



GUAM PUBLIC LIBRARY SYSTEM
Sisteman Laibirihan Pubbleko Guåhan
Government of Guam



The Guam Public Library System Board
Regular Board Meeting – January 15, 2015
3:30 p.m.

Agenda

- I. Call to Order**
 1. Roll Call

- II. Approval of Minutes** – Meeting of November 14, 2014

- III. President’s Report** – **Monthly Meeting/Work Sessions**

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

- V. Old Business**
 1. Friends of the Library Non-Profit. Status update
 2. Volunteer Policies. Status update
 3. Job Description/Filling head Librarian position
 4. Review of Board Manual

- VI. New Business**
 1. Status of Donations related to Sale of books by local authors

- VII. Open Discussion**

- VIII. Announcements**

Next meeting _____, at _____ p.m.

- IX. Adjournment**

**Guam Public Library System
Regular Board Meeting
November 14, 2014
3:30pm**

Minutes of Meeting

I. Call Meeting to Order. The meeting was held at the Nieves M. Flores Memorial Library in Hagatna, Guam, and was called to order by Debra S. Duenas, Chairperson, on November 14, 2014 at 3:37pm.

1. Roll Call

Present: Ms. Debra Duenas, Chairperson; Mr. Krishnan Seerengan, Vice-Chair; Denise Reyes, Board member; Kyle Mandapat, Treasurer; Sandra Stanley, Administrative Officer; Teresita LG Kennimer, Library Technician Supervisor; Juanita Quintanilla, Administrative Services Officer, representing Joseph Artero-Cameron, President of DCA; Frankie Aflague, Program Coordinator.

II. Approval of Minutes. Chairperson advises the board that the minutes was emailed to all members for their review on November 12, 2014. Motion made by Mr. Mandapat to accept minutes; all in favor with unanimous acceptance of board minutes. Chairperson signs off on minutes with June Aflague countersigning.

III. Reports. Ms. Sandra Stanley, Administrative Officer and Teresita LG Kennimer, Library Technician Supervisor distributed to all board members and reported as follows:

- Status of air conditioning unit (70-ton). 2nd and final bid has been awarded to JRN for \$120,847.32. A meeting was held on Monday, November 10, 2014 at DPW with GPLS, DPW and Joe Cameron. DPW is working with BBMR in submitting the amended scope of work to move forward with the request to the Department of Interior.

Chairperson asks Ms. Stanley regarding the expiration date of the emergency procurement. Per Sandra, according to Mr. Cameran, though the 30-day emergency procurement expired on November 10, 2014 we are still covered under the procurement because the process has begun.

- CIP DOI Project. GPLS and Joe Cameron met with DPW on Monday, November 10, 2014 to finalize the 90% of the plan submittal. Contractor has twenty days to submit the plan at 100%.
- Renovation at Dededo branch. A work request was prepared and submitted to DPW for the minor renovation and repairs at the Dededo branch location in the amount of \$64,118.00.

- Recruitment of Building Custodian. GPLS has a total of three custodians left to manage all six branches, yard work, etc.... GG1 has been prepared and approved by BBMR; however the delay is with DOA HR due to the department's existing Reorganization and reduction in force leaving the department no choice and unable to recruit for the vacant positions.

Chairperson asked about utilizing DEPCOR to assist with the yard work at the branch libraries. Not only are we not able to hire building custodians but library technicians as well. She asks Juanita on when the public hearing will be taking place regarding the reorg and the triple AAA process. Chairperson wants to make sure that they are all aware of when that meeting will take place so all could be in attendance and give testimony about the need to make some exceptions to the library.

Per Juanita, they are trying to expedite the request for a hearing.

- Statistics and Library Services. Barrigada open up six days a week with the other branches opening two times a week. Merizo branch has no activities, no toddler and after school programs. They have statistics for attendance and circulation. Activities still continue to go on for the rest of the other branches. Homeschooling is identified as a school library visit and Mount Carmel school in Agat visits the library two times a day, every Tuesday and Thursday.

Board member Ms. Reyes, mentions that the deed class from Merizo library visited the library to engage in arts and crafts but we're told that they could not start one, the library was closing soon and that they did not feel very welcomed in the branch.

Terry re-iterates the hours of operation which is from 8 – 4:30pm.

Chairperson, Ms. Duenas says that there is plenty of time to entertain the class for a program if they we're to be there by 2:30 p.m. She will contact someone at the Deed offices at GDOE, hoping that the next time they can make arrangements with the library staff so they can be prepared.

- Archival Collections. Since 2011 GPLS has applied for competitive grants to digitize its collection of photographs and legislative documents to preserve the integrity of the originals. Patrons are now able to view these items on a CD. The current fee schedule does not identify fee charges for digital copies. The fee schedule needs to be re-visited. Another issue is with the Guam Museum, in which they have asked for photographs and they want the watermarks removed from the photo when the photos came from the library.

Chairperson says that now that the department is working with different entities, the fee schedule definitely needs to be addressed. She goes on to say that in her opinion, "this is GPLS intellectual property and no one should be distributing pictures to anyone. We should all work together in developing a fee schedule for everyone."

Juanita mentions that the Museum Curator is requesting for all to meet to re-visit the fee schedule and that it must go thru the triple AAA process even if it's just changing one small fee.

Board agrees that the watermark should remain on any GPLS property.

IV. Old Business.

Juanita had some information to pass along from Mr. Cameron in his absence.

Status of CIP and emergency projects.

The issue of the cybercafé and who is going to run the food establishment, per Mr. Cameron this will go out on bid. Juanita mentions that there is insurance coverage in the amount of \$300,000.00 per incident. Discussions must begin again on this issue and reminds the board that they are the policy makers and the governing body.

The board's concern is who is going to manage the café, buy the computers, wi-fi, services, etc.... and more importantly the liability issue. The concept of children being allowed to run around the library while their parents are next door having coffee, is a really, really bad plan and a bad liability. If the café is outsourced then it should be the vendor's responsibility to purchase everything for the café. From the board's perspective, GPLS would just be leasing the space out. As a board they disagree with having to lease out the cybercafé when GPLS can make money to run the café themselves rather than leasing it out. Having AmeriCorps or Friends of the Library to run the café was suggested.

Sandra reminds everyone that DOI funding includes the procurement of computers and appliances for the café.

Prioritization of Goals. Ms. Duenas, Chairperson, says that they have a lot of projects ahead of them and they must make some immediate priorities of those projects of things that they can accomplish and get done.

Kyle Mandapat:

- Friends of the Library. In order to set this group up as a Non-Profit. Board must come up with its constitution, by-laws, officers chosen, submit to the Department of Revenue and Taxation so they can register as an organization and then apply for the tax exemption to become a non-profit organization.
Kyle suggests setting up side meetings or organizations of groups so when they all meet as a board all the homework is done. The board can easily discuss, approve and move forward. All in favor.
Kyle will continue to work on this along with the recruitment of the "Friends of the Library".

Kris Seerengan:

- Position Descriptions. Vice-Chair, Kris Seerengan will continue to work on this as the library has changed in so many ways therefore some of the job descriptions have become obsolete.

Denise Reyes:

- Service Learning and Volunteerism. Denise has been in communication with Dept of Public Health regarding the Community Work Experience Program (CWEP) for volunteers for the library. Both her and Debra agreed that there are good applicants out there but would want to go thru an interview process with all applicants. Service learning mandated by GDOE is another way to get volunteers for the library. CWEP would be to help with the lack of personnel and service learning to grow our literary programs to promote the library.

Debra Duenas:

- Continue to work on fee structure, board policies and manual. Recommends that everyone read through the board manual themselves, make notes and suggestions.

All accepted as initial goals to accomplish something specific.

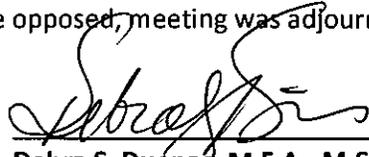
V. New Business.

None

VI. Next Meeting. Next meeting on Thursday, December 4, 2014, 3:30pm at the GPLS Conference Room.

VII. Adjournment. A motion was made to adjourn the meeting by Kyle Mandapat; seconded by Vice-Chair, none opposed, meeting was adjourned at 4:51pm.

Approved by:



Debra S. Duenas, M.F.A., M.S., Chairperson – GPLS

Date:

1/15/15

Countersigned by:



June M. Aflague, Recording Secretary - GPLS

Date:

1-15-15

Guam Public Library System
Report submitted to the Board
Thursday, January 15, 2015
3:30 p.m.

Provided by Sandra M Stanley, Administrative Officer

Old Business:

Emergency Procurement of 70-Ton Chiller Air Cooled Unit at Nieves M. Flores Public Library.

General Services Agency (GSA) is now handling the procurement of all split units for GPLS and the 70-Ton Unit. .

Two separate Vendors were awarded the Project to remove, replace and install split units. Vendors are: Guam Modern Office in the amount of \$34,750.00 and J.R.N. Air Conditioning in the amount of \$68,400.00. Total cost of this project: \$103,190.00

The Guam Modern Office will be start today (Thursday) morning to install two split units on 1st floor.

J.R.N. Air Conditioning will start installing on 1st floor on Tuesday, January 20, 2015.

Department of Interior Project – Hagatna Library

Meeting was held on December 19, 2014 at Department of Public Works (DPW) to discuss and approve the 100% Plan as submitted by S.K. Construction. The Contractor is currently obtaining clearances from applicable departments.

Other Matter(s):

Dededo Branch Library

An Invitation to Bid was published on December 22nd and December 24, 2014 in the Marianas Variety newspaper. Total appropriation for this project: (\$64,118.00)

Recruitment for a Building Custodian

One position was vacated in September 2014 due to retirement, and in October, I submitted a GG-1 to BBMR for approval. It was approved for recruitment and it is currently being reviewed by Department of Administration but due to Reorganization Advisory No. 6 on October 6, 2011 and Reduction in Force Advisory No. 2 on October 12, 2011 this position might

not be filled. The department now employs only (3) building custodians to cover (6) buildings to include the maintenance of yard work. **This recruitment is in progress with DOA HR.**

A Library Technician I position was vacant in FY 2013 and I tried to fill it but it was not approved by Department of Administration due to the Reorganization Advisory issued.

New Business:

Public Law 31-118 ...Relative to Arts in Buildings and Facilities is a mandate that GPLS need to comply to. The total cost of constructing two buildings here in Agana is \$991,466.72 which Project was awarded to S. K. Construction, Inc. & Giant.

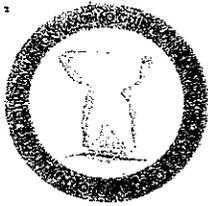
The one percent (1%) of \$991,466.72 mandated for Arts in Buildings is: \$9,914.67. A meeting will be scheduled by Jackie Balbas with CAHA and GPLS Chairperson D. Duenas had indicated that she would like to be included in the meeting so that she will share her visions on what she would like to see procured. All board members are also invited to attend. *Administrative cost of (2%) will be transferred to CAHA – amount is: \$198.29*

Available funding for Art work is: \$9,716.38

Guam Public Library System
Split Units and 70-Ton for Agana Library

Requisition #	Purchase Order #	Vendor	Amount of		Total Cost	Remarks
			Initial Amount	Increase		
Q15-1800-004	P156E00192	Guam Modern Office	\$1,350.00	\$0.00	\$1,350.00	Date of installation 1-15-15
Q15-1800-005	P156E00206	J.R.N. Air Conditioning	\$48,800.00	\$19,640.00	\$68,440.00	Date of installation 1-20-15
Q15-1800-005	P156E00193	Guam Modern Office	\$48,000.00		\$0.00	PO Cancelled in its entirety vendor unable to meet 30-day delivery
Q15-1800-006	P156E00191	Guam Modern Office	\$5,950.00	\$19,350.00	\$33,400.00	Date of installation 1-15-15
Q15-1800-007			\$96,350.00			70-Ton Unit
Q15-3611-044		Marianas Variety	\$160.00	\$0.00	\$160.00	Bid advertisement - 1day for Req Q15-1800-007

Guam Modern Office: **\$34,750.00**
 J. R. N. Air Conditioning: **\$68,440.00**
 Total cost for Split Units: **\$103,190.00**



DIPATTAMENTON I KAOGHAO GUINAHAN CHAMORRO
DEPARTMENT OF CHAMORRO AFFAIRS

Honorable Edward J.B. Calvo
 Governor of Guam

Joseph Artero-Cameron
 President. DCA

Raymond S.Tenorio
 Lieutenant Governor of Guam



January 6, 2015

RECEIVED
 01.06.15 P
 APS



Ms. Sandra Stanley
 Administrative Officer
 Guam Public Library System
 254 Martyr Street
 Hagåtña, Guam 96910



Dear Ms. Stanley:

GUAM MUSEUM

Håfa Adai. Please be advised that pursuant to Public Law 31-118, which amends §§850, 852 and 853 of Article 2, Chapter 8 of Title 2, Chapter 8 of Title 1, Guam Code Annotated, Relative to Arts in Buildings and Facilities, all public buildings and facilities where the total cost of construction, remodeling or renovation, exceeds the sum of \$100,000, must set aside one percent (1%) of the total cost of overall construction, remodeling or renovation of the building for the acquisition of works of art. The program applies to those buildings supported by either the Government of Guam through tax abatements, rebates, loans, loan guarantees, bond financing or by Federal funds administered by the Government of Guam. Public Law 31-118 expands the program to include the fostering of culture, arts and the development of the arts beginning with young children; whereas, the developer or owner of these buildings would have the following options:



GUAM MUSEUM
 FOUNDATION
 INCORPORATED



Herman La Divilina Peppelka Guzman

1. To set aside one percent (1%) of the total cost of overall construction, remodeling or renovation of the building for the acquisition of works of art; or
2. The monies would be deposited into a fund to be established and administered by CAHA. The fund will specifically be used to assist individuals and organizations with grants or programs/projects geared towards the development of arts that would benefit the community, especially young children and young adults.



Please note, that two percent (2%) of the one percent (1%) allocated for the Percent for the Arts Program must be made payable to Guam CAHA for administrative costs.

In addition, pursuant to Public Law 31-118, Section 3, §853 relative to the inclusion of Chamorro artistry or Guam History Elements in Government Buildings, all government of Guam buildings and structures must contain elements of either Guam History or of Chamorro artistry costing up to a maximum of three percent (3%) or the aggregate of the architectural and engineering, the construction of the renovation budgets therefore.

