



GUAM PUBLIC LIBRARY SYSTEM
Sisteman Laibirihan Pubbleko Guåhan
Government of Guam



The Guam Public Library System Board
Regular Board Meeting – January 28, 2016
3:30 p.m, Barrigada Branch

Agenda

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

- II. Approval of Minutes** – Meeting of November 19, 2015

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

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

- V. New Business**
 - 1.

- VI. Old Business**
 1. Governor’s Request
 2. Friends of the Library Group
 3. Community Outreach Ideas

- VII. Open Discussion**

- VIII. Announcements**

Next meeting _____, at _____ p.m.

- IX. Adjournment**

**Guam Public Library System
Regular Board Meeting
November 19, 2015
4:00 p.m.**

Minutes of Meeting

- I. **Call Meeting To Order.** The meeting was held at the Barrigada branch location, and was called to order by Debra S. Duenas, Chairperson, on November 19, 2015 at 4:17 p.m.

A. **Roll Call**

Present: Ms. Debra S. Duenas, Chairperson; Krishnan Seerengan, Vice-Chair; Kyle Mandapat, Treasurer, Denise Reyes, Board member; Joseph Artero-Cameron, President, D.C.A.; Frankie Aflague, Program Coordinator; Jacqueline Balbas, Program Coordinator III (CAHA); Teresita L.G. Kennimer, Library Technician Supervisor and Rowena Morales, Clerk Typist III. Quorum has been met.

- II. **Approval of Minutes.** Chairperson advised board that minutes were emailed to all members for their review. Motion was made by Denise Reyes to accept board minutes of October 16, 2015 with second motion made by Kyle Mandapat; all in favor with unanimous acceptance of minutes. Chairperson approved the minutes with Rowena Morales countersigning.

III. **Reports.**

A. **President's Report.**

- Legal advice has been sought in regards to procuring for a government to lease space, which must go through the Request for Proposal (RFP) process. Advises that the Guam Community College (GCC) has a RFP that we can obtain as a sample and proceed from there for GPLS' internet café.

Arts in Building. Per Jacqueline (CAHA), the Memorandum of Agreement (MOA) between GPLS and CAHA has been finalized, pending final dates from Sandra Stanley to begin the RFP process so they can begin the orientation for perspective artists. The entire process selection of artists will involve the board members of GPLS. An idea mentioned by Chairperson, Debra, suggests a mural and possibly a hanging structure in the library.

- Members are reminded that the new study room in the library will be used as a training center for the upcoming FestPac in May.
- President is working with Bureau of Budget & Management (BBMR), on expediting in filling the vacancy of Building Custodian. He is looking at filling the position as early as next week.

- Administrative Unit of GPLS will be moving from their current location on the 3rd floor, to the new building, which will allow the library technicians to utilize the entire floor for their processing of books.

Board Chair, asks about expediting librarian positions and the Library Director still needs to be filled. President replies, that it is a funding issue.

B. Administrative Officer.

- 70-Ton Unit update. Pumps and supplies have arrived, pending the shipment of Chiller. Once 70-ton chiller is in operation, all existing split units will be shut off. Split units will provide back-up in the event there is a problem with chiller unit.

C. Library Technician Supervisor.

- Teresita reminds President Cameron how short staffed she is and especially with the new children's library opening, she will not have enough staff to cover all areas. In order for her to provide all services, GPLS must be adequately staffed. She also advises of the danger of having just one staff employee assigned to the branches, in which board chair agreed.

Board Chair reminds Library Technician Supervisor and President, the need to recruit librarians.

President recommends on a working session with oversight chair Senator WonPat.

IV. New Business

- **Arts in Building.** Theme needed
- **Gameroom.** Per Board Chair, Game Rooms are very popular in many libraries in the states. Vice Chair, suggest more studies to be done on the Gaming issue.
- **Ribbon Cutting.** President reminds everyone that the Flores family must be invited to the Ribbon cutting of the new library.
- **Internet Café.** President informs board members that Sandra Stanley will be working on the RFP.
- **Retiring.** President inquires if there is any GPLS staff that will be retiring.
- **E-Books.** President and Board Chair mentions that a more concentrated effort needs to be put on e-books.
- **Non-Appropriated Funds (NAF).** President suggests the opening of a NAF account so GPLS can begin to draw down on funds needed. Will discuss with his ASO to have one set up for GPLS.

- **Election of Officers.** President convenes to manage the election process. Positions available; Chair, Vice-Chair and Treasurer.

Treasurer

Debra nominates Kyle to continue his current position as Treasurer. Denise motions to close by activation. All in favor. *New Treasurer, Kyle Mandapat.*

Vice-Chairperson

Kyle nominates Debra. Kris motions to close by activation. All in favor. *New Vice-Chairperson, Debra S. Duenas.*

Chair Person

Debra nominates Kris. Denise motions to close by activation. All in favor. *New Board chair, Krishnan Seerengan.*

V. Old Business

- **Friends of the Library.** Per Kyle, draft has been completed and emailed out to all members which none of them received. He will re-send it out to everyone, while the President has asked him to drop off a hard copy to his office.

VI. Adjournment. A motion was made to adjourn the meeting by Ms. Denise Reyes; seconded by Kyle Mandapat. None opposed, meeting was adjourned at 5:33 p.m.

Approved by:  *01-28-2016* Date: 1-28-16
Krishnan Seerengan, Chairperson-GPLS

Countersigned by:  Date: 1-28-16
June M. Aflague, Administrative Assistant-GPLS

Guam Public Library System
Report submitted to the Board
Thursday, January 28, 2016
(Barrigada Branch Library)
3:30 p.m.

Provided by Sandra M Stanley, Administrative Officer

Old Business:

70-Ton Unit has been installed.

Department of Interior Project – Hagatna Library

Department of Interior (DOI) – Hagatna Library

As of January 19, 2016 the project is at 87.26% completed as reported by S.K. Construction, Inc.

Time for completion is February 5, 2016. Ribbon cutting to be on ***March 3, 2016 at 11:00 a.m.***

Other Matter(s):

Arts in Public Building. 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.
Administrative cost of (2%) will be transferred to CAHA – amount is \$198.29.

Available funding for Art work is: \$9,716.38 Meeting was held at 3:30 p.m. Friday, March 13, 2015 at GPLS Conference Room.

Site walk through was held on January 7, 2016 at 2:30 p.m. Present were: Sherrie Barcinas with CAHA; Mr. Kris Seerengan, GPLS Board Chairperson; Ms. Debra Duenas, GPLS Board Member and artists.

I provided to CAHA pictures of areas that either were renovated or newly built using federal funds.

Request for Proposal is posted on GPLS' Website (copy attached). The sign-in sheet is attached also.

New Business:

1) *Executive Order No. 2015-015* re:

Relative to requiring all Government of Guam agencies autonomous instrumentalities, Commissions and Boards to develop and implement a language access plan (LAP) to address the communication needs of persons of limited English proficiency (LEP), those who have literacy challenges, individuals with disabilities, and those who are deaf or have hard of hearing (DHH) impairments, in compliance with U. S. Presidential Executive Order 13166 and relevant U. S. Department of Justice and Territorial regulatory and accreditation mandates (copy attached).

2) Public Hearing on Bill No. 245-33 (COR) to be held on Tuesday, 2-2-1016 at 10:00 a.m. at the Guam Legislature Public Hearing room re ...”relative to authorizing the Guam Public Library System to lease the portion of the building referred to as the “Internet Café” for the purpose of operating and managing a high quality and reasonably priced Café.”

3) Account Print out for the positions of Territorial Librarian and Computer Systems Analyst II (still no funding as of 1-26-2016 – copy attached).

4) Game Room – GPLS does not have the funds at this time. GPLS Board will have to solicit for equipment and games. ***Game Room Rules and Regulations would have to be addressed. Attached are:***

- 1) Info on “Teen Game Room” from Kingwood Library
- 2) Meeting Room Policy & Application from Harris County Public Libraries
- 3) Wake County Public Library Conference Room Policy

5) Internet Café – A statute is necessary authorizing GPLS to lease the area to operate the café.

Public Hearing on Bill No. 245-33 (COR) re ...relative to authorizing the Guam Public Library System to lease the portion of the building referred to as the “Internet Café” for the purpose of operating and managing a high quality and reasonably priced Café.

ARTS IN BUILDING

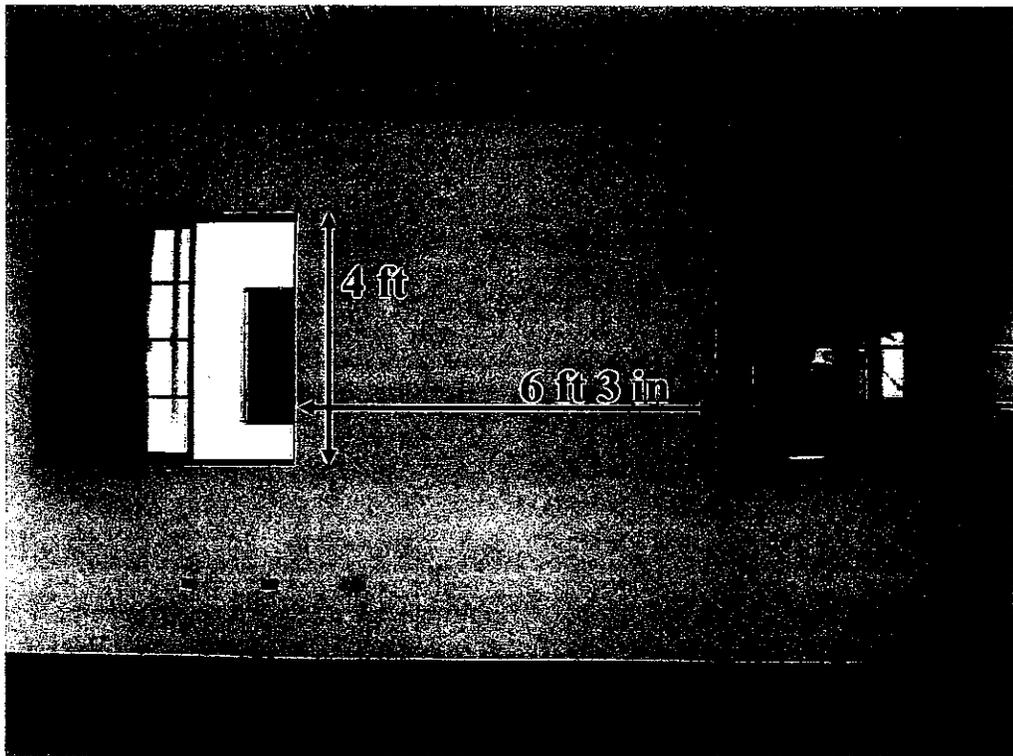
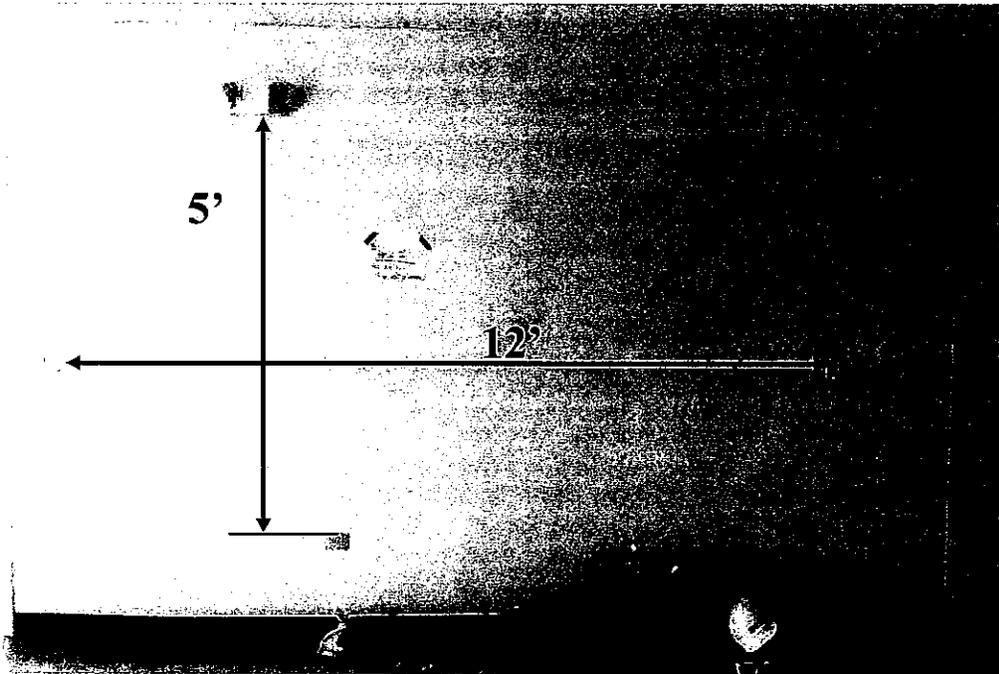
1/7/16 - Thursday

On site walk through tour 2:30pm today at GPLS Hagatna branch with CAHA – Sherrie, Board members – Kris & Debra and artists.

Rooms not shown to artists on site visit were the Game room (1st floor) and Administration offices (2nd floor, new building)

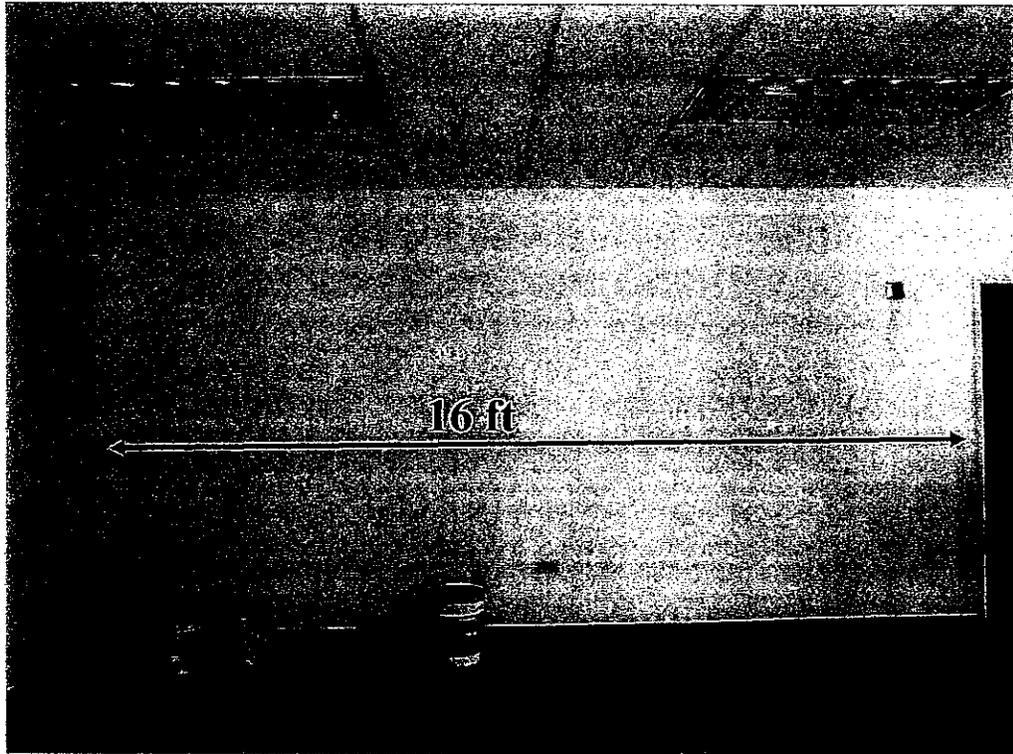
1st Floor Children's Library
New Building
Ceiling Height in this area is 8' 6"

Note: Art work (Painting/Photo)
Frames not to be placed lower than
4' 5" from the floor.

