

**EVALUATION OF THE LSTA FIVE-YEAR PLAN
(2018-2022) FOR THE GUAM PUBLIC LIBRARY SYSTEM**

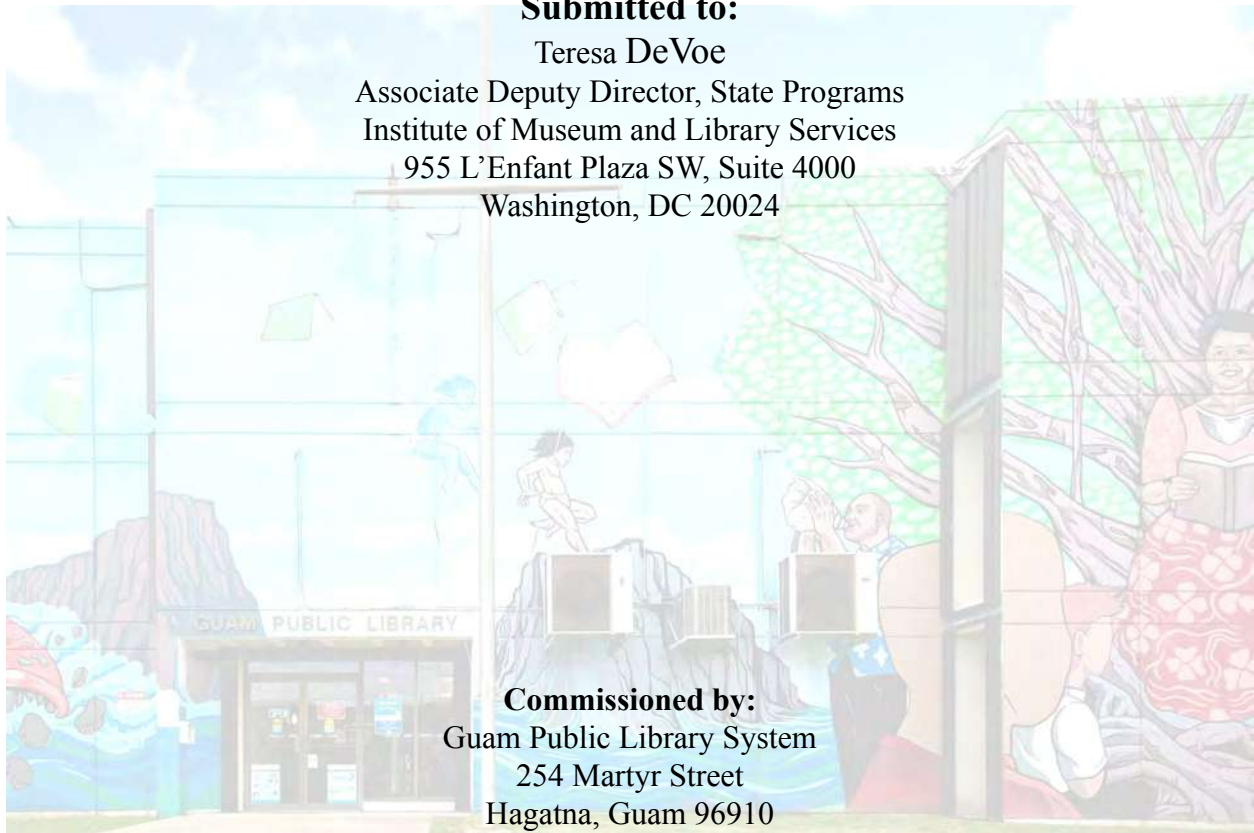
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PART A. EVALUATION SUMMARY

This report presents the evaluation of the Guam Public Library System's (GPLS) Five-Year (2018-2022) Library Services and Technology Act (LSTA) State Grant following the guidance for the final evaluation report as specified by the Institute of Museum and Library Services (IMLS). The evaluation sought to identify grant objectives and targets that have or do not have sufficient evidence of completion, partial completion, or non-completion.

As the State Library Administrative Agency (SLAA) that is the recipient of the LSTA grant, and as the only public library system in Guam, the GPLS has the responsibility for overseeing the activities of the grant. The LSTA funds were expended primarily to cover the salaries and benefits of one full-time equivalent (FTE) for a program coordinator, supplies, continuing education for library staff, upgrade hardware and software, and library materials.

GPLS also has the responsibility for seeking the services of an independent evaluator to conduct the summative evaluation of the aforementioned grant. GPLS selected ERS Consulting Services as the independent evaluator, a local company with extensive background in public school library operations as well as in conducting large scale evaluation of public-funded programs. This evaluator used a variety of strategies to collect information such as official documents from GPLS and conducted the first ever island wide survey on public library services dubbed as the Survey of Library Services (SOLS) using an online platform (*Survey Monkey* now *Momentive*) supplemented with hard copy surveys to accommodate those who have no access to computers or needed special assistance in completing the survey.

The documents and data collected were validated using stringent rules of document analysis and verification set by this evaluator inclusive of such requirements that documents must be official reports submitted to IMLS, another federal or local agency where GPLS mentioned LSTA activities, or procurement or personnel documents and signed Memoranda of Agreement. Details of the document selection criteria are discussed in the body of the report.

Below is the summary of the findings on (a) retrospective assessments, (b) process questions, and (c) discussion of methodology

A - Retrospective assessment

A-1 asks the extent to which the five-year plan activities made progress towards goals

Goal 1: Expand, support and improve library programs services

This goal addresses (a) LSTA Priority #1 Expand services for learning and access to information and educational resources in a variety of formats for individuals of all ages to support their needs for education, lifelong learning, and digital literacy skills and (b) LSTA Priority #7 Target library services to individuals of diverse groups. GPLS was able to fully achieve two, partially achieve one, and did not achieve two of the five stated activities under this goal. The non-stable presence of a full-time LSTA program coordinator, exacerbated by the fact that during the evaluation period, there was no stable library director, led to this level of achievement of Goal 1 activities.

The Administrative Officer took on the tasks of the director to continue the library operations. In spite of the challenge of recruiting and maintaining a full-time LSTA-funded program coordinator, incumbent GPLS staff stepped in to fill the gap and carried out LSTA program activities while continuing locally funded mandated tasks. In spite of the low level of achievement of activities, the SOLS patron survey indicated that greater than 60% of the respondents perceive GPLS facilities and services to be “good to very good”. Only 5 people indicated the services were “very poor”, and only 38 (15%) indicated “poor”. About 22% indicated that the facilities and services were just right.

Goal 2: Provide training and professional development to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services

This goal addresses LSTA Priorities #3 and #4 which covers the provision of training, professional development, and continuing education to enhance the skills of the current library workforce and leadership, and to enhance efforts to recruit future professionals to the field of library and information services. GPLS has one program activity for Goal 2 and achieved this activity through the following strategies: off-island formal training for the staff on specific topics, on-island training and mentoring activities, online courses, participation in conferences, and documentation of task analysis by staff. A laudable initiative implemented by the supervisor of the library technicians was to have each library technician think through specific library operations processes (e.g. new registration process, check in-check out process, etc.) and have the step-by-step procedure written down. This reflection helped the staff to clarify what was being done, what was ineffective and what would be a better and more effective procedure.

Goal 3: Ensure equitable access to information resources and library services for individuals with disabilities

This goal addresses LSTA Priorities #5, #6, and #7 relative to developing private and public partnerships with other agencies and CBOs, targeting library services to individuals of diverse geographic, cultural, and socio-economic backgrounds, and targeting persons who have difficulty using a library. GPLS achieved two, partially achieved two, and did not achieve one of the five program activities under this goal. Referring back to the challenges posed by a non-stable full-time LSTA funded coordinator and lack of leadership at the top led to this level of achievement of Goal 3. However, the locally funded library staff stepped in and rose to the challenge. Though the collaboration with the usual partners such as CEDDERS, DISID, and Special Education did not come through, GPLS created new partners consisting of Government of Guam agencies such as the Guam Police Department, the Guam Fire Department, etc. and local and private businesses that either held literacy and reading activities with GPLS patrons or contributed in-kind services to promote LSTA activities. Further evidence of achievement of Goal 3 activities were extracted by the evaluators from the locally mandated Guam Office of Public Accountability’s 2018 and 2019 Citizen-Centric Report (CCR) on the Guam Public Library System. The report indicated that patrons checked out a total of 1,135 and 2,723 during the year 2018. These resources included Talking Book Tapes, Digital Talking Books and Braille Books. The same CCR provided evidence on the Homebound Delivery Services provided for individuals with disabilities. In FY 2019 and 2020, GPLS faced challenges due to the COVID Pandemic, however, it continued to serve the Blind and Print Disabled patrons by providing Homebound deliveries of “Talking Book Tapes.” GPLS also shifted to providing a modified

patron service due to the Governor's Executive Order mandating the limited government services to the general public.

Goal 4: Enable the GPLS to acquire and update technology

This goal addresses LSTA Priorities #2 and #8 which covers the promotion of continuous improvement of library services and the enhancement of the role of libraries within the information infrastructure of the United States. GPLS had two program activities under this Goal and was able to partially achieve both programs. In 2019, the GPLS was able to create the plan for a Virtual Information Center (VIC) and sections of the Main Library were designated as the physical location of the VIC, with laptops already set up, but when the COVID pandemic hit in March 2020, the entire Government of Guam was shutdown. After the pandemic restrictions eased, the Guam Public Library System has continued to establish the Virtual Information Center for the library patrons.

Additional Retrospective questions

A-2 asks to what extent did the Five-Year Plan activities achieve results that address national priorities associated with Measuring Success focal areas and their corresponding intents

The Five-Year Plan activities achieved partial results that addressed only three of the six national priorities associated with Measuring Success focal areas and intents. Lifelong learning was partially achieved through aggressive collaborations with businesses and Government of Guam agencies that yielded marketing ideas and strategies to promote LSTA funded services and special events. Patrons of all ages were taught the basic use of computers and the internet. Goal 4 focused on updating technology aimed at ensuring that GPLS provided services and programs that promoted lifelong learning and acquisition of 21st Century skills. However, the planned new literacy program did not happen; instead, GPLS hosted two large events such as Dr. Seuss's Birthday and Summer Reading Programs. Institutional capacity was partially achieved by improving library operations and physical and technological infrastructure. GPLS also addressed this through enhanced workforce development through off-island training, on-island mentorship and staff self-assessment and self-reflection of various library services and documenting those for the purpose of having someone else be able to carry on the service in the absence of the regular staff assigned to the task/service. Information Access was partially achieved through Goal 3 which focused on providing access to information and resources by individuals with disabilities through Goal 4 which aimed at establishing the Virtual Information Center which aimed to assist patrons in using technology within and outside of the library premises, and to acquire information through the library's website.

A-3 asks if any of the following groups (in italics below) represent substantial focus during the GPLS Five-Year plan activities

Library workforce (current and future): YES, evidenced by the Standard Operating Procedures (SOP's) prepared for each section (Circulation, reference, processing) in light of Guam PL 34-05. *Individuals living below poverty line*: YES, homeless community and families who have no internet access and computers go to GPLS where they get free internet access and free use of computers. *Individuals that are unemployed/underemployed*: YES, the unemployed are a special

group that use the GPLS services often due to their lack of resources to enable them to seek employment, seek job prospects, and complete the application form. *Ethnic or minority populations*: YES, by the sheer demographics of Guam, where the underserved minority comprise about one-third of the population. *Immigrants/refugees*: YES, the growing number of immigrants from the nearby islands as a result of the Compact of Free Association between the U.S. Government and the neighboring independent islands of the Republic of Palau, the Federated States of Micronesia, and the Republic of Marshall Islands. *Individuals with disabilities*: YES, the Homebound Services continue, the digital talking book tapes, Braille, assistive devices. *Individuals with limited functional literacy and information skills*: NOT enough data to support that they comprise substantial focus for this period. *Families*: YES, as evidenced by data from the Library Card month. *Children (0-5)*: YES, evidenced by the growing number of Toddler Story Program participants. *School aged youth (age 6-17)*: YES, as seen in the increasing number of participants in the Summer Reading Program, Dr. Seuss. Teen Week, and After-School Programs.

B. Process questions

B-1 asks how data from the old and new State Program Report and elsewhere were used to guide activities included in the Five-year Plan. The GPLS indicated that they have not used the SPR to guide the activities in the Five-Year Plan.

B-2. asks of any changes made to the Five-year plan, and why this occurred

There were no substantial changes in FFY18 and FFY19, but the sudden shutdown in FFY20 and the slow return to normal services have affected the services of GPLS to the extent that service hours significantly cut down, literacy programs came to a sudden halt, and the number of patrons using the library significantly reduced. Nonetheless, the GPLS prepared and implemented programs using skeleton crew operating under limited library service hours.

B-3 How and with whom have you shared data from the old and new SPR and from other evaluation sources?

The data in the SPR, as well as activities in the Five-Year Plan were (1) presented to the Board, (2) used in the preparation of the yearly Citizen Centric Report as mandated by Guam Public Law 30-127, (3) included in the Governor's Annual State of the Territory Address, (4) used in the annual budget preparation, and (5) in the preparation of the Strategic Plan.

C. Methodology Questions

C-1 asks how was the independent evaluator selected using the criteria described in "Selection of Evaluators"

The selection of the independent evaluator followed the Guam procurement laws. A local vendor (retired from the Guam Department of Education and who was formerly in charge of the school district library program) was selected based on evidence of prior experience with district-wide evaluation. The evaluator has no role in carrying out LSTA-funded activities and is independent of those who may be favorably or adversely affected by the evaluation results.

C-2. asks to describe the types of statistical and qualitative methods (including administrative records) used in conducting the Five Year Evaluation and to assess their validity and reliability

The data analysis for the 2018-2022 evaluation comprised the following methodologies: (1) document analysis of administrative records and other relevant records using the stringent validity and reliability criteria set by the evaluator.. Documents reviewed were financial records, Citizen Centric Reports required by Guam Public Law 30-127, circulation statistics, collections data, sign-in sheets by program participants, travel reports by staff who participated in off-island training, including self-evaluations of staff who were asked to think through and write down what they understood of specific GPLS procedures, Memorandum of Agreement, the state five year plan, the SPR, the GPLS staffing pattern and organizational chart, etc. (2) conduct of in-house surveys by GPLS staff, using frequencies and percentages for reporting, (3) administration of comprehensive independent island-wide online library patron Survey of Library Services (SOLS), (4) validation and verification interviews and a series of weekly meetings via Zoom were conducted with GPLS Director and administrative staff, and (5) the focus groups with key library staff to further validate the key findings.

C-3 Describe the stakeholders involved in the various stages of the evaluation and how you engaged them

For the weekly Zoom meetings, the participants who engaged were the recently hired Library Director Kris Sereengen (former library Board member since 2013) and Administrative Officer June Aflague who has been with GPLS for almost two decades. For the one time face-to-face focus groups, the participants were library operations staff who were the key players during the evaluation period. For the island-wide survey of patrons who participated in the Survey Of Library Services (SOLS), the participants were 63% females and 25% males, with 77% aged 35 years old and above, 9% indicating they read a lot and 36% read a little in languages other than English, and 6.7% have difficulty using the library due to various types of impairments

C-4 asks how GPLS will share the key findings and recommendations with others.

When the evaluation report is approved by IMLS, GPLS will share the results with the Library Board and eventually with the Governor of Guam who will submit this report to IMLS. The Director will also ask the evaluator to present the findings to the staff and then call a press conference with the media. To reach a bigger and wider audience, the results will be shared online through and also sent as an email specifically to those who were contacted for the SOLS survey. There is also a plan to prepare a 60-sec media advertisement and 15-minute video presentation to share during future library events.

Introduction

The Mission of the Guam Public Library System (GPLS) will provide free and open access to information and ideas fundamental to a democracy to every resident of Guam, and will protect intellectual freedom, promote literacy, encourage lifelong learning, and maintain cultural materials.

In an effort to fulfill its mission, GPLS submitted the LSTA Five-Year Plan 2018-2022 to IMLS, and successfully obtained a grant in the amount of \$124,141 to pursue four main goals. The grant funds, however, did not come in until September 2018.

In December 2021, GPLS awarded a Purchase Order to evaluate the Five-Year Plan from the period of FY2018-2021. However, through an email on July 26, 2021 from IMLS Senior Program Officer Madison Bolls indicated that the activities and objectives to be included in the evaluation will only be for the period 2018-2020 (pre-pandemic). This evaluation report will follow the guidance from IMLS; however, the evaluators strongly believe that GPLS can provide evidence of accomplishments between 2020-2021 and we plan to submit those in the appendix.

The documents and data collected were validated using stringent rules of document analysis and verification and according to the guidance given to GPLS Director in an e-mail by IMLS Senior Program Officer Madison E. Bolls dated July 26, 2021 that “for the purposes of the 2018-2022 evaluation, the most relevant years will be FFY 2018 and FFY 2019”.

On November 3, 2021, the Guam Public Library System (GPLS) awarded ERS Consulting Services to evaluate the LSTA Five-Year Plan.

The preliminary evaluation has been conducted over the months of December 2021 and January 2022 with an initial report submitted on January 10, 2022. Collection of evidence was completed by the first week of February, inclusive of an island wide patron survey, face to face as well as Zoom interviews of the GPLS Director and staff.

Goal of the Evaluation

The goal of the evaluation is focused around the following four evaluation questions in relation to the states IMLS priorities: (page 2 Scope of Work)

1. What does our community need? Evidence will be gleaned from the 2018-2022 Five-Year Plan and the evaluation process that will identify gaps between the original plan and what actually took place. Emerging areas of community need will be highlighted through this process.
2. How much did we do? Evidence will be gleaned from existing reports and data.
3. How much good did we do? Evidence will be gleaned from a uniform survey instrument, and/or selectively from focus groups, and/or interviews and/or social media

activity. Targeted services may be considered if necessary, pending the review of the documentary evidence.

4. What can we do better? The results of the proposed five-year evaluation will inform the next five-year LSTA plan by identifying best practices and gaps. Even though the process described here is not a full-fledged strategic visioning process, the evaluation data will provide valuable insights for iterative improvements when defining the goals of the forthcoming plan.

PART B. BODY OF THE REPORT

Background

Guam is the southernmost island of the Marianas Island Arc, and is situated within Micronesia, a subregion of Oceania. It is an organized unincorporated territory of the USA, governed under the Organic Act of Guam. This act made the ethnic Chamorros and anyone born in Guam regardless of ethnicity U.S. citizens. The island is governed by an elected governor and a unicameral 15-member legislature. The capital city is Hagåtña (Agana) where the main library, the Guam Public Library Services (GPLS) is located. As of April 1, 2020, Guam's population was 153,836, representing a decrease of 3.5% from the 2010 Census population of 159,358. The largest ethnic group are the native Chamorros comprising 37% of the population, followed by 26% Filipinos, and 25% other Asians and Pacific Islanders. The literacy rate in Guam is 99%.

There are 19 villages, of which the top three populated ones are the villages of Dededo, Yigo, and Tamuning. 56.4% percent of the population over five years of age speaks a language other than English. The unemployment rate as of 2010 was 8.2% and 22.9% of the population living in poverty for whom poverty status is determined. The median income was \$48,274 as of 2009 year. In the 2010 Census, 78.8 % of adults aged 18 years or older held a high school diploma while 17.7 % held a bachelor's degree or higher.

Internet connectivity in Guam is advertised with download speed of 25 mbps, but the average measured speed is 91 Kbps. A national broadband map survey of America's Pacific Island territories Guam, American Samoa, and the Northern Marianas Islands revealed that a combination of high prices and slow download rank the nation's Pacific territories the most expensive Internet access in America.

The Guam Public Library System (GPLS) officially opened on January 31, 1949 in Hagåtña where the Nieves M. Flores Memorial Library (the main library) is located and has since grown to include one (1) bookmobile services and five (5) branches in the villages of Dededo, Merizo, Barrigada, Agat, and Yona. The mission of GPLS is to provide free and open access to information and ideas fundamental to a democracy and seeks to protect intellectual freedom, promote literacy, encourage lifelong learning, and maintain cultural materials.

The GPLS is governed by a Territorial Board of Directors which hires the Library Director. It is the only public library system in Guam and manages Guam's LSTA Program which is used for continuing education and training for library staff, purchase of library materials, updating

technology hardware and software, and salary for one library program coordinator position. As of 2020, there were seventeen (17) employees out of forty-one (41) positions. The employees consisted of 1 Director, 1 Administrative Officer, 1 Administrative Assistant, 1 Program Coordinator, 2 Administrative Aides, 1 Library technician Supervisor, 5 Library Technicians, 5 Building Custodians, and 1 Bookmobile Driver.

In November 2021, the GPLS contracted this evaluator ERS Consulting Services, a local consulting group, to conduct the evaluation of the GPLS LSTA 2018-2022 Five Year Plan. The selection of the evaluator followed Guam's procurement process. Upon receipt of the purchase order on November 3, 2021, the evaluator did not lose time in collecting archival documents for analysis. The preliminary evaluation was conducted over the months of November and December with the initial evaluation report submitted to the GPLS Director on January 10, 2022. Collection of evidence was completed in mid-February inclusive of face to face interviews of staff, self-reflection by staff relative to the goals and programs of the five-year plan, and weekly Zoom meetings with GPLS Director and staff.

In addition to document analysis and interviews with GPLS Director and staff, the evaluator conducted the first ever island-wide public library patron survey during the period January 2 – February 7, 2022. Dubbed as the “Survey of Library Services” (or the “SOLS”), the comprehensive survey is a first in the history of the GPLS since its inception in 1949. Prior to the administration of the SOLS, the evaluator applied for approval of an island-wide survey from the Institutional Review Board (IRB) based on the University of Guam. The IRB approval is necessary and required by law for any study or research involving human subjects, with the purpose of ensuring that no harm or pain would be inflicted upon the participants in the course of the study. Upon receipt of the IRB approval (see **Attachment “A” Institutional Review Board (IRB) Application Approval**), the SOLS survey was deployed using Survey Monkey platform (See **Attachment “B” - Survey of Library Services (SOLS)**). The target respondents were patrons that had used the library services in the past five years. The SOLS was administered via Survey Monkey and contained an introductory statement about the respondent's consent/agreement to participate in the survey. A total of 248 completed surveys were collected, inclusive of eighteen (18) patrons who indicated special needs status. The results of the SOLS are interspersed throughout this report wherever relevant. It was important to cross-validate the outcome of the document analyses and the interviews with the staff in light of what the patrons say about their experience and perceptions with the GPLS. A statistical report of frequency counts on each question and sub-items is shown in **Attachment “C” - SOLS Statistical Report**. Overall, patrons have a high opinion of the library services, collections, and interaction with the staff. These will be discussed in more detail in the relevant sections of this report.

The next pages contain the discussion on the three main sections required by IMLS for the purpose of this evaluation.

Retrospective questions

A-1. To what extent did the five-year plan activities make progress towards each goal? Where progress was not achieved as anticipated, discuss what factors contributed (e.g. staffing, budget, over-ambitious goals, partners) contributed?

The four goals of the GPLS Five-Year Plan and the relation with the LSTA priorities are summarized below.

Goal 1: Expand, support and improve library programs services (LSTA#1 and #7)

Goal 2: Provide training and professional development to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services (LSTA #3 and #4),

Goal 3: Ensure equitable access to information resources and library services for individuals with disabilities (LSTA #5, #6, and #7).

Goal 4: Enable the GPLS to acquire and update technology (LSTA #1, #2, #8)

In light of the guidance provided by IMLS Senior Program Officer Madison E. Bolls in her July 26, 2021 e-mail to GPLS Director, the relevant years to be included for this cycle's evaluation are only those pertaining to FFY 2018 and FFY 2019. However, the evaluators found substantial work done beyond these two fiscal years, even amidst the pandemic. The evaluators took the initiative to mention those LSTA-related work beyond FFY2019 as a show of good faith on the part of GPLS.

The evidence examined to ascertain whether goals are achieved or not were in part consisted of existing documents requested from GPLS by the evaluator. However, not all documents provided were used as evidence. In addition to the aforementioned guidance from IMLS, this evaluator applied the following criteria for selecting documents for inclusion in this evaluation report based on the evidential value of the record:

1. Must be an official document submitted to IMLS such as the SPR or financial reports or official document submitted to any other authority including Government of Guam (e.g. Guam Citizen-Centric Report as required in Guam Public Law 30-127)
2. Any official report written by GPLS staff and reported to or included as a reference to a report to IMLS (ie. Travel Reports, Annual Report, etc)
3. Any Government of Guam documents that speaks to the operations or achievement of GPLS (ie. Governor's State of Territory Address)
4. Any official Guam statistical document such as the Guam Census 2020, reports of the Guam Office of Statistics and Plans, the Guam Statistical Yearbook,
5. Public recognition of GPLS achievement in any other report, including print and electronic media
6. A record of official transactions (e.g. Invoice, Purchase order, Personnel Action, etc.)
7. Documents evidencing collaboration such as by Memorandum of Understanding or record of official participation in GPLS activities (e.g. sign -in sheets)

The evaluator conducted a pre-screening of each record following the foregoing criteria before asking the key evaluation question under A-1. The next sections comprise a tabular summary of the status of the level of achievement of each goal followed by a discussion of the progress made for each goal, key highlights leading to goal achievement, and where progress was not made, a discussion of the factors that hindered goal achievement.

Goal 1: Expand, support and improve library programs services

Goal 1 addresses (a) LSTA Priority #1 Expand services for learning and access to information and educational resources in a variety of formats for individuals of all ages to support their needs for education, lifelong learning, and digital literacy skills and (b) LSTA Priority #7 Target library services to individuals of diverse groups.

Table 1 shows the summary of the status of the programs and activities carried out during the grant period in order to achieve Goal 1. The status of each program/activity is categorized as either (1) Achieved, (2) Partly achieved, or (3) Not achieved.

Table 1. Status of Goal 1 Programs/Activities

Program/Activity	Status
1. Recruitment of a Program Coordinator I to ensure continuity in sustaining, developing, implementing, and improving existing and new library programs and services Attachment “D”: Personnel Action for Program Coordinator I	Partially Achieved
2. Collaborate with community-based organizations to establish different marketing ideas and strategies to better promote all LSTA funded services and special events Attachment “E”: LSTA Special Event Flyers	Achieved
3. Implement a new literacy program No Attachment: Per June Aflague, No activity for 2018-19. In 2020-2021. Grab-N-Go Kits	Not Achieved
4. Implement a new outreach program for low-income housing areas throughout the remote areas of Guam. - No Attachment None - Per June Aflague, no activity completed for 2018-2021	Not Achieved.
5. Develop a measurable training program to teach patrons of all ages the basic use of computers and the internet. Attachment “F-1”: Manamko Computer Class Media Announcement - Stars and Stripes December 17, 2017 Attachment “F-2”: PSA Manamko Computer Training Class - Dec 18, 2017 Attachment “F-3”: Four Day Basic Computer Training Agenda Attachment “F-4”: Roster for Manamko Computer Training Class (Six one week sessions in Jan 22-Mar 1, 2018) Attachment “F-5”: Training Sign-In Sheets Attachment “F-6”: Manamko Computer Training Survey Results	Achieved

Output Targets	Status
Basic computer training for all patrons (FY2018-2022) See Attachments F-1 through F-6	Complete
New literacy learning program . (2018-2022) <i>Evidence presented:</i> None	Not Complete
New outreach program will be held monthly targeting low-income communities around the island. (FY2018-2022) <i>Evidence presented:</i> None, except Grab-N-Go	Not Complete
Increase the dissemination of LSTA funded library services and materials with flyers, brochures, public services announcements (PSA), and media reports, including cross-promotions in collaboration efforts with CBOs. (FY2018-2022). Attachment “G”: LSTA Library Services - Media Packet and Evidence of Collaboration	Complete
Outcome Targets	Complete
Patrons participating will learn and develop the skills that can be carried on to their workplace, school or home. They will also have a greater appreciation of new technology and its connection to their public library. Attachment “H”: 2018 Summer Reading Program	Partially Complete
The growth of literacy skills is a vital part of overall development. It is the foundation for doing well in school, at work, socializing with others, developing independence and personal empowerment. Attachment “H”: 2018 Summer Reading Program	Partially Complete
Providing learning opportunities outside of the library will attract patrons of all ages who do not typically visit the library. Attachment “I”: 2018 Survey for Patrons Utilizing the Board & Video Games	Partially Complete
Collaboration with CBOs and cross promoting a wider audience. These sorts of mutual relationships yield favorable results to the pursuit of a common goal. Attachment “I”: 2018 Survey for Patrons Utilizing the Board & Video Games	Complete

Program 1 Activities: Recruitment of a Program Coordinator I to ensure the continuity in sustaining, developing, implementing, and improving existing and new library programs and services.

The successful recruitment of a Program Coordinator I was an important priority for GPLS during the grant period given that this position would spur many of the library programs and services. However, the arduous process of announcing, recruiting, selecting, and hiring, exacerbated by the death of the hired coordinator, the maternity leave taken and eventual resignation of the next coordinator resulted in greater than two-thirds of the time during the evaluation period that GPLS did not have a program coordinator. Attachment 1 shows the series of Personnel Actions relative to the initial recruitment and subsequent recruitments. Though there were a series of recruitment actions completed, this task is indicated as “Partially Complete” in Table 2 because there was really no coordinator for greater than 65% of the time.

This begs to say that the other part of Program 1 which is “...to ensure the continuity in sustaining, developing, implementing, and improving and new library programs and services” could not be fulfilled by a coordinator that was not there for 65% of the time (death, maternity leave, resignation, long process of recruitment).

This non-stable presence of a full-time program coordinator was exacerbated by the fact that during the evaluation period, there was no leadership at the top level i.e. there was no library director. The Administrative Officer took on the tasks of the director to continue the library operations. In spite of the challenge of recruiting and maintaining a full-time LSTA-funded program coordinator, incumbent GPLS staff stepped in to fill the gap and carried out LSTA program activities while continuing locally funded mandated tasks.

Relative to the facilities and services of the library, the SOLS patron survey indicated that greater than 60% of the respondents perceive GPLS facilities and services to be “good to very good”. Only 5 people indicated the services were “very poor”, and only 38 (15%) indicated “poor”. About 22% indicated that the facilities and services were just right.

Program 2: GPLS will continue to collaborate with CBOs to establish different marketing ideas and strategies to better promote LSTA funded services and special events that the GPLS has to offer to the community.

There was a substantial number of documented collaborations with several Government of Guam agencies, Guam Legislature, private businesses, but no documented evidence of the usual collaborations with the Guam Department of Integrated Services for Individuals with Disabilities (DISID), the Center for Excellence in Developmental Disabilities Education, Research, and Services (CEDDERS), the Guam Department of Education Special Education Division. The collaborations with businesses and other Government of Guam agencies were in the form of holding/sponsoring community awareness and information campaign programs at the Nieves Flores Memorial Library in Hagatna and other GPLS branches. See attachment “G” that shows the list of these collaborations that promote LSTA services and special events.

It is evident that while understaffed, the GPLS staff continues to make every effort to meet the goal of promoting and encouraging literacy to the community from young children to adults and to senior citizens.

The SOLS patron survey showed that about 33% of the patrons “agree to strongly agree” that other organizations (DISID, CEDDERS, or DOE Special Education division) helped them use the library, while close to 29% indicated that they did not know nor did not remember getting help from these organizations in using the public library.

Program 3. Implementation of a new literacy learning program

The non-stable presence of a full-time coordinator led to the non-attainment of the implementation of a new literacy program. In the place of a new literacy learning program, GPLS hosted Dr. Seuss’s Birthday and the Summer Reading Program. GPLS indicated that the total number of participants doubled during the first two years of the Plan. In FFY18, the event was attended by 218 community members, while in the next year, there were 417 participants

who attended the event. During the events, GPLS provided educational enrichment activities such as book reading and arts and crafts. The latter part of FFY19 consisted of dissemination of Grab and Go packages.

The SOLS patron survey showed greater than 63% (n=155) of the respondents indicating that they noticed/ heard/learned about the library sponsoring children’s literacy programs. The absence of a new literacy program in this instance was “filled” in by the on-going, annual programs of the GPLS. The Library Director and staff all agreed during the interviews that a new literacy program will be a strong focus for the next grant cycle.

Program 4. Implementation of a new outreach program for low-income housing areas throughout the remote areas of Guam.

Similar to *Program 3*, this was not achieved due to the unstable presence of a full-time LSTA-funded Program Coordinator I. Library Director indicated that the Book Mobile was not running during the evaluation period, therefore, GPLS was not able to meet the outreach component for low-income housing areas. He indicated that this will be a priority in the next grant cycle, following the example of other states which he visited where a bus would pick up the students after school and bring them to the library, provide snack and tutoring services for students while at the library.

Program 5. Develop a measurable training program to teach patrons of all ages the basic use of computers and the internet

Program 5 consisted of the launching and implementation of a successful computer class. In Spring 2018, GPLS implemented its *Manamko* Computer Classes for Senior Citizens. The training included the use of the Microsoft Programs, such as, Microsoft Word, Excel and PowerPoint. The participants were also able to acquire skills on the use of the internet. A survey among training participants about their perceptions on the training was completed by 17 participants through five different weekly sessions. The summary report is shown in **Attachment “F-6” - 2018 Manamko Computer Training Survey Report.**

Overall, the participants rated their computer training to be effective on a scale of 1 to 5 where 1 means not effective and 5 means effective. The participants also rated their training session to have increased their confidence “a lot/almost a lot” in asking questions about computers (93%), working with a computer (76%), working with the internet (73%), and working with e-mail (81%).

Goal 2: Provide training and professional development to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services

Table 2 depicts the summary of the status of the programs and activities carried out during the grant period in order to attain Goal 2, categorized as either (1) Achieved, (2) Partly achieved, or (3) Not achieved.

Table 2. Status of Goal 2 Programs and Activities

Program/Activity	Status
<p>1. Training opportunities will be offered in a variety of ways. Learning experiences include but are not limited to formal training courses, informal learning activities, mentoring, workplace learning, seminars, on-line courses, conferences, presentations, research, study courses and service activities</p> <p>Attachment “J”: GPLS National Training- Library for the Blind and Physically Handicapped (Hawaii, Feb 11-14, 2019)</p> <p>Attachment “K”: Employee Training Report by Diana Brennan (Oct 29, 2019)</p> <p>Attachment “L”: Employee Training by Linda Aguon (Oct 29, 2019)</p> <p>Attachment “M”: Internal Staff Development of Library Card Application, New Patron Registration & Check In/Out Process</p>	Achieved
Output Targets	Status
<p>The Management Team will research and select relevant training for GPLS staff. Note: See attachments under Program/Activity.</p>	Achieved
<p>Purchase of twenty (20) computer laptops. (2018-2022)</p> <p>Attachment “N”: Purchase Order for Computer Laptops</p>	Achieved
Outcome Targets	Status
<p>GPLS staff will acquire the knowledge, increase their skills to practice and apply the concept to specific responsibilities. See Attachment “M”</p>	Complete
<p>It will refresh their minds of their current role and equip them to face the challenges and changes of the future. See Attachment “M”</p>	Complete
<p>Computer laptops used for training purposes and as needed, to be used by patrons See Attachment “M”</p>	Complete

Program 1. Training opportunities will be offered in a variety of ways.

This goal was achieved through the following strategies: Off-island formal training for the staff on specific topics, on-island training and mentoring activities, online courses, participation in conferences, and documentation of task analysis by staff.

Evidence presented consisted of travel reports by staff who attended off-island training which includes a report on what the staff did with the knowledge learned.

A laudable initiative implemented by the supervisor of the library technicians was to have each library technician think through specific library operations processes (e.g. new registration process, check in-check out process, etc.) and have the step-by-step procedure written down. This reflection helped the staff to clarify what was being done, what was ineffective and what would be a better and more effective procedure.

Goal 3: Ensure equitable access to information resources and library services for individuals with disabilities

Table 3 summarizes the status of the programs and activities carried out during the grant period in order to attain Goal 3, categorized as either (1) Achieved, (2) Partly achieved, or (3) Not achieved.

Table 3. End of Grant Period Status of Goal 3 Programs and Activities

Program/Activity	Status
1. GPLS will continue successfully collaborating with existing CBOs such as the Guam Center for Excellence in Developmental Disabilities Education Research and Services (CEDDERS), the Department of Integrated Services for Individuals with Disabilities (DISID), the Department of Education Special Education Division and potential future CBOs.	Partially achieved
2. GPLS will continue as a Sub-Regional Library for the Blind and Physically Handicapped. <i>Evidence Presented:</i> Attachment “O”: SOP for Services for the Blind and Physically Handicapped Attachment “P”: Guam Office of Public Accountability - Citizen Centric Report FY 2018-2020	Achieved
3. Continuation of Homebound Delivery Services . <i>Evidence Presented:</i> See Attachment “Q”: GPLS National Library Services/Library for the Blind and Physically Handicapped FY2017, FY2020, and FY2021 Report	Achieved
4. GPLS will expand its assistive technology by procuring more software programs and equipment, where funding is available. To name a few of them are: Zoom Text, Browse Aloud Plus, JAWS, Hands-free mouse, Audio Books, Headphones. Attachment “R”: Assistive Technology Purchase Order for Software Programs and Supplies	Partially Achieved
5. Workshops on using assistive technology for fun, literacy and independence. No Attachment	Not Achieved
Output Targets	Status
Promoting awareness of GPLS' services by distributing promotional materials . (2018.2022) Attachment “S”: Purchase Order for GPLS Service Brochures for promoting GPLS services	Partially Complete
Information resources received and collected from our CBOs will include materials such as pamphlets, notices, announcements, etc. with up-to-date information of the spectrum of disabilities. (2018.2022) - No Attachment	Not Complete
Improve patrons' need for assistive technology. (2018.2022) Attachment “T”: SOLS Survey for Patrons with Disabilities	Complete
Outcome Targets	STATUS
Facilitate and enable full and active participation and access to collections, services, programs and public and work spaces by people with disabilities . - See Attachment “T”	Complete

GPLS staff will be kept abreast of updated information and changes in assistive technology through strong partnership with its CBOs.	Not Complete
People with disabilities feel welcome and the library provides a positive environment in which an individual's needs can be accommodated and privacy respected. - See Attachment "T"	Complete

Program 1. Continue the collaborations with CBOs

This program goal was not achieved. There was no documentation (ie. Memorandum of Understanding) indicating the continued collaboration amongst the existing Community-based Organizations (CBOs) such as Guam Center for Excellence in Developmental Disabilities Education Research and Services (CEDDERS), the Department of Integrated Services for Individuals with Disabilities (DISID), and the Department of Education Special Education Division.

Program 2. GPLS will continue to be a Sub-regional Library for the Blind and physically handicapped

This program goal was achieved as evidence of the Standard Operating Procedure for Services for the Blind and Physically Handicapped. Additionally, as reported by the Guam Office of Public Accountability's 2019 Citizen-Centric Report for the Guam Public Library System, the report indicated that patrons checked out a total of 1,135 and 2,723 during the year 2018. These resources included Talking Book Tapes, Digital Talking Books and Braille Books.

Program 3. Continuation of Homebound Delivery Services.

This program goal was achieved as the Homebound Delivery Services have continued to be provided for individuals with disabilities. (Note: Awaiting the report from June regarding the Homebound Delivery Services)

Program 4. GPLS will expand its assistive technology by procuring more software programs and equipment.

The program goal was partly completed as evidenced by the purchase orders that have been fully executed for approximately fifteen percent (15%) of the projected items that were to be procured. Due to the minimal procurement of software programs and equipment, the access to expanded assistive technology for patrons with disabilities may be limited at this time.

Program 5. Workshops in using assistive technology for fun, literacy, and independence

This goal of providing workshops on using assistive technology was not achieved.

In FY 2019.2020, GPLS faced challenges due to the COVID Pandemic, however, it continued to serve the Blind and Print Disabled patrons by providing Homebound deliveries of "Talking Book Tapes." GPLS also shifted to providing a modified patron service due to the Governor's Executive Order mandating the limited government services to the general public.

The modified service included drop-off and pick-up curbside services for patrons for books and library card applications. GPLS also made efforts to ensure both the health and safety of their patrons by implementing monthly Grab and Go Kits for families and their children. These kits included arts and craft materials along with step-by-step instructions.

According to the Citizen-Centric Report (CCR) for FY 2018.2019, GPLS reported the following regarding the number of resources for individuals with disabilities such as Talking Book Tapes, Digital Talking Books and Braille Books:

National Library for the Blind and Physically Handicapped			
Talking Book Tapes / Digital Talking Books / Braille Books			
Year:	2017	2018	2019
Total Checked Out:	2,865	2,723	1,135
Source: FY2020 Citizen-Centric Report - Title 1 Guam Code Annotated, Chapter 19, Subsection 1922(a)			

Though the guidance from IMLS is to include only the activities in FFY18 and FFY19, it is noteworthy to state that GPLS conducted many activities during the FFY20 and FFY21 that fulfill the IMLS goals. During the Summer of 2021, GPLS increased their collaboration with Community-based Organizations and government agencies. One example is the launching of the Guam Department of Education's 2021 Youth Employment Internship Program. The program was implemented from June 21, 2021 through July 30, 2021. The Youth Employment Internship Program was to provide interns with exposure to financial literacy, civic engagement and obtain life enrichment experiences and was aimed to provide the island's youth with opportunities for positive life skills development. GPLS was able to provide work based learning opportunities for identified secondary students for the six-week program (Reference: FY2020 Citizen-Centric Report).

Goal 4: Enable the GPLS to acquire and update technology

A summary of the status of the programs and activities carried out during the grant period in order to attain Goal 4, categorized as either (1) Achieved, (2) Partly achieved, or (3) Not achieved is shown in Table 4.

Table 4. End of Grant Period Status of Goal 4 Programs and Activities

Program/Activity	Status
1. GPLS will implement a "Virtual Information Center." This is going to be a designated area in the library that will have workstations for databases. - No Attachment	Partly Achieve
2. Procure electronic resources by subscribing to databases, subscriptions and purchasing software, if necessary. Attachment "U": GPLS Purchase Orders for Library Resources	Partly Achieved
Output Targets	Status
Providing immediate access to resources not available in physical collections. See Attachment "U"	Partially Complete
The range of resources will meet the information needs of different users. See Attachment "U"	Partially Complete
Patrons will have a package of databases and digital resources available for educational, professional and personal development. See Attachment "U"	Partially Complete
Outcome Targets	Status
These electronic resources contain more up-to-date information than physical collections.	Partially Complete
It is a teaching tool for information literacy as it will enable users to find their way around the various resources.	Partially Complete
This will be able to accommodate users that are visually impaired through the use of audio and voice.	Partially Complete

Program 1 GPLS will implement a "Virtual Information Center".

This program goal was partly achieved. The Guam Public Library System stated that prior to the COVID Pandemic in March 2020, that sections of the public library were being partially set up, such as setting up the laptops for the Virtual Information Center. After the pandemic restrictions eased, the Guam Public Library System has continued to establish the Virtual Information Center for the library patrons.

Program 2. Procure electronic resources by subscribing to databases, subscriptions, and purchasing software if necessary..

The program goal was partly achieved. During the review of the program evaluation, approximately twenty-five (25%) percent of the electronic resources were procured. The Guam Public Library System has recently purchased software such as the ATRIUM and EBSCO resources. At a recent Governor's Cabinet meeting, the Guam Department of Administration Office of Technology (OTEC)'s Director indicated that the Guam Public Library System has an excellent Integrated Library System.

Additional Retrospective questions

A-2 To what extent did your Five-Year Plan activities achieve results that address national priorities associated with Measuring Success focal areas and their corresponding intents?

The Five-Year Plan activities achieved partial results that addressed only three of the six national priorities associated with Measuring Success focal areas and intents. These were:

1. Lifelong learning (partial): Plan activities focused on improving users' general knowledge and skills, specifically Goals 1 and 4. The planned new literacy program did not happen; however, GPLS hosted two large events such as Dr. Seuss's Birthday and Summer Reading Programs. Aggressive collaborations with businesses and other Government of Guam agencies (different from the usual partners) yielded marketing ideas and strategies that promoted LSTA funded services and special events. Patrons of all ages were taught the basic use of computers and the internet. Goal 4 focused on updating technology aimed at ensuring that GPLS provided services and programs that promoted lifelong learning and acquisition of 21st Century skills. Improving users' formal education as a focal area was not addressed in the Five-Year Plan.
2. Institutional Capacity: Goals 1 and 2 focused on improving library operations and workforce development while Goal 4 in part focused on improving the library's physical and technological infrastructure. The hiring of an LSTA-funded Program Coordinator aimed to ensure the development, continuity and implementation of existing and new library programs and services.
3. Information Access: Goal 3 focused on providing access to information and resources by individuals with disabilities while Goal 4 focused on updating technology to improve the users' ability to discover information resources and to obtain and/or use information resources. Goal 2 in part addressed this focal area by ensuring that staff are trained to assist patrons in using technology within and outside of the library premises, and to acquire information through the library's website.

A-3. Did any of the following groups represent substantial focus during the GPLS Five-Year plan activities? (Yes/No)

In order to gather information on this section, the evaluator conducted a focus groups meeting with key library staff and gathered the following findings:

Library workforce (current and future): YES, evidenced by the SOP's prepared for each section (Circulation, reference, processing) in light of Guam PL 34-05 which required such procedures to be posted on each agency's website."

Individuals living below poverty line: YES, homeless community and families who have no internet access and computers go to GPLS for free internet access and free use of computers

Individuals that are unemployed/underemployed: YES, the unemployed are a special group that use the GPLS services often due to their lack of resources to enable them to seek employment, seek job prospects, and complete the application form.

Ethnic or minority populations: YES, by the sheer demographics of Guam, where the underserved minority comprise about one-third of the population

Immigrants/refugees: YES, the growing number of immigrants from the nearby islands as a result of the Compact of Free Association between the U.S. Government and the neighboring independent islands of the Republic of Palau, the Federated States of Micronesia, and the Republic of Marshall Islands, migrants coming in as unemployed, underemployed, homeless, or living below poverty line comprise a substantial group served by the GPLS.

Individuals with disabilities: YES, the Homebound Services continue, the digital talking book tapes, Braille, assistive devices. The SOLS patron survey had eighteen individuals with disabilities who completed the survey. The SOLS showed that (a) 42% (n=101) of the respondents “Agree to Strongly Agree” that they noticed/ heard/learned about the assistive technology equipment acquired by the library for use by individuals with disabilities, while only 13% “Disagree to Strongly disagree” with this statement, (b) Ten of the eighteen (or 55.5%) individuals with disabilities who participated in this survey used the assistive technology equipment in the library. In addition to these ten individuals, there were 41 other respondents who did not identify themselves with special needs but indicated that they used the assistive technology equipment in the library, (c) six of the eighteen (or 33%) individuals with disabilities who participated in the survey indicated they used Homebound Delivery Services, while 44% indicated they “neither agree nor disagree” about using this service.

Individuals with limited functional literacy and information skills: NOT enough data to support that they comprise substantial focus for this period.

Families: YES, as evidenced by data from the Library Card month

Children (0-5): YES, there is a growing number of Toddler Story Program participants

School aged youth (age 6-17): YES, there was an increasing number of participants in the Summer Reading Program, Dr. Seuss. Teen Week, and After-School Programs

B-I. Process questions

B-1. How have you used data from the old and new State Program Report and elsewhere to guide activities included in the Five-year Plan?

The GPLS indicated that they have not used the SPR to guide the activities in the Five-Year Plan.

B-2. Specify any changes you made to the Five-year plan, and why this occurred

All Government of Guam agencies, public and private businesses were affected by the pandemic. The sudden shutdown and the slow return to normal services have affected the services of GPLS. Service hours were significantly cut down, literacy programs came to a sudden halt, and the number of patrons using the library significantly reduced.

Nonetheless, the GPLS prepared and implemented programs using skeleton crew operating under limited library service hours.

B-3 How and with whom have you shared data from the old and new SPR and from other evaluation sources?

The data in the SPR, as well as activities in the Five-Year Plan were presented to the Board, were used in the preparation of the yearly Citizen Centric Report (or CCR as mandated by Guam Public Law 30-127), were included in the Governor's Annual State of the Territory Address, were used in the annual budget preparation (which requires all agencies to report both local and federal sources). The CCR is published in the website of each agency as well as in the website of the Office of Public Accountability (OPA).

III. Methodology Questions

C-1 Identify how you implemented an independent evaluation using the criteria described in "Selection of Evaluators"

The selection of the independent evaluator followed the Guam procurement laws. A local vendor, ERS Consultant Services with Eloise R. Sanchez as sole proprietor, was selected by the Guam Services Administration (GSA). Ms. Sanchez is retired from the Guam Department of Education and was formerly in charge of the school district library program. ERS was selected based on evidence of prior experience with district-wide evaluation as well as co-presenting the results of district evaluation at national conferences. Ms. Sanchez engaged technical assistance from another local professional Dr. Zenaida Napa Natividad who is professor from the University of Guam and Administrator of Research, Planning and Evaluation at the Guam Department of Education and is the Guam State Liaison to the U.S. Department of Education National Center for Education Statistics (NCES). Dr. Natividad designed the SOLS Survey instrument and methodology. Both Ms. Sanchez and Dr. Natividad had no role in carrying out LSTA-funded activities and are independent of those who may be favorably or adversely affected by the evaluation results.

C-2. Describe the types of statistical and qualitative methods (including administrative records) used in conducting the Five Year Evaluation. Assess their validity and reliability

The data analysis for the 2018-2022 evaluation comprised the following methodologies:

1. Document analysis of administrative records and other relevant records using the validity and reliability criteria set by the evaluator described earlier of this report, . The pre-screened documents were used in a triangulation analysis whether they either corroborate or refute the achievement of a program, expound or clarify achievement/ completion, or whether they elucidate the understanding of other source documents Documents reviewed were financial records, Citizen Centric Reports required by Guam public law for every public funded institution, circulation statistics, collections data, sign-in sheets by program participants, travel reports by staff who participated in off-island training, including self-evaluations of staff who were asked to think through and write down what they understood of specific GPLS procedures, such as new library user, checking in and checking out books, official speeches, official reports by other agencies mentioning GPLS, Memoranda of Agreement/Understanding with CBOs, the state five year plan, the SPR, the GPLS staffing pattern and organizational chart, etc.
2. Conduct of in-house surveys by GPLS staff, using frequencies and percentages for reporting, which includes the following:

- a. Survey of training evaluation to meet Goal #2 Program 5 (See Attachment M)
- b. Survey among children who participated in the 2018 Summer Reading Program. A total of 286 children aged 17 and below completed the pre- and post- assessment (Attachment H)
- c. Survey of Patrons Utilizing the Board and Video Games in the library in March 2018 where 116 patrons completed the survey (Attachment I)

Though the research strategy, data collection, and statistical analysis are not rigorous, the above-listed surveys were considered as valid because the data collection tools directly addressed the context and the conceptual frame of the experience being measured, shedding light into the operations of the project and the perceptions of those that participated in them. The reliability may not be as rigorous; however, given that the surveys were context specific and were not intended to draw inference to the general population, these in-house surveys were recognized by the evaluators as meeting the purpose for the particular activity and setting and therefore useful information on improving upon the projects or input into future planning.

3. Conduct of comprehensive independent island-wide online survey of patrons (called the SOLS) by the evaluator using Survey Monkey as online platform, augmented by hard copies for those not able to do online surveys with large-print versions for individuals with disabilities, specifically those with partially impaired vision. Dr. Natividad utilized the Statistical Package for Social Sciences (SPSS) as the analysis tool for descriptive statistics (such as frequency counts, percentages, means, standard deviation) and for inferential statistics (chi-square test and test of concordance used for internal discussion of the results). The descriptive results of the survey were interspersed in various sections of this report and provided *in toto* in Attachment: C - SOLS Statistical Report.
4. Validation and verification interviews and a series of weekly meetings via Zoom were conducted with the GPLS Director and administrative staff. The purposes of the interviews and meetings were to ascertain the validity of documents and to identify and agree on the next steps to take to move forward the evaluation.

C-3 Describe the stakeholders involved in the various stages of the evaluation and how you engaged them

1. For the weekly Zoom meetings, the participants who engaged were recently hired Library Director Kris Sereengen who was a former library Board member since 2013 and Administrative Officer June Aflague who has been with GPLS for almost two decades. years.
2. For the one time face-to-face focus groups, the participants were library operations staff who were the key players during the evaluation period: Administrative Officer June Aflague, Administrative Aide Jenelle Cruz, Library Technician Supervisor Florence Taitague, Library Technician II Francine Uncangco and Library Technician I Theresa Cruz. Those who completed the preliminary survey but did not attend the focus groups were: Library Technician II Rodney Taitague and Library Technician I Josephine Cruz.

3. For the island-wide survey of patrons who participated in the Survey Of Library Services (SOLS), the demographic description is as follows:

GENDER Distribution

Gender	Count	Percentage
Female	155	63%
Male	62	25%
Don't want to identify	28	11%
Missing	1	1%
TOTAL	246	100%

AGE Distribution

Gender	Count	Percentage
18-24	26	11%
25-34	36	15%
35-44	57	23%
45-54	63	26%
55-64	43	17%
65+	21	8%
TOTAL	246	100%

I read in Languages Other Than English

Answer	Count	Percentage
Not at all	135	55%
A little	89	36%
A lot	22	9%
TOTAL	246	100%

I have difficulty using the library due to

Difficulty	Count	Percentage
Limited eyesight	4	1.6%
Limited hearing	0	0%
Limited mobility	9	3.7%
Learning or reading	1	0.2%
Other disabilities	3	1.2%
None of these	228	93.1%
Missing	1	0.2%
TOTAL	246	100.0%

C-4 Discuss how you will share the key findings and recommendations with others.

The findings of the evaluation will be shared as follows:

1. The first group to share with is the Board during a regular board meeting, for the Board to endorse the submission of the report to ILMS by the Governor of Guam.. Two important points that should be shared with the Board (and the public) are:
 - (a) The GPLS was able to meet about half of the goals in spite of the revolving short-term and often absentee leadership, great challenges in maintaining a full-time LSTA funded program coordinator for reasons beyond anyone's control (death, maternity leave, eventual resignation due to family reasons) and challenges brought about the the pandemic.
 - (b) The Survey on Library Services (SOLS) bears the fact that in spite of the challenges stated in (a), majority of the library patrons overall find that the facilities and services of the GPLS are "good to very good". Furthermore, majority of the patrons who completed the SOLS survey find the library staff to be "usually or always"
 - Friendly and approachable (75%)
 - Helpful on the phone (62%)
 - Available to help when needed (63%)
 - Know enough to help patron (76%)
 - Effective in resolving my problems or questions (71%)
 - Helpful when asked about what to choose (57%)
 - Know enough to help in using computers and the internet (49%)
 - Actively seek to help patron (59%)
 - Helpful in responding to email (35%, with 60% indicated did not use email)
2. Upon approval of the report by the ILMS and to extend the reach of the results, the Library Director will issue a press release sharing the above-mentioned key findings
3. Furthermore, the results of the survey will be shared online and an email will be sent all those that were contacted for the SOLS survey.
4. GPLS is also planning to prepare a 60-sec media advertisement about the results and a 15-minute video presentation about LSTA activities to share during any library event.

Part C. Lessons Learned and Recommendations and Outlook for the Next Five Years

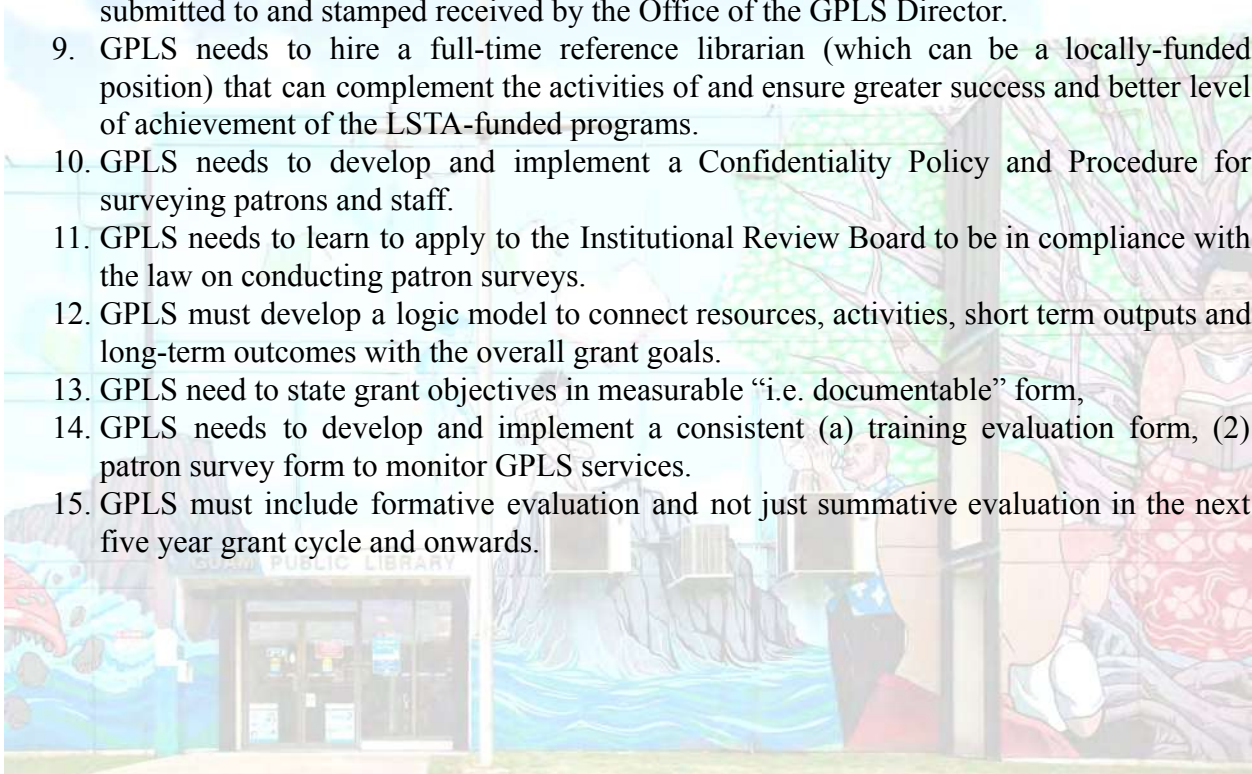
Things to continue:

1. GPLS needs to continue the practice of documenting every collaboration using the collaboration form developed in the last five years.
2. GPLS needs to continue the practice of having staff do the self-assessment and task analysis of their specific responsibilities to increase ownership and accountability.
3. GPLS needs to continue to pursue collaboration amongst the existing Community-based Organizations (CBOs) such as Guam Center for Excellence in Developmental Disabilities Education Research and Services (CEDDERS), the Department of Integrated Services for Individuals with Disabilities (DISID), and the Department of Education Special Education Division and continue to forge other collaborations with private businesses and other Government of Guam agencies.
4. GPLS needs to continue moving forward with technology advancement. The library patrons in the SOLS survey indicated this is a great priority. There is already a great movement in the establishment of the Virtual Information Center. GPLS must make this a reality in the soonest possible time. This goes without saying that GPLS must continue to

keep a Library Director that has the vision, skill, and tenacity to make this a reality for the public library system.

Things to start:

5. GPLS needs to find a way to keep the top authority (i.e. the Library Director) for consistency and continuity of vision and mission. This may be in the form of director salary that is comparable with the rest of the nation.
6. GPLS needs to find a way to reward staff that work with fortitude and endurance in spite of lack of resources and under undue circumstances or conditions.
7. GPLS needs to find a way to increase the status and pay of the full-time LSTA funded coordinator to attract and keep candidates with high quality and commitment to stay.
8. GPLS needs to officially document grant activities that are implemented “If it is not documented, it is not done”. There must be an official report of any activity completed, submitted to and stamped received by the Office of the GPLS Director.
9. GPLS needs to hire a full-time reference librarian (which can be a locally-funded position) that can complement the activities of and ensure greater success and better level of achievement of the LSTA-funded programs.
10. GPLS needs to develop and implement a Confidentiality Policy and Procedure for surveying patrons and staff.
11. GPLS needs to learn to apply to the Institutional Review Board to be in compliance with the law on conducting patron surveys.
12. GPLS must develop a logic model to connect resources, activities, short term outputs and long-term outcomes with the overall grant goals.
13. GPLS need to state grant objectives in measurable “i.e. documentable” form,
14. GPLS needs to develop and implement a consistent (a) training evaluation form, (2) patron survey form to monitor GPLS services.
15. GPLS must include formative evaluation and not just summative evaluation in the next five year grant cycle and onwards.



EVALUATION OF THE LSTA FIVE-YEAR PLAN (2018-2022)
FOR THE GUAM PUBLIC LIBRARY SYSTEM
APPENDICES

Appendix	Title
A	Instructional Review Board (IRB) Application Approval
B	Survey of Library Services (SOLS)
C	SOLS Statistical Report
D	Personnel Action for Program Coordinator I
E	LSTA Special Event Flyers
F	F-1 - Manamko Computer Class Media Announcement - Stars & Stripes December 17, 2021 F-2 - PSA Manamko Computer Training Class - Dec. 18, 2017 F-3 - Four-Dy Basic Computer Training Agenda F-4 - Roster for Manamko Computer Training Class (Six one-week sessions in Jan. 22-March 1, 2018) F-5 - Training Sign-In Sheets F-6 - Manamko Computer Training Survey
G	LSTA Library Services - Media Packet and Evidence of Collaboration
H	GPLS 2018 Summer Reading Program
I	GPLS 2018 Survey for Patrons Utilizing the Board and Video Games
J	GPLS National Training-Library for the Blind and Physically Handicapped
K	Employee Training Report by Diana Brennan
L	Employee Training by Linda Aguon
M	Internal Staff Development of Library Card Application, New Patron Registration and check In/Out Process

N	Purchase Order for Computer Laptops
O	Standard Operating Procedure for Services for the Blind and Physically Handicapped
P	Guam Office of Public Accountability - Citizen Centric Report FY2018-2020
Q	GPLS National Library Services/Library for the Blind and Physically Handicapped FY2017, FY2020 and FY2021 Report
R	Assistive Technology Purchase Order for Software Programs and Supplies
S	Purchase Order for GPLS Service Brochures for promoting GPLS services
T	SOLS Survey for Patrons with Disabilities
U	GPLS Purchase Orders for Library Resources
V	List of Acronyms

**Attachment "A" - Instructional Review Board (IRB)
Application Approval**

FORM E

External Organizations/ Independent
Researcher



CHRS#:

21-187

For IRB Use Only

OFFICE OF RESEARCH &
SPONSORED PROGRAMS

Application for Approval of Studies Involving Human Subjects

Section 1: P.I. Information

Project Title: Patron Survey on the Guam Public Library System Services

Principal Investigator(s): Eloise R. Sanchez / Co-Principal Investigator: Kris Seerengam

Email: eloise.sanchez@gmail.com **Phone:** 671.687.5202

Sponsoring Organization/ Affiliation:

Guam Public Library System

Project Period (Anticipated):

Start Date: Dec 27, 2021 End Date: January 30, 2022

Research Design:

☐ Experimental ☐ Quasi-Experimental ☒ Non- Experimental ☐ Qualitative
☐ Secondary Data/ Collection/ Analysis ☒ Program Evaluation or Quality

Insurance

Dissemination of Results:

Will the results of the research be published? ☐ Yes ☒ No

If yes, please specify where research will be published: n/a

External IRB Review:

Will your IRB application be reviewed by another institution? ☐ Yes ☒ No

If Yes, what institution will be reviewing your IRB application? n/a

If you have prior approval from your external institution, please provide a copy of your approval letter and supporting documents.

Funding of Research:

Is your research being funded by a grant or contract ☒ Yes ☐ No

If Yes, please attach copy of grant application or contract. Submit approval letter only.

Human Subject Research Training

CITI Training Reference #:

Date Completed:

T: +1 671.735.2672 F: +1 671.734.3676 W: www.uog.edu
Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96913

Section 2: Category of Review

Please use the following checklist to determine your level of review. The IRB, upon review will make the final determination for the appropriate review. Check all categories that apply.

Exempt Review

Exempt Review means the study must still be reviewed, but not by the full IRB review process. The applicant must request exemption of the research, including the research protocol, from full Board review by submitting the appropriate application and noting at least one or more of the categories of exemption as described below.

A study may qualify for Exempt review if it into one of the categories outlined below. Check all those that apply:

- ☐ **Category 1: 45CFR 46.101(b)(1)**
Research is conducted in established or commonly accepted educational settings, involving normal educational practices, such as
 - (a) research on regular & special education instructional strategies, or
 - (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
- ☐ **Category 2: 45 CFR 46.101(b)(2)**
FOR ADULTS: Research involving the use of educational tests (e.g. cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or the observation of public behavior UNLESS
 - (a) data obtained are recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects;
 - (b) any disclosure of the human subjects' responses would place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing, employability, or reputation; and/or
 - (c) the research deals with sensitive aspects of the participant's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol.
- ☐ **Category 3: 45 CFR 46.101(b)(3)**
FOR SUBJECTS WHO ARE ELECTED OR APPOINTED PUBLIC OFFICIALS OR CANDIDATES FOR PUBLIC OFFICE: Research involving the use of educational tests (e.g. cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or the observation of public behavior.
- ☐ **Category 4: 45 CFR 46.101(b)(4)**

Research involving the collection or study of existing data, documents, records, or specimens if:

(a) the sources are publicly available; or

(b) the information is recorded by the investigator in such a manner that subjects cannot be identified, either directly or through identifiers or codes linked to the subjects. **Note 1:** "Existing" means the data have already been collected for some other purpose at the time the research is proposed.

"Publicly available" means available to the general public, with or without charge. Under condition (b) above, investigators with legitimate access may view identified information, but may not record identities, identifiers, or codes that link private information to individual subjects. Even a brief recording of identifiers or codes disqualifies the exemption. This category excludes studies of publicly authored documentation such as newspaper articles, novels, works of art, or a literature review.

☒ **Category 5: 45 CFR 46.101(b)(5)**

Research and demonstration projects that are conducted by or subject to the approval of supporting agencies, and which are designed to study, evaluate, or otherwise examine:

- (a) public benefit or service programs;
- (b) procedures for obtaining benefits or services under those programs;
- (c) possible changes in or alternatives to those programs or procedures; or
- (d) possible changes in methods or levels of payment for benefits or services under those programs.

☐ **Category 6: 45 CFR 46.101(b)(6)**

Taste and food quality evaluation and consumer acceptance studies,

- (a) if wholesome foods without additives are consumed or
- (b) if a food is consumed that contains a food ingredient at or below the level, and for a use, found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration and approved by the EPA or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

NOTE: Exempt Categories do not apply to research involving deception of subjects, sensitive behavioral research, or children, pregnant women, military service veterans, prisoners, fetuses, individuals who are decisionally impaired (including psychiatric patients), and other subject populations determined to be vulnerable.

NOTE: Even if your initial determination is Exempt, complete the following checklists for Expedited and Full Reviews. If any of those categories apply, your study is not Exempt.

EXPEDITED REVIEW

Review by the IRB is provided for research which involves no more than minimal risk, no vulnerable populations, or review of minor changes in previously approved research or research protocols. For the review covered by the Regulations 45 CFR 46.110, the IRB will determine that all of the requirements are satisfied. Minimal risk as defined by 45CFR 46.102(I)

<http://www.hhs.gov/ohrp/> means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests. A study may qualify for an expedited IRB review if it fits into one of the categories outlined below.

A study may qualify for Expedited Review if it fits into one of the categories outlined below. Check all those that apply:

- ☐ **Category 1.** Studies involving the recording of information so that participants are identifiable (audio or video recordings) require at least an expedited review.
- ☒ **Category 2.** Studies using instruments, questionnaires, or surveys that have been generated or modified by the researchers require an informed consent and at least an expedited review.
- ☐ **Category 3.** Obtaining data from subjects 19 years or older using routine noninvasive procedures²
- ☐ **Category 4.** Analysis of video or audio recordings
- ☐ **Category 5** Moderate exercise by healthy volunteers
- ☐ **Category 6** Studies involving collection of existing unidentifiable specimens by non-invasive means.
- ☐ **Category 7.** Studies of individual or group behavior, or characteristics of individuals, without manipulating subjects' behavior and in a manner that does not cause stress to subjects

NOTE: Even if your initial determination is Expedited Review, complete the checklist for Full Review. If any of those categories apply, your study is not Expedited.

FULL REVIEW

A Full-Board Review is indicated under the following conditions.

A study may qualify for Full-Board Review if it fits into one of the categories outlined below. Check all those that apply:

- ☐ **Category 1.** Surveys or interview questions whose answers, if known outside the research, would create legal liability or adverse financial or employment consequences for the participant.

- ☐ **Category 2.** Surveys of interviews involving questions dealing with very personal and sensitive behavior, such as sexual behavior, alcohol or drug use, or if subjects may be placed at risk for criminal or civil penalties or would otherwise suffer embarrassment or humiliation if the subjects' responses were to become known outside the research.

- ☐ **Category 3.** Studies that include members of a *protected population* in the pool of participants, including but not limited to children under age 19, veterans of military service, persons who are decisionally impaired, fetuses, pregnant women, prisoners, and anyone else who cannot provide informed consent

- ☐ **Category 4.** Studies involving deception or if the subjects are not fully informed of the purpose and procedures of the study

- ☐ **Category 5.** Studies involving support from non-university sources requiring full IRB approval

- ☐ **Category 6.** Likelihood of risk or substantial stress or discomfort to the subject

- ☐ **Category 7.** Procedures that may potentially threaten or embarrass subjects

- ☐ **Category 8.** Personality tests, inventories or questionnaires of a personal and sensitive nature where subjects' identities will not be anonymous to the researcher

- ☐ **Category 9.** Healthcare procedures not conducted for the primary benefit of the subject

- ☐ **Category 10.** Diagnostic or therapeutic assessments, interventions, or measures that are not standard, generally acceptable, or common practice

- ☐ **Category 11.** Exposure to surgery, drugs, or chemical agents

- ☐ **Category 12.** Exposure to electromagnetic radiation (X-rays, microwaves), lasers, high frequency sound waves

- ☐ **Category 13.** Collection of blood samples or other body fluids in any amount.

NOTE: Minimal risk as defined by 45CFR 46.102(l) <http://www.hhs.gov/ohrp/> means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests. Studies involving more than minimal risk to participants will not be approve

Section 3: Abstract of Research Proposal

1.) Summarize the Proposed Research, Outline Objectives and Methods:

The proposed survey aims to (1) determine patron library use behavior such as frequency of use, purposes of using library, etc. (2) assess patron perceptions about the library services in light of the goals of the GPLS Institute of Museum and Library Services (IMLS) grant, and (3) identifying service gaps. The research method is a single shot online anonymous survey among past and current patrons of the public library. No names will be collected although some demographic information will be asked but a masking system will be utilized so that no staff of the library but only the external data analyst will have access to the demographic information. A total of at least 400 randomly selected adult patrons will be included in the research. Consent form will be deployed prior to completing the survey.

2.a) Describe the participant group to be studied. (Gender, Age range, ethnicity, how many)

At least 400 adult library patrons, inclusive of individuals with disabilities, who are male and female, regardless of ethnicity will be included in the study. Parents/adult guardians will respond to questions in the survey regarding library programs involving children/minors. No minors will be asked to respond to the survey.

Check if any subjects of this research project will be selected from the following categories:

- ☐ Minors
- ☐ Abortuses
- ☐ Prisoners
- ☐ Mentally Disabled
- ☐ Fetuses
- ☐ Pregnant Women
- ☐ Mentally Retarded
- ☐ Other:

2b.) Describe how you will recruit participants. Describe all sites where research will be conducted.

Participants will be recruited from a pool of past and present library users from all of Guam's public libraries such as the main library in Hagatna and all the satellite libraries in the various villages, including bookmobiles and homebound delivery services for individuals with disabilities

3.) Research involving Human Subjects often exposes subjects to risks.

Check All Risks to Humans to be involved in this project:

- | | |
|--|---|
| <input type="checkbox"/> Physical Trauma | <input type="checkbox"/> Worsening of Illness |
| <input type="checkbox"/> Side effects of medications | <input type="checkbox"/> Psychological Pain |
| <input type="checkbox"/> Contraction of Disease | <input type="checkbox"/> Deception* |

- ☐ Loss or Privacy
- ☐ Loss of Legal rights
- ☐ Other (Explain):
- ☐ Other (Explain):

* If deception is used, explain why it is necessary and how participants will be debriefed about the deception after the completion of their study.n/a

4a.) Describe mechanisms for safety monitoring. How will greater than anticipated harm to subjects be detected? What will be done if such risk is detected?

No risks/harm are anticipated

4b.) What steps will be taken to ensure participation will be confidential. How, where, and how long will data be kept to ensure that information will remain confidential and secure. Who will have access to the data.

To ensure participation will be confidential, no names will be collected, and even if some demographic information will be collected, a masking code using two-step credentialing will be used for the online survey and only the external data collector/analyst will have access to the demographic data. None of the library staff will access the raw data. Secure data destruction process will be applied one year after the IMLS accepts and approves the results of the survey.

5.) Briefly describe how the results of the research will benefit society or the participant(s). What, if any, benefits will the participants received from participating. The immediate beneficiaries of the results of the survey will be the library patrons and the key stakeholders of the GPLS. By indentifying the service gaps and library use behavior of patrons with the goal of using such information to improve library services will be a direct benefit to the patrons to meet their needs. However, the entire population of Guam, inclusive of any off-island users of the GPLS services, will certainly benefit from the results given that improved library services are targeted to ALL current and future users.

6.) Describe how voluntary consent will be obtained. *Attach informed consent to application. Sample informed consent may be found on the UOG IRB website at: www.uog.edu/research/institutional-review-board*

Voluntary consent will be obtained prior to the survey. (Please see attached Consent Form)

Section 4: Certification of Review

As Principle Investigator (PI), I certify that all required components are present. I also agree to the following:

- 1.) The research design conforms to discipline standards.
- 2.) The type of review requested is appropriate.
- 3.) The application is complete, accurate, and coherent.
- 4.) No substantial misspelling of other APA-style errors mar the application.

5.) I have thoroughly reviewed this research project.

Elvira R. Sanchez
Name of Principal Investigator

12/21/21
Date

ES
Signature of Principal Investigator

for
Kris Seerengan
CO-Principal Investigator



Sisteman Laibirihan Publeko Guåhan

Guam Public Library System Patron Survey December, 2021

Buenas yan Håfa adai! Feliz Pasgua!

In alignment with its Five Year Grant FY 2018-2022 from the Institute of Library and Museum Service (IMLS), the Guam Public Library System (GPLS) contracted a third party evaluator to conduct this survey to gather your perceptions about the GPLS services. Please complete the following brief survey to assist us in collecting information for the evaluation of the library's FY 2018-2022 IMLS Grant.

CONSENT/AGREEMENT TO PARTICIPATE IN THE SURVEY

By taking this survey, you are agreeing to participate in a survey that can inform the evaluation of the public library's FY2018-2022 IMLS Grant. Your participation is completely voluntary, anonymous, and will be kept confidential. You can withdraw at any time before, during and after the survey. The question items have been reviewed by the University of Guam Committee on Human Subjects Research Institutional Review Board (IRB) to be of minimal risk to you. While you will not benefit from this study directly, your participation can inform the efforts to improve the island's library needs.

By agreeing to participate in this study, you are acknowledging that you are:

- of legal age*
- a person who actively uses or has actively used the GPLS in the last five years*

There are two parts of the survey. The first part collects demographic information which will be separated from the second part which focus on library services questions. This two part method is to ensure the confidentiality of your responses.

If you have read and understood the criteria for participation and wish to take the survey, click the link below if you are completing this online or go to the next page if you are completing this as a hardcopy survey.

Please answer the following questions by choosing the answer comes closest to your opinion, or by writing your answer in your own words in the box provided.

1. The last time I visited the library or used any of its services (including the website and online services) was...

- a) In the last six months
- b) More than six months ago but in the last year
- c) More than one year ago, but in the last two years
- d) About 3-5 years ago
- e) More than 5 years ago
- f) I can't remember/Not applicable

2. In the Years 2018-2020 (prior to pandemic shutdown), I have usually visited the library or used one of its services (including website and online services):

- a) More than once a week
- b) About once a week
- c) Two or three times a month
- d) About once a month
- e) Once every two to three months
- f) Two to three times a year
- g) I can't remember/Not applicable

3. In the Year 2018-2020 (prior to pandemic shutdown) I have usually visited the library or used one of its services (including the website and online services): [Please mark the first reply that suits you best]

- a) The main library in Hagatna
- b) Another branch of the library
- c) The mobile library service
- d) The home library service
- e) Online services e.g. website, online catalogue, online reservations
- f) A deposit station (to pick up or return books)
- g) None of these
- h) Don't need to get to a branch –the library's online services give me what want

4) Overall, I find the library facilities and services.....

- a) Very Poor
- b) Poor
- c) Just right
- d) Good
- e) Very good)

For the following ten questions, **please refer back to years 2018-2020** as you recall your experiences or impressions of the library services and programs.

Recalling the years 2018-2020 (before the pandemic)...

5) I noticed that there were other organizations (such as CEDDERS, DISID, DOE Special Ed) that encouraged me to use or helped me to use the library.

- a) Strongly Agree
- b) Agree
- c) So- so
- d) Disagree
- e) Strongly disagree
- f) I don't know/I can't remember

6) I noticed/heard/learned about the library sponsoring children's literacy programs.

- a) Strongly Agree
- b) Agree
- c) So- so
- d) Disagree
- e) Strongly disagree
- f) I don't know/I can't remember

7) I noticed/heard/learned about the assistive technology equipment acquired by the library for use by individuals with disabilities.

- a) Strongly Agree
- b) Agree
- c) So- so
- d) Disagree
- e) Strongly disagree
- f) I don't know/I can't remember

8) I noticed/heard/learned about the assistive technology equipment acquired by the library for use by individuals with disabilities.

- a) Strongly Agree
- b) Agree
- c) So- so
- d) Disagree
- e) Strongly disagree
- f) I don't know/I can't remember

9) I used the assistive technology equipment available at the public library

- a) Strongly Agree
- b) Agree

- c) So- so
- d) Disagree
- e) Strongly disagree

10) I noticed/heard about/used the Homebound Delivery services for individuals with disabilities.

- a) Strongly Agree
- b) Agree
- c) So- so
- d) Disagree
- e) Strongly disagree

11) I noticed/heard about/used the library's Virtual Information Center.

- a) Strongly Agree
- b) Agree
- c) So- so
- d) Disagree
- e) Strongly disagree

12) In my experience with the library, I found the following items good or OK or poor or I have not used this collection (PLEASE CHOOSE ONE RESPONSE)...

I have found...	Good, ok, or poor?			[4] Have not used this collection
	[1] Good	[2] OK	[3] Poor	
Fiction books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-fiction books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Young adult books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's puzzles and toys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graphic novels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Magazines and newspapers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local studies and local history collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Books or magazines in languages other than English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ebooks (including audio ebooks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DVDs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audio books on tape or CD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Music on CD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. In my experience, I have found the following good or OK or poor...

In my experience, I have found...	Good, OK, or poor?			[4] Have not used this
	[1] Good	[2] OK	[3] Poor	
Computers in the library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet access at the library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wifi internet access at the library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The online library catalogue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Databases and other electronic resources (not including e books)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online/email notification of new books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library online/emailed newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online Public Access Catalog (OPAC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library mobile phone apps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS messages from the library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classes, programs and activities for adults (eg. book clubs, author talks, tech. classes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help finding information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library meeting rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opening hours at the library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Days of the week the library is open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. In my experience, I have found.....	Good, ok or poor?			[4] Have not used these
	[1] Good	[2] OK	[3] Poor	
Activities for children aged 12 or below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities for young people aged over 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homework help for students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Opinions about the library staff...

15. I find the staff at the Library....	[1] Never	[2] Some- times	[3] Usually	[4] Always	[5] Not relevant – no contact with staff
Friendly and approachable					

Helpful on the phone					
Helpful in response to emails					
Available to help when I need them					
Know enough to help me					
Effective in resolving my problems or questions					
Helpful when asked about what to choose					
Know enough to help in using computers and the internet					
Actively seek to help me					

II. The following items will help us be sure we have a good cross section of library users and help us to assess how well the library serves different sub-groups.

