*Sesteman Laibirihan Pupblekon Guåhan*
**GUAM PUBLIC LIBRARY SYSTEM**
**Government of Guam**

Lourdes A. Leon Guerrero
***Maga'håga***

Joshua F. Tenorio
***Sigundo Maga'låhi***

R. Arlene Santos
***Acting Director***

December 19, 2019

35GL-19-1364
Speaker Tina Rose Muña Barnes

DEC 3 0 2019
Time 12:18 ( )AM (/)PM
Received By: Alon

The Honorable Lourdes A. Leon Guerrero
Maga'håga
Governor's Complex
Adelup, Guam 96910
**(via email: centralfiles@guam.gov)**

**Reporting Requirements**

Håfa Adai! Attached is the Guam Public Library Systems (GPLS) Board of Director packet for their meeting of December 18, 2019. This transmittal meets the requirements outlined in Public Law No. 31-233.

Copies of the board packet are also being provided to the Speaker of the 35th Guam Legislature, and to the Office of the Public Auditor along with a CD audio recording of the meeting.

Should you have any questions, or require additional information I can be contacted at (671)300-9299 or email me at r.arlene.santos@guam.gov.

2019 DEC 30 PM 3:04

Senseramente,

**R. ARLENE SANTOS**, Acting

Attachments: A) Board Packets for the Governor and Speaker of the 35th Guam Legislature (Audio file)
B) Board Packet and Audio to the Guam Public Auditor

Cc: Office of Public Accountability
Speaker, 35th Guam Legislature

1364

*Sesteman Laibirihan Pupblekon Guåhan*
**GUAM PUBLIC LIBRARY SYSTEM**
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R. Arlene Santos
*Acting Director*

# Guam Public Library System Board
# Regular Board Meeting – December 18, 2019
# 3:30 p.m.

## AGENDA

**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES – MEETING OF MAY 1, 2019**

**III. CHAIRMAN'S REPORT**

**IV. DIRECTOR'S REPORT**

**V. CORRESPONDENCE**

1. State of Affairs of GPLS - July 24, 2019
   - Memo regarding completed employee position descriptions
   - Emails regarding inquiry on recruitment of Building Custodian Leader
2. Memo to BBMR – Request to Release Allotments in Reserve FY2019 - July 24, 2019
3. Memo to BBMR - Shortfall on FY2020 Budget for GPLS - August 5, 2019
4. GPLS Strategic Plan - September 27, 2019
5. GPLS Agency Presentation for CHamoru Heritage and Cultural Advancement - October 21, 2019
6. Letter from Senator Kelly Marsh (Taitano) regarding input from GPLS on the Hagatna Restoration and Redevelopment Authority, Hagatna Master Plan
   - Reply from GPLS Director – November 13, 2019
   - Memo from Lasia Casil, Executive Director of HRRA
   - Letter from Senator Marsh regarding input on the Hagatna Master Plan
7. Budget: FY2021

**VI. OLD BUSINESS**

1. Board Stipend
2. Financial Expenditures

**VII. NEW BUSINESS**

1. Election of Officers
   - Chairman
   - Vice-Chairman
   - Secretary/Treasurer



Doc. No. 35GL-19-1364.*

**VIII. OPEN DISCUSSION**

**IX. NEXT BOARD MEETING _____**

**X. ADJOURNMENT**

**Guam Public Library System**
**Regular Board Meeting**
**May 1, 2019**
**3:30 p.m.**

## MINUTES OF MEETING

**I. Call Meeting to Order:** Meeting was held at the Guam Public Library System first floor Study Room and was called to order by Mr. William Sarmiento, Vice-Chairman of the Board on May 1, 2019 at 4:06 p.m.

**A. Roll Call**

Present: Mr. Kyle Mandapat, Chairman; Mr. William Sarmiento, Vice Chairman; Mr. Krishnan Seerengan, Secretary/Treasurer; Mrs. Marissa Mears, Member-at-Large; Sandra Stanley, Administrative Officer; Teresita Kennimer, Library Technician Supervisor of GPLS.

Mr. Seerengan asks all members to take a tour of the Hagatna library facility before they officially begin the meeting. They started their tour on 3rd floor processing area, 2nd floor reference, the Guam Room, Federal Docs area and the Administrative Unit. I was unable to record the tour as some of the members separated during the tour into the different areas.

4:35 – Tour ended and members reconvened back to the study room to officially begin their meeting.

Per Mr. Mandapat, Mrs. Mears will work on putting a list together of improvements and recommendations based on what the board saw from the tour.

**II. Approval of Meeting Minutes of April 10, 2019 GPLS Board Meeting**

Board meeting minutes of April 10, 2019 were emailed to all board members. Mr. Sarmiento, Vice-Chair makes a motion to approve the minutes and Mrs. Mears seconded the motion to approve the minutes. The remaining members were all in favor.

**III. Reports**

**Administrative Officer's Report**

**All member's provided with (3) Attachment of Reports**

a) TEFF account is still short by $423,990, and to date there are still no monies coming in. Once the monies start coming into Department of Revenue and Taxation is when they will be disbursed to the departments with the shortfall.

b) All members were provided by Ms. Stanley copies of the FY2020 budget that was submitted to BBMR.

*Mr. Seerengan states in regards to attachments numbers (2) for power and (3) for water, if the department anticipates spending less than what was budgeted for with the utilities, then we should move the money to other object categories than rather have it returned back to the government again as what has happened in the past. He further states the board has the power to issue that directive.*

*Ms. Stanley replied that the department cannot touch or move the money and if that is the direction the board wants to take they must write a letter to the Governor requesting that. She advises members that she cannot do it. It must come from the board.*

**Library Technician Supervisor's Report**

**All Member's provided with Monthly Statistical reports and employee schedules.**

a) Library Technicians and volunteers are handling all literacy programs.
b) The library is still in dire need of additional staff and a Librarian.
c) Ms. Kennimer thanked the board for their support and attendance last month in April of all the National Library Week festivities held.
d) Summer Reading Program (SRP) registration begins on Monday, May 6, 2019 with kick-off on June 8, 2019. Wrap up party will be held at the Hagatna branch location on Saturday, July 7, 2019.
e) Book Sale will be held sometime in August. There is no definite date set. Details will be forthcoming and announcements will soon be made on the library accepting donations.

## IV. Old Business

1.) Fines and Fee's account. Chairman Mandapat asks if the board was provided with a breakdown of expenses. Ms. Stanley provides to them a separate attachment in the meeting. This was not a part of the board packet.

Discussion went on further regarding the balances and available monies in the different object classes. Mr. Mandapat announced that moving forward the department is to get the board approval before funds can be used from the Fines and Fee's account and is to provide at every board meeting updated expenditures. All the expenditures in the past from this account should have had board approval.

*Mr. Seerengan says the GPLS website is also reporting another special account which is a Gift and Fundraising account and why is the board not being informed of this other account.*

*Ms. Stanley advised Mr. Seerengan and the rest of member's they never inquired on the other special account. She also explained that the former board Chairmen, Mr. R. Quitugua and Mr. John Sarmiento did approve the use of funds and at one point, and the*

*library did not have a board in place for one year. All expenditures and requisitions were approved by the sitting President of DCA at the time. She will provide to the members by tomorrow the expenditures on both accounts.*

*Mr. Seerengan replies that we need to be more transparent to the board of all accounts. We need to provide a full expenditure report. How much was budgeted, how much was spent, any shortfalls or lapses, etc...He goes on to say that when the public or a business donates money to the library, we need to make sure we are using it for its intended purpose. The board is accountable and has to answer to the public. It will be the board in front of a judge should GPLS get sued. We are not being transparent and forthcoming.*

*Chairman Mandapat advises that as Treasurer of the board, Mr. Seerengan is to continue working with Ms. Stanley in acquiring all the information he needs in regards to the accounting and expenditures.*

2) American Library Association (ALA). Mr. Seerengan advises for GPLS to become active members again with ALA.

3) Board Stipend. Mr. Seerengan recommends that it's only fair that the existing board members get paid out a stipend for this current fiscal year 2019. He believes that the funding is there to pay out the stipends. For some long members have not been paid stipend and then at the end of the fiscal year monies are being returned back to the general fund. Chairman agrees with Mr. Seerengan and says that based on the information on the account balances, there is money to pay out the stipends.
*(correction on item no. 3, members made a resolution to approve for the payment of board stipend)*

## V. Open Discussion

1.) Mr. Sarmiento makes a motion to bring down the television from the administration office to use in either the children's library or the first floor main area. Mrs. Mears seconded the motion. Currently, the television is not being used in the administration office and could be used downstairs for advertising and/or marketing of programs, hours of operation and use it for educational purposes.

2.) Chairman Mandapat advises that since there is money in the accounts we need to proceed in a purchase order for supplies. It has been brought to his attention that employees of GPLS have been using their own personal funds to buy supplies for the department. The department was budgeted the monies and therefore should be using it for its intended purpose and not holding onto them.

*Ms. Stanley advises members that per BBMR, the department is to be frugal with their spending. She informs the board they need to write a letter to the Governor requesting to use the monies.*

3.) Mr. Seerengan received a report from the building custodian leader of on-going maintenance issues that are not being addressed. He further states the department is receiving funding yet we are not taking care of these issues. Chairman Mandapat asks that copies be provided to the rest of the board members to further look into.

**VI. Next Meeting:** May 22, 2019 at 3:30 p.m. at the Hagatna Library

**VII. Adjournment:** Motion was made by Mrs. Mears to adjourn the meeting. Motion seconded by Mr. Seerengan.

Meeting was adjourned at 5:35 p.m.

Approved by: _____
Kyle R. Mandapat, Chairman

Date: 12.18.19

Countersigned by: _____
June M. Aflague, Administrative Assistant

/ja




**Executive Order No. 2019-14 and the making of this report comes at a time when the Guam Public Library System marks its 70 years of service on Guam as the hallmark in promoting knowledge and cultural evolution.**

# A REPORT TO THE MAGA'HÅGA
## AND THE MAGA'LÅHI
### ON THE STATE OF AFFAIRS OF
## THE GUAM PUBLIC LIBRARY SYSTEM

SUBMITTED BY

**R. ARLENE SANTOS**
SPECIAL ASSISTANT TO THE GOVERNOR
July 24, 2019

Doc. No. 35GL-19-1364.*

**ISLAND OF GUAM**
**OFFICE OF THE GOVERNOR**
**HAGÅTÑA, GUAM 96932**
**U.S.A.**

Executive Order No. 2019-14

**RELATIVE TO THE RESTABLISHMENT OF THE GUAM PUBLIC LIBRARY SYSTEM AND THE GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY**

**WHEREAS,** it is the duty of the Governor under Sections 1422c(c) of the Organic Act of Guam to examine from time to time the structure of the Executive Branch and determine and effect such changes as are necessary to promote effective management; and

**WHEREAS,** the Guam Public Library System and the Guam Council on the Arts and Humanities Agency was consolidated into the Department of CHamoru Affairs as part of a government reorganization under Reorganization Advisory No. 6 issued on October 6, 2011; and

**WHEREAS,** the Government of Guam is charged with the important responsibility, through the Council on the Arts and Humanities, of nurturing culture and the arts, including providing programs and a platform that enables artistic expression; and

**WHEREAS,** the Guam Public Library System must consider initiatives to better foster literacy through the usage of both traditional media as well as technology; and

**WHEREAS,** these priorities would be best achieved with these entities organized by their enabling laws; and

**WHEREAS,** in recognition of these priorities, it is determined that Guam Public Library System and the Council on the Arts and Humanities should be re-established as separate entities.

**NOW, THEREFORE, I, LOURDES A. LEON GUERERRO,** *Maga'hågan Guåhan*, Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam, as amended, and the laws of Guam, do hereby rescind Reorganization Advisory No. 6 in its entirety.

Signed and Promulgated at *Hagåtña*, Guam, this 21st day of June, 2019.

LOURDES A. LEON GUERERRO
*Maga'hågan Guåhan*
Governor of Guam

Attested by:

JOSHUA F. TENORIO
*Sigundo Maga'låhen Guåhan*
Lieutenant Governor of Guam

Office of the Governor of Guam
Adelup, Guam 96932
TEL: (671) 472-8931 • FAX: (671) 477-4826 • EMAIL: gov@guam.gu

Felix Perez Camacho
*Governor*

Kaleo Scott Moylan
*Lieutenant Governor*

APR 29 2003

Office of the Speaker
Vicente (Ben) C. Pangelinan

APR 30 2003

TIME: 3:09 ( )AM (•)PM
RECEIVED BY:

The Honorable Vicente C. Pangelinan
Speaker
*Mina'Bente Siete Na Liheslaturan Guåhan*
Twenty-Seventh Guam Legislature
155 Hesler Street
Hagåtña, Guam 96910

Dear Speaker Pangelinan:

Transmitted herewith is Bill No. 33 (COR), "AN ACT TO *ADD* A NEW SUBSECTION (d) TO § 3122 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO MINIMUM QUALIFICATIONS FOR DIRECTOR OF THE GUAM LIBRARY SYSTEM," which I have signed into law on April 26, 2003 as Public Law 27-13.

Sincerely,

FELIX P. CAMACHO
*I Maga'Lahen Guåhan*
Governor of Guam

Attachment: copy attached of signed bill

cc: The Honorable Tina Rose Muña-Barnes
Senator and Legislative Secretary

Document No. 03-02169/1c

267

**I MINA'BENTE SIETE NA LIHESLATURAN GUÅHAN**
**2003 (FIRST) Regular Session**

**CERTIFICATION OF PASSAGE OF AN ACT TO *I MAGA'LAHEN GUÅHAN***

This is to certify that Bill No. 33 (COR), **"AN ACT TO *ADD* A NEW SUBSECTION (d) TO §3122 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO MINIMUM QUALIFICATIONS FOR DIRECTOR OF THE GUAM LIBRARY SYSTEM,"** was on the 11th day of April, 2003, duly and regularly passed.

**vicente (ben) c. pangelinan**
**Speaker**

Attested:

**Tina Rose Muña-Barnes**
**Senator and Legislative Secretary**

---

This Act was received by *I Maga'lahen Guahan* this 15 day of April, 2003, at 5:30 o'clock P .M.

Assistant Staff Officer
*Maga'lahi's* Office

APPROVED:

FELIX P. CAMACHO
*I Maga'lahen Guahan*

Date: April 26, 2003

Public Law No. 27-13

MINA'BENTE SIETE NA LIHESLATURAN GUÅHAN
2003 (FIRST) Regular Session

**Bill No. 33 (COR)**
As amended on the Floor.

Introduced by: L. A. Leon Guerrero
C. Fernandez
F. B. Aguon, Jr.
J. M.S. Brown
F. R. Cunliffe
Mark Forbes
L. F. Kasperbauer
R. Klitzkie
J. A. Lujan
T. R. Muña-Barnes
J. M. Quinata
v. c. pangelinan
R. J. Respicio
Toni D. Sanford
Ray Tenorio

**AN ACT TO *ADD* A NEW SUBSECTION (d) TO §3122 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO MINIMUM QUALIFICATIONS FOR DIRECTOR OF THE GUAM LIBRARY SYSTEM.**

BE IT ENACTED BY THE PEOPLE OF GUAM:

**Section 1. Legislative Intent.** In our community, every one of all ages must develop information literary skills if they are to prosper in the new global information economy. Libraries and Librarians are critical to this effort. Librarians are key partners in enhancing, teaching and learning and have valuable expertise in how to build information-literate communities. Librarians are the ultimate search engine. They know how

to find the best information whether it is in a book, video, a pamphlet or on a website. Teaching others how to find and evaluate information is a unique skill that Librarians bring to a society suffering information overload. Our community must address the new challenge of information literacy. To achieve these goals, it is essential that the Director of the Guam Public Library be a qualified Librarian. Therefore, it is the intent of *I Mina'Bente Siete Na Liheslaturan Guåhan* to mandate minimum qualifications for the Director of the Guam Public Library.

**Section 2. A new subsection (d) is hereby *added* to §3112 of Title 5, Guam Code Annotated, to read:**

"**(d) (1) Qualifications for Director.** The Director must have earned a Master's Degree in Library Science or Library and Information Science (MLS or MLIS) from an institution accredited by the American Library Association (ALA), have a minimum of five (5) years progressively responsible Library supervisory experience in which the minimum of three (3) years of Library experience must be post degree. The Director must have extensive knowledge of a full range of Library services; strong customer service orientation; ability to work independently and in collaboration with others; strong information technology skills; competent in fiscal management and budgeting; experience with integrated Library automation systems; effective oral and written communication skills; ability to work some evenings and weekends; flexibility and ability to adapt to a changing environment; demonstrate the ability and/or interest in working in a multiethnic and multicultural environment.

**(2) Primary Job Duties.** The Guam Public Library Board shall develop and the Guam Civil Service Commission shall approve primary job duties and responsibilities for the Director of the Guam Public Library using the standards from the American Library Association. Such duties and responsibilities shall be in place within three (3) months of enactment of this Act."

**Section 3. Severability.** *If* any provision of this Law or its application to any person or circumstance is found to be invalid or contrary to law, such invalidity shall *not* affect other provisions or applications of this Law which can be given effect without the invalid provisions or application, and to this end the provisions of this Law are severable.

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**SPECIAL COMMENDATION**

**AGREDESIMENTO**

# PART I: BACKGROUND INFORMATION: HISTORY and LEADERSHIP

**This year is the 70th Anniversary of the Guam Public Library Services (GPLS).**

## A. EXECUTIVE DIRECTION

**Executive Order No. 2019-14: Establishment of the Guam Public Library System as a Separate Entity**

On June 21, 2019, Maga'håga Lourdes Leon Guerrero signed Executive Order No. 2019-14 that officially established The GPLS as a separate entity.

In line with this decision, the Maga'håga detailed Ms. R. Arlene Santos as her Special Assistant to the Governor to GPLS. This assignment was for Ms. Santos to:

(1) Produce a report on the State of Affairs of the GPLS and offer recommendations that can be used as guidance on how the entity should move forward under its designated status through Executive Order No. 2019-14; and

(2) To take initiative and action in attending to matters that requires immediate attention.

## B. EVOLUTION at a GLANCE

| DATE | EVOLUTION of LIBRARY |
|---|---|
| **January 31, 1949** | The Guam Public Library opens as a Division of the Department of Education in 2 Quonset huts at the Agana Azotea |
| **June 1949** | Named: The Nieves M. Flores Memorial Library |
| **1953** | Bookmobile service begins in a panel truck |
| **1954** | **P.L. 02-107: Becomes Independent Government Agency (**breaks off from control of the Naval Command) |
| **1960** | Relocated to 1st Floor, Old Guam Administration Building |
| **1968** | Expanded to 2nd Floor |
| **1979** | Expanded to 3rd Floor |
| **1980s** | Bookmobile upgraded from the panel truck to a bus |
| **1993** | Library purchases a new bookmobile bus; this became inoperable in 2013 |
| **October 6, 2011** | Downgraded from a Department level to a Division of CHamoru Affairs (Reorganization Advisory No. 6, by Governor Edward B. Calvo) |
| **June 21, 2019** | Governor Lourdes Leon Guerrero signs Executive Order No. 2019-14 re-establishing GPLS as a separate entity. |

## C. LEADERSHIP

The historical evolution of the Leadership at the GPLS is important to know. As you review the charts given you will see that with the exception of the leadership tenure of Ms. Magdalena S. Taitano (21 years) and Ms. Cristina Watson (2 years) GPLS has had no Director (Librarian) to lead the organization since its opening in 1949.

**●Gubernatorial appointments prior to Public Law 27-13 (1949 to 2003):**

| NAME | TENURE | TOTAL TIME SERVED |
|---|---|---|
| 1. Lucille Woelfl | 1949-1960 | 11 years |
| 2. Magdalena S. Taitano | 1960-1961( left to further education) | 1 year |
| 3. Carmen Iglesias | 1961-1962 | 1 year |
| 4. George H. Droste | 1962-1965 | 3 years |
| **5. Magdalena S. Taitano** | **1966-1987**(obtain Collegiate degree in Library Services and became the first certified Librarian**)** | **21 years** |
| 6. Frank R. San Agustin | 1987-1994 | 7 years |
| 7. Cecilia L. Salvatore | 1994-1995 | 1 year |
| 8. Christine Scott-Smith | 1995-2002 | 7 years |
| 9. Cecilia Orot | January 2003 | May 2003 |

**PASSAGE OF P.L. 27-13 (Qualifications for the Director (Librarian)**

As Senator of the Twenty-seventh Guam Legislature, Maga'håga Lourdes Leon Guerrero introduced Bill No.33 which proposed to mandate the minimum qualifications for the Director of the Guam Public Library. The bill was passed by the 27th Guam Legislature on April 11, 2003 and became Public Law 27-13 on April 26, 2003.

This statute specifically set the duties and responsibilities for the Director (Librarian) of the GPLS.

Since then, the GPLS has had the following appointees occupying this employment position in the unclassified service of the government of Guam:

**●Gubernatorial Appointments subsequent to P.L. 27-13:**

| NAME | TYPE OF APPOINTMENT/ TENURE | TOTAL TIME SERVED | REASON FOR LEAVING | QUALIFICATIONS |
|---|---|---|---|---|
| **Arlene Cohen** | **Gubernatorial: UOG Librarian placed temporarily at GPLS / (June -July 2003)** | **1 month** | **Return to Regular Employment at UOG** | **UOG Professor/Librarian** |
| Teresita Kennimer | Gubernatorial Detail Appointment/ (July 2003-April 2004) | 1 year | Detail assignment expired | Employed at GPLS as Library Tech. Supvr. (Not Qualified: PL 27-13) |

| | | | | |
|---|---|---|---|---|
| Bernadette Stern-Meno | Gubernatorial Appointment/ (April-June 2004) | 2 months | Gubernatorial Appointment: Camacho Administration | (Not Qualified per PL 27-13) |
| **Cristina Watson** | **Gubernatorial Appointment (July 2004-March 2006)** | **1 year 8 months** | **Military Dependent: (relocation of family)** | **Qualified per P.L. 27-13** |
| **[**Teresita Kennimer**]** | Feb 20-March 5, 2006-April 2007) | Fill-in during absence of Librarian | Gubernatorial appointment made | Employed at GPLS as Library Tech. Supvr. (Not Qualified: PL 27-13) |
| Shirley Mabini | Gubernatorial Appointment (April 2007-June 2007) | 2 months | Personal | Library Board Member |
| Connie Mendiola | June-Sept. 2007 | 3 months | Returned to Regular Employment position at the Guam Air Port Authority | Gov's Staff Asst.- (Not Qualified per PL 27-13) |

## D. REORGANIZATION OF THE GPLS:

GPLS saw itself being downgraded from a Department level to a Division under the Department of CHamoru Affairs (DCA) under Governor Edward B. Calvo's Reorganization Advisory No. 6 dated October 6, 2011.

This move appears to have made no significant improvements in moving the entity forward. Rather, it seems it may have continued to hinder its progress for the direct leadership remained lacking.

For those years, one continues to see GPLS' Library Technician Supervisor and the Administrative Officer take turns overseeing the direct purview of the entity.

**●Gubernatorial Appointments to Director of DCA**

| NAME | TYPE OF APPOINTMENT/ TENURE | TOTAL TIME SERVED | REASON FOR LEAVING | QUALIFICATIONS |
|---|---|---|---|---|
| **Joseph Cameron** | Gubernatorial Appointment: (2012-2016) | 4 years | End of Gubernatorial appointment | (Not Qualified per PL 27-13) |
| **Johnny Sablan** | Gubernatorial Appointment (2016-2018) | 2 years | End of Gubernatorial Appointment | (Not Qualified per PL 27-13) |
| **Ann Marie Arceo** | Gubernatorial Appointment: (January 7, 2019 to Present) | 6 months | Appointment current | (Not Qualified per PL 27-13) |

# FINDINGS:

## NO DIRECTOR (LIBRARIAN)

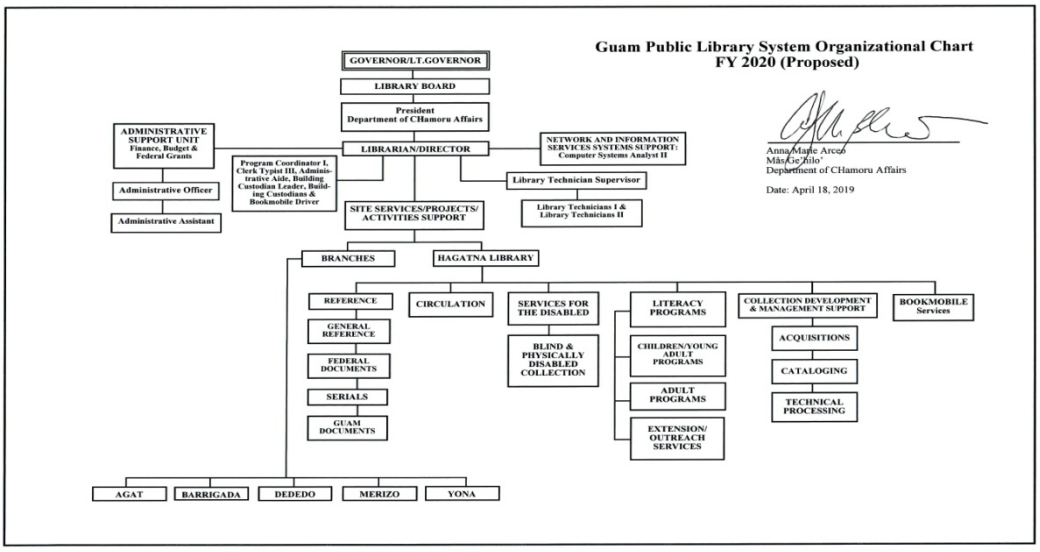
**GPLS has had No Director (Librarian) for 39 of its 70 years in operation since opening on January 31, 1949.**

As mentioned earlier, there have only been 2 appointed individuals who qualified for the position of Director (Librarian) since the opening of GPLS in 1949:

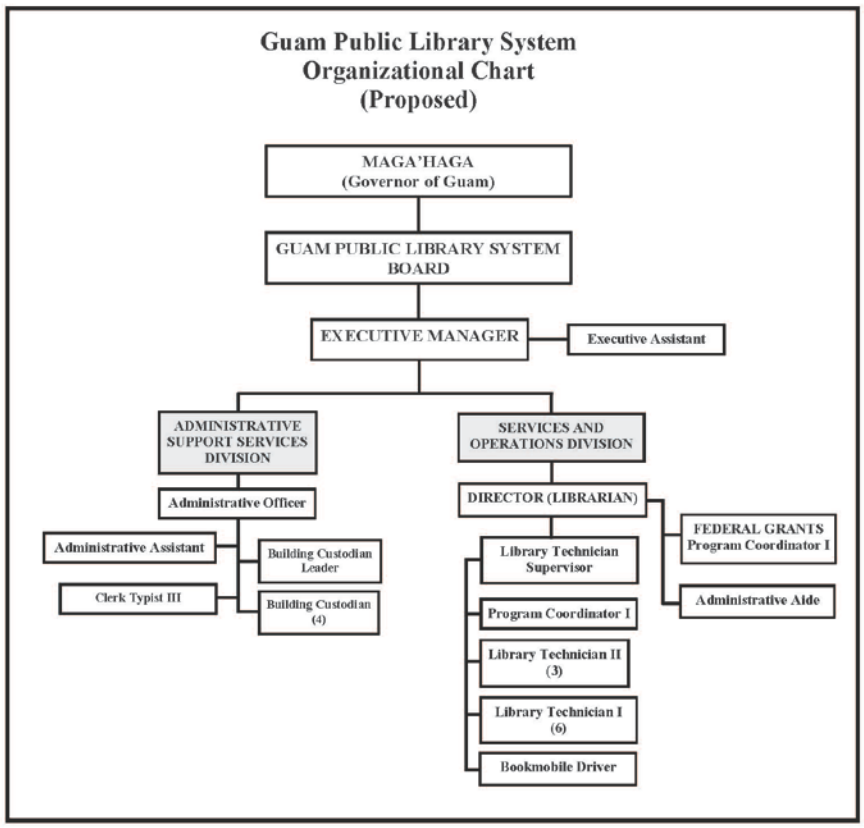
1. Ms. Magdalena S. Taitano (1966-1987)
2. Ms. Cristina Watson (July 2004-March 2006)

# PART II: THE ORGANIZATIONAL CHART

## A. EXISTING PROPOSED ORGANIZATIONAL CHART SUBMITTED FOR FY 2020 BUDGET SUBMISSION:




## B. UPDATED PROPOSED ORGANIZATIONAL CHART FOR FY 2020 BUDGET SUBMISSION:




The initial submission on the proposed budget for FY 2020 (dated April 18, 2019) does not reflect the organizational make-up of GPLS. The Updated Organization Chart (dated July 24, 2019) does correctly describe the organizational make-up of GPLS.

# PART III: THE GPLS BOARD

## A. COMPOSITION OF THE BOARD

The Composition of the Board of the GPLS lists seven (7) members to be appointed by the Governor with the advice and consent of the Legislature:

(1) Full-time student;
(1) Librarian throughout the term of appointment;
(1) Teacher throughout the term of appointment;
(1) Shall be employed in the field of Technology throughout the term of appointment;
(1) Shall be a business owner or a senior manager employed with a private business throughout the term of appointment; and
(2) At-large appointments

(1) 5GCA, Ch. 80,§80106

## B. CURRENT MAKE-UP OF THE BOARD OF THE GPLS

There are currently only 4 members filling the following positions:

| Name | Term | Expiration Date | Appointment Type |
|---|---|---|---|
| Mandapat, Kyle R., Chairman | 2nd term: 4 years | June 29, 2020 | Business |
| Sarmiento, William Q., Vice-Chairman | 1st Term: 4 yrs. | June 29, 2020 | Teacher |
| Seerengan, Krishnan, Secretary/Treasurer | 2nd Term: 3 yrs. | June 29, 2019 | Librarian |
| Mears, Marissa, Member-at-Large | 1st Term: 3 yrs. | June 29, 2019 | Member-at-Large |
| **VACANT** | 1st Term: 2 yrs. | | Information Technology |
| **VACANT** | 1st Term: 2 yrs. | | Member-at-Large |
| **VACANT** | 1st Term: 1 yr. | | Full-time Student Member |

## FINDINGS:

### 1. APPOINTMENTS

There are currently only four (4) board members. Two (2) of those members' term has expired.

**It is not known why the GPLS has not had a full complement of Board members since 2003.**

As you review the following chart, you will see that since 2003, GPLS has had no more than five (5) Board members. The chart also shows that from 2009-2013, the membership diminishes to losing board members to expirations of their appointments. Throughout this period, a search for information was unsuccessful in showing that any effort was made to replace or appoint new members.

| Year | No of Members | Remarks |
|---|---|---|
| 1998 | 6 | |
| 1999 | 7 | |
| 2000 | 7 | |
| 2001 | 7 | |
| 2002 | 7 | |
| 2003 | 5 | |
| 2004 | 5 | |
| 2005 | 5 | |
| 2006 | 5 | |
| 2007 | 5 | |
| 2008 | 4 | expiration of (1) member |
| 2009 | - | expiration of (2) members |
| 2010 | - | expiration of (1) member |
| 2011 | - | expiration of last member |
| 2012 | No board in place | |
| 2013 | No board in place | |
| 2014 | 5 | |
| 2015 | 4 | |
| 2016 | 4 | |
| 2017 | No board in place | expiration of (2) members |
| 2018 | 4 | |
| 2019 | 4 | |

### 2. UNDERSTANDING OF ROLES AND RESPONSIBILITIES

It appears the members do not fully understand their importance to GPLS and the powers and authorities they have in the Administration, Management and Operations of the organization as appointed members by the Governor and confirmed by the Legislature.

It is also not clear why the Board did not allow themselves to become more informed about the state of affairs of GPLS and get themselves more involved in participating in the decision-making processes that affect the direction that they aspire for GPLS.

Because of this void, they have basically been yielding to the Library Technician Supervisor and the Administrative Officer for organizational decisions that require their involvement.

## 3. STIPENDS

Statute allows the GPLS Board to receive a $50 stipend for (1) regular and (1) special meeting monthly. The GPLS has not made payments to members for attending board meetings since 2002. Records show that stipends for Board members were not budgeted after 2002.

This item is included in the FY 2020 budget submitted.

## 4. INDIVIDUALS INTERESTED IN SERVING AS BOARD MEMBERS

Ms. Nicole Nelson, an employee of the Office of Technology, Government of Guam, is interested in serving.

# PART IV: STAFFING

## A. PERSONAL INTERVIEWS with EMPLOYEES

The first order of business on this gubernatorial detail assignment was to provide all employees the opportunity to meet with Ms. Santos. The interviews were focused on their individual work assignments—their understanding, any issues they may have, and anything they would like to address regarding their respective jobs in terms of what they do and their sentiments about working at GPLS.

## B. REVIEW OF POSITION DISCRIPTION QUESTIONAIRE (PDQ)

The employees were asked to complete the PDQs provided by the Department of Administration. This was done in order to determine:

1. Do the employees understand their duties and responsibilities as outlined in their respective Job Standards?
2. Are there employees functioning below, at or above their respective Job Standards?
3. Is there a need for a full or partial audit of the employment positions at GPLS?

**(***See* **ATTACHMENT 1: Letter of Request for Review to the Department of Administration)**

## FINDINGS:

## 1. PDQ REVIEW

DOA's review shows that most employees are performing within their respective Job Standards. There are only two (2) employment positions that may need further review.

(*See* **ATTACHMENT 2: Response from DOA on the Review of the PDQs.**)

## 2. MIDDLE MANAGEMENT POSITIONS MAKING ORGANIZATIONAL DECISIONS

The GPLS has basically been at the mercy of so many gubernatorial appointments that not only lack the credentials of a Director (Librarian) per P.L. 27-13, but appear to have paid very little attention to truly managing the organization. This continuing practice gave a free hand to those charged with budget matters to gain control of how funds will be used each fiscal year for GPLS.

Throughout these writings, one can see that there is a very simple solution to resolving how GPLS currently operates.
The only stability the GPLS has had is the direct supervision from Ms. Terry Kennimer, Library Technician Supervisor and Ms. Sandra Stanley, Administrative Officer. This form of management has presented difficulties, at times creating a hostile environment at the workplace among Ms. Kennimer and Ms. Stanley affecting the Staff of GPLS.

It is amazing how the staff has managed to keep GPLS afloat while working on expansion projects such as the building of satellite Libraries in 5 villages and the undertaking of the expansion of the Hagåtña Library facility.

