

From: Speaker's Office <speaker@guamlegislature.org>
Sent: Wednesday, June 24, 2020 12:09 PM
To: Clerks Office
Cc: Rennae Meno
Subject: Messages and Communications
Attachments: FULL PACKET.pdf

06-24-20	10:35 AM	06-23-20	Board of Directors packet for the meeting of March 12, 2020.*CD	Guam Public Library System	35GL-20-1912
----------	----------	----------	---	----------------------------	--------------



Sinseru yan Minagåhet,

Office of the Speaker • Tina Rose Muña Barnes
Committee on Public Accountability, Human Resources & the
Guam Buildup

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 477-2520/1
speaker@guamlegislature.org

This e-mail message is intended only for the use of the individual or entity named above and may contain confidential and privileged information. If you are not the intended recipient, any disclosure, copying, distribution or use of the information contained in this transmission is strictly PROHIBITED. If you have received this transmission in error, please immediately notify us by replying to speaker@guamlegislature.org and delete the message immediately. Thank you very much.

Gumai pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespåtcha. Yanggen lachi rinisibu-mu nu este na mensåhi , put fabot ago' guatu gi I numa'huyong gi as speaker@guamlegislature.org yan despues destrosa todú siha I kopian mensåhi. Si Yu'os ma'åse'.



Sesteman Laibirihan Pubblekon Guåhan
GUAM PUBLIC LIBRARY SYSTEM
 Government of Guam



Lourdes A. Leon Guerrero
Maga'håga

Joshua F. Tenorio
Sigundo Maga'låhi

R. Arlene Santos
Acting Director

COPY

June 23, 2020

35GL-20-1912
 Speaker Tina Rose Muña Barnes

The Honorable Lourdes A. Leon Guerrero
 Maga'håga
 Governor's Complex
 Adelup, Guam 96910
 (via email: centralfiles@guam.gov)

JUN 24 2020
 Time 10:35 AM PM
 Received By: Ar

REPORTING REQUIREMENTS

Hafa Adai! Attached is the Guam Public Library Systems (GPLS) Board of Director packet for the board meeting of March 12, 2020.

Copies of the board packet are also being provided to the Speaker of the 35th Guam Legislature, and to the office of the Public Auditor along with a CD audio recording of the meeting.

It is important to note, reporting was delayed due to the public health emergency related to COVID-19, issued on March 14, 2020, per Executive Order 2020-04, "Closure of Non-essential Government of Guam Offices".

Should you have any questions, or require additional information I can be contacted at 300-9299 or email me at r.arlene.santos@guam.gov.

R. Arlene Santos, Acting

- Attachments: A) Board Packets for the Governor and Speaker of the 35th Guam Legislature
 B) Board Packet and Audio to the Guam Public Auditor

Cc: Office of the Public Accountability
 Speaker, 35th Guam Legislature



Lourdes A. Leon Guerrero
Maga'håga

Joshua F. Tenorio
SigundoMaga'låhi

R. Arlene Santos
Acting Director

SestemanLaibirihanPupblekonGuåhan
GUAM PUBLIC LIBRARY SYSTEM
Government of Guam



Guam Public Library System Board of Directors
Regular Board Meeting – March 12, 2020
3:30 p.m.

AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES - MEETING OF DECEMBER 18, 2019**
- III. CHAIRMAN'S REPORT**
- IV. DIRECTOR'S REPORT**
 - a) Appointment of Nan "William" Li – Tuesday, March 17, 2020 at 3:30 pm at the Guam Congress Building
 - b) GPLS Events; Summer Reading Program – (ages 0-17) (SRP) flyer, Book sale flyer, Rosetta Stone flyer, GPLS February Newsletter.
 - c) AmeriCorp
 - d) Department of Labor
 - e) Meeting with Oversight Chair, 35th Guam Legislature
 - f) Concerns with Management
 - g) Yona branch electrical issue
- V. OLD BUSINESS**
 - a) Copies to be distributed to all members electronically
 - 5 GCA, Chapter 80 - GPLS Statute
 - GPLS Board Manual
 - 5 GCA, Chapter 8 – Open Government Law
 - 5 GCA, Chapter 43 – Boards and Commissions
- VI. NEW BUSINESS**
 - a) Library patron statistics on the extended hours of operation in the evening
 - b) Financial statement of expenses
- VII. OPEN DISCUSSION**
- VIII. NEXT BOARD MEETING** _____
- IX. ADJOURNMENT**

**GUAM PUBLIC LIBRARY SYSTEM (GPLS) REGULAR MEETING MINUTES
HAGATNA LIBRARY STUDY ROOM, 1ST FLOOR
WEDNESDAY, DECEMBER 18, 2019 ■ 3:30 PM**

- I. CALL TO ORDER.** The monthly meeting of the Guam Public Library System (GPLS) held on December 18, 2019, was called to order at 3:38 p.m., by Chairman Kyle Mandapat in the GPLS Study room at the Hagatna library.

- 1. Roll Call. Members Present:** Mr. Kyle Mandapat, Chairman; Mr. William Sarmiento, Vice Chairperson; Mr. Krishnan Seerengan, Secretary/Treasurer; Ms. Nicole Nelson, Member; Nolan Flores, Member; Ms. Marissa Mears (absent)
Others in attendance: R. Arlene Santos, Acting Director (GPLS)

MOTION

**IT WAS MOVED BY MEMBER NOLAN FLORES, AND SECONDED BY MEMBER, NICOLE NELSON, THAT THE BOARD APPROVE CONFERENCE CALLS AT GPLS BOARD MEETINGS. NONE OPPOSED, MOTION CARRIED.
(Voting: 5 ayes, 0 nays)**

- II. APPROVAL OF MINUTES – May 1, 2019**

MOTION

**IT WAS MOVED BY MEMBER KRISHNAN SEERENGAN, AND SECONDED BY MEMBER, WILLIAM SARMIENTO, THAT THE BOARD APPROVE THE MEETING MINUTES OF MAY 1, 2019, WITH CORRECTIONS. NONE OPPOSED, MOTION CARRIED.
(Voting: 5 ayes, 0 nays)**

- III. CHAIRMAN'S REPORT.** Board chair reporting on the following:

- a) Welcomes all members to the first meeting, and welcomes newly elected members, Nicole Nelson, as her expertise is in Information Technology, and Nolan Flores, as the Student member.
- b) Congratulates the Director Santos and the employees on a successful event held on November 26th commemorating 70 years of public service. Thanks Director for all her hard work along with June Aflague and Rowena Morales, GPLS employees.
- c) Submits to Director a letter from the Coast Guard regarding the annual push for water safety, reaching out for GPLS to be an information center for this cause. Chairman directs GPLS Director to begin dialogue to begin partnership.

IV. DIRECTOR'S REPORT. Director reporting on the following:

Members will receive a Fifty dollar and 00/100 (\$50.00) for every board meeting present, not to include an additional fifty dollars for special meetings.

GPLS has submitted to the Budget of Bureau of Management and Research (BBMR), its budget for fiscal year 2021. Included in the submittal is a request for additional manpower to staff and open up the branches more than one day a week, and extending into the evening hours. Budget request submitted is double compared to the previous years.

Member Nolan Flores states the Director position was not funded in FY2020 budget, and why is it not reflecting on the FY2021 budget.

Director R. Arlene Santos advises that her acting director salary is being paid for by the Governor's office, and the board needs to make a decision of how they want to move forward. Her report recommends that GPLS needs someone with solid administrative background, while a librarian focuses on the operations side of the department.

Member William Sarmiento concern is that we don't lay off any employees, and hopes that are we doing enough to take care of them.

V. CORRESPONDENCES

1. State of Affairs of GPLS – July 24, 2019. Advises members of a personnel matter in the report that is confidential and must be not be discussed or shared with anyone. Additional assessments made in her report of GPLS staff who are being disgracefully underpaid with the work they are doing, and wants to place them comparable to where they are performing right now. She is working with the Department of Administration and has requested for several audits in regards to staff position descriptions.
2. Memo to BBMR – Request to Release Allotments in Reserve FY2019
3. Memo to BBMR – Shortfall on FY2020 Budget for GPLS
4. GPLS Strategic Plan
5. GPLS Agency presentation for the CHamoru Heritage and Cultural Advancement
6. Hagatna Restoration and Redevelopment Authority, Hagatna Master Plan
 - Letter from Senator Kelly Marsh (Taitano) regarding input from GPLS
 - Letter of reply from GPLS Director
 - Memo from LasiaCasil, Executive Director of HRRADirector wants the library to expand as she sees the need for more space. She welcomes any concerns or recommendations from the members.

VI. OLD BUSINESS

1. Board stipend. Members will be paid accordingly for fiscal year 2020
2. Financial Expenditures. None

VII. NEW BUSINESS

1. Election of Officers for Chairman, Vice-Chair, and Secretary/Treasurer

MOTION

NOMINATIONS WERE MADE BY MEMBER WILLIAM SARMIENTO, AND SECONDED BY MEMBER, NOLAN FLORES FOR MEMBER KYLE MANDAPAT TO SERVE AS CHAIRMAN. NONE OPPOSED. MOTION CARRIED.

(Voting: 5 ayes, 0 nays)

MOTION

NOMINATIONS WERE MADE BY MEMBER WILLIAM SARMIENTO, AND SECONDED BY MEMBER, NICOLE NELSON FOR MEMBER KRISHNAN SEERENGAN TO SERVE AS VICE-CHAIRMAN. NONE OPPOSED. MOTION CARRIED.

(Voting: 5 ayes, 0 nays)

MOTION

NOMINATIONS WERE MADE BY MEMBER NICOLE NELSON, AND SECONDED BY MEMBER, WILLIAM SARMIENTO FOR MEMBER NOLAN FLORES TO SERVE AS SECRETARY/TREASURER. NONE OPPOSED. MOTION CARRIED.

(Voting: 5 ayes, 0 nays)

VIII. OPEN DISCUSSION

Member William Sarmiento informs members that he is currently in Las Vegas due to medical reasons but would like to continue attending board meetings via Tele-conference. He has visited the libraries in Idaho and Las Vegas, and is impressed with the many kids that frequent the library. More effort and creativity must be done to get more children to come to the library. The board really needs to work on fundraising and more ideas for the library.

Member Krishnan Seerengans says that he is willing to go and see the chairman of the committee to help in any way with GPLS budget.

Director R. Arlene Santos intends on involving the board for all budget hearings. She also informs all members they are to advise on what items they want placed on the agenda for the board meetings.

IX. NEXT BOARD MEETING

Members agree to hold a Special Board Meeting for Thursday, January 9, 2020 at 3:30 p.m. at the Hagatna library study room to discuss marketing efforts and fundraising ideas.

Next scheduled board meeting is on Thursday, January 23, 2020 at 3:30 p.m. at the Hagatna library study room.

X. ADJOURNMENT. A motion was made to adjourn the meeting, as follows:


MOTION

IT WAS MOVED BY MEMBER KYLE MANDAPAT, SECONDED BY MEMBER, NOLAN FLORES, THAT THE MEETING OF DECEMBER 18, 2019, BE ADJOURNED. NONE OPPOSED. MOTION CARRIED.

(Voting: 5 ayes, 0 nays)

There being no further discussion, the meeting of December 18, 2019 adjourned at 4:35 p.m.

SUBMITTED BY:




JUNE M. AFLAGUE
Administrative Assistant (GPLS)

ATTESTED BY:



NOLAN FLORES
Secretary/Treasurer

APPROVED BY:



KYLE MANDAPAT
Chairperson

June Aflague

From: Nolan Flores <ngtflores@gmail.com>
Sent: Wednesday, March 11, 2020 9:21 AM
To: June Aflague
Cc: kmandapat@spbguam.com
Subject: Re: BOARD MINUTES FOR YOUR REVIEW

Everything looks good. I give my approval. si Yu'os ma'åse' for your hard work, Ms. June. It is truly appreciated.

Adios asta agupa'.

On Wed, Mar 11, 2020 at 8:17 AM June Aflague <June.Aflague@guampls.guam.gov> wrote:

Hafa adai.

Attached are the Board minutes for the meeting held on December 18, 2019 for your review and approval. Once you approve, I can send out to remaining members in preparation for tomorrow's meeting.

I will have you and Kyle sign the hard copy at tomorrow's meeting.

I'm sorry for sending this late to you as it has been crazy as far as our board matters are concerned. I will ensure this does not happen again.

Thank you

June

--

si Nolan G.T. Flores

Representative-Unibetsedåt Guåhan, I Mina'trentai Dos na Kongressun Manhoben Guåhan
Member-Board of Directors, I Sesteman Laibirihan Publekon Guåhan

P: (671)929-0659

E: ngtflores@gmail.com floresn11783@triton.uog.edu



FEBRUARY
2020

Guam Public Library System

MONTHLY NEWSLETTER

What's Happening:

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

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

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

Upcoming Events:

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

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

GPLS Hours of Operation:

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

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

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

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

For More Information:

phone: 475-4751-4

email:

diana.brennan@guampls.guam.gov

website: gpls.guam.gov



From: [June Aflague](#)
To: [Kyle Mandapat](#); [Krishnan Seerengan](#); [Kris Seerengan](#); [William Sarmiento](#); [Marissa Mears](#); [Nicole Nelson](#); [Nolan Flores](#)
Subject: FW: Confirmation Hearing-RESCHEDULED TO MARCH 17, 2020
Date: Thursday, February 27, 2020 1:11:00 PM

Please be advise the confirmation hearing scheduled next week for Mr. Li has been rescheduled to March 17, 2020.

Thank you
June

From: Michael D. Weakley [mailto:michael.weakley@guam.gov]
Sent: Thursday, February 27, 2020 10:55 AM
To: Nan Li
Cc: R Arlene Santos; Kyle Mandapat; June Aflague
Subject: Re: Confirmation Hearing

Good Morning Mr. Li:

Please be advised that your confirmation hearing has been rescheduled, see details below.

Håfa Adai! Please be advised that the Committee on Education, Air Transportation, and Statistics, Research, and Planning will postpone a **Confirmation Hearing** scheduled for Tuesday, March 3, 2020, at 3:30 p.m. The Committee will [convene the Confirmation Hearing on Tuesday, March 17, 2020, at 3:30 p.m. in the Public Hearing Room of the Guam Congress Building](#), 163 Chalan Santo Papa, *Hagåtña*, Guam 96910. The agenda for the hearing includes the following:

The Appointment of Nan “**William**” Li to serve as a **Member** (Business Rep) of the **Board of Directors** of the **Guam Public Library System** for a term length of **Three (3) Years; June 30, 2018, to June 29, 2021**

Let me know if you have any questions.

Thanks



Michael D. Weakley

Coordinator, Appointments, Boards & Commissions

Office of the Governor of Guam

RJB Governor's Complex

513 West Marine Corps Dr.

Hagatna, Guam 96910

Tel: (671) 475-9477

Cell: (671) 797-1936

On Mon, Feb 24, 2020 at 10:52 AM R Arlene Santos <r.arlene.santos@guam.gov> wrote:

Thank you for the info.

Have a great day!



On Mon, Feb 24, 2020 at 10:26 AM Michael D. Weakley <michael.weakley@guam.gov> wrote:

Håfa Adai!

Please be advised that the Committee on Education, Air Transportation, and Statistics, Research, and Planning will convene a **[Confirmation Hearing on Tuesday, March 3, 2020, at 3:30 p.m. in the Public Hearing Room of the Guam Congress Building](#)**, 163 Chalan Santo Papa, *Hagåtña*, Guam 96910. The agenda for the hearing includes the following:

The Appointment of **Nan “William” Li** to serve as a **Member** (Business Rep) of the **Board of Directors** of the **Guam Public Library System** for a term length of **Three (3) Years; June 30, 2018 to June 29, 2021**

Let me know if you have any questions.

Thanks

Michael D. Weakley

Coordinator, Appointments, Boards & Commissions

Office of the Governor of Guam

RJB Governor's Complex

513 West Marine Corps Dr.

Hagatna, Guam 96910

Tel: (671) 475-9477

Cell: (671) 797-1936



The Guam Public Library System

is having an

ALMOST



GIVEAWAY

BOOKSALE !!!

Our daily book sale begins 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!!!

Sign up for a library card!

For more information please contact us via the following:

phone: 300-9298 or 475-4751-4
email: diana.brennan@guampls.guam.gov
website: gpls.guam.gov



5 GCA GOVERNMENT OPERATIONS
CH. 80 GUAM PUBLIC LIBRARY

DIVISION 8
CULTURAL AFFAIRS

CHAPTER 80
GUAM PUBLIC LIBRARY

- § 80101. Library.
- § 80102. Name.
- § 80103. Use.
- § 80104. Collection of Locally Authored Books and Materials.
- § 80105. Board.
- § 80106. Library Board Members.
- § 80107. Library Board Tenure.
- § 80108. Library Board Chairman.
- § 80109. Board Meetings.
- § 80110. Board Quorum.
- § 80111. Acts of the Board.
- § 80112. Board Compensation.
- § 80113. Report to Governor.
- § 80114. Director.
- § 80115. Employees.
- § 80116. Selection of Employees.
- § 80117. Gifts to the Library.
- § 80118. Custody of Funds.
- § 80119. Rules & Regulations.
- § 80120. Government Depository.
- § 80121. Guam Archives. [Repealed]
- § 80122. Disposition of Records Upon Termination of Functions of Government Organizations. [Repealed]
- § 80123. Confidentiality of Library Records.
- § 80124. Friends of the Library Volunteers.
- § 80125. Separate Budget for Branch Libraries.
- § 80126. Procurement of DSL, Cable and Wireless Broadband Services.
- § 80127. Use of *Hagåtña* Library Parking Lot.

§ 80101. Library.

