

**Government of Guam  
Fiscal Year 2008 Budget  
Department / Agency Narrative**

**FUNCTION:**            Public Service

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

**MISSION STATEMENT:**

Although the Guam Public Library System has one Program it consists of four support divisions as follows:

- A.     Administration Support
  - 1.     Carries out policies established by the Guam Public Library System Board.
  - 2.     Plans and budgets for library needs.
  - 3.     Plans and establishes new library services.
  - 4.     Maintenance/Custodial Services to maintain and upkeep the building and grounds for GPLS libraries.
  
- B.     Site Services / Projects / Activities Support
  - 1.     Functions as an information center to assist patrons with research needs.
  - 2.     Provides instruction in library skills as needed.
  - 3.     Provides for recreational reading for children and adults.
  - 4.     Implements and maintains existing library services and programs for the community.
  
- C.     Collection Development and Management Support
  - 1.     Selects and acquires selection and acquisition of all print and non-print materials.
  - 2.     Catalogs all acquired materials using shelf-listing and on-line data.
  
- D.     Network and Information System Support
  - 1.     Maintains the local area networks (LANS) in Hagatna, Dededo, Agat, Barrigada, Merizo and Yona libraries.
  - 2.     Uses of the library management system 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

3. Archives/retrieving of Guam Collection documents using Alchemy Gold and Cannon Microfilm imaging systems; setup and maintenance of these databases.
4. Maintains patrons and staff Internet and email access. Responsible for maintaining an Internet Proxy Server using Win Proxy.
5. Maintains a CD/DVD Server; image creation, caching and providing access to users on the network.
6. Maintains Computer Operations jobs that are schedule and executed on a daily basis, and Off-site Backup/Recovery Systems.
7. Attends weekly training on current and new library technologies.
8. Installs and configures new computer hardware and software.

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 a 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 informational, 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 within 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; and
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.
9. Provide fiscal and property accountability of the department's assets.