent an email to all Board members that we do have a sign posted and when necessary, an employee would approach parents(s) to please control their child(ren). **(Attachment "3")**

   Note: The "Guam Public Library System Usage Policy" was approved by the Board on July 16, 2008

Should the Board want to have a working session to update the "Board Manual" or the GPLS Usage Policy" the administrative support unit staff is ready to assist.

4. In the GPLS Manual that was prepared in the 1980s' – throughout the Manual the word "Territorial" need to be deleted pursuant to Public Law 24-89. **(Attachment "4")**

5. Print out of FY 2019 Account for GPLS. Total appropriation is: $1,217,900.00 **(Attachment "5" and 6")**

6. Bill No. 292-34 (COR), as Amended on the Floor passed on 10-4-2018.

   ..."Allowing the use of Video teleconferencing applications at meetings of government Boards and Commissions to guarantee a quorum, ... " **(Attachment "7)**

On-going duties in the Administrative Support Unit:

1. Close-out the FY 2017 State and Competitive Grant
2. Prepare the Interim Report for the FY 2018 State Grant
3. The Program Coordinator who handles Programs at GPLS has been on leave for a month. His tasking is distributed amongst the staff in the Unit
4. Process all invoice as needed
5. Time Sheet to be submitted to Payroll office, etc.
6. All reports either mandated by statute or request from departments or IMLS

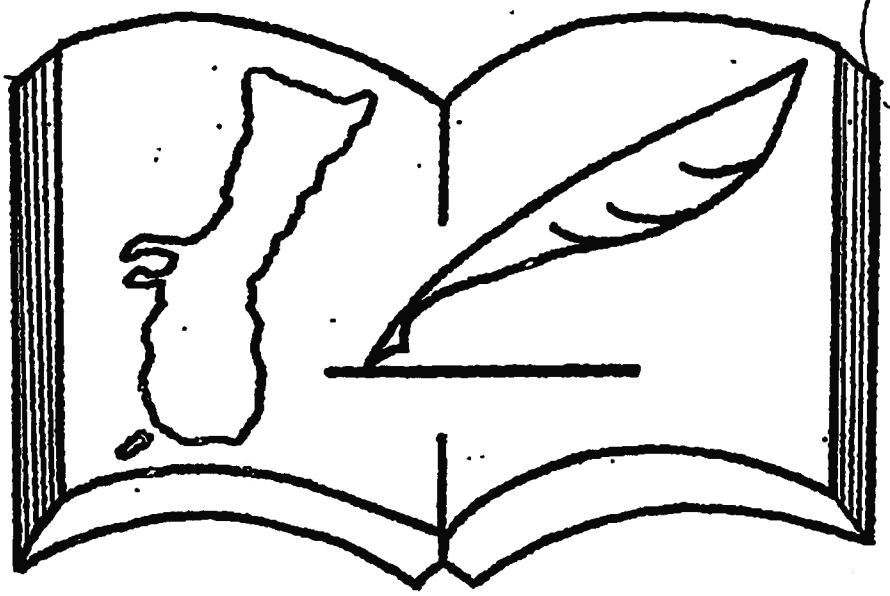
Sandra Manley Stanley

Attachments

Sam Souza. Scott-Smith

NIEVES M. FLORES MEMORIAL LIBRARY

2-5-1980



GUAM LIBRARY BOARD MANUAL

Guam Public Library Handbook

Volunteer Policy.

Attachment No. 1

materials over and above this level. Too often the library operates on the basis of what is offered, accepting an insufficient appropriation and developing library service on that basis. A board that plans only in terms of last year's budget will never progress.

The first step in preparing the budget is its formulation. This step is done primarily by the library director and staff. The library's plan should include approaches to various goals and objectives that are feasible in terms of anticipated resources. The steps involved in these approaches should be ranked according to their priority and available funds should be allocated in terms of rankings. Basically, budget formulation involves translating the steps into the staff and resources necessary to implement them and determining the costs.

The budget, once formulated, should be presented to the Board. It should be explained in depth and discussed so that all the questions that may arise in the community are anticipated and necessary changes made. If the community has been involved from the very beginning, public support should be generally favorable, but no one likes to pay taxes and continuous effort should be made to counteract anti-tax sentiment. All the news media should be used. Budget discussions should be open to the press. Friends, general public, and governmental officials are welcomed and invited. Every Board member should be informed and be prepared to answer any question about the budget that may arise in daily contact.

For the budget hearing, the Board should accompany the library director to present the budget to the Legislature.

No specific budgeting systems can be recommended, since the library's accounting system should be compatible with that used by the governing body. The budget should be detailed enough to assure the authorities that the funds will be spent in the manner agreed upon, but not so detailed that all the funds are tied up in accounts from which it cannot be reprogrammed.

Attachment "1"

Doc. No. 34GL-18-2475.

Guam Public Library System

Sistemån Laibirihan Pupbleko Guåhan

Fiscal Year 2019

Submitted on:

February 23, 2018

Budget Ceiling:

$1,286,314

April 12, 2018

Please acknowledge receipt:

ORIGINAL

GUAM PUBLIC LIBRARY SYSTEM
GRANT HISTORY FROM INSTITUTE OF MUSEUM OF LIBRARY SCIENCE (IMLS)

(Updated: April 20, 2018)

Grant	Fiscal Year	Award Amount	Returned to IMLS
LS-80053-98	1998	$98,117.00	$12,961.87
LS-90055-99	1999	$103,886.00	$66,758.87
LS-900055-00	2000	$106,337.00	$83,402.00
LS-10053-01	2001	$112,156.00	$8,418.29
LS-00-02-0053-02	*2002	$113,672.00	$113,672.00
LS-00-03-0053-03	*2003	$114,147.00	$114,147.00
LS-00-04-0053-04	*2004	$114,146.00	$114,146.00
	*2005	0	0
GRAND TOTAL:		$762,461.00	$513,506.03

Note: *NOT APPROVED (Due to non-compliance of reporting requirements)
Total funding lost: $513,506.03
Total funding received: $248,954.97

Financial reports for the above Grants and Narrative we're prepared where applicable and it was then that IMLS approved and released the funding for Fiscal Year 2005 and up to present time as specified below:

