



**GUAM PUBLIC LIBRARY SYSTEM**  
***Sisteman Laibirihan Pubbleko Guåhan***  
**Government of Guam**



**The Guam Public Library System Board**  
**Regular Board Meeting - October 16, 2014**  
**3:30 p.m.**

**Agenda**

**I. Call to Order**

1. Roll Call

**II. Approval of Minutes – Meeting of October 2, 2014**

**III. Reports**

1. Administrative Officer-updates
2. Library Tech. Supervisor Report-updates

**IV. Old Business**

1. FY2015 Budget
2. Library Extension- Capitol Improvement Project
3. Library Programs
4. Status of “State of Emergency” Request
5. FY2015 Budget

**V. New Business**

1. Painting of Building – Hagatna main library
2. Homeless Issue – Research National Standard Policies
3. Territorial Librarian Position
4. Library Fee Structure
5. Library Board Manual
6. Designation of Library Board Tenures

**VI. Open Discussion**

**VII. Announcements**

*Next meeting* \_\_\_\_\_, *at* \_\_\_\_\_ *p.m.*

**VIII. Adjournment**

**Guam Public Library System**  
**Regular Board Meeting**  
**October 2, 2014**  
**3:30 pm**

**Minutes of Meeting**

- I. **Call Meeting to Order.** The meeting was held at the Nieves M. Flores Memorial Library in Hagatna, Guam, and was called to order by Debra S. Duenas, on October 2, 2014 at 3:50pm.
1. **Introduction of Board Members**
  2. **Roll Call**
- Present:** Ms. Debra Duenas; Mr. Krishman Seerengan; Ms. Denise Reyes; Mr. Kyle Mandapat; Mr. Joseph Cameron, President of DCA; Sandra M. Stanley, Administrative Officer; Teresita LG Kennimer, Library Technician Supervisor; Frankie Aflague, Program Coordinator; and June M. Aflague, Administrative Assistant.
- II. **Nomination/Election of Officers.** Motion made by Ms. Denise Reyes nominating Debra Duenas as chairperson and Kyle Mandapat second nomination. With that vote of acclamation.
- Chairperson,** Ms. Debra Duenas opens the floor to nomination for vice chair. Mr. Mandapat nominates Mr. Krishman with Ms. Denise Reyes to second the nomination. Mr. Kris accepts nomination with unanimous decision. Last election of officers for Treasurer Ms. Denis nominates Kyle Mandapat with him accepting.
- III. **Reports:** Ms. Sandra M. Stanley, Administrative Officer and Teresita LG Kennimer, Library Technician Supervisor distributed to all board members and reported as follows:
- FY2015 Budget. Budget ceiling per Public Law 32-181, department was authorized for \$1,221,589.00. Not funded in the budget were all the vacant positions such as Library Technicians, Custodians and Secretary. Ms. Stanley advised re-iterated that there is no recruitment allowed and that we currently short staffed.
  - Memo regarding the department's State of Emergency. Ms. Stanley is hoping that GPLS can use the Capital Improvement Project (DOI) funding to repair and replace the air conditioning unit here at Hagatna branch. Mr. Cameron updated in the meeting that the memo is currently being reviewed with Legal Office at the Governor's office.
  - Capital Improvement Project (DOI) Library Extension Change Order
  - Capital Improvement Project (DOI) budget
  - Library Programs
  - Reporting requirements for board meetings and the Open Government Law. Mr. Cameron advised that Board members must go through process of government per Public Law. Mr. Cameron said he will be working with Sandra to provide training and the schedule for Ms. Reyes & Mr. Mandapat, the remaining two board members left to attend the twenty-minute training

- IV. **Open Discussion:** Mr. Cameron recommends to the board the monthly board meetings should be held no more than one hour. He recommends that the board have sub committees so that such sub committees can breakout into working sessions with chairpersons overseeing each committee and to bring in stakeholders and the general public.

Chairperson suggests to meet two times a month so board can get caught up with pressing matters along with recommendation in recruiting a finance person for the board.

Mr. Seerengan, agreed with the idea of the subcommittee's as he mentioned of attending a conference over the summer with the American Library Association as they too had they're own breakout sessions with subcommittees.

Chairperson, asks everyone for acknowledgement of all documents received in this meeting and that it will be tabled for discussion at the next board meeting. All acknowledge.

- V. **New Business:** New business to be discussed at next meeting.

- Aircon and structural Projects
- Homeless Issue. What is the national standard policy in dealing with this issue
- Fee Structure
- Library Director/Territorial Librarian.

Per Mr. Cameron, GPLS must recruit for a librarian which is a classified position. He says he knows of several people who would be interested in applying with a degree in library science.

Ms. Sandra advised the board that the official title is Territorial Librarian per the Department of Administration, Human Resources Division.

Chairperson said the position is dated 1982, which needs serious updating. She has been researching and has found the national salary to be at \$90,000.00. Would like to know how this position fits into the hay study recently being implemented. She recommends that it's good for continuity to keep this position a classified position.

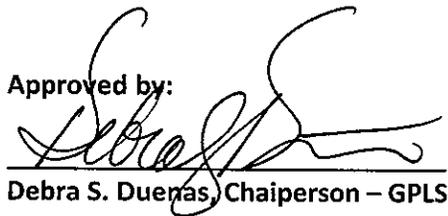
- American with Disability Act (ADA)  
Chairperson inquires if we are complying with ADA requirement with the CIP project/library extension, and Mr. Cameron assures her that we are complying.

- VI. **Announcements:** Mr. Cameron talked about his meeting with the Institute of Museum and Library Science (IMLS) most recently about funding library and museum programs. He talked about the upcoming museum and about library archives and that it was a very successful and productive meeting. Per Public Law, that archives belong to the Guam Museum. Yet instead of letting the archives go to an unfunded division that it remain at the library, keeping the integrity of those archives. The archives will always be at the Guam Public Library.

Chairperson and Vice Chair both said they have had the opportunity of speaking with IMLS and they as well are anxious for GPLS to get a library director in place as soon as possible.

- VII. **Next Meeting.** Next meeting on Thursday, October 16, 2014, 3:30pm at the GPLS Conference Room.
- VIII. **Adjournment.** A motion was made to adjourn the meeting by Chairperson; seconded by Mr. Kyle Mandapat, none opposed, meeting was adjourned at approximately at 4:41pm.

Approved by:



Debra S. Duenas, Chairperson – GPLS

10-16-14

Date



June M. Aflague, Recording Secretary – GPLS

10-16-14

Date

Guam Public Library System  
Report submitted to the Board  
Tuesday, October 16, 2014  
3:30 p.m.

Provided by Sandra M Stanley, Administrative Officer

1. Position Description for Territorial Librarian as approved by Civil Service Commission on July 1980.
2. Public Law 27-13 “An Act to add a new Subsection (d) to Section 3122 of Title 5, Guam Code Annotated, Relative to Minimum Qualifications for Director of the Guam Public Library System.” ***Signed into law on April 26, 2003.***
3. Public Law 28-50 “...To allow for a Master of Education Degree in Library Science to fulfill the educational requirements & require managerial experience or equivalent education for the Library Director Position, ...” ***Signed into law on June 30, 2005.***
4. 5 GCA, Chapter 3, Article 1 The Executive, Section 3122 Guam Public Library
5. Public Law 24-89 - ...Relative to discontinuing the use of the term Territory of Guam’ in official Government Acts, Titles and Documents, and to discontinue the use of the term Territorial’ in Government Titles. ***Signed into law on October 7, 1997.***

Old Business:

State of Emergency was signed by Governor Calvo on Friday, October 10, 2014 and currently Department of Public Works is contacting vendors to submit their Bid after performing an on-site assessment.

Other Matter(s):

1. Ms. Omaira Brunal-Perry will be speaking on the following topic:
  - a. The need to recruit a ***“Territorial Archivist”*** to be incorporated in GPLS
  - b. The need to recruit a ***“Territorial Librarian”*** for GPLS

## TERRITORIAL LIBRARIAN

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the Territorial Public Library System and the Museum.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Administers the programs and activities of the public libraries and the museum.

Determines and plans objectives and goals to meet island-wide needs for library services, develops programs, policies and plans.

Provides guidance to subordinate staff in such professional areas as the standards of library services, collection, book selection, and references.

Reviews, develops, recommends and adopts library policies, regulations and procedures.

Establishes library services in institutions and outlying areas or in communities without services as approved by the Board.

Formulates and justifies budget estimates and administers approved program budget; prepares state Plans for Federal funding in accordance with the Library Services and Construction Act; submits yearly projects and expenditures report to federal and local governments.

Administers policies for personnel, training and safety.

Prepares correspondence and other reports.

Participates in Board and Advisory Council meetings.

Develops and maintains working relations with governmental agencies, community organizations and groups and legislative and advisory bodies.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of library science and library administration.

Knowledge of the principles and practices of public administration.

Ability to administer an island-wide public library system and the museum.

Ability to analyze and evaluate operational effectiveness and initiate and recommend changes in the library system to improve effectiveness.

Ability to make work decisions in accordance with program guidelines.

Ability to interpret and apply pertinent program guidelines.

Ability to work effectively with the public and employees.

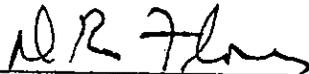
Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Four years of progressively responsible experience in professional library work and two years of supervisory work; and graduation from a recognized college or university with a Bachelor's degree in library science or related field; or
- (b) Any equivalent combination of experience and training beyond the Bachelor's degree, which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980

Pay Grade L5 \$55,303.00 PER ANNUM

  
\_\_\_\_\_  
DAVID R. FLORES, Executive Director  
Civil Service Commission



Office of the Governor of Guam

Adelup, Guam 96932

TEL: (671) 472-8931 • FAX: (671) 477-4826 • EMAIL: gov@guam.gu

Felix Perez Camacho  
Governor

Kaleo Scott Moylan  
Lieutenant Governor

APR 29 2003

Office of the People's Speaker  
Vicente (Doc) C. Pangelinan

APR 30 2003

TIME: 3:09 ( ) AM ( ) PM  
RECEIVED BY:

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

Dear Speaker Pangelinan:

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

Sincerely,

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

Attachment: copy attached of signed bill

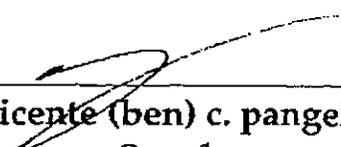
cc: The Honorable Tina Rose Muña-Barnes  
Senator and Legislative Secretary

Document No. 03-02169/1c

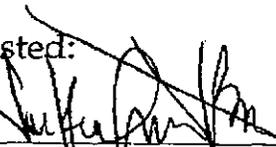
I MINA'BENTE SIETE NA LIHESLATURAN GUÅHAN  
2003 (FIRST) Regular Session

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

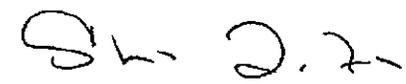
This is to certify that Bill No. 33 (COR), "AN ACT TO ADD A NEW SUBSECTION (d) TO §3122 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO MINIMUM QUALIFICATIONS FOR DIRECTOR OF THE GUAM LIBRARY SYSTEM," was on the 11<sup>th</sup> day of April, 2003, duly and regularly passed.