However, you will see how the facilities have been neglected, how the operations has faltered and how the only one dictating the fate of the Library Services on Guam is left to a middle management position in administrative and financial services.

This practice leads into the following needs and justification:

## C. HIRING OF TOP MANAGEMENT POSITIONS

### 1. THE DIRECTOR (LIBRARIAN)

**●Budget Information**
The following chart shows GPLS' budget requests and approvals from FY 2006 to 2019 for the employment position of Director (Librarian)

**GPLS BUDGET FUNDING FOR DIRECTOR (LIBRARIAN) PER FISCAL YEAR**

| | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 |
|---|---|---|---|---|---|---|---|
| Proposed budget | $ 1,184,365.00 | $ 2,066,834.00 | $ 1,802,683.00 | $ 1,813,562.00 | $ 1,650,057.00 | $ 1,517,640.00 | $ 1,437,639.00 |
| **Approved budget** | $ 1,117,902.00 | $ 1,904,537.00 | $ 1,706,692.00 | $ 1,463,740.00 | $ 1,209,855.00 | $ 1,441,642.00 | $ 1,136,356.00 |
| *Salary for Director/Librarian* | $ 72,950.00 | $ 73,526.00 | $ 74,177.00 | $ 74,792.00 | $ 74,792.00 | $ 74,169.00 | $ - |

| | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
|---|---|---|---|---|---|---|---|
| Proposed budget | $ 1,255,728.00 | $ 1,215,676.00 | $ 1,557,092.00 | $ 1,535,478.00 | $ 1,933,949.00 | $ 1,889,975.00 | $ 1,688,448.00 |
| **Approved budget** | $ 1,255,728.00 | **$ 1,157,489.00** | **$ 1,221,589.00** | **$ 1,246,021.00** | **$ 1,246,021.00** | **$ 1,246,021.00** | **$ 1,217,900.00** |
| *Salary for Director/Librarian* | $ - | $ - | $ - | $ - | $ - | $ - | $ - |

1. This chart shows that from FY2006 to FY2011, GPLS requested and was funded yet there was no effort made to fill the position.
2. For FY 2012 and FY 2013, a request was submitted to budget the position but later was eliminated by GPLS after ceiling was assigned.
3. For FY 2014 to FY 2019, GPLS did not request to budget for this position.

**NOTE:** Mr. Dante Perez, Librarian at Fr. Duenas Memorial High School and Mr. Krishnan Seerengen, Librarian at John F. Kennedy High School and GPLS Board member both were interviewed and indicated their interest in the Director (Librarian) position.

Although both appear to have the education and credentials defined in P.L. 27-13, neither talked about the importance of the Administration and Financial Components in an organization.

**●IMPORTANCE OF DIRECTOR (LIBRARIAN) EMPLOYMENT POSITION**
The Director (Librarian) would be the in-house expert needed to oversee the delivery of technical Library services. Per P.L. 27-13, this person should have Library Science credentials and experience in order to handle the day-to-day library services.

The absence of having this leadership position may be the reason why the facilities patronage data is very low and why the programs have remained stagnant. This absence also calls attention to the severe neglect of some of the facilities, most especially the village Library of Yona. More information is provided on this issue in Part V of this report.

No one at GPLS is able to give reason why the hiring of this position never materialized.
This position is critical in the successful management of operations and delivery of services provided to the GPLS patronage.

## 2. EXECUTIVE MANAGER

This position should be filled by someone with demonstrated competency and experience in Public Administration and Management, along with appropriate credentials. This is crucial because this person will be responsible for leading GPLS in general operations, fiscal administration, personnel management, public information, marketing and stakeholder outreach. The Executive Manager would also be responsible as the key policy person for GPLS who will work directly with the Library Board of Directors, the Governor, the Legislature and the Mayors' Council to ensure a smooth administration of the GPLS.

Filling this position will certainly move the GPLS into a direction that will bring stability, continuity, and leadership to the GPLS-absent for many years.

These top positions will provide leadership in rebuilding the standing and importance of our public libraries on Guam and bring a more organized employee-management relation to the workplace at GPLS.

# D. CONFIDENTIAL PERSONNEL MATTER: QUESTIONABLE HIRING

The hiring of the Building Maintenance Leader employment position was brought to my attention during the individual employee interviews.

It appears that the recruitment process and the referral of DOA on the hiring of a convicted felon with GPLS appears questionable.

The consideration here is the type of crime committed and how it would affect the appropriateness regarding the safety of the patronage and employees of the GPLS.

Records do not show if there was some kind of conversation that documents understanding and acceptance by GPLS that resulted in the particular referral from DOA to fill the vacant position of Building Custodian Leader was appropriate.

After several meetings with the DOA Deputy Director, a formal request was submitted by Ms. Santos for a review to determine if the particular referral for hire was indeed appropriate.

**NOTE:** This is provided for information purpose only at this time.
(*See* **ATTACHMENT 3: Request to DOA Director**)

## E. STAFF DETAIL TO CHAMORU VILLAGE

There is an Administrative Aide who has been detailed to the CHamoru Village Administrative Office since August 1, 2019 being paid out of the GPLS budget. This position needs to be returned to GPLS.

# PART V: OPERATIONS AND SERVICES

## A. CLOSING OF TWO (2) VILLAGE LIBRARY FACILITIES

**FINDINGS:**

A review of the Daily Attendance Reports, conversations with the Library Technician Supervisor and staff along with the tour to all the Library facilities show:

1. Low patronage activity;
   Perhaps this could be attributed to the inconsistent changes in schedules of operational days without prior notice. Furthermore, the collection of data may be misleading. Headcounts are counted by the hour rather than by the individual visit.

Merizo Branch
Attendance: Daily / Hourly
FY 2019 - 3RD QUARTER

| Apr 2019 | MON | WED | TTL | AVG | MON | WED | TTL | AVG | MON | WED | TTL | AVG | MON | WED | TTL | AVG | MON | WED | TTL | AVG |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | | | | 8 | | | | 15 | | | | 22 | | | | 29 | | | |
| 9am - 10am | 0 | | 0 | 0 | 2 | | 2 | 1 | 9 | | 9 | 5 | 4 | | 4 | 2 | 4 | | 4 | 2 |
| 10am - 11am | 41 | | 41 | 21 | 40 | | 40 | 20 | 7 | | 7 | 4 | 42 | | 42 | 21 | 48 | | 48 | 24 |
| 11am - 12pm | 41 | | 41 | 21 | 40 | | 40 | 20 | 7 | | 7 | 4 | 43 | | 43 | 22 | 45 | | 45 | 23 |
| 12pm - 1pm | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 |
| 1pm - 2pm | 4 | | 4 | 2 | 2 | | 2 | 1 | 4 | | 4 | 2 | 1 | | 1 | 1 | 3 | | 3 | 2 |
| 2pm - 3pm | 9 | | 9 | 5 | 3 | | 3 | 2 | 4 | | 4 | 2 | 4 | | 4 | 2 | 4 | | 4 | 2 |
| 3pm - 4pm | 14 | | 14 | 7 | 6 | | 6 | 3 | 7 | | 7 | 4 | 6 | | 6 | 3 | 8 | | 8 | 4 |
| 4pm - 5pm | 15 | | 15 | 8 | 7 | | 7 | 4 | 7 | | 7 | 4 | 8 | | 8 | 4 | 9 | | 9 | 5 |
| 5pm - 6pm | 8 | | 8 | 4 | 11 | | 11 | 6 | 7 | | 7 | 4 | 8 | | 8 | 4 | 9 | | 9 | 5 |
| TOTAL | 132 | 0 | 132 | 66 | 111 | 0 | 111 | 56 | 52 | 0 | 52 | 26 | 116 | 0 | 116 | 58 | 130 | 0 | 130 | 65 |
| 3M | | | 0 | 0 | | | 0 | 0 | | | 0 | 0 | | | 0 | 0 | | | 0 | 0 |

| May 2019 | MON | WED | TTL | AVG | MON | WED | TTL | AVG | MON | WED | TTL | AVG | MON | WED | TTL | AVG | MON | | TTL | AVG |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 6 | | | | 13 | | | | 20 | | | | 27 | | | | | | | |
| 9am - 10am | 6 | | 6 | 3 | 1 | | 1 | 1 | 1 | | 1 | 1 | H | | 0 | 0 | | | 0 | 0 |
| 10am - 11am | 6 | | 6 | 3 | 4 | | 4 | 2 | 45 | | 45 | 23 | O | | 0 | 0 | | | 0 | 0 |
| 11am - 12pm | 45 | | 45 | 23 | 43 | | 43 | 22 | 45 | | 45 | 23 | L | | 0 | 0 | | | 0 | 0 |
| 12pm - 1pm | 45 | | 45 | 23 | 0 | | 0 | 0 | 0 | | 0 | 0 | I | | 0 | 0 | | | 0 | 0 |
| 1pm - 2pm | 4 | | 4 | 2 | 1 | | 1 | 1 | 1 | | 1 | 1 | D | | 0 | 0 | | | 0 | 0 |
| 2pm - 3pm | 4 | | 4 | 2 | 1 | | 1 | 1 | 5 | | 5 | 3 | A | | 0 | 0 | | | 0 | 0 |
| 3pm - 4pm | 6 | | 6 | 3 | 2 | | 2 | 1 | 9 | | 9 | 5 | Y | | 0 | 0 | | | 0 | 0 |
| 4pm - 5pm | 8 | | 8 | 4 | 4 | | 4 | 2 | 10 | | 10 | 5 | | | 0 | 0 | | | 0 | 0 |
| 5pm - 6pm | 2 | | 2 | 1 | 3 | | 3 | 2 | 6 | | 6 | 3 | | | 0 | 0 | | | 0 | 0 |
| TOTAL | 126 | 0 | 126 | 63 | 59 | 0 | 59 | 30 | 122 | 0 | 122 | 61 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3M | | | 0 | 0 | | | 0 | 0 | | | 0 | 0 | | | 0 | 0 | | | 0 | 0 |

| Jun 2019 | MON | WED | TTL | AVG | MON | WED | TTL | AVG | MON | WED | TTL | AVG | MON | WED | TTL | AVG | MON | WED | TTL | AVG |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 3 | | | | 10 | | | | 17 | | | | 24 | | | | | | | |
| 9am - 10am | 4 | | 4 | 2 | 13 | | 13 | 7 | 8 | | 8 | 4 | 28 | | 28 | 14 | | | 0 | 0 |
| 10am - 11am | 10 | | 10 | 5 | 29 | | 29 | 15 | 25 | | 25 | 13 | 28 | | 28 | 14 | | | 0 | 0 |
| 11am - 12pm | 10 | | 10 | 5 | 27 | | 27 | 14 | 25 | | 25 | 13 | 28 | | 28 | 14 | | | 0 | 0 |
| 12pm - 1pm | 0 | | 0 | 0 | 21 | | 21 | 11 | 12 | | 12 | 6 | 5 | | 5 | 3 | | | 0 | 0 |
| 1pm - 2pm | 13 | | 13 | 7 | 6 | | 6 | 3 | 2 | | 2 | 1 | 6 | | 6 | 3 | | | 0 | 0 |
| 2pm - 3pm | 14 | | 14 | 7 | 0 | | 0 | 0 | 2 | | 2 | 1 | 6 | | 6 | 3 | | | 0 | 0 |
| 3pm - 4pm | 19 | | 19 | 10 | 0 | | 0 | 0 | 3 | | 3 | 2 | 6 | | 6 | 3 | | | 0 | 0 |
| 4pm - 5pm | 17 | | 17 | 9 | 0 | | 0 | 0 | 0 | | 0 | 0 | 6 | | 6 | 3 | | | 0 | 0 |
| 5pm - 6pm | 8 | | 8 | 4 | 0 | | 0 | 0 | 0 | | 0 | 0 | 0 | | 0 | 0 | | | 0 | 0 |
| TOTAL | 95 | 0 | 95 | 48 | 96 | 0 | 96 | 48 | 77 | 0 | 77 | 39 | 113 | 0 | 113 | 57 | 0 | 0 | 0 | 0 |
| 3M | | | 0 | 0 | | | 0 | 0 | | | 0 | 0 | | | 0 | 0 | | | 0 | 0 |

2. It is the consensus of key Library Staff that data available support the closing of at least two (2) village facilities---Merizo and Barrigada.

Guam Public Library System: Daily/Hourly Attendance
Barrigada Branch Library FY 2019 - 3rd Quarter

| MONTH APRIL 2019 | THUR | TTL | AVG | THU | TTL | AVG | THU | TTL | AVG | THU | TTL | AVG | THU | TTL | AVG |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 4 | | | 11 | | | 18 | | | 25 | | | | | |
| 8am - 9am | | | | | | | | | | | | | | | |
| 9am - 10am | 2 | 2 | 1 | 4 | 4 | 2 | 9 | 9 | 5 | 2 | 2 | 1 | | | |
| 10am - 11am | 3 | 3 | 2 | 7 | 7 | 4 | 9 | 9 | 5 | 3 | 3 | 2 | | | |
| 11am - 12pm | 3 | 3 | 2 | 2 | 2 | 1 | 4 | 4 | 2 | 3 | 3 | 2 | | | |
| 12pm - 1pm | Closed for Lunch | | | Closed for Lunch | | | Closed for Lunch | | | Closed for Lunch | | | Closed for Lunch | | |
| 1pm - 2pm | 4 | 4 | 2 | 3 | 3 | 2 | 7 | 7 | 4 | 4 | 4 | 2 | | | |
| 2pm - 3pm | 7 | 7 | 4 | 5 | 5 | 3 | 10 | 10 | 5 | 5 | 5 | 3 | | | |
| 3pm - 4pm | 14 | 14 | 7 | 8 | 8 | 4 | 8 | 8 | 4 | 9 | 9 | 5 | | | |
| 4pm - 5pm | 7 | 7 | 4 | 5 | 5 | 3 | 6 | 6 | 3 | 9 | 9 | 5 | | | |
| 5pm - 6pm | 4 | 4 | 2 | 5 | 5 | 3 | 6 | 6 | 3 | 5 | 5 | 3 | | | |
| TOTAL | 44 | 44 | 22 | 39 | 39 | 20 | 59 | 59 | 30 | 40 | 40 | 20 | | | |
| 3M | 58 | 58 | 29 | 56 | 56 | 28 | 40 | 40 | 20 | 52 | 52 | 26 | | | |

| MONTH MAY 2019 | THUR | TTL | AVG | THU | TTL | AVG | THU | TTL | AVG | THU | TTL | AVG | THU | TTL | AVG |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 2 | | | 9 | | | 16 | | | 23 | | | 30 | | |
| 8am - 9am | | | | CLOSE | | | | | | | | | | | |
| 9am - 10am | 2 | 2 | 1 | | | | 4 | | | 2 | | | 3 | | |
| 10am - 11am | 5 | 5 | 3 | | | | 3 | | | 7 | | | 3 | | |
| 11am - 12pm | 3 | 3 | 2 | | | | 4 | | | 6 | | | 5 | | |
| 12pm - 1pm | Closed for Lunch | | | Closed for Lunch | | | Closed for Lunch | | | Closed for Lunch | | | Closed for Lunch | | |
| 1pm - 2pm | 6 | 6 | 3 | | | | 8 | | | 3 | | | 3 | | |
| 2pm - 3pm | 7 | 7 | 4 | | | | 6 | | | 3 | | | 9 | | |
| 3pm - 4pm | 7 | 7 | 4 | | | | 12 | | | 6 | | | 5 | | |
| 4pm - 5pm | 6 | 6 | 3 | | | | 14 | | | 5 | | | 7 | | |
| 5pm - 6pm | 4 | 4 | 2 | | | | 12 | | | 5 | | | 5 | | |
| TOTAL | 40 | 40 | 20 | | | | 63 | | | 37 | | | 40 | | |
| 3M | 47 | 47 | 24 | | | | 65 | | | 46 | | | | | |

| MONTH JUNE 2019 | THUR | TTL | AVG | THU | TTL | AVG | THU | TTL | AVG | THU | TTL | AVG | THU | TTL | AVG |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 6 | | | 13 | | | 20 | | | 27 | | | | | |
| 8am - 9am | | | | | | | | | | | | | | | |
| 9am - 10am | | | | 4 | 4 | 2 | 5 | 5 | 3 | 3 | 3 | 2 | | | |
| 10am - 11am | | | | 5 | 5 | 3 | 5 | 5 | 3 | 9 | 9 | 5 | | | |
| 11am - 12pm | | | | 4 | 4 | 2 | 5 | 5 | 3 | 10 | 10 | 5 | | | |
| 12pm - 1pm | Closed for Lunch | | | Closed for Lunch | | | Closed for Lunch | | | Closed for Lunch | | | Closed for Lunch | | |
| 1pm - 2pm | | | | 10 | 10 | 5 | 6 | 6 | 3 | 3 | 3 | 2 | | | |
| 2pm - 3pm | | | | 10 | 10 | 5 | 2 | 2 | 1 | 9 | 9 | 5 | | | |
| 3pm - 4pm | | | | 6 | 6 | 3 | 2 | 2 | 1 | 12 | 12 | 6 | | | |
| 4pm - 5pm | | | | 6 | 6 | 3 | 6 | 6 | 3 | 12 | 12 | 6 | | | |
| 5pm - 6pm | | | | 7 | 7 | 4 | 5 | 5 | 3 | 13 | 13 | 7 | | | |
| TOTAL | | | | 52 | 52 | 26 | 36 | 36 | 20 | 71 | 71 | 36 | | | |

## B. DEPARTMENT OF PUBLIC WORKS (DPW) ASSESSMENT OF LIBRARY FACILITIES

DPW Engineers conducted an assessment of the facilities and grounds of all the Library facilities. The assessment Round Up Cost totals $220,000.00

(*See* **ATTACHMENT 4: DPW Assessments and Branch Photos**)

From that submittal, the following chart shows work to be performed by GPLS staff ($34,000.00) that will basically cut those costs presented in DPW's assessment:

**Guam Public Library System**
**Facilities Repair Cost**
**Summary**

| Location | DPW Cost | GPLS to Absorb | FY 2019 | FY 2020 |
|---|---|---|---|---|
| Hagatna | $ 16,920.00 | $ - | $ - | $ 16,920.00 |
| Agat | $ 24,995.60 | $ 8,310.72 | $ 19,680.00 | $ 2,004.00 |
| Barrigada | $ 24,750.24 | $ 8,310.72 | $ 2,520.00 | $ 13,920.00 |
| Dededo | $ 18,630.72 | $ 8,310.72 | $ 6,480.00 | $ 3,840.00 |
| Merizo | $ 33,590.76 | $ - | $ - | $ - |
| Yona | $ 94,618.56 | $ 8,458.56 | $ 73,680.00 | $ 7,680.00 |
| **Total Cost (DPW)** | **$ 213,505.88** | **$ 33,390.72** | **$ 102,360.00** | **$ 44,364.00** |
| ***Round Up Cost*** | ***$ 220,000.00*** | ***$ 34,000.00*** | ***$ 103,000.00*** | ***$ 45,000.00*** |

# PART VI: FEDERAL GRANTS

GPLS currently administers two (2) Federal Grants awarded by the Institute of Museum and Library Services (IMLS). Designated as the State Library Administrative Agency, it manages:

1. **The Library Services and Technology Act (LSTA)** is a 5-year grant and 100% federally funded. It is in its second year and averages **$124,196.00.** First awarded in 2018, the state grant primarily addresses training, staff development, and instituting technology to improve the programs and services of GPLS including services to those with special needs.

   Funding from this grant includes a Program Coordinator position that plans and executes programs; collaborates with the community; promotes the services; and is responsible for all reporting requirements.

2. **LSTA Competitive Grant**
   For 2019, this discretionary grant is awarded for the purpose of purchasing technological devices and equipment that will be used to support the services of GPLS.
   **AWARD: $38,001.00**

# PART VII: BUDGETS FY 2019 and FY 2020

## A. NO BUDGET SETBACKS

Except for FY 2019, GPLS, unlike other government agencies, is not known as an entity that becomes victim to budget cuts or allotments held and never released for expenditure within any given fiscal year.

Historically, whatever GPLS asks for in their proposed budget will be fully funded with full allotments being released on time.

## B. RETURN OF LASPE FUNDS

The control of all financial activities by the Administrative Officer somehow resulted in the following:

As you view the chart below, you will see that GPLS has a history of returning funding lapses. GPLS has never had to face budget setbacks, cuts or ending any particular FY with funding that was never released. Records show that the progress of the GPLS became stagnant only due to middle management decision-making practices made that were NOT in the best interest of the organization.

**GPLS Lapse Funds by Fiscal Year**

| Fiscal Year | Amount Returned |
|---|---|
| 2018 | $ 149,561.00 |
| 2017 | $ 133,880.00 |
| 2016 | $ 123,420.00 |
| 2015 | $ 47,847.00 |
| 2014 | $ 53.00 |
| 2013 | $ 6,970.00 |
| 2012 | $ 168,025.00 |
| 2011 | $ 817.00 |
| 2010 | $ 817.00 |
| 2009 | $ 3,500.00 |
| 2008 | $ 11,000.00 |
| 2007 | $ 0.00 |
| 2006 | $ 140,976.00 |
| | |
| **Total** | $786,866.00 |

## C. FUNDING NEEDS FOR FY 2019 and FY 2020

The following chart shows the projected budget costs for the Hiring of the Executive Manager and Director (Librarian) positions along with the Repair and Construction requirements for all facilities except for the Merizo Library:

**NOTE:** For FY 2020 these additional costs will not exceed the ceiling set for GPLS.
[For the balance of the projected costs for repairs and construction, GPLS will prioritize the addressing of needs in the FY 2020 (230-Contractual Services Account) Budget. All other contractual work will be placed in the FY 2021 GPLS Budget request to complete this project.]

**FY2019**

| Need | Amount | Start date |
|---|---|---|
| Executive Manager Position | $15,562 | 7/22/2019 |
| Director (Librarian) | $4,144 | 9/2/2019 |
| Repair of facilities | $103,000 | |
| Total | **$122,706** | |

**FY2020**

| Need | Base salary | w/benefits | FY2020 Supported |
|---|---|---|---|
| Executive Manager Position | $96,175 | $130,508 | Yes |

# PART VII: RECOMMENDATIONS

## 1. PRIORITY: FILL EXPIRATIONS and VACANCIES on the BOARD: (Re. PART III)

| Name | Term | Expiration Date | Appointment Type |
|---|---|---|---|
| Mandapat, Kyle R., Chairman | 2nd term: 4 years | June 29, 2020 | Business |
| Sarmiento, William Q., Vice-Chairman | 1st Term: 4 yrs. | June 29, 2020 | Teacher |
| Seerengan, Krishnan, Secretary/Treasurer | 2nd Term: 3 yrs. | June 29, 2019 | Librarian |
| Mears, Marissa, Member-at-Large | 1st Term: 3 yrs. | June 29, 2019 | Member-at-Large |
| **VACANT** | 1st Term: 2 yrs. | | Information Technology |
| **VACANT** | 1st Term: 2 yrs. | | Member-at-Large |
| **VACANT** | 1st Term: 1 yr. | | Full-time Student Member |

**(**1) Librarian
(1) Information Technology
**Nicole Nelson,** employee at Office of Technology, Government of Guam interested
(2) Members-at-Large
(1) Full time Student

## 2. PRIORITY: APPOINTMENTS for EXECUTIVE MANAGER and DIRECTOR (LIBRARIAN) (Re. PART IV-C)

Throughout this report, one sees that the issues confronting the progress of GPLS is the lack of Leadership and attention that it needs. This report shows that it is in the best interest of GPLS to fill these positions immediately and in line with its status as a separate entity at a Department level.

## 3. PRIORITY: REQUEST BBMR to LIFT HOLD on the FY 2019 TEFF for the GPLS to fund the following: $423,990.00. (Re. PARTS IV-C and V-B)

A. Hiring of Unfunded Employment Positions:

1.) Gubernatorial Appointment of Executive Manager:
Max: $96,175.00

2.) Gubernatorial Appointment of Director (Librarian)
Max: $70,873.00

B. Address Contractual Needs of Library Facilities (**Reference:** Part V, p.13, Attachment 4)

## 4. PRIORITY: APPROVAL to SUBMIT: REVISED BUDGET FOR FY 2020: (Re. PARTS: II, IV-C and V-B)

The following changes will be addressed:

- **a. Organizational Chart for FY 2020:** Proposed Update shown on p.5
- **b. Contractual Services**
  - 1.) To fund the hiring of the Executive Manager; and
  - 2.) To fund Phase II of the Facilities Repair and Renovation Project
- **c. Staffing Pattern:**
  - 1.) To reflect the position of Executive Manager;
  - 2.) To eliminate the former proposed NEW position of Library Technician I to help fund the Executive Manager position
- **d. Budget Digest:**
  To incorporate the changes from the original submission

**Note: Budget Ceiling set for FY 2020 will remain**

## 5. RETURN THE ADMINISTRATIVE AIDE EMPLOYEE BACK TO GPLS (Re. Part IV-E)

The hiring of the Director (Librarian) and the Executive Manager will require Administrative Support. GPLS cannot afford to budget for this type of position for FY 2020 given the need to immediately address the repairs/renovations of the Library facilities and the hiring of the two (2) top management positions currently unbudgeted.

Furthermore, this position is currently being paid by GPLS, technically not under DCA per Executive Order 2019-14.

## 6. LIBRARY FACILITIES REPAIRS and RENOVATION PROJECT (Re. Part V and Recommendation No. 3)

The following breakdown shows the phases in which all renovation and repairs of the Library Facilities as presented in the DPW Assessment (Cost: $220,000.00):
(See **ATTACHMENT 4: DPW Assessment and Branch Photos**) for details.

| | | | |
|---|---|---|---|
| a. | PHASE I: | FY 2019 FUNDING: | $103,000.00 |
| b. | PHASE II: | FY 2020 FUNDING: | $45,000.00 |

As mentioned earlier, all other costs will be absorbed by existing GPLS manpower.

# 7. CLOSING of the BARRIGADA and MERIZO LIBRARY FACILITIES (Re. Part V-A)

## A. THE BARRIGADA FACILITY:
**OPEN THE GPLS ARCHIVAL CENTER**

**Location Ideal**
The facility is centrally located and the closest to the Hagåtña headquarters Library.

**Focus of Collection**
The primary focus of the facility will be to develop a comprehensive collection of local and federal government documents. It shall also serve to maintain their historical and cultural value in all media platforms to include preservation, planning and emergency preparedness procedures for the collection.

**Use of Freed Space at the Hagåtña Library**

This will free occupied space at the Hagåtña Library for the Executive Manager and the Director (Librarian) positions along with the expansion of the Guam collection.

## B. THE MERIZO LIBRARY

GPLS can initiate a Memorandum of Understanding with:

a. the Mayor of Merizo and or the Department of Education (Merizo Martyrs Memorial School) to use the facility as a Learning Center for the Youth of the Community; or
b. open the facility as a satellite office to house one or more government agency to serve the community of the southern villages.

GPLS can still maintain ownership of the facility.

COPY

UFISINAN I MAGA'HÅGA
OFFICE OF THE GOVERNOR

LOURDES A. LEON GUERRERO
GOVERNOR

JOSHUA F. TENORIO
SIGUNDO MAGALAHI / LIEUTENANT GOVERNOR

Department of Administration
Human Resources Division
JUL 11 2019
Administrative Branch

**July 11, 2019**

**MEMORANDUM**

**To:** Mr. Shane Ngata, Human Resources Administrator
Department of Administration

**From:** Special Assistant to the Governor

**SUBJECT:** **Submittal: Completed Employee Position Descriptions of the Guam Public Library System (GPLS)**

Hafa Adai Mr. Ngata.

Thank you for meeting with me last week and for your kind assistance in doing a cursory review of the Position Descriptions I am submitting today that were completed by the employees of the GPLS.

As explained in our meeting, this is line with the Governor's intent in making GPLS its own entity at a Department level in the Government of Guam. My detail assignment by the Governor is to produce a position paper on the State of Affairs of the GPLS.

Of course, one of the critical components of that paper would be the review of the manpower strength of GPLS. Your review of the documents submitted should determine:

1. If their appears to be employees who seem to understand or may seem to misunderstand their duties and responsibilities as outlined in their respective Job Standards,
2. If there exists individuals that appear to be performing above or below their required Job Standards, and
3. If there appears to be a need to audit certain or all the employment positions.

Your findings should provide direction whether it would be necessary to request for a full or partial desk audit of the employment positions of GPLS or if it may not be necessary at this time. I look forward to our continued collaboration and your findings from your review of the subject Position Descriptions.

Para I minaolek I CHe'Cho'-ta'

**R. Arlene Santos**

Cc: Edward Birn, Director
Edith Pangelinan, Deputy Dir.
Jon Junior Calvo, Deputy Chief of Staff , Office of the Governor
Ann Marie Arceo, President, Department of CHamoru Affairs

**Guam Public Library System Employee's**
**Position Descriptions**

| | | |
|---|---|---|
| 1. Aflague, June | - | Administrative Assistant |
| 2. Aguon, Jesse | - | Building Custodian |
| 3. Aguon, Linda | - | Library Technician I |
| 4. Camacho, Luis | - | Building Custodian |
| 5. Cruz, Jenelle | - | Administrative Aide |
| 6. Cruz, Josephine | - | Library Technician I |
| 7. Cruz, Theresa | - | Library Technician I |
| 8. Ignacio, Cynthia | - | Library Technician I |
| 9. Kennimer, Teresita | - | Library Technician Supervisor |
| 10. Manglona, Peter | - | Building Custodian Leader |
| 11. Morales, Rowena | - | Clerk Typist III |
| 12. Naputi, Stephanie | - | Library Technician I |
| 13. Palomo, Victor | - | Bookmobile Driver |
| 14. Quidachay, Bernadita | - | Library Technician I |
| 15. Stanley, Sandra | - | Administrative Officer |
| 16. Taitague, Florence | - | Library Technician II |
| 17. Taitague, Rodney | - | Library Technician II |
| 18. Tedtaotao, Luke | - | Building Custodian |
| 19. Torres, Donald | - | Building Custodian |
| 20. Uncangco, Francine | - | Library Technician II |

DEPARTMENT OF ADMINISTRATION
DIPATTAMENTON ATMENESTRASION

LOURDES A. LEON GUERRERO, *Governor (Maga'hâga)*
JOSHUA F. TENORIO, *Lt. Governor (Sigundo Maga'lâhi)*

EDWARD M. BIRN
*Director (Direktot)*
EDITH C. PANGELINAN
*Deputy Director (Sigundo Direktot)*

**DIRECTOR'S OFFICE** (*Ufisinan Direktot*)

**HRD No. 19-686**

**MEMORANDUM**

JUL 18 2019

To: R. Arlene Santos, Special Assistant to the Governor

From: Personnel Services Administrator, DOA

Via: Edith Pangelinan, Acting Director of Administration

**Subject: Completed Employee Position Descriptions of the Guam Public Library System**

*Hafa Adai!* This memorandum is in response to your letter dated July 11, 2019 regarding the inquiry of possible desk audits for positions within the Guam Public Library System.

Based on the list of Position Description Questionnaires (PDQ) you had provided, the following PDQs were reviewed and assessed:

1. **Administrative Assistant (Aflague, June)**
2. **Building Custodian (Aguon, Jesse)**
3. **Library Technician I (Aguon, Linda)**
4. **Building Custodian (Camacho, Luis)**
5. **Administrative Aide (Cruz, Jenelle)**
6. **Library Technician I (Cruz, Josephine)**
7. **Library Technician I (Cruz, Theresa)**
8. **Library Technician I (Ignacio, Cynthia)**
9. **Library Technician Supervisor (Kennimer, Teresita)**
10. **Building Custodian Leader (Manglona, Peter)**
11. **Clerk Typist III (Morales, Rowena)**
12. **Library Technician I (Naputi, Stephanie)**
13. **Bookmobile Driver (Palomo, Victor)**
14. **Library Technician I (Quidachay, Bernadita)**
15. **Administrative Officer (Stanley, Sandra)**
16. **Library Technician II (Taitague, Florence)**
17. **Library Technician II (Taitague, Rodney)**
18. **Building Custodian (Tedtaotao, Luke)**
19. **Building Custodian (Torres, Donald)**
20. **Library Technician II (Uncangco, Francine)**

Based on the initial Desktop Review conducted, the following positions have been identified that may or may not require further review:

1. **Building Custodian Leader (Manglona, Peter R.)**
2. **Clerk Typist III (Morales, Rowena S.)**

Regarding the PDQ for the Clerk Typist III, notable functions that may require further review would be the function of Time Keeper performing Payroll related duties for the department, assigned at 2% of overall duties & responsibilities. Also worth noting is the function of Computer & IT Support for the department providing software & hardware support, assigned 15% of overall duties & functions.

With respect to the Building Custodian Leader position, the function worth noting would be the Supervisory function noted in **"Section V. Supervision Exercised"** portion of the PDQ. The section indicates the position supervises 5 Building

Custodians, despite the fact that the position is a Leader position that denotes a "Leads & Participates" function of the position and not Supervisory.

With respect to inquiries regarding the capability of the employees in understanding or misunderstanding their duties; this question would be better answered by the employees' supervisors as they are responsible for the assignment of work and overall performance evaluations of work assigned. As stated above, PDQ's were reviewed and at this time appear to be appropriate with respect to the position titles held by employees. With the exception of the above-stated PDQ's that may require further review, all PDQ's appear to be in order. At this point, no desk audits are recommended based on the cursory review of the documentation you have provided. Please be reminded that this does not constitute official classification findings of the Department of Administration for the employees listed above, as such a review would be requested from the Appointing Authority for the Guam Public Library System.

Should you have any questions or concerns, please contact our office at 671-475-1131/1201/1219/1265. *Si Yu'us Ma'ase!*

SHANE G.L. NGATA

**R Arlene Santos <r.arlene.santos@guam.gov>**

# INQUIRY ON RECRUITMENT AT THE GUAM PUBLIC LIBRARY SYSTEM (GPLS): BUILDING CUSTODIAN LEADER

1 message

**R Arlene Santos** <r.arlene.santos@guam.gov> Fri, Jul 19, 2019 at 4:32 PM
To: edward.birn@doa.guam.gov
Cc: edith.pangelinan@doa.guam.gov, Ann Marie Arceo <annmarie.arceo@dca.guam.gov>
Bcc: Jon Junior Calvo <jon.calvo@guam.gov>, Joshua F Tenorio <joshua.tenorio@guam.gov>

Buenas yan Hafa Adai.

