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 filed 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 Guan 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 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
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

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.
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

<table>
<thead>
<tr>
<th>Program/Activity</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Recruitment of a Program Coordinator I to ensure continuity in sustaining, developing, implementing, and improving existing and new library programs and services</td>
<td>Partially Achieved</td>
</tr>
<tr>
<td>Attachment “D”: Personnel Action for Program Coordinator I</td>
<td></td>
</tr>
<tr>
<td>2. Collaborate with community-based organizations to establish different marketing ideas and strategies to better promote all LSTA funded services and special events</td>
<td>Achieved</td>
</tr>
<tr>
<td>Attachment “E”: LSTA Special Event Flyers</td>
<td></td>
</tr>
<tr>
<td>3. Implement a new literacy program</td>
<td>Not Achieved</td>
</tr>
<tr>
<td>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</td>
<td>Not Achieved.</td>
</tr>
<tr>
<td>5. Develop a measurable training program to teach patrons of all ages the basic use of computers and the internet.</td>
<td>Achieved</td>
</tr>
<tr>
<td>Attachment “F-1”: Manamko Computer Class Media Announcement - Stars and Stripes December 17, 2017</td>
<td></td>
</tr>
<tr>
<td>Attachment “F-2”: PSA Manamko Computer Training Class - Dec 18, 2017</td>
<td></td>
</tr>
<tr>
<td>Attachment “F-3”: Four Day Basic Computer Training Agenda</td>
<td></td>
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<tr>
<td>Attachment “F-4”: Roster for Manamko Computer Training Class (Six one week sessions in Jan 22-Mar 1, 2018)</td>
<td></td>
</tr>
<tr>
<td>Attachment “F-5”: Training Sign-In Sheets</td>
<td></td>
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<tr>
<td>Attachment “F-6”: Manamko Computer Training Survey Results</td>
<td></td>
</tr>
</tbody>
</table>
### Output Targets

| **Basic computer training** for all patrons (FY2018-2022) | Complete |
| See Attachments F-1 through F-6 | |

| **New literacy learning program. (2018-2022)** | Not Complete |
| Evidence presented: None | |

| **New outreach program** will be held monthly targeting low-income communities around the island. (FY2018-2022) | Not Complete |
| Evidence presented: None, except Grab-N-Go | |

| 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

| 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

<table>
<thead>
<tr>
<th>Program/Activity</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>Achieved</td>
</tr>
</tbody>
</table>

*Attachment “J”: GPLS National Training- Library for the Blind and Physically Handicapped (Hawaii, Feb 11-14, 2019)*

*Attachment “K”: Employee Training Report by Diana Brennan (Oct 29, 2019)*

*Attachment “L”: Employee Training by Linda Aguon (Oct 29, 2019)*

*Attachment “M”: Internal Staff Development of Library Card Application, New Patron Registration & Check In/Out Process*

<table>
<thead>
<tr>
<th>Output Targets</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Management Team will research and select relevant training for GPLS staff. Note: See attachments under Program/Activity.</td>
<td>Achieved</td>
</tr>
</tbody>
</table>

*Attachment “N”: Purchase Order for Computer Laptops*

<table>
<thead>
<tr>
<th>Outcome Targets</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPLS staff will acquire the knowledge, increase their skills to practice and apply the concept to specific responsibilities. See Attachment “M”</td>
<td>Complete</td>
</tr>
</tbody>
</table>

*It will refresh their minds of their current role and equip them to face the challenges and changes of the future. See Attachment “M”*

<table>
<thead>
<tr>
<th>Outcome Targets</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer laptops used for training purposes and as needed, to be used by patrons See Attachment “M”</td>
<td>Complete</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Program/Activity</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. GPLS will continue successfully collaborating with existing CBOs such as the</td>
<td>Partially</td>
</tr>
<tr>
<td>Guam Center for Excellence in Developmental Disabilities Education Research and</td>
<td></td>
</tr>
<tr>
<td>Services (CEDDERS), the Department of Integrated Services for Individuals with</td>
<td></td>
</tr>
<tr>
<td>Disabilities (DISID), the Department of Education Special Education Division and</td>
<td></td>
</tr>
<tr>
<td>potential future CBOs.</td>
<td></td>
</tr>
<tr>
<td>2. GPLS will continue as a Sub-Regional Library for the Blind and Physically</td>
<td>Achieved</td>
</tr>
<tr>
<td>Handicapped.  Evidence Presented:</td>
<td></td>
</tr>
<tr>
<td>Attachment “O”: SOP for Services for the Blind and Physically Handicapped</td>
<td></td>
</tr>
<tr>
<td>Attachment “P”: Guam Office of Public Accountability - Citizen Centric Report</td>
<td></td>
</tr>
<tr>
<td>FY 2018-2020</td>
<td></td>
</tr>
<tr>
<td>3. Continuation of Homebound Delivery Services.  Evidence Presented:</td>
<td>Achieved</td>
</tr>
<tr>
<td>See Attachment “Q”: GPLS National Library Services/Library for the Blind and</td>
<td></td>
</tr>
<tr>
<td>Physically Handicapped FY2017, FY2020, and FY2021 Report</td>
<td></td>
</tr>
<tr>
<td>4. GPLS will expand its assistive technology by procuring more software programs</td>
<td>Partially</td>
</tr>
<tr>
<td>and equipment, where funding is available. To name a few of them are: Zoom</td>
<td></td>
</tr>
<tr>
<td>Attachment “R”: Assistive Technology Purchase Order for Software Programs and</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
</tr>
<tr>
<td>5. Workshops on using assistive technology for fun, literacy and independence.</td>
<td>Not Achieved</td>
</tr>
<tr>
<td>No Attachment</td>
<td></td>
</tr>
</tbody>
</table>

Output Targets

<table>
<thead>
<tr>
<th>Status Targets</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promoting awareness of GPLS’ services by distributing promotional materials.</td>
<td>Partially</td>
</tr>
<tr>
<td>(2018.2022)</td>
<td>Complete</td>
</tr>
<tr>
<td>Attachment “S”: Purchase Order for GPLS Service Brochures for promoting GPLS</td>
<td></td>
</tr>
<tr>
<td>services</td>
<td></td>
</tr>
<tr>
<td>Information resources received and collected from our CBOs will include</td>
<td>Not Complete</td>
</tr>
<tr>
<td>materials such as pamphlets, notices, announcements, etc. with up-to-date</td>
<td></td>
</tr>
<tr>
<td>information of the spectrum of disabilities. (2018.2022) - No Attachment</td>
<td></td>
</tr>
<tr>
<td>Improve patrons' need for assistive technology. (2018.2022)</td>
<td>Complete</td>
</tr>
<tr>
<td>Attachment “T”: SOLS Survey for Patrons with Disabilities</td>
<td></td>
</tr>
</tbody>
</table>

Outcome Targets

<table>
<thead>
<tr>
<th>Status Targets</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilitate and enable full and active participation and access to collections,</td>
<td>Complete</td>
</tr>
<tr>
<td>services, programs and public and work spaces by people with disabilities. -</td>
<td></td>
</tr>
<tr>
<td>See Attachment “T”</td>
<td></td>
</tr>
</tbody>
</table>
GPLS staff will be kept abreast of updated information and changes in assistive technology through strong partnership with its CBOs.

| 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:

<table>
<thead>
<tr>
<th>National Library for the Blind and Physically Handicapped</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talking Book Tapes / Digital Talking Books / Braille Books</td>
</tr>
<tr>
<td>Year:</td>
</tr>
<tr>
<td>Total Checked Out:</td>
</tr>
<tr>
<td>Source: FY2020 Citizen-Centric Report - Title 1 Guam Code Annotated, Chapter 19, Subsection 1922(a)</td>
</tr>
</tbody>
</table>

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

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 ATRIUUM 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-1. 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 Guan 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.
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:

<table>
<thead>
<tr>
<th>GENDER Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
</tr>
<tr>
<td>Female</td>
</tr>
<tr>
<td>Male</td>
</tr>
<tr>
<td>Don’t want to identify</td>
</tr>
<tr>
<td>Missing</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AGE Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
</tr>
<tr>
<td>18-24</td>
</tr>
<tr>
<td>25-34</td>
</tr>
<tr>
<td>35-44</td>
</tr>
<tr>
<td>45-54</td>
</tr>
<tr>
<td>55-64</td>
</tr>
<tr>
<td>65+</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I read in Languages Other Than English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer</td>
</tr>
<tr>
<td>Not at all</td>
</tr>
<tr>
<td>A little</td>
</tr>
<tr>
<td>A lot</td>
</tr>
<tr>
<td>TOTAL</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>I have difficulty using the library due to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Difficulty</td>
</tr>
<tr>
<td>Limited eyesight</td>
</tr>
<tr>
<td>Limited hearing</td>
</tr>
<tr>
<td>Limited mobility</td>
</tr>
<tr>
<td>Learning or reading</td>
</tr>
<tr>
<td>Other disabilities</td>
</tr>
<tr>
<td>None of these</td>
</tr>
<tr>
<td>Missing</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Instructional Review Board (IRB) Application Approval</td>
</tr>
<tr>
<td>B</td>
<td>Survey of Library Services (SOLS)</td>
</tr>
<tr>
<td>C</td>
<td>SOLS Statistical Report</td>
</tr>
<tr>
<td>D</td>
<td>Personnel Action for Program Coordinator I</td>
</tr>
<tr>
<td>E</td>
<td>LSTA Special Event Flyers</td>
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</tbody>
</table>
| 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 |
<p>| 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 |</p>
<table>
<thead>
<tr>
<th>N</th>
<th>Purchase Order for Computer Laptops</th>
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<tr>
<td>O</td>
<td>Standard Operating Procedure for Services for the Blind and Physically Handicapped</td>
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<tr>
<td>P</td>
<td>Guam Office of Public Accountability - Citizen Centric Report FY2018-2020</td>
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<td>Q</td>
<td>GPLS National Library Services/Library for the Blind and Physically Handicapped FY2017, FY2020 and FY2021 Report</td>
</tr>
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<td>R</td>
<td>Assistive Technology Purchase Order for Software Programs and Supplies</td>
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<tr>
<td>S</td>
<td>Purchase Order for GPLS Service Brochures for promoting GPLS services</td>
</tr>
<tr>
<td>T</td>
<td>SOLS Survey for Patrons with Disabilities</td>
</tr>
<tr>
<td>U</td>
<td>GPLS Purchase Orders for Library Resources</td>
</tr>
<tr>
<td>V</td>
<td>List of Acronyms</td>
</tr>
</tbody>
</table>
Attachment "A" - Instructional Review Board (IRB) Application Approval
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 1st Principal Investigator: Kris Seegeron
Email: EloiserSanchez@gmail.com Phone: 671.681.5202
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 or grant application or contract. Submit approval letter only.

Human Subject Research Training
CITI Training Reference #: Date Completed:
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 procedures

☐ 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:
- Physical Trauma
- Side effects of medications
- Contraction of Disease
- Worsening of Illness
- Psychological Pain
- 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 credentialling 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.

Elvis R. Sanchez  
Name of Principal Investigator  
12/21/21  Date

Signature of Principal Investigator

Kris Seerangan  
Co-Principal Investigator
Buenas yan Håfa adai! Feliz Pasqua!

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 I 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)...

<table>
<thead>
<tr>
<th>I have found...</th>
<th>Good, ok, or poor?</th>
<th>Have not used this collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiction books</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>Non-fiction books</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>Young adult books</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>Children's books</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>Children's puzzles and toys</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>Reference works</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>Graphic novels</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>Magazines and newspapers</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>Local studies and local history collection</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>Books or magazines in languages other than English</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>Ebooks (including audio ebooks)</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>DVDs</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>Audio books on tape or CD</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>Music on CD</td>
<td>◯</td>
<td>◯</td>
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</tbody>
</table>
13. In my experience, I have found the following good or OK or poor...

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

<table>
<thead>
<tr>
<th>Good, ok or poor?</th>
<th>[4] Have not used these</th>
</tr>
</thead>
</table>

14. In my experience, I have found......

<table>
<thead>
<tr>
<th>Activities for children aged 12 or below</th>
<th>Good, OK or poor?</th>
<th>[4] Have not used these</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Activities for young people aged over 12</th>
<th>Good, OK or poor?</th>
<th>[4] Have not used these</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Homework help for students</th>
<th>Good, OK or poor?</th>
<th>[4] Have not used these</th>
</tr>
</thead>
</table>
Opinions about the library staff...

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Friendly and approachable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Helpful on the phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helpful in response to emails</td>
</tr>
<tr>
<td>Available to help when I need them</td>
</tr>
<tr>
<td>Know enough to help me</td>
</tr>
<tr>
<td>Effective in resolving my problems or questions</td>
</tr>
<tr>
<td>Helpful when asked about what to choose</td>
</tr>
<tr>
<td>Know enough to help in using computers and the internet</td>
</tr>
<tr>
<td>Actively seek to help me</td>
</tr>
</tbody>
</table>

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)
Buenas yan Håfa adai! Feliz Pasqua!

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
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)...

<table>
<thead>
<tr>
<th>I have found...</th>
<th>Good, ok, or poor?</th>
<th>[4] Have not used this collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiction books</td>
<td>□ □ □</td>
<td>□</td>
</tr>
<tr>
<td>Non-fiction books</td>
<td>□ □ □</td>
<td>□</td>
</tr>
<tr>
<td>Young adult books</td>
<td>□ □ □</td>
<td>□</td>
</tr>
<tr>
<td>Children’s books</td>
<td>□ □ □</td>
<td>□</td>
</tr>
</tbody>
</table>
13. In my experience, I have found the following good or OK or poor...

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities for children aged 12 or below</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Activities for young people aged over 12</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Homework help for students</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

### Opinions about the library staff...

15. I find the staff at the Library....

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
</tbody>
</table>

- 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

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the last six months.</td>
<td>48.58%</td>
</tr>
<tr>
<td>More than six months ago but in the last year.</td>
<td>6.88%</td>
</tr>
<tr>
<td>More than one year ago, but in the last two years.</td>
<td>12.15%</td>
</tr>
<tr>
<td>About 3-5 years ago.</td>
<td>17.81%</td>
</tr>
<tr>
<td>More than 5 years ago.</td>
<td>6.88%</td>
</tr>
<tr>
<td>I can’t remember/Not applicable.</td>
<td>7.69%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than once a week.</td>
<td>8.61%</td>
</tr>
<tr>
<td>About once a week.</td>
<td>10.25%</td>
</tr>
<tr>
<td>Two or three times a year.</td>
<td>6.97%</td>
</tr>
<tr>
<td>About once a month.</td>
<td>11.48%</td>
</tr>
<tr>
<td>Once every two to three months.</td>
<td>10.25%</td>
</tr>
<tr>
<td>Two to three times a year.</td>
<td>18.03%</td>
</tr>
<tr>
<td>I can’t remember/Not applicable.</td>
<td>34.43%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>244</td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Choice</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>The main library in Hagatna.</td>
<td>62.45%</td>
</tr>
<tr>
<td>Another branch of the library</td>
<td>10.20%</td>
</tr>
<tr>
<td>The mobile library service</td>
<td>0.82%</td>
</tr>
<tr>
<td>The home library service</td>
<td>0.00%</td>
</tr>
<tr>
<td>Online services eg. website, online catalogue, online reservations.</td>
<td>3.27%</td>
</tr>
<tr>
<td>A deposit station (to pick up or return books)</td>
<td>0.41%</td>
</tr>
<tr>
<td>None of these.</td>
<td>22.04%</td>
</tr>
<tr>
<td>Don't need to get to a branch-the library's online services gives me what I want.</td>
<td>0.82%</td>
</tr>
</tbody>
</table>

**TOTAL** 245
Q4 Overall, I find the library facilities and services...

Answered: 245   Skipped: 4

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Poor</td>
<td>2.04%</td>
</tr>
<tr>
<td>Poor</td>
<td>15.51%</td>
</tr>
<tr>
<td>Just right</td>
<td>21.63%</td>
</tr>
<tr>
<td>Good</td>
<td>41.22%</td>
</tr>
<tr>
<td>Very Good</td>
<td>19.59%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strongly agree</td>
<td>11.02%</td>
</tr>
<tr>
<td>Agree</td>
<td>20.82%</td>
</tr>
<tr>
<td>Neither agree nor disagree</td>
<td>24.08%</td>
</tr>
<tr>
<td>Disagree</td>
<td>11.84%</td>
</tr>
<tr>
<td>Strongly disagree</td>
<td>3.67%</td>
</tr>
<tr>
<td>I don't know/I can't remember</td>
<td>28.57%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>245</strong></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strongly agree</td>
<td>22.36%</td>
</tr>
<tr>
<td>Agree</td>
<td>40.65%</td>
</tr>
<tr>
<td>Neither agree nor disagree</td>
<td>7.32%</td>
</tr>
<tr>
<td>Disagree</td>
<td>6.91%</td>
</tr>
<tr>
<td>Strongly disagree</td>
<td>2.85%</td>
</tr>
<tr>
<td>I don’t know/I can’t remember</td>
<td>19.92%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strongly agree</td>
<td>13.93%</td>
</tr>
<tr>
<td>Agree</td>
<td>27.46%</td>
</tr>
<tr>
<td>Neither agree nor disagree</td>
<td>17.62%</td>
</tr>
<tr>
<td>Disagree</td>
<td>10.25%</td>
</tr>
<tr>
<td>Strongly disagree</td>
<td>3.28%</td>
</tr>
<tr>
<td>I don't know/I can't remember</td>
<td>27.46%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strongly agree</td>
<td>5.67%</td>
</tr>
<tr>
<td>Agree</td>
<td>14.98%</td>
</tr>
<tr>
<td>Neither agree nor disagree</td>
<td>38.06%</td>
</tr>
<tr>
<td>Disagree</td>
<td>27.53%</td>
</tr>
<tr>
<td>Strongly disagree</td>
<td>13.77%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strongly agree</td>
<td>9.35%</td>
</tr>
<tr>
<td>Agree</td>
<td>11.38%</td>
</tr>
<tr>
<td>Neither agree nor disagree</td>
<td>42.28%</td>
</tr>
<tr>
<td>Disagree</td>
<td>23.88%</td>
</tr>
<tr>
<td>Strongly disagree</td>
<td>13.01%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Q10 I noticed/heard about/used the library’s Virtual Information Center.

Answered: 246    Skipped: 3

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strongly agree</td>
<td>8.54%</td>
</tr>
<tr>
<td>Agree</td>
<td>19.51%</td>
</tr>
<tr>
<td>Neither agree nor disagree</td>
<td>34.96%</td>
</tr>
<tr>
<td>Disagree</td>
<td>25.20%</td>
</tr>
<tr>
<td>Strongly disagree</td>
<td>11.79%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>246</td>
</tr>
</tbody>
</table>
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)

<table>
<thead>
<tr>
<th></th>
<th>1 - GOOD</th>
<th>2 - OKAY</th>
<th>3 - POOR</th>
<th>4 - HAVE NOT USED THIS COLLECTION</th>
<th>TOTAL</th>
<th>WEIGHTED AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiction Books</td>
<td>32.35%</td>
<td>30.25%</td>
<td>8.82%</td>
<td>28.57%</td>
<td>68</td>
<td>2.34</td>
</tr>
<tr>
<td>Non-Fiction Books</td>
<td>32.63%</td>
<td>26.81%</td>
<td>10.59%</td>
<td>27.97%</td>
<td>66</td>
<td>2.34</td>
</tr>
<tr>
<td>Young-Adult Books</td>
<td>25.74%</td>
<td>25.74%</td>
<td>6.75%</td>
<td>41.77%</td>
<td>99</td>
<td>2.65</td>
</tr>
<tr>
<td>Children's Books</td>
<td>43.80%</td>
<td>19.01%</td>
<td>5.37%</td>
<td>31.82%</td>
<td>77</td>
<td>2.25</td>
</tr>
<tr>
<td>Children's Puzzles and Toys</td>
<td>13.73%</td>
<td>16.31%</td>
<td>6.44%</td>
<td>63.52%</td>
<td>148</td>
<td>3.20</td>
</tr>
<tr>
<td>Reference Works</td>
<td>22.99%</td>
<td>25.11%</td>
<td>6.81%</td>
<td>45.11%</td>
<td>106</td>
<td>2.74</td>
</tr>
<tr>
<td>Graphic Novels</td>
<td>16.95%</td>
<td>16.53%</td>
<td>7.20%</td>
<td>59.32%</td>
<td>140</td>
<td>3.09</td>
</tr>
<tr>
<td>Magazines and Newspapers</td>
<td>17.95%</td>
<td>20.94%</td>
<td>5.13%</td>
<td>55.90%</td>
<td>131</td>
<td>2.99</td>
</tr>
<tr>
<td>Local Studies and Local History Collections</td>
<td>26.27%</td>
<td>24.15%</td>
<td>2.54%</td>
<td>47.03%</td>
<td>111</td>
<td>2.70</td>
</tr>
<tr>
<td>Books or Magazines in Language other Than English</td>
<td>12.29%</td>
<td>11.86%</td>
<td>7.63%</td>
<td>68.22%</td>
<td>161</td>
<td>3.32</td>
</tr>
<tr>
<td>Ebooks (including Audio Books)</td>
<td>10.64%</td>
<td>8.94%</td>
<td>7.23%</td>
<td>73.19%</td>
<td>172</td>
<td>3.43</td>
</tr>
<tr>
<td>DVDs</td>
<td>10.59%</td>
<td>11.86%</td>
<td>8.90%</td>
<td>68.64%</td>
<td>162</td>
<td>3.36</td>
</tr>
<tr>
<td>Audio Books on tape or CD</td>
<td>9.75%</td>
<td>9.75%</td>
<td>7.20%</td>
<td>73.31%</td>
<td>173</td>
<td>3.44</td>
</tr>
<tr>
<td>Music on CD</td>
<td>9.36%</td>
<td>11.06%</td>
<td>5.53%</td>
<td>74.04%</td>
<td>174</td>
<td>3.44</td>
</tr>
</tbody>
</table>
Q12 In my experience, I have found the following good, okay, poor or have not used this.