  
\_\_\_\_\_  
vicente (ben) c. pangelinan  
Speaker

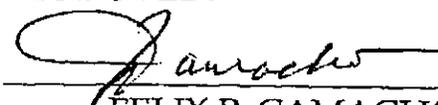
Attested:

  
\_\_\_\_\_  
Tina Rose Muña-Barnes  
Senator and Legislative Secretary

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

  
\_\_\_\_\_  
Assistant Staff Officer  
*Maga'lahaen's Office*

APPROVED:

  
\_\_\_\_\_  
FELIX P. CAMACHO  
*I Maga'lahaen Guahan*

Date: April 26, 2003

Public Law No. 27-13

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

**Bill No. 33 (COR)**

As amended on the Floor.

Introduced by:

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

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

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

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

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

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

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

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

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

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I MINA'BENTE OCHO NA LIHESLATURAN GUÅHAN  
2005 (FIRST) Regular Session

**Bill No. 137 (EC)**

As substituted by the Committee on  
Education and Community Development,  
and amended.

Introduced by:

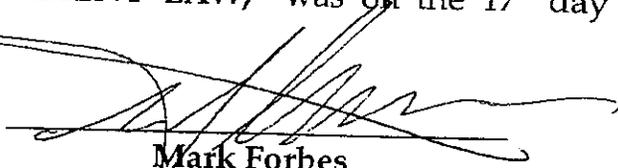
L. F. Kasperbauer  
Mark Forbes  
R. Klitzkie  
F. B. Aguon, Jr.  
J. M.S. Brown  
Edward J.B. Calvo  
B. J.F. Cruz  
Mike Cruz  
L. A. Leon Guerrero  
J. A. Lujan  
A. B. Palacios  
R. J. Respicio  
Ray Tenorio  
A. R. Unpingco  
J. T. Won Pat

**AN ACT TO AMEND §§80106, 80107, 80109 & 80117, TO ADD  
NEW §§80124 & 80125, AND TO REPEAL AND RE-ENACT  
SUBSECTION (d) OF §3122, ALL OF TITLE 5, GUAM CODE  
ANNOTATED, RELATIVE TO PROVIDING BROAD  
COMMUNITY-BASED REPRESENTATION ON THE  
BOARD OF DIRECTORS OF THE GUAM PUBLIC  
LIBRARY SYSTEM, TO ALLOW FOR A MASTER OF  
EDUCATION DEGREE IN LIBRARY SCIENCE TO FULFILL  
THE EDUCATIONAL REQUIREMENTS & REQUIRE  
MANAGERIAL EXPERIENCE OR EQUIVALENT  
EDUCATION FOR THE LIBRARY DIRECTOR POSITION,  
TO ALLOW FOR VOLUNTEERISM AND FUNDRAISING,  
TO PROVIDE A MEANS OF BUDGETING FOR THE**

I MINA'BENTE OCHO NA LIHESLATURAN GUÅHAN  
2005 (FIRST) Regular Session

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

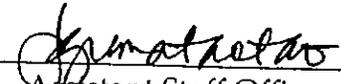
This is to certify that Substitute Bill No. 137 (EC), "AN ACT TO AMEND §§80106, 80107, 80109 & 80117, TO ADD NEW §§80124 & 80125, AND TO REPEAL AND RE-ENACT SUBSECTION (d) OF §3122, ALL OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO PROVIDING BROAD COMMUNITY-BASED REPRESENTATION ON THE BOARD OF DIRECTORS OF THE GUAM PUBLIC LIBRARY SYSTEM, TO ALLOW FOR A MASTER OF EDUCATION DEGREE IN LIBRARY SCIENCE TO FULFILL THE EDUCATIONAL REQUIREMENTS & REQUIRE MANAGERIAL EXPERIENCE OR EQUIVALENT EDUCATION FOR THE LIBRARY DIRECTOR POSITION, TO ALLOW FOR VOLUNTEERISM AND FUNDRAISING, TO PROVIDE A MEANS OF BUDGETING FOR THE BRANCH LIBRARIES AND TO REQUIRE ADHERENCE TO THE OPEN-GOVERNMENT LAW," was on the 17<sup>th</sup> day of June, 2005, duly and regularly passed.

  
Mark Forbes  
Speaker

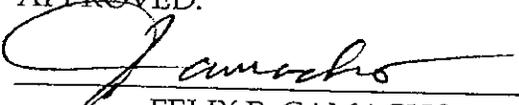
Attested:

  
Edward J.B. Calvo  
Senator and Secretary of the Legislature

-----  
This Act was received by *I Maga'lahaen Guåhan* this 20 day of June, 2005,  
at 4:50 o'clock P.M.

  
Assistant Staff Officer  
*Maga'lahaen's Office*

APPROVED:

  
FELIX P. CAMACHO  
*I Maga'lahaen Guåhan*

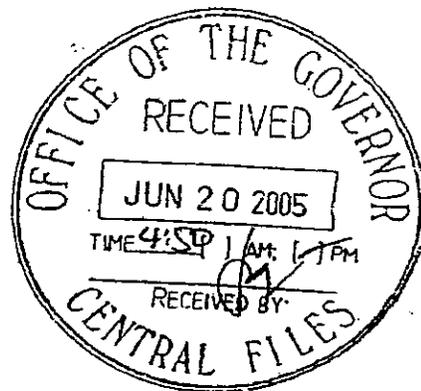
Date: 6/30/05  
Public Law No. 28-50



**MINA' BENTE OCHO NA LIHESLATURAN GUÅHAN**  
TWENTY-EIGHTH GUAM LEGISLATURE  
155 Hessler Place, Hagåtña, Guam 96910

June 20, 2005

The Honorable Felix P. Camacho  
*I Maga'lahaen Guåhan*  
*Ufisinan I Maga'lahi*  
Hagåtña, Guam 96910



Dear *Maga'lahi* Camacho:

Transmitted herewith are Bill Nos. 97(EC) & 103(LS); and Substitute Bill Nos. 41(EC), 46(EC), 59(EC), 61(EC), 69(EC), 77(EC), 87(LS), 100(EC), 112(EC), 119(EC), 122(EC), 128(EC) and 137(EC) which were passed by *I Mina' Bente Ocho Na Liheslaturan Guåhan* on June 17, 2005.

Sincerely,

EDWARD J.B. CALVO  
Senator and Secretary of the Legislature

Enclosures (15)



Office of the Governor of Guam

P.O. Box 2950 Hagåtña, Guam 96932
TEL: (671) 472-8931 • FAX: (671) 477-4826 • EMAIL: governor@mail.gov.gu

Felix Perez Camacho
Governor

Kaleo Scott Moylan
Lieutenant Governor

22 JUL 2005

Senator Edward J.B. Calvo
SECRETARY OF THE LEGISLATURE
ACKNOWLEDGEMENT RECEIPT
Rcv'd by: Nikole
Print Name & Initial
Time: 11:05 Date: 7-25-05

The Honorable Mark Forbes
Speaker
Mina' Bente Ocho Na Liheslaturan Guåhan
155 Hessler Street
Hagåtña, Guam 96910

Dear Mr. Speaker:

Transmitted herewith is Bill No. 137 (EC), "AN ACT TO AMEND §§80106, 80107, 80109 & 80117, TO ADD NEW §§80124 & 80125, AND TO REPEAL AND RE-ENACT SUBSECTION (d) OF §3122, ALL OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO PROVIDING BROAD COMMUNITY-BASED REPRESENTATION ON THE BOARD OF DIRECTORS OF THE GUAM PUBLIC LIBRARY SYSTEM, TO ALLOW FOR A MASTER OF EDUCATION DEGREE IN LIBRARY SCIENCE TO FULFILL THE EDUCATIONAL REQUIREMENTS & REQUIRE MANAGERIAL EXPERIENCE OR EQUIVALENT EDUCATION FOR THE LIBRARY DIRECTOR POSITION, TO ALLOW FOR VOLUNTEERISM AND FUNDRAISING, TO PROVIDE A MEANS OF BUDGETING FOR THE BRANCH LIBRARIES AND TO REQUIRE ADHERENCE TO THE OPEN-GOVERNMENT LAW" which I signed into law on June 30, 2005, as Public Law 28-50.

Sinseru yan Magåhet,

[Signature of Felix P. Camacho]

FELIX P. CAMACHO
I Maga'låhen Guåhan
Governor of Guam

Attachment: copy attached of signed bill

cc: The Honorable Eddie Baza Calvo
Senator and Legislative Secretary

Office of the Speaker

MARK FORBES
Date: 7/25/05
Time: 8:00 AM
Rec'd by: [Signature]
Print Name: Mark Forbes
28-05-0311

0312

**BRANCH LIBRARIES AND TO REQUIRE ADHERENCE TO  
THE OPEN-GOVERNMENT LAW.**

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

2 **Section 1. Short Title.** This Act shall be known as the "*Guam*  
3 *Community-Based Library Act*".

4 **Section 2.** Section 80106 of Chapter 80 of Title 5, Guam Code Annotated  
5 is hereby *amended* to read:

6 "§80106. **Library Board Members.** The Board shall be composed  
7 of seven (7) members, to be appointed by *I Maga'lahi* with the advice  
8 and consent of *I Liheslaturan Guåhan*. Of the appointed members, one (1)  
9 member shall be a full-time student, in compliance with 4 GCA §2105.1;  
10 at least one (1) shall be employed as a librarian throughout the term of  
11 appointment; at least one (1) shall be a classroom teacher throughout the  
12 term of appointment; at least one (1) shall be employed in the field of  
13 Information Technology throughout the term of appointment; at least  
14 one (1) shall be a business owner or a senior manager employed with a  
15 private business throughout the term of appointment."