STATE GRANT

Grant	Fiscal Year	Award Amount	Unobligated	Actual Amount Used
State Grant – Five Year	2005	$114,513.00	$38,604.49	$75,908.51
State Grant - Five Year	2006	$114,960.00	0	$114,960.00
State Grant - Five Year	2007	$115,305.00	0	$115,305.00
State Grant - Five Year (2008 – 2012)	2008	$115,602.00	0	$115,602.00
	2009	$137,958.00	0	$137,958.00
	2010	$140,770.00	0	$140,770.00
	2011	$131,530.00	0	$131,530.00
	2012	$121,361.00	$425.39	$120,935.61
State Grant - Five Year (2013-2017)	2013	$117,625.00	$2,504.05	$115,120.95
	2014	$120,449.00	$4,606.85	$115,842.15
	2015	$119,926.00	$458.26	$119,467.74
	2016	$120,853.00	$2,176.90	$118,676.10
	2017	$120,116.00	0	
State Grant - Five Year (2018-2022)	2018	$123,679.00	0	
	2019			
	2020			
	2021			
	2022			
GRAND TOTAL:		$1,714,647.00	**$48,775.94**	$1,422,076.06

Attachment "2"

Attachment No. 2

COMPETITIVE GRANT

Grant	Fiscal Year	Award Amount	Unobligated	Actual Amount Used
Competitive Grant	1999	$43,121	$5,211.00	$37,910.00
Competitive Grant	2002	$50,681	$6,127.00	$44,554.00
Competitive Grant	2006	$6,000.00	$122.00	$5,878.00
Competitive Grant	2007	$7,000.00	$1,086.68	$5,913.32
Competitive Grant	2008	$39,964.00	0	$39,964.00
Competitive Grant	2009	$4,1982.00	0	$41,982.00
Competitive Grant	2010	0	0	0
Competitive Grant	2011	$35,735.00	$2,026.68	$33,708.32
Competitive Grant	2012	$42,385.00	$194.46	$42,190.54
Competitive Grant	2013	$40,720.00	$271.92	$40,448.08
Competitive Grant	2014	0	0	0
Competitive Grant	2015	$36,000.00	$19.24	$35,980.76
Competitive Grant	2016	$36,000.00	$2,666.56	$33,333.44
Competitive Grant	2017	$42,000.00	0	0
Competitive Grant	2018		0	0
GRAND TOTAL:		$421,588.00	$17,725.54	$361,862.46

*Note: FY 1998; FY 2000 and FY 2001 – Not approved by IMLS
FY 2010 Grant Proposal was not approved by IMLS.

FY 2014 – No application was submitted

GRANTS (OTHER)

Grant	Fiscal Year	Award Amount	Remarks
Congressional Grant	2008	$190,000.00	Funding awarded to GPLS
Department of Interior – IT Room	2009	$49,000.00	Funding was Re-programmed to DOA Data IT Dept.
Technical Assistance Grant	2010	$72,081.00	Funding was given to DOA Data
Department of Interior – Capital Improvement Project	2011	$1,586,000.00	On-going with GPLS
GRAND TOTAL:		$1,897,081.00	

Total funding received from all the Grants identified above is:

Grant	Fiscal Year	Award Amount	Unobligated	Actual Amount Used
State Grant	2005-2018	$1,714,647.00	$48,775.94	$1,422,076.06
Competitive Grant	2006-2018	$421,588.00	$17,725.54	$361,862.46
Other Grants	2008-2011	$1,897,081.00	0	$1,897,081.00
GRAND TOTAL:		$4,033,316.00	$66,501.48	$3,681,019.52

Note: Sandra M. Stanley is the Project Director for GPLS
Updated as of. April 20, 2018

GUAM PUBLIC LIBRARY SYSTEM USAGE POLICY

All libraries within the Guam Public Library System (GPLS) are public institutions, dedicated to meeting the educational, research and cultural enlightenment of Guam's population. The Guam Public Library Board asks all visitors to abide by the following terms to ensure that everyone's visit is an enriching and fulfilling experience:

1. Lying down or sleeping in the restrooms or on any floor, couch, table, or seat in the Library or other parameters. Blocking aisles, exits, or entrances with personal possessions or by sitting or lying down in them. Leaving unattended items in the Library. Library space is limited and very precious. Please do not waste any of it by taking naps, playing card games, or by engaging in any other activities inappropriate for a library setting.

2. All library patrons who displays a lack of bodily hygiene which could or may impose a health or safety risk, or which unduly interferes with another patron's quiet use and enjoyment of the public library, or with the functioning of library staff, including, but not limited to the following, may be prohibited from using library facilities and services and may be asked to leave the library until the situation can be corrected: (a) Unduly offensive body odor; (b) Open runny sores.

3. Everyone has the right to use library materials and facilities in a quiet, productive environment. Please protect this peaceful atmosphere by keeping conversation to a minimum, in volume and length and refraining from disruptive noises. The use of audio equipment/headsets is permitted as long as such use does not disturb other Library patrons. Cellular phones and pagers should be turned off or placed in silent mode while in the library.

4. Please return library materials to the Circulation Desk, or simply leave them on the table when you finish using them. Thank you for not re-shelving any library materials. Library patrons are not permitted to willfully conceal or hide library materials within Library facilities.

5. Food, drinks, gum, betel nut, chewing tobacco, and other such items may cause extensive irreparable damage to library materials and furniture. If you must eat or drink, please do so outside. Food or beverages brought into the Library must be stored in such a manner that they do not pose a danger of damaging or soiling the Library's facility or collections.

6. Appropriate attire should be worn at all times while in the library. Shirt and shoes required.

7. Willful, malicious mutilation or removal of library materials and/or facilities not only deprives our island community of valuable resources, it is also prohibited by Guam Public Law. *(P.L. 22-149 amended). 9 Guam Code Annotated, § 34.70* Violators will be prosecuted to the fullest extent of the Law.

8. Animals are not permitted into the Library, except those needed to assist a patron with a disability.

9 Library restrooms should not be used as laundry facilities, bathing facilities, gathering places, or to store personal belongings.