1. Gender
 - a) Male
 - b) Female
 - c) Don't want to identify
2. What age group do you belong to?
 - a) 18-24
 - b) 25-29
 - c) 30-34
 - d) 35-39
 - e) 40-44

- f) 45-49
- g) 50-54
- h) 55-59
- i) 60-64

- j) 65-69
- k) 70-79
- l) 80 or above

3) I read in Languages other than English

- a) Not at all
- b) A little
- c) A lot

4) I have difficulty using the library due to

- a) Limited eyesight
- b) Limited hearing
- c) Limited mobility
- d) Learning or reading difficulties
- e) Other handicapping conditions
- f) None of these

5) I live in the village of

- a) Agana Heights
- b) Agat
- c) Asan -- Maina
- d) Barrigada
- e) Ordot -- Chalan Pago
- f) Dededo
- g) Hagatna
- h) Inarajan
- i) Mangilao
- j) Merizo
- k) Mongmong -- Toto -- Maite
- l) Piti
- m) Santa Rita
- n) Sinajana
- o) Talofofo
- p) Tamuning
- q) Umatac
- r) Yigo
- s) Yona.

6. Is there anything else you would like to tell us about your library and its services and facilities? Please write in your answer below.

Thank you. That is the end of the survey.

Attachment "B" - Survey of Library Services (SOLS)

Guam Public Library System Patron Survey December, 2021



Sisteman Laibirihan Publeko Guåhan

Buenas yan Håfa adai! Feliz Pasgua!

In alignment with its Five Year Grant FY 2018-2022 from the Institute of Library and Museum Service (IMLS), the Guam Public Library System (GPLS) contracted a third party evaluator to conduct this survey to gather your perceptions about the GPLS services. Please complete the following brief survey to assist us in collecting information for the evaluation of the library's FY 2018-2022 IMLS Grant.

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By taking this survey, you are agreeing to participate in a survey that can inform the evaluation of the public library's FY2018-2022 IMLS Grant. Your participation is completely voluntary, anonymous, and will be kept confidential. You can withdraw at any time before, during and after the survey. The question items have been reviewed by the University of Guam Committee on Human Subjects Research Institutional Review Board (IRB) to be of minimal risk to you. While you will not benefit from this study directly, your participation can inform the efforts to improve the island's library needs.

By agreeing to participate in this study, you are acknowledging that you are:

- *of legal age*
- *a person who actively uses or has actively used the GPLS in the last five years*

There are two parts of the survey. The first part collects demographic information which will be separated from the second part which focus on library services questions. This two part method is to ensure the confidentiality of your responses.

If you have read and understood the criteria for participation and wish to take the survey, click the link below if you are completing this online or go to the next page if you are completing this as a hardcopy survey.

Please answer the following questions by choosing the answer comes closest to your opinion, or by writing your answer in your own words in the box provided.

1. The last time I visited the library or used any of its services (including the website and online services) was...

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- b) More than six months ago but in the last year
- c) More than one year ago, but in the last two years
- d) About 3-5 years ago
- e) More than 5 years ago
- f) I can't remember/Not applicable

2. In the Years 2018-2020 (prior to pandemic shutdown), I have usually visited the library or used one of its services (including website and online services):

- a) More than once a week
- b) About once a week
- c) Two or three times a month
- d) About once a month
- e) Once every two to three months
- f) Two to three times a year
- g) I can't remember/Not applicable

3. In the Year 2018-2020 (prior to pandemic shutdown) I have usually visited the library or used one of its services (including the website and online services): [Please mark the first reply that suits you best]

- a) The main library in Hagatna
- b) Another branch of the library
- c) The mobile library service
- d) The home library service

- f) A deposit station (to pick up or return books)
- g) None of these
- h) Don't need to get to a branch –the library's online services give me what want

4) Overall, I find the library facilities and services.....

- a) Very Poor
- b) Poor
- c) Just right
- d) Good
- e) Very good)

For the following ten questions, **please refer back to years 2018-2020** as you recall your experiences or impressions of the library services and programs.

Recalling the years 2018-2020 (before the pandemic)...

5) I noticed that there were other organizations (such as CEDDERS, DISID, DOE Special Ed) that encouraged me to use or helped me to use the library.

- a) Strongly Agree
- b) Agree
- c) So- so
- d) Disagree
- e) Strongly disagree
- f) I don't know/I can't remember

6) I noticed/heard/learned about the library sponsoring children's literacy programs.

- a) Strongly Agree
- b) Agree
- c) So- so
- d) Disagree
- e) Strongly disagree
- f) I don't know/I can't remember

7) I noticed/heard/learned about the assistive technology equipment acquired by the library for use by individuals with disabilities.

- a) Strongly Agree
- b) Agree
- c) So- so
- d) Disagree
- e) Strongly disagree
- f) I don't know/I can't remember

8) I noticed/heard/learned about the assistive technology equipment acquired by the library for use by individuals with disabilities.

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- b) Agree
- c) So- so
- d) Disagree
- e) Strongly disagree
- f) I don't know/I can't remember

9) I used the assistive technology equipment available at the public library

- a) Strongly Agree
- b) Agree
- c) So- so
- d) Disagree
- e) Strongly disagree

10) I noticed/heard about/used the Homebound Delivery services for individuals with disabilities.

- a) Strongly Agree
- b) Agree
- c) So- so
- d) Disagree
- e) Strongly disagree

11) I noticed/heard about/used the library's Virtual Information Center.

- a) Strongly Agree
- b) Agree
- c) So- so
- d) Disagree
- e) Strongly disagree

12) In my experience with the library, I found the following items good or OK or poor or I have not used this collection (PLEASE CHOOSE ONE RESPONSE)...

I have found...	Good, ok, or poor?			[4] Have not used this collection
	[1] Good	[2] OK	[3] Poor	
Fiction books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-fiction books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Young adult books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reference works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graphic novels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Magazines and newspapers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local studies and local history collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Books or magazines in languages other than English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ebooks (including audio ebooks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DVDs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audio books on tape or CD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Music on CD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. In my experience, I have found the following good or OK or poor...

In my experience, I have found...	Good, OK, or poor?			[4] Have not used this
	[1] Good	[2] OK	[3] Poor	
Computers in the library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet access at the library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wifi internet access at the library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The online library catalogue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Databases and other electronic resources (not including e books)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online/email notification of new books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library online/emailed newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online Public Access Catalog (OPAC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library mobile phone apps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS messages from the library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classes, programs and activities for adults (eg. book clubs, author talks, tech. classes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help finding information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library meeting rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opening hours at the library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Days of the week the library is open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. In my experience, I have found.....	Good, ok or poor?			[4]
	[1] Good	[2] OK	[3] Poor	Have not used these
Activities for children aged 12 or below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities for young people aged over 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homework help for students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Opinions about the library staff...

15. I find the staff at the Library....	[1] Never	[2] Some-times	[3] Usually	[4] Always	[5] Not relevant – no contact with staff
Friendly and approachable	•	•	•	•	•

Helpful on the phone	•	•	•	•	•
Helpful in response to emails	•	•	•	•	•
Available to help when I need them	•	•	•	•	•
Know enough to help me	•	•	•	•	•
Effective in resolving my problems or questions	•	•	•	•	•
Helpful when asked about what to choose	•	•	•	•	•
Know enough to help in using computers and the internet	•	•	•	•	•
Actively seek to help me	•	•	•	•	•

II. The following items will help us be sure we have a good cross section of library users and help us to assess how well the library serves different sub-groups.

1. Gender
 - a) Male
 - b) Female
 - c) Don't want to identify

2. What age group do you belong to?
 - a) 18-24
 - b) 25-29
 - c) 30-34
 - d) 35-39
 - e) 40-44
 - f) 45-49
 - g) 50-54
 - h) 55-59
 - i) 60-64

 - j) 65-69
 - k) 70-79
 - l) 80 or above

- 3) I read in Languages other than English
 - a) Not at all
 - b) A little
 - c) A lot

- 4) I have difficulty using the library due to
 - a) Limited eyesight
 - b) Limited hearing
 - c) Limited mobility
 - d) Learning or reading difficulties
 - e) Other handicapping conditions
 - f) None of these

- 5) I live in the village of
 - a) Agana Heights
 - b) Agat
 - c) Asan – Maina
 - d) Barrigada
 - e) Ordot – Chalan Pago
 - f) Dededo
 - g) Hagatna

- i) Mangilao
- j) Merizo
- k) Mongmong – Toto – Maite
- l) Piti
- m) Santa Rita
- n) Sinajana
- o) Talofofo
- p) Tamuning
- q) Umatac
- r) Yigo
- s) Yona.

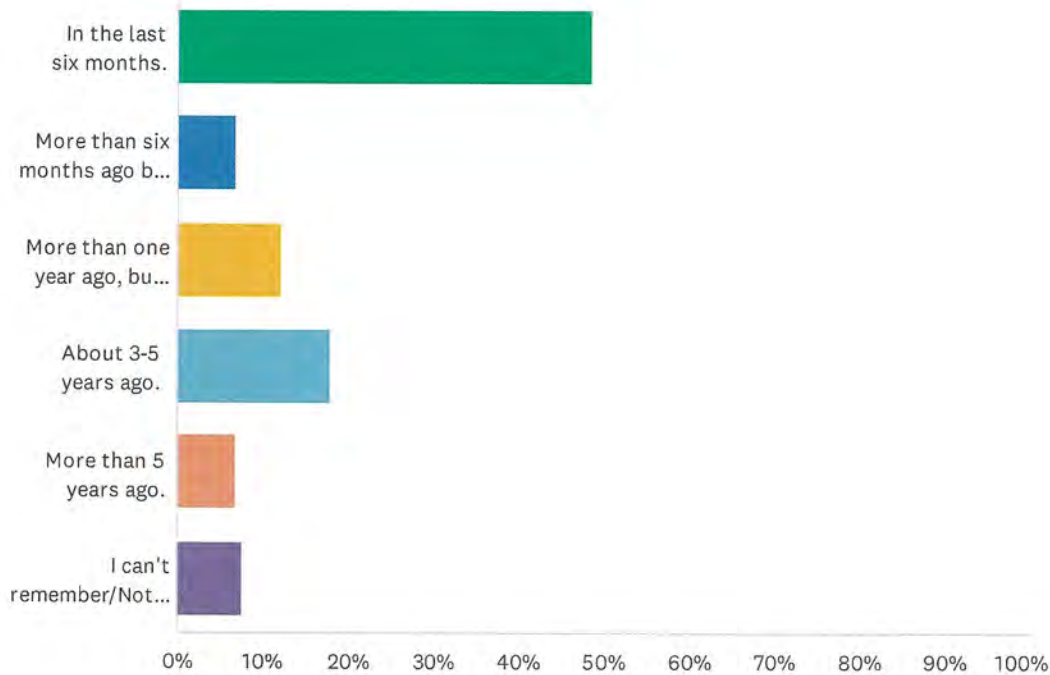
6. Is there anything else you would like to tell us about your library and its services and facilities? Please write in your answer below.

Thank you. That is the end of the survey.

Attachment "C" - SOLS Statistical Report

Q1 PART I: The last time I visited the library or used any of its services (including the website and online services) was

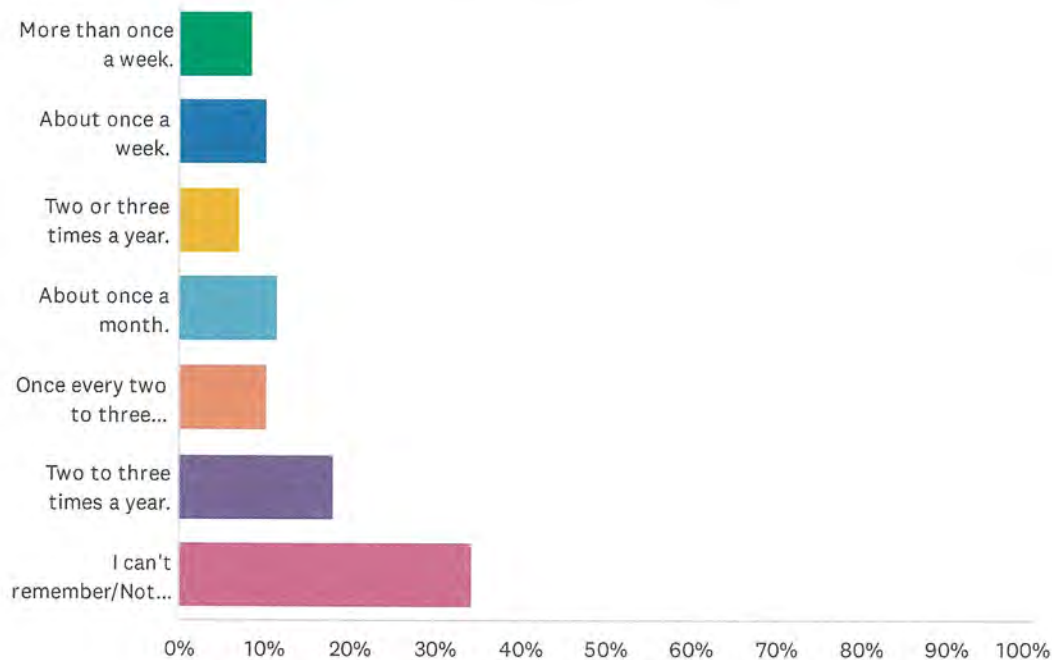
Answered: 247 Skipped: 2



ANSWER CHOICES	RESPONSES	
In the last six months.	48.58%	120
More than six months ago but in the last year.	6.88%	17
More than one year ago, but in the last two years.	12.15%	30
About 3-5 years ago.	17.81%	44
More than 5 years ago.	6.88%	17
I can't remember/Not applicable.	7.69%	19
TOTAL		247

Q2 In the years 2018-2020, (prior to the pandemic shutdown), I have usually visited the library or used one of its services (including website and online services).

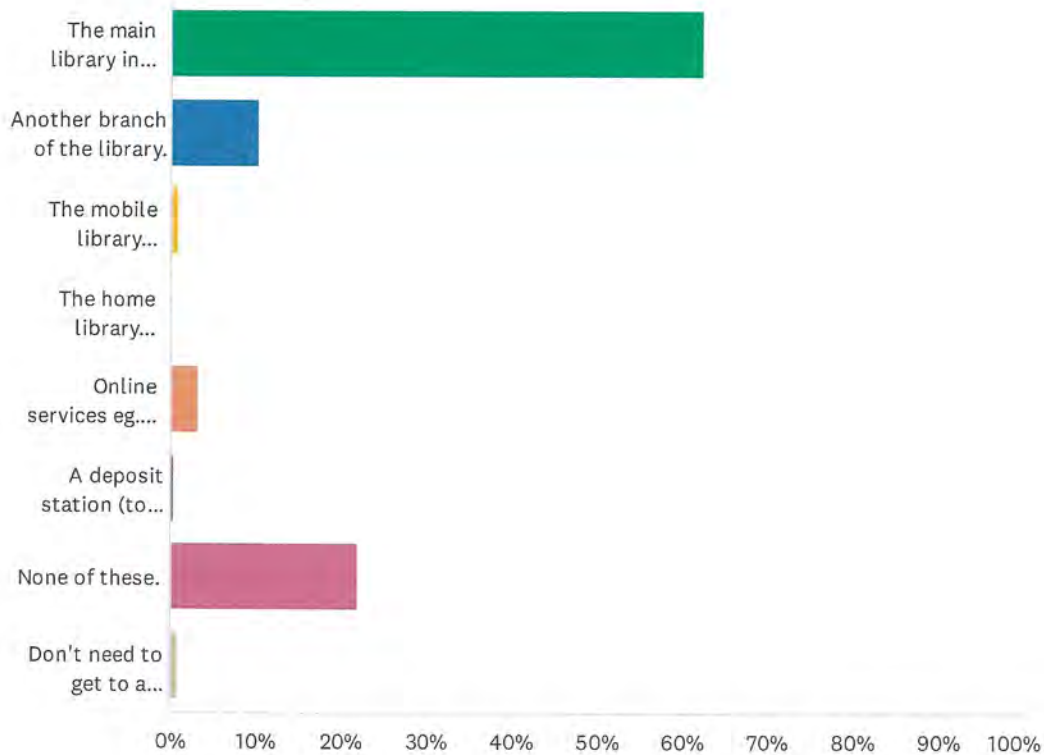
Answered: 244 Skipped: 5



ANSWER CHOICES	RESPONSES	
More than once a week.	8.61%	21
About once a week.	10.25%	25
Two or three times a year.	6.97%	17
About once a month.	11.48%	28
Once every two to three months.	10.25%	25
Two to three times a year.	18.03%	44
I can't remember/Not applicable.	34.43%	84
TOTAL		244

Q3 In the years 2018-2020 (prior to the pandemic shutdown), I have usually visited the library or used one of its services (including the website and online services). Please mark the first reply that suits you best.

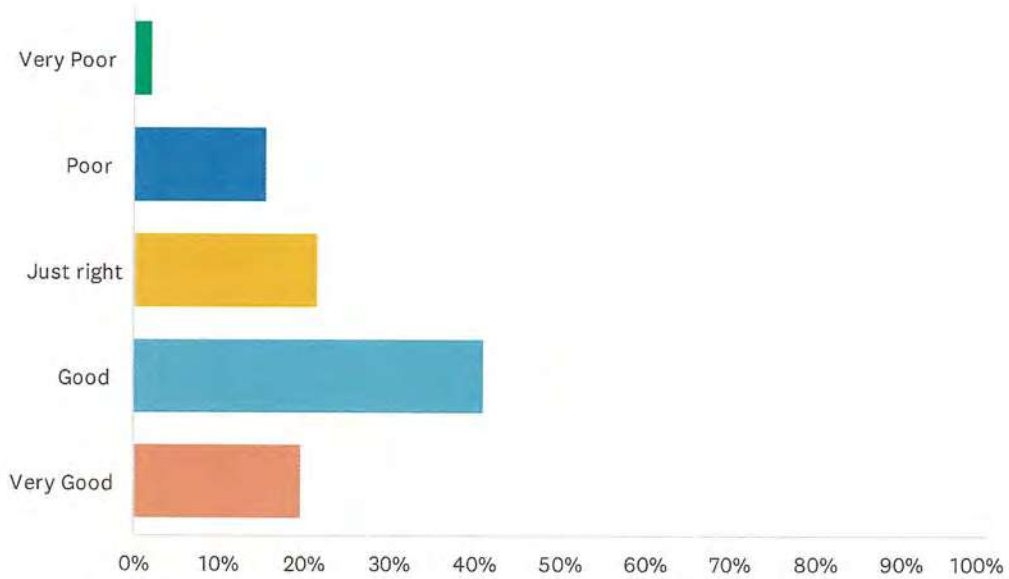
Answered: 245 Skipped: 4



ANSWER CHOICES	RESPONSES	
The main library in Hagatna.	62.45%	153
Another branch of the library.	10.20%	25
The mobile library service.	0.82%	2
The home library service.	0.00%	0
Online services eg. website, online catalogue, online reservations.	3.27%	8
A deposit station (to pick up or return books)	0.41%	1
None of these.	22.04%	54
Don't need to get to a branch-the library's online services gives me what I want.	0.82%	2
TOTAL		245

Q4 Overall, I find the library facilities and services...

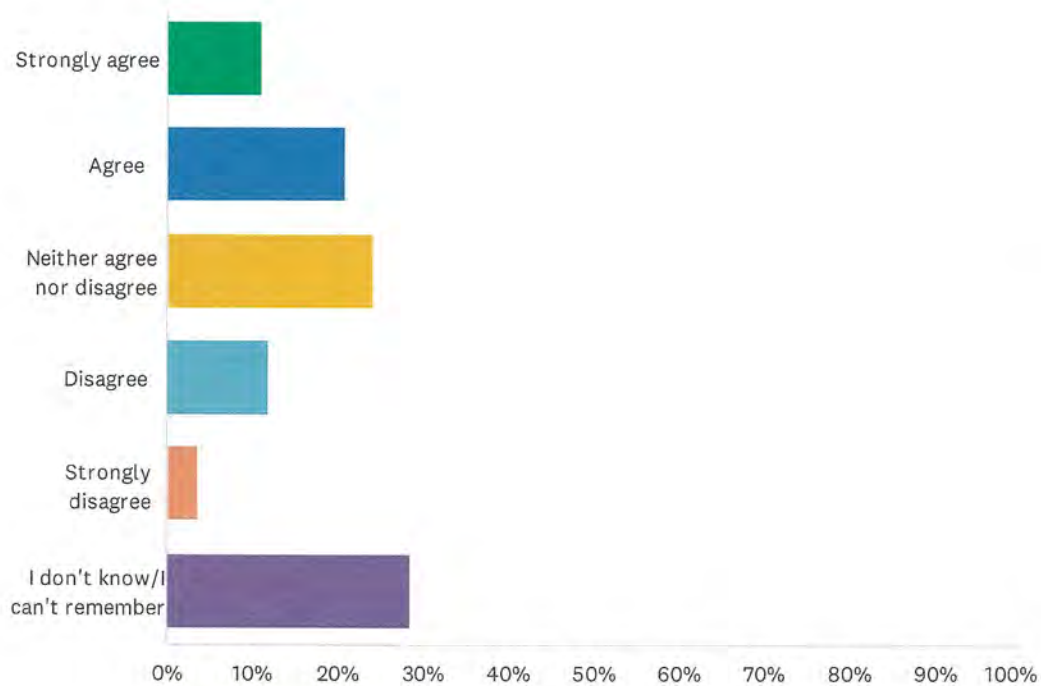
Answered: 245 Skipped: 4



ANSWER CHOICES	RESPONSES	
Very Poor	2.04%	5
Poor	15.51%	38
Just right	21.63%	53
Good	41.22%	101
Very Good	19.59%	48
TOTAL		245

Q5 In the years 2018-2020 (prior to pandemic shutdown), I noticed that there were other organizations (such as CEDDERS, DISID, DOE Special Education Division) that encouraged me to use or helped me to use the library.

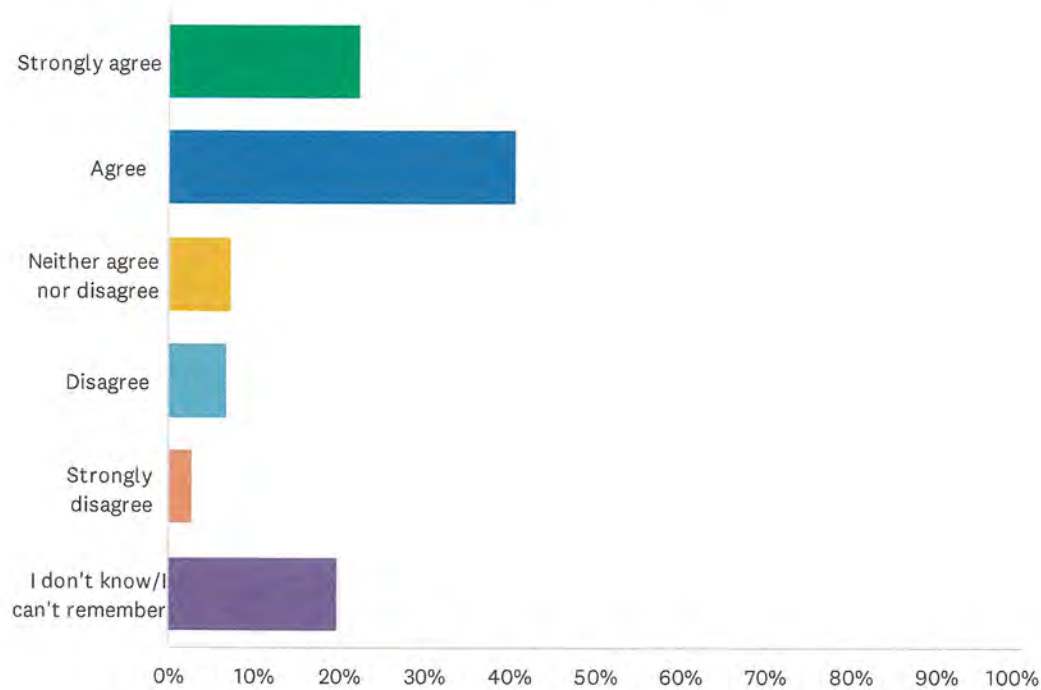
Answered: 245 Skipped: 4



ANSWER CHOICES	RESPONSES	
Strongly agree	11.02%	27
Agree	20.82%	51
Neither agree nor disagree	24.08%	59
Disagree	11.84%	29
Strongly disagree	3.67%	9
I don't know/I can't remember	28.57%	70
TOTAL		245

Q6 In the years 2018-2020 (prior to pandemic shutdown), I noticed/heard/learned about the library sponsoring children's literacy programs.

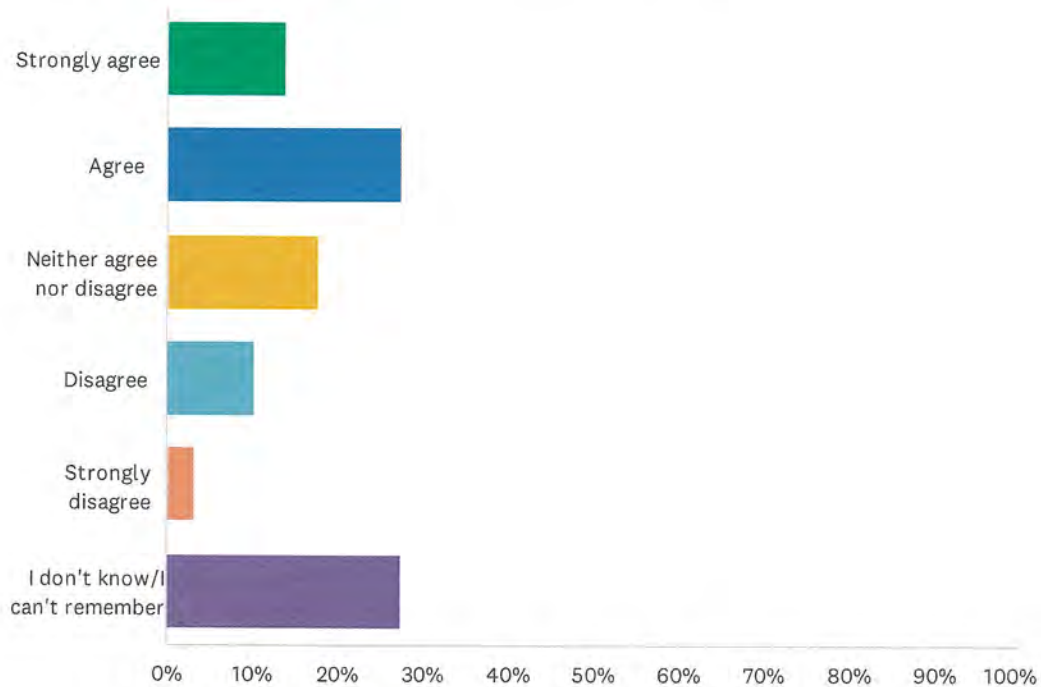
Answered: 246 Skipped: 3



ANSWER CHOICES	RESPONSES	
Strongly agree	22.36%	55
Agree	40.65%	100
Neither agree nor disagree	7.32%	18
Disagree	6.91%	17
Strongly disagree	2.85%	7
I don't know/I can't remember	19.92%	49
TOTAL		246

Q7 In the years 2018-2020 (prior to pandemic shutdown), I noticed/heard/learned about the assistive technology equipment acquired by the library for use by individuals with disabilities.

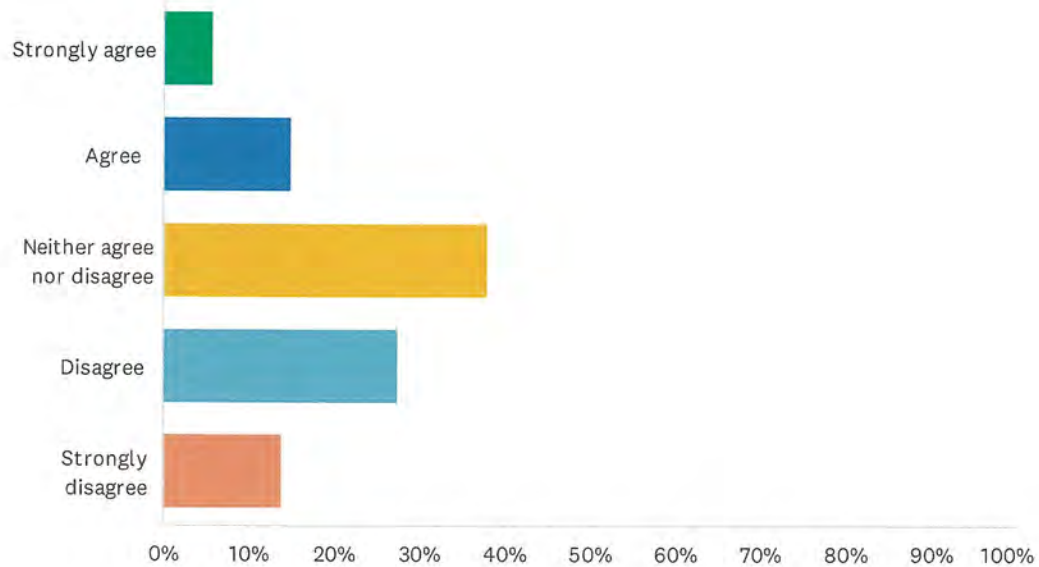
Answered: 244 Skipped: 5



ANSWER CHOICES	RESPONSES	
Strongly agree	13.93%	34
Agree	27.46%	67
Neither agree nor disagree	17.62%	43
Disagree	10.25%	25
Strongly disagree	3.28%	8
I don't know/I can't remember	27.46%	67
TOTAL		244

Q8 In the years 2018-2020 (prior to pandemic shutdown), I used the assistive technology equipment available at the public library.

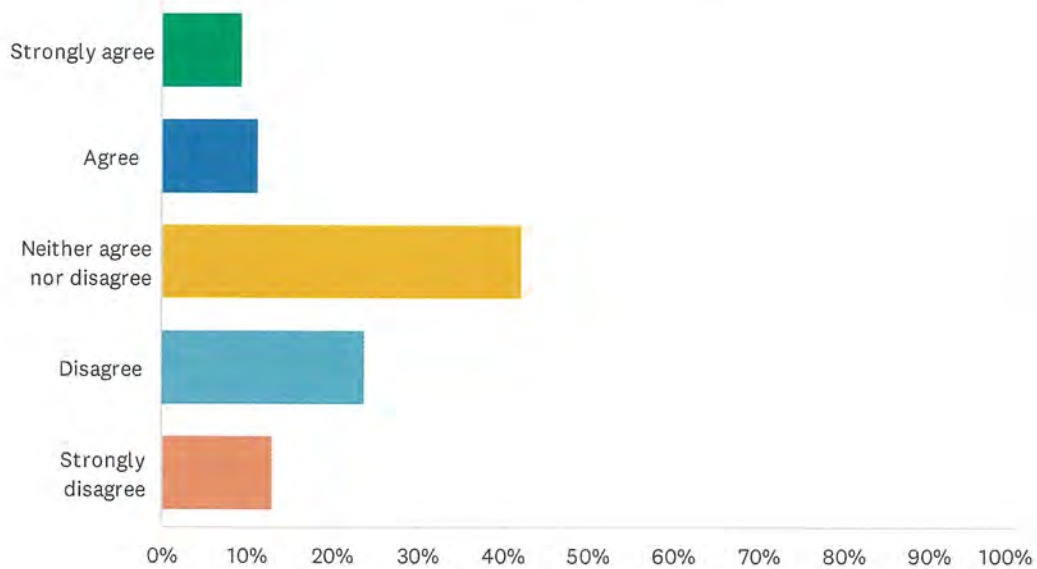
Answered: 247 Skipped: 2



ANSWER CHOICES	RESPONSES	
Strongly agree	5.67%	14
Agree	14.98%	37
Neither agree nor disagree	38.06%	94
Disagree	27.53%	68
Strongly disagree	13.77%	34
TOTAL		247

Q9 In the years 2018-2020 (prior to pandemic shutdown), I noticed/heard about/used the Homebound Delivery services for individuals with disabilities.

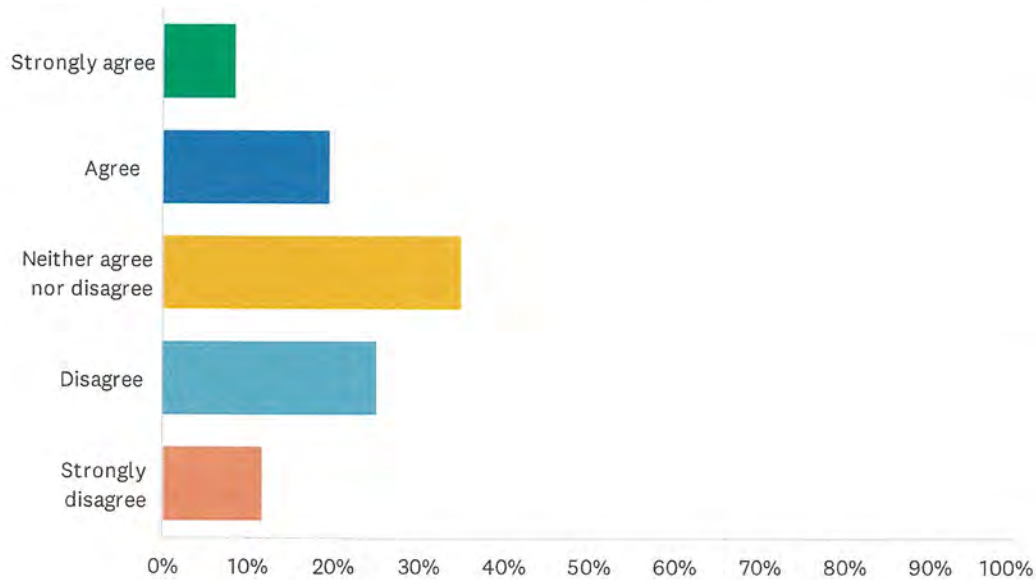
Answered: 246 Skipped: 3



ANSWER CHOICES	RESPONSES	
Strongly agree	9.35%	23
Agree	11.38%	28
Neither agree nor disagree	42.28%	104
Disagree	23.98%	59
Strongly disagree	13.01%	32
TOTAL		246

Q10 I noticed/heard about/used the library's Virtual Information Center.

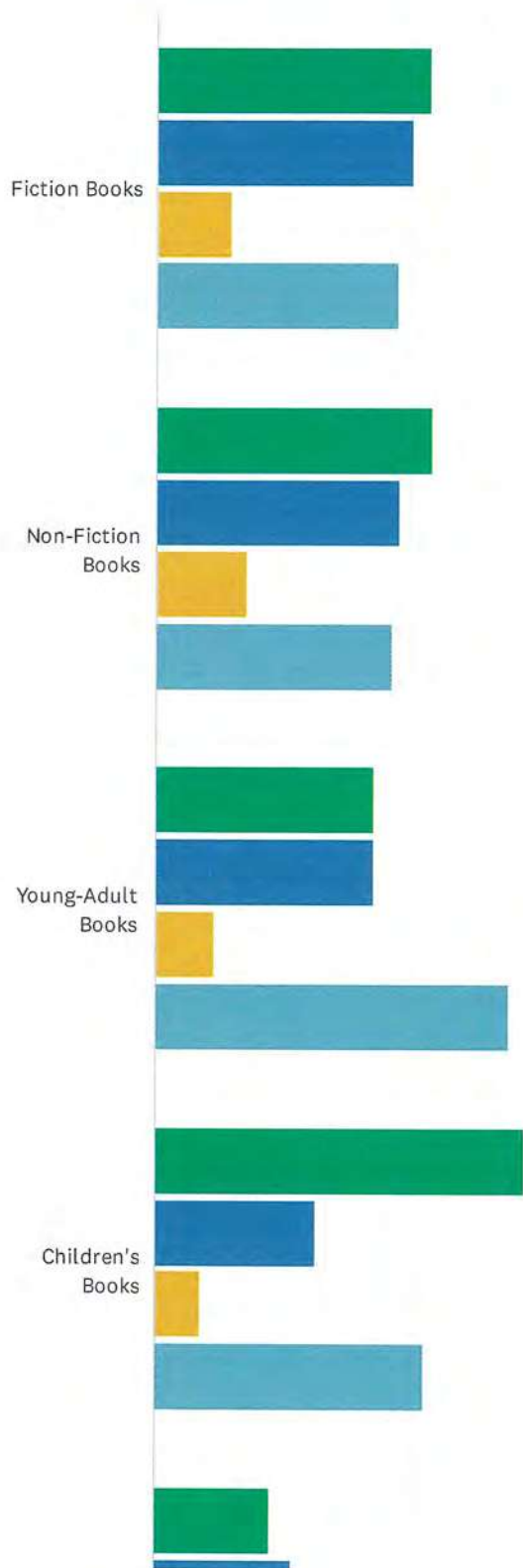
Answered: 246 Skipped: 3



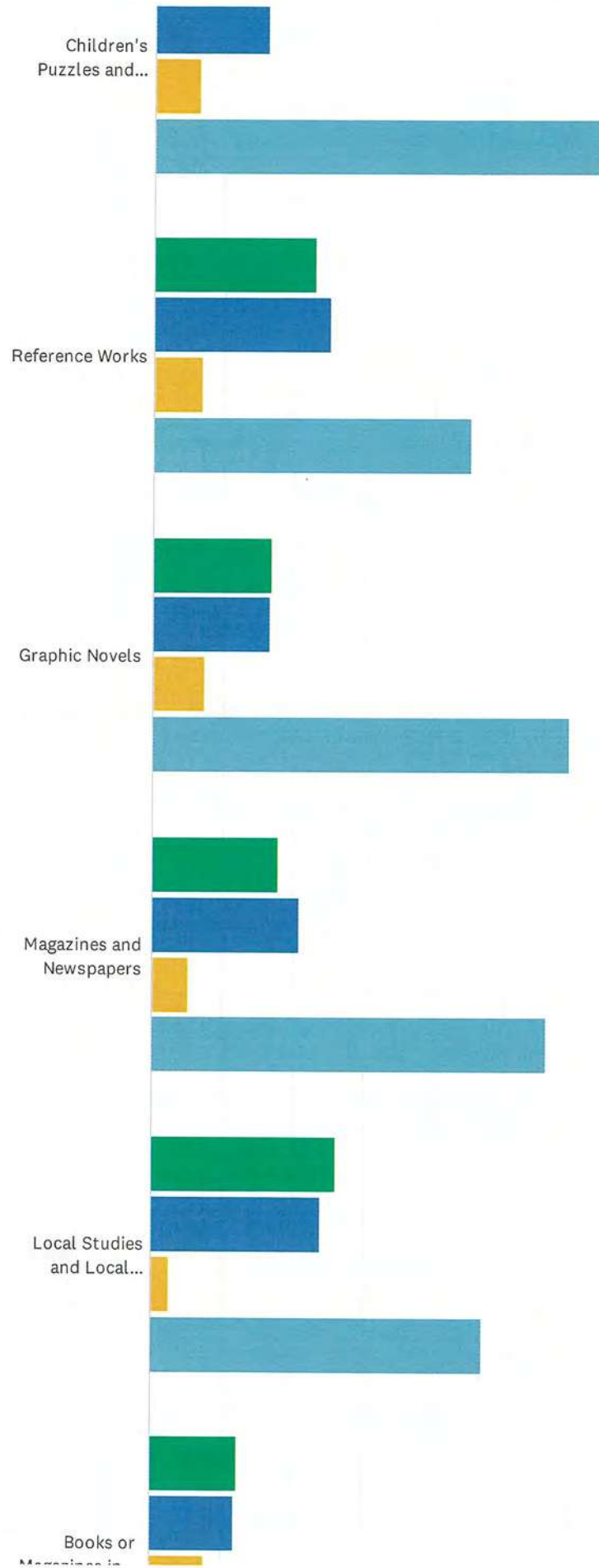
ANSWER CHOICES	RESPONSES	
Strongly agree	8.54%	21
Agree	19.51%	48
Neither agree nor disagree	34.96%	86
Disagree	25.20%	62
Strongly disagree	11.79%	29
TOTAL		246

Q11 In my experience with the library, I found the following items good, okay, poor or I have not used this collection. (PLEASE CHOOSE ONE RESPONSE)

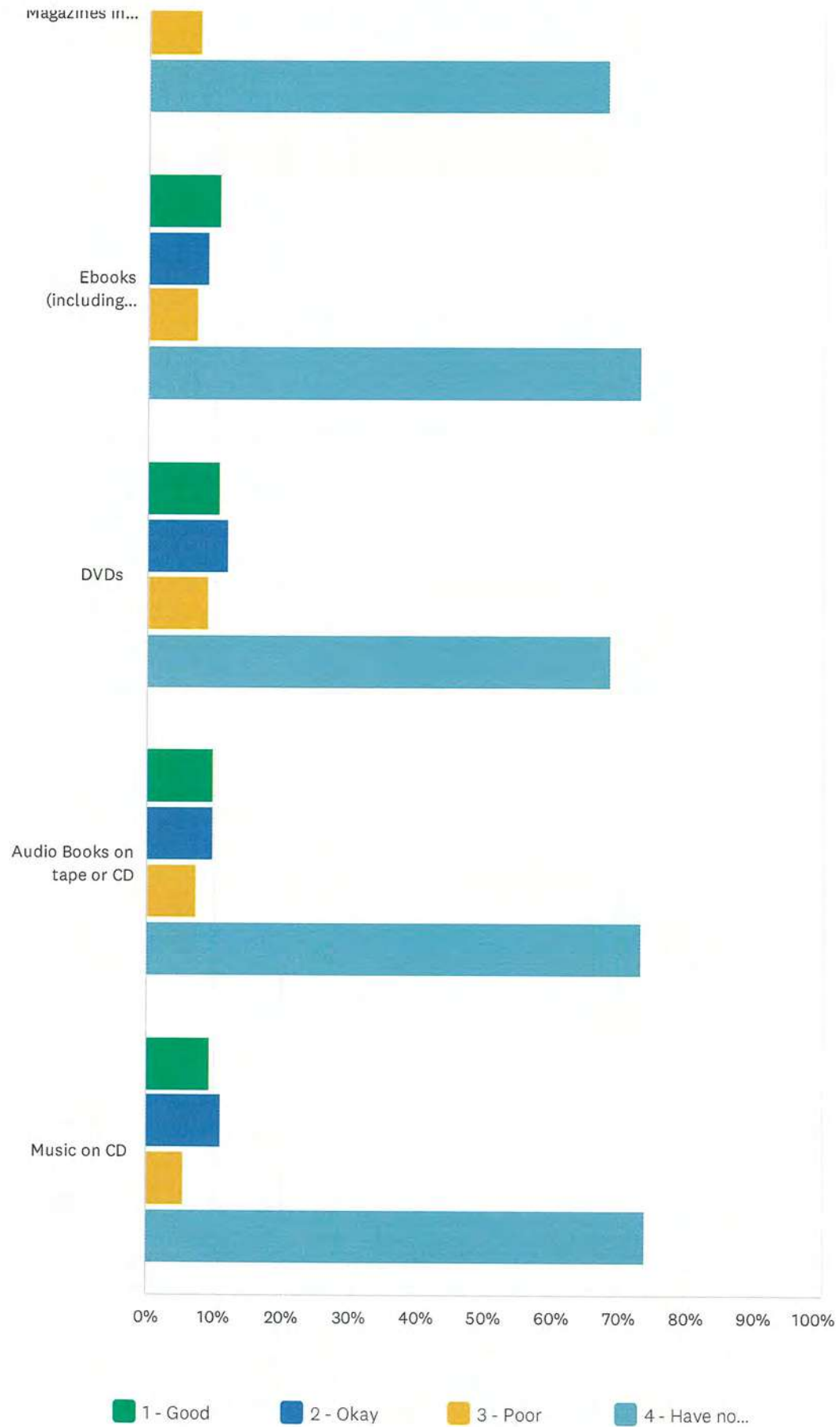
Answered: 245 Skipped: 4



Survey on Library Services (SOLs)



Survey on Library Services (SOLs)

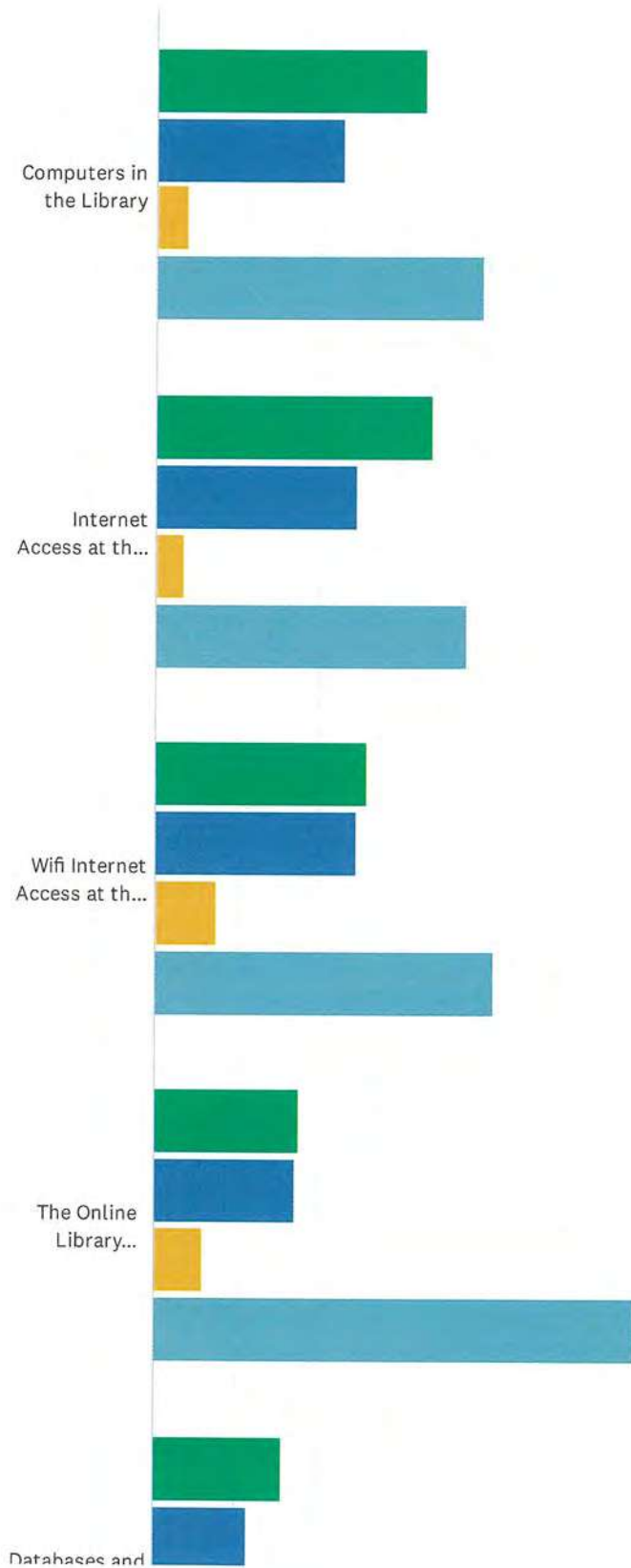


Survey on Library Services (SOLs)

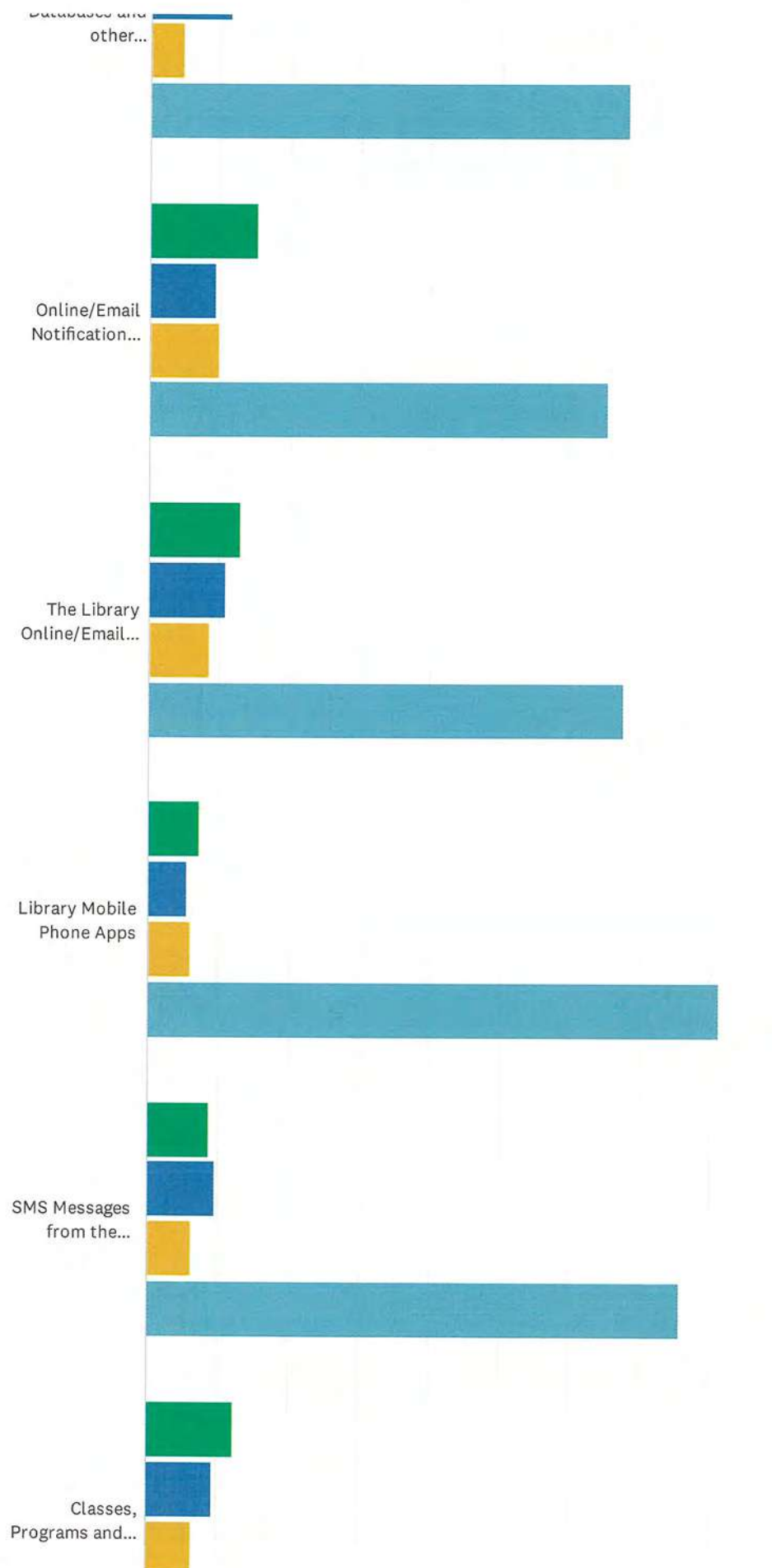
	1 - GOOD	2 - OKAY	3 - POOR	4 - HAVE NOT USED THIS COLLECTION	TOTAL	WEIGHTED AVERAGE
Fiction Books	32.35% 77	30.25% 72	8.82% 21	28.57% 68	238	2.34
Non-Fiction Books	32.63% 77	28.81% 68	10.59% 25	27.97% 66	236	2.34
Young-Adult Books	25.74% 61	25.74% 61	6.75% 16	41.77% 99	237	2.65
Children's Books	43.80% 106	19.01% 46	5.37% 13	31.82% 77	242	2.25
Children's Puzzles and Toys	13.73% 32	16.31% 38	6.44% 15	63.52% 148	233	3.20
Reference Works	22.98% 54	25.11% 59	6.81% 16	45.11% 106	235	2.74
Graphic Novels	16.95% 40	16.53% 39	7.20% 17	59.32% 140	236	3.09
Magazines and Newspapers	17.95% 42	20.94% 49	5.13% 12	55.98% 131	234	2.99
Local Studies and Local History Collections	26.27% 62	24.15% 57	2.54% 6	47.03% 111	236	2.70
Books or Magazines in Language other Than English	12.29% 29	11.86% 28	7.63% 18	68.22% 161	236	3.32
Ebooks (including Audio Books)	10.64% 25	8.94% 21	7.23% 17	73.19% 172	235	3.43
DVDs	10.59% 25	11.86% 28	8.90% 21	68.64% 162	236	3.36
Audio Books on tape or CD	9.75% 23	9.75% 23	7.20% 17	73.31% 173	236	3.44
Music on CD	9.36% 22	11.06% 26	5.53% 13	74.04% 174	235	3.44

Q12 In my experience, I have found the following good, okay, poor or have not used this.

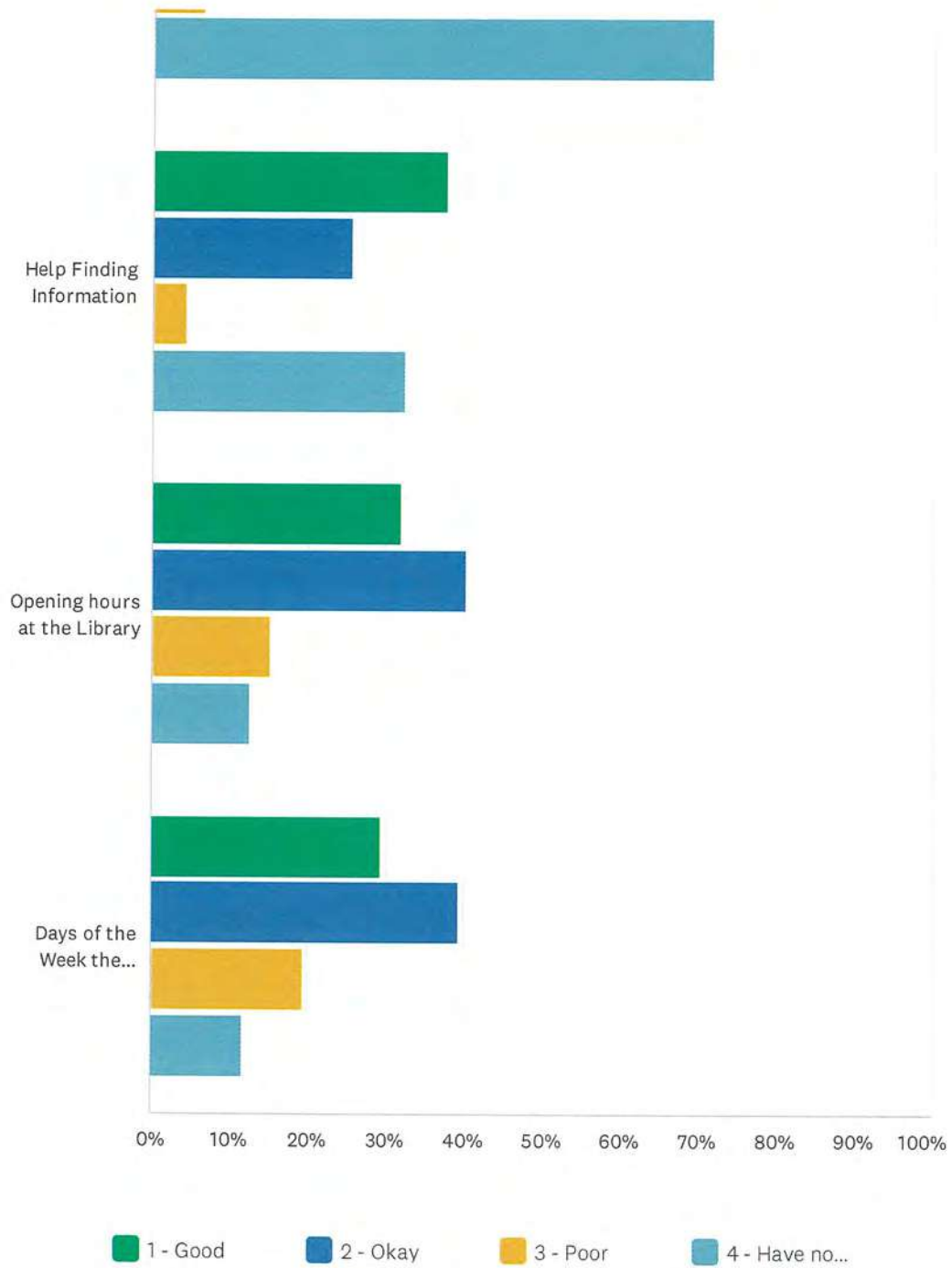
Answered: 244 Skipped: 5



Survey on Library Services (SOLs)



Survey on Library Services (SOLs)

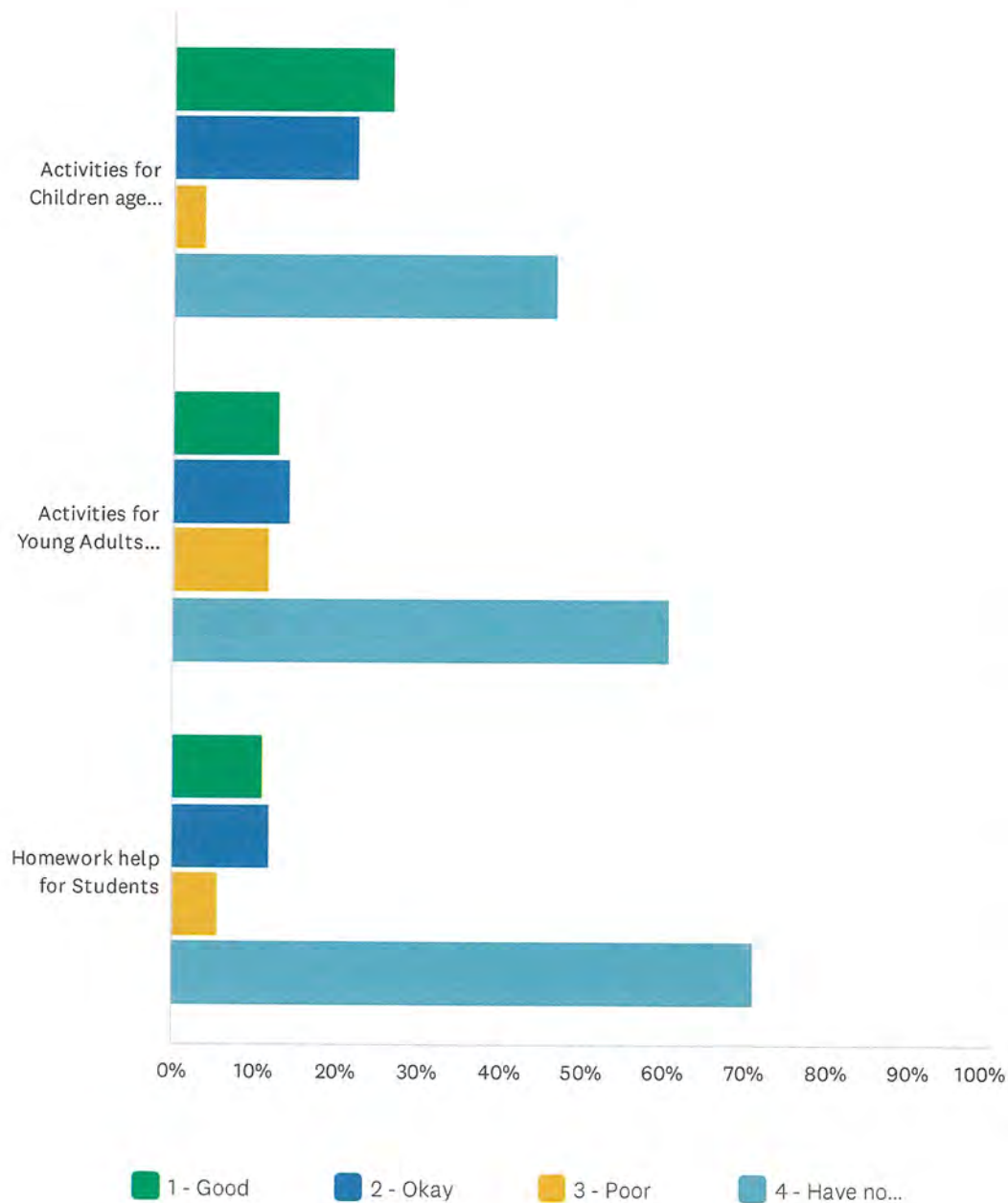


Survey on Library Services (SOLs)

	1 - GOOD	2 - OKAY	3 - POOR	4 - HAVE NOT USED THIS	TOTAL	WEIGHTED AVERAGE
Computers in the Library	33.05% 79	23.01% 55	3.77% 9	40.17% 96	239	2.51
Internet Access at the Library	33.89% 81	24.69% 59	3.35% 8	38.08% 91	239	2.46
Wifi Internet Access at the Library	26.05% 62	24.79% 59	7.56% 18	41.60% 99	238	2.65
The Online Library Catalogue	17.65% 42	17.23% 41	5.88% 14	59.24% 141	238	3.07
Databases and other Electronic Resources (not including eBooks)	15.68% 37	11.44% 27	4.66% 11	68.22% 161	236	3.25
Online/Email Notification of New Books	15.45% 36	9.44% 22	9.87% 23	65.24% 152	233	3.25
The Library Online/Emailed Newsletter	12.93% 30	10.78% 25	8.62% 20	67.67% 157	232	3.31
Library Mobile Phone Apps	7.26% 17	5.56% 13	5.98% 14	81.20% 190	234	3.61
SMS Messages from the Library	8.70% 20	9.57% 22	6.09% 14	75.65% 174	230	3.49
Classes, Programs and Activities for Adults (ie Book Clubs, Author Talks, Technology Classes)	12.34% 29	9.36% 22	6.38% 15	71.91% 169	235	3.38
Help Finding Information	37.82% 90	25.63% 61	4.20% 10	32.35% 77	238	2.31
Opening hours at the Library	31.93% 76	40.34% 96	15.13% 36	12.61% 30	238	2.08
Days of the Week the Library is Open	29.41% 70	39.50% 94	19.33% 46	11.76% 28	238	2.13

Q13 In my experience, I have found

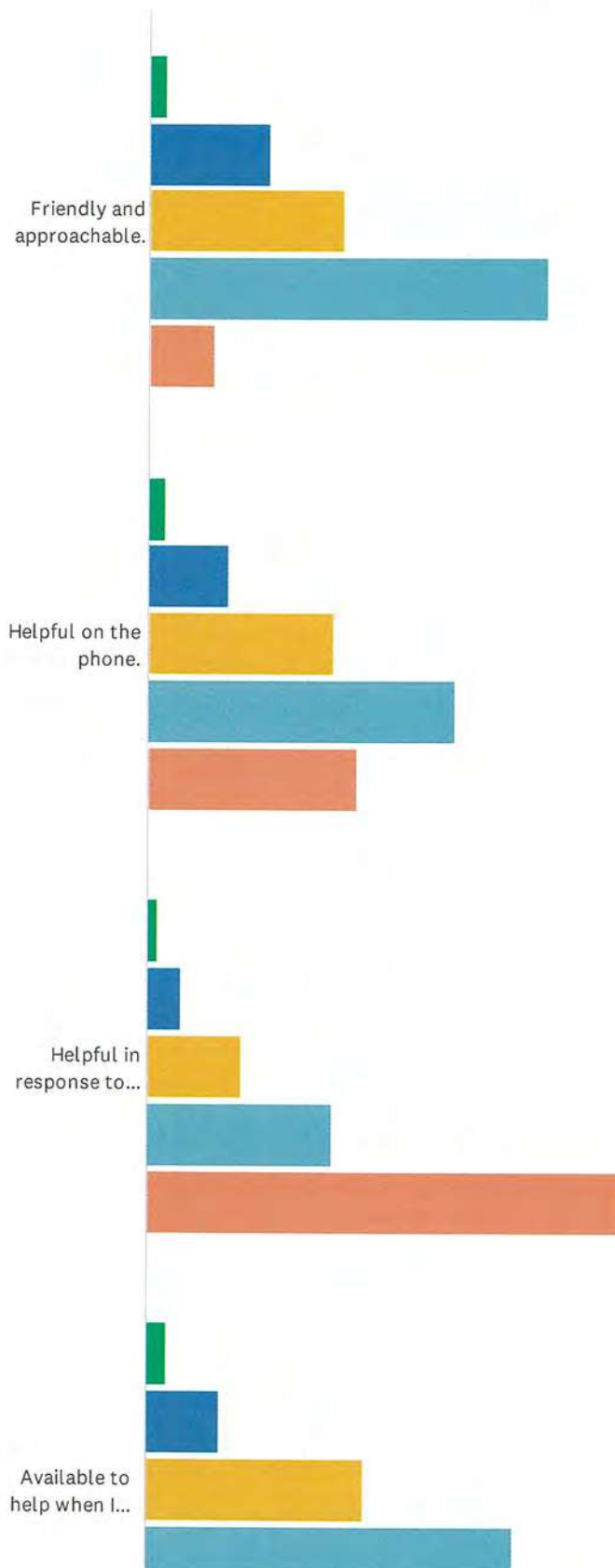
Answered: 240 Skipped: 9



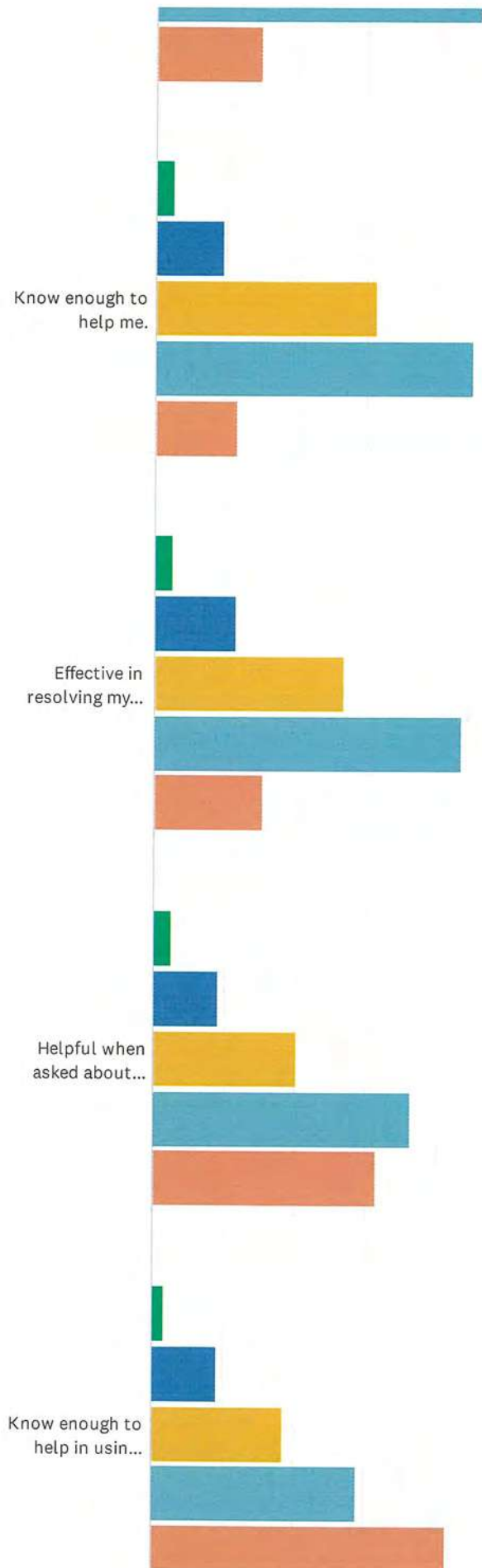
	1 - GOOD	2 - OKAY	3 - POOR	4 - HAVE NOT USED THESE	TOTAL	WEIGHTED AVERAGE
Activities for Children aged 12 or Below	26.78% 64	22.59% 54	3.77% 9	46.86% 112	239	2.71
Activities for Young Adults aged 12 and Over	13.08% 31	14.35% 34	11.81% 28	60.76% 144	237	3.20
Homework help for Students	11.16% 26	12.02% 28	5.58% 13	71.24% 166	233	3.37

Q14 I find the staff at the Guam Public Library

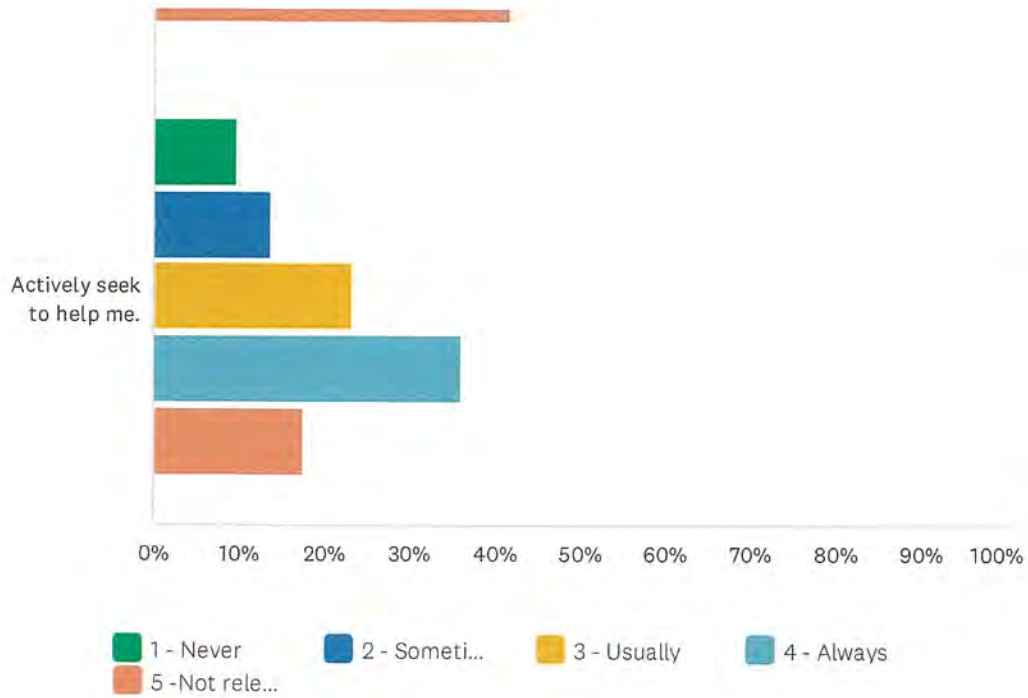
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Survey on Library Services (SOLs)



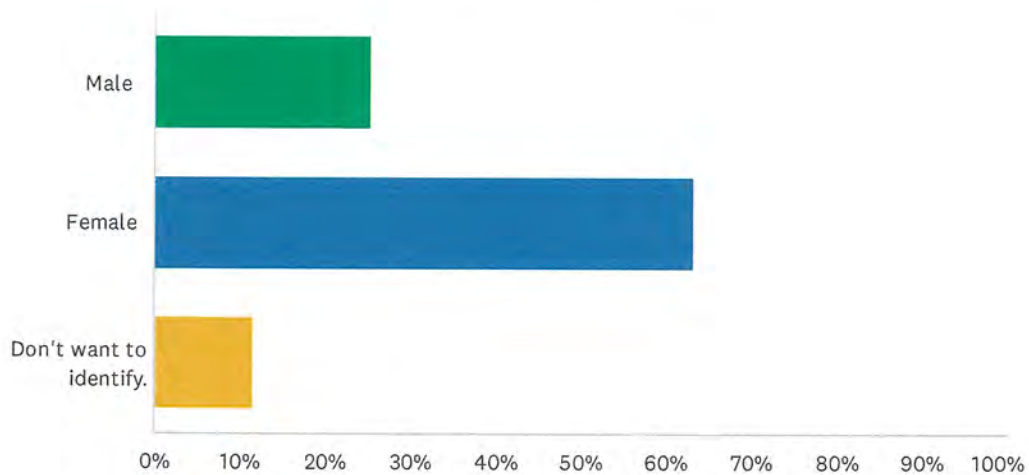
Survey on Library Services (SOLs)



	1 - NEVER	2 - SOMETIMES	3 - USUALLY	4 - ALWAYS	5 - NOT RELEVANT - NO CONTACT WITH LIBRARY STAFF	TOTAL	WEIGHTED AVERAGE
Friendly and approachable.	2.05% 5	15.16% 37	24.59% 60	50.00% 122	8.20% 20	244	3.47
Helpful on the phone.	2.07% 5	9.96% 24	23.24% 56	38.59% 93	26.14% 63	241	3.77
Helpful in response to email.	1.25% 3	4.17% 10	11.67% 28	23.33% 56	59.58% 143	240	4.36
Available to help when I need them.	2.49% 6	9.13% 22	27.39% 66	46.06% 111	14.94% 36	241	3.62
Know enough to help me.	2.48% 6	9.50% 23	31.40% 76	45.04% 109	11.57% 28	242	3.54
Effective in resolving my problems or questions.	2.49% 6	11.62% 28	26.97% 65	43.57% 105	15.35% 37	241	3.58
Helpful when asked about what to choose.	2.49% 6	9.13% 22	20.33% 49	36.51% 88	31.54% 76	241	3.85
Know enough to help in using computers and the internet.	1.68% 4	9.24% 22	18.49% 44	28.99% 69	41.60% 99	238	4.00
Actively seek to help me.	9.54% 23	13.69% 33	23.24% 56	36.10% 87	17.43% 42	241	3.38

Q15 PART II: The following items will help us be sure we have a good cross section of library users and help us to assess how well the library serves different sub-groups.

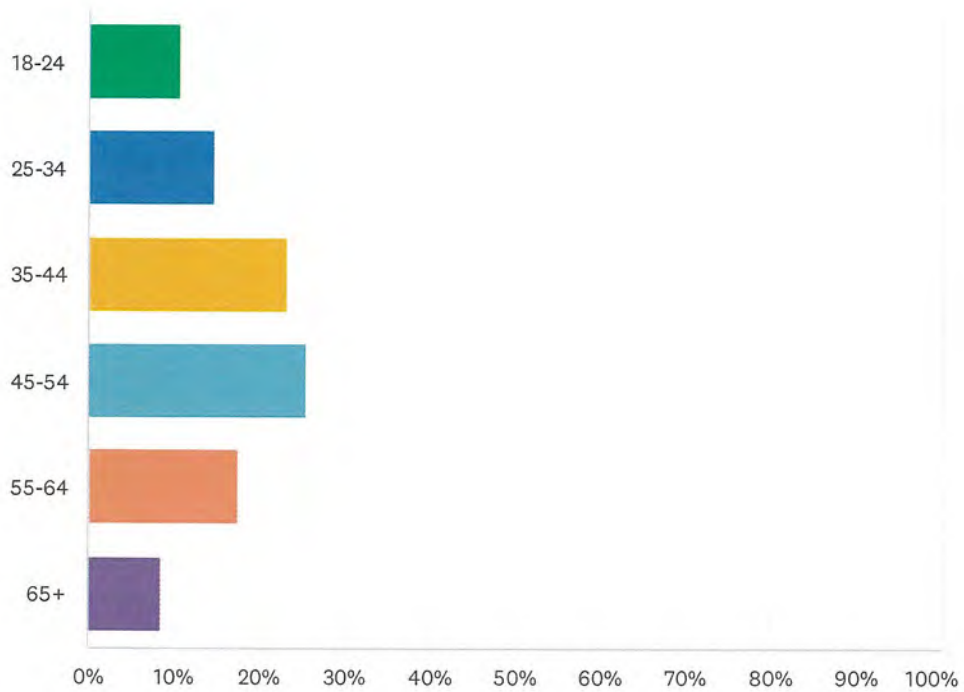
Answered: 245 Skipped: 4



ANSWER CHOICES	RESPONSES	
Male	25.31%	62
Female	63.27%	155
Don't want to identify.	11.43%	28
TOTAL		245

Q16 Age

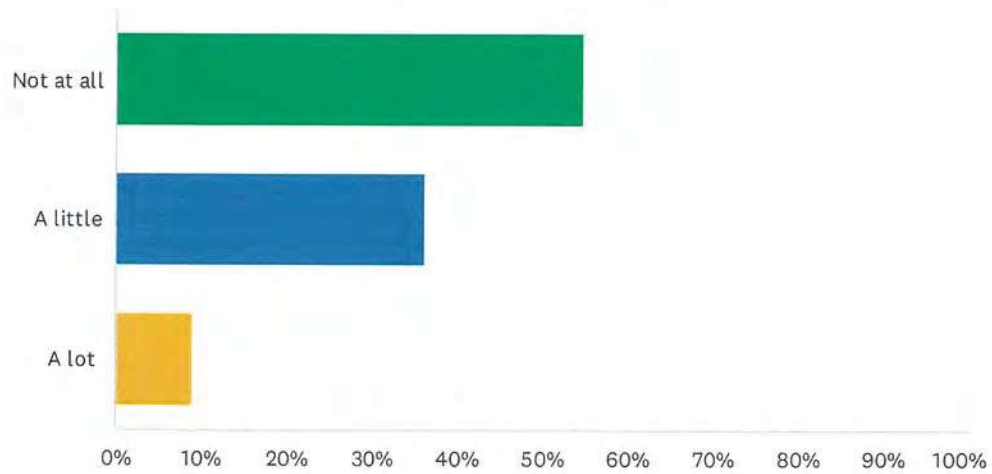
Answered: 246 Skipped: 3



ANSWER CHOICES	RESPONSES	
18-24	10.57%	26
25-34	14.63%	36
35-44	23.17%	57
45-54	25.61%	63
55-64	17.48%	43
65+	8.54%	21
TOTAL		246

Q17 I read in Languages other than English

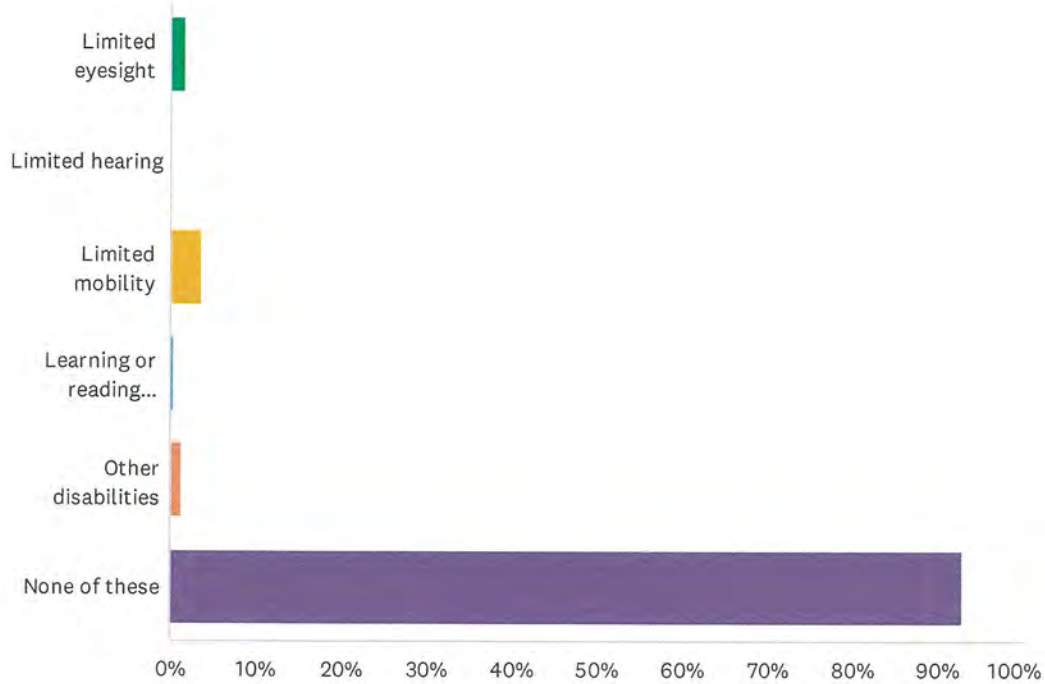
Answered: 246 Skipped: 3



ANSWER CHOICES	RESPONSES	
Not at all	54.88%	135
A little	36.18%	89
A lot	8.94%	22
TOTAL		246

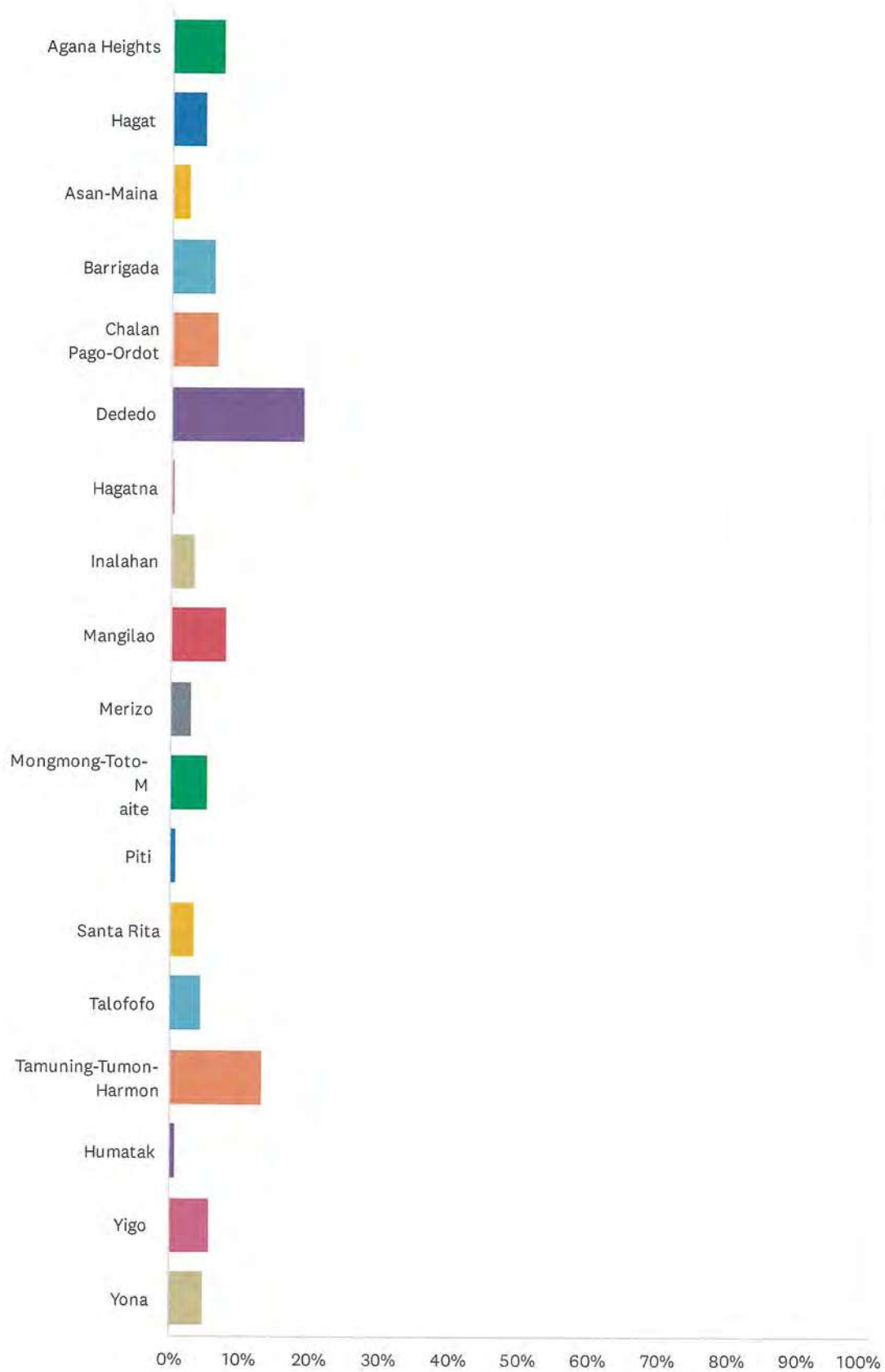
Q18 I have difficulty using the library due to

Answered: 245 Skipped: 4



ANSWER CHOICES	RESPONSES	
Limited eyesight	1.63%	4
Limited hearing	0.00%	0
Limited mobility	3.67%	9
Learning or reading difficulties	0.41%	1
Other disabilities	1.22%	3
None of these	93.06%	228
TOTAL		245

Survey on Library Services (SOLs)



Survey on Library Services (SOLs)

ANSWER CHOICES	RESPONSES	
Agana Heights	7.44%	18
Hagat	4.96%	12
Asan-Maina	2.48%	6
Barrigada	6.20%	15
Chalan Pago-Ordot	6.61%	16
Dededo	19.01%	46
Hagatna	0.41%	1
Inalahan	3.31%	8
Mangilao	7.85%	19
Merizo	2.89%	7
Mongmong-Toto-Maite	5.37%	13
Piti	0.83%	2
Santa Rita	3.31%	8
Talofofo	4.55%	11
Tamuning-Tumon-Harmon	13.22%	32
Humatak	0.83%	2
Yigo	5.79%	14
Yona	4.96%	12
TOTAL		242

**Attachment "D" - Personnel Action for Program
Coordinator I**

Government of Guam
Department of Administration
Notification of Personnel Action

1. Fullname: TOPASNA, NATHAN C	2. Date of Birth [REDACTED]	3. Empl ID No. [REDACTED]	4. Date 6/18/2021
--	--------------------------------	------------------------------	-----------------------------

THIS IS TO NOTIFY YOU OF THE FOLLOWING ACTION AFFECTING YOUR EMPLOYMENT

5. Nature of Action:
Limited Term Appointment

6. Effective Date:
5/31/2021

7. Legal Authority:
RULE 4.603

FROM

TO

8. POSITION TITLE

PROGRAM COORDINATOR I

Per Annum
Per Hour

9. PAY GRADE/STEP
SALARY

K-01 \$33,911.00 Per Annum
\$16.30 Per Hour

10. DEPARTMENT

GUAM PUBLIC LIBRARY

11. DIV. / SECTION

GUAM PUBLIC LIBRARY

12. POSITION NO.

1040

Next Increment:

Action No.:

Work Schedule

A-276885

FULL TIME

Exp / Separation Date: **5/30/2022**

PMIS Action Date: **6/18/2021**

Request ID: **GPLS-21-012**

Bdgt Acct No:

5101H201800EH07 (111/113)

JONE 1800 20 107 (111/113)

Retirement Type: **DC DEFINED CONTRIBUTION DEDUCTION**

Personnel Jacket No: **121726**

REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAW, RULES, AND REGULATIONS, AND IS SUBJECT TO POST AUDIT BY THE CIVIL SERVICE COMMISSION.

