



GUAM PUBLIC LIBRARY SYSTEM
Sisteman Laibrihan Pubbleko Guåhan
Government of Guam



The Guam Public Library System Board
Regular Board Meeting – November 14, 2014
3:30 p.m.

Agenda

I. Call to Order

1. Roll Call

II. Approval of Minutes – Meeting of October 16, 2014

III. Reports

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

IV. Old Business

1. Status of CIP and Emergency Projects
2. Prioritizing Goals
3. Set up on Non-Profit
4. School Volunteers
5. Review of Librarian/Archivist Job Description
6. Library Fee Structure
7. Library Board Manual

V. New Business

VI. Open Discussion

VII. Announcements

Next meeting _____, *at* _____ *p.m.*

VIII. Adjournment

Guam Public Library System
Regular Board Meeting
October 16, 2014
3:30pm

Minutes of Meeting

- I. **Call Meeting to Order.** The meeting was held at the Nieves M. Flores Memorial Library in Hagatna, Guam, and was called to order by Debra S. Duenas, Chairperson, on October 16, 2014 at 3:50pm.
1. Roll Call
Present: Ms. Debra Duenas, Chairperson; Mr. Krishnan Seerengan, Vice-Chair; Denise Reyes, Board member; Kyle Mandapat, Treasurer; Sandra Stanley, Administrative Officer; Teresita LG Kennimer, Library Technician Supervisor; Juanita Quintanilla, Administrative Services Officer, representing Joseph Artero-Cameron, President of DCA.
- II. **Approval of Minutes.** Chairperson advises the board that the minutes was emailed to all member for their review on October 9, 2014. Motion made by Ms. Reyes to accept minutes; seconded by Vice Chair. Unanimous decision to accept board minutes from October 2, 2014. Chairperson signs off on minutes with June Aflague countersigning.
- III. **Reports:** Ms. Sandra M. Stanley, Administrative Officer and Teresita L. G. Kennimer, Library Technician Supervisor distributed to all board members and reported as follows:
- Position description for Territorial Librarian approved by Civil Service Commission on July 1980. Public Law 27-13 regarding qualifications for Director of GPLS further amended by Public Law 28-15. Also provided was 5GCA Chapter 3 and Public Law 24-89 to discontinue the term Territory of Guam.
 - State of Emergency issued by Governor Calvo on Friday, October 10, 2014. GPLS is currently working with Department of Public Works.
 - Position description provided for Territorial Archivist.
 - Weekly statistics provided since operations were ceased in Hagatna and moved to Barrigada on September 29, 2014. All other branches are operating two times a week. Services are picking up with computer usage and programs.

Chairperson asked if GPLS is seeing an increase at the Barrigada branch, with Ms. Kennimer replying, "Yes, we are definitely seeing an increase." She goes on to say, that the public has been informed and also shared that Agat branch' attendance is also increasing due to Mount Carmel School visiting the branch

since they do not have a library at their school. The school visits on Tuesday and Thursday during regular library hours.

Ms. Reyes mentions to Terry that she submitted a request for her to conduct her program at the Barrigada branch and that she does not see those statistics of her program on the weekly report. Ms. Reyes coaches academic challenge and math to elementary school students. She coaches two hours academic challenge on Thursdays' and math Olympia which is in conjunction for the gate program for the entire school association. Ms. Kennimer recalls seeing that request and was thinking of allowing her program to be conducted in the conference room but due to the main library being closed we cannot do so. Ms. Reyes informs Ms. Kennimer, that Rose and Cyndi, the library technicians assigned to Barrigada branch are aware of her program and as long as she keeps it to a minimum and are not disruptive and that she has it at a non-busy time then it should be fine. Ms. Kennimer says ok that it's fine and will remind the branch of her schedule.

IV. Old Business.

FY2015 Budget. Ms. Duenas, Chairperson, talked a little about the FY2015 budget. She had some concerns on the budget such as that it was mostly on salaries, separate budgets for each branch, no funding for salaries for a Librarian or a Director.

Ms. Stanley advises the chair that GPLS budget, as with any other Gov/ Guam budget, the priority would be to fund salaries and benefits first. All procurement for books, computers, supplies, etc., all comes from federal funds due to shortage in the local funding. She goes on to say that without any federal funding then GPLS is not able to procure any supplies. She informed her that we currently utilize the FY2014 federal grant and with the FY2015 grant, funding will be released soon. In regards to the separate budget, though it is Public Law and she was budgeting it that way per the public law years ago, BBMR instructed her to combine all budgets under one.

Ms. Reyes brought up that she notices that there are too many employees at the Barrigada branch and she noticed they were making handmade decorations for Halloween. She said why are we paying employees to make crafts and is that all they're doing? She said she wants to do work service for students and if we can staff volunteers. She said that employees must be put to better use.

Ms. Duenas, says that even if the board designs a new position description for a Territorial Librarian or an Archivist there is still no funding to recruit them. She also

informs Ms. Reyes that Government of Guam employee salaries cannot be touched nor can anyone simply fire an employee because they are over staffed.

Mr. Mandapat, Board Treasurer, asks on when the next budget call is for FY2016, with Ms. Stanley replying that it normally begins in December.

Ms. Kennimer talked about of the difficulty of having adult volunteers due to issues with police and court clearances.

LIBRARY EXTENSION – CIP. The Chairperson's concern with our new building going up was in regards to the law that was written by former Senator and Director of GPLS, Sam Mabini, tasking the library board to create policy and procedures in having a food establishment in a GPLS facility. Both Chair and Vice-Chair had questions as to who is going to run it, who's providing the furniture, the wireless, who's responsibility is it, and how is the liability involved in all this. Ms. Duenas said as a board they need to take an active role in controlling the situation and should not let it get out of their hands and that this is a project that the board needs to keep a tight leash on.

LIBRARY PROGRAMS. Chairperson was very impressed with the programs in place. However, our bookmobile service is in need of desperate help. The engine has been out of commission since 2013.

Ms. Duenas mentions that it is the board's job to get out to the community in seeking repairs to get the bookmobile up and running, and what about forming a "friends of the library?" This is one way to get community assistance and possibly giving them a tax break and even doing fundraisers. Chairperson asks Mr. Mandapat if he would be interested in taking the helm and look into putting something like this together. He agreed. She also talks about being aggressive with marketing strategies for GPLS and its programs and having a librarian on board.

Mr. Seerengan, Vice-Chair brought to the board's attention that during his public hearing at the legislature prior to him being confirmed, he wrote concerns about the leadership and got a note from the Governor's office that they found \$70,000 for the position but up until now he has not heard anything else. Chair Duenas asked Ms. Stanley if she is able to obtain a copy of that recording from the confirmation hearing.