10. The use of roller skates, roller blades, roller shoes, or skateboards are not permitted on Library property.

11. Library patrons are not permitted to solicit, petition, canvass, or sell anywhere on Library property.

12. All libraries within the Guam Public Library System are smoke-free facilities according to Guam Public Law. *(P.L. 21-139 amended by P.L. 28-80). 10 Guam Code Annotated, §90105 (2005) – "Natasha Protection Act of 2005"*

13. Children ten (10) years old and under must be accompanied and supervised by an adult (age 18 years and older).

14. All patrons must adhere to the GPLS Internet Use Policy.

15. Engaging in any activity in violation of Federal, State, local or other applicable laws or Library policy is prohibited and is not allowed on GPLS property.

16. Carrying firearms and dangerous weapons of any type (except by law enforcement officers) is not allowed on GPLS property.

17. Being under the influence of alcohol/illegal drugs and selling, using, or possessing alcohol/illegal drugs is not allowed on GPLS property.

18. Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts such as sex acts and indecent exposure is not permitted. *9 Guam Code Annotated, §55.45, §19.30 (a) (3); §19.40, §19.50 and §19.60*

19. Trespassing in nonpublic areas, being in the Library without permission of an authorized Library employee before or after Library operating hours or camping on Library grounds is not permitted. *9 Guam Code Annotated, §61.15, §61.20, §61.25, §61.30, §61.35, and §61.40*

20. All bags and other articles are subject to inspection by security and other authorized personnel. The Library reserves the right to limit the size and number of items brought into the Library.

The Guam Public Library System (GPLS) staff is here to assist you and to provide everyone the best service possible. We humbly request your patience and cooperation as we continue to ensure the safety and welfare of all patrons, volunteers and GPLS employees while on GPLS premises and for preserving and protecting the Library's materials, equipment, facilities, and grounds.

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or security staff will intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules, regulations, and policies could result in removal from the premises and expulsion from the Library for a period of one (1) day to one (1) year, or in arrest or prosecution.

Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment. Expulsion for more than one (1) week may be appealed in writing within ten (10) working days from the date of incident to the Guam Public Library Board via the Territorial Librarian/Director.

Any questions concerning these guidelines may be addressed to the Guam Public Library Board via the Territorial Librarian/Director of the Guam Public Library System.

Approved by the Guam Public Library Board July 16, 2008, amended July 14, 2011. Supersedes the Guam Public Library Usage Policy amended March 16, 1998.


Children's Library
NOTICE

CARL T.C. GUTIERREZ
GOVERNOR OF GUAM

OCT 07 1997

Refer to Legislative Secretary

The Honorable Antonio R. Unpingco
Speaker
Twenty-Fourth Guam Legislature
Guam Legislature Temporary Building
155 Hesler Street
Agana, Guam 96910

OFFICE OF THE LEGISLATIVE SECRETARY
ACKNOWLEDGMENT RECEIPT
Received By: D...
Time: 3:20pm
Date: 10.7.97

Dear Speaker Unpingco:

Enclosed please find a copy of Bill No. 320 (COR), "AN ACT TO ADD A NEW §420 TO TITLE 1 OF THE GUAM CODE ANNOTATED, RELATIVE TO DISCONTINUING THE USE OF THE TERM 'TERRITORY OF GUAM' IN OFFICIAL GOVERNMENT ACTS, TITLES AND DOCUMENTS, AND TO DISCONTINUE THE USE OF THE TERM 'TERRITORIAL' IN GOVERNMENT TITLES.", which I have **signed** into law today as **Public Law No. 24-89.**

This legislation deletes the term "territory" from the names of government agencies, and from formal use by the government of Guam in referring to our island and our government.

The Organic Act of Guam specifies that the legal name of our island is "Guam". Specifically, §2 of the Organic Act states:

> "The territory ceded to the United States in accordance with the provisions of the Treaty of Peace between the United States and Spain, signed at Paris, December 10, 1898, and proclaimed April 11, 1899, and known as the island of Guam in the Marianas Islands, shall continue to be known as **Guam.**"

Our island, under law, is designated as "Guam", not "Territory of Guam". Although Guam's current experience is as a territory under the laws of the United States, the most recent status election by the people of Guam, now 10 years ago, determined that the status chosen as the immediate future

Office of the Speaker
ANTONIO R. UNPINGCO
Date: 10-7-97
Time: 1:50pm
Rec'd by:

Doc. No. 00471

Attachment No. 4

Ricardo J. Bordallo Governor's Complex • Post Office Box 2950 Agana, Guam 96932 • (671) 472-8931 • Fax (671) 472-GUAM

desire of the people of Guam is commonwealth. We are trying to obtain closure on this goal.

Deleting the term "territory" from the names of government agencies and from official references, other than when referring to the current status itself, refocuses our efforts and attention towards progress in improving our status, rather than emphasizing our limitations.

Very truly yours,

Carl T. C. Gutierrez
Governor of Guam

Attachment

cc: The Honorable Joanne M. S. Brown
Legislative Secretary

00471

TWENTY-FOURTH GUAM LEGISLATURE
1997 (FIRST) Regular Session

CERTIFICATION OF PASSAGE OF AN ACT TO THE GOVERNOR

This is to certify that Bill No. 320 (COR), "AN ACT TO ADD A NEW §420 TO TITLE 1 OF THE GUAM CODE ANNOTATED, RELATIVE TO DISCONTINUING THE USE OF THE TERM "TERRITORY OF GUAM" IN OFFICIAL GOVERNMENT ACTS, TITLES AND DOCUMENTS, AND TO DISCONTINUE THE USE OF THE TERM "TERRITORIAL" IN GOVERNMENT TITLES," was on the 15th day of September, 1997, duly and regularly passed.

ANTHONY C. BLAZ
Acting Speaker

Attested:

JOANNE M.S. BROWN
Senator and Legislative Secretary

This Act was received by the Governor this 26th day of September, 1997, at 4:00 o'clock P.M.

Assistant Staff Officer
Governor's Office

APPROVED:

CARL T. C. GUTIERREZ
Governor of Guam

Date: 10-7-97

Public Law No. 24-89

TWENTY-FOURTH GUAM LEGISLATURE
1997 (FIRST) Regular Session

Bill No. 320 (COR)
As amended on the Floor.