CONTINUE ALL BENEFITS AND DEDUCTIONS FROM LAST APPOINTMENT.

PURSUANT TO RULE 4.603 (A), OF THE PERSONNEL RULES AND REGULATIONS, THIS APPOINTMENT IS NOT TO EXCEED ONE (1) YEAR FROM THE EFFECTIVE DATE ABOVE.

100% FEDERALLY FUNDED AND SUBJECT TO THE AVAILABILITY OF FUNDS.

*b. 23
rec'd
JUN 18 2021*

*Rec'd
6-23-2021*

[Signature]

For: SHANE G.L. NGATA
HUMAN RESOURCES MANAGER

RECEIVED
SEP 20 2019
Guam Public Library System

9/11/2019

TO

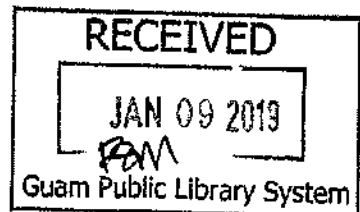
1040

JON:

THIS ACTION AMENDS PA#A-257651 (COMPETITIVE LIMITED TERM APPOINTMENT) TERMINATION DATE SHOULD READ: 09/30/2020 VICE 09/30/2022.

For: SHANE G.L. NGATA
HUMAN RESOURCES MANAGER

Government of Guam
Department of Administration
Notification of Personnel Action



1. Fullname: AFLAGUE, FRANKIE S	2. Date of Birth [REDACTED]	3. SSN [REDACTED]	4. Date 1/7/2019
---	---------------------------------------	-----------------------------	----------------------------

THIS IS TO NOTIFY YOU OF THE FOLLOWING ACTION AFFECTING YOUR EMPLOYMENT

5. Nature of Action: Separation Death	6. Effective Date: 12/25/2018	7. Legal Authority: PR&R CH8
---	---	--

FROM PROGRAM COORDINATOR I	8. POSITION TITLE [REDACTED]	TO [REDACTED]
K -01 \$33,911.00 Per Annum \$16.30 Per Hour	9. PAY GRADE/STEP [REDACTED]	Per Annum Per Hour
GUAM PUBLIC LIBRARY	10. DEPARTMENT [REDACTED]	
LIB - DIRECTOR'S OFFICE	11. DIV./ SECTION [REDACTED]	
1040	12. POSITION NO. [REDACTED]	

Next Increment:	Exp / Separation Date: 12/25/2018	Bdgt Acct No:
Action No.: A-254764	PMIS Action Date: 1/7/2019	5101H183611E1107/111/113
Work Schedule: FULL TIME	Request ID: GPES-19-004	JON: 361118107/111/113
Retirement Type: DC DEFINED CONTRIBUTION DEDUCTION		Personnel Jacket No: 2000-574

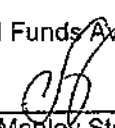
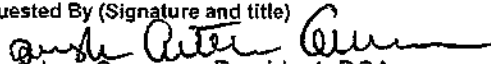


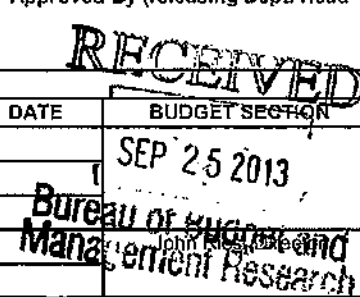
REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES, AND REGULATIONS, AND IS SUBJECT TO POST AUDIT BY THE CIVIL SERVICE COMMISSION.

PURSUANT TO SECTION 7101, CHAPTER 4, GUAM CODE ANNOTATED, SURVIVOR OR SURVIVORS SHALL RECEIVE FROM THE GOVERNMENT OF GUAM A LUMP SUM PAYMENT IN CASH EQUIVALENT TO THE AMOUNT OF UNUSED ANNUAL AND SICK LEAVE ACCUMULATED.

For: **SHANE G.L. NGATA**
HUMAN RESOURCES MANAGER

**GOVERNMENT OF GUAM
AGANA, GUAM
REQUEST FOR PERSONNEL ACTION**

FCN 2-0-7
Revised 7/62
(old GG-1)

1. NAME (Mr. Miss, Mrs, First, Middle Initial, Last) Mr. Frankie S. Aflague		2. Date of Birth [REDACTED]	3. Payroll Number [REDACTED]	4. Date Requested September 24, 2013
5. Request Number GPLS-13-008	6. Effective Date August 18, 2008	7. Nature of Action (use standard terminology) Amendment		
FROM		DESCRIPTION	TO	
		9. Position Title	Program Coordinator I	
		9. Pay Range, Step Salary or Rate	K-1 \$24,656.00 P/A \$11.85 P/H	
		10. Dept. or Agency	Department of Chamorro Affairs	
		11. Division	Guam Public Library System	
		12. Section		
		13. Position Number	1040	
14. REMARKS (continue in item 21, if necessary)				
1. This Action Amends the Termination date on Action A-49813 to 9/30/2017 2. This Amendment is a result of Grant Award No. LS-00-13-0053-13 3. Account Number: 5101 H13 3611 EI 107 111/113 4. Job Order Number: 3611-13-107 - 111/117 5. Continue all deductions and benefits				
Certified Funds Available:  Sandra Manley Stanley, Administrative Officer Date: 9/24/2013				
15. Requested By (Signature and title)  Joseph Artero-Cameron, President, DCA		16. For Additional Information Call (name and tel. No.)  Sandra M. Stanley - 4754754		
17. Approved By (Signature, title and department)  Joseph Artero-Cameron, President, DCA		18. Approved By (releasing Dept. Head - For transfers only)		
19. CLEARANCES - ITEMS BELOW TO BE COMPLETED BY OFFICES CONCERNED				
TO	ACTION	BY	DATE	BUDGET SECTION
CLASSIFICATION				
EMPLOYMENT				
OVERSEAS				
RETIREMENT				
RECORDS				

Attachment "E" - LSTA Special Event Flyers

https://www.postguam.com/news/local/hag-t-a-library-offers-free-access-to-rosetta-stone/article_4cb25928-5a43-11ea-a9f-8b682c6ac968.html

Hagåtña library offers free access to Rosetta Stone

DAILY POST STAFF

MAR 3, 2020



LANGUAGE LEARNING: As part of its 70th anniversary, the Guam Public Library System showcases a new mural on the Route 4 side of the Nieves M. Flores Memorial Library. The library is now offering residents free access to Rosetta Stone language and literacy software. Post file photo

The Guam Public Library System has added Rosetta Stone to its Language Learning Digital Resource.

Residents can take advantage of the software, which offers learning programs for more than 30 different languages, the library system stated in a release. Rosetta Stone offers lessons that build reading, writing, speaking and listening skills.

"This top-rated, customer approved program is accessible at the Nieves M. Flores Memorial Library in Hagåtña," the press release stated.

This new learning opportunity is available to patrons at no cost, according to the library system.

The Nieves M. Flores Memorial Library is open:

- Monday and Wednesday from 9 a.m. to 8 p.m.
- Tuesday and Thursday from 9 a.m. to 5:30 p.m.
- Saturday from 9 a.m. to 1 p.m.



GUAM PUBLIC LIBRARY SYSTEM

Monthly Bulletin

WHAT'S HAPPENING

Limited services are now available at our main branch, located in Hagåtña.

Services will be available Monday - Friday, 9:00am - 12:00pm.

CURBSIDE SERVICE:

- Book Returns
- Book borrowing
- Services for the Blind and Physically Disabled
- Library card membership
- All other appointments and requests

SERVICE PROCEDURES:

- All transactions must be conducted in advance by calling 473-4733 or via email at info@guamplslibrary.gov.
- Upon arrival, please call 473-4733.
- Patrons are prohibited from exiting the vehicle; must wear mask, and wait for staff personnel to deliver your item(s).

GPLS ARCHIVAL CENTER REQUESTS/ VISITS - APPOINTMENT ONLY

Please call 734-3007 or email at florence.baltasar@guamplslibrary.gov.

"GRAB AND GO" GPLS PROGRAM KITS

The Guam Public Library System would like to introduce our bi-weekly "Grab and Go" GPLS Program Kits! Enjoy our programs in the comfort of your own home! Pick up a kit today!
"available while supplies last"

HUMANITIES GUAHAN

Humanities Guahan will be hosting a Virtual Family Story Hour! These events will be open to the public. Register at bit.ly/ReadingMicronesia. For more information please see the attached schedule or visit their website: <http://humanitiesguahan.org>

FOR MORE INFORMATION CONTACT US VIA:

Phone: 473-4733

Email: info@guamplslibrary.gov

Facebook: [facebook.com/Guam-Public-Library-System-GPLS-113420147445](https://www.facebook.com/Guam-Public-Library-System-GPLS-113420147445)

Instagram: [instagram.com/guamplslibrarysystem/](https://www.instagram.com/guamplslibrarysystem/)

Stay Safe Guam!

October 2020



HUMANITIES GUAHAN PRESENTS

VIRTUAL FAMILY STORY HOUR

Read, Learn, and Grow

Register at bit.ly/ReadingMicronesia

MONDAY • NOV 2
5:30 PM (CHST)

MONDAY • NOV 16
5:30 PM (CHST)

MONDAY • NOV 30
5:30 PM (CHST)

**CHECK BACK IN TWO WEEKS FOR
ANOTHER FUN GRAB AND GO GPLS
PROGRAM KIT!!!**



For More Information Contact Us Via:

Phone: (671) 475-4757

Email: gpls@gpls.guam.gov

Facebook: [facebook.com/Guam-Public-Library-System-GPLS-111545054033435/](https://www.facebook.com/Guam-Public-Library-System-GPLS-111545054033435/)

Instagram: [instagram.com/guampubliclibrarysystem/](https://www.instagram.com/guampubliclibrarysystem/)

Guam Public Library System GPLS Program Kit



This Week We're Celebrating Halloween!

Hello Library Patrons!

The Guam Public Library System is proud to introduce the first of our "Grab and Go" GPLS Program Kits. During this uncertain time, we hope to bring our programs to you! Our program kits allow patrons to enjoy library crafts at their own pace and in the comfort of their own homes!

This week's theme celebrates Halloween! Your Grab and Go Kit contains the following: a copy of three songs, this week's two craft overviews, a list of materials needed (those materials already included in your kit are marked), craft instructions, at home activity suggestions, book recommendations patrons can check out from our Children's library, discussion questions regarding this week's theme, an optional GPLS Cares Project, GPLS pencil, sticker sheet, reading button, and a special Halloween treat!

We hope you enjoy your GPLS kit!

Let's begin our "program" with a few Halloween songs! Here are some songs you can sing:

Who Took The Candy?

By: Super Simple Songs (registered trademark of Skyship Entertainment Company)
Halloween version of "Who Took The Cookie From The Cookie Jar"

Who took the candy from the trick-or-treat bag?
The monster took the candy from the trick-or-treat bag.

Who me?
Yes, you!
Not me!
Then who?
The ghost!

Who took the candy from the trick-or-treat bag?
The ghost took the candy from the trick-or-treat bag.

Who me?
Yes, you!
Not me!
Then who?
The witch!

Who took the candy from the trick-or-treat bag?
The witch took the candy from the trick-or-treat bag.

Who me?
Yes, you!
Not me!
Then who?
The pirate!

Who took the candy from the trick-or-treat bag?
The pirate took the candy from the trick-or-treat bag.

Who me?
Yes, you!
Not me!
Then who?
The vampire!

Who took the candy from the trick-or-treat bag?
The vampire took the candy from the trick-or-treat bag.

Who me?
Yes, you!
Okay, Okay...I took the candy.



(OPTIONAL)

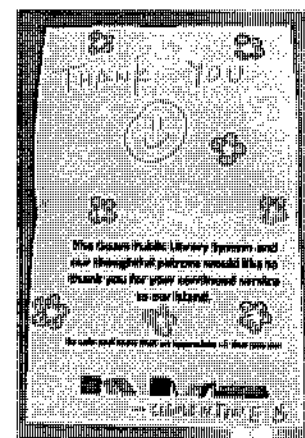
GPLS CARES

The Guam Public Library System appreciates the hard work and dedication of our frontline workers. During this time of uncertainty, they are truly heroes. Let's show them how grateful we are for their services!



Instructions:

Included in this kit is a Thank You card. Color, draw, and decorate your card however you'd like! When you're done you can sign your name (only if you want). Bring the card back to the library whenever you get a chance (how about when you get our next grab and go kit or when you borrow books). The library will collect the cards and present them on your behalf!



Let's Talk!

Here are some questions you can ask to start a discussion!

1. What is your favorite activity to do on Halloween?
2. What was your favorite Halloween costume you have dressed up in?
3. Who do you usually go trick or treating with?
4. What is your favorite Halloween treat?
5. Do you and your family have any Halloween traditions? If so, what? If not, what tradition would you like to start?

How About An Activity?

Here's a great activity that you and your family can do at home!

Costume Parade/Indoor Trick or Treating

Directions: Dress in your Halloween costume and have a costume parade around your house! Bring your Halloween bag and go trick or treating!

The whole family can participate in the Halloween fun!

Five Little Monsters Jumping On The Bed

By: Super Simple Songs (registered trademark of Skyship Entertainment Company)
Halloween Version of Five Little Monkeys Jumping on the Bed

Five little monsters jumping on the bed.
One fell off and bumped her head.
Mummy called the doctor and the doctor said,
"No more monsters jumping on the bed."

Four little monsters jumping on the bed.
One fell off and bumped her head.
Mummy called the doctor and the doctor said,
"No more monsters jumping on the bed."

Three little monsters jumping on the bed.
One fell off and bumped her head.
Mummy called the doctor and the doctor said,
"No more monsters jumping on the bed."

Two little monsters jumping on the bed.
One fell off and bumped her head.
Mummy called the doctor and the doctor said,
"No more monsters jumping on the bed."

One little monster jumping on the bed.
One fell off and bumped her head.
Mummy called the doctor and the doctor said,
"No more monsters jumping on the bed."



Trick or Treat – Give me Something Good To Eat

By: Super Simple Songs (registered trademark of Super Simple Learning, Inc.)

Trick or treat?
Trick or treat?
Give me something good to eat.
Apples, peaches, tangerines.
Happy Happy Halloween.

Trick or treat?
Trick or treat?
Give me something sweet to eat.
Cookies, chocolate, jelly beans.
Happy Happy Halloween.

Trick or treat?
Trick or treat?
Give me something sour to eat.
Lemons, grapefruits, limes so green.
Happy Happy Halloween.

Trick or treat?
Trick or treat?
Give me something good to eat.
Nuts and candy. Lollipops.
Now it's time for us to stop.

Now Let's Do Some Crafts! Here are this week's crafts:

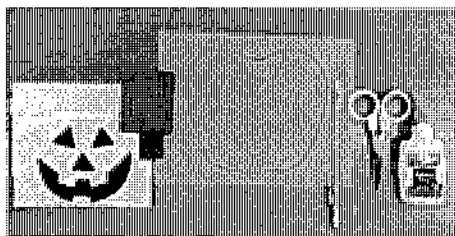
Craft 1: Let's Make a Halloween Pumpkin!



Source: Pinterest

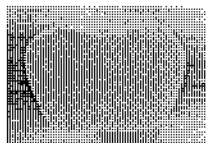
Materials Needed:

1. Pre-traced and pre-cut colored foam sheets (Provided by GPLS)
2. Pencil or Crayon (Provided by GPLS)
3. Jack-o-lantern face cutout
4. Scissors
5. Glue



Craft Instructions:

1. Take pre-traced orange foam sheet and cut out pumpkin shape.



(Continued on page 5)

BOOKS ABOUT HALLOWEEN!

Let's read a book! Contact the Guam Public Library System's main branch in Hagatna to check out a book! Here are some of our recommendations based on this week's theme:



1. *Go Away, Big Green Monster!*, by: Ed Emberley
2. *The Amazing Ghost Detectives*, by: Daniel San Souci
3. *Halloween Night*, by: Marjorie Dennis Murray
4. *Scaredy-Cat, Splat!*, by Rob Scotton
5. *Frizzy*, by: Nancy Parent

Bonus Book(s):



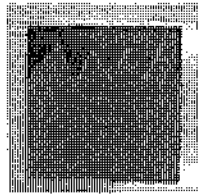
6. *Billy and the Mini Monsters: Monsters Go Party*, by: Zanna Davidson

Check out the rest of the books in the Billy and the Mini Monsters Series!

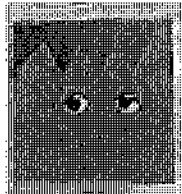
Feel free to include whatever books you'd like!

(Continued from page 7)

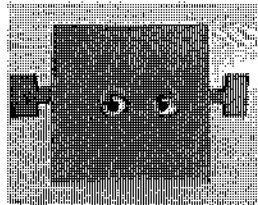
3. Take zigzag strip of black construction paper and glue in place on top section of green foam sheet.



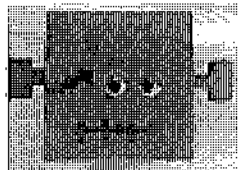
4. Take a set of "eyes" and glue them in place on your green foam sheet.



5. Take bolts and glue in place on each side of your foam sheet.

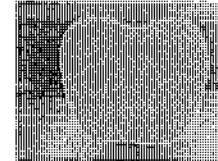


6. Take black strips and glue in place on green foam sheet to create a mouth and cut.



(Continued from page 4)

2. Take pre-traced green foam sheet and cut out leaf for pumpkin



3. Take your jack-o-lantern face outline and cut out eyes, nose, and mouth



4. OPTIONAL: If you want your pumpkin to have yellow features, use your black jack-o-lantern face cutouts and trace the eyes, nose, and mouth onto the yellow foam sheet provided. Cut out the shapes from your sheet.



5. Glue eyes, nose, and mouth onto your pumpkin.



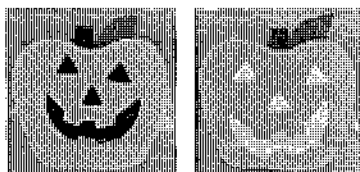
(Continued on page 6)

(Continued from page 5)

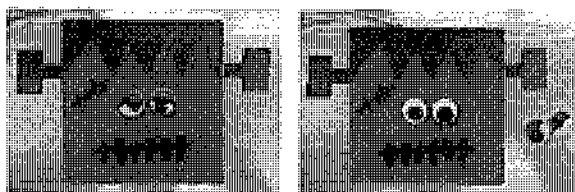
6. Glue brown piece at top/center of your pumpkin.



7. Glue green leaf next to your brown stem.

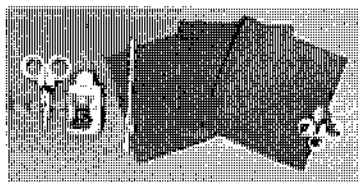


Craft 2: Let's Make a Frankenstein!



Materials Needed:

1. Pre-traced black sheet, with extra black sheet (Provided by GPLS)
2. Green foam sheets (Provided by GPLS)
3. Pencil or Crayon (Provided by GPLS)
4. 2 sets of "eyes" (Provided by GPLS)
5. Scissors
6. Glue

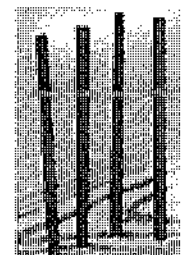
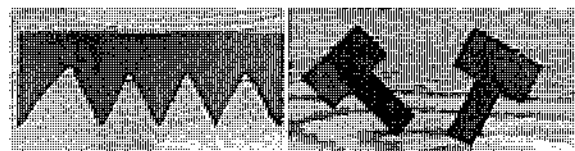


(Continued on page 7)

(Continued from page 6)

Craft Instructions:

1. Take pre-traced black construction paper and cut out the following: zigzag hair, bolts, and four (4) thin strips.



2. Take strips of black construction paper and cut into small pieces:
- a. One (1) 4 1/2 - 5 inch strip (for mouth)
 - b. One (1) 2 inch strip (for cut)
 - c. Eight to ten (8-10) 1 inch strips (for both mouth and cut)



*(Note: Feel free to make this your own!

The extra construction paper is for you to create your own hair, cut, mouth, or bolt size and design, should you not want the pre-traced outlines)*

(Continued on page 8)



Sesteman Laibirihan Pubblekon Guåhan
THE GUAM PUBLIC LIBRARY SYSTEM (GPLS)

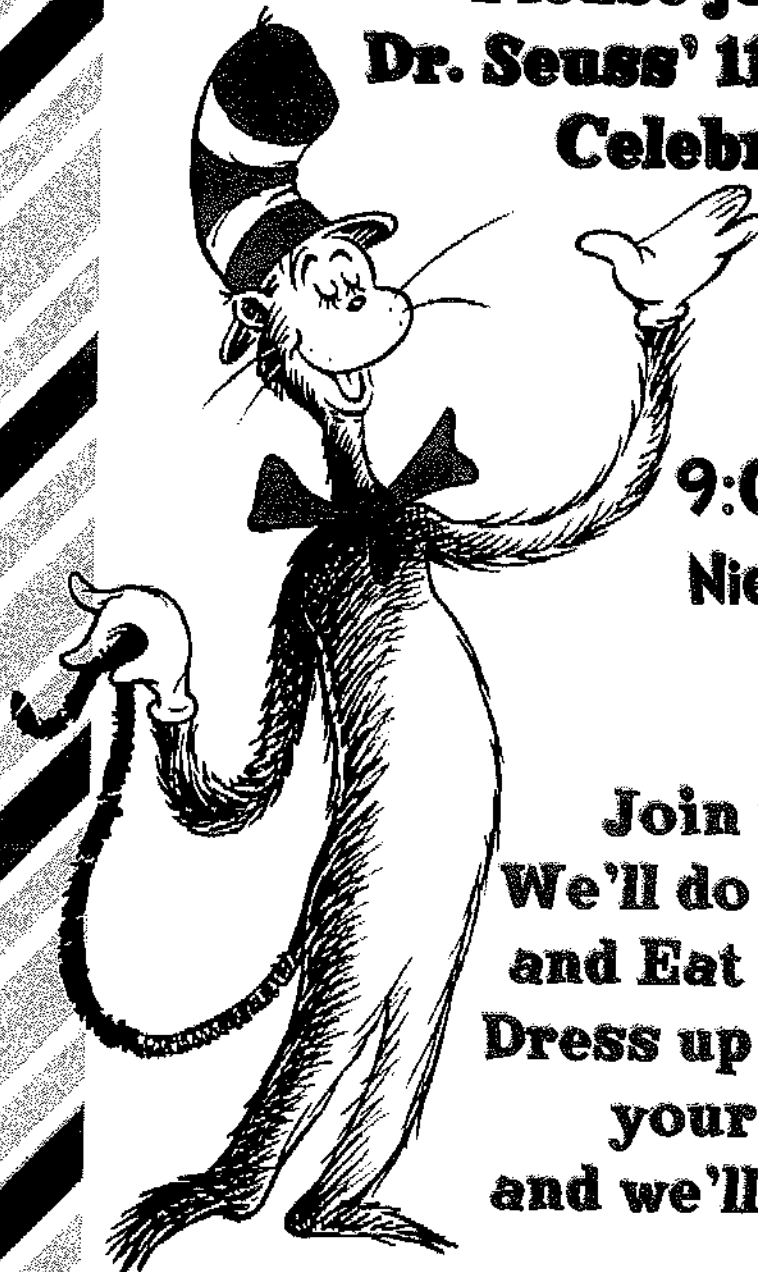
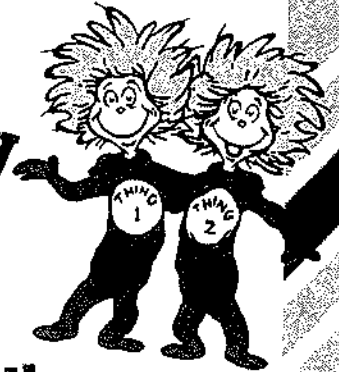
Date: October 2020
 Event: GPLS Grab and Go Program Kit 1
 Theme: Halloween
 CURBSIDE SERVICES

No.	Parent's Name	Child's Name	Age	Village	Contact No.	Email Address	Check if you would to be sent GPLS updates
1	Lorena M.V. BATO	Neriah R.V. BATO	7	Tai, Chalan Pago	688-2580	luncange77@gmail.com	✓
2	Patti Hernandez	Jakob Dibenedetto	7	Agat	483-9846	patti.hernandez@oda.guam.gov	
3	Patti Hernandez	Hezekiah Santos	7	Agat	"	"	
4	Luke M. Tello	Mylee T.	5	Chalan Pago	481-6059		
5	Sharon de Leon	Cena de Leon	10	Mangilao	727-3545	delconsharon@gmail.com	✓
6	" "	Audrene Nureum	6	Lotte Helehts	"	"	
8							
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It's a birthday party!

**Maila' ya ta silebra i 115 na
komple'años Dr. Seuss!**

**Please join us for
Dr. Seuss' 115th Birthday
Celebration.**



Saturday

March 2, 2019

9:00 a.m. to 1:00 p.m.

**Nieves M. Flores Memorial
Library In Hagatna.**

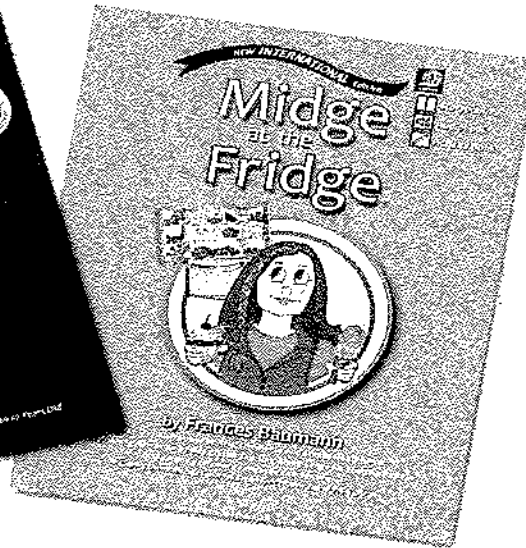
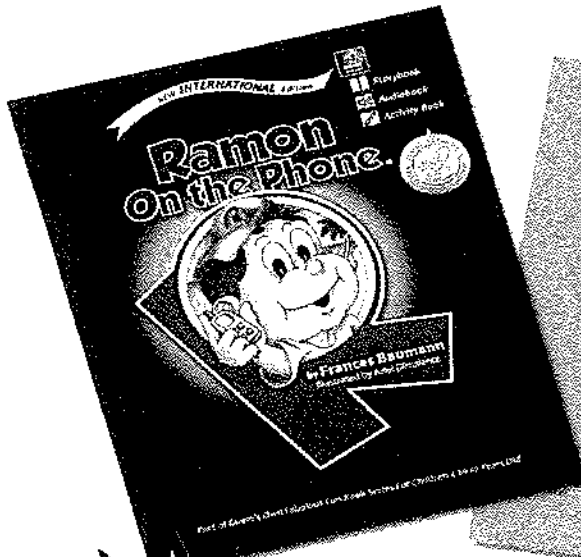
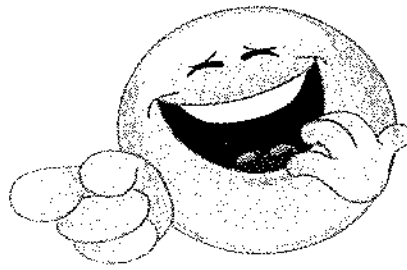
**Join us for some fun!
We'll do some Arts & Crafts
and Eat Green Eggs & Ham.
Dress up as a character or in
your wackiest outfit
and we'll also have a parade.**

**For more Information, please contact Linda Aguon at 475-4751/7 or
visit our website at gpls.guam.gov or email at gpls@gpls.guam.gov.**

**INSTITUTE of
Museum and Library
SERVICE**



Introducing
laugh-out-loud
children's books
featuring
GUAM characters
and CHamoru expressions...



at your public library!

Coming soon on Amazon.com

Find out more at:

GuamFunBooks.com

The Guam Public Library System
presents Local Author
Frances Baumann

On March 23, 2019 during the
Saturday Story Hour from 10:00 a.m. - 12:00 p.m.
at the Hagatna Main Library.

Mrs. Baumann will conduct a Powerpoint Presentation and
have the children interact with her books.

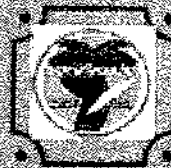
For additional information, please contact
Mrs. Linda Aguon at 475-4751/2.



The Guam Public Library System

invites the public to our daily

ALMOST



GIVEAWAY

Beginning Monday, February 17 at the
Nieves M. Flores Memorial Library in
Hagatna - First Floor

*stock up on your favorite
authors!*

get books on the cheap!!!

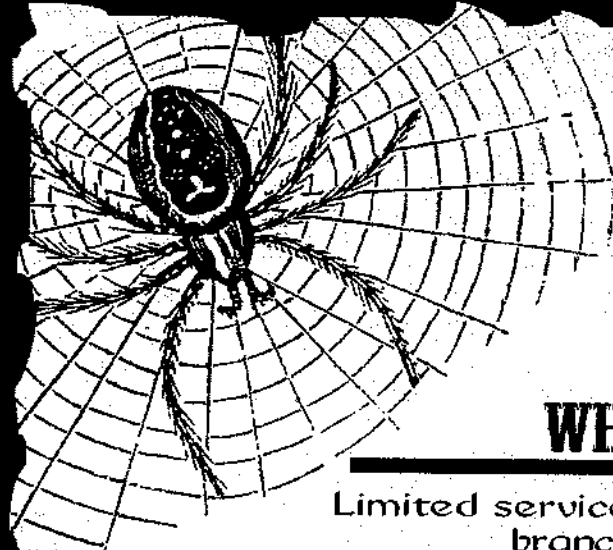
For more information please contact us via the following:

phone: 300-8298 or 475-4761-4

email: diana.brennan@guampsls.guam.gov

website: gpls.guam.gov





GUAM PUBLIC LIBRARY SYSTEM

Monthly Bullentin

WHAT'S HAPPENING

Limited services are now available at our main branch, located in Hagatna.

Services will be available Monday-Friday, 9:00am - 12:00pm

CURBSIDE SERVICE:

- Book Returns
- Book borrowing
- Services for the Blind and Physically Disabled
- Library card membership
- All other appointments and requests

SERVICE PROCEDURES:

- All transactions must be conducted in advance by calling 475-4753 or via email at spls@spls.guam.gov.
- Upon arrival, please call 475-4753
- Patrons are prohibited from exiting the vehicle, must wear mask, and wait for staff personnel to deliver your item(s)

GPLS ARCHIVAL CENTER REQUESTS/ VISITS - APPOINTMENT ONLY

Please call 734-5007 or email at florence.taitasue@guamppls.guam.gov

"GRAB AND GO" GPLS PROGRAM KITS

The Guam Public Library System would like to introduce our bi-weekly "Grab and Go" GPLS Program Kits! Enjoy our programs in the comfort of your own home! Pick up a kit today!

available while supplies last

HUMANITIES GUAHAN

Humanities Guahan will be hosting a Virtual Family Story Hour! These events will be open to the public. Register at bit.ly/ReadingMicronesia. For more information please see the attached schedule or visit their website:

[https:// humanitiesguahan.org](https://humanitiesguahan.org)

FOR MORE INFORMATION CONTACT US VIA:

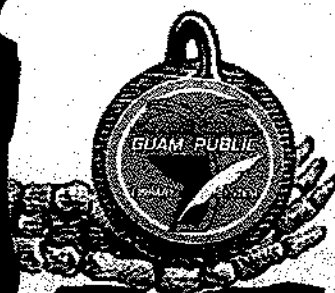
Phone: 475-4753

Email: spls@spls.guam.gov

Facebook: [facebook.com/Guam-Public-Library-System-GPLS-111545054033435](https://www.facebook.com/Guam-Public-Library-System-GPLS-111545054033435)

Instagram: [instagram.com/guampubliclibrarysystem/](https://www.instagram.com/guampubliclibrarysystem/)

Stay Safe Guam!





HUMANITIES GUÅHAN PRESENTS

VIRTUAL FAMILY STORY HOUR

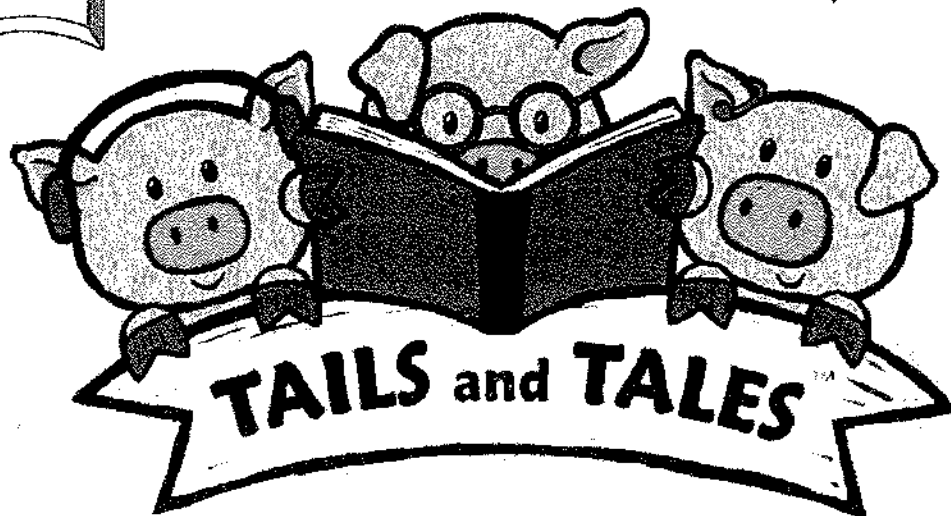
Read, Learn, and Grow

Register at bit.ly/ReadingMicronesia

MONDAY • NOV 2
5:30 PM (ChST)

MONDAY • NOV 16
5:30 PM (ChST)

MONDAY • NOV 30
5:30 PM (ChST)



©2021 GPLS

Guam Public Library System

SUMMER READING PROGRAM 2021

Children will earn Certificates of Achievement and Free Prizes!

- The **READING GOAL** this summer is 10,000 books
- Teens & Younger Children can earn points by pre-recording readings and submitting it to the GPLS for our social media posts (inquire for details)
- Teens can volunteer to help prepare program and craft ideas for extra points.

Registration

APRIL 19, 2021 - MAY 31, 2021
(AVAILABLE AT ALL OUR
ACTIVE LOCATIONS:
AGAT, HAGATÑA & MERIZO)

Kick-off

THURSDAY, JUNE 3, 2021 @
9:00 AM-12:00 PM (MAIN
LIBRARY IN HAGATÑA)

Program Timeline

JUNE 3, 2021-JULY 22, 2021
(FINAL SUBMISSION OF READING
LISTS IS JULY 22, 2021)

Wrap-Up

THURSDAY, JULY 29, 2021
9:00 AM - 12:00 PM

For more information, please call us at 475-4751/2 (or) 475-4753; email us at: gpls@gpls.guam.gov (or)

Imagine Your Story



OUR SUMMER READING PROGRAM IS BACK!!!

VISIT ANY OF THE GUAM PUBLIC LIBRARY SYSTEM BRANCHES TO REGISTER AND PARTICIPATE IN THE SRP FUN! PROGRAMS ARE FREE!!

REGISTRATION BEGINS APRIL!

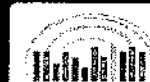
DETAILS: SRP WILL TAKE PLACE DURING THE MONTHS OF JUNE & JULY

VISIT ANY OF OUR BRANCHES FOR ACTIVITIES THROUGHOUT THE WEEK!

SRP KICKOFF EVENT WILL BE SATURDAY, JUNE 6, 2020 AT OUR MAIN BRANCH IN HAGATNA

SRP WRAP UP EVENT WILL BE SATURDAY, JULY 25, 2020 AT OUR MAIN BRANCH IN HAGATNA

FOR MORE INFORMATION CONTACT THE GUAM PUBLIC LIBRARY SYSTEM
VIA THE FOLLOWING:
PHONE: 475-4751 or 300-9298; EMAIL: Jenelle.cruz@guampls.guam.gov
WEBSITE: gpls.guam.gov



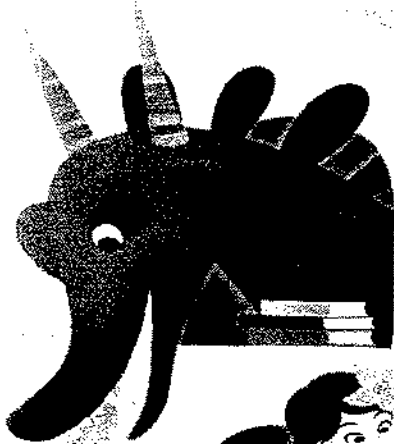
collaborative
summer library program

GET READY FOR SUMMER READING!!!

PROGRAMS ARE FREE! REGISTRATION DETAILS COMING SOON!
JUNE 2020 – JULY 2020

READ BOOKS, HAVE FUN, WIN PRIZES!

Imagine Your Summer



FOR MORE INFORMATION CONTACT THE
GUAM PUBLIC LIBRARY SYSTEM VIA:
PHONE: 475-4751-4
WEBSITE: gpls.guam.gov

©2020 Artwork by LeUen Phum

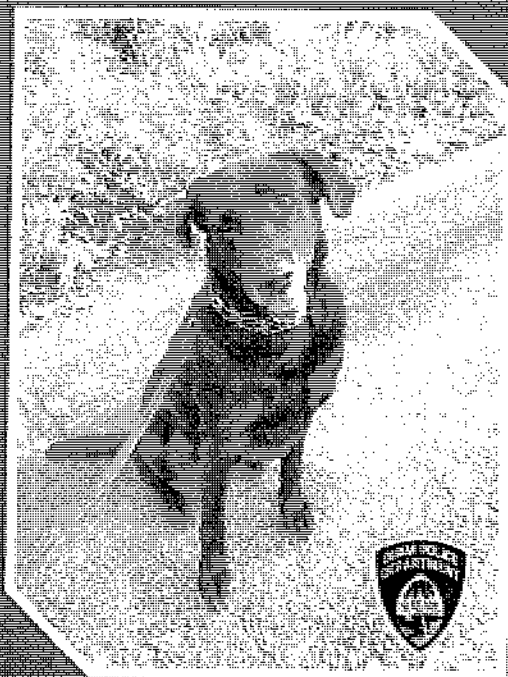


collaborative
summer library program™

Guam Public Library System
in collaboration with the
Special Operations Statics Display/K-9 (SOD)
A division of the Guam Police Department

Presentation

On February 2, 2019
during the Saturday Story Hour
from 10:00 a.m. - 12:00 p.m.
at the Hagåtña Main Library.



Come meet
Tank the K-9
and enjoy a
fun-filled morning
of live demonstrations
and displays.

Event is OPEN to the Public.



FEBRUARY
2020

Guam Public Library System

MONTHLY NEWSLETTER

What's Happening:

New Resource: Rosetta Stone now available at our main branch in Hagatna. Learn a new language today!

Story Programs:
we have a toddler story time throughout the week at our various branch locations

Daily Book Sale:
check out our daily book sale at our main library in Hagatna! Hard Cover Books are \$2 and Paperbacks are \$1.

Upcoming Events:

Dr Seuss: On March 7 at our main branch in Hagatna, GPLS will be celebrating Dr. Seuss' 116th Birthday!

Mes Chamoru: GPLS will be celebrating Chamoru Month! Please visit Our Hagatna Branch throughout March to celebrate!

GPLS Hours of Operation:

Maria Rivera Aguigui Memorial Library-Agat
Tuesdays & Thursdays:
9am-5:30pm

Nieves M Flores Memorial Library-Hagatna
Monday & Wednesday: 9am-8pm
Tuesday & Thursday: 9am - 5:30pm
Saturday: 9am-1pm
(Closed on Fridays & Sundays)

GPLS Archival Center-Barrigada
Monday-Friday: 11am-8pm
(Closed on Weekends)

For More Information:

phone: 475-4751-4

email:

diana.brennan@guampls.guam.gov

website: gpls.guam.gov

Rosa Aguigui Reyes Memorial Library-Merizo
Mondays: 9am-5:30pm

Dededo Library Branch
Tuesdays: 9am-5:30pm

All GPLS Branches are closed on Observed Government of Guam Holidays



MARCH 2020

VISIT THE

Guam Public Library System

MONTHLY NEWSLETTER

GPLS HOURS OF OPERATION:

Nieves M. Flores Memorial Library - Hagatna

Mondays & Wednesdays: 9am-8pm

Tuesdays & Thursdays: 9am - 5:30pm

Saturdays: 9am-1pm

GPLS Archival Center (Closed on Fridays & Sundays) Maria Rivera Aguilu

Mondays -Fridays: 11am-8pm

(Closed on Weekends)

Dededo Library Branch:

Tuesdays: 9am-5:30pm

Memorial Library - Agat

Tuesdays & Thursdays:

9am-5:30pm

Rosa Aguilu Reyes Memorial
Library - Merizo

Mondays: 9am-5:30pm

All GPLS Branches are closed on Observed Government of Guam Holidays

New Resource

Rosetta Stone: take advantage of this top rated program and learn a new language today!!
Currently available at our main library in Hagatna

What's Happening:

Daily Book Sale: check out our book sale at our main library in Hagatna. Hard Cover Books are \$2, Paperbacks \$1

Story Programs: We have a toddler story time throughout the week at our various branch locations

Upcoming Events:

Summer Reading Program: Registration for SRP begins April;

Book Launch: we're holding a special event for local author Emmie B on April 18 Check out our website for more details

April: next month is National Library Month & Amnesty Month!

for more information:

call: 475-4751-4; or email: jenellecruz@guamppls.guam.gov

website: gpls.guam.gov

The Guam Public Library System

Announces the Addition of its New Language Learning Digital Resource,
Rosetta Stone®.

Now available at the Nieves M. Flores Memorial Library in Hagatna.

**Rosetta
Stone**



30 Languages to Include:

Tagalog

Italian

Spanish

Russian

Mandarin

Korean

Japanese

French



**"Visit Your Public Library and Learn A New Language
Today!"**

**Attachment "F-1" - Manamko Computer Class Media
Announcement - Stars & Stripes December 17, 2021**



GUAM PUBLIC LIBRARY SYSTEM
Sisteman Laibirihan Pubbleko Guáhan
A Division of the Department of Chamorro Affairs
Government of Guam



Honorable Edward J.B. Calvo
Governor of Guam

Raymond S. Tenorio
Lieutenant Governor of Guam

Johnny G. Sablan
DCA President

FOR IMMEDIATE RELEASE

December 18, 2017

Guam Public Library System

Contact Person: Sandra M. Stanley, Administrative Officer

Phone: 475-4765

“Manámko’ Computer Training Class”

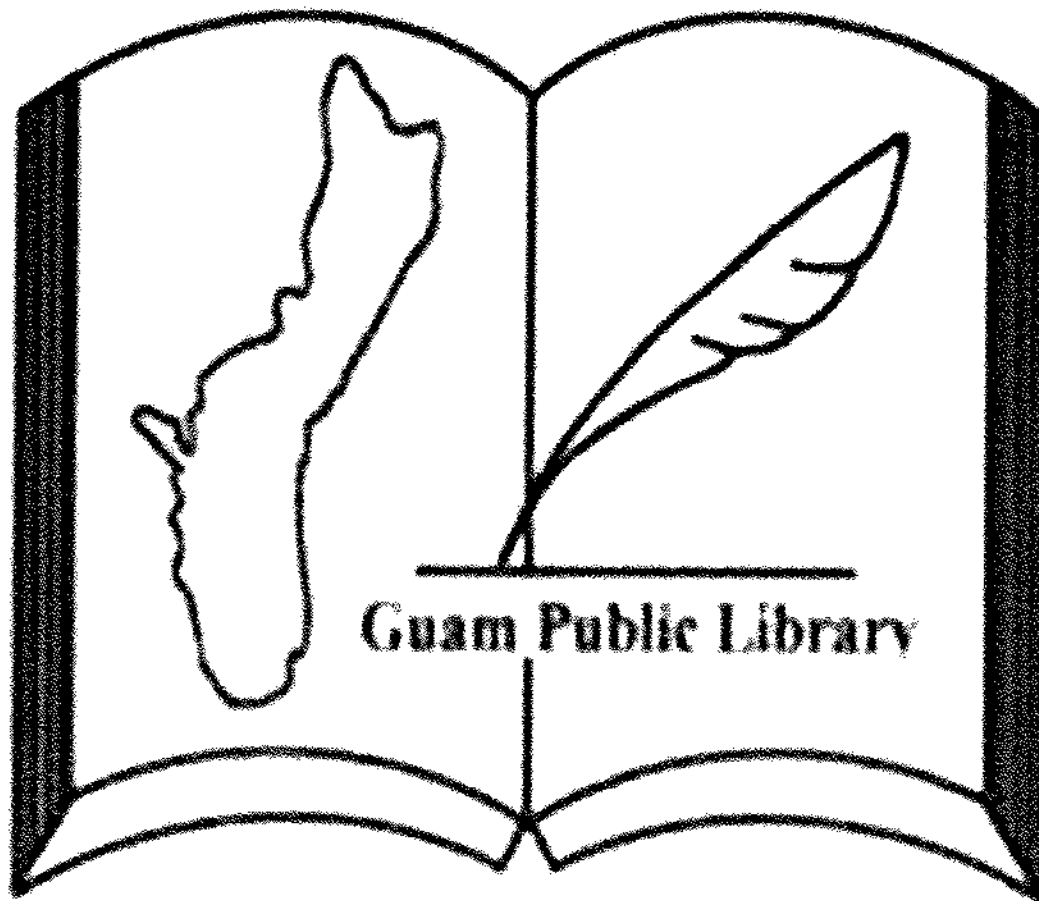
The Guam Public Library System (GPLS) is pleased to announce the return of the **“Manámko’ Computer Training Class”** at the Hagåtña Library. Registration begins on Tuesday, December 26, 2017. The first class is to begin on January 22, 2018.

Computer classes will be offered until March 1, 2018. Classes are **FREE** of charge and are broken down to one (1) week sessions (Monday – Thursday, 9:30am - 1:30pm) and are limited to 6 students per session.

GPLS will be teaching basic computer skills, introducing the Manámko’ to WORD, EXCEL, E-MAIL, and the INTERNET.

For more information or to register for a session, please contact Rowena Morales or Jenelle Garrido at 475-4754 or 300-9296.

#####



Manāmkō' Computer Training Class

by Guam Public Library System

Stripes Guam

December 17, 2017



The Guam Public Library System (GPLS) is pleased to announce the return of the "Manāmkō' Computer Training Class" at the Hagåtña Library. Registration begins on Tuesday, December 26, 2017. The first class is to begin on January 22, 2018.

Computer classes will be offered until March 1, 2018. Classes are FREE of charge and are broken down to one (1) week sessions (Monday – Thursday, 9:30am - 1:30pm) and are limited to 6 students per session.

**Attachment "F-2" - PSA Manamko Computer
Training Class - Dec. 18, 2017**

GUAM PUBLIC LIBRARY SYSTEM



FREE Basic Computer Class for the Manåmko'

Introduction
to WORD,
EXCEL, E-MAIL
and INTERNET

Registration Begins

Tuesday, December 26, 2017

Class Starts

Monday, January 22, 2018



Classes are Monday - Thursdays
from 9:30 a.m. - 1:30 p.m.

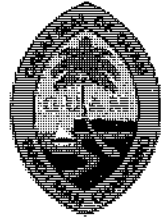
Classes being offered from
January 22, 2018 - March 1, 2018 at the
Nieves M. Flores Memorial Library (Hagatna).

To register or for any questions, please contact
Rowena Morales or Jenelle Garrido at (671) 475-4754.

Attachment "F-3" - Four-Day Computer Training Agenda



GUAM PUBLIC LIBRARY SYSTEM
Sisteman Laibirihan Pubbleko Guáhan
A Division of the Department of Chamorro Affairs
Government of Guam



Honorable Edward J.B. Calvo
Governor of Guam

Raymond S. Tenorio
Lieutenant Governor of Guam

Johnny G. Sablan
DCA President

2018

Man'amko Basic Computer Training

A G E N D A

I. Monday, Day 1

- Introduction to Computers
- Introduction to Microsoft Word

II. Tuesday, Day 2

- Introduction to Microsoft Word - Continued
- Introduction to Microsoft Excel

III. Wednesday, Day 3

Introduction to Internet

IV. Thursday, Day 4

Introduction to Email

**Attachment "F-4" - Roster for Manamko Computer
Training Class (Six one-week sessions in
Jan. 22-March 1, 2018)**

Guam Public Library System

Mananko' Computer Class 2018

as of 01/16/18

January 22 - 25, 2018

	Participant Name	Contact Numbers	Comments
1	Carmina D. Cruz	h) 734-7349, c) 480-6170	Radio - K57
2	Blas Sbal	h) 789-0944, c) 789-1523	Radio
3	Res A. Narruhn	h) 477-5151, c) 987-3843	Guam Daily Post
4	James Teriong	h) 477-5229	DVR (Tue - Thur)
5	Lisa Kenworthy	h) 734-4189, c) 685-2917	contact thru social service
6	Sharon Gallinger	c) 747-3080	Agat Volunteer

January 29 - February 1, 2018

	Participant Name	Contact Numbers	Comments
1	Vivian Consul	h) 565-4949	PDN
2	Jesus Consul	h) 565-4949	PDN
3	Sinchy Kapwich	h) 649-1838, c) 971-8489	PDN
4	Juan L.G. Borja	h) 632-7239	PDN
5	Rita S.M. Santos	h) 632-1219, c) 685-7713	PDN
6	Helen Santos Deliguin	h) 632-2549, c) 678-0931	PDN

Guam Public Library System Mananko' Computer Class 2018

as of 01/16/18

February 5 - 8, 2018

	Participant Name	Contact Numbers	Comments
1	Pat Mendiola	472-3586 (Vice Speaker's Office)	
2	Camille Hooker	c)998-3792	Guam Daily Post
3	John Salas	h)734-7786, c)797-4016	PDN
4	Josepha Pedro	h) 637-5668, c)788-7731	PDN
5	Dennis Mesa	h) 734-3686	PDN
6	Frank C. San Nicolas	c) 747-5456	Radio

February 12 - 15, 2018

	Participant Name	Contact Numbers	Comments
1	Paz Cruz	c)486-1270	
2	Ana Patterson	h)632-2373, c)685-2088	PDN
3	Kay Imus	c)788-3708	Radio
4	Emett S. Whitt	h)632-0705, c)488-0705	PDN
5	Juanita Cruz	h)632-1951, c)486-2074	word of mouth
6	Roberto Velazquez	c)486-6290	

Guam Public Library System

Mananko' Computer Class 2018

as of 01/16/18

February 19 - 22, 2018

	Participant Name	Contact Numbers	Comments
	Josepha Pedro	h) 637-5668, c)788-7731	PDN
1	Frances Pickelsimer	c) 489-6133	Friend (Josepha Pedro)
2	Patricia Sunderland	c) 483-4538	Friend (Josepha Pedro)
3	Rick Barrow	c) 977-4925	email
4	Panda Stephen	c) 788-8540	
5	Mary Therese Edgerle (pronounced ě-jer-lee ?)	c) 788-7386	library
6	Juan Borja	h) 632-7239	PDN

February 26 - March 1, 2018

	Participant Name	Contact Numbers	Comments
1	Juan Borja	h) 632-7239	PDN
2	Francisco C. Quitugua	h) 472-4603 c)967-1921	library
3			
4			
5			
6			

Attachment "F-5" - Training Sign-In Sheets

Guam Public Library System
2018
Manåmko' Basic Computer Training

Week 1
January 22 – 25, 2018

Please initial for every day of attendance.

Participant Name	Mon 01/22/18	Tue 01/23/18	Wed 01/24/18	Thu 01/25/18
1) Carmina D. Cruz	CDC	CDC	CDC	CDC
2) Blas Sbal	BS	BS	BS	BS
3) Res A. Narruhn	AN	AN	AN	
4) James Teriong	—	Ja		Ja
5) Lisa Kenworthy				
6) Sharon Gallinger	SG	SG	Dentist	SG

Guam Public Library System
2018
Manāmkō' Basic Computer Training

Week 2
January 29 – February 1, 2018

Please initial for every day of attendance.

Participant Name	Mon 01/29/18	Tue 01/30/18	Wed 01/31/18	Thu 02/01/18
1) Vivian Consul	mc	mc	mc	mc
2) Jesus Consul	JGC	JGC	JGC	JGC
3) Sinchy Kapwich	SAK	SAK	SAK	SAK
4) Juan L.G. Borja				
5) Rita S.M. Santos	RS	RS	RS	RS
6) Helen S. Deliguin	HSD	HSD	HSD	HSD
	HSD			

Guam Public Library System
2018
Manāmkō' Basic Computer Training

Week 3
February 5 - 8, 2018

Please initial for every day of attendance.

Participant Name	Mon 02/05/18	Tue 02/06/18	Wed 02/07/18	Thu 02/08/18
1) Pat Mendiola	Pat	Mendiola	Mendiola	Mendiola
2) Camille Hooker	Camille Hooker	Camille Hooker	Camille Hooker	
3) John Salas	JS	JS	JS	JS
4) Josepha Pedro	JP	JP	JP	JP
5) Dennis Mesa	DM	DM	DM	DM
6) Frank C. San Nicolas	FSN	FSN	FSN	

Guam Public Library System
2018
Manamko' Basic Computer Training

Week 4
February 12 - 15, 2018

Please initial for every day of attendance.

Participant Name	Mon 02/12/18	Tue 02/13/18	Wed 02/14/18	Thu 02/15/18
1) Paz Cruz				
2) Ana Patterson	AP	AP	AP	AP
3) Kay Imus	KI	KI	KI	KI
4) Emmett S. Whitt	ESW	ESW	ESW	ESW
5) Juanita Cruz	JCR	JCR	JCR	JCR
6) Roberto Velazquez				

Guam Public Library System
2018
Manāmkō' Basic Computer Training

Week 5
February 19 - 22, 2018

Please initial for every day of attendance.

Participant Name	Mon 02/19/18	Tue 02/20/18	Wed 02/21/18	Thu 02/22/18
1) Frances Pickelsimer	FRP	FRP	FRP	FRP
2) Patricia Sunderland	PS	X	PS	PS
3) Rick Barrow	RB	RB		
4) Panda Stephen	PS	PS	PS	PS
5) Mary Therese Edgerle				
6) Juan Borja				
Cardine Chang	C. C.	C. C.	C. C.	C. C.

Certificate of Completion

is hereby awarded to:

Patricia Sunderland

**for successfully completing the Guam Public Library Systems'
Manamko' Computer Training Class
- Computer Basics -**

Presented this 22nd day of February 2018



INSTITUTE of
Museum and Library
SERVICES



Rowena S. Morales
Clerk Typist III, GPLS
(Instructor)

Certificate of Completion

is hereby awarded to:


Francesca R. Pickelsimer

**for successfully completing the Guam Public Library Systems'
Manãmkö' Computer Training Class
- Computer Basics -**

Presented this 22nd day of February 2018



INSTITUTE of
Museum and Library
SERVICES


Rowena S. Morales
Clerk Typist III, GPLS
(Instructor)

Certificate of Completion

is hereby awarded to:

Panda Stephen

**for successfully completing the Guam Public Library Systems'
Manamko' Computer Training Class
- Computer Basics -**

Presented this 22nd day of February 2018



Sistema Laibinlita Pophleko Guahan



INSTITUTE of
Museum and Library
SERVICES

A handwritten signature in black ink, appearing to read "Rowena S. Morales".

Rowena S. Morales
Clerk Typist III, GPLS
(Instructor)

Certificate of Completion

is hereby awarded to:


Rick R. Barrow

**for successfully completing the Guam Public Library Systems'
Manãmkö' Computer Training Class
- Computer Basics -**

Presented this 22nd day of February 2018



INSTITUTE of
Museum and Library
SERVICES


Rowena S. Morales
Clerk Typist III, GPLS
(Instructor)

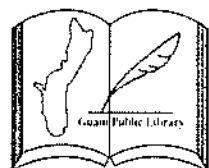
Certificate of Completion

is hereby awarded to:

Caroline Chang

**for successfully completing the Guam Public Library Systems'
Manamko' Computer Training Class
- Computer Basics -**

Presented this 22nd day of February 2018



Sistema Litrario Publico de Guam



INSTITUTE of
Museum and Library
SERVICES

A handwritten signature in black ink, reading "Rowena S. Morales".

Rowena S. Morales
Clerk Typist III, GPLS
(Instructor)

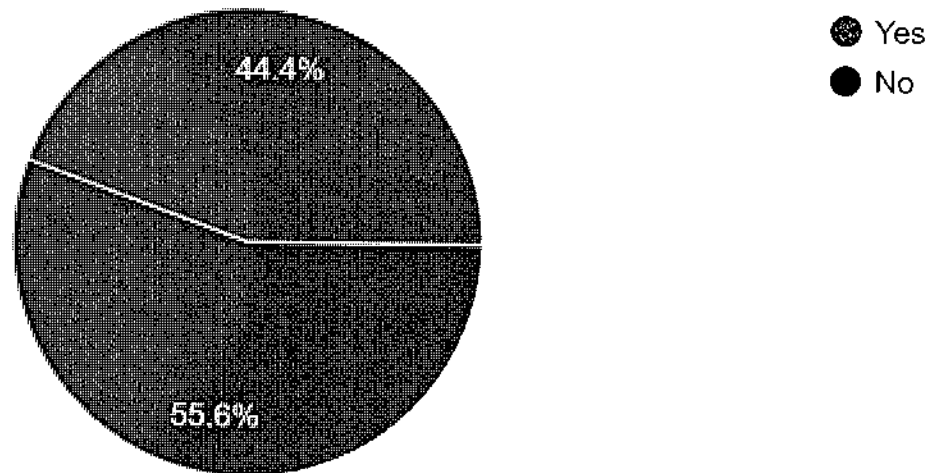
Attachment "F-6" - Manamko Computer Training Survey Results

Guam Public Library System Manamko Computer Training Survey Results

January 2018

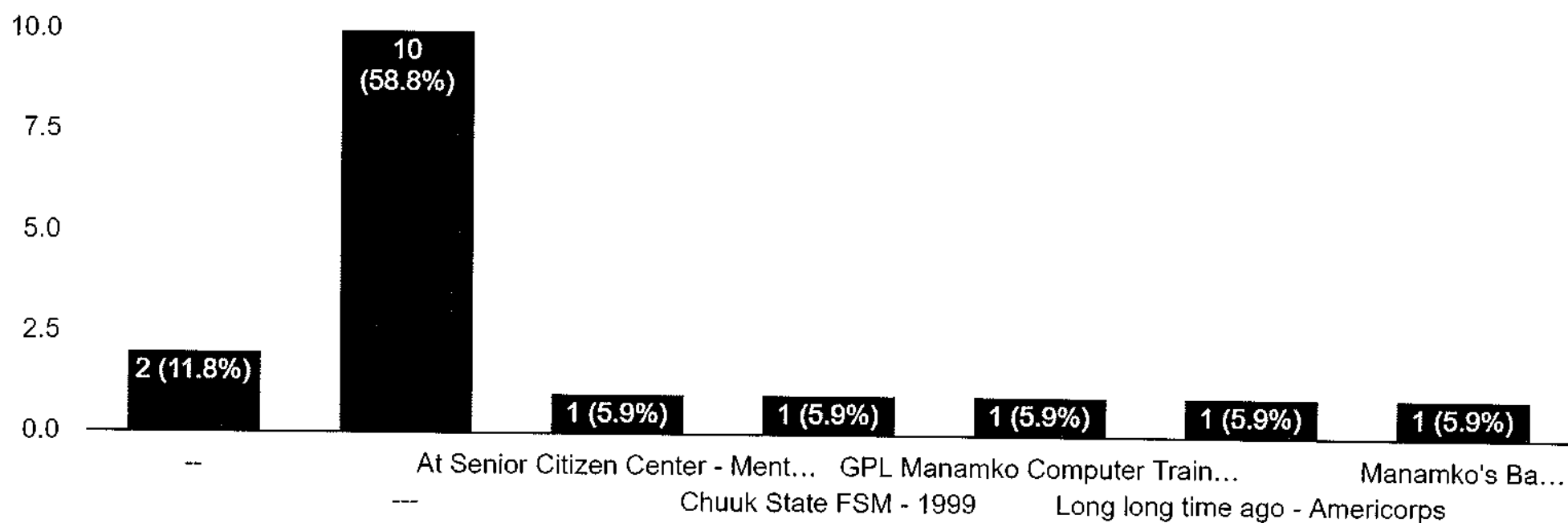
1a. Have you taken an introductory computer or internet course before?

18 responses



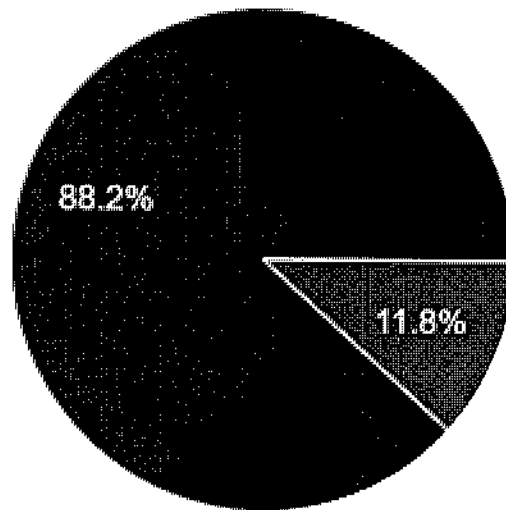
1b. If yes, to Item No., please specific course:

17 responses



2a. On a scale of one to five, please rate how effective the training session was in improving your ability to identify parts of a computer.

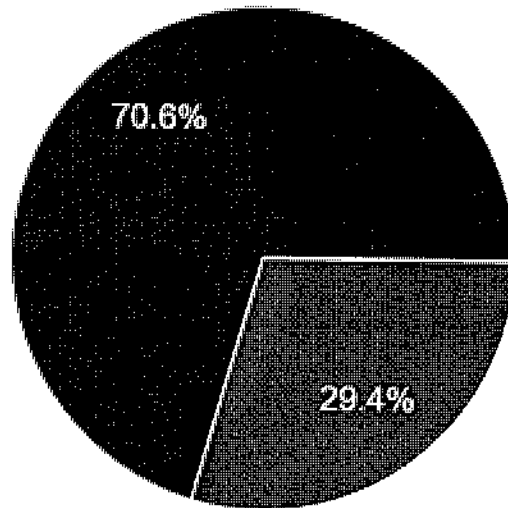
17 responses



- 1 - Not effective
- 2
- 3
- 4
- 5 - Effective

2b. On a scale of one to five, please rate how effective the training session was in improving your ability to use a computer

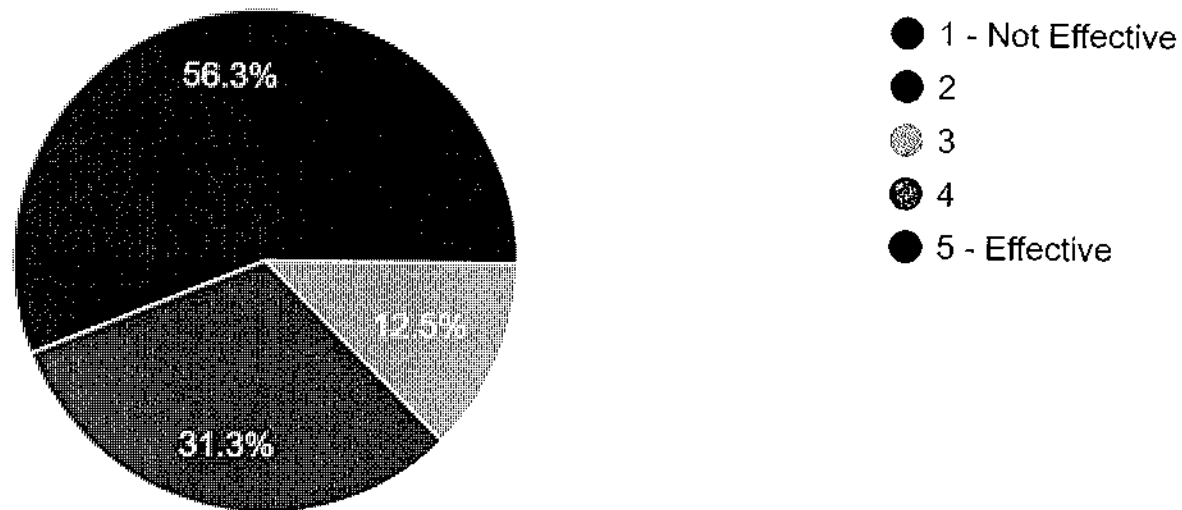
17 responses



- 1 - Not Effective
- 2
- 3
- 4
- 5 - Effective

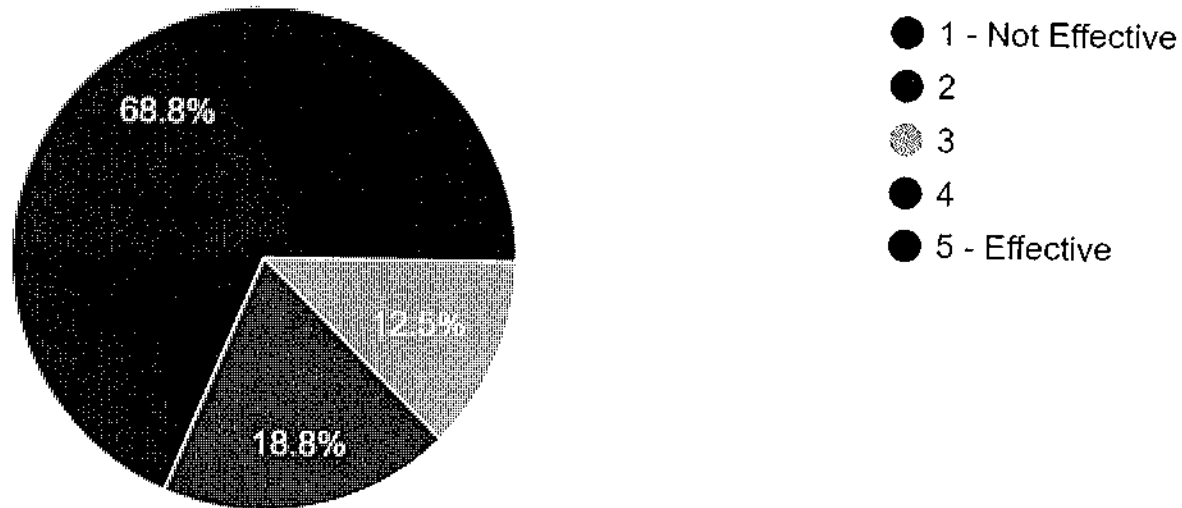
2c. On a scale of one to five, please rate how effective the training session was in improving your ability to use the internet.

16 responses



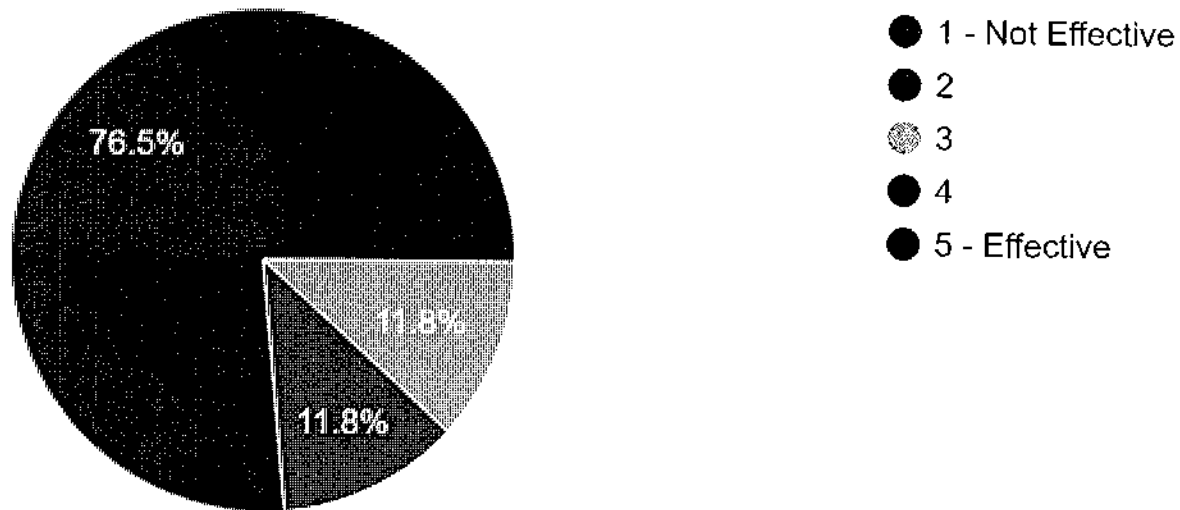
2d. On a scale of one to five, please rate how effective the training session was in improving your ability to use email

16 responses



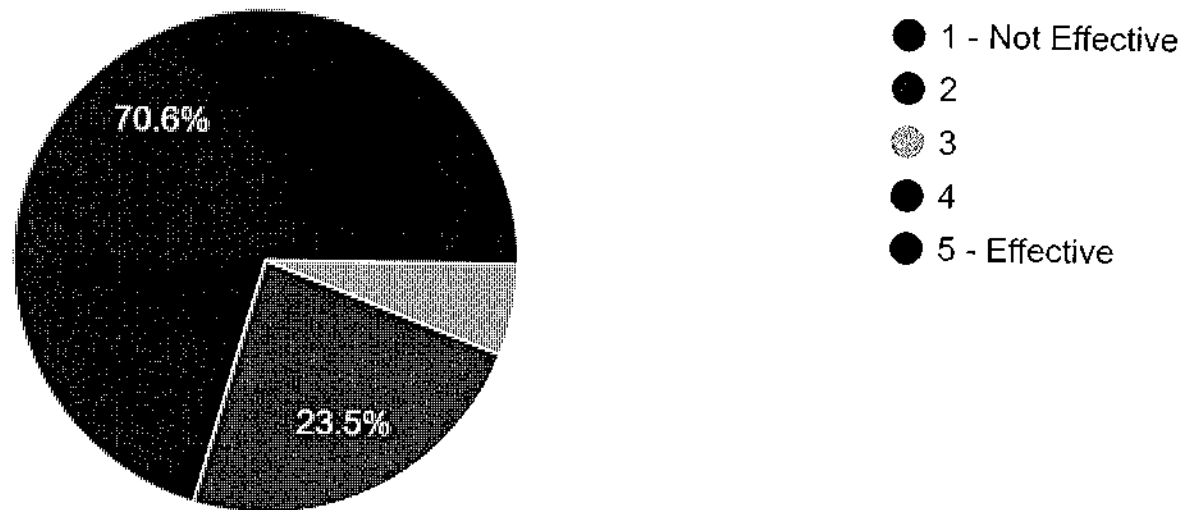
2e. On a scale of one to five, please rate how effective the training session was in improving your ability to Microsoft Word.

17 responses



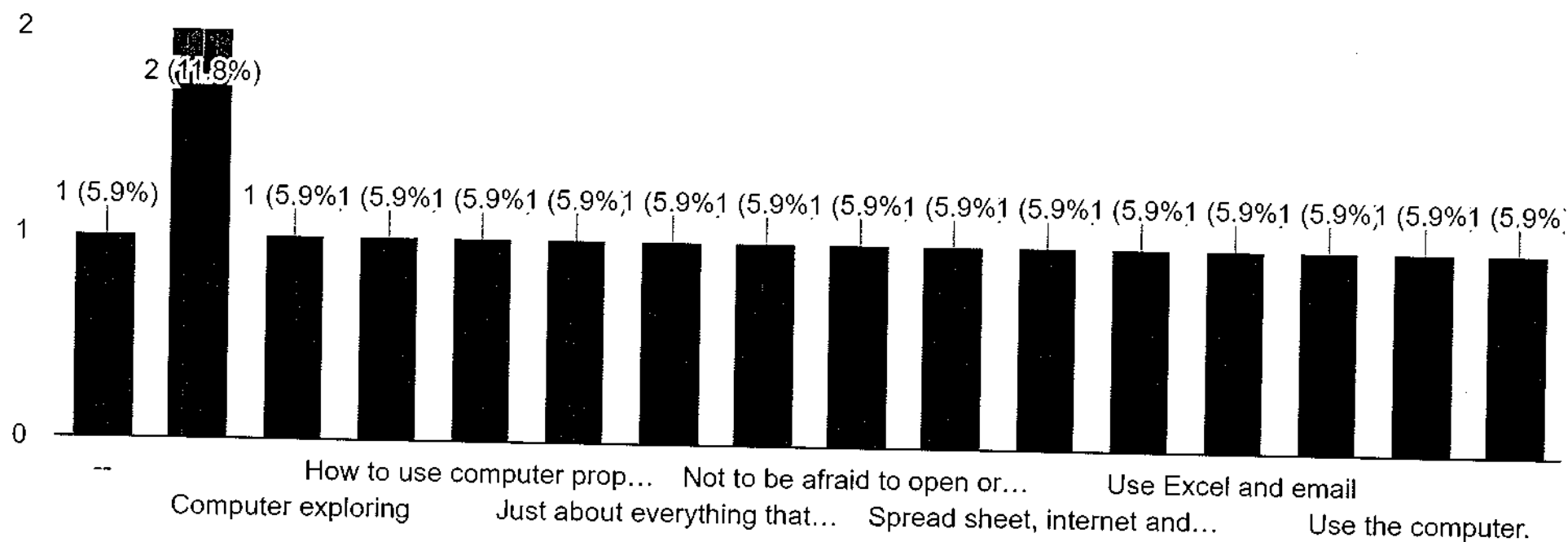
2f. On a scale of one to five, please rate how effective the training session was in improving your ability to Microsoft Excel.