16 **Section 3. Length of Terms.** Section 80107 of 5 GCA is hereby  
17 *amended* to read:

18 "§80107. **Library Board Tenure.** Except for the student member,  
19 the members of the Board shall serve for a term of three (3) years,  
20 commencing with the date of appointment, and until their successors  
21 are appointed and qualified; provided, that of the members first  
22 appointed, two (2) shall serve for two (2) years and two (2) shall serve

1 for one (1) year, as designated by *I Maga'lahi*. The term of the student  
2 member shall be for one (1) year."

3 **Section 4.** Item (d) of Section 3122 of Chapter 3 of Title 5 Guam  
4 Code Annotated, is hereby *repealed and re-enacted* to read:

5 "(d) (1) **Qualifications for Director.** The Director must:

6 (a) have earned a Master's Degree in Library Science (MLS),  
7 a Master's degree in Library and Information Science (MLIS), or a  
8 Masters degree in Education with concentration on Library  
9 Science from a United States accredited college or university or  
10 from a college or university accredited by the American Library  
11 Association (ALA); and

12 (b) have a minimum of four (4) years general managerial  
13 experience *or* have earned Bachelor's or Master's degree in  
14 Business Administration, Commerce, Business Information  
15 Systems, Public Administration or a related field from a United  
16 States Accredited College or University.

17 (2) **Primary Job Duties.** The Director shall administer the day-to-  
18 day operations of the Guam Public Library System, implement board  
19 policy and perform other duties as assigned by the Board."

20 **Section 5. Fundraising Authorized.** Section 80117 of Chapter 80 of 5  
21 GCA is hereby *amended* to read:

22 "§80117. **Gifts to the Library and Fundraising.** The Board shall  
23 have authority to solicit for and accept on behalf of, and in the name of,  
24 the government of Guam from any government or agency thereof, or  
25 any person, advisory services, grants-in-aids, gifts, donations of money

1 and other property for the benefit of the Library System, or the Guam  
2 Archives; provided, that any grants-in-aid, gifts, donations or other  
3 form of assistance involving an obligation on the part of the Library  
4 System or the Guam Archives or the government of Guam shall require  
5 the approval of *I Maga'lahi*. The Guam Public Library system may, upon  
6 approval of the Board, engage in fundraising activities for the benefit of  
7 the Public Libraries. The Board shall submit an annual report on such  
8 fundraising activities to *I Maga'lahi* and *I Liheslatura*."

9 **Section 6. Use of Volunteers Authorized.** A new Section 80124 is  
10 hereby *added* to Chapter 80 of 5 GCA to read:

11 "§80124. **Friends of the Library Volunteers.** The Board may  
12 institute a program within the Guam Public Library System to be  
13 entitled, 'Friends of the Library'. The Board shall make necessary rules  
14 and regulations for the employment and use of said volunteers within  
15 the System. The Board may obtain liability insurance coverage for said  
16 volunteers. Title 4 GCA §2112 shall apply to volunteers hereunder."

17 **Section 7. Separate Budgeting for Branch Libraries.** A new Section  
18 80125 is hereby *added* to Chapter 80 of 5 GCA to read:

19 "§80125. **Separate Budget for Branch Libraries.** The Board shall  
20 submit a separate budget to *I Liheslatura* annually for the operations of  
21 each branch library. The budget shall include sufficient funding for  
22 personnel, utilities, books, periodicals, computers, internet access, etc.  
23 necessary to operate a branch for *not less than* twenty (20) hours per  
24 week. The Board may transfer funds within each branch library budget

1 among object categories, however, such transfers of funds shall not  
2 impede a branch's operating for the minimum hours prescribed herein."

3 **Section 8. Open Government Requisite.** Section 80109 of 5 GCA is  
4 hereby *amended* to read:

5 "§80109. **Board Meetings.** Meetings of the Board shall be open to  
6 the public and held at a regular time and place each month. Special  
7 meetings may be called by the Chairperson. All meetings shall be  
8 subject to the provisions of 5 GCA Chapter 8, *'The Open Government*  
9 *Law'.*"

10 **Section 9. Effective Date.** Section 2 of this Act shall take effect thirty  
11 (30) days following the enactment hereof, or upon appointment of members  
12 required to meet the conditions of Section 2 of this Act, whichever is sooner.  
13 If any of the Board members currently serving on the Board, who have been  
14 confirmed by *I Liheslatura*, are re-appointed by *I Maga'lahi* prior to the  
15 enactment hereof, such members may serve out their remaining terms  
16 without legislative confirmation. All other sections of this Act shall take effect  
17 upon enactment.

**CHAPTER 3**  
**DEPARTMENTS OF THE GOVERNMENT**

NOTE: A number of the newer agencies were created by laws found within the portions of the Government Code containing substantive provisions governing those agencies. In order to make this Chapter genuinely useful, and to make it a true indication of all of the Departments of the government regarded as such, the Compiler has placed within this Chapter both those sections placed in the § 5100 series of the Government Code and those other sections creating departments, even though the sections were originally placed elsewhere. The Compiler has used as a guide as to the appropriate departments of the government, those departments whose directors are listed in 4 GCA, § 6206B, Departments of the Government of Guam.

- Article 1. The Executive.
- Article 2. Judiciary.

**ARTICLE 1**  
**THE EXECUTIVE**

- § 3101. Department of Administration.
- § 3101.1. Public Transportation Services.
- § 3102. Department of Law.
- § 3103. Guam Police Department. [Repealed.]
- § 3104. [Repealed.]
- § 3105. Guam Fire Department.
- § 3106. Department of Public Works.
- § 3107. Department of Education.
- § 3108. Department of Agriculture.
- § 3109. Department of Land Management.
- § 3110. Department of Commerce. [Repealed.]
- § 3111. Department of Public Health and Social Services.
- § 3112. Department of Labor.
- § 3113. Department of Corrections.
- § 3114. Department of Revenue and Taxation.
- § 3115. Department of Parks and Recreation.
- § 3116. Guam Community College.
- § 3117. Department of Youth Affairs.
- § 3118. Department of Military Affairs.
- § 3119. Council on the Arts & Humanities.
- § 3120. Agency for Human Resources Development.

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- § 3121. Guam Behavioral Health and Wellness Center.
- § 3122. Guam Public Library.
- § 3123. Public Utility Agency. [Repealed.]
- § 3124. Civil Service Commission.
- § 3125. Civil Defense.
- § 3126. Vocational Rehabilitation.
- § 3127. Customs and Quarantine Agency.
- § 3128. Guam Museum.
- § 3129. Komitea Para Tiyan.
- § 3130. Annual Public Hearing Requirements on Fee Schedules.
- § 3131. Better Customer Service Policy – “Move to the Front of the Line”.

**§ 3101. Department of Administration.**

There is within the Executive Branch of the government of Guam a Department of Administration. The Director of Administration is the head of the Department of Administration. The Director of Administration is appointed by *I Maga'lahi* (the Governor) with the advice and consent of *I Liheslatura* (the Legislature). Except for private parking facilities, and for parking facilities maintained and operated by the A. B. Won Pat International Airport Authority Guam, DOA shall have exclusive franchise within the government of Guam for the collection of fees for the furnishing of public parking within Guam. It is the duty of the Director of Administration to support an adequate public educational system as required by Section 29(b) of the Organic Act, as amended.

SOURCE: GC § 5100, amended by P.L. 10-9. Repealed and re-enacted by P.L. 26-76:24. Amended by P.L. 28-045:9, effective, Oct. 1, 2005 in accordance with P.L.28-045:23.

**§ 3101.1. Public Transportation Services.**

There is, within the Department of Administration, a Division of Public Transportation Services. The Director of Administration shall be the only government official to provide and contract for public transportation on Guam's roads and highways.

(a) Any individual, business or organization providing public transportation services pursuant to a contract with the Division of Public Transportation Services of the Department of Administration shall:

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(1) Ensure that each of its employees, e.g. driver, dispatcher, or transport care attendant, who works directly with the public complete, within six (6) months after it executes said contract, a minimum of sixteen (16) hours of passenger assistance training. Said training shall ensure that the employee possesses a general knowledge and understanding of working with public, to include the proper treatment of customers, including children, senior citizens, disabled persons and others users of the public transportation;

(2) Ensure that each of its employees who work directly with the public complete a passenger assistance training course every year following the initial training mandated by subsection (1) hereof, of no less than four (4) hours of training on the proper provision of services, changes in relevant law, changes in applicable technology and the like.

(3) Ensure that no employee who has not completed the training required by subsections (1) and (2) hereof works directly with the public.

(4) Provide the Director of Administration with a police clearance for each employee who works directly with the public.

(5) Bear the cost of providing the training required by this section.

(b) The Director of Administration shall incorporate the training and certification required by subsection (a) hereof in all bids and contracts regarding transportation services. Non-compliance by a contractor with said requirements shall be grounds for the termination of such a contract.

(c) The Director of Administration and the University of Guam and the Guam Community College shall cooperate to create the training programs required by subsection (a) hereof. The University or College shall provide a written certificate to persons who complete said programs, their respective employers and the Director of Administration.

(d) The Director of Administration, through the Division of Public Transportation Services, shall ensure compliance with this

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section and shall annually assess the contractor's compliance herewith. The Director shall report on said compliance and shall transmit said report to the contractor, *I Maga'lahaen Guåhan* and *I Liheslaturan Guåhan* no later than January 30th of each year.

SOURCE: Added by P.L. 29-019:VI:59 (Sept. 29, 2007)

**§ 3102. Department of Law.**

There is within the Executive Branch of the government of Guam, the Office of the Attorney General. The Attorney General is head of the Office of the Attorney General and Chief Legal Officer of the government of Guam.

SOURCE: GC § 5101. Repealed and reenacted by P.L. 13-117:1 (Dec. 27, 1975) and P.L. 16-072:10 (Mar. 5, 1982). Amended by P.L. 29-019:VI:51 (Sept. 29, 2007).

