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Superintendent of Education

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STANDARD OPERATING PROCEDURES

SUBJECT: School Library Program Resource Management SOP No.: 400-004

EFFECTIVE DATE: Upon Superintendent's Approval/Signature.

INQUIRIES: Division of Curriculum & Instruction

REFERENCES: Guam Education Board Policy No. 721

APPLICABILITY: All Public Schools

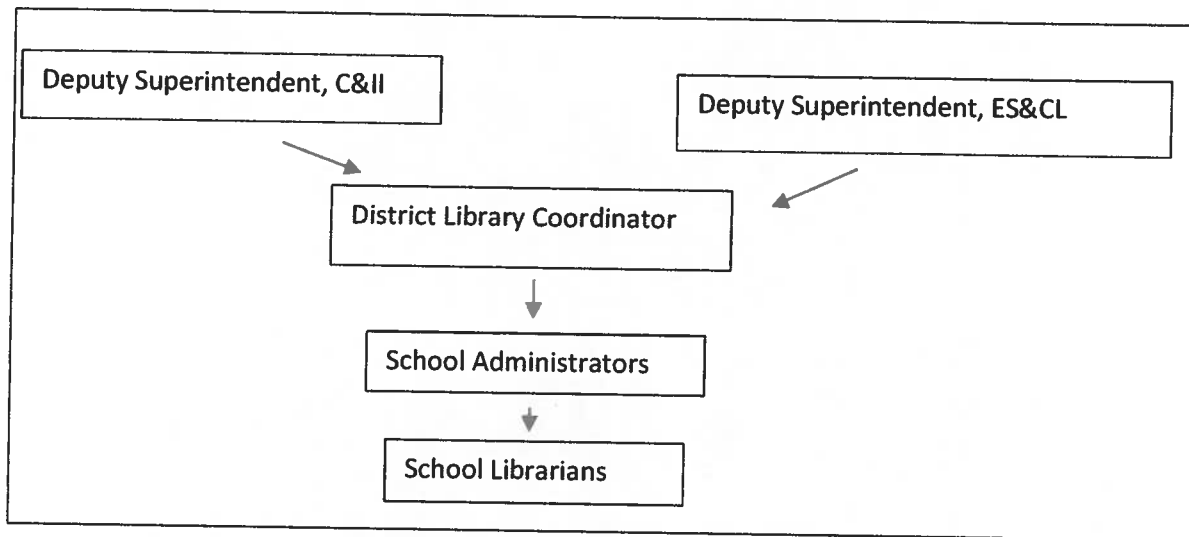
ASSUMPTIONS:

1. The Guam Department of Education shall continue to receive funding from 17GCA, Chapter 4, Section 4120 –School Libraries and Subsection 4120.1 Public School Library Resource Fund.
2. Non-Appropriated Funds collected shall be utilized by the School Library Program for the purchase of library books and/or resource materials that directly benefit the students.

I. PURPOSE

The purpose of this Standard Operating Procedures (SOP) is to provide an established procedure for the distribution and expenditure of the Public School Library Resource Fund pursuant to 17GCA 4120.1 and miscellaneous funds in compliance with the district's Non-Appropriated Funds (NAF) Procedures.

II. ORGANIZATIONAL FRAMEWORK



III. FUNDING

A. SCHOOL LIBRARY RESOURCE FUND

1. The funds collected from the School Library Resource Fund appropriated by 17GCA, Chapter 4, Section 4120 and Section 4120.1 (Public Law 27-05) shall be submitted to the Guam Department of Education. The resources procured must directly benefit the students as based upon the provisions of Board Policy 721 (June 21, 2016).
2. The funds collected will be distributed bi-annually to each School Library Program. The first distribution will be based upon student per capita using the official annual enrollment report generated by Research Planning & Evaluation (RP&E) on September 30th of each year.
3. The second distribution for each School Library Program will be a base amount of \$3,000 with the exception of any new school(s) which will be given a base amount of \$5,000 for the first year only. The remaining funding of the second distribution will be divided up according to a per capita student basis and added the base amount for each school library. In the event that insufficient funds exist to accommodate the \$3,000, funds from the second distribution will be divided equally.
4. The provision of this law does not relieve the district of the responsibility to provide the School Library Program with adequate funding for library materials and supplies, technology and equipment, and maintenance and repairs.

B. NON-APPROPRIATED FUNDS

1. All miscellaneous funds received by the School Library Personnel as fees, fines, donations and/or fund-raising activities shall be deposited into a Trust and Agency Fund (TAF) or a similar account, to be used for the purchase of library books and/or resource materials, that directly benefit the students.

IX. EXPENDITURES

A. SCHOOL LIBRARY RESOURCE FUND

1. Pursuant to 17 GCA Chapter 4 §4120.1 (Public School Library Resources Fund) the “monies deposited into the Fund shall be expended exclusively for enhancement of learning resources and technology within the Public School Libraries...”
2. The School Library Program Three-Year Plan, developed by the School Librarian and approved by the School Administrator shall be used to determine the expenditures.
3. There should be two TAF or similar accounts established, one for the School Library Resources Fund and one for the School Library Program.
4. The TAF School Library Resource Fund shall contain the payment of lost/damaged books, resources, and other items purchased using the Public School Library Resources Fund.
5. The TAF School Library Resource Fund shall remain in the account and transfer to the following school year’s TAF School Library Resource Fund exclusively for the purchase of library books and/or resource materials that directly benefit the students.