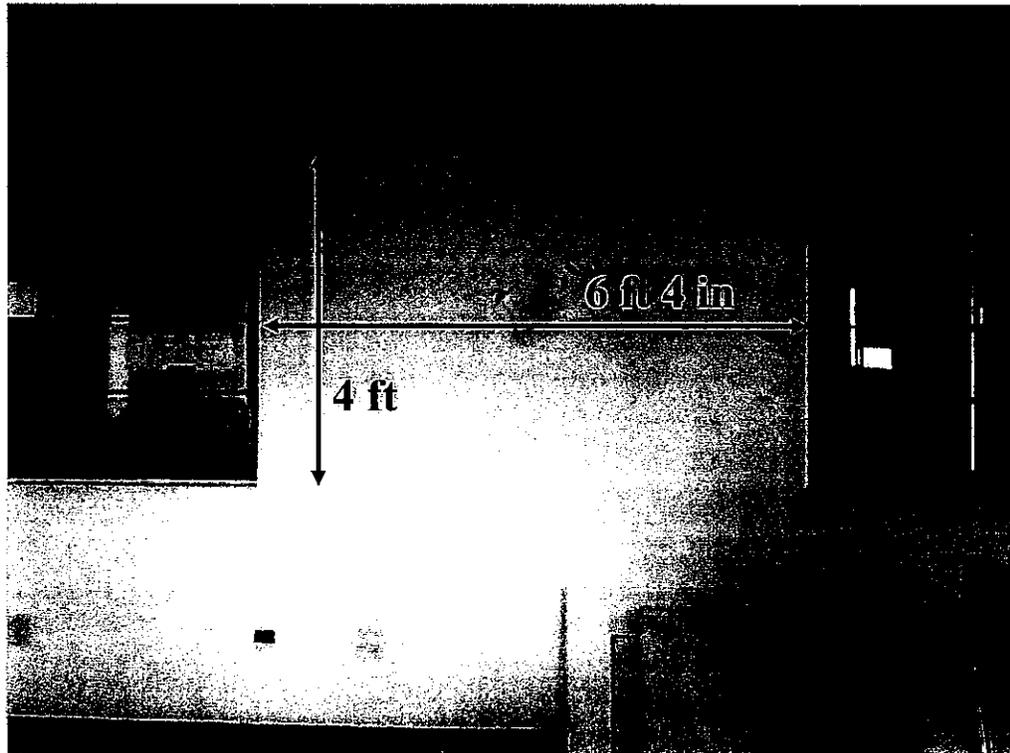


1st Floor Children's Library New Building
Ceiling Height in this area is 8' 6"

*Note: Art work (Painting/Photo)
Frames not to be placed lower than
4' 5" from the floor.*

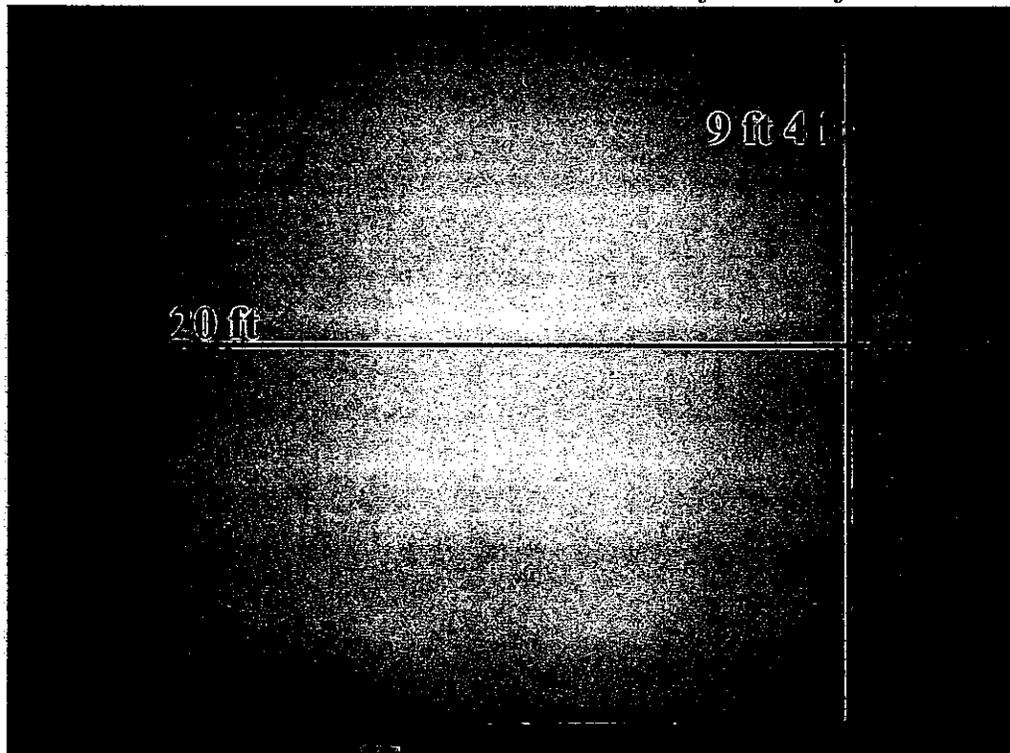


**Internet Cafe
New Building**



**Conference Room
New Building**

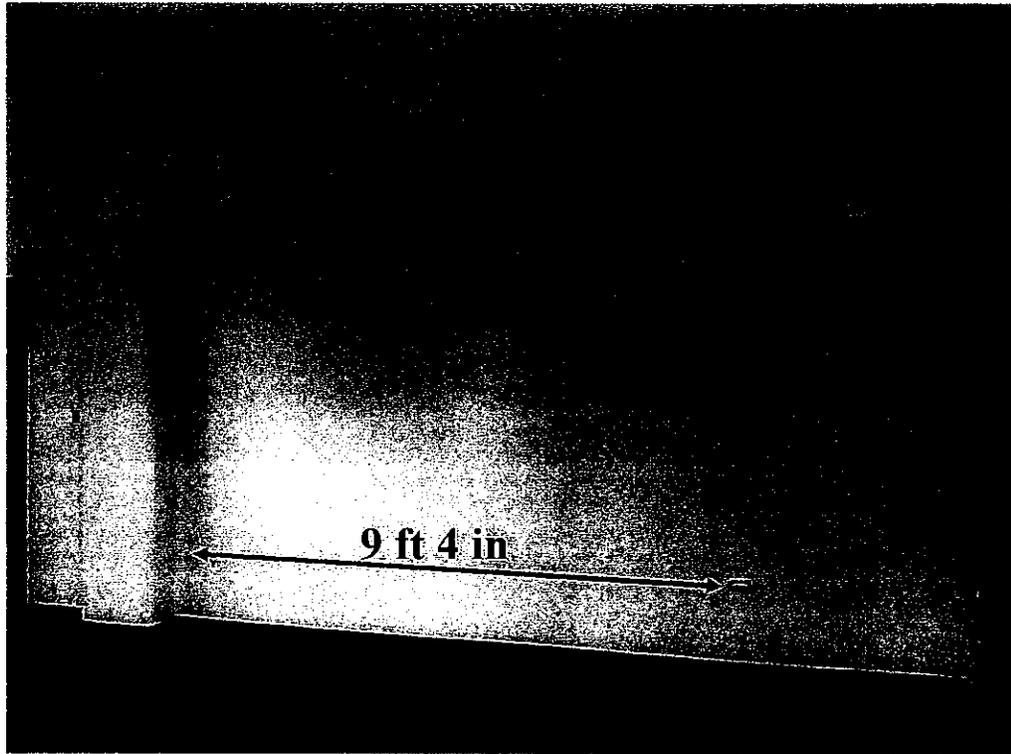
*Note: Art work (Painting/Photo)
Frames not to be placed lower than
4' 5" from the floor.*



**2nd Floor New Building
Administrative Unit**
Ceiling Height in this area is 8'

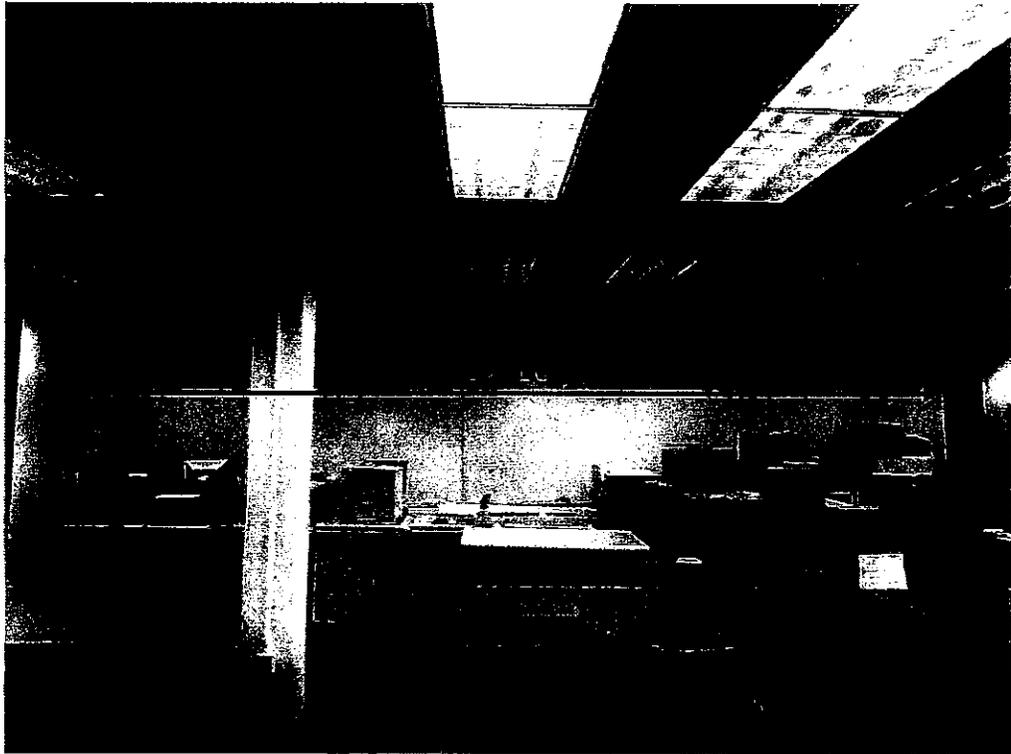
*Note: Art work (Painting/Photo)
Frames not to be placed lower than
4' from the floor.*

NOT
SHOWN



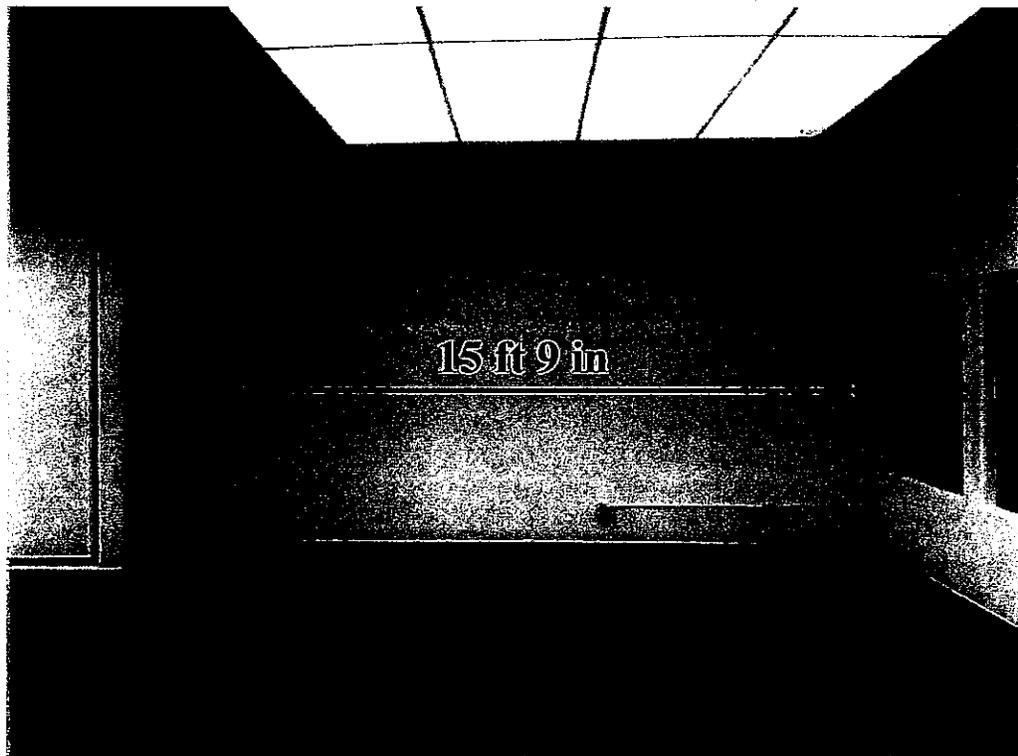
2nd Floor Existing Building
Ceiling Height in this area is 9'

*Note: Art work (Painting/Photo)
Frames not to be placed lower than
4' 5" from the floor.*



**1st Floor Existing Building
Study Room**
Ceiling Height in this area is 8'6"

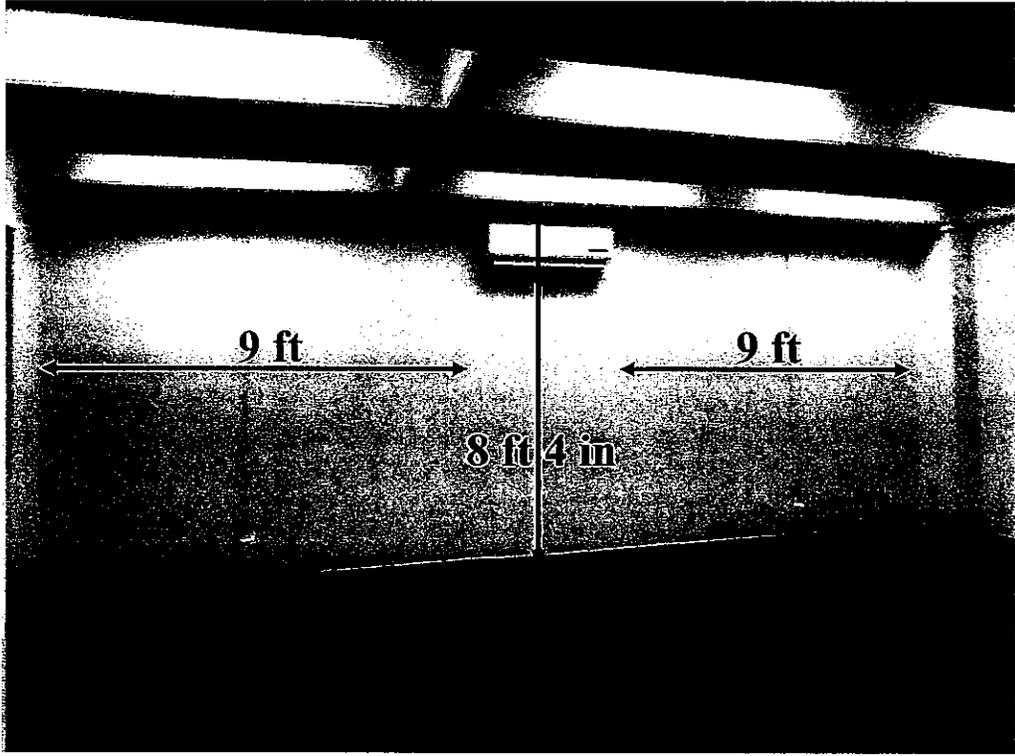
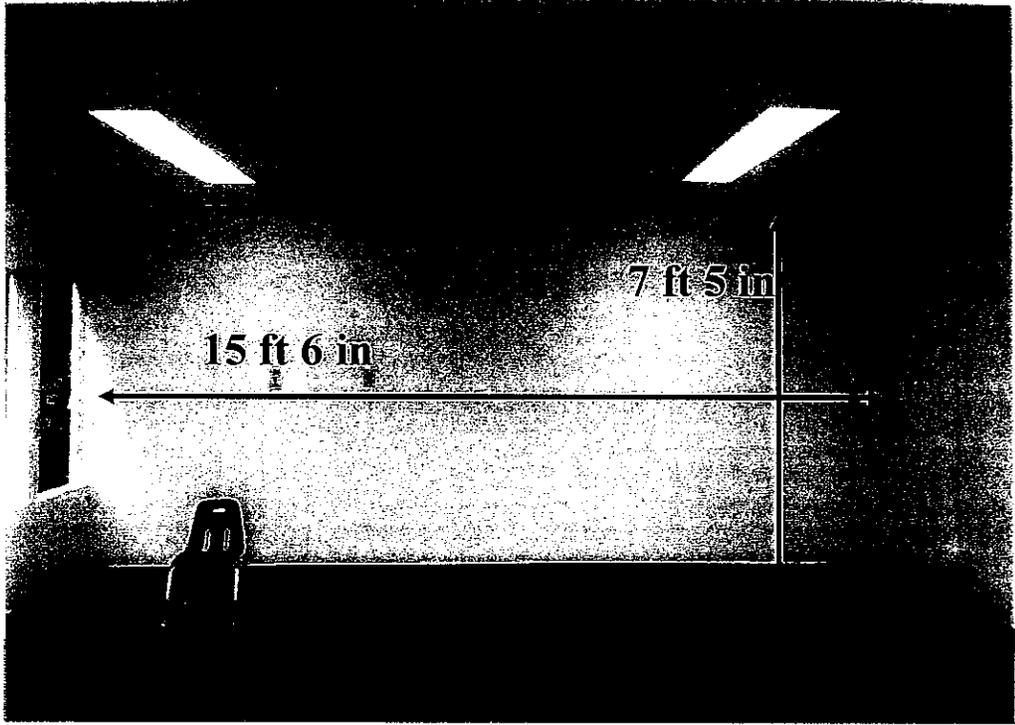
*Note: Art work (Painting/Photo)
Frames not to be placed lower than
4' from the floor.*



1st Floor Existing Building Game Room

*Note: Art work (Painting/Photo)
Frames not to be placed lower than
4' from the floor.*

NOT
SHOWN



Request For Proposal 16-3621-003

Relative to the solicitation of art work for the Guam Public Library System Children's Library

GPLS RFP 16-3621-003 PFA 121415

Addendum no 1 - Wall - GPLS Children's library Percent Project

Addendum No 2 GPLS RFP 16-3621-003 FINAL 011316

GUAM PUBLIC LIBRARY SYSTEM REQUEST FOR PROPOSAL NO. 16-3621-003 FOR ARTIST TO PRODUCE VARIOUS TYPES OF ART FOR DISPLAY IN THE Nieves M Flores Memorial Children's Library BUILDING	
RFP# - Issue Date: December 14, 2015	
Responses Due Date and Time: January 11, 2016, 4:00 p.m., Chamorro Standard Time (ChST)	
ISSUING AGENCY INFORMATION	
<p>Guam Public Library System, Department of Chamorro Affairs Joseph Artero-Cameron, President Point of Contact: Sandra Stanley, GPLS Administrative Officer Guam Public Library System 254 Martyr Street, Hagåtña, Guam 96932 Phone: (671) 648-3000 Website: http://gpls.guam.gov.</p>	
<p>Point of Contact: Jackie Balbas Guam Council on the Arts and Humanities Agency (CAHA) a Division of the Department of Chamorro Affairs Terlaje Professional Building, 1st Floor 194 Hernan Cortez Avenue, Hagåtña, Guam 96910 Phone: (671) 300-1204/5/6/7/8 Fax: (671) 300-1209 Email: jacqueline.balbas@caha.guam.gov Website: www.guamcaha.org</p>	
INSTRUCTIONS TO RESPONDENTS	
<p>Submit to: Jackie Balbas Guam Council on the Arts and Humanities Agency Terlaje Professional Building, 1st Floor 194 Hernan Cortez Avenue, Hagåtña, Guam 96910 Phone: (671) 300-1204/5/6/7/8 Fax: (671) 300-1209</p>	<p>Mark Face of Envelope/ Package: RFP Number: 16-3621-003 RFP Title: Request for Proposals for Artists Capable of Producing Various Types and Works of Art to be displayed or exhibited in the Nieves Flores Memorial Children's' Library Responses Due: January 11, 2016, 4:00 p.m. (ChST)</p>
RESPONDENTS MUST COMPLETE THE FOLLOWING	
Respondent's Name/ Point of Contact/ Address	Authorized Respondent's Signatory Printed Name:
	Authorized Respondent's Signature: (Please print name and sign in ink)
Respondent's Phone Number:	Respondent's Fax Number:
Respondent's Federal I.D. Number:	Respondent's Email Address:
RESPONDENTS MUST RETURN THIS COVER SHEET WITH THEIR RESPONSE	

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Nieves Flores Memorial Children's Library
Request for Proposals 16-3621-003

INTRODUCTION

Guam Public Library System (GPLS), a Division of the Department of Chamorro Affairs 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, seeks proposals from qualified local artists to provide a variety of art and craft items to be displayed or exhibited in/or at the Nieves Flores Memorial Children's Library. All selected art should reflect artwork that is appealing to children and speak to the Chamorro culture.