COMMENT: P.L. 16-72:10 amended this section by splitting from the Department of Law an Office of the Territorial Prosecutor. However, § 20 provided that

“if any provision of this Act . . . is held invalid and the invalidity substantially affects other provisions or applications of the Act, then the provisions of this Act shall not be severable and the entire Act shall expire by operation of law. Provisions of existing statutes repealed or amended by this Act shall then be automatically revived.”

A substantial provision of the Act, §1 providing for the term of the Prosecutor and limiting the Governor's power of removal, was declared invalid, thus nullifying the whole act and reverting the law to its previous condition. *Territorial Prosecutor for the Territory of Guam, People of the Territory of Guam, Petitioners, v. Superior Court of Guam, Respondent, Peter M. Perez, et al., Real Parties in Interest*, D.C. Civ. App. 82-0215, D.C. Guam, App. Div. May 26, 1983.

**§ 3103. Guam Police Department.**

**[Repealed.]**

SOURCE: GC § 5102 as amended by P.L. 10-91; P.L. 17-78:1; P.L. 18-13:1. Qualifications of Police Chief removed from this section and placed in 10 GCA § 77109 as part of the new chapter governing the Guam Police Department. Change made by P.L. 24-23:3. Repealed by P.L. 24-23:3.

COMMENT: P.L. 17-78 split the Fire Department from the old Department of Public Safety, leaving the new Guam Police Department. P.L. 18-13 specified qualifications for the Chief of Police. The substantive law governing the Guam Police Department is found in Titles 8, 9, and 10 of this Code.

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NOTE: § 3103.1- § 3103.3 and §3103.4 added by P.L. 24-240 and P.L. 24-241, respectively, re-codified as § 77201- § 77203 and § 77301, Articles 2 and 3, respectively, Chapter 77, Title 10 GCA.

**§ 3104. Reinstatement of Chief of Police and Fire Chief to Classified Position.**

[Repealed].

SOURCE: GC § 5102.1 added by P.L. 18-13:2. Amended by P.L. 28-150:V:43 (Sept. 30, 2006). Repealed by P.L. 30-202:6 (Nov. 30, 2010).

**§ 3105. Guam Fire Department.**

There is within the Executive Branch of the government of Guam a Guam Fire Department. The Fire Chief is the head of the Department. The Fire Chief is appointed by the Governor with the advice and consent of the Legislature. The Fire Chief shall meet the following qualifications:

(a) (1) Must have a bachelor's degree in Fire Science or Public Administration or closely related field or discipline at an accredited institution; and

(2) Have at least ten years of experience in fire control including control and extinguishment of fires and fire prevention, of which two years must be served in a position equivalent to Battalion Chief or higher; or

(b) (1) Must have an associate's degree in Fire Science or closely related field or discipline at an accredited institution; and

(2) Have at least 15 years experience in fire control, including control and extinguishment of fires and fire prevention, of which four years must be served in a position equivalent to Battalion Chief or higher.

SOURCE: GC § 5115 added by P.L. 17-78:2. Amended by P.L. 23-43:2 (10/05/95).

COMMENT: P.L. 17-78 created the Guam Fire Department. The substantive law governing the Guam Fire Department is found in 10 GCA Chapter 72.

**§ 3106. Department of Public Works.**

There is within the Executive Branch of the government of Guam a Department of Public Works. The Director of Public Works is the head of the Department of Public Works. The Director of Public Works is

appointed by the Governor with the advice and consent of the Legislature.

SOURCE: GC § 5104 amended by P.L. 10-91.

**§ 3107. Department of Education.**

There is within the Executive Branch of the government of Guam a Department of Education. It is the mission of the Department of Education and the duty of all public officials of the Executive Branch of the government of Guam to provide an adequate public educational system as required by Section 29(b) of the Organic Act, as amended, and to that end provide an adequate public education for all public school students as those terms are defined at 1 GCA § 715; and to effectuate an increase in the percentage of the students at Level 3, which demonstrates solid academic performance as measured by SAT 10, by at least five percent (5%) each grade level per year until the Guam Education Policy Board's adopted goal of ninety percent (90%) at Level 3 in ten (10) years is reached.

SOURCE: GC § 5105 amended by P.L. 13-8:1. Amended by P.L. 28-045:10.

NOTE: The Legislature re-created the elected Board of Education by P.L. 22-42, the first election for which took place on November 8, 1994. In P.L. 22-42, the Legislature amended 17 GCA § 3102 and added § 3102.1 relative to the selection and qualifications of the Director of Education. The Director, following the passage of P.L. 22-42, but before the elected board takes office, is now selected by the Board without the approval of either the Governor or the Legislature. This section was repealed by implication. See AG Opinion LEG 94-0541 (07/15/94).

2009 NOTE: P.L. 28-045:10 (June 6, 2005) changed the name of the Department of Education to the Guam Public School System. The passage of P.L. 30-050:2 (July 14, 2009) reverted the name to the Department of Education.

CROSS REFERENCE: 17 GCA § 3101, which provides that the DOE is within the government of Guam.

**§ 3108. Department of Agriculture.**

There is within the Executive Branch of the government of Guam a Department of Agriculture. The Director of Agriculture is the head of the Department of Agriculture. The Director of Agriculture is appointed by the Governor with the advice and consent of the Legislature.

SOURCE: GC § 5106 amended by P.L. 10-91.

**§ 3109. Department of Land Management.**

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There is within the Executive Branch of the government of Guam a Department of Land Management. The Director of Land Management is head of the Department of Land Management. The Director of Land Management is appointed by the Governor with the advice and consent of the Legislature.

SOURCE: GC § 5107 amended by P.L. 10-91.

**§ 3110. Department of Commerce.**

[Repealed.]

SOURCE: GC § 5108 amended by P.L. 10-91. Repealed by P.L. 26-76:32 and functions transferred elsewhere.

NOTE: GC § 5109, Department of Labor and Personnel, was repealed by P.L. 9-239. The functions of this department were taken over by either the Department of Labor or the Department of Administration.

**§ 3111. Department of Public Health and Social Services.**

There is, within the Executive Branch of the government of Guam, a Department of Public Health and Social Services, the head of which is the Director. The Director of the Department of Public Health and Social Services is appointed by *I Maga'lahi* [the Governor] with the advice and consent of *I Liheslatura* [the Legislature]. The Director shall meet the following minimum qualifications:

(a) Shall have graduated from a recognized college or university with a Master's Degree in Health Administration, healthcare service management, human service or a health related field, and five (5) years of experience in the management and administration of a human service, social service, or healthcare service organization of which three (3) years shall have been experienced as an administrator or director in human service, social service, or healthcare service organization; or

(b) Shall have graduated from a recognized college or university with a Master's Degree in Business Administration or Public Administration, and five (5) years of experience in health administration, human service, social service or healthcare service organization of which three (3) years must have been experienced as an administrator or director in a public health setting, human service, social service or healthcare service organization; or

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(c) Shall have graduated from a recognized college or university with a Bachelor's Degree in Business Administration, Public Administration, Health Administration, healthcare service management, human service or health related field, and eight (8) years of experience in health administration or healthcare related field, of which five (5) years shall have been experienced as an administrator or director in a public health, human service, social service or healthcare service organization.

**SOURCE:** GC § 5110 amended by P.L. 10-91. Amended by P.L. 27-09:2. Amended by P.L. 29-078:2 (May 9, 2008).

**CROSS-REFERENCE:** P.L. 27-09:3 (Apr. 28, 2003) states that: "Any new appointment of a Director after enactment of this Act shall be in compliance with the provisions of this Act."

**2013 NOTE:** Numbers and/or letters were added to adhere to the Compiler's alpha-numeric scheme in accordance to 1 GCA § 1606.

**§ 3112. Department of Labor.**

There is within the Executive Branch of the government of Guam a Department of Labor. The Director of Labor is the head of the Department of Labor. The Director of Labor is appointed by the Governor with the advice and consent of the Legislature.

**SOURCE:** GC § 5111 amended by P.L. 10-91.

**§ 3113. Department of Corrections.**

There is within the Executive Branch of the government of Guam a Department of Corrections. The Director of Corrections is the head of the Department of Corrections. The Director of Corrections is appointed by the Governor with the advice and consent of the Legislature.

**SOURCE:** GC § 5112 amended by P.L. 10-91. The substantive law governing the Department of Corrections is found in 9 GCA Chapter 90.

**§ 3114. Department of Revenue and Taxation.**

There is within the Executive Branch of the government of Guam a Department of Revenue and Taxation. The Director of Revenue and Taxation is the head of the Department of Revenue and Taxation. The Director of Revenue and Taxation is appointed by the Governor with the advice and consent of the Legislature.

**SOURCE:** GC § 5113 amended by P.L. 10-91.

**§ 3115. Department of Parks and Recreation.**

There is within the Executive Branch of the government of Guam a Department of Parks and Recreation. The Director of Parks and Recreation is head of said department, and is appointed by the Parks and Recreation Commission pursuant to § 26006 (a) of this Code with the consent of the Governor and the Legislature.

SOURCE: GC § 5114 added by P.L. 12-209; amended by P.L. 15-145:24.

**§ 3116. Guam Community College.**

There is within the Executive Branch of the government of Guam a community college to be known as the Guam Community College. The President of the Community College is the head of the institution. The President is appointed by the Board of Trustees of the Community College.

SOURCE: GC § 5116 added by P.L. 14-77:1.

CROSS-REFERENCES: See 17 GCA § 31110 (enacted by P.L. 17-17:2, amended by P.L. 18-12) for method of appointment of the President and change of name from Provost to President.

**§ 3117. Department of Youth Affairs.**

There is within the Executive Branch of the government of Guam a Department of Youth Affairs. The head of the department shall be the Director who shall be appointed by the Council on Youth Affairs with the approval of the Governor and with the advice and consent of the Legislature.

SOURCE: GC § 5120 added by P.L. 14-110:2.

**§ 3118. Department of Military Affairs.**

(See 10 GCA § 63100 for the creation of the Department of Military Affairs.)

**§ 3119. Council on the Arts and Humanities.**

There is within the Executive Branch of the government of Guam the Guam Council on the Arts and Humanities. The chief administrative officer of the Council shall be the Director who shall be appointed by the governing board with the approval of the Governor and with the advice and consent of the Legislature.