Ms. Stanley, advised the board that government of Guam employees are not allowed to solicit for services. It would have to be the board, with Ms. Duenas saying that she can accept donations on behalf of GPLS.

Ms. Reyes asked about implementing a volunteer program for high school service hours. Vice-Chair recommends to her to come up with a plan and they can table later for discussion.

STATE OF EMERGENCY. The State of Emergency is for 30 days. However, should an extension be needed, then the request would need to be made to the Governor for an extension.

V. NEW BUSINESS

- Change order for CIP project.

Ms. Stanley advises board that the remaining monies left from the funding will be used to address the change order.

Chairperson expressed her concern that she is not in favor of fencing the library and that it will make the building an eyesore with cyclone fencing. She states that she thinks the beautification task force will not allow for something like that.

- Homeless Issue.

Chairperson advises the board of her research and the homeless issue is a nationwide problem that exists everywhere. Libraries nationwide are inundated with the homeless because libraries offer a safe environment. Social workers are being hired in the mainland but here on Guam we do not have the ability nor do we have the funding to do so. Ms. Duenas says one option would be to identify a couple of the homeless and put them in charge so they will be in charge with the rest of the homeless people. They will have very clear rules of behavior, that they must maintain low volume in the library, Might even consider making them a volunteer. She goes on to say that the procedures in place for volunteers must be reviewed and they must continue looking into the homeless problem.

- Territorial Librarian Position

Chairperson says that Mr. Cameron wants the board to rewrite the job description but she takes issue with that because there are all these citations and obstacles in the way. She does not want to rewrite the whole process which must be approved with DOA and the Civil Service Commission. It's not so much the wording in the job

description but the need to re-evaluate the level of professionalism and the level of salary. All other directors are getting six figure salaries and a director for the library that is handling multiple branch's, millions of dollars, employees, marketing and seeking more volunteers and services must be properly compensated. Those out there that have the qualifications feel insulted by the salary that is being offered to them. There is a lot of writing to work on this one.

Ms. Stanley, states that we currently have a problem in recruiting for library technicians due to the re-organization that is in place and the advisory indicates to delete positions from the library.

Vice-Chair, Mr. Seerengan says that Mr. Cameron is the Director.

Chairperson says that the problem is Mr. Cameron is calling himself the director of library services but the reorganization from the Governor's office states that position has been eliminated so it can't be Mr. Cameron. Mr Cameron is overseeing the library but he cannot be the director. She believes that putting this department under the other umbrellas is inappropriate and if there is anyway the board can testify to that behalf. She does not have a problem with Mr. Cameron overseeing the library but she's not sure that the public library should be a Chamorro issue. This is one issue that she would like to testify on and would like to show up for the public hearing on this when it does take place.

Ms. Quintanilla spoke up in regards to the reorganization and said that the re-org still needs to go thru the triple AAA process and she is still arranging for a public hearing on it.

- Library Fee Structure

Mr. Mandapat makes a motion to discuss the fee structure at next meeting. All in motion.

- Library Board Manual

Chairperson makes a motion to discuss the board manual at next meeting. All in motion.

- Designation of Library Board Tenures

Ms. Duenas states to maintain separate anniversary dates and to maintain continuity of the board both her Mr. Seerengan are almost to their one year

anniversary date. Their anniversary dates are different from the other two which is enough to establish tenures.

OPEN DISCUSSION

Public Speaking

Omaira Brunal:

Her concern was regarding the importance in filling the position for a Guam Archivist. In the past the position was always with the library but with new legislation it has been since transferred to the Department of Chamorro Affairs.

The board of the library is an autonomous board organization and is under Chapter 80 of GCA and completely separates from DCA, which is Chapter 87.

We are missing opportunities for the Territory of Guam in not filling the position. We are jeopardizing our ability to apply for grants that may be available to us.

Wanted to bring her concern to the board and she has had meetings with Mr. Cameron as well.

Chairperson, asks Mr. Omaira is she can provide the board with a copy of those citations she mentioned.

Vicky Gayer:

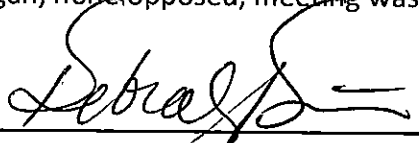
Thanked the board for their sincere efforts in meeting. She just wants to bring up four concerns....

1. New library cards and there are no names on the cards. There is a bar code but feels that patrons should have their names and not just codes.
2. Computer usage – request to change the existing policy in place.
3. Extend library hours to 8:00pm in the evening.
4. Only having floor tile and no carpet in the libraries.
5. More windows in the library

Mr. Mandapat makes a motion to create sub committees to re-evaluate some of the house rules to address some of the changes and concerns such as the homelessness, computer usage, house rules, etc...; seconded by Chair.

VI. Next Meeting. Next meeting on Thursday, November 6, 2014, 3:30 pm at the GPLS Conference room.

VII. Adjournment. A motion was made to adjourn the meeting by Ms. Reyes; seconded by Mr. Seerengan, none opposed, meeting was adjourned at 5:18 pm.

Approved by:  Date: 11/14/14
Debra S. Duenas, Chairperson – GPLS

Countersigned by:  Date: 11.14.14
June M. Aflague, Recording Secretary-GPLS

Guam Public Library System
Report submitted to the Board
Friday, November 14, 2014
3:30 p.m.

Provided by Sandra M Stanley, Administrative Officer

Old Business:

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

Request for Proposal was sent to Vendors for the second time and the Bid was awarded to JRN Air Conditioning.

As of November 13, 2014, Department of Public Works is currently revising the Scope of Work to be presented to Department of Interior requesting to use \$120,847.32. Prior authorization is required for additional project. Contact person at BBMR is Mr. Art Mariano who will be the one to submit the request.

Department of Interior Project – Hagatna Library

Meeting was held on Monday, November 10, 2014 to discuss the 90% submittal of Plans. Contractor is given (20) days to submit the 100% Plans.

Other Matter(s):

Dededo Branch Library

I had requested in the Fiscal Year 2015 Budget the amount of \$64,118.00 for minor renovation needed at that branch. Attached are the Work Request and Scope of Work.

Recruitment for a Building Custodian

One position was vacated in September 2014 due to retirement, and in October, I submitted a GG-1 to BBMR for approval. It was approved for recruitment and it is currently being reviewed by Department of Administration but due to Reorganization Advisory No. 6 on October 6, 2011 and Reduction in Force Advisory No. 2 on October 12, 2011 this position might not be filled. The department now employs only (3) building custodians to cover (6) buildings to include the maintenance of yard work.