First off, thank you for having your Administrator, Human Resources review the PDQs submitted that the employees of GPLS comppleted. I received his findings yesterday.

As you know, I am currently on detail assignment by the Governor to produce a report on the State of Affatirs of the GPLS. This is in line with her intent to make GPLS a separate entity at the Departmental level.

While conducting my assessment and gathering information, I was informed that there may be a recent recruitment that could be questionable. This is the Building Custodian Leader position that was recruited on November 8, 2018 and most recently assigned permanent status (May 8, 2019).

Records show that the only applicant interviewed and recruited has a criminal record. On the application for recruitment form under: **SUITABILITY DETERMINATION, no.2,: Conviction for Violation of Law,** the first section addresses for admittance by the applicant if he/she has been convicted of one or more violation of law... with response offers to indicate Yes or No.

The only applicant interviewed did respond YES. This particular section ends with the following statement:

"If 'yes' to any of the above, you must submit a Police Clearance to no older than a month from the application date...."

The application for the Building Custodian Leader position was dated July 19, 2018. There is a copy of the Police Clearance dated June 13, 2019.

The certification packet was received by GPLS on October 16, 2019. There was no indication at this juncture, of the recruitment process, calling attention that the applicant had a criminal record and that DOA has determined the candidate suitable for Recruitment .

Records show that recruitment was made on October 23, 2018 and the certification packet was returned to DOA on October 26, 2018.


Doc. No. 35GL-19-1364.

**Questions:**

1. Did DOA handle the recruitment and referral process with accuracy in accordance to existing statutes and instituted policies in hiring convicted felons?

2. Recognizing the clientele the GPLS serves, did DOA determine that recruitment of applicant would be proper when it forwarded the Certification Packet?

I respectfully ask for your expeditious attention and response to my inquiry.

Si Yu'os Ma'ase/

**R. Arlene Santos**

Special Assistant to the Governor

*Ufisinan I Maga'hågan Guahan*

Office of the Governor of Guam

Email: r.arlene.santos@guam.gov

Tel: 671-300-9299



Doc. No. 35GL-19-1364.

**Guam Public Library System**

**Recommended Facilities Repairs** *(ADA Compliant)*

*(DPW Cost Proposals)*

| Branch | Description | Cost |
|---|---|---|
| **YONA** | PREPARE AND CONSTRUCT PAVED INGRESS AND EGRESS TO THE PROPERTY UTILIZING THE DESIGNATED EASEMENT (DESIGN-BUILD). | $ 25,000.00 |
| | PREPARE CONSTRUCT PAVED PARKING SPACES A.D.A. COMPLIANT SPACES AND MARKINGS. GRADING AND STORM DRAIN DESIGN TO BE CONSIDERED. | $ 35,000.00 |
| | REPAIR/ REPLACE A.D.A PUSH BOTTOM MECHANISM @ ENTRANCE DOOR. | $ 800.00 |
| | REPAIR FLAG POLE INCLUDING REPLACEMENT OF PULLEYS. | $ 600.00 |
| **AGAT** | PREPARE AND CONSTRUCT PAVED A.D.A. COMPLIANT PARKING SPACES WITH SIGNS AND MARKINGS IN FRONT OF THE BUILDING. GRADING AND STORM DRAIN DESIGN TO BE CONSIDERED. | $ 15,000.00 |
| | REPAIR/ REPLACE A.D.A. PUSH BOTTON MECHANISM @ ENTRANCE DOOR | $ 800.00 |
| | REPAIR FLAG POLE INCLUDING REPLACEMENT OF PULLEYS. | $ 600.00 |
| **BARRIGADA** | WATERBLAST AND CLEAN EXISTING PAVED PARKING. RE-STRIPE AND INSTALL SIGN FOR A.D.A. ACCESSIBLE PARKING. | $ 1,500.00 |
| | REPAIR FLAG POLE INCLUDING REPLACEMENT OF PULLEYS. | $ 600.00 |
| **DEDEDO** | WATERBLAST AND CLEAN EXISTING PAVED PARKING. RE-STRIPE AND INSTALL SIGN FOR A.D.A. ACCESSIBLE PARKING. | $ 4,000.00 |
| | REPAIR/ REPLACE A.D.A. PUSH BOTTON MECHANISM @ ENTRANCE DOOR. | $ 800.00 |
| | REPAIR FLAG POLE INCLUDING REPLACEMENT OF PULLEYS. | $ 600.00 |
| | Cost | $ 85,300.00 |
| | 20% Contingencies | $ 17,060.00 |
| | Total Cost | $ 102,360.00 |
| | **SAY** | $ 103,000.00 |

**FY 2019 - $103,000.00**
**FY 2020 - $45,000.00**

SCOPE OF WORK W/ GOVERNMENT ESTIMATE

FOR THE REPAIR OF THE GUAM PUBLIC LIBRARY SYSTEM FACILITIES

to be addressed in FY 2020

| Location | Description | QTY | Unit | Unit Price | Total |
|---|---|---|---|---|---|
| HAGATNA | 1. REPAIR FLAG POLE INCLUDING REPLACEMENT OF PULLEYS | 1 | LUMP SUM | $ 600.00 | $ 600.00 |
| | 2. REPAIR OF 70 TONS CENTRALIZED AIRCONTIONING UNIT. | 1 | LUMP SUM | $ 3,000.00 | $ 3,000.00 |
| | 3. REMOVE AND REPLACE EXISTING 12K BTU SPLIT TYPE AIRCONDITIONING UNIT. | 3 | EACH | $ 2,000.00 | $ 6,000.00 |
| | 4. REPAIR AND RE-SEAL STORM DRAIN LEAKS @ 3RD FLOOR OFFICE. | 1 | LUMP SUM | $ 4,500.00 | $ 4,500.00 |
| Yona | 3. REMOVE EXISTING EXHAUST FANS ON THE ROOF OF THE RESTROOMS. INFILL OPENINGS WITH REINFORCED CONCRETE AND INSTALL NEW EXHAUST FANS ON RESTROOM WALLS INCLUDING ELECTRICAL CONNECTIONS. | 2 | LUMP SUM | $ 1,800.00 | $ 3,600.00 |
| | 5. INSTALL NEW ALUMINUM LIBRARY SIGNAGE. | 1 | LUMP SUM | $ 2,000.00 | $ 2,000.00 |
| | 10. CLEAN AND RE-SEAL ALL ALUMINUM GLASS WINDOWS. | 1 | LUMP SUM | $ 800.00 | $ 800.00 |
| AGAT | 6. REMOVE AND REPLACE DAMAGED VINYL FLOOR TILES TO MATCH EXISTING. | 15 | EACH | $ 8.00 | $ 120.00 |
| | 7. REMOVE AND REPLACE DEFECTIVE HAND DRYER @ LADIES RESTROOM INCLUDING ELECTRICAL CONNECTION. | 1 | EACH | $ 750.00 | $ 750.00 |
| | 8. CLEAN AND RE-SEAL ALL ALUMINUM GLASS WINDOWS. | 1 | EACH | $ 800.00 | $ 800.00 |
| BARRIGADA | 3. CLEAN AND RE-SEAL ALL ALUMINUM GLASS WINDOWS. | 1 | LUMP SUM | $ 800.00 | $ 800.00 |
| | 4. REMOVE EXISTING ALUMINUN LOUVER WINDOWS AND REPLACE WITH ALUMINUM OWNING GLASS WINDOWS SIMILAR TO DEDEDO LIBRARY (REAR SIDE) | 180 | SQ. FT. | $ 60.00 | $ 10,800.00 |
| DEDEDO | 6. CLEAN AND RE-SEAL ALL ALUMINUM GLASS WINDOWS. | 1 | LUMP SUM | $ 800.00 | $ 800.00 |
| | 7. INSTALL NEW EXHAUST FAN IN RESTROOMS INCLUDING ELECTRICAL CONNECTIONS. | 2 | EACH | $ 1,200.00 | $ 2,400.00 |
| | | | | Cost | $ 36,970.00 |
| | | | | 20% Contingencies | $ 7,394.00 |
| | | | | Total Cost | $ 44,364.00 |
| | | | | **SAY** | **$ 45,000.00** |

SCOPE OF WORK W/ GOVERNMENT ESTIMATE
FOR THE REPAIR AND EXTERIOR PAINTING OF **YONA** LIBRARY
(DESIGN- BUILD)

| Description | QTY | Unit | Unit Price | Total |
|---|---|---|---|---|
| 1. WATERBLAST, CLEAN EXTERIOR WALLS AND OVERHANGS. | 3,204 | SQ. FT. | $ 0.30 | $ 961.20 |
| 2. RE-PAINT EXTERIOR WALLS, INCLUDING OVERHANG AND EXTERIOR CEILINGS (2-COATS). | 3,204 | SQ. FT. | $ 1.90 | $ 6,087.60 |
| 3. REMOVE EXISTING EXHAUST FANS ON THE ROOF OF THE RESTROOMS. INFILL OPENINGS WITH REINFORCED CONCRETE AND INSTALL NEW EXHAUST FANS ON RESTROOM WALLS INCLUDING ELECTRICAL CONNECTIONS. | 2 | LUMP SUM | $ 1,800.00 | $ 3,600.00 |
| 4. REPAIR/ REPLACE A.D.A PUSH BOTTOM MECHANISM @ ENTRANCE DOOR. | 1 | LUMP SUM | $ 800.00 | $ 800.00 |
| 5. INSTALL NEW ALUMINUM LIBRARY SIGNAGE. | 1 | LUMP SUM | $ 2,000.00 | $ 2,000.00 |
| 6. CLEAR AND DISPOSE DEBRIS AND VEGETATIONS WITHIN THE PROPERTY AND RIGHTS-OF-WAY. | 1 | EA | $ 4,000.00 | $ 4,000.00 |
| 7. PREPARE AND CONSTRUCT PAVED INGRESS AND EGRESS TO THE PROPERTY UTILIZING THE DESIGNATED EASEMENT (DESIGN-BUILD). | 1 | LUMP SUM | $ 25,000.00 | $ 25,000.00 |
| 8. PREPARE CONSTRUCT PAVED PARKING SPACES A.D.A. COMPLIANT SPACES AND MARKINGS. GRADING AND STORM DRAIN DESIGN TO BE CONSIDERED. | 1 | LUMP SUM | $ 35,000.00 | $ 35,000.00 |
| 9. REPAIR FLAG POLE INCLUDING REPLACEMENT OF PULLEYS. | 1 | LUMP SUM | $ 600.00 | $ 600.00 |
| 10. CLEAN AND RE-SEAL ALL ALUMINUM GLASS WINDOWS. | 1 | LUMP SUM | $ 800.00 | $ 800.00 |
| | | | Cost | $ 78,048.80 |
| | | | 20% Contingencies | $ 15,609.76 |
| | | | Total Cost | $ 93,658.56 |
| | | | **SAY** | **$ 94,000.00** |

**Note:** Yona Branch Library was built in 1993. The last renovation work done was in 2006. This branch has been operating in its current condition since and above are recommendations for repair/renovation based on site assessments performed by the Department of Public Works (DPW) in July 2019.

# Yona Branch Library









Doc. No. 35GL-19-1364.*

**Yona Branch Library**
**As of 07/17/19**









**Yona Branch Library**
**As of 07/19/19**









Doc. No. 35GL-19-1364.*

SCOPE OF WORK W/ GOVERNMENT ESTIMATE
FOR THE REPAIR AND EXTERIOR PAINTING OF **AGAT** LIBRARY
(DESIGN- BUILD)

| Description | QTY | Unit | Unit Price | Total |
|---|---|---|---|---|
| 1. WATERBLAST, CLEAN EXTERIOR WALLS AND OVERHANGS. | 3,148 | SQ. FT. | $ 0.30 | $ 944.40 |
| 2. RE-PAINT EXTERIOR WALLS, INCLUDING OVERHANG AND EXTERIOR CEILINGS (2-COATS). | 3,148 | SQ. FT. | $ 1.90 | $ 5,981.20 |
| 3. REPAIR/ REPLACE A.D.A. PUSH BOTTON MECHANISM @ ENTRANCE DOOR | 1 | LUMP SUM | $ 800.00 | $ 800.00 |
| 4. REPAIR FLAG POLE INCLUDING REPLACEMENT OF PULLEYS. | 1 | LUMP SUM | $ 600.00 | $ 600.00 |
| 5. PREPARE AND CONSTRUCT PAVED A.D.A. COMPLIANT PARKING SPACES WITH SIGNS AND MARKINGS IN FRONT OF THE BUILDING. GRADING AND STORM DRAIN DESIGN TO BE CONSIDERED. | 1 | LUMP SUM | $ 15,000.00 | $ 15,000.00 |
| 6. REMOVE AND REPLACE DAMAGED VINYL FLOOR TILES TO MATCH EXISTING. | 15 | EACH | $ 8.00 | $ 120.00 |
| 7. REMOVE AND REPLACE DEFECTIVE HAND DRYER @ LADIES RESTROOM INCLUDING ELECTRICAL CONNECTION. | 1 | EACH | $ 750.00 | $ 750.00 |
| 8. CLEAN AND RE-SEAL ALL ALUMINUM GLASS WINDOWS. | 1 | EACH | $ 800.00 | $ 800.00 |
| | | | Cost | $ 24,995.60 |
| | | | 20% Contingencies | $ 4,999.12 |
| | | | Total Cost | $ 29,994.72 |
| | | | **SAY** | **$ 30,000.00** |

**Note:** Agat Branch Library was built in 1968. The last renovation work done was in 2006. This branch has been operating in its current condition since and above are recommendations for repair/renovation based on site assessments performed by the Department of Public Works (DPW) in July 2019.

# Agat Branch Library








SCOPE OF WORK W/ GOVERNMENT ESTIMATE
FOR THE REPAIR AND EXTERIOR PAINTING OF **MERIZO** LIBRARY
(DESIGN- BUILD)

| Description | QTY | Unit | Unit Price | Total |
|---|---|---|---|---|
| 1. WATERBLAST, CLEAN EXTERIOR WALLS AND OVERHANGS. | 3,204 | SQ. FT. | $ 0.30 | $ 961.20 |
| 2. RE-PAINT EXTERIOR WALLS, INCLUDING OVERHANG AND EXTERIOR CEILINGS (2-COATS). | 3,204 | SQ. FT. | $ 1.90 | $ 6,087.60 |
| 3. REMOVE EXISTING EXHAUST FANS ON THE ROOF OF THE RESTROOMS. INFILL OPENINGS WITH REINFORCED CONCRETE AND INSTALL NEW EXHAUST FANS ON RESTROOM WALLS INCLUDING ELECTRICAL CONNECTIONS. | 2 | EACH | $ 1,800.00 | $ 3,600.00 |
| 4. REPAIR/ REPLACE A.D.A PUSH BOTTOM MECHANISM @ ENTRANCE DOOR. | 1 | LUMP SUM | $ 800.00 | $ 800.00 |
| 5. WATERBLAST, CLEAN, RE-STRIP AND PROVIDE A.D.A PARKINGS AND SIGNAGE AT EXISTING PARKING LOT | 1 | LUMP SUM | $ 2,500.00 | $ 2,500.00 |
| 6. RESTORE DAMAGED HANDRAILS @ EXISTING CONCRETE STEPS. | 1 | LUMP SUM | $ 2,000.00 | $ 2,000.00 |
| 7. PREPARE BASE AND INSTALL 4" THK. CONCRETE WALKWAY AND CONCRETE PATIO AT THE REAR SIDE OF THE BUILDING FOR EMERGENCY EXIT. | 200 | SQ. FT. | $ 50.00 | $ 10,000.00 |
| 8. REPAIR FLAG POLE INCLUDING REPLACEMENT OF PULLEYS. | 1 | $600.00 | $ 600.00 | $ 600.00 |
| 9. TRIM TREES, DEBRIS CLEAN-UP AND DISPOSAL. | 1 | LUMP SUM | $ 2,000.00 | $ 2,000.00 |
| 10. REMOVE AND REPLACE EXISTING 12K BTU SPLIT TYPE AIRCONDITIONING UNIT. | 1 | EACH | $ 2,000.00 | $ 2,000.00 |
| 11. CLEAN AND RE-SEAL ALL ALUMINUM GLASS WINDOWS. | 1 | LUMP SUM | $ 800.00 | $ 800.00 |
| | | | Cost | $ 31,348.80 |
| | | | 20% Contingencies | $ 6,269.76 |
| | | | Total Cost | $ 37,618.56 |
| | | | **SAY** | **$ 38,000.00** |

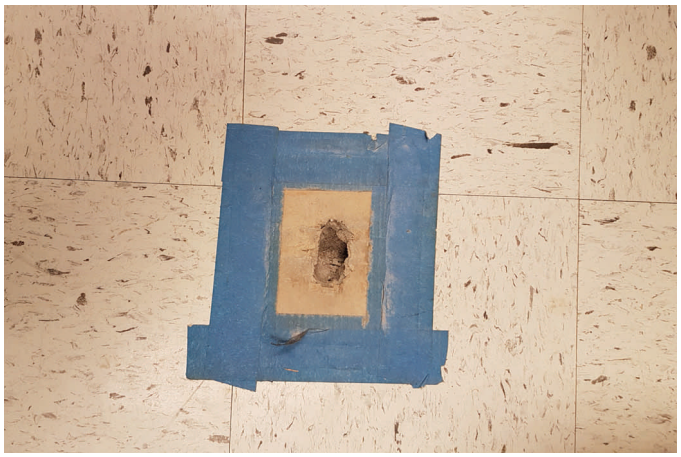
**Note:** Merizoa Branch Library was built in 1974. The last renovation work done was in 2006. This branch has been operating in its current condition since and above are recommendations for repair/renovation based on site assessments performed by the Department of Public Works (DPW) in July 2019.

# Merizo Branch Library







SCOPE OF WORK W/ GOVERNMENT ESTIMATE

FOR THE REPAIR AND EXTERIOR PAINTING OF **BARRIGADA** LIBRARY

(DESIGN- BUILD)

| Description | QTY | Unit | Unit Price | Total |
|---|---|---|---|---|
| 1. WATERBLAST, CLEAN EXTERIOR WALLS AND OVERHANGS. | 3,148 | SQ. FT. | $ 0.30 | $ 944.40 |
| 2. RE-PAINT EXTERIOR WALLS, INCLUDING OVERHANG AND EXTERIOR CEILINGS (2-COATS). | 3,148 | SQ. FT. | $ 1.90 | $ 5,981.20 |
| 3. CLEAN AND RE-SEAL ALL ALUMINUM GLASS WINDOWS. | 1 | LUMP SUM | $ 800.00 | $ 800.00 |
| 4. REMOVE EXISTING ALUMININUN LOUVER WINDOWS AND REPLACE WITH ALUMINUM OWNING GLASS WINDOWS SIMILAR TO DEDEDO LIBRARY (REAR SIDE) | 180 | SQ. FT. | $ 60.00 | $ 10,800.00 |
| 5. REPAIR FLAG POLE INCLUDING REPLACEMENT OF PULLEYS. | 1 | LUMP SUM | $ 600.00 | $ 600.00 |
| 6. WATERBLAST AND CLEAN EXISTING PAVED PARKING. RE-STRIPE AND INSTALL SIGN FOR A.D.A. ACCESSIBLE PARKING | 1 | LUMP SUM | $ 1,500.00 | $ 1,500.00 |
| | | | Cost | $ 20,625.60 |
| | | | 20% Contingencies | $ 4,125.12 |
| | | | Total Cost | $ 24,750.72 |
| | | | **SAY** | **$ 25,000.00** |

**Note:** Barrigada Branch Library was built in 1968. The last renovation work done was in 2006. This branch has been operating in its current condition since and above are recommendations for repair/renovation based on site assessments performed by the Department of Public Works (DPW) in July 2019.

SCOPE OF WORK W/ GOVERNMENT ESTIMATE
FOR THE REPAIR AND EXTERIOR PAINTING OF **DEDEDO** LIBRARY
(DESIGN- BUILD)

| Description | QTY | Unit | Unit Price | Total |
|---|---|---|---|---|
| 1. WATERBLAST, CLEAN EXTERIOR WALLS AND OVERHANGS. | 3,148 | SQ. FT. | $ 0.30 | $ 944.40 |
| 2. RE-PAINT EXTERIOR WALLS, INCLUDING OVERHANG AND EXTERIOR CEILINGS (2-COATS). | 3,148 | SQ. FT. | $ 1.90 | $ 5,981.20 |
| 3. REPAIR/ REPLACE A.D.A. PUSH BOTTON MECHANISM @ ENTRANCE DOOR | 1 | LUMP SUM | $ 800.00 | $ 800.00 |
| 4. REPAIR FLAG POLE INCLUDING REPLACEMENT OF PULLEYS. | 1 | LUMP SUM | $ 600.00 | $ 600.00 |
| 5. WATERBLAST AND CLEAN EXISTING PAVED PARKING. RE-STRIPE AND INSTALL SIGN FOR A.D.A. ACCESSIBLE PARKING | 1 | LUMP SUM | $ 4,000.00 | $ 4,000.00 |
| 6. CLEAN AND RE-SEAL ALL ALUMINUM GLASS WINDOWS. | 1 | LUMP SUM | $ 800.00 | $ 800.00 |
| 7. INSTALL NEW EXHAUST FAN IN RESTROOMS INCLUDING ELECTRICAL CONNECTIONS. | 2 | EACH | $ 1,200.00 | $ 2,400.00 |
| | | | Cost | $ 15,525.60 |
| | | | 20% Contingencies | $ 3,105.12 |
| | | | Total Cost | $ 18,630.72 |
| | | | **SAY** | **$ 19,000.00** |

**Note:** Dededo Branch Library was built in 1968. The last renovation work done was in 2015. Above are recommendations for repair/renovation based on site assessments performed by the Department of Public Works (DPW) in July 2019.

SCOPE OF WORK W/ GOVERNMENT ESTIMATE
FOR THE REPAIR AND EXTERIOR PAINTING OF **HAGATNA** LIBRARY
(DESIGN- BUILD)

| Description | QTY | Unit | Unit Price | Total |
|---|---|---|---|---|
| 1. REPAIR FLAG POLE INCLUDING REPLACEMENT OF PULLEYS | 1 | LUMP SUM | $ 600.00 | $ 600.00 |
| 2. REPAIR OF 70 TONS CENTRALIZED AIRCONTIONING UNIT. | 1 | LUMP SUM | $ 3,000.00 | $ 3,000.00 |
| 3. REMOVE AND REPLACE EXISTING 12K BTU SPLIT TYPE AIRCONDITIONING UNIT. | 3 | EACH | $ 2,000.00 | $ 6,000.00 |
| 4. REPAIR AND RE-SEAL STORM DRAIN LEAKS @ 3RD FLOOR OFFICE. | 1 | LUMP SUM | $ 4,500.00 | $ 4,500.00 |
| | | | Cost | $ 14,100.00 |
| | | | 20% Contingencies | $ 2,820.00 |
| | | | Total Cost | $ 16,920.00 |
| | | | **SAY** | **$ 17,000.00** |

**Note:** Hagatna Branch Library was built in 1960. The last renovation work done was in 2015. This branch has been operating in its current condition since and above are recommendations for repair/renovation based on site assessments performed by the Department of Public Works (DPW) in July 2019.

## SPECIAL RECOGNITION AND COMMENDATION

In spite of all the shortcomings the employees have endured from the lack of stability and continuity in the leadership, they are commended for their dedication and service along with their commitment to keep the GPLS afloat. They are all hard working and can probably excel even more with strong leadership that will support and guide them in their respective jobs.

# AGRADESIMENTO

Si Yu'os Ma'åse' to the following professionals, practitioners and staff of GPLS for their contributions and assistance in the making of this REPORT to the Maga'hagan Guahan on the **STATE of the GUAM PUBLIC LIBRARY SYSTEM**

Ms. Teresita Kennimer, GPLS
Ms. Sandra Stanley, GPLS
Ms. June Aflague, GPLS
Ms. Rowena Morales, GPLS

**Dr. Judith Guthertz**, Professor
Public Administration and Legal Studies,
School of Business and Public Administration

**Jesse Garcia,** Deputy Director
Department of Public Works

**John Calanayan,** Engineer Supervisor
Department of Public Works

**Jeri Calaor,** Engineer II
Department of Public Works

**Joseph Borja,** Director
Department of Land Management

**Samantha Brennan,** Director
Department of Corrections

**Kin Pangelinan,** Corrections Officer II
Department of Corrections

**Edward M. Birn,** Director
Deparment of Administration

**Edith Pangelinan**, Deputy Director
Department of Administration

**Shane Ngata,** Human Resources Administrator
Department of Administration

CONFIDENTIAL

DEPARTMENT OF ADMINISTRATION
DIPATTAMENTON ATMENESTRASION

LOURDES A. LEON GUERRERO, *Governor (Maga'hâga)*
JOSHUA F. TENORIO, *Lt. Governor (Sigundo Maga'lâhi)*

EDWARD M. BIRN
*Director (Direktot)*
EDITH C. PANGELINAN
*Deputy Director (Sigundo Direktot)*

DIRECTOR'S OFFICE (*Ufisinan Direktot*)

**HRD No. 19-686**

**MEMORANDUM**

JUL 18 2019

To: R. Arlene Santos, Special Assistant to the Governor

From: Personnel Services Administrator, DOA

Via: Edith Pangelinan, Acting Director of Administration

**Subject: Completed Employee Position Descriptions of the Guam Public Library System**

*Hafa Adai!* This memorandum is in response to your letter dated July 11, 2019 regarding the inquiry of possible desk audits for positions within the Guam Public Library System.

Based on the list of Position Description Questionnaires (PDQ) you had provided, the following PDQs were reviewed and assessed:

1. **Administrative Assistant (Aflague, June)**
2. **Building Custodian (Aguon, Jesse)**
3. **Library Technician I (Aguon, Linda)**
4. **Building Custodian (Camacho, Luis)**
5. **Administrative Aide (Cruz, Jenelle)**
6. **Library Technician I (Cruz, Josephine)**
7. **Library Technician I (Cruz, Theresa)**
8. **Library Technician I (Ignacio, Cynthia)**
9. **Library Technician Supervisor (Kennimer, Teresita)**
10. **Building Custodian Leader (Manglona, Peter)**
11. **Clerk Typist III (Morales, Rowena)**
12. **Library Technician I (Naputi, Stephanie)**
13. **Bookmobile Driver (Palomo, Victor)**
14. **Library Technician I (Quidachay, Bernadita)**
15. **Administrative Officer (Stanley, Sandra)**
16. **Library Technician II (Taitague, Florence)**
17. **Library Technician II (Taitague, Rodney)**
18. **Building Custodian (Tedtaotao, Luke)**
19. **Building Custodian (Torres, Donald)**
20. **Library Technician II (Uncangco, Francine)**

Based on the initial Desktop Review conducted, the following positions have been identified that may or may not require further review:

1. **Building Custodian Leader (Manglona, Peter R.)**
2. **Clerk Typist III (Morales, Rowena S.)**

Regarding the PDQ for the Clerk Typist III, notable functions that may require further review would be the function of Time Keeper performing Payroll related duties for the department, assigned at 2% of overall duties & responsibilities. Also worth noting is the function of Computer & IT Support for the department providing software & hardware support, assigned 15% of overall duties & functions.

With respect to the Building Custodian Leader position, the function worth noting would be the Supervisory function noted in **"Section V. Supervision Exercised"** portion of the PDQ. The section indicates the position supervises 5 Building

Post Office Box 884, Hagåtña, Guam 96932 • Telephone (*Telifon*): (671) 475-1101/1250 • Fax (*Faks*): (671) 477-6788

Custodians, despite the fact that the position is a Leader position that denotes a "Leads & Participates" function of the position and not Supervisory.

With respect to inquiries regarding the capability of the employees in understanding or misunderstanding their duties; this question would be better answered by the employees' supervisors as they are responsible for the assignment of work and overall performance evaluations of work assigned. As stated above, PDQ's were reviewed and at this time appear to be appropriate with respect to the position titles held by employees. With the exception of the above-stated PDQ's that may require further review, all PDQ's appear to be in order. At this point, no desk audits are recommended based on the cursory review of the documentation you have provided. Please be reminded that this does not constitute official classification findings of the Department of Administration for the employees listed above, as such a review would be requested from the Appointing Authority for the Guam Public Library System.

Should you have any questions or concerns, please contact our office at 671-475-1131/1201/1219/1265. *Si Yu'us Ma'ase!*

SHANE G.L. NGATA

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R Arlene Santos <r.arlene.santos@guam.gov>

# INQUIRY ON RECRUITMENT AT THE GUAM PUBLIC LIBRARY SYSTEM (GPLS): BUILDING CUSTODIAN LEADER

3 messages

**R Arlene Santos** <r.arlene.santos@guam.gov> Fri, Jul 19, 2019 at 4:32 PM
To: edward.bim@doa.guam.gov
Cc: edith.pangelinan@doa.guam.gov, Ann Marie Arceo <annmarie.arceo@dca.guam.gov>
Bcc: Jon Junior Calvo <jon.calvo@guam.gov>, Joshua F Tenorio <joshua.tenorio@guam.gov>

Buenas yan Hafa Adai,

First off, thank you for having your Administrator, Human Resources review the PDQs submitted that the employees of GPLS compppleted. I received his findings yesterday.

As you know, I am currently on detail assignment by the Governor to produce a report on the State of Affatirs of the GPLS. This is in line with her intent to make GPLS a separate entity at the Departmental level.

While conducting my assessment and gathering information, I was informed that there may be a recent recruitment that could be questionable. This is the Building Custodian Leader position that was recruited on November 8, 2018 and most recently assigned permanent status (May 8, 2019).

Records show that the only applicant interviewed and recruited has a criminal record. On the application for recruitment form under: **SUITABILITY DETERMINATION, no.2,: Conviction for Violation of Law,** the first section addresses for admittance by the applicant if he/she has been convicted of one or more violation of law... with response offers to indicate Yes or No.

The only applicant interviewed did respond YES. This particular section ends with the following statement:

"If 'yes' to any of the above, you must submit a Police Clearance to no older than a month from the application date...."

The application for the Building Custodian Leader position was dated July 19, 2018. There is a copy of the Police Clearance dated June 13, 2019.

The certification packet was received by GPLS on October 16, 2019. There was no indication at this juncture, of the recruitment process, calling attention that the applicant had a criminal record and that DOA has determined the candidate suitable for Recruitment .

Records show that recruitment was made on October 23, 2018 and the certification packet was returned to DOA on October 26, 2018.

**Questions:**

1. Did DOA handle the recruitment and referral process with accuracy in accordance to existing statutes and instituted policies in hiring convicted felons?

2. Recognizing the clientele the GPLS serves, did DOA determine that recruitment of applicant would be proper when it forwarded the Certification Packet?


Doc. No. 35GL-19-1364.

I respectfully ask for your expeditious attention and response to my inquiry.

Si Yu'os Ma'ase/

**R. Arlene Santos**

Special Assistant to the Governor

*Ufisinan I Maga'hågan Guahan*

Office of the Governor of Guam

Email: r.arlene.santos@guam.gov

Tel: 671-300-9299

---

**R Arlene Santos** <r.arlene.santos@guam.gov> Mon, Sep 9, 2019 at 11:12 AM
To: edward.birn@doa.guam.gov
Cc: edith.pangelinan@doa.guam.gov, Tony Babauta <tony.babauta@guam.gov>, Jon Junior Calvo <jon.calvo@guam.gov>

SUBJECT: FOLLOW-UP ON RECRUITMENT

Buenas yan Hafa Adai Ed.

I met with the Governor on July 24, 2019 and she asked if I received a response from you regarding my personnel recruitment question I transmitted to you via this medium on July 19, 2019.

On August 20, 2019, I messaged Ms. Edith Pangelinan to follow-up on my inquiry. We also talked that same day.

I realize that both of you are quite busy with the recent budget meetings added to your already full plate of work at DOA.

This is just a friendly follow-up if you have an answer for me that I may be able to share with the Governor. I am hopeful that the recruitment process was proper.

Thank you for your time and I look forward to hearing from you real soon.

Have a great week!

R.

[Quoted text hidden]

--



Doc. No. 35GL-19-1364.*

**R. Arlene Santos**
Acting Director
*Guam Public Library System*

Email: r.arlene.santos@guam.gov
Tel: 671-300-9299

---

**Edith C. Pangelinan** <Edith.Pangelinan@doa.guam.gov>
To: Michael W Schniep <Michael.Schniep@doa.guam.gov>
Cc: "r.arlene.santos@guam.gov" <r.arlene.santos@guam.gov>

Tue, Sep 10, 2019 at 3:40 PM

Please review and prepare response for Director's signature reference subject above.

Thank you.

Edith

---

**From:** R Arlene Santos <r.arlene.santos@guam.gov>
**Sent:** Sunday, September 8, 2019 6:12 PM
**To:** Edward M. Birn
**Cc:** Edith C. Pangelinan; Tony Babauta; Jon Junior Calvo
**Subject:** Re: INQUIRY ON RECRUITMENT AT THE GUAM PUBLIC LIBRARY SYSTEM (GPLS): BUILDING CUSTODIAN LEADER

[Quoted text hidden]



Doc. No. 35GL-19-1364.

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R Arlene Santos <r.arlene.santos@guam.gov>

# Building Custodian Leader

1 message

**Michael W Schniep** <Michael.Schniep@doa.guam.gov> Sat, Sep 21, 2019 at 3:11 PM
To: R Arlene Santos <r.arlene.santos@guam.gov>
Cc: June Aflague <June.Aflague@guampls.guam.gov>

Good Afternoon Ms. Santos,

I was informed by my Deputy Director you had a couple questions regarding the recruitment of the Building Custodian Leader position, which was announced on July 11, 2018 and closed on August 1, 2019 under job announcement DOA67-18 as an "OPEN" competitive job announcement.

You're inquiry as follows:

Questions:

1) Did DOA handle the recruitment and referral process with the accuracy in accordance to existing statutes and instituted policies in hiring convicted felons?

Yes.

Mr. Manglona applied for the Building Custodian Leader position on July 18, 2018 and answered the Suitability Determination correctly. In addition, his clearances was within 30 days and indicated he was convicted on May 25, 1996. Please note, we require all applicants to provided Police/Court Clearances if they answered "YES" on the Suitability Form. The conviction was not a nexus to the position, thus the referral was proper.

2) Recognized the clientele the GPLS serves, did DOA determine the recruitment of applicant would be proper when it forwarded the Certification Packet?