[See 5 GCA § 3122(a).]

SOURCE: GC § 42000. This Chapter added by P.L. 2-107 (08/07/1954).

5 GCA GOVERNMENT OPERATIONS
CH. 80 GUAM PUBLIC LIBRARY

§ 80102. Name.

The Agana Branch Library within the Guam Public Library System shall have the name *Nieves M. Flores Memorial Library*.

SOURCE: GC § 42001. Repealed and reenacted by P.L. 24-41:3 to refer to the Agana Branch only.

§ 80103. Use.

All the libraries in the Library System shall be available for use by all persons in Guam in accordance with the rules and regulations promulgated by the Board. However, the Board shall have the authority to impose fines for lost books, late return of books or other misuses of the library resources. The Board shall also have the authority to establish fees for other services provided by the library pursuant to the provisions of the Administrative Adjudication Law.

SOURCE: GC § 42002 amended by P.L. 15-124:1 (04/22/88); repealed and reenacted by P.L. 24-41:3.

§ 80104. Collection of Locally Authored Books and Materials.

The Library System is hereby authorized to 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. The Library System shall insure that all materials so acquired will benefit the people of Guam and the Library System's Guam collection. The Board shall establish and promulgate rules and regulations pursuant to the Administrative Adjudication Law for the implementation of this Section. The Library System is authorized to request funds for the implementation of the provisions of this Section to be included in the Library System's annual budget request submitted to the Governor for submission to the Guam Legislature.

SOURCE: GC § 42000.1 added by P.L. 22-92. Amended by P.L. 24-41:3.

NOTE: The Legislative History accompanying P.L. 22-92, enacted as Section 1, states:

For many years, local residents have written books and other documents about Guam, the Mariana Islands, Micronesia, and the Pacific region which contain valuable information beneficial to the people of Guam, pertaining to Guam's history, culture, language or traditions. Such books and materials written by local authors should be collected by Guam's major informational resource center, the Guam Public Library, for the benefit of future generations. This Act

**5 GCA GOVERNMENT OPERATIONS
CH. 80 GUAM PUBLIC LIBRARY**

authorizes the Guam Public Library to solicit or purchase, if necessary,
such materials for the Library's informational collection.

§ 80105. Board.

[See 5 GCA § 3122(b).]

SOURCE: GC § 42003.

§ 80106. Library Board Members.

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

SOURCE: GC § 42004, amended by P.L. 18-14:1 (09/01/85); repealed and reenacted by P.L. 24-41:3. Amended by P.L. 28-050:2 (June 30, 2005)

§ 80107. Library Board Tenure.

Except for the student member, the members of the Board shall serve for a term of three (3) years, commencing with the date of appointment, and until their successors are appointed and qualified; provided, that of the members first appointed, two (2) shall serve for two (2) years and two (2) shall serve for one (1) year, as designated by *I Maga'lahi*. The term of the student member shall be for one (1) year.

SOURCE: GC § 42005. Amended by P.L. 28-050:3 (June 30, 2005).

§ 80108. Library Board Chairman.

The Board shall annually elect at the first meeting of each fiscal year, a chairperson from among its members.

SOURCE: GC § 42006. Repealed and reenacted by P.L. 24-41:3.

§ 80109. Board Meetings.

Meetings of the Board shall be open to the public and held at a regular time and place each month. Special meetings may be called by the Chairperson. All meetings shall be subject to the provisions of 5

**5 GCA GOVERNMENT OPERATIONS
CH. 80 GUAM PUBLIC LIBRARY**

GCA Chapter 8, *'The Open Government Law'*.

SOURCE: GC § 42007. Amended by P.L. 24-41:3 and P.L. 28-050:8 (June 30, 2005).

§ 80110. Board Quorum.

Four members of the Board shall constitute a quorum.

SOURCE: GC § 42008, amended by P.L. 22-92:4 (03/07/94).

§ 80111. Acts of the Board.

The concurrence of four (4) members of the Board shall be necessary for the validity of its official actions, including the election of the Chairperson.

SOURCE: GC § 42009, amended by P.L. 22-92:5; P.L. 24-41:3.

§ 80112. Board Compensation.

Members of the Board shall receive the sum of Fifty Dollars (\$50.00) for each attendance at the meetings of the Board, provided, however, that no member shall receive more than One Hundred Dollars (\$100.00) per month.

SOURCE: GC § 42010 amended by P.L. 14-120:3.

§ 80113. Report to Governor.

The Board shall make an annual report to the Governor with respect to its activities, financial status, the condition of the Library System, and recommendations as to future operations.

SOURCE: GC § 42011. Repealed and reenacted by P.L. 24-41:3.

§ 80114. Director.

[See 5 GCA § 3122(c).]

SOURCE: GC § 42012, amended by P.L. 22-92:3.

§ 80115. Employees.

The Board may appoint such other employees as may be necessary for the operation of the Library.

SOURCE: GC § 42013.

§ 80116. Selection of Employees.

**5 GCA GOVERNMENT OPERATIONS
CH. 80 GUAM PUBLIC LIBRARY**

Employees of the Library System, except for the Director and Deputy Director, shall be appointed, paid and hold their positions pursuant to the provisions of Title 4, Guam Code Annotated, and other personnel laws, and their remuneration shall be established in accordance with the provisions of said Title 4 and such other personnel laws. The salary of the Director and Deputy Director shall be established by the Director of Administration.

SOURCE: GC § 42014, repealed/reenacted by P.L. 22-92:6. Repealed and reenacted by P.L. 24-41:3. Amended by P.L. 28-68:IV:42 and 47 (Sept. 30, 2005), effective January 1, 2006; reference to Civil Service Commission changed to Director of Administration.

§ 80117. Gifts to the Library and Fundraising.

The Board shall have authority to solicit for and accept on behalf of, and in the name of, the government of Guam from any government or agency thereof, or any person, advisory services, grants-in-aids, gifts, donations of money and other property for the benefit of the Library System, or the Guam Archives; provided, that any grants-in-aid, gifts, donations or other form of assistance involving an obligation on the part of the Library System or the Guam Archives or the government of Guam shall require the approval of *I Maga'lahi*. The Guam Public Library system may, upon approval of the Board, engage in fundraising activities for the benefit of the Public Libraries. The Board shall submit an annual report on such fundraising activities to *I Maga'lahi* and *I Liheslatura*.

SOURCE: GC § 42015, amended by P.L. 10-8, P.L. 15-124:2, P.L. 17-38:2; P.L. 22-92:7. Repealed and reenacted by P.L. 24-41:3. Amended by P.L. 28-050:5 (June 30, 2005).

NOTE: GC § 42016, Use of Funds, was repealed by P.L. 5-32.

§ 80118. Custody of Funds.

Funds received by the Library System pursuant to §§ 80103 and 80117 of this Chapter shall be for the exclusive use of the library system and shall be kept in the custody of the Treasurer of Guam and disbursed under authority of the Board.

SOURCE: GC § 42017, amended by P.L. 15-124:2 P.L. 24-41:3.

§ 80119. Rules & Regulations.

The Board shall prepare rules and regulations for the government of the Library System in pursuance to the provisions of this Chapter,

**5 GCA GOVERNMENT OPERATIONS
CH. 80 GUAM PUBLIC LIBRARY**

including, if deemed desirable, provisions for the following: registration fees, deposits by borrowers, fines for failure to return borrowing on time, charges for damaged or destroyed borrowing, pursuant to the provisions of the Administrative Adjudication Law.

SOURCE: GC § 42018. Repealed and reenacted by P.L. 24-41:3.

NOTE: GC § 42019, Guam Museum, was added by P.L. 10-8 (1969) and repealed by P.L. 22-92 (1993) with the creation of a separate Guam Museum Law.

§ 80120. Government Depository.

The Guam Public Library System is designated depository for all governmental publications, including any printed or processed paper, book, periodical, pamphlet or map, originating in, or printed with, the imprint of, or at the expense and by the authority of, the government of Guam.

SOURCE: GC § 42020 added by P.L. 17-36:2 (11/29/83). Amended by P.L. 25-069:3.

§ 80121. Guam Archives.

[Repealed.]

SOURCE: GC § 42021 added by P.L. 17-38:1. Repealed by P.L. 25-69:4.

§ 80122. Disposition of Records Upon Termination of Functions of Government Organizations.

[Repealed.]

SOURCE: GC § 42022 added by P.L. 17-38:1. Repealed by P.L. 25-69:4.

§ 80123. Confidentiality of Library Records.

(a) A library or library system operated with public monies shall not allow disclosure of any record or other information, written or oral, which identifies a user of library services as requesting or obtaining specific materials or services or as otherwise using the library.

(b) Records may be disclosed:

1. If necessary for the reasonable operation of the library.
2. On written consent of the user.
3. On receipt of a court order.
4. If required by law.

5 GCA GOVERNMENT OPERATIONS
CH. 80 GUAM PUBLIC LIBRARY

c) Any person who knowingly discloses any record or other information in violation of this section is guilty of a Petty Misdemeanor.

SOURCE: GC § 42023 added by P.L. 21-5:1.

§ 80124. Friends of the Library Volunteers.

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

SOURCE: Added by P.L. 28-050:6 (June 30, 2005).

§ 80125. Separate Budget for Branch Libraries.

The Board shall submit a separate budget to *I Liheslatura* annually for the operations of each branch library. The budget shall include sufficient funding for personnel, utilities, books, periodicals, computers, internet access, etc. necessary to operate a branch for *not less than* twenty (20) hours per week. The Board may transfer funds within each branch library budget among object categories, however, such transfers of funds shall not impede a branch's operating for the minimum hours prescribed herein.

SOURCE: Added by P.L. 28-050:7 (June 30, 2005).

§ 80126. Procurement of DSL, Cable and Wireless Broadband Services.

The Guam Public Library System is authorized to procure, from private companies doing business on Guam, DSL (Digital Subscriber Lines) services, cable television/internet services and/or wireless broadband services as a means of providing internet access to its employees and patrons. In the procurement of such services, the Guam Public Library System shall consider the cost, the amount of bandwidth, and the reliability of the service. The Department of Administration shall not require the Guam Public Library system to use the Government of Guam's data network to provide internet access to its employees and patrons.

SOURCE: Added by P.L. 28-182:1 (Jan. 29, 2007).

§ 80127. Use of *Hagåtña* Library Parking lot.

5 GCA GOVERNMENT OPERATIONS
CH. 80 GUAM PUBLIC LIBRARY

The *Hagåtña* Library parking lot *shall* be reserved for parking of vehicles operated by patrons and employees of the Guam Public Library System (GPLS). Parking in the *Hagåtña* Library parking lot by persons other than those, *supra*, *shall* be a violation and punishable by a fine of Twenty-five Dollars (\$25) per violation.

The Director *shall* be required to maintain a roster of those persons authorized to park in the *Hagåtña* Library parking lot. The form of such roster *shall* be determined by the Board. The Director *shall* post a sign at the entrance of the parking lot that states, 'In accordance with the provisions of § 80127 of Title 5 GCA, this parking lot is reserved for the exclusive use of Guam Public Library patrons and employees. Patrons parking in this lot *shall* be required to sign in and out when entering and leaving the library building. Violators are subject to a fine of Twenty-five Dollars (\$25) per violation.'

Enforcement of the provisions herein this Section *shall* be the responsibility of the Guam Police Department; however, the Chief of Police may authorize any employee(s), designated by the Director, to issue citations for violation of this Section.

SOURCE: Added by P.L. 29-035:1 (Oct. 25, 2007).

**5 GCA GOVERNMENT OPERATIONS
CH. 43 BOARDS & COMMISSIONS**

**CHAPTER 43
BOARDS & COMMISSIONS**

NOTE: This Chapter contains those provisions of law, formerly scattered throughout the Government Code, dealing with Boards and Commissions in general. Many Boards are created by local statute, some by local Executive Order and others by Executive Order pursuant to federal requirements. Each board created by statute is found in the appropriate substantive Title of this Code. Laws in this Chapter apply to all Boards and Commissions.

Article 1. General Provisions.

Article 2. Performance Review of Agency Heads.

**ARTICLE 1
GENERAL PROVISIONS**

- § 43101. Board Members Prohibited from Procurement.
- § 43102. Former Members' Appointment to Board Limited.
- § 43103. Multiple Board Membership Prohibited.
- § 43104. Uniform Compensation for Boards & Commissions.
- § 43105. Travel for Board & Commission Members.
- § 43106. Removal from Office for Absences.
- § 43107. Quarterly Attendance Report Required.
- § 43108. Conduct of Meetings.
- § 43109. Representation of Sexes.
- § 43110. Appointments.
- § 43112. Conflict of Interest of Members.
- § 43113. Rulemaking.
- § 43114. Employee Salary Ceiling.
- § 43115. Annual Reports.
- § 43116. Boards and Commissions Educational Programs.
- § 43117. Boards and Commissions Training. [Repealed.]
- § 43118. Boards and Commissions Appreciation Day.
- § 43119. Certain Boards & Commission Abolished if Not Meeting. [Repealed]
- § 43120. Secret Voting Prohibited. Vote Required.
- § 43121. Use of Video Conferencing at Meetings.
- § 43122. Use of Video Live Streaming at Meetings.

5 GCA GOVERNMENT OPERATIONS
CH. 43 BOARDS & COMMISSIONS

§ 43101. Board Members Prohibited from Procurement.

Notwithstanding any other provision of law, any member of any elected or appointed board or commission shall be prohibited from acting or participating in discussion on any matter in which he is a principal, has a financial interest in, or acts as an agent for anyone other than the government of Guam. Interests held in blind trust shall not be exempt from this provision. The member shall be prohibited from influencing any determination made by the board or commission on which the member serves and in which the member either participates personally and substantially through decision, approval, disapproval, recommendation, the rendering of advice, investigation or otherwise, or which is the subject of the member's official responsibility, where the government of Guam is a party or has a direct and substantial interest. Said prohibition shall be applicable during the tenure of the member, and one (1) year thereafter.

SOURCE: GC § 5200 added as part of Chapter III, Title VI of the Government Code, by P.L. 14-6:10. Repealed by P.L. 23-10:3. Reenacted by P.L. 31-175:1 (Feb. 3, 2012).

§ 43102. Former Members' Appointment to Board Limited.

Until the expiration of two years from the date of an election in which he was a candidate, no person who is a candidate for public office shall be eligible for appointment to any Board or Commission (whether heretofore or hereafter created) whose members are appointed by the Governor if such a person was a member of such Board or Commission during the twelve month period immediately preceding such election.

SOURCE: GC § 5201 added by P.L. 14-6:10.

§ 43103. Multiple Board Memberships Prohibited.

No person whose appointment requires legislative concurrence shall simultaneously serve on more than one Board or Commission.

SOURCE: GC § 5202 added by P.L. 14-6:10.

5 GCA GOVERNMENT OPERATIONS
CH. 43 BOARDS & COMMISSIONS

§ 43104. Uniform Compensation for Boards and Commissions.

(a) A member of a board or commission shall be compensated in the amount of Fifty Dollars (\$50.00) for attending a board or commission meeting, such compensation not to exceed One-Hundred Dollars (\$100.00) per month. Civil Service Commissioners shall, without limitation, each receive Fifty Dollars (\$50.00) for every meeting attended to adjudicate appeals, complaints, grievances or other disputes, or to perform rule-making functions as provided in statute, rule or regulation.

(b) Effective October 1, 1995, all members of any boards or commissions of the government of Guam, except for the Territorial Board of Education, who serve on the board or commission in the capacity of a full-time, salaried elected official or as a full-time, salaried, appointed official of the government of Guam shall not be entitled to receive a stipend for attendance at board or commission meetings.

SOURCE: GC § 6911 added by P.L. 15-148:32. Amended by P.L. 23-45:IV:10. Repealed and reenacted by P.L. 24-59:V:13.

2018 NOTE: Subsection designations added pursuant to authority by 1 GCA § 1606.

COMMENT: 1. GC § 6911 was added as the last section in a string of 32 sections affecting compensation for members of boards and commissions. The preceding 31 sections amended each board or commission found in law at that time to fix the amount as stated in this section. It appears that the Legislature intended all boards and commissions to have the same compensation, that provided in this section, even if the board or commission was inadvertently omitted from P.L. 15-148, or established by Executive Order. Certain commissions established since that time (January 1981) have different compensation.

2. P.L. 16-44:21 stated: "No person who is a member of any board or commission within the government shall be compensated for service on such board or commission."

Public Law 16-111:II:6 repealed that section.

§ 43105. Travel for Board & Commission Members.

(For the law governing travel of board and commission members, see 5 GCA § 23104.)

5 GCA GOVERNMENT OPERATIONS
CH. 43 BOARDS & COMMISSIONS

§ 43106. Removal from Office for Absences.

Unless the provisions of law governing the removal from a particular board or commission are to the contrary, the unexcused absences of a member of a board or commission from three consecutive regular meetings of the board or commission shall constitute a cause for removal of the member from the board or commission, and the Governor may thereupon remove such a member from the board or commission. The determination of whether a member's absence is excused or unexcused shall be made by the other members of the same board or commission.

SOURCE: GC § 6911.1 added by P.L. 16-67.

§ 43107. Quarterly Attendance Report Required.

The chairman of each board or commission shall submit a quarterly report on the attendance of the members of the board or commission to *I Maga'lahi* (the Governor) and *I Liheslatura* (the Legislature), and shall also post the attendance reports on the agency, board, or commission website.

SOURCE: GC § 6911.2 added by P.L. 16-67. Amended by P.L. 31-032:1 (Apr. 18, 2011).

§ 43108. Conduct of Meetings.

(For the law governing the conduct of meetings in general, see 5 GCA Chapter 8, the Open Government Law. For specific quorum requirements, see the law governing each specific board or commission.)