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



The Honorable
EDDIE RAZA CALVO
Governor

The Honorable
RAY TROTT
Lt. Governor

public works
DEPARTAMENTO DE OBRAS PÚBLICAS
CARL V. DOMINGUEZ
Director
JESSIE B. PALICAN
Deputy Director

October 30, 2014

MEMORANDUM

TO: Joseph Carron
President, Department of Chamber Affairs

FROM: Director

SUBJECT: Emergency Procurement of 70 ton Chiller Air Cooled Unit
at Nieves M. Flores Public Library
Project No.: 540-5-0027-4-AGN

RECEIVED
10/30/2014
DEPARTMENT OF
CHAMBER AFFAIRS

Submitted herewith for your review and approval are the contract documents for the subject project. The scope of work involves the "Emergency Procurement of 70 ton Chiller Air Cooled Unit".

The Department of Public Works, CIP-Contracts Administration Section informally solicited bids for this project. Three (3) prospective bidders were invited but only two (2) bids were received and opened on the scheduled bid opening dated October 27, 2014. IRN Air Conditioning and Refrigeration submitted the lowest bid for the total amount of \$245,500.00 for the total bid.

Please provide the purchase order in amount of One Hundred Twenty Thousand Eight Hundred Thirty Seven Dollars and 00/100 (120,837.00). The bid was determined to be responsive and is fair and reasonable.

We recommend that the contract be awarded to IRN Air Conditioning and Refrigeration.

J
CARL V. DOMINGUEZ
Director
JTC

Attachment



AIR CONDITIONING & REFRIGERATION
 SALES • SERVICE • MAINTENANCE • INSTALLATION • ELECTRICAL



1715 Route 14, Hackett, Ecarriga, Cebu 60921 P.O. Box 27070 GMF Guad 60921

CALLB = 7909

Reference # : **OL-2014-00-001**
 Date : **October 29, 2014**
 To : **Department of Public Works**
 Attention : **Mr. John Cabayasan**
Acting Chief Engineer
 Re : **Confirmation of Bid / Project # S40-5-1023-L-AGM/Emergency**
Procurement of Air Chiller Air cooled Unit at NLEX-5 W. PROGRES PUBLIC LIBRARY

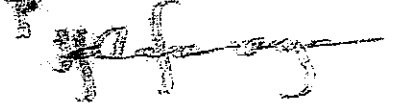
Sir,

In reference to the abovementioned subject, we wish to inform you that we hereby confirm that the amount presented in the bid in the amount of **One Hundred Twenty Thousand Eight Hundred Forty Seven & 30/100 Pesos (P120,847.30)** is submitted as true and correct and that it conforms to the Scope of Work as required in the project.

For your information.

Sincerely,

John Cabayasan

PROCESSED FOR


Project Engineer / Technical Department



AIR CONDITIONING & REFRIGERATION

*Company Name: JRN AIR CONDITIONING & REFRIGERATION
 Address: 1715 Route 14, Hackett, Ecarriga, Cebu 60921
 Tel: 0917-7909
 Fax: 0917-7909*

CC: [unclear]

FOR INFORMATION: GMF Guad 60921 Tel: (02) 848-54000 Fax: (02) 848-54000
at: [unclear]

BID FORM

Date: 10-27-2014

To: **Director of Public Works
Government of Guam
342 North Marine Drive
Tamuning, GU 96913**

Attention:

The undersigned (hereafter called the Bidder), a
Corporation

(Corporation, Partnership or Individually

organized and/or licensed to do business under the laws of Guam, hereby proposes
and agrees to furnish all the necessary labor, materials, equipment, tools and services necessary for
the Procurement of Women Civilian Air Cooled Unit at Krueser M. Flores
Public Railway (Project No. 500-E-1023-E-2014)

all in accordance with the drawings, specifications and other contract documents prepared by the
Department of Public Works for the sum of ONE HUNDRED SEVENTY TWO THOUSAND DOLLARS
ONLY \$172,000.00

plus any and all sums
to be added and/or deducted resulting from all extra and/or omitted work in accordance with the unit
and/or lump sum prices stated in the manual and forms attached hereto.

The undersigned has examined the location of the proposed work, the drawings, specifications and
other contract documents and is familiar with the local conditions at the place where the work is to
be performed.

~~XX~~
~~XX~~
~~XX~~
~~XX~~

BASIC BID ITEM:

Description	Quantity	Unit Cost	Total Cost
MECHANICAL WORKS			
Remove, dispose and replace existing 74 Ton Chiller, Air cooled including support, electrical upgrade wire, disconnect switches, chemical feeder; replace existing pumps and other appurtenances.	LS	\$ 120,847.32	\$ 120,847.32
Total Cost			\$ 120,847.32

Total lump sum cost as per plan and the general scope of work, complete and ready for use:
 One Hundred Twenty Thousand Eight Hundred Forty Seven & 32/100

\$ 120,847.32

Work to be awarded will be under Section 3, Paragraph (a) Bidding procedure including BAKH BID-17
 Contract form to Bidders.

INSTRUCTIONS
 Instructions for Bidders
 Instructions for Bidders
 Instructions for Bidders

The undersigned hereby acknowledges receipt of the following addenda:

	ADDENDUM NO.	DATED
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____

If awarded the contract, the undersigned shall be the authorized representative to bind into an agreement with the government and agree to complete the work within the contract time stipulated in this project.

The undersigned understands that the Government reserves the right to reject any or all bids or to waive any informality or irregularity in any bids in the interest of the Government.

~~XXXXXXXXXXXXXXXXXXXX~~

JRW Air Conditioning & Refrigeration, Inc.

~~XXXXXXXXXXXX~~

Teddy Clark Garcia

~~XXXXXXXX~~

Project Engineer

~~XXXXXXXX~~

1700 Army Dr. Alexandria, Louisiana 71303

~~XXXXXXXXXXXXXXXXXXXX~~

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BID FORM

Date: 10/24/2014

To: Director of Public Works
Government of Guam
542 North Marine Drive
Tasmaning, GU 96912

Contractor:

The undersigned (hereinafter called the Bidder), a
S.A. Construction, Inc.