Attached are copies of the public law and the program's rules and regulations. Should you require further information regarding this matter, please do not hesitate to contact me at 300-1204 to 300-1208.

"Department of Chamorro Affairs is an Equal Opportunity Provider and Employer"

Tertaje Professional Building • 1st Floor 194 Hernan Cortez Avenue Hagåtña, Guam 96910
 P.O. Box 2950 Hagåtña, Guam 96932 • Phone: (671) 475-4278/9 • Fax: (671) 475-4227

Please advise as to when you and I can meet prior to President Cameron's approval and signing off on a Memorandum of Agreement (MOA) that binds compliance to the Percent for the Arts prior to any Request for Proposal (RFP) announcements for Architecture and Engineering and/or construction. Attached is a sample MOA that you could use as a reference in preparing your MOA.

Senseramente,

A handwritten signature in black ink, appearing to read "Jackie Balbas". The signature is fluid and cursive, with a large initial "J" and "B".

Jackie Balbas
Program Coordinator IV
Guam CAHA

Attachments

Cc: Joseph Cameron, President, Department of Chamorro Affairs

EDDIE BAZA CALVO
Governor



RAY TENORIO
Lieutenant Governor

Office of the Governor of Guam

October 4, 2011

Honorable Judith T. Won Pat, Ed.D.
Speaker
I Mina'trentai Unu Na Liheslaturan Guåhan
155 Hesler Street
Hagåtña, Guam 96910

31-11-904
Office of the Speaker
Judith T. Won Pat, Ed. D.
Date 10/4/11
Time 4:00 PM
Received by [Signature]

Dear Madame Speaker:

Transmitted herewith is Substitute Bill No. 240-31 (COR) "AN ACT TO AMEND §§850, 852 AND 853 OF ARTICLE 2, CHAPTER 8 OF TITLE 1, GUAM CODE ANNOTATED, RELATIVE TO ARTS IN BUILDINGS AND FACILITIES", which was signed into law on September 30, 2011 as Public Law 31-118.

Senseramente,

EDDIE BAZA CALVO

60 03 10 5-10J line
LINA

Attachment: copy of Bill

904

I MINA'TRENTAI UNU NA LIHESLATURAN GUÅHAN
2011 (FIRST) Regular Session

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

This is to certify that Substitute Bill No. 240-31 (COR), "AN ACT TO AMEND §§850, 852 AND 853 OF ARTICLE 2, CHAPTER 8 OF TITLE 1, GUAM CODE ANNOTATED, RELATIVE TO ARTS IN BUILDINGS AND FACILITIES," was on the 19th day of September, 2011, duly and regularly passed.

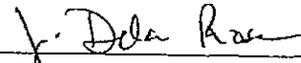


Judith T. Won Pat, Ed.D.
Speaker

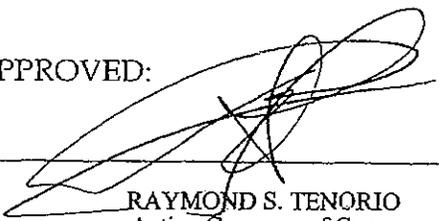
Attested:


Tina Rose Muña Barnes
Legislative Secretary

This Act was received by I Maga'lahen Guåhan this 20th day of Sep, 2011, at
4:10 o'clock P.M.


Assistant Staff Officer
Maga'lahi's Office

APPROVED:


RAYMOND S. TENORIO
Acting Governor of Guam

Date: SEP 30 2011

Public Law No. 31-118

I MINA'TRENTAI UNU NA LIHESLATURAN GUÁHAN
2011 (FIRST) Regular Session

Bill No. 240-31 (COR)

As substituted by the Committee on Youth,
Cultural Affairs, Procurement, General Government Operations
and Public Broadcasting, and the Author.

Introduced by:

Aline A. Yamashita, Ph.D.
T. C. Ada
V. Anthony Ada
F. F. Blas, Jr.
B. J.F. Cruz
Chris M. Dueñas
Judith P. Guthertz, DPA
Sam Mabini, Ph.D.
T. R. Muña Barnes
Adolpho B. Palacios, Sr.
v. c. pangelinan
Dennis G. Rodriguez, Jr.
R. J. Respicio
M. Silva Taijeron
Judith T. Won Pat, Ed.D.

**AN ACT TO AMEND §§850, 852 AND 853 OF ARTICLE
2, CHAPTER 8 OF TITLE 1, GUAM CODE
ANNOTATED, RELATIVE TO ARTS IN BUILDINGS
AND FACILITIES.**

1 **BE IT ENACTED BY THE PEOPLE OF GUAM:**

2 **Section 1.** §850 of Article 2, Chapter 8 of Title 1, Guam Code Annotated,
3 is hereby *amended* to read as follows:

4 “§ 850. **Purpose.**

1 The government of Guam recognizes its responsibility to foster
2 culture and the arts and the necessity for the development of the arts,
3 beginning with our young children and throughout the community. *I*
4 *Liheslatura* (the Legislature) declares it to be policy that a portion of
5 appropriations for capital expenditures for public buildings be set aside for
6 the acquisition of works of art to be used in such buildings and in any
7 buildings intended for use of the general public to the extent that the
8 construction or improvement of such non-public buildings is supported by
9 either federal or government of Guam tax incentives or other subsidy
10 arrangement.”

11 **Section 2.** §852 of Article 2, Chapter 8 of Title 1, Guam Code Annotated,
12 is hereby *amended* to read as follows:

13 “§ 852. **Arts in Public Buildings and Buildings Supported by**
14 **Public Funds.**

15 (a) Plans for public buildings and buildings supported by federal or
16 government of Guam subsidy which contain public areas, and plans for
17 remodeling or renovation of public buildings or facilities where the total cost
18 of construction, remodeling or renovation exceeds the sum of One Hundred
19 Thousand Dollars (\$100,000) *shall* contain provisions for the inclusion of
20 works of art, by local artists if available, including, but *not* limited to,
21 sculptures, paintings, murals or objects relating to or consisting of native art
22 as defined in §851 of this Chapter. The owner of the building *shall* also
23 have the option of allotting *at least* one percent (1%) of the overall
24 construction, remodeling or renovation cost of a building to the Guam
25 Council on the Arts and Humanities Agency (CAHA) in lieu of the inclusion
26 of works of art. If artwork plans are selected, however, a representation of
27 the final selection *shall* be published in a newspaper of general circulation

1 and/or the online version of the newspaper for public screening prior to
2 implementation.

3 (b) Before issuance of the occupancy permit for such construction,
4 remodeling or reconstruction the owner of the building must obtain
5 clearance from the Guam Council on the Arts and Humanities Agency that
6 the provisions of this Chapter are being complied with.

7 (c) *At least* one percent (1%) of the overall construction,
8 remodeling or renovation cost of a building described in Subsection (a) of
9 this Section *shall* be reserved for the purposes of the design, construction,
10 mounting, maintenance and replacement, and administration of works of art
11 by CAHA in the public area of such a building, or the owner *shall* give the
12 amount to CAHA.

13 The Director of CAHA *shall* include in CAHA rules and regulations,
14 pursuant to the Administrative Adjudication Law, for the disposition of
15 funds to meet the purpose of fostering culture and the arts for the
16 development of local artists, our children and the community as a whole.

17 The Director of Public Works *shall* ensure that no construction,
18 remodeling or renovating of a public building, or building supported by
19 government of Guam funds, is granted an occupancy permit without this
20 Chapter being complied with.

21 (d) Such buildings with an overall construction cost of *less than*
22 One Hundred Thousand Dollars (\$100,000) are exempted from the
23 requirements of the Chapter *unless* inclusion of works of art in their design
24 and construction is specifically authorized by the owner.

25 (e) The artist who creates these works of art *shall* be selected as
26 provided in Subsection (f) of this Section.

1 (f) The Director of CAHA *shall* develop rules and regulations,
2 pursuant to the Administrative Adjudication Law, for the selection of works
3 of art under this Chapter, and *shall* open competition for awarding any art
4 contract under this Chapter by:

5 (1) soliciting proposals from local artists by a project
6 announcement published *no less than* three (3) times in a local
7 publication of general circulation in print and online versions; and

8 (2) appointing a selection committee consisting of five (5)
9 members to review all proposals and report to the Director the results
10 of its deliberations regarding the proposed art contract. Such
11 committee *shall* include a representative of the building's owner or of
12 the agency or department involved, the project architect, the
13 municipal commissioner from the project site, and *at least* two (2)
14 practicing artists from Guam. The final decision regarding the use of
15 art work and the selection committee's recommendations *shall* be by
16 the Director of CAHA, who *shall* be the contracting officer for any art
17 contract executed pursuant to this Chapter.

18 (g) The Director of CAHA *shall* include in CAHA rules and
19 regulations, pursuant to the Administrative Adjudication Law, procedures
20 for the acceptance of funds as stated in this Section.

21 (1) An account *shall* be established which *shall* be
22 maintained separate and apart from other funds of the government of
23 Guam, *shall* be kept in a separate bank account, and *shall not* be
24 subject to any transfer authority of *I Maga'lahaen Guåhan*. Funds
25 *shall* remain in such account and expended by CAHA for the purposes
26 mandated in this Section. Said Fund *shall* be examined and reported

1 upon as required by law by the Director of CAHA who will serve as
2 the certifying officer of said Fund.

3 (2) On the first (1st) day of each fiscal quarter, the CAHA
4 Director *shall* provide to *I Maga'lahren Guåhan* and the Speaker of *I*
5 *Liheslaturan Guåhan*, and post on the CAHA website, a detailed
6 report of how funds were allocated and utilized.

7 (h) **Enforcement.**

8 (1) CAHA *shall* identify public buildings in non-compliance
9 with this Section and send written notices within ten (10) working
10 days. Upon receipt of the notice, recipients have two (2) weeks
11 (fourteen (14) calendar days) to acknowledge, in writing, receipt.
12 Recipients will be given *up to* one (1) fiscal year to comply with this
13 Section.

14 (2) The Guam Economic Development Authority (GEDA)
15 *shall* ensure that current Qualifying Certificate (QC) program
16 beneficiaries are in compliance with this Section.

17 (3) For monitoring purposes, GEDA *shall* provide to CAHA
18 a list of past and current QC recipients. CAHA will determine
19 whether former QC recipients complied with Subsections (a) and (c),
20 and notify them in writing if non-compliance was determined. Upon
21 receipt of the notice, recipients have two (2) weeks (fourteen (14)
22 calendar days) to acknowledge, in writing, receipt. Recipients will be
23 given *up to* one (1) fiscal year to comply with this Section.

24 (4) CAHA *shall* provide to the Department of Revenue and
25 Taxation a list of QC recipients who fail to comply with this Section.
26 The Department of Revenue and Taxation *shall* refuse to grant
27 renewal of business licenses for current and past QC recipients in

1 noncompliance, until the CAHA Director issues a written
2 confirmation of compliance.”

3 **Section 3.** §853 of Article 2, Chapter 8 of Title 1, Guam Code Annotated,
4 is hereby *amended* to read as follows:

5 **“§ 853. Inclusion of *Chamorro* Artistry or Guam History**
6 **Elements in Government Buildings.**

7 (a) **Government of Guam Buildings and Structures.** All
8 government of Guam buildings and structures *shall* contain elements of
9 either Guam history or of *Chamorro* artistry costing up to a maximum of
10 three percent (3%) of the aggregate of the architectural and engineering, the
11 construction or the renovation budgets therefore. Such elements may be
12 made part of the internal or external physical structure of the building or
13 structure and may be within the main part of the building or structure or
14 separated from the main part. In complying with the provisions of this
15 Section, a contractor for the government agency constructing the building or
16 structure may consult with CAHA as to the various types of *Chamorro* or
17 historic Guam artistic elements. The Department of Public Works
18 (Department) *shall* monitor noncompliance with this Section during its plans
19 approval process, *unless* such plans are exempted in accordance with
20 Subsection (b) of this Section. If the Department determines that a non-
21 exempted project does *not* comply with this Section, it *shall* refuse to issue
22 either a building permit or an occupancy permit (as the case requires) for
23 such project until compliance.

24 (b) **Exceptions to Applicability.** Buildings and structures
25 constructed for use as shelters for utility facilities, or utility operations, are
26 *not* subject to Subsection (a) of this Section.

1 (c) **Compliance.** Government of Guam agencies found in non-
2 compliance of this Section *shall* be given up to one (1) fiscal year to comply.
3 CAHA *shall* ensure compliance with this Section.

4 (d) **Government Leased Spaces.** Government of Guam agencies
5 leasing spaces are *not* exempt from this Section, and if found in non-
6 compliance will be given up to one (1) fiscal year to comply. CAHA *shall*
7 ensure compliance with this Section.”

8 **Section 4. Severability.** *If* any provision of this Law or its application to
9 any person or circumstance is found to be invalid or contrary to law, such
10 invalidity *shall not* affect other provisions or applications of this Law which can be
11 given effect without the invalid provisions or application, and to this end the
12 provisions of this Law are severable.

PROCEDURES AND GUIDELINES HANDBOOK FOR ART IN PUBLIC BUILDINGS AND BUILDINGS SUPPORTED BY FEDERAL AND GOVERNMENT OF GUAM FUNDS IN THE TERRITORY OF GUAM AND THE PERCENT FOR THE ARTS ENHANCEMENT GRANT PROGRAM.

CHAPTER I. THE LAW

Public Law 20-27, Chapter 8 of Title 1 of the Guam Code Annotated, relative to "Arts in Public Buildings and Facilities" as amended by Public Law 31-118 amending subsections 850, 852 and 853 of the Guam Code Annotated.

CHAPTER II. PURPOSE

P.L. 31-118 Section 1 Subsection 850

The government of Guam recognizes its responsibility to foster culture and arts and the necessity for the development of the arts beginning with our young children and throughout the community. I Liheslatura (the legislature) declares it to be policy that a portion of appropriations for capital expenditures for public buildings be set aside either for the acquisition of works of art to be used in such buildings and in any buildings intended for use of the general public to the extent that the construction or improvement of such non-public buildings is supported by either federal or government of Guam tax incentives or other subsidy arrangement or the funds may be given to the Guam Council on the Arts and Humanities Agency for the purpose of fostering culture and the arts for the development of local artists, children and the community as a whole.