Yes.

The Certification Packet includes the employment applications and in this particular case, Mr. Manglona's clearances indicating his conviction. If Mr. Manglona's conviction was an issue, the department did not bring it up to our attention. However if we were asked, the answer would be indicated the statute of limitations had expired and his conviction does not bear a nexus to the position.

Please keep in mind, the only statute barring an applicant to be employed with the Government of Guam is Public Law 28-98, cited in part: "no person convicted of a sex under the provision of chapter 25 of Title 9 GCA, or a an offense as defined in Article 2 of Chapter 28, Title, 9 GCA, or an offense in any jurisdiction which includes, at a minimum, of all of the elements of said offenses, or who is listed on the Sex Offender Registry...."



Doc. No. 35GL-19-1364.

Also, The Equal Employment Opportunity Commission (EECO) in its Enforcement Guidance on the Consideration of Arrest and Conviction Records, suggest the excluding job applicants who have criminal records may constitute employment discrimination under Title VII of the Civil Rights Act.

In the end, when the department selected Mr. Manglona he was informed by Ms. Stanley to provide updated clearances and again, the department has the opportunity to review a more updated clearances.

I hope I was able to answer your inquiry. Should you have any questions, please do not hesitate to ask.

Michael W. Schniep

Assistant Personnel Services Administrator, Acting

Department of Administration

Human Resources Division

Email: **michael.schniep@doa.guam.gov**

Tel # 475-1128/1141

Fax #: 477-7100/3671

website: www.hr.doa.guam.gov

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**9 GCA 28 CRIMES AND CORRECTIONS.pdf**
169K


Doc. No. 35GL-19-1364.

UFISINAN I MAGA'HÅGA
OFFICE OF THE GOVERNOR

LOURDES A. LEON GUERRERO
MAGA'HÅGA • GOVERNOR

JOSHUA F. TENORIO
SIGUNDO MAGA'LÅHI • LIEUTENANT GOVERNOR

July 24, 2019

**MEMORANDUM**

**TO:** Director, Bureau of Budget and Management Research

**VIA:** Maga'hågan Guåhan, Governor of Guam

**FROM:** Special Assistant to the Governor

**SUBJECT: REQUEST TO RELEASE ALLOTMENTS IN RESERVE**

Háfa adai. As you know, I have been detailed (Governor's circular no. 2019-082) to produce a report to the Maga'haga that on the State of Affairs of the Guam Public Library System (GPLS). This is in line with Executive Order No. 2019-014.

My findings show that the Library facilities have both administrative management and operational issues that require immediate attention:

In order that the organization gets the attention it needs to move GPLS forward, I respectfully request that the Territorial Educational Facilities Fund (TEFF), currently on hold in the amount of $423,990.00 be released so that the recommendations in the report be addressed. I will be officially submitting my report to the Governor on July 24, 2019.

I will provide you a copy of my recommendations as soon as the Governor makes her decision regarding the Direction she wishes to take with GPLS.

Thank you for you kind attention and I look forward to working closely with you.

Para I minaolek I che'cho-ta,

**R. Arlene Santos**

RECEIVED
JUL 24 2019 2:44pm
Bureau of Budget and Management Research

RICARDO J. BORDALLO GOVERNOR'S COMPLEX · HAGÅTÑA, GUAM 96910
P.O. BOX 2950 · HAGÅTÑA, GUAM 96932
671.472.8931 · 671.472.8932/6

**Sesteman Laibirihan Pupblekon Guåhan**
GUAM PUBLIC LIBRARY SYSTEM
Government of Guam

Lourdes A. Leon Guerrero
*Maga'hâga*

Joshua F. Tenorio
*Sigundo Maga'lâhi*

R. Arlene Santos
*Acting Director*

**VICE SPEAKER**
**TELENA CRUZ NELSON**
**Date / Time:** 8/5/19 / 12:57 pm
**Initials:** _____

August 5, 2019

**MEMORANDUM**

**TO:** Director, Bureau of Budget, Management and Research (BBMR)

**FROM:** Director, GPLS

**SUBJECT:** **SHORTFALL ON FISCAL YEAR 2020 BUDGET FOR THE GUAM PUBLIC LIBRARY SYSTEM**

Per the Chief of Staff's communication this morning, I share with you the following shortfall on the FY 2020 budget from the Office of the Chairman, Committee on General Government Operations, Appropriations and Housing:

The original submission and the budget ceiling approved by the administration was $1,353,624.00. After review from the Committee on General Government Operations, Appropriation and Housing, that figure was reduced by $97,920.00. It is now at $1,255,704.00.

This amount is critically needed to address funding requirements for repairs and bringing all the six (6) Library facilities to compliance with the American with Disabilities Act (ADA).

Your assistance in having that shortfall restored is respectfully requested.

**R. ARLENE SANTOS**, Acting

cc: Chairman and Members, GPLS Board
Chairman, Committee on Education, Air Transportation and Statistics, Research and Planning
Chief of Staff, Office of the Governor
Director, Policy Office of the Governor

RECEIVED
AUG 05 2019
Bureau of Budget and Management Research

# STRATEGIC PLAN FOR GUAM PUBLIC LIBRARY SYSTEM (GPLS)

## A. FUNDING REQUIREMENTS

| OBJECTIVE | IDENTIFIED NEED | PERSONNEL REQUIREMENT(S) | AMOUNT | BUDGET LAW STATUS | TARGET DATE FOR COMPLETION /ACCOMPLISHMENT |
|---|---|---|---|---|---|
| **1.**<br>**HIRE DIRECTOR** | Bring Top Management Leadership to the Organization; Currently there is only an Acting Director temporary assignment<br><br>**Note:**<br>Revisit Public Law (P.L.) 27-13 for appropriateness in the definition of the qualification requirements of the Director. Historically, GPLS has had recruitment difficulties meeting this law. | **(1)** | **$129,317.00**<br>Salary and benefits on a $95K base salary | Not Budgeted in FY 2020 | By end of 1st Quarter of FY 2020: Complete addressing Legislation for Director of GPLS |
| **1A.**<br>**Hire Librarian**<br>(Note: only applicable should P.L. 27-13 eliminate the Director position**)** | Critical to operations and services | (1) | Salary and Benefits: $88,918.00<br><br>[($61,796.00 base pay) Pay Range N, Step 10] | Not Budget | FY 2021 |

| OBJECTIVE | IDENTIFIED NEED | PERSONNEL REQUIREMENT(S) | AMOUNT | BUDGET LAW STATUS | TARGET DATE FOR COMPLETION/ACCOMPLISHMENT |
|---|---|---|---|---|---|
| **2.**<br>**INCREASE MANPOWER STRENGTH TO SUPPORT EXTENDED OPERATIONAL HOURS OF ALL (6) GPLS FACILITIES** | Comply with<br>P.L. 28-50<br>(Branch Libraries must be open at least 20 hours weekly)<br><br>Note: Due to funding limitations, (5) facilities are open only (1) 8 hour day weekly. | 10 Library Technicians, 4 Building Custodians, & Utility costs | **Library Technicians**<br>(Salaries and Benefits<br>$369,900.00)<br><br>**Building Custodians**<br>(Salaries and Benefits<br>$184,950.00)<br><br>**Utility**<br>(Power and Water<br>$ 75,000.00)<br><br>**Night Differential:**<br>1. FY 2020: $87,000.00<br>2. FY 2021: $434,720..00 | Not budgeted for FY 2020<br><br>Include Request for FY 2021 | **Phase 1:**<br>**a**. Open Agat facility (2) 8 hour days weekly; and<br>b. Institute extended hours (2) evenings weekly at the Hagåtña Facility<br><br>Effective October 1, 2019<br><br>**Phase 2:**<br>Provide at least (1) more additional day to include at least (2 nights x 2 hours) at all facilities.<br><br>Implement beginning-FY 2021. |
| **3.**<br>**REPAIR/RENOVATE ALL (6) GPLS FACILITIES** | Bring all facilities to ADA compliance and make repairs needed to keep structures safe for patrons;<br><br>Department of Public Works (DPW), Engineering Division, made assessment of all facilities dtd. July 18, 2019 | N/A<br>Contractual Services via the DPW | $220,000.00 | Not Budgeted | By end of FY 2021<br>(Not budgeted for FY 2020) |

## B. SPECIAL PROJECTS

| OBJECTIVE | IDENTIFIED NEED | PERSONNEL REQUIREMENT(S) | AMOUNT | BUDGET LAW STATUS | TARGET DATE FOR COMPLETION /ACCOMPLISHMENT |
|---|---|---|---|---|---|
| **4.**<br>**FILL ALL 7 SLOTS of the GPLS Board** | **Per P.L. 18-014:**<br>**Composition of the GPLS Board**<br><br>2-At Large<br>1- Teacher<br>1- Librarian<br>1- who works with Information Technology<br>1-In Private Sector<br>1-Student | Staffing requirements will be assigned to Administrative Assistant on Existing Staffing Pattern | Stipends are $50 for (1) REGULAR MONTHLY meeting and<br>$50 for (1) monthly SPECIAL MEETING | Budgeted for FY 2020 | **Target Date for Full Composition:**<br>By end of 1st quarter of FY 2020**.** |
| **5.**<br>**GPLS PARKING LOT: REVISIT to AMEND OR REPEAL AND RE-ENACT P.L. 29-35** | Existing Law places burden of implementation on GPLS manpower yet all monies generated from violation citations go to Superior of Guam | Manpower of GPLS. | Information Not Available | Existing Law not applied at this time; Staffing limitations make implementation difficult. | **By 1st quarter of FY 2020:**<br>Complete work on proposal for Legislation that would be more beneficial to GPLS<br><br>By end of FY 2020:<br>Complete legislation process for promulgation of Revision of Law. |
| **6.**<br>**OPENING OF THE GPLS ARCHIVAL CENTER**<br><br>(Conversion of Barrigada Library facility to the GPLS Archival Center) | Compliance with Mandate:<br>P.L. 17-036<br><br>GPLS is the official depository for all government documents. | Existing personnel will be assigned to this facility<br>(1) Library Technician<br>(1) Building Custodian | No additional budget needed | Budgeted in FY 2020 | **Grand Opening Date:**<br>November 26, 2019 |

| OBJECTIVE | IDENTIFIED NEED | PERSONNEL REQUIREMENT(S) | AMOUNT | BUDGET LAW STATUS | TARGET DATE FOR COMPLETION/ ACCOMPLISHMENT |
|---|---|---|---|---|---|
| **7.**<br>**GPLS BOOKMOBILE SERVICE** | Provided access to GPLS Services to communities that do not have Libraries | **(1)**<br>Bookmobile Driver employment position already in staffing pattern for FY 2020 and in process for recruitment. | No additional Budget needed | Budgeted in FY 2020 | **Launch Date:**<br>November 26, 2019<br><br>Made Possible by<br>The office of the Governor<br>and<br><br>**Sponsors from the Private Sector**<br>Lead sponsor: Matson Navigation Company along with the Bookmobile Foundation consisting of private sector sponsors such as South Pacific Petroleum, (SPC) Corporation, Guam Telephone Authority (GTA), Pacific Daily News (PDN), KUAM Care Force, Ruder Integrated Marketing Strategy (RIMS), Cabras Marine, Seabridge, |
| **8.**<br>**Wall Mural for Hagåtña Facility** | Promote the Main Library Facility to the Public | N/A | $7,000.00<br>Funding to be provided from Private Sponsorship and Fines and Fees Account of GPLS | Not Budgeted | November 19, 2019 |
| **9.**<br>**"Sister Library" Project** | Provide CHamoru families in the mainland direct access to the Guam Collection and the Archival Center for information regarding Guam and its Government | (1) Program Coordinator (distributed time for staff on board) | **N/A** | N/A | End of FY 2020 |

We have begun working on all these items listed. With the support of the Governor, we are confident we will be able to accomplish these plans within the timeframe given via the GOVERNOR'S CIRCULAR NO. 2019-0127.

Submitted to: Director, Bureau of Statistics and Plans

FROM: **R. Arlene Santos**, Acting Director, GPLS
Friday, September 27, 2019

| | |
|---|---|
| **From:** | June Aflague |
| **To:** | "tyrone.taitano@bsp.guam.gov"; "shirley.cruz@bsp.guam.gov" |
| **Cc:** | "Tony Babauta"; r.arlene.santos@guam.gov |
| **Subject:** | GUAM PUBLIC LIBRARY SYSTEM"S STRATEGIC PLAN |
| **Date:** | Thursday, September 26, 2019 4:43:00 PM |
| **Attachments:** | GUAM PUBLIC LIBRARY SYSTEM - STRATEGIC PLAN TABLE.pdf<br>image003.png |

Hafa adai!

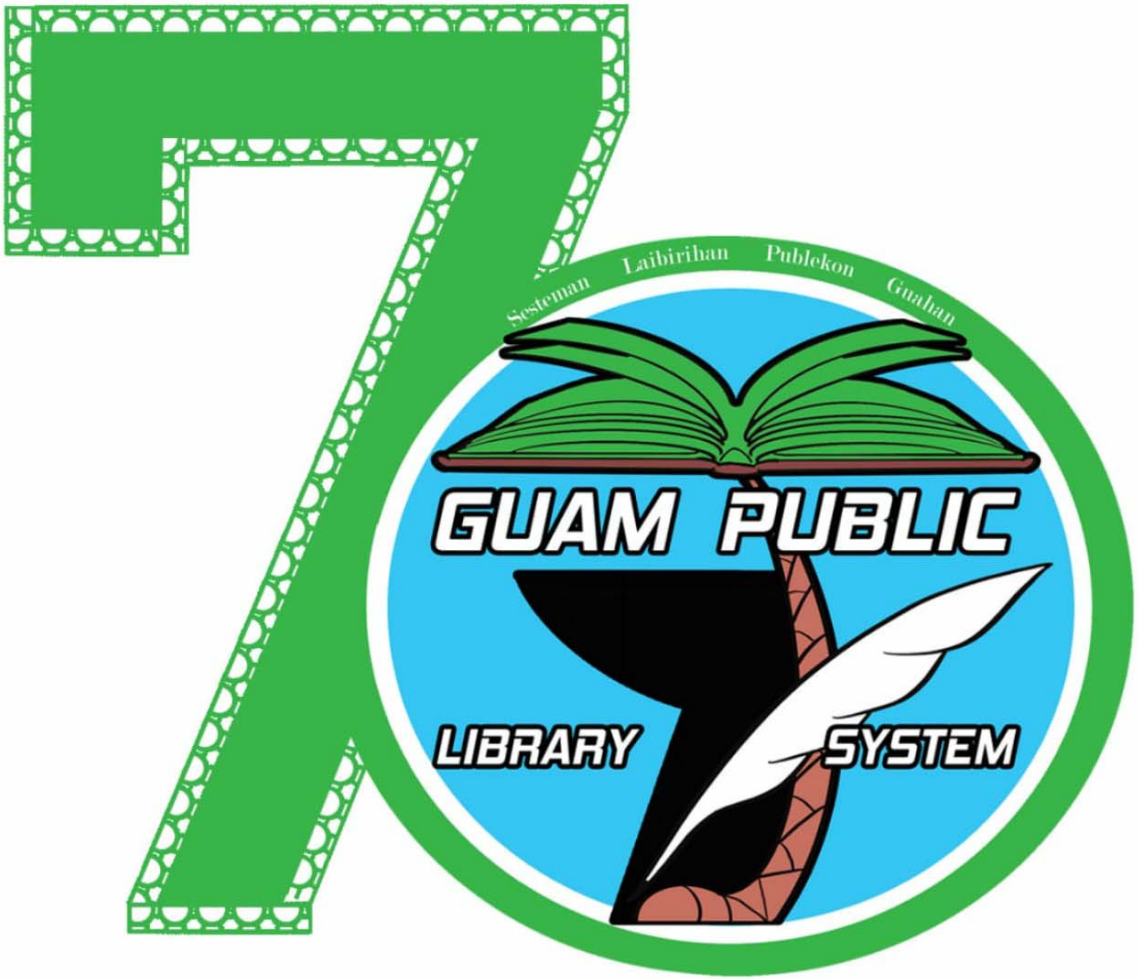
Per the Governor's Circular 2019-0127, the Guam Public Library System is submitting its Strategic Plan which is due to BSP no later than Friday, Sept 27, 2019.

Kindly acknowledge receipt of this email and its attachment.

*Si Yu'os Ma'åse!*

June M. Aflague
Guam Public Library System
Administrative Assistant
254 Martyr St
Hagatna, Guam 96910
Tel: 475-4755 * Fax: 477-9777

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Sestenan Laibiriban Publekon Guahan
GUAM PUBLIC
LIBRARY SYSTEM

# Guam Public Library System (GPLS) Agency Presentation for CHamoru Heritage and Cultural Advancement

R. Arlene Santos, Director
October 21, 2019
Governor's Large Conference Room
Adelup, Guam

*While preparing for this presentation, a theme kept resonating in our minds…*

# NA'LÅLA

*def: to make alive; to bring to life*

We took it a step further and came up with key words that fit our theme for this presentation.

N – **N**a’listo (prepare) ya ta

A – **A**tbansa (advance/promote) ya ta

L – **L**a’tungo’ mås (to learn better/more) para

A – **A**dilanto (advancement),

L – **L**engguahi (language), yan

A – **A**yudu (help)

Next, we took these key words and incorporated it into our vision statement for this presentation.

# Vision Statement

I Sisteman Laibirihan Puplekon Guahan ha

***N****alisto* para

***A****tbansa* yan para hu ma

***L****a'tungo' mås* ginen I programma yan I koleksion siha kosaki hu guaha

***A****dilanto* gi Kuttura yan I

***L****engguahen* CHamoru para hu

***A****yuda* todu.

The Guam Public Library System is prepared to promote literacy programs and its collections for the advancement of the CHamoru culture and language to help everyone.

# What makes GPLS a “CHamoru-serving” or “CHamoru-centered mission” type of agency?

# MISSION STATEMENT

The Guam Public Library System's (GPLS) mission is to provide free and open access to information and ideas fundamental to a democracy to every resident of Guam, and will protect intellectual freedom, promote literacy, encourage lifelong learning, and maintain cultural materials.

# CURRENT STATUS

GPLS Mission Statement

- Maintain cultural materials
  - Pictorial history collection
  - Guam History Books
  - Spanish journals/diaries
  - CHamoru language dictionaries
  - Books written/translated in CHamoru
  - CHamoru DVDs/CDs/Videos
  - Other Guam documents

# CURRENT STATUS

GPLS Inventory of Print Materials : 276,631

of which

6,813 are Guam Collections Inventory

(books from local authors/books about Guam)

# CURRENT STATUS

## GPLS Guam Collections Inventory:

| Fiscal Year | Funds Spent |
|---|---|
| 2019 | $16,844.13 |
| 2018 | $13,808.72 |
| 2017 | $1,894.00 |

88% increase from FY2017

# RECOMMENDATIONS TO ENHANCE MISSION, OPERATIONS AND EFFECTIVENESS

- Increase the Guam Collection
  - Hagåtña (main branch)
  - Branch locations (Agat, Barrigada, Dededo, Merizo, Yona)
  - Bookmobile

## RECOMMENDATIONS TO ENHANCE MISSION, OPERATIONS AND EFFECTIVENESS

- Implementation of CHamoru Story Hour
- Free CHamoru language classes
- Collaboration/partnerships with business (e.g. Chief Hurao Academy, Nihi Kids, etc…)

## RECOMMENDATIONS TO ENHANCE MISSION, OPERATIONS AND EFFECTIVENESS

- Sister library in San Diego
  - Digital access to the Guam Collection
  - Creation of a Guam Collection at the site of the Sister Library (GPLS will send materials to site)
  - Visiting CHamoru authors
  - Visiting CHamoru speakers
  - Visiting CHamoru entertainers
  - CHamoru residents in California

# RECOMMENDATIONS TO ENHANCE MISSION, OPERATIONS AND EFFECTIVENESS

On-going Revitalization efforts:

- Commemorating 70 years of public service
- Re-launching of Bookmobile
- New hours of operation - Hagåtña & Agat
- GPLS Archival Center
  - Depository (P.L. 17-036)
- Expansion of Guam Collection Books

# Conclusion

I Sisteman Laibirihan Puplekon Guahan ha

***N****alisto* para

***A****tbansa* yan para hu ma

***L****a'tungo' mås* ginen I programma yan I koleksion siha kosaki hu guaha

***A****dilanto* gi Kuttura yan I

***L****engguahen* CHamoru para hu

***A****yuda* todu.

The Guam Public Library System is prepared to promote literacy programs and its collections for the advancement of the CHamoru culture and language to help everyone.

# Conclusion

Moving forward with this mission…

each and every single one of us in this room has an obligation to be part of the **CHANGE** to keep our culture strong and alive.

It is up to us to keep that spirit alive.

# MAKE THE CHANGE!

# Because it is…

# Taotao-ta, Irensia-ta, Tiningo’-ta!

## *(Our People, Our Heritage, Our Knowledge!)*

Ramirez, Toni “Malia” (2015). Fino’ I Manaina’ta: Taotao-ta, Irensia’ta, Lina’la-ta, Tiningo’’ta. Voices of Our Elders: Our People, Our Heritage, Our Life, Our Knowledge. Retrieved from https://www.guampedia.com/voices-of-our-elders-vignettes/#Project_Contributors

# NA’LÅLA!

# Senator Kelly Marsh (Taitano), PhD.

Chairwoman of the Committee on Heritage and the Arts, Parks, Guam Products, Hagatna Revitalization, Self-Determination, and Regional Affairs

Assistant Majority Leader

*I Mina' Trentai Singko Na Liheslaturan Guåhan*



**Committee Membership**

Overall Vice-Chair:
Speaker Tina Muña Barnes

Heritage and the Arts Vice-Chair:
Senator Amanda L. Shelton

Self-Determination Vice-Chair:
Senator Jose "Pedo" Terlaje

Regional Affairs Vice-Chair:
Senator Clynt E. Ridgell

Senator Régine Biscoe Lee

Senator Joe S. San Agustin

Senator Therese M. Terlaje



**Contact Details**

989-5681/3

office.senatorkelly@guamlegislature.org

Guam Congress Building
163 Chalan Santo Papa
Hagatña, GU 96910


November 7, 2019


RECEIVED
NOV 07 2019
Guam Public Library System


**Transmitted via hand-delivery**

**Mrs. Arlene Santos**
Acting Director
Guam Public Library System
254 Martyr Street
Hagåtña, Guam 96910

**Re: Guam Public Library System input** on the Hagåtña Restoration and Redevelopment Authority, Hagåtña Master Plan

*Buenas Yan Hafa Adai* Acting Director Santos.

The implementation of the Hagåtña Master Plan (HMP) is a dynamic long-term planning document centering on Hagåtña's land use component that will guide the future growth and development of the capital. The master plan is meant to provide analysis, recommendations, and proposals consequential to Hagåtña's development.

As the Acting Director of the Public Library System, which has had a library present in Hagåtña for decades, I am calling upon you to provide information imperative to the success of the Hagåtña Restoration and Redevelopment Authority (HRRA).

Please outline any GPLS related concerns, needs, or other considerations that you deem pertinent in the restoration and redevelopment of Hagåtña in general, or as found in the August 2018 draft version of the Hagåtña Master Plan and in the associated August 2018 draft Design Guidelines.

I am sure acting Director Santos, that you like myself, want to ensure the success of the HRRA. The information you provide will give the HRRA additional tools that will assist in their work and path forward. The sooner HRRA receives this information, the better. Please have the information sent to HRRA and my office by November 30, 2019.

I am working on scheduling an informational hearing for late November or early December for which the information prepared by GPLS will be useful towards strengthening the HMP.

*Mås Rikueto,*

**Si Senadora Kelly Marsh (Taitano)**

Cc: Speaker, *I Liheslaturan Guåhan*
HRRA Board Chair

*Sesteman Laibirihan Pupblekon Guåhan*
**GUAM PUBLIC LIBRARY SYSTEM**
**Government of Guam**

Lourdes A. Leon Guerrero
***Maga'håga***

Joshua F. Tenorio
***Sigundo Maga'låhi***

R. Arlene Santos
***Acting Director***

November 13, 2019

Sinadora Kelly Marsh (Taitano), PhD.
Chairwoman, Committee on Heritage
and the Arts, Parks, Guam Products,
Hagåtña Revitalization, Self-determination,
and Regional Affairs
Guam Congress Building
163 Chalan Santo Papa
Hagåtña, Guam 96910

Buenas yan Hafa Adai Sinadora Kelly Marsh (Taitano)

I have been advised that the Executive Director of the Hagåtña Restoration and Redevelopment Agency (HRRA) will be responding to your letter addressed to me dated November 7, 2019.

I take this opportunity to thank you for giving the Guam Public Library System (GPLS) your attention and I look forward to working with you in our revitalization efforts.

**R. Arlene Santos**
Acting Director

cc: HRRA Executive Director
Chief of Staff, Governor's Office
Deputy Chief of Staff, Governor's Office

received
11-13-19 1:38 PM
Senator Kelly Marsh (Taitano)

Lillian Kosaka

HAGÅTÑA

Chairman Maria Eugenia Leon Guerrero
Vice-Chair Patricia Ann P. Ada
Commissioner Mayor John E. Cruz
Commissioner Gregory D. Perez
Commissioner Rita T. Franquez
Commissioner Nick Keswani
Commissioner Eduardo J. Calvo
Commissioner Carlos Madrid Alvarez-Piñer, PhD
Executive Director Lasia Casil

The Honorable Lourdes A. Leon Guerrero
Governor of Guam

The Honorable Joshua F. Tenorio
Lieutenant Governor of Guam

November 12, 2019

**MEMORANDUM**

**Elaine Tajalle**

**TO:** **Mrs. Arlene Santos, Acting Director, Guam Public Library**

**FROM:** **Executive Director, Hagåtña Restoration and Redevelopment Authority**

**SUBJECT:** **Past Deadline for Input on the Hagåtña Master Plan**

Håfa Adai.

On June 11, 2019, then Acting Governor Joshua F. Tenorio issued to all Departments and Agencies the attached memorandum with the **Subject: Agency Comment Period for the draft of the Hagåtña Redevelopment Master Plan.** The memo states *"As part of the review process of the Board of Commissioners, any concerned or interested departments or agencies should submit written comments on the plan to the Hagatña Restoration and Redevelopment Authority with a copy to the Bureau of Plans and Statistics by July 15, 2019."*

The Hagåtña Restoration and Redevelopment Authority (HRRA), with the support of the Maga'Håga and Segundo Maga'Lahi, has gone to great efforts to reach out to all Departments and Agencies for the development of the Hagåtña Master Plan in a timely manner. The deadline for all comments to be submitted was four months ago. The HRRA is in review of received comments and has been working diligently to move forward into the next phase of approval of the Hagåtña Master Plan Land Use Plan, The Map Atlas and The Design Guidelines by the Board of Commissioners. To date, the Board of Commissioners and I have not been consulted regarding an extension of the deadline nor have they voted to approve an extension of the deadline for comments. Please be advised that the authority for any such action to take place lies solely within the Executive Branch and the HRRA Board of Commissioners. Therefore, we hope you understand and cooperate at this time as the deadline for submitting comments has passed. Should you have any questions or comments please feel free to contact me at lasia.casil@hrra.guam.gov or at 647-4332 ext. 122. Si Yu'os Ma'ase.

Sensoramente,

Lasia Casil

cc: Speaker, *I Liheslaturan Guahan*
Senator Kelly Marsh (Taitano)
HRRA Board Chair

RECEIVED
NOV 13 2019
PM

Suite 511, ITC Building, 590 South Marine Corps Drive, Tamuning, Guam 96913
Mailing Address: P.O. Box 2950 Hagåtña Guam 96932

# Ufisinan i Sinadora Kelly Marsh (Taitano), PhD

*I Mina'trentai Singko Na Liheslaturan Guåhan*

Gé'helo', Kumitehan Irensia yan i Atte siha, Plasét siha, Fina'tinas Guåhan, Finamta' Hagåtña, Dinitetminan Maisa, yan Asunton Rihinåt Siha


**November 26, 2019**

Acting Director Arlene Santos
Sent via email to r.arlene.santos@guam.gov

*Hafa Adai* Acting Director Santos,

A few weeks ago at a meeting, a member of a government commission asked me, as the legislative oversight chair, if it could submit comments on the draft Hagåtña Master Plan. I responded to the commission member that certainly it could. To receive important technical review and public input is not only critical to a successful Hagåtña Master Plan, but essential for a truly open, accountable, and responsible government that has invested over a million dollars of public funds into this project. I thereby sent letters to agencies under my oversight who have the potential to provide relevant comments and considerations on the Hagåtña Master Plan, which should receive as much input from the community as possible as it is a plan that affects us all.

On November 22, Lt. Governor Tenorio expressed to me that contrary to the letter sent to you on November 12 by the Hagatna Restoration and Redevelopment Authority (HRRA), he desires to continue to receive comments. This is especially imperative given that several, if not many, agencies integral to the success of the plan have yet to submit their review. Lt. Governor Tenorio has requested that you submit your comments on the Plan to my office and provide copies to his office and HRRA.

The HRRA Board has not completed its review of the current version of the draft Hagåtña Master Plan. Further, the HRRA current version of the draft Hagåtña Master Plan has not been formally been taken up by consideration by either the Governor or the Legislature. Therefore, the review processes of the Governor and the Legislature are still yet to come. To provide clarity, the final authority to adopt, amend, modify, or reject the Plan lies solely within the Legislative Branch.

I look forward to the submission of your comments on November 30.

/s/ Senator Kelly Marsh (Taitano), PhD
35th Guam Legislature

cc: Governor Lou Leon Guerrero
Lt. Governor Joshua Tenorio
Vice-Chair Tina Muna Barnes, Legislative Oversight Committee
HRRA Board of Commissioners

**BUREAU OF BUDGET AND MANAGEMENT RESEARCH**
**FISCAL YEAR 2021**
**BUDGET DOCUMENT CHECKLIST**

**Department/Agency:** Guam Public Library System
**Division/Program:** Administration & Finance / Library Operations and Services
**Date Received by BBMR:** _____
**Date Reviewed:** _____

| | Department/Agency Yes | Department/Agency No | BBMR Yes | BBMR No |
|---|---|---|---|---|
| **General** | | | | |
| Is the department/agency request within the Governor's established ceiling? | X | | | |
| Does the SUMMARY digest totals equal the totals on the detail pages? | X | | | |
| Are the required budget forms attached? | X | | | |
| a. Agency Budget Certification [BBMR ABC] | X | | | |
| b. Agency Narrative Form [BBMR AN-N1] | X | | | |
| c. Decision Package [BBMR DP-1] | X | | | |
| d. Program Budget Digest Forms [BBMR BD-1, BBMR TA-1, BBMR 96A - REVISED] | X | | | |
| e. FY 2021 (Proposed) Agency Staffing Pattern [BBMR SP-1] - All Fund Sources | X | | | |
| f. FY 2020 (Current) Agency Staffing Pattern [BBMR SP-1] - All Fund Sources | X | | | |
| g. Federal Program Inventory Form [BBMR FP-1] | X | | | |
| h. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1] | X | | | |
| i. Prior Year Obligation Form [BBMR PYO-1] | X | | | |
| Are the E-Files attached for all budget forms? | X | | | |
| I. Agency Budget Certification [BBMR ABC] | | | | |
| 1. Is the budget certified as to its accuracy and BBMR requirements. | X | | | |
| II. Agency Narrative Form [BBMR AN-N1] | | | | |
| 1. Is the mission statement correct and consistent with the department/ agency's enabling act? | X | | | |
| 2. Are the goals and objectives correct and consistent with the department/ agency's mission? | X | | | |
| III. Decision Package [BBMR DP-1] | | | | |
| 1. Is activity description correct? | X | | | |
| 2. Is major objective correct? | X | | | |
| 3. Are short term goals correct? | X | | | |
| 4. Is workload output reflected correctly? | X | | | |
| IV. Program Budget Digest Forms [BBMR BD-1, BBMR TA-1, BBMR 96A - REVISED] | | | | |
| A.) Budget Digest Form [BBMR BD-1] | | | | |
| Personnel Services | | | | |
| 1. Are figures reflected consistent with the attached staffing pattern(s)? | X | | | |
| 2. Are amounts reflected in each column accurate? | X | | | |
| 3. Are computations correct? | X | | | |
| Operations | | | | |
| 1. Are the amounts reflected under columns, "Governor's Request," for each object category consistent with respective schedules (Schedule A - E) as detailed in the budget digest subforms (BBMR TA-1 & BBMR 96A - REVISED)? | X | | | |
| 2. Are amounts reflected in each column accurate? | X | | | |
| 3. Are computations correct? | X | | | |
| Utilities | | | | |
| Are amounts reflected in each column correct? | X | | | |
| Capital Outlay | | | | |
| Are amounts reflected under columns, "Governor's Request," consistent with schedule F as detailed in the budget digest subform, [BBMR 96A - REVISED]? | X | | | |
| Full Time Equivalencies (FTEs) | | | | |
| Are the number of FTEs for both "Unclassified" and "Classified" accurately reflected under each column? | X | | | |
| B.) Off-Island Travel Form [BBMR TA-1] (Schedule A) | | | | |
| 1. Is the purpose/justification for travel defined? | N/A | | | |
| 2. Is/Are the travel date(s) and number of travelers reflected? | N/A | | | |
| 3. Is/Are the position title(s) of the traveler(s) reflected? | N/A | | | |
| 4. Are all columns (Air Fare, Per Diem, Registration, and Total Cost) accurate? | N/A | | | |
| C.) Operations Schedules Form [BBMR 96A - REVISED] (Schedules B~F) | | | | |
| 1. Are "Items" under schedules B - F listed in detail? | X | | | |
| 2. Is the "Quantity" and "Unit Price" under schedules B - F reflected for respective items? | X | | | |
| 3. Are corresponding FY 2020 Authorized levels under schedules B - F indicated? | X | | | |
| V. Agency Staffing Pattern Forms [BBMR SP-1] | | | | |
| 1. Are position titles correct? | X | | | |
| 2. Are all LTA and Temp. positions properly identified? | N/A | | | |
| 3. Are position numbers reflected? | X | | | |
| 4. Are the salary levels consistent with the Government of Guam Competitive Wage Act of 2014 and/or Public Safety and Law Enforcement Pay Schedule (40%)? | X | | | |
| 5. Are filled positions funded? | X | | | |
| 6. Are increment amounts reflected? | X | | | |
| 7. Are rates reflected under "Benefits" correct? | X | | | |
| 8. Are computations correct? | X | | | |
| VI. Federal Program Inventory Form [BBMR FP-1] | | | | |
| Is the form complete and accurate? | X | | | |
| VII. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1] | | | | |
| 1. Is the description of the equipment and/or capital item(s) detail? | X | | | |
| 2. Is the "quantity" and "percentage of use" reflected? | X | | | |
| 3. Are space requirements descriptive and total space reflected and accurate? | X | | | |
| VIII. Prior Year Obligation Form [BBMR PYO-1] | X | | | |

**CERTIFIED AS TO COMPLETENESS AND ACCURACY**

**DEPARTMENT:**
**Prepared By:** Sandra Manley Stanley, A.O.
12-6-19
Date
**Approved By:** R. Adene Santos, Acting Dir.
(Signature of Dept./Agency Head)
12-6-2019
Date

**BBMR ACTION:**
**Recommendation**
☐ Approval
☐ Disapproval

_____
Analyst
_____
Date

*Sesteman Laibirihan Pupblekon Guåhan*
**GUAM PUBLIC LIBRARY SYSTEM**
**Government of Guam**

Lourdes A. Leon Guerrero
*Maga'hâga*

Joshua F. Tenorio
*Sigundo Maga'lahi*

R. Arlene Santos
*Acting Director*

December 7, 2019

**MEMORANDUM**

**TO:** Director, Bureau of Budget and Management Research

**FROM:** Director, Guam Public Library System (GPLS)

**SUBJECT: GPLS FISCAL YEAR 2021 BUDGET REQUEST**

Attached to this memorandum is the GPLS Budget Request for Fiscal Year (FY) 2021.