(Corporation, Partnership or Individually

organized and/or licensed to do business under the laws of Guam, hereby proposes
and agrees to furnish all the necessary labor, materials, equipment, tools and services necessary for
the Project No. 54C-5-1023-L-101 Emergency Procurement of 70 Ton

Chiller Air Cooled Unit At Melves M. Flores Public Library

all in accordance with the drawings, specifications and other contract documents prepared by the
Department of Public Works for the sum of ONE HUNDRED THIRTY FOUR THOUSAND

ONE HUNDRED THIRTY FOUR THOUSAND 034,134.00

plus any and all sums

due under and in accordance with the contract documents resulting from all extra and/or omitted work in accordance with the unit
and/or lump sum prices stated in the itemized bill from attached hereto.

The undersigned has examined the location of the proposed work, the drawings, specifications and
other contract documents and is familiar with the local conditions at the place where the work is to
be performed.

REVISIONS
Emergency Procurement of 70 Ton Chiller Air Cooled Unit
at Melves M. Flores Public Library
Project No. 54C-5-1023-L-101

BASIC BID ITEM:

Description	Quantity	Unit Cost	Total Cost
MECHANICAL WORKS			
Remove old pipes and replace existing 7 1/2 Ton Chlorine Gas Chlorine handling support electrical upgrade cable. Also remove or fabricate identified faster replace any existing pumps and other apparatuses.	1	\$134,180.00	\$134,180.00
Total Cost		\$134,180.00	\$134,180.00

Small items shall be as per plan and the general scope of work, complete and ready to use.

ONE HUNDRED THIRTY FOUR THOUSAND
ONE HUNDRED EIGHT DOLLARS AND ZERO CENTS \$134,180.00

Whichever award will be under Section 8. Paragraph (a) Mitigating possible involving downst. Bid. of
 Instructions to Bidders.

10/24/2024
 10/24/2024
 10/24/2024
 10/24/2024

The undersigned hereby acknowledges receipt of the following addenda:

	ADDENDUM NO.	DATED
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____

If awarded the contract, the undersigned shall be the authorized representative to bind into an agreement with the government and agree to complete the work within the contract time stipulated in this project.

The undersigned understands that the Government reserves the right to reject any or all bids or to waive any informality or technicality in any bids in the interest of the Government.

RESPECTFULLY SUBMITTED BY:

S.L.F. CONSTRUCTION, INC.
(CONTRACTOR)

Eric H. Sitt *[Signature]*
(BY)

MANAGING VICE
(TITLE)

2011 E. Warner Industrial Park Road, Farmington, CT 06032
(BUSINESS ADDRESS)

END OF ALL PAGES

CONTRACT NO.
CONTRACT DATE
CONTRACT VALUE
CONTRACT TYPE

1/1/00



public works

Dipartamenton Cha'cho' Pubbleko

DEPARTMENT OF PUBLIC WORKS
WORK REQUEST

FROM: Joseph Artero Cameron, President
Department of Chamorro Affairs

TO: DIRECTOR - DEPARTMENT OF PUBLIC WORKS

FUNDING SOURCE: Local General Fund

DESIRED COMPLETION DATES: DESIGN Phase: _____ CONSTRUCTION Phase: _____

BASIS OF PROJECT CREATION: Approval and Assessment for minor renovations at the Dededo Branch

CONSTRUCTION MANAGEMENT: REQUIRED _____ NOT REQUIRED _____

PROJECT NUMBER (Per DPW numbering system): _____

PROJECT TITLE: FY2015 Dededo branch renovations

Using Agency REQUEST NO. GPLS-15-001

Using Agency JOB ORDER NO. 3611-15-001-4

Using Agency ACCOUNT NO. 5400A153611GA00

AMOUNT AUTHORIZED: \$ 64,118.00

WORK DESCRIPTION:

Requesting the assistance of Department of Public Works in assessment for the renovation of the Dededo branch library. See attached scope of work.

(TO BE FILLED IN BY REQUESTING AGENCY)

<p>Prepared by:</p> <p><u>Sandra M. Stanley, Administrative Officer</u> Print Name/Signature and Title _____ Date _____</p> <p>Reviewed by:</p> <p><u>Joseph Artero Cameron, President</u> <u>11-12-14</u> Print Name/Signature and Title DCA Date _____</p> <p>USING AGENCY CONTACT PERSON</p> <p><u>Sandra M. Stanley, Administrative Officer</u> Print Name/Signature and Title <u>475-475514765</u> <u>11-12-14</u> Date _____</p>	<p>Recommend Approval:</p> <p>Print Name/Signature and Title _____ Date _____ Certified Funds Available: Certifying Officer</p> <p>Approved by:</p> <p>Department Head (Print Name/Signature) _____ Date _____</p> <p>WORK ACCEPTED:</p> <p>DIRECTOR OF PUBLIC WORKS _____ Date _____</p>
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Guam Public Library System
Dededo Branch Library
Scope of Work

Note: Any Contractor wishing to perform a site inspection in order to submit a Proposal, please contact Sandra M. Stanley, Administrative Officer, Guam Public Library System to ensure that a GPLS employee is available. Telephone numbers: 475-4754 / 475-4755 or 475-4753

Re: Renovation of Dededo Branch Library

Scope of Work:

- Removal of existing vinyl tiles and replacing them inside library, removal of cove base and removal of floor and wall ceramic tiles at men's and ladies restrooms
- Replace door and door jams (restrooms only) to comply with ADA regulation
- Concrete pouring to upgrade floor slab (2500 psi)
- Replace plumbing fixtures to comply with ADA regulation (restrooms and kitchen)
- Restroom to be ADA compliant complete with toilet, sink, door handle and other bathroom accessories
- Remove popcorn ceiling
- Remove and replace cabinets and shelves in the kitchen
- Remove and replace windows
- Painting of interior wall and ceiling of the building
- Construct front ramp for wheel chair
- Relocate the water fountain from current location to the front entrance inside the library
- Rental of container for the storage of books
- Disposal of all debris materials



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

Reorganization Advisory No. 6

This is to notify Guamanians that I have exercised 48 United States Code §1422c (c), a provision of the Organic Act of Guam, which reads: (c) *Reorganization. The Governor shall, from time to time, examine the organization of the executive branch of the government of Guam, and shall determine and carry out such changes therein as are necessary to promote effective management and to execute faithfully the purposes of this chapter and the laws of Guam.*

October 6, 2011

I approved the reorganization of cultural and learning resources and services today. Effective immediately, the Hagatna Restoration and Redevelopment Authority, Guam Council on the Arts and Humanities Agency, Guam Public Library System, and Guam Education Telecommunications Corporation dba PBS Guam will be merged into the Department of Chamorro Affairs.

Joseph Artero Cameron is the President of the Department of Chamorro Affairs.