CHAPTER III. DEFINITIONS

- A. Definitions as it applies to Art in Public Buildings and buildings supported by the Federal and Government of Guam Funds in the Territory of Guam.
1. "Art and Arts" means the graphic arts and other arts having aesthetic value that is to the public as defined by P.L. 20-27.
 2. "Artist" means one who produces or aids in the production of art.
 3. "Public Building" or "Public Facility": a building or facility owned by the government of Guam or any of its instrumentalities.
 4. "Non-Public Buildings": Buildings that are supported by either government of Guam funds through tax abatements, rebates, loans, loan guarantee or bond financing or by Federal funds administered by the Government of Guam.
 5. "*Department*" means the Department of Public Works or that agency of the government which supervises the design of a public building or facility.
 6. "Public Area" means that part of a public building or facility to which the public is generally admitted during certain hours of the day. Public area does not include any office space to which the public generally has no access.
 7. "*Local Artists*" mean artists who are residents of Guam for at least 6 months and pay taxes on Guam.

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8. *“Contracting Agency”*: The owner of the building identified including either governmental or non-governmental.

B. Definitions as it applies to the Percent for the Arts Enhancement Grant Program.

1. “Agency” means Guam Council on the Arts and Humanities Agency, government of Guam.
2. “Director” means Director of the Guam Council on the Arts and Humanities Agency.
3. “Board” means the council on the Arts and Humanities Agency Board, government of Guam.
4. “Fund” means the Percent for the Arts Enhancement Grant Fund.
5. “Grantee” means an applicant who is awarded a grant.
6. “Grant” means an approved award of funds from the Percent for the Arts Enhancement Grant Program.
7. “Government of Guam funds” means any funds received from a legislative appropriation, the Guam Visitors Bureau or from an autonomous agency.
8. “Government” means the government of Guam.

CHAPTER IV. HOW IT WORKS

A. Art in Public Buildings and buildings supported by the Federal and Government of Guam Funds. (P.L. 31-118 Section 2 subsection 852)

1. Plans for public buildings and buildings supported by federal or government of Guam subsidy which contain public areas, and plans for remodeling or renovation of public buildings or facilities where the total cost of construction, remodeling or renovation exceeds the sum of One Hundred Thousand Dollars (\$100,000) shall contain provisions for the inclusion of works of art by local artists if available, including, but not limited to, sculptures, paintings, murals or objects relating to or consisting of native arts.
2. The owner of the building shall also have the option of allotting at least one percent (1%) of the overall construction, remodeling or renovation cost of a building to the Guam Council on the Arts and Humanities Agency (CAHA) in lieu of the inclusion of works of art.
3. If artwork plans are selected, however, a representation of the final selection shall be published in a newspaper of general circulation and/or the online version of the newspaper for public screening prior to implementation.

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4. Before issuance of the occupancy permit for such construction, remodeling or reconstruction the owner of the building must obtain clearance from the Guam Council on the Arts and Humanities Agency that the provisions of this Chapter are being complied with.
5. At least one percent (1%) of the overall construction, remodeling or renovation cost of a building described in Subsection (a) of this Section shall be reserved for the purpose of the design, construction, mounting, maintenance and replacement and administration of works of art by CAHA in the public area of such a building or the owner shall give the amount to CAHA.

The Director of Public Works shall ensure that no construction, remodeling or renovating of a public building, or building supported by government of Guam funds, is granted an occupancy permit without this Chapter being complied with.

6. Such buildings with an overall construction cost of less than One Hundred Thousand Dollars (\$100,000) are exempted from the requirements of this Chapter unless inclusion of works of art in their design and construction is specifically authorized by the owner.
7. The artist who creates these works of art shall be selected as provided in Subsection (f) of this section.
8. The Director of CAHA shall develop rules and regulations, pursuant to the Administrative Adjudication Law, for the selection of works of art under this Chapter and shall open competition for awarding any art contract under this Chapter by:
 - a. Soliciting proposals from local artists by a project announcement published no less than three (3) times in a local publication or general circulation in print and online versions;
 - b. Appointing a selection committee consisting of five (5) members to review all proposals and report to the Director the results of its deliberations regarding the proposed art contract. Such committee shall include a representative of the building' owner or of the agency or department involved, the project architect, the municipal mayor from the project site and at least two (2) practicing artists from Guam. The final decision regarding the use of art work and the selection committee's recommendations shall be by the Director of CAHA, who shall be the contracting officer for any art contract executed pursuant to this Chapter.
9. *The Director of CAHA shall include in the CAHA rules and regulations, pursuant to the Administrative Adjudication Law, procedures for the acceptance of funds as stated in this Section.*

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- a. *An account shall be established which shall be maintained separate and apart from other funds of the government of Guam, shall be kept in a separate bank account and shall not be subject to transfer authority of I Maga'alahan Guahan. Funds shall remain in such account and expended by CAHA for the purpose mandated in this Section. Said Fund shall be examined and reported upon as required by the law by the Director of CAHA who shall serve as the certifying officer of said Fund.*
- b. *On the first (1st) day of each fiscal quarter, the CAHA Director shall provide to I Maga'Lahan Guahan and the Speaker of I Liheslaturan Guahan and post on the CAHA website, a detailed report of how funds were allocated and utilized.*

10. *Enforcement*

- a. *CAHA shall identify public buildings in non-compliance with this Section and send written notices within ten (10) working days. Upon receipt of the notice, recipients have two (2) weeks (fourteen (14) calendar days) to acknowledge in writing, receipt. Recipients will be given up to one (1) fiscal year to comply with Section.*
- b. *The Guam Economic Development Authority (GEDA) shall ensure that current Qualifying Certificate (QC) program beneficiaries are in compliance with this Section.*
- c. *For monitoring purposes, GEDA shall provide to CAHA a list of past and current QC recipients. CAHA will determine whether former QC recipients complied with Subsections (a) and (c), and notify them in writing if non-compliance was determined. Upon receipt of the notice, recipients have two (2) weeks (fourteen (14) calendar days) to acknowledge, in writing, receipt. Recipients will be given up go one (1) fiscal year to comply with this section.*
- d. *CAHA shall provide to the Department of Revenue and Taxation a list of QC recipients who fail to comply with this Section. The Department of Revenue and Taxation shall refuse to grant renewal of business license for current and past QC recipients in noncompliance, until the CAHA Director issues a written confirmation of compliance.*

11. *P.L. 31-118 Section 3 subsection 853 - Inclusion of Chamorro Artistry or Guam History Elements in Government Building: Government of Guam Buildings and Structures*

All government of Guam building and structures shall contain elements of either Guam History or of Chamorro artistry costing up to a maximum of three percent (3%) of the aggregate of the architectural and engineering , the construction or the renovation budgets therefore. Such elements may be made part of the internal or external physical structure of the building or structure and may be within the main

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part of the building or structure or separated from the main part. In complying with the provision of this Section, a contractor for the government agency constructing the building or structure may consult with CAHA as to the various types of Chamorro or historic Guam artistic elements. The Department of Public Works (Department) shall monitor noncompliance with this Section during its plans approval process, unless such plans are exempted in accordance with Subsection (b) of this Section. If the Department determines that a non-exempted project does not comply with this Section, it shall refuse to issue either a building permit or an occupancy permit (as the case requires) for such project until compliance.

12. *Exceptions to Applicability*

Buildings and structures constructed for use as shelters for utility facilities or utility operations are not subject to Subsection (a) of this Section.

13. *Compliance*

Government of Guam agencies found in noncompliance of this Section shall be given up to one (1) fiscal year to comply. CAHA shall ensure compliance with this Section.

14. *Government Lease Spaces*

Government of Guam agencies leasing space are not exempt from this Section, and if found in noncompliance will be given up to one (1) fiscal year to comply. CAHA shall ensure compliance with this Section.

15. SELECTION COMMITTEE

The Selection Committee shall determine the scope, direction, and particular needs of each project. The Selection Committee shall include.

- a. A representative of the building's owner or of the agency or department involved.
- b. The project architect.
- c. The Municipal Mayor from the project site.
- d. At least two (2) practicing artists from Guam.

Voting: Each member of the selection committee will have one vote. The majority vote shall determine selection.

16. SELECTION PROCEDURE

The Selection Committee shall tour the site of the project and designate the various areas where artwork is to be placed. The Selection Committee shall then consider the

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particular needs of the project including the budget, appropriate art forms, and the location and medium of the art form.

17. Selection Method

Open Competition: The Selection Committee shall solicit artwork samples from artists by a project announcement published no less than three (3) times in a local publication of general circulation.

The selection process may be in two stages whereby a limited number of finalists, selected from the competition will be asked to submit more detailed proposals. Each of the finalists will be paid a professional design fee.

18. Criteria for Selection

- a. Style and Nature: Works of art that compliment the environment where the art work is to be displayed. The size of the artwork must also be compatible to the size of the location designated.
- b. Quality: The inherent quality of the artwork is the most important criterion for selection.
- c. Media: All visual art forms will be considered along with objects relating to or consisting of indigenous art. The artwork can be either portable or permanently fixed. If the artwork is to be permanently placed the Selection Committee will decide if the location identified is structurally capable of maintaining the artwork in terms of relative maintenance of repair costs.
- d. Permanence: Due consideration will be given to structural and surface soundness and to permanence in terms of relative excessive maintenance or repair costs.
- e. Method of Acquisition: Existing works of art specifically commissioned are eligible.

19. BUDGET

The selection Committee shall identify the funds available for the project and approve expenditures. The funds will be dispersed as specified by P.L. 31-118.

20. USE OF FUNDS

- a. Funds identified may be used for:
 1. For the purchase of existing artwork selected or commissioned by the Selection Committee.
 2. Design: Artist's professional design fee.
 3. Construction: The actual work and materials put into the creation of the artwork.

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4. Mounting: Expenses for the purposes of affixing the artwork onto the location specified.
5. Maintenance: Expenses incurred towards the mechanical maintenance of the artwork for up to one year after installation.
6. Replacement: Artwork that are to be replaced due to irreparable damage.
7. Administration: Expenses to cover any administrative costs incurred by the Selection Committee of GCAHA in the selection of artwork. Those costs include but are not limited to hiring of contractual staff, advertisements, supplies and professional services. At least one percent (1%) of the identified funds will be awarded to the Guam Council on the Arts and Humanities Agency for the purposes of contracting administrative staff to coordinate and maintain the program.
8. Plaques and Labels identifying the art work.
9. Frames, mats and pedestals necessary for the presentation of the artwork.
10. Waterworks and electrical and mechanical devices, equipment and site work which are integral parts of the work of art.
11. Reproductions of up to 50 high quality limited edition prints, numbered and signed by the artist. Exclusively used for exhibition purposes and will not be for sale. (Subject to approval by the Selection Committee).

a. FUNDS IDENTIFIED MAY NOT BE USED FOR:

1. Reproductions, by mechanical or other means, of original works of art, unless mechanical means of reproductions are an integral part of the creative process. (Subject to approval by the selection Committee as mentioned on section (K) on USE ON FUND: Funds Identified May be used for)
2. Decorative, ornamental, or functional elements which are designed by the building architect or consultants engaged by the architect, as opposed to an artist commissioned for this purpose.
3. Those elements generally considered to be components of a landscape architectural design.
4. Art objects which are mass produced or of a standard commercial design, such as playground sculpture or fountains.

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5. Directional, or other functional elements, such as super graphics, signage, color coding, maps, etc., except where these elements are an integral part of the original work of art.
6. Those items which are required to fulfill the basic purpose of the contracting agency. Examples would be works of art in the collection of a state museum, or works of art fulfilling an interpretive or educational role in a college or university art museum or gallery.
7. Preparation of the site necessary to receive the work of art.
8. Energy and water costs of operation of electrical and mechanical systems.
9. Art exhibitions and educational activities.
10. In connection with the works of art after delivery: registration, dedication, unveiling, insurance and security.
11. Architectural services.
12. Artistic staff salaries, equipment and supplies employed by the building owner.

21. WHO IS ELIGIBLE

Selection preference may be given to local artists who have resided in Guam for at least 6 months; who pay taxes in Guam; and are registered with CAHA. Selection preference may be given to local artists.

22. RESPONSIBILITIES

- a. Guam Council on the Arts and Humanities Agency in consultation with the various Government agencies and departments needed to comply with the law and the building owner shall:
 1. Be responsible for the selection of the commissioning of artist for, reviewing the design, execution and placement of, and acceptance, of works of art in consultation with the selection committee.
 2. Appoint the selection committee.
 3. Assist the contracting agency in contract negotiation with the artists.
 4. In consultation with the contracting agency, CAHA may transfer works of art between public buildings, whenever, in its judgment, the

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transfer will be to the benefit of the citizens of Guam. This section only pertains to Government agencies and departments.

5. Handle public information aspects of the project. All expenses incurred will be the responsibility of the contracting agency.
 6. Identify and carry necessary maintenance procedures (for up to one year after installation), and maintain accurate records of the collection in partnership with the contracting agency.
- b. The Contracting Agency Shall:
1. Notify the Guam Council on the Arts and Humanities Agency upon Legislative approval of construction/renovation projects which costs over \$100,000. If the contracting agency in this instance must notify GCAHA upon approval of support by either government of Guam funds through tax abatements, rebates, loans, loan guarantees or bonds financing or by Federal Funds administered by the government of Guam.
 2. Notify the Guam Council on the Arts Humanities Agency of the Project details.
 3. Consult with GCAHA and Selection committee on the determination of budget and selection procedures.
 4. Contract with and pay for the architect for administrative and/or design services to be rendered in connection with the commissioning of works of art.
 5. See that payment is made for all costs, professional fees, purchases and commissions in accordance with the Guam Law, these rules and GCAHA standards.
 6. Provide project coordination to assure timelines of completion.
 7. Be responsible for inventory and security of the work; and with advice and consent of the Guam Council on the Arts and Humanities Agency for maintenance and repair.
 8. Assist GCAHA with public information aspects of the project, with assistance and approval from GCAHA.
 9. The Guam Council on the Arts and Humanities Agency and the selection Committee must be informed of any changes in the proposed plans, costs, construction completion date or scope of the project before these changes are implemented.