## A. BACKGROUND INFORMATION

This cover memorandum requests for funding items that may have been appropriated in previous fiscal years but expenditures were never authorized. Since as far back as 2004, GPLS has continuously encountered serious challenges keeping afloat each fiscal year with funding that would only pay for personnel services and less than minimal for anything else.

To aggravate the situation, nineteen years ago, in 2000, GPLS closed all its branches leaving the Library operations and services being provided only from the Hagåtña main facility. This lasted for seven (7) years. All doors reopened in 2007.

The early retirement program that was afforded GovGuam employees through Public Laws (P.L.) 25-74 and subsequently P.L. 25-90 attributed to over 50% of the employees leaving GPLS. This left GPLS with insufficient staff to operate all the six (6) Library facilities.

**Recruitment Difficulty of GPLS Leadership**

Historically, GPLS has had difficulty hiring a Director (Library) that meets the qualification requirements outlined in P.L. 27-13. The last qualified Director left GPLS in March 2006 after only leading the organization for 1 year and 8 months.

Since that time, there have only been a Library Technician Supervisor and an Administrative Officer who have taken turns at the helm of GPLS.

**Downgrading of Organization**
To further aggravate the negative impact on GPLS, Governor Edward B. Calvo issued his Reorganization Advisory No. 6 on October 11, 2011 that basically placed GPLS as a Division under the Department of CHamoru Affairs.

These negative organizational experiences appear to have contributed to the lack of attention the GPLS ever received from any administration prior to the current gubernatorial leadership.

**Reestablishment of GPLS as a Department**
On June 21, 2019, Governor Lourdes A. Leon Guerrero, lifted GPLS from a Division under the DCA to become its own entity.

**GPLS TODAY**
This year is the 70th Birthday of the Guam Public Library System (GPLS). Opening its doors as a Division of the Department of Education on January 31, 1949, the first local government Library operated out of two (2) Quonset huts at the Hagåtña Azotea.

Through the years, we have seen it physically grow into the 47000 sq. feet three-storey facility it is today. This headquarters facility is graced with 5 village branches throughout the island--Agat, Merizo, Yona, Barrigada and Dededo.

At the close of this 70th birthday year of GPLS, we will see some evolutionary milestones that will enhance the operations and services:

**REVITALIZATING THE GPLS**
This Budget submission for FY 2021 hopes to finally address the needs of the organization long overdue.

Please consider the requests made so that GPLS can move forward in improving the learning opportunities for all the people who choose to get educated and who make Guam their home.

## B. ORGANIZATIONAL STRUCTURE OF THE GPLS

This submission shows the GPLS has two (2) Divisions:

1. Administration and Finance Division
2. Library Operations and Services Division

Please refer to the Organizational Chart within the Budget submittal

### 1. ADMINISTRATION AND FINANCE DIVISION

This Division is charged all the Administrative and financial duties and responsibilities of the GPLS organization. The effectiveness of the organization lies on the demonstrated competency and experience of the leadership and staff of this Division. This is crucial because from this Division you have the organizational team charged:

a.) general administration and management;
b.) fiscal administration
c.) human resource management, employee-management relations, training and classification;
d.) All Procurement functions
e.) has direct purview over:
1.) the public information, information technology, marketing and stakeholder outreach performed by the Library Operations and Services Division;
2.) Federal Grants application, implementation and reporting requirements
f.) Provides staffing and Administrative Support to the GPLS Board of Directors
g.) Handles all Facilities Management and Maintenance Services

**Current and Proposed Employment Positions for The Administration and Finance Division**

| Position # | Currently Funded Positions | **Position #** | **Proposed / Requested FY 2021 Budget** |
|---|---|---|---|
| 1006 | Building Custodian | 1045 | Administrative Services Officer |
| 1008 | Administrative Officer | 1046 | Bldg. Custodian Supervisor |
| 1020 | Bldg. Custodian Leader | 1047 | Program Coordinator I |
| 1023 | Building Custodian | 1048 | Administrative Aide |
| 1024 | Building Custodian | 1049 | Messenger Clerk |
| 1026 | Clerk Typist III | | |
| 1029 | Building Custodian | | |
| 1037 | Building Custodian | | |
| 1042 | Administrative Assistant | | |
| | | | |

## 2. LIBRARY OPERATIONS AND SERVICES DIVISION

### a. MANAGEMENT OF LIBRARY SERVICES AND OPERATIONS

**HIRING OF A LIBRARIAN ABOVE STEP**

For this Division of GPLS, we hope to hire a Librarian III budgeted at step 15. Traditionally, the hiring of a Library Director has been annually pursued unsuccessfully. Hiring a Librarian at Step 15 ($72,241.00-base salary) may provide a competitive salary that may be attractive to those individuals qualified to fill the position.

Although requested every year in their budget submissions, the GPLS has had very poor track record employing a Library (Director) or, at times, having the position approved then stricken in the final version of the budget.

Records show that the last time the GPLS had a Librarian leading the services and operations was in March 2006.

This position would be the in-house expert needed to oversee the delivery of technical Library services. The absence of having this leadership position may be the reason why the facilities patronage data is very low and why the programs have shown low patronage.

This absence also calls attention to the severe neglect of the facilities most especially the village branch of Yona.

## b. DELIVERY OF PROGRAMS AND SERVICES

## 1. EXPANSION OF OPERATION HOURS (PILOTS)

In recent months, the GPLS has expanded the hours of operations at the Hagåtña Main Library opening the facility into the evening hours. This was done to try to accommodate those students and adult individuals who may not have access to computers and the book collections during the day may now avail of evening services. On Mondays and Wednesdays, the Hagåtña library opens 9am to 8pm.

The Agat Library opens an additional day weekly. Added to the weekly opening on Tuesdays, service from that Library Branch is now Tuesdays and Thursdays 9am-5:30pm

**Night Differential**

The decision to open evenings has an effect on our Budget to fund night differential pay. This is not included in our current fiscal year budget.

This budget submission will list this item as a funding request.

**Justification**

This decision was based on the premise that the GPLS become accessible to students or adult individuals in our community, especially those marginalized, who do not have access to computer services or may need the collections to do their research.

## 2. THE BOOKMOBILE LIBRARY SERVICE

The last time our island community had a Bookmobile service was in 2013.

On November 26, 2019, the Bookmobile Foundation, a non-profit organization and the GPLS re-launched the Bookmobile which both plan to bring out to the community sometime in the first quarter of calendar year 2020.

**Staffing Requirements**

The only position budgeted is a Bookmobile Driver in FY 2020. This service requires and additional Library Technician II who will be charged the providing of Library services in the community routes where this Bookmobile will be making its stops. This is an island-wide service.

**Night Differential**
Plans are being formalized for the scheduled routes. The GPLS management is currently looking at scheduling the Bookmobile service to roll out daily starting at 11am and ending each day at 8pm (Monday-Thursday and Saturday)

**Justification**
The schedule is being planned to accommodate those areas in the community where there may be minimal to no access to computers or library services.

**Staffing Requirements**

**Permanent Assignments**
(1) Bookmobile Driver
(2) Library Technician II

**Alternate Assignments**
(1) Bookmobile Driver
(2) Library Technician II

## 3. FULL OPERATION SERVICES AT ALL BRANCHES OF THE GPLS

We hope to be given the opportunity to open the Library branches of Yona, Merizo, Agat and Dededo.

This action will require the following additional staff for this operation expansion.

| Position # | Currently Funded Positions | Position # | Proposed / Requested FY 2021 Budget |
|---|---|---|---|
| 1003 | Library Technician II | | |
| 1004 | Library Technician I | 1004 | Library Technician II in lieu of Lib. Tech. I |
| 1013 | Library Technician Supervisor | 1022 | Library Technician II |
| 1016 | Library Technician I | 1028 | Library Technician II |
| 1021 | Administrative Aide | 1032 | Library Technician II |
| 1034 | Library Technician II | 1033 | Library Technician II in lieu of Lib. Tech. I |
| 1036 | Library Technician I | 1038 | Library Technician II |
| | | 1051 | Library Technician Supervisor |
| | | 1052 | Librarian III |
| | | 1053 | Program Coordinator I |
| | | 1054 | Program Coordinator II |
| | | 1055 | Program Coordinator III |
| | | 1056 | Program Coordinator IV |

## 4. The GPLS Archival Center

**Note: COMPLIANCE WITH 5GCA, §80120: GOVERNMENT DEPOSITORY**

The Barrigada Branch Library has been converted to become the GPLS Archival Center—a designated depository for all Guam *governmental publications, including any printed or processed paper, book, periodical, pamphlet or map originating in, or printed with, the imprint of, or at the expense and by the authority of, the government of Guam.*

For the first time, these collections are being made available and accessible to the public for those wanting to do research or simply want to know more about a subject matter or a person who had some connection to public service.

**PERSONNEL REQUIREMENTS**

The Archival Center requires dedicated manpower strength as shown below that is reflected in our budget request and listed as follows:

Library Technician Supervisor (Proposed)
Territorial Archivist (Proposed)
Library technician I (Proposed)

**JUSTIFICATION FOR REQUEST OF SIX (6) LIBRARY TECHNICIAN II POSITIONS**

There are six (6) Library Technician IIs requested in this submission. It is our hope that we will be approved to recruit at this level so that we will be able to provide upward mobility for our employees. There are currently five (5) Library Technician Is. The hiring dates of these employees go as far back as 2006 to the most current at 2017. All of these employees are now qualified for Library Technician II, the only upward mobility opportunity they have at this personnel classification series.

## C. CONTRACTURAL SERVICES

**LIBRARY ASSESSMENT FOR REPAIRS, RENOVATIONS AND COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)**

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*Sesteman Laibirihan Pupblekon Guåhan*
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**Government of Guam**

Lourdes A. Leon Guerrero
*Maga'hâga*

Joshua F. Tenorio
*Sigundo Maga'lahi*

R. Arlene Santos
*Acting Director*

December 7, 2019

**MEMORANDUM**

**TO:** Director, Bureau of Budget and Management Research

**FROM:** Director, Guam Public Library System (GPLS)

**SUBJECT: GPLS FISCAL YEAR 2021 BUDGET REQUEST**

Attached to this memorandum is the GPLS Budget Request for Fiscal Year (FY) 2021.

## A. BACKGROUND INFORMATION

This cover memorandum requests for funding items that may have been appropriated in previous fiscal years but expenditures were never authorized. Since as far back as 2004, GPLS has continuously encountered serious challenges keeping afloat each fiscal year with funding that would only pay for personnel services and less than minimal for anything else.

To aggravate the situation, nineteen years ago, in 2000, GPLS closed all its branches leaving the Library operations and services being provided only from the Hagåtña main facility. This lasted for seven (7) years. All doors reopened in 2007.

The early retirement program that was afforded GovGuam employees through Public Laws (P.L.) 25-74 and subsequently P.L. 25-90 attributed to over 50% of the employees leaving GPLS. This left GPLS with insufficient staff to operate all the six (6) Library facilities.

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Since that time, there have only been a Library Technician Supervisor and an Administrative Officer who have taken turns at the helm of GPLS.

**Downgrading of Organization**
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**REVITALIZATING THE GPLS**
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Please consider the requests made so that GPLS can move forward in improving the learning opportunities for all the people who choose to get educated and who make Guam their home.

## B. ORGANIZATIONAL STRUCTURE OF THE GPLS

This submission shows the GPLS has two (2) Divisions:

1. Administration and Finance Division
2. Library Operations and Services Division

Please refer to the Organizational Chart within the Budget submittal

### 1. ADMINISTRATION AND FINANCE DIVISION

This Division is charged all the Administrative and financial duties and responsibilities of the GPLS organization. The effectiveness of the organization lies on the demonstrated competency and experience of the leadership and staff of this Division. This is crucial because from this Division you have the organizational team charged:

a.) general administration and management;
b.) fiscal administration
c.) human resource management, employee-management relations, training and classification;
d.) All Procurement functions
e.) has direct purview over:
1.) the public information, information technology, marketing and stakeholder outreach performed by the Library Operations and Services Division;
2.) Federal Grants application, implementation and reporting requirements
f.) Provides staffing and Administrative Support to the GPLS Board of Directors
g.) Handles all Facilities Management and Maintenance Services

**Current and Proposed Employment Positions for The Administration and Finance Division**

| Position # | Currently Funded Positions | **Position #** | **Proposed / Requested FY 2021 Budget** |
|---|---|---|---|
| 1006 | Building Custodian | 1045 | Administrative Services Officer |
| 1008 | Administrative Officer | 1046 | Bldg. Custodian Supervisor |
| 1020 | Bldg. Custodian Leader | 1047 | Program Coordinator I |
| 1023 | Building Custodian | 1048 | Administrative Aide |
| 1024 | Building Custodian | 1049 | Messenger Clerk |
| 1026 | Clerk Typist III | | |
| 1029 | Building Custodian | | |
| 1037 | Building Custodian | | |
| 1042 | Administrative Assistant | | |
| | | | |

## 2. LIBRARY OPERATIONS AND SERVICES DIVISION

### a. MANAGEMENT OF LIBRARY SERVICES AND OPERATIONS

**HIRING OF A LIBRARIAN ABOVE STEP**

For this Division of GPLS, we hope to hire a Librarian III budgeted at step 15. Traditionally, the hiring of a Library Director has been annually pursued unsuccessfully. Hiring a Librarian at Step 15 ($72,241.00-base salary) may provide a competitive salary that may be attractive to those individuals qualified to fill the position.

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Records show that the last time the GPLS had a Librarian leading the services and operations was in March 2006.

This position would be the in-house expert needed to oversee the delivery of technical Library services. The absence of having this leadership position may be the reason why the facilities patronage data is very low and why the programs have shown low patronage.

This absence also calls attention to the severe neglect of the facilities most especially the village branch of Yona.

## b. DELIVERY OF PROGRAMS AND SERVICES

## 1. EXPANSION OF OPERATION HOURS (PILOTS)

In recent months, the GPLS has expanded the hours of operations at the Hagåtña Main Library opening the facility into the evening hours. This was done to try to accommodate those students and adult individuals who may not have access to computers and the book collections during the day may now avail of evening services. On Mondays and Wednesdays, the Hagåtña library opens 9am to 8pm.

The Agat Library opens an additional day weekly. Added to the weekly opening on Tuesdays, service from that Library Branch is now Tuesdays and Thursdays 9am-5:30pm

**Night Differential**

The decision to open evenings has an effect on our Budget to fund night differential pay. This is not included in our current fiscal year budget.

This budget submission will list this item as a funding request.

**Justification**

This decision was based on the premise that the GPLS become accessible to students or adult individuals in our community, especially those marginalized, who do not have access to computer services or may need the collections to do their research.

## 2. THE BOOKMOBILE LIBRARY SERVICE

The last time our island community had a Bookmobile service was in 2013.

On November 26, 2019, the Bookmobile Foundation, a non-profit organization and the GPLS re-launched the Bookmobile which both plan to bring out to the community sometime in the first quarter of calendar year 2020.

**Staffing Requirements**

The only position budgeted is a Bookmobile Driver in FY 2020. This service requires and additional Library Technician II who will be charged the providing of Library services in the community routes where this Bookmobile will be making its stops. This is an island-wide service.

**Night Differential**
Plans are being formalized for the scheduled routes. The GPLS management is currently looking at scheduling the Bookmobile service to roll out daily starting at 11am and ending each day at 8pm (Monday-Thursday and Saturday)

**Justification**
The schedule is being planned to accommodate those areas in the community where there may be minimal to no access to computers or library services.

**Staffing Requirements**

**Permanent Assignments**
(1) Bookmobile Driver
(2) Library Technician II

**Alternate Assignments**
(1) Bookmobile Driver
(2) Library Technician II

## 3. FULL OPERATION SERVICES AT ALL BRANCHES OF THE GPLS

We hope to be given the opportunity to open the Library branches of Yona, Merizo, Agat and Dededo.

This action will require the following additional staff for this operation expansion.

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**Note: COMPLIANCE WITH 5GCA, §80120: GOVERNMENT DEPOSITORY**

The Barrigada Branch Library has been converted to become the GPLS Archival Center—a designated depository for all Guam *governmental publications, including any printed or processed paper, book, periodical, pamphlet or map originating in, or printed with, the imprint of, or at the expense and by the authority of, the government of Guam.*

For the first time, these collections are being made available and accessible to the public for those wanting to do research or simply want to know more about a subject matter or a person who had some connection to public service.

**PERSONNEL REQUIREMENTS**

The Archival Center requires dedicated manpower strength as shown below that is reflected in our budget request and listed as follows:

Library Technician Supervisor (Proposed)
Territorial Archivist (Proposed)
Library technician I (Proposed)

**JUSTIFICATION FOR REQUEST OF SIX (6) LIBRARY TECHNICIAN II POSITIONS**

There are six (6) Library Technician IIs requested in this submission. It is our hope that we will be approved to recruit at this level so that we will be able to provide upward mobility for our employees. There are currently five (5) Library Technician Is. The hiring dates of these employees go as far back as 2006 to the most current at 2017. All of these employees are now qualified for Library Technician II, the only upward mobility opportunity they have at this personnel classification series.

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R. Arlene Santos, Acting

**Government of Guam**
**Fiscal Year 2021**

# Agency Budget Certification

Agency: Guam Public Library System

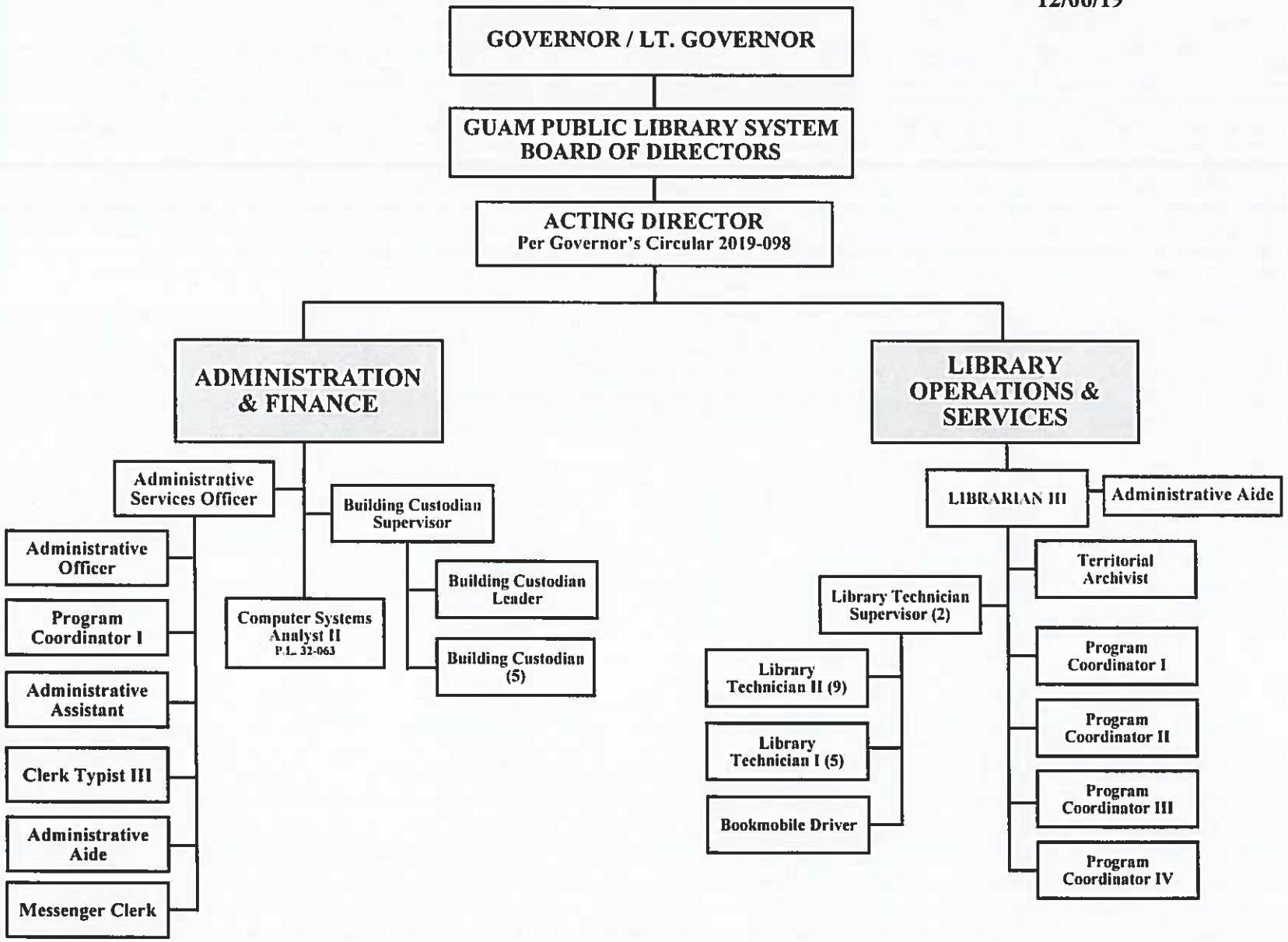
Agency Head: R. Arlene Santos, Acting Director, GPLS

I certify that the attached budget, submitted herewith, has been reviewed for accuracy and that all requirements by the Bureau of Budget & Management Research (BBMR) have been met. I also acknowledge that this budget document will be returned to this department if any of the **BBMR requirements** is not met and/or if there are **inaccuracies** contained therein.

Agency Head: _____ Date: 12/6/2019
(Signature)

# Guam Public Library System
# Organizational Chart
# FY 2021
*(Proposed)*

R. Arlene Santos
Acting Director
12/06/19



# Government of Guam
# Fiscal Year 2021 Budget
# Department / Agency Narrative

**FUNCTION:** **Public Education**

**DEPT. / AGENCY:** **Guam Public Library System**

## MISSION STATEMENT:

Although the Guam Public Library System has one (1) program, it consists of two (2) support divisions as follows:

### A. Administration and Finance

1. Office Management
2. Financial Management
3. Personnel Management
4. Grants Management
5. Network and Information

   Maintains the local area networks (LANS) in Hagatna, Dededo, Agat, Barrigada, Merizo, and Yona Libraries.

   Uses the library management software "Horizon Sunrise System" developed by Epixtech with the following models:

   Cataloging, Circulation, Serials, Reference, Acquisition, PAC (Public Access Catalog)

   Staff PAC
   Internet PAC
   PAC for Windows

1. Archives/retrieving of Guam Collection documents using Alchemy Gold and Cannon Microfilm imaging systems; setup and maintenance of these databases.
2. Maintains patrons and staff Internet and email access. Responsible for maintaining an Internet Proxy Server using Win Proxy.
3. Maintains a CD/DVD Server; image creation, caching and providing access to users on the network.
4. Maintains Computer Operations jobs that are scheduled and executed on a daily basis, and Off-site Backup/Recovery Systems.

5. Installs and configures new computer hardware and software.

## B. Library Operations and Services

1. Reference
2. Guam Material
3. Archival Material
4. Federal Government Library Programs
5. Bookmobile

### Technical Processing

1. Selection and Acquisition
2. Classification and Cataloging
3. Maintenance

### Library Services

1. Circulation Control
2. Library Assistance
3. Collection
4. Library Programs
5. Inter-Library Loan

Serving Guam residents since 1949, our Mission is to provide free and open access to information and ideas fundamental to a democracy. The library system will protect intellectual freedom, promote literacy, encourage lifelong learning, and maintain cultural materials.

To implement the automation of the Guam Public Library System.

To supervise the operation of the department's legal mandates.

To develop an effective system of operation toward high performance standards in order to promote better and satisfactory services to the general public.

Maintain the authority: Executive Secretary, Guam Public Library System (Title 5 GCA, Chapter 3, Section 3122).

To ensure an effective management regulation and control of developments determined to be in the public interest for its continued social economic welfare.

**GOALS AND OBJECTIVES:**

1. Management and Leadership
2. General Administration and Operation

To provide management function and leadership to department staff with the efficient engagement of the department staff along with the department's financial facilities and physical resources to accomplish directed and authorized programs, projects and services. Approves, directs and oversees the department's operations, fiscal and property accountability.

1. Seek to understand the information, educational, and recreational needs of all the people of Guam in accordance with the American Library Association Library Bill of Rights, Freedom to Read, and Freedom to view statements with the limits imposed by budget and space;
2. Extend library resources into the community to assist individuals and groups with special needs.
3. Work cooperatively with other island libraries in providing information to the public;
4. Pursue opportunities through new technologies to deliver information more quickly and efficiently;
5. Provide general administrative and operational function to the department's programs;
6. Provide the department's financial resources to accomplish directed and authorized programs;
7. Provide for facilities maintenance support;
8. Provide personnel support; and
9. Provide fiscal and property accountability of the department's assets.

# Decision Package
# FY 2021

**Department/Agency:** Guam Public Library System **Division/Section:** Administration & Finance

**Program Title: Public Education**

**Activity Description:** The Public Service Program consists of two (2) support sections to carry out the mission and goals of the Guam Public Library System.

(see attachment)

**Major Objective(s):** Increase public understanding and awareness of library services and programs through multi-lingual information dissemination. Update all collections through acquisitions. Based on patron services, meet the target of 100% patron satisfaction.

**Short-term Goals:** Hire librarians to adequately staff the main library and five (5) branch libraries throughout the island.

Continue technology enhancement through computers, CD-ROMS, and the Internet.

**Workload Output**

| Workload Indicator: | FY 2019 Level of Accomplishment | FY 2020 Anticipated Level | FY 2021 Projected Level |
|---|---|---|---|
| Registered Patrons | 767 | 1,360 | 2,500 |
| Circulation | 27,431 | 40,100 | 41,000 |
| Walk-in Patrons | 80,772 | 81,800 | 82,100 |
| Internet Users | 8,525 | 9,260 | 9,600 |
| Computer Users | 8,525 | 1,110 | 2,750 |
| Books Processed | 961 | 5,100 | 6,500 |
| Non-Print (Audio's) | 0 | 300 | 450 |
| Archives | 2,752 | 3,300 | 4,000 |
| Serial | 1,075 | 670 | 725 |
| Wireless Users | 2,247 | 2,800 | 3,000 |
| | | | |
| | | | |

Attachment to BBMR DP-1

GUAM PUBLIC LIBRARY SYSTEM

Program: **Public Education**

Although the Guam Public Library System has one (1) program, it consists of two (2) support divisions as follows:

**A. <u>Administration & Finance</u>**

1. Office Management

   - Office Policies and Procedures
   - Employees and Board Manual
   - Records and Files
   - Correspondence
   - Board Minutes
   - Equipment and Supplies
   - Library Maintenance

1. Financial Management

   - Budget
   - Program Evaluation and Monitoring
   - Requisitioning
   - Reports
   - Replacements

2. Personnel Management

   - Rules and Regulations
   - Payroll
   - Leaves
   - Staffing
   - Affirmative Action Program

3. Grants Management

   - Institute of Museum and Library Services (IMLS)

4. Network and Information System Support

   Description:

   1. Maintains the local area networks (LANS) in Hagatna, Dededo, Agat, Barrigada, Merizo, and Yona Libraries.

2. Uses the library management system software "Horizon Sunrise System" developed by Epixtech with the following models:

   Cataloging, Circulation, Serials, Reference, Acquisitions, PAC (Public Access Catalog)
   - Staff PAC
   - Internet PAC
   - PAC for Windows

3. Archives/retrieves Guam Collection documents using Alchemy Gold and Cannon Microfilm imaging systems; sets up and maintains these databases.

4. Maintains patron and staff Internet and e-mail access. Maintains Internet Proxy Server using Win Proxy.

5. Maintains a CD/DVD Server: image creation, caching, and providing access to users on the network.

6. Responsible for computer operations jobs that are scheduled and executed on a daily basis, and offsite Backup/Recovery Systems

7. Attends training on current and new library technologies.

8. Installs and configures new computer hardware and software.

## B. Library Operations & Services

### Reference

Reference

- In-person patron request
- Telephone requests
- Selection of reference collection
- Discarding or weeding material from collection
- Re-cataloging and reorganizing of references
- Reference guide
- Email request
- Facsimile received from on-island and off-island

**Guam Material**

- Managing vertical file holdings
- Establishing index and master subject heading
- Organizing books, reports and legislative materials
- Updating vertical file holding clipping of substantial events in newspaper
- Preserve documents, manuscripts and photographs through proper treatment and storage

**Archival Material**

- Collect, arrange and classify public archives
- Preserve documents, manuscripts and photographs through proper treatment and storage
- Conduct and maintain current inventories
- File documents for use of government employees and the general public
- Reproduce, publish and exhibit documents and manuscripts
- Accept donations and issue receipts
- Establish rules and regulations relative to public archives
- Prepare guides for access to documents and manuscripts

**Technical Processing**

Selection and Acquisition

- Formulating policies
- Selection of special material
- Selection of books and non-book library material

Classification and Cataloging

- Dewey Decimal System of Classification
- Descriptive cataloging
- Bibliography searching
- Accessioning collection
- Preparation of shelf-list cards
- On-line computerization

Maintenance

- Repairing and replacement
- Shelf reading
- Weeding and surveying
- Inventory

## Library Services

Circulation Control

- Patron registration
- Charging and discharging material
- Retrieval of overdue material
- Reserve book request
- Record Management
- Overdue fines

Library Assistance

- Provide guidance in the selection of material
- Provide instruction in library use
- Interlibrary loan and resource sharing
- Reference assistance and research
- Duplicating services
- General Information

Collection

- Fiction and non-fiction adult and juvenile collection
- Government documents
- Audio visual collection
- Periodical collection
- Services to the blind and hearing impairment
- Services for the elderly
- Maintenance of collection, weeding, surveying and inventory
- Publishing and binding

Library Programs

- Library tours
- Film program
- Summer Reading Program
- Library presentation / promotions

Extension Library Services

- Branch libraries
- Bookmobile
- Institutions
- Departmental technical assistance

Attachment #2
BBMR DP-1

## FY 2021 Program Priority Statement

**Program:** **Saturday Morning Story Time** – Main library

**Activity:** A two (2) hour weekly program consisting of reading aloud stories and poems to school age children. Readings are followed by arts and crafts activities.

**Mission:** To promote the enjoyment of reading for children in the elementary school years.

**Program:** **Weekday Toddler Story Time** – Branch libraries

**Activity:** A one and one-half (1-1/2) hour weekday program consisting of reading aloud stories and poems to toddlers or pre-school children. Readings are followed by arts and crafts activities.

**Mission:** Newly implemented in 2008 to supplement the demand of the Saturday Story Hour and to promote the enjoyment of reading for children at an early age before school years. This literacy program goes beyond the Main Library in Hagåtña. At least one day a week at the Agat, Barrigada, Dededo, Merizo, and Yona branch libraries.

**Program:** **Homebound Service** – Island-wide

**Activity:** A newly implemented free home delivery service of library materials to individuals with disabilities in the form of books, non-books, and "Talking Book" tapes, including Braille materials.

**Mission:** Guam is a Subregional Library for the National Library Service for the Blind and Physically Handicapped (NLS) (website: http://www.loc.gov/nls). GPLS provides "homebound" delivery service to individuals with disabilities. Individuals with a temporary or permanent disability which prevents them from reading conventional printed materials, because of a visual, physical, or reading disability.

**Program:** **Summer Reading Program** – Main library

**Activity:** A six (6) week program consisting of various reading activities, projects and presentations to motivate children to read during the summer months.

**Mission:** To promote the enjoyment of recreational reading.

**Program:** **National Library Week** – Island-wide

**Activity:** A nationwide campaign which focuses the public's attention on various services offered by the libraries. Activities include special storytelling, library tours, library card sign-up, and sponsoring contests which promote literacy.

**Mission:** To inform the public about the value of libraries as an information resource, the different services and programs libraries offer as well as to promote library use and support.

**Program:** **School Tours and Bookmobile Tours** – All libraries

**Activity:** Introduces school age children to the various programs and services offered by the public libraries. In addition, an orientation is given regarding the use of library materials followed by the distribution of library card applications.

**Mission:** To familiarize school age children and senior citizens with the public libraries and the many services they offer and to promote library use.

**Program:** **Special Events** – All libraries

**Activity:** Several times throughout the year, the public libraries host special programs such as lectures, art and cultural exhibits, films and craft presentation.

**Mission:** To allow people from all age groups to come together and share their ideas and interests.

**Program:** **Read Across America (Dr. Seuss's Birthday)**

**Activity:** This is an annual event celebrated in March. GPLS takes part in the National Education Association's (NEA) Read Across America to encourage children to read. This event's main purpose is to also celebrate the children's author, Dr. Seuss on his birthday, and to promote reading.

All over the nation, thousands of people take part through different activities and the main purpose is for everyone "across America" to pick up a book on "Dr. Seuss's Birthday."