Answered: 244    Skipped: 5
<table>
<thead>
<tr>
<th>Service</th>
<th>1-GOOD</th>
<th>2-OKEY</th>
<th>3-POOR</th>
<th>4-HAVE NOT USED THIS</th>
<th>TOTAL</th>
<th>WEIGHTED AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers in the Library</td>
<td>33.06%</td>
<td>23.01%</td>
<td>3.77%</td>
<td>40.17%</td>
<td>239</td>
<td>2.51</td>
</tr>
<tr>
<td>Internet Access at the Library</td>
<td>33.89%</td>
<td>24.69%</td>
<td>3.35%</td>
<td>38.08%</td>
<td>239</td>
<td>2.46</td>
</tr>
<tr>
<td>Wifi Internet Access at the Library</td>
<td>26.05%</td>
<td>24.79%</td>
<td>7.56%</td>
<td>41.60%</td>
<td>238</td>
<td>2.65</td>
</tr>
<tr>
<td>The Online Library Catalogue</td>
<td>17.85%</td>
<td>17.23%</td>
<td>5.88%</td>
<td>59.24%</td>
<td>238</td>
<td>3.07</td>
</tr>
<tr>
<td>Databases and other Electronic Resources</td>
<td>15.68%</td>
<td>11.44%</td>
<td>4.66%</td>
<td>68.22%</td>
<td>236</td>
<td>3.25</td>
</tr>
<tr>
<td>(not including eBooks)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online/Email Notification of New Books</td>
<td>15.45%</td>
<td>9.44%</td>
<td>9.87%</td>
<td>65.24%</td>
<td>233</td>
<td>3.25</td>
</tr>
<tr>
<td>The Library Online/Emailled Newsletter</td>
<td>12.93%</td>
<td>10.78%</td>
<td>8.62%</td>
<td>67.67%</td>
<td>232</td>
<td>3.31</td>
</tr>
<tr>
<td>Library Mobile Phone Apps</td>
<td>7.26%</td>
<td>5.56%</td>
<td>5.98%</td>
<td>81.20%</td>
<td>234</td>
<td>3.61</td>
</tr>
<tr>
<td>SMS Messages from the Library</td>
<td>8.70%</td>
<td>9.57%</td>
<td>6.09%</td>
<td>75.65%</td>
<td>230</td>
<td>3.49</td>
</tr>
<tr>
<td>Classes, Programs and Activities for Adults</td>
<td>12.34%</td>
<td>9.36%</td>
<td>6.38%</td>
<td>71.91%</td>
<td>235</td>
<td>3.38</td>
</tr>
<tr>
<td>(i.e. Book Clubs, Author Talks, Technology Classes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Help Finding Information</td>
<td>37.82%</td>
<td>25.63%</td>
<td>4.20%</td>
<td>32.35%</td>
<td>238</td>
<td>2.31</td>
</tr>
<tr>
<td>Opening hours at the Library</td>
<td>31.93%</td>
<td>40.34%</td>
<td>15.13%</td>
<td>12.61%</td>
<td>238</td>
<td>2.08</td>
</tr>
<tr>
<td>Days of the Week the Library is Open</td>
<td>29.41%</td>
<td>39.50%</td>
<td>19.33%</td>
<td>11.76%</td>
<td>238</td>
<td>2.13</td>
</tr>
</tbody>
</table>
Q13 In my experience, I have found

Answered: 240    Skipped: 9

<table>
<thead>
<tr>
<th>Service</th>
<th>1 - Good</th>
<th>2 - Okay</th>
<th>3 - Poor</th>
<th>4 - Have Not Used These</th>
<th>TOTAL</th>
<th>WEIGHTED AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities for Children aged 12 or Below</td>
<td>26.78%</td>
<td>22.59%</td>
<td>3.77%</td>
<td>46.86%</td>
<td>112</td>
<td>2.71</td>
</tr>
<tr>
<td></td>
<td>64</td>
<td>54</td>
<td>9</td>
<td></td>
<td>239</td>
<td></td>
</tr>
<tr>
<td>Activities for Young Adults aged 12 and Over</td>
<td>13.08%</td>
<td>14.35%</td>
<td>11.81%</td>
<td>60.76%</td>
<td>144</td>
<td>3.20</td>
</tr>
<tr>
<td></td>
<td>31</td>
<td>34</td>
<td>28</td>
<td></td>
<td>237</td>
<td></td>
</tr>
<tr>
<td>Homework help for Students</td>
<td>11.16%</td>
<td>12.02%</td>
<td>5.58%</td>
<td>71.24%</td>
<td>166</td>
<td>3.37</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>28</td>
<td>13</td>
<td></td>
<td>233</td>
<td></td>
</tr>
</tbody>
</table>
Q14 I find the staff at the Guam Public Library

Answered: 244    Skipped: 5

- Friendly and approachable
- Helpful on the phone
- Helpful in response to...
- Available to help when I...
## Survey on Library Services (SOLs)

### Bar Graph:
- Actively seek to help me.
- 1 - Never
- 2 - Sometimes
- 3 - Usually
- 4 - Always

### Table:

<table>
<thead>
<tr>
<th></th>
<th>1 - NEVER</th>
<th>2 - SOMETIMES</th>
<th>3 - USUALLY</th>
<th>4 - ALWAYS</th>
<th>5 - NOT RELEVANT - NO CONTACT WITH LIBRARY STAFF</th>
<th>TOTAL</th>
<th>WEIGHTED AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friendly and approachable.</td>
<td>2.05%</td>
<td>15.16%</td>
<td>24.59%</td>
<td>50.00%</td>
<td>8.20%</td>
<td>20</td>
<td>244</td>
</tr>
<tr>
<td>Helpful on the phone.</td>
<td>2.07%</td>
<td>9.99%</td>
<td>23.24%</td>
<td>38.59%</td>
<td>26.14%</td>
<td>63</td>
<td>241</td>
</tr>
<tr>
<td>Helpful in response to email.</td>
<td>1.25%</td>
<td>4.17%</td>
<td>11.67%</td>
<td>23.33%</td>
<td>59.58%</td>
<td>143</td>
<td>240</td>
</tr>
<tr>
<td>Available to help when I need them.</td>
<td>2.49%</td>
<td>9.13%</td>
<td>27.39%</td>
<td>46.06%</td>
<td>14.94%</td>
<td>136</td>
<td>240</td>
</tr>
<tr>
<td>Know enough to help me.</td>
<td>2.48%</td>
<td>9.50%</td>
<td>31.40%</td>
<td>45.04%</td>
<td>11.57%</td>
<td>28</td>
<td>242</td>
</tr>
<tr>
<td>Effective in resolving my problems or questions.</td>
<td>2.49%</td>
<td>11.62%</td>
<td>26.97%</td>
<td>43.57%</td>
<td>15.35%</td>
<td>37</td>
<td>241</td>
</tr>
<tr>
<td>Helpful when asked about what to choose.</td>
<td>2.49%</td>
<td>9.13%</td>
<td>20.33%</td>
<td>36.51%</td>
<td>31.54%</td>
<td>76</td>
<td>241</td>
</tr>
<tr>
<td>Know enough to help in using computers and the internet.</td>
<td>1.68%</td>
<td>9.24%</td>
<td>18.49%</td>
<td>28.99%</td>
<td>41.60%</td>
<td>99</td>
<td>238</td>
</tr>
<tr>
<td>Actively seek to help me.</td>
<td>9.54%</td>
<td>13.69%</td>
<td>23.24%</td>
<td>36.10%</td>
<td>17.43%</td>
<td>42</td>
<td>241</td>
</tr>
</tbody>
</table>

22 / 30
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

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>25.31%</td>
</tr>
<tr>
<td>Female</td>
<td>63.27%</td>
</tr>
<tr>
<td>Don't want to identify.</td>
<td>11.43%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Q16 Age

Answered: 246  Skipped: 3

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-24</td>
<td>10.57%</td>
</tr>
<tr>
<td>25-34</td>
<td>14.63%</td>
</tr>
<tr>
<td>35-44</td>
<td>23.17%</td>
</tr>
<tr>
<td>45-54</td>
<td>25.61%</td>
</tr>
<tr>
<td>55-64</td>
<td>17.48%</td>
</tr>
<tr>
<td>65+</td>
<td>8.54%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>
Q17 I read in Languages other than English

Answered: 246  Skipped: 3

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not at all</td>
<td>54.88%</td>
</tr>
<tr>
<td>A little</td>
<td>36.18%</td>
</tr>
<tr>
<td>A lot</td>
<td>8.94%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
Q18 I have difficulty using the library due to

Answered: 245    Skipped: 4

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limited eyesight</td>
<td>1.63%</td>
</tr>
<tr>
<td>Limited hearing</td>
<td>0.00%</td>
</tr>
<tr>
<td>Limited mobility</td>
<td>3.67%</td>
</tr>
<tr>
<td>Learning or reading difficulties</td>
<td>0.41%</td>
</tr>
<tr>
<td>Other disabilities</td>
<td>1.22%</td>
</tr>
<tr>
<td>None of these</td>
<td>93.06%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>245</td>
</tr>
</tbody>
</table>
### Survey on Library Services (SOLs)

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agana Heights</td>
<td>7.44%</td>
</tr>
<tr>
<td>Hagat</td>
<td>4.96%</td>
</tr>
<tr>
<td>Asan-Maina</td>
<td>2.48%</td>
</tr>
<tr>
<td>Barrigada</td>
<td>6.20%</td>
</tr>
<tr>
<td>Chalan Pago-Ordot</td>
<td>6.61%</td>
</tr>
<tr>
<td>Dededo</td>
<td>19.01%</td>
</tr>
<tr>
<td>Hagatna</td>
<td>0.41%</td>
</tr>
<tr>
<td>Inalahan</td>
<td>3.31%</td>
</tr>
<tr>
<td>Mangilao</td>
<td>7.85%</td>
</tr>
<tr>
<td>Merizo</td>
<td>2.89%</td>
</tr>
<tr>
<td>Mongmong-Toto-Maite</td>
<td>5.37%</td>
</tr>
<tr>
<td>Piti</td>
<td>0.83%</td>
</tr>
<tr>
<td>Santa Rita</td>
<td>3.31%</td>
</tr>
<tr>
<td>Talofoto</td>
<td>4.55%</td>
</tr>
<tr>
<td>Tamuning-Tumon-Harmon</td>
<td>13.22%</td>
</tr>
<tr>
<td>Humatak</td>
<td>0.83%</td>
</tr>
<tr>
<td>Yigo</td>
<td>5.79%</td>
</tr>
<tr>
<td>Yona</td>
<td>4.96%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>242</strong></td>
</tr>
</tbody>
</table>
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:  
3. Empl ID No.:  
4. Date: 6/18/2021

5. Nature of Action: Limited Term Appointment

6. Effective Date: 5/31/2021  
7. Legal Authority: RULE 4.603

8. POSITION TITLE: PROGRAM COORDINATOR I
9. PAY GRADE/STEP: K-01  
   SALARY: $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.: A-276885  
PMIS Action Date: 6/18/2021
Work Schedule: FULL-TIME  
Request ID: GPLS-21-012
Retirement Type: DC - DEFINED CONTRIBUTION DEDUCTION

Exp / Separation Date: 5/30/2022  
Bdgt Acct No.: 5101H2018000107 (111/113)  
JON: 1800 20 107 (111/113)  
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.

Rec'd 6-23-2021  
6-23-2021  

For: SHANE G.L. NGATA  
HUMAN RESOURCES MANAGER
Government of Guam  
Department of Administration  
Notification of Personnel Action

1. Fullname:  BREENNAN, DIANA R  
2. Date of Birth:  
3. Empl ID No.:  
4. Date:  9/11/2019  

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

5. Nature of Action:  Amendment  
6. Effective Date:  9/2/2019  
7. Legal Authority:  PR&R  

---

8. POSITION TITLE  
Program Coordinator I  

9. PAY GRADE/STEP  
Per Annum  
Per Hour  
K -01  
$33,911.00  
$16.30  

10. DEPARTMENT  
GUAM PUBLIC LIBRARY  

11. DIV. / SECTION  
GUAM PUBLIC LIBRARY  

12. POSITION NO.  
1040  

Next Increment:  
Action No.:  A-257724  
Work Schedule:  FULL-TIME  
Exp / Separation Date:  9/30/2020  
PMIS Action Date:  9/10/2019  
Bdgt Acct No:  
Request ID:  
JON:  
Personnel Jacket No:  7258

**REMARKS:**  THIS ACTION IS SUBJECT TO ALL APPLICABLE LAW, RULES, AND REGULATIONS, AND IS SUBJECT TO POST AUDIT BY THE CIVIL SERVICE COMMISSION.  
**THIS ACTION AMENDS PAA-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: 12/25/2018
3. SSN: 396-05-2367
4. Date: 1/7/2019

5. Nature of Action: Separation Death

6. Effective Date: 12/25/2018
7. Legal Authority: PR&R CH8

8. POSITION TITLE
PROGRAM COORDINATOR I

9. PAY GRADE/STEP
K -01 $33,911.00 Per Annum
$16.30 Per Hour

10. DEPARTMENT
GUAM PUBLIC LIBRARY

11. DIV./SECTION
LIB - DIRECTOR'S OFFICE
1040

12. POSITION NO.

Next Increment: Exp/Separation Date: 12/25/2018
Action No.: A-254764 PMIS Action Date: 1/7/2019
Work Schedule: FULL-TIME Request ID: GPLS-19-004
Retirement Type: DC - DEFINED CONTRIBUTION DEDUCTION
Bdgt Acct No: S101H183611E1107 111/113
JON: 361118107.111/113
Personnel Jacket No: 2000-574

REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAW, 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

1. NAME (Mr. Miss, Mrs, First, Middle Initial, Last)
   Mr. Frankie S. Aflague

2. Date of Birth
   [birthdate]

3. Payroll Number
   [payroll_number]

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

8. FROM

9. Position Title
   Program Coordinator I

10. Pay Range, Step
    K-1

11. Salary or Rate
    $24,656.00 P/A
    $11.85 P/H

12. Dept. or Agency
    Department of Chamorro Affairs

13. Division
    Guam Public Library System

14. Section

15. 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
5. Continue all deductions and benefits

Certified Funds Available:

Sandra Marley 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

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RECEIVED

Bureau of Budget and Management Research
SEP 25 2013
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

WHAT'S HAPPENING

Monthly Bulletin

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 675-4733 or via email or GETLIB@guam.gov
- Upon arrival, please call 675-4733
- 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 734-5007 or email at humanities@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 GUAMAN
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

FOR MORE INFORMATION CONTACT US VIA:
Phone: 675-4733
Email: getlib@guam.gov
Facebook: facebook.com/GuamPublicLibrary
Instagram: instagram.com/guampubliclibrary/

Ring Free Banzai!

VIRTUAL FAMILY STORY HOUR

Read, Learn, and Grow

Register at bit.ly/ReadingMicronesia

MONDAY, NOV 2
5:30 PM (CST)

MONDAY, NOV 16
5:30 PM (CST)

MONDAY, NOV 30
5:30 PM (CST)
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. Trick or treat?
Apples, peaches, tangerines. Trick or treat?
Happy Happy Halloween. Trick or treat?
Lemons, grapefruits, limes so green. Trick or treat?
Happy Happy Halloween.

Trick or treat? Trick or treat?
Give me something sweet to eat. Trick or treat?
Cookies, chocolate, jelly beans. Trick or treat?
Happy Happy Halloween. Trick or treat?
Nuts and candy. Lollipops. Trick or treat?
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):


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

Feel free to include whatever books you'd like!
3. Take zigzag strip of black construction paper and glue in place on top section of green foam sheet.

![Image 1](image1.png)

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

![Image 2](image2.png)

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

![Image 3](image3.png)

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

![Image 4](image4.png)

(Continued from page 7)

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

![Image 5](image5.png)

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

![Image 6](image6.png)

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.

![Image 7](image7.png)

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

![Image 8](image8.png)

(Continued on page 6)
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

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 ½ -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)*
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<th>No.</th>
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<th>Child's Name</th>
<th>Age</th>
<th>Village</th>
<th>Contact No.</th>
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<td>Yakb Dibenedette</td>
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It’s a birthday party!

Maila’ ya ta silebra i 115 na komple’åños 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.
Introducing
laugh-out-loud
children's books
featuring
GUAM characters
and CHamoru expressions...

NOW
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 BOOK SALE!! 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: 300-8288 or 475-4761-4 email: diana.brennan@guampls.guam.gov website: gpis.guam.gov
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
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- Library card membership
- All other appointments and requests

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- 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)

GMLS ARCHIVAL CENTER REQUESTS/ VISITS - APPOINTMENT ONLY

Please call 734-5007 or email at florence.taitosue@sualpls.guam.gov.

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*available while supplies last*

HUMANITIES GUAYAHAN

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

FOR MORE INFORMATION CONTACT US VIA:

Phone: 475-4753
Email: spls@spls.guam.gov
Facebook: facebook.com/Guam-Public-Library-System-GMLS-117545654633433
Instagram: instagram.com/guampubliclibrarysystem/

Stay Safe Guam!
HUMANITIES GUÁHAN 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)
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, HAGATNA & MERizo)

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

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: gplsp@grls.gov (or)

https://outlook.office365.com/mail/inbox/id/AAQkADAyYTBY2MxLWUwOGE1NGE3ZS04ZjY2LTgtN2ZmZWQyZGUQNAQANGCX93kJdAllDl0arbS
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@gplsls.guam.gov
WEBSITE: gplsls.guam.gov
GET READY FOR SUMMER READING!!!

PROGRAMS ARE FREE! REGISTRATION DETAILS COMING SOON!

JUNE 2020 – JULY 2020

READ BOOKS, HAVE FUN, WIN PRIZES!

Imagine Your Story

FOR MORE INFORMATION CONTACT THE
GUAM PUBLIC LIBRARY SYSTEM VIA:
PHONE: 475-4751-4
WEBSITE: gpls.guam.gov
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.
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: guampls.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
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
(Closed on Fridays & Sundays)

GMLS Archival Center
Mondays - Fridays: 11am-8pm
(Closed on Weekends)

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

Maria Rivera Aguilu 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 toddler story time throughout the week at our various branch locations

Upcoming Events:
Summer Reading Program: Registration for 5RP 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@guampls.guam.gov
website: gpis.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.

“Visit Your Public Library and Learn A New Language
Today!”

30 languages to include:
Tagalog
Italian
Spanish
Russian
Mandarin
Korean
Japanese
French
FOR IMMEDIATE RELEASE  
December 18, 2017  
Guam Public Library System  
Contact Person: Sandra M. Stanley, Administrative Officer  
Phone: 475-4765  

“Manåmko’ Computer Training Class”  

The Guam Public Library System (GPLS) is pleased to announce the return of the “Manåmko’ 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 Manåmko’ 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.

######
Manåmko’ 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 “Manåmko’ 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.

https://guam.stripes.com/education/manåmko’-computer-training-class
FREE Basic Computer Class for the Manåmko’

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
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)
### January 22 - 25, 2018

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Contact Numbers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Carmina D. Cruz</td>
<td>h) 734-7349, c) 480-6170</td>
<td>Radio - K57</td>
</tr>
<tr>
<td>2 Blas Sbal</td>
<td>h) 789-0944, c) 789-1523</td>
<td>Radio</td>
</tr>
<tr>
<td>3 Res A. Narruhn</td>
<td>h) 477-5151, c) 987-3843</td>
<td>Guam Daily Post</td>
</tr>
<tr>
<td>4 James Teriong</td>
<td>h) 477-5229</td>
<td>DVR (Tue - Thur)</td>
</tr>
<tr>
<td>5 Lisa Kenworthy</td>
<td>h) 734-4189, c) 685-2917</td>
<td>contact thru social service</td>
</tr>
<tr>
<td>6 Sharon Gallinger</td>
<td>c) 747-3080</td>
<td>Agat Volunteer</td>
</tr>
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### January 29 - February 1, 2018

<table>
<thead>
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<tbody>
<tr>
<td>1 Vivian Consul</td>
<td>h) 565-4949</td>
<td>PDN</td>
</tr>
<tr>
<td>2 Jesus Consul</td>
<td>h) 565-4949</td>
<td>PDN</td>
</tr>
<tr>
<td>3 Sinchy Kapwich</td>
<td>h) 649-1838, c) 971-8489</td>
<td>PDN</td>
</tr>
<tr>
<td>4 Juan L.G. Borja</td>
<td>h) 632-7239</td>
<td>PDN</td>
</tr>
<tr>
<td>5 Rita S.M. Santos</td>
<td>h) 632-1219, c) 685-7713</td>
<td>PDN</td>
</tr>
<tr>
<td>6 Helen Santos Deliguin</td>
<td>h) 632-2549, c) 678-0931</td>
<td>PDN</td>
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</table>
# Guam Public Library System
## Mananko' Computer Class 2018

### February 5 - 8, 2018

<table>
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<th>Contact Numbers</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1 Pat Mendiola</td>
<td>472-3586 (Vice Speaker's Office)</td>
<td></td>
</tr>
<tr>
<td>2 Camille Hooker</td>
<td>c)998-3792</td>
<td>Guam Daily Post</td>
</tr>
<tr>
<td>3 John Salas</td>
<td>h)734-7786, c)797-4016</td>
<td>PDN</td>
</tr>
<tr>
<td>4 Josepha Pedro</td>
<td>h) 637-5668, c)788-7731</td>
<td>PDN</td>
</tr>
<tr>
<td>5 Dennis Mesa</td>
<td>h) 734-3686</td>
<td>PDN</td>
</tr>
<tr>
<td>6 Frank C. San Nicolas</td>
<td>c) 747-5456</td>
<td>Radio</td>
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### February 12 - 15, 2018

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<tbody>
<tr>
<td>1 Paz Cruz</td>
<td>c)486-1270</td>
<td></td>
</tr>
<tr>
<td>2 Ana Patterson</td>
<td>h)632-2373, c)685-2088</td>
<td>PDN</td>
</tr>
<tr>
<td>3 Kay Imus</td>
<td>c)788-3708</td>
<td>Radio</td>
</tr>
<tr>
<td>4 Emett S. Whitt</td>
<td>h)632-0705, c)488-0705</td>
<td>PDN</td>
</tr>
<tr>
<td>5 Juanita Cruz</td>
<td>h)632-1951, c)486-2074</td>
<td>word of mouth</td>
</tr>
<tr>
<td>6 Roberto Velazquez</td>
<td>c)486-6290</td>
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# Guam Public Library System

**Mananko' Computer Class 2018**

## February 19 - 22, 2018

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<tr>
<td>Josepha Pedro</td>
<td>h) 637-5668, c)788-7731</td>
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</tr>
<tr>
<td>1  Frances Pickelsimer</td>
<td>c) 489-6133</td>
<td>Friend (Josepha Pedro)</td>
</tr>
<tr>
<td>2  Patricia Sunderland</td>
<td>c) 483-4538</td>
<td>Friend (Josepha Pedro)</td>
</tr>
<tr>
<td>3  Rick Barrow</td>
<td>c) 977-4925</td>
<td>email</td>
</tr>
<tr>
<td>4  Panda Stephen</td>
<td>c) 788-8540</td>
<td></td>
</tr>
<tr>
<td>5  Mary Therese Edgerle (pronounced é-er-lee?)</td>
<td>c) 788-7386</td>
<td>library</td>
</tr>
<tr>
<td>6  Juan Borja</td>
<td>h) 632-7239</td>
<td>PDN</td>
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## February 26 - March 1, 2018

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<tr>
<td>1  Juan Borja</td>
<td>h) 632-7239</td>
<td>PDN</td>
</tr>
<tr>
<td>2  Francisco C. Quitugua</td>
<td>h) 472-4603 c)967-1921</td>
<td>library</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>6</td>
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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.

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Mon 01/22/18</th>
<th>Tue 01/23/18</th>
<th>Wed 01/24/18</th>
<th>Thu 01/25/18</th>
</tr>
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<tbody>
<tr>
<td>1) Carmina D. Cruz</td>
<td>C</td>
<td>C</td>
<td>C</td>
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</tr>
<tr>
<td>2) Blas Sbal</td>
<td>B</td>
<td>S</td>
<td>B</td>
<td>S</td>
</tr>
<tr>
<td>3) Res A. Narruhn</td>
<td>H</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>4) James Teriong</td>
<td></td>
<td>F</td>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>5) Lisa Kenworthy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6) Sharon Gallinger</td>
<td></td>
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Guam Public Library System

2018
Manåmko’ Basic Computer Training

Week 2
January 29 – February 1, 2018

Please initial for every day of attendance.

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Mon 01/29/18</th>
<th>Tue 01/30/18</th>
<th>Wed 01/31/18</th>
<th>Thu 02/01/18</th>
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</thead>
<tbody>
<tr>
<td>1) Vivian Consul</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2) Jesus Consul</td>
<td></td>
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<tr>
<td>3) Sinchy Kapwich</td>
<td></td>
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<tr>
<td>4) Juan L.G. Borja</td>
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<tr>
<td>5) Rita S.M. Santos</td>
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<td></td>
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<tr>
<td>6) Helen S. Deliguin</td>
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</table>
Guam Public Library System

2018
Manåmko’ Basic Computer Training

Week 3
February 5 - 8, 2018

Please initial for every day of attendance.

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Mon 02/05/18</th>
<th>Tue 02/06/18</th>
<th>Wed 02/07/18</th>
<th>Thu 02/08/18</th>
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<tbody>
<tr>
<td>1) Pat Mendiola</td>
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</tr>
<tr>
<td>2) Camille Hooker</td>
<td></td>
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<tr>
<td>3) John Salas</td>
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<tr>
<td>4) Josepha Pedro</td>
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<tr>
<td>5) Dennis Mesa</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>6) Frank C. San Nicolas</td>
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</tbody>
</table>
Guam Public Library System

2018
Manåmko' Basic Computer Training

Week 4
February 12 - 15, 2018

*Please initial for every day of attendance.*

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Mon 02/12/18</th>
<th>Tue 02/13/18</th>
<th>Wed 02/14/18</th>
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<td>2) Ana Patterson</td>
<td>AP</td>
<td>AP</td>
<td>AP</td>
<td>AP</td>
</tr>
<tr>
<td>3) Kay Imus</td>
<td>X2</td>
<td>X0</td>
<td>X0</td>
<td>X0</td>
</tr>
<tr>
<td>4) Emett S. Whitt</td>
<td>X0W</td>
<td>X0W</td>
<td>X0W</td>
<td>X0W</td>
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<tr>
<td>5) Juanita Cruz</td>
<td>X0g</td>
<td>X0e</td>
<td>X0e</td>
<td>X0e</td>
</tr>
<tr>
<td>6) Roberto Velazquez</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</table>
Guam Public Library System

2018
Manåmko’ Basic Computer Training

Week 5
February 19 - 22, 2018

Please initial for every day of attendance.