Introduced by:

Mark Forbes
A. C. Lamorena, V
L. F. Kasperbauer
T. C. Ada
F. B. Aguon, Jr.
E. Barrett-Anderson
A. C. Blaz
J. M.S. Brown
Felix P. Camacho
Francisco P. Camacho
M. C. Charfauros
E. J. Cruz
W. B.S.M. Flores
C. A. Leon Guerrero
L. Leon Guerrero
V. C. Pangelinan
J. C. Salas
A. L.G. Santos
F. E. Santos
A. R. Unpingco
J. Won Pat-Borja

AN ACT TO ADD A NEW §420 TO TITLE 1 OF THE GUAM CODE ANNOTATED, RELATIVE TO DISCONTINUING THE USE OF THE TERM "TERRITORY OF GUAM" IN OFFICIAL GOVERNMENT ACTS, TITLES AND DOCUMENTS, AND TO DISCONTINUE THE USE OF THE TERM "TERRITORIAL" IN GOVERNMENT TITLES.

BE IT ENACTED BY THE PEOPLE OF THE TERRITORY OF GUAM:

Section 1. A new §420 is hereby added to Title 1 of the Guam Code Annotated to read as follows:

"**Section 420. Affirmation of Self-Respect and Prohibition of Use of the Term "Territory" in All Official Uses Within the Government of Guam.** In the interests of promoting self-respect and in recognition of the necessarily perjorative, diminishing and colonial aspects of the term 'territory' within the context of American law, the term 'territory of Guam' or its derivatives, such as 'territorial,' shall not be used in direct titular association with the Island, people, or government of Guam or for the purposes of direct self-description, in any government document or otherwise as part of any government title. This Section is intended to prohibit, among other things, official government use of the term 'territory of Guam' in any statute, resolution, official government act or document. In replacement, the designation 'Guam' shall be used. Further, the term 'territorial,' as is used in the titles of various government agencies, councils, boards and instrumentalities is prohibited, to be replaced with the term 'Guam.' This Section is not intended to ban the use of the terms 'territory' or 'unincorporated territory' in documents or publications describing Guam or the political status of Guam, but rather to discontinue the self-perpetuation of this unworthy status in official titles associated with Guam. In such cases where existing statutes contain the term 'territory of Guam,' on the effective date of this Act, all such statutory references, notwithstanding any other provision of law, are amended to replace the

term 'territory of Guam' with the term 'Guam,' which shall be understood to have the same meaning and effect with respect to construction and effect of the statutes so amended. On the effective date of this Act, all government instrumentalities, agencies, councils or boards containing the term 'territorial' in their titles shall be amending notwithstanding any other provision of law in such manner as to remove the term 'territorial' from the title and replace such term with the term 'Guam.'

Run Date . : 10/15/18 STATEMENT OF APPROPRIATIONS, ALLOTMENT, OUTSTANDING ENCUMBRANCE AND EXPENDITURES Page . : 1
Run Time . : 15:32:23 Program: PRTAPPN

User ID. . . . : LIBSTANS
To date. . . . : 10/2018
Account. . . . : 5205A193611GA002 Exclude Object Codes:
Dept/Division :

Account Number / Account Name / Tot Appropriation	YTD Allotment	YTD Expenditures		O/S Encumbrance	Available Funds	Unalloted Balance
5205A193611GA002111 GUAM PUBLIC LIBRARY SYS (TEFF)						
665,294.00	43,500.00				43,500.00	621,794.00
5205A193611GA002113 GUAM PUBLIC LIBRARY SYS (TEFF)						
284,409.00	21,878.00				21,878.00	262,531.00
5205A193611GA002230 GUAM PUBLIC LIBRARY SYS (TEFF)						
92,670.00	92,670.00		264.00	66,351.67	26,054.33	
5205A193611GA002240 GUAM PUBLIC LIBRARY SYS (TEFF)						
17,325.00	4,331.00			300.00	4,031.00	12,994.00
5205A193611GA002271 GUAM PUBLIC LIBRARY SYS (TEFF)						
5205A193611GA002361 GUAM PUBLIC LIBRARY SYS (TEFF)						
128,202.00	128,202.00			128,202.00		
5205A193611GA002362 GUAM PUBLIC LIBRARY SYS (TEFF)						
9,000.00	9,000.00			9,000.00		
5205A193611GA002363 GUAM PUBLIC LIBRARY SYS (TEFF)						
21,000.00	21,000.00			3,399.21	17,600.79	
GA002 PROGRAM TOTALS	Count:	8				
1,217,900.00	320,581.00		264.00	207,252.88	113,064.12	897,319.00
11 DIVISION TOTALS	Count:	8				
1,217,900.00	320,581.00		264.00	207,252.88	113,064.12	897,319.00
36 DEPARTMENT TOTALS:	Count:	8				
1,217,900.00	320,581.00		264.00	207,252.88	113,064.12	897,319.00
A19 APTYP+FY TOTALS:	Count:	8				
1,217,900.00	320,581.00		264.00	207,252.88	113,064.12	897,319.00
205 FUND TOTALS:	Count:	8				
1,217,900.00	320,581.00		264.00	207,252.88	113,064.12	897,319.00
FINAL TOTALS	Count:	8				
1,217,900.00	320,581.00		264.00	207,252.88	113,064.12	897,319.00

Attachment "5"

Guam Public Library System
Fiscal Year 2019 - Requisitions (230)