**Mission:** Motivate children to read in addition to helping them master basic skills.

**Program:** **Teen Read Week**

**Activity:** This is a literacy initiative of the Young Adult Library Services Association (YALSA), a division of the American Library Association. It's an annual event, which is held the third week in October. Across the United States public and school libraries, schools, and bookstores take part in Teen Read Week. This is to let teens know the possibilities that exist within the library and within covers of books.

**Mission:** To encourage twelve to eighteen year olds to "Read for the Fun of It".

Function: Public Education
Department: Guam Public Library System
Program: SUMMARY

# Government of Guam
# Fiscal Year 2021
# Budget Digest

[BBMR BD-1]

| | | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | GENERAL FUND | | | SPECIAL FUND 1/ | | | FEDERAL MATCH | | | GRAND TOTAL (ALL FUNDS) | | |
| AS400 Account Code | Appropriation Classification | FY 2019 Expenditures & Encumbrances | FY 2020 Authorized Level | FY 2021 Governor's Request | FY 2019 Expenditures & Encumbrances | FY 2020 Authorized Level | FY 2021 Governor's Request | FY 2019 Expenditures & Encumbrances | FY 2020 Authorized Level | FY 2021 Governor's Request | FY 2019 Expenditures & Encumbrances (A + D + G) | FY 2020 Authorized Level (B + E + H) | FY 2021 Governor's Request (C + F + I) |
| | PERSONNEL SERVICES | | | | | | | | | | | | |
| 111 | Regular Salaries/Increments/Special Pay: | 0 | 0 | 0 | 621,309 | 672,960 | 1,230,271 | 0 | 0 | 0 | 621,309 | 672,960 | 1,230,271 |
| 112 | Overtime: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 113 | Benefits: | 0 | 0 | 0 | 237,446 | 306,165 | 594,248 | 0 | 0 | 0 | 237,446 | 306,165 | 594,248 |
| | TOTAL PERSONNEL SERVICES | $0 | $0 | $0 | $858,755 | $979,125 | $1,824,519 | $0 | $0 | $0 | $858,755 | $979,125 | $1,824,519 |
| | OPERATIONS | | | | | | | | | | | | |
| 220 | TRAVEL- Off-Island/Local Mileage Reimburs: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 230 | CONTRACTUAL SERVICES: | 0 | 0 | 0 | 75,988 | 93,739 | 346,633 | 0 | 0 | 0 | 75,988 | 93,739 | 346,633 |
| 233 | OFFICE SPACE RENTAL: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 240 | SUPPLIES & MATERIALS: | 0 | 0 | 0 | 5,727 | 15,020 | 40,000 | 0 | 0 | 0 | 5,727 | 15,020 | 40,000 |
| 250 | EQUIPMENT: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 270 | WORKERS COMPENSATION: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 271 | DRUG TESTING: | 0 | 0 | 0 | 0 | 120 | 120 | 0 | 0 | 0 | 0 | 120 | 120 |
| 280 | SUB-RECIPIENT/SUBGRANT: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 290 | MISCELLANEOUS: | 0 | 0 | 0 | 0 | 4,200 | 4,200 | 0 | 0 | 0 | 0 | 4,200 | 4,200 |
| | TOTAL OPERATIONS | $0 | $0 | $0 | $81,715 | $113,079 | $390,953 | $0 | $0 | $0 | $81,715 | $113,079 | $390,953 |
| | UTILITIES | | | | | | | | | | | | |
| 361 | Power: | 0 | 0 | 0 | 127,221 | 125,000 | 160,000 | 0 | 0 | 0 | 127,221 | 125,000 | 160,000 |
| 362 | Water/ Sewer: | 0 | 0 | 0 | 10,760 | 7,500 | 15,000 | 0 | 0 | 0 | 10,760 | 7,500 | 15,000 |
| 363 | Telephone/ Toll: | 0 | 0 | 0 | 26,299 | 31,000 | 32,000 | 0 | 0 | 0 | 26,299 | 31,000 | 32,000 |
| | TOTAL UTILITIES | $0 | $0 | $0 | $164,280 | $163,500 | $207,000 | $0 | $0 | $0 | $164,280 | $163,500 | $207,000 |
| 450 | CAPITAL OUTLAY | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | TOTAL APPROPRIATIONS | $0 | $0 | $0 | $1,104,751 | $1,255,704 | $2,422,472 | $0 | $0 | $0 | $1,104,751 | $1,255,704 | $2,422,472 |
| | FULL TIME EQUIVALENCIES (FTEs) | | | | | | | | | | | | |
| | UNCLASSIFIED: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | CLASSIFIED: | 0 | 0 | 0 | 0 | 22 | 41 | 0 | 0 | 0 | 0 | 22 | 41 |
| | TOTAL FTEs | 0.00 | 0.00 | 0.00 | 0.00 | 22.00 | 41.00 | 0.00 | 0.00 | 0.00 | 0.00 | 22.00 | 41.00 |

1/ Territorial Educational Facilities Fund

**Government of Guam**
**Fiscal Year 2021**
**Budget Digest**

[BBMR BD-1]

**Function:** Public Education
**Department:** Guam Public Library System
**Program:** Administration and Finance
**Fund:** Territorial Educational Facilities Fund
5205A201800***** (Per OFB Request)

| | | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | GENERAL FUND | | | SPECIAL FUND 1/ | | | FEDERAL MATCH | | | GRAND TOTAL (ALL FUNDS) | | |
| AS400 Account Code | Appropriation Classification | FY 2019 Expenditures & Encumbrances | FY 2020 Authorized Level | FY 2021 Governor's Request | FY 2019 Expenditures & Encumbrances | FY 2020 Authorized Level | FY 2021 Governor's Request | FY 2019 Expenditures & Encumbrances | FY 2020 Authorized Level | FY 2021 Governor's Request | FY 2019 Expenditures & Encumbrances (A + D + G) | FY 2020 Authorized Level (B + E + H) | FY 2021 Governor's Request (C + F + I) |
| | **PERSONNEL SERVICES** | | | | | | | | | | | | |
| 111 | Regular Salaries/Increments/Special Pay: | 0 | 0 | 0 | 621,309 | 672,960 | 419,180 | 0 | 0 | 0 | 621,309 | 672,960 | 419,180 |
| 112 | Overtime: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 113 | Benefits: | 0 | 0 | 0 | 237,446 | 306,165 | 203,778 | 0 | 0 | 0 | 237,446 | 306,165 | 203,778 |
| | TOTAL PERSONNEL SERVICES | $0 | $0 | $0 | $858,755 | $979,125 | $622,958 | $0 | $0 | $0 | $858,755 | $979,125 | $622,958 |
| | **OPERATIONS** | | | | | | | | | | | | |
| 220 | TRAVEL- Off-Island/Local Mileage Reimburs: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 230 | CONTRACTUAL SERVICES: | 0 | 0 | 0 | 75,988 | 93,739 | 346,633 | 0 | 0 | 0 | 75,988 | 93,739 | 346,633 |
| 233 | OFFICE SPACE RENTAL: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 240 | SUPPLIES & MATERIALS: | 0 | 0 | 0 | 5,727 | 15,020 | 40,000 | 0 | 0 | 0 | 5,727 | 15,020 | 40,000 |
| 250 | EQUIPMENT: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 270 | WORKERS COMPENSATION: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 271 | DRUG TESTING: | 0 | 0 | 0 | 0 | 120 | 120 | 0 | 0 | 0 | 0 | 120 | 120 |
| 280 | SUB-RECIPIENT/SUBGRANT: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 290 | MISCELLANEOUS: | 0 | 0 | 0 | 0 | 4,200 | 4,200 | 0 | 0 | 0 | 0 | 4,200 | 4,200 |
| | TOTAL OPERATIONS | $0 | $0 | $0 | $81,715 | $113,079 | $390,953 | $0 | $0 | $0 | $81,715 | $113,079 | $390,953 |
| | **UTILITIES** | | | | | | | | | | | | |
| 361 | Power: | 0 | 0 | 0 | 127,221 | 125,000 | 160,000 | 0 | 0 | 0 | 127,221 | 125,000 | 160,000 |
| 362 | Water/ Sewer: | 0 | 0 | 0 | 10,760 | 7,500 | 15,000 | 0 | 0 | 0 | 10,760 | 7,500 | 15,000 |
| 363 | Telephone/ Toll: | 0 | 0 | 0 | 26,299 | 31,000 | 32,000 | 0 | 0 | 0 | 26,299 | 31,000 | 32,000 |
| | TOTAL UTILITIES | $0 | $0 | $0 | $164,280 | $163,500 | $207,000 | $0 | $0 | $0 | $164,280 | $163,500 | $207,000 |
| 450 | CAPITAL OUTLAY | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | **TOTAL APPROPRIATIONS** | $0 | $0 | $0 | $1,104,751 | $1,255,704 | $1,220,911 | $0 | $0 | $0 | $1,104,751 | $1,255,704 | $1,220,911 |
| | 1/ Territorial Educational Facilities Fund | | | | | | | | | | | | |
| | **FULL TIME EQUIVALENCIES (FTEs)** | | | | | | | | | | | | |
| | UNCLASSIFIED: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | CLASSIFIED: | 0 | 0 | 0 | 0 | 22 | 17 | 0 | 0 | 0 | 0 | 22 | 17 |
| | TOTAL FTEs | 0.00 | 0.00 | 0.00 | 0.00 | 22.00 | 17.00 | 0.00 | 0.00 | 0.00 | 0.00 | 22.00 | 17.00 |

**Government of Guam**
**Fiscal Year 2021**
**Budget Digest**

[BBMR BD-1]

**Function:** Public Education
**Department:** Guam Public Library System
**Program:** Library Operations and Services
**Fund:** Territorial Educational Facilities Fund
5205A201800GA202 (Per OFB Request)

| | | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | GENERAL FUND | | | SPECIAL FUND 1/ | | | FEDERAL MATCH | | | GRAND TOTAL (ALL FUNDS) | | |
| AS400 Account Code | Appropriation Classification | FY 2019 Expenditures & Encumbrances | FY 2020 Authorized Level | FY 2021 Governor's Request | FY 2019 Expenditures & Encumbrances | FY 2020 Authorized Level | FY 2021 Governor's Request | FY 2019 Expenditures & Encumbrances | FY 2020 Authorized Level | FY 2021 Governor's Request | FY 2019 Expenditures & Encumbrances (A + D + G) | FY 2020 Authorized Level (B + E + H) | FY 2021 Governor's Request (C + F + I) |
| | **PERSONNEL SERVICES** | | | | | | | | | | | | |
| 111 | Regular Salaries/Increments/Special Pay: | 0 | 0 | 0 | 0 | 0 | 811,091 | 0 | 0 | 0 | 0 | 0 | 811,091 |
| 112 | Overtime: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 113 | Benefits: | 0 | 0 | 0 | 0 | 0 | 390,470 | 0 | 0 | 0 | 0 | 0 | 390,470 |
| | TOTAL PERSONNEL SERVICES | $0 | $0 | $0 | $0 | $0 | $1,201,561 | $0 | $0 | $0 | $0 | $0 | $1,201,561 |
| | **OPERATIONS** | | | | | | | | | | | | |
| 220 | TRAVEL- Off-Island/Local Mileage Reimburs: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 230 | CONTRACTUAL SERVICES: | 0 | 0 | 0 | 0 | 0 | 295,405 | 0 | 0 | 0 | 0 | 0 | 295,405 |
| 233 | OFFICE SPACE RENTAL: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 240 | SUPPLIES & MATERIALS: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 250 | EQUIPMENT: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 270 | WORKERS COMPENSATION: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 271 | DRUG TESTING: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 280 | SUB-RECIPIENT/SUBGRANT: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 290 | MISCELLANEOUS: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL OPERATIONS | $0 | $0 | $0 | $0 | $0 | $295,405 | $0 | $0 | $0 | $0 | $0 | $295,405 |
| | **UTILITIES** | | | | | | | | | | | | |
| 361 | Power: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 362 | Water/ Sewer: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 363 | Telephone/ Toll: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL UTILITIES | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 450 | CAPITAL OUTLAY | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| | TOTAL APPROPRIATIONS | $0 | $0 | $0 | $0 | $0 | $1,496,966 | $0 | $0 | $0 | $0 | $0 | $1,496,966 |
| | 1/ Territorial Educational Facilities Fund | | | | | | | | | | | | |
| | **FULL TIME EQUIVALENCIES (FTEs)** | | | | | | | | | | | | |
| | UNCLASSIFIED: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | CLASSIFIED: | 0 | 0 | 0 | 0 | 0 | 24 | 0 | 0 | 0 | 0 | 0 | 24 |
| | TOTAL FTEs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 24.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 24.00 |

## Schedule A - Off-Island Travel

**Department/Agency: Guam Public Library System**

**Division: Administration and Finance**

| Purpose / Justification for Travel | | | | |
|---|---|---|---|---|
| NO TRAVEL ANTICIPATED | | | | |
| Travel Date: N/A | | | No. of Travelers: _____ 1/ | |
| **Position Title of Traveler(s)** | **Air Fare** | **Per diem 2/** | **Registration** | **Total Cost** |
| N/A | $ - | $ - | $ - | $ - |
| N/A | $ - | $ - | $ - | $ - |

| Purpose / Justification for Travel | | | | |
|---|---|---|---|---|
| NO TRAVEL ANTICIPATED | | | | |
| Travel Date: N/A | | | No. of Travelers: _____ 1/ | |
| **Position Title of Traveler(s)** | **Air Fare** | **Per diem 2/** | **Registration** | **Total Cost** |
| N/A | $ - | $ - | $ - | $ - |
| N/A | $ - | $ - | $ - | $ - |

| Purpose / Justification for Travel | | | | |
|---|---|---|---|---|
| NO TRAVEL ANTICIPATED | | | | |
| Travel Date: N/A | | | No. of Travelers: _____ 1/ | |
| **Position Title of Traveler(s)** | **Air Fare** | **Per diem 2/** | **Registration** | **Total Cost** |
| N/A | $ - | $ - | $ - | $ - |
| N/A | $ - | $ - | $ - | $ - |

**1/ Provide justification for multiple travelers attending the same conference / training / etc.**

**2/ Rates must be consistent with Title 5 GCA, Div.2, Ch.23, §23104 and federal Joint Travel Regulations**

## Schedule A - Off-Island Travel

**Department/Agency: Guam Public Library System**

**Division: Library Operations and Services**

| Purpose / Justification for Travel | | | | |
|---|---|---|---|---|
| NO TRAVEL ANTICIPATED | | | | |
| Travel Date: N/A | | No. of Travelers: _____ 1/ | | |
| **Position Title of Traveler(s)** | **Air Fare** | **Per diem 2/** | **Registration** | **Total Cost** |
| N/A | $ - | $ - | $ - | $ - |
| N/A | $ - | $ - | $ - | $ - |

| Purpose / Justification for Travel | | | | |
|---|---|---|---|---|
| NO TRAVEL ANTICIPATED | | | | |
| Travel Date: N/A | | No. of Travelers: _____ 1/ | | |
| **Position Title of Traveler(s)** | **Air Fare** | **Per diem 2/** | **Registration** | **Total Cost** |
| N/A | $ - | $ - | $ - | $ - |
| N/A | $ - | $ - | $ - | $ - |

| Purpose / Justification for Travel | | | | |
|---|---|---|---|---|
| NO TRAVEL ANTICIPATED | | | | |
| Travel Date: N/A | | No. of Travelers: _____ 1/ | | |
| **Position Title of Traveler(s)** | **Air Fare** | **Per diem 2/** | **Registration** | **Total Cost** |
| N/A | $ - | $ - | $ - | $ - |
| N/A | $ - | $ - | $ - | $ - |

1/ Provide justification for multiple travelers attending the same conference / training / etc.

2/ Rates must be consistent with Title 5 GCA, Div.2, Ch.23, §23104 and federal Joint Travel Regulations

Schedule B - Contractual

| Item | Quantity | Unit Price | FY 2021 Request | FY 2020 Authorized | Variance Increase/(Decrease) |
|---|---|---|---|---|---|
| Xerox Corporation Admnistrative Unit | 1 | $4,700.00 | $ 4,700.00 | $ 4,700.00 | $ - |
| Xerox Corporation -Reference 2nd floor | 1 | $3,618.00 | $ 3,618.00 | $ 3,618.00 | $ - |
| GETS Business System | 1 | $6,961.00 | $ 6,961.00 | $ 6,053.00 | $ 908.00 |
| Glimpses of Guam | 1 | $168.00 | $ 168.00 | $ 168.00 | $ - |
| Island Elevator (Inspection of Elevator) | 1 | $286.00 | $ 286.00 | $ 248.00 | $ 38.00 |
| J&B Air Conditioner Maintenance | 1 | $15,000.00 | $ 15,000.00 | $ 15,000.00 | $ - |
| **Total Contractual** | | | $ 30,733.00 | | |

Schedule C - Supplies & Materials

| Item | Quantity | Unit Price | FY 2021 Request | FY 2020 Authorized | Variance Increase/(Decrease) |
|---|---|---|---|---|---|
| Office supplies (paper, ribbons, etc.) | 1 | $15,000.00 | $ 15,000.00 | $ - | $ 15,000.00 |
| Maintenance supplies(hardware, plumbing,electri | 1 | $10,000.00 | $ 10,000.00 | $ - | $ 10,000.00 |
| Cleaning supplies, etc (clorax, tissues, towels, etc | 1 | $10,000.00 | $ 10,000.00 | $ - | $ 10,000.00 |
| Vehicle Maintenance (oil change, tire repair, etc.) | 1 | $2,500.00 | $ 2,500.00 | $ - | $ 2,500.00 |
| Fuel (gas) | 1 | $2,500.00 | $ 2,500.00 | $ - | $ 2,500.00 |
| **Total Supplies & Materials** | | | $ 40,000.00 | | |

Schedule D - Equipment

| Item | Quantity | Unit Price | FY 2021 Request | FY 2020 Authorized | Variance Increase/(Decrease) |
|---|---|---|---|---|---|
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| **Total Equipment** | | | $ - | | |

Schedule E - Miscellaneous

| Item | Quantity | Unit Price | FY 2021 Request | FY 2020 Authorized | Variance Increase/(Decrease) |
|---|---|---|---|---|---|
| Stipend Payment for Board Members (7*12*50) | 12 | $350.00 | $ 4,200.00 | $ 4,200.00 | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| **Total Miscellaneous** | | | $ 4,200.00 | | |

Schedule F - Capital Outlay

| Item | Quantity | Unit Price | FY 2021 Request | FY 2020 Authorized | Variance Increase/(Decrease) |
|---|---|---|---|---|---|
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| **Total Capital Outlay** | | | $ - | | |

**Schedule B - Contractual**

| Item | Quantity | Unit Price | FY 2021 Request | FY 2020 Authorized | Variance Increase/(Decrease) |
|---|---|---|---|---|---|
| Pacific Daily News | 1 | $350.00 | $ 350.00 | $ 304.00 | $ 46.00 |
| Guam Daily Post | 1 | $276.00 | $ 276.00 | $ 240.00 | $ 36.00 |
| Lagu Sanitation | 1 | $5,640.00 | $ 5,640.00 | $ 4,904.00 | $ 736.00 |
| G4S Solutions - All branches | 1 | $4,554.00 | $ 4,554.00 | $ 3,960.00 | $ 594.00 |
| Media Announcements for Board Meetings | 24 | $199.00 | $ 4,776.00 | $ 4,776.00 | $ - |
| Otis Elevator | 1 | $4,899.00 | $ 4,899.00 | $ 4,260.00 | $ 639.00 |
| **Total Contractual** | | | $ 20,495.00 | | |

**Schedule C - Supplies & Materials**

| Item | Quantity | Unit Price | FY 2021 Request | FY 2020 Authorized | Variance Increase/(Decrease) |
|---|---|---|---|---|---|
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| **Total Supplies & Materials** | | | $ - | | |

**Schedule D - Equipment**

| Item | Quantity | Unit Price | FY 2021 Request | FY 2020 Authorized | Variance Increase/(Decrease) |
|---|---|---|---|---|---|
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| **Total Equipment** | | | $ - | | |

**Schedule E - Miscellaneous**

| Item | Quantity | Unit Price | FY 2021 Request | FY 2020 Authorized | Variance Increase/(Decrease) |
|---|---|---|---|---|---|
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| **Total Miscellaneous** | | | $ - | | |

**Schedule F - Capital Outlay**

| Item | Quantity | Unit Price | FY 2021 Request | FY 2020 Authorized | Variance Increase/(Decrease) |
|---|---|---|---|---|---|
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| **Total Capital Outlay** | | | $ - | | |

**Schedule B - Contractual**

| Item | Quantity | Unit Price | FY 2021 Request | FY 2020 Authorized | Variance Increase/(Decrease) |
|---|---|---|---|---|---|
| SirSi Dynix | 1 | $30,295.00 | $ 30,295.00 | $ 26,342.00 | $ 3,953.00 |
| MS Trainer | 1 | $4,140.00 | $ 4,140.00 | $ 3,600.00 | $ 540.00 |
| Flame Tree Freedom Ctr | 1 | $2,588.00 | $ 2,588.00 | $ 2,250.00 | $ 338.00 |
| Data Management Services | 1 | $5,382.00 | $ 5,382.00 | $ 4,680.00 | $ 702.00 |
| Building Repairs (All branches) | 1 | $253,000.00 | $ 253,000.00 | $ - | $ 253,000.00 |
| | | $0.00 | $ - | $ - | $ - |
| **Total Contractual** | | | $ 295,405.00 | | |

**Schedule C - Supplies & Materials**

| Item | Quantity | Unit Price | FY 2021 Request | FY 2020 Authorized | Variance Increase/(Decrease) |
|---|---|---|---|---|---|
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| **Total Supplies & Materials** | | | $ - | | |

**Schedule D - Equipment**

| Item | Quantity | Unit Price | FY 2021 Request | FY 2020 Authorized | Variance Increase/(Decrease) |
|---|---|---|---|---|---|
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| **Total Equipment** | | | $ - | | |

**Schedule E - Miscellaneous**

| Item | Quantity | Unit Price | FY 2021 Request | FY 2020 Authorized | Variance Increase/(Decrease) |
|---|---|---|---|---|---|
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| **Total Miscellaneous** | | | $ - | | |

**Schedule F - Capital Outlay**

| Item | Quantity | Unit Price | FY 2021 Request | FY 2020 Authorized | Variance Increase/(Decrease) |
|---|---|---|---|---|---|
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| | 0 | $0.00 | $ - | $ - | $ - |
| **Total Capital Outlay** | | | $ - | | |

# Government of Guam
# Fiscal Year 2021
# Agency Staffing Pattern
# (PROPOSED)

**FUNCTIONAL AREA:** PUBLIC EDUCATION

**DEPARTMENT:** GUAM PUBLIC LIBRARY SYSTEM

**PROGRAM:** SUMMARY

**FUND:** TERRITORIAL EDUCATIONAL FACILITIES FUND

| | Input by Department | | | | | | | | | | | | | | Input by Department | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) | (L) | (M) | (N) | (O) | (P) | (Q) | (R) | (S) |
| | | | | | | | | Increment | | | Benefits | | | | | | | | |
| No. | Position Number | Position Title 1/ | Name of Incumbent | Grade/ Step | Salary | Overtime | Special* | Date | Amt. | (E+F+G+I) Subtotal | Retirement (J * 26.28%) 1/ | Retire (DDI) ($19.01*26PP) 2/ | Social Security (6.2% * J) | Medicare (1.45% * J) | Life 3/ | Medical (Premium) | Dental (Premium) | Total Benefits (K thru Q) | (J + R) TOTAL |
| 1 | ---- | Administration and Finance | ---- | ---- | 404,187 | 0 | 11,674 | — | 3,319 | 419,180 | 110,159 | 6,916 | 0 | 6,079 | 2,618 | 72,769 | 5,237 | 203,778 | 622,958 |
| 2 | ---- | Library Operations and Services | ---- | ---- | 785,786 | 0 | 21,531 | — | 3,774 | 811,091 | 213,151 | 213,151 | 0 | 11,765 | 4,488 | 139,918 | 9,292 | 390,470 | 1,201,561 |
| 3 | — | | — | — | | | | ---- | | | | | | | | | | | |
| 4 | ---- | | ---- | ---- | | | | — | | | | | | | | | | | |
| 5 | — | | — | — | | | | ---- | | | | | | | | | | | |
| 6 | — | | ---- | ---- | | | | — | | | | | | | | | | | |
| 7 | ---- | | ---- | — | | | | — | | | | | | | | | | | |
| 8 | — | | — | — | | | | ---- | | | | | | | | | | | |
| 9 | ---- | | ---- | ---- | | | | — | | | | | | | | | | | |
| 10 | ---- | | — | — | | | | ---- | | | | | | | | | | | |
| 11 | — | | — | ---- | | | | — | | | | | | | | | | | |
| 12 | ---- | | ---- | ---- | | | | — | | | | | | | | | | | |
| 13 | — | | — | — | | | | ---- | | | | | | | | | | | |
| 14 | ---- | | ---- | ---- | | | | — | | | | | | | | | | | |
| 15 | ---- | | — | — | | | | ---- | | | | | | | | | | | |
| 16 | — | | — | ---- | | | | — | | | | | | | | | | | |
| 17 | ---- | | ---- | — | | | | — | | | | | | | | | | | |
| 18 | — | | — | — | | | | ---- | | | | | | | | | | | |
| 19 | ---- | | ---- | ---- | | | | — | | | | | | | | | | | |
| 20 | ---- | | — | — | | | | ---- | | | | | | | | | | | |
| | | | GRAND TOTAL | ---- | $1,189,973 | $0 | $33,205 | ---- | $7,093 | $1,230,271 | $323,310 | $220,067 | $0 | $17,844 | $7,106 | $212,687 | $14,529 | $594,248 | $1,824,519 |

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2021 (Proposed) GovGuam contribution rate of 26.28% for the Government of Guam Retirement is subject to change.

2/ FY 2021 (Proposed) GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2021 (Proposed) GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

[BBMR SP-1]

# Government of Guam
# Fiscal Year 2021
# Agency Staffing Pattern
# (PROPOSED)

**FUNCTIONAL AREA:** PUBLIC EDUCATION

**DEPARTMENT:** GUAM PUBLIC LIBRARY SYSTEM

**PROGRAM:** ADMINISTRATION AND FINANCE

**FUND:** TERRITORIAL EDUCATIONAL FACILITIES FUND

5205A201800***** (Per OFB Request)

| | Input by Department | | | | | | | | | | | | | | | Input by Department | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) | (L) | (M) | (N) | (O) | (P) | (Q) | (R) | (S) |
| | | | | | | | | Increment | | | Benefits | | | | | | | | |
| No. | Position Number | Position Title 1/ | Name of Incumbent | Grade/ Step | Salary | Overtime | Special* | Date | Amt. | (E+F+G+I) Subtotal | Retirement (J * 26.28%) 2/ | Retire (DDI) ($19.01*26PP) 3/ | Social Security (6.2% * J) | Medicare (1.45% * J) | Life 4/ | Medical (Premium) | Dental (Premium) | Total Benefits (K thru Q) | (J+R) TOTAL |
| 1 | 1000 | Director (Librarian) | Vacant (4-7-2006) | E-S-1 | $0.00 | $0 | $0 | | $0.00 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 1002 | Computer System Analyst II | Vacant | M-1 | $0.00 | 0 | $0 | | $0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | 1006 | Building Custodian | Donald A. Torres | C-6 | $21,400.00 | 0 | $2,140 | 2/25/2021 | $541.00 | 24,081 | 6,328 | 494 | 0 | 349 | 187 | 2,817 | 248 | 10,423 | 34,504 |
| 4 | 1008 | Administrative Officer | Sandra M. Stanley | L-12 | $54,214.00 | 0 | $0 | 11/8/2021 | $0.00 | 54,214 | 14,247 | 494 | 0 | 786 | 187 | 4,299 | 281 | 20,294 | 74,508 |
| 5 | 1020 | Buildig Custodian Leader | Peter R. Manglona | G-3 | $26,638.00 | 0 | $2,664 | 11/7/2021 | $926.00 | 30,228 | 7,944 | 494 | 0 | 438 | 187 | 2,817 | 248 | 12,128 | 42,356 |
| 6 | 1023 | Building Custodian | Jesse S. Aguon | C-11 | $25,167.00 | 0 | $2,517 | 2/26/2022 | $0.00 | 27,684 | 7,275 | 494 | 0 | 401 | 187 | 5,116 | 344 | 13,817 | 41,501 |
| 7 | 1024 | Building Custodian | Vacant vice: R. Taitague | C-1 | $17,769.00 | 0 | $0 | | $0.00 | 17,769 | 4,670 | 494 | 0 | 258 | 187 | 7,101 | 468 | 13,178 | 30,947 |
| 8 | 1026 | Clerk Typist III | Rowena S. Morales | F-7 | $28,964.00 | 0 | $0 | 4/25/2021 | $460.00 | 29,424 | 7,733 | 494 | 0 | 427 | 187 | 7,101 | 468 | 16,410 | 45,834 |
| 9 | 1029 | Building Custodian | Luis B. Camacho | C-10 | $24,393.00 | 0 | $2,439 | 8/27/2020 | $129.00 | 26,961 | 7,085 | 494 | 0 | 391 | 187 | 2,379 | 344 | 10,880 | 37,841 |
| 10 | 1035 | Secretary I (Typist) | Vacant (vice: B. Tenorio) | G-1 | $0.00 | 0 | $0 | | $0.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | 1037 | Building Custodian | Luke M. Tedtaotao | C-3 | $19,141.00 | 0 | $1,914 | 1/22/2021 | $544.00 | 21,599 | 5,676 | 494 | 0 | 313 | 187 | 2,817 | 248 | 9,735 | 31,334 |
| 12 | 1042 | Administrative Assistant | June M. Aflague | J-7 | $38,845.00 | 0 | $0 | 3/20/2021 | $719.00 | 39,564 | 10,397 | 494 | 0 | 574 | 187 | 2,817 | 248 | 14,717 | 54,281 |
| 13 | 1045 | Administrative Services Officer | Vacant (9-30-2003) | N-1 | 45,014 | 0 | 0 | | 0 | 45,014 | 11,830 | 494 | 0 | 653 | 187 | 7,101 | 468 | 20,733 | 65,747 |
| 14 | 1046 | Building Custodian Supervisor | Vacant | H-1 | 26,520 | 0 | 0 | | 0 | 26,520 | 6,969 | 494 | 0 | 385 | 187 | 7,101 | 468 | 15,604 | 42,124 |
| 15 | 1047 | Program Coordinator I | Vacant | K-1 | 33,911 | 0 | 0 | | 0 | 33,911 | 8,912 | 494 | 0 | 492 | 187 | 7,101 | 468 | 17,654 | 51,565 |
| 16 | 1048 | Administrative Aide | Vacant | F-1 | 23,171 | 0 | 0 | | 0 | 23,171 | 6,089 | 494 | 0 | 336 | 187 | 7,101 | 468 | 14,675 | 37,846 |
| 17 | 1049 | Messenger Clerk | Vacant | D-1 | 19,040 | 0 | 0 | | 0 | 19,040 | 5,004 | 494 | 0 | 276 | 187 | 7,101 | 468 | 13,530 | 32,570 |
| 18 | | | | | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 19 | | | | | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 20 | | | | | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 21 | | | | | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 22 | | | | | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 23 | | | | | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 24 | | | | | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 25 | | | | | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | Grand Total: | ---- | $404,187 | $0 | $11,674 | ---- | $3,319 | $419,180 | $110,159 | $6,916 | $0 | $6,079 | $2,618 | $72,769 | $5,237 | $203,778 | $622,958 |

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable).

2/ FY 2021 (Proposed) GovGuam contribution rate of 26.28% for the Government of Guam Retirement is subject to change.