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Mon 02/19/18</th>
<th>Tue 02/20/18</th>
<th>Wed 02/21/18</th>
<th>Thu 02/22/18</th>
</tr>
</thead>
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<tr>
<td>1) Frances Pickelsimer</td>
<td>FFP</td>
<td>FFP</td>
<td>FFP</td>
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</tr>
<tr>
<td>2) Patricia Sunderland</td>
<td>PS</td>
<td>X</td>
<td>PS</td>
<td>PS</td>
</tr>
<tr>
<td>3) Rick Barrow</td>
<td>RFP</td>
<td>RFP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Panda Stephen</td>
<td>PS</td>
<td>PS</td>
<td></td>
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</tr>
<tr>
<td>5) Mary Therese Edgerle</td>
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<td></td>
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<tr>
<td>6) Juan Borja</td>
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<tr>
<td>Caroline Chang</td>
<td>2.1</td>
<td>1.2</td>
<td>2.0</td>
<td>8.7</td>
</tr>
</tbody>
</table>
Certificate of Completion

is hereby awarded to:

Patricia Sunderland

for successfully completing the Guam Public Library Systems’
Manåmko’ Computer Training Class
- Computer Basics –

Presented this 22nd day of February 2018

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’
Manåmko’ Computer Training Class
- Computer Basics –

Presented this 22nd day of February 2018

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’ Manåmko’ Computer Training Class
- Computer Basics –

*Presented this 22nd day of February 2018*

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’ Manåmko’ Computer Training Class
- Computer Basics –

Presented this 22nd day of February 2018

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’
Manåmko’ Computer Training Class
- Computer Basics –

Presented this 22nd day of February 2018

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

- 44.4% Yes
- 55.6% No
1b. If yes, to Item No., please specify course:

17 responses

- At Senior Citizen Center - Mentorship
- GPL Manamko Computer Training
- Chuuk State FSM - 1999
- Manamko's Bar
- Long long time ago - Americorps
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
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
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

- 56.3% rated it as 1 - Not Effective
- 31.3% rated it as 2
- 12.5% rated it as 3
- 4 rated it as 4
- 5 - Effective
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

- 76.5% rated 5 - Effective
- 11.8% rated 4
- 11.8% rated 3
- 2.9% rated 2
- 0% rated 1 - Not Effective
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

- How to use computer properly
- Not to be afraid to open or...
- Use Excel and email
- Computer exploring
- Just about everything that...
- Spread sheet, internet and...
- Use the computer.
4a. On a scale of one to five, how much did the training session increase your confidence in asking questions about computers?

16 responses

- 81.3% chose 5 - A Lot
- 12.5% chose 1 - Not Much
- 6.3% chose other options
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

- 50% scored 5 - A Lot
- 37.5% scored 4
- 1 - Not Much scored 2
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

- 66.7% chose option 3, indicating a moderate increase in confidence.
- 20% chose option 1, indicating little or no increase in confidence.
- Options 2, 4, and 5 were chosen by smaller percentages.
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

- Most sincere of teaching a...
- I wish for more training in...
- Should learn one introduct...
- Quality of instruction was...
- Training was calm and wel...
- The best in the room.
- Very good.
6. Was the general organization of the training session adequate?
15 responses

- Yes
- No

100%
7. To what extent were your expectations met?
18 responses

- 55.6% Exceeded Expectations
- 38.9% Met Expectations
- 5.5% Did not Meet Expectations
8. Please provide suggestions for improving the training session.

16 responses

A more advanced level of instructing... Leave it as is. Need more training Speak louder since we are in a... Extending the training session... More sessions and extended... One week for one introduction... To im...
9. Other comments or suggestions?
17 responses

- Best brewed black coffee ever?
- Need more training hours at night?
- Option to use our own laptop...
- More practice.
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 Enríquez
UOG Senior Vice President

Monique C. Storie
Dean, University Libraries

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

GUAM PUBLIC LIBRARY SYSTEM (GPLS)

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

Jeremy Cepeda
Board Chairman, Guam Public Library System

Anthony R. Camacho, Esq.
UOG General Counsel

5/26/21
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

AC VARO Outreach-Guam Public Library System_MOA 05_updated 5.10.21 1
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

1. 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 Uncango. 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 Educations 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://egrants.cns.gov/termsandconditions/2019_ACSN_PGM_TCs508v2_20190517.pdf](https://egrants.cns.gov/termsandconditions/2019_ACSN_PGM_TCs508v2_20190517.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(c)-(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.

<table>
<thead>
<tr>
<th>AmeriCorps VARO Outreach</th>
<th>Guam Public Library System</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 2045, Hagatna, Guam 96932</td>
<td>254 Martyr Street Hagatna Guam 96910</td>
</tr>
<tr>
<td>(671) 477-5552</td>
<td>(671) 475-4756</td>
</tr>
</tbody>
</table>

| Sarah Taitano                             | Melvin Won Pat-Boxja                        |
| Program Director, AmeriCorps VARO Outreach| Acting Director, Guam Public Library System |

| Julie Ulloa-Heath                         | Jeremy Cepeda                               |
| Victim Advocates Reaching Out, Executive Director | Chairman-Board of Directors, Guam Public Library System |

5/21/21 DATE

5/21/21 DATE

5/21/21 DATE
ATTACHMENT B

SERVE GUAM
COMMISSION

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)  _______________________________________________ and

Host site (site location)  _______________________________________________
whose physical
address is  _____________________________________________________________.

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)-(l) 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:  ____________________________________________ 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: ____________________________________________ 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.

Site Supervisor Acknowledgment Form_PY19-20_rev_6.13.19
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 Hagatña, 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 65, 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: Drivers License ID#: 12345678900 Expiration Date: 4/2021

Site Supervisor’s 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: ___________________________________________ 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.

Site Supervisor Acknowledgment Form_PY19-20_rev_6.13.19
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 Hagåtña, 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 65 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#: 1230987834 Expiration Date: 02/18/2024 ___________________________

Site Supervisor’s 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: ___________________________ Signature: ___________________________

Date: 5/21/21 ___________________________

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

TH IS FORM S 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.

Site Supervisor Acknowledgment Form_PY19-20_rev_6.13.19
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) ____________________________ and

Host site (site location) ____________________________________________________________ whose physical address is ____________________________________________________________.

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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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: ____________________________

Type of I.D. verified: ____________ ID#: ____________ Expiration Date: ________ Date: ________

Site Supervisor’s Signature: ____________________________ Date: ________

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: ____________________________ Signature: ____________________________

Date: ________

☐ 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.

Site Supervisor Acknowledgment Form_PY19-20_rev_6.13.19
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(a)-(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 to the MOA or any of its regulations are subject to change, and that all 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: ____________________________________________

Bernadita M. Quidachay

Type of I.D. verified: Guam Driver’s License: ________________ Expiration Date: ________________

Site Supervisor’s Signature: ____________________________________________ Date: ________________

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 grants program operations via on-site reviews, desk reviews and quarterly compliance checks as deemed necessary at 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: ____________________________________________ Signature: ____________________________________________

Date: ________________

☐ 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.

Site Supervisor Acknowledgment Form_PY19-20_rev_6.13.19

1228011842

5/17/2021
Program, Project or event details:
Health Literacy Month Celebration

Location: Nieves M. Flores Memorial Library

Date of Event: October 17, 2018

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.

Organization/Department Name: Guam Regional Medical City

Contact person: Melliza Young

Title: Patient Education Manager

Email: melliza.young@grmc.gu

Contact No's: (671) 645-5688

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:

Date: 10/4/18

Date: 10/5/18

Date: 10/5/18
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@guamplgs.guam.gov.

Sincerely,

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

Guam Public Library System Representative
Guam Fire Department
Organization/Department Name (partner)

Approved by: Sandra Stanley
GPLS

Date: 10-26-18

Date: 10-26-18

Date: 10-26-18
PROGRAM PARTNER & COLLABORATION FORM

Program, Project or event details:

Guam Police Department
Location: Hagatna Library

Date of Event: 02-02-2019

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.

Guam Public Library System Representative

Organization/Department Name (partner)

Approved by: GPLS, Library Technician Supervisor

Date: 1/18/19
Date: 2/3/19
Date: 3/9/19
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
Email: franbaumann@yahoo.com
Title: President / Owner / Author
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

Frances Baumann

Organization/Department Name (partner)

Approved by:

Date: 2/09/19

Date: February 20, 2019

Date: 2-20-19
PROGRAM PARTNER & COLLABORATION FORM

Program, Project or event details: Storytime/Book Launch
Location: Hagåtña Library

Date of Event: 04/16/2019

Description: Back 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
Email: emilee.beachy@yahoo.com

Title: Author
Contact No’s: 471-788-9959

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

Guam Public Library System Representative

Emilee Beachy

Organization/Department Name (partner)

Approved by: _____________________________

Date: _____________________________

GPLS

Date: 03/16/2019
PROGRAM PARTNER & COLLABORATION FORM

Program, Project or event details:

Community Outreach  
Location: Guam Public Library  
Date of Event: April 13, 2019

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: ___________________________
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 underserved 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

Organization/Department Name (partner)

Approved by: GPLS

Date: ____________________

Date: 04/18/2019

Date: ____________________
PROGRAM PARTNER & COLLABORATION FORM

Program, Project or event details:

**Becoming Jac Book Launch**

**Date of Event: May 25, 2019**

**Location:** Hagatna Library

**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:** emmiec.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

Emilee Beachy

Organization/Department Name (partner)

Approved by: GPLS

Guam Public Library System: Hagatna, Agat, Barrigada, Dededo, Merizo, Yona • Bookmobile
254 Martyr Street, Hagatna, Guam 96910-5141 • Tel: (671) 475-4751 thru 4754 • Fax: (671) 477-9777
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@guamplx.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@guamplx.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 it is 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

--
Arak 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
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 or workshop participants; and
   c. Timeline/schedule of project; and
   d. Other pertinent information, etc.
2. A detailed budget breakdown
3. Biography
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  

Organization/Department Name (Partner)

Approved by: GPLS (Authorized)

Date  
7/17/19

Date  
7/17/19

Date
PROGRAM PARTNER & COLLABORATION FORM

Program, Project or event details: *13 Months in Malessó* 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 Barcinsas Santos will read her recently release book *13 Months in Malessó*. 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) Date

Approved by: GPLS (Authorized) Date

Guam Public Library System: Hagåtña, Agat, Barrigada, Dededo, Merizo, Yona • Bookmobile: 234 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
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.

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
May 03, 2019

The Honorable Telena 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 Hagatna Library from 9:30 a.m. through 11:30 a.m.

The Saturday Story Hour are held every Saturday at the Hagatna 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 Hagatna Main Library at 475-4751 through 4754. Si Yu’os Ma’ase for your time, we look forward to hearing from you soon.

Sincerely,

Linda M. Aguon  
Library Technician I
Please check below and reply by Email: linda.aguon@guampls.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.
PROGRAM PARTNER & COLLABORATION FORM

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

Date of Event: TBD  Location: Hagátña 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

Partner Details

Organization/Department Name: Guam Visitors Bureau: Håfa Adai Pledge K. 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

Guam Visitors Bureau: Håfa Adai Pledge Program

Organization/Department Name (Partner)

Approved by: GPLS (Authorized)

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Website: http://gpls.guam.gov · Email: gpls@gpls.guam.gov
Equal Opportunity Employer
**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

_Dolores C. Cayanan_ 
Organization/Department Name (Partner)

Approved by: **GPLS (Authorized)**

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](http://gpls.guam.gov) Email: gplst@gdoe.guam.gov Equal Opportunity Employer
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

Down Syndrome Association of Guam Organization/Department Name (Partner)

Date

Approved by: GPLS (Authorized)

Date
PROGRAM PARTNER & COLLABORATION FORM

Program, Project or event details: 

Date of Event: Oct 19, 2019  Location: Hagatna 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 (GCLS) TUBES (4)

Partner Details

Organization/Department Name: 

Contact person: Regenalyne Perez  Title: 

Email: rjperez1288@gmail.com  Contact No’s: 489-0955

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

Guam Public Library System Representative

Regenalyne Perez

Organization/Department Name (Partner) 

Approved by: GPLS (Authorized)

Date

Guan Public Library System: Hagåtña, Agat, Barrigada, Dededo, More, Yona • Bookmobile
254 Martyr Street, Hagåtña, Guan 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
PROGRAM PARTNER & COLLABORATION FORM

Program, Project or event details: Cultural Read Aloud

Date of Event: October 8, 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

Organization/Department Name (Partner)

Approved by: GPLS (Authorized)
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

Organization/Department Name (Partner)

Approved by: GPLS (Authorized)

Guam Public Library System: Hagåtña, Agat, Barrigada, Dededo, Merizo, Yona • Bookmobile
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Website: http://gpls.guam.gov • Email: gpls@gpls.guam.gov
Equal Opportunity Employer
<table>
<thead>
<tr>
<th>No.</th>
<th>Community Partner (Agency/Organization)</th>
<th>Event/Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Guam Fire Department</td>
<td>Fire Prevention Month - October 2018</td>
</tr>
<tr>
<td>2</td>
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<td>Health Hazards of Being a Couch Potato - February 2019</td>
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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. Cayanan - ASPIRE Coordinator

Contact Phone No.: 340-4811 or 477-8010 Cell: 689-0791 Fax: __________________________
Email: decayanan@sboe.net

Location of visit: Agana Heights Elem. School - ASPIRE Program

Date(s) of visits: Any available "Fridays" 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
- ASPIRE II - (2nd - 3rd) - 14
- 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. Cayanan

Print Name & Signature
Sesteman Laibirihan Pupblekon Guåhan
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

Location of visit: La Cuesta Condominiums LEG-CY TOWER Unit 105 Leo Palace

Date(s) of visits: Friday, March 8, 2019

Time: From: 9:30 am To: 10:00 am

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)

Print Name & Signature

RECEIVED

FEB 27 2019

Guam Public Library System: Hagåtña, Agat, Barrigada, Dededo, Merizo, Yona • Bookmobile
354 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
Request for Library Tour

Date: 13 March 2019

Name of School or Organization: PNG Childcare & Learning Center

Point of Contact: Joesey 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

Time: From: 10:00AM To: 10:30AM

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.

Joesey Ragasa
Print Name & Signature
Request for Library Tour

Date: 3/13/19

Name of School or Organization: Amazing Ke'e 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 Ke'e CBC (Anigua) between NAM + Siom thati
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

Guam Public Library System: Hagåtña, Agat, Barrigada, Dededo, Merizo, Yona • Bookmobile
254 Martyr Street, Hagåtña, Guam 96910-3141 • Tel: (671) 475-4751 thru 4754 • Fax: (671) 477-9777
Website: http://gpls.guam.gov • Email: gplsv@guam.gv.gov
Equal Opportunity Employer
Date: 10/14/19

Name of School or Organization: Special Education Vision Program

Point of Contact: Darlene Tamanglo
Contact Phone No.: 483-7731 Cell: Fax:

Location of visit: Hagåtña Library
Date(s) of visits: 10/20/19
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 (11 Adult + 8 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.

Print Name & Signature

* will use cafe on way out to have kids eat snack before getting on bus.
Request for Library Tour

Date: July 5, 2019

Name of School or Organization: Pacific Historic Park

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: ______ Children: ______

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 /s/ O'Brien
Print Name & Signature
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

__________________________________________
September 10, 2019
Date

__________________________________________
Dolores C. Cayanan
Organization/Department Name (Partner)

__________________________________________
Date

Approved by: ___________________________
GPLS (Authorized)
Request for Library Tour

Date: 10/01/19

Name of School or Organization: Marcial A. Sablan Elementary School

Point of Contact: JoAnn Susuico

Contact Phone No.: 585-2238

Cell: 488 5387  Fax: __________

Location of visit: Ayag Public Library

Date(s) of visits: Tuesdays/Thursdays

Time: From: _______ To: _______

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 Susuico
Print Name & Signature
Press Releases
&
Press Release Listing
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

####

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.gu.gov • Email: gpls@gpale grenade.gov

Equal Opportunity Employer
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 Rodriguez 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

133 Route 3 • Dededo, GU 96929 • Tel: (671) 645-5500 • marketing.mailbox@grmc.gu
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 Tuinauer, GRMC; Renee Veksi, 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
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.

####
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.

####
What you need to know for Friday, February 1 and the weekend

Curly Chamuco-Manao, Pacific Daily News  Published 6:36 p.m. CST 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


- Yes
- No

Vote ()

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 Hagatna 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 Aoune at 475-4751/52.

GPD shows off drug-detecting dog during Saturday storytime

Jasmine Stole Weiss, Pacific Daily News    Published 2:44 p.m. CT Feb. 2, 2019

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 glass container with marijuana in the room. When Tank returned, he immediately zeroed in on the marijuana and signaled that he'd smelled it, earning himself a pat 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.

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.

#
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-SEND-END
Attachment "H" - GPLS 2018 Summer

Reading Program
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.
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?

- Happy face: 98
- Normal face: 19
- Sad face: 2

Question 3:

Did you have fun in the group activity & programs?

- Happy face: 100
- Normal face: 14
- Sad face: 5

Question 4:

Do you want to use the library more often?

- Happy face: 100
- Normal face: 14
- Sad face: 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.
<table>
<thead>
<tr>
<th>Year</th>
<th>Participants registered</th>
<th>Percentage of increase/decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>240</td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>279</td>
<td>13% - increase</td>
</tr>
<tr>
<td>2018</td>
<td>286</td>
<td>2% - increase</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Books read</th>
<th>Percentage of increase/decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>8012</td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>9400</td>
<td>14% - increase</td>
</tr>
<tr>
<td>2018</td>
<td>286</td>
<td>31% - decrease</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Survey</th>
<th>Forms distributed</th>
<th>Surveys completed</th>
<th>Response rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre</td>
<td>286</td>
<td>208</td>
<td>72%</td>
</tr>
<tr>
<td>Post</td>
<td>180</td>
<td>119</td>
<td>66%</td>
</tr>
</tbody>
</table>
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
2. Agat Branch
3. Barrigada Branch
4. Bookmobile

5. Dededo Branch
6. Merizo Branch
7. Yona Branch
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?
1. HOW OFTEN DO YOU VISIT OUR LIBRARIES?

1. How often do you visit our libraries?
111 responses

- 67.6% Once a week
- 22.5% Sometimes
- 5.5% My First Time
2. How old are you? Please circle.

109 responses

- 0-5: 68.8%
- 6-9: 11.9%
- 10-12: 8.3%
- 13-16: 5.5%
- 17 & Above: 2.7%
3. Did you enjoy the use of the Board and/or Video Games?

105 responses

63.8% Yes
36.2% 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

94.6%
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 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: Florence S. Taitague

Circle and Rate the extent to which you agree or disagree with the following statements:

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Disagree</th>
<th>Somewhat Disagree</th>
<th>Neither Agree nor Disagree</th>
<th>Somewhat Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The training met my needs and expectations.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>I will be able to use the knowledge gained from the training.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>This training is related to my work duties and requirements.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>The instructor(s) were knowledgeable in subject matter</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>I was encouraged to ask questions, voice concerns and observations, and engage in discussion.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>The instructor(s) style and delivery was effective.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>The facility provided was a comfortable learning environment.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>I found this training to be difficult</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>I enjoyed the training</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>I would recommend this training to others.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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</tbody>
</table>

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.
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 upgrading 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. Uncangeo, Library Technician II (LB&PH)**

Circle and Rate the extent to which you agree or disagree with the following statements:

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<tr>
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<td>I would recommend this training to others.</td>
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<td>4</td>
<td>5</td>
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</tbody>
</table>

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

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 Uncango / 2/25/1950

(C) COMPLETE ADDRESS OF TRAVELER
P. O. Box 326199, Hagatna, Guam 96932

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

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

14. IF TRAVEL ADVANCE IS DESIRED, GIVE AMOUNT REQUESTED
$1,575.00

15. HOUSEHOLD EFFECTS AUTHORIZED
N/A

16. SIGNATURE (Name and title of requesting official)
Ann M. Arceo, Acting President, Department of Chamorro Affairs

17. ESTIMATED COST OF TRAVEL (For use of Administration Department)

(A) TRANSPORTATION OF TRAVELER
$1,526.25

(B) TRANSPORTATION OF DEPENDENTS

(C) PER DIEM OF TRAVELLER - $315.00 x 5.0 days =
1,575.00

(D) PER DIEM OF DEPENDENTS

(E) TRANSPORTATION OF HOUSEHOLD EFFECTS

(F) MISC. ALLOWANCES
(must itemize on line 6c on Travel Form ACC-TRB001)

(G) SERVICE FEES

TOTAL COST (Estimated)
$3,111.25 - 3,061.25

18. SIGNATURE (Name and title of authorizing official)
Lester L. Carson Jr., Acting Director, BBMR

19. FOR CERTIFICATION OF AVAILABILITY OF FUNDS
Certified Funds Available:

Sandra M. Stanley, A.O.
CERTIFYING OFFICER

DATE: 1/9/2019

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 here attached.

DIRECTOR, Dept. of Administration

DATE

21. I certify that I have received the material of Item 17.
Francine Renea Manibusan Uncango / 475-4757

TRAVELER’S SIGNATURE AND CONTACT NUMBER

Form ACC-TRA001 (revised 12/2012)
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

<table>
<thead>
<tr>
<th>Time</th>
<th>Training</th>
<th>Staff</th>
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</thead>
<tbody>
<tr>
<td>8:30</td>
<td>General overview</td>
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<tr>
<td>8:30</td>
<td>Tour of Hawaii LBPH</td>
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<td></td>
<td>Overview of NLS</td>
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<td>Break</td>
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<td>Patron overview</td>
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<td>Patron orientation</td>
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<td>Patron files</td>
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<td>11:00</td>
<td>Collection overview</td>
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<td></td>
<td>Book selections</td>
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<td>Processing of new books</td>
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<td>Circulation of DBs</td>
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<tr>
<td></td>
<td>Processing of returned DBs</td>
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<td>XESS: weeding, offering, keeping</td>
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<tr>
<td>Time</td>
<td>Activity</td>
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<tr>
<td>12:00</td>
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<td>Public education</td>
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<td>Programs</td>
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<td></td>
<td>Physical space</td>
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<tr>
<td>2:30</td>
<td>Machine program overview</td>
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<tr>
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<td>Files &amp; forms</td>
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<td>Borrowed/returned</td>
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<td>Requests</td>
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<tr>
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<td>Mailing</td>
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<tr>
<td>4:30</td>
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</table>

**Tuesday, February 12, 2019**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>Mail run process</td>
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<td>11:00</td>
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<td>11:30</td>
<td>Statistics, reports</td>
<td>Ana</td>
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<td>12:00</td>
<td>Machine orientation</td>
<td>Jyoti</td>
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<td>DS1, DA1, headphones, amplifier</td>
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Please let me know if you need any additional information.