17 responses



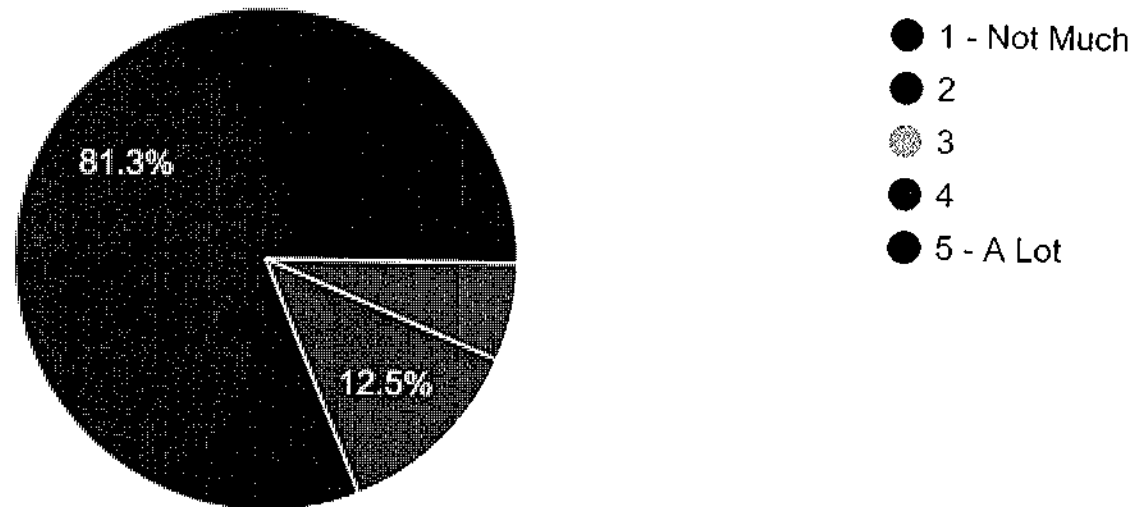
3. What was the most important thing you learned in this training session?

17 responses



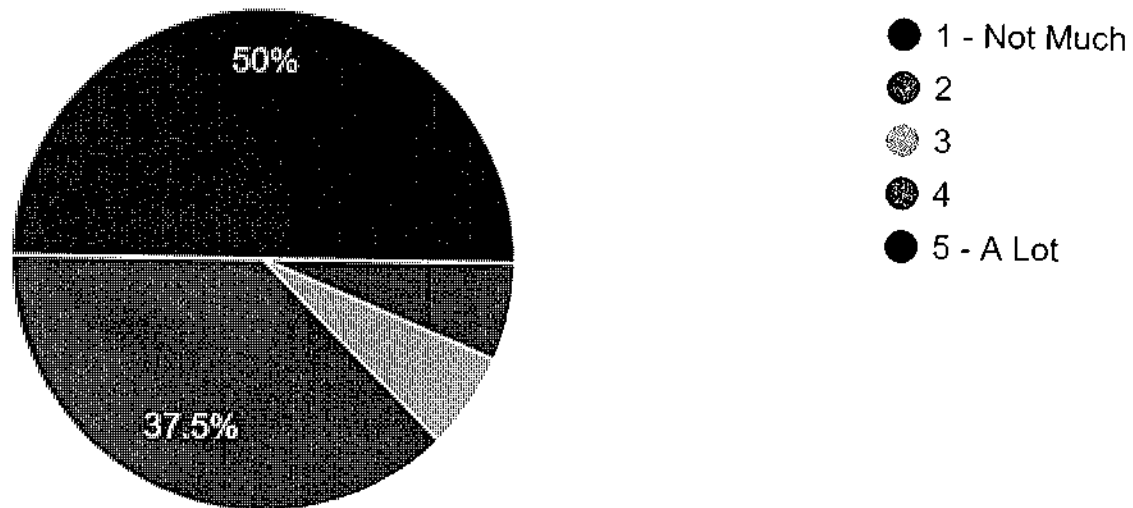
4a. On a scale of one to five, how much did the training session increase your confidence in asking questions about computers?

16 responses



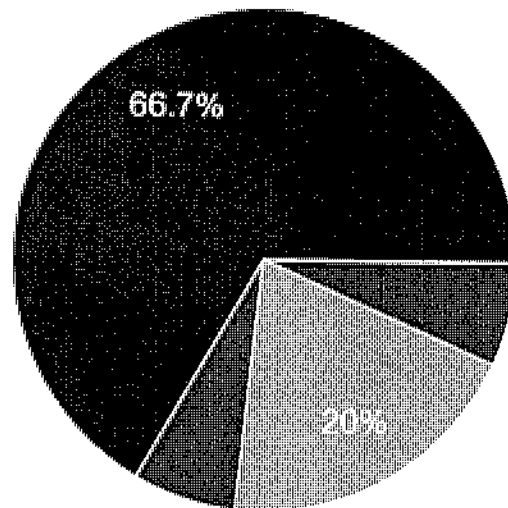
4b. On a scale of one to five, how much did the training session increase your confidence in asking about working with a computer?

16 responses



4c. On a scale of one to five, how much did the training session increase your confidence in asking about working with the internet?

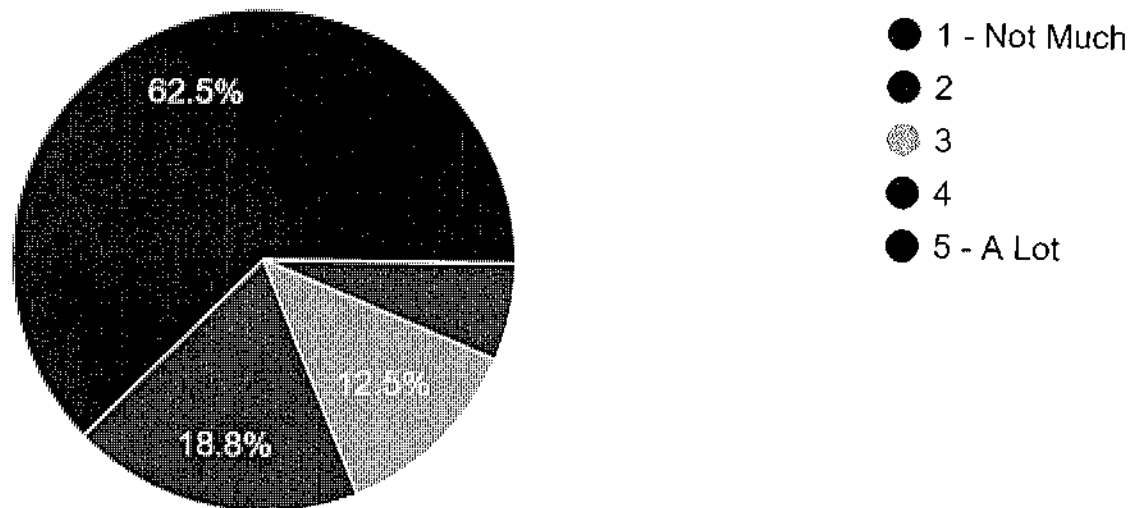
15 responses



- 1 - Not Much
- 2
- 3
- 4
- 5 - A Lot

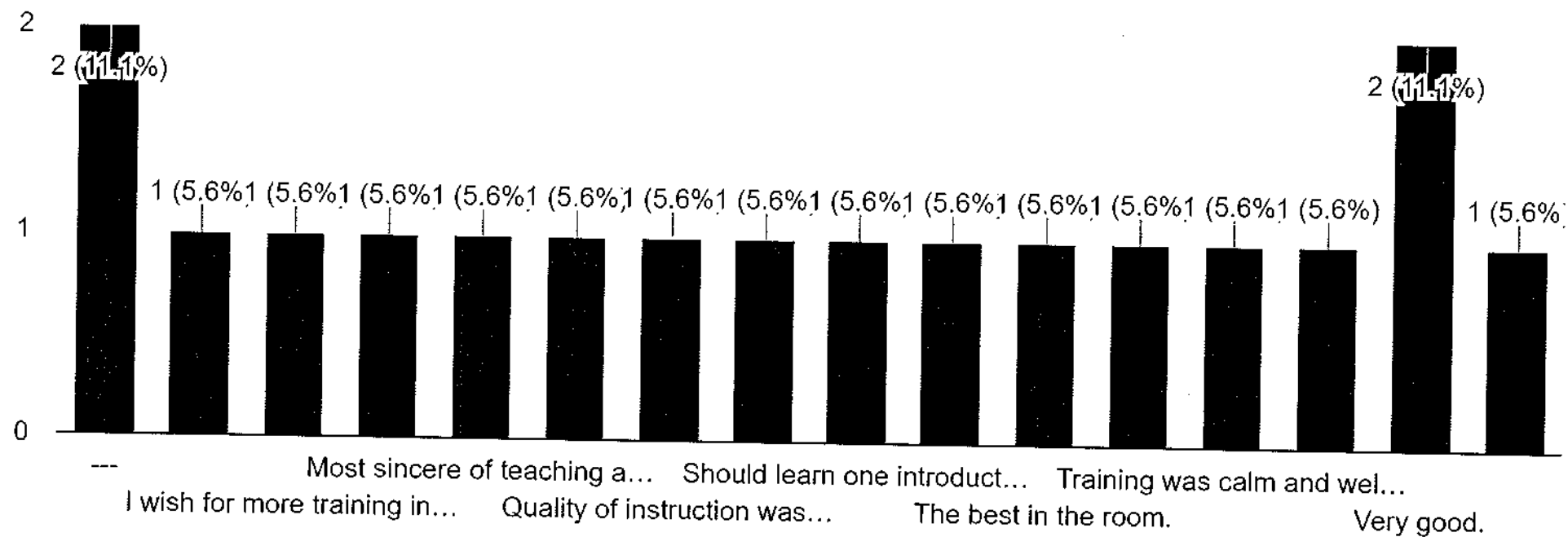
4d. On a scale of one to five, how much did the training session increase your confidence in asking about working email?

16 responses



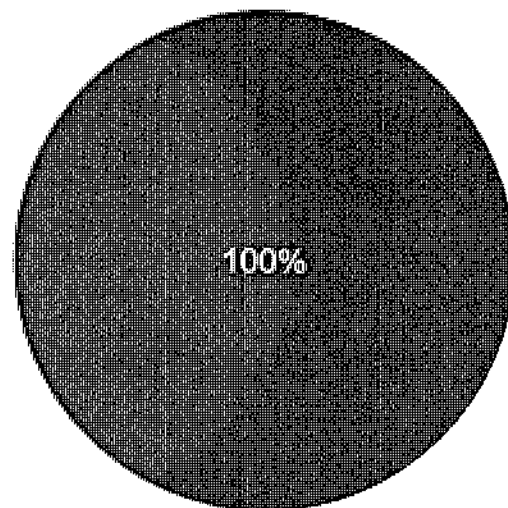
5. Please comment on the quality of instruction for the training session.

18 responses



6. Was the general organization of the training session adequate?

15 responses

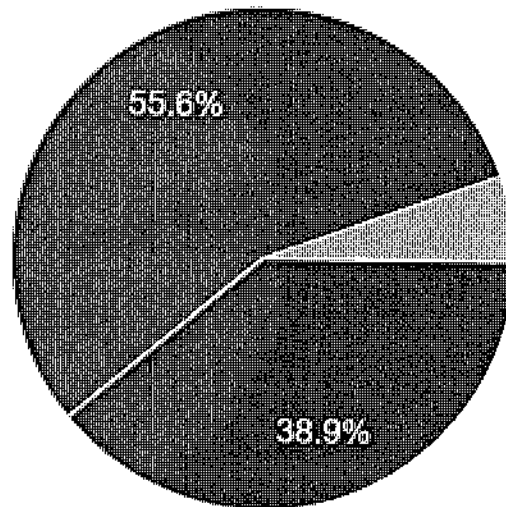


● Yes

● No

7. To what extent were your expectations met?

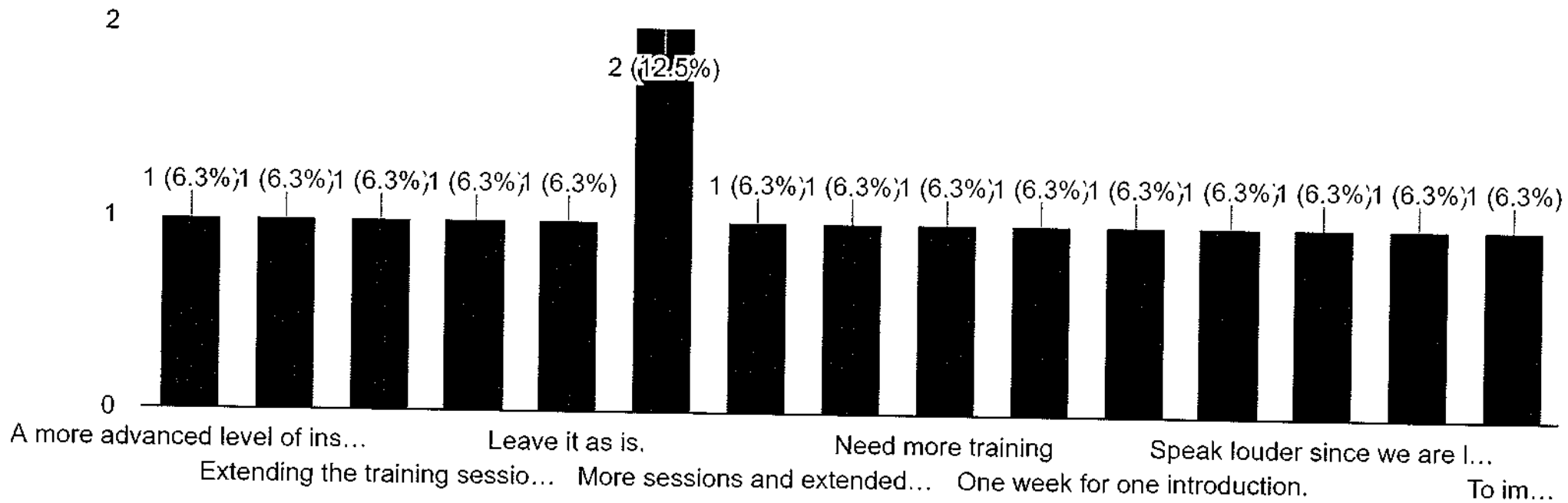
18 responses



- Exceeded Expectations
- Met Expectations
- Did not Meet Expectations

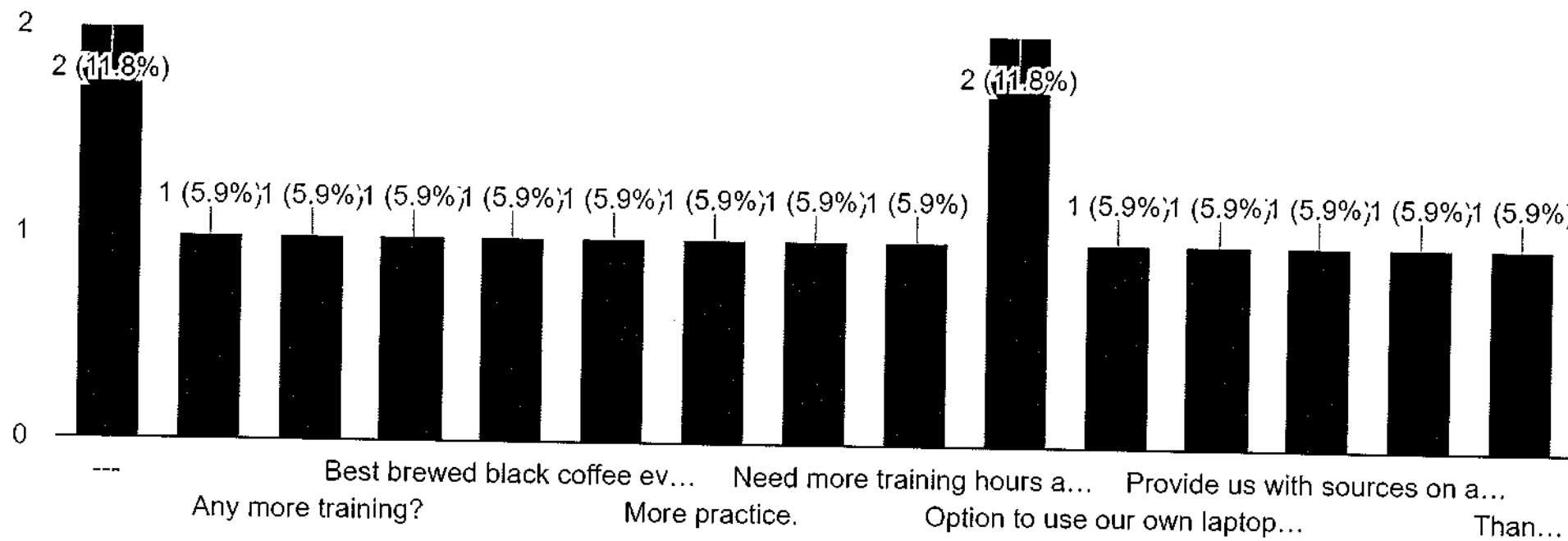
8. Please provide suggestions for improving the training session.

16 responses



9. Other comments or suggestions?

17 responses



**Attachment "G" - LSTA Library Services - Media
Packet and Evidence of Collaboration**

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made effective this 26th day of May 2021 between the Guam Public Library System ("GPLS"), the Richard Flores Taitano Micronesian Area Research Center ("MARC") and the University of Guam Press ("UOG Press") to cooperatively support the missions of each partner, particularly the shared commitment to promote literacy and lifelong learning through efforts to publish and make widely available local publications through islandwide distribution and community programming supporting these publications.

RECITALS:

- A. GPLS has served Guam's community since 1949 and continues to fulfill its mission to provide free and open access to information and ideas fundamental to the island's democracy, protect intellectual freedom, promote literacy, encourage lifelong learning, and maintain cultural materials;
- B. GPLS consists of a main library in Hagåtña and five (5) library branches located in key villages throughout Guam to accommodate the island's communities in the northern (Dededo), central (GPLS Archival Center in Barrigada), and southern (Agat, Merizo and Yona) districts, as well as a Bookmobile service to reach remote villages;
- C. GPLS as mandated by 5 GCA Government Operations Chapter 80 §80104, will actively solicit or purchase, if necessary, books and written matter authored by local residents which contain information of significant historical and cultural value to the people of Guam. GPLS will insure that all materials acquired will benefit the people of Guam and the library's Guam collection.
- D. MARC collects, preserves and provides access to reliable and accurate information about the peoples and cultures of the Western Pacific, thereby advancing scholarship and learning in and about the region;
- E. MARC houses the most extensive repository of information about Micronesia, containing over 40,000 volumes of resource materials, 800 unpublished theses and dissertations, more than 100,000 pages of Spanish documents, 23,000 photographic prints, 90,000 negatives, 4,000 slides, CHamoru Genealogy records, a map collection and a manuscripts collection;
- F. UOG Press is a division of MARC committed to producing, promoting and widely distributing high-quality, peer-reviewed academic, historical and creative publications that represent the unique experiences, ideas, research, languages, histories, peoples, and stories of Guam, Micronesia, and the broader Pacific region;
- G. UOG Press has made a commitment to publishing literature about the cultures, languages and histories of the indigenous peoples of Micronesia by creating an imprint of the Press dedicated to these efforts entitled Taiguini Books;
- H. GPLS, MARC and UOG Press recognize the symbiotic relationship they share and have happily supported each other's efforts in various ways through partnering on literary events and providing each other with resources and support to enhance the valuable work of each partner;
- I. All three partners also recognize the need to formalize this relationship through this agreement to ensure greater success moving forward.

AGREEMENT

A. Roles and Responsibilities of GPLS:

As a collaborative partner, GPLS will be responsible for the following:

- 1. Developing and maintaining an extensive, up-to-date collection of local and regional publications that includes the full inventory of MARC and UOG Press publications in a quantity sufficient to allow for copies to be held in the library's archives and borrowed by patrons at all GPLS branches and through the Bookmobile;

2. Ensuring that the MARC and UOG Press inventory is regularly replenished as new books are published and as older titles run low in all GPLS branches and the Bookmobile especially in accordance with 5 GCA §80104;
3. Prioritizing local authors and publications in literary events intended to engage members of the island community in reading, writing, storytelling and learning activities through events featuring local authors, publications and learning approaches;
4. Partnering with UOG Press staff to plan, organize, market and host literary events featuring local authors, publications and learning approaches by providing facilities, necessary resources and support staff throughout the year for such events (inclusive of book launches, summer reading programs, writing workshops, cultural celebrations, etc.);
5. Actively promoting the availability of local publications in all GPLS branches and the Bookmobile by encouraging staff to read and familiarize themselves with local publications so that they may be able to assist patrons who are seeking to read more about the distinct histories, cultures, beliefs, stories, and experiences of the peoples of Guam and the greater Micronesian region;
6. Providing UOG Press and MARC with access to and permission to use (at no cost) archival materials and information about the materials found in the GPLS collection (including texts, images and illustrations) that may fulfill the need for such materials in relevant educational print and digital publications with appropriate credit given to GPLS and other copyright holders (when applicable) in the publications where the materials are featured;
7. Encouraging authors and organizations who provide copies of their local or regional texts to GPLS to also provide copies to the MARC for the MARC archives;
8. Collaborating with the MARC to create digital indexes for shared archives, including a digital index of local periodicals (newspapers, magazines, etc.) that will allow GPLS and MARC to have a greater, shared access to the materials within their respective archives and expand opportunities for critical literacy.

B. Roles and Responsibilities of MARC and UOG Press:

As collaborative partners, MARC and UOG Press will be responsible for the following:

1. Consistently providing a catalog (and catalog updates) of the full inventory of print, digital and audio versions of MARC and UOG Press publications to GPLS to ensure all available publications are regularly found in sufficient amounts for archival and circulation purposes in the library's branches and Bookmobile at a minimum quantity of two (2) archival copies and six (6) circulation copies per branch and Bookmobile for popular and literary titles and two (2) archival copies and two (2) circulation copies per branch and Bookmobile for older and scholarly titles;
2. Helping to ensure that the MARC and UOG Press inventory is regularly replenished as new books are published and as older titles run low in all GPLS branches and the Bookmobile by maintaining consistent communication with and providing appropriate quotations to GPLS staff;
3. Partnering with GPLS staff to plan, organize, market and host literary events featuring local authors, publications and learning approaches by providing necessary resources and support staff and connecting GPLS staff with authors and workshop facilitators throughout the year for such events as well as any existing programs (inclusive of book launches, summer reading programs, writing workshops, cultural celebrations, etc.);
4. Actively promoting the availability of local publications in all GPLS branches and the Bookmobile on all UOG Press digital and marketing platforms;
5. Providing training to GPLS staff on the subject matter and relevance of MARC and UOG Press publications found in the GPLS collection so that they may be better able to assist patrons who are

seeking to read more about the distinct histories, cultures, beliefs, stories, and experiences of the peoples of Guam and the greater Micronesian region;

6. Seeking permission to use and providing full copyright credit in the copyright page and in captions for all texts and images from the GPLS archive featured in UOG Press and MARC publications with at least one (1) copy of said publications donated to GPLS;
7. Encouraging authors and organizations who provide copies of their local or regional texts to MARC to also provide copies to GPLS for the GPLS archives;
8. Collaborating with the GPLS to create digital indexes for shared archives, including a digital index of local periodicals (newspapers, magazines, etc.) that will allow for GPLS and MARC to have a greater, shared access to the materials within their respective archives and expand opportunities for critical literacy.


C. ADDITIONAL PROVISIONS:

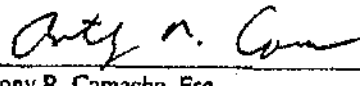
1. The term of this Memorandum of Understanding shall be for one year from the effective date, with automatic renewal annually unless canceled in writing by either party at least 90 days prior to the expiration date;
2. This Memorandum of Understanding may be terminated at any time by the mutual agreement of the parties;
3. Nothing contained herein shall be construed as creating any agency or other form of joint enterprise between the parties;
4. Neither party shall be liable for any delay or failure to meet its obligations pursuant to this Memorandum of Understanding due to circumstances beyond its reasonable control including but not limited to war, riots, insurrection, civil commotion, labor strikes, lockouts, shortages, factory or other labor conditions, fire, flood, earthquake, storm, or pandemic.

**MICRONESIAN AREA RESEARCH CENTER
& UNIVERSITY OF GUAM PRESS**



Anita Borja Enriquez
UOG Senior Vice President


Monique C. Storie
Dean, University Libraries


Victoria Lola M. Leon Guerrero,
Managing Editor, UOG Press

 5/26/21
Anthony R. Camacho, Esq.
UOG General Counsel

GUAM PUBLIC LIBRARY SYSTEM (GPLS)


Melvin Won Pat-Borja
Acting Director, Guam Public Library System


Jeremy Cepeda
Board Chairman, Guam Public Library System



MEMORANDUM OF AGREEMENT

Between

AmeriCorps VARO Outreach

And

Guam Public Library System

This Memorandum of Agreement (MOA), is made and entered into this 25th day of March 2021, by and between the **AmeriCorps VARO Outreach** and **Guam Public Library System** in partnership for the conduct of AmeriCorps Members at site location through a grant from AmeriCorps and operated under the auspices of Serve Guam Commission, primarily for focus areas in Education and Economic Opportunity.

PREAMBLE

This Agreement provides the broad framework for AmeriCorps VARO Outreach to expand its Education and Economic Opportunity Performance Measures utilizing a grant from AmeriCorps to economically disadvantaged individuals or individuals with special or exceptional needs, beginning with the establishment of an AmeriCorps Program Site Location at **Guam Public Library System**.

This Agreement has been initiated in the interest of transparency and as an indication of the AmeriCorps VARO Outreach program commitment to focus on providing Education: Academic engagement in Mentoring and Homework Assistance to students K-12, and educational supported activities and services to post-secondary students, including Teambuilding, Conflict Resolution; Economic Opportunity: job training, soft skills and other skill development services for workforce readiness and any activities in accordance with Performance Measures and approval under the Serve Guam Commission that are beneficial to qualified individuals at **Guam Public Library System**.

WHEREAS, the AmeriCorps members seek to provide mentoring and homework assistance services to enhance and contribute to improve academic performance, academic engagement or social-emotional skills behavioral outcomes to students K-12, who are economically disadvantaged or individuals with special or exceptional needs, and

WHEREAS, the AmeriCorps members seek to provide educational supported activities or services to help economically disadvantaged post-secondary students or post-secondary students with special or exceptional needs to help maintain enrollment for successful completion in post-secondary education institutes, and

WHEREAS, the AmeriCorps members also seek to provide work readiness skills to economically disadvantaged individuals with job skills training and other skill development services to enhance and contribute to workforce development, workplace readiness and workplace behavior through a grant received from AmeriCorps.

WHEREAS, the AmeriCorps VARO Outreach and **Guam Public Library System** seek to enhance and contribute to improve academic performance, academic engagement and social or emotional skills outcomes to students K-12, contribute to the success of post-secondary students earning a post-secondary degree, and enhance workplace readiness and behavior for economically disadvantaged individuals or individuals with special or exceptional needs through services and activities in accordance with CNCS Performance Measures and as approved by Serve Guam Commission.

BE IT RESOLVED that the AmeriCorps VARO Outreach and **Guam Public Library System** agree to:

I. A partnership for the establishment of services in Mentoring and Homework Assistance, Post-Secondary success, and Workplace Readiness from Monday through Friday, and Saturday as approved by Program Director between the hours of 8:00a.m. to 8:00p.m.

II. Establish an AmeriCorps VARO Outreach Host Site Location to include an office space for AmeriCorps program staff and members at **Guam Public Library System** as agreed upon as may be deemed appropriate for both the

AmeriCorps Program and **Guam Public Library System** located at 254 Martyr Street Hagatna Guam 96910. Branch Site Locations may include: Dededo, Agat, Merizo, Barrigada & Yona.

RESPONSIBILITIES OF THE PARTIES

I. AmeriCorps Program and Member Responsibilities:

- a. AmeriCorps members are to ensure the Position Description as described in Attachment A, at **Guam Public Library System** Site Location are followed.
- b. AmeriCorps members report to site supervisors on duty: *Florence Taitague, Rodney Taitague, Bernadita Quidachay, Josephine Cruz and Francine Uncangco*. It is understood that additional site supervisors not listed on this MOA must be agreed upon by both parties and that all individuals designated to be a site supervisor must sign a Site Supervisor Acknowledgement form (Attachment B) before serving as a site supervisor to the AmeriCorps Members.
- c. Acknowledge and agree that all individuals designated to serve as a site supervisor to AmeriCorps members must provide a copy of their Government issued photo ID for verification and clearance of a National Sex Offender Public Registry (NSOPR) check which will be initiated and adjudicated by the AmeriCorps program director before they are assigned to supervise members at an AmeriCorps satellite.
- d. All AmeriCorps members and program staffs are to adhere to the **Guam Public Library System's** health and safety protocols while on any **Guam Public Library Systems** service satellite that are in place according to the Center for Disease Control (CDC), Governor's Executive Orders and Department of Public Health and Social Services to prevent the spread of COVID-19 such as the following: required face mask and/or face shield coverings at all times; temperature screening upon arrival; 6 feet physical distancing; clean and disinfect frequently touched surfaces daily; wash hands and sanitize often including other safety precautions and procedures in regards to COVID-19 pandemic to ensure safety of beneficiaries being served and members providing impactful services.
- e. AmeriCorps members are not allowed to bring in personal belongings, such as Laptops, tablets, game devices, etc. unless it is necessary or in support of the project and objectives set forth in this MOA and approved by the AmeriCorps Program Director. Cell phones are allowed for emergency purposes (family) only.
- f. AmeriCorps members will be in their AmeriCorps Service Gear and AmeriCorps ID/Badge at all times during service hours. All AmeriCorps members are aware of policy regarding AmeriCorps Service Gear. If an AmeriCorps member fails to comply, the **Guam Public Library System** site supervisor is authorized to release the AmeriCorps member and must inform any of the AmeriCorps Program Staff immediately. In addition, all AmeriCorps members must dress appropriately, NO OPEN TOE SHOES, HEELS and SLIPPERS.
- g. AmeriCorps members are to maintain the confidentiality of all student information and to protect the participant's right to privacy and to comply with the Family Education Rights and Privacy Act (FERPA). Information such as medical records shall not be revealed to anyone without the proper written and signed authorization from the parent/guardian, student or as otherwise required by law. If participants disclose any involvement in illegal activities or information pertaining to the harm or neglect of themselves or others, AmeriCorps members are to immediately report to the site supervisor and/or AmeriCorps Program Director.
- h. AmeriCorps members assigned to **Guam Public Library System** must complete and maintain their Education and Economic Opportunity performance measure Data Logs and Pre/Post Surveys from the site at all times for recording and accountability purposes on a daily basis.
- i. AmeriCorps members must date, Sign in & out before and at end of every service day.
- j. AmeriCorps members assigned to **Guam Public Library System** are to conduct themselves in a manner that is aligned with all Government behavior policies and within the AmeriCorps Member Service Agreement in accordance with the AmeriCorps grant rules, policies, terms and conditions, and consistent with terms and conditions contained in the AmeriCorps rules and regulations promulgated by federal regulations contained in 45 CFR.
- k. AmeriCorps members are to provide services ONLY at the site. No AmeriCorps members are to transport beneficiaries. In the case of off-site activities and/or events, **Guam Public Library System** may respectfully

request permission to the AmeriCorps Program Director at least one week in advance for the AmeriCorps members to meet at the event/activity sites.

2. Site Responsibilities: Guam Public Library System

- a. **Guam Public Library System** Site Supervisor(s) will monitor and Supervise AmeriCorps members at all times. AmeriCorps members may not act in a supervisory capacity, and may not supervise another member.
- b. All site supervisors listed on this MOA and any additional site supervisors not listed on this MOA must sign and acknowledge the terms of this MOA by signing a Site Supervisor Acknowledgement form (Attachment B) before serving as a site supervisor to AmeriCorps members.
- c. Acknowledge and agree that all individuals designated to serve as a site supervisor to AmeriCorps members must provide a copy of their Government issued photo ID for verification and clearance of a National Sex Offender Public Registry (NSOPR) check which will be initiated and adjudicated by the AmeriCorps program director before they are assigned to supervise members at an AmeriCorps satellite.
- d. Ensure that AmeriCorps members Education and Economic Opportunity performance measure Data Logs, Pre/Post Surveys, and Sign in & out sheets are verified by **Guam Public Library System** Site Supervisor on a daily basis.
- e. Engage in best efforts to accomplish the goals and objectives set out for the AmeriCorps members and comply with AmeriCorps Prohibited Activities and Unallowable Activities as referenced in Joint Responsibilities narrative of this MOA.
- f. Immediately report to AmeriCorps Program Director, within no more than 24 hours, the unscheduled absence or departure of the AmeriCorps member, and otherwise keep AmeriCorps Program Director informed of unscheduled changes of status and conditions of AmeriCorps Members, such as arrests, hospitalization and absence without approval or notification from AmeriCorps Program Director. Notify AmeriCorps Program Director of any performance issues or concerns.
- g. Make every reasonable effort to ensure that the health and safety of AmeriCorps members are protected during the performance of their assigned services by providing safety protocols that will prevent the spread of COVID-19 such as wearing face mask and/or face shield coverings at all times; temperature screening upon arrival; 6 feet physical distancing; clean and disinfect frequently touched surface; wash hands and sanitize often. **Guam Public Library System** shall not assign or require AmeriCorps members to perform services which would jeopardize their safety or cause them to sustain injuries.
- h. To provide monthly feedback on AmeriCorps member's performance, activities and challenges experienced to AmeriCorps Program Director.
- i. Promote the partnership between the AmeriCorps VARO Outreach and **Guam Public Library System** through all these except when prohibited by federal, CNCS, AmeriCorps Provisions and SGC regulations:
 - i. Follow Section III. Affiliation with the AmeriCorps National Service Program within the 2019 & 2020 Terms and Conditions for AmeriCorps State & National Grants that states:
 - (A) Identification as an AmeriCorps Program or member (at Operating Site locations)
 - (B) The AmeriCorps Name and Logo

https://cgrants.cns.gov/termsandconditions/2019_ACSN_PGM_TCs508v2_20190517.pdf

<https://cgrants.cns.gov/termsandconditions/2020ACSNProgramSpecificTC50820200604.pdf>
- j. Recognize Serve Guam Commission and AmeriCorps VARO Outreach in public statements and disclosures.

3. Both Parties agree and understand that:

- a. While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation; **Guam Public Library System** staffs, site supervisor(s) and AmeriCorps members understand the following AmeriCorps Prohibited Activities 45 CFR 2520.65:

- 1) Attempting to influence legislation;
 - 2) Organizing or engaging in protests, petitions, boycotts, or strikes;
 - 3) Assisting, promoting, or deterring union organizing;
 - 4) Impairing existing contracts for services or collective bargaining agreements;
 - 5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
 - 6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
 - 7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
 - 8) Providing a direct benefit to -
 - (i) A business organized for profit;
 - (ii) A labor union;
 - (iii) A partisan political organization;
 - (iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative;
 - (v) An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities; and
 - 9) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
 - 10) Provide abortion services or referrals for receipt of such service;
 - (i) Provide abortion services is limited to:
 1. Performing abortions.
 2. Being present in the room during an abortion in support of the woman or the procedure.
 3. Obtaining or providing medications to induce a medical abortion.
 - (ii) Referrals for abortion services is limited to:
 1. Scheduling or arranging for an abortion-related appointment, including any pre-procedure appointment required by law to obtain an abortion.
 2. Providing or organizing transportation for patients to obtain an abortion when the AmeriCorps member or assigning staff member has actual prior knowledge that the purpose of the visit is to obtain an abortion.
 3. Accompanying or providing translation services for patients obtaining an abortion.
 4. Providing counseling or support before or during the procedure, including explaining what the procedure will be like, explaining what's required to obtain an abortion in a given state, explaining or obtaining negotiating fees or insurance coverage for a particular abortion, or other activity that promotes or encourages an abortion.
 5. Providing information such as the name, address, website, telephone number, or other relevant factual information (such as whether the provider accepts Medicaid, etc.) about an abortion provider.
 6. Promoting or encouraging use of abortion as a method of family planning.
 - 11) Such other activities as the Corporation may prohibit.
- b. In addition to the above activities, the below activities are additionally prohibited:
- i. Census Activities.
AmeriCorps members and volunteers associated with the AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census)

do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

ii. Election and Polling Activities.

AmeriCorps members may not provide services for election or polling locations or in support of such activities.

c. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear or use AmeriCorps logo while doing so.

d. Nondiscrimination

- General Prohibition – No person with responsibilities in the operation of the services shall discriminate against any AmeriCorps members, **Guam Public Library System** Staff or participants of the service project, with respect to any aspect of the service project on the basis of race, religion, color, national origin, sex, sexual orientation, age, disability, political affiliation, marital or parental status, or military service.
- Sexual Harassment – Sexual Harassment is a form of discrimination based on sex, which is prohibited as addressed directly above.

e. That a participant in any AmeriCorps program receiving assistance from the Corporation may not perform any services or duties or engage in activities that would (45 CFR §§ 2540.100(e)-(f)):

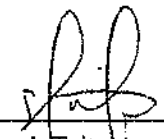


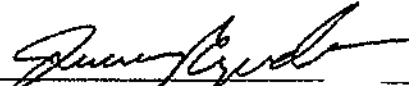
- (i) Supplant the use of Corporation funds to replace State and local public funds.
- (ii) Duplicate an activity that is already available in the locality of the program or site.
- (iii) Displace an employee or position that have been performed by or were assigned to any, including partial displacement such as reduction in hours, wages, on strike, sick leave or discharged.

f. AmeriCorps VARO Outreach and **Guam Public Library System** will each designate a liaison to ensure the intent of this MOA is met.

g. Any changes to this MOA must be agreed upon by both parties, documented in writing, and approved by Serve Guam Commission.

h. That this MOA may be terminated, without cause, by either party upon 30 days written notice.

IN WITNESS WHEREOF, the parties whose signatures appear below attest to having the authority to enter into this Agreement and agree that this MOA shall run concurrently and remain in full force and effect within the AmeriCorps VARO Outreach and **Guam Public Library System**.

AmeriCorps VARO Outreach P.O. Box 2045, Hagatna, Guam 96932 (671) 477-5552	Guam Public Library System 254 Martyr Street Hagatna Guam 96910 (671) 475-4756
 _____ Sarah Taitano Program Director, AmeriCorps VARO Outreach	 _____ Melvin Won Pat-Borja Acting Director, Guam Public Library System
 _____ Julie Ulloa-Heath Victim Advocates Reaching Out, Executive Director	 _____ Jeremy Cepeda Chairman-Board of Directors, Guam Public Library System



Serve Guam Commission
414 West Soledad Ave. GCIC Bldg., Suite 205 Hagatna, Guam 96910
(671) 300-4599 • www.serveguam.com

Site Supervisor Acknowledgment

By signing this form, I acknowledge that I have read and comprehend the information contained in the Memorandum of Agreement (MOA) between

AmeriCorps (program name) AmeriCorps VARO Outreach Program and
Host site (site location) Guam Public Library Hagatna / Barrigada Archive Center whose physical
address is 254 Martyr Street Hagatna, Guam 96910

I understand and read under the MOA:

1. The AmeriCorps Program and Member Responsibilities.
2. Site Location Responsibilities.
3. The AmeriCorps Prohibited Activities 45 CFR 2520.65 or engage in disallowed services or duties 45 CFR 55 2540.100(e)-(f) stated in #3 (a. through d.) under the "Responsibilities of the Parties".
4. Program Director will initiate and clear a National Sex Offender Clearance prior to supervising AmeriCorps members and a copy of Photo ID for verification.

I also understand that the policies and regulations described within the MOA are regulated and subject to change, and that revisions of regulations to the MOA may occur. All such changes or updates will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing regulation information on MOA.

Furthermore, I acknowledge that I understand that it is my responsibility as a Site Supervisor to comply with the regulation stated in the MOA.

Site Supervisor's Printed Name: Francine R.M. Uncangco

Type of I.D. verified: Guam Driver's License ID#: 1228024072 Expiration Date: 2/25/2026

Site Supervisor's Signature: [Signature] Date: 5/17/2021

NOTICE: The Serve Guam Commission, which oversees AmeriCorps Program(s), is responsible for monitoring AmeriCorps Program(s) and conducting scheduled or random site visits according to grant rules and regulations. Programs are required to prepare for, participate in, and host an AmeriCorps site visit from Serve Guam Commission staff person or CNCS officials at Site Location(s). Program monitoring will be made as agreed with sub grantee program operations via on-site reviews, desk reviews and quarterly compliance checks as deemed necessary of all site locations to include Site supervisor(s), AmeriCorps members and Program Staff interviews.

*****AmeriCorps Program Acknowledgment*****

By signing this form, the Program Director acknowledges that they have met with the said Site Supervisor within the Site Location above to discuss and review the Memorandum of Agreement as an understanding.

AmeriCorps Program Director: SARAH TAITANO Signature: [Signature]
Date: 5/21/21

☐ I have verified, initiated and cleared a National Sex Offender Registry for this site supervisor, copy on file.

THIS FORM IS TO BE SUBMITTED TO SERVE GUAM COMMISSION UPON EXECUTION OF MEMORANDUM OF AGREEMENT AT SITE LOCATION. If there is more than one Site Supervisor at each Site Location (not listed in MOA), each Site Supervisor who oversees AmeriCorps members must sign off this form.



Serve Guam Commission
414 West Soledad Ave. GCIC Bldg., Suite 205 Hagatna, Guam 96910
(671) 300-4599 • www.serveguam.com

Site Supervisor Acknowledgment

By signing this form, I acknowledge that I have read and comprehend the information contained in the Memorandum of Agreement (MOA) between

AmeriCorps (program name) AmeriCorps VARO Outreach Program and

Host site (site location) Guam Public Library Hagatna / Branch Libraries whose physical address is 254 Martyr Street Hagatna, Guam 96910.

I understand and read under the MOA:

1. The AmeriCorps Program and Member Responsibilities.
2. Site Location Responsibilities.
3. The AmeriCorps Prohibited Activities 45 CFR 2520.65 or engage in disallowed services or duties 45 CFR 96 2540.100(e)-(f) stated in #3 (a. through d.) under the "Responsibilities of the Parties".
4. Program Director will initiate and clear a National Sex Offender Clearance prior to supervising AmeriCorps members and a copy of Photo ID for verification.

I also understand that the policies and regulations described within the MOA are regulated and subject to change, and that revisions of regulations to the MOA may occur. All such changes or updates will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing regulation information on MOA.

Furthermore, I acknowledge that I understand that it is my responsibility as a Site Supervisor to comply with the regulation stated in the MOA.

Site Supervisor's Printed Name: Rodney P. Taitague

Type of I.D. verified: Driver's License ID#: 1228039402 Expiration Date: 4/29/2024

Site Supervisor's Signature: [Signature] Date: 5/17/2021

NOTICE: The Serve Guam Commission, which oversees AmeriCorps Program(s), is responsible for monitoring AmeriCorps Program(s) and conducting scheduled or random site visits according to grant rules and regulations. Programs are required to prepare for, participate in, and host an AmeriCorps site visit from Serve Guam Commission staff person or CNCS officials at Site Location(s). Program monitoring will be made as agreed with sub grantee program operations via on-site reviews, desk reviews and quarterly compliance checks as deemed necessary of all site locations to include Site supervisor(s), AmeriCorps members and Program Staff interviews.

*****AmeriCorps Program Acknowledgment*****

By signing this form, the Program Director acknowledges that they have met with the said Site Supervisor within the Site Location above to discuss and review the Memorandum of Agreement as an understanding.

AmeriCorps Program Director: SARAH TAITANO Signature: [Signature]

Date: 5/21/21

☐ I have verified, initiated and cleared a National Sex Offender Registry for this site supervisor, copy on file.

THIS FORM IS TO BE SUBMITTED TO SERVE GUAM COMMISSION UPON EXECUTION OF MEMORANDUM OF AGREEMENT AT SITE LOCATION. If there is more than one Site Supervisor at each Site Location (not listed in MOA), each Site Supervisor who oversees AmeriCorps members must sign off this form.



Serve Guam Commission
414 West Soledad Ave. GCIC Bldg., Suite 205 Hagatna, Guam 96910
(671) 300-4599 • www.serveguam.com

Site Supervisor Acknowledgment

By signing this form, I acknowledge that I have read and comprehend the information contained in the Memorandum of Agreement (MOA) between

AmeriCorps (program name) AmeriCorps VARO Outreach Program and

Host site (site location) Guam Public Library Hagatna whose physical address is 254 Martyr Street Hagatna, Guam 96910

I understand and read under the MOA:

1. The AmeriCorps Program and Member Responsibilities.
2. Site Location Responsibilities.
3. The AmeriCorps Prohibited Activities 45 CFR 2520.65 or engage in disallowed services or duties 45 CFR §§ 2540.100(e)-(f) stated in #3 (a. through d.) under the "Responsibilities of the Parties".
4. Program Director will initiate and clear a National Sex Offender Clearance prior to supervising AmeriCorps members and a copy of Photo ID for verification.

I also understand that the policies and regulations described within the MOA are regulated and subject to change, and that revisions of regulations to the MOA may occur. All such changes or updates will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing regulation information on MOA.

Furthermore, I acknowledge that I understand that it is my responsibility as a Site Supervisor to comply with the regulation stated in the MOA.

Site Supervisor's Printed Name: Florence M.S. Taitague

Type of I.D. verified: Driver License ID#: 1228087834 Expiration Date: 02/18/2024

Site Supervisor's Signature: [Signature] Date: 5/17/2021

NOTICE: The Serve Guam Commission, which oversees AmeriCorps Program(s), is responsible for monitoring AmeriCorps Program(s) and conducting scheduled or random site visits according to grant rules and regulations. Programs are required to prepare for, participate in, and host an AmeriCorps site visit from Serve Guam Commission staff person or CNCS officials at Site Location(s). Program monitoring will be made as agreed with sub grantee program operations via on-site reviews, desk reviews and quarterly compliance checks as deemed necessary of all site locations to include Site supervisor(s), AmeriCorps members and Program Staff interviews.

***** AmeriCorps Program Acknowledgment *****

By signing this form, the Program Director acknowledges that they have met with the said Site Supervisor within the Site Location above to discuss and review the Memorandum of Agreement as an understanding.

AmeriCorps Program Director: SARAH TAITAGU Signature: [Signature]

Date: 5/21/21

☐ I have verified, initiated and cleared a National Sex Offender Registry for this site supervisor, copy on file.

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Site Supervisor Acknowledgment

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AmeriCorps (program name) AmeriCorps VARO Outreach Program and

Host site (site location) Guam Public Library Hagatna / Branch Libraries whose physical address is 254 Martyr Street Hagatna, Guam 96910

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2. Site Location Responsibilities.
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Furthermore, I acknowledge that I understand that it is my responsibility as a Site Supervisor to comply with the regulation stated in the MOA.

Site Supervisor's Printed Name: Josephine P. Cruz

Type of I.D. verified: 1228030710 ID#: _____ Expiration Date: 04/01/2024

Site Supervisor's Signature: Josephine P. Cruz Date: 05/17/2021

NOTICE: The Serve Guam Commission, which oversees AmeriCorps Program(s), is responsible for monitoring AmeriCorps Program(s) and conducting scheduled or random site visits according to grant rules and regulations. Programs are required to prepare for, participate in, and host an AmeriCorps site visit from Serve Guam Commission staff person or CNCS officials at Site Location(s). Program monitoring will be made as agreed with sub grantee program operations via on-site reviews, desk reviews and quarterly compliance checks as deemed necessary of all site locations to include Site supervisor(s), AmeriCorps members and Program Staff interviews.

*****AmeriCorps Program Acknowledgment*****

By signing this form, the Program Director acknowledges that they have met with the said Site Supervisor within the Site Location above to discuss and review the Memorandum of Agreement as an understanding.

AmeriCorps Program Director: JEAN TANTAN Signature: [Signature]

Date: 5/21/21

☐ I have verified, initiated and cleared a National Sex Offender Registry for this site supervisor, copy on file.

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Serve Guam Commission
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(671) 300-4599 • www.serveguam.com

Site Supervisor Acknowledgment

By signing this form, I acknowledge that I have read and comprehend the information contained in the Memorandum of Agreement (MOA) between

AmeriCorps (program name) AmeriCorps VARO Outreach Program and

Host site (site location) Guam Public Library Hagatna / Barrigada Archive Center whose physical address is 254 Martyr Street Hagatna, Guam 96910

I understand and read under the MOA:

1. The AmeriCorps Program and Member Responsibilities.
2. Site Location Responsibilities.
3. The AmeriCorps Prohibited Activities 45 CFR 2520.65 or engage in disallowed services or duties 45 CFR §§ 2540.100(e)-(f) stated in #3 (a. through d.) under the "Responsibilities of the Parties".
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Furthermore, I acknowledge that I understand that it is my responsibility as a Site Supervisor to comply with the regulation stated in the MOA.

Site Supervisor's Printed Name: Bernadita M. Quidachay

Type of I.D. verified: Guam Driver's License # 1228011842 Expiration Date: 01/01/2024

Site Supervisor's Signature: Bernadita M. Quidachay Date: 5/17/2021

NOTICE: The Serve Guam Commission, which oversees AmeriCorps Program(s), is responsible for monitoring AmeriCorps Program(s) and conducting scheduled or random site visits according to grant rules and regulations. Programs are required to prepare for, participate in, and host an AmeriCorps site visit from Serve Guam Commission staff person or CNCS officials at Site Location(s). Program monitoring will be made as agreed with sub grantee program operations via on-site reviews, desk reviews and quarterly compliance checks as deemed necessary of all site locations to include Site supervisor(s), AmeriCorps members and Program Staff interviews.

*****AmeriCorps Program Acknowledgment*****

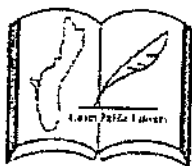
By signing this form, the Program Director acknowledges that they have met with the said Site Supervisor within the Site Location above to discuss and review the Memorandum of Agreement as an understanding.

AmeriCorps Program Director: SARAH TAITANO Signature: [Signature]

Date: _____

☐ I have verified, initiated and cleared a National Sex Offender Registry for this site supervisor, copy on file.

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GUAM PUBLIC LIBRARY SYSTEM
Sisteman Laibirihan Pubbleko Guåhan
A Division of the Department of Chamorro Affairs
Government of Guam



Honorable Edward J.B. Calvo
Governor of Guam

Raymond S. Tenorio
Lieutenant Governor of Guam

Johnny G. Sablan
DCA President

PROGRAM PARTNER & COLLABORATION FORM

Program, Project or event details:

Health Literacy Month Celebration

Date of Event: October 17, 2018

Location: Nieves M. Flores Memorial Library

Description: October is Health Literacy Month, which is observed nationally by health literacy advocates to promote the importance of making health information understandable. The island's health literacy advocates (GRMC, GMHA, USNH and Nieves M. Flores Memorial Library) will be recognized during this event through presentation of legislative resolution certificates by Sen. Rodriguez from the 34th Guam Legislature.

Program Objectives/Goals: Increase the community's awareness of available sources of reliable, evidence-based health consumer information, especially those that are used/ developed by health literacy advocates themselves such as GRMC, GMHA, and USNH; also to establish the public library as the community's go-to place for finding reliable health information.

Resources/Materials Required: A section in the library where health information materials will be displayed and where the program participants can conduct the presentation of legislative resolution certificates for the health literacy advocates. A health literacy advocate will also be the "guest reader" for that day's "Toddler Reading Time" activity, and requires use of projector and white board to display photos as he conduct the reading.

Partner details:

Organization/Department Name: Guam Regional Medical City

Contact person: Melliza Young

Title: Patient Education Manager

Email: melliza.young@grmc.gu

Contact No's: (671) 645-5888

Permission to both parties to use photo(s) or video(s) for any future publicity purposes.

[Signature]
Guam Public Library System Representative

Date: 10.4.18

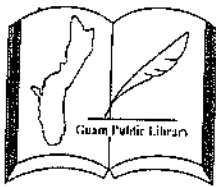
Melliza Young, GRMC
Organization/Department Name (partner)

Date: 10/4/18

Approved by: [Signature]

GPLS

Date: 10/5/18



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Johnny G. Sablan
DCA President

January 04, 2019

To: Ms. Rosaline Bersamin
Via: Guam Police Department
From: Linda M. Aguon
Subject: Outreach Program

Buenas! Mrs. Roseline Bersamin. As per our phone conversation, I am requesting for GPD/Harbor Patrol section and the K-9 section, if they can present a show and tell about safety, while you are out on the water and how the K-9's can detect the drugs, too. And we are also inviting you to join us on our Outreach programs for the Guam Public Library.

I am requesting to show something new for our children that are attending our Saturday Story Program. Ages varies from Toddlers are to Adults. I will also be including the Guam Behavioral, Health and Wellness Center and the Karidat as they are interested too in learning.

Should you have any other events that you would like to include the Guam Public Library System, please feel free to email or call at 475-4751/57 or you can email at linda.aguon@guampls.guam.gov.

Sincerely,

Linda M. Aguon
Library Technician I
Guam Public Library System
Email: linda.aguon@guampls.guam.gov
Ph: 475-4751/4757



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Johnny G. Soblan
DCA President

PROGRAM PARTNER & COLLABORATION FORM

Program, Project or event details:

Guam Fire Dept Fire Prevention Month

Date of Event: 10-27-18

Location: Hagatna Library

Description: October is Fire Prevention Month, and is observed each year during the week of October, in commemoration of the Great Chicago Fire in 1871.

Program Objectives/Goals: To expose to the children and their parents how to stay safe in case of a fire. Firefighters provide lifesaving public education. They also get to showcase to the kids the fire truck & ambulance.

Resources/Materials Required: Firemen personnel will be guest readers for the Saturday Story Hour. Activities include; arts & crafts and display from the firemen.

Partner details:

Organization/Department Name: Guam Fire Department

Contact person: Dave Flores **Title:** Firefighter II

Email: guafi33@yahoo.com **Contact No's:** _____

Permission to both parties to use photo(s) or video(s) for any future publicity purposes.

Frankie Blague
Guam Public Library System Representative

Date: 10-26-18

Guam Fire Department
Organization/Department Name (partner)

Date: 10-26-18

Sandra Stanley
Approved by:
GPLS

Date: 10-26-18



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Governor of Guam

Joshua F. Tenorio
Lieutenant Governor of Guam

Ann Marie Arceo
Acting President, DCA

PROGRAM PARTNER & COLLABORATION FORM

Program, Project or event details:

Guam Police Department

Date of Event: 02-02-2019

Location: Hagatna Library

Description: Live demonstrations, displays and the opportunity to meet Tank, the K-9 dog will be done by GPD's Special Operations Statics Display/K-9 (SOD).

Program Objectives/Goals: To educate, engage and expose to the children and their parents on the skills and abilities of SOD and what is the role of a K-9 dog.

Resources/Materials Required: Tables for displays and demonstrations

Partner details:

Organization/Department Name: Guam Police Department

Contact person: Carl Cruz

Title: Sergeant

Email: cjcruz28@gmail.com

Contact No's: 687-7723

Permission to both parties to use photo(s) or video(s) for any future publicity purposes.

[Signature]
Guam Public Library System Representative

Date: 1/18/19

SGT CARL CRUZ (GPD)

Date: 30 Jan 19

Organization/Department Name (partner)

Approved by: [Signature]

Date: 1-30-19

GPLS, Library Technician Supervisor



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Governor of Guam

Joshua F. Tenorio
Lieutenant Governor of Guam

Ann Marie Arceo
Acting President, DCA

PROGRAM PARTNER & COLLABORATION FORM

Program, Project or event details: Presentation by Frances Baumann, author of *Ramon on the Phone* and *Midge at the Fridge* – two children's books featuring Guam characters and promoting healthy habits of exercising regularly and eating right.

Date of Event: Saturday, March 23. 10 am – 12 noon.

Location: Hagatna Public Library

Description: PowerPoint Presentation (PPP) and speech by author.

Program Objectives/Goals: To encourage children to read. To encourage children to be active and eat nutritious foods. To make children aware of health hazards of being a couch-potato or junk food junkie. To promote *Ramon on the Phone* and *Midge at the Fridge* as excellent tools for children, parents, teachers, librarians and medical professionals.

Resources/Materials Required:

- 1.) Lectern
- 2.) Microphone with mic stand
- 3.) Projector, cords and blank wall for PPP
- 4.) Room for presentation

We will bring our own computer.

Partner details:

Organization/Department Name: Baumann Advertising / Author Frances Baumann

Contact person: Frances Baumann

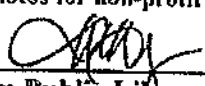
Title: President / Owner / Author

Email: franbaumann@yahoo.com

Contact No's: 632-9266

Permission to both parties to use photo(s) or video(s) for any future publicity purposes.

Use of author's photos by Library restricted to promotion of author's children's books and author's presentations at the Public Library. Photos cannot be sold to others. Author gives permission for Library to use photos for non-profit purposes, such as Library publications, annual reports and press releases.


Guam Public Library System Representative

Date: 2/20/19



Date: February 20, 2019

Organization/Department Name (partner)

Approved by: 
GPLS

Date: 2-20-19



Lourdes A. Leon Guerrero
Maga'håga

Joshua F. Tenorio
Sigundo Maga'låhi

Anna Marie Arceo
Mås Ge'hilo'

Sesteman Laibirihan Pupblekon Guåhan

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Government of Guam



PROGRAM PARTNER & COLLABORATION FORM

Program, Project or event details:

Storytime / Book Launch
~~Hagatña Hagatña Library~~
Location: Hagatña Library

Date of Event: 04/6/2019

Description:

Book launch / Storytime
(Children)

Program Objectives/Goals:

Promote literacy by introducing a local author to
the community

Resources/Materials Required:

Table
Chair

Partner details:

Organization/Department Name:

Contact person: Emilee Beachy

Title: Author

Email: emilee.beachy@yahoo.com

Contact No's: 671-788-9959

Permission to both parties to use photo(s) or video(s) for any future publicity purposes.

Guam Public Library System Representative

Date: _____

Emilee Beachy Emilee Beachy
Organization/Department Name (partner)

Date: 03/16/2019

Approved by: _____

Date: _____

GPLS



Lourdes A. Leon Guerrero
Maga'håga

Joshua F. Tenorio
Sigundo Maga'låhi

Anna Marie Arceo
Mås Ge'hilo'

Sesteman Laibirihan Pubblekon Guåhan

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PROGRAM PARTNER & COLLABORATION FORM

Program, Project or event details:

Community Outreach

Date of Event: April 13, 2019

Location: Guam Public Library

Description: NBG Fire & Emergency Services will inform the public about fire prevention awareness, career path and demonstrate some of the installed equipment.

Program Objectives/Goals:

Resources/Materials Required: Fire Engine #4 and total of 5 personnel

Partner details:

Organization/Department Name: NBG Fire & Emergency Services

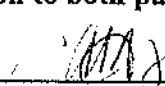
Contact person: James Scribner

Title: Prevention Chief

Email: James.scribner@fe.navy.mil

Contact No's: 671-988-5919

Permission to both parties to use photo(s) or video(s) for any future publicity purposes.


Guam Public Library System Representative

Date: 4/13/19

NBG Fire & Emergency Services
Organization/Department Name (partner)

Date: April 11, 2019

Approved by: _____
GPLS

Date: _____



Lourdes A. Leon Guerrero
Maga'hága

Joshua F. Tenorio
Sigundo Maga'låhi

Anna Marie Arceo
Mås Ge'hilo'

Sestema, Laibirihan Pupblekon Guáhan
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PROGRAM PARTNER & COLLABORATION FORM

Program, Project or event details:

UOG PICCAH (Pacific Islands Cohort on Cardiometabolic Health)

Date of Event: 05/11/2019

Location: Guam Public Library (Agana)

Description: Research project out of UOG's School of Nursing and Health Science

Program Objectives/Goals: We would like to inform the community about the PICCAH study. Our study is a research opportunity for eligible parents and children who are willing to participate. The health information collected from eligible families will aid in bridging the gap in data for Pacific Island communities who are underrepresented and under served in areas of cardiometabolic health. We will be present in hopes of recruiting families to join our study.

Resources/Materials Required:

None

Partner details:

Organization/Department Name: UOG PICCAH STUDY

Contact person: Remy Perez or Maria Snively

Email: piccah@triton.uog.edu

Contact No's: 686-3426/3697/6421

Permission to both parties to use photo(s) or video(s) for any future publicity purposes.

Guam Public Library System Representative

Date: _____

Organization/Department Name (partner)

Date: 04/18/2019

Approved by: _____
GPLS

Date: _____



Lourdes A. Leon Guerrero
Maga'hága

Joshua F. Tenorio
Sigundo Maga'háhl

Anna Marie Arceo
Más Ge'hílo'

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PROGRAM PARTNER & COLLABORATION FORM

Program, Project or event details:

Becoming Jac Book Launch

Date of Event: May 25, 2019

Location: Hagatna Library

10 - 3
am pm

Description:

Selling books and outreach in encourage reading

Program Objectives/Goals:

Improving literacy and meeting a local author

Resources/Materials Required:

1 Table, 2 Chairs

Partner details:

Organization/Department Name:

Contact person: Emilee Beachy

Title: Author

Email: emmieb.books@gmail.com

Contact No's: 671-788-9959

Permission to both parties to use photo(s) or video(s) for any future publicity purposes.

Guam Public Library System Representative

Date: _____

Emilee Beachy

Organization/Department Name (partner)

Date: _____

Approved by: _____

Date: _____

GPLS

Re: [EXTERNAL] Requesting to be our guest Presenter for Guam Public Library System Saturday Story Program

Davtian, Artak <artak_davtian@nps.gov>

Mon 7/8/2019 9:35 AM

To: Linda Aguon <Linda.Aguon@guamppls.guam.gov>;

Hafa Adai,

I am Ranger Art. I'll be happy to help you with your program. Please let us know what date and time works best for you. We can do an in-class presentation, or actual stargazing.

Please let me know what will work best for you. The date is essential, as we have many programs planned for the rest of the summer.

Thank you,

Art

On Tue, Jul 2, 2019 at 3:45 AM Carroll, Kelly <kelly_carroll@nps.gov> wrote:

Hafa Adai, Linda.

Unfortunately, I am no longer at War in the Pacific NHP, but I am copying Art Davtian (cc'd here). He would be a great person to ask about setting this program up.

Thank you,

Kelly Carroll

Chief of Interpretation

White Sands National Monument

P.O. Box 1086

Holloman AFB, NM 88330

575-479-6124 x 230

575-479-4333 Fax

www.nps.gov/whsa

Experience your America

On Mon, Jun 24, 2019 at 6:03 PM Linda Aguon <Linda.Aguon@guamppls.guam.gov> wrote:

Hafa Adai! Ms. Kelly,

My name is Linda M. Aguon from the Guam Public Library System in Hagatna, Guam. I am assisting as a Program Coordinator for Guam Public Library System and your name was mentioned to me about visiting or requesting if there is a way for our children to have the knowledge by presenting us on how to use and what to see by using the telescope to look into the universe. I planned on doing this for them to experience what is it like to see what's out there in the sky.

Because of our Summer Reading Program theme is "A UNIVERSE OF STORIES", and it's the last week of the program, I would like to do this for them just something different other than books. If it is possible that you can provide us this presentation, please let me know by email or contact me at: PH: 475-4751/4752 - Monday - Saturday.

I hope that you will consider this request and looking forward in hearing from you.

Si Yu'us Ma'ase,

Linda M. Aguon
Library Technician I
Guam Public Library System
254 Martyr Street
Hagatna, Guam 96910

Artak Davtian
Lead Park Ranger
War in the Pacific National Historical Park
135 Murray Blvd, Suite 100
Hagåtña, GU 96910
671-333-4052
www.nps.gov/wapa



Guam Council on the **Arts & Humanities** Kåhan I Kotturan Guåhan Agency

Honorable Lou Leon Guerrero
Maga' hága'
Governor of Guam

Honorable Joshua Tenorio
Sigundo Maga'lahi
Lieutenant Governor of Guam

Ann Marie Arceo
Más Ge'hilo'
President, Dept. of CHamoru Affairs

April 11, 2019

DESCRIPTION

To plan, coordinate and execute an educational and instructional literacy and visual arts workshop for fifteen (15) to twenty (20) school-aged children, ages 6-12 at the Guam Public Library in Hagåtña.

Literacy is the ability to read, write, speak and listen. It enables people to express and understand ideas and opinions, to make decisions and solve problems, to achieve their goals, and to participate fully in their community and in wider society.

The theme of this workshop is Legends of Guam. Workshop must include a storytelling sharing opportunity – an active dialogue between the storyteller and workshop participants about the stories presented; a writing workshop; and a visual art component i.e. finger-painting, watercolor, acrylic, coloring, pen & ink, etc. Storyteller and artist must work closely with workshop participants to produce tabloid editions of the Legends of Guam by the end of the workshop.

Workshops must be conducted beginning July 01, 2019 and conclude by July 31, 2019 for a period of 68 hours total, Monday thru Thursday, 8:00 a.m. – 12:00 p.m.; and be inclusive of supplies and materials. A minimum of one (1) tabloid per individual must be accomplished.

In addition to the request for quotation (RFQ), please provide the following:

1. A detailed narrative
 - a. Of what the project will entail; and
 - b. The number of workshop participants; and
 - c. Timeline/ schedule of project; and
 - d. Other pertinent information, etc.
2. A detailed budget breakdown
3. Biography

Board Members: Francis Guerrero, Chairperson, Joseph Certeza, Vice Chairperson
Francisco Rabon, Francisco Lizama, Honorable Christopher Fejeran, Fanaí Castro

P.O. Box 2950, Hagåtña, Guam 96932 • Office: 3rd Floor, Angela Flores Building, Hagåtña, Guam 96910
Tel: (671) 300-1204-8 • Fax: (671) 300-1209 • email: info@caha.guam.gov • web: www.guamcaha.org



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 Government of Guam



Lourdes A. Leon Guerrero
Maga'haga

Joshua F. Tenorio
Sigundo Maga'hahi

Anna Marie Arceo
Acting Director

**PROGRAM PARTNER &
 COLLABORATION FORM**

Program, Project or event details: Importance of Learning CPR

Date of Event: July 20, 2019 **Location:** Guam Library

Description: Presenters will discuss the importance of learning CPR with the use of video, and CPR training aids.

Program Objectives/Goals: Audience will have a better understanding and value CPR and an effective and proven method of saving lives for cardiac emergencies. Not a certification course.

Resources/Materials Required: Wifi to access online video for presentation. Two tables for CPR demonstration.

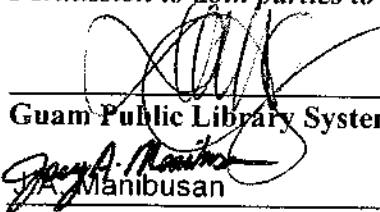
Partner Details

Organization/Department Name: Guam Fire Department

Contact person: Asst Chief Joey A. Manibusan **and Title:** Firefighter 2 James Mafnas

Email: joey.manibusan@gfd.guam.gov **Contact No's:** 483-1622

Permission to both parties to use photo(s) or video(s) for any future publicity purposes.


 Guam Public Library System Representative

7/17/19
 Date

7/17/19

Joey A. Manibusan
 Organization/Department Name (Partner)

Date

Approved by: _____

GPLS (Authorized)

 Date



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Government of Guam



Lourdes A. Leon Guerrero
Maga'håga

Joshua F. Tenorio
Sigundo Maga'låhi

Anna Marie Arceo
Acting Director

**PROGRAM PARTNER &
COLLABORATION FORM**

Program, Project or event details: 13 Months in Malesso' Author Reading, Signing and Book Sales at Saturday Story Program

Date of Event: August 3, 2019, 10 a.m. **Location:** Hagåtña Public Library

Description: UOG Press/Taiguini Books' Author Dolores Barcinas Santos will read her recently release book 13 Months in Malesso'. UOG Press staff will sell the books and Ms. Santos will be available to sign them for patrons. UOG Press also created two activity sheets that children can design and color with crayons or coloring pencils.

Program Objectives/Goals: The overall goal is to promote CHamoru literature and literacy. The book tells the story of the CHamoru lunar calendar and the ways in which our people tell time based on the seasons of their lives. By introducing children to local authors and sharing local literature, we inspire children to take pride in where they are from and create their own stories and art.

Resources/Materials Required: We need a table for book sales, with two chairs. We also will need crayons and color pencils for the activity sheets.

Partner Details

Organization/Department Name: University of Guam Press, Taiguini Books

Contact person: Victoria-Lola Leon Guerrero **Title:** Managing Editor

Email: victorialola@triton.uog.edu **Contact No's:** 735-2154, 487-5652

Permission to both parties to use photo(s) or video(s) for any future publicity purposes.

Guam Public Library System Representative

Organization/Department Name (Partner)

Approved by: _____

GPLS (Authorized)

Date

July 25, 2019

Date

Date

AUTHOR READING & BOOK SIGNING

13 Months in Malesso'

Join local author, Dolores Barcinas Santos as she shares how, like our CHamoru ancestors, her family marks time based on the seasons of our island. Her beautiful book *13 Months in Malesso'* teaches the CHamoru Lunar Calendar and celebrates family traditions.

- Kids arts & crafts will be available.



DOLORES BARCINAS
SANTOS

JULY 27

11 A.M. - 12:30 PM
Bonita Baby in Hagåtña.

AUGUST 3

10 A.M.
Guam Public Library (Hagåtña)
Saturday Story Program

Follow us on our FACEBOOK and INSTAGRAM @UOGPRESS
www.uog.edu/uogpress





Lourdes A. Leon Guerrero
Maga'håga

Joshua F. Tenorio
Sigundo Maga'låhi

Anna Marie Arceo
Mås Ge'hålo'

Sesteman Laibirihan Pubblekon Guåhan

GUAM PUBLIC LIBRARY SYSTEM
A Division of the Department of CHamoru Affairs
Government of Guam



May 03, 2019

The Honorable Telenia C. Nelson
Vice-Speaker, 35th Guam Legislature
173 Aspinall Avenue
Suite 202A Ada Plaza Center
Hagatna, Guam 96910
e-mail: senatortcnelson@guamlegislature.org

Subject: Guest Reader

Buenas Senator Nelson!

I am a Library Technician I with the Guam Public Library System (GPLS). I am currently coordinating the children's literacy program such as the Toddler Story Time and Saturday Story Hour.


The Toddler Story Time are for ages 0-5 years old and are held every Wednesdays at the **Hagåtña** Library from 9:30 a.m. through 11:30 a.m.

The Saturday Story Hour are held every Saturday at the **Hagåtña** Library from 10:00 a.m.-12:00 p.m. There is storytelling in the beginning of the program followed with arts & crafts for all ages.

We would like to invite you to be a guest reader during one of the literacy programs at your availability. You are welcome to bring a book of your choice as well as joining the arts & crafts afterwards.

If you are interested in participating, or should you have any questions, I may be reached at the **Hagåtña** Main Library at 475-4751 through 4754. Si Yu'os Ma'åse for your time, we look forward to hearing from you soon.

Sincerely,


Linda M. Aguon
Library Technician I



Lourdes A. Leon Guerrero
Maga'håga

Joshua F. Tenorio
Sigundo Maga'håhi

Anna Marie Arceo
Mås Ge'hilo'

Sesteman Laibirihan Pupblekon Guåhan

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A Division of the Department of CHamoru Affairs
Government of Guam



Please check below and reply by Email: linda.aguon@guampls.guam.gov

☐

YES, I am interested in being a guest speaker for the /__/_/Toddler Story Time, or the /__/_/Saturday Story Hour on _____, from _____ m. to _____ m. I may be contacted at the following phone number: _____

Point of contact: _____

☐

Sorry, at this time, I am unable to participate but hope to do so in the future.



Lourdes A. Leon Guerrero
Maga'håga

Joshua F. Tenorio
Sigundo Maga'låhi

Anna Marie Arceo
Acting Director

Sesteman Laibirihan Pubblekon Guåhan
GUAM PUBLIC LIBRARY SYSTEM
Government of Guam



**PROGRAM PARTNER &
COLLABORATION FORM**

Program, Project or event details: *Håfa Adai Pledge Kids Signing Ceremony*

Date of Event: TBD

Location: Hagåtña Library

Description: The Guam Visitor's Bureau encourages youth organization/participants to take the three standard Håfa Adai Pledge Kids pledges: I pledge to protect my culture and our island's culture, I pledge to share the Håfa Adai Spirit, and I pledge to protect our natural resources. Each signing ceremony is celebrated with an official induction from a GVB representative, giveaways, and cultural activities.

Program Objectives/Goals: The Håfa Adai Pledge Kids Program is an outreach to the next generation of Guamanians and is an effort to instill a greater appreciation of the Håfa Adai Spirit and cultural values at an early age.

Resources/Materials Required: Standard 6ft white table, room for activities

*Saturday
September
21st, 2019*

Partner Details

Organization/Department Name: Guam Visitors Bureau: Håfa Adai Pledge Kids Program

Contact person: Cabrini Cruz

Title: Assisting Program Coordinator

Email: cabrini@rimsguam.com

Contact No's: 1 (671) 482-1166

Permission to both parties to use photo(s) or video(s) for any future publicity purposes.

Guam Public Library System Representative

Date

**Guam Visitors Bureau: Håfa Adai Pledge Program
Organization/Department Name (Partner)**

August 15, 2019

Date

Approved by:

GPLS (Authorized)

Date



Lourdes A. Leon Guerrero
Maga'håga

Joshua F. Tenorio
Sigundo Maga'låhi

Anna Marie Arceo
Acting Director

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Government of Guam



**PROGRAM PARTNER &
COLLABORATION FORM**

Program, Project or event details: ASPIRE – After School Program for Kinder – 5th Grade:

Total # of students is 54 with 4 ASPIRE Teachers (K - 1st = 14, 2nd = 13, 3rd = 13, & 4th – 5th = 15)

Date of Event: Friday, September 27, 2019 **Location:** Agana Heights Elementary School

Description: Request for Reading Literacy Presentation or Arts & Crafts activities (ie Read Aloud etc.) Presentation will be 3:15 pm – 4:15 pm in the school cafeteria.

Program Objectives/Goals: To promote Reading Literacy and the Love of Reading through hands on activities.

Resources/Materials Required: _____

Partner Details

Organization/Department Name: AHES – ASPIRE After School Program for K – 5th Grade

Contact person: Dolores C. Cayanan

Title: ASPIRE Coordinator

Email: dccayanan@gdoe.net

Contact No's: 300 – 4811(W) or 689 – 0991 (C)

Permission to both parties to use photo(s) or video(s) for any future publicity purposes.

Diana Brennan
Guam Public Library System Representative

Date

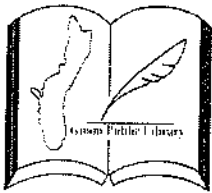
Dolores C. Cayanan
Organization/Department Name (Partner)

September 10, 2019

Date

Approved by: _____
GPLS (Authorized)

Date



Sester...an Laibirihan Pubblekon Juåhan
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Government of Guam



Lourdes A. Leon Guerrero
Maga'håga

Joshua F. Tenorio
Sigundo Maga'håhi

Anna Marie Arceo
Acting Director

**PROGRAM PARTNER &
COLLABORATION FORM**

Program, Project or event details: Story Hour

Date of Event: October 5, 2019

Location: Hagatna Public Library

Description: Guest readers for Story Hour

Program Objectives/Goals: Individuals with Down Syndrome (and/or family members will serve as guest readers for the event

Resources/Materials Required: _____

Partner Details

Organization/Department Name: Down Syndrome Association of Guam

Contact person: Nacrina Mendiola

Title: Public Information Officer

Email: nacrina.mendiola@gmail.com

Contact No's: 488-0005 / 789-7610

Permission to both parties to use photo(s) or video(s) for any future publicity purposes.

Guam Public Library System Representative

Date

Down Syndrome Association of Guam

10/01/19

Organization/Department Name (Partner)

Date

Approved by: _____

GPLS (Authorized)

Date



Sistema Laibirihan Pubblekon Chåhan
GUAM PUBLIC LIBRARY SYSTEM
Government of Guam



Lourdes A. Leon Guerrero
Maga'håga

Joshua F. Tenorio
Sigundo Maga'håhi

Anna Marie Arceo
Acting Director

**PROGRAM PARTNER &
COLLABORATION FORM**

Program, Project or event details: 241BI-CON

Date of Event: OCT. 19, 2019 Location: Hagåtña Library

Description: _____

Program Objectives/Goals: TO EXPLAIN WHAT COSPLAY IS ABOUT, TEACH
ABOUT THE REUSE OF ITEMS TO MAKE THINGS

Resources/Materials Required: BUTTON SUPPLIES (GPLS) TABLES (4)

Partner Details

Organization/Department Name: _____

Contact person: Rogena Lynn Perez Title: _____

Email: rjperez1088@gmail.com Contact No's: 489-0982

Permission to both parties to use photo(s) or video(s) for any future publicity purposes.

Guam Public Library System Representative

_____ Date

Rogena Lynn Perez

9/13/2019

Organization/Department Name (Partner)

_____ Date

Approved by: _____

GPLS (Authorized)

_____ Date



Lourdes A. Leon Guerrero
Maga'håga

Joshua F. Tenorio
Sigundo Maga'låhi

Anna Marie Arceo
Acting Director

Sesteman Laibirihan Pupblekon Guåhan
GUAM PUBLIC LIBRARY SYSTEM
Government of Guam



**PROGRAM PARTNER &
COLLABORATION FORM**

Program, Project or event details: Cultural Read Aloud

Date of Event: October 19, 2019 **Location:** Hagatna Public Library

Description: Local authors will read aloud their bilingual books to children and facilitate a discussion. Books will be available for purchase and autographs.

Program Objectives/Goals: To promote literacy and the CHamoru language and culture through read aloud of bilingual children's books.

Resources/Materials Required: Bilingual Children's Books, chairs or rug for audience, table and chair for book sales and autographs

Partner Details

Organization/Department Name: Dos Ma'estra Production

Contact person: Helen deGuzman **Title:** Author

Email: senorahelen@gmail.com or senorahelen@hotmail.com **Contact No's:** 727-5638

Permission to both parties to use photo(s) or video(s) for any future publicity purposes.

Guam Public Library System Representative

Date

Helen C. deGuzman
Organization/Department Name (Partner)

8-29-19
Date

Approved by:

GPLS (Authorized)

Date



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GUAM PUBLIC LIBRARY SYSTEM
Government of Guam



Lourdes A. Leon Guerrero
Maga'håga

Joshua F. Tenorio
Sigundo Maga'låhi

Anna Marie Arceo
Acting Director

**PROGRAM PARTNER &
COLLABORATION FORM**

Program, Project or event details: Cultural Read Aloud

Date of Event: Oct. 26, 2019 **Location:** Hagatna Public Library

Description: Local authors will read aloud their bilingual books to children and facilitate a discussion. Books will be available for purchase and autographs.

Program Objectives/Goals: To promote literacy and the CHamoru language and culture through read aloud of bilingual children's books.

Resources/Materials Required: Bilingual Children's Books, chairs or rug for audience, table and chair for book sales and autographs

Partner Details

Organization/Department Name: Dos Ma'estra Production

Contact person: Helen deGuzman **Title:** Author

Email: senorahelen@gmail.com or senorahelen@hotmail.com **Contact No's:** 727-5638

Permission to both parties to use photo(s) or video(s) for any future publicity purposes.