				Appropriation $92,670.00	
Requisition #	Vendor	Amount	Appropriation Balance	Remarks	
Q19-3611-001	Guam Daily Post	$240.00	$92,430.00		
Q19-3611-002	Guahan Waste	$4,904.16	$87,525.84		
Q19-3611-003	Otis Elevator	$4,260.00	$83,265.84		
Q19-3611-004	Xerox Corporation	$3,617.83	$79,648.01		
Q19-3611-005	Xerox Corporation - Admin.	$4,699.92	$74,948.09		
Q19-3611-006	SirsiDynix PTY LTD	$25,353.48	$49,594.61		
Q19-3611-007	Glimpses of Guam	$167.88	$49,426.73		
Q19-3611-008	GETS Business System	$0.00	$49,426.73	To Cancel	
Q19-3611-009	Flame Tree - Email Accts	$180.00	$49,246.73	Increase to (25)	$2,250.00
Q19-3611-010	Teleguam - Ethernet	$875.00	$48,371.73		
Q19-3611-011	Teleguam - Old bldg	$120.00	$48,251.73		
Q19-3611-012	Teleguam - Cable TV	$131.80	$48,119.93		
Q19-3611-013	Teleguam - ADSL	$465.50	$47,654.43		
Q19-3611-014	Teleguam - ADSL w/GGWAN	$396.25	$47,258.18		
Q19-3611-015	Pacific Data Systems	$93.50	$47,164.68		
Q19-3611-016	Pacific Data Systems	$54.67	$47,110.01		
Q19-3611-017	Pacific Data Systems	$104.67	$47,005.34		
Q19-3611-018	Pacific Data Systems	$172.76	$46,832.58		
Q19-3611-019	Pacific Data Systems	$174.35	$46,658.23		
Q19-3611-020	SecuriTech Solutions	$2,100.00	$44,558.23		
Q19-3611-021	SecuriTech Solutions-Alarm	$468.00	$44,090.23		
Q19-3611-009	Flame Tree - Email Accts	$2,070.00	$42,020.23	Add (23 users)	
	Electrical (DPW)	$9,000.00	$33,020.23		
	Plumbing issues	$3,000.00	$30,020.23		
	Air Con - Agana - repairs	$7,000.00	$23,020.23		
	Vehicle repairs, etc.	$2,000.00	$21,020.23		
	Repair of small equipment	$3,000.00	$18,020.23		
	Air Con - branches	$7,500.00	$10,520.23		

Guam Public Library System
Fiscal Year 2019 - Requisitions (230)

Sub-Total for Requisitions keyed in	$48,579.77
Additional requisitions	$33,570.00

Grand Total:	$82,149.77

Attachment "6" (Page 2 of 2)

I MINA'TRENTAI KUÅTTRO NA LIHESLATURAN GUÅHAN

2018 (SECOND) Regular Session

LEGISLATIVE SESSION VOTING RECORD

Bill No. 292-34 (COR) As amended on the Floor.	**Speaker Antonio R. Unpingco Legislative Session Hall** **October 4, 2018**					
NAME	**Aye**	**Nay**	**Not Voting/ Abstained**	**Out During Roll Call**	**Absent**	**Excused**
Senator Thomas C. **ADA**	✓					
Senator FRANK B. **AGUON, JR.**					✓	✓
Senator William M. **CASTRO**	✓					
Senator James V. **ESPALDON**	✓					
Senator Fernando Barcinas **ESTEVES**	✓					
Senator Régine Biscoe **LEE**	✓					
Senator Tommy **MORRISON**	✓					
Senator Louise B. **MUÑA**	✓					
Senator Telena Cruz **NELSON**	✓					
Senator Dennis G. **RODRIGUEZ, Jr.**	✓					
Senator Joe S. San **AGUSTIN**	✓					
Senator Michael F.Q. **SAN NICOLAS**					✓	✓
Acting Speaker Therese M. **TERLAJE**		✓				
Senator Mary Camacho **TORRES**					✓	✓
TOTAL:	**10**	**1**			**3**	**3**
	Aye	**Nay**	**Not Voting/ Abstained**	**Out During Roll Call**	**Absent**	**Excused**

CERTIFIED TRUE AND CORRECT:

Clerk of the Legislature

I = Pass

Attachment "7"

I MINA'TRENTAI KUÅTTRO NA LIHESLATURAN GUÅHAN
2018 (SECOND) Regular Session

Bill No. 292-34 (COR)
As amended on the Floor.

*

Introduced by: Dennis G. Rodriguez, Jr.

AN ACT TO *ADD* NEW §§ 43121 AND 43122 TO ARTICLE 1 OF CHAPTER 43, TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO ALLOWING THE USE OF VIDEO TELECONFERENCING APPLICATIONS AT MEETINGS OF GOVERNMENT BOARDS AND COMMISSIONS TO GUARANTEE A QUORUM, FOR CONVENIENCE, AND TO EXPAND THE ELIGIBILITY OF MEMBERSHIP TO THOSE COMMUNITY MEMBERS THAT MAY BE HOMEBOUND; AND ENCOURAGING THE USE OF VIDEO LIVE STREAMING AT MEETINGS IN ORDER TO INCREASE TRANSPARENCY IN GOVERNMENT.

BE IT ENACTED BY THE PEOPLE OF GUAM:

Section 1. Legislative Findings and Intent. *I Liheslaturan Guåhan* finds that a great deal of government inefficiency is due to the lack of a quorum at several, if not all, board and commission meetings. Without a quorum, actions are delayed and pushed back to the next meeting. Meetings are often conducted monthly and these delays result in inefficient methodology. In addition to the concerns about having enough members present to move actions forward, the requirement for physical presence at meetings excludes many in our community from participating in government service. Oftentimes, lack of transportation, physical disability, care-taking responsibilities, and a myriad of other personal life concerns, prevent

members from attending board and commission meetings. In our present day, technology affords an answer. The rapid advance in teleconferencing applications and the improvements in internet access and speed now allow for the use of these applications in our government. Applications such as FaceTime, ZOOM, GotoMeeting and Skype are used extensively in the private sector and used for personal convenience. These applications are now capable of more than just seeing someone's face on a telephone call. These applications now have options to record proceedings, project slides and video to the group, screen sharing, and automatically generate transcripts. One great advantage is these applications are free or cost a minimal monthly fee currently around Fifteen Dollars ($15.00) per month, and can be used across various platforms.

Using these applications will allow members to participate from home, when traveling, and even while parked along the road using their phone.

I Liheslaturan Guåhan further finds that the use of video live streaming, currently used in legislative proceedings, is an effective way of engaging with the community and increases transparency of government operations.

I Liheslaturan Guåhan finds that the time is right to take further advantage of this technology to reduce government inefficiency and to allow greater access to our people and participation in government service.

I Liheslaturan Guåhan therefore intends to allow and encourage government boards and commissions to use video teleconferencing and to develop rules and processes within their bylaws and according to existing statutes, depending on the uniqueness of their missions and functions. There is currently no timeframe for implementation of this process and it is dependent on each board or commission's process and consideration.

Section 2. Use of Video Teleconferencing at Board and Commission Meetings. A new § 43121 is *added* to Article 1 of Chapter 43, Title 5, Guam Code Annotated, to read:

"§ 43121. Use of Video Teleconferencing at Meetings.

(a) Board and commission members may participate in regular and special meetings via video teleconferencing. The board or commission member *shall* submit a written request to participate in regular and special meetings via video teleconferencing to the Chairperson. Such request *shall* be attached to the minutes of said meeting.