§ 43109. Representation of Sexes.

(For the law governing representation of both sexes on boards and commissions, see 4 GCA § 2105.)

§ 43110. Appointments.

(For the law governing appointments generally, see 4 GCA § 2101, § 2102 and § 2103.)

5 GCA GOVERNMENT OPERATIONS
CH. 43 BOARDS & COMMISSIONS

§ 43112. Conflict of Interest of Members.

(For the law governing employment in or contracting with the agency or instrumentality of a former member of its governing board, see 4 GCA § 2104.)

§ 43113. Rulemaking.

(For the laws governing rulemaking by boards and commissions -- and others within the Executive Branch -- see 5 GCA Chapter 9, Administrative Adjudication Law.)

§ 43114. Employee Salary Ceiling.

(For law governing the maximum salary which a board or commission can give to an employee governed by it, see 4 GCA §6103, and specific law governing each agency, especially the Department of Education.)

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

§ 43115. Annual Reports.

(For law requiring annual reports from each board and commission, see 5 GCA § 1507.)

§ 43116. Boards and Commissions Educational Programs.

(a) Development of Training and Curriculum. Each board or commission shall have an educational program established to prepare its members for the duties of the board or commission to which they are appointed. Such educational program shall cover procurement laws, as applicable, applicable statutes, executive orders, and rules and regulations which govern the board or commission and their respective areas of purview. Each educational program shall be established, within ninety (90) days of the enactment of this Section, by the Director of the agency with which the board or commission is associated, or his designee; or, if there is no such agency, then *I Maga'lahi* (the Governor), or his designee. Each educational program shall be updated, as needed, no less than annually, to reflect any changes to procurement laws, applicable statutes, and rules and regulations. The Director of each agency shall report to *I*

**5 GCA GOVERNMENT OPERATIONS
CH. 43 BOARDS & COMMISSIONS**

Maga'lahi (the Governor) within thirty (30) days when member(s) of an associated board or commission complete the applicable educational program. The Director, or his designee, shall conduct the training sessions at a time and location to be determined by the Director, in compliance with the Americans with Disabilities Act and other relevant statutes.

(b) Education of Current Board and Commission Members. Each current member of a board or commission shall complete the applicable educational program within thirty (30) days of the establishment of the program.

(c) Education of New Board and Commission Members. Each new member of a board or commission shall complete the applicable educational program within thirty (30) days of his election and qualification, or his confirmation by *I Liheslatura* to the board or commission.

(d) Continuing Education for Board and Commission Members. Each year, the members of each board and commission shall, as a form of continuing education, complete the applicable educational program for the board or commission on which they serve.

(e) Failure to Complete an Educational Program. Failure to complete an educational program within one hundred eighty (180) days of a board or commission member's appointment shall result in the member's removal and the appointment of a new member to fill the vacancy, pursuant to § 2101 of Chapter 2, Title 4, Guam Code Annotated. Actions of a board or commission shall not be invalidated by the failure of a member to complete the applicable educational program.

SOURCE: Added by P.L. 32-031:3 (May 10, 2013).

2013 NOTE: This section was added by P.L. 24-191:2 (May 6, 1998), entitled "Development of Boards and Commissions Training Program." Repealed by P.L. 28-076:7 (Nov. 25, 2005), effective January 1, 2007 pursuant to P.L. 28-076:9.

§ 43117. Boards and Commissions Training.

[Repealed.]

SOURCE: Added by P.L. 24-191:3. Repealed by P.L. 28-076:8 (Nov. 25, 2005), effective January 1, 2007 pursuant to P.L. 28-076:9.

5 GCA GOVERNMENT OPERATIONS
CH. 43 BOARDS & COMMISSIONS

§ 43118. Boards and Commissions Appreciation Day.

I Maga'lahaen Guåhan [Governor of Guam] shall designate, preferably during the month or week in which volunteers are recognized, one (1) day per year for recognition and appreciation of individuals serving on all boards and commissions.

SOURCE: Added by P.L. 24-191:4.

§ 43119. Certain Boards & Commission Abolished if Not Meeting.

[Repealed.]

SOURCE: Added as an uncodified law by P.L. 26-76:56 (Mar. 12, 2002). Repealed by P.L. 30-113:1 (Mar. 11, 2010).

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

§ 43120. Secret Voting Prohibited. Vote Required.

(a) No action, motion or resolution of any board or commission of the government of Guam may be taken in secret or by secret ballot. This provision shall not apply to the Guam Parole Board.

(b) All members present are required to vote on every action or resolution of the board, for which a vote is called, unless the member is excused for cause by a majority of the members present, or the member is barred by public law from voting.

SOURCE: Added by P.L. 31-218:1 (June 15, 2012).

§ 43121. Use of Video Conferencing at Meetings.

(a) Board and commission members may participate in regular and special meetings via video conferencing. The board or commission member shall submit a written request to participate in regular and special meetings via video conferencing to the Chairperson. Such request shall be attached to the minutes of said meeting.

(b) Participation via video conferencing shall meet the requirements for a quorum.

**5 GCA GOVERNMENT OPERATIONS
CH. 43 BOARDS & COMMISSIONS**

(c) Boards and commissions shall develop rules and regulations and education on the use of video teleconferencing for their members, in consultation with the Office of Technology (OTECH) and the Office of the Attorney General, in accordance with their individual missions and functions, and in accordance with existing statute, specifically the Open Government Law, contained in Chapter 8 of this Title.

(d) Executive sessions and due process hearings shall not be conducted via video teleconferencing.

SOURCE: Added by P.L. 34-133:2 (Oct. 17, 2018).

§ 43122. Use of Video Live Streaming at Meetings.

(a) Boards and commissions may elect to broadcast regular and special meetings via video live streaming applications.

(b) Boards and commissions shall develop rules and regulations and education on the use of video live streaming for their members, in consultation with the Office of Technology (OTECH) and the Office of the Attorney General, in accordance with their individual missions and functions, and in accordance with existing statute, specifically the Open Government Law, contained in Chapter 8 of this Title.

(c) Boards and commissions shall provide instructions on how the public can access these video live streams on their meeting notices.

SOURCE: Added by P.L. 34-133:3 (Oct. 17, 2018).

**ARTICLE 2
PERFORMANCE EVALUATION OF AGENCY HEADS**

SOURCE: This Article was enacted as an uncodified law by P.L. 27-20. Codified by Compiler.

- § 43201. Definitions.
- § 43202. Performance Reviews of Agency Heads.
- § 43203. Publication of Performance Reviews.

**5 GCA GOVERNMENT OPERATIONS
CH. 43 BOARDS & COMMISSIONS**

§ 43201. Definitions.

For purposes of this Article only:

(a) Agency, instrumentality, or entity shall mean the Department of Education, the Guam Power Authority, the Guam Waterworks Authority, the Guam Housing Corporation, the Guam Housing and Urban Renewal Authority, the Public Defender Service Corporation, the Jose D. Leon Guerrero Commercial Port, the A. B. Won Pat International Airport Authority, Guam, the Guam Economic Development and Commerce Authority, the Civil Service Commission, the Department of Chamorro Affairs, the Chamorro Land Trust Commission, the Ancestral Lands Commission, the Guam Memorial Hospital Authority, the Guam Educational Telecommunications Corporation, the Guam Council on the Arts and Humanities, the Guam Visitors Bureau, the Guam Environmental Protection Agency, the Guam Election Commission, and the Government of Guam Retirement Fund.

(b) Governing Board shall mean the Guam Education Policy Board, the Consolidated Commission on Utilities, the Board of Directors, the Council, the Commission, or the Board with the statutory authority to select the Chief Executive of the agency, instrumentality, or entity for which it determines policy. Chief Executive shall mean the Senior Manager who heads an agency, including, but not limited to, the Superintendent of Education, Director, Executive Director, General Manager, President, Hospital Administrator, or Administrator.

SOURCE: Added by P.L. 27-20. Amended by P.L. 28-143:3 (July 20, 2006). Amended by P.L. 29-061:1 (Apr. 4, 2008).

2013 NOTE: Subsection designations were added to adhere to the Compiler's alpha-numeric scheme in accordance to 1 GCA § 1606.

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

5 GCA GOVERNMENT OPERATIONS
CH. 43 BOARDS & COMMISSIONS

§ 43202. Performance Reviews of Agency Heads.

The governing Boards for all agencies, instrumentalities, or entities shall issue performance reviews of the Chief Executive selected for that agency six (6) months after appointment of the said Chief Executive and every twelve (12) months thereafter that the Chief Executive is retained by the Governing Board. Each performance review shall document the Chief Executive's performance, accomplishments, and the respective Governing Board's reasons for retaining the said Chief Executive.

SOURCE: Added by P.L. 27-20. Amended by P.L. 29-061:2 (Apr. 4, 2008).

§ 43203. Publication of Performance Reviews.

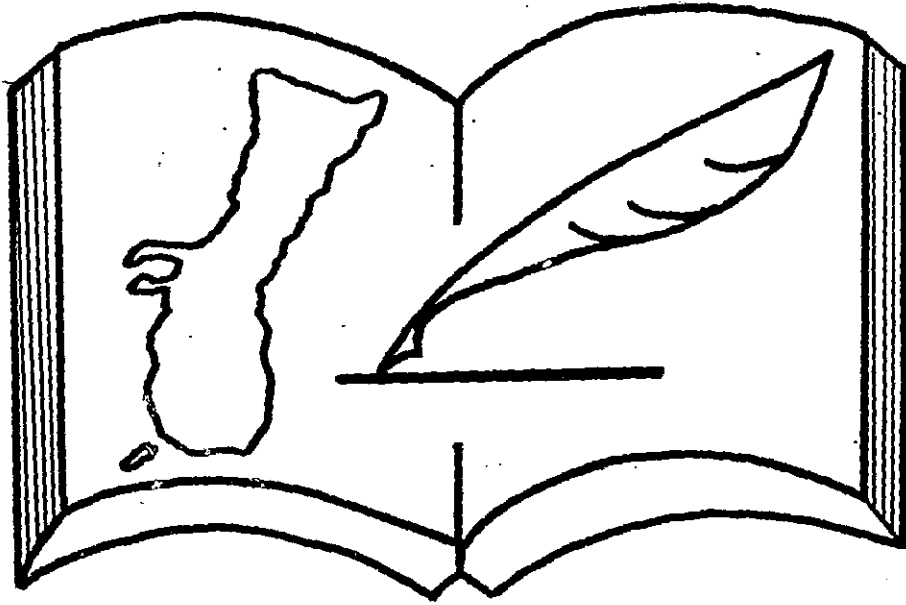
The performance reviews required under this Act shall be made public and the availability of these reviews shall be published by the respective Governing Boards issuing the aforementioned reviews by newspaper of general circulation or by radio or television which is reasonably calculated to provide notice of the facts it announces to the public at large and posted on the agency, instrumentality or entity's website.

SOURCE: Added by P.L. 27-20. Amended by P.L. 29-061:3 (Apr. 4, 2008).

Sam Comza

Scott Smith

NIEVES M. FLORES MEMORIAL LIBRARY



GUAM LIBRARY

BOARD

MANUAL

*Guam
Public
Library
Handbook*

*□ Volunteer
Policy.*

NIEVES M. FLORES MEMORIAL LIBRARIES

Agana Library
&
Bookmobile

Agat Branch Library

Barrigada Branch Library

Dededo Branch Library

Merizo Branch Library

Guam Museum

472-6417

472-8264

477-6913

472-1389

565-2661

Circulation

Reference

Office

Office

FAX

477-97

Mailing Address:

254 Martyr Street
Agana, Guam 96910

TABLE OF CONTENTS

	Page
Organizational Chart -----	i
Library Functional Chart -----	ii
I. General Information for Library Board	
Good Library Board -----	2
Board - Selection & Appointment -----	5
Selection -----	5
Appointment -----	6
Reappointment -----	6
Orientation for the Board Member -----	7
Bylaws -----	7
II. Responsibilities of the Board & Librarian	
Personnel -----	9
Policy Making -----	11
Budgeting -----	12
Public Relations -----	14
III. Board Activities and Resources	
Meetings -----	16
Book Selection & Intellectual Freedom -----	17
Continuing Education -----	17
Legislation -----	17
Library Organizations -----	17
Library Checklists -----	19
Board Checklist -----	20

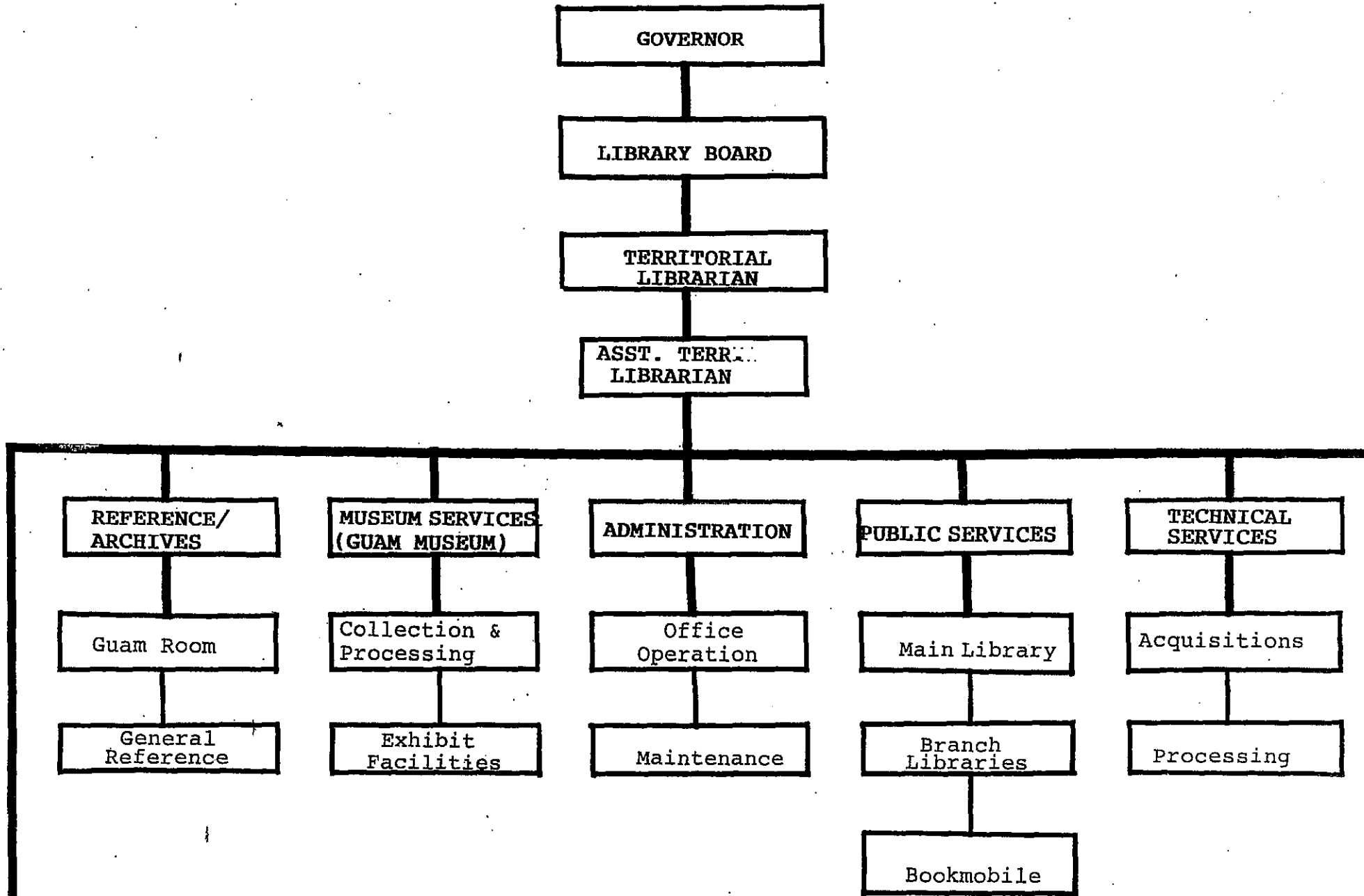
III. Board Activities and Resources (cont.)

Budget Checklist----- 21
Building Checklist----- 22
Staff Checklist----- 23
Books & Materials Checklist----- 24
Library Services Checklist ----- 25

IV. Laws, Policies and Procedures

Bylaws for the Guam Public Library----- 28
Rules and Regulations----- 30
Book Selection Policy----- 32
Citizen's Request Form for Purchase of
Materials----- 34
Citizen's Request for Reconsideration of
Library Materials----- 35
Policy on Confidentiality of Library Records---- 36
Policy on Gifts----- 37
Maintaining the Collection Policy----- 37
Policy on Adequate Library Service----- 37
Services----- 38
Interlibrary Cooperation Policy----- 40
Disposition of Overdue Materials----- 42
Use of Board Conference Room----- 43
 Application for Use of Conference Room----- 44
Policy on Use and Duplication of Photographs---- 45
 Charges for Duplication----- 46
National Library Laws (LSCA & ESEA)----- 47
Library Bill of Rights----- 49

NIEVES M. FLORES MEMORIAL LIBRARY
ORGANIZATIONAL CHART



IV. Laws, Policies and Procedures (cont.)

Restricted Access to Library Materials----- 50

Resolution on Challenged Materials----- 52

~~V.~~ The Guam Museum

Rules and Regulations----- 54

Guam Museum Policy Objectives----- 56

Museum Temporary Acquisition----- 57

~~VI.~~ The Guam Archives

Archives of the Territory of Guam----- 59

- Laws that Repealed?