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c. The Architect Shall:

1. Recommend to the Guam Council on the Arts and Humanities Agency and the contracting agency specific sites for works of art and the scale and type of work thought to be most appropriate.
2. Act as a member of the selection committee.
3. Work closely with the artist where required, provide engineering and technical assistance to the artist if requested from the contracting agency.
4. Assure that all service requirements for the work of art met in the design documents and that the work may be installed with relative ease.

d. The Artist shall:

1. Be commissioned by the contracting agency (Defined as both governmental and private developments) with approval of the Director of the Guam Council on the Arts and Humanities Agency to execute and complete the work in a timely and professional manner. Be in close contact with the contracting agency before and during installation, and transfer title of an existing work of art to the agency for incorporation in its building inventory.
2. Deal personally with the other parties in all phases of the negotiations. However, the artist (s) may, at their option designate their dealers or agents to represent them in certain aspects of the project.
3. Copyright: The artist retains those rights concerning the reproduction and of the original artwork for commercial purposes unless specified in the original contract agreed upon by the artist and the contracting agency.
4. Maintain a close working relationship with the architect and contracting agency on commissioned pieces.
5. Upon completion of the work (s) or purchased, the artist shall submit to the Guam Council on the Arts and Humanities Agency a detailed description of the work (s) with instructions on its care and maintenance, high resolution digital files, scans and two 8 X 10 glossy photos. The description form shall be submitted concurrently with the final invoice.
6. All plans, drawings, and other materials related to a proposed work of art are the property of the Guam Council on the Arts and

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Humanities Agency until the final work is installed, at which time such preparatory materials revert to the artist.

23. SCOPE AND NATURE EXPENDITURES

While no more than 1% can be dedicated from capital construction appropriations, it is possible that a dollar total greater than 1% can be expended for art in a project if funds are generated from other sources (i.e., governmental or private funds). The 1% figure is a minimum.

If 1% of total funds appropriated for a particular project is not required for that project, such un-required amounts can be: a) used to acquire art for existing government buildings; b) transferred to another construction project, or both, as determined by the Guam Council on the Arts and Humanities Agency, in consultation with the contracting agency. If the contracting agency is a non public building the contracting agency may use these funds to purchase art pieces that will be donated to the people of the territory of Guam, these funds can also be used to fund art related projects, although these expenditures must be approved by the Guam Council on the Arts and Humanities Agency.

Administrative costs of any particular project may be funded through the 1% appropriation and will be limited to the following area:

- a. Supplies and services connected with public information, and artists' prospect for specific projects.
- b. Selection committee per diem, and artist professional fees.
- c. Contractual Services.

24. GENERAL PRINCIPLES AND PROCEDURES

Integration of Art and Architecture: So that artists and architects can gain from each others' design insights and, thereby produce a more integrated solution, all parties should strive for engagement of the artist as soon as possible after the approval of the architect's schematic design phase.

Freedom of Expression: Because of the bold attempt to meld together the imaginations and talents of so many individuals and groups, freedom to reach creative solutions must always be maintained. The artists, on their part, must be sensitive to the unique qualities of public art and the guidelines and parameters which, of necessity, may have been agreed upon.

Exhibitions and Educational Aspects: To serve the public more fully the contracting agencies should consider undertaking the following, funded with monies other than those made available under the Act:

- a. Exhibition of sketches and scale models created in open competitions.

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- b. Involvement of students and art instructors in workshops with artists creating works.
- c. Tours of those sites which exhibit many works, conducted by trained docents.
- d. Use of State educational and other facilities by the artist in developing concepts and creating the work, so that the people of the territory of Guam can better understand the creative process. Such facilities might studio space, foundries, machine, welding and woodworking shops, printing and photographic facilities.
- e. Filming or Videotaping the creation and installation of the work.

The Guam Council on the Arts and Humanities Agency is available to provide consultative assistance with these matters.

Accessibility of Information: All parties will strive to publicize widely all aspects of the program. All meetings of the Selection Committee are open to the public.

Community Support and advice: While firmly committed to the principle of selection of artists by the selection Committee, the Selection Committee welcomes advice from the interested public.

Conflict of Interest: All procedures will be conducted and all decisions will be made free of any conflict of interest. The Guam Council on the Arts and Humanities Agency will ensure that members of the Selection Committee and the Contracting Agency are not related in any way to the artists submitting portfolios either through kin and/or Business relations.

Dedication: If a dedication or "Unveiling" of work is desired, arrangements shall be the responsibility of the contracting agency in consultation with the Guam Council on the Arts and Humanities Agency.

25. DOCUMENTATION

Documentation:

- A. **Identification:** The Guam Council on the Arts and Humanities Agency will assist the contracting agency with identification which will include plaques or labels identifying the work, which are securely affixed, unobtrusive, and well designed. Included should be the name of the artist; if any; medium; and year completed.
- B. **Registration:** The Contracting agency shall maintain accurate inventory records. Copies will be filed with the Guam Council on the Arts and Humanities Agency.
- C. **Publications:** As Collections grow, contracting agencies are encouraged to publish informative folders and booklets on works of art. The Guam Council

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on the Arts and Humanities Agency is available to assist with editorial and technical assistance.

CHAPTER V. HOW IT WORKS – The Percent for the Arts Enhancement Grant Program. (P.L. 31-118 Section 2 subsection 852)

Public Law 31-118 establishes the fund. It mandates the Guam Council on the Arts and Humanities Agency to set up the eligibility requirements governing usage of the fund. The Director of CAHA shall include in CAHA rules and regulations, pursuant to the Administrative Adjudication Law, for the disposition of funds to meet the purpose of fostering culture and arts for the development of local artists, our children and the community as a whole.

CHAPTER VI. Purpose of Grants

Grants are available to enhance cultural and artistic learning opportunities for our youth and youth organizations. Funds of no more than \$3,000 per project will be awarded to assist in areas of cultural and artistic development. These projects must demonstrate that they are vital to long term learning and development, and support the continued fostering of the arts and cultural education process for the youth.

CHAPTER VII. Eligibility

A. Organizations

1. If the applicant is an organization, it must be registered with the government of Guam as a nonprofit organization, or be a bona fide Guam school program, sanctioned by the school's principal and endorsed by the Director of Education, school master or Superintendent of Parochial schools.
2. Organizations that apply for a grant must be in compliance with all applicable laws and regulations.

B. Individuals

1. If the applicant is an individual, he or she must be a permanent resident of Guam.
2. If the applicant is an individual under the age of eighteen years of age, their parent or legal guardian will be able to apply on the minor's behalf.

CHAPTER VIII. Grant Criteria

Grants will be awarded only to individuals or organizations.

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CHAPTER IX. Application Process

A. Step One: Submission.

1. To qualify for a grant, an application must be filled out and submitted to the Agency, along with the following information:

A nonprofit organization requesting funds must provide a copy of its articles of incorporation or other proof of registration as a nonprofit organization with the government of Guam. A requesting school must submit a letter from the school's principal and the Director of Education, school master or Superintendent of Parochial Schools, endorsing the organization.

2. Grant applications which do not comply with the requirements of Step One shall not be considered complete and eligible for certification.

B. Step Two: Certification.

The Director will certify the grant application as to its completeness. If the application is not complete, the Agency will send a notification to the applicant either via email or by certified mail informing them of the application's status and that proper adjustment need to be made within 15 days of notification. The Director will certify the grant application as to its completeness. If the grant application is not complete, the Agency will mail a non-certification form to the grant applicant for proper adjustment.

C. Step Three: Consideration.

1. A certified grant application shall be submitted by the Director to the Board for consideration during the next grant review cycle for the program. Applications will be reviewed and considered by the Board on a biannual basis, every January and June of a calendar year.
2. The Board shall approve grant applications in accordance with the purposes stated in Chapter VI of these regulations.
3. The Board will not consider any grant application unless Steps One and Two have been completed.

CHAPTER X. Disbursement of Funds

- A. The Director shall manage the Fund and the Agency's certifying officer shall be the Fund's certifying officer.
- B. Upon Board approval of the application, the Agency shall process the necessary paperwork for the grant

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- C. Within thirty days after completion of project/program, the grantee shall provide the Director with a report and an accurate expenses report reflecting the expenditure of all government of Guam funds.

CHAPTER XI. Misuse of Funds

- A. Any person who willfully misuses a grant received under these regulations shall be guilty of a petty misdemeanor and subject to a fine not to exceed \$500.
- B. If the grantee is delinquent in submitting the detailed narrative and expenditure report required by Chapter X, Section C, the Agency shall send a written notice, certified mail, return receipt requested, to the grantee giving the grantee fifteen days from the date of receipt of the notice to submit the report. Grantees failure to comply may be deemed a violation of said chapter.

CHAPTER XI. Grant Limitations

- A. **Only one grant from the Fund can be awarded per organization program or individual per year.**
- B. The maximum grant amount for each organization or individual cannot under any circumstances exceed \$3,000.
- C. All grants awarded through the Agency are contingent upon the availability of funds and final approval by the governor.

CHAPTER XII. Recording Requirements

Reporting Requirements – Art in Public Buildings and Buildings Supported by Federal and Government of Guam Funds in the Territory of Guam and the Percent for the Arts Enhancement Grants Program.

On the first (1st) day of each fiscal quarter the CAHA Director shall provide I Maga’lahen Guahan and the Speaker of I Liheslaturan Guahan and post on the CAHA website a detailed report of how the funds were allocated and utilized.

A. The quarterly report for the Art in Public Buildings and Buildings Supported by Federal and Government of Guam Funds in the Territory of Guam shall include the following information concerning the use of the Fund:

1. The number and names of projects.
2. The amount allocated towards the program per project.
3. Other pertinent data concerning management of the fund.

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B. The quarterly report for the Percent for the Arts Grants Enhancement Program shall include the following information concerning the use of the Fund:

1. The number and names of applicants.
2. The number, names of grantees and amounts of grants awarded.
3. Other pertinent data concerning management of the fund.

Furthermore, the Guam Council on the Arts and Humanities Agency shall annually make a public report on all Art in Public Buildings and Buildings Projects Supported by Federal and Government of Guam Funds in the Territory of Guam and the Percent for the Arts Enhancement Grants Programs of the previous year.

CHAPTER XIII. SEVERABILITY P.L. 31-118 Section 4

If any provisions 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 provision or applications of this Law which can be given effect without the invalid provision or applications and to this end the provisions of this Law are severable.

IN CONCLUSION

Guam's 1% Program is dedicated to placing visual art of the highest quality by contemporary and traditional artists where the people of the Territory of Guam can appreciate. In so doing, the Territory of Guam is building a significant art collection of historic value for its people. Furthermore, it will enrich the lives of our children, local artists and the community as a whole.

MEMORANDUM OF AGREEMENT

Between the

DEPARTMENT OF CHAMORRO AFFAIRS, and its division GUAM COUNCIL ON THE ARTS AND HUMANITIES (CAHA)

And the

GUAM POWER AUTHORITY

Ref: RFQ 14-3621- 002 for art to be provisioned for the GCEF exhibits

This **MEMORANDUM OF AGREEMENT** (hereafter referred to as "MOA") is entered into on the effective date indicated below by and between the **DEPARTMENT OF CHAMORRO AFFAIRS** and more specifically its division **GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY (CAHA)** hereafter referred to as "DCA" or "CAHA" "DCA/CAHA") and the **GUAM POWER AUTHORITY** (hereafter referred to as GPA).

WHEREAS, The Gloria B. Nelson Public Service Building (GBNPSB) is scheduled to open in late 2014 and will be a consolidated utility building for the community of Guam.

WHEREAS, the Guam Council on Arts and Humanities Agency (CAHA) is a division of the Department of Chamorro Affairs and CAHA administers Guam's one percent for the arts program by Public Law 31-118;

WHEREAS, GPA and its representatives from the GBNPSB design team will be actively engaged in managing the artist(s) selected by CAHA under this RFQ;

WHEREAS, desires for the art procured as a result of RFQ 14-362-002 to qualify for Guam Council on Arts and Humanities Agency's one percent for the arts program;

WHEREAS, has contracted with CoreTech International to construct the GBNPSB, with said construction currently in progress;

WHEREAS GPA and CAHA and issued RFQ 14-3621-002 calling for artists to remit their applications and portfolios expressing interest in producing art ("the Work") for display at the GBNPSB including fine art, crafts/historic reproductions, photography, illustrations;

WHEREAS CAHA will negotiate and enter into contracts with artists to produce art outlined in RFQ 14-3621-002 which is necessary for inclusion in the GBNPSB and,

NOW THEREFORE, CAHA, GPA and in consideration of the mutual covenants hereinafter set forth, do hereby AGREE as follows:

SECTION 1. WORK COST AND PAYMENT.

In accordance with CAHA's one percent for the arts program, artists shall be selected by the CAHA selection committee.

Selected artists will be contracted to CAHA utilizing its standard one percent for the arts program contract.

The amount for each piece of art will be negotiated with the artists by CAHA. The total art program will not exceed one percent of the construction costs of the GBNPSB or \$300,000 whichever is lower.

Artists will remit payment applications to CAHA for approval. CAHA will review and approve then forward a copy to GPA for final approval and processing.

Payments to artists will be made by GPA after approval by CAHA and GPA.

The amount of 2% from the 1% allocated overall for the Percent for the Arts Program shall be made payable to Guam CAHA for administrative costs.

SECTION 2. WORK PERFORMANCE AND RESPONSIBILITIES: CAHA and GPA agree that the production of art for the GBNPSB shall be performed in accordance with the following:

A. Procurement and Contracting. CAHA and GPA will complete the procurement process to obtain the Work for the GBNPSB as described in RFQ 14-3621-002 (Exhibit A/attached). In general, CAHA will: (1) administer the RFQ and selection process (2); and assist in the enforcement of the contract terms. In addition, CAHA will assist GPA in (1) the preparation of the RFQ and (2) provide representation to coordinate the work and schedule of the artisans pursuant to the GBNPSB design and construction schedule. GPA will: (1) contract with selected artisans and (2) disburse payments to artisans according to contract.

B. Access to Work and Construction Site. GPA shall reasonably allow the artisans and employees who shall be contracted to CAHA, to access the project site at all reasonable times prior to and during exhibit installation in order to perform the Work and inspection services. Completion of site specific safety orientation and training is pre-requisite for entry.