GPLS, in partnership with CAHA, is soliciting proposals from local artists capable of producing various types of works of arts 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

Proposals submitted in response to the RFP must include

1. Artist Application;
2. Professional Resume(s);
3. At least three (3) but not more than ten (10) samples of relevant work (i.e. photos or prints);
4. At least four (4) professional references from individuals who are familiar with your artwork produced in the past five (5) years OR a list of four (4) professional references of individuals who are familiar with your artwork produced in the past five (5) years to include their contact numbers and email addresses;
5. Conceptual Presentation comprised of:
 - a. Sample representation/ sketch of proposed concept, style, graphics, and method of assembly as applicable per media, area of interest or craft selected.
 - b. Written narrative on the concept and how it relates to the thematic guidelines.
 - c. Type(s) of medium to be used.
 - d. Proposed timeline for completion.
 - e. 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 will be monitored and inspected.
 - f. Title(s) of work to be produced and dimensions of piece.
6. Detailed Budget Breakdown - Artist cost proposal to produce work.

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

¹Interested applicants may registered with CAHA by visiting: <http://www.guamcaha.org/#artists> directory

LOCATION

All artwork will be displayed or exhibited in the Nieves Flores Memorial Children's Library. 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 the CAHA website at: <http://www.guamcaha.org/> or the GPLS website at: <http://gpls.guam.gov>. The process of selecting the artisans will consist of:

1. Request for Proposal – Artist Application

All interested artists are required to submit a completed application which is divided into four (4) areas:

- a. Project description/ narrative concept to include sketches, titles and dimensions of proposed work.
- b. Artist background and history – Focus should be on the applicant's experience in creating works in their craft.
- c. 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 or art, and overall capability.
- d. Detailed budget breakdown – cost proposal to produce work
- e. 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 shall include representation or photographs of past works (commissioned or not), information on the location(s) of such work, and patrons.
- f. Letters of recommendations from four (4) professional references who are familiar with your work produced within the past five years or a list of four (4) professional references - individuals who are familiar with your work produced within the past five years with contact information (phone number and email address).

2. Final Conceptual Selection

The selection committee will review and evaluate all submissions, concepts, portfolios, representative samples of artists' works submitted (scaled as appropriate), cost proposals and will make final selections.

CAHA and GPLS reserve the right to request additional information. All final concepts and craftwork samples will become the property of CAHA/GPLs along with limited copyright and certification of authenticity.

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

- a. The quality and creativity of the artist relative to the RFP disciplines for which they request evaluation;
- b. Ability to express and conceptualize according to a thematic framework, including those specific to the GPLS facility and exhibit designs;
- c. Technical competence specific to the disciplines identified in the RFP. Technical competence, must be evidenced by past work and experience, and documented in the artist's portfolio; and
- d. 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 GPLS. From the outset, the work of all artisans will be closely coordinated by CAHA, the selection committee and GPLS representative.

Following contracting and the issuance of Notice to Proceed, an initial "kick off" meeting will be held between each contracted artisan, and CAHA, the selection committee and GPLS 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 GPLS will approve sketches to ensure that the design intent is being met and that the final deliverable is in keeping with the vision of GPLS.

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 GPLS 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 work.

PROJECT SCHEDULE

Solicitation Issue Date	December 14, 2015
Orientation at CAHA Gallery	December 19, 2015 at 10:00 a.m.
Review of project requirements	
Review of artwork spaces within the building	
Discussion of theme/concept	
RFP Responses Due to CAHA (*Responses must be submitted directly to the CAHA Office – No email or faxes will be accepted)	January 11, 2016, 4:00 p.m., Chamorro Standard Time (ChST)
Evaluation of Applications	January 18 – 22, 2016
Select and Commission Artists	January 2016
Production of Artwork	February – March 2016
Final Artwork Due	April 2016
Installation of Artwork	April 2016



GUAM COUNCIL ON THE ARTS & HUMANITIES AGENCY

Kahan I Kutturán Guahan

Office Location: Terlaje Professional Bldg., 1st Floor, 194 Hernan Cortez Ave., Hagåtña

Mailing Address: P.O. Box 2950, Hagåtña, Guam 96932

Tel. (671) 300-1204-8 Fax. (671) 300-1209

Email: kahal@guam.net

Website: www.guamcaha.org

Request for Proposals 16-3621-003: Artist Application
To produce various types of art for the display in the
Nieves M. Flores Memorial Children's Library Building

Carefully review the program guidelines and instructions before filling out the application form. Incomplete and illegible forms may invalidate your applications. 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:	
F.	Art Type/ Discipline Applying for:	<input type="checkbox"/> Fine Art <input type="checkbox"/> Photography <input type="checkbox"/> Illustrations <input type="checkbox"/> Craft/Historic Reproduction
		<input type="checkbox"/> Other (Please Describe):
G.	Artist(s) Involved (Name and contact number):	

PROJECT DESCRIPTION/ CONCEPT

PROJECT DESCRIPTION/ CONCEPT: 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? Indicate title(s) of artwork and dimension of each piece. Please attach sketches of your concept.

GCAHA USE ONLY:	Date Received:
Application Number:	Project Type:
Applicant Status:	Type of Activity:
Applicant Institution:	Applicant Discipline:
Panel:	Award Date:
Project Discipline:	Progress Report Due:
International Activity:	GR: PR:

Project Description/ Concept *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 medium 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 of the size and scope required for the commission

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 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.

Detailed Budget Breakdown – Artist Cost Proposal to Produce Artwork

Detailed Budget breakdown

4. Provide a detailed budget breakdown of costs to produce artwork. 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 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 GCAHA the dates, times and locations of the project to take place for on-site review by GCAHA representative. If applicable, the grantee is requested to provide free admission to projects/events for review.
 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): _____

Parent or Legal Guardian: _____

Date of Application: _____

CHECKLIST**INDIVIDUALS (Did you include the following?)**

- 1. Professional Resume/ Biography
- 2. At least three (3) and no more than ten (10) samples of relevant artwork (i.e., photographs, prints, CD-Rom or USB containing digital images)
- 3. Four (4) professional references -- letters of recommendations from individuals who are familiar with your artwork produced in the past five (5) years OR a list of four (4) professional references of individuals who are familiar with your artwork produced in the past five (5) years to include their contact numbers and email addresses.
- 4. Conceptual Presentation -- sample representation/ sketches of proposed concept and other pertinent information: type(s) of medium used ; proposed timeline for completion; location of where the commissioned will be produced and titles of work to be produced and dimension of pieces
- 5. Detailed Budget Breakdown - Artist cost proposal to produce artwork

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

Guam Public Library System
Percent for the Arts Project – Nieves Flores Memorial Children’s Library
Addendum No. 2
RFP No. 16-3621-003
(01.13.16)

I. Theme:

All selected art must speak to the theme: “Child Oriented, Island Cultural, and/or Beach/Reef”. The artwork could depict children doing local activities; or at the beach; or be an underwater reef scene.

II. Types and Works of Art may include:

Fine Art, Murals, Photography, Illustrations and Crafts, etc. Paintings and photographs in various sizes are acceptable and must be framed.

III. Locations for the Artwork as prioritized by GPLS

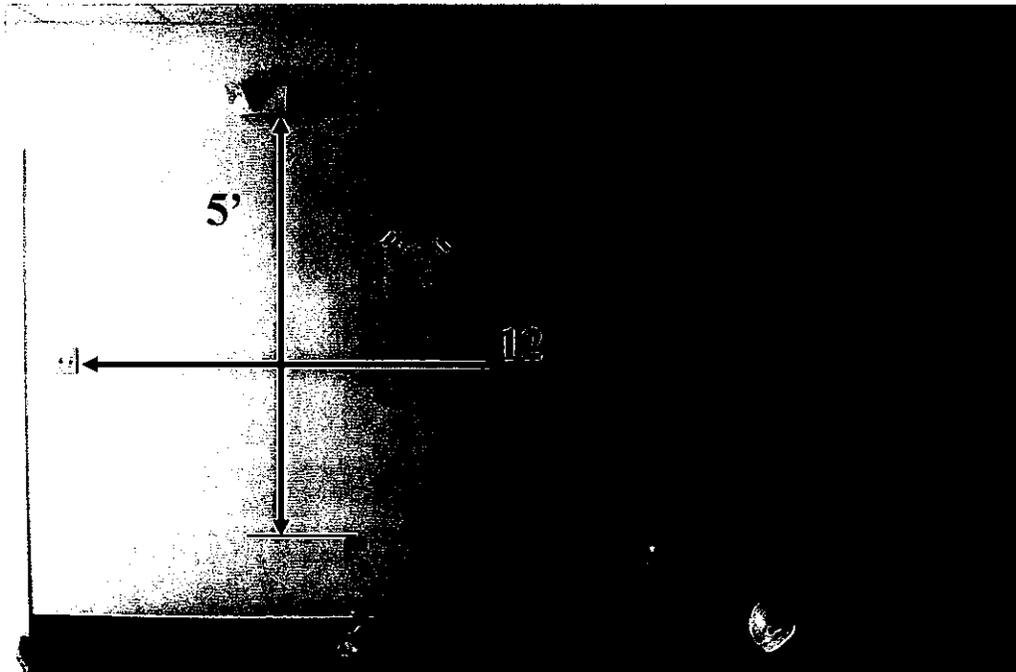
1. 1st FLOOR CHILDREN’S LIBRARY - New Building (4 Walls)

Ceiling Height in this area is 8’ 6”

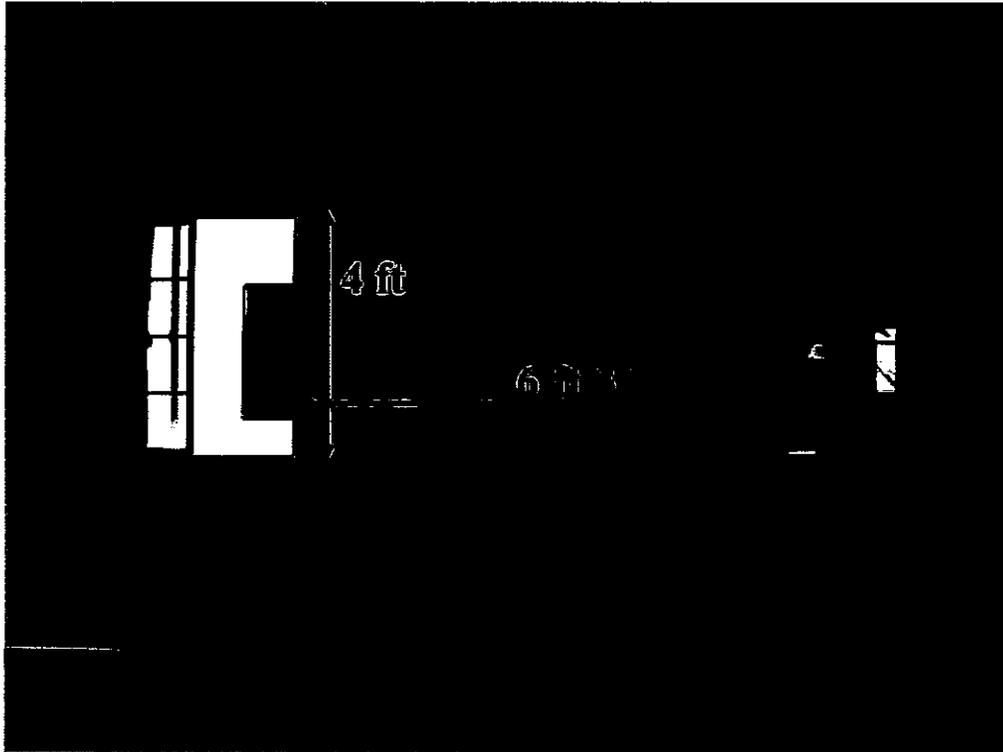
Note: Art work (Painting/Photo) Frames not to be placed lower than 4’ 5” from the floor.

These are the only walls that could possibly accommodate a mural.