This reorganization will begin the process of:

1. Identifying redundancies and eliminating them
2. Consolidating functions and services for better and faster service to the customers of this agency
3. Consolidating resources and breaking down bureaucratic barriers
4. Eliminating duplicated costs, such as rent, utilities, travel and training
5. Revamping the library system so it meets the demands of the community, and thus increases education capacity and literacy
6. Pulling together learning resources outside of the Department of Education, Guam Community College and University of Guam so these learning resources can be better managed and partnered with DOE, GCC and UOG
7. Focusing and synthesizing Chamorro language education
8. Increasing the use of multimedia technology in the government and the community, especially to the benefit of the arts and humanities

This is just the first phase of the process for this agency. As part of this first phase, there is an immediate elimination of the following positions:

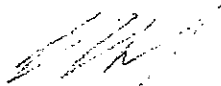
1. Executive Director of the Guam Public Library System
2. Executive Director of the Hagatna Restoration and Redevelopment Authority
3. Executive Director of the Guam Council on the Arts and Humanities Agency

Other positions will soon follow.

It is my intention to conduct the streamlining of the government of Guam workforce from the top, down. This is why the first layoffs/position eliminations are at the highest levels of the cultural and learning resources and services programs in this reorganization. As we move forward with further reorganization of other services and programs, this is how the layoff/position elimination process will ensue.

The President of the Department of Chamorro Affairs will assess the new organization and provide further layoff plans to make his agency more efficient and to assist in reversing the structural imbalance of the General Fund.

In approving this reorganization, I have also given to the Mayors of Merizo, Agat, Yona, Barrigada and Dededo the use of the several satellite libraries to be turned into community learning centers of excellence. This begins the process of decentralizing library management and revamping library services so it meets the demands of our community living in the Twenty-first Century.


EDWARD J.B. CALVO
Governor of Guam

DIPATTAMENTON I KAOGHAO GUINAHAN CHAMORRO
DEPARTMENT OF CHAMORRO AFFAIRS

Edward J.B. Calvo
Governor of Guam

Joseph Antonio Camerino
President, DCA

Raymond S. Torres,
Lieutenant Governor of Guam



October 6, 2011

Honorable Edward J.B. Calvo
Governor of Guam
Office of the Governor
Ricardo J. Bordallo Complex
Adelup, Guam 96910

Subject: Merging of Hagåtña Restoration and Redevelopment Authority (HRRA), Guam Public Library System (GPLS), Guam Council of the Arts and Humanities Agency (GCAHA), and Guam Educational Telecommunication Corporation/ PBS GUAM into the Department of Chamorro Affairs (DCA)

Dear Governor Calvo:

I seek your approval in reorganizing cultural and learning services and resources within the government of Guam. Specifically, I request your approval herewith to merge the current Guam Council on the Arts and Humanities Agency, Hagåtña Restoration and Redevelopment Authority, the Guam Public Library System and Guam Education Telecommunications Corporation dba PBS Guam into the Department of Chamorro Affairs. At some point this agency should be renamed to reflect the learning resources components, which are integrated upon your approval. I seek your approval in accordance with your duty to reorganize under the Organic Act of Guam.

I further request your approval to direct that all the administrative supervision and control of the Guam CAHA, HRRA, GPLS and PBS Guam be placed under the President of the Department of Chamorro Affairs, notwithstanding current statute vesting governance of the trusts in the commissions set forth by law. Your approval of my plan will start the process of eliminating positions. I have identified unclassified positions to be eliminated immediately. I also will be submitting to the Department of Administration a layoff plan, based on the discovery of redundancies and the duty you have assigned all agencies to help in the end of the structural imbalance of the General Fund.

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

238 Archbishop F.C. Flores St. • DNA Building, Ste. 408 Hagåtña, Guam 96910 • P.O. Box 2950 Hagåtña, Guam 96932 • Phone: (671)475-4278/9 • Fax: (671)475-4

DIBISION FINO'YAN KOTTURAN CHAMORRO
Chamorro Language and Culture Division

I SENGSONG CHAMORRO
Chamorro Village

DIBISION INALIGAQ, TINIGE'YAN FINA'NA'GUE
Research, Publications and Training Division

DIBISION FANINADAHEN KOSAK GUINAHAN YAN SAGAN RIKI ISTOON

The reorganization of the Department of Chamorro Affairs (DCA) to centralize culturally-relevant programs and services, to include preservation and the perpetuation of education of all citizens of Guam is a step in the right direction. Such a move will right-size management and planning within the Government of Guam, essential in the enhancement of procedural and administrative efficiencies ... thus reducing personnel and capital costs. *"To create, develop, implement and maintain an integrated program for the preservation, promotion, and advancement of the native Chamorros and other Asian/Pacific Islander residents of Guam. It is intended that the public corporation be the guiding force in all aspects of Chamorro culture, language, preservation, education, arts, humanities, and history, through public policy, advocacy, research, publication, authentication, restoration, presentation, and production, and by providing and overseeing a repository for historical documents, cultural artifacts, and documentary and narrative film and video"* will be DCA's new Mission Statement.

Here are numerous points that substantiate the necessity to consolidate the *Hagåtña Restoration and Redevelopment Authority, Guam Public Library System, Guam Council of the Arts and Humanities Agency, and Guam Educational Telecommunication Corporation/Guam PBS* into the Department of Chamorro Affairs (DCA):

- DCA provides the necessary implementation of an integrated program for the preservation, development and promotion of the Chamorro heritage, culture and traditions of Guam, inclusive of multi-ethnic Asian and Pacific Islanders and residents of Guam.
- Immediate savings to the General Fund is \$217,275.00 per year, due to the elimination of the salaries for the Directors of the Guam Public Library System, Hagåtña Restoration and Redevelopment Authority, and the Guam Council on the Arts and Humanities.
- The implementation of an integrated agency would quantitatively reduce costs and increase efficiencies.
- Qualitatively, customers will exhibit an increase in confidence in Government of Guam's ability in managing, strategizing, planning, and implementing services.
- DCA will serve as a catalyst in the preservation, development and promotion of learning and education, promotion of language, arts, preservation of natural resources, humanities, historic and cultural preservation, research and development, restoration, presentation, museum activities and programs significant to Guam's history and culture, and to enhance the future of the people of Guam.
- This reorganization would significantly reduce redundancy in staff and streamline administrative, management, and planning functions.
- Merging with the cultures, PBS Guam/Channel 12 and the Guam Public Library will serve as distribution centers for Department of Chamorro Affairs. The library can serve as the repository and PBS Guam/Channel 12 will serve as the broadcast station for local production.