SOURCE: GC § 5123 added by P.L. 16-122:2.

**§ 3120. Agency for Human Resources Development.**

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There is hereby established within the government of Guam an Agency for Human Resources Development. The Director of the Agency for Human Resources Development is the head of the agency. The Director is appointed by the Governor with the advice and consent of the Legislature.

SOURCE: GC § 44100 added by P.L. 17-81:1.

**§ 3121. Guam Behavioral Health and Wellness Center.**

(See 10 GCA § 85103, added by P.L. 17-021:2, for the creation of the Guam Behavioral Health and Wellness Center.)

**2013 NOTE:** Pursuant to P.L. 32-024:2 (May 6, 2013), which renamed the Department of Mental Health and Substance Abuse (DMHSA) to the Guam Behavioral Health and Wellness Center, all references to DMHSA were altered to the Guam Behavioral Health and Wellness Center.

**§ 3122. Guam Public Library System.**

(a) There is within the government of Guam a Guam Public Library System, herein referred to as the Library System, which shall be a separate agency of the government of Guam. The title of all Library System's property is and shall continue to be in the government of Guam. All references made to the term "Library" in this Section, and Sections within Chapter 80 of Title 5 of the Guam Code Annotated, shall mean the Library System.

(b) The Library System shall be under the general cognizance of the Guam Public Library Board, hereinafter referred to as the Board, which shall have the authority, power and responsibility for the administration and operation of the Guam Public Library System.

(c) The Board shall appoint a Director who shall perform such executive functions in connection with the operation of the Library System as may be designated by the Board, and who shall serve as executive secretary of the Board without additional compensation. The Director shall, with the concurrence of the Board, appoint a Deputy Director who shall be in the unclassified service and who shall be a librarian, as defined by the Library System's minimum knowledge, abilities and skills qualifications for a librarian position.

(d) (1) Qualifications for Director. The Director must:

(A) have earned a Master's Degree in Library Science (MLS), a Master's degree in Library and Information Science

(MLIS), or a Master's degree in Education with concentration on Library Science from a United States accredited college or university or from a college or university accredited by the American Library Association (ALA); and

(B) have a minimum of four (4) years general managerial experience or have earned Bachelor's or Master's degree in Business Administration, Commerce, Business Information Systems, Public Administration or a related field from a United States Accredited College or University.

(2) Primary Job Duties. The Director shall administer the day-to-day operations of the Guam Public Library System, implement board policy and perform other duties as assigned by the Board.

SOURCE: Subsection (a) - GC § 42000; subsection (b) -GC § 42003; subsection (c) - GC § 42012. Entire section repealed/reenacted by P.L. 24-41:2. Repealed and reenacted by P.L. 24-041. Subsection (d) added by P.L. 27-013:2, repealed and reenacted by P.L. 28-050:4 (June 30, 2005).

**§ 3123. Public Utility Agency.**

**[Repealed.]**

SOURCE: GC § 21200 amended by P.L. 16-59:1. The substantive law governing PUAG is found in 5 GCA Chapter 56. Repealed by P.L. 23-119:2.

**§ 3124. Civil Service Commission.**

(For creation of the Civil Service Commission, see 4 GCA § 4401 amended by P.L. 16-23.)

**§ 3125. Civil Defense.**

(For creation of the Civil Defense agency, see 10 GCA § 65103, ¶ 1 (formerly GC § 8503, ¶ 1)).

**§ 3126. Vocational Rehabilitation.**

(For creation of the Department of Vocational Rehabilitation, see 17 GCA § 41102 repealed /reenacted by P.L. 18-32:1 (04/24/86).)

NOTE: Creation of the Guam Environmental Protection Agency, which is not a true department of the government, but is more akin to an autonomous agency, is found in 10 GCA Chapter 45. Creation of the Bureau of Planning and Bureau of Budget and Management Research is found in Chapter 1 of this Title. Those two bureaus are not separate agencies, but are placed within the Office of the Governor.

**§ 3127. Customs and Quarantine Agency.**

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There is hereby established within the government of Guam, the Customs and Quarantine Agency (the Agency). The Director of the Agency, who is the head of the Agency, shall be appointed by the Governor with the advice and consent of the Legislature. The senior ranking classified Customs & Quarantine Officer within the Agency shall act as the Deputy Director of the Agency with all the powers of such a deputy but without additional compensation. The compensation of the Director of the Agency and of such Director's personal secretary shall be set by the Director of Administration.

**SOURCE:** Added by P.L. 22-112:2 (04/11/94). Amended by P.L. 23-3:1 (03/30/95).

**NOTE:** Effective January 1, 2006, references to the "Civil Service Commission" were amended to "Director of Administration" pursuant to P.L. 28-68:IV:45 (Sept. 30, 2005).

**COMMENT:** The amendment made to this section changed the words, "senior classified employee" to "senior ranking classified Customs & Quarantine Officer" to make sure that the Deputy Director was always such an Officer and not, by reason of time in service, another employee of the agency who was not a sworn officer.

**§ 3128. Guam Museum.**

(For the creation of the Guam Museum as a separate agency, see 5 GCA § 83102.)

**§ 3129. Komitea Para Tiyan.**

(a) Legislative History. The Komitea Para Tiyan, as agent for the Governor of Guam under Executive Order 95-02, and on behalf of the people of Guam, has issued official notice to the United States Navy, to the Federal government and to all other concerned individuals and authorities that the Komitea Para Tiyan shall continue to assume the authority, duties and responsibilities as 'caretaker' of Naval Air Station, Guam ("NAS") during the interim period and until such time as all requirements are successfully accomplished for the issuance of title to the government of Guam to the property and parcels comprising NAS.

(b) Personnel. The Komitea Para Tiyan may hire personnel to perform the functions that are necessary for the effective performance of the responsibilities and obligations of caretaker.

(c) Komitea Para Tiyan Authorized to Charge Rents and Fees. The Komitea Para Tiyan is designated the responsibility of developing and recommending the planning activities in the reuse of NAS or the various

use or potential uses of the facilities within NAS for the maximum benefit of the people of Guam. The Komitea Para Tiyan is authorized to identify and adopt the types of fees, charges and assessments for use of NAS facilities, and is exempt from the provisions of the Administrative Adjudication Law. All money collected or proceeds received from lease fees, service fees or rentals of equipment and facilities within NAS, with the exception of those facilities and fees currently being administered by the Department of Education, shall be promptly accounted for and deposited into the 'Komitea Para Tiyan Fund' of the government of Guam. There is created within the government of Guam, a 'Komitea Para Tiyan Fund' which is to be maintained separate and apart from other funds. All money collected and deposited into Komitea Para Tiyan Fund shall be used exclusively by the Komitea Para Tiyan, and the Komitea Para Tiyan is authorized to expend, as authorized and appropriated by *I Liheslaturan Guåhan*, such funds for the operations, maintenance of NAS grounds and facilities, and for the payment of utility expenses incurred by the common areas of Tiyan, but not for utility expenses incurred by any department or agency.

For the purpose of this Section, 'common areas of Tiyan' are those areas within the confines of Naval Air Station ('NAS') that have not been allocated or designated for use by any agency or department of the government of Guam. The Director of the Department of Administration shall submit a quarterly financial statement detailing the status of the Komitea Para Tiyan Fund to the Speaker of *I Liheslaturan Guåhan*. Any amount remaining in the Komitea Para Tiyan Fund at the end of each fiscal year shall be transferred to the Tiyan Trust Fund as outlined in § 68982 of Article 12 of Chapter 68, Division 2 of Title 21 of the Guam Code Annotated.

**SOURCE:** Added by P.L. 24-59:IV:1 as § 3128. Recodified as § 3129 by the Compiler as § 3128 was previously codified. Amended by P.L. 25-003:IV:3 as § 3128.

**2009 NOTE:** P.L. 28-045:10 (June 6, 2005) changed the name of the Department of Education to the Guam Public School System. The passage of P.L. 30-050:2 (July 14, 2009) reverted the name to the Department of Education.

### **§ 3130. Annual Public Hearing Requirements on Fee Schedules.**

All departments and agencies of the government of Guam that administer and collect fees for government services shall conduct a public hearing on existing fee schedules to receive and ascertain public

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opinion thereon within sixty (60) days of enactment of this Act. Beginning in 2008, all such departments and agencies shall conduct such hearings on an annual basis prior to April 1 of each year and shall regularly adjust existing fees, pursuant to the Administrative Adjudication Act, or implement new fees for the purpose of cost recovery.

SOURCE: Added by P.L. 29-002:V:IX:2 (May 18, 2007).

2013 NOTE: This section was originally codified as 5 GCA 3111 by P.L. 29-002:V:IX:2. Recodified by the Compiler to this section pursuant to 1 GCA § 1606.

**§ 3131. Better Customer Service Policy – “Move to the Front of the Line”.**

All agencies, public corporations and instrumentalities of the government of Guam shall ensure that individuals with mobility disabilities, or are fifty-five (55) years of age or older, or veterans are allowed to move to the front of the line for customer service requests and remittance of payments, and treated on a first come – first served basis. This Section does not apply where patrons of an agency are scheduled by appointment. Nothing herein is intended to prevent an agency, public corporation or instrumentality from creating separate service lines to accommodate patrons with mobility disabilities, or are fifty-five (55) years of age or older, or veterans. The provisions of this Section shall not affect the policies, priorities and protocols for rendering triage/treatment of patients for medical care.

SOURCE: Added by P.L. 30-171:1 (July 16, 2010), effective sixty (60) from date of enactment. Amended by P.L. 31-269:2 (Dec. 26, 2012).

2013 NOTE: This section was originally codified as 5 GCA 3132 by P.L. 30-171:1. Recodified by the Compiler to this section pursuant to 1 GCA § 1606.

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**ARTICLE 2**  
**JUDICIARY**

**§ 3201. Courts of Guam.**

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The courts of Guam shall be constituted as provided in the Title 7,  
Guam Code Annotated.

SOURCE: GC § 29000.

NOTE: The Code of Civil Procedure is now codified as Title 7 of the Guam Code  
Annotated.