LIBRARY FUNCTIONAL CHART

TERITORIAL LIBRARIAN

ARCHIVES/REFERENCE	TECHNICAL PROCESSING	ADMINISTRATION	LIBRARY SERVICES	MUSEUM SERVICES
<p>1. <u>REFERENCE</u></p> <ul style="list-style-type: none"> - In-person patron requests - Telephone requests - Selection of reference collection - Discarding or weeding of material from collection - Recataloging and reorganizing of reference collection - Research guide <p>2. <u>SUMM MATERIAL</u></p> <ul style="list-style-type: none"> - Managing VF holdings - Establishing index and master subject heading - Organizing books, reports and legislative material - Updating VF holdings - Clipping of substantial events in newspaper <p>3. <u>ARCHIVAL MATERIAL</u></p> <ul style="list-style-type: none"> - Collect, arrange and classify public archives - Preserve documents and manuscripts through proper treatment and storage - Conduct and maintain current inventories - File documents for use of government employees and the general public - Compile and furnish information of Archival collection - Reproduce, publish and exhibit documents and manuscripts - Accept donations and issue receipts - Establish rules and regulations relative to public archives - Prepare guides for access to documents and manuscripts 	<p>1. <u>SELECTION AND ACQUISITION</u></p> <ul style="list-style-type: none"> - Formulating policies - Selection of special material - Selection of books and non-book library material <p>2. <u>CLASSIFICATION AND CATALOGING</u></p> <ul style="list-style-type: none"> - Dewey Decimal System of classification - Descriptive cataloging - Bibliography searching - Accessioning collection - Preparation of shelf-list cards - Preparation of unit cards - On-line computerization <p>3. <u>MAINTENANCE</u></p> <ul style="list-style-type: none"> - Repairing and replacement - Shelfreading - Weeding and surveying - Inventory 	<p>1. <u>OFFICE MANAGEMENT</u></p> <ul style="list-style-type: none"> - Office policies and procedures - Employees and Board manuals - Records and files - Correspondence - Board minutes - Equipment and supplies - Library maintenance <p>2. <u>FINANCIAL MANAGEMENT</u></p> <ul style="list-style-type: none"> - Budget - Program evaluation and monitoring - Requisitioning - Reports - Replenishments <p>3. <u>PERSONNEL MANAGEMENT</u></p> <ul style="list-style-type: none"> - Rules and regulations - Payroll - Leave - Staffing - Affirmative action program <p>4. <u>GRANTS MANAGEMENT</u></p> <ul style="list-style-type: none"> - LSCA Title I, Collection Development - LSCA Title II, Library Construction - LSCA Title III, Interlibrary Cooperation 	<p>1. <u>CIRCULATION CONTROL</u></p> <ul style="list-style-type: none"> - Patron registration - Charging and discharging of material - Retrieval of overdue material - Reserve book request - Record management <p>2. <u>LIBRARY ASSISTANCE</u></p> <ul style="list-style-type: none"> - Provide guidance in the selection of material - Provide instruction in library use - Interlibrary loan and resource sharing - Reference assistance and research - Duplicating services - General information <p>3. <u>COLLECTION</u></p> <ul style="list-style-type: none"> - Fiction and non-fiction adult and juvenile collection - Government documents - Audio visual collection - Periodical collection - Services to the blind and hearing impairment - Services for the elderly - Maintenance of collection weeding, surveying and inventory - Publishing and binding <p>4. <u>LIBRARY PROGRAMS</u></p> <ul style="list-style-type: none"> - Library tours - Film program - Summer Reading Program <p>5. <u>EXTENSION LIBRARY SERVICES</u></p> <ul style="list-style-type: none"> - Branch libraries - Bookmobile - Institutions 	<p>1. <u>OPERATION</u></p> <ul style="list-style-type: none"> - Classify and catalog collections - Conduct research of Museum objects - Prepare Museum publication and promotion - Operate photographic equipment - Inventory of Museum collection - Prepare reports of Museum activities - Grant management - Oversee operation and plan Museum development <p>2. <u>EXHIBIT</u></p> <ul style="list-style-type: none"> - Prepare, plan and design exhibits - Determine objects to be exhibited - Prepare press releases of exhibits <p>3. <u>PROGRAMS</u></p> <ul style="list-style-type: none"> - Museum educational program - Chamorro Week activities - School tours and public tours

THE LIBRARY BOARD

THE GOOD BOARD

Events often remind us of how much the ideas and skills of individual public library board member can influence the welfare of the library they serve. Knowledge and experience are indispensable also. It pays to review occasionally the basic legal and traditional duties and responsibilities of the public library board, using them as measures of effectiveness. Here are some for thought:

- A. Attend board meetings and affiliate with professional organizations.
- B. Employ a competent and qualified librarian, at an adequate salary, and provide an adequate and qualified staff to work with the librarian.
- C. Establish conditions of employment and provide for welfare of the staff.
- D. Provide for building and space needs and maintain library property.
- E. Determine the purposes and objectives of the library, re-examining them periodically, and studying library programs and needs in relation to community changes, needs, interests, and trends.
- F. Determine and adopt written policies to govern operation of the library, assigning their execution to the librarian and the staff, including a clear-cut policy and procedure in book selection.
- G. Establish rules and regulations governing use of the library, upon recommendation of the Librarian.
- H. See that accurate records are kept on file at the library; assist in preparation of annual report.
- I. Secure adequate funds from the appropriating agency, and from new sources of necessary, to carry out library programs and improve service.
- J. Establish, support and participate in a vital public relations program for the library.
- K. Build good rapport with governing officials and general public by regular reporting, coordination of activities, positive relationships.

- L. Is aware of state, local, and federal library laws and actively support library legislation which improves and extends library service.
- M. Know and understand resources available through statewide library development programs; study advantages of participation in them.
- N. Know national public library standards for possible adoption as a local goal.
- O. Attend and support local and national trustees meetings and workshops; they are designed for fuller development of board talent and understanding.

LIBRARY BOARD

A GOOD LIBRARY BOARD MEMBER HAS:

Time to attend all meetings and work actively for better library services.

Interest in library service and concern for its growth and development.

Willingness to work closely and cooperatively with local government officials, and to forcefully seek adequate library funding.

A good understanding of the community, its needs and resources.

Initiative and ability to establish definite policies for implementing and providing library service.

Courage to support the execution of library policies by the Librarian.

An open mind to new ideas for improved library service.

A GOOD LIBRARY BOARD HAS:

A diversity of interests, occupations and community elements.

Vitality and continuity through regular appointments of new members for definite, staggered terms.

Acquaintances and contacts with community leaders and organizations.

Knowledge of library trends and standards.

Knowledge of the legal authority, the state statutes, the local ordinances and the board regulations under which the library operates.

LIBRARY BOARD

Title XXXVIII, Chapter I, Section 42000-42014 of the Government Code of Guam provides that the public library shall be governed by a Board.

The public library, dependent as it is on the community, needs this board of citizen representatives to ensure that the public library is a true reflection of the community. Board members, as representatives of the community, are of vital assistance to the librarian. They bring the community's voice into the deliberations leading to library planning and policy-making. Being responsible to the community as its designated representatives, Board members ensure that the library provides the best possible library service for the community in the most economical fashion.

It is the Board's obligation to improve libraries through well-trained staff and efficient use of funds; to obtain adequate funds for good library services; to promote the best possible use of all library resources in the area; and to extend library services to those not previously served.

BOARD - SELECTION AND APPOINTMENT

The Governor and the Legislature as the governing body provide funds to operate the library. Once the governing body has established a library and a Board, members of the Board must be selected and appointed. The governing body must be aware of the importance of the Board and of choosing members with desirable qualifications, thus reducing the possibility of the selection being left to chance or political patronage.

SELECTION

Qualities that should be sought in prospective Board members include:

1. The capacity to envision what library service should mean to the community.
2. Readiness to devote time and effort to carrying out the duties.
3. Knowledge of the community and an active involvement in its services, its interests, and its resources.
4. Ability to work cooperatively as a member of a dedicated team.
5. Initiative and ability to establish policies for successful operation of the library and for impartial service to all its patrons.

6. Courage to plan creatively, to carry out plans effectively, and to withstand pressures and prejudices.
7. Enthusiasm for the library's goals and willingness to share it with others. -

The board should also be considered as a whole. Today the library has a new and increasing importance as a resource center for the total community and Board members should represent a cross section of the community by possessing:

1. A diversity of interests;
2. A balance of age and socioeconomic levels;
3. Experience or knowledge in a variety of fields.

APPOINTMENT

The appointing body should be notified immediately of any vacancy and should make appointments regularly. In the notification the Board might wish to reemphasize the Board's importance, list some of the qualifications they would like to see in a new member, and suggest names of people willing to serve.

REAPPOINTMENT

Truly outstanding members can be reappointed, but no one should serve indefinitely. It should be remembered that when a valuable Board member's services is terminated, the library still has a staunch friend. Government Code of Guam law requires that Board members serve staggered three year terms; this provides continuity. The Board will never be left without experienced members and yet will still benefit from the fresh ideas and energies of new members. Conscientious Board members will continually assess their potential contributions and refuse reappointment when it appears to be appropriate.

LIBRARY BOARD

ORIENTATION FOR THE BOARD MEMBER

Once appointed, the new members should be given an introduction to the role of a Board member before the next Board meeting, if possible, or at the beginning of the next Board meeting. The chairperson of the Board and the Librarian are jointly responsible for this orientation. Some of the information the new members needs to know includes:

1. All of the Board's duties;
2. The various concerns of the Territorial Librarian;
3. The library, both past and present--legal basis, finances, physical facilities, policies, collection, staff, services, plans;
4. The community--historically, demographically, economically, educationally, socially, politically;
5. Local and national library information--local library laws, federal library legislation, services of the Guam Public Library, islandwide plans for library development, local and national standards.

This is not all that a Board member needs to know, but it will give the new member the background on which to base early decisions. The local library should provide the new member with a copy of the GUAM PUBLIC LIBRARY BOARD MANUAL, the bylaws of the Board, local laws that pertain to the library, the last annual budget and monthly updates, the rules and regulations for the library, a policy statement for the library, a personnel chart, minutes of previous Board meetings, the last annual report, and bookmobile schedule, names, addresses and telephone numbers of members of the Board.

BYLAWS

The Board should be organized with effective guidelines for the conduct of its own affairs. Every Board member should have a set of bylaws outlining these guidelines including:

1. Place and time of regular meetings;
2. Order of business;
3. Officers, committees, and their duties;
4. Date of annual meeting to consider the budget (if one is held);
5. Procedures for calling special meetings.

RESPONSIBILITIES OF THE BOARD AND LIBRARIAN

RESPONSIBILITIES OF THE BOARD AND LIBRARIAN

The Librarian is employed to handle the day-to-day administration of the library. Both the Board and the governing body should support the librarian in performing these administrative responsibilities, including the acceptance of recommendations on employment of the rest of the staff. The Board should ensure the Librarian's continued development by encouraging participation in professional associations and attendance at workshops and conferences. The following table contrasts the responsibilities of the Librarian and the Board.

PERSONNEL

BOARD	LIBRARIAN
Hire a qualified, competent Librarian.	Administer the policies of the Library Board.
When hiring a new Librarian, the Board should:	The Librarian should:
1. Decide on the salary range based on the budget and the qualifications of the position. Where possible the Librarian should be a graduate of a library school accredited by the American Library Association.	1. Select and supervise all other library personnel.
2. Obtain assistance in seeking qualified applicants from accredited library schools, and professional organizations through advertising in their publications.	2. Administer all aspects of the library's policies.
3. Evaluate the applications and letters of reference.	3. Serve as the channel of communication between the staff and the Board.
4. Arrange for personal interviews.	4. Urge staff members to upgrade their skills and knowledge of library skills whenever and wherever possible.
5. Select the most satisfactory applicant and immediately notify that person of her or his selection.	

RESPONSIBILITIES OF THE BOARD AND LIBRARIAN

PERSONNEL

BOARD

LIBRARIAN

6. Immediately after acceptance of the position by a candidate, all other applicants should be courteously notified of their non-selection.
7. Having hired a Librarian, let her or him manage the library. It is prudent to hire a Librarian for a probationary period of six months or a year, with a performance review at the midpart and end of that time. However, the Board should not interfere in the everyday management of the library.
8. Should attend conferences and workshops.

RESPONSIBILITIES OF THE BOARD AND LIBRARIAN

POLICY MAKING

BOARD	LIBRARIAN
Establishes the goals and objectives of the library in the form of a written long-range plan, revised annually.	Participates in the compositions of the long-range plan.
Determines and adopts written policies to govern the programs, operation and use of the library.	Recommends needed policies to the Board.
Considers any citizen or staff complaints or suggestions in regard to adopted policies.	Administers the library in accordance with adopted policies.
	Interprets policies to staff and public.

BOARD MANUAL

The minimum contents of the written Board manual includes but not limited to:

1. A statement of the goals and objectives of the library.
2. Policy statements such as library materials selection policy, the Library Bill of Rights, and a procedure for handling citizen complaints.
3. Library information and policies such as:
 - (a) hours of service;
 - (b) loan periods and fines;
 - (c) replacement of library materials;
 - (d) policy in regard to abuse of library privileges
 - (e) acceptance or rejection of gifts;
 - (f) use of library meeting rooms;
 - (g) exhibits by individuals or organizations.
4. Staff regulations:
 - (a) conduct;
 - (b) attendance;
 - (c) benefits;
 - (d) staff responsibilities and job descriptions.

The Board manual should be reviewed in its entirety at least once every five years.

RESPONSIBILITIES OF THE BOARD AND LIBRARIAN

BUDGETING

BOARD	LIBRARIAN
Studies, amends if necessary, and approves the annual budget.	Prepares annual budget which clearly states the amount of funds needed, the services and material which will be provided with the funds, and the priorities among the various library services.
Presents, along with the Librarian, the budget to the appropriate governing body.	Presents the budget to the appropriate governing body along with members of the Library Board.
	Reports regularly to the Library Board concerning expenditures and budget status.

One of the most important of the obligations of the Board is to be certain that sufficient funding is available to properly operate the library. Each Board member should know the library's financial background; the governmental unit(s) allocating the local appropriation; the entire resources of local tax monies and the library's fair share; grants available from all sources (governmental and private foundations); and any other possible sources of support bond issues, endowments, gifts, donations, fines and fees.

A budget is an expression of the library's plan and objectives in financial terms. Therefore, before a budget can be formulated, the plan for library services must be developed and the goals and objectives established. If the community is involved in the planning process, the library and its plan will be supported through the community. However, the library's budget must be realistic. The library is, after all, only one of many services provided by the governmental unit. If the budget necessary to follow the plan requires a substantial increase in funding, the Board should investigate other possible funding sources. Funding from such other sources as federal monies should be considered supplemental and never as a means of lowering local appropriations. The local appropriation must be at least large enough to provide the minimum level of public library service acceptable to the community. Other funds should be used to supply services and

RESPONSIBILITIES OF THE BOARD AND LIBRARIAN

materials over and above this level. Too often the library operates on the basis of what is offered, accepting an insufficient appropriation and developing library service on that basis. A board that plans only in terms of last year's budget will never progress.

The first step in preparing the budget is its formulation. This step is done primarily by the library director and staff. The library's plan should include approaches to various goals and objectives that are feasible in terms of anticipated resources. The steps involved in these approaches should be ranked according to their priority and available funds should be allocated in terms of rankings. Basically, budget formulation involves translating the steps into the staff and resources necessary to implement them and determining the costs.

The budget, once formulated, should be presented to the Board. It should be explained in depth and discussed so that all the questions that may arise in the community are anticipated and necessary changes made. If the community has been involved from the very beginning, public support should be generally favorable, but no one likes to pay taxes and continuous effort should be made to counteract anti-tax sentiment. All the news media should be used. Budget discussions should be open to the press. Friends, general public, and governmental officials are welcomed and invited. Every Board member should be informed and be prepared to answer any question about the budget that may arise in daily contact.

For the budget hearing, the Board should accompany the library director to present the budget to the Legislature.

No specific budgeting systems can be recommended, since the library's accounting system should be compatible with that used by the governing body. The budget should be detailed enough to assure the authorities that the funds will be spent in the manner agreed upon, but not so detailed that all the funds are tied up in accounts from which it cannot be reprogrammed.

RESPONSIBILITIES OF THE BOARD AND LIBRARIAN

PUBLIC RELATIONS

BOARD

Be, or become, a personal user of the library.

Must serve not only as the public's representatives to the library but also as the library's representative to the public it serves.

Promotes library services and needs, on a personal level, to the Board's business associates and social acquaintances.

Participates, when asked in formal public relations activities.

Supports the efforts of the librarian to maintain an effective public relations program.

Establishes a good working relationship with the Legislature, commissioners, and other community leaders. No library Board can claim good public relations unless they are able to sit down (never in a defensive mood) with the government officials and talk amicably about library expenses and programs.

Studies and actively supports legislation to improve library services on local and national levels.

Maintains year-round cordial contacts with community leaders and members of the government.

LIBRARIAN

Maintains a high level of library service, and a friendly inviting atmosphere within the library.

Develops a sustained public relations campaign utilizing personal appearances; radio, television and newspaper coverage; display materials and special promotions.

Establishes a good working relationship with government officials and financial officers and other community leaders.

Studies and actively supports legislation to improve library services on local, state and national levels.

Maintains year-round cordial contacts with all community leaders and government officials.

BOARD ACTIVITIES AND RESOURCES

MEETINGS

Regular meetings: Government Code of Guam law, Title XXXVIII, Chapter I, 42000-42014, requires that the Board of the public library should meet at least once, monthly. The Librarian should attend each meeting and serve as secretary to the Board.

An agenda should be prepared by the chairperson and the Librarian and be mailed to the members of the Board prior to each meeting.

