



**INSTITUTE of  
Museum and Library  
SERVICES**

**Official Award Notification for Grants and  
Cooperative Agreements**

Date of Award July 18, 2012

<b>Awardee Name and Address</b> Guam Public Library  254 Martyr Street Hagatna, GU 96910	<b>LSTA State Grants</b>
	SP Pacific
	<b>Award Number</b> LS-01-12-0059-12
<b>Authorizing Official</b> Edward Calvo P.O. Box 2950 Hagatna, GU 96932	<b>Award Period</b>  From July 18, 2012 To September 30, 2013
<b>Project Director</b> Sandra Stanley 254 Martyr Street Agana, GU 96910-5141	<b>Total Award Amount</b> \$ 42,385.00  07/18/2012 \$42,385.00 Original Award
<b>Basic Award Information</b>  1. This grant is awarded for the purposes identified in the grantee's application for the FY 2012 LSTA Competitive Grants for the Pacific Territories, Freely Associated States, and the Virgin Islands, except as indicated by any attached correspondence from the grantee amending the project in accordance with the provisions in paragraph 2 below and the attached "Conditions of Acceptance." Attachment of such correspondence to this Award Notification shall constitute IMLS approval of amendments contained therein. No other amendments or revisions are approved. 2. No changes, other than those described in the "Conditions of Acceptance," may be made in the project without prior written approval from IMLS. Changes requiring prior approval include changes in the scope of work, key personnel, grant period, or changes in the project budget beyond those permitted by the "Conditions of Acceptance." All requests for approval of changes should be made to the Associate Deputy Director for State Programs, IMLS, 1800 M Street, NW, 9 <sup>th</sup> floor, Washington, D.C. 20036. 3. Award terms and provisions, including payment and reporting procedures, are incorporated in the "Conditions of Acceptance." P. L. 104-208, as amended CFDA No. 45.310	
<b>IMLS Authorizing Official</b>  Signature <i>Laurie C Brooks</i>	<b>Name and Title</b> Laurie C. Brooks Associate Deputy Director
<b>Accounting code:</b> 59120301P0.2012.LP12000000.7502  <b>CFDA Number:</b> 45.310	<b>TIN No. -</b> 980018947 <b>DUNS No. -</b> 778904292



DIPATTAMENTON I KAŌHAO GUINAHAN CHAMORRO  
DEPARTMENT OF CHAMORRO AFFAIRS



Honorable Edward J.B. Calvo  
Governor of Guam

Joseph Artero-Cameron  
President, DCA

Raymond S.Tenorio  
Lieutenant Governor of Guam



March 19, 2012

*Sent Certified mail  
3/21/2012*



Ms. Jane Barnwell  
Pacific Resources for Education  
and Learning  
900 Fort Street Mall  
Suite 1300  
Honolulu, Hawaii 96913

7010 2780 0003 3008 3291



GUAM MUSEUM

**Re: Institute of Museum and Library Services, Library Services and Technology  
Act Competitive Grants for the Pacific Territories, Freely Associated States,  
And Virgin Islands, 2012 Application by the Guam Public Library System**



GUAM  
MUSEUM  
FOUNDATION  
INCORPORATED

Dear Ms. Barnwell:

Hafa Adai! The Guam Public Library System, a Division of the Department of Chamorro Affairs is pleased to submit its application packet for the above grant for 2012. Should you require additional information, you may contact Sandra M. Stanley, Administrative Officer at (671) 475-4753, Monday through Friday from 8:00 a.m. until 5:00 p.m.

Senseramente,

*Joseph Artero-Cameron*  
Joseph Artero-Cameron  
President, DCA



Sistema Lathirhan Publikekto Guam

Enclosures: Grant Application Packet

cc: Sandra M. Stanley, GPLS  
Teresita L.G. Kennimer, GPLS  
Grant File



HAGÁTÑA



PBS  
GUAM

"Department of Chamorro Affairs is an Equal Opportunity Provider and Employer"

**LIBRARY SERVICES AND TECHNOLOGY ACT  
COMPETITIVE GRANTS FOR THE PACIFIC AND U.S. VIRGIN ISLANDS**

**APPLICATION CHECKLIST**

Please attach this checklist to the top of the original copy of your application. See the section on Application Contents for instructions on how to assemble the application package.

**Check off the items included in your application.**

<b>FACE SHEET</b>	▶ <u>√</u>
<b>ABSTRACT</b>	▶ <u>√</u>
<b>NARRATIVE</b>	▶ <u>√</u>
<b>SCHEDULE OF COMPLETION</b>	▶ <u>√</u>
<b>BUDGET</b>	
Budget Narrative	▶ <u>√</u>
Budget Form	▶ <u>√</u>
<b>PARTNERSHIP AGREEMENT (if applicable)</b>	▶ <u>N/A</u>
<b>APPLICANT AND PARTNER(S) ORGANIZATIONAL PROFILES</b>	▶ <u>√</u>
<b>ATTACHMENTS</b>	<u>√</u>
Resumes	▶ <u>√</u> (8)
Other	▶ <u>√</u> Org. Chart, GPLS List of Docs Scanned, Quotes
<b>PROGRAM ASSURANCES FY 2012</b>	▶ <u>√</u>

**LIBRARY SERVICES AND TECHNOLOGY ACT  
COMPETITIVE GRANTS FOR THE PACIFIC AND U.S. VIRGIN ISLANDS**

**FACE SHEET**

1. Name of person responsible for grant project ▶ Ms. Sandra M. Stanley  
▶ (Alternate during absence: June M. Aflague, Administrative Assistant)
2. E-mail address ▶ [sandra.stanley@gpls.guam.gov](mailto:sandra.stanley@gpls.guam.gov)  
▶ (June M. Aflague's email: [june.aflague@gpls.guam.gov](mailto:june.aflague@gpls.guam.gov))
3. Business Phone ▶ (671) 475-4753 or (671) 475-4754
4. Fax Number ▶ (671) 477-9777
5. Applicant (name of library, school, organization, etc.) **Guam Public Library System**
6. Applicant Mailing Address: **254 Martyr Street**
7. City, State/Territory, Zip Code : **Hagatna, Guam 96910**
8. Employer Identification Number (required) ▶ 980018947
9. DUNS Number (required) ▶ 8550032215
10. Grant Amount Requested **\$30,000.00**
11. Matching Funds for Project (if required) **\$ - 0 – Not required.**
12. Grant Period July 2012 to September 30, 2013
13. Identify other Federal agencies that either have contributed support or have a pending proposal for support of these project activities and indicate the value of contributed or requested aid.