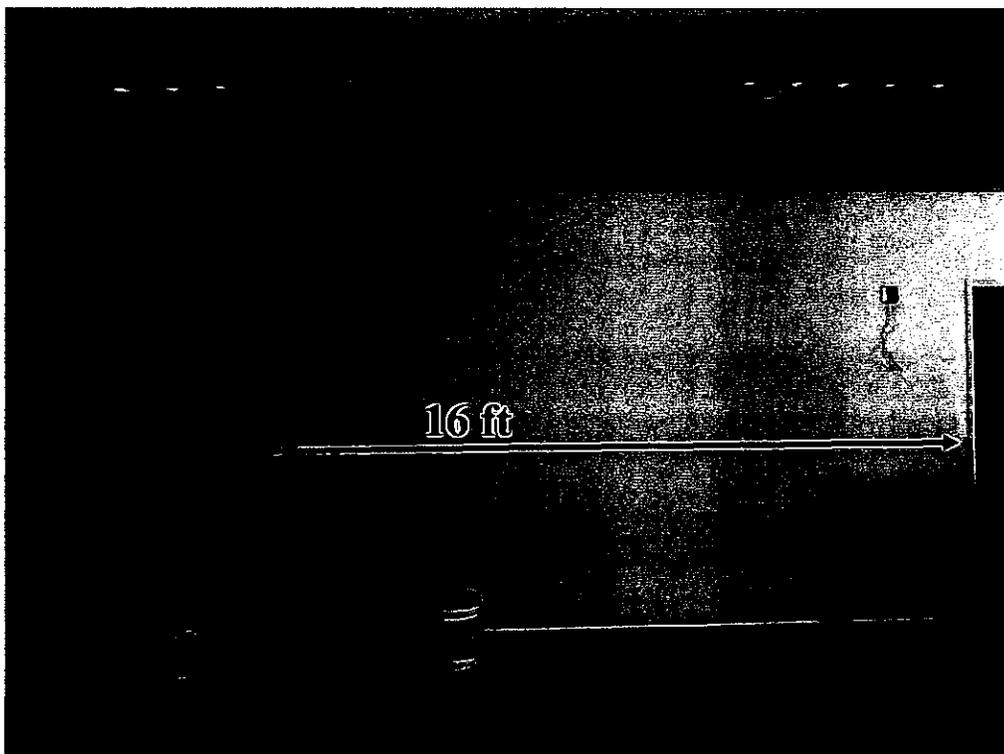
WALL 1



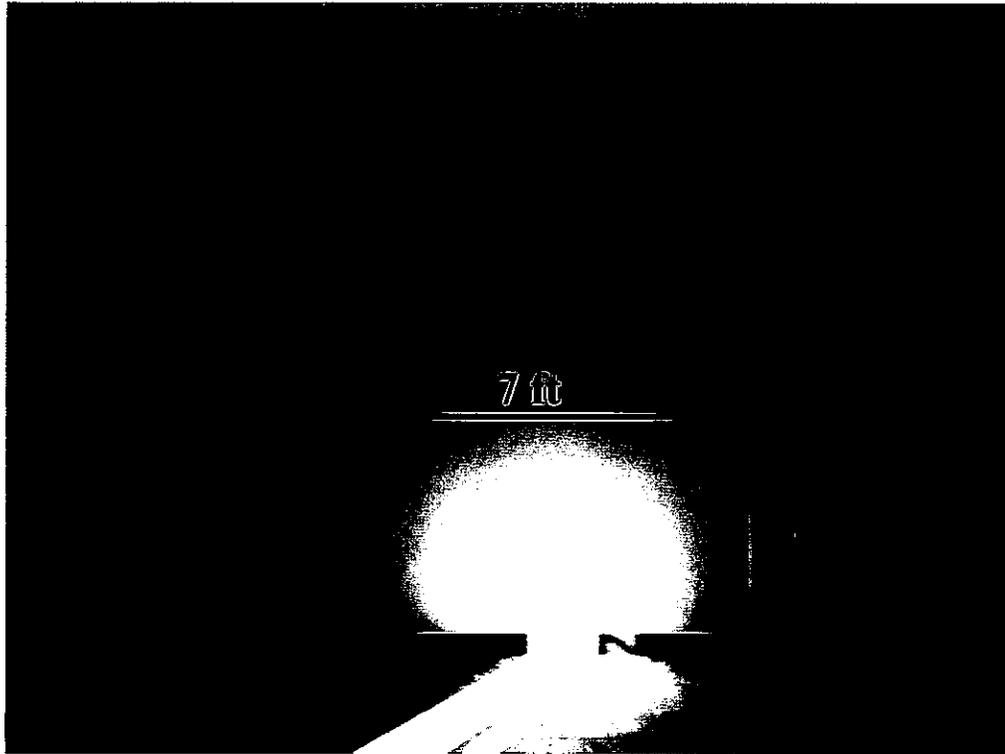
Wall 2



Wall 3



Wall 4



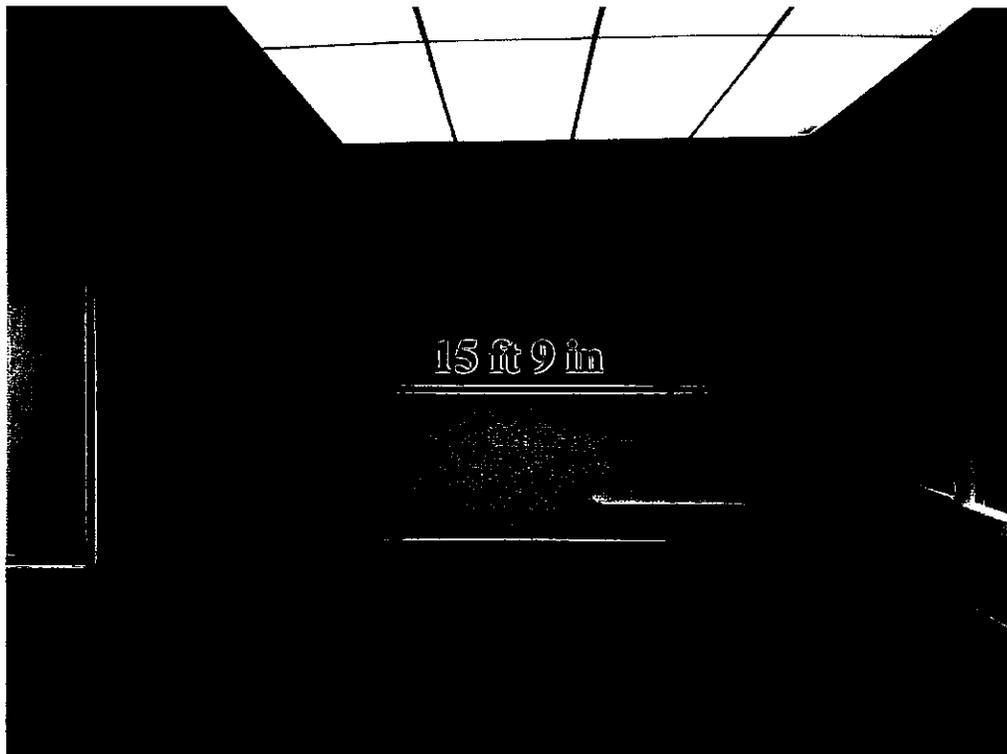
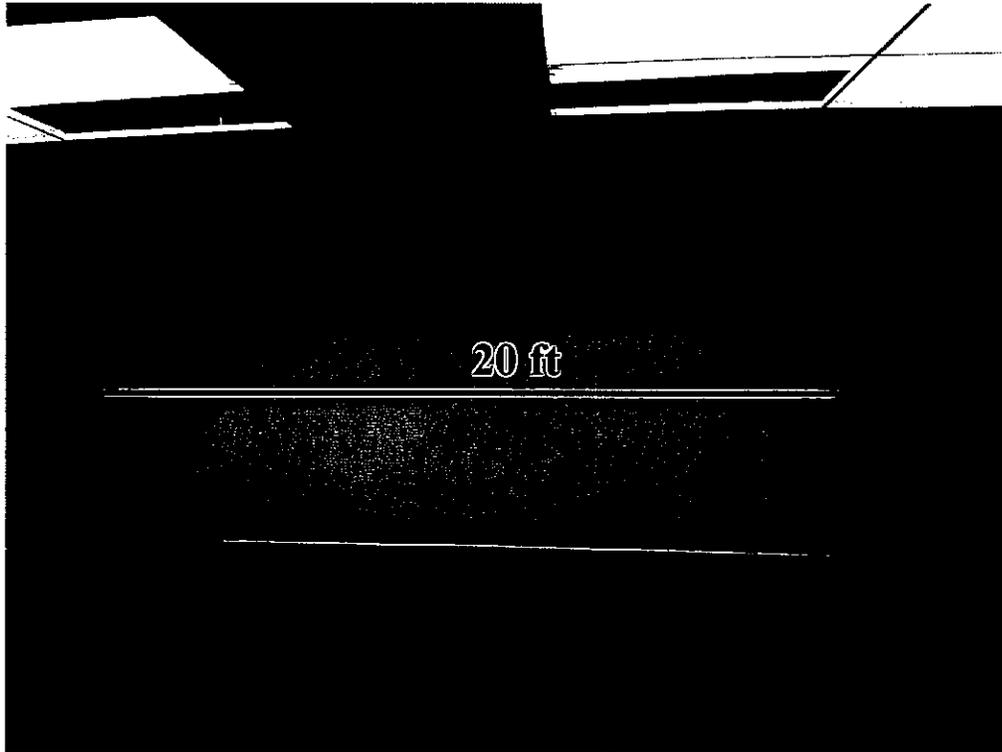
2. Internet Café - New Building



3. **1st Floor Existing Building - Study Room**

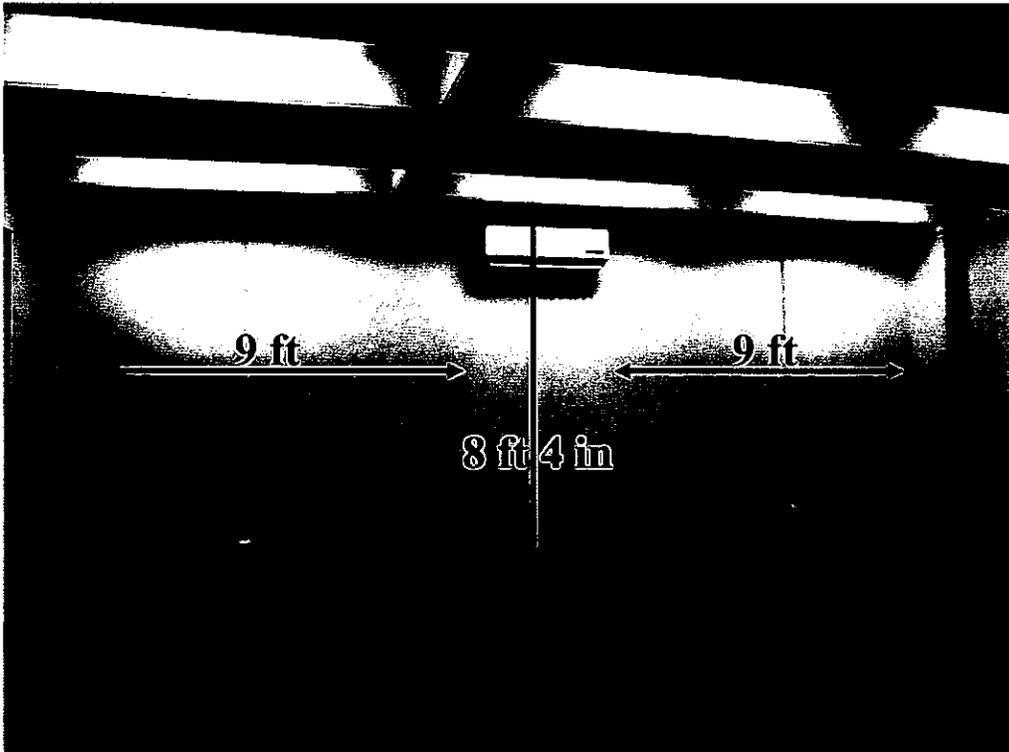
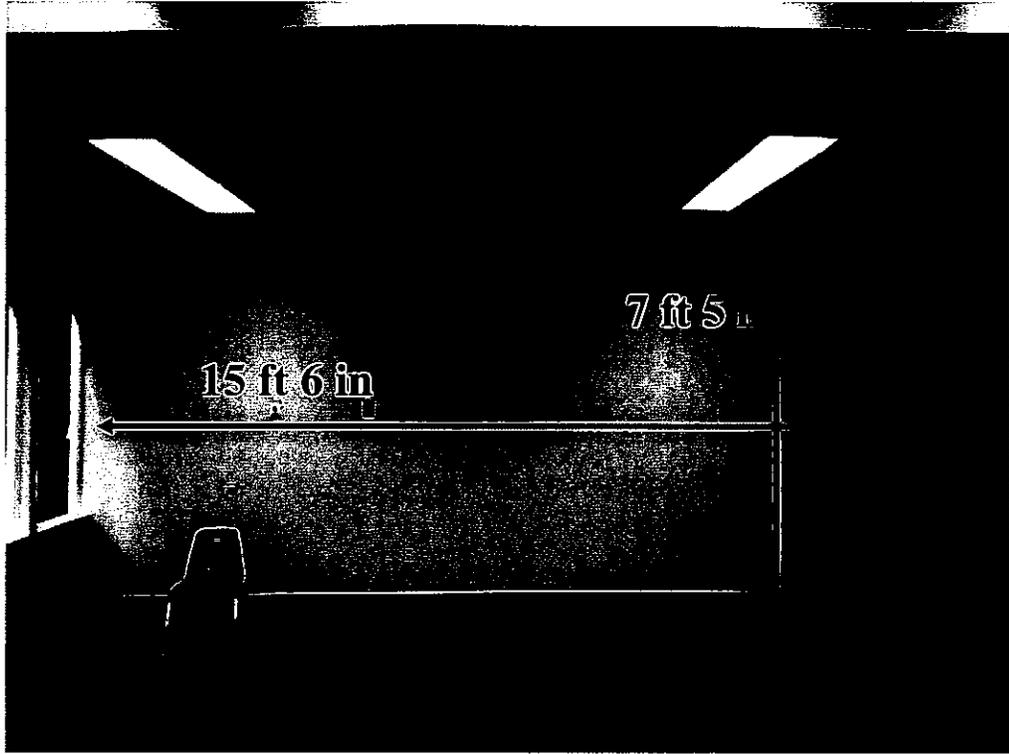
Ceiling Height in this area is 8'6"

Note: Art work (Painting/Photo) Frames not to be placed lower than 4' from the floor.



4. 1st Floor Existing Building - Game Room

Note: Art work (Painting/Photo) Frames not to be placed lower than 4' from the floor.



IV. Revised Project Schedule:

- **RFP Responses Due to CAHA**
(*Responses must be submitted directly to
The CAHA Office located at
194 Hernan Cortez Avenue
Terlaje Building, 1st Floor, Hagåtña.
No email or fax responses will
be accepted.)

4:00 p.m., Friday, January 29, 2016

- Evaluation of Applications February 8 – 12, 2016
- Selection and Commission of Artists February 2016
- Production of Artwork March – April 2016
- Final Artwork Due May 2016
- Installation of Artwork May 2016



GPLS On-Site Walk Through
RFP No. 16-3621-003 – Nieves Flores Memorial Children's Library
January 06, 2016 • 2:30 p.m.
Nieves Memorial Library • 254 Martyr Street, Hagåtña

Sign-In Sheet

GPS PAPER REPORTS:
 DEBBIE NIEVES
 CHAIS

Hafa Adail Please Sign In.

	Name	Organization	Contact Number(s)	E-Mail Address
1	GARC RENDALL	K-SEA + CO.	878-8074	ksea.comany@kventos.guam.net
2	Baltazar Bell	self	788-2497	baltazarbell@yc.kob.com
3	APIEL P. DIMALANITA		777-8181	APIEL.DIMALANITA@gmail.com
4	Steve Heavly		482-1114	stevheavlyphoto@gmail.com
5	Aniela Domingo		787-9785	anisdomingo@gmail.com
6	KAE SUSUIKO	self	727-8690	ke.as.in.key@gmail
7	ZAMIE ZAMORA		482-9162	ZAMIEZAMORA2000@yahoo.com
8	Tartano, Dame	Self	686-9234	dame.tartano@gmail.com
9	Nina Peck	self	788-9382	ninapeck@gmail.com
10	YANK MURPHY		688-4844	YANK MURPHY
11	FRANK PERAZ	self	727-7967	FRANKPERAZ@gmail.com

	Name	Organization	Contact Number(s)	E-Mail Address
11	Dawn Reyes		727-7665	dawnreyes@gmail.com
12	Alexa Lim		988-0986	liminstudio@gmail.com
13	Yeon Sook Park		988-3302	YeonS-Park@hotmail.com
14	Lorraine M. Salcedo		788-4198	jiatsumei@gmail.com
15	Tim Hawley		898 9125	thawley@guam.net
16	Claudia Clement		487-4542	ClaudiaLamparzyk@gmail.com
17	Jeff Skvaril		988-4180	jeffskvaril.com
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OFFICE OF THE GOVERNOR
HAGÁTÑA, GUAM 96910
U.S.A.

EXECUTIVE ORDER NO. 2015-015

RELATIVE TO REQUIRING ALL GOVERNMENT OF GUAM AGENCIES AUTONOMOUS INSTRUMENTALITIES, COMMISSIONS AND BOARDS TO DEVELOP AND IMPLEMENT A LANGUAGE ACCESS PLAN (LAP) TO ADDRESS THE COMMUNICATION NEEDS OF PERSONS OF LIMITED ENGLISH PROFICIENCY (LEP), THOSE WHO HAVE LITERACY CHALLENGES, INDIVIDUALS WITH DISABILITIES, AND THOSE WHO ARE DEAF OR HAVE HARD OF HEARING (DHH) IMPAIRMENTS, IN COMPLIANCE WITH U.S. PRESIDENTIAL EXECUTIVE ORDER 13166 AND RELEVANT U.S. DEPARTMENT OF JUSTICE AND TERRITORIAL REGULATORY AND ACCREDITATION MANDATES

WHEREAS, the Civil Rights Act of 1964 prohibits discrimination on the basis of race, national origin, gender and religion; and

WHEREAS, the United States Supreme Court in 1974 interpreted discrimination on the basis of language as a proxy for discrimination on the basis of national origin, and further held that under Title VI of the Civil Rights Act of 1964, federal financial aid recipients must provide non-English language assistance to persons of limited English proficiency (LEP) [*see, Lau v. Nichols*, 414 U.S. 563]; and

WHEREAS, Presidential Executive Orders 12250 (1980) and 13166 (2000) recommit the federal government to improve the accessibility of government-funded services to individuals with LEP; and

WHEREAS, President William J. Clinton, on August 11, 2000, signed EO 13166 entitled *Improving Access to Services for Persons with Limited English Proficiency* mandating that "recipients of Federal financial assistance provide meaningful access to applicants and beneficiaries with LEP" through the

establishment of a Language Access Plan (LAP) that meets the needs of clients with LEP; and

WHEREAS, the U.S. Department of Justice (U.S. DOJ) is empowered under EO 13166 to enforce, investigate, and sanction agencies that engage in national origin discrimination in federally-funded programs, and in 2002 adopted that certain *Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons* (U.S. DOJ LEP Guidance 2002) to assist federal agencies and any federally-funded recipients to establish and implement LAPs that are in compliance with federal standards, EO 13166, and Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.); and

WHEREAS, consistent with Title VI, and in compliance with EO 13166, there also exists other federal mandates that reinforce the appropriate and adequate redress of communication needs by the populations served by our organizations, including the Rehabilitation Act of 1973; the Individuals with Disabilities Education Act (IDEA); the No Child Left Behind Act (NCLB); the Americans with Disabilities Act (ADA); and the Assistive Technology Act; and

WHEREAS, accreditation entities such as the Joint Commission on the Accreditation of Healthcare Organizations, which accredits hospitals and other health care institutions, and the National Committee for Quality Assurance, which accredits managed care organizations and behavioral health managed care organizations, support standards requiring cultural and linguistic competence in health care; and

WHEREAS, the U.S. Department of Health and Human Services (HHS), developed and disseminated *The Department of Health and Human Services Language Access Strategic Plan 2013* to provide guidance to health service organizations in complying with EO 13166 and U.S. DOJ LEP Guidance 2002; and

WHEREAS, the Federal Office of Minority Health under HHS, developed the *National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health and Health Care* "intended to advance health equity, improve quality and help eliminate health care disparities by establishing a blueprint for health and health care organizations."; and

WHEREAS, improvement and delivery of quality services that are accessible, effective and cost efficient requires the Government of Guam to incorporate cultural competence into organizational policy of which linguistic competence is an important vehicle towards attaining better access to information and hence, better outcomes for those served; and

WHEREAS, the Government of Guam is heavily burdened with federal assistance mandates that include a requirement of non-discrimination based on national origin stemming from a person's limited ability to speak or understand English; and

WHEREAS, in order to meet these federal mandates, address disparities in access and outcomes and improve overall services, it is incumbent upon all line agencies and autonomous instrumentalities to adopt, promulgate and implement a Language Access Plan that meets the specific needs of the diverse populations who require support, services and assistance from our community.

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

1. The attached *Language Access Plan (LAP) for Persons who are Limited English Proficient (LEP) and/or Deaf or Hard of Hearing (DHH)* ("LEP/DHH Plan") is hereby adopted generally for the Executive Branch of the Government of Guam. The LEP/DHH Plan shall apply to all Executive Branch departments, line agencies, bureaus, autonomous and semi-autonomous agencies, instrumentalities, boards, commissions, councils, divisions, entities or sub-entities thereof.
2. All Directors, Boards, and Commissions of every Government of Guam or autonomous agency identify a Language Assistance (LA) Coordinator within their respective organizations and further, shall customize and tailor the attached LEP/DHH Plan as necessary in order to address the entity-specific needs of their organizations in order to comply with federal mandates and standards in order to ensure that programs and activities normally provided in English are accessible to LEP/DHH persons and thus do not discriminate on the basis of national origin in violation of Title VI of the Civil Rights Act of 1964.

3. Every entity-specific LAP must include Policies and Procedures on how the LAP will be utilized within the organization and must assure that training of personnel on the LAP be instituted. LAPs must be in compliance with DOJ LEP Guidance 2002 standards which set forth a four-factor analysis to include:
 - a. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee;
 - b. The frequency with which LEP persons come in contact with the program;
 - c. The nature and importance of the program, activity, or service provided by the program to people's lives; and
 - d. The resources available to the grantee/recipient and costs.