Guam Public Library System Representative

Date

Organization/Department Name (Partner)

Date

Approved by:
GPLS (Authorized)

Date

GUAM PUBLIC LIBRARY SYSTEM - COMMUNITY PARTNERS

No.	Community Partner (Agency/Organization)	Event/Date
1	Guam Fire Department	Fire Prevention Month - October 2018
2	34th Guam Legislature	Health Literacy Month - October 2018
3	Guam Police Department	Safety in the Water - January 2019
4	Guam Police Department	GPD Special Operations, K-9 Dog - February 2019
5	Ms. Frances Baumann, Local Guam Author	Health Hazards of Being a Couch Potato - February 2019
6	Ms. Emily Beachy, Local Guam Author	Promote Literacy - April 2019
7	NBG Fire and Emergency Services	Fire Prevention Awareness - April, 2019
8	University of Guam	Health in Pacific Island Communities - May 2019
9	Ms. Emilee Beachy	Outreach to Encourage Reading - May 2019
10	Guam Council on the Arts and Humanities	Literacy and Visual Arts - July 2019
11	Guam Fire Department	Importance of Learning CPR - July 2019
12	University of Guam Press	Promote CHamoru Literature and Literacy - August 2019
13	Vice Speaker Telena Nelson of the Guam Legislature, Guest Reader	Children's Literacy Program - August 2019
14	Guam Visitors' Bureau	Instill Hafa Adai Spirit and Cultural Values - September 2019
15	Agana Heights Elementary School	Promote Reading Literacy - September 2019
16	Dos Maestra Production	Promote Literacy - August 2019
17	Matson Company	Book Mobile
18	Bank of Guam	Summer Reading Program



GUAM PUBLIC LIBRARY SYSTEM
Sistema Laibirihan Pubbleko Guahan
A Division of the Department of Chamorro Affairs
Government of Guam



Honorable Edward J.B. Celvo
Governor of Guam

Raymond S. Tenorio
Lieutenant Governor of Guam

Johnny G. Sablan
DCA President

Request for Library Tour

Date: Jan. 14, 2019

Name of School or Organization: Agana Heights Elementary School -
ASPIRE (After School Program)

Point of Contact: Dolores C. Cayanar - ASPIRE coordinator

Contact Phone No.: 300-4811 OR 477-8040 Cell: 689-0991 Fax: _____

Email: dccayanar@gdoe.net

Location of visit: Agana Heights Elem. School - ASPIRE Program

Date(s) of visits: any available "Friday" in February

Time: From: 3:00 To: 4:00

Purpose of Visit: TO promote Reading Literacy and the Love
OF Reading. ALSO provide Arts and Crafts activities
to enhance skills in Fine Arts.

Please provide the following information to assist with GPLS statistics:

Expected Number of Participants:

Adult: 7 Children: 41

If School Requesting:

Grade level/Count of students ASPIRE I - (K - 2nd) - 12

Grade level/Count of students ASPIRE II - (2nd - 3rd) - 14

Grade level/Count of students ASPIRE III - (4th - 5th) - 15

Waiver of Liability

The Guam Public Library System, its staff and volunteers shall be held harmless from any and all damages or liabilities that may be sustained during the Library Tour requested herein.

Dolores C. Cayanar
Dolores C. Cayanar
Print Name & Signature

call 1:00pm
with a message

will get back
to me



Lourdes A. Leon Guerrero
Maga'haga

José La F. Tenorio
Sigundo Maga'lahi

Anna Marie Arceo
Más Ge'hilo'

Sesteman Laibirihan Pubblekon Guahan

GUAM PUBLIC LIBRARY SYSTEM
A Division of the Department of Chamoru Affairs
Government of Guam



Request for Library Tour

Date: February 27, 2019

Name of School or Organization: PNG@LEO PALACE LEARNING CENTER (Leo Palace Resort Yona, Guam)

Point of Contact: Maureen Lujan

Contact Phone No.: Cell: 686-4326 Fax:

Location of visit: La Cuesta Condominiums LEGACY TOWER Unit 105 Leo Palace

Date(s) of visits: Friday, March 8, 2019

Time: From: 9:30 am 3:30 To: 10:00 am 4:00

Purpose of Visit: Our theme for March is DR. SEUSS. The children will be exposed to a variety of books in the Dr. Seuss series. It will be an added bonus to see the CAT. The children will be so excited.

Please provide the following information to assist with GPLS statistics:

Expected Number of Participants:

Adult: 6

Children: 20 ranging in ages 3 mths. to 5 yrs. old

If School Requesting:

Grade level/Count of students

Grade level/Count of students

Grade level/Count of students

Waiver of Liability

The Guam Public Library System, its staff and volunteers shall be held harmless all damages or liabilities that may be sustained during the Library Tour requested

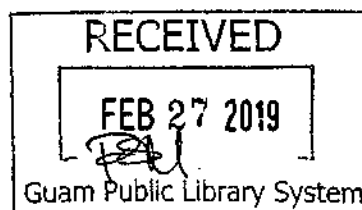
Maureen Lujan (Director)

Maureen Lujan

Print Name & Signature

Note: 03.08.19
Schedule at
Donuties.

Open to other
dates.
Pls. contact.





Lourdes A. Leon Guerrero
Maga'haga

Joshua F. Tenorio
Sigundo Maga'låhi

Anna Marie Arceo
Mås Ge'hilo'

Sesteman Laibirihan Pubblekon Guåhan

GUAM PUBLIC LIBRARY SYSTEM
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Government of Guam



Request for Library Tour

Date: 13 March 2019

Name of School or Organization: PNG Childcare & Learning Center

Point of Contact: Joeseey Ragasa, Director

Contact Phone No.: 671-649-4220 Cell: 747-9965 Fax: 646-5971

Location of visit: 169 Milagro Street, Tamuning, GU 96931 (listed on Google Maps)

Date(s) of visits: Monday, March 18, 2019

(Date changed to Friday March

Time: From: 10:00AM

To: 10:30AM

*22nd
2019)*

Purpose of Visit: To surprise children with The Cat in the Hat; to allow them to celebrate Dr.

Seuss's birthday month with their friends. Also, the third week of March, will be Dr. Seuss week

for our center. We'll be starting off with "The Foot Book" on Sunday and "Cat in the Hat" on Monday.

Please provide the following information to assist with GPLS statistics:

Expected Number of Participants:

Adult: 8

Children: 25-30

If School Requesting:

Grade level/Count of students 8 - 10 toddlers (16-24mos.)

Grade level/Count of students 15 - 20 preschoolers (3-5 y.o.)

Grade level/Count of students _____

Waiver of Liability

The Guam Public Library System, its staff and volunteers shall be held harmless from any and all damages or liabilities that may be sustained during the Library Tour requested herein.

Joeseey Ragasa

Print Name & Signature



Lourdes A. Leon Guerrero
Maga'håga

Joshua F. Tenorio
Sigundo Maga'låhi

Anna Marie Arceo
Mås Ge'hålo'

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GUAM PUBLIC LIBRARY SYSTEM
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Government of Guam



Request for Library Tour

Date: 3/13/19

Name of School or Organization: Amazing Kids Child Development Center

Point of Contact: Rosalie Chang or Isabel Compton

Contact Phone No.: 472-2271 Cell: 688-0277 Fax: NA

Location of visit: Amazing Kids CDC (Anigua) between NAPA & Siam Thai Restaurant

Date(s) of visits: Any dates bet Mar 19-21 or Mar 26-28, 2019

Time: From: 9:30 am To: 10:30 am

Purpose of Visit: To promote reading for young children with "CAT IN THE HAT" by Dr Seuss

Please provide the following information to assist with GPLS statistics:

Expected Number of Participants:

Adult: 8

Children: 30-35

If School Requesting:

Grade level/Count of students 2 years old to 5 years old

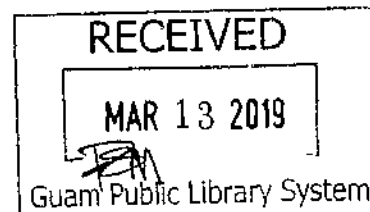
Grade level/Count of students _____

Grade level/Count of students _____

Waiver of Liability

The Guam Public Library System, its staff and volunteers shall be held harmless from any and all damages or liabilities that may be sustained during the Library Tour requested herein.

Rosalie Chang
Print Name & Signature





Lourdes A. Leon Guerrero
Maga'håga

Joshua F. Tenorio
Sigundo Maga'håhi

Anna Marie Arceo
Mås Ge'hålo

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GUAM PUBLIC LIBRARY SYSTEM

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Government of Guam



Request for Library Tour

Date: 6/14/19

Name of School or Organization: Special Education Vision Program

Point of Contact: Darlene Taimanglo

Contact Phone No.: 483-7731 Cell: _____ Fax: _____

Location of visit: Hagåtña Library

Date(s) of visits: 6/26/19

Time: From: 9:00 To: 11:00

Purpose of Visit: To gain information on NLS, free service for the blind, talking/braille books, computer accessibility, application for membership, and library layout for future use.

Please provide the following information to assist with GPLS statistics:

Expected Number of Participants:

Adult: 17 (1:1 Aides + Children: 8
Vision teacher)

If School Requesting:

Grade level/Count of students Students vary from 2nd to 12th grade

Grade level/Count of students _____

Grade level/Count of students _____

Waiver of Liability

The Guam Public Library System, its staff and volunteers shall be held harmless from any and all damages or liabilities that may be sustained during the Library Tour requested herein.

Darlene E. Taimanglo [Signature]
Print Name & Signature

Guam Public Library System: Hagåtña, Agat, Barrigada, Dededo, Merizo, Yona • Bookmobile
254 Martyr Street, Hagåtña, Guam 96910-5141 • Tel: (671) 475-4751 thru 4754 • Fax: (671) 477-9777
Website: <http://gpls.guam.gov> • Email: gpls@gpls.guam.gov
Equal Opportunity Employer

* will use cafe on way out to have kids eat snack before getting on bus.



Lourdes A. Leon Guerrero
Maga'håga

Joshua F. Tenorio
Sigundo Maga'låhi

Anna Marie Arceo
Acting Director

Sesteman Laibirihan Pupblekon Guåhan
GUAM PUBLIC LIBRARY SYSTEM
Government of Guam



Request for Library Tour

Date: July 5, 2019

Name of School or Organization: Pacific Historic Parker

Point of Contact: Amanda O'Brien

Contact Phone No.: 671-477-7278 ext 1018 Cell: 685-1903 Fax: _____

Location of visit: Nieves M. Flores Memorial Library

Date(s) of visits: July 31, 2019

Time: From: 2:15pm To: 2:45pm

Purpose of Visit: Youth Writer's Workshop - they will be researching and writing WWII historic figure monologues

Please provide the following information to assist with GPLS statistics:

Expected Number of Participants:

Adult: 4 Children: 6

If School Requesting:

Grade level/Count of students High School (9-12th grader)

Grade level/Count of students _____

Grade level/Count of students _____

Waiver of Liability

The Guam Public Library System, its staff and volunteers shall be held harmless from any and all damages or liabilities that may be sustained during the Library Tour requested herein.

Amanda O'Brien AOB
Print Name & Signature



Lourdes A. Leon Guerrero
Maga'håga

Joshua F. Tenorio
Sigundo Maga'låhi

Anna Marie Arceo
Acting Director

Sesteman Laibirihan Pubblekon Guåhan

GUAM PUBLIC LIBRARY SYSTEM

Government of Guam



PROGRAM PARTNER & COLLABORATION FORM

Program, Project or event details: ASPIRE – After School Program for Kinder – 5th Grade:

Total # of students is 54 with 4 ASPIRE Teachers (K - 1st = 14, 2nd = 13, 3rd = 13, & 4th – 5th = 15)

Date of Event: Friday, September 27, 2019 **Location:** Agana Heights Elementary School

Description: Request for Reading Literacy Presentation or Arts & Crafts activities (ie Read Aloud etc.) Presentation will be 3:15 pm – 4:15 pm in the school cafeteria.

Program Objectives/Goals: To promote Reading Literacy and the Love of Reading through hands on activities.

Resources/Materials Required: _____

Partner Details

Organization/Department Name: AHES – ASPIRE After School Program for K – 5th Grade

Contact person: Dolores C. Cayan

Title: ASPIRE Coordinator

Email: dccayan@gdoe.net

Contact No's: 300 – 4811(W) or 689 – 0991 (C)

Permission to both parties to use photo(s) or video(s) for any future publicity purposes.

Diana Brennan

Guam Public Library System Representative

Date

Dolores C. Cayan

Organization/Department Name (Partner)

September 10, 2019

Date

Approved by: _____

GPLS (Authorized)

Date



Lourdes A. Leon Guerrero
Maga'lahi

Joshua F. Tenorio
Sigundo Maga'lahi

R. Arlene Santos
Acting Director

Sesteman Laibirihan Pubblekon Guåhan
GUAM PUBLIC LIBRARY SYSTEM
Government of Guam



Request for Library Tour

Date: 10/01/19

Name of School or Organization: Margaret A. Sablan Elementary School

Point of Contact: Joann Sumner

Contact Phone No.: 565-2238 Cell: 488-5387 Fax: _____

Location of visit: Agat Public Library

Date(s) of visits: Tuesdays / Thursdays

Time: From: 9:00 To: 11:00

Purpose of Visit: For our students to learn, use and experience what can be done in the library and its purpose

Please provide the following information to assist with GPLS statistics:

Expected Number of Participants:

Adult: 2 Children: 7

If School Requesting:

Grade level/Count of students _____

Grade level/Count of students _____

Grade level/Count of students _____

Waiver of Liability

The Guam Public Library System, its staff and volunteers shall be held harmless from any and all damages or liabilities that may be sustained during the Library Tour requested herein.

Joann Sumner
Print Name & Signature

Press Releases & Press Release Listing



GUAM PUBLIC LIBRARY SYSTEM
Sisteman Laibirihan Pupbleko Guåhan
A Division of the Department of Chamorro Affairs
Government of Guam



Honorable Edward J.B. Calvo
Governor of Guam

Raymond S. Tenorio
Lieutenant Governor of Guam

Johnny G. Sablan
DCA President

FOR IMMEDIATE RELEASE

October, 12, 2018

Guam Public Library System

Phone 475-4754

GPLS to Celebrate Health Literacy Month

The Guam Public Library System (GPLS) joins with the island's hospital providers, GRMC, GMH, & US Naval Hospital to celebrate Health Literacy Month. On Wednesday, October 17, there will be a special presentation in honor of Health Literacy Month at 9:30 am at the Hagatna Library.

Senator Dennis Rodriguez will present a legislative resolution declaring October as Health Literacy Month and honoring the island's health advocates who are GRMC, Guam Memorial Hospital, US Naval Hospital and the Guam Public Library System. There will also be a special guest reader from GRMC to read "Tricky Treat," at our Toddler Program. "Tricky Treat" is a children's book on diabetes education created by the Native American Diabetes Project.

Health Literacy Month is celebrated annually in October. The purpose of Health Literacy Month is to raise awareness on the importance of making health information understandable to the community. Health Literacy is the ability to read, understand and act upon health information. GPLS hopes the community will find these materials relevant, read-able, and up-to date health information valuable to them.

For more information, please contact Ms. Cindy Hanson, Communication & Social Media Specialist via email at cindy.hanson@grmc.gu, or for more information about GRMC, you may visit their website at www.grmc.gu

#####



Press Release

(For Immediate Release)

GRMC to Celebrate Health Literacy Month with the Nieves M. Flores Public Library

(Monday, October 15, 2018; Dededo, Guam) Guam Regional Medical City joins with the island's other hospitals and the Nieves M. Flores Public Library to celebrate Health Literacy Month. On Wednesday, October 17, there will be a special presentation in honor of Health Literacy Month at 9:30 am at the Nieves M. Flores Public Library in Hagåtña.

Senator Dennis Rodríguez will present a legislative resolution declaring October as Health Literacy Month and honoring the island's health literacy advocates like GRMC, Guam Memorial Hospital, US Naval Hospital, and Nieves M. Flores Public Library. There will also be a special guest reader from GRMC to read the story "Tricky Treat" to children at the public library. "Tricky Treat" is a children's book on diabetes education created by the Native American Diabetes Project.

Health Literacy Month is celebrated annually in October. Health Literacy is defined by the Institute of Medicine as "the degree to which individuals have the capacity to obtain, process, and understand basic health information and services needed to make appropriate health decisions." The purpose of Health Literacy Month is to raise awareness on the importance of making health information understandable to the community.

Health literacy advocates conduct awareness campaigns through promoting use of culturally-sensitive and reader-centered health information materials, as well as by encouraging healthcare professionals to use plain language and effective communication skills when they discuss medical care with patients and their families. For more information about Health Literacy Month, you can go to www.healthliteracymonth.org.

For more information about GRMC, visit our website at www.grmc.gu

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For more information, please contact: Cindy Hanson
Communication & Social Media Specialist
E: cindy.hanson@grmc.gu

https://www.postguam.com/business/hospitals-library-encourage-healthy-habits-for-kids/article_d93e39d8-d1ab-11e8-9663-671781366a0e.html

Hospitals, library encourage healthy habits for kids

Meghan Swartz | The Guam Daily Post Oct 18, 2018 Updated 21 hrs ago



HEALTH LITERACY: Sen. Dennis Rodriguez Jr. presents a legislative resolution recognizing and commending the Patient Education and Health Promotion departments of Guam Memorial Hospital, Guam Regional Medical City, and U.S. Naval Hospital Guam, as well as the Nieves M. Flores Memorial Library for their ongoing efforts to promote health literacy. From left are Cherie Taisacan, Naval Hospital Guam; Luis Martinez, Naval Hospital Guam; Rodriguez; Dr. Phillip Tutnauer, GRMC; Renee Veksler, GMHA; Department of Chamorro Affairs President Johnny Sablan; Melliza Young, GRMC; Erica Taijeron, GRMC; Janice Baldonado, GRMC; and Kathleen Ho, GRMC. David Castro/The Guam Daily Post

Learn more

To learn more about Health Literacy Month, visit www.HealthLiteracyMonth.org.

Guam's three hospitals gathered Wednesday morning to help promote efforts to encourage healthy and reading habits among children.

Hospital representatives were joined by a group of children and their parents at the Nieves M. Flores Memorial Library to learn about making healthy choices as part of Health Literacy Month.

As part of the event, Sen. Dennis Rodriguez Jr. presented Guam Memorial Hospital, Guam Regional Medical City and U.S. Naval Hospital Guam with a legislative resolution commending them for their work in promoting health literacy.

At the start of the event, Dr. Phillip Tutnauer, a podiatrist and foot specialist at GRMC, read from "Tricky Treats," a children's book that illustrates the difference between "everyday" snacks, such as apple slices and carrot sticks, and "sometimes" snacks, such as soda and cookies.

Rodriguez said it's important for providers and physicians to be able to explain complicated health subjects to kids of all ages.

'Start them at a young age'

June Aflague, an administrative assistant at the library, said she believes healthy living starts with education, and that education needs to start early.

"We need to start them at a young age, with everything. I mean from reading to knowing what's good to eat and what's not good to eat," Aflague said.

Department of Chamorro Affairs President Johnny Sablan, whose department oversees the library, said he hopes the library can be a resource for community members, whether through books or by using the library's computers to conduct research.

To learn more about Health Literacy Month, visit www.HealthLiteracyMonth.org.

Meghan Swartz



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Governor of Guam

Joshua F. Tenorio
Lieutenant Governor of Guam

Anna Marie Arceo
Acting President, DCA

PRESS RELEASE

January 25, 2019

Guam Public Library System

Contact Person: Ms. Teresita LK Kennimer, Library Technician Supervisor

Phone: 475-4751 or 475-4752

SATURDAY STORY HOUR
GUAM POLIC DEPARTMENT PRESENTATION

In an effort to educate and engage our young readers, the Special Operations Statics Display/K-9 (SOD), a division of GPD, will be our honored guests at the Guam Public Library System's, "Saturday Story Hour" on Saturday, February 2, 2019 at the Hagatna Main Library from 10:00 a.m. – 12:00 p.m.

The public is invited to attend a fun-filled morning of live demonstrations, displays, and the opportunity to meet "Tank", the K-9 dog.

For more information, please contact Ms. Linda Aguon, Library Technician I, at 475-4751/52.

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Joshua F. Tenorio
Lieutenant Governor of Guam

Anna Marie Arceo
Acting President, DCA

PRESS RELEASE

February 01, 2019

Guam Public Library System

Contact Person: Ms. Teresita LG Kennimer, Library Technician Supervisor

Phone: 475-4751 or 475-4752

**SATURDAY STORY HOUR
GUAM POLIC DEPARTMENT PRESENTATION**

In an effort to educate and engage our young readers, the Special Enforcement Amphibious Section (SEAS) a division of GPD, will be our honored guests at the Guam Public Library System's, "Saturday Story Hour" on Saturday, February 9, 2019 at the Hagatna Main Library from 10:00 a.m. – 12:00 p.m.

The public is invited to attend a fun-filled morning of live demonstrations and displays on boat safety, and the importance of preparing oneself before going out into the water.

For more information, please contact Ms. Linda Aguon, Library Technician I, at 475-4751 through 475-4752.

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WARNING: AIRBAG EXPLOSION
PROTECT YOURSELF
AND YOUR PASSENGERS

Takata Airbag Recall

There is a current recall in place for all vehicles which include a Takata Airbag. To find out if your vehicle is included, please visit our website above or to speak to one of our Service Advisors call 649-6410.

Have you had your Takata airbag replaced yet?

Is your vehicle included? Visit our website for more information.
www.toyota.com/recall



Adkins Kroll Inc.
443 South Marine Corps Drive
Tamuning, Guam 96913

Call 649-6410

Service Monday to Friday 7:30am to 5pm
Saturday 7:30am to 5pm



Let's
Go
Places

What you need to know for Friday, February 1 and the weekend

Carly Champano-Munoz, Pacific Daily News Published 6:36 p.m. ChT Jan 31, 2019

Siren testing between 9 to 10 a.m.

The Offices of Guam Homeland Security and Civil Defense will conduct a test of the All Hazards Alert Warning System siren between 9 and 10 a.m. Feb. 1 from the Port Authority of Guam.

For more information, contact Public Information Officer Jenna G. Blas at 489-2540 or email jenna.g.blas@ghs.guam.gov.

Poll: Recreational use of marijuana

Should adult recreational use of marijuana be legal on Guam? (<https://poll.fm/10227115>) Poll closes at 3 p.m. Feb. 1, 2019.

()

Should adult recreational use of
marijuana be legal on Guam?

☐ Yes

☐ No

Vote ()

[View Results](#)

Weekend events:

'Saturday Story Hour' at the Hagatña Library

The public is invited to attend a fun-filled morning of live demonstrations, displays, and the opportunity to meet "Tank", the K-9 dog at the Guam Public Library System's, "Saturday Story Hour."

Event begins from 10 a.m. to noon Feb. 2 at the Hagatña Main Library.

In an effort to educate and engage young readers, the Special Operations Statics Display/K-9 (SOD), a division of GPD, will be the honored guests.

For more info. contact Linda Aquon at 475-4751/52.

<https://www.guampdn.com/story/news/2019/01/31/what-you-need-know-friday-february-1-and-weekend/...> 2/1/2019

GPD shows off drug-detecting dog during Saturday storytime

Jasmine Stole Weiss, Pacific Daily News Published 2:44 p.m. ChT Feb. 2, 2019



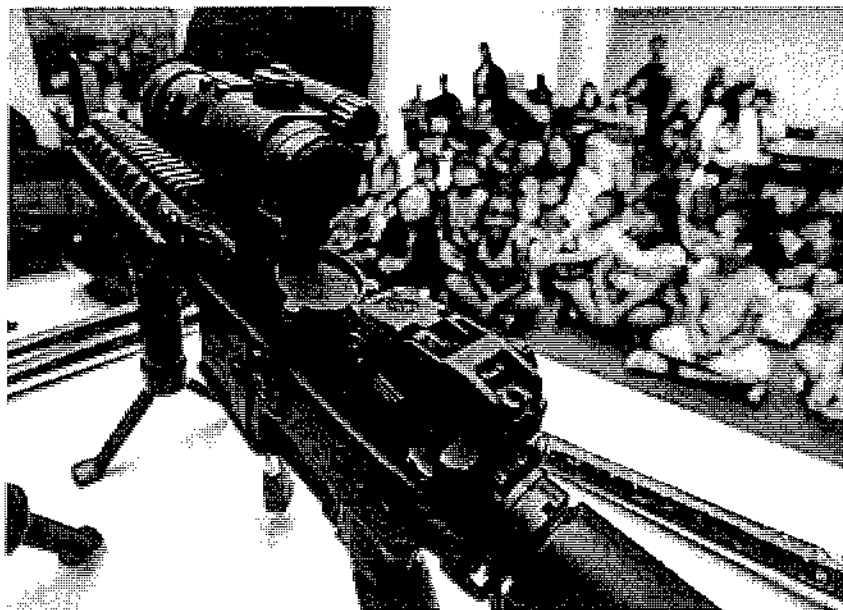
Tank, a Guam Police Department drug detecting labrador retriever, stands alert and ready with his canine handler, Officer Keith Corpuz, during a Guam Public Library System's "Saturday Story Hour" presentation at the Nieves M. Flores Memorial Library in Hagåtña on Saturday, Feb. 2, 2019. (Photo: Rick Cruz/PDN)

When Tamuning resident Shannon O'Connor went to the Nieves M. Flores Memorial Library in Hagåtña, she and the kids with her intended to return to some books, but were pleasantly surprised to find police officers in one of the study rooms.

A few of the Guam Police Department's SWAT officers visited some of the library's youngest patrons on Saturday, including Officer Tank, a labrador who is one of GPD's six K-9s.

About 50 parents and children, including some clients from the Guam Behavioral Health and Wellness Center, met with SWAT officers and got to handle some of the tactical equipment officers use in the field.

Meeting Officer Tank was obviously the main attraction. When he walked into the study room, tail wagging, adults and children fawned over him. Almost all the kids lined up to take photos with Tank after the presentation.



Guam Police Department SWAT officers interact with children and their parents during a Guam Public Library System's "Saturday Story Hour" presentation at the Nieves M. Flores Memorial Library in Hagåtña on Saturday, Feb. 2, 2019. (Photo: Rick Cruz/PDN)

Officers David Elliott and Keith Corpuz, both with the K-9 unit, introduced Tank to the kids and explained that Tank is an officer, just like them.

"He's not a pet," Elliott said.

To showcase Tank's drug detecting skills, Tank was escorted out the study room and Elliot covered a mesh container with marijuana in the room. When Tank returned, he immediately zeroed in on the marijuana and signaled that he'd smelled it, earning a pat on the head from handler Corpuz and cheers from the crowd.

More:

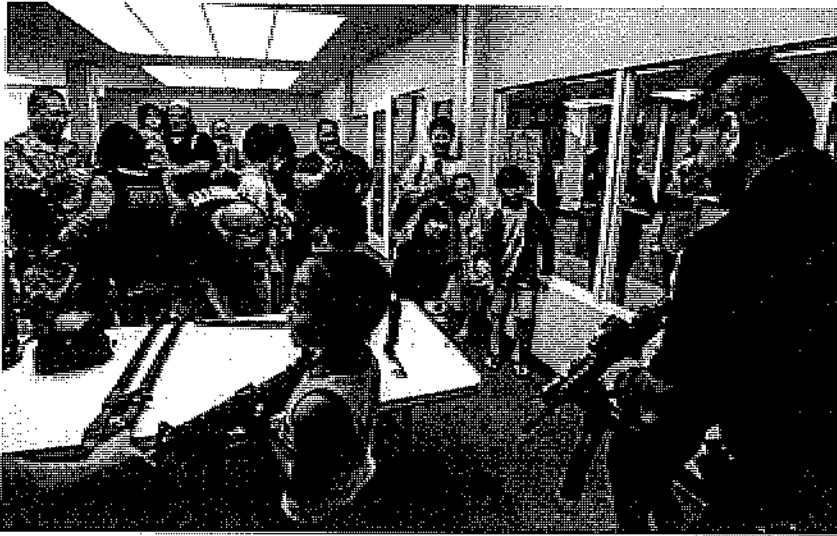
- [Robbery at Jamaican Grill Dededo \(/videos/news/2019/01/31/robbery-jamaican-grill-dededo/2729575002/\)](#)
- [Local artist opens gallery, encourages young talents \(/story/life/2019/01/23/local-artist-opens-gallery-encourages-young-talents/2614159002/\)](#)

Shannon O'Connor, 8-year-old David O'Connor, 8-year-old Isaiah Blas and 10-year-old Landon Blas were among the library patrons who met Tank and the other SWAT officers on Saturday.

"It's a wonderful experience for the kids for to have with the police," Shannon O'Connor said.

"I'm used to dogs barking all over the place," David O'Connor said. "(Tank) is quiet and nice."

Isaiah Blas and Landon Blas echoed O'Connor's sentiments. They said they hadn't had such a close encounter with SWAT officers, their gear or a drug-detecting dog.



Guam Police Department SWAT officers interact with children and their parents during a Guam Public Library System's "Saturday Story Hour" presentation at the Nieves M. Flores Memorial Library in Hagåtña on Saturday, Feb. 2, 2019. (Photo: Rick Cruz/PDN)

"We put our lives on the line every day for you guys," said Officer John Balbin. "We hope to inspire some of you to become a police officer one day."

Linda Aguon, library technician, said this is a new activity for the library. She wanted to expose the children to something different, so she recruited the help of the Guam Police Department.

Next week, the library will host GPD officers with harbor patrol, Aguon said.

Read or Share this story: <https://www.guampdn.com/story/news/local/2019/02/01/gpd-shows-off-drug-detecting-dog-during-saturday-storytime/2741256002/>



Lourdes A. Leon Guerrero
Maga'håga

Joshua F. Tenorio
Sigundo Maga'låhi

Anna Marie Arceo
Mås Ge'hilo'

SestemanLaibirihanPupblekonGuåhan

GUAM PUBLIC LIBRARY SYSTEM
A Division of the Department of CHamoru Affairs
Government of Guam



PRESS RELEASE

April 1, 2019

Guam Public Library System

Contact person: Ms. Teresita LG Kennimer, Library Technician Supervisor

Phone: 475-4751/2

Libraries strengthen their communities Celebrate National Library Week April 7-13, 2019

The Guam Public Library System joins libraries of all types in celebrating the many ways libraries build strong communities by providing critical resources, programs and expertise. April 7-13, 2019 is National Library Week, an annual celebration highlighting the valuable role libraries, librarians and library workers play in transforming lives and communities. Libraries are at the heart of their cities, towns, schools and campuses. They have public spaces where people of all backgrounds can come together and connect.

Library programs encourage community members to meet to discuss issues, work together or learn alongside one another. Library staff also partner with other civic and service organizations to actively engage with the people they serve, always striving to make sure their community's core needs are being met.

Libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all and they also foster civic engagement by keeping people informed and aware of community events and issues."

GPLS is celebrating National Library Week with a Proclamation Signing at the Governor's Office Large Conference Room on Friday, April 5, 2019 at 10:00 a.m.

First sponsored in 1958, National Library Week is a national observance sponsored by the American Library Association (ALA) and libraries across the country each April.

For additional information, please contact Linda M. Aguon at 475-4751/2.

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Lourdes A. Leon Guerrero
Maga'hága

Joshua F. Tenorio
Sigundo Maga'láhi

R. Arlene Santos
Acting Director

Sesteman Laibirihan Pupblekon Guåhan
GUAM PUBLIC LIBRARY SYSTEM
Government of Guam



PRESS RELEASE

February 24, 2020

Guam Public Library System

Contact person: Ms. R. Arlene Santos

Phone: 300-9299

ROSETTA STONE NOW AVAILABLE AT THE GUAM PUBLIC LIBRARY SYSTEM

The Guam Public Library System (GPLS) is pleased to announce the recent addition of its *NEW* Language Learning Digital Resource.... **ROSETTA STONE!** Learn over 30 different languages, with lessons that build reading, writing, speaking and listening skills. This top-rated, customer approved program is accessible at the Nieves M. Flores Memorial Library in Hagatna - provided *AT NO COST*, a language learning opportunity to benefit our patrons and the community.

We are open M/W – 9am – 8pm, T/T – 9am – 5:30pm and Saturdays – 9am – 1pm. Visit the Hagatna library location to take advantage of this amazing opportunity.

For more information, please contact Diana Brennan at 300-9298 or 475-4751, or via email at diana.brennan@guampls.guam.gov.

END-END-END

**Attachment "H" - GPLS 2018 Summer
Reading Program**



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A Division of the Department of Chamorro Affairs
Government of Guam



Honorable Edward J.B. Calvo
Governor of Guam

Raymond S. Tenorio
Lieutenant Governor of Guam

Johnny G. Sablan
DCA President

Guam Public Library System Summer Reading Program

Each year, the Guam Public Library System (GPLS) hosts a *FREE* Summer Reading Program during the summer months when most children are on summer vacation. As a member of the Collaborative Summer Library Program (CSLP), we offer a high-quality summer library program with a different, unified theme each year.

CSLP's Goals of the Summer Reading Program

- To motivate children to read
- To develop positive attitudes about reading and books
- To enable children to maintain their reading skills during summer vacation
- To encourage regular use of the library
- To attract new users to the library
- To promote your library's services and materials throughout the community
- To foster cooperation between community agencies
- To offer experiences through which children can learn to work cooperatively

The Guam Public Library System's goal is for participants to collectively read a total of 10,000 books over the summer. All participants must be GPLS library card holders and must register for the Summer Reading Program.

Early registration typically starts in May with a deadline by early June. The program is held over a six-week period. Each registrant receives a reading log to track the number of books read and a sign-in log is also provided at the library branches to track the number of visits to the library.

The program is focused on the theme as pre-determined by CSLP with various activities and programs throughout the Summer Reading Program.

A Wrap-up Party concludes the program and all participants are awarded.

GPLS strives each year to ensure that all Summer Reading Program participants experience an enjoyable and successful program and simply, to just have fun reading.



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Johnny G. Sablan
DCA President

**Guam Public Library System
Summary of the 2018 Summer Reading Program**

Participants registered with the Guam Public Library System's Summer Reading Program read over 6,700 books during the Library's 2018 Summer Reading Program.

As a member of the Collaborative Summer Library Program (CSLP), the Guam Public Library System (GPLS) is provided with the necessary tools to offer a high-quality summer library program. This year's pre-determined CSLP theme was "*Libraries Rock*".

The Summer Reading Program (SRP) is during the summer months for children 0-17 years of age. The Library's goal was for participants to collectively read a total of 10,000 books for the duration of the program. For many families, the library is the only community space available during the summer months where they can access free educational and cultural enrichment activities and programs.

Early registration began on May 1, 2018 and the deadline to register was on June 16, 2018. The kick-off for the event was on Saturday, June 2, 2018 at the Hagatna Branch location. The program period was from June 4, 2018 thru July 14, 2018.

Requirements of the program for participants, was they must be registered members of the library; they must track the number of books or other reading resources that they read on the reading log provided; and they must sign-in on the log provided when they visited the Library.

The 2018 Program Manual from CSLP assisted us in the planning process. The kit contained a program planning guide of sample solicitation letters, calendars, registration forms, certificates, press releases, public service announcements, and activities.

GPLS was successful in collaborating with Johnny Sablan and ukulele players. GPLS was honored to have been able to draw on local talent within our agency. Johnny Sablan is Guam's famous music artist, and the President of our department. Participants were treated to these talented artists.

At the end of the six week program, a Wrap-up Party was held on July 28, 2018. Participants were awarded in the two categories of Most Books Read and the Most Library Visits. The prizes were donations that the Library received from our Community Based Organizations (CBOs) – companies such as the Bank of Guam, Cold Stone Creamery, Burger King, California Pizza Kitchen, IHOP. The end of the event concluded with light refreshments for all.

The Guam Public Library System Summer Reading Program ended on a high note. Although we did not meet our goal for the participants to collectively read a total of 10,000 books, we still experienced a slight success as there was a 2% increase with the number of participants.

Prepared by:
June M Aflague
Administrative Assistant

THE SURVEY

The survey conducted is for the Guam Public Library System's 2018 Summer Reading Program. The Summer Reading Program is an annual event and is one of the library's most popular literacy programs. This year's program was held from June 4, 2018 through July 14, 2018. The main purpose of this event is to promote literacy by encouraging participants, ages 0-17 years, to read for fun and enjoyment during the summer. A total of 286 children registered for the program. The surveys were prepared a little different this year, having the participants themselves complete the Pre and Post-assessment.

Objectives

The objectives of this survey were:

1. To learn more about how children/teens feel about reading and the library.
2. To identify areas of improvement for next year's Summer Reading Program as well as programs throughout the year.

Administration

The Survey was designed by the Library Survey Team in the Administrative Support Unit. In discussions prior to the survey, it was agreed by the Team to make it kid friendly and have the participants themselves answer the survey. The Pre-assessment survey period was from May 01 – June 16, 2018, and the Post-assessment survey period from July 2 – July 28, 2018.

Presentation of Findings and Analysis

The findings are presented as a percentage based on the number of respondents and comments, if any, noted on the survey.

FINDINGS AND ANALYSIS OF THE SURVEY

PRE-ASSESSMENT

Results as follows:

Question 1:

I like reading



179



29



-0-

Question 2:

I like talking about the books I read



149



48



11

Question 3:

I like reading during the summer



154



45



9

Question 4:

I like going to the library



178



30



-0-

POST-ASSESSMENT

Results as follows:

Question 1:

Did you enjoy the Summer Reading Program?



101



13



5

Question 2:

Do you enjoy reading more?



98



19



2

Question 3:

Did you have fun in the group activity & programs?



100



14



5

Question 4:

Do you want to use the library more often?



100



14

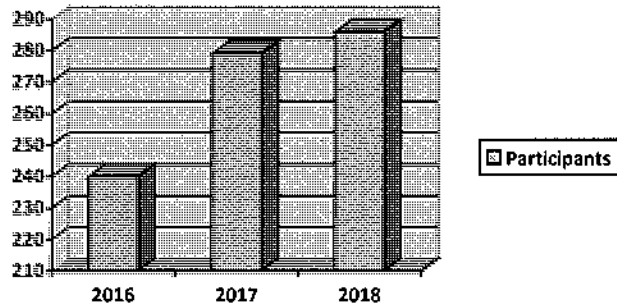


5

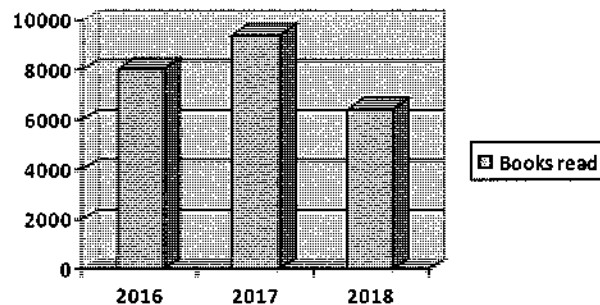
The participants that completed the survey favored a high number on the happy face. However, the responses for the remaining two reactions reflect that there is always a need for improvement.

On a more positive note, the 286 participants that registered for the Summer Reading Program collectively read over 6,700 books during the entire six-week program. Studies according to Harvard University researchers show that reading four to five books over the summer can prevent summer learning loss and have a positive impact with better reading, vocabulary and comprehension skills.

Year	Participants registered	Percentage of increase/decrease
2016	240	
2017	279	13% - increase
2018	286	2 % - increase



Year	Books read	Percentage of increase/decrease
2016	8012	
2017	9400	14% - increase
2018	286	31% - decrease



Survey	Forms distributed	Surveys completed	Response rate
Pre	286	208	72%
Post	180	119	66%

We cannot say for sure if some of this year's participants were new or returnee's from the 2017 SRP, but in comparison with the 2017 Pre-survey questions that were kept the same for 2018, revealed an increase and an improvement between 14 -23%.

GPLS accomplished two recommended actions put forward in the 2016 Evaluation Survey, to seek school support and to plan the components of the program.

As a member of the Collaborative Summer Library Program (CSLP) since 2016, GPLS has been provided with the necessary tools to offer a high-quality summer library program. The kits we received each year, contains a program planning guide to assist us in the planning process.

GPLS also reached out to the Guam Department of Education (GDOE), and we're able to visit all thirty-six elementary schools, providing them with posters and a special invitation promoting the program.

RECOMMENDED ACTION

1. What does the statistics tell you and how can the library better improve its program?
2. Better planning of the program with the resources from CSLP
3. Seek community support for the program
4. Understanding our patrons. Get a better sense of their needs.
5. Aggressive marketing efforts
6. Expand our outreach efforts and strategies.

**Attachment "I" - GPLS 2018 Survey for Patrons
Utilizing the Board and Video Games**

GUAM PUBLIC LIBRARY SYSTEMS (GPLS)

**2018 Survey for Patrons Utilizing the Board
and Video Games**

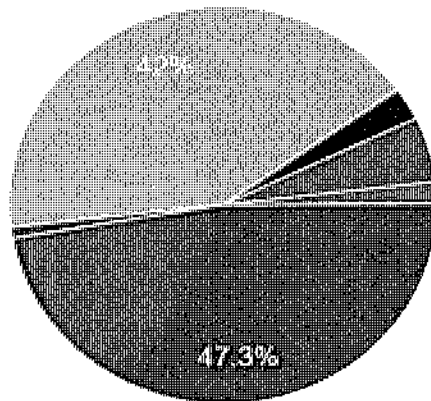
NAME OF THE LIBRARY BRANCHES

- | | |
|---------------------|------------------|
| 1. Hagatna Branch | 5. Dededo Branch |
| 2. Agat Branch | 6. Merizo Branch |
| 3. Barrigada Branch | 7. Yona Branch |
| 4. Bookmobile | |

BREAKDOWN OF RESPONSES BY LIBRARY BRANCH

Name of Branch

112 responses



- Hagatna Branch
- Agat Branch
- Barrigada Branch
- Bookmobile
- Dededo Branch
- Merizo Branch
- Yona Branch

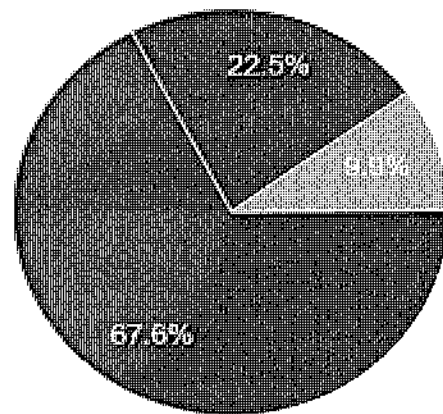
SURVEY QUESTIONS – 112 RESPONSES

1. How often do you visit our libraries?
2. How old are you?
3. Did you enjoy the use of the Board and/or Video Games?
4. Will you be back again to use the library?
5. Is there anything that you would like to see done at your library to improve or better your experience?

I. HOW OFTEN DO YOU VISIT OUR LIBRARIES?

1. How often do you visit our libraries?

111 responses

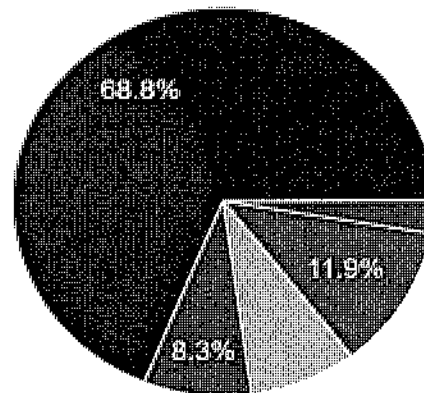


- Once a week
- Sometimes
- My First Time

2. HOW OLD ARE YOU?

2. How old are you? Please circle.

109 responses

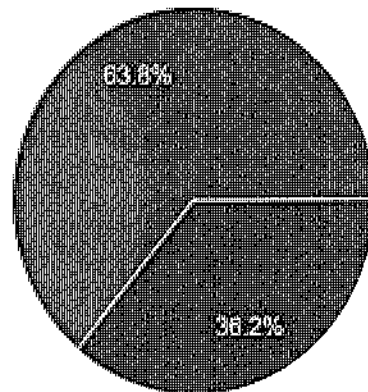


- 0-5
- 6-9
- 10-12
- 13-16
- 17 & Above

3. DID YOU ENJOY THE USE OF THE BOARD AND/OR VIDEO GAMES?

3. Did you enjoy the use of the Board and/or Video Games?

105 responses

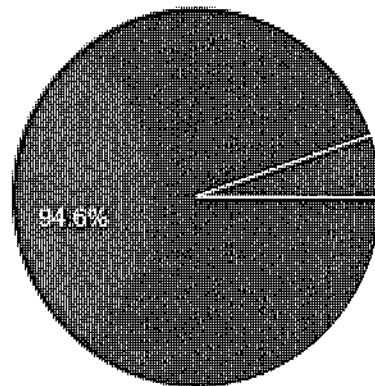


- Yes
- No

4. WILL YOU BE BACK AGAIN TO USE THE LIBRARY?

4. Will you be back again to use the library?

112 responses



- Yes
- No

5. IS THERE SOMETHING THAT YOU WOULD LIKE TO SEE DONE AT YOUR LIBRARY TO IMPROVE OR BETTER YOUR EXPERIENCE?

- More days open.
- More hours for Barrigada.
- No, thank you
- Bring awareness to the youth to get them interested in coming weekly.
- No, pretty good arrangement.
- Update/upgrade computers; working phone for public; open more branches more than once a week; improve air con; reward children for attendance.
- Open hours for library at least three times a week.
- Improve air con; Bulletin display arts & crafts done in the library board.
- Dog poop outside every time I come.
- No.
- Have a room to talk to others about books and projects.
- I would like the game room to be private in a separate room with an attendant.
- More games.
- Have a computer available for finding books.
- Have more staff so branch libraries can open more than one day. Hope it would improve.
- Game room is needed to be enclosed so that it would not bother people that are studying.
- We would like to see computer equipment new and improve its services. Have a great library day.
- Get rid of the video games and board games. Kids should learn to open a book and read to expand their reading skills.
- Sometimes the printers are not working at 2nd floor.
- More speed.
- Not a thing. Employees are nice and friendly and helpful.

5. IS THERE SOMETHING THAT YOU WOULD LIKE TO SEE DONE AT YOUR LIBRARY TO IMPROVE OR BETTER YOUR EXPERIENCE?

- Access to what is available in library books, etc.
- Computer/movie rental, book for sale.
- To improve senior citizen learning more computers in order for them to go GTA pay for debts.
- I want senior citizen class will be continued this year 2018.
- I believed that Senior Citizen need more class with computer: it will be helpful for them to learn computer.
- Public telephone.
- There should be no games, it's use for studies not game room.
- Touch and feel books.
- Better use of study room instead of use for Game Room. I see it use for the elderly which is good, maybe expand it for training more on the computers.
- Separate the games in one room and have a one staff to attend the game place. Program Coordinator should be the one to handle that section.
- Open
- I like it here at this library so I'm good.
- I love for the library to be open Monday to Saturday.
- Open everyday and no (games) on the library at all! It's a game room area.

5. IS THERE SOMETHING THAT YOU WOULD LIKE TO SEE DONE AT YOUR LIBRARY TO IMPROVE OR BETTER YOUR EXPERIENCE?

- Open the library.
- Extended hours/days
- Need to open Monday-Saturday for school.
- To be open Monday through Saturday.
- Need the library to open Monday through Friday for school need.
- Need the library to open for my school needs.
- To be open Monday to Saturday for school studies.
- Need to open through Monday-Saturday for school purpose.
- Really important for us young kids to have library to open everyday.
- We want to open the library at least once a week.
- I need you guys to open the library at least once a week.
- Yes, I will like the library to be at least open once a week.
- Open everyday need for our school study.
- Really wanted the library to open Monday thru Saturday if possible.
- More days to open for Barrigada Branch close to my village.
- If possible can open Monday through Saturday.
- Please open on Tuesday as well. Thank you.
- More days for Branch - Barrigada.

**5. IS THERE SOMETHING THAT YOU WOULD LIKE
TO SEE DONE AT YOUR LIBRARY TO IMPROVE OR
BETTER YOUR EXPERIENCE?**

- Opens more days for Barrigada.
- I would like it to be open from Monday to Saturday.
- I need the library to open at least once a week.
- I like the library to be open Monday to Saturday.
- I would like the library in Barrigada to be open Monday to Saturday.
- More days open for Barrigada.
- Yes, I would love the Barrigada library to be open Monday-Friday for my kids to enjoy it.
- To be open Monday-Friday, please if possible.
- More hours
- Open the library every day for kids to use computers.
- Hours
- Really need the library to open Monday to Friday cause for me to study more.
- I hope and pray you open the library Monday to Saturday for more internet use.
- I love for the library to open Monday to Saturday.
- Everyday.
- Everyday or open late.

5. IS THERE SOMETHING THAT YOU WOULD LIKE
TO SEE DONE AT YOUR LIBRARY TO IMPROVE OR
BETTER YOUR EXPERIENCE?

- To be open these days Monday-Friday. It's hard if only once a week.
- Top open from Monday-Friday if impossible my kids really need the library to open those days.
- Love my library to open Monday-Saturday here in Barrigada.
- Enjoy the children's program. Adding more board books.
- More dinosaur books. Thank you!
- Need a digital card catalog to make it easier for me to find books for my children or even my children to find for themselves.
- Fix the AC in the Arts and Crafts Room
- After school activities.
- Expand Juvenile section.
- More books
- Get the cafe done. I want to be able to have afternoon snack.

**Attachment "J" - GPLS National Training-Library
for the Blind and Physically Handicapped**

Trainee Questionnaire & Survey

The Guam Public Library System is conducting an evaluation on the **LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED** and FEDERAL DEPOSITORY Training held in Hawaii from February 11-14, 2019. This evaluation consists of 10-closed-ended questions. All evaluation items will be analyzed, and as feedback to GPLS' 5-Yr Grant (2018-2022).

Trainee: Florence S. Taitague

Circle and Rate the extent to which you agree or disagree with the following statements:

	Strongly Disagree	Somewhat Disagree	Neither Agree nor Disagree	Somewhat Agree	Strongly Agree
The training met my needs and expectations.	1	2	3	4	5
I will be able to use the knowledge gained from the training.	1	2	3	4	5
This training is related to my work duties and requirements.	1	2	3	4	5
The instructor(s) were knowledgeable in subject matter	1	2	3	4	5
I was encouraged to ask questions, voice concerns and observations, and engage in discussion.	1	2	3	4	5
The instructor(s) style and delivery was effective.	1	2	3	4	5
The facility provided was a comfortable learning environment.	1	2	3	4	5
I found this training to be difficult	1	2	3	4	5
I enjoyed the training	1	2	3	4	5
I would recommend this training to others.	1	2	3	4	5

1. What did you gain most from the training?

I have gained knowledge of the newest technology offered for services available with LBPH and the convenience it offers for our day to day work and ways it will help us to better serve our patrons and their needs.

Guam Public Library System

2. What did you enjoy most about the training?

Direct on sight training and the patience and friendliness of Baron and his staff in making
the time to share with us what and how they perform these day to day tasks

3. What will you be doing differently now as a result of the training?

Hopefully with support from our superiors in agreeing with taking on such technology it
offers, and which is free and provided by NLS, share what we have learned with other staff
and assisting as well as introducing its procedures.

4. What would you say were the biggest advantages of the training?

I used to be assigned to this area of work and seeing and learning that there is much upgrad-
ing and knowing that there are now ways to make more space to the collection and meeting
the needs of our patrons more sufficiently.

5. With what you have gained, how can you now move forward with any changes or improvements?

Introducing what we have learned to our superiors and advising of the free services and
Equipments that we can utilize to make this service updated and effective.

Thank you for participating in this survey!

/ja

Trainee Questionnaire & Survey

The Guam Public Library System is conducting an evaluation on the LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED and FEDERAL DEPOSITORY Training held in Hawaii from February 11-14, 2019. This evaluation consists of 10-closed-ended questions. All evaluation items will be analyzed, and as feedback to GPLS' 5-Yr Grant (2018-2022).

Trainee: Francine Renea M. Uncangco, Library Technician II (LB&PH)

Circle and Rate the extent to which you agree or disagree with the following statements:

	Strongly Disagree	Somewhat Disagree	Neither Agree nor Disagree	Somewhat Agree	Strongly Agree
The training met my needs and expectations.	1	2	3	4	⑤
I will be able to use the knowledge gained from the training.	1	2	3	4	⑤
This training is related to my work duties and requirements.	1	2	3	4	⑤
The instructor(s) were knowledgeable in subject matter	1	2	3	4	⑤
I was encouraged to ask questions, voice concerns and observations, and engage in discussion.	1	2	3	4	⑤
The instructor(s) style and delivery was effective.	1	2	3	4	⑤
The facility provided was a comfortable learning environment.	1	2	3	4	⑤
I found this training to be difficult	1	2	3	4	⑤
I enjoyed the training	1	2	3	4	⑤
I would recommend this training to others.	1	2	3	4	⑤

1. What did you gain most from the training?

I was able to learn about a couple of new programs / applications that the Hawaii State Library for the Blind & Physically Handicapped has been implemented to be able to assist with the applicants and their selections of materials.

2. What did you enjoy most about the training?

Being able to learn more about the services that the library is able to provide to our patrons whom are blind and physically handicapped.

3. What will you be doing differently now as a result of the training?

How we are currently assisting our patrons who are blind and physically handicapped is the same way they are being assisted in Hawaii, the minor difference is that we offer to deliver patrons requests through home delivery services and in Hawaii they mail it out to their patrons because of the vast amount of patrons they have.

4. What would you say were the biggest advantages of the training?

I would say that they have implemented a couple of programs / applications that help assist with the processing of patrons requests which are called "WEBreads" which allows for affiliated support agencies to distribute and track materials. Also, "PICS (Production Information and Control Systems) which helps coordinate and monitor the production and distribution of reading materials.

5. With what you have gained, how can you now move forward with any changes or improvements?

If we are able to also implement the two programs / applications that I have mentioned, it would benefit not just our library but also our patrons.

Thank you for participating in this survey!



GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
TRAVEL REQUEST AND AUTHORIZATION

TA No. GPLS-19-002

NOTICE: See Section 1714, Chapter 17, Part 4, Volume III of the Government of Guam Manual for instructions.

1. TO Department of Administration		2. FROM (Name of requesting organization) DCA / Guam Public Library System		3. DATE OF REQUEST January 8, 2019	
4. (A) FULL NAME and DATE OF BIRTH OF TRAVELER Francine Renea Manibusan Uncangco / 2/25/1980		<input type="checkbox"/> MALE <input checked="" type="checkbox"/> FEMALE		(B) VENDOR NUMBER: [] Attach Request	
(C) COMPLETE ADDRESS OF TRAVELER P. O. Box 326199, Hagatna, Guam 96932				(D) SOCIAL SECURITY NUMBER 586-82-3179	
The following travel is: <input checked="" type="checkbox"/> REQUESTED <input type="checkbox"/> AUTHORIZED		5. TITLE OF TRAVELER Library Technician II		6. CHARGE ACCOUNT NUMBER 5101 H18 3611 EI 107 220	
7. PLACES OF TRAVEL FROM: Guam TO: Honolulu, Hawaii				8. APPROX. LENGTH OF TRAVEL (in days) (5)	
				9. APPROX. DATE TRAVEL COMMENCES February 10, 2019	
10. (A) DESCRIBE MODES OF TRAVEL DESIRED (Air, Ship, Train, Private Automobile, etc.) Air				(B) TRAVEL AGENCY DESIRED Travel Bag	
11. IF DEPENDENTS ARE AUTHORIZED FOR TRAVEL, GIVE NAMES, AGES, AND RELATIONSHIPS OF EACH N/A					

RECEIVED

12. FULLY DESCRIBE PURPOSE OF TRAVEL (Use reverse if more space is necessary) To attend training in Hawaii at the LBPH (Library for the Blind and Physically Handicapped). The staff will learn about the policies, procedures, services and Programs to better serve patrons. Also, legal requirements & Program Regulations of the Federal Depository Library Program at University of Hawaii, Manoa Library.		13. ENTER NUMBER OF TR'S ISSUED JAN 15 2019	
14. IF TRAVEL ADVANCE IS DESIRED, GIVE AMOUNT REQUESTED \$1,575.00		15. HOUSEHOLD EFFECTS AUTHORIZED N/A	

**CLEARED PER
BBMR'S REVIEW**

16. SIGNATURE (Name and title of requesting official) Ann M. Arceo, Acting President, Department of Chamorro Affairs		18. SIGNATURE (Name and title of authorizing official) Lester L. Carlson, Jr., Acting Director, BBMR	
17. ESTIMATED COST OF TRAVEL (For use of Administration Department)		19. FOR CERTIFICATION OF AVAILABILITY OF FUNDS	
(A) TRANSPORTATION OF TRAVELER	\$ 1,526.25	Certified Funds Available:	
(B) TRANSPORTATION OF DEPENDENTS	0.00		
(C) PER DIEM OF TRAVELLER - \$315.00 x 5.0 days =	1,575.00		
(D) PER DIEM OF DEPENDENTS	0.00		
(E) TRANSPORTATION OF HOUSEHOLD EFFECTS	0.00		
(F) MISC. ALLOWANCES (must itemize on line 9c on Travel Form ACC-TRB001)	0.00		
(G) SERVICE FEES			
TOTAL COST (Estimated) \$3,111.25		DATE: 8-9-2019	

Sandra M. Stanley
Sandra M. Stanley, A. O.
CERTIFYING OFFICER

SIGNATURE and CONTACT NUMBERS (Cost Estimator) Sandra Manley Stanley, 475-4765	
20. TO TRAVELER, You are hereby authorized to perform the above described travel in accordance with the provisions of Section 1714, Chapter 17, Part 4, Volume III to the Government of Guam Manual. Necessary tickets, transportation requests and other documents are hereto attached.	

DIRECTOR, Dept. of Administration

DATE

21. I certify that I have received the material of Item 17. <i>Francine Renea Manibusan Uncangco</i> Francine Renea Manibusan Uncangco / 475-4757	
TRAVELER'S SIGNATURE AND CONTACT NUMBER	
DATE: 1/9/2019	



STATE OF HAWAII
HAWAII STATE PUBLIC LIBRARY SYSTEM
LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED
402 KAPAHULU AVENUE, HONOLULU, HAWAII 96815
Phone: (808) 733-8444; Fax: (808) 733-8449
E-mail: olbcirc@librarieshawaii.org

TRAINING SCHEDULE
FOR FLORENCE TAITAGUE & FRANCINE UNCANGCO
GUAM LBPH

TRAINING DATES:

Monday, February 11, 2019; 8:30 am – 4:30 pm

Tuesday, February 12, 2019; 9:00 am – 5:00 pm

SCHEDULE SUBJECT TO CHANGE

Monday, February 11, 2019

Time	Training	Staff
8:30	General overview	
8:30	Tour of Hawaii LBPH	
	Overview of NLS	
	NLS Manual	
9:30	Break	
10:00	Patron overview	
	Application	
	Patron orientation	
	Patron files	
11:00	Collection overview	
	Book selections	
	Processing of new books	
	Circulation of DBs	
	Processing of returned DBs	
	XESS: weeding, offering, keeping	

12:00	Lunch	
	Report overview	
	Statistics	
	Reports	
1:30	Outreach & Programming overview	
	Public education	
	Programs	
	Physical space	
2:30	Machine program overview	
	Files & forms	
	Borrowed/returned	
	Inventory	
	Requests	
	Mailing	
4:30	End	

Tuesday, February 12, 2019

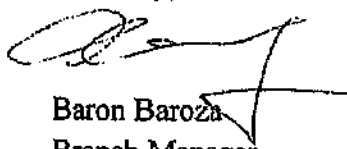
9:00	Mail run process	Terence
	Processing returned books	
10:00	READS overview	Baron
	Eligibility criteria	
	PICS	
11:00	Break	
11:30	Statistics, reports	Ana
	ILL	
12:00	Machine orientation	Jyoti
	DS1, DA1, headphones, amplifier	
	Warranty	
1:00	Lunch	
2:30	Application/patron files	Jyoti
	New, cancelled/deceased, transfer	

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

	Catalogs	
3:30	Book selections	Ana
	Copy allotment	
	Delivery verification report	
	DB recall	
	XESS procedures	
	Readers advisory	
4:30	NLS annual survey	Baron
	NLS annual/semiannual reports	
5:00	End	

Please let me know if you need any additional information.

Sincerely,



Baron Baroza
Branch Manager

Library for the Blind and Physically Handicapped
402 Kapahulu Avenue, Honolulu, HI 96815
(808) 733-8444
baron.baroza@librarieshawaii.org

Training Agenda for Florence Taitague and Francine Uncangco, Guam PLS

Location: University of Hawai'i at Mānoa Library

February 13-14, 2019

Wednesday, February 13

- Introduction to the FDLP and GPO 9:00 a.m. to 10:00 a.m.
 - Web site
 - AskGPO
- Legal Requirements and Regulations 10:00 a.m. to 10:30 a.m.
- What's in the Box? 10:45 a.m. to 12:00 p.m.
 - Shipping lists
 - Claims
- Depository Collection Management 1:30-4:00 p.m.
 - DSIMS
 - Item lister
 - DDM2
 - List of classes
 - Selection
 - Deselection/weeding procedures

Thursday, February 14

- Public Access 9:00 a.m. to 10:30 a.m.
 - Staffing requirements
 - Access to documents
 - Computer access
 - Public Access Assessments
- Regionals 10:45 a.m. to 11:30 a.m.
 - Regional services
- Cataloging and Bibliographic Control 1:00 p.m. to 2:30 p.m.
 - Shelflisting
 - Property stamping and labeling
- Wrap Up 2:45 p.m. to 3:30 p.m.
 - Promotion
 - Continuing education

From: Travel Bag, Inc.
To: June Aboque
Subject: FW: TAITAGUE/FLORENCE 10FEB2019 GUM HNL
Date: Thursday, January 24, 2019 9:09:11 AM
Attachments: STAR TTHO.TTI 958811_2.png
STAR TTHO.TTI 958811_1.png

Your trip	Booking ref:	L862W3	CheckMyTrip
	Document Issue Date:	23 January 2019	Basic Info

Traveler	Florence Taitague Francine Dancargo	Agency	TRAVEL BAG, INC. 215 E Chalan Santo Papa Ste 107d Suite 107d HAGATHA 96910-5202 Telephone 871 472-2653 Fax 871 472-2735 Email travelbag@guam.net Website 12559747 Agent Initial AA
----------	---	--------	--

Date	City	Service	From/To	Class
Sun 10 February	Guam - Honolulu	UA 200	07:50 AM - 06:55 PM	Economy
Fri 15 February	Honolulu - Guam	UA 201	03:15 PM - 07:05 PM	Economy

Airline Booking Reference(s)

UA (United Airlines): LRG92S



Sunday 10 February 2019



United Airlines UA 200



Check-in

Departure 10 February 07:50 AM
Arrival 09 February 08:55 PM
Duration 07:05 (Non stop)
Distance 3,795 Miles
Booking status Confirmed
Class Economy (V)
Boarding Time 10 February 07:20 AM (Subject to change)
Equipment BOEING 777-200/300
Flight meal Food for purchase

Friday 15 February 2019



United Airlines UA 201



Check-in

Departure 15 February 03:15 PM
Arrival 16 February 07:05 PM
Duration 07:50 (Non stop)
Distance 3,795 Miles
Booking status Confirmed
Class Economy (V)
Boarding Time 15 February 02:45 PM (Subject to change)
Equipment BOEING 777-200/300
Flight meal Food for purchase

General Information

ADVANCE PURCHASE FARE INCL AGENCY FEE \$1538.25 PER PERSON

LAST TICKET DATE FEB 01

NONREFUNDABLE FARE/\$250 CHANGE PENALTY ONCE TICKETED

UNRESTRICTED FARE \$3838.25 PER PERSON

Ecological Information

Calculated average CO2 emission is 808.00 kg/person

Source: ICAO Carbon Emissions Calculator

<http://www.lcap.in/environmental-protection/CarbonOffset/Pages/default.aspx>

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.latatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for Interline carriage).



This itinerary was sent to following recipients:
travelbag@guam.net

Powered by

AMADEUS

From: Travel Bag, Inc.
To: June Aftaque
Cc: Sandra Stanley
Subject: TATTAGUE/FLORENCE 10FEB2019 GUM HNL
Date: Wednesday, January 02, 2019 9:56:57 AM
Attachments: STAR ITIH0 ITI 3041135 1.png
 STAR ITIH0 ITI 3041135 2.png

Your trip

Booking ref:
 Document Issue
 Date:

PAGORL

01 January 2019

CheckMyTrip
 Manage Info

Traveler	Florence Tattague Francine Uncangco	Agency	TRAVEL BAG, INC. 215 E. Chalan Santo Papa Ste 107d Suite 107d HAGATNA 96910-5202 Telephone: 871 472-2853 Fax: 871 472-2735 Email: travelbag@guam.net Website: 12668747 Agent Initial: UM
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Date	City	Service	From/To	Class
Sun 10 February	Guam - Honolulu	UA 200	07:50 AM - 06:55 PM	Economy
Fri 15 February	Honolulu - Guam	UA 201	03:15 PM - 07:05 PM	Economy

Airline Booking Reference(s)

UA (United Airlines): K4KP5C



Sunday 10 February 2019

United Airlines UA 200



Departure 10 February 07:50 AM
Arrival 08 February 06:55 PM

Guam, (A.B. Won Pat Intl) (+)
 Honolulu, (Daniel K Inouye Intl) Terminal: 2
 (+)
 07:05 (Non stop)
 3,795 Miles
 Confirmed
 Economy (W)
 10 February 07:20 AM (Subject to change)
 BOEING 777-200/300
 Food for purchase

Check-in

Duration
 Distance
 Booking status
 Class
 Boarding Time
 Equipment
 Flight meal

Friday 15 February 2019

United Airlines UA 201



Departure 15 February 03:15 PM
Arrival 16 February 07:05 PM

Honolulu, (Daniel K Inouye Intl) Terminal: 2
 (+)
 Guam, (A.B. Won Pat Intl) (+)
 07:50 (Non stop)
 3,795 Miles
 Confirmed
 Economy (W)
 15 February 02:45 PM (Subject to change)
 BOEING 777-200/300
 Food for purchase

Check-in

Duration
 Distance
 Booking status
 Class
 Boarding Time
 Equipment
 Flight meal

General Information

ADVANCE PURCHASE FARE INCL. AGENCY FEE \$1486.25 PER PERSON
LAST TICKET DATE JAN 08
THIS BOOKING CAN ONLY BE HELD FOR 7DAYS AFTER RES. IS MADE
NONREFUNDABLE FARE/\$250 CHANGE PENALTY ONCE TICKETED

UNRESTRICTED FARE 3838.25 PER PERSON

Ecological information

Calculated average CO2 emission is 808.00 kg/person

Source: ICAO Carbon Emissions Calculator

<http://www.icao.int/environmental-protection/CarbonOffset/Pages/default.aspx>

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.lalatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for Interline carriage).



This Itinerary was sent to following recipients:
lraive-bag@guam.net

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AMADEUS

OCONUS and OVERSEAS Per Diem Rates: Query Results

MAXIMUM PER DIEM RATES OUTSIDE THE CONTINENTAL UNITED STATES TRAVEL PER DIEM ALLOWANCES

COUNTRY/STATE: H A W A I I

PUBLICATION DATE (MM DD YY): 0 1 0 1 1 9

NOTES

1. Use the OTHER rate if neither the CITY, PLACE, ISLAND, nor MILITARY INSTALLATION is listed.
2. For other allowances that are based on per diem rates (e.g., TLE, TLA, TQSE, TQSA), see the appropriate rules for those allowances regarding what per diem rate to use.
3. The standard ONBASE INCIDENTAL RATE is \$3.50 OCONUS wide.
4. When Government meals are directed, the appropriate Government meal rate, as prescribed in Appendix A, is applicable.
5. Per Diem Rate = Max Lodging + Meals (Local Meals, Proportional or Government) + Incidental Rate (Local or OnBase)

* All rates are in US Dollars

Locality	Seasons (Beg-End)	Maximum Lodging	Local Meals	Proportional Meals	Local Incidental	Footnote	Footnote Rate	Maximum Per Diem	Effective Date
CAMP H M SMITH	01/01-12/31	177	111	63	27			315	08/01/2017
EASTPAC NAVAL COMP TELE AREA	01/01-12/31	177	111	63	27			315	08/01/2017
FT. DERUSSEY	01/01-12/31	177	111	63	27			315	08/01/2017
FT. SHAFTER	01/01-12/31	177	111	63	27			315	08/01/2017
HICKAM AFB	01/01-12/31	177	111	63	27			315	08/01/2017
HILO	01/01-12/31	199	94	54	23			316	08/01/2017
HONOLULU	01/01-12/31	177	111	63	27			315	08/01/2017
ISLE OF HAWAII: HILO	01/01-12/31	199	94	54	23			316	08/01/2017
ISLE OF HAWAII: OTHER	03/26-12/17	189	129	72	32			350	08/01/2017
ISLE OF HAWAII: OTHER	12/18-03/25	239	129	72	32			400	08/01/2017
ISLE OF KAUAI	01/01-12/31	325	108	61	27			460	04/01/2016
ISLE OF MAUI	01/01-12/31	269	128	71	32			429	08/01/2017
ISLE OF OAHU	01/01-12/31	177	111	63	27			315	08/01/2017
JB PEARL HARBOR-HICKAM	01/01-12/31	177	111	63	27			315	08/01/2017
KAPOLEI	01/01-12/31	177	111	63	27			315	08/01/2017
KEKAHA PACIFIC MISSILE RANGE FAC	01/01-12/31	325	108	61	27			460	04/01/2016
KILAUEA MILITARY CAMP	01/01-12/31	199	94	54	23			316	08/01/2017
LANAI	01/01-12/31	254	89	52	22			365	08/01/2017
LIHUE	01/01-12/31	325	108	61	27			460	04/01/2016
LUALUAEI NAVAL MAGAZINE	01/01-12/31	177	111	63	27			315	08/01/2017
MCB HAWAII	01/01-12/31	177	111	63	27			315	08/01/2017
MOLOKAI	01/01-12/31	176	92	53	23			291	08/01/2017
NOSC PEARL HARBOR	01/01-12/31	177	111	63	27			315	08/01/2017
PEARL HARBOR	01/01-12/31	177	111	63	27			315	08/01/2017
PMRF BARKING SANDS	01/01-12/31	325	108	61	27			460	10/01/2016
SCHOFIELD BARRACKS	01/01-12/31	177	111	63	27			315	08/01/2017
TRIPLER ARMY MEDICAL CENTER	01/01-12/31	177	111	63	27			315	08/01/2017
WAIHAWA NCTAMS PAC	01/01-12/31	177	111	63	27			315	08/01/2017
WHEELER ARMY AIRFIELD	01/01-12/31	177	111	63	27			315	08/01/2017
[OTHER]	01/01-12/31	199	94	54	23			316	08/01/2017

*Use the OTHER rate if neither the CITY, PLACE, ISLAND, nor MILITARY INSTALLATION is listed.

Request a Review of a Per Diem Rate

Find out more about the Proportional Meal Rate (Prog. Meals)

GUAM PUBLIC LIBRARY SYSTEM

TRAVEL LOG

Cheers Travel	Expo	First Class Travel	Golden Dragon	PACTOURS	It's A Getaway Travel	Royal Travel	Top Travel	Travel Pacificana	Travel Bag	World Travel
									<p>Traveler: Francine Uncangco Depart Guam: Sunday, Feb 10, 2019 Arrive Guam: Saturday, Feb 16, 2019</p>	

February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9-Arrive in Honolulu
10-Leave Guam	11-Training at Hawaii State Library for the Blind ...	12-Training at Hawaii State Library for the Blind ...	13-Training at University of Hawaii at Manoa - Federal Documents	14-Training at University of Hawaii at Manoa - Federal Documents	15-Leave Honolulu, Hawaii	16-Arrive on Guam
17	18	19	20	21	22	23
24	25	26	27	28		
Free calendars at www.CalendarHome.com !						



GOVERNMENT OF GUAM
TRAVEL COST BREAKDOWN

TV No. GPLS-19-002

NOTICE: Enter numbers of the Transportation Requests used on reverse side, attach copies.

1. TO Department of Administration	2. FROM DCA / Guam Public Library System	3. DATE January 8, 2019
---------------------------------------	---	----------------------------

Traveler to be on Travel Status from 7:50 a.m. / 2-10-2019 TO 7:05 p.m. / 2-16-2019
(Hour & Date) (Hour & Date)

4. FULL NAME OF TRAVELER Francine Renea Manibusan Uncangco	5. DEPARTMENT TO BE CHARGED Guam Public Library System	6. CHARGE ACCOUNT NUMBER 5101 H183611 E1 107 220
---	---	---

7. This form supports Travel Authorization of _____ (Date) (Number of Travel Requests)	8. NUMBER OF DEPENDENTS AUTHORIZED N/A
---	---

9. TRAVELER'S COST BREAKDOWN		TRAVELER	DEPENDENTS
(A) Per diem <u>\$315</u> days <u>5</u> days Traveler Dependents		\$ 1,575.00	\$ -
(B) Description of Estimated Cost(s):		\$ -	
(C) Miscellaneous Allowable costs: (List separately, use reverse side and additional sheets, if necessary. Attach supporting papers. Total must match total on Line 17F of the Travel Form ACC-TRA001)		\$ -	
TOTALS: \$		1,575.00	\$ -

10. SIGNATURE (Director, Department of Administration or Governor of Guam)

12. I certify that the amount claimed is true and just and cost analysis has been performed.

Francine Renea M. Uncangco 1/9/2019
Signature of Traveler Date

DEPARTMENT OF ADMINISTRATION DIVISION OF ACCOUNTS USE ONLY

11. The items listed above support the approved Travel Request and Authorization attached:
Travel Request & Auth. No. _____ Department of _____
Charged to account number. _____ Dated _____

13. I certify that I have reviewed the above cost estimate as shown in item 10.

Francine Renea M. Uncangco 1/9/2019
Traveler's signature Date



GOVERNMENT OF GUAM
TRAVEL ITINERARY SUMMARY

January 9, 2019
DATE

Francine Renea Manibusan Uncangco
TRAVELER'S NAME

DCA / GPLS
DEPT/AGENCY

GPLS-19-002
DEPT/AGENCY'S TA NUMBER

Was on travel status as follows:

DEPARTURE (from Guam)	ARRIVAL (into Guam)	MODE OF TRAVEL
DATE: 2/10/19 TIME: 7:50 a.m.	DATE: 2/16/19 TIME: 7:05 p.m.	Air (Attach boarding passes)

Expenses allowable for reimbursement are as follows:

Newly Hired Contract Employees (with exception of DOE): Medical examination, fingerprint fees, taxi fares from residence to airport, telegram (accepting position).

Official Off-Island Business Employees: Registration/conference fees, taxi fares from place of business to hotel (or vice versa) as authorized & others related to official business as authorized by the GOVERNOR.

I certify that the above information and supporting documents are true and correct and are in compliance with Government travel regulations and the laws of Guam.


TRAVELER'S/EMPLOYEE SIGNATURE

SOCIAL SECURITY NO.: 586-82-3179

CONTACT NUMBER(S): 475-4757

(MUST ACCOMPANY TRAVEL VOUCHER FORM)



GOVERNMENT OF GUAM
TRAVEL VOUCHER

TV No. GPLS-19-002

NOTICE: Enter numbers of the Transportation Requests used on reverse side, attach copies.

1. TO Department of Administration 2. FROM DCA/Guam Public Library System 3. DATE 1/8/2019

Please pay to the below named Traveler the amount in item 10 below.

Traveler was on Travel Status from 7:50 a.m. / 2/10/2019 TO 7:05 p.m. / 2/16/2019
(Hour & Date) (Hour & Date)

4. FULL NAME OF TRAVELER Francine Renea Manibusan Uncangco 5. DEPARTMENT TO BE CHARGED Guam Public Library System 6. CHARGE ACCOUNT NUMBER 5101 H18 3611 EI 107 220

7. This is supported by Travel Authorization of (Date) (Number of Travel Requests) 8. NUMBER OF DEPENDENTS AUTHORIZED N/A

Previous Travel Advance was / was not given. (Strike out one)

9. TRAVELER'S AMOUNT CLAIMED		TRAVELER	DEPENDENTS
(A) Per diem \$315.00 days 5 days		\$1,575.00	\$
(B) Reimbursement for Transportation (1) Tickets costs paid by Traveler (2) Mileage (Miles @ 55.5¢ per mile)		\$	
(C) Miscellaneous Allowable costs: (List separately, use reverse side and continuation sheets if necessary. Attach supporting papers.)		\$	
TOTALS: \$		1,575.00	\$

10. Total amount claimed is \$ 0.00 Deduct advance in item 7 \$ 0.00 Balance due to Traveler \$ 0.00

11. SIGNATURE (Director, Department of Administration or Governor of Guam)

12. I certify that the amount claimed is true and just and payment has not been received.

Francine Renea Manibusan Uncangco 1/8/2019
Signature of Claimant Date

DEPARTMENT OF ADMINISTRATION DIVISION OF ACCOUNTS USE ONLY

13. The balance due traveler in item 10 is: Charged to account no. Department of And paid by check no. Dated

14. I certify that I have received payment as shown in item 13. Francine Renea Manibusan Uncangco 1/9/2019
Traveler's signature Date

Guam Public Library System (GPLS)
A Division of the
Department of Chamorro Affairs

LSTA Five-Year Plan

2018 - 2022

For submission to the
Institute of Museum and Library Services (IMLS)

Prepared by:
Employees of the Guam Public Library System

Guam Public Library System
Sisteman Laibirihan Pupleko Guåhan

254 Martyr Street
Hagatna, Guam 96910
Phone (671) 475-4753/54
Fax (671) 477-9777

August 2017

MISSION The Guam Public Library System will provide free and open access to information and ideas fundamental to a democracy to every resident of Guam, and will protect intellectual freedom, promote literacy, encourage lifelong learning, and maintain cultural materials.

OVERVIEW

The Guam Public Library System (GPLS) is the State Library Administrative Agency (SLAA) that manages Guam's LSTA Program. LSTA program funds have played an important role in establishing, maintaining, and improving services to underserved communities. The specific library services needs identified in the Five Year Plan is the result of the recent Five Year Evaluation Report sent to IMLS on February 27, 2017 and patron surveys. A Committee was also assigned which comprised of the Administrative Officer, Library Technician Supervisor, Administrative Assistant, Program Coordinator I, Clerk Typist III and a Secretary all employees of GPLS to discuss, evaluate and consider the proposed library needs in the present Five Year Plan that will serve the needs of the people of Guam.

GOALS FOR FY 2018 – FY 2022

1. Expand, support and improve library programs and services.
2. Provide training and professional development to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services.
3. Ensure equitable access to information resources and library services for individuals with disabilities.
4. Information technology upgrades.

► **Need #1: Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individual's needs for education, lifelong learning, workforce development and digital literacy skills. (LSTA Priority #1)**

Summary Needs Assessment

- The Guam Public Library serves a very diverse community comprised of a population base representing different cultures from the region and serves as the sole public library of Guam. Literacy programs and underserved patron groups can be better served through the extension of outreach programs through more meaningful collaboration with community-based organizations (CBO's). GPLS has one Program Coordinator position. The position was filled under the past Five Year LSTA Plan (2008 – 2012) and (2013-2017). The recruitment of a Program Coordinator I is essential for maintaining the

research, planning and development of existing and new library programs and services in coordination with the Project Director for GPLS.

The Program Coordinator I has the responsibility for continued collaboration and networking with CBO's and community leaders, planning and promotion of library events, dissemination of program information, increase library profile, the continued improvement of existing and new literacy programs and the preparation of reports for review by the Project Director for submission to IMLS.

- In 2011, a Grant from the Department of Interior was awarded to GPLS for the main library in Hagatna for the renovation of its existing library and construction of two new buildings which were completed in March 2016. The Guam Public Library System has its first ever study room; game room and a new building which is a children's library and an internet café. With these new additions, further steps must be taken to serve the needs of its community for all ages.
- Anticipation of increased patrons from a pending military build-up on Guam will require more efforts in community awareness of the services GPLS is able to provide for all residents. Funding issues are a major factor in not being able to promote library special events and services in the local media outlets. More creative marketing strategies are needed in order to attract all of the islands' communities to GPLS.

GOAL #1: Expand, support and improve library programs and services.

Programs (Activities):

1. Recruitment of a Program Coordinator I to ensure continuity in sustaining, developing, implementing and improving existing and new library programs and services who reports directly to the Project Director for GPLS. In addition, the Program Coordinator I will also prepare reports for review by the Project Director for submission to IMLS.
2. GPLS will continue to aggressively collaborate with CBOs to establish different marketing ideas and strategies to better promote all LSTA funded services and special events that the Guam Public Library System has to offer its community.
3. Implementation of a new literacy learning program.
4. Implementation of a new outreach literacy program for low-income housing areas throughout the remote areas of Guam.
5. Develop a measurable training program to teach patrons of all ages the basic use of computers and the use of internet.