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CARL T.C. GUTIERREZ  
GOVERNOR OF GUAM

OCT 07 1997

Refer to  
Legislative Secretary

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

OFFICE OF THE LEGISLATIVE SECRETARY	
ACKNOWLEDGMENT RECEIPT	
Received By	<u>[Signature]</u>
Time	<u>3:20pm</u>
Date	<u>10-7-97</u>

Dear Speaker Unpingco:

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

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

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

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

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

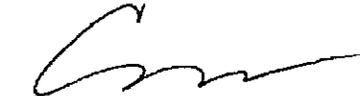
Doc. No. 00471

Office of the Speaker	
ANTONIO R. UNPINGCO	
Date:	<u>10-7-97</u>
Time:	<u>1:40pm</u>
Rec'd by:	<u>[Signature]</u>
Print Name:	<u>[Signature]</u>

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

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

Very truly yours,



Carl T. C. Gutierrez  
Governor of Guam

Attachment

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

**00471**

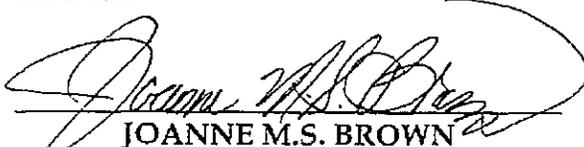
TWENTY-FOURTH GUAM LEGISLATURE  
1997 (FIRST) Regular Session

CERTIFICATION OF PASSAGE OF AN ACT TO THE GOVERNOR

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

  
\_\_\_\_\_  
ANTHONY C. BLAZ  
Acting Speaker

Attested:

  
\_\_\_\_\_  
JOANNE M.S. BROWN  
Senator and Legislative Secretary

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

  
\_\_\_\_\_  
Assistant Staff Officer  
Governor's Office

APPROVED:

  
\_\_\_\_\_  
CARL T. C. GUTIERREZ  
Governor of Guam

Date: 10-7-97

Public Law No. 24-89

TWENTY-FOURTH GUAM LEGISLATURE  
1997 (FIRST) Regular Session

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

Introduced by:

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

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

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

2 Section 1. A new §420 is hereby added to Title 1 of the Guam Code

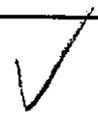
3 Annotated to read as follows:

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

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

24-8,

**24th Guam Legislature**  
**Committee on Rules, Government Reform and Federal Affairs**  
*Senator Mark Forbes, Chairman*



**SEP 15 1997**

Speaker Antonio R. Unpingco  
Twenty-fourth Guam Legislature  
155 Hesler Street  
Agana, Guam 96910

Dear Mr. Speaker:

The Committee on Rules, Government Reform and Federal Affairs, to which Bill No. 320 was referred, wishes to report its findings and recommendations **TO DO PASS BILL NO. 320** "An act to add a new Section 420 to 1 GCA to discontinue the use of the term "Territory of Guam" in official government acts, titles and documents, and to discontinue the use of the term "Territorial" in government titles."

The voting record is as follows:

TO PASS	<u>8</u>
NOT TO PASS	<u>/</u>
ABSTAIN	<u>/</u>
TO PLACE IN INACTIVE FILE	<u>/</u>

Copies of the Committee Report and other pertinent documents are attached.

Thank you and si Yu'os ma'ase for your attention to this matter.

  
MARK FORBES

Attachments



**24th Guam Legislature**  
**Committee on Rules, Government**  
**Reform and Federal Affairs**  
*Senator Mark Forbes, Chairman*

---

MEMORANDUM

TO: Committee Members

FR: Chairman *[Signature]*

SUBJECT: Committee Report- Bill No. 320 "An act to add a new Section 420 to 1 GCA to discontinue the use of the term "Territory of Guam" in official government acts, titles and documents, and to discontinue the use of the term "Territorial" in government titles."

Transmitted herewith for your information and action is the report on Bill No. 320 from the Committee on Rules, Government Reform and Federal Affairs.

This memorandum is accompanied by the following:

1. Committee Voting Sheet
2. Committee Report
3. Bill No. 320
4. Public Hearing Sign-in Sheet
5. Fiscal Note/Fiscal Note Waiver
6. Notice of Public Hearing

Please take the appropriate action on the attached voting sheet. Your attention and cooperation in this matter is greatly appreciated.

Should you have any questions regarding the report or accompanying documents, please do not hesitate to contact me.

Thank you and si Yu'os ma'ase.

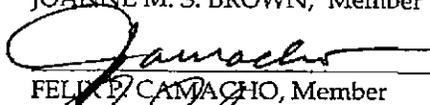
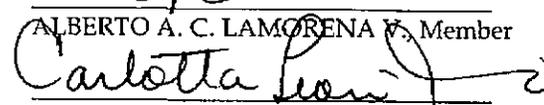
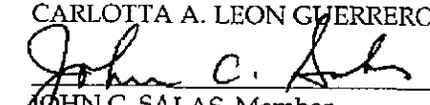
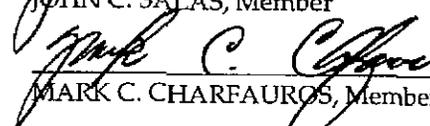
MARK FORBES

Attachments

**Committee on Rules, Government Reform and Federal Affairs**  
**Twenty Fourth Guam Legislature**

**Voting Record**

Bill No. 320 "An act to add a new Section 420 to 1 GCA to discontinue the use of the term "Territory of Guam" in official government acts, titles and documents, and to discontinue the use of the term "Territorial" in government titles."

	<u>TO PASS</u>	<u>NOT TO PASS</u>	<u>ABSTAIN</u>	<u>INACTIVE FILE</u>
 MARK FORBES, Chairman	✓			
ANTHONY C. BLAZ, Vice-Chairman				
ELIZABETH BARRETT-ANDERSON, Member				
JOANNE M. S. BROWN, Member				
 FELIX P. CAMACHO, Member	✓			
 EDUARDO J. CRUZ, M.D., Member	✓			
 LAWRENCE E. KASPERBAUER, Member	X			
ALBERTO A. C. LAMORENA V., Member				
 CARLOTTA A. LEON GUERRERO, Member	✓			
 JOHN C. SALAS, Member	✓			
 MARK C. CHARFAUROS, Member	X			
FRANCIS E. SANTOS, Member				
ANTONIO R. UNPINGCO, Member				

**TWENTY-FOURTH GUAM LEGISLATURE**

**COMMITTEE ON RULES,  
GOVERNMENT REFORM & FEDERAL AFFAIRS  
SENATOR MARK FORBES, CHAIRMAN**

**Committee Report**

**On**

**Bill No. 320**

**"An act to add a new Section 420 to 1 GCA to discontinue the use of the term "Territory of Guam" in official government acts, titles and documents, and to discontinue the use of the term "Territorial" in government titles."**

## I. OVERVIEW

On September 8, 1997 the Committee on Rules, Government Reform and Federal Affairs conducted a public hearing on Bill No. 320 "An act to add a new Section 420 to 1 GCA to discontinue the use of the term "Territory of Guam" in official government acts, titles and documents, and to discontinue the use of the term "Territorial" in government titles." The hearing took place at 5:00 P.M. in the Public Hearing Room of the Guam Legislative Building. Public Notice was given through announcements in the September 7 and 8, 1997 issues of the Pacific Daily News.

Senators in attendance were:

- Senator Mark Forbes, Chairman
- Senator Felix Camacho, Member
- Senator Edwardo Cruz, Member
- Senator Lawrence Kasperbauer, Member
- Senator John Salas, Member
- Speaker Antonio Unpingco, Member
- Senator Frank Aguon
- Senator Ben Pangelinan

## II. SUMMARY OF TESTIMONY

No individuals appeared before the Committee to testify on the bill. The floor was then open to comments from senators.

Senator Mark Forbes, the author of Bill No. 320, summarized the intent of the bill. Senator Forbes explained that since the inception of Guam's quest for self-determination and change in political status much time and effort has been spent to persuade the United States government that Guam is ready for a maturation in its political status. Senator Forbes said that the message we have often sent to the United States government is that the status quo is fundamentally abhorrent and an insult to the dignity of the people of our island. The irony of this is that the message to change this status has been written on official letterhead that reads "Territory of Guam." Senator Forbes stated that as small as this step to eliminate the words "territory" or "territorial" from government documents may be; we must first change the lexicon in order to begin to elevate our mindset. If we want to change our status we must cease to use terminology that was handed to us. Guam does not have to use the name given in the Organic Act and we as a people do not have to continue to use this type of terminology that reinforces our present political status. Senator Forbes concluded by saying, "The first step toward freedom is to think free."

Senator Frank Aguon stated that he was highly in favor of the bill. He agreed that though this may seem a small action, the impact would be tremendous.

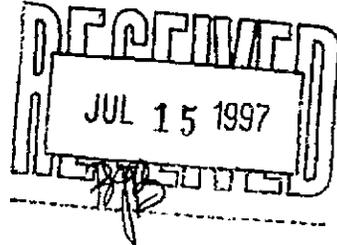
Senator Edwardo Cruz and Senator John Salas also stated their support of the bill.

## III. FINDINGS AND RECOMMENDATIONS

Accordingly, the Committee on Rules, Government Reform and Federal Affairs, to which Bill No. 320 was referred, does hereby submit its findings and recommendations to the Twenty-fourth Guam Legislature **TO DO PASS BILL NO. 320** "An act to add a new Section 420 to 1 GCA to discontinue the use of the term "Territory of Guam" in official government acts, titles and documents, and to discontinue the use of the term "Territorial" in government titles."

**24th Guam Legislature**  
**Committee on Rules, Government**  
**Reform and Federal Affairs**

*Senator Mark Forbes, Chairman*



**JUL 14 1997**

**MEMORANDUM**

**TO:** Chairman  
Committee on Rules, Government Reform and Federal Affairs

**FROM:** Chairman ~~Mark Forbes~~  
Committee on Rules, Government Reform and Federal Affairs

**SUBJECT:** Referral- Bill No. 320

The above Bill is referred to your Committee as the principal committee. It is recommended you schedule a public hearing at your earliest convenience.

Thank you for your attention to this matter.