C. Waiver of Rights. Each party's payment of fees for the services required under this MOA shall not be construed to operate as a waiver of any of its rights hereunder or of any cause of action arising out of the other party's failure to perform this MOA. Each party shall be, and remain, liable to the other party for costs which may be reasonably incurred by the other party as a result of its negligent performance or any responsibilities under this MOA, as specifically limited by the sovereign immunity of the government of Guam, and by the Government Claims Act, 5 GCA §§6101, et seq.

D. No Liability. No party assumes any liability for any accident or injury that may occur to any other party, its officers, agents, dependents, staff, contractors or personal property. No party shall be liable to the other parties for any work performed or costs incurred by such other party prior to their execution of this MOA; and each party hereby expressly waives any and all claims for service performed in expectation of this MOA.

E. Compliance with Laws. Each party shall comply with all applicable laws of the United States and of Guam in exercising its rights and performing its obligations under this MOA. In addition, each party shall comply, and cause its agents, employees, and contractors to comply, with all applicable laws of the United States and of Guam in performing work under the contracts and/or accessing the project site.

SECTION 3. MAINTENANCE AND ACCESS TO RECORDS. For three (3) years from the dates of the final payments under the artist/CAHA contracts, DCA/CAHA and GPA shall maintain, and cause their contractors to maintain all books, documents, papers, accounting records, and other evidence pertaining to costs incurred and shall make such materials available for inspection at their respective offices at all reasonable times.

SECTION 4. OWNERSHIP OF WORK and DOCUMENTS. GPA shall retain ownership of Work produced by contracted artisans. Each party shall retain ownership of project-related documents, drawings, and specifications ("material") it alone produced prior to the date this MOA is fully executed. Any and all material jointly produced by the parties until that date shall remain jointly owned by the parties. Each party grants the other party full rights of use to its material as well as to the jointly produced material. Artisan contractors shall retain intellectual property rights to use the Work in their portfolio and on their respective websites. By purchasing the Work, GPA and CAHA will have exclusive rights to use the art in exhibits GPA displays, on their respective websites, and in print and video format for promotional purposes. Any reproductions of the artisan's Work made by CAHA, or GPA must be approved in writing by the artisan contractor(s). In the event that GPA and/or CAHA duplicate the artisan contractor's Work for a commercial endeavor, artisans will be credited and compensated via royalties or licensing fees by GPA or CAHA as appropriate and as specified in the individual agreements between GPA/CAHA and each artisan contractor.

From the date this MOA is fully executed, all project-related material as well as audiovisual recordings and any and all tangible work product produced in regard to the construction contracts, no matter if produced by the CAHA, its artisan contractor(s), GPA or its contractor(s), shall be the property of GPA, and GPA hereby grants the CAHA full rights of use indefinitely thereto. The CAHA shall be entitled, at its cost, to one copy of all such project-related material, audiovisual recordings, and tangible work product produced under the artisan contracts.

SECTION 5. TERMINATION. At any time the parties hereto may, by written notice to the others, terminate this MOA in whole or in part either for convenience or for default. The parties fully recognize that the artist/CAHA contract, if already in effect on the date this MOA is terminated, are separate legal undertakings and must also be terminated in accordance with their own terms to give full effect to a termination of this MOA.

Upon termination of this MOA if no artist/CAHA contract has been entered into or, if they have, upon termination of such contract by either party thereto, all plans, drawings, briefs, reports, summaries, completed artwork and artwork in progress, and such other information and materials as may have been produced under either contract and utilized by either party hereto in connection with the project shall be placed in the possession of GPA. Ownership thereof and rights of use thereto shall be determined in accordance with Section 4 hereof.

GPA may, upon termination, retain as a set-off for such expenses or fees due to the CAHA in connection with the artist/CAHA contract any funds owed to the GPA. Artists contracted to the GPA

shall be entitled, however, to be paid or reimbursed fully and promptly by GPA for all work satisfactorily performed by them.

SECTION 6. NOTICES. Each party shall notify the other once it has entered into, made significant modification to, or terminated its own separate contract(s) related hereto. For the avoidance of doubt, the term "separate contract(s)" as used herein shall mean, with respect to its contract for other services. With respect to the DCA, the term "separate contract(s)" as used herein shall mean the artist/CAHA contract.

Unless during the term of this MOA a party notifies the other party in writing of a change or other address to be used, any notices or notification required or permitted to be given shall be given promptly in writing and delivered in person or by certified mail to the parties at the following addresses:

**Council of Arts and Humanities Agency
c/o Department of Chamorro Affairs**

GPA

Delivery Address:

Attn: Joseph Artero Cameron
President
Terlaje Professional Building
1st Floor 194 Hernan Cortez Ave.
Hagåtña, Guam 96910

Delivery Address:

Attn: Joven Acosta
Chief Engineer
1911 Route 16 Army Drive
Harmon, Guam 96913-1255

Mailing Address:

Attn: Joseph Artero Cameron
President
P.O. Box 2950
Hagåtña, Guam 96932

SECTION 7. MISCELLANEOUS PROVISIONS.

- A.** This MOA is made under and shall be governed and construed in accordance with the laws of Guam, and the courts of Guam shall have jurisdiction over any and all disputes.
- B.** If any provision of this MOA shall be deemed by a court of competent jurisdiction to be invalid or unenforceable, then such provision shall be deemed stricken and the MOA shall be enforced according to its valid and subsisting terms and provisions.
- C.** The failure of either party to insist upon strict compliance with any term, provision, or condition of this MOA shall not be construed as a waiver of either party's rights and remedies under this MOA.
- D.** Any approval required herein by the GPA shall mean that the approval of the General Manager of GPA is required, unless another person is designated to issue particular or limited approvals on certain matters.
- E.** Removal of the Work commissioned through Guam's One Percent for the Arts Program must be approved by CAHA and the Selection Committee. Removal of the Work shall be at the expense of Owner.
- F.** GPA must notify CAHA and artist prior to removal of the Work.
- G.** There must be a compelling reason to remove and/or relocate the piece of the Work to another location in the facility which meets the criteria of Guam's one percent for the arts program.

H. In the event that GPA is unable to identify an alternate location for the Work that is agreeable to both CAHA and the artisan contractor by the time of removal/relocation, GPA shall contribute the Work which is removed to the CAHA art bank.

I. This MOA may only be modified in writing signed by the parties.

SECTION 8. EFFECTIVE DATE. The terms of this MOA shall become effective on the date it is signed by the President of the DCA and shall be binding upon the parties hereto and their representatives, successors and assigns.

IN WITNESS HEREOF, the parties have executed this Memorandum of Agreement effective the day and year the Governor of Guam affixes his signature.

DEPARTMENT OF CHAMORRO AFFAIRS

GUAM POWER AUTHORITY

Joseph Artero Cameron
President, Department of Chamorro Affairs

Joaquin Flores
General Manager

Date: _____

Date: _____

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY

Monica O. Guzman
Chairman of the Board, Guam CAHA

Date: _____

APPROVED AS TO FORM & LEGALITY:

Leonardo M. Rapadas
Attorney General of Guam

Date: _____

APPROVED:

Edward Baza Calvo
Governor of Guam

Date: _____

Exhibit A – RFQ 14-3621-002

See attachment.

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Exhibit B – CAHA’s Standard One Percent for the Arts Contract
See attachment.

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Exhibit B – CAHA's Standard One Percent for the Arts Contract
See attachment.

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**GUAM POWER AUTHORITY REQUEST FOR QUALIFICATIONS NO. 14-3621-002
FOR ARTISTS TO PRODUCE VARIOUS TYPES OF ART FOR DISPLAY IN THE
GLORIA B. NELSON PUBLIC SERVICE BUILDING.**

RFQ – Issue Date: April 15, 2014

Responses Due Date and Time: May 30, 2014 5:00 p.m., Chamorro Standard Time (ChST)

ISSUING AGENCY INFORMATION

Guam Power Authority
Joaquin Flores, General Manager
P.O. Box 2977
Hagatna, Guam 96932
Phone: (671) 648-3000
Website: www.guampowerauthority.com

Points of Contact: Jackie Balbas
Guam Council on the Arts and Humanities Agency (CAHA)
a Division of the Department of Chamorro Affaris
Terlaje Professional Building 1st Floor
194 Hernan Cortez Avenue, Hagatna, Guam 96910
Phone: (671) 300-1204/5/6/7/8 Fax: (671) 300-1209
Email: jacqueline.balbas@caha.guam.gov
Website: www.guamcaha.org

INSTRUCTIONS TO RESPONDENTS

Submit to: Sherrie Barcinas
Guam Council on the Arts and Humanities Agency
Terlaje Professional Building 1st Floor
194 Hernan Cortez Avenue
Hagatna, Guam 96910
Phone: (671) 300-1204/5/6/7/8
Fax: (671) 300-1209

Mark Face of Envelope/Package:
RFQ Number: 14-3621-002
RFQ Title: Request for Qualifications for Artists
Capable of Producing Various Types and Works of Art to be
displayed or exhibited in the Gloria B. Nelson Public
Service Building (GBNPSB).
Responses Due: May 30, 2014, 5:00p.m. (ChST)

RESPONDENTS MUST COMPLETE THE FOLLOWING

<p>Respondent's Name/Point of Contact/Address:</p>	<p>Authorized Respondent's Signatory Printed Name:</p> <p>Authorized Respondent's Signature: (Please print name and sign in ink)</p>
<p>Respondent's Phone Number:</p>	<p>Respondent's Fax Number:</p>
<p>Respondent's Federal I.D. Number:</p>	<p>Respondent's E-mail Address:</p>

RESPONDENTS MUST RETURN THIS COVER SHEET WITH THEIR RESPONSE

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**GLORIA B. NELSON PUBLIC SERVICE BUILDING
(GBNPSB)
Request for Qualifications 14-3621-002**

INTRODUCTION

Guam Power Authority (GPA) as the end user of the facility, together with the Guam Council on the Arts and Humanities Agency (CAHA) as the administrator of Guam's One Percent for the Public Arts Program, seek qualifications from qualified local artists to provide a variety of art and craft items to be displayed or exhibited in the Gloria B. Nelson Public Service Building (GBNPSB). All selected art must speak to the theme: "Energy, water, wind, sun, ocean - for 4,000 years our islands resources." The artwork should reflect a respect for the environment and depict attitudes of sustainability, renewable energy, conservation and awareness.

GPA, in partnership with CAHA, is soliciting qualifications from local artists capable of producing various types and works of art including:

Fine Art
Murals
Banners
Photography
Illustrations
Crafts

ELIGIBILITY To be considered as eligible, artists must meet all of the following criteria:

- (1) Those who have resided in Guam for at least 6 months
- (2) Those who pay taxes in Guam
- (3) Those who are registered with CAHA¹.

SUBMITTALS

Qualifications submitted in response to this RFQ must include:

- 1 Professional resume(s);
- 2 At least three (3) but not more than ten (10) samples of relevant work (as photos or prints);
- 3 At least four (4) professional references from individuals who are familiar with your artwork produced in the past five (5) years.

All samples submitted as part of this RFQ will become property of Guam CAHA and will not be returned to the artist.

¹Interested applicants may register with CAHA by visiting: http://www.guamcaha.org/#artists_directory

LOCATION

All artwork will be displayed or exhibited in the Gloria B. Nelson Public Service Building (GBNPSB). Bidders should note, upon their familiarization with the locations of the artwork, that artwork will be installed in areas where the public will pass and congregate. No provisions will be made to prevent unauthorized handling of the pieces.

SELECTION PROCESS

Respondents will be selected in general accordance with CAHA's Procedures and Guidelines Handbook for Art in Public Buildings and Buildings Supported by Federal and Government of Guam Funds in the Territory of Guam and the Percent for the Arts Enhancement Grant Program. A copy of the procedures and guidelines may be downloaded from CAHA's website at: <http://www.guamcaha.org/>. The process of selecting the artisans will consist of two steps:

1. Request for Qualifications - Artist Application

All interested artists are required to submit a completed application which is divided into four areas:

- i. Artist background and history – Focus should be on the applicant's experience in creating works in their craft
- ii. Ability to produce art of the size and scope required for the commission-Applicants shall provide a detailed narrative of his/her ability and/or approach to produce the artwork. This should include studio space (existing or proposed), specific experience in creating commissioned works of art, and overall capability.
- iii. Portfolio of relevant past works – Applicants shall provide a separate portfolio of relevant works that expresses their abilities and capabilities to produce the commissioned work. The portfolio should include representations or photographs of past works (commissioned or not), information on the locations(s) of such works, and patrons. Letters of recommendation from patrons are required.
- iv. After reviewing initial submissions, the selection panel will invite selected artists who demonstrate the greatest ability to accomplish the commission to submit concepts and/or craftwork samples of their work.

2. Conceptual Presentation

From this initial application, the Selection Committee will issue invitations to selected artisans who demonstrate the greatest ability to accomplish the commission. All artisans invited to the second stage of selection shall submit the following:

- i. Sample representation/sketch of proposed concept, style, graphics, and method of assembly as applicable per media, area of interest of craft selected.
 - ii. Written narrative on the concept and how it relates to the thematic guidelines.
 - iii. Type(s) of medium to be used.
 - iv. Proposed timeline for completion.
 - v. Location of where the commissioned work will be produced. Note: If the commission is to be produced in a location other than Guam, the applicant should include a proposal on how the work-in-progress can be effectively monitored and inspected.
3. Final Conceptual Selection
- i. The selection committee will evaluate the portfolios and representative samples of the artists' work (scaled as appropriate) and will make final selections.

CAHA and GPA reserve the right to request additional information. All final concepts and craftwork samples will become the property of CAHA/GPA along with limited copyrights and certifications of authenticity.

The criteria used to select the artists for the commissions will be based on:

1. The quality and creativity of the artist relative to the RFQ disciplines for which they request evaluation;
2. Ability to express and conceptualize according to a thematic framework, including those specific to the GPA facility and exhibit designs;
3. Technical competence specific to the disciplines identified in this RFQ. Technical competence, must be evidenced by past works and experience, and documented in the artist's portfolio; and
4. Aptitude for planning, budgeting, and meeting schedule milestones

COMPLETING THE WORK

The artisans assembled as a result of this selection process will be contracted by CAHA or GPA. From the outset, the work of all artisans will be closely coordinated by CAHA, the selection committee and GPA representative.

Following contracting and the issuance of a Notice to Proceed, an initial "kick off" meeting will be held between each contracted artisan and CAHA, the selection committee and GPA to discuss project schedules and deliverables. After this meeting, formal schedules projecting critical interim and

completion dates for each of the participating disciplines will be generated. There may be a different schedule for progress submittals and approvals, related progress payments, and final completion dates.