Sincerely,

[Signature]

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
**Your trip**

<table>
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<tr>
<th>Traveler</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florence Taitague</td>
<td>TRAVEL BAG, INC.</td>
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<th>Document Issue Date</th>
<th>23 January 2019</th>
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<th>Service</th>
<th>From/To</th>
<th>Class</th>
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<td>Guam - Honolulu</td>
<td>UA 200</td>
<td>07:50 AM - 06:55 PM</td>
<td>Economy</td>
</tr>
<tr>
<td>Fri 15 Feb</td>
<td>Honolulu - Guam</td>
<td>UA 201</td>
<td>03:15 PM - 07:05 PM</td>
<td>Economy</td>
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**Airline Booking Reference(s)**

UA (United Airlines): LRG925

**Sunday 10 February 2019**

**United Airlines UA 200**

- **Departure**: 10 February 07:50 AM
- **Arrival**: 08 February 06:55 PM
- **Duration**: 3,795 Miles
- **Booking status**: Confirmed
- **Class**: Economy
- **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**

- **Departure**: 15 February 03:15 PM
- **Arrival**: 16 February 07:05 PM
- **Duration**: 3,795 Miles
- **Booking status**: Confirmed
- **Class**: Economy
- **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 emissions is 808.00 kg/person

Source: ICAO Carbon Emissions Calculator
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.itestravelcenter.com/privacy](http://www.itestravelcenter.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 Aliaque
Cc: Sophie Stanley
Subject: TAIFAGUE/FLORENCE 10FEB2019 GUM HNL
Date: Wednesday, January 02, 2019 9:56:57 AM
Attachments: STAR 1TH2 IT 3b411x5_1.pmc
STAR 1TH2 IT 3b411x5_2.pmc

Your trip

Traveller:
Florence Talitague
Francine Uncangco

Agency:
TRAVEL BAG, INC.
215 E Chamorro Santa Papa Ste 107d
Suite 107d
HAGATNA 96910-5202

Telephone: 671-472-2653
Fax: 671-472-2735
Email:
travelbag@guam.net

Website:

Agent/Refer:
JG

PAGORL
01 January 2019

Date
From/To
Class

Sun 10 February
Guam - Honolulu
UA 203
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): KKKPSG

Sunday 10 February 2019

United Airlines UA 200

Departure
10 February 07:50 AM
Guam, (A.B Won Pat Intl) (†)

Arrival
09 February 06:55 PM
Honolulu, (Daniel K Inouye Intl) Terminal: 2
(†)

Check-in
07:05 (Non stop)
3,795 Miles
Confirmed
Economy (W)
10 February 07:20 AM (Subject to change)
BOEING 777-200/000
Food for purchase

Friday 15 February 2019

United Airlines UA 201

Departure
15 February 03:15 PM
Honolulu, (Daniel K Inouye Intl) Terminal: 2
(†)

Arrival
16 February 07:05 PM
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 777-200/000
Food for purchase

General Information
ADVANCE PURCHASE FARE INCL. AGENCY FEE $1486.25 PER PERSON
LAST TICKET DATE JAN 09
THIS BOOKING CAN ONLY BE HELD FOR 7 DAYS AFTER RES. IS MADE NONREFUNDABLE FARE/$250 CHANGE PENALTY ONCE TICKETED
UNRESTRICTED FARE 3838.25 PER PERSON

Ecological Information
Calculated average CO2 emission is 608.00 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.iteatravelcenter.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:
travel@guam.net

Powered by
amadeus
# OCONUS and OVERSEAS Per Diem Rates: Query Results

## Maximum Per Diem Rates Outside the Continental United States

### Travel Per Diem Allowances

**Country/State:** **HAWAII**

**Publication Date (MM DD YY):** **01 01 19**

### 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, TQLA), 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)

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<th>Locality</th>
<th>Seasons (Beg-End)</th>
<th>Maximum Lodging</th>
<th>Local Meals</th>
<th>Proportional Meals</th>
<th>Local Incidental</th>
<th>Footnote</th>
<th>Footnote Rate</th>
<th>Maximum Per Diem</th>
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*Use the OTHER rate if neither the CITY, PLACE, ISLAND, nor MILITARY INSTALLATION is listed.

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Request a Review of a Per Diem Rate
Find out more about the Proportional Meal Rate (Prop. Meal's)
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<th>Expo</th>
<th>First Class Travel</th>
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<th>PACTOURS</th>
<th>It's A Getaway Travel</th>
<th>Royal Travel</th>
<th>Top Travel</th>
<th>Travel Pacificana</th>
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<td>8</td>
<td>9-Arrive in Honolulu</td>
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<td>12-Training at Hawaii State Library for the Blind...</td>
<td>13-Training at University of Hawaii at Manoa - Federal Documents</td>
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<td>16-Arrive on Guam</td>
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# Government of Guam Travel Cost Breakdown

**NOTICE:** Enter numbers of the Transportation Requests used on reverse side, attach copies.

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<thead>
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<th>1. TO</th>
<th>2. FROM</th>
<th>3. DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Administration</td>
<td>DCA / Guam Public Library System</td>
<td>January 8, 2019</td>
</tr>
</tbody>
</table>

**Traveler to be on Travel Status from:**

<table>
<thead>
<tr>
<th>2019/02/10 07:50 AM</th>
<th>2019/02/16 07:05 PM</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4. FULL NAME OF TRAVELER</th>
<th>5. DEPARTMENT TO BE CHARGED</th>
<th>6. CHARGE ACCOUNT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Francine Renea Manibusan Uncangco</td>
<td>Guam Public Library System</td>
<td>5101 H183611 EI107220</td>
</tr>
</tbody>
</table>

1. This form supports Travel Authorization of

<table>
<thead>
<tr>
<th>(Date)</th>
<th>(Number of Travel Requests)</th>
</tr>
</thead>
</table>

8. NUMBER OF DEPENDENTS AUTHORIZED: N/A

9. TRAVELER'S COST BREAKDOWN

<table>
<thead>
<tr>
<th>(A) Per diem</th>
<th>(B) Description of Estimated Cost(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>$315/Day</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>TRAVELER</th>
<th>DEPENDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days</td>
<td>$1,575.00</td>
<td>$</td>
</tr>
</tbody>
</table>

(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)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS:** $1,575.00

10. SIGNATURE (Director, Department of Administration or Governor of Guam)

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1/1/2019</td>
</tr>
</tbody>
</table>

11. The items listed above support the approved Travel Request and Authorization attached:

<table>
<thead>
<tr>
<th>Travel Request &amp; Auth. No.</th>
<th>Department of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charged to account number.</td>
<td>Dated</td>
</tr>
</tbody>
</table>

12. **I certify that the amount claimed is true and just and cost analysis has been performed.**

<table>
<thead>
<tr>
<th>Signature of Traveler</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renea Uncangco</td>
<td>1/1/2019</td>
</tr>
</tbody>
</table>

**Form ACC-TRB001**

Revised 12/2012
GOVERNMENT OF GUAM
TRAVEL ITINERARY SUMMARY

Francine Renea Manibusan Uncangco
TRAVELER'S NAME

DCA / GPLS
DEPT/AGENCY

GPLS-19-002
DEPT/AGENCY'S TA NUMBER

January 9, 2019
DATE

Was on travel status as follows:

DEPARTURE
(from Guam)

DATE: 2/10/19
TIME: 7:50 a.m.

ARRIVAL
(Into Guam)

DATE: 2/16/19
TIME: 7:05 p.m.

MODE OF TRAVEL
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.

[Signature]
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-18-002

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
1/9/2019

Please pay to the below named Traveler the amount in Item 10 below.

Traveler was on Travel Status from 7:30 a.m. / 2/10/2019 TO 7:30 p.m. / 2/16/2019

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

Previous Travel Advance was / was not given. (Strike out one)

8. NUMBER OF DEPENDENTS AUTHORIZED
N/A

9. TRAVELER'S AMOUNT CLAIMED

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler:</td>
<td>$1,575.00</td>
</tr>
<tr>
<td>Dependents</td>
<td></td>
</tr>
</tbody>
</table>

(A) Per diem $315.00 days 5 days
(B) Reimbursement for Transportation
   (1) Tickets $-
   (2) Mileage (Miles @ 55.54 per mile) $-
(C) Miscellaneous Allowable costs: (List separately, use reverse side and continuation sheets if necessary. Attach supporting papers.) $-

10. Totals: $1,575.00 $-

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.

13. DEPARTMENT OR ADMINISTRATION/DIVISION OF ACCOUNTS USE ONLY

14. I certify that I have received payment as shown in Item 13.

Form ACC-TRD001
Revised 12/2012
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

<table>
<thead>
<tr>
<th>PROJECT/ACTIVITY</th>
<th>FOCAL AREA</th>
<th>INTENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment of a Program Coordinator I</td>
<td>Institutional Capacity</td>
<td>• Improve library operations</td>
</tr>
<tr>
<td>Collaboration with Community Based Organization's (CBOs) to promote LSTA funded services and events</td>
<td>Information Access</td>
<td>• Improve users' ability to obtain and/or use information resources</td>
</tr>
<tr>
<td>New Literacy Program (0-5 years old) &quot;A Learning We Will Go&quot;</td>
<td>Lifelong Learning</td>
<td>• Improve users' general knowledge and skills</td>
</tr>
<tr>
<td>New Literacy Program (6-12 years old) &quot;Come Read With Us&quot;</td>
<td>Lifelong Learning</td>
<td>• Improve users' general knowledge and skills</td>
</tr>
<tr>
<td>Program to teach patrons basic use of computers and use of the internet</td>
<td>Lifelong Learning</td>
<td>• Improve users' general knowledge and skills</td>
</tr>
</tbody>
</table>

#### 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

<table>
<thead>
<tr>
<th>PROJECT/ACTIVITY</th>
<th>FOCAL AREA</th>
<th>INTENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training opportunities for GPLS Staff</td>
<td>Institutional Capacity</td>
<td>• Improve library operations</td>
</tr>
</tbody>
</table>

11 GPLS Five-Year Plan
2018-2022
GOAL #3: ENSURE EQUITABLE ACCESS TO INFORMATION RESOURCES AND LIBRARY SERVICES FOR INDIVIDUALS WITH DISABILITIES

<table>
<thead>
<tr>
<th>PROJECT/ACTIVITY</th>
<th>FOCAL AREA</th>
<th>INTENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaboration with Community Based Organizations (CBOs) servicing the population with disabilities</td>
<td>Information Access</td>
<td>• Improve users' ability to obtain and/or use information resources</td>
</tr>
<tr>
<td>GFLS will continue as a Sub-Regional Library for the Blind and physically handicapped</td>
<td>Information Access</td>
<td>• Improve users' ability to obtain and/or use information resources</td>
</tr>
<tr>
<td>Homebound Delivery Services</td>
<td>Information Access</td>
<td>• Improve users' ability to obtain and/or use information resources</td>
</tr>
<tr>
<td>Procurement of Assistive Technology</td>
<td>Information Access</td>
<td>• Improve users' ability to obtain and/or use information resources</td>
</tr>
</tbody>
</table>

GOAL #4: ENABLE THE GUAM PUBLIC LIBRARY SYSTEM TO ACQUIRE AND UPDATE TECHNOLOGY TO ENSURE THAT GFLS PROVIDES PROGRAMS AND SERVICES THAT PROMOTE LIFELONG LEARNING AND SUPPORT THE DEVELOPMENT OF THE 21ST CENTURY

<table>
<thead>
<tr>
<th>PROJECT/ACTIVITY</th>
<th>FOCAL AREA</th>
<th>INTENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation of a &quot;Virtual Information Center&quot;</td>
<td>Information Access</td>
<td>• Improve users' ability to obtain and/or use information resources</td>
</tr>
<tr>
<td>Procurement of electronic resources by subscribing to databases, subscriptions and purchasing software if necessary</td>
<td>Information Access</td>
<td>• Improve users' ability to obtain and/or use information resources</td>
</tr>
</tbody>
</table>

12 | GFLS Five-Year Plan
2018-2022
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

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

OMB Control No.: 3137-0029, Expiration Date: 7/31/2018
IMLS-CLR-D-0032
WHAT IS IMLS?
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.

WHAT IS THE GRANTS TO STATES PROGRAM?
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.

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).

WHO IS ELIGIBLE?
The fifty-nine established State Library Administrative Agencies (“SLAAs”) may apply for Grants to States funds.

WHAT IS AN SLAA?
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).
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:
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:

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)(8), 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
  o Improve users’ formal education
  o Improve users’ general knowledge and skills
- Information Access
  o Improve users’ ability to discover information resources.
  o Improve users’ ability to obtain and/or use information resources.
- Institutional Capacity
  o Improve the library workforce
  o Improve the library’s physical and technological infrastructure
  o Improve library operations
- Economic & Employment Development
  o Improve users’ ability to use resources and apply information for employment support
  o Improve users’ ability to use and apply business resources
- Human Services
- Improve users' ability to apply information that furthers their personal, family, or household finances
- Improve users' ability to apply information that furthers their personal or family health & wellness
- Improve users' ability to apply information that furthers their parenting and family skills
- Civic Engagement
  - Improve users' ability to participate in their community
  - 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. § 6383;
(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(e)(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(e). 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:

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.

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
the determination is made, and shall not include capital expenditures, special one-time project costs, or similar windfalls. 20 U.S.C. § 1033(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://mls-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

Follow Up Flag: Flag for follow up
Flag Status: Flagged

To: Chiefs, LSTA 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.

Teresa 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
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 handicap; (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. §§264d-3 and 264dd-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 whether participation in Federal assistance programs.

8. Will comply, as applicable, with provisions of the Hate Act (5 U.S.C. §§1501-1508 and 7324-7326) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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 178(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).


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 1986 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.

<table>
<thead>
<tr>
<th>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</th>
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<tr>
<td>[Signature]</td>
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<table>
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<tr>
<th>TITLE</th>
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<tr>
<td>Governor of Guam</td>
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<tr>
<th>APPLICANT ORGANIZATION</th>
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<tr>
<th>DATE SUBMITTED</th>
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<tr>
<td>August 11, 2017</td>
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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.

Signature of Attorney General or Other State Legal Officer

Elizabeth Barrett-Anderson, Attorney General

Print Name and Title

Date

OMB No 3137-0071, Expiration Date 7/31/2018
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

OMB No. 3137-0071; Expiration Date: 7/31/2018
Attachment "K" - Employee Training Report by Diana Brennan
Guam Public Library System  
Employee Meeting/Training Report

Date of Report: October 29, 2019

**Employee Information**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Diana R. Brennan</th>
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<tr>
<td>Funding Source</td>
<td>IMLS State GrantFY 2018</td>
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<tr>
<td>Grant Award Number</td>
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<tr>
<td>Account Number</td>
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<td>Air Fare (if applicable):</td>
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<td>Per Diem (if applicable):</td>
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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:

_________________________ Date: 10/22/19
/Sandra M. Stanley

*Note: If training was funded by Federal Funds, a copy should be filed in appropriate Grant File for reporting purposes.
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
- Up to two drivers per vehicle. Only applicable if you are driving a bookmobile to the conference for display. Email treaster@abos.org to confirm registration date.
- 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**

1. **TO**
   - Department of Administration

2. **FROM**
   - Guam Public Library System

3. **DATE OF REQUEST**
   - September 6, 2019

4. **TRAVELER**
   - Linda Meno Agon
     - **FULL NAME**: Linda Meno Agon
     - **DATE OF BIRTH**: N/A
     - **GENDER**: Female
     - **VENDOR NUMBER**: N/A
     - **SOCIAL SECURITY NUMBER**: N/A

5. **COMPLETE ADDRESS OF TRAVELER**
   - 2150 W. Surface Rd., Tumon Bara, Guam 96913

6. **PLACES OF TRAVEL**
   - **FROM**: Guam
   - **TO**: Omaha, Nebraska and return to Guam

7. **REQUESTED AUTHORIZED**
   - **REQUESTED**: Yes
   - **AUTHORIZED**: Yes

8. **CHARGE ACCOUNT NUMBER**
   - 5101H185611E107220

9. **APPROX LENGTH OF TRAVEL (in days)**
   - N/A

10. **APPROX DATE TRAVEL COMMENCES**
    - October 21, 2019

11. **DESCRIPTION OF TRAVEL**
    - Air

12. **PURPOSE OF TRAVEL**
    - In line with the Bookmobile that will be activated after (6) years of hiatus, key personnel will be handling this service efficiently in the community. Join this Conference (Linda Agon. Acting Library Technician: Supervisor) and Diana Brennan, Program Coordinator (LTA) who will be assigned to promote and carry out the service in the community.

13. **IF TRAVEL ADVANCE IS DESIRED**
    - **GIVE AMOUNT REQUESTED**
      - $1387.70
    - **ATTACH FORM ACC-TRB002**

14. **ESTIMATED COST OF TRAVEL**
    - **AIR TRANSPORTATION OF TRAVELER**
      - $1,670.25
    - **AIR TRANSPORTATION OF DEPENDENTS**
      - $0.00
    - **PER DIEM OF TRAVELLER**
      - $170.00 x 50 days = $8500.00
    - **PER DIEM OF DEPENDENTS**
      - $0.00
    - **GROUND TRANSPORTATION**
      - $0.00
    - **MISCELLANEOUS ALLOWANCES**
      - $0.00
    - **SERVICE FEES / REGISTRATION FEES**
      - $600.00

15. **TOTAL COST (Estimated)**
    - $3,057.25

16. **SIGNATURE**
    - R. Artero Santos, Acting Director, GPLS

17. **FOR CERTIFICATION OF AVAILABILITY OF FUNDS**
    - Certified Funds Available

18. **CERTIFYING OFFICER**
    - Sandra Manley-Stanley

19. **DATE**
    - 9/6/2019

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.

21. **DATE**
    - 9/10/19

**Signature and Contact Numbers**
- Linda Meno Agon, 475-4765

**Traveller's Signature and Contact Number**

**Copy**
Attachment "L" - Employee Training by Linda Aguon
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Departure</th>
<th>Arrival</th>
<th>Duration</th>
<th>Booking status</th>
<th>Class</th>
<th>Equipment</th>
<th>Flight meal</th>
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<tr>
<td>Monday 21 October 2019</td>
<td>07:10 AM</td>
<td>Guam, (AB Won Pat Intl) (6)</td>
<td>Honolulu, (Daniel K Inouye Intl) (2)</td>
<td>07:30 (Non stop)</td>
<td>Confirmed</td>
<td>Economy (W)</td>
<td>BOEING 777-200/200</td>
<td>Food for purchase</td>
<td></td>
</tr>
<tr>
<td>Sunday 20 October 2019</td>
<td>09:36 AM</td>
<td>Honolulu, (Daniel K Inouye Intl) (1)</td>
<td>Denver, (Denver International) (4)</td>
<td>09:36 (Non stop)</td>
<td>Confirmed</td>
<td>Economy (W)</td>
<td>BOEING 777-200/200</td>
<td>Food and beverages for purchase</td>
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</tr>
<tr>
<td>Monday 21 October 2019</td>
<td>05:26 AM</td>
<td>Denver, (Denver International) (1)</td>
<td>Honolulu, (Daniel K Inouye Intl) (2)</td>
<td>07:30 (Non stop)</td>
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<td>Economy (S)</td>
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<td>06:28 AM</td>
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<td>Honolulu, (Daniel K Inouye Intl) (2)</td>
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<td>Economy (S)</td>
<td>BOEING 777-200/300</td>
<td>Food for purchase</td>
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<tr>
<td>Saturday 26 October 2019</td>
<td>06:26 AM</td>
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</table>
General Information

RESTRICTED FARE INCL. AGENCY FEE $1670.35 PER PERSON
LAST TICKET DATE SEP 10
THIS BOOKING CAN ONLY BE HELD FOR 7 DAYS AFTER RES. IS MADE
NONREFUNDABLE FARE/2% CHANGE PENALTY ONCE TICKETED

UNRESTRICTED FARE INCL. AGENCY FEE $3325.35 PER PERSON

Ecological Information

Calculated average CO2 emission is 1,052.82 kg/person
Source: ICAO Carbon Emissions Calculator
http://www.iea.org/energy/forecasts/CarbonOffset/Pages/default.aspx

Airline Booking Reference(s)

UA (United Airlines): A00001

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 ("OS", with its privacy policy. These are available at http://www.icalp.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 transformed, (applicable for international carriage).
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
- 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

Option 1: http://group.embassy suites.com/Bookmobile Outreach Services with reference group code ABM

Option 2: Call Embassy Suites by Hilton Omaha Downtown Old Market at 1-402-346-5000 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 Eisma 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. A small profit on each title that will go towards the ABOS BOIR project.

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 or problems, please contact Susan Perkins at president@ahos-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.)
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 $400

Advanced (August 20-October 1): Member $400
Advanced (August 20-October 1): Non-Member $500

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. Must be provided if you are a presenter.

Bookmobile Driver: $200 up to two car vehicle only, not above 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 copy.

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 attendees (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 to support ABOS Board projects.

Purchase your collectible T-shirt at ABOS 2019!

$20 Adult sizes S - XXXL

Other ABOS merchandise will be sold at the conference.

For any questions, please contact Susan Parkins at president@abos-outreach.com or call 527-773-7228.

Written requests for refunds must be postmarked by 30 days prior to the start of the conference. No refunds will be issued on orders that are received after the deadline. Cancellations are subject to a 25% processing fee.

Hardship cases will be dealt with on a case-by-case basis. May be submitted to the ABOS Board of Directors for determination of whether or not refund of conference fee will be granted. Call 527-773-7228 for information or to apply for hardship.
# 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

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<tr>
<td>Origin</td>
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<td>ABOS Outreach Services, 1190 Meramec Station Rd, Suite 207, Ballwin, MO 63021</td>
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## Item

<table>
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<tr>
<th>Item</th>
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https://www.abos-outreach.com/Sys/FinDocument/5154B870?secKey=q6CJO609S7A%252b6L%252bBmlkUSg%253d%253d
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<td>Non-registered Attendee Lunch Wednesday: 1 x $40.00 USD</td>
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<td>Non-registered Attendee Lunch Wednesday, Networking Night Celebration: 1 x $80.00 USD</td>
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<td>Non-registered Attendee Lunch Thursday: 1 x $40.00 USD</td>
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<td>Non-registered Attendee Lunch Friday: 1 x $40.00 USD</td>
<td>$40.00</td>
</tr>
<tr>
<td>Total</td>
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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 (If 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.gov.gu 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
Resident ☐ Government of Guam employee ☐ Ethnicity (for statistic reporting) ☐ Caucasian

Name ___________________________ 01/01/1966  Male  DOB  GENDER

Last First Middle

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.  SIGNATURE OF PARENT or GUARDIAN (PRINT & SIGN)  11/12/2020

APPLICANT (PRINT & SIGN)  DATE

Provided to you upon registration:
• Library Card
• Fee Schedule
• Service Brochure
• Online access to your account
• Internet Use Policy

IFDJ

Initial

Replacement Card - Receipt #

Staff Use Only

Bar Code No 24757000011111

Expiration date 11/12/2025

Branch Hagatna

Received by FST

Reviewed by IC

Date 11/13/2020

GPLS Revised

02/2020
Attachment "N" - Purchase Order for
Computer Laptops
# PURCHASE ORDER

GENERAL SERVICES AGENCY  
DEPARTMENT OF ADMINISTRATION  
GOVERNMENT OF GUAM

148 Route 1  
Magilat Drive  
P.O. Box Guam 96925

---

**RECEIVER**  
JUL 27 2018  
GUAM PUBLIC LIBRARY SYSTEM

**VENDOR**  
SANFORD TECHNOLOGY GROUP LLC  
335 S MARINE DR.  
SUITE 200  
TAMUNING, GU 96913  
Telephone: 671-647-0220  
Fax: 671-647-0800  
Email:

**SHIPTO**  
CONSIGNEE DESTINATION & MARRING  
DEPT. OF CHAMORRO AFFAIRS  
P.O. BOX 2950  
HAGATNA, GU 96932-0000  
LSTA STATE GRANT - FY2017

---

**AUTHORITY**  
511(c)

---

**TRAN CODE**  
MUST APPEAR ON ALL INVOICES  
PACKING SLIPS, PACKAGES & CORRESPONDENCE ETC

---

**SPECIFICATIONS**

- **1 LAPTOP COMPUTERS**
  - **NCR-TOUCH 15.6 HDF AG EDG1.2**
  - **ULTRASLIM BOE LCD**
  - **NCR-TOUCH LCD BEZEL-+RGB(HD)**
  - **CAMERA+MIC**
  - **7TH GENERATION INTEL CORE 15**
  - **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**
  - **802.11AC 2X2 + BLUE TOOTH 4.2**
  - **ENERGY STAR 6.1**
  - **DUAL POINTING ENGLISH QWERTY KEYBOARD WITH BACKLIT**
  - **PRIMARY 3-CELL 42WH/HR BATTERY**
  - **65W AC ADAPTER, 3-PIN**

**NOTE:**

- The Government of Guam will not be responsible for 'UNAUTHORIZED' PURCHASES OR SERVICES.  
- The Government reserves the right to refuse delivery and may cancel the order if the goods do not meet the contractual specifications.  
- The order is subject to conditions on reverse side.  
- All late deliveries and acceptances are subject to the liquidated damages clause in Section 101(9)(a) of the GCA.

---

**SPECIAL INSTRUCTIONS TO VENDOR**

- **A.** DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL.  
- **B.** HAND-CERTIFIED ORIGINAL AND TYPED COPIES OF INVOICE, EXPANSION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 39, AGANA, GUAM 96910.
- **C.** PAYMENT IN FULL 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 BY GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID.
- **F.** ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THE NUMBER UPON ARRIVAL OF GOODS IN GUAM.