4. The Clearing House, Office of the Lt. Governor, shall be designated as the depository of this Plan and all agency-specific LAPs to assure government-wide compliance so as not to jeopardize federal territorial funding.

SIGNED AND PROMULGATED at Hagåtña, Guam, this 31st day of December, 2015.



EDDIE BAZA CALVO
I Maga'Låhen Guåhan
Governor of Guam

Executive Order No. 2015-15

GOVERNMENT OF GUAM
LANGUAGE ACCESS PLAN (LAP)
FOR PERSONS WHO ARE
LIMITED ENGLISH PROFICIENT (LEP)
AND/OR
DEAF OR HARD OF HEARING (DHH)

I. DEFINITIONS.

A. *Limited English Proficiency* - A person with limited English proficiency (LEP) does not speak English as his or her primary language, and has a limited ability to read, write, speak, or understand English. Many LEP persons are in the process of learning English and may read, write, speak, and/or understand some English, but not proficiently. LEP status may be context-specific. An individual may have sufficient English language skills to communicate basic information (such as name, address, etc.), but may not have sufficient skills to communicate detailed information in English (e.g., medical information, eyewitness accounts, information elicited in an interrogation, etc.).

B. *Primary Source Language* - A language of the speaker which is interpreted into a second language. An individual's native tongue or the language in which an individual most effectively communicates.

C. *Interpretation* - The act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.

D. *Translation* - The replacement of written text from one language (source language) into an equivalent written text in another language (target language).

E. *Bilingual* - Refers to the ability to use two languages proficiently.

F. *Bilingual Employee/Staff Interpreter and/or Translator* - Government of Guam staff employees with bilingual proficiency in source and target languages.

G. *LA Coordinator - Language Assistance Coordinator* is appointed by the head of an agency to oversee implementation and annual updates of the LEP/DHH plan.

H. *DHH - Deaf or Hard of Hearing*. A person who is disabled because of a hearing, communication, or speech disorder, or has difficulty in speaking or comprehending the English language, is unable to fully understand the proceedings in which the person is required to participate and thus is unable to obtain due process of law.

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II. POLICY STATEMENT.

This Language Access Plan (LAP) for Persons who are Limited English Proficiency (LEP) and/or Deaf or Hard of Hearing ("LEP/DHH Plan") was developed to provide timely, meaningful and equal access to programs, services, and/or information to persons who are limited English proficient (LEP) or Deaf and Hard of Hearing (DHH) in compliance with federal law.¹ The overarching goal is to ensure maximum communication between the Government of Guam Executive Branch and all members of our community with whom the Government interacts.

To the greatest extent practical, the Government of Guam will strive to meet the needs of LEP/DHH persons by ensuring the highest quality of language assistance and services.

Government employees will inform the public that language assistance services are available free of charge to LEP/DHH individuals by posting a sign in public areas similar in form to the copy attached as "Exhibit A." The LA Coordinator of each agency is tasked with monitoring the sufficiency of all signs to ensure maximum communication with the public.

All Government of Guam personnel shall coordinate language assistance services for individuals who are LEP/DHH through the LA Coordinator, who is authorized to activate interpreters and/or translators for this purpose.

III. BACKGROUND.

In an effort to promote the efficiency, accuracy, and integrity of Government services and to preserve constitutional and fundamental principles of fairness and access to services, the Government of Guam is committed to continuing to provide language access services to LEP/DHH persons who come in contact with the Government of Guam.

Language barriers can inhibit or prohibit individuals who are LEP/DHH from accessing and/or understanding and receiving meaningful access to programs, services and information.

Guam's population is 159,358 based on the 2010 U.S. Census of Population and Housing, and is the gateway to the United States from Asia and neighboring Pacific islands. Guam is a "melting pot" of cultures with two official recognized languages for conducting business: English and native Chamorro. Although English is the primary language in Guam, other languages spoken in Guam include Chamorro, various Filipino dialects (e.g., Tagalog, etc.), Korean, Japanese, Chinese, Chuukese, Kosraean, Pohnpeian, Yapese, Palauan, Vietnamese and sign. The most significant population increases in Guam

¹ Title VI of the Civil Rights Act of 1964; 45 C.F.R. § 80 et. seq.; and 28 C.F.R. § 42 et. seq.

reported by the U.S. Census Bureau is Carolinian, from 123 in 2000 to 242 in 2010, an increase of 96.7%; Yapese, from 686 in 2000 to 1,263 in 2010, an 84.1% increase; and Chuukese, from 6,229 in 2000 to 11,230 in 2010, an 80.3% increase.

In addition, Guam receives over 1.3 million tourists each year. According to the Guam Visitors Bureau, in FY2015, Guam welcomed 1,372,531 tourists, a 2.3% increase over 1,341,054 tourist arrivals in FY2014; and a 2.5% increase over 1,337,665 tourist arrivals in FY2013.

Guam has a limited population base and is geographically isolated, located about 8 hours by air from the island state of Hawaii, and about an additional 5 hours by air from Hawaii to the continental United States (West coast). Guam is located approximately 6,600 miles from San Diego, California. Therefore, interpreters and translators for certain languages may be unavailable or extremely limited on island. Compounding the geographic isolation is Guam's time zone. Guam falls under Chamorro Standard Time (ChST), which is typically a day ahead and the opposite time of day from the continental United States.

Whether a person is a resident of Guam or a temporary visitor, contact with the Government is inevitable. From the airport to the seaport, and at points in between, all Guam visitors and residents receive services from the Government. Some provide their own interpreters as an alternative to paid interpreters or bilingual Government employees. LEP/DHH persons occasionally rely on their children to interpret for them, and on occasion, may call upon neighbors or strangers to act as interpreters or translators. However, an untrained "interpreter" may be unable to understand the concepts or terminology he or she is being asked to interpret or translate. Thus, we must minimize these instances and, if necessary, rely on trained interpreters that may be retained by the Government of Guam, as well as provide training to all employees on the proper use of interpreters and bilingual staff. Trained interpreters are professionals who are procured and compensated, as is the case with interpreters registered and used by the Judiciary of Guam.

Federal law prohibits national origin discrimination and requires federally assisted law enforcement entities such as the Government of Guam to take reasonable steps to provide meaningful access to programs, services and information to individuals who are LEP/DHH. The Government of Guam's LEP/DHH Plan is consistent with Title VI of the Civil Rights Act of 1964, which states: *"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."*

After a U.S. Supreme Court ruling in 1997, Congress redefined the Title VI Act that holds responsible the entire organization who is a recipient of federal funds if a discrimination complaint is filed, and not just the specific program under which the complaint was filed.

Title VI of the Civil Rights Act of 1964 prohibits:

- A. Providing different services to individuals as it relates to race, color, and national origin.
- B. Denying the opportunity to participate as a member of a planning or advisory body, ensuring adequate representation.
- C. Selecting the location of a facility with the purpose or effect of excluding individuals to avoid excluding individuals based on race, color, or national origin

IV. FOUR-FACTOR ANALYSIS.

The Office of Civil Rights (OCR) recommended a four-factor analysis be conducted to determine reasonable steps in implementing a LEP/DHH policy and plan. These factors are:

1. The number or proportion of LEP/DHH persons served or encountered in the eligible service population.
2. The frequency with which LEP/DHH persons come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the program. (Rank activities or services based on level of importance; reasonableness.)
4. The resources available to the recipient.

V. PROCEDURES.

The following procedures are established to guide personnel in providing services to LEP/DHH persons:

A. Determining the Need for an Interpreter.

To the greatest extent possible, whether in person or over the telephone, Government of Guam employees should attempt to ascertain what language a LEP/DHH individual is speaking in order to provide adequate services. If an employee is unsure about the language being spoken, the supervisor or division head should be contacted. The supervisor or divisions head can coordinate with the LA Coordinator to obtain language assistance services as quickly as possible in order to effectively communicate with the individual.

In an emergency situation, employees who are unable to determine the language being spoken by a LEP/DHH person should refer the customer, client, and/or phone call to the LA Coordinator. If it is a phone call, the employee shall remain on the line until either a supervisor or division head or the LA Coordinator answers the call, whichever can be done in the shortest amount of time. Bilingual employees can also be contacted to assist.

B. Notice.

Signs will be posted in the various public areas of an agency to inform potential LEP/DHH persons that language assistance services can be made available in various languages. Posted signs should provide detailed information such as points of contacts in the agency, telephone numbers, website information, and how to acquire services. A sample form copy of a sign is attached as "Exhibit A." In addition, LEP/DHH information will be posted on the individual agency's website. Government employees will inform the public that language assistance services are available free of charge to LEP/DHH individuals. The LA Coordinator is tasked with monitoring the sufficiency of all signs to ensure maximum communication with the public.

C. Staff Training.

The LA Coordinator will work with the Department of Administration or appropriate Human Resources Division to provide training to key staff on how to properly identify LEP/DHH persons, differentiate various languages being spoken, understand cultural differences and issues, and deliver services to LEP/DHH persons. Training of staff will be periodic and documented by the LA Coordinator with copies to DOA or the appropriate Human Resources Division. As new employees are hired, information on the LEP/DHH Plan will be provided in their orientation.

Prospectively, the Government of Guam will explore recruitment opportunities of bilingual staff (e.g., bona fide qualifications) to maximize communication among employees and the public, especially for public service counters and information. The LA Coordinator will develop protocols and provide training to bilingual employees and will inform all employees of the availability and appropriateness of when bilingual employees can be contacted.

Bilingual assistance provided by bilingual employees who are fluent in the source language of a LEP/DHH person is informal and limited to providing basic information related to the particular services of a department or agency where the employee is assigned in order to better assist a LEP/DHH person to receive access to government services, procedures, and documents. There is no additional compensation for language assistance services provided by a bilingual employee.

VI. COMPLIANCE MONITORING AND UPDATING OF PLAN AND POLICY.

The LA Coordinator for each Government of Guam agency, in conjunction with the Department of Administration or applicable agency Human Resources Division, will review and update this plan annually on a calendar year basis and make recommendations for improvements based on the review. The evaluation should include problem areas or gaps in services, and a corrective action plan to address and resolve those problem areas. Evaluation criteria may include, among other data:

- assessing the number of LEP/DHH persons requesting interpreter services from the particular Government of Guam agency;
- Assessing current language needs to determine if additional services and/or translated materials should be provided (e.g., agency forms, informational brochures, etc.); and
- Assessing the knowledge agency employees possess of LEP/DHH policies and how to provide language assistance services to LEP/DHH persons.

The director or head of an agency is responsible for implementing this LEP/DHH Plan and ensuring that annual updates occur. The LA Coordinator is responsible for drafting annual updates to the LEP/DHH Plan, analyzing data and trends, ensuring brochures and signs are translated, mitigating problems, training personnel on procedures, and making adjustments to procedures as needed in consultation with the director or head of an agency. Any agency-specific modifications, revisions or updates to this plan will be posted on the particular Government of Guam's agency website.

Additional LEP resources can be found at www.lep.gov, a federal interagency website.

EXHIBIT A

**Government of Guam
Notice to Individuals with Limited English Proficiency**

Welcome to the Government of Guam
Please inform us if you require language assistance services.
We will make every attempt to locate an interpreter to assist you.

For further assistance, please call this number: _____. Thank you.

CHAMORRO

Saludu para I fanatto-mu guini gi gobietnu Guåhan.
Put fabot, na'tungo'ham yanggen un nisisita ayuda gi trinanslâdan lengguåhi.
Bai in espiha empeñu na u guaha entetpeti para u inasiste hão.
Para mãs na ayudu, ågang ham put fabot gi: _____. Si Yu'os ma'åsé

TAGALOG

Maligayang dating sa sangay ng pamahalaan ng Guam.
Ipagbigay alam lamang kung kayo ay nangangailangan ng tulong ng tagapagsalin.
Sisikapin naming maghanap ng tagapagsalin para tumulong sa inyo.
Maari lamang tawagan ang _____ kung kina kailangan. Salamatpo.

CHUUKESÉ

Ran annim. Kose mochen kpwe afata kich ika pwe en
mei osupwangen weweiti fosun Merika.
Kich sipwe achocho kutta emon chon Chiakuu epwe enisuuk.
Ka tongeni kokori ei nampa: _____. Kinosou chapur.

CHINESE (Simplified)

欢迎。如果你需要语言协助服务请通知我们。
我们将尽一切努力找到一个翻译来帮助你。

如需进一步帮助，请拨打此号码 _____. 谢谢。

KOREAN

환영. 당신이 언어 지원 서비스를 필요로 하는 경우 우리에게 알려 주시기 바랍니다.
우리는 당신을 돕기 위해 통역을 찾기 위해 모든 노력을 다할 것입니다.

추가 지원, 전화: _____. 고맙습니다.



OFFICE OF THE SPEAKER JUDITH T. WON PAT, ED.D.

KUMITEN IDUKASION TINAKHELO', KOTTURA, LAIBIRIHAN PUPBLEKO SIHA YAN ASUNTON FAMA'LAO'AN
COMMITTEE ON HIGHER EDUCATION, CULTURE, PUBLIC LIBRARIES, AND WOMEN'S AFFAIRS

COMMISSIONER January 26, 2016

GUAM COMMISSION
ON DECOLONIZATION

MEMORANDUM

GUAM FIRST
COMMISSION

To: Members of the 33rd Guam Legislature and

Media

ADVISOR TO THE
PRESIDENT

From: Committee on Higher Education, Culture, Public Library, and Women's Affairs

ASSOCIATION OF
PACIFIC ISLAND
LEGISLATURES
(APIL)

Subject: Notice of Public Hearing

BOARD MEMBER

The Committee on Higher Education, Culture, Public Library, and Women's Affairs will conduct a public hearing on Tuesday, February 2, 2016 at 10:00 a.m. in the Public Hearing Room of the Guam Legislature building on the following items:

PACIFIC RESOURCES
FOR EDUCATION
AND LEARNING
(PREL)

- The Appointment of Frank P. Arriola; Member, Guam Community College Board of Trustees
- The Appointment of Gina Y. Ramos; Member, Guam Community College Board of Trustees
- Bill No. 235-33 (LS): An act to amend Section 1 (x)(2)(B) of Chapter 5 of Public Law 33-66, relative to the operational start up costs of the Guam Museum.
- Bill No. 242-33 (COR): An act to add a new Subsection (y) to §87104 of Chapter 87 of Title 5 Guam Code Annotated, relative to interim admission, event, and membership fees for the Guam Museum.
- Bill No. 245-33 (COR): An act to add a new Subsection (a)(1) to section 80128 of Chapter 80, Title 5, Guam Code Annotated, relative to authorizing the Guam Public Library System to lease the portion of the building to referred to as the "Internet Café" for the purpose of operating and managing a high quality and reasonably priced Café.

BOARD OF
GOVERNORS MEMBER

PACIFIC ISLAND
DEVELOPMENT BANK
(PIDB)

MEMBER

FESTIVAL OF THE
PACIFIC ARTS
(FESTPAC)

Testimonies on the Bills and Appointments mentioned above should be addressed to Speaker Judith T. Won Pat, Ed.D.--- will be accepted via hand delivery at the Speaker's office; Speaker's mailbox at the reproduction room of the main Legislature building at 155 Hesler Place, Hagåtña, Guam 96910; via email at fbtorres@judiwonpat.com; or via facsimile at 472-3589.

Information on Bill No. 235-33 (LS), Bill No. 242-33 (COR), Bill No. 245-33 (COR), the Appointment of Frank P. Arriola, and the Appointment of Gina Y. Ramos are available for review at www.guamlegislature.org.

The Guam Legislature complies with provisions of the Americans with Disabilities Act (ADA). Individuals requiring special accommodations or services should contact Mr. Ed Pocaigue at 472-3586/7/8 or by email at edpocaigue@judiwonpat.com.

I MINA'TRENTAI TRES NA LIHESLATURAN GUÅHAN
2016 (SECOND) Regular Session

Bill No. *H* 5-33 (*COR*)

Introduced by:

J. T. Won Pat, Ed.D. 

AN ACT TO *ADD* A NEW SUBSECTION (A)(1) TO SECTION 80128 OF CHAPTER 80, TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO AUTHORIZING THE GUAM PUBLIC LIBRARY SYSTEM TO LEASE THE PORTION OF THE BUILDING REFERRED TO AS THE "INTERNET CAFÉ" FOR THE PURPOSE OF OPERATING AND MANAGING A HIGH QUALITY AND REASONABLY PRICED CAFÉ.

2016 JUN 26 AM 9:25 

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

2 **Section 1.** A new Subsection (a)(1) is added to Section 80128 to Chapter
3 80, Title 5, Guam Code Annotated to read:

4 (a)(1) The Guam Public Library System is hereby authorized to solicit and
5 contract for lease of the Internet Café located at the Nieves M. Flores Memorial
6 Library in Hagåtña for the operation of a food establishment to provide drink and
7 food services for library patrons and the general public, for the purpose of
8 generating a source of revenue to support library infrastructure and attracting
9 additional patrons to the establishment.

(My draft 1-11-2016)

Verbiage in red are changes by Legislature

I MINA'TRENTAI TRES NA LIHESLATURAN GUÅHAN
2016 (SECOND) Regular Session

Bill No. _____

Introduced by: _____

AN ACT TO *ADD* A NEW SUBSECTION ~~(a)~~(A)(1) TO SECTION 80128 OF CHAPTER 80, TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO AUTHORIZING THE GUAM PUBLIC LIBRARY SYSTEM TO LEASE THE PORTION OF THE BUILDING REFERRED TO AS THE "INTERNET CAFÉ" FOR THE PURPOSE OF OPERATING AND MANAGING A HIGH QUALITY AND REASONABLY PRICED CAFÉ.