Before the work of each artisan is complete, meetings to discuss concept review, rough draft reviews, and a final draft review will be held. All artists are required to submit weekly progress reports with photos (transmitted via email) that document their progress. CAHA, the selection committee and GPA will approve sketches to ensure that the design intent is being met and that the final deliverable is in keeping with the vision of the GPA.

It will be the responsibility of the artisan to provide the art work in the approved format timeline specified. Final design and installation of all pieces must comply with all building and safety codes and other criteria determined by CAHA, the selection committee and GPA necessary for the safety of GPA staff and patrons. This is particularly important for three-dimensional designs that utilize heavy materials, moving parts, or glass. Therefore any design deemed to be of too great a safety risk will not be considered.

All submissions and art delivered under the contract must be certified by the artist as original artwork.

PROJECT SCHEDULE

Solicitation Issue Date	April 15, 2014
Orientation at CAHA Gallery	May 3, 2014, 10am (ChST)
Review of project requirements Review of artwork spaces within the building Discussion of theme/concept	
RFQ Responses Due	May 30, 2014, 5pm (ChST)
Evaluation of Applications	June 2014
Select and Commission Artists	July 2014
Production of Artwork	August – October 2014
Final Artwork Due	November 1, 2014
Installation of Artwork	November 2014



GUAM COUNCIL ON THE ARTS & HUMANITIES AGENCY
Kahan I Kutturán Guahan
 P.O. Box 2950 Agaña, Guam 96932
 Tel. (671) 300-1204 to 300-1208 Fax. (671) 300-1209

Request for Qualifications 14-3621-002: Artist Application
To produce various types of art for display in the
Gloria B. Nelson Public Service Building

Carefully review the program guidelines and instructions before filling out the application form. Incomplete and illegible forms may invalidate your application. All applications must be typed or computer generated. Supplemental information is limited to one (1) page only. Please double-check all information to ensure that it is correct.

A. Applicant/ Organization Name: _____
 SSN or TIN: _____
 Mailing Address: _____
 City: _____ Guam _____ Zip Code: _____

B. Are you a permanent resident of Guam? _____
 How long have you resided in the Territory of Guam? _____
 Are you a member of CAHA? _____

C. Contact Person: _____ Phone: _____
 Email Address: _____ Title: _____

D. Authorizing Official: _____

E. Project Title: _____

Art Type / Discipline Applying for. Fine Art Photography Illustrations Craft/Historic Reproductions
 Other: _____ (please describe)

G. Artist(s) Involved (name and #): _____

Project Description: 1 Describe the proposed artistic project and its purpose. Specifically, what medium will be used and what type of art do you plan to produce? Where will the work occur? How is project to be accomplished? By whom? How long will it take you to produce your work?

GCAHA USE ONLY:	
Application Number	Date Received:
Applicant Status:	Project Type:
Applicant Institution:	Type of Activity:
	Applicant Discipline:

Panel:	Award Date:
Project Discipline:	Progress Report Due:
International Activity:	GR: PR:

Project Description *continued*

Art Background and History

- Art Background and History.
2. Provide a synopsis of your history as an artist to include familiarity with the types of mediums you work with. Information and samples/photos of your work and history: work should be included in your portfolio. Feel free to attach a separate sheet if more space is needed.

Ability to produce art of the size and scope required for the commission

Ability to
produce art

3. Please provide a detailed narrative on your ability and capability to fulfill the requirements of the artist specifications, including your ability to meet the project schedule. This should include but not be limited to your experience in fulfilling commissioned works of art in the past, current commissions, and studio space. Provide any other pertinent information that would demonstrate your ability to fulfill a commission of this magnitude. Feel free to attach a separate sheet if more space is needed.

Organizations As verification of legal status, organizations must submit a copy of their business license or a copy of the organization's articles of incorporation. Person signing the application must be duly authorized.

Legal Assurances

In the event that a contract is awarded as a result of this application, *the following terms and conditions shall be complied with* as signified by the applicant's signature. This application shall become a part of the legally binding contract between the applicant and the Department of Chamorro Affairs/Guam Council on the Arts and Humanities Agency.

1. The contract cannot be assigned to a different project or transferred *without prior written approval* of GCAHA.
2. The Contractor/Artist shall submit to DCA/GCAHA the dates, times and locations of the project to take place for on-site review by GCAHA representatives.
3. The financial accounts shall be subject to audit by appropriate agencies of the Territory of Guam and /or the Federal Government. The Contractor/Artist shall be responsible for the safe keeping and identification of records maintained to account for funds awarded herein. Said records must be kept in the Contractor/Artist's files for a period of three (3) years after completion of the project.

Authorizing Signature

I, the undersigned, do certify that the information contained within this application including all attachments and supporting materials is correct and true to the best of my knowledge.

Applicant Signature: _____

Name (Please Print): _____

Date of Application: _____

CHECKLIST

INDIVIDUALS (Did you include the following with your completed application?)

1. Professional Resume / Biography
2. Four (4) letters of personal recommendation and/or letters of support from individuals who are familiar with your artwork produced in the past five (5) years.
3. At least three (3) and no more than ten (10) samples of relevant artwork (i.e., photographs, prints, CD-ROM containing digital images, etc.).

All samples submitted as part of this RFQ will become property of CAHA and/or GPA and will not be returned to the artist.

LITERACY PROGRAMS AND OUTREACH EVENTS

- **Upcoming Dr. Seuss 111th Birthday/Read Across America Celebration on Saturday, March 7, 2015.** Requests by email were made to the following to assist GPLS by hosting our annual event. Will follow up next week again.
 - **Dr. Marjorie Raess (Professor at U.O.G.)**
 - **AEYC Organazation at U.O.G.**
 - **Melissa Palomo from G.C.C.**
- **Locked in Brownie Troop 253 to be our special guests readers for one of our Saturday Story Hours next month on Saturday, February 14, 2014 at the Barrigada Library.**
- **Girls Scouts interested in doing a presentation and static display here at the Hagåtña Library once it is opened to the public again.**
- **Planning for other presenters during the month of March for Chamorro Month and perhaps extending into the following month. Working with DCA in trying to obtain different presenters once a list of presenters is finalized.**
- **Outreach events unable to attend due to lack of staff.**

BARRIGADA
GPLS : LIBRARY BOARD WEEKLY REPORT - NOVEMBER 2014

BRANCH: BARRIGADA	Mon., Nov. 3	Tues., Nov. 4	Wed., Nov. 5	Thurs., Nov 6	Fri., Nov. 7	Sat., Nov. 8	TOTAL
Attendance		160	110	128	72	155	625
Circulation		80	60	27	28	147	342
Registration		1	1	1	-	-	3
Reference Info / Research		6	5	4	-	9	24
Computer Usage		34	27	47	38	33	179
PROGRAMS							
After School Drop-In		-	-	-	-	-	-
Toddler Story Time		-	19	-	-	-	19
School Library Visits		-	-	-	-	-	-
TOTAL		281	222	207	138	344	1,192

BRANCH: BARRIGADA	Mon., Nov. 10	Tues., Nov. 11	Wed., Nov. 12	Thurs., Nov 13	Fri., Nov. 14	Sat., Nov. 15	TOTAL
Attendance	139		123	146	114	94	616
Circulation	97		118	24	15	129	383
Registration	3		-	-	3	2	8
Reference Info / Research	5		6	13	7	3	34
Computer Usage	38		54	44	32	30	198
PROGRAMS							
After School Drop-In	-		-	-	-	-	-
Toddler Story Time	-		23	-	-	-	23
School Library Visits	-		-	-	-	-	-
TOTAL	282		324	227	171	258	1,262

BRANCH: BARRIGADA	Mon., Nov. 17	Tues., Nov. 18	Wed., Nov. 19	Thurs., Nov 20	Fri., Nov. 21	Sat., Nov. 22	TOTAL
Attendance	128	140	127	145	121	151	812
Circulation	70	77	30	74	46	68	365
Registration	1	-	1	-	-	1	3
Reference Info / Research	13	7	2	3	2	17	44
Computer Usage	36	35	42	36	52	33	234
PROGRAMS							
After School Drop-In	3	3	-	-	3	-	9
Toddler Story Time	-	-	22	-	-	-	22
School Library Visits	-	-	-	-	-	-	-
TOTAL	251	262	224	258	224	270	1,489

BRANCH: BARRIGADA	Mon., Nov. 24	Tues., Nov. 25	Wed., Nov. 26	Thurs., Nov 27	Fri., Nov. 28	Sat., Nov. 29	TOTAL
Attendance	120	138	120			137	515
Circulation	37	71	37			131	276
Registration	2	1	2			1	6
Reference Info / Research	6	11	6			13	36
Computer Usage	31	39	31			32	133
PROGRAMS							
After School Drop-In	-	4	2			-	6
Toddler Story Time	-	-	19			-	19
School Library Visits	-	-	-			-	-
TOTAL	196	264	217			314	991

BARRIGADA
GPLS : LIBRARY LIBRARY BOARD WEEKLY REPORT - DECEMBER 2014

BRANCH: BARRIGADA	Mon., Dec. 1	Tues., Dec. 2	Wed., Dec. 3	Thurs., Dec. 4	Fri., Dec. 5	Sat., Dec. 6	TOTAL
Attendance	106	159	116	134	115	90	720
Circulation	66	84	63	39	6	142	400
Registration	-	1	1	3	3	1	9
Reference Info / Research	4	8	2	7	8	6	35
Computer Usage	38	58	26	45	46	30	243
PROGRAMS							
After School Drop-In	6	2	-	-	-	-	8
Toddler Story Time	-	-	22	-	-	-	22
School Library Visits	-	8	-	-	-	-	8
TOTAL	220	320	230	228	178	269	1,445

BRANCH: BARRIGADA	Mon., Dec. 8	Tues., Dec. 9	Wed., Dec. 10	Thurs., Dec. 11	Fri., Dec. 12	Sat., Dec. 13	TOTAL
Attendance		145	172	141	63	122	643
Circulation		74	44	43	22	103	286
Registration		-	2	-	1	3	6
Reference Info / Research		4	8	6	10	62	90
Computer Usage		43	65	59	34	35	236
PROGRAMS							
After School Drop-In		3	6	-	-	-	9
Toddler Story Time		-	19	-	-	-	19
School Library Visits		12	-	7	-	-	19
TOTAL		281	316	256	130	325	1,308

HOLIDAY : OUR LADY OF CAMARIN

BRANCH: BARRIGADA	Mon., Dec. 15	Tues., Dec. 16	Wed., Dec. 17	Thurs., Dec. 18	Fri., Dec. 19	Sat., Dec. 20	TOTAL
Attendance	91	129	193	85	87	159	744
Circulation	49	22	80	50	14	64	279
Registration	-	2	1	3	1	1	8
Reference Info / Research	2	35	12	-	8	11	68
Computer Usage	46	55	43	4	48	62	258
PROGRAMS							
After School Drop-In	3	-	-	-	-	-	3
Toddler Story Time	-	-	-	-	-	-	-
School Library Visits	3	11	37	2	-	16	69
TOTAL	194	254	366	144	158	313	1,429

BRANCH: BARRIGADA	Mon., Dec. 22	Tues., Dec. 23	Wed., Dec. 24	Thurs., Dec. 25	Fri., Dec. 26	Sat., Dec. 27	TOTAL
Attendance	83	94	128			125	430
Circulation	23	48	39			108	218
Registration	-	1	-			2	3
Reference Info / Research	8	10	5			4	27
Computer Usage	38	37	40			43	158
PROGRAMS							
After School Drop-In		-	-			-	-
Toddler Story Time		-	24			-	24
School Library Visits		-	-			-	-
TOTAL	152	190	236	-	-	282	860

MERIZO / YONA / DEDEDO / AGAT
GPLS : LIBRARY BOARD WEEKLY REPORT - NOVEMBER 2014

BRANCH: MERIZO	Mon., Nov. 3	Wed., Nov. 5	TOTAL	Mon., Nov. 10	Wed., Nov. 12	TOTAL	Mon., Nov. 17	Wed., Nov. 19	TOTAL	Mon., Nov. 24	Wed., Nov. 26	TOTAL	
Attendance	HOLIDAY : ALL SOUL'S DAY	6	6	4	1	5	-	-	-	7	-	7	
Circulation		-	-	-	-	-	-	-	-	-	-	-	
Registration		-	-	-	-	-	-	-	-	-	-	-	
Reference Info / Research		-	-	-	-	-	-	-	-	-	-	-	
Computer Usage		4	4	-	-	-	-	-	-	-	-	-	
PROGRAMS													
After School Drop-In		-	-	-	-	-	-	-	-	-	-	-	-
Toddler Story Time		-	-	-	-	-	-	-	-	-	-	-	-
School Library Visits		-	-	-	-	-	-	-	-	-	-	-	-
TOTAL			10	10	4	1	5	-	-	-	7	-	7

BRANCH: YONA	Mon., Nov. 3	Wed., Nov. 5	TOTAL	Mon., Nov. 10	Wed., Nov. 12	TOTAL	Mon., Nov. 17	Wed., Nov. 19	TOTAL	Mon., Nov. 24	Wed., Nov. 26	TOTAL	
Attendance	HOLIDAY : ALL SOUL'S DAY	39	39	33	38	71	27	74	101	66	14	80	
Circulation		25	25	11	-	11	-	16	16	19	19	38	
Registration		-	-	2	-	2	-	-	-	-	-	-	
Reference Info / Research		-	-	-	-	-	-	-	-	-	-	-	
Computer Usage		2	2	9	21	30	13	16	29	24	6	30	
PROGRAMS													
After School Drop-In		1	1	-	-	-	-	-	-	-	-	-	-
Toddler Story Time		-	-	-	-	-	-	-	-	-	-	-	-
School Library Visits		-	-	-	-	-	-	-	-	-	-	-	-
TOTAL			67	67	55	59	114	40	106	146	110	39	149