**CONTRACTOR, PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES, ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BE MARRIED TO THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.**

---

**ADVANCE PAYMENT AUTHORIZATION**

**PAYMENT ENCLOSED**

**SIGNATURE**

---

**ORIGINAL/VENDOR'S COPY**

---

Claudia A. Asbille  
Chief Procurement Officer

---

PAGE 1 OF 7
PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

TO: SANFORD TECHNOLOGY GROUP LLC
335 S MARINE DR.
SUITE 200
TAMuning, GU 96913
Telephone: 671-647-0220 Fax: 671-647-6800

VENDOR 80097692

SHIP TO LISTA STATE GRANT - FY2017

AUTHORITY 5111(c)

EXPIRING

CONSIGNEE DESTINATION & MARKING
DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
HAGATNA, GU 96932-0000

DATE 6/29/2018

JOB ORDER NO 36117107250

OBJECT

FOB

TRAN CODE

MUST APPEAR ON ALL INVOICES PACKING SLIPS PACKAGES R/L CORRESPONDENCE ETC

250

<table>
<thead>
<tr>
<th>ARTICLES OF SERVICES</th>
<th>QTY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>DOCUMENT NUMBER</th>
<th>F/AC</th>
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<td>-DELL ESSENTIAL BACKPACK 15</td>
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<td>-WINDS 10 PRO (64BIT) ENGLISH</td>
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<td>-WINDS 10 PROFESSIONAL OS RECOVERY 64BIT USB</td>
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<td>-WAVES MAXX AUDIO</td>
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<td>-DELL CLIENT SYSTEM UPDATE</td>
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<td>-DELL DIGITAL DELIVERY CIRRUS CLIENT</td>
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<td>-DELL DEVELOPED RECOVERY ENVIRONMENT</td>
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<td>-DELL COMMAND</td>
<td>POWER MANAGER (CCPM)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-SETUP AND FEATURES GUIDE (ENGLISH, INDONESIAN)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-DOCUMENT FOR MUTI (ENGLISH, KHMER, BAHASA INDONESIA, ARABIC, SPANISH)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>-RESOURCE USB FOR KSL</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>-BATTERY CARRIES 1 YEAR</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

NOTE:
The GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES.

To be coordinated between the agency and vendor.
ALL DELIVERIES AND ACCEPTANCES ARE SUBJECT TO THE LIQUIDATED DAMAGES CLAUSE IN SECTION 6101(9)(a) OF THE LAW.

SIGNATURE
Claudia S. Acehille Chief Procurement Officer

TOTAL

A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL.

INSERT CHANGES AND RETURN THIS ORDER FOR APPROVAL.

GENERAL INSTRUCTIONS TO VENDOR:

1. SEND CERTIFIED ORIGINA L AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 114, AGANA, GUAM 96910.

2. PAYMENT IN FULL UPON RECEIPT OF INVOICE FROM SUPPLIER IN GUAM IN GOOD CONDITION.

3. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.

4. THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND IS SUBJECT TO THE CONDITIONS SPECIFIED ON THE REVERSE SIDE.

5. IN ALL SHIPMENTS CALL THE NUMBER UPON Arrival OF GOODS IN GUAM.

CONTRACTOR, PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES AS CORRESPONDING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER SHOWN ABOVE.

SEEN VERTICAL SIDE FOR PURCHASE ORDERS TERMS AND CONDITIONS

PAGE 2 OF 7

ORIGINAL/VENDOR'S COPY
**PURCHASE ORDER**

**GENERAL SERVICES AGENCY**

**DEPARTMENT OF ADMINISTRATION**

**GOVERNMENT OF GUAM**

148 Route 1
Marine Drive
Piti, Guam 96929

---

**TRAN CODE**

THIS PURCHASE ORDER NUMBER

No. P186A03623

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES ETC.

CORRESPONDENCE ETC.

---

**DATE**

6/29/2018

**JOB ORDER NO.**

361117107250

**CONTRACT #:**

250

---

**TO:**

SANFORD TECHNOLOGY GROUP LLC

335 S MARINE DR.

SUITE 200

TAMUNING, GU 96913

Telephone: 671 647-0220 Fax: 671 647-0600

Email:

---

**VENDOR**

S0097692

---

**SHIP TO**

DEPT. OF CHAMORRO AFFAIRS

P.O. BOX 2950

HAGATNA, GU 96932-0000

LSIA STATE GRANT - FY2017

---

**AUTHORITY**

3111(c)

**INVOICE NO.**

**CONTRACT NO.**

**TIME FOR DELIVERY**

**SHIPPING TERMS**

**DISCOUNT TERMS**

---

**ARTICLES OF SERVICE**

WARRANTY FROM INVOICE DATE

- 3 YEAR SAMSUNG RAM PARTS

EXCHANGE SERVICE

- DELL 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 15.6" LCD

- KNC-TOUCH LCD BEZEL+RGB(HD)

- CAMERA-MIC

- 7TH GENERATION INTEL CORE i5-7300U PROCESSOR BASE,

- INTEGRATED HD GRAPHICS 620

- 4GB, 1X4GB, 2400MHZ DDR4

- 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 moneys 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 CAR.

**SPECIAL INSTRUCTION TO VENDOR**

A. HAND DELIVERED OFFICIAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 2950, HAGATNA, GUAM 96932.

B. PAYMENT IN PERSON (25) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.

C. THIS ORDER IS SUBJECT TO CONDITIONS ON FOLLOWING PAGE.

D. THIS ORDER IS SUBJECT TO THE SPECIAL PROVISONS, TERMS, AND CONDITIONS SPECIFIED ON FOLLOWING PAGE.

---

**SIGNATURE**

Claudia S. Aschille Chief Procurement Officer

---

**CONTROL NO.**

PAGE 3 OF 7

ORIGINAL/VENDOR'S COPY
**PURCHASE ORDER**
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

**TO:**
SANFORD TECHNOLOGY GROUP LLC
335 S MARINE DR.
suite 200
TAMuning, GU 96913
Telephone: 671 647-0220 Fax: 671 647-C8CC
Email:

**VENDOR**

**SHIP TO**
CONSIGNEE/DESTINATION & ADDRESS

DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
HAGATNA, GU 96932-0000

**AUTHORITY & INVITATION NO.**
5111(c)

**CONTRACT NO.**

**TIME FOR DELIVERY**

**EXPIRING**

**DISCOUNT TERMS**

---

**ARTICLES OF SERVICE**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intel dual band wireless AC</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8265 (802.11AC) 2X2 + Blue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intel i7 4.2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Energy Star 6.1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dual pointing English QWERTY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keyboard with backlight</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary 3-cell 42W/HR battery</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>65W AC adapter, 3-pin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ES power cord (JS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dell essential backpack 15</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Windows 10 PRO (64BIT) ENGLISH</td>
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<td></td>
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</tr>
<tr>
<td>Windows 10 professional OS recovery 64BIT JSB</td>
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<td>waviez maxx audio</td>
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<tr>
<td>Dell client system update</td>
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<tr>
<td>Dell digital delivery cirrus client</td>
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<tr>
<td>Dell developed recovery environment</td>
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</tr>
<tr>
<td>Dell command</td>
<td>power manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 1019 (a) of the Code.

---

**SPECIAL INSTRUCTIONS TO VENDOR**

A. Hand certified original and three (3) copies of invoice, brokerage of accounts, Department of Administration, Government of Guam, P.O. Box 59A, Agana, Guam 96907.
B. All work totally performs within Guam and GAO standards in Guam in good condition.
C. Government property includes upon receipt of purchase order in Guam in good condition.
D. This order subject to provisions of Guam in good condition. E. If this order is subject to the special provisions, and big general terms and conditions specified on this order.
F. The number of items to be furnished must be in accordance with the number specified on this order.

---

**CONTRACTOR**

Please supply promptly the above articles or services. All correspondence pertaining to this order including invoices, shipping documents and packages must be the purchase order number shown above. See reverse side for purchase order terms and conditions.

**ADVANCE PAYMENT AUTHORIZATION**

**PAYMENT ENCLOSED**

---

**SIGNATURE**

Claudia S. Aguelle, Chief Procurement Officer

---

**TOTAL**

XXXXXXX

---

**ORIGINAL/VENDOR'S COPY**
**PURCHASE ORDER**

**GENERAL SERVICES AGENCY**
**DEPARTMENT OF ADMINISTRATION**
**GOVERNMENT OF GUAM**

148 Route 1
Marina Drive
PO Box Guam 96925

---

**TRAN CODE**

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, B/L
CORRESPONDENCE ETC

---

**F.O.B.**

---

**TO:**

SANFORD TECHNOLOGY GROUP LLC
335 S MARINE DR.
SUITE 200
TAMUNING, GU 96913
Telephone: 671 647-0220 Fax: 671 647-0800

**VENDOR**

50097692

**SHIP TO**

DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
HAGATNA, GU 96932-0000

LSTA STATE GRANT - FY2017

---

**AUTHORITY**

511(c)

---

**ITEM DESCRIPTION**

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>DOCUMENT NUMBER</th>
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<tbody>
<tr>
<td>1. SETUP AND FEATURES GUIDE (ENGLISH, INDONESIAN)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. DOCUMENT FOR MJT (ENGLISH, KHMER, BAHASA INDONESIA, ARABIC, SPANISH)</td>
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<td></td>
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<tr>
<td>3. RESOURCE USE FOR KBL</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. BATTERY CARRIES 1 YEAR WARRANTY FROM INVOICE DATE</td>
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<td></td>
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</tr>
<tr>
<td>5. 3 YEAR SAMSUNG RAPID PARTS EXCHANGE SERVICE</td>
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<td></td>
</tr>
<tr>
<td>6. CELL USB SLIM DVD +/-RW DRIVE</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. MS OFFICE PROFESSIONAL 2016 EQUIPMENT WARRANTY: THREE (3) YEARS ON ISLAND PARTS EXCHANGE AND THREE (3) YEARS LABOR REPLACEMENT WARRANTY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SHIPPING & HANDLING INCLUDED.**

---

**NOTE:**

The Government of Guam will not be responsible for 'UNAUTHORIZED' PURCHASES OR SERVICES. 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, PO BOX 2950, HAGATNA, GU 96932-0000.

---

**SIGNATURE:**

Claudia A. Abel Ve, Chief Procurement Officer

---

**DATE:** 06/29/2013

---

**TOTAL:** $9880.00

---

**Control No.**

---
**PURCHASE ORDER**

**GENERAL SERVICES AGENCY**  
**DEPARTMENT OF ADMINISTRATION**  
**GOVERNMENT OF GUAM**  
1A8 Route 1  
Maite Drive  
Yigo, Guam 96925

---

**TO:**  
SANFORD TECHNOLOGY GROUP LLC  
235 S MARINE DR.  
SUITE 200  
TAMuning, GU 96913  
Telephone: 671 647-0220  
Fax: 671 647-0600

**VENDOR:**  
80097692

**SHIP TO:**  
DEPT. OF CHAMORRO AFFAIRS  
P.O. BOX 2950  
HAGATNA, GU 96932-0000

**LSTA STATE GRANT - FY 2017**

---

**CONTINUE DESTINATION & MARKINGS**

---

**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. ENSURE CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 2950, HAGATNA, GUAM 96932-0000.

C. ENSURE IN TRUITY (3) COPIES UNTIL OF MATERIALS IN GUAM IN GOOD CONDITION.

D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.

E. THIS ORDER SUBJECT TO THE SPECIFIC PROVISIONS AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THE BID.

F. ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS.

---

**SIGNATURE:**

Claudia S. Acalle  
Chief Procurement Officer

---

**SIGNATURE:**

Claudia S. Acalle  
Chief Procurement Officer

---

**ORIGINAL/VENDOR'S COPY**
**PURCHASE ORDER**

GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

14B Route 1
Madno Drive
P.O. Box 90095

TO:
SANFORD TECHNOLOGY GROUP LLC
335 S MARINE DR.
suite 200
TAMUNING, GU 96913

Telephone: 671 647-0220 Fax: 671 647-0600

Email:

VENDOR

80097692

SHIP TO
DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2350
HAGATNA, GU 96932-0000

LSTA STATE GRANT - FY2017

CONSIGNEE DESTINATION & MARKING

AUTHORITY:
5111(c)

JOB ORDER NO.
6/29/2018

OBJCR
3611-7107250

250

**ARTICLES OF SERVICES**

<table>
<thead>
<tr>
<th>QTY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>DOCUMENT NUMBER</th>
</tr>
</thead>
</table>

**VENDOR ACKNOWLEDGMENT**

RETURN TO SUPPLY MANAGEMENT DIVISION

DATE OF RECEIPT OF THIS ORDER: 07/26/18

SIGNATURE: [Signature]

**RECEIVING REPORT COPY**

I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE BEEN RECEIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED AND ACCEPTED EXCEPT AS OTHERWISE NOTED HEREIN.

DATE RECEIVED: [Date]

SIGNATURE: [Signature]

**SPECIAL INSTRUCTIONS TO VENDOR**

B. **DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL. INSERT CHANGES AND RETURN THIS ORDER FOR AMENDMENT.**

TOTAL

9880.00

SIGNATURE: [Signature]

Claudia A. Acielle
Chief Procurement Officer

Control No.

ORIGINAL/VENDOR'S COPY
REQUISITION

TO: PROCUREMENT FACILITIES MGMT.DIVISION ADMINISTRATOR | ENCUMBERED DATE 4-25-19

SUBMITTED BY:
Morales, Rowena - Guam Public Libra
AUTHORIZED DEPARTMENT REPRESENTATIVE SIGNATURE DATE 04-25-19

DEPARTMENT/DIVISION: GUAM PUBLIC LIBRARY SYSTEM DIV REQUEST DATE: 4/25/2019

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>UOM</th>
<th>QTY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ANNUAL SUBSCRIPTION TO DIGITAL RESOURCES VIA EBSCO ROSETTA STONE LIBRARY SOLUTION - 30 LANGUAGES TO MEET A RANGE OF CULTURAL INTERESTS. - CORE LESSONS TO BUILD READING, WRITING, SPEAKING AND LISTENING SKILLS. - FOCUSED ACTIVITIES TO REFIN GRAMMER, VOCABULARY, PRONUNCIATION AND MORE.</td>
<td>YR</td>
<td>1</td>
<td>6000.00</td>
<td>6000.00</td>
</tr>
</tbody>
</table>

START DATE: 06/01/19
EXPIRE DATE: 05/31/20

TOTAL =========> 6000.00

JUSTIFICATION:
FOR GPLS
100% FEDERALLY FUNDED - 2019 STATE GRANT

VENDOR: EBSCO

** PRINT NAME & SIGN **
Sandra Stanley, A.O. 4/25/19
(CERTIFYING OFFICER)

** APPROVAL **
Anna Marie Arecia, Vice Ge'hilo
APPROVING AUTHORITY (DIRECTOR)

( ) DISAPPROVAL
<table>
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<tr>
<th>ACCOUNT-NUMBER</th>
<th>TRAN-DATE-CODE</th>
<th>AMOUNT</th>
<th>TNO</th>
<th>PRIOR-REF</th>
<th>VENDOR #</th>
<th>INVOICE #</th>
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<td>Q193611068</td>
<td>Q193611068</td>
<td>20650000</td>
<td>LIBSTANS</td>
<td>87 P</td>
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</table>

USER TOTALS >>>>
COUNT: 1
TOTAL: 6,000.00
Product Order Form

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
671-475-4735
june.aflague@gpl.guam.gov

Your invoice will be sent to:
JUNE AFLAGUE
june.aflague@gpl.guam.gov

Guam Public Library System
254 Martyr St.
Hagatna, Guam 96910

<table>
<thead>
<tr>
<th>Rosetta Stone Library Solution</th>
<th>06/01/2019</th>
<th>05/31/2020</th>
<th>$6,000.00</th>
</tr>
</thead>
</table>

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: [Signature]
Print Name: Anna Marie Arceo
Date: 5/11/19
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
<table>
<thead>
<tr>
<th>Articles or services</th>
<th>Qty</th>
<th>Unit price</th>
<th>Extension</th>
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<tbody>
<tr>
<td>ANNUAL SUBSCRIPTION TO DIGITAL RESOURCES VIA EBSCO</td>
<td>1</td>
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<tr>
<td>SHIPPING &amp; HANDLING</td>
<td>1</td>
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<td></td>
</tr>
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</table>
**PURCHASE ORDER**

**GENERAL SERVICES AGENCY**

**DEPARTMENT OF ADMINISTRATION**

**GOVERNMENT OF GUAM**

148 Route 1
Matao, GU 96915

---

**TO:**

**VENDOR**

P.O. Box 346
Tumon, GU 96913

**Telephone**: 631-6616
**Fax**: 631-6634

---

**ARTICLES OF SERVICES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty.</th>
<th>Unit</th>
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<tr>
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</tbody>
</table>

**SUBTOTAL**: 

**TOTAL**: 

---

**NOTE**: The Government of Guam does not recognize P.O. boxes as post office boxes. The vendor is required to submit all invoices via the U.S. Postal Service or certified mail. All invoices must be submitted in duplicate. The Government of Guam reserves the right to return invoices that are not submitted in the manner described above. Payment for goods and services will be made upon receipt of invoices that are properly submitted and approved. Any late payments or delinquent invoices are subject to the Government of Guam’s terms on payment. Please note: the MAX.

---

**SIGNATURE**

---

**DATE**

---

**RECEIVED**

---

**PAYMENT**

---

**INVOICE**

---

**TOTALS**

---

**CHECKED BY**

---

**CERTIFIED**

---

**AUTHORIZED**

---

**FILE**

---

**CONTROL NO.**
TO:

VENDOR

SHIP TO

ARTICLES OF SERVICE | QTY | UNIT | UNIT PRICE | AMOUNT | DOCUMENT NUMBER | PAGE

TOTAL

A

1.0

B

C

D

E

F

For additional terms and conditions, refer to the General Services Agency's Terms and Conditions.

All invoices must be submitted prior to delivery.

Signature: [Signature]

Date: [Date]

Note: Any discrepancies, unless specifically authorized, will not be accepted.
**PURCHASE ORDER**

GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

TO:

[Vendor Information]

VENOR [Vendor Address, Telephone, Fax, E-mail]

SHIP TO [Ship To Address, Telephone, Fax, E-mail]

<table>
<thead>
<tr>
<th>ARTICLES OF SERVICES</th>
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<th>DOCUMENT NUMBER</th>
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</tbody>
</table>

**[Signature]**

[Vendor Name]
PURCHASE ORDER

GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

TO:

[Vendor Address]

VENDOR

[Vendor Name]

STATE OF GUAM

SHIPTO

[Shipment Address]

[Vendor Contact Information]

ARTICLES OF SERVICES

<table>
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<th>DESCRIPTION</th>
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<td>[Item 1]</td>
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<td>[Item 2]</td>
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<tr>
<td>[Item 3]</td>
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</table>

TOTAL: [Total Amount]

[Vendor Signature]

[Date]

[Control No]

[Approval Stamps]

[File Information]
**PURCHASE ORDER**

*GENERAL SERVICES AGENCY*

DEPARTMENT OF ADMINISTRATION

GOVERNMENT OF GUAM

TO:

**VENDOR**

Total Nutrition Center

P.O. Box 226

Piti, GU 96915

Telephone: 671-633-7336  Fax: 671-633-7336

FACSIMILE: 671-633-7336

**SHIP TO**

AAA STATE ABB. YYYY

**TRAN CODE**

**ADDRESS**

**DATE**

**REMARKS**

**ARTICLES OF SERVICES**

<table>
<thead>
<tr>
<th>ARTICLES OF SERVICES</th>
<th>QTY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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</thead>
</table>

**TOTAL**

Signature: [Signature]

Date: [Date]

**COMMENTS**

[Commentary]

[Table rows]

[Signatures and dates]
Rosetta Stone Library Solution
Title Number: 787724300
Online
EBSCO Order Number: M2746532 1 Year
Coverage: (10/19)-(09/20)

Invoice Subtotal 6,000.00
Net Amount Due in U.S. Dollars 6,000.00
**PURCHASE ORDER**

**GENERAL SERVICES AGENCY**
**DEPARTMENT OF ADMINISTRATION**
**GOVERNMENT OF GUAM**

148 Route 1
Marine Drive
P.O. Guam 96926

---

**TRAN CODE**

**THIS PURCHASE ORDER NUMBER**

No. P196A00706

**MUST APPEAR ON ALL INVOICES**
**PACKING SLIPS, PACKAGES, B/L,**
**CONSIDERATION ETC.**

---

**RECEIVER**

**F.O.S.**

11/20/18

---

**VENDOR**

**THE GUAM DAILY POST, LLC**
388 SOUTH MARINE CORPS DRIVE
SUITE 301
TAMuning, GJ 96913
Telephone: 671 649-1924 Fax: 671 646-2007
Email: ACCOUNTING@POSTGUAM.COM

---

**SHIP TO**

**VENDOR**

**INVOICE NO.**

**CONSIGNEE, DESTINATION & MARKING**

**G0016804**

**DEPT. OF CHAMORRO AFFAIRS**

**P.O. BOX 2950**

**HAGATNA, GU 96932-0000**

---

**AUTHORITY**

3112

**# CONTRACT NO.**

GSAPD 95-01

**TIME FOR DELIVERY**

SEE BELOW

**EXPIRING**

**DISCOUNT TERMS**

---

**ARMS, AIR & CONTACT NO.**

---

**ARTICLES OF SERVICES**

1 SUBSCRIPTION FOR DIGITAL

---

**COPY**

**QUANTITY**

**UNIT**

**UNIT PRICE**

**AMOUNT**

**DOCUMENT NUMBER**

---

EDITION

$9.99 EA FOR A TOTAL OF (3)

USERS, PER MONTH $29.97

SUBSCRIPTION PERIOD:

NOVEMBER 2018 THRU SEPTEMBER 2019

P.O.C: JUNE AFLAGUE 475-4755

---

*** NOTHING FOLLOWS ***

---

**NOTE:**

THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES.

Payment must accompany purchase order (GSAPD95-01).

Note: Amounts due this Purchase Order may be held for monies due the

Government plus for failure to pay damages, penalties, and Attorney's fees, and returned checks

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:**

---

**A.** DO NOT FILL THE ORDER IF YOUR TOTAL COST EXCEEDS THE TOTAL.

**B.** SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 2950, HAGATNA, GUAM 96932.

**C.** PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.

**D.** THIS ORDER SUBJECT TO CONDITIONS ON reverse bid.

**E.** THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BIG 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.

---

**SIGNATURE:**

Claudia S. Aflagale Chief Procurement Officer

---

**ADVANCE PAYMENT AUTHORIZATION**

---

**PAYMENT ENCLOSED**

---

**TOTAL**

329.67

---

Control No.

---

ORIGINAL/VENDOR'S COPY
# Purchase Order

**General Services Agency**
**Department of Administration**
**Government of Guam**

**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:**
**VENDOR 60016804**

**Ship To:**
**Dept. of Chamorro Affairs**
P.O. Box 2950
Hagatna, GU 96932-0000

**Authority:**
3112

**Invitation No.:**
GSAPD 95-01

**Contracting Officer:**
GSAPD 95-01

**Date:**
12/04/2018

**JOB ORDER No.:**
361118107230

**Purchase Order No.:**
P19GA00706

**Expiration:**
See Below

**OBJECT:**
LSTA State Grant - FY2018

---

## Articles of Services

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
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<td>329.67</td>
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</tbody>
</table>

**TOTAL:** 329.67

---

**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 2944, Agana, Guam 96940.
- Payment in forty (40) days upon receipt of merchandise in Guam in good condition.
- This order is subject to conditions on 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:**

- **Location:**
  - 

**PAYMENT ENCLOSED:**

- **Amount:**
  - 

**Signature:**

Claudia S. Aceaalle, Chief Procurement Officer

---

**Control No.:**

**Original/Vendor’s Copy**
TO:  THE GUAM DAILY POST, LLC
     388 SOUTH MARINE CORPS DRIVE
     SUITE 301
     TAMuning, GJ 96913
     Telephone: 671 649-1924  Fax: 671 646-2007
     Email: accounting@postguam.com

VENDOR:  G0016804

SHIP TO:  DEPT. OF CHAMORRO AFFAIRS
         P.O. BOX 2950
         HAGATNA, GJ 96932-0000

CONSIGNEE, DESTINATION & MARKING:
LSTA STATE GRANT – FY2018

AUTHORITY:  3112

%# INVITATION NO.  % CONTRACT NO.  GSAPD 95-01

TIME FOR DELIVERY  SEE BELOW

DISCOUNT TERMS:       EXPENSING

<table>
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<tr>
<th>ARTICLES OR SERVICES</th>
<th>XMT</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>DOCUMENT NUMBER</th>
<th>PAG</th>
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<td>VENDOR ACKNOWLEDGMENT</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>RETURN TO SUPPLY MANAGEMENT DIVISION</td>
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<tr>
<td>DATE OF RECEIPT OF THIS ORDER</td>
<td>12/16/18</td>
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<tr>
<td>SIGNATURE</td>
<td>Lila Smooff</td>
<td></td>
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</tbody>
</table>

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 Accounts, Department of Administration, Government of Guam, P.O. Box 151, Agana, Guam 96910.
C. PAYMENT IN THIRTY (30) DAYS FROM ACCEPTANCE OF MERCHANDISE IN GUAM IN GOOD CONDITION.
D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
E. THIS ORDER SUBJECT TO TERMS AND CONDITIONS AND ALL GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS RDO.
F. IF ALL OR PART SHIPPED PRODUCTS HAVE AIR FREIGHT COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.