BE IT ENACTED BY THE PEOPLE OF GUAM:

Section 1. A new Subsection (a)(1) is added to Section 80128 to Chapter 80, Title 5,

Guam Code Annotated to read:

(a)(1). The Guam Public Library System is hereby authorized to solicit ~~solicitation~~ and ~~contracting~~ for lease of the Internet Café located at the Nieves M. Flores ~~Public~~ Memorial Library in *Hagåtña* for the operation of a food establishment to provide drink and food services for library patrons and the general public, ~~for the purpose of~~ ~~Allowing GPLS to lease the Internet Café to a business establishment will provide a new revenue generating a source of revenue to support library infrastructure and may also attracting and increase more additional patrons and visitors to the establishment.~~

Run Date : 1/26/16
Run Time : 10:22:44

STATEMENT OF APPROPRIATIONS, ALLOTMENT, OUTSTANDING ENCUMBRANCE AND EXPENDITURES

Page . : 1
Program: PRTAPPN

User ID . . . : LIBSTANS
To date . . . : 1/2016
Account . . . : 5205C133611GA201
Dept/Division :

Exclude Object Codes:

Account Number	Account Name	YTD Allotment	YTD Expenditures	O/S Encumbrance	Available Funds	Unallotted Balance
5205C133611GA201111	TERRITORIAL LIBRARIAN & CSA II					
94,308.00						94,308.00
37,707.00						37,707.00

GA201 PROGRAM TOTALS		Count: 2				
132,015.00						132,015.00

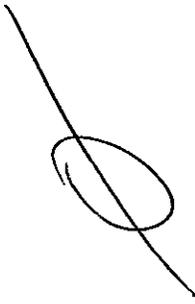
11 DIVISION TOTALS		Count: 2				
132,015.00						132,015.00

36 DEPARTMENT TOTALS:		Count: 2				
132,015.00						132,015.00

C13 APTYP-FY TOTALS:		Count: 2				
132,015.00						132,015.00

205 FUND TOTALS:		Count: 2				
132,015.00						132,015.00

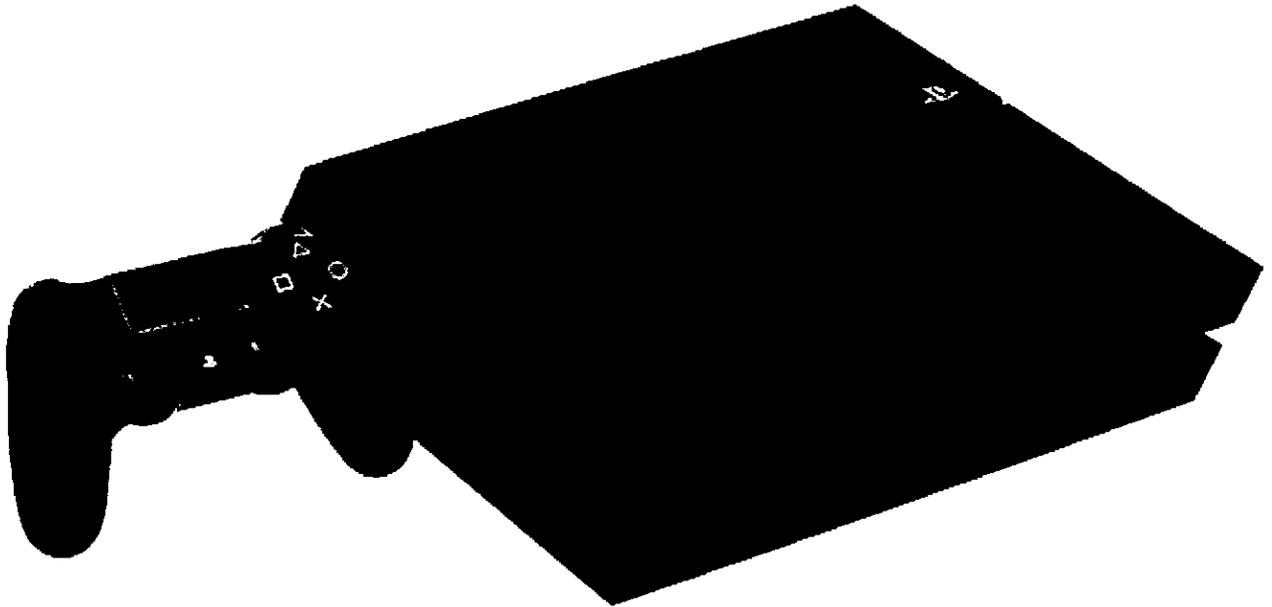
FINAL TOTALS		Count: 2				
132,015.00						132,015.00



Teen Game Room

New PS4s at the Kingwood Library!

Submitted by Kimberly D on Mon, 03/09/2015 - 6:19pm



Thanks to the generosity of Friends of the Library-Kingwood (FOLK), the Game Room in the Teen Area is now home to two PlayStation4's! Gamestop in Atascocita helped to set us up with some great games to go along with it, including Minecraft, Madden NFL 15, inFAMOUS Second Son, among many more! We also have some new games for the PS3 and Wii!

- [Teen Game Room](#)
- [Kingwood](#)
- [Teen Program](#)
- [Teens](#)
- [Kimberly D's blog](#)
- [Add new comment](#)
- [Read more](#)

A Summer Treat for All Ages!!!

Submitted by Anonymous on Wed, 06/26/2013 - 2:18pm



up our Teen Game Room on Wednesday evenings from 6:30 - 7:30 PM for all ages, Thursday mornings from 11:30 AM - 12:30 PM for families, and Friday mornings from 10:30 - 11:30 AM for adults! The library's games include the Nintendo Wii and PS3, but gaming enthusiasts may also bring their own games, subject to Game Room rules and Librarian approval. For more information, contact Leanne in our Young Adult department at 281-360-6804, or stop by the Teen Room information desk.

- PS3
- Teen Game Room
- Wii
- Wii games
- Community
- Kingwood
- 's blog
- Add new comment

Teen Gaming For the Family

Submitted by Anonymous on Thu, 06/21/2012 - 3:23pm

During Summer, families are invited to the Teen Game Room to play one of our E-rated Wii or PS3 games! Come join in the fun and try out our family friendly computer games any Thursday between 10:00 AM and 12:00 PM. All ages are welcome, but children must be accompanied by parents. Standard Game Room rules for teens apply to all gamers. For more information, please contact the Adult Reference staff on the second floor or call the library at 281-360-6804.

Meeting Room Policy & Application



Grace Lillevig
Digital Services
Manager

Posted on Wed, 08/27/2008 - 3:34pm

[Online Meeting Room Application](#) | [Print Application for the Use of the Meeting Room](#) - This form must be submitted to the branch library at least one week in advance of the date requested. **It is strongly recommended that you contact the branch before submitting an application to determine availability.** Submitting a form does not guarantee that dates are available. [Katy Branch Library Meeting Room Policy & Application](#)

The policies and procedures for the use of the meeting rooms in the Harris County Public Libraries are established herein. The Responsibility for implementing this policy and for scheduling the use of the meeting room rests with the individual librarian in charge of the building. The Library Director retains final authority for implementing these policies.

1. Purpose

The meeting rooms of the Harris County Public Libraries may be used by the general public during the regular hours that the library is open. The meeting rooms may be reserved for meetings, programs, seminars, and exhibits.

1. Regulations for the Use of Meeting Rooms

1. Meeting rooms may be reserved for book sales or other fund-raising events, the proceeds of which will go to the direct benefit of the library. However, the meeting rooms may not be reserved for the solicitation or sale of any other goods, services, etc. for any other purpose.
2. No monies may be collected on the library premises with the exception of dues for Friends of the Library groups, book sales or other fund-raising events, the proceeds of which will go to the direct benefit of the library.
3. All activities in the library meeting rooms must be open to anyone who wants to attend.
4. There is no charge for the use of the library meeting rooms.
5. Use of the library's meeting rooms does not constitute endorsement by the County or the Library of points of view expressed by the group. No advertisement or announcement implying such endorsement will be permitted.
6. Attendance at meetings must be limited to the seating capacity specified at the branch library.
7. Chairs and tables available in the meeting rooms must be set up and put away by each group using the rooms. If custodial help is available, the custodian may be asked to set up the meeting rooms. No

additional furniture or equipment other than that already available in the meeting rooms will be provided unless prior arrangements have been made.

8. The length of time needed for the meeting room should include time for setting up the meeting room and putting it back in order at the end of the meeting. If the meeting extends beyond scheduled time, the librarian in charge will request that the meeting be adjourned.
9. Open aisles must be maintained within the seating arrangement to provide clear access in case of emergency.
10. Equipment, supplies, or personal belongings cannot be stored or left in the library before or after use, except items such as voting machines or materials to be used for on-going exhibits sponsored by the library.
11. The library will not be responsible for lost or damaged materials used in exhibits or programs.
12. With the consent of the Branch Librarian, the staff lounge may be used for light refreshments and should be left in the same order it was found. Alcoholic beverages are prohibited.
13. Groups must obtain permission from the branch librarian before affixing articles to the walls in the meeting rooms.
14. Smoking is not allowed in the library.
15. The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damage that may occur as a result of the use of the facilities.
16. Permission to use the library meeting rooms may be withheld from groups whose members or invitees damage the room, carpet, equipment, or furniture, or fail to comply with these rules and regulations. Individuals causing disturbances during meetings will be asked to leave.
17. The individual making the reservation, as well as the membership of the group as a whole, agree to comply with all applicable federal, state, county, and city ordinances, rules and regulations now in force or which may hereafter be enacted or promulgated.
18. The individual making the reservation, as well as the membership of the group as a whole, agree to indemnify and hold the County harmless from and against any and all losses, expenses, demands, and claims made against the County arising in any manner from such group's use of the library facilities, whether such losses, expense, demand, or claim made against the County is caused by the County's negligence or not.

1. Reservations

1. Library-related functions will be given first priority
2. Other requests will be considered on a first-come, first-served basis but all previous approvals may be canceled at any time. This also applies to groups that meet at the library on a continuing basis. If the room is needed on an emergency basis for official governmental business or the reservation conflicts with library programming, the reservation shall be canceled and may be rescheduled at the group's request.
3. Requests for the use of the meeting room may be made in person or by fax by completing an Application for the Use of the Meeting Room form. This form copy which is attached must be submitted to the Deputy Director at least one week in advance of the date requested. Requests for renewals may be submitted by phone or fax, however, an application form must be completed, on file, and approved before the requested meeting date. A copy of all completed Application for the Use of the Meeting Room forms will be kept at the branch for 12 months.

4. Branch Librarians must keep a calendar of scheduled use of their meeting rooms. This calendar must be accessible to the librarian on duty and to the public.
5. Groups reserving a meeting room for the first time will be shown the meeting room, restrooms, and staff lounge.
6. Since many organizations wish to use the meeting room facilities, groups should reserve the room in advance of the date needed. Based on demand, reservations may be subject to time, place, and manner restrictions.
7. To give all organizations an opportunity to use the meeting rooms, groups may not reserve space on a regular basis for more than 90 days.
8. Reservations are not automatically renewable.
9. Groups holding reservations are requested to notify the library of any cancellation at the earliest possible date in order to free the meeting room for other groups.

- See more at: <http://www.hcpl.net/about/meeting-room-policy#sthash.i6DoIPEB.dpuf>

Wake County Public Library Conference Room Policy

Policy Statement

Wake County Public Libraries (WCPL) strive to provide an inclusive, hospitable, and safe library environment which encourages reflection, study, and self-education for people of the community the library serves, regardless of race, color, religion, belief, sex, age or national origin. To this end, WCPL meeting room facilities are available to community groups free of charge on an equitable basis as a designated and limited forum for organizations engaged in educational, cultural, intellectual, or charitable activities, so long as use does not interfere with library activities and functions. Permission to use a meeting room does not constitute WCPL sponsorship of an organization, its activities, or the viewpoints expressed by participants at any meeting.

Priority of Use

The meeting rooms located in the libraries of Wake County Public Libraries are primarily for programs sponsored by the Library, Library Commission, and other Library and County-related organizations. When meeting rooms are not scheduled for WCPL or other Wake County activities, meeting rooms are available to Applicants on a first come, first served basis.

Reservations will not be accepted for a series of meetings that designate the library as a regular meeting place and reservations may not be made more than 1 month in advance.

Rules of Use

1. All uses of the Meeting Room must comply with federal, state, and local law.
2. Groups using the library's meeting rooms may not charge admission or make any monetary collections, regardless of whether these collections are designated as voluntary.
3. All meetings must be open to the general public.
4. Programs must take place within usual library hours. All programs must end 30 minutes before the Library closes. If written permission is obtained from WCPL to hold programs beyond usual Library hours, the User shall be required to pay any resulting fee for maintenance and security.
5. Meetings may not disrupt Library patrons or staff. WCPL reserves the right to terminate any use that disrupts or interferes with normal Library operations or availability to the public.
6. No amplifying devices may be used.
7. No commercial uses, sales or solicitation events, non-library fundraisers, social, or celebratory events are permitted.
8. No food or drink permitted in meeting rooms.
9. No use of drugs, alcohol, tobacco products, or vapor cigarettes permitted in meeting rooms.
10. No disruptive behavior.
11. No activities that impede or disrupt the functions of the library (for example, unacceptable noise levels, traffic patterns or activities in areas other than designated meeting room.)
12. Any use of equipment must be preapproved by WCPL. No equipment that creates a risk or nuisance for Library property, patrons, or staff will be permitted.

13. Libraries are subject to the Wake County Facility Use Policy to the extent not inconsistent with the Wake County Public Library Meeting Room Policy.

Applicant Responsibilities

1. An authorized adult representative of the Applicant group reserving the meeting room must remain on the premises for the duration of the period for which it is reserved.

2. Groups should designate a representative to direct attendees/participants to the meeting space.

3. When booking the space, groups should allow sufficient time before the library closes for set-up, break-down, and clean-up.

4. Each group is responsible for setting up the room according to its own needs. Library facilities and meeting room users agree to restore the area to its original condition. It is expected that the chairs and tables in the meeting room will be returned to the same arrangement in which they were found.

5. Each group is responsible for providing his/her own approved presentation equipment (i.e., laptop, LCD Projector, Overhead projector, T.V., extension cords, etc.)

6. Any user of the meeting room showing a film/video/DVD in the library must adhere to the copyright law.

7. Films/videos/DVDs must have public performance rights in order to be viewed in the Library meeting room.

8. Groups using the meeting room must assume all responsibility for any damage to the Library facilities.

9. The reserving group is responsible for any set up of special equipment, carrying supplies to and from the meeting room, and leaving the room clean and orderly.

Liability

The Library assumes NO responsibility for loss, theft, or damage to personal items, equipment, or vehicles in the parking lot. Signing of the application by an individual or any representative of the group and/or organization releases the library of any responsibility for damage or loss suffered during the period of agreement. The Applicant Group, individuals and/or organizations shall indemnify, defend and hold harmless Wake County, Wake County Library System and its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the Applicant group, individual and/or organization resulting in or relating to personal injuries or property damage arising from the Applicant organization/group's use of the library meeting room.

Publicity

Each Applicant group is responsible for its own publicity. Any printed publicity shall include the statement: "This program is not sponsored by the Wake County Public Libraries." Applicant shall not use the Wake County logo in connection with publicity. Participants may not call or mail the library to register. Applicant may place a directional sign on a display stand provided by the library just prior to the meeting. Materials may not be attached to walls, windows, doors or furnishings. Unauthorized signs will be removed.

The Library Manager or Departmental Managers have the right to terminate any use of the meeting room for unlawful activity or violation of rules interfering with functioning or safety of the Library. In addition, any individual violating Meeting Room use rules in a manner that constitutes a Type I Trespass (violating policy, disrespecting staff or visitors, interrupting county business) or Type II (criminal, threatening, or violent act) may be trespassed in accordance with the Wake County Workplace Violence Prevention Plan.

If you have any concerns, questions, or request for exceptions, please direct them to:

Emerson Barker, WCPL Management and Policy Analyst

(919) 231-5560

Emerson.Barker@wakegov.com

Original Policy Effective Date: March 11, 2009

Policy Revision Dates: March 2009, February 2014, May 2015

Approved by: Ann Burlingame, Deputy Director
Wake County Library Commission

Published Date: May 22, 2015

Effective Date: May 27, 2015

Published by Laura Henry on Wednesday, June 03, 2015.