(b) Participation via video teleconferencing *shall* meet the requirements for a quorum.

(c) Boards and commissions *shall* develop rules and regulations and education on the use of video teleconferencing for their members, in consultation with the Office of Technology (OTECH) and the Office of the Attorney General, in accordance with their individual missions and functions, and in accordance with existing statute, specifically the Open Government Law, contained in Chapter 8 of this Title.

(d) Executive sessions and due process hearings *shall not* be conducted via video teleconferencing."

Section 3. Use of Live Streaming at Board and Commission Meetings. A new § 43122 is *added* to Article 1 of Chapter 43, Title 5, Guam Code Annotated, to read:

"§ 43122. Use of Video Live Streaming at Meetings.

(a) Boards and commissions may elect to broadcast regular and special meetings via video live streaming applications.

(b) Boards and commissions *shall* develop rules and regulations and education on the use of video live streaming for their members, in consultation

with the Office of Technology (OTECH) and the Office of the Attorney General, in accordance with their individual missions and functions, and in accordance with existing statute, specifically the Open Government Law, contained in Chapter 8 of this Title.

(c) Boards and commissions *shall* provide instructions on how the public can access these video live streams on their meeting notices."

Section 4. Effective Date. This Act *shall* become effective upon enactment.

Guam Public Library System
Library Board Meeting
Thursday, October 18, 2018
Library Technician Supervisor Report

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

- **Libraries Operation and Employee's Schedule:**
  - October 2018 (Library Hours and Library Technician's)
  - *Rose Santiago, Library Technician II, August 30, 2018*
  - Currently on board, a total of (8) Library Technicians to oversee the Library Operation at the (6) Branch Libraries.
  - Coverage at the Main Branch and Children's Library is a priority, should (1) or (2) employees call in sick or is on Annual Leave then one of the Branch Libraries will be closed (see Branch/Employees' Schedule) and "behind the scenes" operations such as cataloging, technical processing, collections inventory, discarding, etc. will remain untouched.
  - To provide a more adequate library institution and to meet the challenges ahead to catch up with the newest technology, print/non-print materials, programs, and to seek other means of funding, GPLS is in need of professional Librarians in the areas of Information Systems, Reference, Cataloging, Programs and Grant Writers. Currently the Library Technicians take on the role of a Librarian.

  Behind the scenes:
  - Importing of existing materials (print/non-print), daily tasks
  - Cataloging and Technical Processing of new/donation materials (print/non-print), daily
  - Overdues (searching shelves)
  - Discarding/Weeding (print/non-print) materials
  - Receiving daily incoming materials for FedDoc's, Serials (Magazines/Newspapers), Digital Talking Books (NLBPH)
  - Indexing (local newspapers/magazines), daily

- **Online Public Access Catalog (OPAC) Workstation: Now available...Friday, June 22, 2018.**

A designated desktop computer/laptop station at the Main Branch/Children's Library including the Branch Libraries is now available for our patrons to find, request, and borrow materials. Signs are posted above the workstations for patron use. http://gpls.guam.gov

Why do we need this station?

1. This kind of service weeds out the reason for the customer's visit to make the work for both, the customer and employee more efficient.
2. There are times when patrons come in and all they want to know is if we have a certain book. The technician is busy on the phone, helping another patron in front of them and this patron is simply inquiring about a certain book.
3. If all the patrons need to do is check our on-line catalog and/or website, they don't need to sign-in just for that.

Here are its benefits:

1. Convenient access.
2. Self-service.
3. Less burden on our short staff.
4. Helps save time and allows the patrons to have the confidence that GPLS is utilizing the latest technologies to improve the customer experience.
5. Increasing customer base.
6. Patrons can request for items through their library account.

OCTOBER 2018 DESK SCHEDULE

	MONDAY (1)			TUESDAY (2)			WEDNESDAY (3)			THURSDAY (4)			FRIDAY (5)			SATURDAY (6)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9 am - 12 pm	JC	SN	TC	FT	FU	CI	BQ	RT	JC	FT	FU	TC	BQ	RT	CI	FT/BQ	JC/SN	RT/CI
12 pm - 3 pm	FT	FU	CI	BQ	SN	RT	FT	FU	TC	BQ	SN	JC						
3 pm - 6 pm	JC (FT)	SN (FU)	TC (CI)	FT (BQ)	FU (SN)	CI (RT)	BQ (FT)	RT (FU)	JC (TC)	FT (BQ)	FU (SN)	TC (JC)		SCAN	FU			
OFF	Bernie						Cindy			Rod			Flo/Steph/Jo					
BRANCHES	(RT-Merizo)			(TC-Agat / JC-Dededo)			(SN-Yona)			(CI-Barrigada)								

	MONDAY (8)			TUESDAY (9)			WEDNESDAY (10)			THURSDAY (11)			FRIDAY (12)			SATURDAY (13)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9 am - 12 pm	BQ	FU	CI	FT	SN	RT	BQ	RT	CI	JC	FU	TC	FT	SN	JC	FT/CI	FU/JC	RT/TC
12 pm - 3 pm	FT	SN	TC	BQ	FU	CI	FT	JC	TC	BQ	SN	RT						
3 pm - 6 pm	BQ (FT)	FU (SN)	CI (TC)	FT (BQ)	SN (FU)	RT (CI)	BQ (FT)	RT (JC)	CI (TC)	JC (BQ)	FU (SN)	TC (RT)		SCAN	FU			
OFF	Jo						Fran			Flo			Rod/Therese/Cindy					
BRANCHES	(RT-Merizo)			(TC-Agat / JC-Dededo)			(SN-Yona)			(CI-Barrigada)								

	MONDAY (15)			TUESDAY (16)			WEDNESDAY (17)			THURSDAY (18)			FRIDAY (19)			SATURDAY (20)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9 am - 12 pm	JC	FU	TC	BQ	SN	RT	FT	JC	CI	JC	FU	TC	JC	RT	TC	FT/BQ	FU/SN	RT/CI
12 pm - 3 pm	BQ	SN	CI	FT	FU	CI	BQ	FU	TC	FT	SN	RT						
3 pm - 6 pm	JC (BQ)	FU (SN)	TC (CI)	BQ (FT)	SN (FU)	RT (CI)	FT (BQ)	JC (FU)	CI (TC)	JC (FT)	FU (SN)	TC (RT)		SCAN	FT			
OFF	Flo						Rod			Bernie			Steph/Fran/Cindy					
BRANCHES	(RT-Merizo)			(TC-Agat / JC-Dededo)			(SN-Yona)			(CI-Barrigada)								