These meetings are formal meetings and, although discussions can be informal, the conduct of the meeting should conform to simple parliamentary procedure. The typical order of business follows:

1. Reading of minutes of previous meeting
2. Correspondence and communications
3. Report of the Librarian
4. Financial report
5. Reports from committees
6. Unfinished business
7. New business
8. Adjournment

In order to encourage attendance, every meeting should be made meaningful. Routine business should be disposed of as quickly as possible, leaving time for consideration and open discussion of the library's next progressive step: long-range planning, standards and ways of achieving them, methods of extending service to unreached portions of the community, etc.

The chairperson should encourage discussion without letting matters get out of hand. Every Board member should have a chance to speak and be heard.

It is absolutely essential that library Board members attend Board meetings regularly. Meetings should be held monthly. The librarian should be present at all meetings except when her or his salary, employment or performance are being discussed, and should act as secretary for the Board.

Board meetings should be conducted according to a set order of business (agenda). All Board meetings must be open to the public, and the meeting times should be advertised. No official business may be conducted if a quorum is lacking.

Board officers should be elected each year. Library Boards are encouraged to limit the number of consecutive terms which members may serve in order to provide maximum citizen participation in the library.

BOARD ACTIVITIES

Book Selection and Intellectual Freedom: Board members must not only formulate a written selection policy, but must defend that policy in the event of any citizen complaint. It is extremely important that the library board supports decisions of its librarian in implementing the policy which they, the Board, have adopted.

Continuing Education: The education of Board members should not cease after the orientation, but must be a continuing process. The needs of the library and community change constantly. The Board members should also keep aware of new trends and new methods in the library field. To do so, the member should become active in the Guam library association and should read selected professional publications such as AMERICAN LIBRARIES. Another way to keep current is to visit other libraries, especially if the library to be visited has a successful project which can be examined. In addition to their own continuing education, the Board is responsible for the continuing education of the library's staff. The Board should provide adequate funding in the budget for the staff to travel to workshops sponsored by the Guam Libraries and to other training programs.

Legislation: Every Board member should be familiar with current and pending legislation relating to libraries at local and national levels. Board members should vigorously express their opinions, both as individuals and as a library Board, to their elected representatives in regard to any such pending legislation.

Library Organizations:

1. American Library Association. The ALA represents librarians, board members and interested citizens in the United States and Canada. Members receive American Libraries, the association's news bulletin, the Public Library Trustee newsletter, and may attend the annual conference held in a different city each year. The American Library Trustee Association is a division of ALA specifically concerned with the problems and concerns of library trustees.
2. Guam Library Association. GLA is an opportunity for the board member to share ideas and knowledge with other librarians. The association meets monthly.
3. Friends of the Library. Unlike the above organizations, the Friends of the Library is strictly local association of citizens interested in the improvement of our library. Friends participate in public

BOARD ACTIVITIES

relation programs and raise funds for extra services and equipment that cannot be provided through the regular library budget. In addition, they may provide volunteer help for special library projects. In the process they gain a personal participation in their library.

If there is no friends organization, you, as a Board member, are the person who may be able to begin one. "Friends of the Library can make the difference between a mediocre and an outstanding library."

Participation in the above organizations offers an excellent source of education and training for good library trusteeship. In addition, these organizations provide a valuable tool for the promotion of legislation beneficial to libraries, and the establishment of library standards. If at all possible, the library budget should include the dues and expenses for membership and participation by librarians and board members in these organizations.

LIBRARY CHECKLIST

From time to time the Librarian and the library board must look at their library objectively. - This is necessary to determine the quality of services and facilities presently available and to determine the direction for improved and added services. This checklist is kept brief and simple; it is aimed at providing a focus for librarian-board discussion of their operations. Whether one answers "yes or no" to a particular question becomes significant when the answer is supported by written library policies.

BOARD CHECKLIST

	YES	NO
1. Does the board meet regularly each month?	___	___
2. Does each board member attend board meetings regularly?	___	___
3. Is there active participation by each member?	___	___
4. Does the board provide planned orientation for new members and know the length of term of each individual member?	___	___
5. Have by-laws been adopted?	___	___
6. Is there a written statement of the objectives of the library?	___	___
7. Are the members informed on provisions in charter, ordinances, and/or Guam laws applicable to the library?	___	___
8. Does the board function on a policy-making body, delegating administration to the Librarian and staff?	___	___
9. Are there written policies on personnel, book selection, gifts, hours open, and extension of library services?	___	___
10. Is the Librarian included in board meetings?	___	___
11. Is the Librarian's report received at each meeting?	___	___
12. Is the Librarian's recommendations considered in making decisions?	___	___
13. Does the board report regularly to the appropriating body and to the community, with statistical, financial, and human interest facts?	___	___
14. Has the board prepared a long-range plan for library development?	___	___

BUDGET CHECKLIST

	YES	NO
1. Is the budget prepared annually in time for submission to the legislature when it begins budget consideration?	_____	_____
2. Is the budget estimate based on current year's expenditures, plus cost changes, expanded service, standards of good service, and the library's objectives?	_____	_____
3. Does the board take advantage of economies possibly through cooperation with other libraries?	_____	_____
4. Does the board members go before the legislature with the Librarian and present the budget estimate, with a carefully prepared "justification"?	_____	_____
5. Is the support of individuals and groups enlisted in securing approval of the budget request?	_____	_____
6. Are other possible sources of income explored and utilized fully, e. g., gifts, endowments, grants?	_____	_____
7. Is a systematic accounting of funds maintained by the Librarian?	_____	_____

BUILDING CHECKLIST

	YES	NO
1. Is its exterior appearance inviting and in good repair?	_____	_____
2. Do we have a book drop for return of books when the library is closed?	_____	_____
3. Does the library have a sign giving name and hours of operation?	_____	_____
4. Is its interior appearance inviting, functional and in good repair?	_____	_____
5. Is reading room space provided for adults, young people, children?	_____	_____
6. Is suitable and adequate work space for staff provided?	_____	_____
7. Is the furniture functional and in good condition?	_____	_____
8. Does the shelving conform to standard library specifications, including adjustable shelves?	_____	_____
9. Does the building provide adequate lighting, heating, and air-conditioning as required by the climate?	_____	_____
10. Is there an attractive, well-placed, public bulletin board?	_____	_____
11. Does the building conform to all building and safety codes?	_____	_____
12. Is the building accessible to the handicapped?	_____	_____

STAFF CHECKLIST

	YES	NO
1. Is the Librarian enthusiastic, efficient, and friendly, and does he or she know the community?	_____	_____
2. Does the staff know that public relations through helpful, friendly, and competent service to every patron is the job of each member?	_____	_____
3. Does staff have the requisite training and experience?	_____	_____
4. Is it necessary for staff to use their own time to carry the work load?	_____	_____
5. Is sufficient help provided to carry on the work of the library?	_____	_____
6. Are salaries comparable to those paid in the community for comparable work, and also to the scale in other libraries of comparable size?	_____	_____
7. Does the staff have vacation and sick leave with pay, and an opportunity to participate in social security, retirement, and a hospitalization plan?	_____	_____
8. Does the staff have comfortable working conditions as to light, heat, ventilation, work, and restrooms?	_____	_____
9. Is the staff encouraged and helped to get in-service training through paid time and travel expenses to attend professional meetings and workshops and take extension courses in library science?	_____	_____
10. Does the library subscribe to professional magazines and provide staff members time to read and discuss them?	_____	_____
11. Does the Librarian actively relate the library to community activities by taking part in community and club programs?	_____	_____

BOOKS AND MATERIALS CHECKLIST

	YES	NO
1. Is there a written book selection policy as to the types of books and materials which the library purchases or accepts as gifts?	_____	_____
2. Is the book collection classified, labeled, and shelved according to an organized plan?	_____	_____
3. Does the book collection provide for the needs and interests of all ages: adults, young people, and children?	_____	_____
4. Does the book collection for adults and young people include both fiction and non-fiction, with emphasis on informational materials?	_____	_____
5. Are the book selections made from reliable book selection aids for each age group, e. g., <u>Booklist</u> , <u>Library Journal</u> , <u>Public Library Catalog</u> , and <u>Children's Catalog</u> ?	_____	_____
6. Is the acceptance of gift books on the same selection basis as for purchased books?	_____	_____
7. Does the Librarian purchase books regularly to maintain a regular flow of materials?	_____	_____
8. Is the book collection kept clean and in good repair?	_____	_____
9. Is the quality of the book collection maintained by regular "weeding" of worn out, unused, and out-of-date books?	_____	_____
10. Has the collection been "weeded" within the past two years?	_____	_____
11. Are book requests from patrons given consideration?	_____	_____
12. Is there an accurate shelf-list of the book collection maintained for use in selection and inventory?	_____	_____
13. Is an accurate record kept of the number of books, additions, and withdrawals?	_____	_____

LIBRARY SERVICES CHECKLIST

	YES	NO
1. Have the services offered improved in the past five years?	_____	_____
2. Does the library serve all parts of the community--geographic, economic, educational, occupational, social, religious, etc?	_____	_____
3. Does the library serve as the community information center as well as a source of recreational material?	_____	_____
4. Does the Librarian give individual readers assistance in finding what they need and in motivating reading of all age group?	_____	_____
5. Is assistance given to organizations and clubs in program planning and by obtaining films and other materials for program use?	_____	_____
6. Are patrons helped by keeping borrowing routines simple, maintaining telephone reference service, and having the library open when it is needed, including night hours, if necessary?	_____	_____
7. Are there children's story hours and reading programs?	_____	_____
8. Are there timely exhibits and displays in the library?	_____	_____
9. Does the Librarian borrow through interlibrary loans to supply informational needs not covered by our book stock?	_____	_____
10. Is service extended outside the library through deposit stations, service to hospitals shut-ins, jails, and home-delivery services?	_____	_____
11. Does the community know of the services through regular and frequent use of newspapers, radio, TV, direct telephone contact, exhibits outside the library, and other publicity?	_____	_____

YES NO

12. Is there a community-wide observance of National Library Week and Children's Book Week?
— —

13. Are close relations maintained with other libraries of the community, e. g., school libraries, church libraries, etc.?
— —

LAWS, POLICIES AND PROCEDURES

BYLAWS FOR THE GUAM PUBLIC LIBRARY

BOARD OF TRUSTEES

Article I - Name and Authorization

This organization shall be called "The Guam Library Board of th Guam Public Library System," existing by virtue of the provision of Title XXVIII, Chapter 1, 42000-42022 of the Government Code of Guam, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II - Meetings

The Library Board shall meet on the 1st Wednesday of each month at the library.

Special meetings may be called by the Chairman or upon the written request of three members for the transaction of business stated in the call for the meeting.

Article III - Officers

The Territorial Librarian shall serve as executive secretary to the Board. All other officers shall be elected from among the Board members. Each officer shall serve a term of one year in such office, and may be re-elected in subsequent years.

The chairman of the Board shall preside at all meetings, certify all actions approved by the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

In the absence of the chairman, the Territorial Librarian shall perform all duties authorized for the chairman.

The Board secretary shall keep a true and accurate account of all proceedings of the Board meetings; issue notices of all proceedings of the Board meetings; issue notices of all regular meetings and on the authorization of the chairman, of all special meetings; and have custody of the minutes and the other records of the Board.

If the Library Board shall have direct charge of any funds, a treasurer shall be elected in the same manner as the chairman. The treasurer shall have charge of such library funds, shall sign checks on the accounts on the Board's authorization and report at each meeting on the state of the funds.

Article IV - Committees

Special committees for the study and investigation of special problems may be appointed by the chairman to serve until they have completed the work for which they were appointed.

Article V - Quorum

A quorum for the transaction of business shall be three (3) Board members.

Article VI - Territorial Librarian

The Territorial Librarian is the Board's executive officer and shall have sole charge of administering the library under the Board's direction and review. The Territorial Librarian shall be responsible for employing and directing the staff, for selecting library materials, for the care of the buildings and equipment, for the efficiency of the library's service to the public, and for operating the library under the financial conditions set forth in the annual budget. The librarian shall keep exact accounts of all monies received or expended, and shall report on such receipts and expenditures at each regular meeting of the Board. The Territorial Librarian shall perform the duties of secretary of the Library Board, and shall attend all Board meetings except when her or his employment or salary is to be discussed.

Article VII - Order of Business

The order of business at the regular meetings shall be as follows:

- Roll Call
- Approval of previous meeting's minutes
- Correspondence and communications
- Report of Librarian
- Financial report and approval of expenditures
- Reports of committees
- Unfinished business
- New Business
- Adjournment

Article VIII - Amendments

These bylaws may be amended by the members present at any regular Board meeting that has a quorum.

**NIEVES M. FLORES MEMORIAL LIBRARY
GOVERNMENT OF GUAM**

RULES AND REGULATIONS

1. The Nieves M. Flores Memorial Library (Guam Public Library) is available for use by all persons living on Guam.
2. Residents of Guam wishing to borrow books from the library shall file an application form giving the full name of the head of household, Social Security number, house address, mailing address, work and home telephone numbers and the names and ages of all family members who will be authorized to use the card. Signature and identification of the head of household such as driver's license or any acceptable ID will be required at time of application. Temporary residents must include their forwarding address. Persons 12 years of age and over should register separately and report whether they were previously on any family card. All individuals 11 years of age or younger may receive a library card as an authorized user under the parents' registration.
3. **REGISTERED PATRONS MAY BORROW SIX (6) BOOKS. REGISTERED ADULTS MAY BORROW FOUR (4) RECORDS, THREE (3) FILMSTRIPS, AT ONE TIME.** Any deviation will be at the discretion of the Territorial Librarian, whose decision will be considered final.
4. The lending period of books and records is 15-30 calendar days. At the end of the 15-30 days, books and records may be renewed twice. **FOR NEW BOOKS IN GREAT DEMAND, A RENEWAL PERIOD WILL NOT BE GRANTED.** The lending period for films is seven (7) days and are not renewable. The lending period for video cassettes or discs is two (2) days and may be renewed for one (1) day only. Renewals may be made by telephone.
5. Public libraries shall maintain reciprocal borrowers' privileges, so that any person on Guam who is a member of one library may borrow materials from any public library.
6. Interlibrary loan will be practiced between libraries on the island. Libraries desiring the materials will be responsible to collect and return the materials.
7. Fines will be imposed on overdue books and records; delinquent borrowers will not be allowed to check out additional materials until all overdue materials have been returned.

A fine of Twenty-Five Cents (25¢) per day on all books, including McNaughton Books and One Dollar (\$1.00) per day per film, video cassette, or video disc (except on holidays) will be charged.

- 8. REFERENCE AND GUAM BOOKS AND MATERIALS ARE FOR REFERENCE ONLY, AND MAY NOT BE TAKEN FROM THE LIBRARY AT ANY TIME.** Reference and Guam books and materials will be plainly marked.
9. Lost or damaged books must be paid for or replaced. The privilege of borrowing books will be suspended until the books are found. Charges for damaged or lost books will be the shelflist price of the book.
10. Full authority is hereby granted the Library to make final decisions in case of any question pertaining to the borrowing of books, or enforcing the rules and regulations of the library.
11. The library is not responsible for any injuries sustained by persons remaining on library grounds after closing hours. The staff is authorized to deny services to anyone not abiding by library regulations. The staff is also authorized to ask any person loitering (to remain in or near a place in an idle or apparently idle manner: hang around aimlessly), or creating a disturbance to leave the premises.

BOOK SELECTION POLICY

POLICIES AND OBJECTIVES

The purpose of this policy on book selection is to guide in the selection of materials and to inform the public about the principles upon which selections are made. This statement was approved and adopted on February 5, 1980 by the Guam Public Library Board, which assumes full responsibility of all legal actions which may result from the implementation of any policies stated herein.

LIBRARY AIMS

The aim of the Guam Public Library is service to all people. This encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition. Fulfilling the educational, informational and recreational needs of these people is the Guam Public Library Board's purpose. More specifically, the library helps people to keep current with change in all areas, educate themselves continually, become better members of their families and communities, become socially and politically aware, be more capable in their occupations, develop their creative abilities and spiritual capacities, appreciate and enjoy literature and art, contribute to the overall expanse of knowledge, and stimulate their own personal and social well-being.

RESPONSIBILITY FOR MATERIALS SELECTION

This Library Board adopts as part of its policy the following paragraphs from the Library Bill of Rights:

1. As responsibility of library service, books and other library materials should be chosen for values of interest, information and enlightenment to all people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

Final responsibility for selection books and library materials is and shall be vested on the Territorial Librarian. However, the Territorial Librarian may delegate, to such members of the staff as are qualified by reason of training, the

authority to interpret and guide the application of the policy in making day-to-day selections. Unusual problems will be referred to the Territorial Librarian for resolution. Any books and library materials so selected shall be held to be selected by the Board.

CRITERIA FOR SELECTION

Certain factors influence the selection of library materials. Among these are:

1. The author's reputation and significance as a writer;
2. The importance of subject matter to the collection;
3. Availability of material in the system, in other libraries or in print;
4. Timeliness or permanence of the book;
5. Authoritativeness;
6. Inclusion in standard bibliographies or indexes;
7. Price;
8. Format, including possibility of rebinding, as well as type and legibility.

SCOPE OF THE COLLECTION

The library recognizes its obligations to provide reference and research materials for the direct answering of specific questions and for continuing research. It also recognizes the purposes and resources of other libraries.

The library acquires textbooks and other curriculum-related materials only when such materials serve the general public.

The library acknowledges a particular interest in local history; therefore, it will seek to acquire local public documents, and it will take a broad view of works by and about Guam authors as well as general works relating to the island, whether or not such materials meet the standards of selection in other respects. However, the library is not under any obligation to add to its collections everything about Guam or produced by authors, printers, or publishers with Guam connections if it does not seem to be in the public interest to do so.