**GPLS : Library Board Weekly Report
Barrigada Branch Library - December 2015**

BRANCH: BARRIGADA		T., Dec. 1	W., Dec. 2	Th., Dec. 3	F., Dec. 4	S., Dec. 5	TTL
Attendance	-	124	195	125		161	605
Circulation	-	65	104	39		76	284
Registration	-	2	3	-		-	5
Reference Info / Research	-	15	7	9		2	33
Computer Usage	-	39	52	36		44	171
PROGRAMS							
After School Drop-In	-	-	-	2		-	2
Toddler Story Program	-	-	21	-		-	21
Saturday Story Hour	-	-	-	-		19	19
School Library Visit	-	-	-	7		-	7
TOTAL	-	-	21	9		19	49

BRANCH: BARRIGADA	M., Dec. 14	T., Dec. 15	W., Dec. 16	Th., Dec. 17	F., Dec. 18	S., Dec. 19	TTL
Attendance	103	110	168	149		180	710
Circulation	44	40	64	20		42	210
Registration	-	2	-	-		-	2
Reference Info / Research	9	12	10	8		9	48
Computer Usage	27	45	39	43		36	190
PROGRAMS							
Toddler Story Program	-	-	31	-		-	31
Saturday Story Hour	-	-	-	-		22	22
Outreach Events - BLTTC	33	-	-	-		-	33
Karidät Independent Adult Group (C.S.S.)	-	-	-	19		-	19
TOTAL	33	-	31	19		22	105

M., Dec. 7	T., Dec. 8	W., Dec. 9	Th., Dec. 10	F., Dec. 11	S., Dec. 12	TTL
144		143	190		180	657
91		104	57		109	361
1		1	-		-	2
13		10	7		4	34
49		33	43		52	177
HOLIDAY : SANTA MARIA KAMALIN!						
3		-	-		-	3
-		25	-		-	25
-		-	-		24	24
5		-	-		-	5
8	-	25	-	-	24	57

M., Dec. 28	T., Dec. 29	W., Dec. 30	Th., Dec. 31	F., Dec. 1	S., Dec. 2	TTL
134	131	220	123		-	608
116	9	82	35		-	242
1	-	1	2		-	4
9	13	18	18		-	58
45	64	70	51		-	230
PROGRAMS						
-	-	32	-		-	32
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
-	-	-	-		-	-
-	-	32	-	-	-	32

BOOKMOBILE 2015	HAGATNA LIBRARY 2015
DOWN FOR MAJOR MAINTENANCE REPAIR : November 2013	CLOSED FOR RENOVATION : August 31, 2015

GRAND TOTAL		
Attendance	2,580	PROGRAMS
Circulation	1,097	After School Drop-In
Registration	13	Toddler Story Program
Reference Info / Research	173	Saturday Story Program
Computer Usage	768	School Library Visits
		Karidat
		Outreach Events - BLTTC
		5
		109
		65
		12
		12
		33

GPLS : Library Board Weekly Report - December 2015
BRANCH : Agat, Dededo, Merizo and Yona
(Bookmobile - DOWN / Hagatna - CLOSED FOR RENOVATION)

BRANCH: MERIZO	M., Dec. 7	W., Dec. 9	TTL	M., Dec. 14	W., Dec. 16	TTL	M., Dec. 21	W., Dec. 23	TTL	M., Dec. 28	W., Dec. 30	TTL	GRAND TOTAL	
Attendance	22	CLOSED	22	60	CLOSED	60	16	CLOSED	16	12	CLOSED	12	Attendance	110
Circulation	-	CLOSED	-	39	CLOSED	39	6	CLOSED	6	6	CLOSED	6	Circulation	51
Registration	-	CLOSED	-	-	CLOSED	-	-	CLOSED	-	-	CLOSED	-	Registration	-
Reference Info / Research	-	CLOSED	-	-	CLOSED	-	-	CLOSED	-	-	CLOSED	-	Reference Info / Research	-
Computer Usage	-	CLOSED	-	-	CLOSED	-	-	CLOSED	-	-	CLOSED	-	Computer Usage	-
PROGRAMS													PROGRAMS	
After School Drop-In	5	CLOSED	5	7	CLOSED	7	-	CLOSED	-	-	CLOSED	-	After School Drop-In	19
School Library Visits	17	CLOSED	17	53	CLOSED	53	16	CLOSED	16	12	CLOSED	12	School Library Visits	98
TOTAL	-	-	-	99	-	-	-	-	-	-	-	-		

BRANCH: YONA	W., Dec. 2	TTL	M., Dec. 7	W., Dec. 9	TTL	M., Dec. 14	W., Dec. 16	TTL	M., Dec. 21	W., Dec. 23	TTL	M., Dec. 28	W., Dec. 30	TTL	GRAND TOTAL		
Attendance	CLOSED	29	29	CLOSED	24	24	CLOSED	37	37	CLOSED	18	18	CLOSED	48	48	Attendance	156
Circulation	CLOSED	11	11	CLOSED	24	24	CLOSED	19	19	CLOSED	5	5	CLOSED	23	23	Circulation	82
Registration	CLOSED	-	-	CLOSED	-	-	CLOSED	1	1	CLOSED	-	-	CLOSED	-	-	Registration	1
Reference Info / Research	CLOSED	-	-	CLOSED	-	-	CLOSED	-	-	CLOSED	-	-	CLOSED	-	-	Reference Info / Research	-
Computer Usage	CLOSED	1	1	CLOSED	-	14	CLOSED	2	2	CLOSED	1	1	CLOSED	8	8	Computer Usage	26
PROGRAMS																PROGRAMS	
Svc. Learning (Volunteers)	CLOSED	1	1	CLOSED	1	1	CLOSED	1	1	CLOSED	-	-	CLOSED	-	-	Svc. Learning (Volunteers)	3
TOTAL	-	1	1	-	1	1	-	1	1	-	-	-	-	-	-		

BRANCH: AGAT	T., Dec. 1	Th., Dec. 3	TTL	T., Dec. 8	Th., Dec. 10	TTL	T., Dec. 15	Th., Dec. 17	TTL	T., Dec. 22	Th., Dec. 24	TTL	T., Dec. 29	Th., Dec. 31	TTL	GRAND TOTAL	
Attendance	36	150	186	HOLIDAY : SANTA MARIA KAMALINI	22	22	92	31	123	18	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	18	11	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	11	Attendance	360
Circulation	86	10	96	HOLIDAY : SANTA MARIA KAMALINI	64	64	76	12	88	14	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	14	49	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	49	Circulation	311
Registration	-	-	-	HOLIDAY : SANTA MARIA KAMALINI	1	1	1	-	1	1	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	1	-	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	Registration	3
Reference Info / Research	-	-	-	HOLIDAY : SANTA MARIA KAMALINI	-	-	-	-	-	-	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	-	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	Reference Info / Research	-
Computer Usage	9	19	28	HOLIDAY : SANTA MARIA KAMALINI	11	11	19	13	32	10	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	10	2	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	2	Computer Usage	83
PROGRAMS																PROGRAMS	
After School Drop-In	-	-	-	HOLIDAY : SANTA MARIA KAMALINI	-	-	-	-	-	-	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	-	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	After School Program	1
School Library Visits	-	90	90	HOLIDAY : SANTA MARIA KAMALINI	-	-	35	-	35	-	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	-	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	School Library Visits	125
TOTAL	-	90	90	-	-	-	35	-	35	-	-	-	-	-	-		

BRANCH: DEDEDO	T., Dec. 1	Th., Dec. 3	TTL	T., Dec. 8	Th., Dec. 10	TTL	T., Dec. 15	Th., Dec. 17	TTL	T., Dec. 22	Th., Dec. 24	TTL	T., Dec. 29	Th., Dec. 31	TTL	GRAND TOTAL	
Attendance	27	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	27	HOLIDAY : SANTA MARIA KAMALINI	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	26	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	26	19	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	19	28	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	28	Attendance	100
Circulation	3	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	3	HOLIDAY : SANTA MARIA KAMALINI	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	24	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	24	11	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	11	31	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	31	Circulation	69
Registration	-	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	HOLIDAY : SANTA MARIA KAMALINI	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	1	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	1	-	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	-	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	Registration	1
Reference Info / Research	-	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	HOLIDAY : SANTA MARIA KAMALINI	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	2	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	2	2	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	2	3	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	3	Reference Info / Research	7
Computer Usage	6	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	6	HOLIDAY : SANTA MARIA KAMALINI	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	4	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	4	3	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	3	2	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	2	Computer Usage	15
PROGRAMS																PROGRAMS	
After School Program	-	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	HOLIDAY : SANTA MARIA KAMALINI	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	-	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	-	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	-	1	CLOSED : STAFF TO REPORT TO HAGATNA LIBRARY TO ASSIST.	1	After School Program	1
TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1		

FY 2015 : Guam Public Library System - Barrigada Branch Library
Library Board Weekly Report : November 2015

BRANCH: BARRIGADA	M., Nov. 2	T., Nov. 3	W., Nov. 4	Th., Nov. 5	F., Nov. 6	S., Nov. 7	TTL
Attendance	-	147	170	138	61	104	620
Circulation	-	97	78	75	10	130	390
Registration	-	1	2	9	-	-	12
Reference Info / Research	-	6	8	4	2	2	22
Computer Usage	-	67	68	43	22	41	241
PROGRAMS							
After School Drop-In	-	2	5	7	-	-	14
Toddler Story Program	-	-	14	-	-	-	14
Saturday Story Hour	-	-	-	-	-	13	13
School Library Visit	-	-	-	-	-	-	-
Outreach Events	-	-	-	-	-	-	-
Library Tour	-	-	-	11	-	-	11
TOTAL	-	2	19	7	-	13	52

BRANCH: BARRIGADA	M., Nov. 16	T., Nov. 17	W., Nov. 18	Th., Nov., 19	F., Nov. 20	S., Nov. 21	TTL
Attendance	146	155	132	140			573
Circulation	89	47	57	86			279
Registration	1	1	1	1			4
Reference Info / Research	23	13	9	10			55
Computer Usage	56	35	26	46			163
PROGRAMS							
After School Drop-In	8	10	-	10			28
Toddler Story Program	-	-	27	-			27
Saturday Story Hour	-	-	-	-			-
Outreach Events - BLTTC	-	-	-	-			-
Workshop / Conference	-	-	-	9			9
Karidat Independent Adult Group (C.S.S.)	-	-	-	-			-
School Library Visit	-	-	-	-			-
TOTAL	8	10	27	19	-	-	64

BRANCH: BARRIGADA	M., Nov. 30	TTL
Attendance	169	169
Circulation	88	88
Registration	3	3
Reference Info / Research	7	7
Computer Usage	48	48
PROGRAMS		
After School Drop-In	3	3
Toddler Story Program	-	-
Saturday Story Hour	-	-
Outreach Events - BLTTC	-	32
School Visits	7	7
TOTAL	10	42

M., Nov. 9	T., Nov. 10	W., Nov. 11	Th., Nov. 12	F., Nov. 13	S., Nov. 14	TTL
131	122		137	37	128	555
73	81		43	6	173	376
-	-		-	-	5	5
7	11		8	-	15	41
41	49		55	25	54	224
PROGRAMS						
7	2		-	-	-	9
-	-		-	-	-	-
-	-		-	-	35	35
-	-		-	-	-	-
-	33		-	-	-	33
-	-		-	-	-	-
7	35		-	-	35	77

M., Nov. 23	T., Nov. 24	W., Nov. 25	Th., Nov. 26	F., Nov. 27	S., Nov. 28	TTL
134	131	233			184	682
31	97	71			232	431
2	1	3			1	7
20	10	8			9	47
37	32	50			53	172
PROGRAMS						
8	4	-			-	12
-	-	40			-	40
-	-	-			15	15
30	-	-			-	30
-	-	-			-	-
-	-	-			-	-
-	9	-			-	9
38	13	40			15	106

GRAND TOTAL		PROGRAMS	
Attendance	2,599	After School Drop-In	66
Circulation	1,564	Toddler Story Program	81
Registration	31	Saturday Story Program	63
Reference Info / Research	172	Conference (Board Meeting)	9
Computer Usage	848	School Library Visits	16
		Karidat	-
		Outreach Events - BLTTC	95
		Library Tours	11

GPLS: Library Board Weekly Report - November 2015

BRANCH: Agat, Dededo, Merizo, and Yona

BRANCH: MERIZO	M., Nov. 2	W., Nov. 4	TTL	M., Nov. 9	W., Nov. 11	TTL	M., Nov. 16	M., Nov.23	TTL	M., Nov. 30	TTL	GRAND TOTAL		
Attendance	CLOSED : ALL SOUL'S DAY!	17	17	4	CLOSED : VETERAN'S DAY!	4	9	50	59	60	60	Attendance	140	
Circulation		8	8	9		9	10	3	13	28	28	Circulation	58	
Registration		-	-	-		1	-	-	-	-	-	-	Registration	1
Reference Info / Research		-	-	-		-	-	-	-	-	-	-	Reference Info / Research	-
Computer Usage		8	8	-		-	2	2	4	2	2	Computer Usage	14	
PROGRAMS		-	-	-		-	-	-	-	-	-	-	PROGRAMS	-
After School Drop-In	-	-	-	-	-	5	5	5	5	After School Drop-In	10			
Library Tour	-	17	17	-	-	45	45	55	55	Library Tours	117			
TOTAL	-	-	-	-	-	-	-	-	-	-	-			
		17	17				50	50		60	60			

BRANCH: YONA	M., Nov. 2	W., Nov. 4	TTL	M., Nov. 9	W., Nov. 11	TTL	W., Nov. 18	W., Nov. 25	TTL	W., Nov. 30	TTL	GRAND TOTAL		
Attendance	CLOSED : ALL SOUL'S DAY!	40	40	15	CLOSED : VETERAN'S DAY!	15	45	34	79	-	-	Attendance	134	
Circulation		20	20	15		15	23	6	29	-	-	Circulation	64	
Registration		-	-	-		-	-	-	-	-	-	-	Registration	-
Reference Info / Research		-	-	-		-	-	-	-	-	-	-	Reference Info / Research	-
Computer Usage		2	2	4		4	13	12	25	-	-	Computer Usage	31	
PROGRAMS		-	-	-		-	-	-	-	-	-	-	PROGRAMS	-
Service Learning (Volunteers)	-	-	-	-	-	1	-	1	-	-	1	Service Learning	1	
TOTAL	-	-	-	-	-	-	1	-	1	-	-			

BRANCH: AGAT	T., Nov. 3	Th., Nov. 5	TTL	T., Nov. 10	Th., Nov. 12	TTL	T., Nov. 17	Th., Nov. 19	TTL	Th., Nov. 26	TTL	GRAND TOTAL		
Attendance	75	173	248	177	29	206	166	19	185	CLOSED : THANKSGIVING DAY!	-	Attendance	639	
Circulation	73	34	107	95	3	98	83	17	100		-	-	Circulation	305
Registration	-	2	2	1	-	1	-	-	-		-	-	Registration	3
Reference Info / Research	-	-	-	-	-	-	-	-	-		-	-	Reference Info / Research	-
Computer Usage	5	13	18	7	14	21	46	10	56		-	-	Computer Usage	95
PROGRAMS	-	-	-	-	-	-	-	-	-		-	-	PROGRAMS	-
After School Drop-In	-	-	-	-	-	-	-	-	-	-	-	After School Drop-In	-	
School Library Visits	41	92	133	115	-	115	104	-	104	-	-	School Library Visits	352	
Volunteer	-	-	-	-	-	-	-	-	-	-	-			
TOTAL	41	92	133	115	-	115	104	-	104	-	-			

DEDEDO BRANCH LIBRARY 2015
CLOSED FOR RENOVATION :
FEBRUARY 16, 2015

BOOKMOBILE 2015
DOWN FOR MAJOR MAINTENANCE
REPAIR : November 2013

HAGATNA LIBRARY 2015
CLOSED FOR RENOVATION :
August 31, 2015

Tentative Library Operations with the New "Children's Library" Opening

Agana (Main Branch)

Library Technicians (**Warm Bodies** and **Vacant**)

Days/Hours

Circulation and Reference Desk Services

Mon-Thurs: 9:00 a.m.- 5:30 p.m.	YA/Adult Circulation Desk (1st Fl.) — 1-LT II; 1-LT I; 1-Vacant: LT I
Fri: 12:00 p.m. - 4:30 p.m.	Reference Desk (2nd Fl.) — 1-LT II; 1-LT I; 1-Vacant: LT I
Sat: 8:30 a.m. - 4:30 p.m.	Children's Library — 3-Vacant: 1-LT II; 2-LT I

Branch Libraries

Library Technicians (**Warm Bodies** and **Vacant**)

Merizo:

Mon-Wed: 9:00 a.m.- 5:30 p.m. **1-LT I; 1-Vacant: LT**

Yona:

Mon-Wed: 9:00 a.m.- 5:30 p.m. **1-LT II; 1-Vacant: LT**

Agat:

Tues-Thurs: 9:00 a.m.—5:30 p.m. **1-LT I; 1-Vacant: LT**

Barrigada:

Tues-Thurs: 9:00 a.m.- 5:30 p.m. **1-LT I; 1-Vacant: LT**

Dededo:

Tues-Thurs: 9:00 a.m.- 5:30 p.m. **1-LT I; 1-Vacant: LT**

Bookmobile: Temporarily down since November 2013 for major maintenance repair.

One of the Library Technician I, is temporarily assigned to the BKM from the Main Branch.

All LT's working the Branch Schedule are also rotated to work at the Main Branch, this includes working Saturday's. A "Day-Off" is schedule during the week when the assigned technician is schedule to work a Saturday.

For GPLS to be adequately staffed at the Branch Libraries, and the safety of the library technicians, patrons, and for liability purposes.

To fulfilled our Libraries Mission and Goals, Technicians performed multitasking behind the scenes on other tasks/duties at the ***Main Branch***, such as:

- Copy Cataloguing and Technical Processing (Print and Non-Print materials/items)
- Archival Scanning (Special Collections such as; photographs, Vertical Files, Media (local newspapers, Governor's EO's, Public Laws, Vertical Files, etc.)
- Indexing (Local Media Publications and Vertical Files—Printed Publications)
- Federal Government Depository, Gov't Printing Office, Library of Congress (Copy cataloguing and Technical Processing of print and non-print materials/items; and daily filing and discarding)
- Library Services for the Blind and Physically Disabled (Daily importing and filing of incoming Digital Talking Tapes, Braille Magazines, provides Homebound Delivery)
- Collections Development (Daily data entry of previous collections/items using the Library's Horizon database, repairing and/or weeding)

Terry LG. Kennimer
Library Technician Supervisor
November 19, 2015. January 28, 2016

Guam Public Library System
Library Technician Supervisor's Report
Thursday, January 28, 2016

Main Branch (update)

- Shelves, furniture's, computer stations, and collections are finally set in place. We accomplished 85% of our project, what remains left to do and we are working as quickly as we can is, proofreading the Adult, J/YA, and Children's collections, filing all returned items/collections, and setting up the Cataloguing and Technical Processing fl., 3rd.

I would like to acknowledge and "thank" the Library Technician's and CWEB Trainees for their involvement in setting up the library, and bunch of great employees working as a team during these past months as we set up shelves, moving and unpacking boxes, bending, reaching, shifting, etc., etc. this also, includes stepping in to assist even if its covering someone's Branch Schedule, and/or assisting at a short moment's notice.