TOTAL: 329.67

SIGNATURE: Apalle
Claudia Apalle 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.

PAGE 3 OF 3

ORIGINAL/VENDOR'S COPY
PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

140 Route 1
Marine Drives
P.O. Box 28239
Guam 96925

RECEIVED
FEB 17 2020

Guam Public Library System

TO:
PACIFIC DAILY NEWS
P.O. BOX 999
HAGATNA, GU 96910

Telephone: 671-475-0109
Fax: 671-475-3432
Email: EMAISIAN@GU.L.GOV

FROM:
VENDOR
F-166601

SHIP TO
DEPT. OF CHAMorro AFFAIRS
P.O. BOX 2940
HAGATNA, GU 96910 9691

TOTAL STATE GRANT FY2019

ARTICLES OF SERVICE

1 SUBSCRIPTION FOR PACIFIC DAILY NEWS ONLINE E EDITION

<table>
<thead>
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<th>DESCRIPTION</th>
<th>DLX</th>
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SPECIAL INSTRUCTIONS TO VENDOR

THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR "UNAUTHORIZED" PURCHASES OR SERVICES.

Note: Amounts due this Purchase Order may be offset 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.

To be coordinated between the agency and vendor, all late deliveries and acceptances are subject to the liquidated damages clause in Section 1401(9)(a) of the Code.

SPECIAL INSTRUCTION TO CONTRACTOR

Please supply promptly the above articles or services. All correspondence pertaining to this order including invoices, shipping documents and packages must be labeled with the Purchase Order number shown above. See reverse side for purchase order terms and conditions.

SIGNATURE
Claudia A. Adaone
Chief Procurement Officer

Page 1 of 1

ORIGINAL/VENDOR'S COPY
PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM
14B Route 1
Matao Drive
PM Guam 96925

TRAN CODE
THIS PURCHASE ORDER NUMBER
No. P206A02007
MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES B/L
CORRESPONDENCE ETC

TO:
PACIFIC TAPILY TAMS
P.O. BOX 233
AGANA, GU 96920

VENDOR
P.O. BOX 233

SHIP TO

HAGATNA, GU 96920

Telephone: 671 475-0629 Fax: 671 475-0432
Email: EMALLAN@GUAM.GANNET.COM

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
   specifications 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 in shipment, 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. DO NOT FILL THIS ORDER
   IF YOUR TOTAL COST
   EXCEEDS THIS TOTAL

B. 1 OUNCE OR SMALLER AND THREE TO COPY COPY REND UNLESS OTHERWISE INSTRUCTION FROM
   GOVERNMENT OF GUAM. OFFICE 96926, AGANA, GUAM,

C. IF ABOVE ITEMS ARE SUBJECT TO THE DUTY RATE, ALLOW 10% ADDITIONAL TO YOUR TOTAL.

D. IF YOUR NUMBER IS CONSIDERED ON VENDOR

E. 1 OUNCE OR SMALLER AND THREE TO COPY COPY REND UNLESS OTHERWISE INSTRUCTION FROM
   GOVERNMENT OF GUAM. OFFICE 96926, AGANA, GUAM,

F. IF YOUR NUMBER IS CONSIDERED ON VENDOR

G. IF YOUR NUMBER IS CONSIDERED ON VENDOR

H. SIGNATURE

Claudia M. Acalle
Chief Procurement Officer

Control No.

ORIGINAL/VENDOR'S COPY

PAGE 2 OF 3
**PURCHASE ORDER**

**GENERAL SERVICES AGENCY**

**DEPARTMENT OF ADMINISTRATION**

**GOVERNMENT OF GUAM**

148 Route 1 Marine Drive
PM Guam 96925

---

**TO:**

PACIFIC DAILY NEWS
P.O. BOX 214
HAGATNA, GU 96911

Telephone: 671-477-0209 Fax: 671-477-1462
Email: EMALUAN@GUAM.GANNET.COM

---

**SHIPTO:**

DEPT. OF CHAMorro AFFAIRS
P.O. BOX 2405
HAGATNA, GU 96911

---

**TRAN CODE**

**THIS PURCHASE ORDER NUMBER**

No. 9206A2007

MUST APPEAR ON ALL INVOICES PACKING SLIPS, PACKAGES BILL CORRESPONDENCE ETC.

DATE: 2/13/2020

JOB ORDER NO: 10/067

---

**VENDOR ACKNOWLEDGMENT**

RETURN TO SUPPLY MANAGEMENT DIVISION.

DATE OF RECEIPT OF THIS ORDER: 2/17/2020

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**

A. DO NOT FILL THIS ORDER IF YOUR TOTAL EXCEEDS THIS TOTAL

TOTAL

---

**SIGNATURE:**

Claudine M. Saballa
Chief Procurement Officer

---

Control No.

ORIGINAL/VENDOR'S COPY
**PURCHASE ORDER**

**GENERAL SERVICES AGENCY**
**DEPARTMENT OF ADMINISTRATION**
**GOVERNMENT OF GUAM**

148 Route 1
Malaye Drive
Piti, Guam 96926

---

**TO:** PACIFIC DAILY NEWS  
F.O. BOX 316  
HAGATNA, GU 96932

Telephone: 671 477-0209  Fax: 671 477-8432  
Email: ENOIS@GAM.GANETT.COM

**VENDOR**  
P.O. BOX 601  
GUAM PUBLIC LIBRARY  
254 MARTYR STREET  
HAGATNA, GU 96910-5141

Telephone: 671 477-0209  Fax: 671 477-8432  
Email: EMIGE@GAM.GANETT.COM

---

**ARTICLES OF SERVICES**

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20.00</td>
<td>150.00</td>
</tr>
</tbody>
</table>

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**SUBSCRIPTION FOR PACIFIC DAILY NEWS ONLINE E-EDITION**

Reference: P208A02007

---

**NOTE:**

The Government of Guam will not be responsible for unauthorized purchases or services. Government plus for accordingly.

---

**SIGNATURE:**

Claudia S. Acalde  
Chief Procurement Officer

---

Control No.

ORIGINAL/VENDOR'S COPY

PAGE 1 OF 3
**PURCHASE ORDER**
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM
148 Route 1
Matapang Drive
Piti, Guam 96925

**VENDOR**
GUAM PUBLIC LIBRARY
254 MARY STREET
HAGATNA, GU 96910-5141

**SHIP TO**
LSTA STATE GRANT FY2020

**TO:** PACIFIC DAILY NEWS
P.O. BOX DN
HAGATNA, GU 96932

Telephone: 671 477-0209 Fax: 671 477-6432
Email: EMADIGAN@GUAM.GANNET.COM

**AUTHORITY:** 5112

**TRAN CODE**

**CONSIGNEE DESTINATION & MARKING**

**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 HERIN.

**DATE RECEIVED:** ____________ **SIGNATURE:** ____________

---

**SPECIAL INSTRUCTIONS TO VENDOR:**

A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL AMOUNT.

B. # OF COPY OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, 148 BOX DN, PITH, GUAM 96925.

C. PAYMENT IN FULL SHIPS WITHIN 30 DAYS FROM DATE OF 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 ALL GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID.

F. # ALL AIR SHIPMENTS HAVE AIR FREIGHT CHARGE CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.

**ADVANCE PAYMENT AUTHORIZATION**

**PAYMENT ENCLOSED**

Claudia S. Acalle  Chief Procurement Officer

---

Control No.

ORIGINAL/VENDOR'S COPY
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
FUTURE OUTLOOK

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, Manamo: 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 rebranding/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

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.

GOVERNANCE & LEADERSHIP
GPLS Board of Directors
Mr. Jeryn Tepera, Chair
Mr. Nolan Flores, Vice Chair
Dr. Monique Storie, Treasurer
Ms. Marissa Mears, Member
Ms. Nicole Nelson, Member
Mr. William Nan Jr., Member
Dr. Mariala Rivera, Member

GPLS Director
Mr. Krishman Serranian, MLS

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 promote intellectual freedom, promote literacy, encourage lifelong learning, and maintain cultural materials.

Guam Public Library System
754 Marty Street
Hagåtña, Guam 96910
(671) 477-2794/2795
http://gplsgov.com
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.

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 e-Book 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.

Financial Statement

FY 2020
TEFF APPROPRIATIONS & APPROVED GRANTS

1,500,000
1,000,000
500,000

approved grants
state grant

FY2020 IMLS CARES ACT 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 FY2018-2023 with no matching fund required. For FY 2020, funds received were in the amount of $124,141.00

EDUCATION STABILIZATION FUND

The library is a recent sub-recipient of funding from the Education Stabilization Fund (ESF). Funding in the amount of $1,000,000 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 (DOE) 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.

Branches In

| Hagåtña | Agat |
| Barrigada | Dededo |
| Merizo | Yona |

Staff Make-Up

1 Director/Librarian
1 Admin. Officer
1 Librarian Assistant
1 Admin. Aide
5 Building Custodians
2 Bookmobile Driver
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

2. 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 capital of Guam.
3. GPLS also consists of 3 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.
4. The original collection had 13,000 books, mostly from deactivated Navy libraries and a donation from the Los Angeles Public Library.
5. The Library was originally in two quonset huts near the Agana Azotea and opened only 20 hours per week with only 3 staff.
6. 1951, began a Guam Collection.
7. 1953, Bookmobile service began, reaching remote villages using a panel truck.
8. 1954, the Library became an independent government agency, no longer a part of the Department of Education.
9. January 1960, the Library moved out of its quonset huts into the first floor of what had been the Guam Administration Building.
10. 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.
12. Reorganization Advisory No. 6 (10-6-2011) GPLS merged into the Department of Chamorro Affairs.

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

<table>
<thead>
<tr>
<th>Branch</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
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<tbody>
<tr>
<td>Agana</td>
<td>1135</td>
<td>1080</td>
<td>791</td>
</tr>
<tr>
<td>Agat</td>
<td>74</td>
<td>79</td>
<td>122</td>
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<tr>
<td>Barrigada</td>
<td>31</td>
<td>22</td>
<td>22</td>
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<tr>
<td>Bookmobile</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dededo</td>
<td>64</td>
<td>51</td>
<td>37</td>
</tr>
<tr>
<td>Merizo</td>
<td>1</td>
<td>9</td>
<td>42</td>
</tr>
<tr>
<td>Yona</td>
<td>11</td>
<td>21</td>
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<td><strong>Total</strong></td>
<td>1,316</td>
<td>1,263</td>
<td>1,048</td>
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#### New Books Processed

<table>
<thead>
<tr>
<th>Branch</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agana</td>
<td>1,874</td>
<td>1,897</td>
<td>1,127</td>
</tr>
<tr>
<td>Agat</td>
<td>345</td>
<td>325</td>
<td>380</td>
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<tr>
<td>Barrigada</td>
<td>406</td>
<td>455</td>
<td>141</td>
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<tr>
<td>Bookmobile</td>
<td>0</td>
<td>49</td>
<td>490</td>
</tr>
<tr>
<td>Dededo</td>
<td>258</td>
<td>490</td>
<td>315</td>
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<tr>
<td>Merizo</td>
<td>272</td>
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<td>Yona</td>
<td>275</td>
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#### New Non-Books Collection

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<tbody>
<tr>
<td>Agana</td>
<td>126</td>
<td>47</td>
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<tr>
<td>Agat</td>
<td>1</td>
<td>13</td>
<td>0</td>
</tr>
<tr>
<td>Barrigada</td>
<td>1</td>
<td>16</td>
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</tr>
<tr>
<td>Bookmobile</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dededo</td>
<td>1</td>
<td>12</td>
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<tr>
<td>Merizo</td>
<td>1</td>
<td>20</td>
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<td>Yona</td>
<td>1</td>
<td>9</td>
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<tr>
<td><strong>Total</strong></td>
<td>131</td>
<td>108</td>
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#### Internet Use

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<td>Agat</td>
<td>174</td>
<td>98</td>
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<td>Barrigada</td>
<td>894</td>
<td>471</td>
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<tr>
<td>Bookmobile</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dededo</td>
<td>873</td>
<td>229</td>
<td>272</td>
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<tr>
<td>Merizo</td>
<td>16</td>
<td>4</td>
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<tr>
<td>Yona</td>
<td>96</td>
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<td>18,026</td>
<td>8,475</td>
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**Guam Special Collections**
- Legislative Documents / Vertical Files
- Photographs / Periodicals

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<tr>
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<th><strong>2018</strong></th>
<th><strong>2019</strong></th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

**U.S. Federal Government Depository**
- CFR / Federal Register / Congressional Records
- Serials / CD-Roms / Papers, etc.

<table>
<thead>
<tr>
<th><strong>2017</strong></th>
<th><strong>2018</strong></th>
<th><strong>2019</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2,865</td>
<td>2,723</td>
<td>1,135</td>
</tr>
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</table>
**Financial Reports**

Guam Public Library System

*Audited Financial Statements as of 09/30/2017*

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
<th>2017</th>
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</thead>
<tbody>
<tr>
<td>Office of the Director</td>
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<td>1,169,587</td>
<td>1,063,550</td>
</tr>
<tr>
<td>Hagatna-Dededo Library</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Barrigada Library</td>
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<td>0</td>
</tr>
<tr>
<td>Agat Library</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Yona Library</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Merizo Library</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>1,217,900</strong></td>
<td><strong>1,169,587</strong></td>
<td><strong>1,063,550</strong></td>
</tr>
</tbody>
</table>

**Financial Statement**

**FY2017 - FY2019**

Guam Public Library System

*Budget - Territorial Education Facilities Fund*

Year Ended September 30, 2019

**Budget Amounts**

Office of the Director $1,217,900.00
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@guampls.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

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◊ 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.
◊ Reorganization Advisory No. 6 (10-6-2011) GPLS merged into the Department of Chamorro Affairs.
◊ Executive Order No. 2019-17 signed by Governor Louderes Leon Guerrero rescinded Reorganization Advisory No. 6 in its entirety on June 21, 2019.

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

<table>
<thead>
<tr>
<th>Branch</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agana</td>
<td>720</td>
<td>1,135</td>
<td>1,080</td>
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### New Books Processed

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### Internet Use

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**National Library for the Blind and Physically Handicapped**

Talking Book Tapes / Digital Talking Books / Braille Books

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**Guam Special Collections**

Legislative Documents / Vertical Files / Photographs / Periodicals

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**U.S. Federal Government Depository**

CFR / Federal Register / Congressional Records / Serials / CD-Roms / Papers, etc.

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Guam Public Library System

Audited Financial Statements as of 9/30/2018

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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 $1,169,587
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

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#### FY 2017

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GPLS-NLS.LBPH.FY2017
## Guam Public Library System
### National Library Services / Library for the Blind and Physically Handicapped
#### FY 2017

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GPLS-NLS.LBPH.FY2017
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# Guam Public Library System
## National Library Services / Library for the Blind and Physically Handicapped
### FY 2020

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GPLS-NLS.LBPH.FY2017
## Guam Public Library System

**National Library Services / Library for the Blind and Physically Handicapped**

**FY 2020**

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# Guam Public Library System

**National Library Services / Library for the Blind and Physically Handicapped**

**FY 2021**

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| ** BRAILLE MAGAZINES** |         |          |          |          |          |          |        |        |        |        |        |        |        |        |        |        |        |       |       |
| **PREVIOUS TOTAL** | 232     |          |          |          |          |          |        |        |        |        |        |        |        |        |        |        |        | 232   |       |       |
| **NEW**          | 4       | 4        | 0        | 4        | 4        | 4        | 0      | 5      | 2      |        |        |        |        |        |        |        |        | 27    |       |       |
| **DISCARD (-)**  |         |          |          |          |          |          |        |        |        |        |        |        |        |        |        |        |        |       |       |
| **TOTAL**        | 4       | 4        | 0        | 0        | 0        | 0        | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 259   |       |       |

|                  | FY 2020 |          |          |          |          |          |        |        |        |        |        |        |        |        |        |        |        |       |       |
| **EQUIPMENTS AND ACCESSORIES** |         |          |          |          |          |          |        |        |        |        |        |        |        |        |        |        |        |       |       |
| **PREVIOUS TOTAL** | 135     |          |          |          |          |          |        |        |        |        |        |        |        |        |        |        |        | 135   |       |       |
| **NEW**          | 0       | 0        | 0        | 0        | 0        | 0        | 1      |        |        |        |        |        |        |        |        |        |        | 1     |       |       |
| **DAMAGE / RETURN (-)** | 0      | 1        | 0        | 0        |          |          |        |        |        |        |        |        |        |        |        |        |        | 2     |       |       |
| **TOTAL**        | 0       | 1        | 0        | 0        | 0        | 0        | 1      |        |        |        |        |        |        |        |        |        |        | 134   |       |       |

|                  | FY 2020 |          |          |          |          |          |        |        |        |        |        |        |        |        |        |        |        |       |       |
| **REGISTERED BORROWERS** |         |          |          |          |          |          |        |        |        |        |        |        |        |        |        |        |        |       |       |
| **PREVIOUS TOTAL** | 66      | 0        | 0        | 0        | 0        | 0        |        |        |        |        |        |        |        |        |        |        |        | 66    |       |       |

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### Guam Public Library System

**National Library Services / Library for the Blind and Physically Handicapped**

**FY 2021**

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GMLS-NLS.LBPH.FY2021
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VENDOR:  VENDOR  R0039522  

SHIP:  DEPT. OF CHAMORRO AFFAIRS  P.O. BOX 2950  HAGATNA, GU 96922-2950  

RECEIVED  SEP 10 2019  

AUTHORITY:  3111(2)  

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- AUTOMATICALLY AND ACCURATELY READS PRINTED MATERIAL  
- HAND MOTION ACTIVATED  
- SCANS 20 PAGES PER MINUTE  
- 9"W X 11"L X 11"LONG | 1 EA | 2350.00 | 2350.00 | G193611084 |
| 2    | BRAILLE EMBOSER  
- EMBOSSES 400 A4 PAGES PER HR.  
- HIGH RESOLUTION TACTILE GRAPHICS  
- AUTOMATIC BOOKLET FORMAT PRINTING  
- HORIZONTAL AND VERTICAL PRINTING OPTIONS | 1 EA | 5475.00 | 5475.00 |

REFERENCE: INDEX EVEREST-D VS EMBOSER  

NOTE:  THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES.  
Note:  Amounts due this Purchase Order may be offset 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 GAG.  

SPECIAL INSTRUCTIONS TO VENDOR:  
B. Send original and three (3) copies of invoice to Department of Administration, Department of Administration, Government of Guam, 212, Box 2644, P.O. Box 2950, Hagatna, Guam 96922.  
C. Inspection:  Authority to accept or reject is exercised in Guam in good condition.  
D. Price subject to prompt receipt of shipment.  
E. If the goods are subject to the Special Provisions and Bid General Terms and Conditions which are referenced on this A.O.  
F. In case of amendments, the awardee company can attach number upon approval of the A.O.  

CONTRACTOR:  PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES, ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BE DIRECTED TO THE PURCHASE ORDER NUMBER INDICATED ABOVE.  
SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.  

SIGNATURE:  
Claudia S. Acevalle  Chief Procurement Officer  

PAGE 1 OF 5  
ORIGINAL/VENDOR'S COPY
**PURCHASE ORDER**

**GENERAL SERVICES AGENCY**
**DEPARTMENT OF ADMINISTRATION**
**GOVERNMENT OF GUAM**

148 Route 1
Madno Drive
P. O. Box 2568
Hagatna, GU 96910

**TRAN CODE**

**No.** 201617393

**DATE** 7/9/2016

**VENDOR**

REACTION SUPPLY COMPANY
ARA REACTION AUTOMOTIVE
P.O. BOX 2252
RABAHORE, GU 96921
Telephone: 671 472-5651 Fax: 671 472-5655

**SHIP TO**

LSTA STATE GRANT - FY2016

**TO**

SH DEPT. OF CHAMBER AFFAIRS
P.O. BOX 2568
HAGATNA, GU 96920-0030

---

**ARTICLES OF SERVICES**

| 3 | ERUSSION PROFESSIONAL 2015 SOFTWARE | 4 | EA | 2466.000 | 9864.00 |
| 4 | WIRELESS NOISE CANCELING HEADPHONES — ON DEMAND ACTIVE NOISE CANCELING — CLASS 1 BLUETOOTH CAPABLE — 2-WAY PILOT EARPIECE DESIGN — 3.5MM JACK | 4 | EA | 229.000 | 916.00 |
| 5 | HANDS FREE ERGONOMIC MOUSE — SLIPER ALUMINUM CASE WITH INNOVATIVE MOUNTING OPTIONS INCLUDING 1/4-20 THREAD MOUNTS FOR STANDARD TRIPODS | 4 | EA | 675.000 | 2700.00 |

**REFERENCE:** 017001

**NOTE:**

THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR "UNAUTHORIZED" PURCHASES OR SERVICES.

Note: Amounts due this Purchase Order may be offset 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 61019 (9) OF THE G.R.A.**

---

**CONTRACT NUMBER:**

**AMOUNT:**

**DOCUMENT NUMBER:**

**PAC:**

---

**SPECIAL INSTRUCTIONS TO VENDOR:**

A. **TOOLKIT**: ADDITIONAL AND THIRD (3) ITEMS OR SERVICE TO THIS PURCHASE ORDER, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 2568, HAGATNA, GUAM 96910

B. **PAYMENT TO**: THE REVIEWED AND AUTHORIZED (OR INTERPRET) BY MANAGER IN GUAM IN GOOD CONDITION.

C. **RECEIPTS**: RECEIPT OF GOODS SHIPMENT MUST BE COMPLETE IN GUAM

D. **RECEIPTS**: RECEIVE OF GOODS SHIPMENT MUST BE COMPLETE IN GUAM

E. **SHIP TO**: SAME ADDRESS AS SHIP FROM ADDRESS.

F. **SHIP TO**: SAME ADDRESS AS SHIP FROM ADDRESS

---

**CONTACTOR:** PLEASE VERIFY PROMPTLY THE ABOVE ARTICLES OR SERVICES, ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BE SHOWN THE PURCHASE ORDER NUMBER SHOWN ABOVE.

SEE INVOICE SITE FOR PURCHASE ORDER TERMS AND CONDITIONS

---

**ADVANCE PAYMENT AUTHORIZATION:**

**PAYMENT SUPPORTED BY:**

Claudia A. Accalle
Chief Procurement Officer

---

Control No. 0000000000

PAGE 2 OF 5

**ORIGINAL VENDOR COPY**
PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM
148 Route 1
Malaho Drive
P.O. Box 46145
Piti, Guam 96928

TO:
REACTION SUPPLY COMPANY
3000 REACTION AUTOMOTIVE
P.O. BOX 22362
BARRIGADA, GU 96921
Telephone: 671 472-5651 Fax: 671 472-5655

VENDOR
R005632

SHIPTO
DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2850
HAGATNA, GU 96920

AUTHOR:
5111 (a)

88 INVITATION NO.
88 CONTRACT NO.
50 DAYS AR

AMOUNT
21421.00

NOTE:
The Government of Guam will not be responsible for 'unauthorized' purchases or services.

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.

Claudia S. Asfalle Chief Procurement Officer

PAGE 3 OF 5
ORIGINAL VENDOR COPY

Control No.
TO: REACTION SUPPLY COMPANY

VENDOR NO: R0028632

ADDRESS: 1000 CHAMORRO 

Telephone: 671 472-5651 Fax: 671 472-5651

Email:

SHIP点缀

DEPT OF CHAMORRO AFFAIRS

P.O. BOX 2520

HAGATNA, GU 96930-0000

TO: LSTA STATE GRANT - FY2018

authority

3111(s)

INVOICE NO.

558 CONTRACT NO.

25 Days AR

AMOUNT

DOCUMENT NUMBER

CMT

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. Keep this original and one (1) copy of invoice in duplicate in accordance with the requirements of administrative government of Guam R.O. Box 2520, Hagatna, Guam 96930

B. Payment is made upon receipt of invoice and is made in good condition.

C. This order is subject to conditions on vendor side.

D. If over quantity is subject to special provisions and bid general terms and conditions specified on the bid.

E. Any over quantity is subject to special provisions and bid general terms and conditions specified on the bid.

F. Payment is made upon receipt of invoice and is made in good condition.

G. Payee is subject to conditions on vendor side.

H. Advanced payment authorization.

I. Date

Claudia T. Asfelle Chief Procurement Officer

Control No.