**MARK FORBES**

Attachment



FISCAL NOTE
BUREAU OF BUDGET AND MANAGEMENT RESEARCH

Bill No. 320 (COR) Date Received - 09/05/97
Amendatory Bill: YES NO X Date Reviewed - 09/10/97
Department/Agency Affected: All Departments/Agencies
Department/Agency Head: All Department/Agency Heads
Total FY appropriation to Date: N/A

Bill Title (preamble): AN ACT TO ADD A NEW SECTION 420 TO 1GCA TO DISCONTINUE THE USE OF THE TERM "TERRITORY OF GUAM" IN OFFICIAL GOVERNMENT ACTS, TITLES AND DOCUMENTS, AND TO DISCONTINUE THE USE OF THE TERM "TERRITORIAL" IN GOVERNMENT.

Change in Law: Adds new §420 to 1GCA

Bill's Impact on Present Program Funding:

Increase Decrease Reallocation No Change X
Bill is for: Operations Capital Improvement Other X

FINANCIAL/PROGRAM IMPACT
ESTIMATED SINGLE-YEAR FUND REQUIREMENTS (Per Bill)

Table with 4 columns: PROGRAM CATEGORY, GENERAL FUND, OTHER, TOTAL. Row 1: N/A, blank, blank, \$ 1/

ESTIMATED MULTI-YEAR FUND REQUIREMENTS (Per Bill)

Table with 7 columns: FUND, 1st, 2nd, 3rd, 4th, 5th, TOTAL. Rows: GEN. FUND, OTHER, TOTAL. Row 1: blank, blank, blank, blank, blank, blank, blank. Row 2: blank, blank, blank, blank, blank, blank, blank. Row 3: blank, 1/, blank, blank, blank, blank, 1/

Funds Adequate To Cover Intent Of Bill? YES/NO - If No, Add'l Amount Required: No funds appropriated.
Agency/Person/Date Contacted: Not applicable.

ESTIMATED POTENTIAL MULTI-YEAR REVENUES

Table with 7 columns: FUND, 1st, 2nd, 3rd, 4th, 5th, TOTAL. Rows: GEN. FUND, OTHER, TOTAL. All rows are blank.

ANALYST: William P. Tattinong DATE: 9/15/97
DIRECTOR: Joseph E. Rivera, Acting DATE: SEP 15 1997

FOOTNOTE: 1/ See Attached.

**COMMENTS TO BILL 320 (COR)**

As proposed in the Bill, the Bureau anticipates a financial impact to the Government of Guam with respect to printing and other costs to amend all statutory and related references like that on the Great Seal of Guam. This impact however, cannot be determined at this time. Additionally, any minimal costs such as the printing of new letterheads could be absorbed within the respective departments and agencies operating budgets.



## TERRITORIAL ARCHIVIST

NATURE OF WORK IN THIS CLASS:

Administers the territorial archival program.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Establishes and operates a territorial archival depository which provides for the preservation, arrangement, repair, rehabilitation, duplication, reproduction, description and exhibition of permanent public records or other documentary material transferred to, or acquired by the territorial archives.

Consults with departmental officials as to their need for and use of archival records and records management service.

Negotiates for, acquires and receives public records of permanent value including public records of the territory.

Reviews and approves all department and agency records retention schedules to identify and insure the preservation of those records having permanent value.

Prepares inventories, indices, catalogs, and other findings, aids or guides to facilitate the use of the archives.

Accepts documents, including motion picture, films, still pictures and sound recordings, that are appropriate for preservation by the territory as guidance of its organization, function, policies, decisions, procedures and transactions.

Analyzes, develops, and coordinates the standards and procedures for records making and current records keeping; insures the maintenance and security of records.

Initiates action to recover state or territorial records removed without authorization.

Institutes and maintains a training and information program in all phases of the management of current records for all Government of Guam departments and agencies.

Makes continuing surveys of paperwork management practices; recommends improvements in current records management practices including the use of space, equipment, and supplies.



Initiates programs for improving the management of correspondence forms, reports, and directives as integral parts of the overall records management program.

Establishes standards for the preparation of records retention schedules providing for the retention of territorial records of permanent value and for the prompt and orderly disposition of records no longer possessing administrative, legal, or historical value to warrant their retention.

Receives records retention schedules from Government of Guam departments and agencies and submits them to the Attorney General for review and approval.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and procedures pertaining to the management, preservation, storage, and collection of records.

Ability to administer a territorial archival program.

Ability to develop new standards and procedures and to recommend changes or improvements in the archival system.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

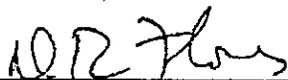
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Four years of experience in records management, archival, or historical work, including one year of supervisory experience, and graduation from a recognized college or university with a Bachelor's degree in public or business administration or closely related field; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980  
Pay Grade N Step 1: \$31,064 - Step 10: \$46,596

  
\_\_\_\_\_  
DAVID R. FLORES, Executive Director  
Civil Service Commission



Barrigada Branch Library  
"Weekly Statistics"

BRANCH: Barrigada	Mon, Sept 29	Tues, Sept 30	Wed, Oct 1	Thurs, Oct 2	Fri Oct 3	Sat Oct 4	TOTAL
Attendance	55	121	109	144	60	205	694
Circulation	0	104	47	64	12	109	336
Registration	1	2	2	1	0	0	6
Reference Info/Research	3	0	9	3	3	1	19
Computer Usage	7	30	24	28	23	21	133
Programs							TOTAL
After School Drop-In	12	14	4	17	5	-	52
Toddler Story Time	-	-	10	-	-	-	10
Infant & Toddler Time (DOE/EIS)	-	-	-	-	-	-	-
Day Care Facilities "Story Time"	-	-	-	-	-	-	-
Library Tours	-	-	-	-	-	-	-
Saturday Story Hour	-	-	-	-	-	10	10
Library Annual Events	-	-	-	-	-	-	-
School Library Visits	-	-	-	-	-	-	-
Outreach Events	-	-	-	-	-	-	-
Workshop/Conference	-	-	-	-	-	-	-
Ma'amko Computer Class	-	-	-	-	-	-	-
St. Dominics Senior Home Care	-	-	-	-	-	-	-
Karidat Independent Adult Group (Catholic Social Services)	-	-	-	-	-	-	-
TOTAL	12	14	14	17	5	10	72

BRANCH: Barrigada	Mon, Oct 6	Tues, Oct 7	Wed, Oct 8	Thurs, Oct 9	Fri Oct 10	Sat Oct 11	TOTAL
Attendance	119	105	124	205	99	154	701
Circulation	0	105	79	50	-	147	381
Registration	2	2	-	3	-	2	7
Reference Info/Research	13	13	1	5	1	1	21
Computer Usage	36	36	124	36	33	41	270
Programs							TOTAL
After School Drop-In	-	10	2	16	-	-	28
Toddler Story Time	-	-	12	-	-	-	12
Infant & Toddler Time (DOE/EIS)	-	-	-	-	-	-	0
Day Care Facilities "Story Time"	-	-	-	-	-	-	0
Library Tours	-	-	-	-	-	-	0
Saturday Story Hour	-	-	-	-	-	28	28
Library Annual Events	-	-	-	-	-	-	0
School Library Visits	-	-	-	-	-	-	-
Outreach Events	-	-	-	-	-	-	0
Workshop/Conference	-	-	-	-	-	-	0
Ma'amko Computer Class	-	-	-	-	-	-	0
St. Dominics Senior Home Care	-	-	-	-	-	-	0
Karidat Independent Adult Group (Catholic Social Services)	-	-	-	-	-	-	0
TOTAL	10	14	14	16	-	28	68

Merizo and Yona Branch Library  
Mondays and Wednesdays

BRANCH: MERIZO	Mon, Sept 29	Wed, Oct 1	TOTAL	Mon, Oct 6	Wed, Oct 8	TOTAL	Mon, Oct 13	Wed, Oct 15	TOTAL
Attendance	28	6	34	3	3	3	6	21	27
Circulation	32	12	44	-	-	-	-	12	12
Registration	-	-	-	-	-	-	-	-	-
Reference Info/Research	-	-	-	-	-	-	-	-	-
Computer Usage	-	-	-	-	-	-	-	5	5
<b>Programs</b>									
After School Drop-In	0	0	0	0	0	0	0	0	0
Toddler Story Time	0	0	0	0	0	0	0	0	0
Infant & Toddler Time (DOE/EIS)	0	0	0	0	0	0	0	0	0
Day Care Facilities "Story Time"	0	0	0	0	0	0	0	0	0
Library Tours	0	0	0	0	0	0	0	0	0
Saturday Story Hour	0	0	0	0	0	0	0	0	0
Library Annual Events	0	0	0	0	0	0	0	0	0
Outreach Events	0	0	0	0	0	0	0	0	0
Workshop/Conference	0	0	0	0	0	0	0	0	0
Ma'amko Computer Class	0	0	0	0	0	0	0	0	0
St. Dominics Senior Home Care	0	0	0	0	0	0	0	0	0
Karidat Independent Adult Group (Catholic Social Services)	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

BRANCH: YONA	Mon, Sept 29	Wed, Oct 1	TOTAL	Mon, Oct 6	Wed, Oct 8	TOTAL	Mon, Oct 13	Wed, Oct 15	TOTAL
Attendance	49	51	100	53	53	53	78	29	107
Circulation	-	24	24	12	12	12	-	12	12
Registration	-	-	-	1	1	1	2	-	2
Reference Info/Research	6	9	15	4	4	4	2	2	4
Computer Usage	14	8	22	13	13	13	23	19	42
<b>Programs</b>									
After School Drop-In	-	-	-	-	-	-	17	-	17
Toddler Story Time	2	2	4	4	4	4	11	-	11
Infant & Toddler Time (DOE/EIS)	-	-	-	-	-	-	-	-	-
Day Care Facilities "Story Time"	-	-	-	-	-	-	-	-	-
Library Tours	-	-	-	-	-	-	-	-	-
Saturday Story Hour	-	-	-	-	-	-	-	-	-
Library Annual Events	-	-	-	-	-	-	-	-	-
Outreach Events	-	-	-	-	-	-	-	-	-
Workshop/Conference	-	-	-	-	-	-	-	-	-
Ma'amko Computer Class	-	-	-	-	-	-	-	-	-
St. Dominics Senior Home Care	-	-	-	-	-	-	-	-	-
Karidat Independent Adult Group (Catholic Social Services)	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