- This streamlining will result in the reduction of space needs and capital costs, while enhancing service provisions.
- The reorganization would also pave the way for all Government of Guam departments to streamline business operations.

The birthing of a "Cultural Renaissance" based on the philosophy of an "Institute of Culture and History", a perfect fit within the Department of Chamorro Affairs. This reorganization, if approved; ties in both content and distribution measures in delivering much needed services to our citizenry.

Upon your approval, I will immediately begin the communications with the head of these agencies, departments and programs for developing a strategic plan to be submitted to your office for implementation consideration(s).

Respectfully submitted for your approval
in accordance with the Organic Act,



JOSEPH ARTERO-CAMERON, President
Department of Chamorro Affairs

In accordance with 48 United States Code §1422c.(c), a provision of the Organic Act of Guam, which reads: *(c) Reorganization. The Governor shall, from time to time, examine the organization of the executive branch of the government of Guam, and shall determine and carry out such changes therein as are necessary to promote effective management and to execute faithfully the purposes of this chapter and the laws of Guam,*

I, Edward J.B. Calvo, *I Maga Lahen Guahan*, Governor of Guam, do hereby approve this plan and, therefore, reorganize the government of Guam as contained herein, effective October 6, 2011.



EDWARD J.B. CALVO



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

Reduction in Force Advisory No. 2

This is to notify Guamanians that an agency of the government of Guam submitted a layoff plan. This plan was submitted in an effort to reduce the expenditures of the government and, thus, fix the structural imbalance of the General Fund.

October 12, 2011

The President of Chamorro Affairs this morning submitted his department's layoff plan. This is the second such plan throughout the government of Guam.

In the plan, he identified the following positions for layoff:

1. Secretary I (Typist) (one position)
2. Clerk Typist II (one position)
3. Administrative Officer (one position)
4. Administrative Aide (one position)
5. Library Technician I (seven positions)
6. Library Technician II (one position)
7. Laborer (one position)
8. Building Custodian (two positions)

Because of the submission of this plan, all hiring for positions within the same position class(es) as the above named positions are halted in the line agencies.

The President of Chamorro Affairs has assessed the current manpower levels of the Department of Chamorro Affairs. In his letter (submission of layoff plan) to Department of Administration Human Resources Administrator Shane Ngata, he certified the following conditions exist at DCA:

1. There is a lack of funds to sustain the department at its current levels.
2. The reorganization of DCA has led to the finding of redundancies and, thus, a lack of work. This was brought about by the consolidation of agencies into the DCA. Functions were consolidated. This was also brought about by the transfer of branch library facilities to the mayors of Merizo, Agat, Yona, Barrigada and Dededo. The mayors of these villages are in the process of revamping these facilities into learning centers of excellence. They are building community partnerships to staff and open these facilities for at least five days in the week. It should be noted that this is well beyond the two-days-per-week schedule these branch libraries intermittently followed.

It must be noted that the reduction in force of these positions does not mean the *people* holding these positions will be released. A lengthy process will follow to determine *who* will be laid off. Employees have bumping or displacement rights, along with other rights pursuant to DOA Personnel Rules & Regulations.

The President of Chamorro Affairs does not choose who will be laid off. This will be decided by a process that involves a retention register at the Department of Administration Human Resources Division. Here is a brief description of the process from this point:

- Employees of DCA who are in these positions may have the chance to furlough their salaries in whole or in part. This does not protect the employee from the position being laid off. Such furlough also must be approved by the president. In his layoff plan, the president determines the need to reduce the force because of the structural imbalance of the General Fund, a lack of work and a lack of funding.
- Employees of DCA who are in these positions may have the chance to transfer to a vacant position in DCA or in another line agency in which he/she qualifies, or to demote to a lower position and pay grade.
- Any part time, short term, seasonal, provisional, temporary, limited term or probationary DCA employees who fall under the same position classes as those identified for layoff will be released first.
- DOA HR will then run a retention register. Every DCA employee who is in the same position class as the Secretary I (Typist), Clerk Typist II, Administrative Officer, Administrative Aide, Library Technician I, Library Technician II, Laborer, or Building Custodian will be included in

this retention register. DOA HR, in this retention register, will consider these employees' seniority and performance evaluations. Points are awarded based on criteria set forth in Government of Guam Personnel Rules & Regulations.

- The person within the position class with the lowest score of points will be bumped. That bumped employee can then avail of the options to transfer to an available vacant position, or voluntary furlough. If those options are unavailable, that person is laid off.

Help for those laid off

A special Displacement & Re-engineering Program is available to assist workers who may be displaced by a government layoff. This program is being led by Agency for Human Resources Development director Frank C. Roberto.

In summary the program will:

1. Work with agency directors and the Department of Administration to identify laid off workers and bring them into the program voluntarily.
2. Offer a host of services to assist laid off workers enter the private sector workforce:
 - a. Skills assessment
 - b. Career counseling
 - c. Resume development
 - d. Job search skills training
 - e. Job placement training
 - f. Budget and financial management counseling
 - g. Stress management and mental health services
 - h. Temporary financial assistance
 - i. Information relating to child care, transportation and other needs
3. Encourage laid off workers to start a small business. Director of Labor Leah Beth Naholowaa will be partnering with the Small Business Development Center, Guam Economic Development Authority and the Veterans Affairs Office on ways to assist displaced workers to start a small business.
4. Subsidize college tuition costs for one year. Laid off workers who elect to go to school, part time or full time, may enroll at Guam Community College, University of Guam or an allied health training and certification service. The Workforce Investment Act funding will subsidize this cost.

This reduction in force signifies the tough decisions the government is making, which should have been incrementally made over the past 20 years. It is with deep regret the government must make these decisions to reduce personnel. This island, and the taxpayers owed their tax refunds, has not been able to sustain the size of the government for 20 years now. I will not suffer the children of Guam, and their children, to a future bankrupted by the inability of leaders to make the right decisions. My heart and my prayers are with those who may be dislocated by this process. I encourage you to enroll in this Displacement & Re-engineering Program in the hope that your future prospects are even greater than the opportunity you took to serve the public.