	MONDAY (22)			TUESDAY (23)			WEDNESDAY (24)			THURSDAY (25)			FRIDAY (26)			SATURDAY (27)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9 am - 12 pm	FT	JC	TC	BQ	FU	CI	FT	RT	TC	JC	SN	TC	BQ	FU	CI	FT/BQ	JC/SN	TC/CI
12 pm - 3 pm	BQ	FU	CI	FT	SN	RT	BQ	FU	JC	FT	FU	RT						
3 pm - 6 pm	FT (BQ)	JC (FU)	TC (CI)	BQ (FT)	FU (SN)	CI (RT)	FT (BQ)	RT (FU)	TC (JC)	JC (FT)	SN (FU)	TC (RT)		SCAN	SN			
OFF	Steph						Cindy			Bernie			Jo/Therese/Flo					
BRANCHES	(RT-Merizo)			(TC-Agat / JC-Dededo)			(SN-Yona)			(CI-Barrigada)								

	MONDAY (29)			TUESDAY (30)			WEDNESDAY (31)			THURSDAY (11/1)			FRIDAY (11/2)			SATURDAY (11/3)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9 am - 12 pm	BQ	SN	JC	FT	FU	CI	JC	RT	TC	BQ	SN	RT	JC		TC	FT/BQ	FU/JC	CI/TC
12 pm - 3 pm	FT	FU	GP	BQ	SN	RT	GP	FU	CI	FT	GP	TC						
3 pm - 6 pm	BQ (FT)	SN (FU)	JC (GP)	FT (BQ)	FU (SN)	CI (RT)	JC (GP)	RT (FU)	TC (CI)	BQ (FT)	SN (GP)	RT (TC)		SCAN	SN			
OFF	Therese/Cindy						Bernie/Flo			Jo/Fran								
BRANCHES	(RT-Merizo)			(TC-Agat / JC-Dededo)			(SN-Yona)			(CI-Barrigada)								

HOLIDAY
ALL SOULS

SCHEDULE IS SUBJECT TO CHANGE

NOTE: PLEASE REFER TO YOUR SCHEDULE FOR THE SCANNING; Friday's are closed to the public, please proceed to doing assigned tasks. Phones may be forwarded to 3rd floor should you need to work in that work area.

Library Board Weekly Report
OVERALL
May to September 2018

SERVICES

MAY 2018	AGANA		AGAT	BARRIGADA	DEDEDO	MERIZO	YONA	TOTAL
SERVICES	Main	Children's						
Attendance	5,360	1,218	216	246	567	68	244	7,919
Circulation	918	1,378	124	287	67	11	126	2,911
Registration	30	17	3	2	4	1	5	62
Reference Info / Research	451	45	2	26	71	2	8	605
Online Catalog	-	-	-	-	-	-	-	-
Computer Usage	612	20	12	12	24	2	-	682
MS Word	119	-	-	-	1	-	-	120
ADA	85	-	-	-	-	-	-	85
YA	32	-	-	-	-	-	-	32
Wifi	249	-	-	7	-	-	-	256
Typewriter	2	-	-	-	-	-	-	2
Board Games	6	29	-	6	-	6	6	53
PS4 (Game Console)	-	-	-	-	-	-	-	-
Wii (Game Console)	-	-	-	-	-	-	-	-

JUNE 2018	AGANA		AGAT	BARRIGADA	DEDEDO	MERIZO	YONA	TOTAL
SERVICES	Main	Children's						
Attendance	5,678	1,712	722	219	211	230	270	9,042
Circulation	1,486	2,347	156	202	183	37	85	4,496
Registration	86	85	22	2	6	3	1	205
Reference Info / Research	322	14	1	27	-	-	-	364
Online Catalog	-	-	-	-	-	-	-	-
Computer Usage	638	31	8	14	12	-	12	715
MS Word	7	2	-	-	-	-	-	9
ADA	31	-	-	-	-	-	-	31
YA	58	-	-	-	-	-	-	58
Wifi	206	-	3	4	3	7	1	224
Typewriter	1	-	-	-	-	-	-	1
Board Games	23	50	-	-	-	7	3	83
PS4 (Game Console)	-	-	-	-	-	-	-	-
Wii (Game Console)	3	-	-	-	-	-	-	3

JULY 2018	AGANA		AGAT	BARRIGADA	DEDEDO	MERIZO	YONA	TOTAL
SERVICES	Main	Children's						
Attendance	5,897	1,593	575	269	265	169	167	8,935
Circulation	1,250	1,637	124	234	178	72	26	3,521
Registration	55	23	3	1	7	3	4	96
Reference Info / Research	374	15	8	10	-	-	-	407
Online Catalog	10	3	-	-	-	-	-	13
Computer Usage	648	7	3	8	32	-	8	706
MS Word	-	-	-	-	-	-	-	-
ADA	45	-	-	-	-	-	-	45
YA	42	-	-	-	-	-	-	42
Wifi	182	-	-	5	2	2	7	198
Typewriter	3	-	-	-	-	-	-	3
Board Games	1	96	-	-	-	8	18	123
PS4 (Game Console)	-	-	-	-	-	-	-	-
Wii (Game Console)	-	-	-	-	-	-	-	-

Prepared by: Francine Uncangco, Library Technician II

Library Board Weekly Report
OVERALL
May to September 2018

AUGUST 2018	AGANA		AGAT	BARRIGADA	DEDEDO	MERIZO	YONA	TOTAL
SERVICES	Main	Children's						
Attendance	3,481	1,369	221	204	124	72	202	5,673
Circulation	1,042	1,259	87	179	93	19	38	2,717
Registration	47	16	16	1	1	-	-	81
Reference Info / Research	125	8	15	23	-	-	-	171
Online Catalog	9	3	-	-	-	-	-	12
Computer Usage	136	13	4	11	12	2	7	185
MS Word	-	-	-	-	-	-	-	-
ADA	43	-	-	9	-	-	-	52
GAME ROOM	8	-	-	5	-	-	3	16
Wifi	156	-	-	5	-	2	3	166
Typewriter	-	-	-	-	-	-	-	-
Board Games	-	54	-	-	-	3	-	57
PS4 (Game Console)	-	-	-	-	-	-	-	-
Wii (Game Console)	-	-	-	-	-	-	-	-