CITIZEN'S REQUEST FORM FOR PURCHASE OF MATERIALS

AUTHOR

TITLE

EDITION OR SERIES

VOLUMES

PLACE OR PUBLISHER

YEAR

PRICE

RECOMMENDED BY

REVIEWED IN

Signature

Date

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author: _____

Title: _____

Publisher (if known): _____

Request initiated by: _____

Address: _____

City: _____ State _____ Zip _____

Tel: _____

Complaint represents:

_____ Himself

_____ (Name of Organization) _____

_____ (Identify other group) _____

1. To what in the material do you object? (Please be specific; cite pages.)

2. For what age group would you recommend this material?

3. Is there anything good about the material? _____

4. Did you read the entire material? _____ What parts? _____

5. Are you aware of the judgement of this material by literacy critics? _____

6. What do you believe is the theme of this material?

7. In its place, what material of equal quality would you recommend that would convey as valuable a picture and perspective of the subject treated?

POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

1. The Board recognizes that circulation records and other records identifying the names of library users be confidential in nature.
2. Such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal or administrative discovery procedures or legislative investigative power.
3. Those records will be made available only at such time as a proper showing of good cause has been made in a court of competent jurisdiction.*

*NOTE: Point 3, above, means that upon receipt of such process, order, or subpoena, the Territorial Librarian will consult with the Attorney General to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

POLICY ON GIFTS

Unconditional gifts, donations and contributions to the library may be accepted by the librārian on behalf of the Library Board. No gifts or donations conditionally made shall be accepted without the approval of the Library Board.

Generally, collections of books will not be accepted with restrictions which necessitate special housing, or which prevents integration of the gift into the general library collection. The library will not provide valuations of the gifts for tax relief or other purposes.

The same standards of selection for purchase will govern the acceptance of gifts by the library. If material is useful but not needed, it may be disposed of at the discretion of the Librarian.

MAINTAINING THE COLLECTION POLICY

Systematic withdrawal of materials no longer useful is necessary in order to maintain relevant resources. The same criteria will be used in weeding materials from the collection as are used in their acquisition. The decision to withdraw library material shall be based on the physical condition, use of the material as determined by last date of loan or by number of loans in the last five years, and age of the material as a misinformation factor, especially in the area of the sciences. Library staff members are to be thoroughly instructed with regard to the necessity for discarding books and library materials.

POLICY ON ADEQUATE LIBRARY SERVICE

A public library is considered adequate if it is open to the public at least forty (40) hours a week including at least two (2) nights and a period of time on Saturday; if it has a telephone; if it is staffed with at least one (1) person holding a bachelor's degree from an accredited institution of higher education, or having two (2) years of college and six (6) hours of college credits in librarianship or twelve (12) library continuing education units, or having two (2) years of college and two (2) years of library experience, or having a high school diploma and twelve (12) hours of college credits in librarianship or twenty-four (24) library continuing education units; if it is within ten (10) miles from a citizen's place of residence or business; if it purchases at least five hundred (500) books per annum; and if it purchases the minimum quantity of books and periodical indexes recommended by the ALA minimum standard.

NIEVES M. FLORES MEMORIAL LIBRARY
GOVERNMENT OF GUAM

SERVICES

The goals for services and use of newer communications resources are reflected in the library's policies for traditional material. Availability and accessibility of these resources to the public are encouraged and promoted by the library.

Services for the individual as well as for groups are considered an important goal for the public library.

- 1) A primary purpose of nonprint media in any library is to provide users with an expanded range of resources for study and research, enrichment and entertainment.
- 2) Borrowers must be registered library users.
- 3) The terms of borrowing, the responsibility of the library, and the responsibility of the patrons are clearly defined in writing on the registration form.
- 4) All adult registered users (18 years or older) have access to all audiovisual services and resources.
- 5) A catalog of all library audiovisual nonprint resources is available from the information desk.
- 6) All library materials will be inspected when returned to library.
- 7) A loan period consistent with material is seven (7) days and they may not be renewed.
- 8) The amount of films or number of titles allowed to each user for a single booking is two (2).
- 9) An overdue fine of One Dollar (\$1.00) per day per film (including Sundays) will be charged. Lost or damaged material fee will not exceed the replacement cost plus handling expenses.
- 10) The library will not allow its resources to be used where admission or fund-raising charges are made or where material will be shown on television. Permission for television transmission or reproduction of any format is not the right of the library, but of the copyright proprietor.

- 11) The library staff is familiar with audiovisual resources to assist users in evaluation, selection and utilization of resources, as well as program planning. Reviews, guides and journals will be supplemented with regular screenings.
- 12) There should be at least one location where users can preview or evaluate audiovisual resources.
- 13) Referral to other resources for audiovisual resources not in the collection is available (LRC, UOG).

**NIEVES M. FLORES MEMORIAL LIBRARY
GOVERNMENT OF GUAM**

**INTERLIBRARY COOPERATION POLICY
OF THE PUBLIC LIBRARY SYSTEM**

GENERAL: The library system is composed of five (5) libraries. These libraries are located in Agana, Agat, Barrigada, Dededo and Merizo.

The Nieves M. Flores Memorial Library in Agana is the main public library of Guam and is designed to serve the entire population of Guam. Thus, it supports the outlet libraries (Agat, Barrigada, Dededo and Merizo) in collection, personnel and other administrative needs.

The public library system is governed by a Board. The Guam Public Library Board consists of seven (7) members appointed by the Governor and confirmed by the Legislature. The Librarian (Territorial Librarian) is appointed Executive Secretary of the Board and is the Executive Director of the public library.

The public library system will cooperate with other libraries on Guam and mainland libraries to share its resources.

It will arrange to incorporate or house other libraries' collections for the use of special constituents of these libraries (UOG and Community College) for a limited period of time which will be a semester or the duration of the classes.

It will circulate these collections according to the rules and regulations governing them.

It will make available statistical records on these collections.

It will provide the Community College or UOG with all overdue records of these materials.

The public library will reproduce copies from serial materials when requested by using libraries.

It will share its collections (such as book in general collection) on interlibrary loan for a period not longer than one (1) month.

It will lend microfilm for a period not longer than three (3) weeks.

It will lend reference materials for a period not longer than one (1) week.

AT NO TIME WILL MATERIALS FROM THE GUAM COLLECTION BE LENT FROM THE PUBLIC LIBRARY.

Using Libraries: The using library will deliver collections to the public library for the convenience of their students.

It will collect these collections for relocation at the end of each semester.

It will collect all interlibrary loan materials on a day agreed upon.

It will provide financial assistance for overhead cost beyond the public library's average total cost for operations.

It will provide personnel or financial assistance to the public library should the need arises for longer hours beyond the normal hours the public libraries are now open.

It will reimburse through replacement or financial arrangement, the public library for materials lost under interlibrary loan.

NIEVES M. FLORES MEMORIAL LIBRARY
GOVERNMENT OF GUAM

DISPOSITION OF OVERDUE MATERIALS

At the end of each fiscal year, after annual inventory, materials that have been overdue for three (3) years, and for which a reasonable effort of recovery has been made, will be eliminated from the records by pulling the cards from the public card catalog and by making the appropriate notation on the shelflist cards.

**NIEVES M. FLORES MEMORIAL LIBRARY
GOVERNMENT OF GUAM**

USE OF THE BOARD CONFERENCE ROOM

The Board conference room is available for use by civic organizations, cultural and educational organizations. The room is not available for social gatherings, religious services or commercial purposes. The room can seat twenty-five (25) people.

Groups desiring to use the Board conference room must check with the Office of the Territorial Librarian for scheduling.

The Board conference room may be used free of charge, only during hours the library is open.

If the group is serving coffee or light refreshments, the lounge may be made available for this purpose.

Conditions and Limitations

1. Nieves M. Flores Memorial Library assumes and shall bear no responsibility whatever for personal injury to any member, affiliated person, guest, invitee or licensee of the using organization, or for loss of, or injury or damage to any property of the using organization, its members, affiliated persons, guests, invitees or licensees.
2. The using organization and its individual members, jointly and severally, assume and shall bear full responsibility for loss of, or injury or damage to, any property of the Nieves M. Flores Memorial Library as shall be caused or inflicted by the using organization, its members, affiliated persons, guests, invitees or licensees.
3. The using organization shall leave the meeting room and facilities in clean and orderly condition.
4. Light refreshments requiring no cooking may be served in the employees' lounge.
5. Smoking is not permitted.
6. No tacks, nails or cellophane tape are to be placed in or on doors, walls or furniture.

**NIEVES M. FLORES MEMORIAL LIBRARY
APPLICATION FOR USE OF BOARD CONFERENCE ROOM**

The Board conference room of the Nieves M. Flores Memorial Library is available for meetings of area cultural, civil and educational organizations for social gatherings, religious services or commercial purposes. Library sponsored meetings will have priority in scheduling.

Permission to use the Board conference room, if granted is strictly governed by the conditions and limitations which appear upon the second page of this application.

NAME OF ORGANIZATION: _____

DATE(S) OF MEETING(S): _____

TIME MEETING WILL CONVENE: _____ **WILL ADJOURN:** _____

PURPOSE OF MEETING: _____

PROBABLE NUMBER TO ATTEND: _____

CONTACT PERSON:

NAME: _____

ADDRESS: _____

TEL. NO.: _____

SIGNATURE OF APPLICANT:

TEL. _____

Please leave this application with the Librarian.

NIEVES M. FLORES MEMORIAL LIBRARY
GOVERNMENT OF GUAM

POLICY ON USE AND DUPLICATION OF PHOTOGRAPHS

1. Photographs will be available for reference purposes to the general public. This means that patrons can use the card index and view photographs in the Guam Room.
2. Photographs will be available to the general public for duplication for non-commercial purposes.
3. Photograph duplication for commercial purposes will be at the discretion of the Territorial Librarian.
4. Photographs used for commercial purposes must be identified by a credit line which reads "Photograph Courtesy of the Nieves M. Flores Memorial Library."
5. Copyright: Photographs may be duplicated only if copyright lies with the Flores Library. Photographs whose copyright is owned by another institution or by an individual may not be duplicated without permission of the owner.
6. No photographs may be removed from the Flores Library without the permission of the Territorial Librarian.

CHARGES FOR DUPLICATION OF PHOTOGRAPHS

<u>Black and white prints:</u>	<u>Size</u>	<u>from negatives</u>	<u>from print</u>
	5 x 7	\$ 2.50	\$ 3.50
	8 x 10	5.00	6.00
	11 x 14	10.00	11.00
<u>Color prints:</u>			
	5 x 7	3.00	4.00
	8 x 10	6.00	7.00
	11 x 14	12.00	13.00

NATIONAL LIBRARY LAWS

Two national library laws provide approximately fifty percent (50%) of the Office of Library Service budget. This outline gives a brief description of the Library Services and Construction Act (L.S.C.A.) and the Elementary and Secondary Education Act. (E. S. E.A.) which are so important to library services on Guam. Examples of programs on Guam that were financed partially or wholly with federal grants under these two laws are also included.

Library Services and Construction Act (L. S. C. A.)

Title I Grants under Title I may be used solely to:

- (1) Extend public library services to geographical areas and groups of persons without such service or to improve library services to such areas or groups;
- (2) Establish and operate programs to provide
 - (a) State institutional library services,
 - (b) Library services to the physically handicapped,
 - (c) Library services for the disadvantaged in urban and rural areas;
- (3) Strengthen metropolitan public libraries which serve as national or regional resource centers;
- (4) Pay the cost of administering state plans (State library agencies must submit a long range plan for development of library services in the state to be eligible for federal funds under L. S. C. A. and E. S. E. A.)
- (5) Strengthen the capacity of state library administration agencies for meeting the needs of the people of the state.

Title II Grants under Title II shall be used solely for construction of public libraries under approved state plans.

Title III Grants under Title III shall be used to:

- (1) Plan for development of cooperative library networks.
- (2) Establish and operate cooperative library networks.

Title IV Grants under IV shall be used to:

- (1) Train librarians to work with the elderly;
- (2) Conduct special library programs for the elderly;
- (3) Purchase special library materials for use by the elderly;
- (4) Pay salaries for elderly persons who wish to work in libraries as assistants on programs for the elderly;
- (5) Provide for in-home visits by librarians and other library personnel to the elderly
- (6) Establish outreach programs to notify the elderly of library services available to them;
- (7) Furnish transportation to enable the elderly to have access to library services.

Elementary and Secondary Education Act (E. S. E. A.)

Title IVB Funds under Title IVB shall be used solely to:

- (1) Buy library resources (books, periodicals, audiovisual materials), textbooks, and other instructional materials for the use of students and teachers in public and private elementary and secondary schools;
- (2) Administer the state plan including
 - (a) Development and revision of standards relating to library resources, text books, and other instructional materials.

Examples of programs in Guam that were financed partially with federal grants under these two laws.

In 1968-72, Title II L.S.C.A. grant funds were used to build the Agat, Dededo, Barrigada and Merizo branch libraries. These libraries were partially funded with Title II funds.

Examples of projects in Guam that are partially funded with federal grants:

- (1) Union Catalog of Guam and Pacific area materials
- (2) Union List of Serials in Libraries of Guam

Title IVB E.S.E.A. has mainly been used each year to strength the school library book collections.

LIBRARY BILL OF RIGHTS

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries.

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins or social or political views.

6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

Adopted June 18, 1948
Amended February 2, 1961, and June 27, 1967, by the ALA Council
Adopted by Guam Public Library Board, 1988

RESTRICTED ACCESS TO LIBRARY MATERIALS

An Interpretation of the LIBRARY BILL OF RIGHTS

Restricting access of certain titles and certain classes of library materials is a practice common to many libraries in the United States. Collections of these materials are referred to by a variety of names such as "closed shelf", "locked case", "adults only", or "restricted shelf" collections.

Three reasons generally advanced to justify restricted access are:

- (1) It provides a refuge for materials that belong in the collection but which may be considered "objectionable" by some library patrons;
- (2) It provides a means for controlling distribution of materials which allegedly should not be read by those who are not "prepared" for such materials by experience, education or age;
- (3) It provides a means to protect certain materials from theft and mutilation.

Though widely used - and often practical - restricted access to library materials is frequently in opposition to the principles of intellectual freedom. While the limitation differs from direct censorship activities, such as removal of library materials or refusal to purchase certain publications, it nonetheless constitutes censorship, albeit a subtle form. As a form of censorship, restricted access violates the spirit of the LIBRARY BILL OF RIGHTS in the following ways:

- (1) It violates that portion of Article II which states that "... no library materials should be proscribed...because of partisan or doctrinal disapproval."

The word "proscribed" as used in Article II, means "suppressed." Restricted access achieves de facto suppression of certain materials.

Even when a title is listed in the card catalog with a reference to its restricted shelf status, a barrier is placed between the patron and the publication. Because a majority of materials placed in restricted collections deal with controversial, unusual, or "sensitive" subjects, asking a librarian or circulation clerk for them is an embarrassment for patrons desiring the materials. Because restricted collections are

often composed of materials which some library patrons consider "objectionable," the potential user is predisposed to thinking of the materials as "objectionable," and is accordingly inhibited from asking for them. Although the barrier between the materials and the patron is psychological, it is nonetheless a tangible limitation to his access to information.

- (2) It violates Article V which states that, "The rights of an individual to the use of a library should not be denied or abridged because of his age..."

Limiting access of certain materials to adults only abridges the use of the library for minors. "Use of the library," includes use of, and access to, library materials. Such restrictions are generally instituted under the assumption that certain materials are "harmful" to minors, or in an effort to avoid controversy with parents who might think so.

The librarian who would restrict the availability of materials to minors because of actual or suspected objection should bear in mind that he is not in loco parentis in his position as Librarian. The American Library Association holds that it is the parent - and only the parent - who may restrict his children - and only his children - in reading matter. The parent who would rather his child did not read certain materials or certain kinds of materials should so advise the child.

When restricted access is implemented to protect materials from theft or mutilation, the use of the practice may be legitimate. However, segregation of materials to protect them must be administered with extreme attention to the rationale for restricting access. Too often only "controversial" materials are the subject of such segregation, leading to the conclusion that factors other than theft and mutilation were the true considerations. The distinction is extremely difficult to make, both for the librarian and the patron.

Section policies, carefully developed on the basis of principles of intellectual freedom and the LIBRARY BILL OF RIGHTS, should not be vitiated by administrative practices such as restricted access.

RESOLUTION ON CHALLENGED MATERIALS

An Interpretation of the LIBRARY BILL OF RIGHTS

WHEREAS, the LIBRARY BILL OF RIGHTS states that no library materials should be proscribed or removed because of partisan or doctrinal disapproval, and

WHEREAS, constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line, and

WHEREAS, any attempt, be it legal or extra-legal, to regulate or suppress material must be closely scrutinized to the end that protected expression is not abridged in the process, and

WHEREAS, the Constitution requires a procedure designed to focus searchingly on the question before speech can be suppressed, and

WHEREAS, the dissemination of a particular work which is alleged to be unprotected should be completely undisturbed until an independent determination has been made by a judicial officer, including an adversary hearing.

NOW, THEREFORE, THE PREMISES CONSIDERED, BE IT RESOLVED, that the Library Board declares as a matter of firm principle that no challenged library should be removed from any library under any legal or extra-legal pressure, save after an independent determination by a judicial officer in a court of competent jurisdiction and only after an adversary hearing, in accordance with well-established principle of law.