3/ FY 2021 (Proposed) GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

4/ FY 2021 (Proposed) GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

# Government of Guam
# Fiscal Year 2021
# Agency Staffing Pattern
# (PROPOSED)

**Input by Department**

| | (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Special Pay Categories | | | | | | |
| | | | | | 1/ | 2/ | 3/ | 4/ | 5/ | 6/ | |
| No. | Position Number | Position Title | Name of Incumbent | Holiday Pay | Night Differential Pay 10% | Hazard 10% | Hazard 8% | Nurse Sunday Pay 1.5 | Nurse Pay 1.5 | EMT Pay 15% | (D+E+F+G+H+I+J) Subtotal |
| 1 | 1000 | Director (Librarian) | Vacant (4-7-2006) | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 1002 | Computer System Analyst II | Vacant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | 1006 | Building Custodian | Donald A. Torres | 0 | 2,140 | 0 | 0 | 0 | 0 | 0 | 2,140 |
| 4 | 1008 | Administrative Officer | Sandra M. Stanley | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 | 1020 | Buildig Custodian Leader | Peter R. Manglona | 0 | 2,664 | 0 | 0 | 0 | 0 | 0 | 2,664 |
| 6 | 1023 | Building Custodian | Jesse S. Aguon | 0 | 2,517 | 0 | 0 | 0 | 0 | 0 | 2,517 |
| 7 | 1024 | Building Custodian | Vacant vice: R. Taitague | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | 1026 | Clerk Typist III | Rowena S. Morales | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | 1029 | Building Custodian | Luis B. Camacho | 0 | 2,439 | 0 | 0 | 0 | 0 | 0 | 2,439 |
| 10 | 1035 | Secretary I (Typist) | Vacant (vice: B. Tenorio) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | 1037 | Building Custodian | Luke M. Tedtaotao | 0 | 1,914 | 0 | 0 | 0 | 0 | 0 | 1,914 |
| 12 | 1042 | Administrative Assistant | June M. Aflague | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 1045 | Administrative Services Officer | Vacant (9-30-2003) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 14 | 1046 | Building Custodian Supervisor | Vacant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 15 | 1047 | Program Coordinator I | Vacant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 | 1048 | Administrative Aide | Vacant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | 1049 | Messenger Clerk | Vacant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 22 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 23 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | Grand Total: | $0 | $11,674 | $0 | $0 | $0 | $0 | $0 | $11,674 |

1/ 10% of reg. rate, applicable from 6pm-6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
2/ Applies to law enforcement personnel
3/ Applies to solid waste employees
4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

# Government of Guam
# Fiscal Year 2021
# Agency Staffing Pattern
# (PROPOSED)

**FUNCTIONAL AREA:** PUBLIC EDUCATION

**DEPARTMENT:** GUAM PUBLIC LIBRARY SYSTEM

**PROGRAM:** LIBRARY OPERATIONS AND SERVICES

**FUND:** TERRITORIAL EDUCATIONAL FACILITIES FUND

5205A201800GA202 (Per OFB Request)

| | Input by Department | | | | | | | | | | | | | | | Input by Department | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) | (L) | (M) | (N) | (O) | (P) | (Q) | (R) | (S) |
| | | | | | | | | Increment | | | Benefits | | | | | | | | |
| No. | Position Number | Position Title 1/ | Name of Incumbent | Grade/ Step | Salary | Overtime | Special* | Date | Amt. | (E+F+G+1) Subtotal | Retirement (J * 26.28%) 2/ | Retire (DDI) ($19.01*26PP) 3/ | Social Security (6.2% * J) | Medicare (1.45% * J) | Life 4/ | Medical (Premium) | Dental (Premium) | Total Benefits (K thru Q) | (J + R) TOTAL |
| 1 | 1003 | Library Technician II | Rodney P. Taitague | II-6 | $31,940.00 | $0 | $3,194.00 | 12/6/2020 | $0.00 | $35,134.00 | $9,233.00 | $494.00 | $0.00 | $509.00 | $187.00 | $2,817.00 | $248.00 | $13,488.00 | $48,622.00 |
| 2 | 1004 | Library Technician II in lieu of LTI | Vacant | II-1 | $26,520.00 | 0 | $0.00 | | $0.00 | $26,520.00 | $6,969.00 | $494.00 | $0.00 | $385.00 | $187.00 | $7,101.00 | $468.00 | $15,604.00 | $42,124.00 |
| 3 | 1005 | Bookmobile Driver | Vacant (8-31-2019) | G-1 | $24,729.00 | 0 | $0.00 | | $0.00 | $24,729.00 | $6,499.00 | $494.00 | $0.00 | $359.00 | $187.00 | $7,101.00 | $468.00 | $15,108.00 | $39,837.00 |
| 4 | 1007 | Library Technician II | Francine R.M. Uncangco | II-7 | $33,150.00 | 0 | $331.50 | 1/27/2020 | $789.00 | $34,270.50 | $9,006.00 | $494.00 | $0.00 | $497.00 | $187.00 | $5,116.00 | $344.00 | $15,644.00 | $49,914.50 |
| 5 | 1010 | Library Technician I | Stephanie M. Naputi | F-3 | $24,960.00 | 0 | $2,496.00 | 6/13/2020 | $315.00 | $27,771.00 | $7,298.00 | $494.00 | $0.00 | $403.00 | $187.00 | $2,817.00 | $248.00 | $11,447.00 | $39,218.00 |
| 6 | 1011 | Library Technician I | Theresa I. Cruz | F-7 | $28,964.00 | 0 | $2,896.40 | 1/26/2021 | $0.00 | $31,860.40 | $8,373.00 | $494.00 | $0.00 | $462.00 | $187.00 | $0.00 | $0.00 | $9,516.00 | $41,376.40 |
| 7 | 1013 | Library Technician Supervisor | Vacant (8-30-2019) | J-1 | $31,076.00 | 0 | $3,107.60 | | $0.00 | $34,183.60 | $8,983.00 | $494.00 | $0.00 | $496.00 | $187.00 | $7,101.00 | $468.00 | $17,729.00 | $51,912.60 |
| 8 | 1016 | Library Technician I | Bernadita M. Quidachay | F-8 | $29,883.00 | 0 | $2,988.30 | 1/25/2020 | $711.00 | $33,582.30 | $8,825.00 | $494.00 | $0.00 | $487.00 | $187.00 | $2,817.00 | $248.00 | $13,058.00 | $46,640.30 |
| 9 | 1021 | Administrative Aide | Jenelle M.G. Cruz | F-3 | $24,960.00 | 0 | $0.00 | 5/1/2020 | $394.00 | $25,354.00 | $6,663.00 | $494.00 | $0.00 | $368.00 | $187.00 | $7,101.00 | $468.00 | $15,281.00 | $40,635.00 |
| 10 | 1022 | Library Technician II | Vacant | II-1 | $26,520.00 | 0 | $0.00 | | $0.00 | $26,520.00 | $6,969.00 | $494.00 | $0.00 | $385.00 | $187.00 | $7,101.00 | $468.00 | $15,604.00 | $42,124.00 |
| 11 | 1028 | Library Technician II | Vacant | II-1 | $26,520.00 | 0 | $0.00 | | $0.00 | $26,520.00 | $6,969.00 | $494.00 | $0.00 | $385.00 | $187.00 | $7,101.00 | $468.00 | $15,604.00 | $42,124.00 |
| 12 | 1032 | Library Technician II | Vacant | II-1 | $26,520.00 | 0 | $0.00 | | $0.00 | $26,520.00 | $6,969.00 | $494.00 | $0.00 | $385.00 | $187.00 | $7,101.00 | $468.00 | $15,604.00 | $42,124.00 |
| 13 | 1033 | Library Technician II in lieu of LTI | Vacant | II-1 | $26,520.00 | 0 | $0.00 | | $0.00 | $26,520.00 | $6,969.00 | $494.00 | $0.00 | $385.00 | $187.00 | $7,101.00 | $468.00 | $15,604.00 | $42,124.00 |
| 14 | 1034 | Library Technician II | Florence M.S. Taitague | II-9 | $35,287.00 | 0 | $3,528.70 | 12/9/2019 | $933.00 | $39,748.70 | $10,446.00 | $494.00 | $0.00 | $576.00 | $187.00 | $2,817.00 | $248.00 | $14,768.00 | $54,516.70 |
| 15 | 1036 | Library Technician I | Cynthia C. Ignacio | F-8 | $29,883.00 | 0 | $2,988.30 | 2/12/2020 | $632.00 | $33,503.30 | $8,805.00 | $494.00 | $0.00 | $486.00 | $187.00 | $2,817.00 | $0.00 | $12,789.00 | $46,292.30 |
| 16 | 1038 | Library Technician II | Vacant | II-1 | $26,520.00 | 0 | $0.00 | | $0.00 | $26,520.00 | $6,969.00 | $494.00 | $0.00 | $385.00 | $187.00 | $7,101.00 | $468.00 | $15,604.00 | $42,124.00 |
| 17 | 1039 | Library Technician I | Vacant (Vice: L. Elliott) | F-1 | $23,171.00 | 0 | $0.00 | | $0.00 | $23,171.00 | $6,089.00 | $494.00 | $0.00 | $336.00 | $187.00 | $7,101.00 | $468.00 | $14,675.00 | $37,846.00 |
| 18 | 1050 | Territorial Archivist | Vacant | M-1 | $40,762.00 | 0 | $0.00 | | $0.00 | $40,762.00 | $10,712.00 | $494.00 | $0.00 | $591.00 | $187.00 | $7,101.00 | $468.00 | $19,553.00 | $60,315.00 |
| 19 | 1051 | Library Technician Supervisor | Vacant | J-1 | $31,076.00 | 0 | $0.00 | | $0.00 | $31,076.00 | $8,167.00 | $494.00 | $0.00 | $451.00 | $187.00 | $7,101.00 | $468.00 | $16,868.00 | $47,944.00 |
| 20 | 1052 | Librarian III | Vacant | N-15 | $72,241.00 | 0 | $0.00 | | $0.00 | $72,241.00 | $18,985.00 | $494.00 | $0.00 | $1,047.00 | $187.00 | $7,101.00 | $468.00 | $28,282.00 | $100,523.00 |
| 21 | 1053 | Program Coordinator I | Vacant | K-1 | $33,911.00 | 0 | $0.00 | | $0.00 | $33,911.00 | $8,912.00 | $494.00 | $0.00 | $492.00 | $187.00 | $7,101.00 | $468.00 | $17,654.00 | $51,565.00 |
| 22 | 1054 | Program Coordinator II | Vacant | M-1 | $40,762.00 | 0 | $0.00 | | $0.00 | $40,762.00 | $10,712.00 | $494.00 | $0.00 | $591.00 | $187.00 | $7,101.00 | $468.00 | $19,553.00 | $60,315.00 |
| 23 | 1055 | Program Coordinator III | Vacant | N-1 | $40,014.00 | 0 | $0.00 | | $0.00 | $40,014.00 | $10,516.00 | $494.00 | $0.00 | $580.00 | $187.00 | $7,101.00 | $468.00 | $19,346.00 | $59,360.00 |
| 24 | 1056 | Program Coordinator IV | Vacant | O-1 | $49,897.00 | 0 | $0.00 | | $0.00 | $49,897.00 | $13,113.00 | $494.00 | $0.00 | $724.00 | $187.00 | $7,101.00 | $468.00 | $22,087.00 | $71,984.00 |
| 25 | | | | | $0.00 | 0 | $0.00 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| | | | Grand Total: | ---- | $785,786 | $0 | $21,531 | ---- | $3,774 | $811,091 | $213,151 | $11,856 | $0 | $11,765 | $4,488 | $139,918 | $9,292 | $390,470 | $1,201,561 |

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable).

2/ FY 2021 (Proposed) GovGuam contribution rate of 26.28% for the Government of Guam Retirement is subject to change.

3/ FY 2021 (Proposed) GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

4/ FY 2021 (Proposed) GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

# Government of Guam
# Fiscal Year 2021
# Agency Staffing Pattern
# (PROPOSED)

**Input by Department**

| | (A) | (B) | (C) | (D) | Special Pay Categories (E) 1/ | (F) 2/ | (G) 3/ | (H) 4/ | (I) 5/ | (J) 6/ | (K) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| No. | Position Number | Position Title | Name of Incumbent | Holiday Pay | Night Differential Pay 10% | Hazard 10% | Hazard 8% | Nurse Sunday Pay 1.5 | Nurse Pay 1.5 | EMT Pay 15% | (D+E+F+G+H+I+J) Subtotal |
| 1 | 1003 | Library Technician II | Rodney P. Taitague | $0 | $3,194 | $0 | $0 | $0 | $0 | $0 | $3,194 |
| 2 | 1004 | Library Technician II in lieu of LTI | Vacant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | 1005 | Bookmobile Driver | Vacant (8-31-2019) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | 1007 | Library Technician II | Francine R.M. Uncangco | 0 | 332 | 0 | 0 | 0 | 0 | 0 | 332 |
| 5 | 1010 | Library Technician I | Stephanie M. Naputi | 0 | 2,496 | 0 | 0 | 0 | 0 | 0 | 2,496 |
| 6 | 1011 | Library Technician I | Theresa I. Cruz | 0 | 2,896 | 0 | 0 | 0 | 0 | 0 | 2,896 |
| 7 | 1013 | Library Technician Supervisor | Vacant (8-30-2019) | 0 | 3,108 | 0 | 0 | 0 | 0 | 0 | 3,108 |
| 8 | 1016 | Library Technician I | Bernadita M. Quidachay | 0 | 2,988 | 0 | 0 | 0 | 0 | 0 | 2,988 |
| 9 | 1021 | Administrative Aide | Jenelle M.G. Cruz | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 1022 | Library Technician II | Vacant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | 1028 | Library Technician II | Vacant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12 | 1032 | Library Technician II | Vacant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 1033 | Library Technician II in lieu of LTI | Vacant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 14 | 1034 | Library Technician II | Florence M.S. Taitague | 0 | 3,529 | 0 | 0 | 0 | 0 | 0 | 3,529 |
| 15 | 1036 | Library Technician I | Cynthia C. Ignacio | 0 | 2,988 | 0 | 0 | 0 | 0 | 0 | 2,988 |
| 16 | 1038 | Library Technician II | Vacant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | 1039 | Library Technician I | Vacant (Vice: L. Elliott) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 18 | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 19 | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 20 | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 21 | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 22 | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 23 | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 24 | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 25 | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | Grand Total: | $0 | $21,531 | $0 | $0 | $0 | $0 | $0 | $21,531 |

1/ 10% of reg. rate, applicable from 6pm-6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
2/ Applies to law enforcement personnel
3/ Applies to solid waste employees
4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

# Government of Guam
# Fiscal Year 2020
# Agency Staffing Pattern
# (CURRENT)

**FUNCTIONAL AREA:** PUBLIC EDUCATION

**DEPARTMENT:** GUAM PUBLIC LIBRARY SYSTEM

**PROGRAM:** SUMMARY

**FUND:** TERRITORIAL EDUCATIONAL FACILITIES FUND

| | Input by Department | | | | | | | | | | | | | | Input by Department | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) | (L) | (M) | (N) | (O) | (P) | (Q) | (R) | (S) |
| | | | | | | | | Increment | | | Benefits | | | | | | | | |
| No. | Position Number | Position Title | Name of Incumbent | Grade/ Step | Salary | Overtime | Special* | Date | Amt. | (E+F+G+I) Subtotal | Retirement (J * 26.28%) | Retire (DDI) ($19.01*26PP) | Social Security (6.2% * J) | Medicare (1.45% * J) | Life 1/ | Medical (Premium) | Dental (Premium) | Total Benefits (K thru Q) | (J+R) TOTAL |
| 1 | ---- | Administration and Finance | ---- | ---- | 235,536 | 0 | 0 | ---- | 3,300 | 238,836 | 62,765 | 3,954 | 0 | 3,464 | 1,496 | 30,163 | 2,429 | 104,271 | 343,107 |
| 2 | ---- | Library Operations and Services | ---- | ---- | $341,174 | 0 | 0 | ---- | $4,782 | $345,956 | $90,917 | $5,931 | 0 | $5,017 | $2,244 | $58,229 | $3,801 | $166,139 | $512,095 |
| 3 | ---- | | ---- | ---- | | | | ---- | | | | | | | | | | | |
| 4 | ---- | | ---- | ---- | | | | ---- | | | | | | | | | | | |
| 5 | ---- | | ---- | ---- | | | | ---- | | | | | | | | | | | |
| 6 | ---- | | ---- | ---- | | | | ---- | | | | | | | | | | | |
| 7 | ---- | | ---- | ---- | | | | ---- | | | | | | | | | | | |
| 8 | ---- | | ---- | ---- | | | | ---- | | | | | | | | | | | |
| 9 | ---- | | ---- | ---- | | | | ---- | | | | | | | | | | | |
| 10 | ---- | | ---- | ---- | | | | ---- | | | | | | | | | | | |
| 11 | ---- | | ---- | ---- | | | | ---- | | | | | | | | | | | |
| 12 | ---- | | ---- | ---- | | | | ---- | | | | | | | | | | | |
| 13 | ---- | | ---- | ---- | | | | ---- | | | | | | | | | | | |
| 14 | ---- | | ---- | ---- | | | | ---- | | | | | | | | | | | |
| 15 | ---- | | ---- | ---- | | | | ---- | | | | | | | | | | | |
| 16 | ---- | | ---- | ---- | | | | ---- | | | | | | | | | | | |
| 17 | ---- | | ---- | ---- | | | | ---- | | | | | | | | | | | |
| 18 | ---- | | ---- | ---- | | | | ---- | | | | | | | | | | | |
| 19 | ---- | | ---- | ---- | | | | ---- | | | | | | | | | | | |
| 20 | ---- | | ---- | ---- | | | | ---- | | | | | | | | | | | |
| | | | Grand Total: | ---- | $576,710 | $0 | $0 | ---- | $8,082 | $584,792 | $153,682 | $9,885.20 | $0 | $8,481 | $3,740 | $88,392 | $6,230.00 | $270,410.20 | $855,202.20 |

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2020 GovGuam contribution for Life Insurance is $187 per annum

[BBMR SP-1]

# Government of Guam
# Fiscal Year 2020
# Agency Staffing Pattern
# (CURRENT)

**FUNCTIONAL AREA:** PUBLIC EDUCATION

**DEPARTMENT:** GUAM PUBLIC LIBRARY SYSTEM

**PROGRAM:** ADMINISTRATION AND FINANCE

**FUND:** TERRITORIAL EDUCATIONAL FACILITIES FUND

| | Input by Department | | | | | | | | | | | | | | Input by Department | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) | (L) | (M) | (N) | (O) | (P) | (Q) | (R) | (S) |
| | | | | | | | | Increment | | | Benefits | | | | | | | | |
| No. | Position Number | Position Title 1/ | Name of Incumbent | Grade/ Step | Salary | Overtime | Special* | Date | Amt. | (E+F+G+I) Subtotal | Retirement (J * 26.28%) | Retire (DDI) ($19.01*26PP) | Social Security (6.2% * J) | Medicare (1.45% * J) | Life 2/ | Medical (Premium) | Dental (Premium) | Total Benefits (K thru Q) | (J+R) TOTAL |
| 1 | 1000 | Director (Librarian) | Vacant (4-7-2006) | E-S-1 | $0.00 | $0 | $0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 2 | 1002 | Computer System Analyst II | Vacant | M-1 | $0.00 | 0 | $0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 3 | 1006 | Building Custodian | Donald A. Torres | C-5 | $20,619.00 | 0 | $0 | 2/25/2020 | $521.00 | $21,140.00 | $5,556.00 | $494.26 | $0.00 | $307.00 | $187.00 | $2,817.00 | $248.00 | $9,609.26 | $30,749.26 |
| 4 | 1008 | Administrative Officer | Sandra M. Stanley | L-12 | $54,214.00 | 0 | $0 | 11/8/2021 | $0.00 | $54,214.00 | $14,247.00 | $494.26 | $0.00 | $786.00 | $187.00 | $4,299.00 | $281.00 | $20,294.26 | $74,508.26 |
| 5 | 1020 | Buildig Custodian Leader | Peter R. Manglona | G-2 | $25,666.00 | 0 | $0 | 11/7/2020 | $891.00 | $26,557.00 | $6,979.00 | $494.26 | $0.00 | $385.00 | $187.00 | $2,817.00 | $248.00 | $11,110.26 | $37,667.26 |
| 6 | 1023 | Building Custodian | Jesse S. Aguon | C-10 | $24,393.00 | 0 | $0 | 2/26/2020 | $516.00 | $24,909.00 | $6,546.00 | $494.26 | $0.00 | $361.00 | $187.00 | $5,116.00 | $344.00 | $13,048.26 | $37,957.26 |
| 7 | 1024 | Building Custodian | Vacant vice: R. Taitague | C-1 | $0.00 | 0 | $0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 8 | 1026 | Clerk Typist III | Rowena S. Morales | F-7 | $28,964.00 | 0 | $0 | 4/25/2021 | $0.00 | $28,964.00 | $7,612.00 | $494.26 | $0.00 | $420.00 | $187.00 | $7,101.00 | $468.00 | $16,282.26 | $45,246.26 |
| 9 | 1029 | Building Custodian | Luis B. Camacho | C-10 | $24,393.00 | 0 | $0 | 8/27/2020 | $129.00 | $24,522.00 | $6,444.00 | $494.26 | $0.00 | $356.00 | $187.00 | $2,379.00 | $344.00 | $10,204.26 | $34,726.26 |
| 10 | 1035 | Secretary I (Typist) | Vacant (vice: B. Tenorio) | G-1 | $0.00 | 0 | $0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 11 | 1037 | Building Custodian | Luke M. Tedtaotao | C-2 | $18,442.00 | 0 | $0 | 1/22/2020 | $524.00 | $18,966.00 | $4,984.00 | $494.26 | $0.00 | $275.00 | $187.00 | $2,817.00 | $248.00 | $9,005.26 | $27,971.26 |
| 12 | 1042 | Administrative Assistant | June M. Aflague | J-7 | $38,845.00 | 0 | $0 | 3/20/2021 | $719.00 | $39,564.00 | $10,397.00 | $494.26 | $0.00 | $574.00 | $187.00 | $2,817.00 | $248.00 | $14,717.26 | $54,281.26 |
| 13 | | | | | $0.00 | 0 | $0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 14 | | | | | $0.00 | 0 | $0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 15 | | | | | $0.00 | 0 | $0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 16 | | | | | $0.00 | 0 | $0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 17 | | | | | $0.00 | 0 | $0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 18 | | | | | $0.00 | 0 | $0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 19 | | | | | $0.00 | 0 | $0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 20 | | | | | $0.00 | 0 | $0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 21 | | | | | $0.00 | 0 | $0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 22 | | | | | $0.00 | 0 | $0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 23 | | | | | $0.00 | 0 | $0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 24 | | | | | $0.00 | 0 | $0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 25 | | | | | $0.00 | 0 | $0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| | | | Grand Total: | ---- | $235,536 | $0 | $0 | ---- | $3,300 | $238,836 | $62,765 | $3,954 | $0 | $3,464 | $1,496 | $30,163 | $2,429 | $104,271 | $343,107 |

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)

2/ FY 2020 GovGuam contribution for Life Insurance is $187 per annum

# Government of Guam
# Fiscal Year 2020
# Agency Staffing Pattern
# (CURRENT)

**Input by Department**

| | (A) | (B) | (C) | (D) | Special Pay Categories (E) | (F) | (G) | (H) | (I) | (J) | (K) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 1/ | 2/ | 3/ | 4/ | 5/ | 6/ | |
| No. | Position Number | Position Title | Name of Incumbent | Holiday Pay | Night Differential Pay 10% | Hazard 10% | Hazard 8% | Nurse Sunday Pay 1.5 | Nurse Pay 1.5 | EMT Pay 15% | ( D+E+F+G+H+I+J ) Subtotal |
| 1 | 1000 | Director (Librarian) | Vacant (4-7-2006) | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 1002 | Computer System Analyst II | Vacant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | 1006 | Building Custodian | Donald A. Torres | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | 1008 | Administrative Officer | Sandra M. Stanley | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 | 1020 | Buildig Custodian Leader | Peter R. Mangiona | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | 1023 | Building Custodian | Jesse S. Aguon | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | 1024 | Building Custodian | Vacant vice: R. Taitague | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | 1026 | Clerk Typist III | Rowena S. Morales | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | 1029 | Building Custodian | Luis B. Camacho | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 1035 | Secretary I (Typist) | Vacant (vice: B. Tenorio) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | 1037 | Building Custodian | Luke M. Tedtaotao | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12 | 1042 | Administrative Assistant | June M. Aflague | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 22 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 23 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | Grand Total: | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |

1/ 10% of reg. rate, applicable from 6pm-6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
2/ Applies to law enforcement personnel
3/ Applies to solid waste employees
4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

[BBMR SP-1]

# Government of Guam
# Fiscal Year 2020
# Agency Staffing Pattern
# (CURRENT)

**FUNCTIONAL AREA:** PUBLIC EDUCATION

**DEPARTMENT:** GUAM PUBLIC LIBRARY SYSTEM

**PROGRAM:** LIBRARY OPERATIONS AND SERVICES

**FUND:** TERRITORIAL EDUCATIONAL FACILITIES FUND

5205A201800GA202 (Per OFB Request)

| | Input by Department | | | | | | | | | | | | | | | Input by Department | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) | (L) | (M) | (N) | (O) | (P) | (Q) | (R) | (S) |
| | | | | | | | | Increment | | | Benefits | | | | | | | | |
| No. | Position Number | Position Title 1/ | Name of Incumbent | Grade / Step | Salary | Overtime | Special* | Date | Amt. | (E+F+G+I) Subtotal | Retirement (J * 26.28%) | Retire (DDI) ($19.01*26PP) | Social Security (6.2% * J) | Medicare (1.45% * J) | Life 2/ | Medical (Premium) | Dental (Premium) | Total Benefits (K thru Q) | (J + R) TOTAL |
| 1 | 1003 | Library Technician II | Rodney P. Taitague | II-6 | $31,940 | $0 | $0 | 12/6/2019 | $1,008.00 | $32,948.00 | $8,659.00 | $494.26 | $0.00 | $478.00 | $187.00 | $2,817.00 | $248.00 | $12,883.26 | $45,831.26 |
| 2 | 1004 | Library Technician I | Vacant (vice Rodney T.) | F-1 | 23,171 | 0 | 0 | | $0.00 | $23,171.00 | $6,089.00 | $494.26 | $0.00 | $336.00 | $187.00 | $7,101.00 | $468.00 | $14,675.26 | $37,846.26 |
| 3 | 1005 | Bookmobile Driver | Vacant (8-31-2019) | G-1 | 24,729 | 0 | 0 | | $0.00 | $24,729.00 | $6,499.00 | $494.26 | $0.00 | $359.00 | $187.00 | $7,101.00 | $468.00 | $15,108.26 | $39,837.26 |
| 4 | 1007 | Library Technician II | Francine R.M. Uncangco | II-7 | 33,150 | 0 | 0 | 1/27/2020 | $789.00 | $33,939.00 | $8,919.00 | $494.26 | $0.00 | $492.00 | $187.00 | $5,116.00 | $344.00 | $15,552.26 | $49,491.26 |
| 5 | 1010 | Library Technician I | Stephanie M. Naputi | F-3 | 24,960 | 0 | 0 | 6/13/2020 | $315.00 | $25,275.00 | $6,642.00 | $494.26 | $0.00 | $366.00 | $187.00 | $6,340.00 | $373.00 | $14,402.26 | $39,677.26 |
| 6 | 1011 | Library Technician I | Theresa I. Cruz | F-7 | 28,964 | 0 | 0 | 1/26/2021 | $0.00 | $28,964.00 | $7,612.00 | $494.26 | $0.00 | $420.00 | $187.00 | $0.00 | $0.00 | $8,713.26 | $37,677.26 |
| 7 | 1013 | Library Technician Supervisor | Vacant (8-30-2019) | J-1 | 31,076 | 0 | 0 | | $0.00 | $31,076.00 | $8,167.00 | $494.26 | $0.00 | $451.00 | $187.00 | $7,101.00 | $468.00 | $16,868.26 | $47,944.26 |
| 8 | 1016 | Library Technician I | Bernadita M. Quidachay | F-8 | 29,883 | 0 | 0 | 1/25/2020 | $711.00 | $30,594.00 | $8,040.00 | $494.26 | $0.00 | $444.00 | $187.00 | $2,817.00 | $248.00 | $12,230.26 | $42,824.26 |
| 9 | 1021 | Administrative Aide | Jenelle M.G. Cruz | F-3 | 24,960 | 0 | 0 | 5/1/2020 | $394.00 | $25,354.00 | $6,663.00 | $494.26 | $0.00 | $368.00 | $187.00 | $7,101.00 | $468.00 | $15,281.26 | $40,635.26 |
| 10 | 1022 | Library Technician II | Vacant | II-1 | 0 | 0 | 0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 11 | 1028 | Library Technician I | Vacant | F-1 | 23,171 | 0 | 0 | | $0.00 | $23,171.00 | $6,089.00 | $494.26 | $0.00 | $336.00 | $187.00 | $7,101.00 | $468.00 | $14,675.26 | $37,846.26 |
| 12 | 1032 | Library Technician II | Vacant | II-1 | 0 | 0 | 0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 13 | 1033 | Library Technician I | Vacant (vice: L. Cruz) | F-1 | 0 | 0 | 0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 14 | 1034 | Library Technician II | Florence M.S. Taitague | II-9 | 35,287 | 0 | 0 | 12/9/2019 | $933.00 | $36,220.00 | $9,519.00 | $494.26 | $0.00 | $525.00 | $187.00 | $2,817.00 | $248.00 | $13,790.26 | $50,010.26 |
| 15 | 1036 | Library Technician I | Cynthia C. Ignacio | F-8 | 29,883 | 0 | 0 | 2/12/2020 | $632.00 | $30,515.00 | $8,019.00 | $494.26 | $0.00 | $442.00 | $187.00 | $2,817.00 | $0.00 | $11,959.26 | $42,474.26 |
| 16 | 1038 | Library Technician II | Vacant | II-1 | 0 | 0 | 0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 17 | 1039 | Library Technician I | Vacant (Vice: L. Elliott) | F-1 | 0 | 0 | 0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 18 | 1041 | | | | 0 | 0 | 0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 19 | | | | | 0 | 0 | 0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 20 | | | | | 0 | 0 | 0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 21 | | | | | 0 | 0 | 0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 22 | | | | | 0 | 0 | 0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 23 | | | | | 0 | 0 | 0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 24 | | | | | 0 | 0 | 0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 25 | | | | | 0 | 0 | 0 | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| | | | Grand Total: | — | $341,174 | $0 | $0 | ---- | $4,782 | $345,956 | $90,917 | $5,931 | $0 | $5,017 | $2,244 | $58,229 | $3,801 | $166,139 | $512,095 |

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)

2/ FY 2020 GovGuam contribution for Life Insurance is $187 per annum

# Government of Guam
# Fiscal Year 2020
# Agency Staffing Pattern
# (CURRENT)

| | Input by Department | | | | Special Pay Categories | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) |
| | | | | | 1/ | 2/ | 3/ | 4/ | 5/ | 6/ | |
| No. | Position Number | Position Title | Name of Incumbent | Holiday Pay | Night Differential Pay 10% | Hazard 10% | Hazard 8% | Nurse Sunday Pay 1.5 | Nurse Pay 1.5 | EMT Pay 15% | ( D+E+F+G+H+I+J ) Subtotal |
| 1 | 1003 | Library Technician II | Rodney P. Taitague | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| 2 | 1004 | Library Technician I | Vacant (vice Rodney T.) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | 1005 | Bookmobile Driver | Vacant (8-31-2019) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | 1007 | Library Technician II | Francine R.M. Uncangco | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 | 1010 | Library Technician I | Stephanie M. Naputi | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | 1011 | Library Technician I | Theresa I. Cruz | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | 1013 | Library Technician Supervisor | Vacant (8-30-2019) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | 1016 | Library Technician I | Bernadita M. Quidachay | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | 1021 | Administrative Aide | Jenelle M.G. Cruz | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 1022 | Library Technician II | Vacant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | 1028 | Library Technician I | Vacant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12 | 1032 | Library Technician II | Vacant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 1033 | Library Technician I | Vacant (vice: L. Cruz) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 14 | 1034 | Library Technician II | Florence M.S. Taitague | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 15 | 1036 | Library Technician I | Cynthia C. Ignacio | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 | 1038 | Library Technician II | Vacant | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | 1039 | Library Technician I | Vacant (Vice: L. Elliott) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 18 | 1041 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 22 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 23 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | Grand Total: | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |

1/ 10% of reg. rate, applicable from 6pm-6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
2/ Applies to law enforcement personnel
3/ Applies to solid waste employees
4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours
6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

**Government of Guam**
**Federal Program Inventory**
**FY 2020 (Current) / FY 2021 (Estimated) Funding**

[BBMR FP-1]

**FUNCTION:** Public Education
**DEPARTMENT/AGENCY:** Guam Public Library System
**PROGRAM:** Public Service

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| | | | | FY 2020 | FY 2021 | | | | |
| Federal Grantor Agency / Federal Project Title | C.F.D.A. No. / Enabling Authority | Grant Award Number | Match Ratio Federal / Local: | Received / Projected | Estimated Funding | Local Matching Funds | Federal Matching Funds | 100% Federal Grants | Grant Period |
| Institute of Museum and Library Services (IMLS) - State Grant - FY 2019 | 45.310 | LS-00-1900-5319 | 100% / 0% | 124,712 | 0 | 0 | 0 | 0 | |
| Institute of Museum and Library Services (IMLS) - Competitive Grant - FY 2019 | 45.310 | LS-01-1900-6019 | 100% / 0% | 38,001 | 0 | 0 | 0 | 0 | |
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# Government of Guam
## Fiscal Year 2021 Budget
### Equipment / Capital and Space Requirement

**Function: PUBLIC EDUCATION**
**Department/Agency: GUAM PUBLIC LIBRARY SYSTEM (HAGATNA)**
**Program: PUBLIC SERVICE**
**UPDATED AS OF 12-4-19**
**EQUIPMENT/CAPITAL LISTING:**

| Description | Quantity | Percentage of Use | Comments |
|---|---|---|---|
| 10-Pc. Executive Workstation | 1 | 100 | |
| 20-Plastic Drawer Cabinet | 2 | 100 | |
| 2-Drawer Filing Cabinet | 4 | 100 | |
| 2-Drawer Filing Cabinet (Side) | 6 | 100 | |
| 3M Desensitizer/Resensitizer Unit | 2 | 100 | |
| 3M Detection Unit | 3 | 100 | |
| 4-Drawer Filing Cabinet | 33 | 100 | |
| ADA Computer Tables | 8 | 100 | |
| ADA Computer Tables | 5 | 100 | CIP |
| Atlas Map Stand | 1 | 100 | |
| Back Ups Pro 650 | 79 | 100 | |
| Black Guest Chair | 2 | 100 | |
| Blower (gas - handheld) | 6 | 100 | |
| Book Cart | 19 | 100 | |
| Braille Embosser | 1 | 75 | |
| Brown Desk (40 x 23 x 28) | 1 | 100 | GCC Donated |
| Brown Desk (72 x 24) | 1 | 100 | GCC Donated |
| Buffer Floor | 1 | 75 | |
| Bulletin Board | 3 | 100 | GCC Donated |
| Bush Cutter (Shindaiwa) | 1 | 100 | |
| Café Round Tables | 3 | 100 | CIP |
| Canon ImageClass D1320 Printer | 1 | 100 | CIP |
| Card Catalog Shelf | 7 | 100 | |
| Cardex Magazine Locator File | 5 | 100 | |
| Carrels | 5 | 100 | |
| CD Racks | 2 | 100 | |
| Chainsaw | 1 | 100 | |
| Chair (Beige w/ Wheels) | 1 | 100 | GCC Donated |
| Chair (Black w/ Silver) | 8 | 100 | GCC Donated |
| Chair (Blue) | 9 | 100 | GCC Donated |
| Chair (Yellow) | 1 | 100 | GCC Donated |
| Chairs (Metal - Folding) | 60 | 100 | Census Donated |
| Chairs, Plastic (Blue) | 30 | 100 | CIP |
| Chairs, Plastic (Blue) - Conference Room | 12 | 100 | CIP |
| Chairs, Plastic (Orange) | 24 | 100 | CIP |
| Children's Library Circulation Desk | 1 | 100 | CIP |
| Circulation Counter (48 x 27 x 30) | 1 | 100 | GCC Donated |
| Circulation Counter (48 x 27 x 40) | 1 | 100 | GCC Donated |
| Color Television | 2 | 75 | Children's Program |
| Computer Chairs (Children) | 10 | 100 | CIP |
| Computer Table | 6 | 100 | |
| Conference Round Tables | 6 | 100 | CIP |
| Crystal Storage Cabinet | 4 | 100 | |
| Dell Laptop Notebook | 19 | 100 | |
| Dell Workstations | 21 | 100 | |
| Desk (59 x 30 x 29) | 1 | 100 | GCC Donated |
| Dictionary Stand | 1 | 100 | |
| Display Glass Case | 3 | 100 | GCC Donated |
| Displayer CD/DVD Starter Unit | 1 | 100 | |
| Double Sided Book Shelf | 22 | 100 | |
| Drawer (Baby Blue - 8 Drawer) | 2 | 100 | GCC Donated |
| Drawer Unit (2-drawer/Legal Size) | 2 | 100 | CIP |
| Drawer Unit (2-drawer/Letter Size) | 2 | 100 | CIP |
| Drawer Vertical Metal Filing Cabinet (Legal) | 5 | 100 | |
| EDO Micros Technologies | 5 | 100 | |
| Ellison PrestigPro DieCut | 1 | 100 | |
| Executive Chair | 6 | 100 | |
| Floor Mounted Swivel Stool | 6 | 100 | CIP |
| Fold-Up Table | 10 | 100 | Census Donated |