Output Targets:

- Basic computer training for all patrons. (2018-2022)

- New literacy learning program. (2018-2022)
- New outreach program will be held monthly targeting low-income communities around the island. (2018-2022)
- Increase the dissemination of LSTA funded library services and materials with flyers, brochures, public service announcements (PSA), and median reports, including cross-promotion in collaboration efforts with CBOs. (2018-2022)

Outcome Targets:

- Patrons participating will learn and develop the skills that can be carried on to their work place, school or home. They will also have a greater appreciation of new technology and its connection to their public library.
- The growth of literacy skills is a vital part of overall development. It is the foundation for doing well in school, at work, socializing with others, developing independence and personal empowerment.
- Providing learning opportunities outside of the library will attract patrons of all ages who do not typically visit the library.
- Collaboration with CBOs and cross promoting reaches a wider audience. These sorts of mutual relationships yield favorable results in the pursuit of a common goal.

Evaluation Methods:

- Evaluation surveys will be conducted for each computer training class.
- Program Coordinator I with the assistance of the Grant Committee for GPLS comprised of the Administrative Officer; Library Technician Supervisor; Administrative Assistant; Clerk Typist III; Secretary and Administrative Aide will provide a description of each program, collect information on the number of participants, their attendance and the quality and types of resources used.
- Documentation and record-keeping of marketing efforts and CBOs.
- Develop a working group to help promote all programs.

► **Need #2: Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services. (LSTA Priority #3)**

Summary Needs Assessment

- Improving services to patrons by developing the information skills of the Guam Public Library System (GPLS) employees. GPLS sees itself as an educational platform. Endless efforts must continue to be technically proficient and technology advanced to better serve its patrons, the employees and the Guam Public Library System.

GOAL #2: Provide training and professional development to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services.

Programs (Activities):

1. Training opportunities will be offered in a variety of ways. Learning experiences include but are not limited to formal training courses, informal learning activities, mentoring, workplace learning, seminars, on-line courses, conferences, presentations, research, study courses and service activities.

Output Targets:

- The Management Team will research and select relevant training for GPLS staff. (2018-2022)
- Purchase of twenty (20) computer laptops. (2018 - 2019)

Outcome Targets:

- GPLS staff will acquire the knowledge, increase their skills to practice and apply the concept to specific responsibilities.
- It will refresh their minds of their current role and equip them to face the challenges and changes of the future.
- Computer laptops will be used for training purposes and as needed, to be used by patrons.

Evaluation Methods:

- Two different types of evaluations will be done depending on the type of training.
 1. The Donald Kirkpatrick's Four-Level Training Evaluation Model will be used. Kirkpatrick's best known work is the 1994 edition of *Evaluating Training Programs*. The four-levels consist of:
 - Reaction – This level measures the trainee's reaction to the training.
 - Learning – How much has their knowledge increased as a result of the training.
 - Behavior – Their ability to perform the skills learned and how they apply it.
 - Results – Analyze the final results of the training.
 2. Questionnaires that can produce both quantitative data with closed-end questions and qualitative information which would require a descriptive response.

► **Need #3: Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills. (LSTA Priority #5)**

Summary Needs Assessment

- The Guam Public Library System (GPLS) plays a significant role in the lives of people with disabilities by facilitating their full participation in society. GPLS' strategy is to ensure that its resources and services meet the needs of all people. With that approach and keeping within the library's mission, those accommodations include assistive technology, library materials in a variety of formats and auxiliary devices. Currently, GPLS is a Sub-Regional Library of Hawaii's Library for the Blind and Physically Handicapped (LBPH), which is, in turn, the Regional Library for the National Library Service (NLS) for the Blind and Physically Handicapped, Library of Congress. Over a five-year period, the number of those registered with NLS has increased by 100%, Digital Talking Books by 388%, Braille magazines by 1,333%, the count of equipment and accessories by 8% and the circulation of Talking Books increased by 36%. The Guam Public Library System has been the Sub-Regional Library for over 30 years. *(Statistics provided from the LSTA Five-Year Plan for GPLS from 2013-2017 Evaluation)*

GOAL #3: Ensure equitable access to information resources and library services for individuals with disabilities.

Programs (Activities):

1. GPLS will continue successfully collaborating with existing CBOs such as the Guam Center for Excellence in Developmental Disabilities Education Research and Service (CEDDERS), the Department of Integrated Services for Individuals with Disabilities (DISID), the Department of Education Special Education Division and potential future CBOs.
2. GPLS will continue as a Sub-Regional Library for the Blind and physically Handicapped.
3. Continuation of Homebound Delivery Services.
4. GPLS will expand its assistive technology by procuring more software programs and equipment, where funding is available. To name a few of them are...

Zoom Text – magnification and screen reading software.

Browse Aloud Plus – A speech, reading and translation software.

JAWS – A screen reader that provides speech and Braille output.

Hands-free mouse – For people who have no use of their hands or limited ability.

Audio books

Headphones

5. Workshops on using assistive technology for fun, literacy, and independence.

Output Targets:

- Promoting awareness of GPLS' services by distributing promotional materials. (2018-2022)
- Information resources received and collected from our CBOs will include materials such pamphlets, notices, announcements, etc., with up-to-date information on the spectrum of disabilities. (2018-2022)
- Improve patrons need for assistive technology. (2018-2022)

Outcome Targets:

- Facilitate and enable full and active participation and access to collections, services, programs and public and work spaces by people with disabilities.
- GPLS staff will be kept abreast of updated information and changes in assistive technology through strong partnership with its CBOs.
- People with disabilities feel welcomed and the library provides a positive environment in which an individual's need can be accommodated and privacy respected.

Evaluation Methods:

- Documentation and record-keeping of collaboration efforts with CBOs.
- GPLS will take inventory and add to its collection of assistive technology.
- GPLS will post on its website the availability of its resources for the special needs population.
- Seek feedback from the special needs community on their experiences of the library's services and how we can better serve their needs.

► **Need #4: (1) Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills; (7) Develop library services that provide all users access to information through local, State, regional, national, and international collaborations and networks. (LSTA Priority #1 & #7)**

Summary Needs Assessment

- The Guam Public Library serves as a cornerstone for its community for accessing information and technology, developing digital literacy skills, and providing support services to students, families and communities. Libraries have a critical need to keep up with technology. Patrons expect access to a wide variety of information sources in digital format.
- As technology advances, GPLS intends to advance with it to better serve its patrons and enhance the skills and knowledge of its employees. The Guam Public Library is trying to

adjust its services with these advances while at the same time many patrons are eager to see libraries digital services expand.

GOAL #4: Enable the Guam Public Library System to acquire and update technology to ensure that GPLS provides programs and services that promote lifelong learning and support the development of 21st Century skills.

Programs (Activities):

1. GPLS will implement a "Virtual Information Center." This is going to be a designated area in the library that will have workstations for databases.
2. Procure electronic resources by subscribing to databases, subscriptions and purchasing software if necessary.

Output Targets:

- Providing immediate access to resources not available in physical collections.
- The range of resources will meet the information needs of different users.
- Patrons will have a package of databases and digital resources available for educational, professional and personal development.

Outcome Targets:

- These electronic resources contain more up-to-date information than physical collections.
- It is a teaching tool for information literacy as it will enable users to find their way around the various resources.
- This will be able to accommodate users that are visually impaired through the use of audio and voice.

Evaluation Method:

- After the implementation, an indicator of progress would be the sign in and attendance record log of the "Virtual Information Center."
- Community input and satisfaction will be determined through two surveys that will be developed by the Evaluation team consisting of the Project Director and all key personnel involved in this project. The first survey will be collected from patrons to get a general idea on what they would like to see in the information center. The second survey will be collected from patrons that utilize the information center and how we can better serve their needs. This information collected will be used to improve and upgrade services with this added feature.

Summary of Planning and Implementation Procedures

The following summarizes the stakeholder involvement, communication, and monitoring procedures, which the Guam Public Library System adopted for the development, finalization and implementation of its Five-Year Plan.

Stakeholder Involvement Procedures

A planning team was established to develop the draft Five-Year Plan for the Guam Public Library System. The team consisted of members from GPLS staff and experts to guide in the development of portions of the Plan.

The Plan was submitted to the President, Department of Chamorro Affairs, for final approval before submission of the Plan to IMLS.

GPLS will be involving community stakeholders in the implementation of the Five-Year Plan. GPLS will ensure that the execution of the Five-Year Plan is coordinated with the overall plan and priorities of GPLS. GPLS will provide additional opportunities for library patrons to comment on the LSTA Program and its direction.

Review teams will be formed to assist in the assessment and evaluation of LSTA projects at the mid-point and end of the Five-Year Plan.

GPLS will select from the listing of Evaluation Specialists from LSTA for the review of data collection and tracking strategy and for the preparation and submittal of the Final Evaluation Report of the Five Year Grant (2018 – 2022).

Communication Procedures

The Five-Year Plan document will be periodically reviewed by the planning team members. Once the Five-Year Plan has been approved by IMLS, it will be published in print form and on the GPLS website, and made available to all public, academic, and special libraries and selected school libraries and users throughout the Plan period. Readers will be invited to email comments to the planning team leader. Any substantive revisions to the Plan, especially to the needs and goals, will be submitted to IMLS according to the provisions of the LSTA, and to appropriate stakeholders. An email will be sent, followed up with hard copy.

GPLS will publicize achievements of important milestones and results of the Five-Year Plan as required for reporting purpose, as well as to meet stakeholder needs. The channel for communicating these achievements will be dependent on stakeholder groups' needs and will

include an appropriate combination of presentations and meetings, print and electronic media and required reports.

Monitoring Procedures

GLS will assign appropriate staff to systematically track implementation of the Five-Year Plan and prepare appropriate reports as required. The GPLS review team will conduct annual review to monitor each project. Any necessary corrective action will be decided in collaboration with the stakeholders.

Cross-Walk of Services/Activities with Focal Areas

GOAL #1: EXPAND, SUPPORT AND IMPROVE LIBRARY PROGRAMS AND SERVICES

PROJECT/ACTIVITY	FOCAL AREA	INTENT
Recruitment of a Program Coordinator I	Institutional Capacity	<ul style="list-style-type: none"> • Improve library operations
Collaboration with Community Based Organization's (CBOs) to promote LSTA funded services and events	Information Access	<ul style="list-style-type: none"> • Improve users' ability to obtain and/or use information resources
New Literacy Program (0-5 years old) "A Learning We Will Go"	Lifelong Learning	<ul style="list-style-type: none"> • Improve users' general knowledge and skills
New Literacy Program (6-12 years old) "Come Read With Us"	Lifelong Learning	<ul style="list-style-type: none"> • Improve users' general knowledge and skills
Program to teach patrons basic use of computers and use of the internet	Lifelong Learning	<ul style="list-style-type: none"> • Improve users' general knowledge and skills

GOAL #2: PROVIDE TRAINING AND PROFESSIONAL DEVELOPMENT TO ENHANCE THE SKILLS OF THE CURRENT LIBRARY WORKFORCE AND LEADERSHIP, AND ADVANCE THE DELIVERY OF LIBRARY INFORMATION AND SERVICES

PROJECT/ACTIVITY	FOCAL AREA	INTENT
Training opportunities for GPLS Staff	Institutional Capacity	<ul style="list-style-type: none"> • Improve library operations

GOAL #3: ENSURE EQUITABLE ACCESS TO INFORMATION RESOURCES AND LIBRARY SERVICES FOR INDIVIDUALS WITH DISABILITIES

PROJECT/ACTIVITY	FOCAL AREA	INTENT
Collaboration with Community Based Organizations (CBOs) servicing the population with disabilities	Information Access	<ul style="list-style-type: none"> • Improve users' ability to obtain and/or use information resources
GPLS will continue as a Sub-Regional Library for the Blind and physically handicapped	Information Access	<ul style="list-style-type: none"> • Improve users' ability to obtain and/or use information resources
Homebound Delivery Services	Information Access	<ul style="list-style-type: none"> • Improve users' ability to obtain and/or use information resources
Procurement of Assistive Technology	Information Access	<ul style="list-style-type: none"> • Improve users' ability to obtain and/or use information resources

GOAL #4: ENABLE THE GUAM PUBLIC LIBRARY SYSTEM TO ACQUIRE AND UPDATE TECHNOLOGY TO ENSURE THAT GPLS PROVIDES PROGRAMS AND SERVICES THAT PROMOT LIFELONG LEARNING AND SUPPORT THE DEVELOPMENT OF THE 21ST CENTURY

PROJECT/ACTIVITY	FOCAL AREA	INTENT
Implementation of a "Virtual Information Center."	Information Access	<ul style="list-style-type: none"> • Improve users' ability to obtain and/or use information resources
Procurement of electronic resources by subscribing to databases, subscriptions and purchasing software if necessary	Information Access	<ul style="list-style-type: none"> • Improve users' ability to obtain and/or use information resources

APPLICATION DEADLINE:
June 30, 2017

For more information, call
IMLS: 202-653-4678 or visit
<http://www.imls.gov>

**FIVE-YEAR STATE PLAN GUIDELINES
FOR
STATE LIBRARY ADMINISTRATIVE AGENCIES
2018-2022**

INSTITUTE OF MUSEUM AND LIBRARY SERVICES

**Burden Estimate and
Request for Public
Comments**

In accordance with 5 C.F.R. § 1320.5(b)(2)(1), "persons are not required to respond to the collection of information unless it displays a currently valid OMB control number."

Public reporting burden for this collection of information is estimated to average ninety hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

Institute of Museum and Library Services
Grants to States Program
955 L'Enfant Plaza North, SW, Suite 4000
Washington, DC 20024-2135

and to the Office of Management and Budget Paperwork
Reduction Project (3137-0034), Washington, DC 20503.

TDD (for persons with hearing difficulty): (202) 653-4614. Upon request, the Institute will provide an audio recording of this publication.

OMB No. 3137-0029; Expiration Date: 7/31/2018

**FIVE-YEAR STATE PLAN GUIDELINES
For State Library Administrative Agencies
Fiscal Years 2018-2022**

APPLICATION DEADLINE: June 30, 2017

What is IMLS?	<p>The Institute of Museum and Library Services (IMLS) is the primary source of federal support for the nation's 123,000 libraries and 35,000 museums. Our mission is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. Our grant making, policy development, and research help libraries and museums deliver valuable services that make it possible for communities and individuals to thrive.</p>
What is the Grants to States Program?	<p>The Grants to States program is the largest grant program administered by IMLS. Through this program, IMLS provides financial assistance to develop library services throughout the States, U.S. Territories, and the Freely Associated States. IMLS funds support projects that, among other purposes, promote literacy and education; enhance and expand the services and resources provided by all types of libraries; enhance the skills of the current and future library workforce and leadership; develop public-private partnerships with other agencies and community-based organizations; and target library services to individuals with diverse geographic, cultural and socio-economic backgrounds, individuals with disabilities, and individuals from other underserved communities. The program recognizes the increasing importance of information technology by emphasizing programs that teach digital literacy skills; develop library services that provide all users with access to information through local, State, regional, national, and international collaborations and networks; and establish or enhance electronic and other linkages among and between libraries and other entities.</p> <p>Each State is responsible for leveraging non-Federal, State, and local funds to match the Federal funds it receives. 20 U.S.C. § 9133(b). In addition, each State must sustain a "Maintenance of Effort" level of State spending on libraries and library programs to ensure that Federal funds do not replace State funds in supporting State-based programs. 20 U.S.C. § 9133(c).</p>
Who is Eligible?	<p>The fifty-nine established State Library Administrative Agencies ("SLAAs") may apply for Grants to States funds.</p>
What is an SLAA?	<p>A State Library Administrative Agency ("SLAA") is the official agency of a State charged by law with the extension and development of public library services throughout the State. 20 U.S.C. § 9122(4).</p>

How to Apply?	To receive funds under the Grants to States program, each SLAA must submit to the Director of IMLS a State Plan detailing certain goals, assurances, and procedures for a five-year period. 20 U.S.C. § 9134(a).
What is a State Plan?	A State Plan is a document that identifies a State's library needs, sets forth the activities to be taken toward meeting the identified needs supported with the assistance of Federal funds made available under the Library Services and Technology Act ("LSTA"), and provides assurances that the officially designated SLAA has the fiscal and legal authority and capability to administer all aspects of any award under the Grants to States program. 20 U.S.C. § 9122(5). The State Plan must also provide assurances for establishing the State's policies, priorities, criteria and procedures necessary to the implementation of all programs under the LSTA. 20 U.S.C. § 9122(5).

WHAT TO INCLUDE IN THE STATE PLAN

Mission Statement:	The State Plan should include a mission statement that specifies the type of services the SLAA provides, for what purposes, for whom, and how the SLAA provides the services.
Needs Assessment:	The State Plan must identify specific needs for library services to be addressed in the pertinent five-year period. This needs assessment should be based on the SLAA's most recent five-year evaluation, complementary data, and advisory input. The SLAA should describe its data sources and the processes used to document the State's needs, the audiences to whom the data sources apply, the methods used for data analysis, and the expected process for periodically updating the State's knowledge of its library services needs.
Goals:	<p>Each goal for the five-year period should address at least one need identified in the needs assessment. These goals must be prioritized and the criteria for prioritization should be explained. 20 U.S.C. § 9134(b)(1). Additionally, all goals must address needs congruent with the purposes and priorities of the LSTA as stated in 20 U.S.C. § 9121(1-9) through projects that:</p> <ol style="list-style-type: none"> 1) expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills; 2) establish or enhance electronic and other linkages and improve coordination among and between libraries and entities, as described in 20 U.S.C. § 9134(b)(6), for the purpose of improving the quality of and access to library and information services; 3) (a) provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and

- information services, and (b) enhance efforts to recruit future professionals to the field of library and information services;
- 4) develop public and private partnerships with other agencies and community-based organizations;
 - 5) target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
 - 6) target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with 42 U.S.C. § 9902(2)) applicable to a family of the size involved;
 - 7) develop library services that provide all users access to information through local, State, regional, national, and international collaborations and networks; and
 - 8) carry out other activities consistent with the purposes set forth in 20 U.S.C. § 9121, as described in the SLAA's plan. 20 U.S.C. § 9141(a)(1-8).

Projects:

The narrative for each goal must describe its supporting projects, and explain what will be done, for whom; which procedures will be used to them out carry out; what benefit or outcome is expected; and how the SLAA will use IMLS funds to assist in meeting these goals. 20 U.S.C. § 9134(b)(2). A timeline should be provided for program activities over the five-year period.

Coordination Efforts:

This section must include a crosswalk that maps each goal to one or more of the six Measuring Success focal area(s) and maps associated projects to one or more of the fourteen corresponding intent(s):

- Lifelong Learning
 - Improve users' formal education
 - Improve users' general knowledge and skills
- Information Access
 - Improve users' ability to discover information resources.
 - Improve users' ability to obtain and/or use information resources.
- Institutional Capacity
 - Improve the library workforce
 - Improve the library's physical and technological infrastructure
 - Improve library operations
- Economic & Employment Development
 - Improve users' ability to use resources and apply information for employment support
 - Improve users' ability to use and apply business resources
- Human Services

- o Improve users' ability to apply information that furthers their personal, family, or household finances
- o Improve users' ability to apply information that furthers their personal or family health & wellness
- o Improve users' ability to apply information that furthers their parenting and family skills
- Civic Engagement
 - o Improve users' ability to participate in their community
 - o Improve users' ability to participate in community conversations around topics of concern.

Where appropriate, the State Plan must describe how the SLAA will work with other State agencies and offices to coordinate resources, programs, and activities and leverage, but not replace, the Federal and State investment in elementary and secondary education; early childhood education; workforce development; and other federal programs and activities that relate to library services. 20 U.S.C § 9134(b)(6).

20 U.S.C. § 9134(b)(6) provides as follows:

The State Plan shall describe how the State Library Administrative Agency will work with other State agencies and offices where appropriate to coordinate resources, programs, and activities and leverage, but not replace, the Federal and State investment in—

(A) elementary and secondary education, including coordination with the activities within the State that are supported by a grant under 20 U.S.C. § 9837;

(B) early childhood education, including coordination with—

(i) the State's activities carried out under subsections (b)(4) and (e)(1) of 20 U.S.C. § 9837; and

(ii) the activities described in the State's strategic plan in accordance with 42 U.S.C. § 9837b(a)(4)(B)(i);

(C) workforce development, including coordination with—

(i) the activities carried out by the State workforce investment board under 29 U.S.C. § 2821(d); and

(ii) the State's one-stop delivery system established under 29 U.S.C. § 2864(c) of Title 29; and

(D) other Federal programs and activities that relate to library services, including economic and community development and health information.

Evaluation Plan:

The State Plan must include an evaluation plan that describes the methodology that will be used to evaluate the success of projects established in the State Plan. 20 U.S.C. § 9134(b)(4). Projects that include components of public and library staff instruction; content creation, preservation, description, or lending; and planning and evaluation will be evaluated using outcomes-based assessment questions built into the State Program Report. SLAAs will also conduct five-year evaluations as directed by legislation. 20 U.S.C. § 9134(c).

Stakeholder Involvement:

Stakeholder involvement, communication, and monitoring are essential elements of a State Plan and must be integrated into it. SLAAs must

describe the procedures that will be used to involve libraries and library users throughout the State in policy decisions regarding the development, implementation, and evaluation of the State Plan. 20 U.S.C. § 9134(b)(5). Each SLAA seeking assistance under the Grants to States program may establish a State advisory council that is broadly representative of the library entities in the State, including public, school, academic, special, and institutional libraries, and libraries serving individuals with disabilities. 20 U.S.C. § 9151.

- Communication and Public Availability:** SLAAs must describe the channels that will be used to communicate to stakeholders the content of the State Plan and any results, products, processes, or benefits. Each SLAA receiving a grant must make the State Plan readily available to the public and share it with the library community. 20 U.S.C. § 9134(e)(2).
- Monitoring:** SLAAs must describe the procedures for continuous tracking of current performance in relation to the State Plan. See, 2 C.F.R. 200.327-332 . This monitoring should comply with reporting requirements related to the State Program Report.
- Assurances:** The following are the required certifications and assurances:
- Program Assurances for 2018 Grant Award (includes compliance with Internet Safety; Trafficking in Persons; Nondiscrimination; Debarment and Suspension; Drug-Free Workplace; Federal Debt Status; and Lobbying requirements)
 - Assurances of Non-Construction Programs
 - State Legal Officer's Certification of Authorized Certifying Official
 - Internet Safety Certification for Applicant Public Libraries, Public Elementary and Secondary School Libraries, and Consortia with Public and/or Public School Libraries

APPROVAL PROCESS

IMLS will approve a State Plan that meets the requirements of the LSTA as set out in these guidelines, and provides satisfactory assurances and certifications that the provisions of the State Plan will be carried out. Once IMLS approves a State Plan, IMLS will send a letter to the applicant stating that the State Plan has been approved.

- If IMLS determines that the State Plan does not meet the requirements of the LSTA, then, pursuant to 20 U.S.C. § 9134(e)(3), IMLS will:
 - Notify the SLAA of such determination and the reasons for such determination;
 - Offer the SLAA the opportunity to revise its State Plan;
 - Offer technical assistance in order to assist the SLAA in meeting the requirements of § 9134(e)(3); and
 - Provide the SLAA the opportunity for a hearing.

OTHER STATUTORY AND ADMINISTRATIVE REQUIREMENTS

States are obligated to comply with the LSTA, which is set forth at 20 U.S.C. § 9121 et seq., and all accompanying program requirements including, among others:

Administrative Costs and Program Activities:	Not more than 4 percent (4%) of the total amount of funds received through the Grants to States Program for any fiscal year by a State may be used for administrative costs. 20 U.S.C. § 9132(a). The State library administrative agency must expend, either directly or through subawards or cooperative agreements, at least ninety-six percent (96%) of the funds for program activities. 20 U.S.C. § 9141(a).
Matching Funds:	The Federal share of the cost of the activities described in the State plan shall be 66 percent. 20 U.S.C. § 9133(a). The non-Federal share of payments shall be provided from non-Federal, State, or local sources (34 percent). 20 U.S.C. § 9133(b).
Maintenance of Effort:	<p>States are subject to a Maintenance of Effort (MOE) requirement set forth in 20 U.S.C. § 9133(c). Under this provision, IMLS is required to reduce the funding otherwise payable to a State if the State fails to show a continued effort to fund its libraries over time. This ensures that Federal assistance results in an increase in the level of library activity and that a State does not replace State dollars with Federal dollars.</p> <p>For purposes of considering the Maintenance of Effort, the level of State expenditures shall include all State dollars expended by the SLAA for library programs that are consistent with the purposes stated in 20 U.S.C. § 9121(1-9). All funds included in the Maintenance of Effort calculation under this subsection shall be expended during the fiscal year for which</p>

	the determination is made, and shall not include capital expenditures, special one-time project costs, or similar windfalls. 20 U.S.C. § 1933(c).
Reporting Requirements:	For each annual award with a two-year period of performance, the SLAA must submit reports on LSTA-funded activities showing progress towards meeting the goals of the State Plan. An interim financial report (Federal Financial Report) must be filed at the end of the first twelve months and the final performance and final financial reports must be filed at the conclusion of the award period of performance .
	Required reports are due 90 days after the end of each grant fiscal year (September 30). The SLAA must submit these reports online using the State Program Report (SPR) at http://imls-spr.ims.gov/ .
Revisions:	If, after the State Plan has been accepted, the SLAA would like to make a substantive revision, then the revision must be submitted to IMLS as an amendment to the Plan. Such revisions are due not later than April 1 of the fiscal year preceding the fiscal year for which the amendment shall be effective. 20 U.S.C. § 9134(a)(3).
Evaluation Report and Information Requirements:	Each SLAA must submit an Evaluation Report to IMLS that independently evaluates LSTA-funded activities prior to the end of the five-year period. 20 U.S.C. § 9134(c). Each SLAA (and subrecipient) receiving federal funds through the Grants to States Program must submit to IMLS such information as IMLS may require in order to fulfill the requirements of the LSTA. 20 U.S.C. § 9134(d).

HOW TO SUBMIT YOUR PLAN

The State Plan narrative must cover the five fiscal years beginning with FY2018 and should be no longer than 25 pages. Please format using a Letter (8.5" x 11") template; leaving a margin of at least 0.5" on all sides, using a font size of not less than 10. The State Plan should be organized in the order of the requirements listed in these guidelines. The plan should be submitted as a PDF document to stateprograms@imls.gov not later than June 30, 2017.

CERTIFICATIONS AND ASSURANCES

Program Assurances for 2018 Grant Award

- **Non-Construction Assurances Form (SF-424B)**
- **State Legal Officer's Certification of Authorized Certifying Official**
- **Internet Safety Certification for Applicant Public Libraries, Public Elementary and Secondary School Libraries, and Consortia with Public and/or Public School Libraries**

Assurances and Certifications must be returned with the Five-Year Plan.

Sandra Stanley

From: Teresa A. DeVoe [TDevoe@imls.gov]
Sent: Tuesday, September 27, 2016 5:13 AM
To: Teresa A. DeVoe
Cc: Robin Dale; Michele Farrell; Timothy Owens; Faith Steele
Subject: Final Five-Year Plan Guidelines
Attachments: FY2016-2022 G2S 5-Year Plan Guidance 3137-0029 Approved 9-20-16.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

To: Chiefs, LSFA Coordinators, and other Grants to States conference attendees

Our Five-Year Plan Guidelines have received Office of Management and Budget (OMB) approval and fortunately, no substantive changes were made to the draft. The official, approved document is attached, which you should use for your next steps. As a reminder, the plan will be due June 30, 2017 as a PDF, emailed to stateprograms@imls.gov.

Teri DeVoe | Senior Program Officer | State Programs
Institute of Museum and Library Services
955 L'Enfant Plaza North, SW, Suite 4000
Washington, D.C. 20024
Phone: (202) 653-4778
Fax: (202) 653-4602
tdevoe@imls.gov

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

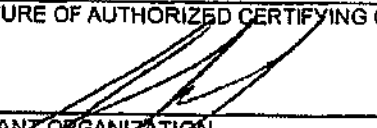
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
		Governor of Guam	
APPLICANT ORGANIZATION		DATE SUBMITTED	
Guam Public Library System		August 11, 2017	

State: Guam

**STATE LEGAL OFFICER'S CERTIFICATION OF
AUTHORIZED CERTIFYING OFFICIAL**

I hereby certify that in

Guam

Name of State

Guam Public Library System

Name of State Agency

Is the official State Agency with authority under State law to develop, submit, and administer or supervise the administration of the State Plan under the Library Services and Technology Act; that

Edward B. Calvo

Name of Authorized Certifying Official

Governor of Guam

Title of Authorized Certifying Official

Is the officer authorized to submit the State Plan, sign all assurances, certifications, and reports and to whom the grant award is made for the named State Agency; that the State Treasurer or

Treasurer of Guam

Title of Officer other than State Treasurer

has authority under State law to receive, hold, and disburse Federal funds under the State Plan; and that all provisions contained in the Plan are consistent with State law.

Elizabeth Barrett-Anderson
Signature of Attorney General or Other State Legal Officer

Elizabeth Barrett-Anderson, Attorney General

Print Name and Title

Date

5/12/17Doc 17-0228



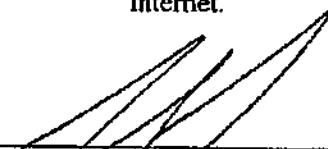
**INTERNET SAFETY CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES,
PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and
CONSORTIA WITH PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES**

As the duly authorized representative of the applicant library, I hereby certify that the library
is (check only one of the following boxes)

- A. ☒ CIPA Compliant (*The applicant library has complied with the requirements of
20 U.S.C. § 9134(f) et seq.*)

OR

- B. ☐ The CIPA requirements do not apply because no funds made available
under the LSTA program are being used to purchase computers to access
the Internet, or to pay for direct costs associated with accessing the
Internet.



Signature of Authorized Representative

Edward B. Calvo

Printed Name of Authorized Representative

Governor of Guam

Title of Authorized Representative

AUG 10 2017

Date

Guam Public Library System

Name of Applicant Library/Program

**Attachment "K" - Employee Training Report by
Diana Brennan**

**Guam Public Library System
Employee Meeting/Training Report**

Date of Report: October 29, 2019

Employee Information

Employee Name:	Diana R. Brennan
Funding Source:	IMLS State GrantFY 2018
Grant Award Number:	LS-00-18-0053-18
Account Number:	5101 H18 3611 EI 107 220
Air Fare (if applicable):	\$1,670.25
Per Diem (if applicable):	\$787.00
Registration:	\$700.00
Total:	\$3,157.25

Training Course: The purpose of the Association of Bookmobile and Outreach Services is:

- (a) to provide a forum for discussion of activities, programs, challenges and successes in the field of bookmobile and outreach services in libraries
- (b) to contribute to the education and training of library staff working in the area of bookmobile and outreach services in libraries
- (c) to promote bookmobile and outreach services as essential services in libraries
- (d) to serve as a channel of communication and instruction to improve bookmobile and outreach services

Place: Omaha, Nebraska

Date(s) of Training/Meeting: 10-23-2019 thru 10-25-2019

Type of Training/Meeting:

The Association of Bookmobile and Outreach Services (ABOS) held their annual conference in Omaha, Nebraska from October 23-25, 2019. The organization created an environment for individuals in various library-related professions to discuss, collaborate, and share both experiences and ideas on how to maximize efforts in bookmobiles and outreach services for communities around the nation. The imparted this knowledge through lectures, workshops, networking opportunities, and discussions.

How Information will be applied at work:

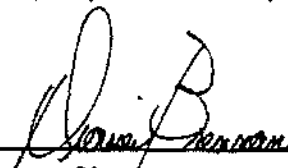
By attending the ABOS Conference, I can better approach my position as program coordinator for the Guam Public Library System. The invaluable ideas, knowledge, and lessons I learned regarding outreach services and program conception and execution will aid me in both improving existing projects/programs for the Guam Public Library, as well as creating new and innovative ways to better serve the island communities throughout Guam.

Understanding how other members of the library outreach communities throughout the nation utilize their limited funds and resources while still discovering creative ways to bring books and learning to people in their districts encourages me in my capacity as program coordinator to break barriers in reaching diverse demographics while still respecting existing realities (and policies) in communities. I hope to follow in the footsteps of some of the peers (and fellow library professionals) I met at the ABOS Conference and also discern new and exciting ways to help people find excitement and joy in both books and their local library.

I will apply the knowledge I gained at this conference to improve and, hopefully, revitalize the programs at the Guam Public Library and create more services for our communities that will create a positive and lasting relationship between them and the Library.

Comments by Supervisor:

Diana R. Brennan
Employee Name (Print)

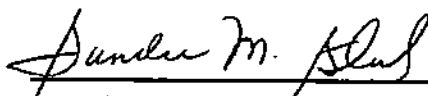


Signature

Received by Supervisor:

Date: _____

Received by Administrative Officer
Project Director of Federal Grants:



Sandra M. Stanley

Date: 10/22/19

***Note: If training was funded by Federal Funds, a copy should be filed in appropriate Grant File for reporting purposes.**






[Back](#)

[Add to my calendar](#)

2019 ABOS Conference Association of Bookmobile and Outreach Services

Start **10/23/2019**
End **10/25/2019**
Location **Omaha, Nebraska**

Registration

- **01. Early Bird Member - \$300.00**
- **02. Early Bird non-Member - \$400.00**
- **03. Advanced Member - \$400.00**
- **04. Advanced Non-Member - \$500.00**
- **05. Onsite Member - \$425.00**
- **06. Onsite Non-Member - \$525.00**
- **07. Single Day Member Wednesday - \$250.00**
- **08. Single Day Member Thursday - \$250.00**
- **10. Single Day Non-Member Wednesday - \$350.00**
- **11. Single Day Non-Member Thursday - \$350.00**
- **12. Single Day Member or Non Member Friday - \$100.00**
- **Board Member** 
- **Bookmobile Drivers - \$200.00** 
Bookmobile Drivers will receive a complimentary lunch and a t-shirt. They will also receive a \$100.00 cash award. The award will be given to the driver who has the most bookmobiles in the state. The award will be given to the driver who has the most bookmobiles in the state. The award will be given to the driver who has the most bookmobiles in the state.
- **Carol Hole Award Winners** 



2019 ABOS Conference
On the Road | Out of the Box
Omaha Nebraska
October 23-25 2019

Registration opens May 6, 2019

Reserve your rooms at the Embassy Suites Omaha Old Market
555 S. 10th St. Omaha, Nebraska 68102

To Book your room you may choose one of the following options:

Option 1 <http://group.embassysuites.com/BookmobileOutreachServices> with
reference group code: ABM

Option 2: Call Embassy Suites by Hilton Omaha Downtown Old Market at 1-402-346-
9000 group code: ABM

Conference meals are included with your registration. To help keep our meal
costs low, please indicate on the registration form which meals you will be
attending. Thank you.

Order your Jill Esbaum Books now!

Choose from these three titles. Deadline to order is October 1st.

• **How to Grow a Dinosaur - \$18**

• **Frankenbunny - \$17**

• **If a T Rex crashes your birthday party - \$15**

GOVERNMENT OF GUAM
DEPARTMENT OF ADMINISTRATION
TRAVEL REQUEST AND AUTHORIZATION

Jessica Cruz
RCVD AT CENTRAL FILE!
SEP 11 '19 PM 2:21

NOTICE: See Section 3.5.112 Chapter 3 of the Government of Guam Travel and Transportation Manual for instructions.

TA No. GPLS-19-004 2019-5662

1. TO Department of Administration	2. FROM (Name of requesting organization) Guam Public Library System	3. DATE OF REQUEST September 6, 2019
4. (A) FULL NAME and DATE OF BIRTH OF TRAVELER Linda Meno Aguon		(B) VENDOR NUMBER [X] Attach Request

(C) COMPLETE ADDRESS OF TRAVELER [REDACTED]	(D) SOCIAL SECURITY NUMBER (last 4 digits) [REDACTED]
--	--

The following travel is: <input checked="" type="checkbox"/> REQUESTED <input type="checkbox"/> AUTHORIZED	5. TITLE OF TRAVELER [REDACTED]	6. CHARGE ACCOUNT NUMBER 5101H183611E107220
--	------------------------------------	--

7. PLACES OF TRAVEL FROM Guam	<div style="border: 2px solid black; padding: 5px; text-align: center;"> RECEIVED SEP 13 2019 DOA DIVISION OF ACCOUNTS CUSTOMER SERVICE CENTER </div>	8. APPROX LENGTH OF TRAVEL (in days) (6)
----------------------------------	--	---

TO Omaha, Nebraska and return to Guam	9. APPROX DATE TRAVEL COMMENCES October 21, 2019
---------------------------------------	---

10. (A) DESCRIBE MODES OF TRAVEL DESIRED (Air Ship Train Private Automobile, etc.) Air	(B) TRAVEL AGENCY DESIRED Travel Bag, Inc.
---	---

11. IF DEPENDENTS ARE AUTHORIZED FOR TRAVEL GIVE NAMES AGES AND RELATIONSHIPS OF EACH N/A
--

12. FULLY DESCRIBE PURPOSE OF TRAVEL (Use reverse if more space is necessary) In line with the Bookmobile that will be activated after (6) years of hiatus key personnel who will be handling this service efficiently in the community attend this Conference Linda Aguon, Acting Library Technician Supervisor and Diana Brennan Program Coordinator (LTA) who will be assigned to promote and carryout the service for the community	<div style="border: 2px solid black; padding: 5px; text-align: center;"> RECEIVED SEP 11 2019 Bureau of Management Research CLEARED PER BBMR'S REVIEW SEP 13 2019 </div>
--	---

14. IF TRAVEL ADVANCE IS DESIRED GIVE AMOUNT REQUESTED and ATTACH FORM ACC-TRE002 \$1,387.-	15. BUSINESS PURPOSES AUTHORIZED Management Research
--	---

16. SIGNATURE (Name and title of requesting official) R. Arriaga Santos, Acting Director, GPLS	18. SIGNATURE (Name and title of authorizing official) Lester Carlson, Director, BBMR
---	--

17. ESTIMATED COST OF TRAVEL (For use of Administration Department)	19. FOR CERTIFICATION OF AVAILABILITY OF FUNDS Certified Funds Available
(A) AIR TRANSPORTATION OF TRAVELER \$ 1,670.25	<div style="border: 2px solid black; padding: 10px;"> <p>Sandra M. Stanley</p> <p>CERTIFYING OFFICER</p> <p>DATE 9/6/2019</p> </div>
(B) AIR TRANSPORTATION OF DEPENDENTS \$ 0.00	
(C) PER DIEM OF TRAVELLER - \$ 170.00 x 3.0 days = 510.00	
(D) PER DIEM OF DEPENDENTS or OTHER \$ 0.00	
(E) GROUND/OTHER TRANSPORTATION \$ 0.00	
(F) MISCELLANEOUS ALLOWANCES (must itemize on line 9c on Travel Form ACC-TRB001) \$ 0.00	
(G) SERVICE FEES / REGISTRATION FEES \$ 600.00	
TOTAL COST (Estimated) \$ 3,057.25	

SIGNATURE and CONTACT NUMBERS (Cost Estimator) Sandra M. Stanley, A.O. (475-4765)
--

20. TO TRAVELER, You are hereby authorized to perform the above described travel in accordance with the provisions of Section 3.5.12 of the Government of Guam Travel and Transportation Manual. Necessary tickets transportation requests and other documents are hereto attached

DIRECTOR, Dept of Administration	DATE
----------------------------------	------

21. I certify that I have received the material of item 17 Linda Meno Aguon, 475-4765 TRAVELER'S SIGNATURE AND CONTACT NUMBER	DATE 9/10/19
---	-----------------

C O P Y

Attachment "L" - Employee Training by Linda Aguon

From: Travel Bag, Inc.
 To: June Allague
 Subject: FW: AGUON/LINDA 21OCT2019 GUM HNL
 Date: Thursday, September 12, 2019 1:45:24 PM
 Attachments: STAR ITIHO ITI 106675 1.000

Your trip		Booking ref:	LCPLZ	Confirmation
		Document Issue Date:	12 September 2019	
Traveler	Linda Aguan Diana Brennan	Agency	TRAVEL BAG, INC. 218 E Chatham Avenue Suite 218 1874 Suite 1874 HAGATNA 96910-8302 871 473-0883 871 473-3735 travelbaginc.com 1000747	
		Telephone		
		Fax		
		Email		
		Website		

Monday 21 October 2019



United Airlines UA 200



Departure 21 October 07:10 AM
 Arrival 20 October 06:30 PM
 Duration
 Booking status
 Class
 Equipment
 Flight meal

Guam, (A.B. Won Pat Intl) (L)
 Honolulu, (Daniel K Inouye Intl) (L)
 07:20 (Non stop)
 Confirmed
 Economy (W)
 BOEING 777-200/300
 Food for purchase

Terminal: 2

Sunday 20 October 2019



United Airlines UA 383



Departure 20 October 08:20 PM
 Arrival 21 October 06:55 AM
 Duration
 Booking status
 Class
 Equipment
 Flight meal

Honolulu, (Daniel K Inouye Intl) (L)
 Denver, (Denver International) (L)
 08:30 (Non stop)
 Confirmed
 Economy (W)
 BOEING 777-200/300
 Food and beverages for purchase

Terminal: 2

Monday 21 October 2019



United Airlines UA 4850 (Operated by Trans States Airlines Dba United Ex)



Departure 21 October 08:10 AM
 Arrival 21 October 10:47 AM
 Duration
 Booking status
 Class
 Equipment

Denver, (Denver International) (L)
 Omaha, (Eppley Airfield) (L)
 01:37 (Non stop)
 Confirmed
 Economy (W)
 EMBRAER RJ135/140/146

Saturday 26 October 2019



United Airlines UA 3884 (Operated by Republic Airlines Dba United Express)



Departure 26 October 06:13 AM
 Arrival 26 October 06:58 AM
 Duration
 Booking status
 Class
 Equipment

Omaha, (Eppley Airfield) (L)
 Denver, (Denver International) (L)
 01:42 (Non stop)
 Confirmed
 Economy (S)
 EMBRAER 175 (ENHANCED WINGLET8)

Saturday 26 October 2019



United Airlines UA 328



Departure 26 October 00:25 AM
 Arrival 26 October 12:49 PM
 Duration
 Booking status
 Class
 Equipment
 Flight meal

Denver, (Denver International) (L)
 Honolulu, (Daniel K Inouye Intl) (L)
 07:24 (Non stop)
 Confirmed
 Economy (S)
 BOEING 777-200/300
 Food for purchase

Terminal: 2

Saturday 26 October 2019



United Airlines UA 201



Departure 26 October 02:25 PM
 Arrival 27 October 06:08 PM
 Duration
 Booking status
 Class
 Equipment
 Flight meal

Honolulu, (Daniel K Inouye Intl) (L)
 Guam, (A.B. Won Pat Intl) (L)
 07:40 (Non stop)
 Confirmed
 Economy (S)
 BOEING 777-200/300
 Food for purchase

Terminal: 2

General Information

RESTRICTED FARE INCL.AGENCY FEE \$1670.35 PER PERSON
LAST TICKET DATE SEP 19
THIS BOOKING CAN ONLY BE HELD FOR 7DAYS AFTER RES. IS MADE
NONREFUNDABLE FARE/\$250 CHANGE PENALTY ONCE TICKETED
UNRESTRICTED FARE INCL.AGENCY FEE \$3325.25 PER PERSON

Ecological Information

Calculated average CO2 emission is 1,852.82 kg/person

Source: ICAO Carbon Emissions Calculator

<http://www.kao.int/environmental-protection/CarbonOffset/Pages/default.aspx>

Airline Booking Reference(s)

UA (United Airlines): ANP7HJ

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.katastravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage).





Back

Add to my calendar

2019 ABOS Conference Association of Bookmobile and Outreach Services

Start: 10/23/2019
End: 10/25/2019
Location: Omaha, Nebraska



Registration

- 01. Early Bird Member - \$300.00
- 02. Early Bird non-Member - \$400.00
- 03. Advanced Member - \$400.00
- 04. Advanced Non-Member - \$500.00
- 05. Onsite Member - \$425.00
- 06. Onsite Non-Member - \$525.00
- 07. Single Day Member Wednesday - \$250.00
- 08. Single Day Member Thursday - \$250.00
- 10. Single Day Non-Member Wednesday - \$350.00
- 11. Single Day Non-Member Thursday - \$350.00
- 12. Single Day Member or Non Member Friday - \$100.00
- Board Member
- Bookmobile Drivers - \$200.00

2019 ABOS Conference
On the Road ! Out of the Box
Omaha Nebraska
October 23-25 2019

Registration opens May 6 2019

Reserve your rooms at the Embassy Suites Omaha Old Market
555 S. 10th St. Omaha, Nebraska 68102

To Book your room go to <http://group.embassysuites.com/BookmobileOutreachServices> with

reference group code ABM

Option 2: Call Embassy Suites by Hilton Omaha Downtown Old Market at 1-402-348-9000 group code: ABM

Conference meals are included with your registration. To help keep our meal costs low, please indicate on the registration form which meals you will be attending. Thank you.

Order your Jill Esbaum Books now!

Choose from these three titles. Deadline to order is October 1st.

• How to Grow a Dinosaur - \$18

• Frankenbunny - \$17

• If a T Rex crashes your birthday party - \$15

• Carol Hole Award Winners

- **Presenters - \$200.00**

☐ Jill will be signing books after her program. ☐ There is a small profit on each title that will go towards the ABOS BOIR project.

- **T-Shirts and/or Books ONLY**
Does not include conference registration.

Order your collectible T-Shirt Now!



New 2019 Design

\$20 Adult S - XXXL

Other ABOS merchandise will be sold at the conference.

For any questions/problems, please contact Susan Parkins at president@abos-outreach.com or call Susan at 307-773-7228.

Registration opens May 6, 2019

Early Bird discount deadline August 19, 2019

Online Registration ends October 1, 2019

Onsite Registration will be available at the conference site.

Written requests for refunds must be postmarked, faxed or electronically submitted 30 days prior to the start of the conference. No refunds will be made following that date. Cancellations are subject to a \$25.00 processing fee.

Hardship cases (i.e., illness, death in the family, etc.) may be submitted to the ABOS Board of Directors for determination of whether or not portions of conference fees may be refunded (i.e., refund depends on what cash outlay has already been made on behalf of the person.)

Connect



REGISTER FOR ABOS 2019

ABOS 2019 Conference Schedule

ABOS 2019 Conference Workshops

2019 Conference registration fees

Early Bird (May 6-August 19) Member \$300

Early Bird (May 6-August 19) Non-Member \$410

Advanced (August 20-October 1) Member \$410

Advanced (August 20-October 1) Non-Member \$520

On-Site (October 22-October 25) Member \$425

On-Site (October 22-October 25) Non-Member \$525

One Day, Wednesday or Thursday \$250 Member

One Day, Wednesday or Thursday \$350 Non-Member

One Day, Friday \$100 (Member and Non-Member)

Presenter \$200 (with code provided if you are a presenter)

Bookmobile Driver \$200 (up to two per vehicle only, not payable if you are driving a bookmobile to the conference for display. Email Treasurer@abos-outreach.com for registration code.

Carole Hole Award Winners Free (with code)

ALL CONFERENCE REGISTRATIONS INCLUDE:

Breakfast/Lunch on Wednesday (lunch will include Guest Author, Jill Esbaum - <http://www.jillesbaum.com/>)

Hors d'oeuvres on Networking night (Wed.)

Breakfast/Lunch on Thursday

Brunch on Friday

Meals for non-conference attendee (family/friends attending with paid attendee):

Charge for breakfast: \$25/day

Charge for lunch: \$40/day

Charge for brunch on Friday: \$40

Charge for Networking night: \$30

Reserve your rooms for the Embassy Suites Omaha Old Market

555 S. 10th St. Omaha, Nebraska 68102

Our group rate is \$142/room (single or double is the same).

Deadline for sleeping room discount rate is September 24, 2019

To Book your room you may choose one of the following options:

Option 1: <http://group.embassysuites.com/BookmobileOutreachServices> with reference group code: ABM

Option 2: call Embassy Suites by Hilton Omaha Downtown Old Market at 1-402-346-9000 group code: ABM

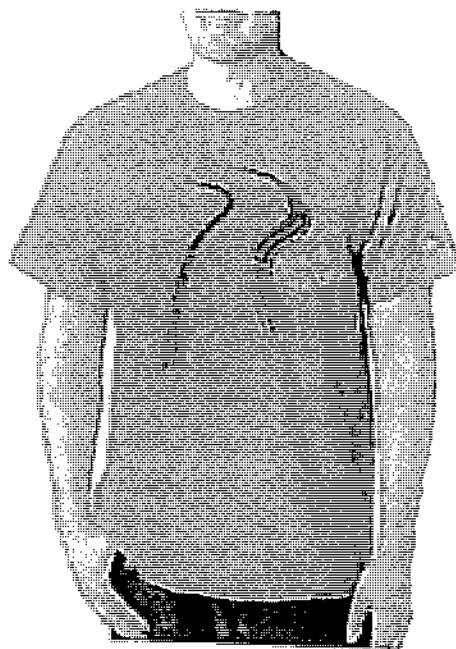
Order your Jill Esbaum Books now!

Choose from these three titles. Deadline to order is October 1st.

- How to Grow a Dinosaur - \$18
- Frankenbunny - \$17
- If a T Rex crashes your birthday party - \$15

Jill will be signing books after her program. There is a small profit on each title that will go back to the ABOS 2019 Outreach.

Purchase your collectible T-Shirt at ABOS 2019!



S20 Adult sizes S - XXXL

Other ABOS merchandise will be sold at the conference.

For any questions/problems, please contact Susan Perkins at president@abos-outreach.com or call Susan at 307-773-7223.

Written requests for refunds must be put in writing (email or electronically submitted) 30 days prior to the start of the conference. No refund will be made for cancelling at that date. Cancellations will result in a \$25.00 processing fee.

Merchandise (t-shirts, pens, etc.) may be submitted to the ABOS Board of Directors for consideration of whether or not it is appropriate for the conference. If approved, it will be sold at the conference. If not approved, it will be sold on behalf of the organization.



Connect

Back

Invoice #01006

Balance due: \$600.00

Please send check to:

ABOS
1190 Meramec Station Road, Suite 207
Ballwin, MO 63021

For questions contact abos@amigos.org

Pay online or pay offline

Invoice details

Balance due \$600.00

Amount \$600.00

Invoice # 01006

Date 03/16/2019

Origin Event registration
2019 ABOS Conference - Association of Black Outreach and Outreach Services, Omaha, Nebraska

Invoiced to Linda Aguirre, Board Executive Director,
Indigenous Peoples' Movement

Item

Amount

Registration for 2019 ABOS Conference Association of Black Outreach and Outreach Services, 10/03/2018 -
10/26/2018, Omaha, Nebraska, 11/12 Early Bird, 01/01/2019

\$600.00



Our Mission

The mission of the Association of Bookmobile and Outreach Services is to support and encourage government officials, library administrators, trustees, and staff in the provision of quality bookmobile and outreach services to meet diverse community information and programming needs.

Our Purpose

The purpose of the Association of Bookmobile and Outreach Services is:

- (a) to provide a forum for discussion of activities, programs, challenges and successes in the field of bookmobile and outreach services in libraries
- (b) to contribute to the education and training of library staff working in the area of bookmobile and outreach services in libraries
- (c) to promote bookmobile and outreach services as essential services in libraries
- (d) to serve as a channel of communication and instruction to improve bookmobile and outreach services

Connect

**Attachment "M" - Internal Staff Development on
Library Card Application, New Patron Registration
and Check In/Out Process**

STAFF DEVELOPMENT

NEW PATRON

1. Prepare a handout and pass out to the staff (Library technicians)
2. Prepare the procedures and details of the process of registering a new; updating; and replace library card patron – November 6, 2020
3. In order to understand the structure of comprehension from each technician, I will ask them to provide in written detail of the processes of a new patron registration, updating and replacing a library card in their own personal perspective or knowledge.
 - This helps me understand what and if the processes are all the same or if there needs to be some level of understanding that may be missing from the procedure.
 - This helps the staff be able to refresh in training and to build equal understanding of the way the process is performed.
4. I will review the results with Linda to be able to see where discrepancies may lie and how to make the presentation training target all these areas.
5. Execute Presentation and training to library technician staff from the prepared details November 13, 2020.

STANDARD OPERATING PROCEDURE
for
LIBRARY CARD APPLICATION (LCA)

THE GPLS LIBRARY CARD APPLICATION (8 ½ x 11 format) WAS REVISED ON FEBRUARY 2020. THE DOCUMENTS PROVIDED TO PATRON UPON REGISTRATION IS THE SERVICE BROCHURE, ONLINE ACCESS TO YOUR ACCOUNT, INTERNET USE POLICY AND THE FEE SCHEDULE.

ALL APPLICATIONS MUST BE VERIFIED AGAINST PATRONS PROOF OF ID, SIGNATURE AND INITIALS.

1. All applications must be entered into the Horizon before the patron is issued a library card.
2. ALL completed applications must be submitted daily to the Administrative Aide who will be responsible for the verification process. Employee is to ensure application is complete and all information is properly entered into the Horizon. INCOMPLETE applications will be returned back to the technician for corrections.
3. Once the Admin Aide has completed the verification process, it is then submitted to the Library Technician Supervisor for her review and approval.
4. LCA is returned back to the Admin Aide for the following process:
 - a. Scan and file into the Z drive by alphabetical order (Last name) and organized by Fiscal year. File name: LIBRARY CARD APPLICATIONS (NEW 2020). The purpose of the file is to allow technicians assess the application if needed. This will be a protected file strictly for viewing.
 - b. Hard copy of application will be filed with a retention period of 2 years (per DOA Records Management Handbook). Due to the confidentiality of patron records, the Library Technician Supervisor will retain access to the hard copy of the application.

BRANCHES: Agat, Dededo, Merizo & Yona

- The same process above applies
- Patron is required to only complete ONE application
- ALL applications are to be submitted at the end of the week. There will be no copies held at the branches.
- Should there be any problems accessing the digital file, please contact Hagatna branch for assistance.

NEW PATRON REGISTRATION

Greet the patron – Customer service greeting (Patron is trying to check-out materials / Patron requests application for a library card.

Ask the patron if they have had a library card with us before? If the answer is YES?

Check the database (Horizon)

1. Patron is expired?
 - ✓ Make sure the patron is age (6) and above.
 - ✓ Ask the patron for proper identification (Guam ID or Guam Drivers License, Passport or Original Birth Certification)
 - ✓ Using Off-Island ID or Military ID (Residency verification required) Bill, lease, etc.
 - ✓ Have the patron complete an application and ask if they will also be requiring computer use visits. (Ensure that the patron receives all policies) regardless if they are existing patrons and are just updating.
 - ✓ Update all information in the GPLS database according to the information provided on the application (try to match the few information provided on the identification if it's a Guam identification)
 - ✓ Ensure all the information on the application is completed.
 - ✓ After processing the library card, have the patron sign off receipt.
 2. Patron is found and unexpired?
 - ✓ Ask the patron for proper identification (Guam ID or Guam Drivers License, Passport or Original Birth Certification)
 - ✓ Verify information according to identification
 - ✓ Re-issue a library card while updating information
 - ✓ Library Card is charged to the patron (\$.75)
 3. Answer to whether they've had a library card before is NO? (Check the database) why?
 - Patron may be older and did have a library card as a child and did not remember
 - Patron may have a judgement with the library for (overdue fines, damage materials, etc) and could be checking if they are able to get away with it.
 - Patron may have applied at a branch library and lost their card. You don't know them so they may want to give it a try.
 - Patron may have applied a long time ago and did not remember because they never picked up the library card (Library cards were never given right on the spot or on the day of application way back when)
- AND THE LIST GOES ON AND ON SO WE NEED TO BE SURE!
- ✓ Ask the patron for proper identification (Guam ID or Guam Drivers License, Passport or Original Birth Certification)
 - ✓ Using Off-Island ID or Military ID (Residency verification required) Bill, lease, etc.
 - ✓ Have the patron complete an application and ask if they will also be requiring computer use visits. (Ensure that the patron receives all policies)
 - ✓ You should explain the most important parts of the policy but remind them to take the time to read and understand the full content of the policy because if anything comes up, they will be responsible since they were given the policy.
 - ✓ While the patron is completing the application, you may proceed to enter the information according to the identification / documents.

- ✓ Have the patron sign receipt of the library card.
- ✓ Go back into the database and complete the information from the application right away. (DON'T SET IT ASIDE, BECAUSE YOU MAY FORGET)
- ✓ If it is easier, you may have the process completed before you work on the database. If you tend to forget, it is wiser to take it a step at a time. Patrons could also be checking out materials while you process their card or simply wait patiently.
- ✓ Again, ensure that the patron signs off in receipt of the GPLS library card.

DON'T FORGET TO WRITE THE PATRONS NAME ON THE LIBRARY CARD WITH A PERMANENT MARKER (PREFERRABLY FINE POINT).

ALWAYS MAKE SURE THAT WHEN THE PATRON IS SIGNING RECEIPT OF THE LIBRARY CARD, YOU INFORM THEM THAT THEY ARE ALSO SIGNING RECEIPT OF THE POLICIES.

ALWAYS MAKE SURE THAT YOU FILL OUT ALL THE ENTRIES PROVIDED ON YOUR PART AND THAT YOU PRINT CLEARLY ON THE STAFF SECTION.

Application Process

1. After applications have been completed to the full extent, it should be placed in a prepared folder for submission to be verified. (New Application Process)
2. After being verified, it will be signed by the verifying officer and then signed by the Technician Supervisor before it is scanned and filed away.
3. If there are discrepancies on the application form or Horizon database.
 - ✓ The application is returned to the individual who is responsible, to make the corrections.
 - ✓ If there is no initial on the application with a discrepancy, it will be returned to the circulation desk and all will be responsible for the correction.

NOTES:

- Only the library card holder is able to borrow from the card.
 - ✓ Parents cannot borrow from their children's card without the child present
 - ✓ Children cannot borrow from the parents card.
- If a patron forgot their library card at home, an ID is required for verification check on our database. They may use the ID for that day and reminded to bring their library card the next time. Please be responsible and place a block on the library card holder's profile so that it does not become a habit.
- NO minor should apply for a library card without their parents. MUST be 18 years or older to apply alone.
- Legal Guardians must have proof of guardianship documents upon application.
- People only visiting (Tourists / Non-resident) are not allowed to apply for a library card.

CHECK-OUT PROCESS

First and most important, Library Card must always be present.

- New Patron
- Update needed
- Lost card

Check library card on Horizon (Make sure that "Search this Location Only" is not checked ✓)
It will result with the database only searching the location you are logged on to. After you have the patron profile on your screen:

- Always Select "All Items Out" to ensure that there are no current materials out with them or that they haven't already exceeded the amount of materials allowable.
 - ✓ Pay attention to the due date if they do have materials out. Sometimes the library materials are overdue a day and the database does not acknowledge with a block.
 - ✓ Patrons who have materials out that are not overdue can only borrow up to the amount limited. (For example if they have 3 printed materials, they are only allowed 3 to meet the 6 allowable unless they have a riding child)
- Pay attention to pop-up messages ALL THE TIME. Messages could mean overdue fines, Information updates, etc.
- Patrons are not allowed to borrow materials if they have outstanding fines, materials out, exceeding their allowable amount or overdue.
- BLOCK messages must be resolved while the patron is present.
 - ✓ Patron Information update (Telephone numbers, address, etc)
 - ✓ Library card number was reported lost. (Ask the patron for ID and ask for the current library card that was given to them or whatever may have happened) Supervisor must be notified of this as well.

Begin Checking out materials to the patron.

- Adult or Child and what materials are they borrowing.
 - ✓ Non-Print materials are not allowable for children to borrow.
 - ✓ Adults may borrow 6 printed materials and 2 non-print materials.
 - ✓ Adults who have a riding child on their library card may borrow 12 printed materials and 2 non-print materials.
 - ✓ Children are only allowed 6 printed materials.
- Duplicate Barcodes (Barcode that shows a different title in our database)
 - ✓ You may proceed, but when you print the receipt please note on the specific barcode listed (Actual Title, Indicate 'duplicate barcode') and let the patron know of the situation advising them to bring in the receipt upon return so that the technician checking in will know the situation.
 - ✓ You may choose to check the material back in, change the barcode and fast-add it into the database for the patron to take out.
 - ✓ You may also place a block message on the patron after check-out to notify upon check in.
- Writings inside the materials or minor damages.
 - ✓ It may be borrowed, but remind the patron of the damages and to be mindful.
 - ✓ Make a note at the back of the book near the barcode of the initial minor damage, or place a post-it note. Let the patron be aware of the notation.
 - ✓ Materials with extreme damage CANNOT be checked out. Let the patron know of the extremity and that the particular materials needs to be repaired/mended.

- Non-print materials being borrowed.
 - ✓ Barcodes are always on the disc. This was done so that the technician may practice observing the condition of the material prior to check-out.
 - ✓ Ensure that the title is matched upon check-out.
 - ✓ If the barcode is on the case, please make it a point to observe the condition of the material regardless.
- Non-printed materials damage.
 - ✓ Non-print materials with minor scratches, not too deep can be released. Please make the patron aware of the condition and ask if they still want to borrow. Make a note inside the case (due date slip) or post-it note.
 - ✓ Non-print materials with numerous extreme scratches or cracks cannot be borrowed. Materials must be set aside to be discarded.
 - ✓ Make sure to explain to the patron how to retrieve the materials out of the case, it will be helpful.
- Reserved Materials: When patrons make requests for materials via telephone, email, database, etc.
 - ✓ Materials will be selected from their shelf location, put together and a note must be posted on the stack of the patrons name and the date of request.
 - ✓ Patron will be contacted and made aware that the materials are ready for pick-up.
 - ✓ Patron must also be made aware that materials will only be reserved up to a week. If the patron does not pick-up after the week, materials will return to the shelf.
 - ✓ Database must always be checked periodically and reserved books area should also be checked daily so that materials are not on reserve too long (This makes it hard when searching for a book that is actually sitting in reserve).
 - ✓ NO HOLDS PERMITTED FOR NON-PRINTED MATERIALS

All Materials must be de-sensitized, magnetic strips must be removed from non-print materials (DVD's), Barcodes must be scanned into the database on the patron's profile, a printed copy of the receipt must be provided to the patron reminding them of the due dates.

- Printed materials are borrowed for 21 days which is automatically calculated in the Horizon database. Remind the patron that materials are renewable twice for additional 21 days each time and then must be returned after the second renewal to avoid overdue fines.
- Always make sure to check the due dates; Non-Print materials are borrowed for only 7 days (DVD's) and 14 days (Kits & CD's). The Horizon Database does not automatically calculate for non-print materials due date so you will have to edit and change the date. Remind the patron that there is NO RENEWAL allowed for these materials and it must be returned on the due date to avoid overdue fines.

Count materials onto the statistic daily form prior to releasing them to the patron.

Patron's leaving the Library facility; walk out the door and the 3M machine beeps.

- Ask the patron to come back and properly de-sensitize 'Out' the materials. If you know that you have done so already, please take the time to re-do it.
- If the 3M still beeps, stop the patron.
 - ✓ Hold the materials and ask the patron to go back and walk through the 3M.
 - ✓ You will also walk through the 3M with the patron's bag in tow.
- If the 3M still beeps, ask the patron to just open their bag to ensure that no other unauthorized materials are exiting with the patron.
- It is not to cause any inconvenience, but very important to follow procedures. Too many missing materials could be only for lack of consistency.

- When doing this procedure, please always remain courteous.

CHECK-IN PROCESS

Make sure that your Check-In window is open in Horizon and make sure to select 'CKI' on the menu bar and ensure that 'show borrower' is checked ✓ and the check-in mode is 'standard'.

- Scan materials barcodes.
- Pay attention to pop-up messages which could be warning of overdue returns.
- Sensitize materials 'In' and place them on the book cart provided for re-shelving.
- Place magnetic strips back on non-printed materials. File non-printed materials during your down time.
- Go to the check-out Window, search for patron's number or name and select 'All Items Out' to ensure that all materials are returned.
- If there are materials still listed, look through the books returned once more to ensure that the title is not in that stack. Sometimes when checking-in materials, Horizon overlooks it as well. If the material (s) is still listed, inform the patron.
 - ✓ If the patron claims they did not borrow materials listed, inform them to please check again at home while you will also check our shelves and inform them at a later time with the information.

In any other case, the patron may already be aware of the materials out to them, you need only ask if they need it renewed (if not already renewed twice) and if the materials are not already due. Materials may be renewed for the searching process.

Observe returned materials for damages and if there are notes provided should you find any. Observe the same with the non-print materials.

Pay attention for any duplicate barcodes (Incorrect Titles) when checking in materials if the patron does not provide the receipt or if they do.

- Materials returned from duplicate barcode must be resolved upon return. Barcode must be changed, materials must be imported properly and shelf-list must be corrected at the Union Shelf list drawer on 3rd floor upon your break time off the desk or relief.

Patron Places materials on the desk for return

- If there are more than 6 printed materials.
 - ✓ Ask the patron if this is only one borrower. (Patron may have a riding child, but just to be sure)
 - ✓ If there is more than one, ask for the library cards or names.
 - Check in all materials by scanning the barcodes in (check-in mode on Horizon)
 - Go to the check-out window and key in all patrons one at a time, select 'All items out' to ensure that they are all clear.
 - If there are any materials existing on a borrower, inform the patron returning the materials, print the receipt and hand it to them.
 - ✓ If there are no cards available and the patron returning materials just left or just dropped the materials into the drop box at the desk.

- While checking-in materials, try to write down the names as they appear while scanning each item.
 - Go to the check-out window and key in all patrons one at a time, select 'All items out' to ensure that they are all clear.
 - If there are any materials existing on a borrower, call or email the patron and inform them.
- If the patron is returning more than (2) Non-Print materials:
 - ✓ Patrons are only allowed 2 non-print materials.
 - ✓ Ask if there is another borrower.
 - If it is only one borrower, scan in the materials to verify.
 - Inform the patron that they are only allowed 2 non-print materials (I the policy must be shown to them again, please do so)
 - Ask the patron who assisted them in borrowing these items. (This is to be able to inform the particular staff of the problem and remind them of the procedure. Some patrons will dispute the issue)
 - You may remind your colleague courteously or you can report it to your supervisor to carry out the reminder.
- Only one patron returning materials follow procedures for the check-in above.

**GUAM PUBLIC LIBRARY SYSTEM (GPLS) www.gpls.guam.gov LIBRARY CARD
APPLICATION/RENEWAL/REPLACEMENT**

Residents must provide current valid ID and proof of mailing address. Please print except signature.

☒ Resident ☐ Military personnel & dependents stationed on Guam ☐ Student
☒ Government of Guam employee Ethnicity (for statistic reporting) Caucasian

Name Doe, John F., Jr 01/01/1966 Male
Last First Middle DOB GENDER

Mailing address P.O. Box 1111 Hagatna, GU 96910 Physical address 123 9th Street Hagatna, GU

Telephone (Cell) 687-1234 (Work) 475-4751 (Home) 477-7777

(Other contact no's) _____ Email address: john.doejr@gmail.com

Employer Guam Public Library System School attending _____

Authorized Child: Doe, Jane G. DOB: 02/02/2020 GENDER Female

NOTIFICATION OF RESERVED ITEMS: NOTIFICATION OF OVERDUE ITEMS:

☐ Telephone ☐ Mail ☒ E-mail ☐ Mail ☒ Email (check one only)

USE OF PUBLIC COMPUTERS WITH INTERNET ACCESS:

☐ I do not want my child (under 18) to use the computers in a public library
☒ Computer Usage (Yes) By checking "yes", you agree to all the terms, conditions, and the policies set forth of the "GPLS Internet Use Policy"

I attest that the information on this application is true and correct. My signature on this card indicates my agreement to comply with all its rules and regulations in exchange for access to the library's collections and services. I accept responsibility for all the materials charged to this card, including fines, fees, charges assessed by myself or any person I am legally responsible for. I shall promptly notify GPLS of any changes to my library account information. Library patron records are kept confidential.

John F. Doe, Jr. _____ 11/12/2020
APPLICANT (PRINT & SIGN) SIGNATURE OF PARENT or GUARDIAN DATE
(PRINT & SIGN)

Provided to you upon registration:

- Library Card
- Fee Schedule
- Service Brochure
- Online access to your account
- Internet Use Policy

JFDJ
Initial

Replacement Card - Receipt # _____

Staff Use Only

Bar Code No 247570000111111

Expiration date 11/12/2025

Branch Hagatna

Received by FST

Reviewed by JC

Date 11/13/2020

**Attachment "N" - Purchase Order for
Computer Laptops**



PURCHASE ORDER

GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marine Drive
P.O. Box 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER

No. 2186A03623

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, OR
CORRESPONDENCE ETC.

RECEIVED

JUL 27 2018

DATE 6/23/2018 JOB ORDER NO 361117107250 OBJC 256

Guam Public Library System

SANFORD TECHNOLOGY GROUP LLC
335 S MARINE DR.
SUITE 200
TAMUNING,, GU 96913
Telephone: 671 647-0220 Fax: 671 647-0800
Email:

VENDOR

S0097692

SHIP TO

DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
HAGATNA,, GU 96932-0000

LSIA STATE GRANT - FY2017

AUTHORITY 3111(c)

** INVITATION NO

** CONTRACT NO.

TIME FOR DELIVERY

EXPIDING

DISCOUNT TERMS

ARTICLE OF SERVICE	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
1 LAPTOP COMPUTERS -NON-TOUCH 15.6 HOF AG EDPI.2 ULTRASLIM BOE LCD -NON-TOUCH LCD BEZEL-RGB(HD) CAMERA+MIC -7TH GENERATION INTEL CORE I5- 7300U PROCESSOR BASE, INTEGRATED HD GRAPHICS 620 -4GB, 1X4GB, 2400MHZ DDR4 MEMORY -2.5" 500GB SATA 7200 RPM HARD DRIVE -INTEL DUAL BAND WIRELESS AC 9265 (902.11AC) 2X2 + BLUE 100TH 4.2 -ENERGY STAR 6.1 -DUAL POINTING ENGLISH QWERTY KEYBOARD WITH BACKLIGHT -PRIMARY 3-CELL 42W/HR BATTERY -65W AC ADAPTER, 3-PIN NOTE: THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be off set for monies due the of Guam inclusive of but not limited to taxes, fees, and returned checks other damages, penalties, and Attorney's fees, after failure to pay To be coordinated between the agency and vendor ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES §101(9) (a) OF THE GAR.	1	EA	1235.000	9830.00	0183611069	

SPECIAL INSTRUCTIONS TO VENDOR

- SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 954, AGANA, GUAM 96910.
- PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.
- THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
- THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND THE GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS P.O.
- ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THE NUMBER UPON ARRIVAL OF GOODS IN GUAM.

XXXXXXXXXXXX

↑ TOTAL ↑

A. DO NOT PUT THIS ORDER
IF YOUR TOTAL CREDIT
EXCEEDS THIS TOTAL.

POST CHANGES AND RETURN
THIS ORDER FOR AMENDMENT

CONTRACTOR, PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR
SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING
INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE
PURCHASE ORDER NUMBER SHOWN ABOVE.
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS

ADVANCE PAYMENT
AUTHORIZATION

PAYMENT
ENCLOSURE

SIGNATURE:

C. Acalle

Claudia S. Acalle Chief Procurement Officer

PAGE 1 OF 7

Control No.

ORIGINAL/VENDOR'S COPY



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marine Drive
Piti, Guam 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER

No. 2186A03623

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, RA
CORRESPONDENCE ETC

DATE 6/29/2018 JOB ORDER NO 361117107250

250

VENDOR

TO:

SANFORD TECHNOLOGY GROUP LLC
335 S MARINE DR.
SUITE 200
TAMUNING,, GU 96913
Telephone: 671 647-0220 Fax: 671 647-0800
Email:

VENDOR

S0097692

SHIP TO

CONSIGNEE DESTINATION & MARKING

DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
HAGATNA,, GU 96932-0000

LSTA STATE GRANT - FY2017

AUTHORITY 3111(c)

** INVITATION NO

** CONTRACT NO.

TIME FOR DELIVERY

EXPENSE

DISCOUNT TERMS

ITEM	ARTICLES OF SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	REMARKS
	-E5 POWER CORD (US) -DELL ESSENTIAL BACKPACK 15 -WINDOWS 10 PRO(64BIT) ENGLISH -WINDOWS 10 PROFESSIONAL OS RECOVERY 64BIT USE -WAVES MAXX AUDIO -DELL CLIENT SYSTEM UPDATE -DELL DIGITAL DELIVERY CIRRUS CLIENT -DELL DEVELOPED RECOVERY ENVIRONMENT -DELL COMMAND POWER MANAGER (DCPM) -SETUP AND FEATURES GUIDE (ENGLISH, INDONESIAN) -DOCUMENT FOR MUI (ENGLISH, KHEMER, BAHASA INDONESIA, ARABIC, SPANISH) -RESOURCE USE FOR KBL -BATTERY CARRIES 1 YEAR NOTE: THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be off set for monies due the of Guam inclusive of but not limited to taxes, fees, and returned checks other damages, penalties, and Attorney's fees, after failure to pay To be coordinated between the agency and vendor ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES §101(9) (a) OF THE GAR.						Government plus for accordingly

SPECIAL INSTRUCTIONS TO VENDOR

- B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM, P.O. BOX 884, AGANA, GUAM 96910.
C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION
D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
E. * * * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS B.O.
F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS
IN GUAM.

XXXXXXXXXXXX

↑ TOTAL ↑

A. DO NOT PAY THE INVOICE
IF YOUR TOTAL COST
EXCEEDS THIS TOTAL

IF YOUR TOTAL COST
EXCEEDS THIS TOTAL

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR
SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING
INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE
PURCHASE ORDER NUMBER SHOWN ABOVE.
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS

ADVANCE PAYMENT
AUTHORIZATION

PAYMENT
ENCLOSURE

SIGNATURE:

Claudia S. Acalle Chief Procurement Officer

PAGE 2 OF 2

Control No.

ORIGINAL/VENDOR'S COPY



PURCHASE ORDER **GENERAL SERVICES AGENCY** **DEPARTMENT OF ADMINISTRATION** **GOVERNMENT OF GUAM**

148 Route 1
 Marine Drive
 Piti Guam 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER

No. 2186A03623

MUST APPEAR ON ALL INVOICES
 PACKING SLIPS, PACKAGES, B/L
 CORRESPONDENCE ETC

DATE	6/29/2018	JOB ORDER NO	361117107250	ORIGIN	250
------	-----------	--------------	--------------	--------	-----

VENDOR	TO:	VENDOR	SHIP TO	CONSIGNEE DESTINATION & MARKING	
	SANFORD TECHNOLOGY GROUP LLC 335 S MARINE DR. SUITE 200 TAYUMING,, GU 96913 Telephone: 671 647-0229 Fax: 671 647-0660 Email:	50097692		DEPT. OF CHAMORRO AFFAIRS P.O. BOX 2950 HAGATNA,, GU 96932-0000 LSTA STATE GRANT - FY2017	
AUTHORITY	ISS INVIATION NO	CONTRACTING NO.	TIME FOR DELIVERY	EXPIRING	DISCOUNT TERMS
Bill(s)					

ITEM	ARTICLE OF SERVICE	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	TAX
	WARRANTY FROM INVOICE DATE - 3 YEAR SADMG RAPID PARTS EXCHANGE SERVICE -TELL USB SLIM DVD +/-RW DRIVE -MS OFFICE PROFESSIONAL 2016 EQUIPMENT WARRANTY: THREE (3) YEARS ON ISLAND PARTS EXCHANGE AND THREE (3) YEARS LABOR REPLACEMENT WARRANTY. SHIPPING & HANDLING INCLUDED. ULTRASLIM BOE LCD -NON-TOUCH LCD BEZEL+RGB(HD) CAMERA+MIC -7TH GENERATION INTEL CORE I5- 7300U PROCESSOR BASE, INTEGRATED HD GRAPHICS 620 -4GB, 1X4GB, 2400MHZ DDR4 MEMORY -2.5" 500GB SATA 7200 RPM HARD DRIVE NOTE: THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be off set for monies due the of Guam inclusive of but not limited to taxes, fees, and returned checks other damages, penalties, and Attorney's fees, after failure to pay To be coordinated between the agency and vendor ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES 6101(9) (a) OF THE GAR.						

SPECIAL INSTRUCTIONS TO VENDOR B. SEND CERTIFIED ORIGINAL AND THREE (2) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 894, AGANA, GUAM 96910. C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. E. IF THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THE B.O. F. IF ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THE NUMBER UPON ARRIVAL OF GOODS IN GUAM.		XXXXXXXXXXXX ↑ TOTAL ↑	A. NOTICE: IF THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL PLEASE CHAMORRO AFFAIRS HAS BEEN A CHAMORRO AFFAIRS
CONTRACTOR PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS		SIGNATURE: <i>C. Acalle</i> Claudia S. Acalle Chief Procurement Officer	

PAGE 3 OF 7

Control No.

ORIGINAL/VENDOR'S COPY



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marine Drive
Piti, Guam 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER

No. P186A03623

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, B/L
CORRESPONDENCE ETC

DATE 6/29/2018 JOB ORDER NO 361117107250

250

VENDOR

TO:

SANFORD TECHNOLOGY GROUP LLC
335 S MARINE DR.
SUITE 200
TAMUNING,, GU 96913
Telephone: 671 647-3220 Fax: 671 647-0800
Email:

VENDOR

S0097692

SHIP TO

CONSIGNEE DESTINATION & MARKING

DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
HAGATNA,, GU 96932-0000

LSTA STATE GRANT - FY2017

AUTHORITY
3111(c)

** INVITATION NO

** CONTRACTING NO

TIME FOR DELIVERY

EXPENSES

DISCOUNT ITEMS

ARTICLE OF SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	TAC
-INTEL DUAL BAND WIRELESS AC 8265 (802.11AC) 2X2 + BLUE TOOTH 4.2						
-ENERGY STAR 6.1						
-DUAL POINTING ENGLISH QWERTY KEYBOARD WITH BACKLIGHT						
-PRIMARY 3-CELL 42W/HR BATTERY						
-65W AC ADAPTER, 3-PIN						
-E5 POWER CORD (US)						
-DELL ESSENTIAL BACKPACK 15						
-WINDOWS 10 PRO(64BIT) ENGLISH						
-WINDOWS 10 PROFESSIONAL OS RECOVERY 64BIT USB						
-WAVES MAXX AUDIO						
-DELL CLIENT SYSTEM UPDATE						
-DELL DIGITAL DELIVERY CIRRUS CLIENT						
-DELL DEVELOPED RECOVERY ENVIRONMENT						
-DELL COMMAND : POWER MANAGER						
NOTE: THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be off set for monies due the of Guam inclusive of but not limited to taxes, fees, and returned checks other damages, penalties, and Attorney's fees, after failure to pay To be coordinated between the agency and vendor ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 6101(9) (a) OF THE GAR.						

Government
plus for
accordingly

SPECIAL INSTRUCTIONS TO VENDOR

- B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION,
GOVERNMENT OF GUAM, P.O. BOX 854, AGANA, GUAM 96916.
C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.
D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
E. * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BIO GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS B.O.
F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS
IN GUAM.

XXXXXXXXXXXX

↑ TOTAL ↑

A. DO NOT LET THE ORDER
NUMBER TOTAL COST
EXCEEDS THIS TOTAL

PRINT CHANGES AND INITIALS
HERE OR FOR AMENDMENT

CONTRACTOR, PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR
SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING
INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE
PURCHASE ORDER NUMBER SHOWN ABOVE.
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

ADVANCE PAYMENT
AUTHORIZATION

PAYMENT
ENCLOSURE ☐

SIGNATURE

Claudia S. Acalle Chief Procurement Officer

Control No.