B. NON-APPROPRIATED FUND

1. All miscellaneous funds received by the School Library Personnel as fees, fines, donations and/or fund-raising activities shall be deposited into a Trust and Agency Fund or a similar account, to be used for the purchase of library books and/or resource materials, that directly benefit the students.
2. The expenditures of miscellaneous funds shall comply with the district’s Non-Appropriated Funds Procedures.
3. There should be two TAF or similar accounts established, one for the School Library Resources Fund and one for the School Library Program.
 - a. The TAF School Library Program shall contain monies from fees, fines, donations and/or fund-raising activities.

4. TAF or similar account expenditures shall require the signatures of one of the School Administrator(s), or administrator designee, and the School Librarian on the Daily Itemized Sales Deposit Slip (Cash Count Tally Sheet) and voucher requests.
5. In the event there is a separate checking account for the TAF School Library Program Fund, a librarian's signature on a check will be required for the library expenditures.
6. The TAF School Library Program Fund shall remain in the account and transfer to the following school year's TAF School Library Program Fund exclusively for the purchase of library books and/or resource materials that directly benefit the students.
7. The School Administrator(s) or administrator designee shall provide monthly statements to the School Librarian for funds received and expended from both TAF accounts. The School Librarian shall also maintain adequate records for funds received and expended.

V. SCHOOL LIBRARY PROGRAM THREE-YEAR PLAN

The school librarian will develop a School Library Program Three-Year Plan for the enhancement of learning resources and technology and guide how funding will be expended. The three-year plan should reflect the following components, but not limited to: Curriculum, Collection, Technology, Library Structure, and the budget proposal.

- A. The School Library Program Three-Year Plan, shall be developed by the school librarian and approved by the school administrator, and shall be submitted to the Division of Curriculum & Instruction. Hence, the plan must be in place and approved before the distribution of the School Library Resource Funds.
- B. In the event that a school does not have a school librarian, the school administrator will assume the responsibility for developing the School Library Program Three-Year Plan in consultation with the District Library Coordinator at the Division of Curriculum & Instruction.
- C. The School Library Program Three-Year Plan is a living document and shall be modified if unforeseen needs emerge. The school administrator must approve the revised plan, which shall be resubmitted to the Division of Curriculum & Instruction.
- D. The school librarian should make available copies of the School Library Program Three-Year Plan, upon request, for guidance.
- E. The School Library Program Three-Year Plan is due at least three months prior to the implementation of the period of the plan and should be submitted to the Division of Curriculum & Instruction.

VI. SELECTION OF LIBRARY LEARNING RESOURCES

The school librarian selection of library learning resources and technology should be based upon the guidelines of the American Library Association (ALA) / American Association of School Librarians (AASL), GDOE curriculum and content standards, and school community interests. In addition the following procedures will apply:

- A. The school librarian should use any professional review publications (School Library Journal, Horn Book, H.W. Wilson, and similar) to determine the appropriate selection of learning resources and technology.
- B. Online professional reviews and vendor catalogs maybe used as additional selection sources.
- C. The school librarian should maintain records of requisitions and/or purchase orders of library books and/or resource materials that directly benefit the students.
- D. The school librarian shall determine acceptance of all in-kind donations to the school library.
- E. In the event that a school does not have a school librarian, the school administrator will assume the responsibility for selection of library learning resources and technology in consultation with the District Library Coordinator at the Division of Curriculum & Instruction.

VII. TIMELINES

The school librarian will be given a minimum of one month's notice to submit requisitions once the allocated amount is provided for each library. For maximum benefit, libraries should be allowed to order throughout the school year to meet unanticipated curricular needs and to order newly announced titles.

Annual events controlling fund distribution and accountability of the funds include:

Date	Activity
September 30 th	RP&E official enrollment report fixes per capita student ratio for fund division
November 1 st	First distribution of School Library Program funds.
April 1 st	Final distribution of School Library Program funds
Two Weeks Prior to the Ending of the School Year	Annual Performance Report must be prepared and turned in to the District Library Coordinator and the Deputy Superintendent, Curriculum & Instructional Improvement.

VIII. ACCOUNTABILITY

The school librarian or school administrator shall submit an Annual Performance Report (APR) that will follow the format developed by the Division of Curriculum & Instruction. The Annual Performance Report (APR) should reflect the following components, but not limited to: Curriculum, Collection, Technology, Library Structure, and the acquisition and inventory of library materials and supplies, technology, and equipment. The report will be submitted two weeks prior to the ending of the school year to the District Library Coordinator and the respective Deputy Superintendents.

IX. TRAINING

The District Library Coordinator will coordinate, as needed, with the Budget Office to schedule annual training specific to procurement of appropriated and non-appropriated funds. Training may be included in the School Library Program Monthly Meetings, if deemed appropriate.

X. MAINTENANCE

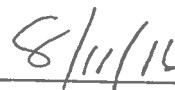
The District Library Coordinator is responsible for the maintenance of the SOP, the collection, and the review of the School Library Program Three-Year Plans and the Annual Performance Reports. The District Library Coordinator will facilitate and continue the maintenance of the School Library Program Guidelines. The guidelines will contain information on the everyday operations that are not covered in the SOP.

XI. PERIODIC REVIEW

This SOP should be reviewed periodically by the school librarians to determine if changes are required and if so, a revised SOP should be created to reflect those changes and signed off by all authorized personnel. Suggestions for change(s) to this SOP should be submitted in writing to the Superintendent.



Joseph L.M. Sanchez
Superintendent of Education, Acting



Date