BRANCH: DEDEDO	Tues., Nov. 4	Thurs., Nov. 6	TOTAL	Tues., Nov. 11	Thurs., Nov. 13	TOTAL	Tues., Nov. 18	Thurs., Nov. 20	TOTAL	Tues., Nov. 25	Thurs., Nov. 27	TOTAL
Attendance	57	81	138	HOLIDAY : VETERAN'S DAY	70	70	45	53	98	59	HOLIDAY : THANKSGIVING	59
Circulation	40	35	75		50	50	45	37	82	42		42
Registration	-	-	-		-	-	-	1	1	2		2
Reference Info / Research	-	9	9		9	9	16	1	17	8		8
Computer Usage	30	52	82		42	42	14	20	34	165		165
PROGRAMS												
After School Drop-In	-	9	9		3	3	3	3	6	25		25
Toddler Story Time	2	6	8		9	9	5	6	11	21		21
School Library Visits	-	-	-		-	-	-	-	-	-		-
TOTAL	129	192	321		183	183	128	121	249	322		322

BRANCH: AGAT	Tues., Nov. 4	Thurs., Nov. 6	TOTAL	Tues., Nov. 11	Thurs., Nov. 13	TOTAL	Tues., Nov. 18	Thurs., Nov. 20	TOTAL	Tues., Nov. 25	Thurs., Nov. 27	TOTAL
Attendance	66	85	151	: DAY	58	58	194	89	283	90	VING	90
Circulation	44	50	94		45	45	47	58	105	28		28
Registration	1	3	4		2	2	3	-	3	-		-

MERIZO / YONA / DEDEDO / AGAT
GPLS : LIBRARY BOARD WEEKLY REPORT - NOVEMBER 2014

Reference Info / Research	-	-	-	HOLIDAY : VETERAN'S	-	-	-	-	-	-	HOLIDAY : THANKSGI	-
Computer Usage	-	4	4		-	-	-	2	2	2		2
PROGRAMS												
After School Drop-In	-	-	-		-	-	-	-	-	-		-
Toddler Story Time	-	-	-		-	-	-	-	-	-		-
School Library Visits	2	2	4		2	2	5	3	8	-		-
TOTAL	113	144	257		107	107	249	152	401	120	120	

MERIZO / YONA / DEDEDO / AGAT
 GPLS: LIBRARY BOARD WEEKLY REPORT - DECEMBER 2014

BRANCH: MERIZO				HOLIDAY: OUR LADY OF CAMARIN			HOLIDAY: OUR LADY OF CAMARIN			HOLIDAY: OUR LADY OF CAMARIN			HOLIDAY: OUR LADY OF CAMARIN		
	Mon., Dec. 1	Wed., Dec. 3	TOTAL	Mon., Dec. 8	Wed., Dec. 10	TOTAL	Mon., Dec. 15	Wed., Dec. 17	TOTAL	Mon., Dec. 22	Wed., Dec. 24	TOTAL	Mon., Dec. 29	Wed., Dec. 31	TOTAL
Attendance	6	14	20		33	33	6	17	23	1	-	1	4	3	7
Circulation	11	-	11		-	-	1	5	6	-	-	-	2	-	2
Registration	-	-	-		1	1	-	1	1	-	-	-	-	-	-
Reference Info / Research	-	-	-		-	-	-	-	-	-	-	-	-	-	-
Computer Usage	-	-	-		-	-	-	-	-	-	-	-	-	-	-
PROGRAMS															
After School Drop-in	-	-	-		-	-	-	-	-	-	-	-	-	-	-
Toddler Story Time	-	-	-		-	-	-	-	-	-	-	-	-	-	-
School Library Visits	-	-	-		-	-	-	-	-	-	-	-	-	-	-
TOTAL	17	14	31		34	34	7	23	30	1	-	1	6	3	9

BRANCH: YONA				HOLIDAY: OUR LADY OF CAMARIN			HOLIDAY: OUR LADY OF CAMARIN			HOLIDAY: OUR LADY OF CAMARIN			HOLIDAY: OUR LADY OF CAMARIN		
	Mon., Dec. 1	Wed., Dec. 3	TOTAL	Mon., Dec. 8	Wed., Dec. 10	TOTAL	Mon., Dec. 15	Wed., Dec. 17	TOTAL	Mon., Dec. 22	Wed., Dec. 24	TOTAL	Mon., Dec. 29	Wed., Dec. 31	TOTAL
Attendance	27	22	49		24	24	56	55	111	71	25	96	27	27	54
Circulation	6	-	6		6	6	11	6	17	19	8	27	5	15	20
Registration	-	-	-		-	-	1	-	1	-	1	1	-	-	-
Reference Info / Research	-	-	-		-	-	-	-	-	2	-	2	-	-	-
Computer Usage	8	3	11		7	7	28	19	47	39	-	39	3	16	19
PROGRAMS															
After School Drop-in	-	-	-		-	-	-	-	-	-	-	-	-	-	-
Toddler Story Time	-	-	-		-	-	-	-	-	-	-	-	-	-	-
School Library Visits	-	-	-		-	-	-	-	-	-	-	-	-	-	-
TOTAL	41	25	66		37	37	96	80	176	131	34	165	35	58	93

BRANCH: DEDEDO				HOLIDAY: CHRISTMAS			HOLIDAY: CHRISTMAS			HOLIDAY: CHRISTMAS			HOLIDAY: CHRISTMAS		
	Tues., Dec. 2	Thurs., Dec. 4	TOTAL	Tues., Dec. 9	Thurs., Dec. 11	TOTAL	Tues., Dec. 16	Thurs., Dec. 18	TOTAL	Tues., Dec. 23	Thurs., Dec. 25	TOTAL	Tues., Dec. 30		TOTAL
Attendance	56	86	142	46	50	96	47	32	79	42	-	42	15	-	15
Circulation	5	30	35	17	31	48	6	21	27	25	-	25	8	-	8
Registration	1	-	1	1	-	1	-	-	-	-	-	-	-	-	-
Reference Info / Research	2	1	3	2	10	12	14	12	26	6	-	6	6	-	6
Computer Usage	49	50	99	24	19	43	29	11	40	9	-	9	2	-	2
PROGRAMS															
After School Drop-in	-	-	-	-	-	-	2	4	6	-	-	-	15	-	15
Toddler Story Time	-	-	-	-	-	-	2	2	4	-	-	-	-	-	-
School Library Visits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	113	167	280	90	110	200	100	82	182	82	-	82	46	-	46

BRANCH: AGAT				HOLIDAY: CHRISTMAS			HOLIDAY: CHRISTMAS			HOLIDAY: CHRISTMAS			HOLIDAY: CHRISTMAS		
	Tues., Dec. 2	Thurs., Dec. 4	TOTAL	Tues., Dec. 9	Thurs., Dec. 11	TOTAL	Tues., Dec. 16	Thurs., Dec. 18	TOTAL	Tues., Dec. 23	Thurs., Dec. 25	TOTAL	Tues., Dec. 30		TOTAL
Attendance	146	95	241	10	8	18	121	60	181	9	-	9	5	-	5
Circulation	67	40	107	27	27	54	41	17	58	7	-	7	6	-	6
Registration	-	-	-	1	3	4	-	-	-	-	-	-	-	-	-
Reference Info / Research	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Computer Usage	5	2	7	4	-	4	6	-	6	3	-	3	4	-	4
PROGRAMS															
After School Drop-in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Toddler Story Time	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
School Library Visits	5	4	9	-	2	2	5	4	9	-	-	-	-	-	-
TOTAL	223	141	364	42	40	82	173	81	254	19	-	19	15	-	15

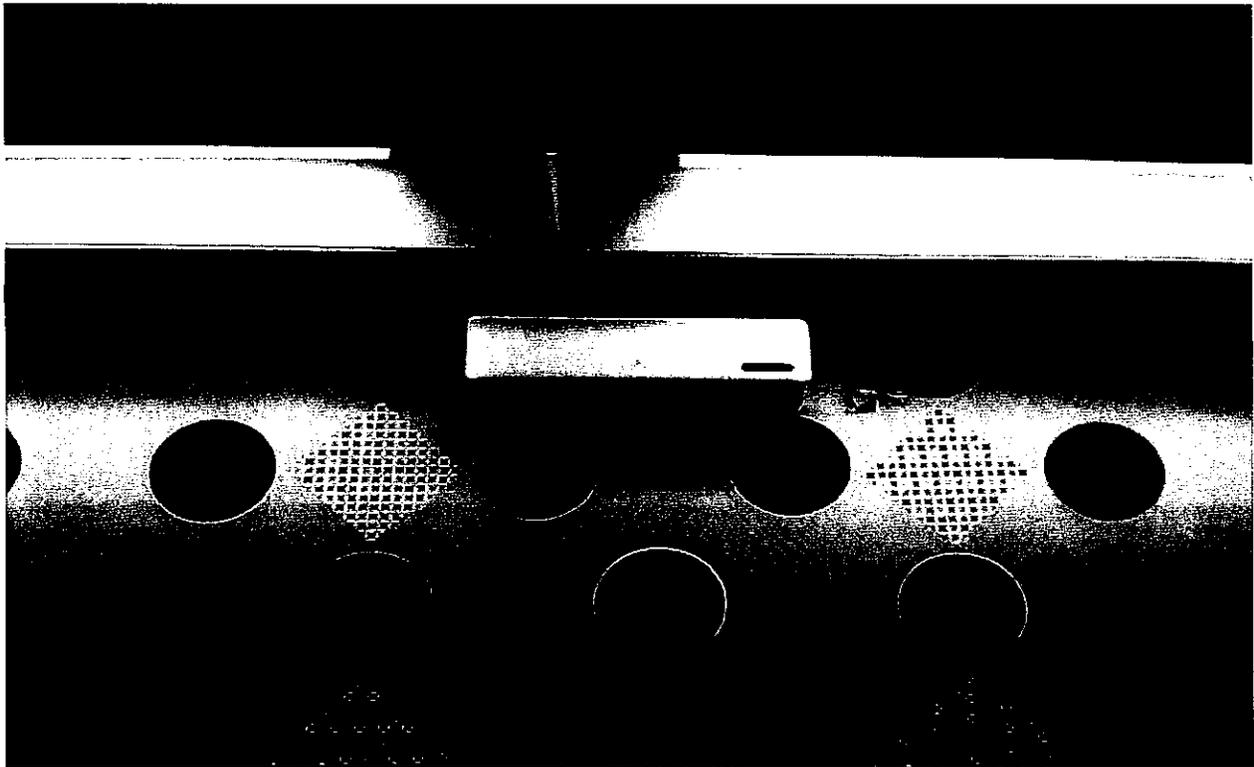
January 15, 2015

**[[DAY 1 FOR THE INSTALLATION OF SPLIT UNITS – MODERN
OFFICE SUPPLY (1ST FLOOR)]]**



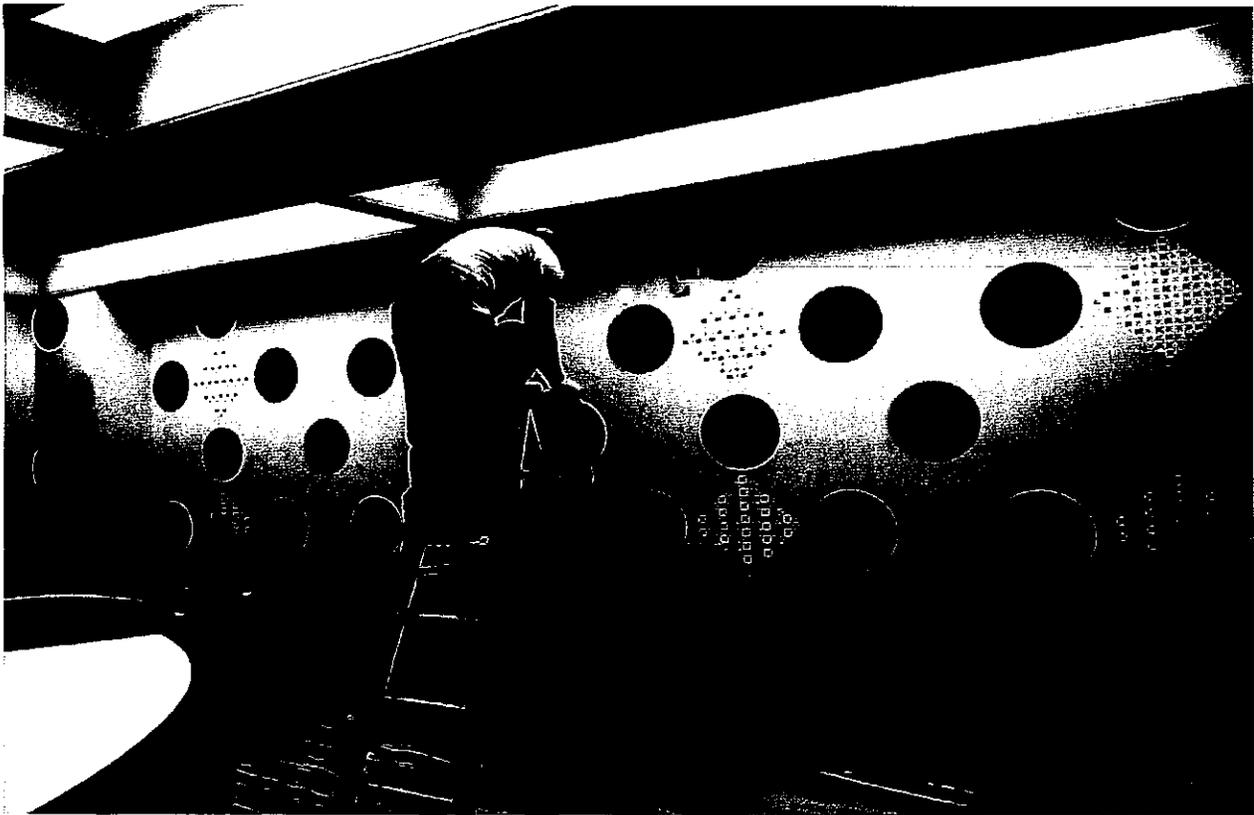
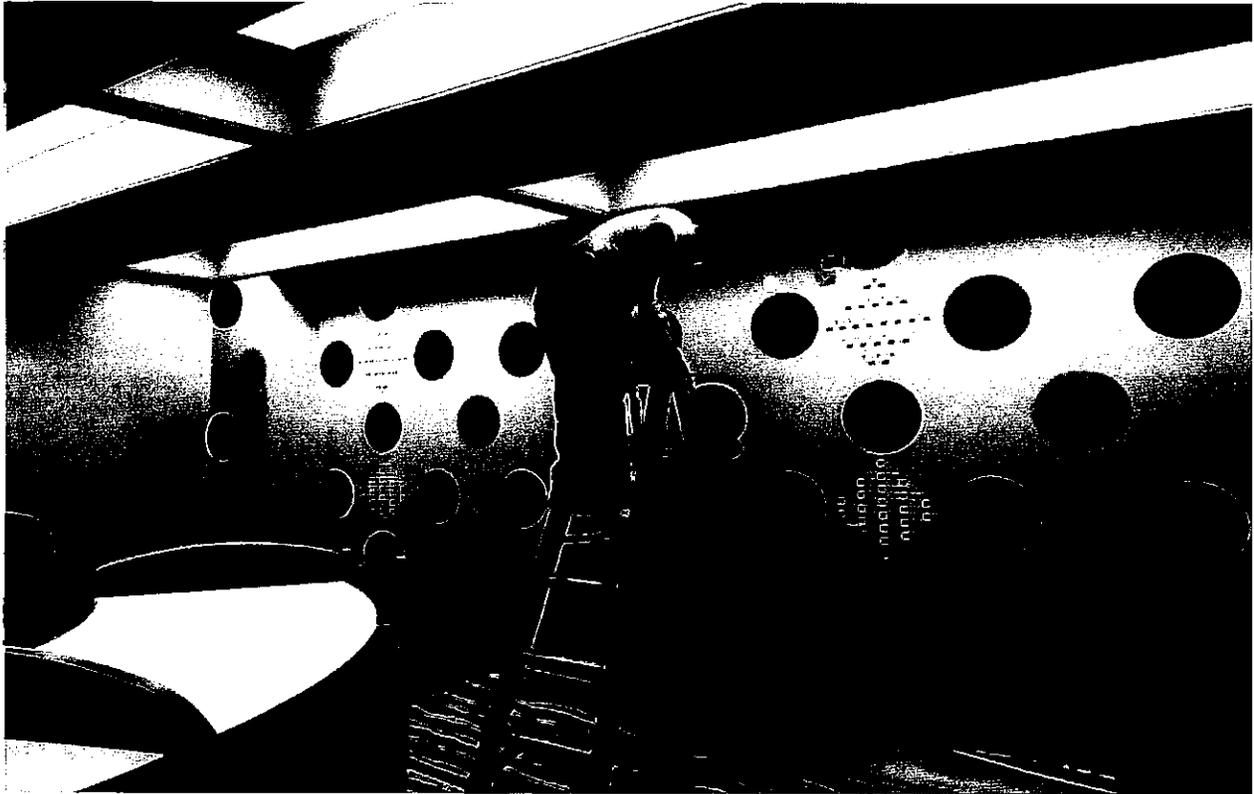
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January 15, 2015