PAGE 4 OF 7

ORIGINAL/VENDOR'S COPY



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marina Drive
Piti Guam 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER

No. 2196A03623

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, BIL
CORRESPONDENCE ETC

DATE 6/29/2018 JOB ORDER NO 361117107250

250

VENDOR

TO:

SANFORD TECHNOLOGY GROUP LLC
335 S MARINE DR.
SUITE 200
TAMUNING,, GU 96913
Telephone: 671 647-0220 Fax: 671 647-0800
Email:

VENDOR

50097692

SHIP TO

CONSIGNEE DESTINATION & MARKING

DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2350
HAGATNA,, GU 96932-0000

LSTA STATE GRANT - FY2017

AUTHORITY 3111(c)

INVOICING NO

COMPACT NO.

TERM FOR DELIVERY

EXPENSE

DISCOUNT TERMS

QUANTITY	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	PAC
<p>(DCPM) -SETUP AND FEATURES GUIDE (ENGLISH, INDONESIAN) -DOCUMENT FOR MUI (ENGLISH, KHEMER, BAHASA INDONESIA, ARABIC, SPANISH) -RESOURCE USE FOR KBL -BATTERY CARRIES 1 YEAR WARRANTY FROM INVOICE DATE -3 YEAR SADMG RAPID PARTS EXCHANGE SERVICE -DELL USE SLIM DVD +/-RW DRIVE -MS OFFICE PROFESSIONAL 2016 EQUIPMENT WARRANTY: THREE (3) YEARS ON ISLAND PARTS EXCHANGE AND THREE (3) YEARS LABOR REPLACEMENT WARRANTY. SHIPPING & HANDLING INCLUDED.</p> <p>NOTE: THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be off set for monies due the of Guam inclusive of but not limited to taxes, fees, and returned checks other damages, penalties, and Attorney's fees, after failure to pay To be coordinated between the agency and vendor ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 6101(9) (a) OF THE GAR.</p>				

SPECIAL INSTRUCTIONS TO VENDOR

- B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION,
GOVERNMENT OF GUAM, P.O. BOX 984, AGADIA, GUAM 96910.
C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.
D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
E. * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID.
F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS
IN GUAM.

9880.00

A. DO NOT PREPARE ORDER
IF YOUR TOTAL CASH
EXCEEDS THIS TOTAL

↑ TOTAL ↑

ENTER CHANGES AND TOTAL
THIS ORDER FOR AMENDMENTS

CONTRACTOR, PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR
SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING
INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE
PURCHASE ORDER NUMBER SHOWN ABOVE
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS

ADVANCE PAYMENT
AUTHORIZATION

PAYMENT
ENCLOSURE

SIGNATURE

Claudia S. Acaballe

Chief Procurement Officer

PAGE 5 OF 7

Control No.

ORIGINAL/VENDOR'S COPY



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marine Drive
P.O. Box 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER
No. P196A03623

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, ETC.
CORRESPONDENCE ETC.

DATE 6/29/2019 JOB ORDER NO 361117107250 ORCL

250

VENDOR

TO:

SANFORD TECHNOLOGY GROUP LLC
335 S MARINE DR.
SUITE 200
TAMUNING,, GU 96913
Telephone: 671 647-0220 Fax: 671 647-0500
Email:

VENDOR

S0097692

SHIP TO

CONSIGNEE DESTINATION & MARKING

DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
HAGATNA,, GU 96932-0000

LSIA STATE GRANT - FY2017

AUTHORITY

3111 (C)

INVITATION NO.

CONTRACT NO.

TIME FOR DELIVERY

EXPIRING

DISCOUNT TERMS

ITEM	ARTICLES OF SERVICE	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	TAX
THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:							
1.	Acknowledgment copy of this order must be signed and returned advising approximate or definite shipping date.						
2.	No variation in any of the terms, conditions, deliveries, prices, quantity, quality, or specification on this order, irrespective of the wording of the seller's acceptance, will be effective without buyer's written consent.						
3.	Packing list must accompany each shipment, showing our order number, description and part serial number for each item.						
4.	Shipments must be identified as "PARTIAL" or "COMPLETE".						
5.	Material is subject to buyer's inspection and approval within a reasonable time after delivery; if specifications are not met, material shall be returned at seller's expense.						
6.	In connection with any prompt payment discount offered, time will be computed from date of delivery and acceptance at destination, or from the date the correct invoice or voucher is received in the office specified by the Government of Guam, if the latter is later than date of delivery and acceptance. Payment is deemed to be made, for the purpose of earning discount, on the date of the mailing of the check.						
7.	Overshipments, unless specifically authorized, will not be accepted.						
8.	In connection with bid awards and contracts, this purchase order shall be governed by the Special Provisions and Bid General Terms and Conditions as specified.						

SPECIAL INSTRUCTIONS TO VENDOR

- B. VENDOR CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 954, AGANA, GUAM 96910.
C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.
D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
E. * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS B.O.
F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.

9980.00

A. ~~DO NOT~~ FILE THIS ORDER
IF YOUR TOTAL COST
EXCEEDS THIS TOTAL

FOR CHARGES AND FEES, SEE ORDER FOR AMOUNT

SIGNATURE:

C. Acalle

Claudia S. Acalle

Chief Procurement Officer

CONTRACTOR PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE.
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS

ADVANCE PAYMENT AUTHORIZATION

PAYMENT ENCLOSED ☐

PAGE 6 OF 7

ORIGINAL/VENDOR'S COPY

Control No.



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marine Drive
P.O. Box 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER

No. P195A03623

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, ETC.
CORRESPONDENCE ETC.

DATE 6/29/2018 JOB ORDER NO. 361117107250 ORCL 250

VENDOR

TO:

SANFORD TECHNOLOGY GROUP LLC

335 S MARINE DR.

SUITE 200

IAMUNING,, GU 96913

Telephone: 671 647-0220 Fax: 671 647-0800

Email:

VENDOR

S0097692

SHIP TO

CONSIGNEE DESTINATION & MARKING

DEPT. OF CHAMORRO AFFAIRS

P.O. BOX 2250

HAGATNA,, GU 96932-0000

LSIA STATE GRANT - FY2017

AUTHORITY
3111(c)

** INVITATION NO.

** CONTRACT NO.

TIME FOR DELIVERY

EXPENSE

DISCOUNT TERMS

ITEM	ARTICLES OF SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	DATE
* * * * *							
VENDOR ACKNOWLEDGMENT							
* RETURN TO SUPPLY MANAGEMENT DIVISION							
* DATE OF RECEIPT OF THIS ORDER 07/26/18							
* SIGNATURE <i>J. Muel</i>							
* * * * *							
* * * * *							
RECEIVING REPORT COPY							
* I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE/HAS BEEN							
* RECEIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED							
* AND ACCEPTED EXCEPT AS OTHERWISE NOTED HEREIN.							
* DATE RECEIVED: SIGNATURE:							
* * * * *							

SPECIAL INSTRUCTIONS TO VENDOR

- B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 954, AGANA, GUAM 96910.
C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.
D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
E. * * * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND TO GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID.
F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.

9980.00

↑ TOTAL ↑

A. DO NOT USE THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL

PAID FOR AND IS TO BE USED FOR THE ORDER ONLY

CONTRACTOR PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE.
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS

ADVANCE PAYMENT AUTHORIZATION

PAYMENT ENCLOSED ☐

SIGNATURE:

C. Acaballe

Claudia S. Acaballe Chief Procurement Officer

Control No.

PAGE 1 OF 1

ORIGINAL/VENDOR'S COPY

REQUISITION

REQUISITION #: Q193611068

APPROPRIATION: 5101H193611E1107230

TO: PROCUREMENT FACILITIES MGMT. DIVISION ADMINISTRATOR

ENCUMBERED DATE

4-25-19 *[Signature]*

SUBMITTED BY:

Morales, Rowena - Guam Public Libra
AUTHORIZED DEPARTMENT REPRESENTATIVE

[Signature]
SIGNATURE

04-25-19
DATE

DEPARTMENT/DIVISION: GUAM PUBLIC LIBRARY SYSTEM DIV REQUEST DATE: 4/25/2019

ITEM NO.	DESCRIPTION OF ITEM	UOM	QTY	UNIT PRICE	AMOUNT
1	ANNUAL SUBSCRIPTION TO DIGITAL RESOURCES VIA EBSCO ROSETTA STONE LIBRARY SOLUTION -30 LANGUAGES TO MEET A RANGE OF CULTURAL INTERESTS. -CORE LESSIONS TO BUILD READING, WRITING, SPEAKING AND LISTENING SKILLS. -FOCUSED ACTIVITIES TO REFINE GRAMMER, VOCABULARY, PRONUNCIATION AND MORE. START DATE: 06/01/19 EXPIRE DATE: 05/31/20	YR	1	6000.00	6000.00

TOTAL =====>

6000.00

JUSTIFICATION:

FOR GPLS

VENDOR: EBSCO

100% FEDERALLY FUNDED - 2019 STATE GRANT

** PRINT NAME & SIGN

Sandra Stanley, A.O. 4/25/19

RECEIVED BY

DATE

(CERTIFYING OFFICER)

[Signature] APPROVAL

() DISAPPROVAL

Anna Marie Arceo, MAs Ge'hilo

APPROVING AUTHORITY (DIRECTOR)

REPORT : PRCIBW
RDN DATE : 4/25/19
USER ID : LIBSTANS
BATCH # : 87

FINANCIAL MANAGEMENT DEPARTMENT
TRANSACTION REGISTER

PAGE NO : 1
RUN TIME : 10:08:14

ACCOUNT-NUMBER	TRAN-DATE-CODE	AMOUNT	TNO	PRIOR-REF	VENDOR #	INVOICE #	USER-ID-BATCH	STATUS-CODE-REASON
5101H193611E1107230	4/25/2019 120	6000.00	Q193611068	Q193611068	20650000		LIBSTANS 87 P	

USER TOTALS >>>>

COUNT: 1 TOTAL: 6.000.00



898 N SUPULEVDA BLVD STE
800
EL SEGUNDO, CA 90245-4469
USA
www.ebsco.com

Product Order Form

CustID: ns017704
OrderID: WSR430936
Date: 04/23/2019
Page 1 of 1

Purchasing Customer
GUAM PUBLIC LIBRARY SYSTEM
254 MARTYR ST
HAGATNA, GUM, 96910
GUM

Billing Address
GUAM PUBLIC LIBRARY SYSTEM
254 MARTYR ST
HAGATNA, GUM, 96910
GUM

Contact:
JUNE AFLAGUE
671-475-4755
june.aflague@gpls.guam.gov

Your invoice will be sent to:
~~JUNE AFLAGUE~~====
june.aflague@gpls.guam.gov +

Guam Public Library System
254 Martyr St.
Hagatna, Guam 96910

Product	Start Date	End Date	Price
Rosetta Stone Library Solution	06/01/2019	05/31/2020	\$6,000.00

Total: \$6,000.00
The above excludes all applicable tax
Currency: US Dollar

Price represented is the cash discounted price for payments received by check or electronic payment. If paying by a method other than check or electronic payment, please inquire for non cash discounted pricing. Payment due upon receipt of invoice. Interest of 1 percent per month charged for payment received later than 30 days after invoice date. eBooks and eAudiobooks ordered are non-returnable and non-refundable.

Terms and Conditions

Customer agrees to terms and conditions of the appropriate EBSCO License Agreement for usage of purchased access or subscription to electronic databases, econtent and services. If ordering eBooks or audiobooks, customer also agrees to the terms and conditions of the Library eContent Agreement.

Authorized Signature:

Date:

Print Name: Anna Marie Arceo

Title: President, DCA

Please sign, scan and email this form to: COURTNEY NUNES at cnunes@ebsco.com

Thank you for your business!

If unable to scan, please fax to: 978 356-5640

LIBAFLAJ
12/21/21

Purchase Order Details
Display Only

PRCPUR
14:05:56

P/O.# . . : P196A03092

Vendor. . : E0098593

Appn acct : 5101H193611EI107230

Reqn #. . : Q193611068

EBSCO INFORMATION SERVICE

LSTA STATE GRANT - FY2019

P/O total: 6000.00

<u>Itm#</u>	<u>Dsc %</u>	<u>LclP%</u>	<u>DlvTim</u>	<u>Qty</u>	<u>Unit price</u>	<u>Extension</u>
<u>Articles or services</u>						
1	1		YR	1	6000.000	6000.00
ANNUAL SUBSCRIPTION TO DIGITAL RESOURCES VIA EBSCO						Post
2	999		EA	1		
SHIPPING & HANDLING						Post

F3=Exit

F12=Cancel



PURCHASE ORDER

GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

DATE: 10/1/10
BY: [Signature]
FOR: [Signature]

TRAN CODE

No. 1000000000

DATE OF ORDER: 10/1/10
DATE OF DELIVERY: 10/1/10
DATE OF PAYMENT: 10/1/10

VENDOR

TO:

PRIME INFORMATION SYSTEMS
1000 N. 14th
BIRMINGHAM, AL 35203

Telephone: 205-944-1010 Fax: 205-944-1011
Email: LINDSEY@PRIME-INFO.COM

VENDOR

ADDRESS

SHIP TO

PRIME INFORMATION SYSTEMS
1000 N. 14th
BIRMINGHAM, AL 35203

DATE OF DELIVERY: 10/1/10

DATE OF PAYMENT: 10/1/10

APPROPRIATE OFFICIALS

GOV

USP

OFFICIALS

AMOUNT

DOCUMENT NUMBER

NO.

THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. Acknowledgment copy of this order must be signed and returned within approximately 10 business days.
2. The Vendor shall be responsible for the delivery of the goods and services specified in this order. The Vendor shall be responsible for the shipping and handling of the goods and services. The Vendor shall be responsible for the insurance of the goods and services.
3. Payment shall be made within 30 days of receipt of the goods and services. Payment shall be made by check or money order.
4. The Vendor shall be responsible for the delivery of the goods and services within the time specified in this order. The Vendor shall be responsible for the shipping and handling of the goods and services.
5. The Vendor shall be responsible for the delivery of the goods and services within the time specified in this order. The Vendor shall be responsible for the shipping and handling of the goods and services.
6. The Vendor shall be responsible for the delivery of the goods and services within the time specified in this order. The Vendor shall be responsible for the shipping and handling of the goods and services.
7. The Vendor shall be responsible for the delivery of the goods and services within the time specified in this order. The Vendor shall be responsible for the shipping and handling of the goods and services.
8. The Vendor shall be responsible for the delivery of the goods and services within the time specified in this order. The Vendor shall be responsible for the shipping and handling of the goods and services.
9. The Vendor shall be responsible for the delivery of the goods and services within the time specified in this order. The Vendor shall be responsible for the shipping and handling of the goods and services.
10. The Vendor shall be responsible for the delivery of the goods and services within the time specified in this order. The Vendor shall be responsible for the shipping and handling of the goods and services.

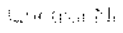
- A. [Signature]
- B. [Signature]
- C. [Signature]
- D. [Signature]
- E. [Signature]
- F. [Signature]

↑ TOTAL ↑

[Signature]

Linda S. Arzelle - Inter Departmental Liaison

DATE: 10/1/10





PURCHASE ORDER

GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

1000 Kaguak
Mariano Drive
San Juan, P.R. 00911-4000

TRAN CODE

No. 1000000000

DATE: 10/10/2000
TIME: 10:00 AM
BY: [Signature]
FOR: [Signature]

VENDOR

TO:

FROM: THE HONORABLE GOVERNOR
1000 Kaguak
Mariano Drive, San Juan, P.R. 00911-4000

Telephone: 787-488-1000 Fax: 787-488-1001
Email: [Email Address]

VENDOR

787-488-1000

SHIP TO

FROM: THE HONORABLE GOVERNOR
1000 Kaguak
Mariano Drive, San Juan, P.R. 00911-4000

1000 Kaguak
Mariano Drive, San Juan, P.R. 00911-4000

ARTICLES OF SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	TAX
1. [Description]	1	EA	100.00	100.00		
2. [Description]	1	EA	100.00	100.00		
3. [Description]	1	EA	100.00	100.00		
4. [Description]	1	EA	100.00	100.00		
5. [Description]	1	EA	100.00	100.00		
6. [Description]	1	EA	100.00	100.00		
7. [Description]	1	EA	100.00	100.00		
8. [Description]	1	EA	100.00	100.00		
9. [Description]	1	EA	100.00	100.00		
10. [Description]	1	EA	100.00	100.00		

1000 Kaguak
Mariano Drive, San Juan, P.R. 00911-4000

NOTE:

THE PURCHASER IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED BY THE VENDOR. THE PURCHASER IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED BY THE VENDOR. THE PURCHASER IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED BY THE VENDOR.

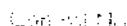
1. [Description]
2. [Description]
3. [Description]
4. [Description]
5. [Description]
6. [Description]

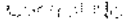
↑ TOTAL ↑

1000 Kaguak
Mariano Drive, San Juan, P.R. 00911-4000

[Signature]

1000 Kaguak
Mariano Drive, San Juan, P.R. 00911-4000







PAYMENT PROCESSING CENTER 800-633-4604 205-991-1211
PO BOX 204661 DALLAS, TX 75320-4661 FAX 205-995-1613

PLEASE ALLOW DOMESTIC
PUBLISHERS 60 TO 90 DAYS
FROM DATE OF INVOICE TO
BEGIN SERVICE.

SPECIAL SORT INVOICE

BILLING ADDRESS:

GUAM PUBLIC LIBRARY SYSTEM
254 MARTYR ST
HAGATNA GU 96910

SUBSCRIBER:

GUAM PUBLIC LIBRARY
254 MARTYR ST
HAGATNA GU 96910

When making remittance, and when inquiring about this invoice, please refer to both the invoice number and account number.

Currency: USD

Your Purchase No.	Account No.	Sub	Date	Ref. Code	Invoice No.	Page No.
P196A03092	SF-F-13982-75	AA	10-11-2019		0515862	1

Rosetta Stone Library Solution

6,000.00

Title Number: 787724300

Online

EBSCO Order Number: M2746832 1 Year

10/01/2019

New

Coverage: (10/19)-(09/20)

Invoice Subtotal

6,000.00


Net Amount Due in U.S. Dollars

6,000.00

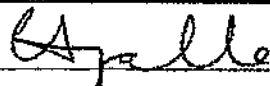
US DOLLAR WIRE TRANSFERS CAN BE SENT TO:
WELLS FARGO BANK, SAN FRANCISCO, CALIFORNIA
ACCOUNT NUMBER: 2000027339684
ABA FOR WIRES: 121000248
ABA FOR ACH'S: 121000248

An (*) reflects recently updated prices.
Net due upon receipt. Late payment will incur a carrying
charge of 1% per 30 days until paid. Pay this invoice in
full. This invoice is submitted to you by EBSCO
in its capacity as your agent.
EBSCO guarantees payment to all publishers.
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INVUS1

		PURCHASE ORDER GENERAL SERVICES AGENCY DEPARTMENT OF ADMINISTRATION GOVERNMENT OF GUAM 148 Route 1 Marine Drive Piti, Guam 96925		TRAN CODE	
				THIS PURCHASE ORDER NUMBER No. P196A00706 MUST APPEAR ON ALL INVOICES PACKING SLIPS, PACKAGES, B/L, CORRESPONDENCE ETC.	
RECEIVED DEC 11 2018 F.O.B.		AIR FREIGHT TEL CONTACT / SHIP VIA:		DATE 12/04/2018	JOB ORDER NO. 361118107230
PREPAID SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE				OBJCL 230	
TO: THE GUAM DAILY POST, LLC 388 SOUTH MARINE CORPS DRIVE SUITE 301 TAMUNING, GU 96913 Telephone: 671 649-1924 Fax: 671 648-2007 Email: ACCOUNTING@POSTGUAM.COM		VENDOR G0016804		CONSIGNEE, DESTINATION & MARKING DEPT. OF CHAMORRO AFFAIRS P.O. BOX 2950 HAGATNA,, GU 96932-0000 LSTA STATE GRANT - FY2018	
AUTHORITY 3112	** INVITATION NO.	** CONTRACT NO. GSAPD 95-01	TIME FOR DELIVERY SEE BELOW	EXPIRING	DISCOUNT TERMS:

1	SUBSCRIPTION FOR DIGITAL E-EDITION \$9.99 EA FOR A TOTAL OF (3) USERS. PER MONTH \$29.97 SUBSCRIPTION PERIOD: NOVEMBER 2018 thru SEPTEMBER 2019 POC:JUNE AFLAGUE 475-4755 *** NOTHING FOLLOWS ***	11 MOS	29.970	329.67	0193611031
<p>NOTE:</p> <p>THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Payment must accompany purchase order (GSAPD95-01).</p> <p>Note: Amounts due this Purchase Order may be off set for monies due the of Guam inclusive of but not limited to taxes, fees, and returned checks other damages, penalties, and Attorney's fees, after failure to pay To be coordinated between the agency and vendor</p> <p>ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 6101(9) (a) OF THE GAR.</p>					

SPECIAL INSTRUCTIONS TO VENDORS: B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 884, AGANA, GUAM 96910. C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. THE ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. E. * * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID. F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.		329.67	A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL. INSERT CHANGES AND RETURN THIS ORDER FOR AMENDMENT.
CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.		ADVANCE PAYMENT AUTHORIZATION PAYMENT ENCLOSED <input type="checkbox"/>	
SIGNATURE:  Claudia S. Acfalle		Chief Procurement Officer	



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marine Drive
P.H. Guam 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER
No. P196A00706

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, B/L,
CORRESPONDENCE ETC.

F.O.B.

* AIR FREIGHT TEL. CONTACT SHIP VIA:

DATE

12/04/2018

JOB ORDER NO.

361118107230

OBJCT

230

PREPARED BY: SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE

TO:

THE GUAM DAILY POST, LLC
388 SOUTH MARINE CORPS DRIVE
SUITE 301
TAMUNING, GU 96913
Telephone: 671 649-1924 Fax: 671 648-2007
Email: ACCOUNTING@POSTGUAM.COM

VENDOR

G0016804

CONSIGNEE, DESTINATION & MARKING

DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
HAGATNA, GU 96932-0000

LSTA STATE GRANT - FY2018

AUTHORITY
3112

** INVITATION NO.

** CONTRACT NO.
GSAPD 95-01

TIME FOR DELIVERY
SEE BELOW

EXPIRING

DISCOUNT TERMS:

THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. Acknowledgment copy of this order must be signed and returned advising approximate or definite shipping date.
2. No variation in any of the terms, conditions, deliveries, prices, quantity, quality, or specification on this order, irrespective of the wording of the seller's acceptance, will be effective without buyer's written consent.
3. Packing list must accompany each shipment, showing our order number, description and part/serial number for each item.
4. Shipments must be identified as "PARTIAL" or "COMPLETE".
5. Material is subject to buyer's inspection and approval within a reasonable time after delivery; if specifications are not met, material shall be returned at seller's expense.
6. In connection with any prompt payment discount offered, time will be computed from date of delivery and acceptance at destination, or from the date the correct invoice or voucher is received in the office specified by the Government of Guam, if the latter is later than date of delivery and acceptance. Payment is deemed to be made, for the purpose of earning discount, on the date of the mailing of the check.
7. Overshipments, unless specifically authorized, will not be accepted.
8. In connection with bid awards and contracts, this purchase order shall be governed by the Special Provisions and Bid General Terms and Conditions as specified.

SPECIAL INSTRUCTIONS TO VENDOR:

- A. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION; GOVERNMENT OF GUAM, P.O. BOX 884, AGANA, GUAM 96910.
- B. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.
- C. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
- D. * * * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS RFA.
- E. * * * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.

329.67

A. **DO NOT** FILL THIS ORDER
IF YOUR TOTAL COST
EXCEEDS THIS TOTAL.

INSERT CHANGES AND RETURN
THIS ORDER FOR AMENDMENT.

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE.
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

ADVANCE PAYMENT
AUTHORIZATION

PAYMENT
ENCLOSED ☐

SIGNATURE:

C. Acfalle

Claudia S. Acfalle

Chief Procurement Officer

PAGE 2 OF 3

Control No.

ORIGINAL/VENDOR'S COPY



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marine Drive
P.O. Box 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER
No. 9196A00706

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, B/L,
CORRESPONDENCE ETC.

F.O.B.

* AIR FREIGHT TEL. CONTACT

SHIP VIA:

DATE

12/04/2018

JOB ORDER NO.

361118107230

OBJCT

230

PREPAID SHOW SHIPPING CHARGES AS SEPARATE JERSON INVOICE

TO:

THE GUAM DAILY POST, LLC
388 SOUTH MARINE CORPS DRIVE
SUITE 301

TAMUNING, GU 96913

Telephone: 671 649-1924 Fax: 671 648-2007

Email: ACCOUNTING@POSTGUAM.COM

VENDOR

G0016804

CONSIGNEE, DESTINATION & MARKING

DEPT. OF CHAMORRO AFFAIRS

P.O. BOX 2950

HAGATNA,, GU 96932-0000

LSTA STATE GRANT - FY2018

AUTHORITY
3112

** INVITATION NO.

** CONTRACT NO.
GSAPD 95-01

TIME FOR DELIVERY
SEE BELOW

EXPIRING

DISCOUNT TERMS:

VENDOR ACKNOWLEDGMENT

RETURN TO SUPPLY MANAGEMENT DIVISION

DATE OF RECEIPT OF THIS ORDER

12/10/18

SIGNATURE

Lola Smartt

RECEIVING REPORT COPY

I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE/HAS BEEN
RECEIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED
AND ACCEPTED EXCEPT AS OTHERWISE NOTED HEREIN.

DATE RECEIVED:

SIGNATURE:

SPECIAL INSTRUCTIONS TO VENDOR:

- B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION:
GOVERNMENT OF GUAM, P.O. BOX 894, AGANA, GUAM 96910.
C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.
D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
E. * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND NO GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID.
F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS
IN GUAM.

329.67

A. DO NOT FILL THIS ORDER
IF YOUR TOTAL COST
EXCEEDS THIS TOTAL.

↑ TOTAL ↑

INSERT CHANGES AND RETURN
THIS ORDER FOR AMENDMENT.

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR
SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING
INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE
PURCHASE ORDER NUMBER SHOWN ABOVE.
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

ADVANCE PAYMENT
AUTHORIZATION

PAYMENT
ENCLOSED ☐

SIGNATURE

Claudia Acfalle

Claudia Acfalle Chief Procurement Officer



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
 Marine Drive
 P.O. Box 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER

No. 220480200

MUST APPEAR ON ALL INVOICES
 PACKING SLIPS, PACKAGES, B/L
 CORRESPONDENCE ETC.

DATE 1/15/2021 REORDERED BY 301110200

RECEIVED

FEB 17 2020

Guam Public Library System

V
E
N
D
O
R

PACIFIC DAILY NEWS
 P.O. BOX 10
 HAGATNA, GU 96910

Telephone: (671) 477-1004 Fax: (671) 477-6437
 Email: EMASIGAN@GUAM.GANNETT.COM

VENDOR

S
H
I
P
T
O

SHIPMENT OF SUPPLIES/MATERIALS

TEST. OF CHAMBERS AFFAIRS
 P.O. BOX 1000
 HAGATNA, GU 96910

LSIA STATE GRANT FY2019

PAGINA

DE 00110600

MAIL ROOM DELIVERY
 SEE BELOW

ARTICLES OF SERVICES

1 SUBSCRIPTION FOR PACIFIC DAILY
 NEWS ONLINE E EDITION

QTY UNIT

UNIT PRICE

AMOUNT

DOCUMENT NUMBER

TAX

30.00

30.00

0008611112

NOTE:

THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES.
 Note: Amounts due this Purchase Order may be off set for monies due the Government plus for other damages, penalties, and Attorney's fees, after failure to pay accordingly.
 To be coordinated between the agency and vendor.

ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 6111(9)(a) OF THE GAR.

SPECIAL INSTRUCTIONS TO VENDOR

- B. * (1) CARRIER OFFER AND (2) FREIGHT COMPANY OFFER TO BE SUBMITTED TO THE DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 544, HAGATNA, GUAM 96910.
- C. * (3) INVOICES TO BE SUBMITTED TO THE DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 544, HAGATNA, GUAM 96910.
- D. * THIS PURCHASE ORDER IS SUBJECT TO THE FOLLOWING CONDITIONS: (1) NO CASH ON DELIVERY.
- E. * * THIS ORDER IS SUBJECT TO THE FOLLOWING CONDITIONS: (1) NO CASH ON DELIVERY.
- F. * * CONTACT AND SUBMITTER (NAME AND FREIGHT COMPANY) ON THE NUMBER IS APPROVED BY THE GOVERNMENT OF GUAM.

- A. * (1) INVOICE FILE TO BE SUBMITTED TO THE DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 544, HAGATNA, GUAM 96910.
- (2) INVOICE FILE TO BE SUBMITTED TO THE DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 544, HAGATNA, GUAM 96910.

↑ TOTAL ↑

CONTRACTOR PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

ACKNOWLEDGE PAYMENT AUTHORIZATION
 PAYMENT ENCLOSED

SIGNATURE

C. Acosta

Claudia S. Acosta, Chief Procurement Officer

PAGE 1 OF 1

Control No.

ORIGINAL VENDOR COPY



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
 Marina Drive
 P.O. Box 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER

No. POC6A02007

MUST APPEAR ON ALL INVOICES
 PACKING SLIPS, PACKAGES, ETC.
 CORRESPONDENCE ETC.

DATE 12/17/2020 JOB ORDER NO. 36-111-9107-124

257

VENDOR

TO:

PACIFIC DAILY NEWS
 P.O. BOX 10
 MAGATNA, GU 96947

Telephone: (77) 477-4214 Fax: (77) 477-4445
 Email: EMAIL@PACIFICDAILYNEWS.COM

VENDOR

SHIP TO

POSTAL ADDRESS: MAGATNA, GUAM

DEPT. OF CHAMBER OF COMMERCE
 P.O. BOX 10
 MAGATNA, GU 96947

LISTA STATE GRANT POC6A

AMOUNT \$110

** UNIT PRICE

** UNIT PRICE

AMOUNT DELIVERED
 SEE BELOW

REMARKS

UNIT PRICE

ARTICLES OF SERVICE

QTY

UNIT

UNIT PRICE

AMOUNT

DOCUMENT NUMBER

PAC

THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. Acknowledgment copy of this order must be signed and returned advising approximate or definite shipping date.
2. No variation in any of the terms, conditions, deliveries, prices, quantity, quality, or specification on this order, irrespective of the wording of the seller's acceptance, will be effective without buyer's written consent.
3. Packing list must accompany each shipment, showing our order number, description and part/serial number for each item.
4. Shipments must be identified as "PARTIAL" or "COMPLETE".
5. Material is subject to buyer's inspection and approval within a reasonable time after delivery; if any deficiencies are not noted, material shall be returned at seller's expense.
6. In connection with any prompt payment discount offered, time will be computed from date of delivery and acceptance at destination, or if not the date the correct invoice or voucher is received in the office specified by the Government of Guam, if the latter is later than date of delivery and acceptance. Payment is deemed to be made, for the purpose of earning discount, on the date of the mailing of the check.
7. Overshipments, unless specifically authorized, will not be accepted.
8. In connection with bid awards and contracts, this purchase order shall be governed by the Special Provisions and Bid General Terms and Conditions as specified.

SPECIAL INSTRUCTIONS TO VENDOR

- A. UNDELIVERED ORDERS AND ITEMS RETURNED TO SENDER FOR UNDELIVERABLE ADDRESSES, GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR RETURN OF GOODS.
- B. GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR RETURN OF GOODS.
- C. PAYMENT IN FULL (BY CHECK OR CREDIT CARD) MUST BE RECEIVED BY THE GOVERNMENT OF GUAM.
- D. THE ORDER IS SUBJECT TO THE GOVERNMENT OF GUAM'S TERMS AND CONDITIONS.
- E. THIS ORDER IS SUBJECT TO THE GOVERNMENT OF GUAM'S TERMS AND CONDITIONS.
- F. IF YOU ARE A SUPPLIER TO THE AIR FORCE, CALL THE NUMBER 1-800-451-4511 FOR MORE INFORMATION.

240.00

A. GOVERNMENT OF GUAM
 DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES AGENCY
 PURCHASE ORDER NO. POC6A02007
 EXCEEDS THE TOTAL
 OF THE ORDER
 (SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS)

↑ TOTAL ↑

SIGNATURE

C. Acuña

C. Acuña

Chief Procurement Officer

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

STATEMENT OF WORK
 AUTHORIZATION
 PAYMENT
 ENCLOSURE

PAGE 1 OF 1

Control No.

ORIGINAL VENDOR COPY



PURCHASE ORDER **GENERAL SERVICES AGENCY** **DEPARTMENT OF ADMINISTRATION** **GOVERNMENT OF GUAM**

148 Route 1
 Marine Drive
 P.O. Box 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER
No. 2206A02007

MUST APPEAR ON ALL INVOICES
 PACKING SLIPS PACKAGES OR
 CORRESPONDENCE ETC

DATE 2/17/2020 BY 100112102 250

VENDOR

TO:

PACIFIC DAILY NEWS
 P.O. BOX 20
 HAGATNA, GUAM

Telephone: (771) 472-0100 Fax: (771) 472-1420
 Email: EMail@PACIFICNEWS.COM

VENDOR

00000000

SHIP TO

148 ROUTE 1 MARINE DRIVE

148 ROUTE 1 MARINE DRIVE
 P.O. BOX 20
 HAGATNA, GUAM

LEIA STATE GRANT FY2019

DATE 2/17/2020

** VENDOR USE ONLY

** VENDOR USE ONLY

DATE FOR DELIVERY
 FREE PRICE

REMARKS

DATE FOR DELIVERY

ARTICLES OF SERVICES

QTY

UNIT

UNIT PRICE

AMOUNT

DOCUMENT NUMBER

PAC

VENDOR ACKNOWLEDGMENT

RETURN TO SUPPLY MANAGEMENT DIVISION

DATE OF RECEIPT OF THIS ORDER 2/17/2020

SIGNATURE [Signature]

RECEIVING RECEIPT

I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE/HAS BEEN
 RECEIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED
 AND ACCEPTED EXCEPT AS HEREINAFTER NOTED HEREIN.

DATE RECEIVED: _____

SIGNATURE: _____

SPECIAL INSTRUCTIONS TO VENDORS

1. THIS PURCHASE ORDER IS NOT VALID UNTIL IT IS COUNTERSIGNED BY THE DIRECTOR OF THE GENERAL SERVICES AGENCY.
2. ALL INVOICES MUST BE SUBMITTED TO THE GENERAL SERVICES AGENCY WITHIN 30 DAYS OF THE DATE OF DELIVERY.
3. ALL INVOICES MUST BE SUBMITTED TO THE GENERAL SERVICES AGENCY WITHIN 30 DAYS OF THE DATE OF DELIVERY.
4. ALL INVOICES MUST BE SUBMITTED TO THE GENERAL SERVICES AGENCY WITHIN 30 DAYS OF THE DATE OF DELIVERY.
5. ALL INVOICES MUST BE SUBMITTED TO THE GENERAL SERVICES AGENCY WITHIN 30 DAYS OF THE DATE OF DELIVERY.
6. ALL INVOICES MUST BE SUBMITTED TO THE GENERAL SERVICES AGENCY WITHIN 30 DAYS OF THE DATE OF DELIVERY.

240.00

A. DO NOT PUT THE ORDER
 IN A BOX OR BAG

DATE 2/17/2020

DATE 2/17/2020

DATE 2/17/2020

DATE 2/17/2020

↑ TOTAL ↑

CONTRACTOR PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR
 SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING
 INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE
 PURCHASE ORDER NUMBER SHOWN ABOVE
 SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS

ADVANCE PAYMENT
 AUTHORIZATION

AMOUNT
 ENCLOSED

SIGNATURE

[Signature]

Claudia S. Adame

Chief Procurement Officer

PAGE 3 OF 3

Control No.

ORIGINAL VENDOR'S COPY



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marine Drive
P.O. Box 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER
No. P216A01713

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, B/L
CORRESPONDENCE ETC.

F.O.B.	* ARRIVAL IN GUAM BY VIA	DATE 1/19/2021	JOB ORDER NO. 190020107230	OBJ/CL 230
--------	--------------------------	-------------------	-------------------------------	---------------

VENDOR	TO:	VENDOR	SHIP TO	CONSIGNEE DESIGNATION & MARKING	
	PACIFIC DAILY NEWS P.O. BOX DN MAGATNA, GU 96932 Telephone: 671 477-0209 Fax: 671 477-6432 Email: EMADIGAN@GUAM.CARRIETT.COM	P006F601		GUAM PUBLIC LIBRARY 254 MARTYR STREET MAGATNA,, GU 96910-3141 LSTA STATE GRANT FY2020	
AUTHORITY 3112	DIS INVOICEN NO	CONTRACT NO.	TIME FOR DELIVERY SEE BELOW	EXPIRING	DISCOUNT TERMS

ITEM	ARTICLES OF SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	TAX
1	SUBSCRIPTION FOR PACIFIC DAILY NEWS ONLINE E-EDITION REFERENCE P206A02007		6 MOS	20.000	120.00	0211850053	

NOTE:
THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES.
Note: Amounts due this Purchase Order may be off set for monies due the Government inclusive of but not limited to taxes, fees, and returned checks other damages, penalties, and Attorney's fees, after failure to pay accordingly.
To be coordinated between the agency and vendor.
ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 6101(9) (a) OF THE GAR.

SPECIAL INSTRUCTIONS TO VENDOR: B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 384, AGANA, GUAM 96910. C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. E. * * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND THE GENERAL TERMS AND CONDITIONS SPECIFIED ON THE B.O. F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.		150.00	↑ TOTAL ↑	A. EXCEED FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS TOTAL B. EXCEED FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS TOTAL
CONTRACTOR, PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.		ADVANCE PAYMENT AUTHORIZATION PAYMENT ENCLOSED <input type="checkbox"/>		

Control No.

PAGE 1 OF 3

ORIGINAL/VENDOR'S COPY



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marine Drive
P.O. Box 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER

No. 2216A01713

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, B/L,
CORRESPONDENCE ETC

F.O.B.	* AIR FREIGHT INL. CONTACT	SHIP VIA	DATE 1/19/2021	JOB ORDER NO 180020107230	OBJC 230
--------	----------------------------	----------	-------------------	------------------------------	-------------

VENDOR	TO:	VENDOR	CONSIGNEE DESTINATION & MARKING		
	PACIFIC DAILY NEWS P.O. BOX DN HAGATNA, GU 96932 Telephone: 671 477-0209 Fax: 671 477-8432 Email: EMADIGAN@GUAM.GANNETT.COM	P0066601	GUAM PUBLIC LIBRARY 254 MARTYR STREET HAGATNA,, GU 96910-5141 LSTA STATE GRANT FY2020		
AUTHORITY 3112	** INVITATION NO.	** CONTRACT NO.	TIME FOR DELIVERY SEE BELOW	EXPIRING	DISCOUNT TERMS:

ITEM	ARTICLES OF SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	TAC
* * * * *							
VENDOR ACKNOWLEDGMENT							
* RETURN TO SUPPLY MANAGEMENT DIVISION							
* DATE OF RECEIPT OF THIS ORDER: 05.26.21							
* SIGNATURE: [Signature]							
* * * * *							
* * * * *							
RECEIVING REPORT COPY							
* I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE/HAS BEEN							
* RECEIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED							
* AND ACCEPTED EXCEPT AS OTHERWISE NOTED HEREIN.							
* DATE RECEIVED: SIGNATURE:							
* * * * *							

SPECIAL INSTRUCTIONS TO VENDOR: B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 854, AGANA, GUAM 96910. C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. E. * * * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID. F. * * * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.		180.00	A. (DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL)
CONTRACTOR, PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.		ADVANCE PAYMENT AUTHORIZATION PAYMENT ENCLOSED <input type="checkbox"/>	↑ TOTAL ↑
SIGNATURE: [Signature]		Claudia S. Acuña Chief Procurement Officer	

Attachment "O" - Standard Operating Procedure for Services for the Blind and Physically Handicapped

Standard Operating Procedures

Services for the Blind and Physically Handicapped

Under the general direction of the GPLS Director/Librarian, and/or the guidance of a Library Technician Supervisor/Library Technician II, a Library Technician I shall perform the following:

Orientation of Services:

- Applications: Individual and Institutional
- BARD (Braille and Audio Reading Download online service)
- U.S. Currency Reader Programs (iBill)
- Talking Book Topics (Magazines)
- Equipments, collections resources, home bound delivery
- Works with other GPLS staff to complete service initiation according to GPLS policies/rules & regulations

Registration:

- Maintains patron confidentiality
- Updates patron on-line records, as address, name, and reading-interest
- Keeps a current, accurate online patron record
- Initiates service to new patrons by adding patron records to GPLS database
- Register/update patron applications according to National/GPLS rules and regulations
- Assist patrons to order materials from new monthly catalogs when necessary; retrieve materials for patrons from collections; explain the steps to operate machines to new patrons; generally keep good rapport with all patrons receiving this service

Collections:

- Selects books and/or magazines in special media for patrons
- Maintains patron reserve lists
- Provides to patron information & advice on LBPH services as well as information on services available from other related agencies and organizations
- Assist patrons to order materials from new monthly catalogs when necessary; retrieve materials for patrons from collections; explain the steps to operate machines to new patrons; generally keep good rapport with all patrons receiving this service

Incoming Mail/Filing:

- Check in/out all Digital Talking Book tapes (DTB), Braille and other related materials according to the policies and rules & regulations set by the GPLS and National Library Services for the Blind and Physically Handicapped (LBPH)
- Arrange all talking book tapes DTB numerical order; Braille and other related materials in DDC order
- Maintain a neat and orderly LBPH Room to provide easy access

Outreach Programs:

- Participate in outreach programs to increase community awareness of the free service

Required Reports:

Keep statistics to provide the Director/Librarian, and/or Library Technician Supervisor/Library Technician II:

- Keep inventory of materials for requests from other states and mailing off excess tapes according to the National List.
 - GPLS-LBPH "In-House" (Weekly, Monthly and Annual)
 - Circulation, Incoming, Equipments, Homebound
 - Regional Library, Hawaii:
 - Monthly Equipment Report
 - Inventory of Equipment
 - NLS (Semi and Annual)
 - Readership and Circulation reports
 - Budget and Miscellaneous Reports/Annual Survey Statistics (Library information, budget, staffing, collections, misc.)
 - Recall Listing/Disposal/Recycling: DB (Digital Books)

Regional Library – Hawaii:

- Remain in constant communication and correspondence with the Regional LBPH in Hawaii for up-to-date nation-wide policies, trends, and news
- Inventory Talking Book Machines, coordinate with Regional LBPH in Hawaii for replacement when needed

**Attachment "P" - Guam Office of Public
Accountability - Citizen Centric Report FY2018-2020**

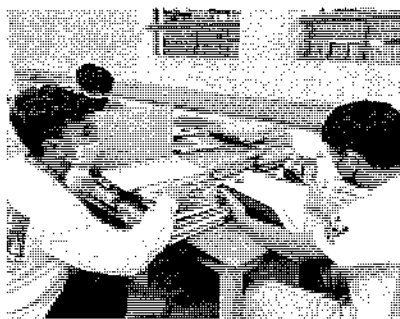
FUTURE OUTLOOK

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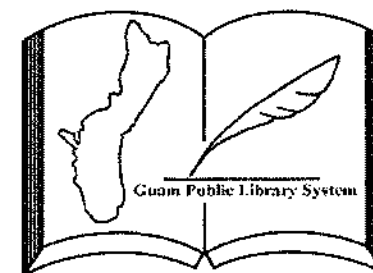
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OPERATIONAL GOALS AND PLANS FOR GROWTH & EXPANSION

GDOE 2021 Youth Employment Internship Program



- Branch libraries will serve as fully functional libraries
- Increase Collaboration with CBOs (Community Based Organizations) and GovGuam Agencies (e.g. GDOE 2021 Youth Employment Internship Program)
- Increase Community Outreach Programs & Training (e.g. Health Related Outreach Programs, Resource Related Outreach Programs, Manāmkō' Computer Classes, Training on how to prevent online fraud)
- Collaboration with Guam Department of Education (GDOE) to provide additional Community Learning Centers
- Increase Staff Training
- Launch Bookmobile (traveling library) and implement Bookmobile-Centered Programs
- Launch new ILS (Integrated Library System) and eBook Collection
- Internal improvements toward a 21st Century Library (e.g. renovations & furniture; expand Wi-Fi and other IT-related capabilities at all branches; new Media Center)
- Expand digital presence by re-branding/developing agency identity, revamping the GPLS website, and growing the library's social media to promote GPLS and its services to the general public



Guam Public Library System Citizen Centric Report for FY 2020

FY 2020: October 1, 2019 to September 30, 2020

About GPLS

The Guam Public Library System officially opened on January 31, 1949 in Hagåtña and has since grown to include (5) branches. Branches were constructed in the villages of Agat, Barrigada, Dededo, Merizo and Yona. Aside from books and other printed materials, GPLS has Talking Book Tapes & Braille Materials for the Blind and Print Disabled; Computers; Photocopiers; a Game Room; Board Games and more.



Mission Statement

Serving Guam residents since 1949, our mission is to provide free and open access to information and ideas fundamental to a democracy. The library system will protect intellectual freedom, promote literacy, encourage lifelong learning, and maintain cultural materials.

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GOVERNANCE & LEADERSHIP

GPLS Board of Directors

Mr. Jeremy Cepeda,
Chair

Mr. Nolan Flores,
Vice Chair

Dr. Monique Storie,
Treasurer

Ms. Marissa Mears,
Member

Ms. Nicole Nelson,
Member

Mr. William Nan Li,
Member

Dr. Matilda Rivera,
Member

GPLS Director

Mr. Krishnan Seerengan,
M.L.S.



Guam Public Library
System

254 Martyr Street
Hagåtña, Guam 96910
(671) 477-4751-4
<http://gpls.guam.gov>

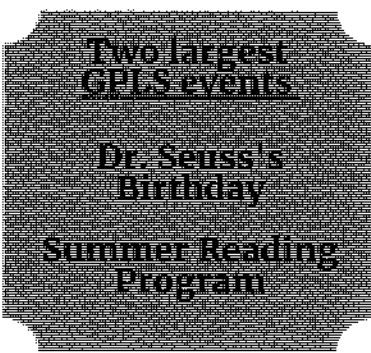


Performance FY 2020

- 70th Anniversary Commemoration of Nieves M. Flores Memorial Library
- Temporary move of Archival documents to Barrigada Library
- The two largest events GPLS hosts every year are Dr. Seuss's Birthday celebrated in March and the Summer Reading Program.
- Prior to the COVID-19 pandemic, GPLS hosted Dr. Seuss's Birthday Celebration and just about doubled the total amount of event participants. In 2019, there were 218 participants. In 2020, there were 417 participants. GPLS provided educational enrichment in the form of book reading and arts & crafts. As it is customary with birthday celebrations, GPLS also provided food and birthday cake for all participants and patrons.

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GPLS joins the fight against COVID-19

The Guam Public Library System had (3) of its employees temporarily detailed to the Guam Department of Labor (GDOL) PUA (Pandemic Unemployment Assistance) Processing Center and (2) employees detailed to DPHSS during the pandemic. GPLS also offered the use of its libraries to GDOL to help individuals in the community who needed assistance with PUA.

GPLS Services during the pandemic

The pandemic caused great challenges in how GPLS provided services to the public. It also highlighted areas that needed immediate improvement. A couple of those areas are the need to increase the Library's eBook Collection and the need for digitizing the library's collections. Despite these needs for improvement, GPLS was able to continue serving the Blind and Print Disabled patrons by making deliveries of Talking Book Tapes to them. GPLS also provided drop-off and pick-up curbside services for patrons for books and library card applications. Additionally, as a safer alternative to in-house programs, GPLS started monthly Grab and Go Kits for parents to do with their kids. The kits included arts & craft activities with step-by-step instructions plus some arts & crafts supplies.

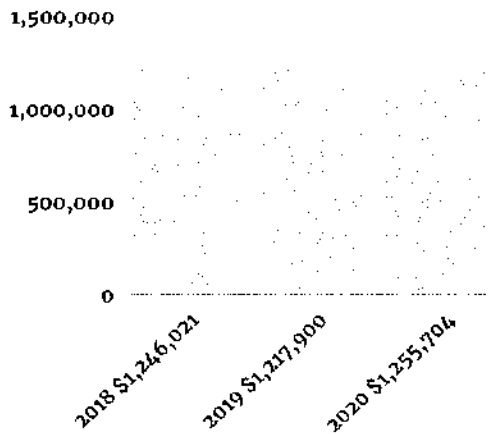
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FY 2020

TEFF APPROPRIATIONS & APPROVED GRANTS

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TERRITORIAL EDUCATION FACILITIES FUND (TEFF) APPROPRIATIONS

APPROVED GRANTS

STATE GRANT

GPLS is a recipient of federal funds received from the Institute of Museum and Library Services (IMLS). IMLS provides this grant support as identified in the grantee's Five-Year State Plan for FY2018-2022 with no matching fund required. For FY 2020, funds received were in the amount of \$124,141.00

FY2020 IMLS CARES ACT GRANT

GPLS is a recipient of federal funds received from the Institute of Museum and Library Services (IMLS) in the amount of \$15,224.00. The goal of the FY2020 IMLS CARES Act Grants for Museums and Libraries program is to support the role of museums and libraries in responding to the coronavirus pandemic.

EDUCATION STABILIZATION FUND

The library is a recent sub-recipient of funding from the Education Stabilization Fund (ESF). Funding in the amount of \$201,000.00 was received for technological upgrades to assist with the facilitation of distance learning. To further facilitate this task, a Memorandum of Understanding (MOU) between the Office of the Governor, Guam Department of Education (GDOE) and GPLS was recently signed. This MOU will support the educational community while still being in line with the library's mission.

ARCHIVAL GRANT

GPLS is also a sub-recipient of funding from the Department of Interior. The library has been awarded funding for an Archival Center Assistance Program – FY2020 OIA Technical Assistance Program. The grant award amount is \$499,991.50 with a project period of three (3) years beginning May 1, 2020. Funding is to upgrade library equipment and improve operations at the Archival Center. This will allow GPLS to update equipment and have systems in place to ensure the access to, and the preservation of, millions of historical documents that are part of Guam's rich history.

6

LIBRARIES ISLAND-WIDE

BRANCHES IN

Hagåtña
Agat
Barrigada
Dededo
Merizo
Yona

17

EMPLOYEES

STAFF MAKE-UP

1 Director/Librarian
1 Admin. Officer
1 Admin. Assistant
1 Admin. Aide
5 Building Custodians
1 Program Coordinator
1 Library Tech. Supervisor
5 Library Technicians
1 Bookmobile Driver

Guam Public Library System

A Report To Our Citizens



FISCAL YEAR 2018: OCTOBER 1, 2018 TO SEPTEMBER 30, 2019

Website: gpls.guam.gov
Email: gpls@guampsl.guam.gov
254 Mariyar St
Hagåtña, Guam 96910-5141
Tel: (671) 475-4753/4
Fax: (671) 477-9777

Mission Statement

Serving Guam residents since 1949, the Guam Public Library System mission is to provide free and open access to information and ideas fundamental to a democracy. The library system will protect intellectual freedom, promote literacy, encourage lifelong learning, and maintain cultural materials.

ABOUT THE GUAM PUBLIC LIBRARY SYSTEM

GOALS

1. Seek to understand the informational, educational, and recreational needs of all the people of Guam in accordance with the American Library Association Library Bill of Rights, Freedom to Read, and Freedom to View statements within the limits imposed by budget and space;
2. Extend library resources into the community to assist individuals and groups with special needs;
3. Work cooperatively with other island libraries in providing information to the public;
4. Pursue opportunities through new technologies to deliver information more quickly and efficiently.

- ◊ The Guam Public Library System (GPLS) officially opened January 31, 1949.
- ◊ Provides library service to all residents on Guam, a United States Territory. The Nieves M. Flores Memorial Library is the Main Library and is centrally located in Hagåtña, which is also the capitol of Guam.
- ◊ GPLS also consists of 5 library branches located in certain villages ("village" – *small island communities*) on island to accommodate the island's communities in the northern (Dededo), central (other than Main Library-Hagåtña, GPLS Archival Center in Barrigada, and southern (Agat, Merizo, Yona) areas.
- ◊ The original collection had 13,000 books, mostly from deactivated Navy libraries and a donation from the Los Angeles Public Library.
- ◊ The Library was originally in two quonset huts near the Agana Azotea and opened only 20 hours per week with only 3 staff.
- ◊ 1951, began a Guam Collection.
- ◊ 1953, Bookmobile service began, reaching remote villages using a panel truck.
- ◊ 1954, the Library became an independent government agency, no longer a part of the Department of Education.
- ◊ January 1960, the Library moved out of its quonset huts into the first floor of what had been the Guam Administration Building.
- ◊ Growth continued in 1968 with acquisition of the 2nd floor and the addition of air conditioning. In 1979, the third floor of the N. M. Flores Memorial Public Library was completed transforming the structure to what it is today.
- ◊ Branches open: Agat and Dededo Libraries completed in 1968; Barrigada Library in 1970; Merizo Library in 1974; and the Yona Library completed in 1993.
- ◊ Reorganization Advisory No. 6 (10-6-2011) GPLS merged into the Department of Chamorro Affairs.
- ◊ Executive Order No. 2019-17 signed by Governor Lourdes Leon Guerrero rescinded Reorganization Advisory No. 6 in its entirety on June 21, 2019.

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STAFFING

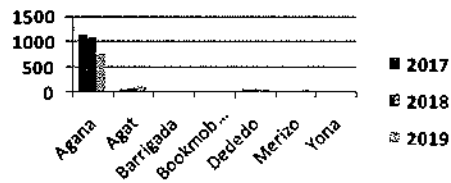
The President of the Department of Chamorro Affairs is designated as Acting Director for the Guam Public Library System and works closely with the employees of GPLS. To date, GPLS has 18 full-time staff members consisting of an Administrative Officer, Administrative Assistant, Clerk Typist III, Administrative Aide, Library Technician Supervisor, a Bookmobile Driver, Library Technicians I & II and Building Custodians.

Performance Reports

Registration

Branch	2017	2018	2019
Agana	1135	1080	791
Agat	74	79	122
Barrigada	31	23	22
Bookmobile	0	0	0
Dededo	64	51	37
Merizo	1	9	42
Yona	11	21	34
	1,316	1,263	1048

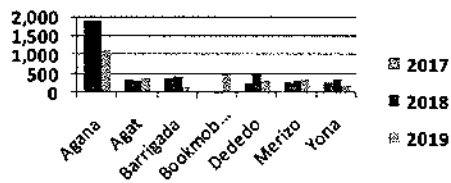
Registration



New Books Processed

Branch	2017	2018	2019
Agana	1,874	1897	1,127
Agat	345	325	380
Barrigada	406	455	141
Bookmobile	0	49	490
Dededo	258	490	315
Merizo	272	322	353
Yona	275	373	212
	3,430	3,911	3,018

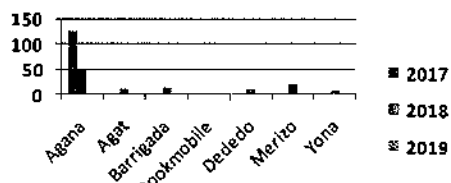
New Books



New Non-Books Collection

Branch	2017	2018	2019
Agana	126	47	0
Agat	1	13	0
Barrigada	1	16	0
Bookmobile	0	0	0
Dededo	1	12	0
Merizo	1	20	0
Yona	1	9	0
	131	108	0

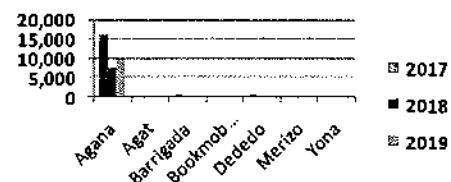
New Non-Books



Internet Use

Branch	2017	2018	2019
Agana	15,973	7,590	9,595
Agat	174	98	87
Barrigada	894	471	97
Bookmobile	0	0	0
Dededo	873	229	272
Merizo	16	4	108
Yona	96	83	202
	18,026	8,475	

Internet Use



National Library for the Blind and Physically Handicapped Talking Book Tapes / Digital Talking Books / Braille Books

2017	2018	2019
2,865	2,723	1,135

Guam Special Collections

Legislative Documents / Vertical Files / Photographs / Periodicals

2017	2018	2019
11,109	4,029	2,703

U.S. Federal Government Depository CFR / Federal Register / Congressional Records / Serials / CD-Roms / Papers, etc.

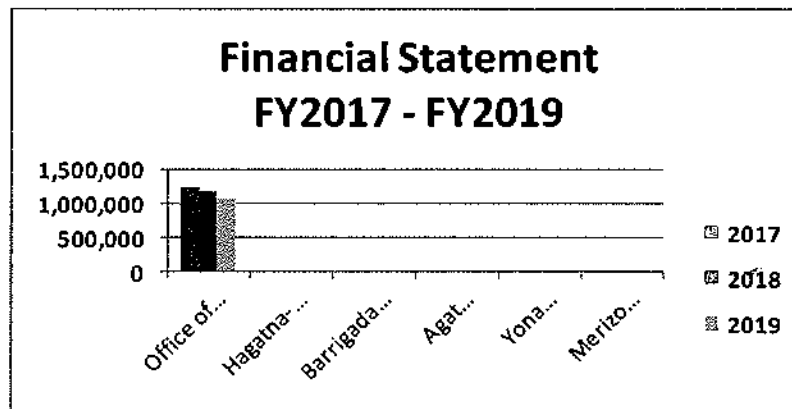
2017	2018	2019
803	817	589

Financial Reports

Guam Public Library System

Audited Financial Statements as of 09/30/2017

	2019	2018	2017
Office of the Director	1,217,900	1,169,587	1,063,550
Hagatna-Dededo Library	0	0	0
Barrigada Library	0	0	0
Agat Library	0	0	0
Yona Library	0	0	0
Merizo Library	0	0	0
Total:	1,217,900	1,169,587	1,063,550



Guam Public Library System

Budget - Territorial Education Facilities Fund

Year Ended September 30, 2019

Budget Amounts

Office of the Director	\$	1,217,900.00
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Upcoming Future Outlooks



We value your feedback!

Did you find this report informative? Is there other information you would like to see? Please let us know by contacting the Guam Public Library System at gpls@gpls.guam.gov

FUTURE OUTLOOK

- ◊ The Guam Public Library System (GPLS) Five-Year Plan and Technology Plan are plans used when implementing programs at GPLS.
- ◊ It is GPLS' continued goal to promote and encourage literacy to the community beginning with the young (children, teens and young adults), adults and the elderly.
- ◊ GPLS continues to build its literacy programs and enhancing its library programs and services by having more resources through grants from the Institute of Museum and Library Services (IMLS). IMLS is the GPLS major grantor.
- ◊ Grants have provided the GPLS with the resources to update its computer hardware/software, purchase new library furniture, purchase new books and other library resources and library supplies.
- ◊ GPLS is understaffed. Other Employees are used in order to do work for positions that are unfilled. Having these positions filled would greatly contribute to improving time management and the processing of library materials.

Guam Public Library System

A Report To Our Citizens



FISCAL YEAR 2018: OCTOBER 1, 2017 TO SEPTEMBER 30, 2018

Website: gpls.guam.gov

Email: gpls@guamppls.guam.gov

254 Martyr St

Hagatna, Guam 96910-5141

Tel: (671) 475-4753/4

Fax: (671) 477-9777

Mission Statement

Serving Guam residents since 1949, the Guam Public Library System mission is to provide free and open access to information and ideas fundamental to a democracy. The library system will protect intellectual freedom, promote literacy, encourage lifelong learning, and maintain cultural materials.

ABOUT THE GUAM PUBLIC LIBRARY SYSTEM

GOALS

1. Seek to understand the informational, educational, and recreational needs of all the people of Guam in accordance with the American Library Association Library Bill of Rights, Freedom to Read, and Freedom to View statements within the limits imposed by budget and space;
2. Extend library resources into the community to assist individuals and groups with special needs;
3. Work cooperatively with other island libraries in providing information to the public;
4. Pursue opportunities through new technologies to deliver information more quickly and efficiently.

- ◇ The Guam Public Library System (GPLS) officially opened January 31, 1949.
- ◇ Provides library service to all residents on Guam, a United States Territory. The Nieves M. Flores Memorial Library is the Main Library and is centrally located in Hagåtña, which is also the capitol of Guam.
- ◇ GPLS also consists of 5 library branches located in certain villages (*"village" – small island communities*) on island to accommodate the island's communities in the northern (Dededo), central (other than Main Library-Hagåtña, also in Barrigada), and southern (Agat, Merizo, Yona) areas.
- ◇ The original collection had 13,000 books, mostly from deactivated Navy libraries and a donation from the Los Angeles Public Library.
- ◇ The Library was originally in two quonset huts near the Agana Azotea and opened only 20 hours per week with only 3 staff.
- ◇ 1951, began a Guam Collection.
- ◇ 1953, Bookmobile service began, reaching remote villages using a panel truck.
- ◇ 1954, the Library became an independent government agency, no longer a part of the Department of Education.
- ◇ January 1960, the Library moved out of its quonset huts into the first floor of what had been the Guam Administration Building.
- ◇ Growth continued in 1968 with acquisition of the 2nd floor and the addition of air conditioning. In 1979, the third floor of the N. M. Flores Memorial Public Library was completed transforming the structure to what it is today.
- ◇ Branches open: Agat and Dededo Libraries completed in 1968; Barrigada Library in 1970; Merizo Library in 1974; and the Yona Library completed in 1993.
- ◇ Reorganization Advisory No. 6 (10-6-2011) GPLS merged into the Department of Chamorro Affairs.
- ◇ Executive Order No. 2019-17 signed by Governor Lourdes Leon Guerrero rescinded Reorganization Advisory No. 6 in its entirety on June 21, 2019.

TABLE OF CONTENTS

Mission Statement/Overview	1
Performance Reports	2
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STAFFING

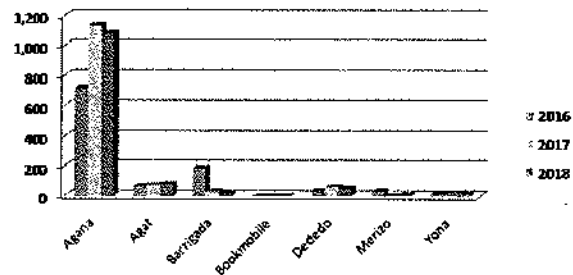
Ms. R. Arlene Santos is the Acting Director for the Guam Public Library System and works closely with the employees of GPLS. To date, GPLS has 20 full-time staff members consisting of an Administrative Officer, Administrative Assistant, Clerk Typist III, Administrative Aide, Library Technician Supervisor, a Bookmobile Driver, Library Technicians I & II and Building Custodians.

Performance Reports

Registration

Branch	2016	2017	2018
Agana	720	1,135	1080
Agat	69	74	79
Barrigada	186	31	23
Bookmobile	0	0	0
Dededo	36	64	51
Merizo	33	1	9
Yona	18	11	21
	1,062	1,316	1,263

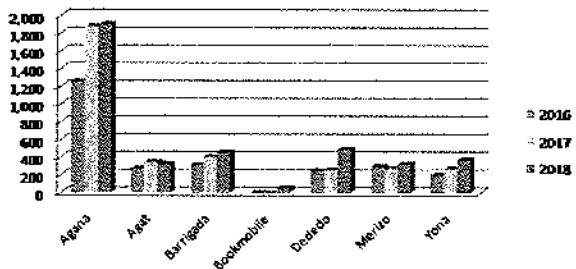
Registration



New Books Processed

Branch	2016	2017	2018
Agana	1,252	1,874	1,897
Agat	272	345	325
Barrigada	312	406	455
Bookmobile	0	0	49
Dededo	247	258	490
Merizo	293	272	322
Yona	199	275	373
	2,575	3,430	3,911

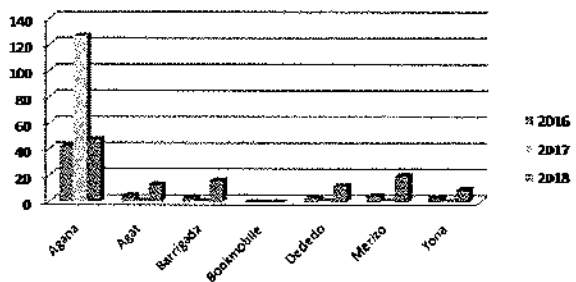
New Books



New Non-Books Collection

Branch	2016	2017	2018
Agana	42	126	47
Agat	4	1	13
Barrigada	3	1	16
Bookmobile	0	0	0
Dededo	3	1	12
Merizo	4	1	20
Yona	3	1	9
	59	131	108

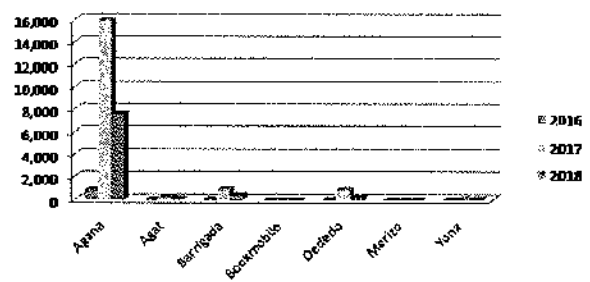
New Non-Books



Internet Use

Branch	2016	2017	2018
Agana	869	15,973	7,590
Agat	20	174	98
Barrigada	85	894	471
Bookmobile	0	0	0
Dededo	47	873	229
Merizo	2	16	4
Yona	12	96	83
	1,035	18,026	8,475

Internet Use



National Library for the Blind and Physically Handicapped Talking Book Tapes / Digital Talking Books / Braille Books

2016	2017	2018
2,885	2,865	2,723

Guam Special Collections Legislative Documents / Vertical Files / Photographs / Periodicals

2016	2017	2018
1,931	11,109	4,029

U.S. Federal Government Depository CFR / Federal Register / Congressional Records / Serials / CD-Roms / Papers, etc.

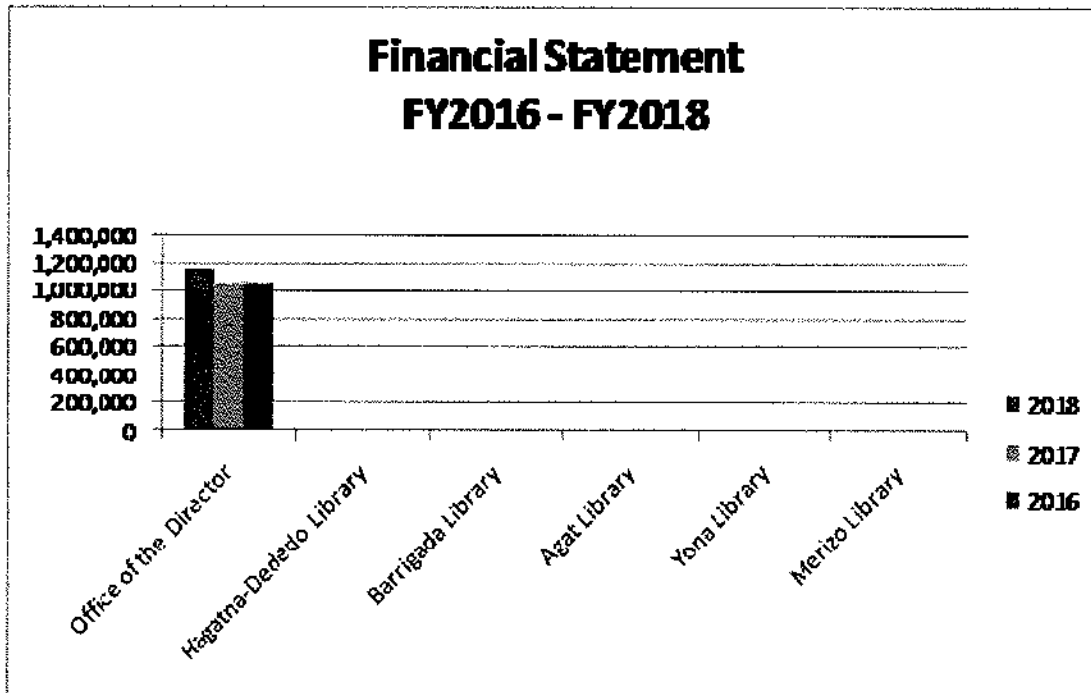
2016	2017	2018
769	803	817

Financial Reports

Guam Public Library System

Audited Financial Statements as of 9/30/2018

	2018	2017	2016
Office of the Director	1,169,587	1,063,550	1,065,802
Hagatna-Dededo Library	0	0	0
Barrigada Library	0	0	0
Agat Library	0	0	0
Yona Library	0	0	0
Merizo Library	0	0	0
Total:	1,169,587	1,063,550	1,065,802



Guam Public Library System

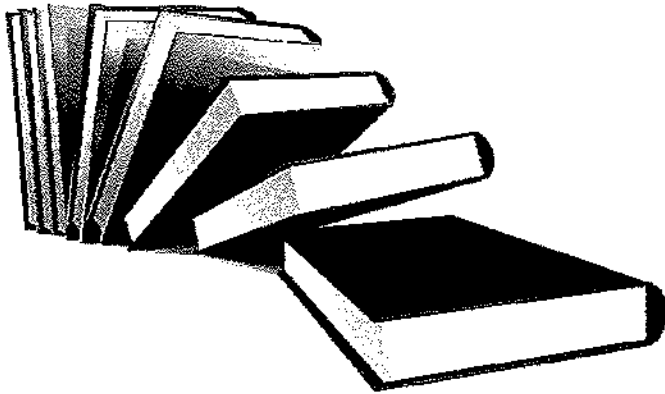
Budget - General Fund

Year Ended September 30, 2018

Budget Amounts

Office of the Director	\$	<u>1,169,587</u>
------------------------	----	------------------

Upcoming Future Outlooks



We value your feedback!

Did you find this report informative? Is there other information you would like to see? Please let us know by contacting the Guam Public Library System at gpls@gpls.guam.gov

FUTURE OUTLOOK

- ◇ The Guam Public Library System (GPLS) Five-Year Plan and Technology Plan are plans used when implementing programs at GPLS.
- ◇ It is GPLS' continued goal to promote and encourage literacy to the community beginning with the young (children, teens and young adults), adults and the elderly.
- ◇ GPLS continues to build its literacy programs and enhancing its library programs and services by having more resources through grants from the Institute of Museum and Library Services (IMLS). IMLS is the GPLS major grantor.
- ◇ Grants have provided the GPLS with the resources to update its computer hardware/software, purchase new library furniture, purchase new books and other library resources and library supplies.
- ◇ GPLS is understaffed. Other Employees are used in order to do work for positions that are unfilled. Having these positions filled would greatly contribute to improving time management and the processing of library materials.

**Attachment "Q" - GPLS National Library
Services/Library for the Blind and Physically
Handicapped FY2017, FY2020 and FY2021 Report**

Guam Public Library System
National Library Services / Library for the Blind and Physically Handicapped
FY 2017

COLLECTIONS

DTB's	FY 2017	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	TOTAL
PREVIOUS TOTAL	7,973													7973
NEW		232	243	207	275	201	253	191	237	289	212	233	150	2723
RECALL (-)														0
TOTAL		232	243	207	275	201	253	191	237	289	212	233	150	10696

BRAILLE MAGAZINES	FY 2017	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	TOTAL
PREVIOUS TOTAL	138													138
NEW		0	0	12	0		6	4	4	0	0	0	2	28
DISCARD (-)														0
TOTAL		0	0	0	0	9	0	0	0	0	0	0		166

EQUIPMENTS AND ACCESSORIES	FY 2017	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	TOTAL
PREVIOUS TOTAL	110													110
NEW		8	0	0	0	0	0	0	0	0	0	0	0	8
DAMAGE / RETURN (-)		0	0	0	0		0	0	0	0	0	0	0	0
TOTAL		8	0	0	0	0	0	0	0	0	0	0	0	118

REGISTERED BORROWERS	FY 2017	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	TOTAL
PREVIOUS TOTAL	56	0	0	0	0	0	0	0	2	0	0	3	0	61

CIRCULATION

Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	TOTAL
75	0	35	50	0	40	50	25	12	30	40	40	397

HOME BOUND

Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	TOTAL
1	0	2	3		2	3	1	2	1	2	2	19

ADA COMPUTER

Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	TOTAL
48	42	53	31	31	23	36	51	31	45	44	25	460

Guam Public Library System
National Library Services / Library for the Blind and Physically Handicapped
FY 2017

MESSAGES	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	TOTAL
IN PERSON	0	0	0	3									3
PHONE	2	1	2	3									8
TTY	0	0	0	0									0
EMAIL: GPLS	0	0	0										0
FACSIMILE (SCANNING)	0	0	0	0									0
INCOMING MAIL (Air-Mail)	0	0	0	0									0
<u>Consultation and Reference Transaction</u>													
EMAIL: NLS/NLBPH	4	7	1	13									25
EMAIL: HAWAII	1	0	1	2									4
TOTAL	5	7	2	15									29
AVERAGE	0.5	0.5	0.5										

TOTAL NO. OF PROGRAMS	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	TOTAL
OUTREACH	0	0	0	0									0
PRESENTATION	1	0	1	0									2
TOUR	0	0	0	0									0
LITERACY	0	0	0	0									0

Guam Public Library System
National Library Services / Library for the Blind and Physically Handicapped
FY 2017

COLLECTIONS

DTB's	FY 2018	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	TOTAL
PREVIOUS TOTAL	10,696													10696
NEW		173	275	261	224	175	170	265	222	206	242	305	30	2,548
RECALL (-)														0
TOTAL		173	275	261	224	175	170	265	222	206	242	305	30	13244

BRAILLE MAGAZINES	FY 2018	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	TOTAL
PREVIOUS TOTAL	166													166
NEW		4	6	4	2	2	6	4	4	2		1		35
DISCARD (-)														0
TOTAL		4	6	0	0	0	0	0	0	0	0	1		201

EQUIPMENTS AND ACCESSORIES	FY 2018	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	TOTAL
PREVIOUS TOTAL	118													118
NEW		0	1	2	0	1	0	1	2					7
DAMAGE / RETURN (-)						1								1
TOTAL														124

REGISTERED BORROWERS	FY 2018	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	TOTAL
PREVIOUS TOTAL	61	0	0	0	0	0	1	1	3					66

CIRCULATION

Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	TOTAL
40	50	49	136	55	72	58	158	92	134	60	98	1,002

HOME BOUND

Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	TOTAL
2	2	2	5	2	2	3	6	3	2	3	4	36

ADA COMPUTER

Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	TOTAL
40	43	17	37	23	59	63	37	28	19	19	24	

Guam Public Library System
National Library Services / Library for the Blind and Physically Handicapped
FY 2017

MESSAGES	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	TOTAL
IN PERSON		1	3										4
PHONE	2	3	2	1									8
TTY		0	0										0
EMAIL: GPLS		0	0										0
FACSIMILE (SCANNING)		0	0										0
INCOMING MAIL (Air-Mail)		2	4										6
<u>Consultation and Reference Transaction</u>													
EMAIL: NLS/NLBPH	14	6	4										24
EMAIL: HAWAII	0	0	0										0
TOTAL	14	6	4										24
AVERAGE													

TOTAL NO. OF PROGRAMS	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	TOTAL
OUTREACH	0	0	0										0
PRESENTATION	0	0	2										2
TOUR	0	0	0										0
LITERACY	0	0	0										0

Guam Public Library System
National Library Services / Library for the Blind and Physically Handicapped
FY 2020

COLLECTIONS

DTB's	FY 2018	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	TOTAL
PREVIOUS TOTAL	13,244													13244
NEW		0	256	317	248	116	156	152	0	100	156	125		1,626
RECALL (-)														0
TOTAL		0	256	317	248	116	156	152	0	100	156	125	0	14870

BRILLE MAGAZINES	FY 2018	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	TOTAL
PREVIOUS TOTAL	201													201
NEW		6	17			6				2				31
DISCARD (-)														0
TOTAL		6	17	0	0	0	0	0	0	0	0	0		232

EQUIPMENTS AND ACCESSORIES	FY 2018	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	TOTAL
PREVIOUS TOTAL	124													124
NEW			8	2		1								11
DAMAGE / RETURN (-)														0
TOTAL														135

REGISTERED BORROWERS	FY 2018	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	TOTAL
PREVIOUS TOTAL	66				1					1				68

CIRCULATION

Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	TOTAL
38	73	77	69	29	0	0	0	142	118	30	74	650

HOME BOUND

10/12019	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	TOTAL
3	3	3	2	2	0	0	0	5	3	1	3	25

ADA COMPUTER

Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	TOTAL
26	31	46	47	42	20	*** COVID-19 PANDEMIC ***						212

Guam Public Library System
National Library Services / Library for the Blind and Physically Handicapped
FY 2020

MESSAGES	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	TOTAL
IN PERSON				2					2				4
PHONE				3	2				5	2	1	2	15
TTY													0
EMAIL: GPLS													0
FACSIMILE (SCANNING)													0
INCOMING MAIL (Air-Mail)													0
<u>Consultation and Reference</u>													
<u>Transaction</u>													
EMAIL: NLS/NLBPH													0
EMAIL: HAWAII													0
TOTAL													0
AVERAGE													

TOTAL NO. OF PROGRAMS	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	TOTAL
OUTREACH													0
PRESENTATION													0
TOUR													0
LITERACY													0

Guam Public Library System
National Library Services / Library for the Blind and Physically Handicapped
FY 2021

COLLECTIONS

DTB's	FY 2020	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	TOTAL
PREVIOUS TOTAL	14,870													14870
NEW		245	155	185	210	116	350	222	267	256	232	323		2,561
RECALL (-)														0
TOTAL		245	155	185	210	116	350	222	267	256	232	323	0	17431

BRAILLE MAGAZINES	FY 2020	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	TOTAL
PREVIOUS TOTAL	232													232
NEW		4	4	0	4	4	4	0	5	2				27
DISCARD (-)														0
TOTAL		4	4	0	0	0	0	0	0	0	0	0		259

EQUIPMENTS AND ACCESSORIES	FY 2020	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	TOTAL
PREVIOUS TOTAL	135													135
NEW		0	0	0	0						1			1
DAMAGE / RETURN (-)		0	1	0	0						1			2
TOTAL														134

REGISTERED BORROWERS	FY 2020	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	TOTAL
PREVIOUS TOTAL	66	0	0	0	0									66

CIRCULATION

Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	TOTAL
30	112	105	45	75	130	46	100	65	21	75	45	849

HOME BOUND

Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	TOTAL
1	6	3	1	1	4	1	3	2	1	2	1	26

ADA COMPUTER

Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	TOTAL
0	0	0	4	5	8	7	1	7	8	10		50

Guam Public Library System
National Library Services / Library for the Blind and Physically Handicapped
FY 2021

MESSAGES	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	TOTAL
IN PERSON	0	0	0	2	1	2	3						8
PHONE	1	6	3	3	2	4	1	1	2	1			24
TTY													0
EMAIL: GPLS	14	16	20	17	12	26	19						124
FACSIMILE (SCANNING)													0
INCOMING MAIL (Air-Mail)	2	2	1	2	2	2	3						14
<u>Consultation and Reference Transaction</u>													
EMAIL: NLS/NLBPH													0
EMAIL: HAWAII													0
TOTAL													0
AVERAGE													

TOTAL NO. OF PROGRAMS	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	TOTAL
OUTREACH						1							1
PRESENTATION													0
TOUR													0
LITERACY													0

**Attachment "R" - Assistive Technology Purchase
Order for Software Programs and Supplies**



PURCHASE ORDER GENERAL SERVICES AGENCY DEPARTMENT OF ADMINISTRATION GOVERNMENT OF GUAM

148 Route 1
Marina Drive
P.O. Box 96925

TRAN CODE

THE PURCHASE ORDER NUMBER

No. P196AC3735

ATTN: AGENCY ADMIN. DIVISION
P.O. BOX 96925
MARINA DRIVE
P.O. BOX 96925
GUAM 96925

7/19/2019 361115137250

250

SEP 10 2019

Guam Public Library System

**V
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TO:

REACTION SUPPLY COMPANY
AKA REACTION AUTOMOTIVE
P O BOX 22683
BARRIGADA,, GU 96921
Telephone: 671 472-5651 Fax: 671 472-5655
Email:

VENDOR

R0955632

**S
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DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2250
HAGATNA,, GU 96932-0000
OLSTA STATE GRANT - FY2019

APPENDIX

3111 (a)

RE INVOICING PER

RE CONTRACTING

TIME FOR DELIVERY

30 DAYS AR

CONTRACT

END USER NAME

ITEM	ARTICLES OF SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	SAC
1	EYE PAL SOLO -CONVERTS PRINTED TEXT TO NATURAL, HUMAN-SOUNDING SPEECH -AUTOMATICALLY AND ACCURATELY READS PRINTED MATERIAL -HAND MOTION ACTIVATED -SCANS 20 PAGES PER MINUTE -9"W X 11" LONG	1	EA	2350.000	2350.00	Q193611084	
2	BRaille EMBOSSE -EMBOSSES 400 A4 PAGES PER HR. -HIGH RESOLUTION TACTILE GRAPHICS -AUTOMATIC BOOKLET FORMAT PRINTING -HORIZONTAL AND VERTICAL PRINTING OPTIONS	2	EA	5475.000	5475.00		

REFERENCE: INDEX EVEREST-D 75
EMBOSSER

NOTE:

THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES.
Note: Amounts due this Purchase Order may be off set for monies due the Government of Guam inclusive of but not limited to taxes, fees, and returned checks plus for other damages, penalties, and Attorney's fees, after failure to pay accordingly.
ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 6101(9) (a) OF THE GAR.

