

**Guam Public Library System
Risk Assessments**

Staff Shortage

Guam Public Library System need to recruit certified Librarians to effectively operate the libraries to alleviate the administrative support staff and the library technician's workload.

Employees have been operating this department without any formal training and succeeding but not compensated properly.

Guam Public Library System cannot at this time comply with Public Law 28-050 in opening the branch libraries at least (20) hours per week. Currently, all (5) branches are open only once a week due to staff shortage. Branches are located in Agat, Barrigada, Dededo, Merizo and Yona.

Days and Hours of Operation for branch libraries are:

Nieves M. Flores Memorial Library (Hagatna)
Monday through Thursday from 9:00 a.m. to 5:30 p.m.
Closed on Friday to the public for Staff Development
Saturday from 8:30 a.m. to 4:30 p.m.

Agat and Dededo Branches
Tuesday from 9:00 a.m. to 12:00 p.m., 1:00 p.m. to 5:30 p.m.
Closed for lunch 12:00 pm to 1:00 p.m.

Barrigada Branch
Thursday from 9:00 a.m. to 12:00 p.m., 1:00 p.m. to 5:30 p.m.
Closed for lunch 12:00 pm to 1:00 p.m.

Merizo Branch
Monday from 9:00 a.m. to 12:00 p.m., 1:00 p.m. to 5:30 p.m.
Closed for lunch 12:00 pm to 1:00 p.m.

Yona Branch
Wednesday from 9:00 a.m. to 12:00 p.m., 1:00 p.m. to 5:30 p.m.
Closed for lunch 12:00 pm to 1:00 p.m.

As stated in Public Law 28-050:7 Section 1 paragraph 2:
§80125 of 5 GCA, Chapter 80 reads in part:

Separate Budget for Branch Libraries. "... necessary to
operate a branch for not less than twenty (20) hours per week." ... (Public Law 28-050:7

(Bill 389 (COR)) 25th Guam Legislature. *I Liheslaturan Guåhan* further finds that effective operation of library branches requires a minimum of two employees assigned to each branch to allow for lunch / restroom breaks and safeguard persons and property including book inventory. Ideally, branch libraries should also have the services of a qualified librarian.

Currently GPLS employs (7) Library Technician I; (3) Library Technician II and (1) Library Technician Supervisor.

To effectively run the branches at least (20) hours a week as mandated in Public Law 28-050:7, a total of (5) additional Library Technician I position will have to be recruited and (5) additional Library Technician II to oversee the operation of their assigned branches.

When a Library Technician is working on a Saturday, he or she will have to have one day off so not to exceed the (40) hours allowable without accruing overtime payment.

The areas to cover: Children’s Library; Services for the Blind and Physically Handicapped located on 1st floor; Circulation Desk located on 1st floor; Game Room located on 1st floor, Study Room located on 1st floor; Reference Desk located on 2nd floor and the processing and scanning areas are on 3rd floor.

Area	Current Staff	Fully Staffed
Hagatna: Children’s Library – 1 st Floor	1	2
Hagatna: Circulation Desk – 1 st Floor *Study Room & Game Room	1	2
Hagatna: Reference Desk – 2 nd Floor	1	2
Hagatna: Processing & Scanning – 3 rd Floor	1	2
Services for the Blind and Physically Handicapped	1	2
Agat Branch	1	2
Barrigada Branch	1	2
Dededo Branch	1	2
Merizo Branch	1	2
Yona Branch	1	2
Total Employees	10	20

Administrative Support Unit

Maintenance Division

GPLS employs (3) Building Custodians and (1) Building Custodian Leader. When the branches are open on designated days of the week, it is manned by (1) library technician and (1) building custodian. The custodian's role is to ensure that the building is clean both interior and exterior, maintain a safe environment for the patrons as well as employees and also to assist in answering the telephone and to monitor the behavior of the patrons.

Should one or two of the custodians call in sick or be on annual leave, GPLS has no choice but to close a branch because of shortage of staff.

Not to exceed the (40) working hours so that overtime work is not included, a custodian will have to take off one day during the week so that he can work on a Saturday in Hagatna (main location).

Once again, when there is a shortage of building custodian(s), someone from the administrative support staff will perform the necessary task.

Administrative Support Unit

The administrative support unit does need to recruit (1) messenger clerk. In prior years, this position was filled. This task is being performed by a building custodian. Should the employee be out on the mail run and a situation arises when a cleanup needs to be done right away, one of the staff will be called to perform this task.

There are a lot of reporting requirements that GPLS have to comply with. Positions such as Program Coordinator II and at least (1) Data Control Clerk will enhance the collection of data needed to be gathered and to compile them.

Over the years, thousands of dollars has been awarded to GPLS through hard work of writing a Grant proposal and having it approved by our Grantor. Once again, work is done without having a professional librarian or grant writer on-board

Duties handled by the Administrative Staff:

Reports:

Institution	How Reported	Remarks
IMLS Grant Accrual	Quarterly	For all federal grants
IMLS Competitive Grant 2016	As specified in the Grant Award	Draw down is performed when expenditure is posted by DOA
IMLS State Grant 2017	As specified in the Grant Award	Draw down is performed when expenditure is posted by DOA

Dept of Interior	Every (6) months	Report submitted to Guam BBMR
IMLS State Data	Due before 7-28-2017	
Systems for Award Management Renewal (SAM)	Yearly	
Universal Service Administrative Company (USAC)	Yearly	Christine Baza with DOA Data processes the application with the info provided by GPLS
BBMR – Guam	Varies	Any and all Circulars requiring information
Bureau of Statistics and Plans – State Data	Yearly	As required
Department of Administration	As required	Any and all Circulars requiring information
General Services Agency (GSA)	As required	Any and all Circulars requiring information
Guam Energy Office -- Energy Conservation Policy	Monthly	Reporting for power usage
Guam State Clearinghouse	Quarterly	This includes any and all Circulars requiring information
Office of Public Accountability	Citizen Centric Report due yearly	This includes any and all Circulars requiring information
State of the Island Address	Yearly	Information transmitted to department head
GPLS Library Board	As required	Audio recordings in CD format submitted to OPA within (5) days after meeting

*IMLS – Institute of Museum and Library Services

Other duties performed by employees in the Administrative Support Unit:

(Personnel):

- Employee Orientation and Training
- Employee Operating Procedures
- Corrective Action and Discipline
- Performance Reviews
- Position Descriptions

- Handling of Mail (In-coming and Out-going)
- Service Deliveries
- Handling of State Property
- Handling Fire Emergencies
- Preparing in the event a Typhoon is announced

Handling Bomb Threats
Properly securing the buildings at the close of business
Procedure on Power Outages
Procedure on Water Outages
Government of Guam Vehicles