Agat and Merizo Branch (update)

- Mt. Carmel Catholic School, from grades Pre-Kindergarten to 8th Grade and teachers continues its regular weekly library visits. *Statistics attached*
- Merizo Martyrs Elem School, students and teachers paid a visit to the Merizo Branch. Students signed up and renewed their library cards. This will be their weekly library visits due to their school library being due to hiring a new librarian. *Statistics attached*

Library Technician's and Dept. of PHSS, Guam Employment & Training Program (GETP)

- Once again, our nine (9) Library Technicians continues to serve the needs of our patrons/users, our Branch Libraries doors remain open on its schedule days and also covering absences.
- The new Children's Library and the Main Branch will be opened on Thursday, March 3, 2016, and with only nine (9) technicians assigned to handle the 5-Branch Libraries, plus the Main Branch and the Children's Library, this is not possible.
 - Copies are attached for your review:
 1. Is a table showing the "tentative" operations with the new Children's Library, Branches and the nine (9) able bodies currently on board, and the "behind the scenes" tasks/duties aside from their desk duties.
 2. Branch/Staff Schedule, March 2016. Three (3) separate schedule identifies the Branch Libraries (Agat, Barrigada, Dededo, Merizo, and Yona) when library operations are opened... 1 or 2 days/week. Thus, leaving only 1 Technician to handle the Branch Libraries. For GPLS to be adequately staffed at the Branch Libraries, and the safety of the library technicians, patrons, and for liability purposes.

Weekly Reports for the months of Nov and Dec 2015. Attached

MARCH 2016 DESK SCHEDULE

NOTE: BRANCH OPEN ONCE A WEEK

	MONDAY (2/29)			TUESDAY (3/1)			WEDNESDAY (3/2)			THURSDAY (3/3)			FRIDAY (3/4)			SATURDAY (3/5)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9am-12pm	HAGATNA			HAGATNA			HAGATNA			FT	RT	DM	MM	RT	CI	FT/TC	BQ/MI	RT/DM
12pm-3pm										GP (MM)	BQ	RS	TC	FU	DM			
3pm-4pm										MM (FT)	FU (RT)	CI (DM)	FT (MM)	BQ (RT)	RS (CI)			
OFF	THERESA/BERNIE			FLO			DAR/ROD			MICHELLE								
AGAT				TC/DM						TC								
BARRIGADA	RS/MI (9-1)/GP (2-5)			CI/MI (9-1)/GP (2-5)			FT/MI (9-1)/GP (2-5)											
DEDEDO				MM														
MERIZO	DM																	
YONA							FU											
	MONDAY (3/7)			TUESDAY (3/8)			WEDNESDAY (3/9)			THURSDAY (3/10)			FRIDAY (3/11)			SATURDAY (3/12)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9am-12pm	FT	MI [RT]	CI	FT	MI (BQ)	DM	MM	MI [RT]	RS	FT	MI [RT]	CI	FT	BQ	RS	MM/GP	BQ/FU	CI/RS
12pm-3pm	GP [TC]	FU	RS	TC	RT	RS	GP [FT]	BQ	CI	GP [MM]	BQ	DM	MM	FU	CI			
3pm-6pm	TC (FT)	RT	CI (RS)	FT (TC)	BQ (RT)	DM (RS)	TC (FT)	RT (BQ)	RS (CI)	MM (FT)	FU (RT)	CI (DM)	TC (FT)	RT (BQ)	DM (RS)			
OFF	BERNIE/MARI			FRAN/GENA			DAR			ROSE								
AGAT										TC								
BARRIGADA				CI														
DEDEDO				MM														
MERIZO	DM																	
YONA							FU											
	MONDAY (3/14)			TUESDAY (3/15)			WEDNESDAY (3/16)			THURSDAY (3/17)			FRIDAY (3/18)			SATURDAY (3/19)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9am-12pm	TC	MI (BQ)	RS	FT	RT	DM	MM	MI [RT]	CI	FT	MI [FU]	DM	TC	FU	CI	FT/TC	FU/MI	DM/RT
12pm-3pm	GP [MM]	RT	CI	GP [TC]	BQ	RS	GP (FT)	BQ	RS	GP [MM]	BQ	CI	MM	RT	RS			
3pm-6pm	MM (TC)	BQ (RT)	RS (CI)	TC (FT)	FU (RT)	DM (RS)	FT (MM)	RT (BQ)	CI (RS)	MM (FT)	FU (BQ)	RS (DM)	FT (TC)	BQ (FU)	DM (CI)			
OFF	FLO/FRAN			MICHELLE			DAR/THERESE			ROD								
AGAT										TC								
BARRIGADA				CI														
DEDEDO				MM														
MERIZO	DM																	
YONA							FU											
	MONDAY (3/21)			TUESDAY (3/22)			WEDNESDAY (3/23)			THURSDAY (3/24)			FRIDAY (3/25)			SATURDAY (3/26)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9am-12pm	MM	MI [RT]	CI	FT	MI [BQ]	RS	TC	MI [RT]	DM	BQ	MI [FU]	CI	FT	BQ	DM	MM/GP	FT/BQ	RS/CI
12pm-3pm	TC	FU	RS	GP [TC]	FU	DM	GP [MM]	BQ	RS	GP [FT]	RT	DM	TC	FU	CI			
3pm-4pm	FT (MM)	RT (FU)	CI (RS)	TC (FT)	BQ (RT)	RS (DM)	MM (TC)	RT (BQ)	DM (RS)	FT (BQ)	FU (RT)	CI (DM)	MM (FT)	RT (BQ)	RS (DM)			
OFF	BERNIE/GENA						FLO/CINDY			MARI/ROSE								
AGAT										TC								
BARRIGADA				CI														
DEDEDO				MM														
MERIZO	DM																	
YONA							FU											
	MONDAY (3/28)			TUESDAY (3/29)			WEDNESDAY (3/30)			THURSDAY (3/31)			FRIDAY (4/1)			SATURDAY (4/2)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9am-12pm	FT	FU	RS	TC	MI [RT]	DM	MM	MI [BQ]	RS	FT	MI [FU]	CI	MM	RT	RS	TC/RT	FU/MI	CI/DM
12pm-3pm	GP [TC]	RT	CI	GP [FT]	BQ	RS	GP [FT]	RT	DM	GP [MM]	BQ	RS	FT	BQ	DM			
3pm-4pm	MM (FT)	BQ (FU)	RS (CI)	FT (TC)	RT (BQ)	DM (RS)	FT (MM)	BQ (RT)	RS (DM)	MM (FT)	FU (BQ)	CI (RS)	TC (MM)	FU (RT)	CI (RS)			
OFF	MICHELLE			FRAN			CINDY/THERESE			ROD/DAR								
AGAT										TC								
BARRIGADA				CI														
DEDEDO				MM														
MERIZO	DM																	
YONA							FU											

MARCH 2016 DESK SCHEDULE

NOTE: BRANCHES OPEN TWICE A WEEK

	MONDAY (2/29)			TUESDAY (3/1)			WEDNESDAY (3/2)			THURSDAY (3/3)			FRIDAY (3/4)			SATURDAY (3/5)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9am-12pm	HAGATNA			HAGATNA			HAGATNA			FT	RT	DM	MM	RT	CI			
12pm-3pm	PREPARATIONS			PREPARATIONS			PREPARATIONS			GP [FT]	BQ	RS	TC	FU	DM	FT/TC	BQ/MI	RT/DM
3pm-4pm										FT	FU (RT)	DM (RS)	FT (MM)	BQ (RT)	RS (CI)			
OFF	THERESA/BERNIE			FLO			DAR/ROD			MICHELLE								
AGAT				TC/DM						TC								
BARRIGADA	RS/MI (9-1)/GP (2-5)			CI/MI (9-1)/GP (2-5)			FT/MI (9-1)/GP (2-5)			CI								
DEDEDO				MM						MM								
MERIZO	DM																	
YONA							FU											
	MONDAY (3/7)			TUESDAY (3/8)			WEDNESDAY (3/9)			THURSDAY (3/10)			FRIDAY (3/11)			SATURDAY (3/12)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9am-12pm	FT	MI [RT]	CI	FT	MI (BQ)	DM	MM	MI [RT]	RS	FT	MI [RT]	DM	FT	BQ	RT			
12pm-3pm	GP [TC]	BQ	RS	GP [FT]	RT	RS	FT	BQ	CI	GP [FT]	BQ	RS	TC	FU	DM	MM/GP	BQ/FU	CI/RS
3pm-6pm	TC (FT)	RT (BQ)	CI (RS)	FT	BQ (RT)	DM (RS)	TC (MM)	RT (BQ)	RS (CI)	FT	FU (RT)	DM (RS)	FT (TC)	BQ (FU)	RT (DM)			
OFF	MARI			FRAN			GENA			MARI/CINDY/ROSE								
AGAT				TC						TC								
BARRIGADA				CI						CI								
DEDEDO				MM						MM								
MERIZO	DM						DM											
YONA	FU						FU											
	MONDAY (3/14)			TUESDAY (3/15)			WEDNESDAY (3/16)			THURSDAY (3/17)			FRIDAY (3/18)			SATURDAY (3/19)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9am-12pm	TC	BQ	RS	FT	RT	DM	MM	MI [RT]	CI	FT	MI [FU]	RS	TC	FU	CI			
12pm-3pm	GP [MM]	RT	CI	GP [FT]	BQ	RS	GP (FT)	BQ	RS	GP [FT]	BQ	DM	MM	RT	RS	FT/TC	FU/MI	DM/RT
3pm-6pm	MM (TC)	BQ (RT)	RS (CI)	FT	RT (BQ)	DM (RS)	FT (MM)	RT (BQ)	CI (RS)	FT	FU (BQ)	RS (DM)	FT (TC)	BQ (FU)	CI (RS)			
OFF	FLO/MICHELLE			FRAN			THERESE			ROD			DAR					
AGAT				TC						TC								
BARRIGADA				CI						CI								
DEDEDO				MM						MM								
MERIZO	DM						DM											
YONA	FU						FU											
	MONDAY (3/21)			TUESDAY (3/22)			WEDNESDAY (3/23)			THURSDAY (3/24)			FRIDAY (3/25)			SATURDAY (3/26)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9am-12pm	MM	MI [RT]	CI	FT	MI [FU]	RS	TC	MI [RT]	CI	BQ	MI [FU]	RS	FT	BQ	DM			
12pm-3pm	TC	BQ	RS	GP [FT]	RT	DM	GP [MM]	BQ	RS	GP [FT]	RT	DM	TC	FU	RT	MM/GP	FT/BQ	RS/CI
3pm-4pm	FT (MM)	RT (BQ)	CI (RS)	FT	FU (RT)	RS (DM)	MM (TC)	RT (BQ)	CI (RS)	FT (BQ)	FU (RT)	RS (DM)	MM (FT)	BQ (FU)	DM (RT)			
OFF	GENA			BERNIE			FLO			MARI			ROSE/CINDY					
AGAT				TC						TC								
BARRIGADA				CI						CI								
DEDEDO				MM						MM								
MERIZO	DM						DM											
YONA	FU						FU											
	MONDAY (3/21)			TUESDAY (3/22)			WEDNESDAY (3/23)			THURSDAY (3/24)			FRIDAY (3/25)			SATURDAY (3/26)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9am-12pm	FT	BQ	RS	FT	MI [RT]	DM	MM	MI [BQ]	RS	FT	MI [FU]	DM	MM	RT	RS			
12pm-3pm	GP [TC]	RT	CI	GP [FT]	BQ	RS	GP [FT]	RT	CI	GP [FT]	BQ	RS	FT	BQ	TC	TC/RT	FU/MI	CI/DM
3pm-4pm	MM (FT)	BQ (RT)	RS (CI)	FT	RT (BQ)	DM (RS)	FT (MM)	BQ (RT)	RS (CI)	FT	FU (BQ)	DM (RS)	MM (FT)	FU (RT)	RS (TC)			
OFF	MICHELLE			FRAN			THERESE			ROD			DAR/CINDY					
AGAT				TC						TC								
BARRIGADA				CI						CI								
DEDEDO				MM						MM								
MERIZO	DM						DM											
YONA	FU						FU											

MARCH 2016 DESK SCHEDULE

	MONDAY (2/29)			TUESDAY (3/1)			WEDNESDAY (3/2)			THURSDAY (3/3)			FRIDAY (3/4)			SATURDAY (3/5)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9am-12pm	MAIN BRANCH PREPARATIONS									FT	RT	DM	MM	RT	CI	FT/TC	BQ/MI	RT/DM
12pm-3pm										GP (MM)	BQ	RS	TC	FU	DM			
3pm-4pm										MM (FT)	FU (RT)	CI (DM)	FT (MM)	BQ (RT)	RS (CI)			
OFF	THERESA/BERNIE			FLO			DAR/ROD			MICHELLE								
AGAT				TC/DM														
BARRIGADA	RS/MI (9-1)/GP (2-5)			CI/MI (9-1)/GP (2-5)			FT/MI (9-1)/GP (2-5)											
DEDEDO				MM														
MERIZO	DM																	
YONA							FU											
	MONDAY (3/7)			TUESDAY (3/8)			WEDNESDAY (3/9)			THURSDAY (3/10)			FRIDAY (3/11)			SATURDAY (3/12)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9am-12pm	FT	MI [RT]	CI	MM	MI (BQ)	DM	MM	MI [RT]	RS	MM	MI [FU]	CI	FT	BQ	RS	MM/GP	BQ/FU	CI/RS
12pm-3pm	GP [TC]	FU	RS	TC	RT	RS	GP [FT]	BQ	CI	GP [FT]	BQ	DM	MM	FU	CI			
3pm-6pm	TC (FT)	RT	DM (CI)	FT (MM)	BQ (RT)	CI (DM)	TC (FT)	RT (BQ)	RS (CI)	FT (TC)	RT (FU)	CI (DM)	TC (FT)	RT (BQ)	DM (RS)			
OFF	BERNIE/MARI			FRAN/GENA			DAR			ROSE								
	MONDAY (3/14)			TUESDAY (3/15)			WEDNESDAY (3/16)			THURSDAY (3/17)			FRIDAY (3/18)			SATURDAY (3/19)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9am-12pm	TC	MI (BQ)	DM	FT	RT	CI	MM	MI [RT]	CI	FT	MI [BQ]	DM	TC	FU	CI	FT/TC	FU/MI	DM/RT
12pm-3pm	GP [MM]	RT	CI	GP [MM]	BQ	RS	GP (FT)	FU	RS	GP [MM]	FU	CI	MM	RT	RS			
3pm-6pm	MM (TC)	BQ (RT)	RS (DM)	TC (FT)	FU (RT)	DM (CI)	FT (MM)	BQ (RT)	CI (RS)	TC (FT)	BQ (FU)	RS (DM)	FT (TC)	BQ (FU)	DM (CI)			
OFF	FLO/FRAN			MICHELLE			DAR/THERESE			ROD								
	MONDAY (3/21)			TUESDAY (3/22)			WEDNESDAY (3/23)			THURSDAY (3/24)			FRIDAY (3/25)			SATURDAY (3/26)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9am-12pm	MM	MI [RT]	RS	MM	MI [BQ]	DM	TC	MI [FU]	DM	TC	MI [BQ]	CI	FT	BQ	DM	MM/GP	FT/BQ	RS/CI
12pm-3pm	TC	FU	DM	GP [TC]	FU	CI	GP [MM]	BQ	RS	GP [FT]	RT	DM	TC	FU	CI			
3pm-4pm	FT (MM)	RT (FU)	CI (RS)	FT (MM)	BQ (RT)	RS (DM)	MM (TC)	RT (FU)	DM (RS)	FT (TC)	FU (BQ)	CI (DM)	MM (FT)	RT (BQ)	RS (DM)			
OFF	BERNIE/GENA						FLO/CINDY			MARI/ROSE								
	MONDAY (3/28)			TUESDAY (3/29)			WEDNESDAY (3/30)			THURSDAY (3/31)			FRIDAY (4/1)			SATURDAY (4/2)		
	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL	REF	CIRC	CL
9am-12pm	FT	FU	CI	TC	MI [RT]	RS	MM	MI [BQ]	RS	FT	MI [FU]	CI	MM	RT	RS	TC/RT	FU/MI	CI/DM
12pm-3pm	GP [TC]	RT	RS	GP [FT]	BQ	DM	GP [FT]	RT	DM	GP [MM]	BQ	RS	FT	BQ	DM			
3pm-4pm	MM (FT)	BQ (FU)	DM (CI)	MM (TC)	RT (BQ)	CI (RS)	FT (MM)	FU (BQ)	RS (DM)	MM (FT)	FU (BQ)	CI (RS)	TC (MM)	FU (RT)	CI (RS)			
OFF	MICHELLE			FRAN			CINDY/THERESE			ROD/DAR								

PROGRAMS UPDATE

Frankie S. Aflague PC I

- Coordinating with Guam Public Broadcasting Station (P.B.S.) for a Clifford Valentine's Day on Saturday, February 13, 2016.
- Dr. Seuss birthday/Read Across America celebration scheduled for Saturday, March 5, 2016. Coordinating with Gearing Education for Maximum Service (GEMS) and Association for the Education of Young Children (AEYC) organizations from U.O.G.
- Coordinating with Guam International Reading Association (I.R.A.) for an author visit in March (Saturday, March 19, 2016).
- Making arrangements with the Pacific Islands Bilingual Bicultural Association (P.I.B.B.A.) to host one or two of the Saturdays in March for Chamorro Month.
- Communication has begun with Guam Animals In Need (G.A.I.N.) Board of Directors, President Cyrus Luhr on the restarting of the **4 Paws and a Tail** program. This program depends mainly on volunteers who have well trained dogs that have passed a specific test.
- Bilingual Literacy Through the Community (BLTTC) outreach program postponed until March after ribbon cutting ceremony.
- Saturday Story Program still ongoing with a bit more of the schools requesting to read during the story time, such as Harvest Christian Academy's Writers' Club and Saint Paul's National Honor Society (NHS).
- Toddler Program is still going strong with a steady attendance of 12 – 18 children every Wednesday.
- Volunteer Program still being offered to students to fulfill school requirements or service learning hours.