ORIGINAL VENDOR'S COPY
PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM
148 Route 1
Mangilao Village
PB Guam 96920

TO:
REACTION SUPPLY COMPANY
5000 FOLK ST
BARRIGADA, GU 96921
Telephone: 671-472-5851 Fax: 671-472-5655

VENDOR
B6C95652

AMOUNT:

SHIP TO:
DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2650
HAGATNA, GU 96922-0050

DATE OF RECEIPT OF THIS ORDER:
8/30/2019

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:

ARTICLES OF SERVICES

<table>
<thead>
<tr>
<th>QTY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

TOTAL: 21421.00

SPECIAL INSTRUCTIONS TO VENDOR:

B. EXTEND AND/OR CHANGE THE SHIPMENT DATES, TO MANUFACTURER, CONTRACTOR, OR DELIVER TO THE ORDERED LOCAL UNION.

C. PACKING: IT IS THE RESPONSIBILITY OF THE VENDOR TO PACK AND LABEL THE MERCHANDISE IN SUCH A WAY AS TO PREVENT DAMAGE IN SHIPPING.

D. THE VENDOR'S TERMS AND CONDITIONS MUST BE COMPLIED WITH.

E. CONTRACT IS SUBJECT TO ACCEPTANCE OF MATERIALS.

F. WOULD SUPPORT VENDOR WILL RECEIVE AN INVOICE THAT INCLUDES THE NUMBER OF ITEMS RECEIVED.

CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPMENT DOCUMENTS AND PACKAGES MUST BE MARKED THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

Claudia A. Mafall, Chief Procurement Officer

Control No. ORIGINAL VENDOR COPY
Attachment "S" - Purchase Order for GPLS Service
Brochures for promoting GPLS services
**PURCHASE ORDER**

**GENERAL SERVICES AGENCY**

**DEPARTMENT OF ADMINISTRATION**

**GOVERNMENT OF GUAM**

148 Route 1
Marine Drive
P.O. Box 9925

**TRAN CODE**

**P196A02703**

**TO:** COFY EXPRESS

**P.O. BOX 10138**

TAMuning, GU 96931

**VENDOR:** C7926001

**SHIP TO:**

DEPT. OF CHAMORRO AFFAIRS

P.O. Box 2950
Hagatna, GU 96932-0000

**AUTHORITY:** 3111(c)

**INVITATION NO.**

**CONSIGNEE, DESTINATION & MARKING**

**CONTRACT NO.**

**TIME FOR DELIVERY**

**DISCOUNT TERMS:**

**_TEAM STATF GRANT - FY2018**

<table>
<thead>
<tr>
<th>1 GELS SERVICE BROCHURE</th>
<th>1 LOT</th>
<th>1145.00</th>
<th>1145.00</th>
<th>0193611065</th>
</tr>
</thead>
<tbody>
<tr>
<td>11&quot; (W) X 8-1/2&quot; (H), TRI-FOLD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4C X 4C ON 60# SEMI-GLOSSY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10,000 PIECES, ONE DESIGN ONLY.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**

The Department will provide vendor ready to print file.

**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 2950, Hagatna, Guam 96932.

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 bo general terms and conditions specified on this document, all shipments are subject to full payment at the time of purchase. In Guam, see department of administration, government of Guam.

F. On all air shipments, air freight company will call the number shown above.

**SIGNATURE:**

Claudia S. Acalle  Chief Procurement Officer

**ADVANCE PAYMENT AUTHORIZATION:**

Paid

**PAGE 1 OF 3**

**ORIGINAL/VENDOR'S COPY**
PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

TO: COPY EXPRESS
P O BOX 10138
TAMuning, GU 96931

VENDOR C7926001

CONSIGNEE, DESTINATION & MARKING
DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
HAGATNA, GU 96932-0000

Telephone: 671 649-6500 Fax: 671 649-1010

Email: 

AUTHORITY 3111(c) *** INVITATION NO. *** CONTRACT NO. TIME FOR DELIVERY EXPANDING 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 ORAL AND THREE (3) COPIES OF INVOICE TO DISCOUNT ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 184, ACANA, 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 SUBJECT TO THE SPECIAL PROVISIONS AND GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS ORDER.
F. ALL SHIPPING MUST BE AIR FREIGHT COMPANY CALL THE NUMBER UPON ARRIVAL OF GOODS IN GUAM.

CONTRACTOR, PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE REFERRING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BE MADE TO THE ADDRESS SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

TOTAL 1145.00

SIGNATURE
Claudia A. Acton, Chief Procurement Officer

PAGE 2 OF 3
ORIGINAL/VENDOR'S COPY
PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

14B Route 1
Madeline Drive
Ph. Guam 96925

F.O.B.
AIR
TEL.
CONTACT
SHIP VIA:

TO:
COPY EXPRESS
P.O. BOX 10138
TAMUNING, GU 96931

Telephone: 671 649-6500
Fax: 671 649-1010

VENDOR
C7926001

SHIP TO

CONSIGNEE, DESTINATION & MARKING
DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
HAGATNA, GU 96932-0000
LSTA STATE GRANT - FY2018

AUTHORITY
3111(c)

INV# INVITATION NO.

CONTRACT NO.

TIME FOR DELIVERY

EXPIRING

DISCOUNT TERMS:

TRAN CODE
THIS PURCHASE ORDER NUMBER
No. P196A02703
MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, B/L,
CORRESPONDENCE ETC.

DATE
5/11/2019

JOB ORDER NO.
36111810723

SUBGL.
230

---

VENDOR ACKNOWLEDGMENT

RETURN TO SUPPLY MANAGEMENT DIVISION

DATE OF RECEIPT OF ORDER: 9/27/19

SIGNATURE:

RECEIVING REPORT COPY

I CERTIFY THE ABOVE ARTICLES AND/OR SERVICES HAVE 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. ADOPT WRITTEN ORAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION;
C. ORDER SUBJECT TO PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION;
D. ORDER SUBJECT TO CONDITIONS ON BACK SIDE;
E. ORDER SUBJECT TO CONDITIONS SPECIFIED ON THIS SID;
F. ON ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THE NUMBER, UPON ARRIVAL OF GOODS IN GUAM.

1145.00

A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL.

TOTAL

SIGNATURE:
Claudia S. Acevulle
Chief Procurement Officer

---

PAGE 3 OF 3

ORIGINAL/VENDOR'S COPY
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

<table>
<thead>
<tr>
<th>Valid</th>
<th>Frequency</th>
<th>Percent</th>
<th>Valid</th>
<th>Percent</th>
<th>ve Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>About 3-5 years ago.</td>
<td>1</td>
<td>6.3</td>
<td>6.3</td>
<td>6.3</td>
<td></td>
</tr>
<tr>
<td>I can't remember/Not applicable.</td>
<td>2</td>
<td>12.5</td>
<td>12.5</td>
<td>18.8</td>
<td></td>
</tr>
<tr>
<td>In the last six months.</td>
<td>8</td>
<td>50.0</td>
<td>50.0</td>
<td>68.8</td>
<td></td>
</tr>
<tr>
<td>More than 5 years ago.</td>
<td>2</td>
<td>12.5</td>
<td>12.5</td>
<td>81.3</td>
<td></td>
</tr>
<tr>
<td>More than one year ago, but in the last two years.</td>
<td>3</td>
<td>18.8</td>
<td>18.8</td>
<td>100.0</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
<td><strong>100.0</strong></td>
<td><strong>100.0</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Valid</th>
<th>Frequency</th>
<th>Percent</th>
<th>Valid</th>
<th>Percent</th>
<th>ve Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>About once a month.</td>
<td>1</td>
<td>6.3</td>
<td>6.3</td>
<td>6.3</td>
<td></td>
</tr>
<tr>
<td>About once a week.</td>
<td>3</td>
<td>18.8</td>
<td>18.8</td>
<td>25.0</td>
<td></td>
</tr>
<tr>
<td>I can't remember/Not applicable.</td>
<td>3</td>
<td>18.8</td>
<td>18.8</td>
<td>43.8</td>
<td></td>
</tr>
<tr>
<td>More than once a week.</td>
<td>3</td>
<td>18.8</td>
<td>18.8</td>
<td>62.5</td>
<td></td>
</tr>
<tr>
<td>Once every two to three months.</td>
<td>2</td>
<td>12.5</td>
<td>12.5</td>
<td>75.0</td>
<td></td>
</tr>
<tr>
<td>Two or three times a year.</td>
<td>1</td>
<td>6.3</td>
<td>6.3</td>
<td>81.3</td>
<td></td>
</tr>
<tr>
<td>Two to three times a year.</td>
<td>3</td>
<td>18.8</td>
<td>18.8</td>
<td>100.0</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
<td><strong>100.0</strong></td>
<td><strong>100.0</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Valid</th>
<th>Frequency</th>
<th>Percent</th>
<th>Valid</th>
<th>Percent</th>
<th>ve Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Another branch of the library.</td>
<td>1</td>
<td>6.3</td>
<td>6.3</td>
<td>6.3</td>
<td></td>
</tr>
<tr>
<td>None of these.</td>
<td>2</td>
<td>12.5</td>
<td>12.5</td>
<td>18.8</td>
<td></td>
</tr>
<tr>
<td>Online services eg: website, online catalogue, online reservations.</td>
<td>1</td>
<td>6.3</td>
<td>6.3</td>
<td>25.0</td>
<td></td>
</tr>
<tr>
<td>The main library in Hagatna.</td>
<td>12</td>
<td>75.0</td>
<td>75.0</td>
<td>100.0</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
<td><strong>100.0</strong></td>
<td><strong>100.0</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Overall, I find the library facilities and services...

<table>
<thead>
<tr>
<th>Valid</th>
<th>Frequency</th>
<th>Percent</th>
<th>Valid Percent</th>
<th>ve Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good</td>
<td>5</td>
<td>31.3</td>
<td>31.3</td>
<td>37.5</td>
</tr>
<tr>
<td>Just right</td>
<td>3</td>
<td>18.8</td>
<td>18.8</td>
<td>56.3</td>
</tr>
<tr>
<td>Poor</td>
<td>1</td>
<td>6.3</td>
<td>6.3</td>
<td>62.5</td>
</tr>
<tr>
<td>Very Good</td>
<td>5</td>
<td>31.3</td>
<td>31.3</td>
<td>93.8</td>
</tr>
<tr>
<td>Very Poor</td>
<td>1</td>
<td>6.3</td>
<td>6.3</td>
<td>100.0</td>
</tr>
<tr>
<td>Total</td>
<td>16</td>
<td>100.0</td>
<td>100.0</td>
<td></td>
</tr>
</tbody>
</table>

In the years 2018-2020 (prior to pandemic shutdown), I noticed that there were other organizations (such as CEDDERS, DISID,  

<table>
<thead>
<tr>
<th>Valid</th>
<th>Frequency</th>
<th>Percent</th>
<th>Valid Percent</th>
<th>ve Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agree</td>
<td>9</td>
<td>56.3</td>
<td>56.3</td>
<td>56.3</td>
</tr>
<tr>
<td>I don't know/I can't remember</td>
<td>1</td>
<td>6.3</td>
<td>6.3</td>
<td>62.5</td>
</tr>
<tr>
<td>Neither agree nor disagree</td>
<td>4</td>
<td>25.0</td>
<td>25.0</td>
<td>87.5</td>
</tr>
<tr>
<td>Strongly agree</td>
<td>2</td>
<td>12.5</td>
<td>12.5</td>
<td>100.0</td>
</tr>
<tr>
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In the years 2018-2020 (prior to pandemic shutdown), I noticed/heard/learned about the library sponsoring children's literacy

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In the years 2018-2020 (prior to pandemic shutdown), I noticed/heard/learned about the assistive technology equipment acquired

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

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

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

In my experience with the library, I found the following items good, okay, poor or I have not used this collection. (PLEASE
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**Youngadultsbooks**

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**Childrensbooks**

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**Childrenspuzzlesandtoys**

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**Magazines and newspapers**

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### Localstudiesandlocalhistorycollections

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### Ebooksincludingaudiobooks

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In my experience, I have found the following good, okay, poor or have not used this.
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### In my experience, I have found activities for children aged 12 and below

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**Staffhelpfulwhenaskedaboutwhattochoose**

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<td>4: Always</td>
<td>5</td>
<td>31.3</td>
<td>31.3</td>
<td>68.8</td>
</tr>
<tr>
<td>5: Not relevant - No contact with Library Staff</td>
<td>4</td>
<td>25.0</td>
<td>25.0</td>
<td>93.8</td>
</tr>
<tr>
<td>Total</td>
<td>16</td>
<td>100.0</td>
<td>100.0</td>
<td></td>
</tr>
</tbody>
</table>

### Staff actively seek help me

<table>
<thead>
<tr>
<th>Valid</th>
<th>Frequency</th>
<th>Percent</th>
<th>Valid Percent</th>
<th>ve Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2: Sometimes</td>
<td>4</td>
<td>25.0</td>
<td>25.0</td>
<td>25.0</td>
</tr>
<tr>
<td>3: Usually</td>
<td>4</td>
<td>25.0</td>
<td>25.0</td>
<td>50.0</td>
</tr>
<tr>
<td>4: Always</td>
<td>7</td>
<td>43.8</td>
<td>43.8</td>
<td>93.8</td>
</tr>
<tr>
<td>5: Not relevant - No contact with Library Staff</td>
<td>1</td>
<td>6.3</td>
<td>6.3</td>
<td>100.0</td>
</tr>
<tr>
<td>Total</td>
<td>16</td>
<td>100.0</td>
<td>100.0</td>
<td></td>
</tr>
</tbody>
</table>

### Gender

<table>
<thead>
<tr>
<th>Valid</th>
<th>Frequency</th>
<th>Percent</th>
<th>Valid Percent</th>
<th>ve Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don't want to identify</td>
<td>1</td>
<td>6.3</td>
<td>6.3</td>
<td>6.3</td>
</tr>
<tr>
<td>Female</td>
<td>2</td>
<td>12.5</td>
<td>12.5</td>
<td>18.8</td>
</tr>
<tr>
<td>Male</td>
<td>11</td>
<td>68.8</td>
<td>68.8</td>
<td>100.0</td>
</tr>
<tr>
<td>Total</td>
<td>16</td>
<td>100.0</td>
<td>100.0</td>
<td></td>
</tr>
</tbody>
</table>

### Age

<table>
<thead>
<tr>
<th>Valid</th>
<th>Frequency</th>
<th>Percent</th>
<th>Valid Percent</th>
<th>ve Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-24</td>
<td>2</td>
<td>12.5</td>
<td>12.5</td>
<td>12.5</td>
</tr>
<tr>
<td>25-34</td>
<td>2</td>
<td>12.5</td>
<td>12.5</td>
<td>25.0</td>
</tr>
<tr>
<td>Age Group</td>
<td>Frequency</td>
<td>25.0</td>
<td>25.0</td>
<td>50.0</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------</td>
<td>------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>45-54</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>55-64</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>65+</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>16</td>
<td>100.0</td>
<td>100.0</td>
</tr>
</tbody>
</table>

**I read in Languages other than English**

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Percent</th>
<th>Valid Percent</th>
<th>ve Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A little</td>
<td>4</td>
<td>25.0</td>
<td>25.0</td>
</tr>
<tr>
<td>A lot</td>
<td>5</td>
<td>31.3</td>
<td>56.3</td>
</tr>
<tr>
<td>Not at all</td>
<td>7</td>
<td>43.8</td>
<td>100.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16</td>
<td>100.0</td>
<td>100.0</td>
</tr>
</tbody>
</table>

**I have difficulty using the library due to**

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Percent</th>
<th>Valid Percent</th>
<th>ve Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning or reading difficulties</td>
<td>1</td>
<td>6.3</td>
<td>6.3</td>
</tr>
<tr>
<td>Limited eyesight</td>
<td>4</td>
<td>25.0</td>
<td>31.3</td>
</tr>
<tr>
<td>Limited mobility</td>
<td>9</td>
<td>56.3</td>
<td>87.5</td>
</tr>
<tr>
<td>Other disabilities</td>
<td>2</td>
<td>12.5</td>
<td>100.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16</td>
<td>100.0</td>
<td>100.0</td>
</tr>
</tbody>
</table>

**I live in the village of**

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Percent</th>
<th>Valid Percent</th>
<th>ve Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agana Heights</td>
<td>1</td>
<td>6.3</td>
<td>6.3</td>
</tr>
<tr>
<td>Barrigada</td>
<td>1</td>
<td>6.3</td>
<td>12.5</td>
</tr>
<tr>
<td>Chalan Pago-Ordot</td>
<td>2</td>
<td>12.5</td>
<td>25.0</td>
</tr>
<tr>
<td>Dededo</td>
<td>3</td>
<td>18.8</td>
<td>43.8</td>
</tr>
<tr>
<td>Hagat</td>
<td>1</td>
<td>6.3</td>
<td>50.0</td>
</tr>
<tr>
<td>Inalahan</td>
<td>3</td>
<td>18.8</td>
<td>68.8</td>
</tr>
<tr>
<td>Mangilao</td>
<td>2</td>
<td>12.5</td>
<td>81.3</td>
</tr>
<tr>
<td>Yigo</td>
<td>2</td>
<td>12.5</td>
<td>93.8</td>
</tr>
<tr>
<td>Yona</td>
<td>1</td>
<td>6.3</td>
<td>100.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16</td>
<td>100.0</td>
<td>100.0</td>
</tr>
<tr>
<td>Name</td>
<td>Frequency</td>
<td>Percent</td>
<td>Valid Percent</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------</td>
<td>---------</td>
<td>---------------</td>
</tr>
<tr>
<td>Air Con</td>
<td>3</td>
<td>18.8%</td>
<td>18.8%</td>
</tr>
<tr>
<td>Better service!</td>
<td>1</td>
<td>6.3%</td>
<td>6.3%</td>
</tr>
<tr>
<td>Every and all systems are running just fine</td>
<td>1</td>
<td>6.3%</td>
<td>6.3%</td>
</tr>
<tr>
<td>Good survey questions!</td>
<td>1</td>
<td>6.3%</td>
<td>6.3%</td>
</tr>
<tr>
<td>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.</td>
<td>1</td>
<td>6.3%</td>
<td>6.3%</td>
</tr>
<tr>
<td>I would like to use e e books.</td>
<td>1</td>
<td>6.3%</td>
<td>6.3%</td>
</tr>
<tr>
<td>Keep up the good work Guam Public Library Staff.</td>
<td>1</td>
<td>6.3%</td>
<td>6.3%</td>
</tr>
<tr>
<td>Mo</td>
<td>1</td>
<td>6.3%</td>
<td>6.3%</td>
</tr>
<tr>
<td>Na</td>
<td>1</td>
<td>6.3%</td>
<td>6.3%</td>
</tr>
<tr>
<td>None.</td>
<td>1</td>
<td>6.3%</td>
<td>6.3%</td>
</tr>
<tr>
<td>Since gas prices are climbing. I hope the Barrigada Public Library will open &amp; update the books in that site.</td>
<td>1</td>
<td>6.3%</td>
<td>6.3%</td>
</tr>
<tr>
<td>To keep up with the good work and help of the staff.</td>
<td>1</td>
<td>6.3%</td>
<td>6.3%</td>
</tr>
<tr>
<td>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.</td>
<td>1</td>
<td>6.3%</td>
<td>6.3%</td>
</tr>
<tr>
<td>Total</td>
<td>16</td>
<td>100.0%</td>
<td>100.0%</td>
</tr>
</tbody>
</table>
Attachment "U" - GPLS Purchase Orders for Library Resources
# PURCHASE ORDER

**GENERAL SERVICES AGENCY**
**DEPARTMENT OF ADMINISTRATION**
**GOVERNMENT OF GUAM**

- **TO:** REACTION SUPPLY COMPANY
  AKA REACTION AUTOMOTIVE
  P.O. BOX 12483
  BARRIGADA, GU 96915
  Telephone: 671 472-5651  Fax: 671 472-5655  Email: 

- **VENDOR:**
  B0095632

- **SHIP TO:** LSTA STATE GRANT - FY2018

**TRAN CODE**

- **NO.:** P196AC3145

MUST APPEAR ON ALL VENDOR PACKING SLIPS, PACKAGES, ETC. CORRESPONDING TO THE PURCHASE ORDER. USER OF THIS DOCUMENT SHOULD CONTINUE TO USE THIS FIELD.

**AGENT:**

- **DATE:** 6/10/2019
- **RECEIVER:** 240

**AUTHORITY**

- **BILL TO:** 3111(2)

**INVOICE NO.:**

**CONTRACT NO.:**

**TIME FOR PAYMENT:** 5 DAYS FROM DATE OF RECEIPT

**DISPOSAL OF MATERIALS:** SEE BELOW

**ARTICLES OF SERVICES**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>DOCUMENT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>FOAM COVERED EARBUDS - 50/FRG</strong></td>
<td>50</td>
<td>FG</td>
<td>150.0000</td>
<td>$7500.00</td>
<td>193611080</td>
</tr>
<tr>
<td>- LIGHT WEIGHT, MINI EARBUD DESIGN PERFECT FOR SCHOOLS AND LIBRARIES.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- L-SHAPED 3.5MM STEREO PLUG</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- USE WITH MP3, CD AND DVD PLAYERS, COMPUTERS AND PLAYSTATIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- 50&quot; CORD LENGTH (MAE VARY +/- 2&quot;)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- FOAM COVERED EAR PIECES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PRO: rowena. morales or june.saffle@gu.gov.gu**

**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 GCA.

**SPECIAL INSTRUCTIONS TO VENDOR:**

- A. Keep a copy of this order for personal and business records.
- B. This order shall expire on the last date of the period specified on this purchase order.
- C. All bids are subject to the special provisions and the general terms and conditions specified on this purchase order.
- D. This purchase order is subject to the liquidated damages clause in section 6101(9)(a) of the GCA.

**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:**

- **$500.00**
- **TOTAL:**

**CONTROL NO.:**

- **PAGE 1 OF 3**

**ORIGINAL/VENDOR SIDE**

- **Claudia S. Astielle**  **Chief Procurement Officer**
# PURCHASE ORDER

**GENERAL SERVICES AGENCY**  
**DEPARTMENT OF ADMINISTRATION**  
**GOVERNMENT OF GUAM**

148 Route 1  
Matao Church  
P. O. Box 96225  
Guam 96925

---

**TO:**  
REACTION SUPPLY COMPANY  
ARA REACTION AUTOMOTIVE  
P.O. BOX 22682  
HAGATNA, GU 96921  
Telephone: 671 472-5651  
Fax: 671 472-5655

Email: [Email Address]

---

**VENDOR**  
BCC96652  
SHIP TO:  
DEPT. OF CHAMORRO AFFAIRS  
P.O. BOX 22950  
HAGATNA, GU 96920-0000

**DEPARTMENT:**  
LSTA STATE GRANT - FY2012

---

**AUTHORITY:**  
5111(E)  
**BPR INVOICE NO:**  
**BPR CONTRACT NO.:**  
**TIME FOR DELIVERY:**  
SEE BELOW

---

**ARTICLES OF SERVICES**  

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>DOCUMENT NUMBER</th>
</tr>
</thead>
</table>

---

**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 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. The terms of this contract and all conditions of the Government of Guam, are hereby accepted in full as final and conclusive. There are no negotiations or agreements, or any understandings between the parties to the agreement, other than as set forth herein.

---

**SPECIAL PROVISIONS:**

900.00

---

**SIGNATURES:**

Claudia A. Astale  
Chief Procurement Officer

---

**Control No.:**  
ORIGINAL/VENDOR COPY

---
TO: REACTION SUPPLY COMPANY
AKA REACTION AUTOMOTIVE
P.O. BOX 12682
BARRIGADA, GU 96921
Telephone: 671 472-5651 Fax: 671 472-5655

VENDOR: 50096655

SHIP TO: DEPT. OF COMMERCIAL AFFAIRS
P.O. BOX 12550
HAGATNA, GU 96922-0000

AUTHORITY: 3111 (c)
INV. NO.: 50096655

<table>
<thead>
<tr>
<th>ARTICLES OF SERVICES</th>
<th>QTY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

**VENDOR ACKNOWLEDGMENT**

RETURN TO SUPPLY MANAGEMENT DIVISION

DATE OF RECEIPT OF THIS ORDER: 8/12/2019

SIGNATURE: [Signature]

DAN APONIK

**RECEIVING REPORT COPY**

I CERTIFY THE ABOVE ARTICLES AND OR SERVICES HAVE BEEN RECEIVED AND RENDERED AND THE SAME HAS BEEN INSPECTED AND ACCEPTED EXCEPT AS OTHERWISE NOTED HERETIN.