THE GUAM MUSEUM

**NIEVES M. FLORES MEMORIAL LIBRARY
GOVERNMENT OF GUAM**

The Guam Museum was formally opened on November 1, 1932, as a project of Mid-Pacific Post No. 1 of the American Legion. In 1936 responsibility for its upkeep was taken over by the Naval Government of Guam and at present the Museum is under the direction of the Territorial Librarian. As the official depository for all artifacts found on Guam, its purpose is to collect, preserve, research and exhibit the historical artifacts of Guam, the Marianas and the Pacific for information and education of the public. It is housed in a small building dating from the Spanish period of Guam's past. The Museum is located near the Plaza de Espana and behind the ruins of the pre-World War II Governor's Palace. Virtually, all the Museum's exhibits were destroyed or lost during that war. However, through donations from island residents, the Guam Museum has again accumulated an interesting array of artifacts. The museum is under the cognizance of the Guam Public Library Board and is under the supervision of the Executive Officer of the Museum.

RULES AND REGULATIONS

1. All museum artifacts are the property of the Government of Guam.
2. Because the collection in the museum is very limited and irreplaceable, the artifacts will be available for loan under conditions set forth in the Guam Museum Loan form.
3. Donation of artifacts is encouraged. A Deed of Gift form will be completed.
4. No objects may be removed from the museum without the approval of the Executive Officer of the museum.
5. Museum staff will maintain proper records of all donations and other acquisitions.
6. Group tours will be conducted during museum hours provided prior notice is given to museum staff. Museum staff will provide impromptu tours for any patron wishing one during museum hours.
7. In case of any questions pertaining to museum operations or to interpretation and enforcement of museum rules and regulations, contact either the Museum Curator or Executive Officer of the Museum.

8. The museum will be open from 9:00 - 12:00 and 1:00 - 4:30 P. M., from Monday through Friday; 9:00 A. M. - 4:30 P. M. on Saturday, and it will be closed on Sunday and holidays.

GUAM MUSEUM POLICY OBJECTIVES

As the official repository and custodian of Guam's natural and social heritage, the Guam Museum's objectives are:

- 1) To collect, preserve, identify, catalogue and taxonomically study all forms of flora, fauna, mineral resources and the cultural properties of the Territory of Guam.
- 2) To study the people of Guam, their mores, customs, traditions, material culture, history, geography, and their socio-political heritage.
- 3) To study other ethnic groups of Guam, and their influence in the history of Guam.
- 4) To interpret scientific and technical knowledge into understandable forms through exhibitions, publications, lectures, interviews, demonstrations, AV presentations and other cooperative services to schools and the community in general.
- 5) To abide by the AAM standards of Museum Ethics.
- 6) To participate in the implementation of laws protecting Guam's historical objects and sites.
- 7) To conduct research in the natural and social sciences.

NIEVES M. FLORES MEMORIAL LIBRARY
GOVERNMENT OF GUAM

MUSEUM TEMPORARY ACQUISITION

The owner agrees to prepare an inventory of the items to be exhibited at the Museum.

The owner agrees to leave a copy of the inventory list for Museum record.

The owner agrees to furnish the Museum all information describing the collection for identification purposes.

The owner agrees to lend his collection for a period of no less than three (3) months.

The owner agrees to give the Museum a week's notice before the collection is to be removed from the Museum.

The owner agrees to have collection insured against theft.

The owner agrees to take all the responsibility for damage, theft, fire and other natural disasters.

This agreement shall be terminated when any of the above items are violated.

THE GUAM ARCHIVES

GUAM ARCHIVES

Archives of the Territory of Guam:

The Archives of the Territory of Guam, hereafter referred to as the Guam Archives, is hereby established by Public Law 17-38 dated December 3, 1983.

Objectives and Purposes:

The objectives and purposes of the Guam Archives shall be to insure the retention and preservation of the records of any dependency with historical and research value by providing for the application of professional archival methods to the creation, utilization, maintenance, retention, preservation, and disposal of records; to provide a depository in which to assemble and maintain the official archives; to collect data of all kinds bearing upon the history of the territory; to classify, edit, annotate, and publish from time to time such records as may be deemed expedient and proper.

Duties:

The Library shall collect all public archives; arrange, classify and describe the same; provide for their safekeeping; and compile and furnish information concerning them. The Guam Archives may adopt and use a seal and may adopt, amend, or revise from time to time such rules and regulations as it may consider necessary for the conduct of its business.

Receipts for Material Received:

The Archivist shall give a receipt for all materials accepted into the Archives.

Custody, Preservation, and Use of Documents in Archives:

The Archivist shall be responsible for the custody, preservation and use of all documents existing in the Guam Archives.

Documents Found Outside Guam:

The Archivist shall take steps toward transferring to the Archives documents which are found outside Guam and which are of permanent interest with relation to the history of Guam. In the event that it is impossible to obtain the original document, the same can be substituted by copy.

Records of Termination of Functions of Dependency:

All records of any dependency shall upon termination of the functions of that dependency be delivered to the Archives.

General Provisions:

- (a) Government offices shall send to the Archives one (1) copy of every report, bulletin, magazine, booklet or book published by and circulated in the government.
- (b) The Archives shall upon accepting the donation of any document not of a public nature, obtain from the donor a waiver of any copyright the donor may hold, and, in the event that the donor is a third person, shall take all suitable measures for precluding copyright violation.
- (c) The Guam Archives conforms to the "Standards for Access to Research Materials in Archival and Manuscript Repositories," as approved by the Council on the Society of American Archivists.

Definitions:

Record - The word record(s) shall include any paper, letter, book, pamphlet, photograph, photocopy, film, map, drawing, plan, or any other item of record regardless of its physical format or characteristics.

Public record - Any record which originates, or is kept or received in any dependency of the Territory of Guam according to law or in relation with the management of public affairs and which is to be permanently or temporarily preserved as evidence of transactions or because of its administrative usefulness or informational legal value, or is to be destroyed because of its lack of permanent value or administrative usefulness; and, a copy of every publication put out by government dependencies.

Dependency - Any department, public corporation, advisory board, commission, council, agency, division or office of the Government of Guam.

Archives - Those public records originating under or passing through the hands of public officers in the regular course and performance of their legal duties which are non-current and are to be preserved because of their continuing value.

Guam Archives - An Establishment maintained for the preservation of those public records and other papers that have been determined to have sufficient legal, historical or other value to warrant their continued preservation by the Territory of Guam and have been accepted for deposit in its custody.



GUAM PUBLIC LIBRARY SYSTEM
Sisteman Laibrihan Pupbleko Guahan
Government of Guam



Number: _____	Expiry Date: _____
Print Name: _____	
Address: _____	
is entitled to borrow materials from any branch of the Guam Public Library System	
The above person must present this card each time any materials are borrowed from any branch. S/He is responsible for all materials checked out on this card.	
If card is lost or stolen, report it immediately.	
Sign here _____	

HOW TO GET A LIBRARY CARD

Welcome to the Guam Public Library System. There are six libraries within the GPLS. The main library, *Nieves M. Flores Memorial Library*, is located in Hagatna. The five branches are located in the villages of Agat, Barrigada, Dededo, Merizo, and Yona. Please feel free to browse through the libraries and become familiar with our services and collections. If you have any questions, please ask one of the library staff.

To check out materials, you are required to have a valid Guam Public Library System card, and please present your library card each time.

- Library cards are free to all residents who live on Guam.
- Library cards can be applied at any of the six libraries within the GPLS.
- Each person (age six and older) must have his/her own card.
- To obtain a library card, everyone (age six and above) must fill out an application form in person. Please sign your name in front of a library staff.
- All information on the application must be filled or it will not be processed.
- Identification (ID) must be presented at the time of application.
- ADULTS must show identification (ID) or combination of ID's that include all of the following three items: 1) current picture, 2) current address.
- Acceptable identification(s) include: Driver's license, Government of Guam ID, Military ID, Passport, MCB card, Automobile registration, Bank statement, Personal Mail with current postmark.

Guam Public Library System: Hagatna, Agat, Barrigada, Dededo, Merizo, Yona
254 Martyr Street, Hagatna, Guam 96910-5141 • Tel: (671) 475-4751 thru 55 • Fax: (671) 477-9777
Equal Opportunity Employer

- UNIVERSITY/COLLEGE/HIGH SCHOOL students may use the following identification (ID): Current and valid student ID card issued by the school.
- MINORS without his/her own form of ID must obtain a parent or legal guardian's signature when applying for card. Parent or legal guardian must sign names in person in front of a library staff and must show acceptable ID(s).
- CHILDREN (age twelve and under) must have the application form signed by a parent or legal guardian. Parent or legal guardian must sign name in person in front of a library staff and must show acceptable ID(s).
- Your library card will be ready for you to pick up within one week at the library of application.

You can use your valid library card at any of the six (6) libraries within the Guam Public Library System.

Your valid library card is assigned for your own use only. You are responsible for all materials borrowed on your card, and for any charges on items that are overdue, lost or damaged. Please do not allow anyone else (e.g. other family members, friends, etc.) to use your library card.

If your card is lost or stolen, it is your responsibility to inform us immediately. Your report and date of reporting will be recorded. We will keep on alert so that no one else can use your lost card. There is a charge to replace the lost card.

If there are any changes on the information you have provided us, please let us know so that we can update your record.

LOAN PERIODS, LIMITS, FINES AND CHARGES

ITEM	LOAN	LIMIT PER PERIOD	TIMES TO RENEW	DAILY FINE	MAX. FINE
Books	21 days	6	2	\$0.25 per item	\$20
Paperbacks	21 days	6	2	\$0.25 per item	\$10
McNaughton Books	21 days	2	0	\$0.25 per item	\$20
Audio cassettes	14 days	2	0	\$0.25 per item	\$20
Kits	14 days	2	0	\$1.00 per item	\$20
Video Cassettes	7 days	2	0	\$1.00 per item	\$20

Additional cards for authorized family members.....\$0.75 each card
 Replacement of lost library card.....\$0.75 each card
 Audio/Video cassette(s) not properly rewound.....\$1.00 each item

LOAN PERIODS, LIMITS, FINES AND CHARGES

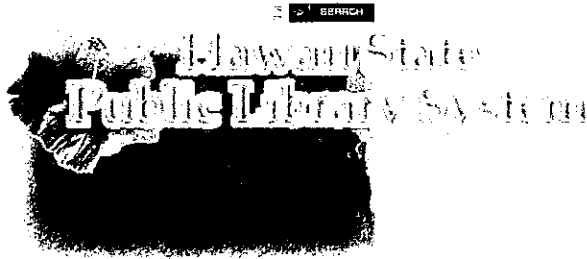
To ensure that your public libraries always have an adequate supply of materials for all patrons, the following loan periods, fines, charges and limits on the number of items allowed out each time apply to all cardholders of the Guam Public Library System.

- You are responsible for all the materials borrowed on your card, and for any charges on items that are overdue, lost or damaged. Again, please do not allow anyone else (e.g., other family members, friends, etc.) to use your library card.
- Upon submission of application, each new applicant can check out two (2) books only (not including McNaughton books or audiovisual materials), until a library card is issued.
- The maximum number of items any borrower can check out at one time is six (6) print, and two (2) non-print materials. Please consult the chart for limits on individual types of materials.
- Reference materials, periodicals, newspapers and collections in the Guam Room and Federal Documents Room are not for circulation.
- Print materials are circulated for twenty-one (21) days. The fine for overdue print materials is 25 cents per day per item. Most print materials can be renewed twice, on or prior to the due date. Please consult the chart for renewable materials.
- Audio recordings are circulated for fourteen (14) days. The fine for overdue audio recordings is 25 cents per day per item.
- Kits are circulated for fourteen (14) days to adults age 18 and above only. The fine for each overdue kit is \$1.00 per day per item.
- Video recordings are circulated for seven (7) days to adults age 18 and above only. The fine for overdue video recordings is \$1.00 per day per item.
- Library materials must be returned before closing time on the due date. Item(s) returned after the library closes will be treated as if returned on the next day the library is open.
- There will be no overdue fines charged on holidays and/or closed days.
- You can return or renew library material(s) at any of the six Guam Public Libraries. Again, most print materials can be renewed twice on or prior to the due date by telephone or in person. There are no renewals on McNaughton Books and audiovisual materials. Please consult the chart for renewable materials.
- For lost and/or damaged library materials, each item will be charged the current replacement cost + \$2.00 processing fee.
- For lost/damaged and overdue library materials, each item will be charged the current replacement cost + maximum fines + \$2.00 processing fee.
- For maximum fines of all materials, please consult chart.

Note: A borrower, who has overdue items, owes fines, or has damaged material(s) on record, will lose all borrowing privileges until the matter is cleared.

- Updated 2007Jun15

Read a little every day!
Fanaitai' di'dide' kada dihal



Home Information Catalogs Services Locations

Main Menu

- How To
- My Account
- Catalogs
- Services
- Locations
- Ask A Librarian
- About HSPLS
- Sitemap

Library Cards

Application procedure



You may apply for a library card at any Hawaii public library. The initial card is FREE for Hawaii residents. Cards are also free for military personnel and their dependents with military identification. The resident card replacement fee is \$10.00 for adults and \$5.00 for minors (below eighteen). Resident library cards must be renewed every five years. There is no charge for the renewal.

Adult applicants must present a current ID and proof of mailing address if it is not listed on the ID. Minors (below eighteen) must have their applications co-signed by a parent or guardian. The parent or guardian must present a current ID and proof of mailing address.

There are two non-resident cards. The \$25.00 non-resident card is good for five years and may be renewed for an additional \$25.00. The \$10.00 visitor card is good for 3 months but may not be renewed.

Library card applications are available at any public library and online in pdf format. Complete the application form and present it with proper identification to a circulation staff person, who will prepare a card for you. You will be able to borrow library materials on the day you receive your card.

Bring your library card whenever you visit the library. You will not be able to borrow materials or use a library Internet station without it. In addition, you can use your library card to borrow desk reference material for use within the library.

The maximum fine threshold is \$10.00. You will not be able to use your library card if you have fines, fees, or charges of \$10.00 or more.

If your card is lost or stolen, please report it to a library staff member immediately. A block will be placed against your file so that no one else can use your card.

Special offer: You may replace your old green library card for a new red one FREE of charge. Just submit a completed library card application, current id and proof of mailing address and the green card to a circulation staff member.

Note: You do not need to replace your green card with a red card but may renew it at five-year intervals instead.

Our library card was designed by Betty Kingery and Edwin Kamikawa and was digitized by former HSPLS staffer, Stephen Bibbs of the Hawaii Legislative Reference Bureau. The information on this page was prepared by the staff of the Hawaii State Library - Circulation Unit.



Copyright © 2008 HSPLS. All Rights Reserved.

[Home](#) | [How To](#) | [Catalogs & Databases](#) | [Hot Picks](#) | [Ask A Librarian](#) | [Locations](#) | [Holo I Mua](#) | [Programs](#) | [Sitemap](#) | [My Account](#) | [Text-Only Site](#)

CHAPTER 8
OPEN GOVERNMENT LAW

- § 8101. Citation.
- § 8102. Policy.
- § 8103. Open Meetings.
- § 8104. Definitions.
- § 8105. Exception.
- § 8106. Regular Meetings.
- § 8107. Notices.
- § 8107.1. Guam Public Notice Website - Creation, Establishment and Administration.
- § 8108. Special Meeting.
- § 8109. Adjournments.
- § 8110. Same.
- § 8111. Executive Sessions.
- § 8112. Disturbances.
- § 8113. Minutes.
- § 8113.1. Reporting Requirements for Boards and Commissions.
- § 8114. Action Voided.
- § 8115. Penalties and Court Jurisdiction.
- § 8116. Severability.

§ 8101. Citation.

This Chapter may be cited as the *Open Government Law of Guam*.

SOURCE: GC § 3225 added by P.L. 13-35.

A.G. OPINION 77-47: The Open Government Law applies to the elected school board.

§ 8102. Policy.

The Legislature declares it is the policy of this Territory that the formation of public policy and decisions is public and shall not be conducted in secret. The people of Guam do not yield their individual rights to the public agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

5 GCA GOVERNMENT OPERATIONS
CH. 8 OPEN GOVERNMENT LAW

SOURCE: GC § 3226 added by P.L. 13-35.

CROSS-REFERENCE: 12 GCA § 50118.

§ 8103. Open Meetings.

(a) Every meeting of a public agency *shall* be open and public, and any person *shall* be permitted to attend any public agency meeting, *except* as otherwise provided in this Chapter. A member of the public *shall not* be required, as a condition to attendance at a meeting of a public agency, to register his name and other information, to complete a questionnaire or otherwise to fulfill any condition precedent to his attendance.

(b) This Chapter does *not* require that a person who is admitted to a meeting of a public agency shall, because of his mere presence, be accorded an opportunity to participate in such a meeting. Each public agency retains the right to reserve areas for the public, and to exclude the public from any area necessary for the orderly conduct of its business.

(c) *Except* for executive sessions and other meetings expressly authorized by public law to be closed, *no* board, commission or public officer of the government of Guam may prevent or deny the recording (audio and/or video) of any public meeting.

SOURCE: GC § 3227 added by P.L. 13-35. Amended by P.L. 31-052:1 (May 23, 2011).

§ 8104. Definitions.

(a) (1) *Public agency* includes any board, commission or comparable unit of government, any of whose members are elected, appointed by *I Maga'lahen Guåhan* or appointed by *I Liheslatura*; any non-profit corporation created by one (1) or more public agencies or *I Liheslatura*, and whose board of directors is appointed by such public agencies or by *I Maga'lahen Guåhan* or *I Liheslatura*, and which is formed to acquire, construct, reconstruct, maintain or operate any public work project, or any board, commission, committee or other body on which officers of a public agency serve in their official capacity as members and which is supported in whole or in part by funds provided by such agency, whether such board, commission, committee or other body is organized and operated by such local agency or by a private corporation.