SPECIAL INSTRUCTIONS TO VENDOR

- VERIFY THE ORDER NUMBER AND DATE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ACCOUNTS, GUAM.
- GOVERNMENT OF GUAM, P.O. BOX 96925, GUAM 96925.
- INVOICE DUE WITHIN (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.
- THIS ORDER IS SUBJECT TO CONDITIONS ON REVERSE SIDE.
- IF THE ORDER IS SUBJECT TO THE SPECIAL PROVISIONS AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON PAGE 1.
- IF ALL ART SUPPLIERS HAVE A FREIGHT CONVEY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.

XXXXXXXXXX

↑ TOTAL ↑

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CONTRACTOR PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INQUIRY, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE.
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

ADVANCE PAYMENT AUTHORIZATION
PAYMENT ENCLOSURE

SIGNATURE

Paul H. Kms 8/29/19

Claudia S. Acfalle

Chief Procurement Officer

PAGE 1 OF 5

Control No.

ORIGINAL VENDOR COPY



PURCHASE ORDER **GENERAL SERVICES AGENCY** **DEPARTMENT OF ADMINISTRATION** **GOVERNMENT OF GUAM**

148 Route 1
 Medina Drive
 P.O. Box 96925

TRAN CODE

TRAN CODE: 00000000000000000000000000000000

No. P196AC3755

MODEL AND SERIAL NO. OF EQUIPMENT
 FACTORY NO. / ALLOCATED NO.
 COUNTRY OF ORIGIN

DATE: 7/19/2019 961118107250

250

**V
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TO:

REACTION SUPPLY COMPANY
AKA REACTION AUTOMOTIVE
P O BOX 12688
BARRIGADA,, GU 96921
Telephone: 671 472-5651 Fax: 671 472-3655
Email:

VENDOR

50098632

S

DEPT. OF CHAMORRO AFFAIRS

P.O. BOX 2550

PHAGATNA,, GU 96932-3000

T

OLSTA STATE GRANT - FY2019

ADDRESS: 3111 (c) DATE INVOICED: N/A DATE CONTRACTING: N/A TIME FOR DELIVERY: 30 DAYS AR

ITEM	ARTICLES OF SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	SAC
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3	FUSION PROFESSIONAL 2019 SOFTWARE	4	EA	2495.000	9980.00		
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4	WIRELESS NOISE CANCELLING HEADPHONES -ON DEMAND ACTIVE NOISE CANCELING -CLASS 1 BLUETOOTH CAPABLE -2-WAY PIVOT EARCUP DESIGN -8.5MM JACK	4	EA	229.500	916.00		
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REF: PLANTRONICS BACKBEAT PRO2

5	HANDS FREE ERGONOMIC MOUSE -SLEEVE ALUMINUM CASE WITH INNOVATIVE MOUNTING OPTIONS INCLUDING 1/4-20 THREAD MOUNTS FOR STANDARD TRIPODS	4	EA	675.000	2700.00		
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REFERENCE: SMARTNAV4:AT

NOTE:

THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES.

Note: Amounts due this Purchase Order may be off set for monies due the Government of Guam inclusive of but not limited to taxes, fees, and returned checks plus for other damages, penalties, and Attorney's fees, after failure to pay accordingly.

ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 5101(9) (a) OF THE GAR.

SPECIAL INSTRUCTIONS TO VENDOR

- SEND ONE (1) ORIGINAL AND THREE (3) COPIES OF ABOVE TO BUYER'S OFFICE (LOCAL GOVERNMENT OF GUAM) P.O. BOX 96925, AGANA, GUAM 96925.
- DELIVERY IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.
- THIS ORDER IS SUBJECT TO CONDITIONS ON REVERSE SIDE.
- THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND SPECIAL CONDITIONS POSTED ON THE RFP.
- IF CONTRACTOR HAS PRINTS HAVE AN INSURE COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS.

XXXXXXXXXXXX

↑ TOTAL ↑

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

ADVANCE PAYMENT AUTHORIZATION

PAYMENT REQUESTED

SIGNATURE

Claudia S. Asfalle

Chief Procurement Officer

PAGE 2 OF 5

Control No.

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PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marine Drive
P.O. Box 96925

TRAN CODE

TRANSACTIONAL NUMBER

No. P196AG3788

MINI-ART AND SUPPLY CO.
P.O. BOX 22550
HAGATNA, GUAM 96922

DATE: 7/19/2019 861118107250

250

**V
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TO:

REACTION SUPPLY COMPANY
AKA REACTION AUTOMOTIVE
P O BOX 22550
HAGATNA, GU 96921
Telephone: 671 472-5651 Fax: 671 472-5655
Email:

VENDOR

50028632

S

DEPT. OF CHAMORRO AFFAIRS

I

P.O. BOX 22550

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HAGATNA, GU 96922-0000

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OLSTA STATE GRANT - FY2019

AUTHORITY	ISS INVOICING	ISS CONTRACTING	TIME FOR DELIVERY	EXTENSION	DATE COMPLETION
3111(c)			30 DAYS AR		

ITEM	ARTICLES OF SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	SAC
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THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. Acknowledgment copy of this order must be signed and returned advising approximate or definite shipping date.
2. No variation in any of the terms, conditions, deliveries, prices, quantity, quality, or specification on this order, irrespective of the wording of the seller's acceptance, will be effective without buyer's written consent.
3. Packing list must accompany each shipment, showing our order number, description and part/serial number for each item.
4. Shipments must be identified as "PARTIAL" or "COMPLETE".
5. Material is subject to buyer's inspection and approval within a reasonable time after delivery; if specifications are not met, material shall be returned at seller's expense.
6. In connection with any prompt payment discount offered, time will be computed from date of delivery and acceptance at destination, or from the date the correct invoice or voucher is received in the office specified by the Government of Guam, if the latter is later than date of delivery and acceptance. Payment is deemed to be made, for the purpose of earning discount, on the date of the mailing of the check.
7. Overshipments, unless specifically authorized, will not be accepted.
8. In connection with bid awards and contracts, this purchase order shall be governed by the Special Provisions and Bid General Terms and Conditions as specified.

SPECIAL INSTRUCTIONS TO VENDOR

- A. VENDOR TO FURNISH AND DELIVER, DELIVERED TO BUYER'S ACCOUNT, TO THE MINIST. OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 22550, HAGATNA, GUAM 96921.
- B. INVOICE TO BE DATED UPON RECEIPT OF PURCHASE ORDER IN GOOD CONDITION.
- C. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
- D. ALL SHIPMENTS SUBJECT TO THE SPECIAL PROVISIONS AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THE A.S.
- E. VENDOR MUST HAVE AN ACCOUNT CURRENTLY CALL THIS NUMBER FOR JOURNAL OF GOODS.

21421.00

↑ TOTAL ↑

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

ADVANCE INVOICES AUTHORIZATION

PAYMENT ENCLOSURE

[Signature]

Claudia S. Acfalle

Chief Procurement Officer

PAGE 4 OF 5

Control No.

ORIGINAL VENDOR COPY



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marina Drive
P.O. Box 96925
Guam 96925

TRAN CODE

No. P19CA03738

DATE: 7/19/2019
TIME: 10:00 AM
BY: [Signature]

7/19/2019 361115107250

250

**V
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TO:

REACTION SUPPLY COMPANY
AKA REACTION AUTOMOTIVE
P O BOX 22683
BARRIGADA,, GU 96921
Telephone: 671 472-5651 Fax: 671 472-5655
Email:

VENDOR

R0095632

S DEPT. OF CHAMORRO AFFAIRS
H P.O. BOX 2350
P MAGATNA,, GU 96982-0000

T
O LSTA STATE GRANT - FY2019

AMOUNT: 3111.00

ITEM INFORMATION NO.

DATE CONTRACTING

TIME FOR DELIVERY

30 DAYS AR

PAYMENT

DELIVERY TERMS

ARTICLES OF SERVICES

QTY

UNIT

UNIT PRICE

AMOUNT

DOCUMENT NUMBER

TAX

VENDOR ACKNOWLEDGMENT

RETURN TO SUPPLY MANAGEMENT DIVISION

DATE OF RECEIPT OF THIS ORDER 8/30/2019

SIGNATURE

DAN AFONIK

RECEIVING REPORT COPY

I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE/HAS BEEN
RECEIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED
AND ACCEPTED EXCEPT AS OTHERWISE NOTED HEREIN.

DATE RECEIVED:

SIGNATURE:

SPECIAL INSTRUCTIONS TO VENDOR

- 24 HOURS PRIOR TO DELIVERY, THE VENDOR MUST NOTIFY THE DIVISION OF ADMINISTRATION, DEPARTMENT OF GUAM, P.O. BOX 96925, MAGATNA, GUAM 96982.
- DELIVERY MUST BE MADE WITHIN 30 DAYS OF RECEIPT OF PURCHASE ORDER.
- THE PURCHASE ORDER IS SUBJECT TO CONDITIONS ON REVERSE SIDE.
- THE PURCHASE ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND THE GENERAL TERMS AND CONDITIONS OF THE PURCHASE ORDER.
- IF THE VENDOR HAS ANY QUESTIONS, CALL THE NUMBER ON THE PURCHASE ORDER.

21421.00

↑ TOTAL ↑

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR
SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING
INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE
PURCHASE ORDER NUMBER SHOWN ABOVE.
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

ADVANCE PAYMENT
AUTHORIZATION

PAYMENT
ENCLOSURE

SIGNATURE: [Signature]

Claudia S. Afalle


Chief Procurement Officer

PAGE 3 OF 5

Control No

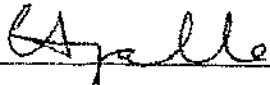
ORIGINAL PURCHASE ORDER


**Attachment "S" - Purchase Order for GPLS Service
Brochures for promoting GPLS services**

 RECEIVED OCT 01 2019 Guam Public Library System	PURCHASE ORDER GENERAL SERVICES AGENCY DEPARTMENT OF ADMINISTRATION GOVERNMENT OF GUAM 148 Route 1 Marine Drive Piti, Guam 96925		TRAN CODE THIS PURCHASE ORDER NUMBER No. P196A02703 MUST APPEAR ON ALL INVOICES PACKING SLIPS, PACKAGES, B/L, CORRESPONDENCE ETC.
	F.O.I. OCT 01 2019 AIR FREIGHT TEL. CONTACT SHIP VIA:	DATE 5/11/2019	JOB ORDER NO. 361118107230

TO: COPY EXPRESS P O BOX 10138 TAMUNING, GJ 96931 Telephone: 671 649-6500 Fax: 671 649-1010 Email:	VENDOR C7926001	CONSIGNEE, DESTINATION & MARKING DEPT. OF CHAMORRO AFFAIRS P.O. BOX 2950 HAGATNA,, GU 96932-0000 LSTA STATE GRANT - FY2018
	AUTHORITY 3111 (c)	** INVITATION NO.
TIME FOR DELIVERY	EXPIRING	DISCOUNT TERMS

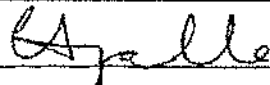
ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL	INVOICE NUMBER	DATE
1	GPLS SERVICE BROCHURE 11"(W) X 8-1/2"(H), TRI-FOLD 4C X 4C ON 60# SEMI-GLOSSY 10,000 PIECES, ONE DESIGN ONLY. DEPARTMENT WILL PROVIDE VENDOR READY TO PRINT FILE. NOTE: THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be off set for monies due the of Guam inclusive of but not limited to taxes, fees, and returned checks other damages, penalties, and Attorney's fees, after failure to pay To be coordinated between the agency and vendor ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 6101(9) (a) OF THE GAR.	1	LOT	1145.000	1145.00	0193611065	


SPECIAL INSTRUCTIONS TO VENDOR: B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 884, AGANA, GUAM 96910. C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. E. * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID. F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.	1145.00 ↑ TOTAL ↑	A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL. INSERT CHANGES AND RETURN THIS ORDER FOR AMENDMENT.
CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.	ADVANCE PAYMENT AUTHORIZATION PAYMENT ENCLOSED <input type="checkbox"/>	SIGNATURE:  Claudia S. Acfalle Chief Procurement Officer

	PURCHASE ORDER GENERAL SERVICES AGENCY DEPARTMENT OF ADMINISTRATION GOVERNMENT OF GUAM 148 Route 1 Marine Drive P.O. Box 96925		TRAN CODE		
			THIS PURCHASE ORDER NUMBER No. 2196A02703 MUST APPEAR ON ALL INVOICES PACKING SLIPS, PACKAGES, E/L, CORRESPONDENCE ETC.		
P.O.B.	AIR FREIGHT TEL. CONTACT	SHIP VIA:	DATE 5/11/2019	JOB ORDER NO. 361118107230	OBJ. CL 230
PARCEL(S) SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE					

PO BOX 2950	TO: COPY EXPRESS P O BOX 10138 TAMUNING, GU 96931 Telephone: 671 649-6500 Fax: 671 649-1010 Email:	VENDOR C7926001	CONSIGNEE, DESTINATION & MARKING DEPT. OF CHAMORRO AFFAIRS P.O. BOX 2950 HAGATNA,, GU 96932-0000 LSTA STATE GRANT - FY2018		
	AUTHORITY 3111(c)	** INVITATION NO.	** CONTRACT NO.	TIME FOR DELIVERY	EXPIRING

ARTICLE OR SERVICE	QTY	UNIT	UNIT PRICE	AMOUNT	TOTAL AMOUNT	TAX
THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:						
1. Acknowledgment copy of this order must be signed and returned advising approximate or definite shipping date.						
2. No variation in any of the terms, conditions, deliveries, prices, quantity, quality, or specification on this order, irrespective of the wording of the seller's acceptance, will be effective without buyer's written consent.						
3. Packing list must accompany each shipment, showing our order number, description and part/serial number for each item.						
4. Shipments must be identified as "PARTIAL" or "COMPLETE".						
5. Material is subject to buyer's inspection and approval within a reasonable time after delivery; if specifications are not met, material shall be returned at seller's expense.						
6. In connection with any prompt payment discount offered, time will be computed from date of delivery and acceptance at destination, or from the date the correct invoice or voucher is received in the office specified by the Government of Guam, if the latter is later than date of delivery and acceptance. Payment is deemed to be made, for the purpose of earning discount, on the date of the mailing of the check.						
7. Overshipments, unless specifically authorized, will not be accepted.						
8. In connection with bid awards and contracts, this purchase order shall be governed by the Special Provisions and Bid General Terms and Conditions as specified.						

SPECIAL INSTRUCTIONS TO VENDOR: B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 984, AGANA, GUAM 96910. C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. E. * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID. F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.		1145.00 ↑ TOTAL ↑	A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL. INSERT CHANGES AND RETURN THIS ORDER FOR AMENDMENT.
CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.	ADVANCE PAYMENT AUTHORIZATION PAYMENT <input type="checkbox"/> ENCLOSED	SIGNATURE:  Claudia S. Acifalle Chief Procurement Officer	

	PURCHASE ORDER GENERAL SERVICES AGENCY DEPARTMENT OF ADMINISTRATION GOVERNMENT OF GUAM 148 Route 1 Marine Drive Piti, Guam 96925		TRAN CODE THIS PURCHASE ORDER NUMBER No. P196A02703 MUST APPEAR ON ALL INVOICES PACKING SLIPS, PACKAGES, B/L, CORRESPONDENCE ETC.	
	F.O.B.	* AIR FREIGHT TEL. CONTACT	SHIP VIA	DATE 5/11/2019
PREPARED SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE			OBJCL 230	

PURCHASE ORDER	TO: COPY EXPRESS P O BOX 10138 TAMUNING, GU 96931 Telephone: 671 649-6500 Fax: 671 649-1010 Email:	VENDOR C7926001	CONSIGNEE, DESTINATION & MARKING DEPT. OF CHAMORRO AFFAIRS P.O. BOX 2950 HAGATNA,, GU 96932-0000 LSTA STATE GRANT - FY2018	
	AUTHORITY 3111 (c)	** INVITATION NO.	** CONTRACT NO.	TIME FOR DELIVERY
DISCOUNT TERMS				

VENDOR ACKNOWLEDGMENT	
RETURN TO SUPPLY MANAGEMENT DIVISION	
DATE OF RECEIPT OF THIS ORDER <u>5/27/19</u>	
SIGNATURE <u>Mary E. [Signature]</u>	
RECEIVING REPORT COPY	
I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE/HAS BEEN RECEIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED AND ACCEPTED EXCEPT AS OTHERWISE NOTED HEREIN.	
DATE RECEIVED: _____	SIGNATURE: _____

SPECIAL INSTRUCTIONS TO VENDOR: B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 884, AGANA, GUAM 96910. C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. E. * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND B/D GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS RD. F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.		1145.00 ↑ TOTAL ↑	A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL. ← INSERT CHANGES AND RETURN THIS ORDER FOR AMENDMENT.
CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.		ADVANCE PAYMENT AUTHORIZATION PAYMENT ENCLOSED <input type="checkbox"/>	
SIGNATURE: <u>[Signature]</u> Claudia S. Acaballe Chief Procurement Officer			

Attachment "T" - SOLS Survey for Patrons with Disabilities

GPLS_PWD

Frequency Table

PART I: The last time I visited the library or used any of its services (including the website and online services) was

	Frequency	Percent	Valid Percent	Invalid Percent
Va About 3-5 years ago.	1	6.3	6.3	6.3
lid I can't remember/Not applicable.	2	12.5	12.5	18.8
In the last six months.	8	50.0	50.0	68.8
More than 5 years ago.	2	12.5	12.5	81.3
More than one year ago, but in the last two years.	3	18.8	18.8	100.0
Total	16	100.0	100.0	

In the years 2018-2020, (prior to the pandemic shutdown), I have usually visited the library or used one of its services (including

	Frequency	Percent	Valid Percent	Invalid Percent
Va About once a month.	1	6.3	6.3	6.3
lid About once a week.	3	18.8	18.8	25.0
I can't remember/Not applicable.	3	18.8	18.8	43.8
More than once a week.	3	18.8	18.8	62.5
Once every two to three months.	2	12.5	12.5	75.0
Two or three times a year.	1	6.3	6.3	81.3
Two to three times a year.	3	18.8	18.8	100.0
Total	16	100.0	100.0	

In the years 2018-2020 (prior to the pandemic shutdown), I have usually visited the library or used one of its services (including

	Frequency	Percent	Valid Percent	Invalid Percent
Va Another branch of the library.	1	6.3	6.3	6.3
lid None of these.	2	12.5	12.5	18.8
Online services eg. website, online catalogue, online reservations.	1	6.3	6.3	25.0
The main library in Hagatna.	12	75.0	75.0	100.0
Total	16	100.0	100.0	

Overall, I find the library facilities and services...

	Frequency	Percent	Valid Percent	ve Percent
Valid	1	6.3	6.3	6.3
Good	5	31.3	31.3	37.5
Just right	3	18.8	18.8	56.3
Poor	1	6.3	6.3	62.5
Very Good	5	31.3	31.3	93.8
Very Poor	1	6.3	6.3	100.0
Total	16	100.0	100.0	

In the years 2018-2020 (prior to pandemic shutdown), I noticed that there were other organizations (such as CEDDERS, DISID,

	Frequency	Percent	Valid Percent	ve Percent
Valid	9	56.3	56.3	56.3
I don't know/I can't remember	1	6.3	6.3	62.5
Neither agree nor disagree	4	25.0	25.0	87.5
Strongly agree	2	12.5	12.5	100.0
Total	16	100.0	100.0	

In the years 2018-2020 (prior to pandemic shutdown), I noticed/heard/learned about the library sponsoring children's literacy

	Frequency	Percent	Valid Percent	ve Percent
Valid	8	50.0	50.0	50.0
I don't know/I can't remember	1	6.3	6.3	56.3
Neither agree nor disagree	2	12.5	12.5	68.8
Strongly agree	4	25.0	25.0	93.8
Strongly disagree	1	6.3	6.3	100.0
Total	16	100.0	100.0	

In the years 2018-2020 (prior to pandemic shutdown), I noticed/heard/learned about the assistive technology equipment acquired

	Frequency	Percent	Valid Percent	ve Percent
Valid	6	37.5	37.5	37.5
Disagree	1	6.3	6.3	43.8
I don't know/I can't remember	2	12.5	12.5	56.3

Neither agree nor disagree	2	12.5	12.5	68.8
Strongly agree	4	25.0	25.0	93.8
Strongly disagree	1	6.3	6.3	100.0
Total	16	100.0	100.0	

In the years 2018-2020 (prior to pandemic shutdown), I used the assistive technology equipment available at the public library.

	Frequency	Percent	Valid Percent	Percent
Va Agree	7	43.8	43.8	43.8
lid Disagree	2	12.5	12.5	56.3
Neither agree nor disagree	4	25.0	25.0	81.3
Strongly agree	3	18.8	18.8	100.0
Total	16	100.0	100.0	

In the years 2018-2020 (prior to pandemic shutdown), I noticed/heard about/used the Homebound Delivery services for

	Frequency	Percent	Valid Percent	Percent
Va Agree	3	18.8	18.8	18.8
lid Disagree	3	18.8	18.8	37.5
Neither agree nor disagree	7	43.8	43.8	81.3
Strongly agree	3	18.8	18.8	100.0
Total	16	100.0	100.0	

I noticed/heard about/used the library's Virtual Information Center.

	Frequency	Percent	Valid Percent	Percent
Va Agree	5	31.3	31.3	31.3
lid Disagree	2	12.5	12.5	43.8
Neither agree nor disagree	7	43.8	43.8	87.5
Strongly agree	2	12.5	12.5	100.0
Total	16	100.0	100.0	

In my experience with the library, I found the following items good, okay, poor or I have not used this collection. (PLEASE

	Frequency	Percent	Valid Percent	Percent
Va	1	6.3	6.3	6.3

1 - Good	4	25.0	25.0	31.3
2 - Okay	8	50.0	50.0	81.3
4 - Have not used this collection	3	18.8	18.8	100.0
Total	16	100.0	100.0	

Nonfictionbooks

	Frequency	Percent	Valid Percent	Valid Percent
1 - Good	2	12.5	12.5	12.5
2 - Okay	3	18.8	18.8	31.3
4 - Have not used this collection	7	43.8	43.8	75.0
Total	4	25.0	25.0	100.0
Total	16	100.0	100.0	

Youngadultsbooks

	Frequency	Percent	Valid Percent	Valid Percent
1 - Good	2	12.5	12.5	12.5
2 - Okay	3	18.8	18.8	31.3
4 - Have not used this collection	7	43.8	43.8	75.0
Total	4	25.0	25.0	100.0
Total	16	100.0	100.0	

Childrensbooks

	Frequency	Percent	Valid Percent	Valid Percent
1 - Good	2	12.5	12.5	12.5
2 - Okay	5	31.3	31.3	43.8
3 - Poor	4	25.0	25.0	68.8
4 - Have not used this collection	1	6.3	6.3	75.0
Total	4	25.0	25.0	100.0
Total	16	100.0	100.0	

Childrenspuzzlesandtoys

	Frequency	Percent	Valid Percent	Valid Percent

Valid		2	12.5	12.5	12.5
1 - Good		1	6.3	6.3	18.8
2 - Okay		7	43.8	43.8	62.5
3 - Poor		1	6.3	6.3	68.8
4 - Have not used this collection		5	31.3	31.3	100.0
Total		16	100.0	100.0	

Referencewoorks

		Frequency	Percent	Valid Percent	ve Percent
Valid		2	12.5	12.5	12.5
1 - Good		5	31.3	31.3	43.8
2 - Okay		6	37.5	37.5	81.3
4 - Have not used this collection		3	18.8	18.8	100.0
Total		16	100.0	100.0	

Graphicnovels

		Frequency	Percent	Valid Percent	ve Percent
Valid		2	12.5	12.5	12.5
1 - Good		3	18.8	18.8	31.3
2 - Okay		5	31.3	31.3	62.5
3 - Poor		2	12.5	12.5	75.0
4 - Have not used this collection		4	25.0	25.0	100.0
Total		16	100.0	100.0	

Magazinesadnnewspapers

		Frequency	Percent	Valid Percent	ve Percent
Valid		2	12.5	12.5	12.5
1 - Good		4	25.0	25.0	37.5
2 - Okay		4	25.0	25.0	62.5
3 - Poor		2	12.5	12.5	75.0
4 - Have not used this collection		4	25.0	25.0	100.0
Total		16	100.0	100.0	

Local studies and local history collections

	Frequency	Percent	Valid Percent	Valid Percent
Valid	2	12.5	12.5	12.5
1 - Good	5	31.3	31.3	43.8
2 - Okay	5	31.3	31.3	75.0
4 - Have not used this collection	4	25.0	25.0	100.0
Total	16	100.0	100.0	

Books or magazines in LOTE

	Frequency	Percent	Valid Percent	Valid Percent
Valid	1	6.3	6.3	6.3
1 - Good	2	12.5	12.5	18.8
2 - Okay	4	25.0	25.0	43.8
3 - Poor	4	25.0	25.0	68.8
4 - Have not used this collection	5	31.3	31.3	100.0
Total	16	100.0	100.0	

Ebooks including audiobooks

	Frequency	Percent	Valid Percent	Valid Percent
Valid	2	12.5	12.5	12.5
1 - Good	3	18.8	18.8	31.3
2 - Okay	4	25.0	25.0	56.3
3 - Poor	2	12.5	12.5	68.8
4 - Have not used this collection	5	31.3	31.3	100.0
Total	16	100.0	100.0	

DVDs

	Frequency	Percent	Valid Percent	Valid Percent
Valid	2	12.5	12.5	12.5
1 - Good	2	12.5	12.5	25.0
2 - Okay	4	25.0	25.0	50.0

3 - Poor	3	18.8	18.8	68.8
4 - Have not used this collection	5	31.3	31.3	100.0
Total	16	100.0	100.0	

Audiobnooksontape

	Frequency	Percent	Valid Percent	ve Percent
Valid	1	6.3	6.3	6.3
1 - Good	3	18.8	18.8	25.0
2 - Okay	2	12.5	12.5	37.5
3 - Poor	5	31.3	31.3	68.8
4 - Have not used this collection	5	31.3	31.3	100.0
Total	16	100.0	100.0	

MusiconCD

	Frequency	Percent	Valid Percent	ve Percent
Valid	2	12.5	12.5	12.5
1 - Good	4	25.0	25.0	37.5
2 - Okay	2	12.5	12.5	50.0
3 - Poor	3	18.8	18.8	68.8
4 - Have not used this collection	5	31.3	31.3	100.0
Total	16	100.0	100.0	

In my experience, I have found the following good, okay, poor or have not used this.

	Frequency	Percent	Valid Percent	ve Percent
Valid	2	12.5	12.5	12.5
1 - Good	5	31.3	31.3	43.8
2 - Okay	5	31.3	31.3	75.0
3 - Poor	1	6.3	6.3	81.3
4 - Have not used this	3	18.8	18.8	100.0
Total	16	100.0	100.0	

Internetaccessinlibrary

	Frequen cy	Percent	Valid Percent	ve Percent
Valid	2	12.5	12.5	12.5
1 - Good	5	31.3	31.3	43.8
2 - Okay	3	18.8	18.8	62.5
3 - Poor	2	12.5	12.5	75.0
4 - Have not used this	4	25.0	25.0	100.0
Total	16	100.0	100.0	

Wifiaccess

	Frequen cy	Percent	Valid Percent	ve Percent
Valid	2	12.5	12.5	12.5
1 - Good	4	25.0	25.0	37.5
2 - Okay	4	25.0	25.0	62.5
3 - Poor	2	12.5	12.5	75.0
4 - Have not used this	4	25.0	25.0	100.0
Total	16	100.0	100.0	

Onlinelibrarycatalog

	Frequen cy	Percent	Valid Percent	ve Percent
Valid	2	12.5	12.5	12.5
1 - Good	4	25.0	25.0	37.5
2 - Okay	2	12.5	12.5	50.0
3 - Poor	2	12.5	12.5	62.5
4 - Have not used this	6	37.5	37.5	100.0
Total	16	100.0	100.0	

Databasesandotherelectronicresources

	Frequen cy	Percent	Valid Percent	ve Percent
Valid	2	12.5	12.5	12.5
1 - Good	4	25.0	25.0	37.5

2 - Okay	2	12.5	12.5	50.0
3 - Poor	1	6.3	6.3	56.3
4 - Have not used this	7	43.8	43.8	100.0
Total	16	100.0	100.0	

Onlineemailnotification

	Frequency	Percent	Valid Percent	ve Percent
Valid	2	12.5	12.5	12.5
1 - Good	3	18.8	18.8	31.3
2 - Okay	3	18.8	18.8	50.0
3 - Poor	2	12.5	12.5	62.5
4 - Have not used this	6	37.5	37.5	100.0
Total	16	100.0	100.0	

Libraryonlinenewsletter

	Frequency	Percent	Valid Percent	ve Percent
Valid	2	12.5	12.5	12.5
1 - Good	2	12.5	12.5	25.0
2 - Okay	3	18.8	18.8	43.8
3 - Poor	2	12.5	12.5	56.3
4 - Have not used this	7	43.8	43.8	100.0
Total	16	100.0	100.0	

LibraryMobileAp

	Frequency	Percent	Valid Percent	ve Percent
Valid	2	12.5	12.5	12.5
1 - Good	2	12.5	12.5	25.0
2 - Okay	1	6.3	6.3	31.3
3 - Poor	4	25.0	25.0	56.3
4 - Have not used this	7	43.8	43.8	100.0
Total	16	100.0	100.0	

SMSMessaging

		Frequency	Percent	Valid Percent	Valid Percent
Valid	1 - Good	2	12.5	12.5	12.5
	2 - Okay	2	12.5	12.5	25.0
	3 - Poor	3	18.8	18.8	43.8
	4 - Have not used this	2	12.5	12.5	56.3
	Total	7	43.8	43.8	100.0
		16	100.0	100.0	

ClassesProgramsforadult

		Frequency	Percent	Valid Percent	Valid Percent
Valid	1 - Good	2	12.5	12.5	12.5
	2 - Okay	4	25.0	25.0	37.5
	3 - Poor	3	18.8	18.8	56.3
	4 - Have not used this	2	12.5	12.5	68.8
	Total	5	31.3	31.3	100.0
		16	100.0	100.0	

Helpfindinginformation

		Frequency	Percent	Valid Percent	Valid Percent
Valid	1 - Good	7	43.8	43.8	43.8
	2 - Okay	5	31.3	31.3	75.0
	3 - Poor	1	6.3	6.3	81.3
	4 - Have not used this	3	18.8	18.8	100.0
	Total	16	100.0	100.0	

Openinghours

		Frequency	Percent	Valid Percent	Valid Percent
Valid	1 - Good	6	37.5	37.5	37.5
	2 - Okay	5	31.3	31.3	68.8
	3 - Poor	1	6.3	6.3	75.0
	4 - Have not used this	4	25.0	25.0	100.0
	Total	16	100.0	100.0	

Days of the week library is open

	Frequency	Percent	Valid Percent	Valid Percent
Valid 1 - Good	7	43.8	43.8	43.8
2 - Okay	4	25.0	25.0	68.8
3 - Poor	2	12.5	12.5	81.3
4 - Have not used this	3	18.8	18.8	100.0
Total	16	100.0	100.0	

In my experience, I have found activities for children aged 12 and below

	Frequency	Percent	Valid Percent	Valid Percent
Valid 1 - Good	2	12.5	12.5	12.5
2 - Okay	3	18.8	18.8	31.3
3 - Poor	6	37.5	37.5	68.8
4 - Have not used these	5	31.3	31.3	100.0
Total	16	100.0	100.0	

Activities for young people aged over 12

	Frequency	Percent	Valid Percent	Valid Percent
Valid 1 - Good	2	12.5	12.5	12.5
2 - Okay	4	25.0	25.0	37.5
3 - Poor	4	25.0	25.0	62.5
4 - Have not used these	2	12.5	12.5	75.0
4 - Have not used these	4	25.0	25.0	100.0
Total	16	100.0	100.0	

Homework help for students

	Frequency	Percent	Valid Percent	Valid Percent
Valid 1 - Good	3	18.8	18.8	18.8
2 - Okay	3	18.8	18.8	37.5
3 - Poor	4	25.0	25.0	62.5
4 - Have not used these	2	12.5	12.5	75.0

4 - Have not used these	4	25.0	25.0	100.0
Total	16	100.0	100.0	

I find the staff at the Guam Public Library

	Frequency	Percent	Valid Percent	ve Percent
Va 2 - Sometimes	5	31.3	31.3	31.3
lid 3 - Usually	3	18.8	18.8	50.0
4 - Always	7	43.8	43.8	93.8
5 -Not relevant - No contact with Library Staff	1	6.3	6.3	100.0
Total	16	100.0	100.0	

I find the staff Helpfulonthe phone

	Frequency	Percent	Valid Percent	ve Percent
Va 2 - Sometimes	4	25.0	25.0	25.0
lid 3 - Usually	6	37.5	37.5	62.5
4 - Always	5	31.3	31.3	93.8
5 -Not relevant - No contact with Library Staff	1	6.3	6.3	100.0
Total	16	100.0	100.0	

Staffhelpfulin responseto emails

	Frequency	Percent	Valid Percent	ve Percent
Va 2 - Sometimes	2	12.5	12.5	12.5
lid 3 - Usually	6	37.5	37.5	50.0
4 - Always	5	31.3	31.3	81.3
5 -Not relevant - No contact with Library Staff	3	18.8	18.8	100.0
Total	16	100.0	100.0	

Staffavailablewhen I need them

	Frequency	Percent	Valid Percent	ve Percent
Va 2 - Sometimes	4	25.0	25.0	25.0

lid	3 - Usually	4	25.0	25.0	50.0
	4 - Always	7	43.8	43.8	93.8
	5 -Not relevant - No contact with Library Staff	1	6.3	6.3	100.0
	Total	16	100.0	100.0	

Staffknownoughtohelpme

		Frequen cy	Percent	Valid Percent	ve Percent
Va	2 - Sometimes	4	25.0	25.0	25.0
lid	3 - Usually	6	37.5	37.5	62.5
	4 - Always	5	31.3	31.3	93.8
	5 -Not relevant - No contact with Library Staff	1	6.3	6.3	100.0
	Total	16	100.0	100.0	

Staffeffectiveinresolvingmyproblems

		Frequen cy	Percent	Valid Percent	ve Percent
Va	1 - Never	1	6.3	6.3	6.3
lid	2 - Sometimes	5	31.3	31.3	37.5
	3 - Usually	3	18.8	18.8	56.3
	4 - Always	6	37.5	37.5	93.8
	5 -Not relevant - No contact with Library Staff	1	6.3	6.3	100.0
	Total	16	100.0	100.0	

Staffhelpfulwhenaskedaboutwhattochoose

		Frequen cy	Percent	Valid Percent	ve Percent
Va	1 - Never	1	6.3	6.3	6.3
lid	2 - Sometimes	3	18.8	18.8	25.0
	3 - Usually	5	31.3	31.3	56.3
	4 - Always	5	31.3	31.3	87.5
	5 -Not relevant - No contact with Library Staff	2	12.5	12.5	100.0
	Total	16	100.0	100.0	

Staff known enough to help in using computers and internet

	Frequency	Percent	Valid Percent	Valid Percent
Valid 2 - Sometimes	2	12.5	12.5	12.5
3 - Usually	4	25.0	25.0	37.5
4 - Always	5	31.3	31.3	68.8
5 - Not relevant - No contact with Library Staff	4	25.0	25.0	93.8
Total	1	6.3	6.3	100.0
	16	100.0	100.0	

Staff actively seek to help me

	Frequency	Percent	Valid Percent	Valid Percent
Valid 2 - Sometimes	4	25.0	25.0	25.0
3 - Usually	4	25.0	25.0	50.0
4 - Always	7	43.8	43.8	93.8
5 - Not relevant - No contact with Library Staff	1	6.3	6.3	100.0
Total	16	100.0	100.0	

Gender

	Frequency	Percent	Valid Percent	Valid Percent
Valid 1	1	6.3	6.3	6.3
Don't want to identify	2	12.5	12.5	18.8
Female	2	12.5	12.5	31.3
Male	11	68.8	68.8	100.0
Total	16	100.0	100.0	

Age

	Frequency	Percent	Valid Percent	Valid Percent
Valid 18-24	2	12.5	12.5	12.5
25-34	2	12.5	12.5	25.0

45-54	4	25.0	25.0	50.0
55-64	7	43.8	43.8	93.8
65+	1	6.3	6.3	100.0
Total	16	100.0	100.0	

I read in Languages other than English

	Frequency	Percent	Valid Percent	ve Percent
Va A little	4	25.0	25.0	25.0
lid A lot	5	31.3	31.3	56.3
Not at all	7	43.8	43.8	100.0
Total	16	100.0	100.0	

I have difficulty using the library due to

	Frequency	Percent	Valid Percent	ve Percent
Va Learning or reading difficulties	1	6.3	6.3	6.3
lid Limited eyesight	4	25.0	25.0	31.3
Limited mobility	9	56.3	56.3	87.5
Other disabilities	2	12.5	12.5	100.0
Total	16	100.0	100.0	

I live in the village of

	Frequency	Percent	Valid Percent	ve Percent
Va Agana Heights	1	6.3	6.3	6.3
lid Barrigada	1	6.3	6.3	12.5
Chalan Pago-Ordot	2	12.5	12.5	25.0
Dededo	3	18.8	18.8	43.8
Hagat	1	6.3	6.3	50.0
Inalahan	3	18.8	18.8	68.8
Mangilao	2	12.5	12.5	81.3
Yigo	2	12.5	12.5	93.8
Yona	1	6.3	6.3	100.0
Total	16	100.0	100.0	

Is there anything else you would like to tell us about your library and its services and facilities? Please write in your answer

	Frequency	Percent	Valid Percent	Valid Percent
Valid	3	18.8	18.8	18.8
lid				
Air Con	1	6.3	6.3	25.0
Better service!	1	6.3	6.3	31.3
Every and all systems are running just fine.	1	6.3	6.3	37.5
Good survey questions!	1	6.3	6.3	43.8
I don't like to tell people what to do with their own agency. Your the boss, you decide to make it a better place. Right now it's COVID! We are going to catch COVID here. Omicron is creepy. Nobody manning the front door. Library is non-essential, so take action. Children are out from school. They go library then parents make staff sick.	1	6.3	6.3	50.0
I would like to use e e books.	1	6.3	6.3	56.3
Keep up the good work Guam Public Library Staff.	1	6.3	6.3	62.5
Mo	1	6.3	6.3	68.8
Na	1	6.3	6.3	75.0
None.	1	6.3	6.3	81.3
Since gas prices are climbing, I hope the Barrigada Public Library will open & update the books in that site.	1	6.3	6.3	87.5
To keep up with the good work and help of the staff.	1	6.3	6.3	93.8
Yes, they should keep the Agat Library Branch open 5 days a week. It would be so convenient then having to travel down to the Hagatna Branch. Thank you.	1	6.3	6.3	100.0
Total	16	100.0	100.0	

Attachment "U" - GPLS Purchase Orders for Library Resources



PURCHASE ORDER **GENERAL SERVICES AGENCY** **DEPARTMENT OF ADMINISTRATION** **GOVERNMENT OF GUAM**

148 Route 1
 Marine Drive
 P.O. Box 96925

TRAN CODE

TRANSACTION CODE

No. P196A33145

DATE OF ORDER: 6/10/2019
 TIME OF ORDER: 10:00 AM
 ORDER NUMBER: 661119107240

DATE OF DELIVERY: 6/10/2019
 TIME OF DELIVERY: 10:00 AM
 DELIVERY NUMBER: 661119107240

290

RECEIVED

SEP 10 2019

Guam Public Library System

**V
E
N
D
O
R**

TO:

REACTION SUPPLY COMPANY
 AKA REACTION AUTOMOTIVE
 P O BOX 22688
 BARRIGADA,, GU 96921
 Telephone: 671 472-5651 Fax: 671 472-5655
 Email:

VENDOR

R0089532

**S
H
I
P
T
O**

DEPT. OF CHAMORRO AFFAIRS
 P.O. BOX 2950
 HAGAENA,, GU 96932-0000
 LSTA STATE GRANT - FY2018

ADDRESS:
 3111(9)

IS INVOICED

IS CONTRACTING

TIME FOR DELIVERY
 SEE BELOW

EXPIRATION

DATE OF ORDER

ITEM	ARTICLES OR SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FACTOR
1	FOAM COVERED EARBUDS - 50/PKG - LIGHT WEIGHT, MINI EARBUD DESIGN PERFECT FOR SCHOOLS AND LIBRARIES. - L-SHAPED 3.5MM STEREO PLUG - USE WITH MP3, CD AND DVD PLAYERS, COMPUTERS AND PLAYWAYS. - 50" CORD LENGTH (MAY VARY +/- 2") - FOAM COVERED EAR PIECES	6	EG	150.000	900.00	Q193611050	

PO#: rowena morales or
 june aflague 4754754

NOTE:

THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES.
 Note: Amounts due this Purchase Order may be off set for monies due the Government of Guam inclusive of but not limited to taxes, fees, and returned checks plus for other damages, penalties, and Attorney's fees, after failure to pay accordingly.
 ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 5101(9) (a) OF THE GAR.

SPECIAL INSTRUCTIONS TO VENDOR

- THE VENDOR MUST SUBMIT THE ORIGINAL AND THREE (3) COPIES OF INVOICE TO THE PURCHASER'S ACCOUNTS PAYABLE DEPARTMENT OF THE GOVERNMENT OF GUAM, P.O. BOX 969, HAGAENA, GUAM 96910.
- PAYMENT IN FULL (50) DAYS UPON RECEIPT OF INVOICE AND INVOICE IN GUAM IN CASH OR CHECK.
- THE ORDER IS SUBJECT TO CONDITIONS ON REVERSE SIDE.
- THE ORDER IS SUBJECT TO THE SPECIAL PROVISIONS AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THE B.B.
- ON ALL AIR DELIVERIES HAVE AN INVOICE COMPANY CALL THE NUMBER FOR ARRIVAL OF GOODS.

900.00

↑ TOTAL ↑

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE.
 SET REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

ADVANCE PAYMENT
 AUTHORIZATION

PAYMENT
 INCLUDED

SIGNATURE
 Claudia S. Acifalla

Chief Procurement Officer

PAGE 1 OF 3

Control No.

ORIGIN: YELP



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Madruga Drive
P.O. Box 96925

TRAN CODE

BUYER'S NAME: GOVERNMENT OF GUAM

No. P196AC3145

DATE OF ORDER: 6/10/2019
DATE OF DELIVERY: 6/10/2019

DATE OF INVOICE: 6/10/2019

6/10/2019 361119137240

240

**V
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TO:

REACTION SUPPLY COMPANY
AKA REACTION AUTOMOTIVE
P O BOX 22883
BARRIGADA,, GU 96921
Telephone: 671 472-5651 Fax: 671 472-5655
Email:

VENDOR

80086692

**S
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DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2850
HAGATNA,, GU 96932-0000
LSIA STATE GRANT - FY2019

AUTHORITY	ISS INVOICED	WORK CONTRACTED	DATE FOR DELIVERY	PREPARED	DATE OF INVOICE
3111(c)			SEE BELOW		

ARTICLES OF SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	SAC
----------------------	-----	------	------------	--------	-----------------	-----

THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. Acknowledgment copy of this order must be signed and returned advising approximate or definite shipping date.
2. No variation in any of the terms, conditions, deliveries, prices, quantity, quality, or specification on this order, irrespective of the wording of the seller's acceptance, will be effective without buyer's written consent.
3. Packing list must accompany each shipment, showing our order number, description and part/serial number for each item.
4. Shipments must be identified as "PARTIAL" or "COMPLETE".
5. Material is subject to buyer's inspection and approval within a reasonable time after delivery; if specifications are not met, material shall be returned at seller's expense.
6. In connection with any prompt payment discount offered, time will be computed from date of delivery and acceptance at destination, or from the date the correct invoice or voucher is received in the office specified by the Government of Guam, if the latter is later than date of delivery and acceptance. Payment is deemed to be made, for the purpose of earning discount, on the date of the mailing of the check.
7. Overshipments, unless specifically authorized, will not be accepted.
8. In connection with bid awards and contracts, this purchase order shall be governed by the Special Provisions and Bid General Terms and Conditions as specified.

SPECIAL INSTRUCTIONS TO VENDOR

- A. VENDOR TO FURNISH ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 96925, AGANA, GUAM 96925.
- B. PAYMENT IS DUE THIRTY (30) DAYS UPON RECEIPT OF PROFORMA INVOICE IN CASE OF DELIVERY.
- C. THIS ORDER IS SUBJECT TO CONDITIONS ON REVERSE SIDE.
- D. ALL ORDERS ARE SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THE BID.
- E. IF AN ORDER IS CANCELLED, VENDOR MUST CALL THE NUMBER UPON ARRIVAL OF GOODS.

900.00

↑ TOTAL ↑

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OF SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.


ADVANCE INVOICE AUTHORIZATION
PAYMENT ENCLOSURE

SIGNATURE

Claudia S. Asfalle

Claudia S. Asfalle


Chief Procurement Officer

 RECEIVED OCT 01 2019 Guam Public Library System	PURCHASE ORDER GENERAL SERVICES AGENCY DEPARTMENT OF ADMINISTRATION GOVERNMENT OF GUAM 148 Route 1 Marine Drive Piti, Guam 96925		TRAN CODE THIS PURCHASE ORDER NUMBER No. P196A05237 MUST APPEAR ON ALL INVOICES PACKING SLIPS, PACKAGES, B/L CORRESPONDENCE ETC.	
	F.O.B. FEM OCT 01 2019 Guam Public Library System	AIR FREIGHT TEL. CONTACT SHIP VIA:	DATE 9/16/2019	JOB ORDER NO. 361119107250

TO: BESTSELLERS 199 CHALAN SAN ANTONIO SUITE 375 B-1 TAMONING, GU 96913 Telephone: 671 646-7084 Fax: 671 646-7090 Email:		VENDOR B0098487	CONSIGNEE, DESTINATION & MARKING DEPT. OF CHAMORRO AFFAIRS P.O. BOX 2950 HAGATNA,, GU 96932-0000 LSTA STATE GRANT - FY2019	
AUTHORITY 3111(c)	INVITATION NO.	CONTRACT NO.	TIME FOR DELIVERY 90 DAY ARO	EXPIRING DISCOUNT TERMS

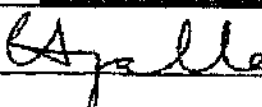
ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE	ORDER NO.
1	PACIFIC/GUAM BOOKS AS PER ATTACHED LISTING 309 BOOKS, 45 ASSTD TITLES	1 LOT	8804.220	8804.22	0193611078
2	ADULT/GRAPHIC NOVELS AS PER ATTACHED LISTING 254 BOOKS, 151 ASSTD TITLES	1 LOT	3043.310	3043.31	
3	CHILDRENS BOOKS AS PER ATTACHED LISTING 279 BOOKS, 126 ASSTD TITLES	1 LOT	2035.260	2035.26	
NOTE: THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be off set for monies due the Government of Guam inclusive of but not limited to taxes, fees, and returned checks other damages, penalties, and Attorney's fees, after failure to pay ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 6101(9) (a) OF THE GAR.					

SPECIAL INSTRUCTIONS TO VENDOR: B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 884, AGANA, GUAM 96918. C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. E. * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND IN GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID. F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.		13882.79 ↑ TOTAL ↑	A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL. INSERT CHANGES AND RETURN THIS ORDER FOR AMENDMENT.
CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.		SIGNATURE: <i>Claudia S. Acfalle</i> ADVANCE PAYMENT AUTHORIZATION PAYMENT ENCLOSED <input type="checkbox"/> Claudia S. Acfalle Chief Procurement Officer	

	PURCHASE ORDER GENERAL SERVICES AGENCY DEPARTMENT OF ADMINISTRATION GOVERNMENT OF GUAM 148 Route 1 Marine Drive P.H. Guam 96925		TRAN CODE THIS PURCHASE ORDER NUMBER No. P196A05237 MUST APPEAR ON ALL INVOICES PACKING SLIPS, PACKAGES, B/L, CORRESPONDENCE ETC.	
	F.O.B.	* AIR FREIGHT TEL CONTACT	SHIP VIA:	DATE 9/16/2019
PREPARED BY CAY SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE			OBJE 250	

RECEIVED	TO: BESTSELLERS 199 CHALAN SAN ANTONIO SUITE 375 B-1 TAMUNING, GU 96913 Telephone: 671 646-7084 Fax: 671 646-7090 Email:	VENDOR B0098487	CONSIGNEE, DESTINATION & MARKING DEPT. OF CHAMORRO AFFAIRS P.O. BOX 2950 HAGATNA,, GU 96932-0000 LSTA STATE GRANT - FY2019	
	AUTHORITY 3111(c)	** INVITATION NO.	** CONTRACT NO.	TIME FOR DELIVERY 90 DAY ARO
DISCOUNT TERMS:				

THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:				
1. Acknowledgment copy of this order must be signed and returned advising approximate or definite shipping date.				
2. No variation in any of the terms, conditions, deliveries, prices, quantity, quality, or specification on this order, irrespective of the wording of the seller's acceptance, will be effective without buyer's written consent.				
3. Packing list must accompany each shipment, showing our order number, description and part/serial number for each item.				
4. Shipments must be identified as "PARTIAL" or "COMPLETE".				
5. Material is subject to buyer's inspection and approval within a reasonable time after delivery; if specifications are not met, material shall be returned at seller's expense.				
6. In connection with any prompt payment discount offered, time will be computed from date of delivery and acceptance at destination, or from the date the correct invoice or voucher is received in the office specified by the Government of Guam, if the latter is later than date of delivery and acceptance. Payment is deemed to be made, for the purpose of earning discount, on the date of the mailing of the check.				
7. Overshipments, unless specifically authorized, will not be accepted.				
8. In connection with bid awards and contracts, this purchase order shall be governed by the Special Provisions and Bid General Terms and Conditions as specified.				

SPECIAL INSTRUCTIONS TO VENDOR: B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 984, AGANA, GUAM 96910. C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. E. * * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID. F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.		13882.79	A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL. INSERT CHANGES AND RETURN THIS ORDER FOR AMENDMENT.
CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.		ADVANCE PAYMENT AUTHORIZATION PAYMENT ENCLOSED <input type="checkbox"/>	SIGNATURE  Claudia S. Achille Chief Procurement Officer



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marine Drive
Piti, Guam 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER
No. P196A05237

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, B/L,
CORRESPONDENCE ETC.

F.O.B.	AIR FREIGHT CONTACT	SHIP VIA	DATE 9/16/2019	JOB ORDER NO. 361119107250	OBJCL 250
PREPAID SHIP. SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE					

VENDOR	TO: BESTSELLERS 199 CHALAN SAN ANTONIO SUITE 375 B-1 TAMUNING, GU 96913 Telephone: 671 646-7084 Fax: 671 646-7090 Email:	VENDOR B0098487	CONSIGNEE, DESTINATION & MARKING DEPT. OF CHAMORRO AFFAIRS P.O. BOX 2950 HAGATNA,, GU 96932-0000 LSTA STATE GRANT - FY2019		
	AUTHORITY 3111(c)	INVITATION NO.	CONTRACT NO.	TIME FOR DELIVERY 90 DAY ARO	EXPIRING

VENDOR ACKNOWLEDGEMENT					
RETURN TO SUPPLY MANAGEMENT DIVISION					
DATE OF RECEIPT OF THIS ORDER 9/27/19					
SIGNATURE <i>Lisa Rosendo</i>					
RECEIVING REPORT COPY					
I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE/HAS BEEN RECEIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED AND ACCEPTED EXCEPT AS OTHERWISE NOTED HEREIN.					
DATE RECEIVED: 9/ SIGNATURE: <i>C. Acalle</i>					

SPECIAL INSTRUCTIONS TO VENDOR: B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 184, AGANA, GUAM 96910. C. PAYMENT IN FULL (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. E. THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID. F. ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.		13882.79	↑ TOTAL ↑	A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL ← INSERT CHANGES AND RETURN THIS ORDER FOR AMENDMENT.
CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.		SIGNATURE: <i>C. Acalle</i> NAME: Claudia S. Acalle TITLE: Chief Procurement Officer		



RECEIVED

JUN 07 2019

Guam Public Library System

PURCHASE ORDER **GENERAL SERVICES AGENCY** **DEPARTMENT OF ADMINISTRATION** **GOVERNMENT OF GUAM**

148 Route 1
 Marine Drive
 Piti, Guam 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER

No. P196A02792

MUST APPEAR ON ALL INVOICES
 PACKING SLIPS, PACKAGES, B/A
 CORRESPONDENCE ETC

DATE
5/16/2019

JOB ORDER NO

361119107250

OBJCT

250

VENDOR

TO:

WORLD BOOK INC
 P O BOX 3585
 CHICAGO, IL 60672

Telephone: 312 442-2589 Fax: 312 819-6939
 Email:

VENDOR

W0508314

SHIP TO

CONSIGNEE DESTINATION & MARKING

DEPT. OF CHAMORRO AFFAIRS
 P.O. BOX 2950
 HAGATNA,, GU 96932-0000

LSTA STATE GRANT - FY2019

AUTHORITY

3111(c)

** INVITATION NO

** CONTRACT NO.

TIME FOR DELIVERY
30 DAY

EXPIRES

DISCOUNT TERMS:

ITEM	ARTICLE OF SERVICE	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	TAX
1	2018 WORLD BOOK ENCYCLOPEDIA 22 VOLUME SKU 10045	7	SE	899.000	6293.00	0193611067	
2	SHIPPING (DHL) ALL OR NONE	1	LOT	755.000	755.00		

NOTE:

THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES.
 Note: Amounts due this Purchase Order may be off set for monies due the Government of Guam inclusive of but not limited to taxes, fees, and returned checks other damages, penalties, and Attorney's fees, after failure to pay accordingly.
 ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 6101(9) (a) OF THE GAR.

SPECIAL INSTRUCTIONS TO VENDOR

- SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 484, AGANA, GUAM 96910.
- PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.
- THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
- THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID.
- ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.

7049.00

↑ TOTAL ↑

A. DO NOT FILL THIS ORDER
 IF YOUR TOTAL COST
 EXCEEDS THIS TOTAL

PLEASE CHALLENGE AND REJECT
 THIS ORDER FOR AMENDMENT

CONTRACTOR PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE.
 SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS

ADVANCE PAYMENT
AUTHORIZATIONPAYMENT
ENCLOSED ☐

SIGNATURE:

NAME Claudia S. Acfalle

TITLE Chief Procurement Officer

PAGE 1 OF 3

Control No.

ORIGINAL VENDOR'S COPY



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marine Drive
Piti Guam 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER
No. P196A02792

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, B/L
CORRESPONDENCE ETC

FOR: AIR FREIGHT BY CONTACT SHIP VIA

DATE: 5/16/2019
JOB ORDER NO: 361119107250
OBJCT: 250

VENDOR

TO:

WORLD BOOK INC
P O BOX 3585
CHICAGO, IL 60672

Telephone: 312 442-2889 Fax: 312 819-8939
Email:

VENDOR

W0508314

SHIP TO

CONSIGNEE DESTINATION & MARKING

DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2350
HAGATNA,, GU 96932-0000

LSTA STATE GRANT - FY2019

AUTHORITY: 3111(c) INVITATION NO: CONTRACT NO: TIME FOR DELIVERY: 30 DAY EXPIRING: DISCOUNT TERMS:

ITEM	ARTICLE OF SERVICE	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	INC
THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:							
1.	Acknowledgment copy of this order must be signed and returned advising approximate or definite shipping date.						
2.	No variation in any of the terms, conditions, deliveries, prices, quantity, quality, or specification on this order, irrespective of the wording of the seller's acceptance, will be effective without buyer's written consent.						
3.	Packing list must accompany each shipment, showing our order number, description and part/serial number for each item.						
4.	Shipments must be identified as "PARTIAL" or "COMPLETE".						
5.	Material is subject to buyer's inspection and approval within a reasonable time after delivery; if specifications are not met, material shall be returned at seller's expense.						
6.	In connection with any prompt payment discount offered, time will be computed from date of delivery and acceptance at destination, or from the date the correct invoice or voucher is received in the office specified by the Government of Guam, if the latter is later than date of delivery and acceptance. Payment is deemed to be made, for the purpose of earning discount, on the date of the mailing of the check.						
7.	Overshipments, unless specifically authorized, will not be accepted.						
8.	In connection with bid awards and contracts, this purchase order shall be governed by the Special Provisions and Bid General Terms and Conditions as specified.						

SPECIAL INSTRUCTIONS TO VENDOR:

- SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 884, AGANA, GUAM 96910.
- PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.
- THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
- * * * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID.
- * * * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.

7049.00

A. DO NOT FILL THIS ORDER
IF YOUR TOTAL COST
EXCEEDS THIS TOTAL

NET 30 EXCHANGES AND RETURN
THIS ORDER FOR AMENDMENT

TOTAL

SIGNATURE:

C. Acfalle

CONTRACTOR, PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE.
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS

ADVANCE PAYMENT
AUTHORIZATION

PAYMENT
ENCLOSED ☐

Claudia S. Acfalle

NAME


Chief Procurement Officer

TITLE

PAGE 2 OF 3

Control No.

ORIGINAL/VENDOR'S COPY

	PURCHASE ORDER GENERAL SERVICES AGENCY DEPARTMENT OF ADMINISTRATION GOVERNMENT OF GUAM 148 Route 1 Marine Drive Piti, Guam 96925		TRAN CODE THIS PURCHASE ORDER NUMBER No. P192A02792 MUST APPEAR ON ALL INVOICES PACKING SLIPS, PACKAGES, B/L, CORRESPONDENCE ETC.	
	F.O.B.		DATE 5/16/2019 JOB ORDER NO 361119107250 OBJC 250	

VENDOR	TO: WORLD BOOK INC P O BOX 3585 CHICAGO, IL 60672 Telephone: 312 442-2889 Fax: 312 819-8939 Email:		VENDOR W0508314	SHIP TO CONSIGNEE, DESTINATION & MARKING DEPT. OF CHAMORRO AFFAIRS P.O. BOX 2950 MAGATNA, GU 96932-0000 LSTA STATE GRANT - FY2019
	AUTHORITY 3111(c)		*** INVITATION NO *** CONTRACT NO. TIME FOR DELIVERY 30 DAY EXPIRING DISCOUNT TERMS:	

ARTICLE OF SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
VENDOR ACKNOWLEDGMENT RETURN TO SUPPLY MANAGEMENT DIVISION DATE OF RECEIPT OF THIS ORDER 6/6/19 SIGNATURE <i>Anders Ambell</i>						
RECEIVING REPORT COPY I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE/HAS BEEN RECEIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED AND ACCEPTED EXCEPT AS OTHERWISE NOTED HEREIN. DATE RECEIVED: _____ SIGNATURE: _____						

SPECIAL INSTRUCTIONS TO VENDOR: B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 894, AGANA, GUAM 96910. C. PAYMENT IN FULL (20) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. E. THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS AND THE GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS B/L. F. ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.		7049.00 ↑ TOTAL ↑	A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THE TOTAL ORDER AMOUNT AND REPORT THIS ORDER AS AN INVOICE.
CONTRACTOR PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.		ADVANCE PAYMENT AUTHORIZATION PAYMENT ENCLOSED <input type="checkbox"/>	SIGNATURE <i>C. Acella</i> Claudia S. Acella Chief Procurement Officer

Control No.

PAGE 3 OF 3

ORIGINAL/VENDOR'S COPY



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

TRAN CODE

THIS PURCHASE ORDER NUMBER

No. P19E03139

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, E/L,
CORRESPONDENCE ETC

RECEIVED

OCT 03 2019

Guam Public Library System

148 Route 1
Marina Drive
Piti, Guam 96925

DATE 6/10/2019 JOB ORDER NO 361119107250
OBJCT 250

VENDOR

TO:

UNIVERSITY OF GUAM
CFC OF FINANCIAL AFFAIRS
303 UNIV DR, U O G STATION
MANGILAO, GU 96913
Telephone: 671 735-2943 Fax: 671 734-4600
Email: **2929 135-2925**

VENDOR

U022001

SHIP TO

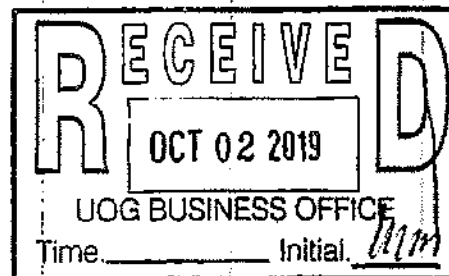
CONSIGNEE DESIGNATION & MARKING

DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
HAGATNA,, GU 96932-0000

LSPA STATE GRANT - FY2019

AUTHORITY 3111(c)	INVITATION NO	CONTRACT NO.	TIME FOR DELIVERY SEE BELOW	EXPIRING	DISCOUNT TERMS
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ITEM	ARTICLES OF SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	PRC
1	299 BOOKS, 30 ASSORTED TITLES SEE ATTACHED LISTING TOTAL AMOUNT \$4,936.50	1	LOT	4936.500	4936.50	Q193611069	



NOTE:

THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES.
Note: Amounts due this Purchase Order may be off set for monies due the Government of Guam inclusive of but not limited to taxes, fees, and returned checks plus for other damages, penalties, and Attorney's fees, after failure to pay accordingly.
ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 6101(9) (a) OF THE GAR.

SPECIAL INSTRUCTIONS TO VENDOR

- SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 883, AGANA, GUAM 96911.
- PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.
- THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
- THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND ALL GENERAL TERMS AND CONDITIONS SPECIFIED ON THE BID.
- ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.

4936.50

A. DO NOT FILL THIS ORDER
IF YOUR TOTAL COST
EXCEEDS THIS TOTAL.

↑ TOTAL ↑

AMOUNT FOR THIS ORDER
THIS ORDER FOR AMOUNT

SIGNATURE

C. Acalle

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE.
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS

ADVANCE PAYMENT
AUTHORIZATION

PAYMENT
ENCLOSURE ☐

NAME Acalle Chief Procurement Officer

PAGE 1 OF 3

Control No.

ORIGINAL/VENDOR'S COPY



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

146 Route 1
Mangilao, GU 96913

TRAN CODE

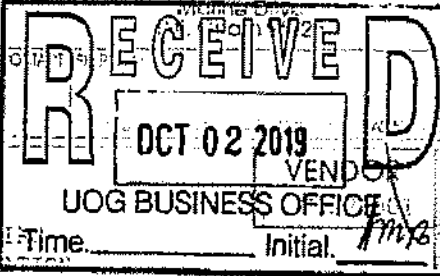
THIS PURCHASE ORDER NUMBER

No. 2196A03139

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, B/L,
CORRESPONDENCE ETC.

F.O.B.

DATE OF ORDER



DATE

6/10/2019

JOB ORDER NO

361119107250

OBJCT

250

VENDOR

TO:

UNIVERSITY OF GUAM
OFFICE OF FINANCIAL AFFAIRS
303 UNIV DR, UOG STATION
MANGILAO, GU 96913
Telephone: 671 735-2943 Fax: 671 734-4600
Email:

UOG BUSINESS OFFICE

Time

Initial

VENDOR

CONSIGNEE DESTINATION & MARKING

DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
HAGATNA,, GU 96932-0000

LSTA STATE GRANT - FY2019

AUTHORITY
3111 (c)

** INVITATION NO

** CONTRACT NO.

TIME FOR DELIVERY
SEE BELOW

EXPIRING

DISCOUNT TERMS:

ITEM	ARTICLES OF SERVICES	QTY.	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	REMARKS
	THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:						
	1. Acknowledgment copy of this order must be signed and returned advising approximate or definite shipping date.						
	2. No variation in any of the terms, conditions, deliveries, prices, quantity, quality, or specification on this order, irrespective of the wording of the seller's acceptance, will be effective without buyer's written consent.						
	3. Packing list must accompany each shipment, showing our order number, description and part/serial number for each item.						
	4. Shipments must be identified as "PARTIAL" or "COMPLETE".						
	5. Material is subject to buyer's inspection and approval within a reasonable time after delivery; if specifications are not met, material shall be returned at seller's expense.						
	6. In connection with any prompt payment discount offered, time will be computed from date of delivery and acceptance at destination, or from the date the correct invoice or voucher is received in the office specified by the Government of Guam, if the latter is later than date of delivery and acceptance. Payment is deemed to be made, for the purpose of earning discount, on the date of the mailing of the check.						
	7. Overshipments, unless specifically authorized, will not be accepted.						
	8. In connection with bid awards and contracts, this purchase order shall be governed by the Special Provisions and Bid General Terms and Conditions as specified.						

SPECIAL INSTRUCTIONS TO VENDOR

- SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 981, AGANA, GUAM 96910.
- PAIDMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.
- THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
- THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID.
- ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.

4636.53

A. DO NOT FILL THIS ORDER
IF YOUR TOTAL COST
EXCEEDS THIS TOTAL.

↑ TOTAL ↑

IF TOTAL CHARGE/AMOUNT EXCEEDS THIS TOTAL, THE ORDER IS VOID.

CONTRACTOR PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE.
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

ADVANCE PAYMENT
AUTHORIZATION

PAYMENT
ENCLOSURE

SIGNATURE:

C. Acasalle

NAME Acasalle

Chief Procurement Officer



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marine Drive
P.O. Box 64906

TRAN CODE

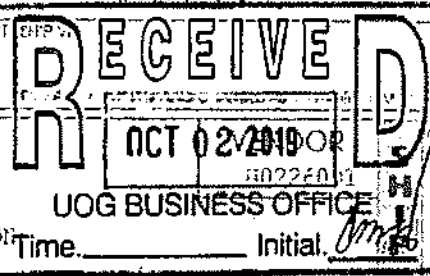
THIS PURCHASE ORDER NUMBER

No. P19EA03139

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES B/L
CORRESPONDENCE ETC

F.O.B.

W/ AIR FREIGHT TEL. COMPANY



DATE

6/10/2019

JOB ORDER NO

36...9107250

OBJCT

250

ROUTED

TO:

UNIVERSITY OF GUAM
CFC OF FINANCIAL AFFAIRS
303 UNIV DR, U O G STATION
MANGILAO, GU 96913
Telephone: 671 735-2943 Fax: 671 734-4600
Email:

UOG BUSINESS OFFICE

Time Initial

ENGINEER DESTINATION & MARKING

DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
MAGATNA, GU 96932-0000

LSTA STATE GRANT - FY2019

AUTHORITY

2111 (c)

INVIATION NO

CONTRACT NO

TIME FOR DELIVERY
SEE BELOW

EXPIRING

DISCOUNT TERMS

ITEM	ARTICLES OF SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT	DOCUMENT NUMBER	FAC
	VENDOR ACKNOWLEDGMENT						
	RETURN TO SUPPLY MANAGEMENT DIVISION						
	DATE OF RECEIPT OF THIS ORDER						
	SIGNATURE						
	RECEIVING RECEIPT COPY						
	I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE/HAS BEEN RECEIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED AND ACCEPTED EXCEPT AS OTHERWISE NOTED HEREIN.						
	DATE RECEIVED:						
	SIGNATURE:						

SPECIAL INSTRUCTIONS TO VENDOR

- B. SEND CLARIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 614, AGANA, GUAM 96910.
- C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.
- D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
- E. * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND THE GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS ORDER.
- F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.

4936.50

TOTAL

A. DO NOT PUT THIS ORDER
IF YOUR FORM COST
EXCEEDS THE TOTAL

INSERT CHECKED AND RE-UNIT
THIS ORDER FOR ALLOCATION

SIGNATURE:


C. Achalle

CONTRACTOR - PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR
SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING
INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE
PURCHASE ORDER NUMBER SHOWN ABOVE.
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

ADVANCE PAYMENT
AUTHORIZATION

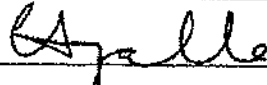
PAYMENT
ENCLOSED

Claudia S. Achalle Chief Procurement Officer

 RECEIVED MAY 21 2019 F.O.B. Guam Public Library System	PURCHASE ORDER GENERAL SERVICES AGENCY DEPARTMENT OF ADMINISTRATION GOVERNMENT OF GUAM 148 Route 1 Marine Drive Piti, Guam 96925		TRAN CODE THIS PURCHASE ORDER NUMBER No. P196A02671 MUST APPEAR ON ALL INVOICES PACKING SLIPS, PACKAGES, B/L, CORRESPONDENCE ETC.	
	PREPAID SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE		DATE 5/09/2019	JOB ORDER NO. 361119107250

TO: EDUCATIONAL DEVELOPMENT CORPORATION 5402 S. 122ND EAST AVENUE TULSA, OK 74146 Telephone: 671 486-4487 Fax: 671 663-2525 Email: HAFADIBOOKS@GMAIL.COM		VENDOR E0016288	CONSIGNEE, DESTINATION & MARKING DEPT. OF CHAMORRO AFFAIRS P.O. BOX 2950 HAGATNA,, GU 96932-0000 LSTA STATE GRANT - FY2019	
AUTHORITY 3112	** INVIATION NO.	** CONTRACT NO.	TIME FOR DELIVERY 30-45 DAY	EXPIRING

1 609 BOOKS, 87 ASSORTED TITLES SEE ATTACHED LISTING LITERACY FOR LIFETIME PROGRAM 50% FREE BOOKS + FREE SHIPPING	1 LOT	7089.640	7089.64	0193611072
2 MARC RECORDS ON CD AS PER BOOK LISTING (PROCESSING & SHIPPING FEES INCLUDED)	1 EA	41.550	41.55	
NOTE: THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES. Note: Amounts due this Purchase Order may be off set for monies due the of Guam inclusive of but not limited to taxes, fees, and returned checks other damages, penalties, and Attorney's fees, after failure to pay To be coordinated between the agency and vendor ALL LATE DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 6101(9) (a) OF THE GAR.				

SPECIAL INSTRUCTIONS TO VENDOR: B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 884, AGANA, GUAM 96916. C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. E. ** THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID. F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.		7131.19 ↑ TOTAL ↑	A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL. INSERT CHANGES AND RETURN THIS ORDER FOR AMENDMENT.
CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.		SIGNATURE:  NAME: Claudia S. Acalle TITLE: Chief Procurement Officer	



PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marine Drive
Piti, Guam 96925

TRAN CODE

THIS PURCHASE ORDER NUMBER
No. P196A02671

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, B/L,
CORRESPONDENCE ETC.

F.O.B.

* AIR FREIGHT TEL CONTACT

SHIP VIA:

DATE

5/09/2019

JOB ORDER NO.

361119107250

OBJCT

250

PREPAID SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE

TO:

EDUCATIONAL DEVELOPMENT
CORPORATION
5402 S. 122ND EAST AVENUE
TULSA, OK 74146

Telephone: 671 486-4487 Fax: 671 663-2525
Email: HAFADIBOOKS@GMAIL.COM

VENDOR

E0016288

CONSIGNEE, DESTINATION & MARKING

DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
HAGATNA,, GU 96932-0000

LSTA STATE GRANT - FY2019

AUTHORITY
3112

** INVITATION NO.

** CONTRACT NO.

TIME FOR DELIVERY
30-45 DAY

EXPIRING

DISCOUNT TERMS:

THIS ORDER IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. Acknowledgment copy of this order must be signed and returned advising approximate or definite shipping date.
2. No variation in any of the terms, conditions, deliveries, prices, quantity, quality, or specification on this order, irrespective of the wording of the seller's acceptance, will be effective without buyer's written consent.
3. Packing list must accompany each shipment, showing our order number, description and part/serial number for each item.
4. Shipments must be identified as "PARTIAL" or "COMPLETE".
5. Material is subject to buyer's inspection and approval within a reasonable time after delivery; if specifications are not met, material shall be returned at seller's expense.
6. In connection with any prompt payment discount offered, time will be computed from date of delivery and acceptance at destination, or from the date the correct invoice or voucher is received in the office specified by the Government of Guam, if the latter is later than date of delivery and acceptance. Payment is deemed to be made, for the purpose of earning discount, on the date of the mailing of the check.
7. Overshipments, unless specifically authorized, will not be accepted.
8. In connection with bid awards and contracts, this purchase order shall be governed by the Special Provisions and Bid General Terms and Conditions as specified.

SPECIAL INSTRUCTIONS TO VENDORS:

- A. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 884, AGANA, GUAM 96910.
- B. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.
- C. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
- D. * * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID.
- E. * * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.

7131.19

A. DO NOT FILL THIS ORDER
IF YOUR TOTAL COST
EXCEEDS THIS TOTAL.

INSERT CHANGES AND RETURN
THIS ORDER FOR AMENDMENT.

↑ TOTAL ↑

SIGNATURE:


C. Achille

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE.
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

ADVANCE PAYMENT
AUTHORIZATION

PAYMENT
ENCLOSED ☐

NAME: Claudia S. Achille TITLE: Chief Procurement Officer

	PURCHASE ORDER GENERAL SERVICES AGENCY DEPARTMENT OF ADMINISTRATION GOVERNMENT OF GUAM 148 Route 1 Marine Drive Piti, Guam 96925		TRAN CODE THIS PURCHASE ORDER NUMBER No. P196A02671 MUST APPEAR ON ALL INVOICES PACKING SLIPS, PACKAGES, B/L, CORRESPONDENCE ETC.	
	F.O.B.	* AIR FREIGHT TEL. CONTACT	SHIP VIA:	DATE 5/09/2019
PREPAID SHOW SHIPPING CHARGES AS SEPARATE ITEM ON INVOICE			OBJ/CL	250

TO: EDUCATIONAL DEVELOPMENT CORPORATION 5402 S. 122ND EAST AVENUE TULSA, OK 74146 Telephone: 671 486-4487 Fax: 671 663-2525 Email: HAFADIBOOKS@GMAIL.COM		VENDOR E0016288	CONSIGNEE, DESTINATION & MARKING DEPT. OF CHAMORRO AFFAIRS P.O. BOX 2950 HAGATNA,, GU 96932-0000 LSTA STATE GRANT - FY2019	
AUTHORITY 3112	** INVITATION NO.	** CONTRACT NO.	TIME FOR DELIVERY 30-45 DAY	EXPIRING DISCOUNT TERMS:

* * * * * VENDOR ACKNOWLEDGMENT * * * * * RETURN TO SUPPLY MANAGEMENT DIVISION * * * * * DATE OF RECEIPT OF THIS ORDER <u>5/26/19</u> * * * * * SIGNATURE <u>[Signature]</u> * * * * *			
* * * * * RECEIVING REPORT COPY * * * * * I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE/HAS BEEN RECEIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED AND ACCEPTED EXCEPT AS OTHERWISE NOTED HEREIN. * * * * * DATE RECEIVED: _____ SIGNATURE: _____ * * * * *			

SPECIAL INSTRUCTIONS TO VENDOR: B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 884, AGANA, GUAM 96918. C. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION. D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE. E. * * * THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID. F. * ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.		7131.19 ↑ TOTAL ↑	A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL INSERT CHANGES AND RETURN THIS ORDER FOR AMENDMENT.
CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.		ADVANCE PAYMENT AUTHORIZATION PAYMENT ENCLOSED <input type="checkbox"/>	
SIGNATURE: <u>[Signature]</u> NAME: <u>Claudia S. Acalle</u> Chief Procurement Officer			

Attachment “V” - Acronyms

List of Acronyms

No.	Acronym	Full Meaning
1.	CCR	Citizen-Centric Report
2.	CEDDERS	Center for Excellence in Developmental Disabilities Education Research and Services
3.	DISID	Department of Integrated Services for Individuals with Disabilities
4.	DOE	Department of Education
5.	FTE	Full-Time Equivalent
6.	GPLS	Guam Public Library System
7.	IMLS	Institute of Museum Library Services (IMLS)
8.	IRB	Institutional Review Board
9.	LSTA	Library Services and Technology Act
10.	OTEC	Office of Technology
11.	SOLS	Survey of Library Services (SOLS)
12.	SPR	State Program Report
13.	SPSS	Statistical Package for Social Sciences
14.	STAA	State Library Administrative Agency (SLAA)

EVALUATION OF THE LSTA FIVE-YEAR PLAN (2018-2022)
FOR THE GUAM PUBLIC LIBRARY SYSTEM
SUPPLEMENTARY - APRIL 30, 2022
OVERALL RATING FOR GOALS 1 – 4

Goal 1: Expand, support and improve library programs services (LSTA#1 and #7)
OVERALL RATING - Partly Achieved
Objectives: 1. Recruitment of a Program Coordinator I to ensure continuity in sustaining, developing, implementing, and improving existing and new library programs and services. (Partly Achieved) 2. Collaborate with community-based organizations to establish different marketing ideas and strategies to better promote all LSTA funded services and special events. (Achieved) 3. Implement a new literacy program. (Not Achieved) 4. Implement a new outreach program for low-income housing areas throughout the remote areas of Guam. (Not Achieved) 5. Develop a measurable training program to teach patrons of all ages the basic use of computers and the internet. (Achieved)

Goal 2: Provide training and professional development to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services (LSTA #3 and #4),
OVERALL RATING - Achieved
Objectives: 1. Training opportunities will be offered in a variety of ways. Learning experiences include but are not limited to formal training courses, informal learning activities, mentoring, workplace learning, seminars, on-line courses, conferences, presentations, research, study courses and service activities. (Achieved)

Goal 3: Ensure equitable access to information resources and library services for individuals with disabilities (LSTA #5, #6, and #7).

OVERALL RATING - Partly Achieved

Objectives:

1. GPLS will continue successfully **collaborating** with existing CBOs such as the Guam Center for Excellence in Developmental Disabilities Education Research and Services (CEDDERS), the Department of Integrated Services for Individuals with Disabilities (DISID), the Department of Education Special Education Division and potential future CBOs. (Partly Achieved)
2. GPLS will continue as a **Sub-Regional Library** for the Blind and Physically Handicapped. (Achieved)
3. Continuation of **Homebound Delivery Services**. (Achieved)
4. GPLS will expand its **assistive technology by procuring** more software programs and equipment, where funding is available. To name a few of them are: Zoom Text, Browse Aloud Plus, JAWS, Hands-free mouse, Audio Books, Headphones. (Partly Achieved)
5. **Workshops on using assistive technology** for fun, literacy and independence. (Not Achieved)

Goal 4: Enable the GPLS to acquire and update technology (LSTA #1, #2, #8)

OVERALL RATING – Partly Achieved

Objectives:

1. GPLS will implement a "**Virtual Information Center**." This is going to be a designated area in the library that will have workstations for databases. (Partly Achieved)
2. **Procure electronic resources** by subscribing to databases, subscriptions and purchasing software, if necessary. (Partly Achieved)