RAYMOND S. TENORIO
Acting Governor of Guam

Good morning,

The President of Chamorro Affairs submitted the Department of Chamorro Affairs layoff plan to the Human Resources Administrator of the Department of Administration this morning. The advisory from the Acting Governor is attached. The text follows for easy reference:

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 - g. Stress management and mental health services
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RAYMOND S. TENORIO
Acting Governor of Guam

Guam Public Library System
Library Technician Supervisor's Report
Wednesday, November 12, 2014

Library Policies and Procedures, and Fee Schedule: Revisit and update

- GPLS "October 2014 Monthly Report" ...Attached
- Duplication/Loan (archival collections).
GPLS applied for a grant from IMLS, Competitive Grant for an "archival digital" project, 2011. With proper "archival" guidelines and practice this project continues to remain as an ongoing project. Documents are archived and safely secured and stored away to lessen further public handling or possible mishandling or damage to the originals. The archival scanning system used is Alchemy. The original photographs and first half the earliest Guam Legislative Documents are now on digital format. The photographs (with watermarks "Guam Public Library System") and the first half of the 1st Guam Legislature are now on digital files.

At present, the Library had been charging patrons/researchers the old "Fee" schedule and we would like to recommend to include the digital files/prints into the Fee schedule and also, to include a flat fee charge for research purposes on historical events, people, and places.

Ms. Sandy Yee, Museum Curator is requesting to meet with me in regards to the Fee Schedule. The Guam Chamorro Educational Facility (Guam Museum) has no fees schedule in place and according to her email message, "GCEF has no fees, and GPLS does, customers will soon figure it out. Be on the same page." GPLS provided digital copies in CD's of the photographs and a print & electronic copy of the Photo Index to GCEF (Guam Museum). When we receive a photo and research request from the Guam Museum they fill out our Loan/Duplication Agreement Form and no fees were charge.

Monies collected from GPLS are such as, lost/damage & overdue items/collections, xeroxing, photo duplication, and book sale are deposited into the GPLS Special Account, under "Fines & Fees."

Question...

The Reorganization Advisory No. 6, Government of Guam identifies that GPLS is now a division under the Dept. of Chamorro Affairs.

- Where does the library stand as far as Archival Collections?
- Shall GPLS continue to require that archival resources used will identify on the credit lines, "From the Collection of the Guam Public Library System" or "Courtesy of the Guam Public Library System"

Attach is the Loan/Duplication Agreement Form and the Charges for Duplication of Photographs & Xeroxing.



GUAM PUBLIC LIBRARY SYSTEM
Sisteman Laibirihan Pupleko Guåhan
Government of Guam



Conditions for Duplication and/or Loan

- 1) The Guam Public Library System permits patrons and others to loan or duplicate materials for exhibits, research, collections, publications, electronic/digital media, video production and other purposes. All duplicating and/or loaning materials is done with the approval of the Director of GPLS only.
- 2) GPLS shall require one of the following two credit lines, or a similar statement of all objects used:

“From the Collection of the Guam Public Library System”
“Courtesy of the Guam Public Library System”
- 3) Objects borrowed shall remain in the location specified in the Agreement Form. The Director of GPLS shall be notified of any change location prior to the change.
- 4) Materials for duplication or loan shall be returned in the same condition as when removed from GPLS.
- 5) Duplicated or loaned materials are for one-time use only.
- 6) Materials for duplication or loan can only be used for sole purpose specified in Agreement Form.
- 7) GPLS requests at least one copy of the finished work at time of completion.
- 8) The Director of GPLS has the right to recall any materials at anytime.

Liability

The patron/borrower will be responsible for any materials not returned or damaged.

The patron/borrower acknowledges that he/she accepts the Conditions for Duplication or Loan. **Attachment A** lists materials received by patron

Signature of patron/borrower:

(Signature)

Title of position:

(Print)

Institution/organization/company:

Date:



Guam Public Library System

Charges for duplication of photographs

Black and white prints:

<u>SIZE</u>	<u>FROM NEGATIVES</u>	<u>FROM PRINTS</u>
5x7	\$2.50	\$3.50
8x10	\$5.00	\$6.00
11x14	\$10.00	\$11.00

Color Prints:

<u>SIZE</u>	<u>FROM NEGATIVES</u>	<u>FROM PRINTS</u>
5x7	\$3.00	\$4.00
8x10	\$6.00	\$7.00
11x14	\$12.00	\$13.00



Charges for Xeroxing

Black and white:

Color

<u>SIZE</u>	<u>PRICE</u>	<u>SIZE</u>	<u>PRICE</u>
8 ½ x 11	15c	8 ½ x 11	\$1.00
8 ½ x 14	15c	8 ½ x 14	\$1.50
11 x 17 (Tabloid)	30c	11 x 17 (Tabloid)	\$2.00

Barrigada Branch Library
 "Weekly Statistics"
 OCTOBER 2014

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	5	4	4	5	-	30
Toddler Story Time	-	-	10	-	-	-	10
Saturday Story Hour	-	-	-	-	-	10	10
School Library Visits	-	9	-	16	-	-	25
TOTAL	12	14	14	20	5	10	75

BRANCH: Barrigada	Mon, Oct 6	Tues, Oct 7	Wed, Oct 8	Thurs, Oct 9	Fri Oct 10	Sat Oct 11	TOTAL
Attendance	CLOSE	119	124	205	99	154	701
Circulation		105	79	50	-	147	381
Registration		2	-	3	-	2	7
Reference Info/Research		13	1	5	1	1	21
Computer Usage		36	124	36	33	41	270
Programs							TOTAL
After School Drop-In	Close: "Typhoon Vongfong"	-	2	6	-	-	8
Toddler Story Time		-	12	-	-	-	12
Saturday Story Hour		-	-	-	-	28	28
School Library Visits		10	-	9	-	-	19
TOTAL		10	14	15	-	28	67

BRANCH: Barrigada	Mon, Oct 13	Tues, Oct 14	Wed, Oct 15	Thurs, Oct 16	Fri Oct 17	Sat Oct 18	TOTAL
Attendance	100	155	167	188	125	213	948
Circulation	47	73	97	43	23	242	525
Registration	2	4	2	1	0	3	12
Reference Info/Research	19	2	4	8	7	5	45
Computer Usage	35	44	41	45	33	42	240
Programs							TOTAL
After School Drop-In	3	3	6	3	-	-	15
Toddler Story Time	-	-	18	-	-	-	18
Saturday Story Hour	-	-	-	-	-	23	23
Library Annual Events-Earthquake	-	-	-	9	-	-	9
School Library Visits	-	5	-	5	-	-	10
Karidat Independent Adult Group (Catholic Social Services)	-	-	9	-	-	-	9
TOTAL	3	8	33	17	-	23	84