5 GCA GOVERNMENT OPERATIONS
CH. 8 OPEN GOVERNMENT LAW

(2) *Public agency* also includes any advisory commission, advisory committee or advisory body of a public agency, created by law, resolution or any similar formal action of a public agency.

(3) The *Legislature* is a *public agency* when it is holding a daily session but meetings of political caucuses composed of members of the Legislature are not required to be conducted in public.

(4) A *Committee of a Legislature* is a *public agency* when it is holding a hearing but committee meetings other than hearings are not required to be conducted in public.

(5) (A) Public Notice, as used in this Chapter, means a publication by newspaper of general circulation or by radio or television which is reasonably calculated to provide notice of the facts it announces to the public at large, *and* by electronic publication on the Guam Public Notice Website.

(B) As used in this item, *newspaper of general circulation* means a newspaper which is printed and distributed not less than once a week, at regular intervals, throughout the territory of Guam, which has a paid circulation and holds a valid second class mailing permit from the United States Post Office, and which contains news, articles of opinion, features, and other matters of current interest published for public dissemination.

(C) Government entities that access cable channels *shall* also be required to broadcast public notices on that channel for that respective branch of government.

(b) *Meeting* means the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. Meeting does not include any on-site inspection of any project or program.

(c) *Action* taken means a collective decision made by a majority of the members of a public agency, a collective commitment or promise by a majority of the members of a public agency to make a positive or a negative decision, or an actual vote by a majority of the members of a public agency when sitting as a body or entity, upon a motion, proposal, resolution or order.

**5 GCA GOVERNMENT OPERATIONS
CH. 8 OPEN GOVERNMENT LAW**

SOURCE: GC § 3228 added by P.L. 13-35; subsection (a)(5) added by P.L. 15-86:1. Subsection (a)(1) amended by P.L. 27-93:1. Subpart (a)(5)(A) amended by P.L. 32-037:2 (June 7, 2013). Subpart (a)(5)(C) added by P.L. 32-037:3 (June 7, 2013).

2012 NOTE: Pursuant to the authority granted by 1 GCA § 1606, numbers and/or letters were altered to adhere to the Compiler's alpha-numeric scheme.

A.G. OPINION GHPDA 92-1244: Although the foregoing [subsection c] is merely a definition and not substantive law, it seems unlikely that the Legislature would allow circumvention of the Open Government Law by not addressing action taken by less than a majority. Therefore, it is our conclusion that the Legislature intended that action taken by boards be by a majority of the body.

§ 8105. Exception.

A chance meeting of two or more members of a public agency shall not be considered a public meeting. No chance meeting, informal assemblage or electronic communication shall be used to decide or deliberate public business in circumvention of the spirit or requirements of this Chapter.

SOURCE: GC § 3229 added by P.L. 13-35.

§ 8106. Regular Meetings.

A public agency shall provide by appropriate administrative action rules to govern the conduct of its business. Such rules shall provide for the time for holding an agency's regular meetings. If at any time a regular meeting falls on a holiday, such regular meeting shall be held on the next business day unless continued until some other publicly announced date by action of the agency. If, by reason of an emergency, it shall be unsafe to meet at the time designated, the meetings may be held for the duration of the emergency at such other time as is designated by the presiding officer of the public agency.

SOURCE: GC § 3230 added by P.L. 13-35.

§ 8107. Notices:

(a) Notice of Regular Meetings. Any public agency which holds a meeting required by statute, regulation or resolution, shall give five (5) working days public notice, and a second public notice at least forty-eight (48) hours prior to the start of the meeting. The public agency must comply with the Title II of the Americans with Disabilities Act ('ADA') requirements for effective communication for people with disabilities and include information in the notice that individuals requiring special

**5 GCA GOVERNMENT OPERATIONS
CH. 8 OPEN GOVERNMENT LAW**

accommodations, auxiliary aids or services shall contact and submit their request to the designated agency or department representative or ADA Coordinator. The public agency shall make available the name, office address and telephone number, including Telecommunications Device for the Deaf (“TDD”), of the designated ADA Coordinator.

(b) Notice of Special Meetings. Any public agency which holds a meeting not previously scheduled by statute, regulation or resolution, or for which notice is not already provided by law, shall give five (5) working days public notice of such meeting, and a second notice at least forty-eight (48) hours, prior to the start of such meeting as required by this Chapter. The public agency must comply with the Title II of the ADA requirements for effective communication for people with disabilities and include information in the notice that individuals requiring special accommodations, auxiliary aids or services shall contact and submit their request to the designated agency or department representative or ADA Coordinator. The public agency shall make available the name, office address and telephone number, including TDD, of the designated ADA Coordinator.

(c) The notice requirements of this Chapter are in addition to and not in substitution of any other notice required by law.

SOURCE: GC § 3231 added by P.L. 13-35. Subsections (a) and (b) amended by P.L. 24-109:1.

A.G. OPINION 78-2: Public notice of any time, place and agenda of any special meeting must be given by delivery of such notice to the news media 24-hours before the beginning of the meeting. Emergencies are exempted from these requirements.

A.G. OPINION DLM 93-1724: The public notice of the October 28 meeting, which showed an agenda item of a "status report" on a conditional use application for the Bubulao Golf Course Project adequate notice so as to allow approval of the application by the Territorial Land Use Commission at that meeting, was not adequate notice and therefore the action was void.

§ 8107.1. Guam Public Notice Website – Creation, Establishment and Administration.

(a) As used in this Section:

(1) *Website* means the “Guam Public Notice Website” created under this Section.

5 GCA GOVERNMENT OPERATIONS
CH. 8 OPEN GOVERNMENT LAW

(b) There is created the “Guam Public Notice Website” to be administered by the Department of Administration.

(c) The website *shall* provide assistance to the public to find posted public notices for public agencies of the government of Guam, and its political subdivisions, as required under Title 5, Chapter 8, the Open Government Law.

(d) The Department of Administration *shall* create the website which shall:

(1) allow a public agency, or other certified entity, to easily post any public notice information that the public body or other entity is required to post under statute;

(2) allow the public to search the public notices by:

(A) public agency name;

(B) date of posting of the notice;

(C) date of any meeting or deadline included as part of the public notice; and

(D) any other criteria approved by the Department of Administration;

(3) allow the public to search and view past, archived public notices;

(4) allow a person to subscribe to receive updates and notices associated with a public body or a particular type of notice;

(5) be easily accessible by the public from the government of Guam and Guam Legislature home pages;

(6) have a unique and simplified website address;

(7) be directly accessible via a link from the main page of the official government website; and

(8) include other links, features, or functionality that will assist the public in obtaining and reviewing information in relation to public notices posted on the website, as may be approved by the Department of Administration.

(e) The Department of Administration *shall* be responsible for:

**5 GCA GOVERNMENT OPERATIONS
CH. 8 OPEN GOVERNMENT LAW**

- (1) establishing and maintaining the website, including the provision of equipment, resources, and personnel as is necessary;
- (2) providing a mechanism for public agencies to have access to the website for the purpose of posting and modifying notices; and
- (3) maintaining an archive of all notices posted to the website.

(f) The time period for posting and the content of the public notices posted to the website *shall* be the responsibility of the public agency or other entity posting the notice. The agency or entity posting or publishing the public notice required under this Section must meet all the requirements for public notice under the Open Government Law.

SOURCE: Added by P.L. 32-037:1 (June 7, 2013), effective 180 days after enactment pursuant to P.L. 32-037:4 (June 7, 2013).

§ 8108. Special Meeting.

A special meeting may be called at any time by a public agency, by delivering personally, or by mail, written notice to each member of a public agency. Notice shall also be given to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam. Such notice must be delivered personally or by mail at least five (5) working days, and a second public notice at least forty-eight (48) hours, before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by the public agency. The five (5) days notice and the forty-eight (48) hours notice may be waived in the event of an emergency certified to in writing by a public agency. A public agency may also consider all necessary business in the event of an emergency. This Section shall not require a public agency to give notice of its meetings by paid advertisements in any newspaper or over any broadcasting station. Written notice may be dispensed with as to any member who at, prior to or subsequent to the time the meeting convenes, files with the clerk or secretary of the public agency a written waiver of notice. Such written notice may be dispensed with as to any member who is actually present at a meeting at the time it convenes.

SOURCE: GC § 3232 added by P.L. 13-35. Amended by P.L. 24-109:2.

§ 8109. Adjournments.

**5 GCA GOVERNMENT OPERATIONS
CH. 8 OPEN GOVERNMENT LAW**

A public agency may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting the clerk or secretary of the public agency may declare the meeting adjourned to a stated time and place and he shall cause a written notice of the adjournment to be given in the same manner as provided in § 8108 for special meetings, unless such notice is waived as provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within twenty-four (24) hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this Section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held it shall be held at the hour specified for regular meetings.

SOURCE: GC § 3233 added by P.L. 13-35.

§ 8110. Adjournment: Same.

Any hearing being held or noticed or ordered to be held by a public agency at any meeting may by order or notice of continuance be continued or reconvened by any subsequent meeting of the public agency in the same manner and to the same extent set forth in § 8109 for the adjournment of meetings; provided, that if the hearing is continued to a time less than twenty-four (24) hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made.

SOURCE: GC § 3234 added by P.L. 13-35.

§ 8111. Executive Sessions.

(a) No public agency is prohibited because of this Chapter from holding executive sessions with the Attorney General, Chief of Police or the respective designated representatives of each on a matter which poses a threat to the public health, safety or welfare or from holding executive sessions during a regular or special meeting to consider the appointment, employment or dismissal of a public officer or employee or to hear complaints or charges brought against such officer or employee by

**5 GCA GOVERNMENT OPERATIONS
CH. 8 OPEN GOVERNMENT LAW**

another public officer, person or employee unless such officer or employee requests a public hearing. Under no circumstances, however, shall a public agency hold an executive or closed meeting to discuss salaries, salary levels or salary adjustments of any employee or officer. All such discussions or decisions must be held in a public meeting and minutes shall be kept and opened to the public. A public agency may exclude from any public or private meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the public agency, but may not exclude a party, complainant or the subject of an adverse action.

(b) Notwithstanding any other provision of law, a public agency may hold executive sessions with its staff to consider matters with the scope of the Public Employee-Management Relations Act.

(c) Under no circumstances shall a public agency hold an executive or closed meeting to discuss legal matters, impending legal matters or legal strategies with an attorney, except as herein provided below. All such discussions must be held in a public meeting and minutes shall be kept and opened to the public, except as herein provided:

(1) No such meeting may be closed except on the written recommendation of the attorney, and an affirmative vote of a majority of the members of the Board of the Public Agency to go into executive session.

(2) Only matters directly relating to ongoing litigation or litigation which has been threatened as is reasonably expected may be discussed. Only the attorney(s), court reporter, board members, and the Executive Director or managing officer of the agency may attend such a meeting.

(3) A verbatim transcript by an authorized court reporter must be taken of all meetings which are closed to discuss litigation or possible litigation and such transcript shall promptly be reduced to writing.

(4) Notice of the meeting shall be given as required for any other meeting. The notice shall indicate the place and time of the meeting, and shall indicate the general subject matter to be discussed, (if not confidential) as well as the specific exemption permitting an executive or closed meeting.

5 GCA GOVERNMENT OPERATIONS
CH. 8 OPEN GOVERNMENT LAW

(5) After such meeting, the attorney or attorneys involved must file an affidavit with the Agency, which shall be a public document, that only matter relating to litigation or pending litigation have been discussed.

(6) There shall be public minutes made of all such executive sessions indicating the existence of the transcript, the subject matter of the meeting (if not confidential), the names of all persons attending the closed meeting, their capacities and the date and times the meeting started and closed.

(7) The transcript of such meeting shall be sealed for a period of six (6) months, and shall thereafter be a public document unless there is a court order, further sealing the transcript. Before issuing such an order, the court must read the transcript in camera and determine that the Agency would be unduly prejudiced by the release of the transcript, taking into account the public's right to know. In such event, the court may order the transcript released and made public, or may order the transcript sealed for a period not exceeding six (6) months only if there is ongoing litigation over the matters discussed and release would prejudice the Agency, or if the court finds there is a strong likelihood of litigation concerning the subject matters within six (6) months. Unless the court orders otherwise all transcripts concerning litigation or potential litigation shall become public immediately upon the termination of litigation or the threat of litigation. Under no circumstances may a matter concerning litigation be sealed for more than three (3) months after the conclusion of the litigation. In the case of expected litigation, all such transcripts cannot be sealed for more than one (1) year after the closed hearing if no litigation results.

(d) Under no circumstances shall a public agency vote on any matter before it during an executive or closed meeting. All voting must be held in a public meeting and minutes shall be kept and opened to the public.

SOURCE: GC § 3235 enacted by P.L. 13-35. R/R by P.L. 19-5:138. Subsection (d) added by P.L. 25-171:1.

§ 8112. Disturbances.

In any event that any person willfully interrupts a meeting of a public agency so that a meeting may not be conducted in an orderly

fashion and order cannot be restored by the removal of the person who is wilfully interrupting the meeting, the members of the public agency conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such session. Duly accredited news reporters and photographers shall be allowed to attend any session held pursuant to this Section, provided that any such person who wilfully interrupts a meeting of a public agency may be removed, in the same manner as any other person.

SOURCE: GC § 3236 added by P.L. 13-35.

§ 8113. Minutes.

The minutes of every meeting of each public agency shall be promptly and fairly recorded, shall be open to public inspection and shall include but not be limited to a record of all motions, proposals and resolutions offered, the results of any votes taken and a record of individual votes in event of roll call. Insofar as it may do so without violating § 8103 of this Chapter, an agency may also maintain a record of persons present at a meeting.

SOURCE: GC § 3237 added by P.L. 13-35.

§ 8113.1. Reporting Requirements for Boards and Commissions.

The governing Boards and Commissions of all agencies, public corporations, and departments of the government of Guam shall provide electronic copies of the monthly Board and Commission meeting agendas, approved minutes, and other attachments and addendums as discussed in each monthly meeting, to *I Maga'lahaen Guåhan* and the Speaker of *I Liheslaturan Guåhan* no later than fifteen (15) days after the end of said meeting and post the same on its website of the agency, public corporation, or department to which it governs. The audio recording of each meeting shall be provided to the Office of Public Accountability within seven (7) calendar days after the meeting. The Office of Public Accountability shall post these audio files on its website upon receipt of audio files.

SOURCE: Added by P.L. 31-233:XII:38 (Sept. 7, 2012).

§ 8114. Action Voided.

Any action taken at a meeting in violation of any Section of this Chapter shall be void and of no effect, provided that this nullification of

actions taken at such meetings shall not apply to any commitment, otherwise legal, affecting the public debt of the entity concerned.

SOURCE: GC § 3238 added by P.L. 13-35.

§ 8115. Penalties and Court Jurisdiction.

(a) The Superior Court shall have jurisdiction to enforce any action brought as a result of a violation of this Chapter. Any person shall have standing to sue for the enforcement of this Chapter.

(b) Each member of a public agency who attends a meeting of a public agency where action is taken in violation of any provision of this Chapter, with knowledge of the fact that the meeting is in violation thereof, is guilty of a misdemeanor.

(c) Any interested persons may commence an action by mandamus, injunction or declaratory relief for the purpose of stopping or preventing a violation or threatened violation of this Chapter by members of an agency or to determine the applicability of this Chapter to actions or threatened future action of an agency.

(d) In each suit brought under the Chapter, the court shall file a written Findings of Fact and Conclusions of Law and final judgment which shall also be recorded in the minutes of body involved.

(e) The court shall permanently enjoin any person adjudged to have violated this Chapter from further violating this Chapter. Each separate action taken which is not in accordance with this Chapter shall constitute a separate violation.

(f) The final judgment or decree in each suit shall state that the court shall retain jurisdiction over the parties and subject matter for a period of one (1) year from date of entry and the court shall order the defendants to report in writing twice annually to the court of their compliance with this Chapter.

SOURCE: GC § 3239 added by P.L. 13-35.







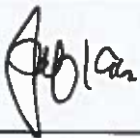
§ 8116. Severability.

If any provision of this Chapter or the application of any Section thereof, to any person or circumstance is held invalid, the validity of the remainder of said Chapter and the application of such provisions to other persons or circumstances shall not be affected thereby.

**5 GCA GOVERNMENT OPERATIONS
CH. 8 OPEN GOVERNMENT LAW**

SOURCE: GC § 3240 added by P.L. 13-35.

**THE GUAM PUBLIC LIBRARY SYSTEM
 BOARD OF DIRECTORS MEETING ATTENDANCE
 Date of Meeting: March 12, 2020, 3:30 pm**

NAME	SIGNATURE
Mandapat, Kyle Board Chairman	Absenx
Seerengan, Krishnan Board Vice Chairman	
Nolan Flores Secretary/Treasurer	
Mears, Marissa Member at Large	
Nicole Nelson Information Technology	
William Sarmiento Administrator/Teacher	tele-conference
R. Arlene Santos Acting Director	
Sandra M. Stanley Administrative Officer	
June M. Aflague Administrative Assistant	

CONFIRMATION OF BROADCAST

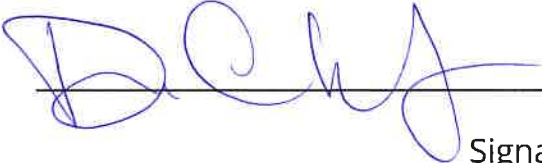
Tumon, GUAM

I De'Chaundra Washington, confirm that I am the Music Director of KZGZ FM "Power 98," a radio station broadcasting from Tumon, Guam, and state that the notice of a regular board meeting for the Guam Public Library System for March 12, 2020 was broadcast on the following days:

Date: Time:

Date: March 5, 2020----- Time: 9:45am

Date: March 9, 2020 Time: 1215pm



Signature