Dededo and Agat Branch Library  
Tuesdays and Thursdays

BRANCH: DEDEDO	Tues Sept 30	Thurs Oct 2	TOTAL	Tues Oct 7	Thurs Oct 9	TOTAL	Tues Oct 14	Thurs Oct 16	TOTAL
Attendance	59	69	128	66	84	150	79		
Circulation	28	60	88	13	58	71	43		
Registration	1	2	3	2	5	7	4		
Reference Info/Research	7	-	7	1	5	6	14		
Computer Usage	31	29	60	39	44	83	42		
<b>Programs</b>			<b>TOTAL</b>			<b>TOTAL</b>			<b>TOTAL</b>
After School Drop-In	-	-	-	5	8	13	14		
Toddler Story Time	2	-	2	2	-	2	16		
Infant & Toddler Time (DOE/EIS)	-	-	-	-	-	-	-		
Day Care Facilities "Story Time"	-	-	-	-	-	-	-		
Library Tours	-	47	47	-	-	-	-		
Saturday Story Hour	-	-	-	-	-	-	-		
School Library Visits	-	-	-	-	-	-	-		
Library Annual Events	-	-	-	-	-	-	-		
Outreach Events	-	-	-	-	-	-	-		
Workshop/Conference	-	-	-	-	-	-	-		
Ma'amko Computer Class	-	-	-	-	-	-	-		
St. Dominics Senior Home Care	-	-	-	-	-	-	-		
Karadat Independent Adult Group (Catholic Social Services)	-	-	-	-	-	-	-		
<b>TOTAL</b>	<b>2</b>	<b>47</b>	<b>49</b>	<b>7</b>	<b>8</b>	<b>15</b>			

BRANCH: AGAT	Tues Sept 30	Thurs Oct 2	TOTAL	Tues Oct 7	Thurs Oct 9	TOTAL	Tues Oct 14	Thurs Oct 16	TOTAL
Attendance	113	75	188	70	167	237	94		94
Circulation	13	14	27	12	36	48	40		40
Registration	6	2	8	8	-	8	1		1
Reference Info/Research	-	-	-	-	-	-	-		-
Computer Usage	17	13	30	7	6	13	6		6
<b>Programs</b>			<b>TOTAL</b>			<b>TOTAL</b>			<b>TOTAL</b>
After School Drop-In	-	6	6	-	-	-	-		-
Toddler Story Time	-	2	2	-	2	2	-		-
Infant & Toddler Time (DOE/EIS)	-	-	-	-	-	-	-		-
Day Care Facilities "Story Time"	-	-	-	-	-	-	-		-
Library Tours	-	-	-	-	-	-	-		-
School Library Visits	18	23	41	-	-	-	-		-
Saturday Story Hour	-	-	-	-	-	-	-		-
Library Annual Events	-	-	-	-	-	-	-		-
Outreach Events	-	-	-	-	-	-	-		-
Workshop/Conference	-	-	-	-	-	-	-		-
Ma'amko Computer Class	-	-	-	-	-	-	-		-
St. Dominics Senior Home Care	-	-	-	-	-	-	-		-
Karadat Independent Adult Group (Catholic Social Services)	-	-	-	-	-	-	-		-
<b>TOTAL</b>	<b>18</b>	<b>23</b>	<b>41</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>-</b>		<b>-</b>

Guam Public Library System  
Branch Libraries and Bookmobile Library Hours  
Effective Wednesday October 8, 2014

Branch Libraries

Days / Hours

- Nieves M. Flores Memorial Library  
Main Branch, Hagatna  
\*475-4751/2  
**Closed due to A/C Down  
Temporary Operation in Barrigada Branch**
- Merizo Branch Library  
\*828-5008  
Monday & Wednesday 8:00 a.m. - 5:00 p.m.
- Agat Branch Library  
\*565-5006  
Tuesday & Thursday 8:00 a.m. - 5:00 p.m.
- Yona Branch Library  
\*789-5010  
Monday & Wednesday 8:00 a.m. - 5:00 p.m.
- Barrigada Branch Library  
\*734-5006  
Monday - Saturday 9:00 a.m. - 6:00 p.m.
- Dededo Branch Library  
\*632-5503  
Tuesday & Thursday 8:00 a.m. - 5:00 p.m.
- Bookmobile  
**Not in Service due to Mechanical Problems.**

For information please call or email:  
**Main Branch Library at 475-4751/52; Email: [gpls@guamppls.guam.gov](mailto:gpls@guamppls.guam.gov);**  
**<http://gpls.guam.gov>**



OFFICE OF THE GOVERNOR  
HAGÁTÑA, GUAM 96910  
U.S.A.

EXECUTIVE ORDER NO. 2014-15

**RELATIVE TO DECLARING A STATE OF EMERGENCY AT THE  
GUAM PUBLIC LIBRARY SYTEM, HAGÁTÑA MAIN LIBRARY**

**WHEREAS**, the Guam Public Library System is a public library; and

**WHEREAS**, the Guam Public Library System has consistently been experiencing problems with its main air conditioner at the *Nieves M. Flores Memorial Library*, which is its main library in Hagåtña; and

**WHEREAS**, because the air conditioner is non-functioning and does not provide adequate cool air, and because the windows of the building itself are designed in such a way as to not allow them to open fully for ventilation, it is unbearable and unhealthy to expose library patrons and employees to the environment at the Hagåtña Main Library, thus forcing the closure of the library; and

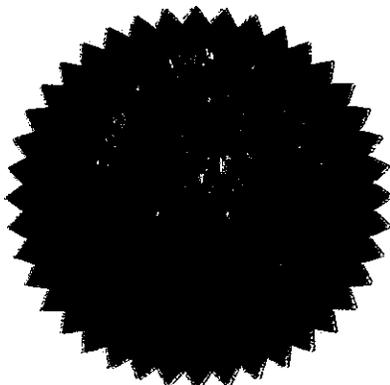
**WHEREAS**, the failure of the Hagåtña Main Library of the Guam Public Library System to have a functioning air conditioner unit creates an immediate threat to the health, safety, and welfare of library patrons and employees, as well as an immediate threat of damage to Library and government property, including books and other irreplaceable materials such as original Legislative documents, newspapers, photographs, films, and other culturally significant collections.

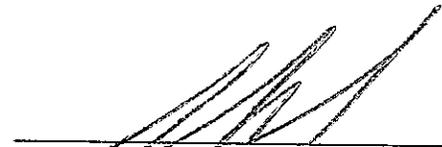


NOW, THEREFORE I, EDDIE BAZA CALVO, *I Maga'låhen Guåhan*, Governor of Guam, by virtue of the authority vested in by the Organic Act of Guam, do hereby ORDER:

1. **Declaration of a State of Emergency.** A state of emergency exists at the Guam Public Library System Hagåtña Main Library;
2. **Authorization for Emergency Procurement.** Emergency procurement may be resorted to for the purpose of immediately procuring a brand new air conditioning unit for the Guam Public Library System Hagåtña Main Library;
3. **Documentation of Expenses.** The Guam Public Library System is hereby instructed to keep appropriate documentation of all emergency expenses for inspection by the Executive and Legislative Branches, including the Public Auditor; and
4. **Purpose of Emergency Procurement.** Emergency procurement may be used for the procurement of goods and services responding to this emergency and will continue for thirty (30) days after the date of this Executive Order as provided in § 5215 of Title 5, Guam Code Annotated. Emergency procurement is not being used, and shall not be used, solely for the purpose of avoidance of the Procurement Law of Guam.

**SIGNED AND PROMULGATED** at Hagåtña, Guam this 10th day of October, 2014.



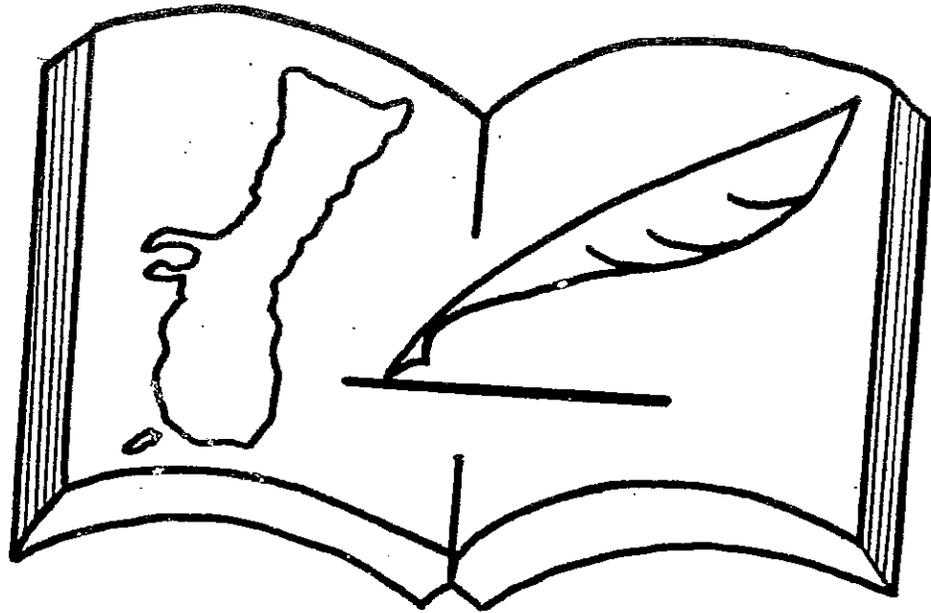
  
\_\_\_\_\_  
**EDDIE BAZA CALVO**

*I Maga'låhen Guåhan*  
Governor of Guam

*Scott Sims*

*Scott Sims*

**NIEVES M. FLORES MEMORIAL LIBRARY**



**GUAM LIBRARY**

**BOARD**

**MANUAL**

*Guam  
Public  
Library  
Handbook*

*Volunteer  
Policy.*

NIEVES M. FLORES MEMORIAL LIBRARIES

Agana Library & Bookmobile	472-6417 472-8264 477-6913 472-1389 565-2661	<i>Circulation</i> <i>Reference</i> <i>Office</i> <i>Office</i>	<i>Ft.</i> <i>47</i>
Agat Branch Library			
Barrigada Branch Library	734-3497		
Dededo Branch Library	632-5503		
Merizo Branch Library	828-8240		
Guam Museum	477-8320		

Mailing Address:

254 Martyr Street  
Agana, Guam 96910

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