Barrigada Branch Library
 "Weekly Statistics"
 OCTOBER 2014

BRANCH: Barrigada	<u>Mon, Oct 20</u>	<u>Tues, Oct 21</u>	<u>Wed, Oct 22</u>	<u>Thurs, Oct 23</u>	<u>Fri Oct 24</u>	<u>Sat Oct 25</u>	<u>TOTAL</u>
Attendance	122	203	148	228	105	102	908
Circulation	40	105	50	58	51	93	397
Registration	5	4	2	1	-	2	14
Reference Info/Research	6	6	8	8	6	14	48
Computer Usage	35	44	30	35	17	39	200
Programs							
							<u>TOTAL</u>
After School Drop-In	4	-	-	5	-	-	9
Toddler Story Time	-	-	22	-	-	-	22
Library Tours	-	-	-	10	-	-	10
Saturday Story Hour	-	-	-	-	-	26	26
School Library Visits		7		10			17
Workshop/Conference	-	-	-	1	-	-	1
TOTAL	4	7	22	26	-	-	59

BRANCH: Barrigada	<u>Mon, Oct 27</u>	<u>Tues, Oct 28</u>	<u>Wed, Oct 29</u>	<u>Thurs, Oct 30</u>	<u>Fri Oct 31</u>	<u>Sat Nov 1</u>	<u>TOTAL</u>
Attendance	87	129	134	150	49	202	751
Circulation	18	88	29	63	53	100	351
Registration	-	4	-	1	2	-	7
Reference Info/Research	7	6	3	5	12	1	34
Computer Usage	39	40	18	35	42	42	216
Programs							
							<u>TOTAL</u>
After School Drop-In	-	-	-	15	-	-	15
Toddler Story Time	-	-	27	-	-	-	27
Saturday Story Hour	-	-	-	-	-	23	23
School Library Visits				12			12
Karidat Independent Adult Group (Catholic Social Services)	-	-	-	7	-	-	7
TOTAL	-	-	27	34	-	23	84

Agat / Dededo / Merizo / Yona
 "Weekly Reports"
 OCTOBER 2014

BRANCH: DEDEDO	Tues Sept 30	Thurs Oct 2	TOTAL	Tues Oct 7	Thurs Oct 9	TOTAL	Tues Oct 14	Thurs Oct 16	TOTAL	Tues Oct 21	Thurs Oct 23	TOTAL	Tues Oct 28	Thurs Oct 30	TOTAL
Attendance	59	69	128	66	84	150	79	73	152	85	62	147	66	84	150
Circulation	28	60	88	13	58	71	43	33	76	40	66	106	13	58	71
Registration	1	2	3	2	5	7	4	0	4	2	2	4	2	5	7
Reference Info/Research	7	-	7	1	5	6	14	16	30	9	7	16	1	5	6
Computer Usage	31	29	60	39	44	83	42	27	69	58	23	81	39	44	83
Programs			TOTAL	TOTAL			TOTAL			TOTAL			TOTAL		
After School Drop-In	-	-	-	5	8	13	14	11	25	-	11	11	14	11	25
Toddler Story Time	2	-	2	2	-	2	16	-	16	2	-	2	16	-	16
School Library Visits	-	47	47	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	2	47	49	7	8	15	30	11	41	2.00	11	13	30	11	41

BRANCH: AGAT	Tues Sept 30	Thurs Oct 2	TOTAL	Tues Oct 7	Thurs Oct 9	TOTAL	Tues Oct 14	Thurs Oct 16	TOTAL	Tues Oct 21	Thurs Oct 23	TOTAL	Tues Oct 28	Thurs Oct 30	TOTAL
Attendance	113	75	188	70	167	237	94	121	215	9	-	9	5	117	122
Circulation	13	14	27	12	36	48	40	60	100	26	-	26	16	41	57
Registration	6	2	8	8	-	8	1	15	16	-	-	-	-	-	-
Reference Info/Research	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Computer Usage	17	13	30	7	6	13	6	-	6	2	-	2	-	-	-
Programs			TOTAL	TOTAL			TOTAL			TOTAL			TOTAL		
After School Drop-In	-	6	6	-	-	-	-	-	-	-	-	-	-	23	23
Toddler Story Time	-	2	2	-	2	2	-	-	-	-	-	-	-	-	-
School Library Visits	18	23	41	30	158	188	88	84	172	-	-	-	-	85	85
TOTAL	18	23	41	30	160	190	88	84	172	-	-	-	-	108	108

BRANCH: MERIZO	Mon, Sept 29	Wed, Oct 1	TOTAL	Mon, Oct 6	Wed, Oct 8	TOTAL	Mon, Oct 13	Wed, Oct 15	TOTAL	Mon, Oct 20	Wed, Oct 22	TOTAL	Mon, Oct 27	Wed, Oct 29	TOTAL	
Attendance	28	6	34	Close "Typhoon Vongfong"	3	3	6	21	27	1	31	32	4	8	12	
Circulation	32	12	44		-	-	-	12	12	-	-	-	9	-	9	
Registration	-	-	-		-	-	-	-	-	-	-	-	-	-	-	-
Reference Info/Research	-	-	-		-	-	-	-	-	-	-	-	-	-	-	-
Computer Usage	-	-	-		-	-	-	5	5	-	-	-	-	-	-	-
Programs			TOTAL	TOTAL			TOTAL			TOTAL			TOTAL			
NO PROGRAMS/ACTIVITY				NO PROGRAMS/ACTIVITY			NO PROGRAMS/ACTIVITY			NO PROGRAMS/ACTIVITY			NO PROGRAMS/ACTIVITY			

BRANCH: YONA	Mon, Sept 29	Wed, Oct 1	TOTAL	Mon, Oct 6	Wed, Oct 8	TOTAL	Mon, Oct 13	Wed, Oct 15	TOTAL	Mon, Oct 20	Wed, Oct 22	TOTAL	Mon, Oct 27	Wed, Oct 29	TOTAL
Attendance	49	51	100	Close "Typhoon Vongfong"	53	53	78	29	107	84	84	168	84	84	168
Circulation	-	24	24		12	12	-	12	12	20	1	21	20	1	21
Registration	-	-	-		1	1	2	-	2	-	-	-	-	-	-
Reference Info/Research	6	9	15		4	4	2	2	4	12	9	21	13	9	22
Computer Usage	14	8	22		13	13	23	19	42	17	23	40	17	23	40
Programs			TOTAL	TOTAL			TOTAL			TOTAL			TOTAL		
After School Drop-In	-	-	-	-	-	-	17	-	17	-	5	5	-	5	5
Toddler Story Time	2	2	4	4	4	11	-	11	13	-	13	13	-	13	
TOTAL	2	2	4	4	4	4	28	-	28	13	5	18	13	5	18