# Government of Guam
## Fiscal Year 2021 Budget
### Equipment / Capital and Space Requirement

**Function: PUBLIC EDUCATION**
**Department/Agency: GUAM PUBLIC LIBRARY SYSTEM (HAGATNA)**
**Program: PUBLIC SERVICE**
**UPDATED AS OF 12-4-19**

**EQUIPMENT/CAPITAL LISTING:**

| Description | Quantity | Percentage of Use | Comments |
|---|---|---|---|
| Free Standing Magazine Rack | 1 | 100 | |
| Hall of Fames Cabinet | 2 | 100 | |
| Hedge Trimmer | 1 | 100 | |
| High Density Book Shelf | 20 | 100 | |
| Husky Adjustable Table (Children) | 6 | 100 | |
| Husky Chair (Red/Navy - Children) | 40 | 100 | |
| L Shape Secretarial Desk | 5 | 100 | |
| Lady Bug Bookshelf | 1 | 100 | |
| Laminating Machine | 1 | 100 | Children's Programs and Processing |
| Lecture Tables (Conference Room) | 4 | 100 | CIP |
| Lecture Tables (Folding) | 3 | 100 | |
| Library Computer Desk (Children) | 10 | 100 | CIP |
| Library Computer Desk Stations (Adult) | 20 | 100 | CIP |
| Library Computer Desk Stations (Young Adult) | 10 | 100 | CIP |
| Linksys-Wireless G | 1 | 100 | |
| Locker for Employees | 26 | 100 | |
| Magazine Rack | 2 | 100 | |
| Map Case | 1 | 100 | GCC Donated |
| Media Shelving | 6 | 100 | CIP |
| Metal Map/Drawing Cabinet | 5 | 100 | |
| Microfilm Cabinet | 4 | 100 | |
| Microwave (GE) | 2 | 100 | CIP |
| Multimedia Projector | 3 | 100 | |
| Newspaper Rack | 1 | 100 | |
| Orange Plastic Chairs | 8 | 100 | |
| Pallett Jack | 1 | 75 | |
| Paper Cutter | 1 | 75 | |
| Patron Application Drawer | 4 | 100 | |
| Patron Lounge Chairs (Beige) | 20 | 100 | |
| Patron Wooden Chair (Adult) | 41 | 100 | |
| Patron Wooden Chair (Children) | 2 | 100 | |
| Patron Wooden Table (Adult) | 12 | 100 | |
| Pedestal Drawers (Black) | 6 | 100 | CIP |
| Podium Stand | 1 | 100 | GCC Donated |
| Postage Scale | 1 | 100 | |
| Power Voltage Regulation w/ Surge Protection | 1 | 100 | Census Donated |
| Pressure Washer | 1 | 100 | |
| Printer (HP) | 8 | 100 | |
| Printer (Ricoh) | 1 | 100 | Census Donated |
| Printer (Ricoh) | 5 | 100 | |
| Printer (Multi Function-Print/scan/Copy/Fax) | 3 | 100 | |
| Rectangular Tables (71x35.5x28.5) | 4 | 100 | |
| Refrigerator | 1 | 100 | |
| Refrigerator (Frigidaire) | 1 | 100 | CIP |
| Scanner for Assistive Technology | 1 | 76 | |
| Scanner (Canon) Office document | 1 | 100 | 2nd floor Guam Room |
| Scanner (overhead) | 1 | 100 | 3rd floor Scanning room |
| Scanner (desktop) | 3 | 100 | 3rd floor Scanning room |
| Secretarial Chair w/ Arms | 11 | 100 | |
| Secretarial Chair w/o Arms | 21 | 100 | |
| Secretarial L-Type Metal Desk | 2 | 100 | |
| Shelf (Brown Individual 4-section) | 3 | 100 | GCC Donated |
| Shelf (Brown Individual) | 1 | 100 | GCC Donated |
| Shelf (Sand Individual) | 3 | 100 | GCC Donated |
| Showcase | 1 | 100 | Archives |
| Single Face Bookshelf (Medal/Wood) | 105 | 100 | |
| Single Pedestal Desk | 10 | 100 | |
| Six Drawer Filing Cabinet | 1 | 100 | |
| Sony 32" Flat Panel TV w/wall mounts | 3 | 100 | CIP |

# Government of Guam
## Fiscal Year 2021 Budget
### Equipment / Capital and Space Requirement

**Function: PUBLIC EDUCATION**
**Department/Agency: GUAM PUBLIC LIBRARY SYSTEM (HAGATNA)**
**Program: PUBLIC SERVICE**
**UPDATED AS OF 12-4-19**

**EQUIPMENT/CAPITAL LISTING:**

| Description | Quantity | Percentage of Use | Comments |
|---|---|---|---|
| Sony 4.1 Megapixel Camera/Case | 1 | 100 | |
| Staff Chairs w/arms-wheels | 6 | 100 | CIP |
| Stool (Desk w/wheels) | 2 | 100 | CIP |
| Storage Cabinets (Beige) | 2 | 100 | Young adult & childrens area |
| Storage Cabinets (Beige) | 2 | 100 | |
| Storage Cabinets (Black w/ Black Handles) | 2 | 100 | |
| Storage Cabinets (Black w/ Silver Handles) | 2 | 100 | |
| Storage Cabinets (Brown) | 5 | 100 | Admin |
| Storage Cabinets (Gray) | 1 | 100 | Fed Doc Room |
| Storage Cabinets (Red/Black) | 4 | 100 | |
| Television/VCR Stand | 1 | 100 | Children's Area/Conference Room |
| TV Cart (48" - Black) | 2 | 100 | GCC Donated |
| TV Cart (Blue) | 1 | 100 | GCC Donated |
| Table Cart Truck for tables | 1 | 100 | |
| Chair Cart truck for chairs | 1 | 100 | |
| Typewriter - IBM | 15 | 100 | |
| Typewriter Stand | 6 | 100 | |
| Vacuum (Hoover bagless) | 3 | 100 | |
| Vacuum (INDUSTRIAL SIZE) | 1 | 100 | |
| VCR | 1 | 75 | |
| VeloBind System | 1 | 100 | |
| Vertical File Stands | 8 | 100 | |
| Visual Storage Cabinets | 2 | 100 | |
| Vizio 24" Television | 2 | 100 | |
| Wheelbarrow | 1 | 100 | |
| White Table | 7 | 100 | GCC Donated |
| Wood Table (47 x 30) | 4 | 100 | GCC Donated |
| Wooden Conference Table | 1 | 100 | |
| Work Tables | 6 | 100 | CIP |
| Z-Beam Fiberboard Shelves | 21 | 100 | Census Donated |

| SPACE REQUIREMENT (for Personnel and Equipment/Capital) | Total Program Space (Sq. Ft.): | | Total Program Space Occupied (Sq. Ft.): | |
|---|---|---|---|---|
| **Description** | **Square Feet** | **Percent of Total Program Space** | **Comments** | |
| Hagatna (Main) | 42,000 | 100 | | |
| Hagatna (1st floor - New building) | 3,000 | 100 | | |
| Hagatna (2nd floor - New building) | 2,000 | 100 | | |
| | | | | |

# Government of Guam
## Fiscal Year 2020 Budget
### Equipment / Capital and Space Requirement

**Function: PUBLIC EDUCATION**
**Department/Agency: GUAM PUBLIC LIBRARY SYSTEM (AGAT)**
**Program: PUBLIC SERVICE**

**EQUIPMENT/CAPITAL LISTING:**

| Description | Quantity | Percentage of Use | Comments |
|---|---|---|---|
| 2-Step Step Stool | 2 | 100 | |
| 3M Detection Unit | 1 | 100 | |
| 3M Sensitizer | 1 | 100 | |
| 4-Drawer Filing Cabinet | 2 | 100 | |
| Bissell Duel Brush Sweeper | 1 | 100 | |
| Bush Cutter (Shindaiwa) | 1 | 100 | |
| Card Catalog Drawer | 2 | 100 | |
| Children's Chairs | 20 | 100 | |
| Children's Table w/ Chairs | 7 | 100 | |
| Circulation Desk | 1 | 100 | |
| Dell Latitutude Laptop Notebook | 1 | 100 | |
| Dell Workstations | 5 | 100 | |
| Dictionary Stand | 1 | 100 | |
| Double Sided Book Shelf | 8 | 100 | |
| Easel | 1 | 100 | |
| Fellows Paper Shredder | 1 | 100 | |
| Flat End Book Cart | 1 | 100 | |
| Galang Microwave Oven | 1 | 100 | |
| General Electric Refrigerator | 1 | 100 | |
| Grey Cushioned Chair (Single Seater) | 2 | 100 | |
| Grey Cushioned Sofa | 1 | 100 | |
| Magazine Rack | 2 | 100 | |
| Map Stand | 1 | 100 | |
| Mop Bucket | 1 | 100 | |
| Newspaper Stand | 1 | 100 | |
| Patron Application Drawer | 1 | 100 | |
| Patron Application Drawer | 1 | 100 | |
| Patron Wooden Chair (Adult) | 25 | 100 | |
| Patron Wooden Chair (Children) | 4 | 100 | |
| Patron Wooden Table | 8 | 100 | |
| Printer (Canon) | 1 | 100 | |
| Refrigerator (Full Size) | 1 | 100 | |
| Round Wooden Table (Children) | 1 | 100 | |
| Sectretarial Chair w/ Arms | 2 | 100 | |
| Sectretarial Chair w/out Arms | 3 | 100 | |
| Drawer (Baby Blue - 8 Drawer) | 3 | 100 | GCC Donated |
| Single Face Bookshelf (Metal/Wood) | 19 | 100 | |
| Single Pedestal Desk | 2 | 100 | |
| Split Type Air Condition Unit | 5 | 100 | |
| Storage Cabinet (Beige) | 1 | 100 | Childrens games |
| Storage Cabinet (Beige) | 2 | 100 | |
| Television/VCR Stand | 1 | 15 | |
| Typewriter - IBM | 1 | 100 | |
| Visual Storage Cabinets | 1 | 100 | |
| Vizio 24" Television | 1 | 100 | |
| Vacuum - Hoover (bagless) | 1 | 75 | |

| SPACE REQUIREMENT (for Personnel and Equipment/Capital) | Total Program Space (Sq. Ft.): | | Total Program Space Occupied (Sq. Ft.): | |
|---|---|---|---|---|
| Description | Square Feet | Percent of Total Program Space | Comments | |
| Agat Branch Library | 4,800 | 7 | | |
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# Government of Guam
## Fiscal Year 2020 Budget
### Equipment / Capital and Space Requirement

**Function: PUBLIC EDUCATION**
**Department/Agency: GUAM PUBLIC LIBRARY SYSTEM (BARRIGADA)**
**Program: PUBLIC SERVICE**

**EQUIPMENT/CAPITAL LISTING:**

| Description | Quantity | Percentage of Use | Comments |
|---|---|---|---|
| 2-Step Step Stool | 2 | 100 | |
| 3M Detection Unit | 1 | 100 | |
| 3M Sensitizer | 1 | 100 | |
| 4-Drawer Filing Cabinet | 2 | 100 | |
| Bissell Duel Brush Sweeper | 1 | 100 | |
| Bush Cutter (Shindaiwa) | 1 | 100 | |
| Card Catalog Drawer | 2 | 100 | |
| Children's Chairs | 20 | 100 | |
| Children's Table w/ Chairs | 7 | 100 | |
| Circulation Desk | 1 | 100 | |
| Dell Latitutude Laptop Notebook | 1 | 100 | |
| Dell Workstations | 5 | 100 | |
| Dictionary Stand | 1 | 100 | |
| Double Sided Book Shelf | 8 | 100 | |
| Easel | 1 | 100 | |
| Fellows Paper Shredder | 1 | 100 | |
| Flat End Book Cart | 1 | 100 | |
| Galang Microwave Oven | 1 | 100 | |
| General Electric Refrigerator | 1 | 100 | |
| Grey Cushioned Chair (Single Seater) | 2 | 100 | |
| Grey Cushioned Sofa | 1 | 100 | |
| Magazine Rack | 2 | 100 | |
| Map Stand | 1 | 100 | |
| Mop Bucket | 1 | 100 | |
| Newspaper Stand | 1 | 100 | |
| Patron Application Drawer | 1 | 100 | |
| Patron Application Drawer | 1 | 100 | |
| Patron Wooden Chair (Adult) | 25 | 100 | |
| Patron Wooden Chair (Children) | 4 | 100 | |
| Patron Wooden Table | 8 | 100 | |
| Printer (Canon) Laser Wireless | 1 | 100 | |
| Printer (Canon) | 1 | 100 | |
| Refrigerator (Full Size) | 1 | 100 | |
| Round Wooden Table (Children) | 1 | 100 | |
| Sectretarial Chair w/ Arms | 2 | 100 | |
| Sectretarial Chair w/out Arms | 3 | 100 | |
| Drawer (Baby Blue - 8 Drawer) | 3 | 100 | |
| Single Face Bookshelf (Medal/Wood) | 19 | 100 | |
| Single Pedestal Desk | 2 | 100 | |
| Split Type Air Condition Unit | 5 | 100 | |
| Storage Cabinet (Beige) | 1 | 100 | Children's games |
| Storage Cabinet (Beige) | 2 | 100 | |
| Television/VCR Stand | 1 | 100 | |
| Typewriter - IBM | 1 | 100 | |
| Visual Storage Cabinets | 1 | 100 | |
| Vizio 24" Television | 1 | 100 | |
| Vacuum - Hoover (bagless) | 1 | 100 | |

| SPACE REQUIREMENT (for Personnel and Equipment/Capital) | Total Program Space (Sq. Ft.): | | Total Program Space Occupied (Sq. Ft.): | |
|---|---|---|---|---|
| **Description** | **Square Feet** | **Percent of Total Program Space** | **Comments** | |
| Barrigada Branch Library | 4,800 | 7 | | |
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# Government of Guam
## Fiscal Year 2020 Budget
### Equipment / Capital and Space Requirement

**Function: PUBLIC EDUCATION**
**Department/Agency: GUAM PUBLIC LIBRARY SYSTEM (DEDEDO)**
**Program: PUBLIC SERVICE**

**EQUIPMENT/CAPITAL LISTING:**

| Description | Quantity | Percentage of Use | Comments |
|---|---|---|---|
| 2-Step Step Stool | 2 | 100 | |
| 3M Detection Unit | 1 | 100 | |
| 3M Sensitizer | 1 | 100 | |
| 4-Drawer Filing Cabinet | 2 | 100 | |
| Bissell Duel Brush Sweeper | 1 | 100 | |
| Bush Cutter (Shindaiwa) | 1 | 100 | |
| Card Catalog Drawer | 2 | 100 | |
| Children's Chairs | 20 | 100 | |
| Children's Table w/ Chairs | 7 | 100 | |
| Circulation Desk | 1 | 100 | |
| Dell Latitutude Laptop Notebook | 1 | 100 | |
| Dell Workstations | 5 | 100 | |
| Dictionary Stand | 1 | 100 | |
| Double Sided Book Shelf | 8 | 100 | |
| Easel | 1 | 100 | |
| Fellows Paper Shredder | 1 | 100 | |
| Flat End Book Cart | 1 | 100 | |
| Galang Microwave Oven | 1 | 100 | |
| General Electric Refrigerator | 1 | 100 | |
| Grey Cushioned Chair (Single Seater) | 2 | 100 | |
| Grey Cushioned Sofa | 1 | 100 | |
| Locker for employees | 1 | 100 | |
| Magazine Rack | 2 | 100 | |
| Map Stand | 1 | 100 | |
| Mop Bucket | 1 | 100 | |
| Newspaper Stand | 1 | 100 | |
| Patron Application Drawer | 1 | 100 | |
| Patron Application Drawer | 1 | 100 | |
| Patron Wooden Chair (Adult) | 25 | 100 | |
| Patron Wooden Chair (Children) | 4 | 100 | |
| Patron Wooden Table | 8 | 100 | |
| Printer (Canon) | 1 | 100 | |
| Refrigerator (Full Size) | 1 | 100 | |
| Round Wooden Table (Children) | 1 | 100 | |
| Sectretarial Chair w/ Arms | 2 | 100 | |
| Sectretarial Chair w/out Arms | 3 | 100 | |
| Drawer (Baby Blue - 8 Drawer) | 3 | 100 | |
| Single Face Bookshelf (Medal/Wood) | 19 | 100 | |
| Single Pedestal Desk | 2 | 15 | Children's Program |
| Split Type Air Condition Unit | 5 | 100 | |
| Storage Cabinet (Beige) | 1 | 100 | Children's games |
| Storage Cabinet (Beige) | 2 | 100 | |
| Television/VCR Stand | 1 | 100 | |
| Typewriter - IBM | 1 | 100 | |
| Visual Storage Cabinets | 1 | 100 | |
| Vizio 24" Television | 1 | 100 | |
| Vacuum - Hoover (bagless) | 1 | 100 | |

| SPACE REQUIREMENT (for Personnel and Equipment/Capital) | Total Program Space (Sq. Ft.): | | Total Program Space Occupied (Sq. Ft.): | |
|---|---|---|---|---|
| Description | Square Feet | Percent of Total Program Space | Comments | |
| Dededo Branch Library | 4,800 | 7 | | |
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# Government of Guam
## Fiscal Year 2020 Budget
### Equipment / Capital and Space Requirement

**Function: PUBLIC EDUCATION**
**Department/Agency: GUAM PUBLIC LIBRARY SYSTEM (MERIZO)**
**Program: PUBLIC SERVICE**

**EQUIPMENT/CAPITAL LISTING:**

| Description | Quantity | Percentage of Use | Comments |
|---|---|---|---|
| 2-Step Step Stool | 2 | 100 | |
| 3M Detection Unit | 1 | 100 | |
| 3M Sensitizer | 1 | 100 | |
| 4-Drawer Filing Cabinet | 2 | 100 | |
| Bissell Duel Brush Sweeper | 1 | 100 | |
| Bush Cutter (Shindaiwa) | 1 | 100 | |
| Card Catalog Drawer | 2 | 100 | |
| Children's Chairs | 20 | 100 | |
| Children's Table w/ Chairs | 7 | 100 | |
| Circulation Desk | 1 | 100 | |
| Dell Latitutude Laptop Notebook | 1 | 100 | |
| Dell Workstations | 5 | 100 | |
| Dictionary Stand | 1 | 100 | |
| Double Sided Book Shelf | 8 | 100 | |
| Easel | 1 | 100 | |
| Fellows Paper Shredder | 1 | 100 | |
| Flat End Book Cart | 1 | 100 | |
| Galang Microwave Oven | 1 | 100 | |
| General Electric Refrigerator | 1 | 100 | |
| Grey Cushioned Chair (Single Seater) | 2 | 100 | |
| Grey Cushioned Sofa | 1 | 15 | Children's Program |
| Magazine Rack | 2 | 100 | |
| Map Stand | 1 | 100 | |
| Mop Bucket | 1 | 100 | |
| Newspaper Stand | 1 | 100 | |
| Patron Application Drawer | 1 | 100 | |
| Patron Application Drawer | 1 | 100 | |
| Patron Wooden Chair (Adult) | 29 | 15 | |
| Patron Wooden Chair (Children) | 4 | 100 | |
| Patron Wooden Table | 9 | 100 | |
| Printer (Canon) | 1 | 100 | |
| Refrigerator (Full Size) | 1 | 100 | |
| Round Wooden Table (Children) | 1 | 100 | |
| Sectretarial Chair w/ Arms | 2 | 100 | |
| Sectretarial Chair w/out Arms | 3 | 100 | |
| Drawer (Baby Blue - 8 Drawer) | 3 | 100 | |
| Single Face Bookshelf (Medal/Wood) | 19 | 100 | |
| Single Pedestal Desk | 2 | 15 | Children's Program |
| Split Type Air Condition Unit | 5 | 100 | |
| Storage Cabinet (Beige) | 1 | 100 | Children's games |
| Storage Cabinet (Beige) | 2 | 100 | |
| Television/VCR Stand | 1 | 100 | |
| Typewriter - IBM | 1 | 100 | |
| Visual Storage Cabinets | 1 | 100 | |
| Vizio 24" Television | 1 | 100 | |
| Vacuum - Hoover (bagless) | 1 | 100 | |

| SPACE REQUIREMENT (for Personnel and Equipment/Capital) | Total Program Space (Sq. Ft.): | | Total Program Space Occupied (Sq. Ft.): | |
|---|---|---|---|---|
| Description | Square Feet | Percent of Total Program Space | Comments | |
| Merizo Branch Library | 4,800 | 7 | | |
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# Government of Guam
## Fiscal Year 2020 Budget
### Equipment / Capital and Space Requirement

**Function: PUBLIC EDUCATION**
**Department/Agency: GUAM PUBLIC LIBRARY SYSTEM (YONA)**
**Program: PUBLIC SERVICE**

**EQUIPMENT/CAPITAL LISTING:**

| Description | Quantity | Percentage of Use | Comments |
|---|---|---|---|
| 2-Step Step Stool | 2 | 100 | |
| 3M Detection Unit | 1 | 100 | |
| 3M Sensitizer | 1 | 100 | |
| 4-Drawer Filing Cabinet | 2 | 100 | |
| Bissell Duel Brush Sweeper | 1 | 100 | |
| Card Catalog Drawer | 2 | 100 | |
| Children's Chairs | 20 | 100 | |
| Children's Table w/ chairs | 7 | 100 | |
| Circulation Desk | 1 | 100 | |
| Dell Latitutude Laptop Notebook | 1 | 100 | |
| Dell Workstations | 5 | 100 | |
| Dictionary Stand | 1 | 100 | |
| Double Sided Book Shelf | 8 | 100 | |
| Easel | 1 | 100 | |
| Fellows Paper Shredder | 1 | 100 | |
| Flat End Book Cart | 1 | 100 | |
| Galang Microwave Oven | 1 | 100 | |
| General Electric Refrigerator | 1 | 100 | |
| Grey Cushioned Chair (Single Seater) | 2 | 100 | |
| Grey Cushioned Sofa | 1 | 100 | |
| Magazine Rack | 2 | 100 | |
| Map Stand | 1 | 100 | |
| Mop Bucket | 1 | 100 | |
| Newspaper Stand | 1 | 100 | |
| Patron Application Drawer | 1 | 100 | |
| Patron Application Drawer | 1 | 100 | |
| Patron Wooden Chair (Adult) | 25 | 100 | |
| Patron Wooden Chair (Children) | 4 | 100 | |
| Patron Wooden Table | 8 | 100 | |
| Printer (Canon) | 1 | 100 | |
| Refrigerator (Full Size) | 1 | 100 | |
| Round Wooden Table (Children) | 1 | 100 | |
| Sectretarial Chair w/Arms | 2 | 100 | |
| Sectretarial Chair w/out Arms | 3 | 100 | |
| Drawer (Baby Blue - 8 Drawer) | 3 | 100 | |
| Single Face Bookshelf (Medal/Wood) | 19 | 100 | |
| Single Pedestal Desk | 2 | 100 | |
| Split Type Air Condition Unit | 5 | 100 | |
| Storage Cabinet (Beige) | 1 | 100 | Children's games |
| Storage Cabinet (Beige) | 2 | 100 | |
| Television/VCR Stand | 1 | 100 | |
| Typewriter - IBM | 1 | 100 | |
| Visual Storage Cabinets | 1 | 100 | |
| Vizio 24" Television | 1 | 100 | |
| Vacuum - Hoover (bagless) | 1 | 100 | |

| SPACE REQUIREMENT (for Personnel and Equipment/Capital) | Total Program Space (Sq. Ft.): | | Total Program Space Occupied (Sq. Ft.): | |
|---|---|---|---|---|
| Description | Square Feet | Percent of Total Program Space | Comments | |
| Yona Branch Library | 4,800 | 7 | | |
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Bureau of Budget Management Research
Prior Year Obligations (FY 2020 and Prior FYs)

BBMR PYO-1

| A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|
| Transaction/ Obligation Date | Transaction Type | Vendor | General Fund ($) | Special Fund ($) | Federal Fund ($) | Reasons for Nonsubmittal or Nonpayment |
| N/A | | | | | | |
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| Total | | | $0.00 | $0.00 | $0.00 | |

**Notes:**

**Column A: Completion date of transaction or event prior to October 1, 2020.**

**Column B: Transaction Type such as personnel action, contracts, etc.**

**Column C: Vendor or Party owed**

**Column D, E, & F: Identify funding source and dollar amount inclusive of associated penalties or fees; if more than one transaction, need to total all transactions.**

**Column G: Note item of concern.**

# THE GUAM PUBLIC LIBRARY SYSTEM
## BOARD MEETING ATTENDANCE
## Date of Meeting: December 20, 2019, 3:30 pm

3:38pm

| NAME | SIGNATURE |
|---|---|
| **Mandapat, Kyle**<br>Board Chairman | |
| **Sarmiento, William**<br>Board Vice Chairman | Teleconference Call Participati per appvd of the Board |
| **Seerengan, Krishnan**<br>Secretary/Treasurer | |
| **Mears, Marissa**<br>Member at Large | ABSENT |
| **Nicole Nelson**<br>Information Technology | |
| **Nolan Flores**<br>Student | |
| **R. Arlene Santos**<br>Acting Director | |
| **Sandra M. Stanley**<br>Administrative Officer | |
| **June M. Aflague**<br>Administrative Assistant | |
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**THE GUAM PUBLIC LIBRARY SYSTEM BOARD**
**PUBLIC SIGN IN SHEET**

**Date of Meeting: December 20, 2019, 3:30 pm**

| PRINT NAME | AGENCY/OFFICE | CONTACT NUMBER(S) | EMAIL ADDRESS: |
|---|---|---|---|
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# Local Briefs: Government meetings for Dec. 17 to Dec. 23, 2019

**Pacific Daily News** Published 12:10 p.m. ChT Dec. 16, 2019 | **Updated 2:35 p.m. ChT Dec. 16, 2019**

*For publication on specific dates email gua-advertising@guam.gannett.com or call 472-1PDN.*

***Corrections & Clarifications:*** *The Guam Pardon Review Board will meet for a regular meeting at 9 a.m. Dec. 19 and the Guam Parole Board will meet for a regular meeting at 9:30 a.m. both at #I Paseo De Susana, Paseo Stadium, Hagatña. For more information or special accommodations, call the Parole Office at 735-4133/34.*

## Government meetings

## Dec. 17

- The Northern Guam Soil and Water Conservation District Board will convene a regular meeting at 10 a.m. at the University of Guam, College of Natural & Applied Science Building,  room 104.  The public and all government partners are invited to attend. Call 797-1844 for special accommodations.

- The Guam Legal Services Corporation-Disability Law Center will meet for a regular board meeting at 11 a.m. For special accommodations, call 477-9811/2.

## Dec. 18

- The Mayor's Council of Guam special monthly meeting will be at 10 a.m. in the Mayors' Council conference room, 215A Chalan Santo Papa Road, Suite 111F, Hagatña. For more information call 472-6940 or 477-8461.
- The Guam Public Library System will meet for a regular board meeting at 3:30 p.m. in the Guam Public Library System study room. For special accommodations call 475-4755/4754.
- The Office of Vice Speaker Telena Cruz Nelson in coordination with the Yona Mayor's Office will be hosting a town hall meeting at 7 p.m. at the Yona Community Center. The meeting will be subject to the following concerns of Yona residents regarding public safety and community welfare. For more information please contact the Office of Vice Speaker Nelson at 173 Aspinall Avenue, Suite 202A, Ada Plaza Center, Hagåtña, Guam 96910 or email senatortcnelson@guamlegislature.org. For accommodations call 989-7696.

## Dec. 19

- The Guam Pardon Review Board will meet for a regular meeting at 9 a.m. and the Guam Parole Board will meet for a regular meeting at 9:30 a.m. both at #l Paseo De Susana, Paseo Stadium, Hagatña. For more information or special accommodations, call the Parole Office at 735-4133/34.
- The Chamoru Land Trust Commission will meet at 1 p.m., with public comments heard at 4:30 p.m. in the Department of Land Management conference room, third floor, ITC Building, Tamuning. For special accommodations or services call 649-5263 ext. 815 or email tina.tainatongo@cltc.guam.gov.
- The Commission on CHamoru Language and the Teaching of the History and Culture of the Indigenous People of Guam will hold its second December monthly meeting from 2:30 to 5 p.m. at the Guam Museum conference room, in Hågatña. For special accommodations and agenda call 480-4047 or email olandblas1973@gmail.com.
- The Education Financial Supervisory Commission meeting will be at 3 p.m. in the Guam Department of Education, conference room Building A, Tiyan. For special accommodations call 989-5445 or email senatorjoessanagustin@gmail.com.
- The Port Authority of Guam Board of Directors will reconvene its regular meeting at 3 p.m. in the Board of Directors' conference room, Port Authority of Guam, Cabras Island, Piti. The agenda will include Legal Matters pursuant to § 8111 ( c ), as well as other regular agenda items. For special accommodations call 477-5931/4, ext. 430.

## Dec. 20

- The Government of Guam Retirement Fund Board of Trustees will meet for a regular board meeting at noon in the Retirement Fund Conference Room, 424 Route 8, Maite. The agenda will be made available prior to the meeting. For special accommodations call 475-8900.

## Dec. 23

- The Southern Guam Soil and Water Conservation District will hold its regular board meeting at 10 a.m. at the Agat Mayor's Office, conference room. For special accommodations or for further information, email southernguamswcd@gmail.com.
- The Committee on Federal and Foreign Affairs, Telecommunications, Technology, and Labor and the Committee on Rules (“Committees”) will hold a public hearing at 2 p.m. in the Guam Legislature. For special accommodations, or services call 472-3455, or email senatorbiscoelee@guamlegislature.org.

Read or Share this story: https://www.guampdn.com/story/news/2019/12/16/local-briefs-government-meetings-dec-17-dec-26-2019/2660300001/




# Local Briefs: Government meetings for Dec. 6 to 19, 2019

**Pacific Daily News** Published 4:46 p.m. ChT Dec. 4, 2019 | **Updated 2:00 p.m. ChT Dec. 6, 2019**

*For publication on specific dates email gua-advertising@guam.gannett.com or call 472-1PDN.*

## Government meetings

## Dec. 6

- The Guam Housing Corporation will meet for a regular board of directors meeting at 8:30 a.m. in GEDA's conference room, fifth floor, ITC building. For more information or special accommodations, call 647-4143.
- The Guam Community College board of trustees will meet for a monthly board meeting at noon in the GCC President's conference room, building 2000. For special accommodations or services call 735-5597.

## Dec. 10

- The Committee on General Government Operations, Appropriations and Housing will convene a Public Hearing at 9 a.m. and 2 p.m. in the Public Hearing Room of the Guam Congress Building, Hagåtña. For special accommodations call 989-5445 or email senatorjoessanagustin@gmail.com.
- The Committee on Health, Tourism, Historic Preservation, Land and Justice will convene a public hearing at 5 p.m. in the Public Hearing Room of the Guam Congress Building, Hagåtña. For special accommodations or services call 472-3586 or email senatorterlajeguam@gmail.com.
- The Cannabis Control Board will hold its regular meeting at 1:30 p.m. in the Small Conference Room at the Ricardo J. Bordallo Governor's Complex, Hagatña. For special accommodations call 635-1802/1806.

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## Dec. 11

- The Serve Guam Commission Board will meet at 11:30 a.m. to 1 p.m. at GCIC Building, Suite 205, second floor, SGC conference room. For more information call 300-4599 or email Tiffany.Sannicolas@sgc.guam.gov.
- The Committee on Health, Tourism, Historic Preservation, Land and Justice will convene a public hearing at noon in the Public Hearing Room of the Guam Congress Building, Hagåtña.
- The Guam Ancestral Lands Commission will meet at 2 p.m. in the Land Management conference room, third floor, ITC Building, Tamuning. For special accommodations or services call Liza Ann Camacho at 649-5263 ext. 475/440 liza.camacho@galc.guam.gov.
- The Alcoholic Beverage Control Board will hold its regular meeting at 5 p.m. in the Department of Revenue & Taxation Director's Conference Room, Barriagada. For special accommodations call 635-1802/1806.

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## Dec. 12

- The Committee on Health, Tourism, Historic Preservation, Land and Justice will convene a public hearing at 8 a.m. in the Public Hearing Room of the Guam Congress Building, Hagåtña.
- The Office of Speaker Tina Rose Muña Barnes will convene a Public Hearing at 4 p.m. in the Public Hearing Room of the Guam Congress Building, Hagåtña. For accommodations call 477-2520/1 or email speaker@guamlegislature.org.

## Dec. 13

- The Port Authority of Guam Board of Directors will hold its regular board meeting at 11 a.m., in the Board of Directors' conference room, Port Authority of Guam, Cabras Island, Piti. For special accommodations call 477-5931/4, ext. 430.
- The Committee on Public Safety, Border Safety, Military and Veterans Affairs, Mayors' Council, Infrastructure and Public Transit, will convene Confirmation Hearing at 1 p.m . in the Public Hearing Room of the Guam Congress Building, Hagåtña.
- The CHamoru Land Trust Commission will reconvene its regular meeting to 1 p.m., and executive session at 3 p.m. in the Department of Land Management conference room, third floor, ITC Building, Tamuning. For special accommodations or services call 649-5263 ext. 815 or email tina.tainatongo@cltc.guam.gov.

## Dec. 16

- The Committee on Heritage and the Arts, Parks, Guam Products, Hagatna Revitalization, Self-Determination, and Regional Affairs will convene a public hearing at 9:30 a.m. in the Public Hearing Room of the Guam Congress Building, Hagåtña. For special accommodations or services call 989-5681, or email office.senatorkelly@guamlegislature.org.

## Dec. 18

- The Guam Public Library System will meet for a regular board meeting at 3:30 p.m. in the Guam Public Library System study room. For special accommodations call 475-4755/4754.

## Dec. 19