**[DAY 1 FOR THE INSTALLATION OF SPLIT UNITS – MODERN
OFFICE SUPPLY (1ST FLOOR)]**





A Brief Look at Librarian Salaries in U.S. and Colorado Public Libraries

EDWAR, CO (07/No. 30)

MAY 10, 2012

FAST FACTS
RECENT STATISTICS FROM THE LIBRARY RESEARCH SERVICE

The 2010 Public Library Annual Report (PLAR) produced by the Library Research Service and the 2010 ALA-APA Salary Survey published by the American Library Association-Allied Professional Association both provide windows into the compensation earned by library professionals. Both the PLAR and the ALA-APA Salary Survey collect and publish salary data about similar library positions (see below), and classify libraries by size according to the same guidelines¹. Yet, the two reports vary significantly in other respects. The ALA-APA Salary Survey draws data from a sample of libraries nationally, and reports this information at the national, regional, and state levels, whereas the PLAR takes its data from a census of Colorado public libraries. Despite these differences, looking at the two reports side-by-side yields insights about the spectrum of salaries for public library professionals in Colorado and nationally.

The *ALA-APA Salary Survey* is a national survey conducted to ensure that librarians, and those who hire librarians, have accurate and timely salary data. Information about the methodology, as well as additional data and findings, can be found in the *2010 ALA-APA Salary Survey* available at: <http://www.alastore.ala.org/>.

The LRS survey data from the 2010 Public Library Annual Report data may be accessed in its entirety at www.LRS.org.

The 2010 ALA-APA Salary Survey

Comparing national data averages, librarians in medium and large libraries make less than librarians in very large libraries, but the difference is fairly small for non-supervising librarians, managers/supervisors, and department heads (see Chart 1). There is a difference of less than 15 percent between the medium and very large libraries within these job categories. For example, managers/supervisors in very large libraries make 8 percent more than managers in medium libraries. However, for assistant directors and directors the variance is much greater, with directors making two-thirds more in very large public libraries than in medium libraries (68%).

Library Position Definitions

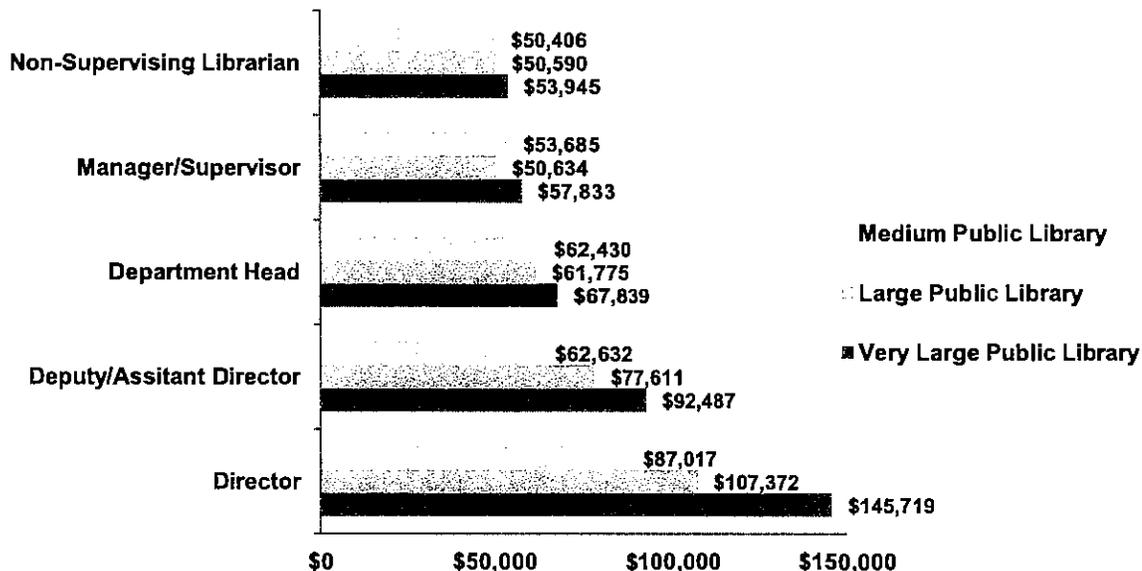
- **Non-Supervising Librarians:** Librarians who do not supervise.
- **Manager/Supervisor:** Individuals who supervise staff in any part of the library but do not supervise librarians with MLS degrees.
- **Department Heads, Coordinators, Senior Managers:** Individuals who supervise one or more librarians with MLS degrees.
- **Associate Directors:** Individuals who report to the Director and manage major aspects of the library operation.
- **Directors:** Chief Officers of libraries or library systems.

¹ Both the *ALA-APA Salary Survey* and the *PLAR* classify public libraries by population size: very small (less than 10,000), small (10,000 to 25,000), medium (25,000-99,999), large (100,000-499,999), and very large (500,000 or more). Very small and small libraries were not included in this analysis because job duties and descriptions in smaller libraries tend to vary widely, are less specialized, and are therefore more difficult to compare. In addition, the data set for the very small and small libraries is incomplete with far fewer cases.



Chart 1

Average Salaries for Library Positions in U.S Public Libraries, Based on the 2010 ALA-APA Survey



The 2010 Colorado Public Library Annual Report (PLAR)

Unlike the ALA-APA survey, the PLAR gathers the high and low salaries for non-supervising librarians, managers/supervisors, department heads, and associate directors from all public libraries in Colorado, with 3 very large, 9 large, and 14 medium public libraries reporting data. (Note that directors' salaries are represented by only one figure per library, not a range.)

Several patterns emerge from this data (see Chart 2). For one, the differences between low and high salaries, across all positions, are more drastic in very large public libraries than in medium and large public libraries. For example, in medium public libraries, high-end salaries for managers/supervisors are 30 percent higher than low-end salaries, and in large public libraries, high-end salaries for managers/supervisors are 36 percent more than low-end salaries, whereas in very large public libraries, this difference is the most extreme, with managers/supervisors at the high-end of the scale earning more than twice as much as non-supervising librarians.

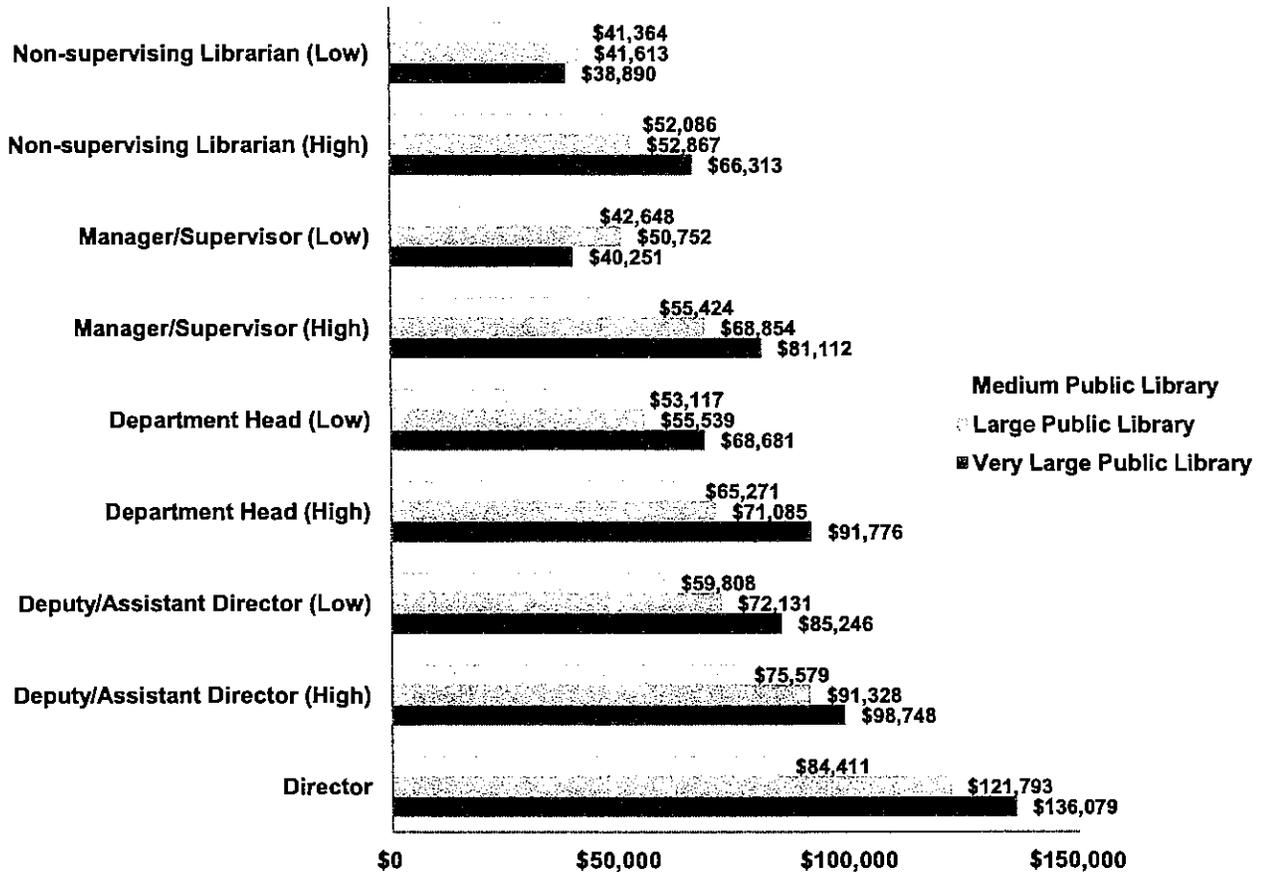
Comparing professional salaries in medium, large, and very large public libraries across Colorado, pay rates in very large libraries generally trump those in medium and large libraries. Yet, this trend is not true of low-end salaries for librarians and managers/supervisors, who tend to earn more in medium and large public libraries than in very large public libraries.



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Chart 2

Average Salaries for Library Positions in Colorado Public Libraries, Based on the 2010 Public Library Annual Report

Conclusion

Despite obvious differences between the PLAR and ALA-APA Salary survey data, some comparisons between the two are inevitable. These show that, on average, directors in Colorado tend to make less than directors nationally. Salaries for other library positions in Colorado are more evenly matched to the national averages, with the mean salaries for the nation generally falling between the average high and low salaries in Colorado. The 2010 PLAR and ALA-APA Salary Survey data also show that in Colorado and across the nation, library professionals in very large and large public libraries tend to earn more than their peers in medium public libraries.

ABOUT THIS ISSUE

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Government of Guam
Fiscal Year 2016
Agency Staffing Pattern
(Proposed)

Input by Department											
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Holiday Pay	Special Pay Categories						(K) D+E+F+G+H+I+J Subtotal
					(E)	(F)	(G)	(H)	(I)	(J)	
					1/ Night Differential Pay 10%	2/ Hazard 10%	3/ Hazard 8%	4/ Nurse Sunday Pay 1.5	5/ Nurse Pay 1.5	6/ EMT Pay 1.5%	
1	1000	Director of Library	Vacant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	1002	Computer System Analyst II	Vacant	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0
11				0	0	0	0	0	0	0	0
12				0	0	0	0	0	0	0	0
13				0	0	0	0	0	0	0	0
14				0	0	0	0	0	0	0	0
15				0	0	0	0	0	0	0	0
16				0	0	0	0	0	0	0	0
17				0	0	0	0	0	0	0	0
18				0	0	0	0	0	0	0	0
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28				0	0	0	0	0	0	0	0
29				0	0	0	0	0	0	0	0
30				0	0	0	0	0	0	0	0
31				0	0	0	0	0	0	0	0
32				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 personnels

3/ Applies to solid waste employees

4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 1/2 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