DATE RECEIVED: [Date]

SIGNATURE: [Signature]

SPECIAL INSTRUCTIONS TO VENDOR:

A. COMPLIANCE WITH ALL REQUIREMENTS OF ALL CONTRACTS, AGREEMENTS, OR ORDERS ISSUED BY THE GOVERNMENT OF GUAM.
B. COMPLIANCE WITH THE LAWS AND REGULATIONS OF THE UNITED STATES OF AMERICA.
C. COMPLIANCE WITH ALL LAWS AND REGULATIONS OF THE GOVERNMENT OF GUAM.
D. COMPLIANCE WITH ALL LAWS AND REGULATIONS OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA.
E. COMPLIANCE WITH ALL LAWS AND REGULATIONS OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA.
F. COMPLIANCE WITH ALL LAWS AND REGULATIONS OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA.

CONTRACT NO.: [Contract No.]

AWARD DATE: [Date]

PAYMENT: [Payment Method]

Claudia Afolele, Chief Procurement Officer

PAGE 3 OF 3

ORIGINL VENDOR COPY
# PURCHASE ORDER

**GENERAL SERVICES AGENCY**  
**DEPARTMENT OF ADMINISTRATION**  
**GOVERNMENT OF GUAM**

146 Route 1  
Moline Drive  
Piti, Guam 96925

---

**TRAN CODE**  
**THIS PURCHASE ORDER NUMBER**  
**No:** P196A05237

**MUST APPEAR ON ALL INVOICES**  
**PACKING SLIPS, PACKAGES, B/L**  
**CORRESPONDENCE ETC.**

**DATE:** 9/16/2019  
**job order no:** 36119107250  
**CS/CL:** 250

---

**TO:**  
**BESTSELLERS**  
**199 CHALAN SAN ANTONIO**  
**SUITE 375 B-1**  
**TAMuning, GU 96913**  
**Telephone: 671 646-7084**  
**Fax: 671 646-7090**  
**Email:**

**VENDOR:**  
**B0098487**

**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**

**90 DAY ARO**

**EXPIRING**

**DISCOUNT TERMS**

---

**1 PACIFIC/GUAM BOOKS**

**AS PER ATTACHED LISTING**

**309 BOOKS, 45 ASSTD TITLES**

**1 LOT**

**8804.220**

**8804.22**

**2193611078**

**2 ADULT/GRAPHIC NOVELS**

**AS PER ATTACHED LISTING**

**254 BOOKS, 151 ASSTD TITLES**

**1 LOT**

**3043.310**

**3043.31**

**3 CHILDREN'S 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 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 CAR.

---

**SPECIAL INSTRUCTIONS TO VENDOR:**

**A.**

**B.**

**C.**

**D.**

**E.**

**F.**

---

**13882.79**

**TOTAL**

**SIGNATURE:**

Claudia S.M. Acevalle  
Chief Procurement Officer

---

**PAGE 1 OF 3**

**ORIG/VENDOR'S COPY**
PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM
148 Route 1
Main Drive
PHl, Guam 96925

F.O.S. BUYER AIR RECIPIENT CONTACT SHIP VIA:

TO:
BESTSELLERS
199 CHALAN SAN ANTONIO
SUITE 375 B-1
TAMUNING, GU 96913
Telephone: 671 646-7004 Fax: 671 646-7090

VENDOR B0038437

CONSIGNED, 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:

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. Overshipsments, 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 934, AGANA, GUAM 96910.
C. PAYMENT IN TWENTY (20) DAYS UPON RECEIPT OF PAYMENT IN GUAM IN GOOD CONDITION.
D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.
E. THIS ORDER SUBJECT TO SPECIAL PROVISIONS AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS EDD.
F. IF ON AIR SHIPMENTS HAVE AIR BILLED COMPANY CALL THE NUMBER UPON ARRIVAL OF GOODS IN GUAM.

SIGNATURE
Claudia A. Rechelle Chief Procurement Officer

A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL.

TOTAL:

B. INSERT CHANGES AND RETURN ORDER FOR AMENDMENT.

Control No.

13982.79

ORIGINAL/VENDOR'S COPY
PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

TO:
BESTSELLERS
199 CHALAN SAN ANTONIO
SUITE 375 B-1
TAMuning, GU 96913
Telephone: 671 646-7084 Fax: 671 646-7090

AUTHORITY: 3111(c)

VENDOR:
B0096467

DATE OF RECEIPT OF THIS ORDER: 9/27/19

SIGNATURE: Lisa Rosario

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: 9/27/19

SIGNATURE:

SPECIAL INSTRUCTIONS TO VENDOR:
A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL.
B. SEND CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, P.O. BOX 104, AGANA, GUAM 96910.
C. DELIVER IN THIRTY (30) DAYS UPON RECEIPT OF PAYMENT IN GUAM IN GOOD CONDITION.
D. THE ORDER SUBJECT TO CONDITIONS ON INVOICE.
E. THIS ORDER SUBJECT TO SPECIAL PROVISIONS, AND GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS RT.
F. ON ALL AIR SHIPMENTS THERE ARE A緣 FREIGHT COMPANY CALL THE NUMBER UPON ARRIVAL OF GOODS IN GUAM.

SIGNATURE: C. Mia A. Acalle Chief Procurement Officer

PAGE 3 OF 3

ORIGINAL/VENDOR'S COPY
**PURCHASE ORDER**

GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

149 Route 1
Mallina Drive
P.O. Box Guam 96925

TO:
WORLD BOOK INC
P.O. BOX 3589
CHICAGO, IL 60672

Telephone: 312 442-2889  Fax: 312 619-8939

VENDOR
W0508314

SHIP TO
LSTA STATE GRANT - FY2019

CONSIGNED DESTINATION & MARKING
DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2850
HAGATNA, GU 96932-0000

AUTHORITY
311(c)

TRADE CODE

TRAN CODE

PI96A02792

NO.

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES & CORRESPONDENCE ETC

DATE
5/16/2019

JOB ORDER NO
361119107250

AMOUNT
7048.00

DISCOUNT

250

U.S.

OBJECT

UNIT

UNIT PRICE

AMOUNT

DOCUMENT NUMBER

193611067

ARTICLES OF SUPPLIES

1 2018 WORLD BOOK ENCYCLOPEDIA
22 VOLUME SKU 10845

2 SHIP (DHL)
ALL OR NONE

NOTE:
THE GOVERNMENT OF GUAM WILL NOT BE RESPONSIBLE FOR 'UNAUTHORIZED' PURCHASES OR SERVICES.

NOTE: Amounts due this Purchase Order may be offset 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 GCA.

SPECIAL INSTRUCTIONS TO VENDOR:
A. Funneled original and three (3) copies of invoice to Division of Accounts, Department of Administration, Guam, P.O. Box 2850, Hagatna, Guam 96932.
B. Prior to delivery, all packages or shipments must be accompanied by a copy or an electronic copy of the Purchase Order.
C. Any shipped items are subject to conditions as defined in 48CFR1515.2.
D. Returned items must be pre-approved by the Government of Guam.
E. This order is subject to the special provisions and bid general terms and conditions specified on this bid.
F. All packaging and shipping materials must be approved by the Government of Guam.

SIGNATURE:
Claudia A. Ablialle
Chief Procurement Officer

NAME
DATE

PAGE 1 OF 3

ORIGINAL/VENDOR'S COPY

Control No.
PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM
IBB Route 1
Malingo Drive
PO Box 96925

TO:
WORLD BOOK INC
F O BOX 3585
CHICAGO, IL 60672

VENDOR:
DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
HAGATNA, GU 96932-0000

SHIP TO:
LSTA STATE GRANT - FY2019

DATE: 5/16/2019
JOB ORDER NO: 361119107250
ORUCI: 2019

CONSIGNEE DESTINATION & MAKING

F.O.R.

This Purchase Order Number
No. 2196A02792

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES B/L
CORRESPONDENCE ETC

AUTHORITY:

INVITATION NO:

CONTRACT NO:

TIME FOR DELIVERY:

EXPRESSING:

DISCOUNT TERMS:

30 DAY

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. HAND DELIVER 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. INSPECT 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.

CONTRACTOR PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST BE MARKED THE PURCHASE ORDER NUMBER SHOWN ABOVE.

SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.

PAGE 2 OF 3

CONTROL NO.

ORIGINAL/VENDOR'S COPY

ADVANCE PAYMENT AUTHORIZATION

PAYMENT ENCLOSED

SIGNATURE

Claudia A. Achalle  Chief Procurement Officer

TOTAL

7048.00

A. DO NOT FILL THE ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL.

INCREASE CHANGES AND RETURN THE ORDER FOR APPLICATION.

7048.00

Claudia A. Achalle  Chief Procurement Officer
PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM
148 Route 1
Majuro, Guam 96925

TO:
WORLD BOOK INC
P.O. BOX 3585
CHICAGO, IL 60672

Telephone: 312 442-2889 Fax: 312 819-6539

AUTHORIZED BY
211(c)

VENDOR
W0508314

SHIP TO
DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
AGANA, GU 96922-0000

LSTA STATE GRANT - FY2019

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.

HOW RECEIVED: ____________[signature] ____________

SPECIAL INSTRUCTIONS TO VENDOR:
A. [ ] CERTIFIED ORIGINAL AND THREE (3) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION,
   GOVERNMENT OF GUAM P.O. BOX 3585, AGANA, GUAM 96922.
B. [ ] PAYMENT TO BE MADE BY CHECK PAYABLE IN GUAM, IN GOOD CONDITION.
C. [ ] ORDER IS SUBJECT TO CONDITIONS ON REVERSE SIDE.
D. [ ] THIS ORDER IS SUBJECT TO THE SMALL BUSINESS AND 8(a) BUSINESS STANDARDS SPECIFIED ON THE BID.
E. [ ] SHIPMENT OF GOODS MUST BE MADE TO THE ABOVE ADDRESS ONLY.
F. [ ] ALL SHIPMENTS MUST BE MARKED "FREIGHT COLLECT".

[Signature] [Stamp] [Date]
Claudia A. Aquilina
Chief Procurement Officer

TOTAL $7,049.09

ADVANCEMENT AUTHORIZATION

PAGE 3 OF 3

ORIGINAL/VENDOR'S COPY
**PURCHASE ORDER**

**GENERAL SERVICES AGENCY**
**DEPARTMENT OF ADMINISTRATION**
**GOVERNMENT OF GUAM**

**TO:** UNIVERSITY OF GUAM
CPC OF FINANCIAL AFFAIRS
303 UNIV DR, U O G STATION
MANGILAO, GU 96929

**VENDOR:** L0326001

**SHIP TO:** USTA STATE GRANT - FY2019

**AUTHORITY:** 3111(c)

**TRADE CODE**

**THIS PURCHASE ORDER NUMBER**

| No. | 2196A03139 |

**DATE:** 6/10/2019

**JOB ORDER NO.** 3611169107250

**DISC. CL:** 250

### ARTICLES OF SERVICES

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Gty</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>250 BOOKS, 30 ASSORTED TITLES</td>
<td>1</td>
<td>LOT</td>
<td>4836.50</td>
<td>4836.50</td>
</tr>
</tbody>
</table>

| TOTAL AMOUNT: 4836.50 |

---

**NOTE:**

The Government of Guam will not be responsible for 'unauthorized' purchases or services. Amounts due this Purchase Order may be offset 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 Law.

---

**SPECIAL INSTRUCTIONS TO VENDOR**

A. DO NOT FILL THIS ORDER IF YOUR TOTAL COST EXCEEDS THIS TOTAL.

B. ENSURE THE CORRECT NUMBER OF ITEMS ARE CONFIRMED.

C. ENSURE ITEMS ARE PERIODICALLY REMEMBRANCE IN GUAM IN GOOD CONDITION.

D. ENSURE ITEMS SUBJECT TO CONDITIONS ON REVERSE FUE.

E. ENSURE ITEMS SUBJECT TO THE SPECIAL PURCHASES, AND RIB.

F. ENSURE ITEMS SUBJECT TO THE VENDOR AND RIB.

---

**SIGNATURE:**

Claudia Noel Acufalla
Chief Procurement Officer

---

**ORIGINAL/VENDOR'S COPY**
PURCHASE ORDER
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

TO: UNIVERSITY OF GUAM
GFC OF FINANCIAL AFFAIRS
303 UNIV DR, U O G BLDG
MANGILAO, GU 96913
Telephone: 671 738-2943 Fax: 671 734-4606

AUTHORITY: 5111(c)

RECEIVED
OCT 02 2019

VENDOR: UOG BUSINESS OFFICE

SHR TO:

CONSIGNEE DESIGNATION AND MARKING
DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
HAGATNA, GU 96932-0000

LSIT STATE GRANT - FY2019

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 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 mailing of the check.

7. Credittions, 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 QUOTATION (ORIGINAL AND THREE (3) COPIES) TO: DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, PO BOX 984, AGANA, GUAM 96910.
B. PAYMENT IN FULL (5) DAYS FROM RECEIPT OF MERCHANDISE IN GUAM IN GOOD CONDITION.
C. THIS ORDER IS 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. */** THIS ORDER IS SUBJECT TO THE SPECIAL PROVISIONS, AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS BID.
F. */** ALL AIR SHIPMENTS HAVE AIR FREIGHT COMPANY CALL THE NUMBER UPON ARRIVAL OF GOODS IN GUAM.

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.

ADVANCE PAYMENT AUTHORIZATION:

SIGNATURE:

Claudia, Chief Procurement Officer

TOTAL: $4336.50

ORIGINAL/VENDOR'S COPY
**PURCHASE ORDER**
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route 1
Marina Drive
P.O. Box 259
Agana, Guam 96910

TO:
UNIVERSITY OF GUAM
CFC OF FINANCIAL AFFAIRS
303 UNIV DR, J O G STATION
MANGILAO, GU 96913

Telephone: 671 735-2943
Fax: 671 734-4600

**VENDOR**
UOG BUSINESS OFFICE

**RECEIVED OCT 02 2019**

**AUTHORIZED PERSONNEL:**

**AUTHORITY:**

**INVITATION NO:**

**CONTRACT NO:**

**DATE FOR DELIVERY:**

**DISCOUNT PERIOD:**

**DISCOUNT TYPE:**

**DISCOUNT AMOUNT:**

**ITEMS OF SERVICES**

<table>
<thead>
<tr>
<th>Article</th>
<th>City</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount</th>
<th>Document Number</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return to supply management division</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of receipt of this order</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RECEIVING OFFICE COPY**

I certify the above articles and/or services have 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**

A. DO NOT FILL THIS ORDER IF YOUR TOTAL CASH EXCEEDS THE TOTAL SHOWN IN THIS ORDER FOR PAYMENT.

B. KEEP UP TO DATE RECORDS AND FILE (1) COPIES OF INVOICE TO DIVISION OF ACCOUNTS, DEPARTMENT OF ADMINISTRATION, GOVERNMENT OF GUAM, PO BOX 259, AGANA, GUAM 96910.

C. INSERT IN THIRTY (30) DAYS UPON RECEIPT OF MERCHANDISE IN GUAM IN GOOD ORDER.

D. THIS ORDER SUBJECT TO CONDITIONS ON REVERSE SIDE.

E. THIS ORDER SUBJECT TO THE SPECIAL PRICING AND OTHER GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS SID.

F. ALL ITEMS SHIPPED FROM A HIGH-QUALITY COMPANY CALL THIS NUMBER UPON ARRIVAL OF GOODS IN GUAM.

**ADVANCE PAYMENT AUTHORIZATION**

**PAYMENT EXCLUDED**

**TOTAL:** $436.50

**SIGNATURE:**

Claudia S. Nelligle
Chief Procurement Officer

**ORIGINAL/ VENDOR'S COPY**

Control No.
**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. P19602671

**MUST APPEAR ON ALL INVOICES**

PACKING SLIPS, PACKAGES, B/L,
CORRESPONDENCE ETC

---

**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

**SHIP TO**

LSTA STATE GRANT - FY2019

---

**AUTHORITY**

3112

---

**DATE**

5/09/2019

---

**JOB ORDER NO.**

361119107250

---

**OBJCL**

250

---

**ARTICLES OF SERVICE**

<table>
<thead>
<tr>
<th>DESCRIPTIVE DESCRIPTION</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>DOCUMENT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 609 BOOKS, 87 ASSORTED TITLES SEE ATTACHED LISTING LITERACY FOR LIFETIME PROGRAM 50% FREE BOOKS + FREE SHIPPING</td>
<td>1 LOT</td>
<td>7089.64</td>
<td>7089.64</td>
<td>Q193611072</td>
</tr>
<tr>
<td>2 MARC RECORDS ON CD AS PER BOOK LISTING (PROCESSING &amp; SHIPPING FEES INCLUDED)</td>
<td>1 EA</td>
<td>41.55</td>
<td>41.55</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**

The Government of Guam will not be responsible for 'Unauthorized' Purchases or Services.

---

**CONSIGNEE, DESTINATION & MARKING**

DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
HAGATNA, GU 96932-0000

---

**SPECIAL INSTRUCTIONS TO VENDOR**

B. Send certified original and three (3) copies of receipt to Division of Accounting, Department of Administration, Government of Guam, P.O. Box 884, Agana, Guam 96915.
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/or general terms and conditions specified on this bid.
F. On all air shipments have air freight company call the number upon arrival of goods in Guam.

---

**CONTRACTOR:**

Please supply promptly the above articles or services. All correspondence pertaining to this order including invoices, shipping documents and packages must be marked with the purchase order number shown above.

---

**SIGNATURE:**

Claudia S. Acalle
Chief Procurement Officer

---

**DIGITALLY APPROVED ON:**

5/16/2019
**PURCHASE ORDER**

GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

118 Route 1
Magama Drive
P.Iihi, Guam 96925

**TRAN CODE**

THIS PURCHASE ORDER NUMBER
No. P196A02671

MUST APPEAR ON ALL INVOICES
PACKING SLIPS, PACKAGES, B/L,
CORRESPONDENCE ETC.

**TO:**
EDUCATIONAL DEVELOPMENT
CORPORATION
5402 S. 122ND EAST AVENUE
TULSA, OK 74146

Telephone: 671 466-4487  Fax: 671 663-2525
Email: HAPAPAIDBOOKS@GMAIL.COM

**VENDOR**
E0016288

**SHIP TO**
LSTA STATE GRANT - FY2019

**CONSIGNEE, DESTINATION & MARING**
DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
HAGATNA, GU 96932-0000

**JOB ORDER NO.**
361119107250

**AMOUNT**
250

---

**Articles of Services**

<table>
<thead>
<tr>
<th>City</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount</th>
<th>Document Number</th>
<th>Pay</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**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, NO. BOX 304, 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 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 THE NUMBER UPON ARRIVAL OF GOODS IN GUAM.

---

**CONTRACTOR, PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICES, SHIPPING DOCUMENTS AND PACKAGES MUST READ THE PURCHASE ORDER NUMBER SHOWN ABOVE. SEE REVERSE SIDE FOR PURCHASE ORDER TERMS AND CONDITIONS.**

---

**SIGNATURE:**

Claudia S. Actille  Chief Procurement Officer

**PAYMENT AUTHORIZATION:**

Advance Payment Authorization

**DATE:**
5/09/2019

**Control No.**

**ORIGINAL/VENDOR'S COPY**

Digitally Approved on: 5/16/2019
**PURCHASE ORDER**
GENERAL SERVICES AGENCY
DEPARTMENT OF ADMINISTRATION
GOVERNMENT OF GUAM

148 Route I
Marine Drive
Piti, Guam 96925

**TRAN CODE**

**P195A02671**

**DATE**
5/09/2019

**JOB ORDER NO.**
361119107250

**TRAIL CODE**

**250**

TO:
EDUCATIONAL DEVELOPMENT CORPORATION
5402 S. 122ND EAST AVENUE
TULSA, OK 74146
Telephone: 671 486-4487 Fax: 671 663-2525
Email: HAFADAIBOOKS@GMAIL.COM

VENDOR:
E0016288

CONSIGNEE, DESTINATION & MARKING:
DEPT. OF CHAMORRO AFFAIRS
P.O. BOX 2950
HAGATNA, GU 96932-0000

LSSTA STATE GRANT – FY2019

**AUTHORITY**
3112

**#* INVITATION NO.**

**#* CONTRACT NO.**

**TIME FOR DELIVERY**
30-45 DAY

**EXPIRING**

**DISCOUNT TERMS**

---

**ARTICLES OF SERVICES** | **QTY** | **UNIT** | **UNIT PRICE** | **AMOUNT** | **DOCUMENT NUMBER** | **FAC**
--- | --- | --- | --- | --- | --- | ---

**VENDOR ACKNOWLEDGMENT**

* RETURN TO SUPPLY MANAGEMENT DIVISION

* DATE OF RECEIPT OF THIS ORDER: 5/20/19

* SIGNATURE: [Signature]

**RECEIVING REPORT COPY**

* I CERTIFY THAT THE ABOVE ARTICLES AND/OR SERVICES HAVE BEEN
  *
  * RECEIVED AND/OR RENDERED AND THE SAME HAS BEEN INSPECTED
  *
  * AND ACCEPTED EXCEPT AS OTHERWISE NOTED HEREIN.

* DATE RECEIVED: [Date]

* SIGNATURE: [Signature]

---

**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 384, AGANA, GUAM 96910.

B. PAYMENT IN THIRTY (30) DAYS UPON RECEIPT OF INVOICE AND ADMISSION TO GUAM IN GOOD CONDITION.

C. ORDER SUBJECT TO CONDITIONS ON FACE OF BILL.

D. PAYMENT IN FOREIGN CURRENCY SHOWN ON FACE OF BILL.

E. ORDER SUBJECT TO THE SPECIAL PROVISIONS AND BID GENERAL TERMS AND CONDITIONS SPECIFIED ON THIS RFP.

F. ON ALL AIR SHIPMENTS WHEN SHIPMENTS ARE AIR FREIGHT COMMISSION, CALL THE INVOICE NUMBER UPON ARRIVAL OF GOODS.

---

**TOTAL**

7131.19

---

**CONTRACTOR: PLEASE SUPPLY PROMPTLY THE ABOVE ARTICLES OR SERVICES. ALL CORRESPONDENCE PERTAINING TO THIS ORDER INCLUDING INVOICING, SHIPPING DOCUMENTS AND PACKAGES MUST BE SHOWN ABOVE THE PURCHASE ORDER NUMBER SHOWN ABOVE.**

---

**ORIGINAL/VENDOR'S COPY**

**Digitally Approved on: 5/16/2019**
Attachment “V” - Acronyms
# List of Acronyms

<table>
<thead>
<tr>
<th>No.</th>
<th>Acronym</th>
<th>Full Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>CCR</td>
<td>Citizen-Centric Report</td>
</tr>
<tr>
<td>2.</td>
<td>CEDDERS</td>
<td>Center for Excellence in Developmental Disabilities Education Research and Services</td>
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<tr>
<td>3.</td>
<td>DISID</td>
<td>Department of Integrated Services for Individuals with Disabilities</td>
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<td>4.</td>
<td>DOE</td>
<td>Department of Education</td>
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<tr>
<td>5.</td>
<td>FTE</td>
<td>Full-Time Equivalent</td>
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<td>6.</td>
<td>GPLS</td>
<td>Guam Public Library System</td>
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<tr>
<td>7.</td>
<td>IMLS</td>
<td>Institute of Museum Library Services (IMLS)</td>
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<td>8.</td>
<td>IRB</td>
<td>Institutional Review Board</td>
</tr>
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<td>9.</td>
<td>LSTA</td>
<td>Library Services and Technology Act</td>
</tr>
<tr>
<td>10.</td>
<td>OTEC</td>
<td>Office of Technology</td>
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<td>11.</td>
<td>SOLS</td>
<td>Survey of Library Services (SOLS)</td>
</tr>
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<td>12.</td>
<td>SPR</td>
<td>State Program Report</td>
</tr>
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<td>13.</td>
<td>SPSS</td>
<td>Statistical Package for Social Sciences</td>
</tr>
<tr>
<td>14.</td>
<td>STAA</td>
<td>State Library Administrative Agency (SLAA)</td>
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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)