SEPTEMBER 2018	AGANA		AGAT	BARRIGADA	DEDEDO	MERIZO	YONA	TOTAL
SERVICES	Main	Children's						
Attendance	2,874	1,057	397	192	133	40	289	4,982
Circulation	1,037	1,265	106	187	142	17	52	2,806
Registration	64	16	37	3	7	-	2	129
Reference Info / Research	142	36	5	12	-	-	-	195
Online Catalog	11	2	-	1	-	-	-	14
Computer Usage	87	18	3	13	11	-	10	142
MS Word	4	-	6	-	-	-	-	10
ADA	25	-	-	-	-	-	-	25
GAME ROOM	2	-	-	-	-	-	-	2
Wifi	178	-	-	5	-	2	-	185
Typewriter	-	-	-	-	-	-	-	-
Board Games	-	22	-	-	-	1	-	23
PS4 (Game Console)	-	-	-	-	-	-	-	-
Wii (Game Console)	-	-	-	-	-	-	12	12

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Doc. No. 34GL-88-2478.

Library Board Weekly Report
Registration and Library Materials (Print/Non-Print)
FY 2018

REGISTRATION

	In Active	Launched New Borrowers Card, April 9, 2010 / 24757**********														
Branch	2009	2010 - 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	SUBTOTAL	TOTAL
Agana	36,630	9,250	98	56	52	70	72	56	44	31	86	55	49	60	632	9,882
Children's Library	-	1,219	51	14	11	24	30	29	22	24	85	32	16	16	304	1,523
Agat	1,615	610	14	1	2	3	1	1	1	3	-	1	16	37	44	654
Barrigada	1,151	694	2	1	0	1	2	4	6	2	2	1	1	2	23	717
BKM	1,625	1,078	0	0	0	-	-	-	-	-	-	-	-	-	-	1,078
Dededo	5,433	933	2	7	6	4	6	-	1	4	6	7	1	7	48	981
Merizo	971	239	0	0	0	-	1	1	-	1	3	3	-	-	10	249
Yona	1,025	283	2	2	2	2	-	1	1	6	1	2	-	2	19	302
TOTAL	**48,450**	**14,306**	**114**	**85**	**73**	**104**	**112**	**92**	**75**	**71**	**183**	**101**	**83**	**124**	**1,217**	**15,386**

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	SUBTOTAL	TOTAL
Agana	112,431	423	100	318	103	108	106	90	103	139	197	78	132	1,897	114,121
Agat	35,533	80	52	29	16	8	17	21	37	28	-	11	26	325	35,922
Barrigada	35,627	884	48	31	17	20	56	47	20	13	99	3	17	1,255	36,872
Bookmobile	4,981	-	-	-	-	-	-	-	-	-	-	36	13	49	4,981
Dededo	38,589	154	53	43	29	29	21	24	11	5	97	4	20	490	39,055
Merizo	25,068	55	37	22	9	13	41	17	16	10	74	10	18	322	25,362
Yona	20,458	47	34	55	14	10	31	16	26	11	98	8	23	373	20,800
Total	**272,687**	**1,643**	**324**	**498**	**188**	**188**	**272**	**215**	**213**	**206**	**565**			**4,312**	**277,113**

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	SUBTOTAL	TOTAL
Agana	19,037	-	-	248	1	-	100	-	-	-	-	-	43	392	19,385
Agat	265	-	-	7	-	-	1	-	-	-	-	-	5	13	273
Barrigada	209	-	-	8	-	-	2	-	-	-	-	-	6	16	219
Bookmobile	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Dededo	348	-	-	5	-	-	-	-	-	-	-	-	5	10	353
Merizo	112	-	-	3	-	-	-	-	-	-	-	-	5	8	115
Yona	142	-	-	4	-	-	-	-	-	-	-	-	5	9	146
Total	**20,114**	**-**	**-**	**275**	**1**	**-**	**103**	**-**	**-**	**-**	**-**	**-**	**69**	**448**	**20,492**

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Library Board Weekly Report
Registration and Library Materials (Print/Non-Print)
FY 2018

FY 2017: COLLECTIONS - ARCHIVES (Barcode/Accession)

MAIN BRANCH	PREV 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	SUBTOTAL	TOTAL
	41,507														41,507
Legislature		-	-	-	-	-	92	59	75	-	63	-	-	289	289
Photographs	14,918	-	-	-	-	-	362	-	-	390	500	281	638	2,171	16,170
Print (Books)	-	-	-	-	1	-	35	33	-	5	-	-	-	74	90
Magazines (Guam/Pacific)	7	-	-	13	88	2	9	-	-	-	-	-	-	112	220
Newspapers (Guam/Pacific)	-	8	-	-	-	2	-	44	-	55	101	-	44	254	239
Vertical Files	235	61	-	20	-	-	290	121	-	68	97	-	34	691	1,021
Total	**41,507**	**-**	**-**	**-**	**-**	**-**	**367**	**257**	**75**	**518**	**761**	**281**	**716**	**2,975**	**59,536**

FY 2017: COLLECTIONS - SERIALS (Barcode/Accession)

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	SUBTOTAL	TOTAL
Agana	810	9	7	20	88	13	43	103	119	60	140	74	78	754	1,564
Agat	34	-	-	2	1	1	1	2	6	-	4	-	2	19	53
Barrigada	29	-	-	9	-	-	-	9	6	-	4	-	2	30	59
Bookmobile	-	-	-	1	-	-	-	-	-	-	-	-	-	1	2
Dededo	43	1	-	1	1	1	-	1	5	-	4	-	2	16	59
Merizo	38	1	-	-	-	1	-	2	-	-	3	-	2	9	47
Yona	24	1	-	2	-	-	-	2	-	-	3	-	2	10	34
Total	**978**	**12**	**7**	**35**	**90**	**16**	**44**	**119**	**136**	**60**	**158**	**74**	**88**	**839**	**1,817**

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