Name of Agency	Note if Contributed or Pending	Amount
<b>None</b>		

14. In the space below, include the names of any organizations that are official partners of the project. None
15. Name and Title of Authorized Certifying Official ▶ **Edward B. Calvo, Governor of Guam**
16. E-mail address of Authorized Official ▶

17. Certification: \_\_\_\_\_  
Signature of Authorized Certifying Official 3/20/12  
Date

**6. BUDGET AND BUDGET NARRATIVE**

**LIBRARY SERVICES AND TECHNOLOGY ACT  
COMPETITIVE GRANTS FOR THE PACIFIC AND VIRGIN ISLANDS  
PROJECT BUDGET FORM**

(Round off amounts to the nearest dollar)

Name of Applicant	<u>Guam Public Library System</u>		
<b>Direct Costs</b>	<b>IMLS</b>	<b>Match (**)</b>	<b>Total</b>
Salaries and Wages	<u>\$0.00</u>	<u>                    </u>	<u>\$0.00</u>
Fringe Benefits	<u>\$0.00</u>	<u>                    </u>	<u>\$0.00</u>
Consultant Fees	<u>\$0.00</u>	<u>                    </u>	<u>\$0.00</u>
Travel (# of Trips <u>N/A</u> )	<u>\$0.00</u>	<u>                    </u>	<u>\$0.00</u>
Supplies & Materials	<u>\$ 4,489.00</u>	<u>                    </u>	<u>\$ 4,489.00</u>
Equipment	<u>\$ 7,700.00</u>	<u>                    </u>	<u>\$ 7,700.00</u>
Services	<u>\$28,500.00</u>	<u>                    </u>	<u>\$28,500.00</u>
Other	<u>\$0.00</u>	<u>                    </u>	<u>\$0.00</u>
<b>Total Direct Costs</b>	<b><u>\$40,689.00</u></b>	<b><u>                    </u></b>	<b><u>\$40,689.00</u></b>
<b>Administration/ Indirect Costs (4%*)</b>	<b><u>\$1,696.00</u></b>	<b><u>                    </u></b>	<b><u>\$ 1,696.00</u></b>
<b>Total Costs</b>	<b><u>\$42,385.00</u></b>	<b><u>                    </u></b>	<b><u>\$42,385.00</u></b>
<b>Amount of Cash Match (**)</b>		<u>\$0.00</u>	
<b>Value of In-Kind Contributions (**)</b>		<u>\$0.00</u>	
<b>TOTAL Cash Match + In-kind (**)</b>		<u>\$0.00</u>	
<b>TOTAL AMOUNT REQUESTED FROM IMLS</b>			<b><u>\$42,385.00</u></b>
<b>TOTAL AMOUNT FOR PROJECT</b>			<b><u>\$42,385.00</u></b>

\* Only 4 % of a grant may be used for Administration. All direct Administration costs and total Indirect costs combined may not exceed this amount.

\*\* U.S. Territories are not required to match federal funds; but the Freely Associated States must provide matching funds. The required match is at least 34% of the total project costs (not just 34% of funds requested from IMLS).

**Direct Costs**

Vendor will be responsible for delivering services in the conversion of approximately five hundred (500) cassette tapes into the current Guam Public Library System (GPLS) Alchemy System and within the budget allowed by this grant. The approximate total number of GPLS employees to work on this project during initial implementation are at least eight (8) to ensure that the Requisitions and Purchase Order are processed accordingly and services is delivered by vendor; the Library Technician Supervisor will ensure that these audio tapes and legislative documents are made available to the vendor. At least two (2) key personnel from the GPLS Reference Section will be also assigned to assist with this project.

**Salaries and Wages** will be incurred by the Guam Public Library System (GPLS) for two (2) Library Technicians (I & II) under the supervision of one (1) Library Technician Supervisor, and one (1) President, Department of Chamorro Affairs with three (3) Administrative Support Unit staff, and one (1) Program Coordinator.

**Fringe Benefits** will be incurred by the Guam Public Library System (GPLS) for two (2) Library Technicians (I & II) under the supervision of one (1) Library Technician Supervisor, and one (1) President, Department of Chamorro Affairs with three (3) Administrative Support Unit staff, and one (1) Program Coordinator.

**Consultant Fees & Travel.** The Guam Public Library System has none at this time.

**Supplies.** Rewritable Compact Discs for copying of reel-to-reel tapes will be required to convert from the Alchemy System; Acid free Folders; Acid free boxes; Tattle Tapes and CD cases totaling approximately \$4,488.00.00, with the budget allowed by this grant.

**IMLS total for Supplies comes to: \$ 4,489.00**

**Equipment.** Multi-Media Cabinet & File Cabinets

**\$ 7,700.00**

**Services** required for the conversion of reel-to-reel tapes to digital. Vendor will be contracted to perform this service.

**IMLS total for Services comes to: \$ 28,500.00**

**Administration costs.**

**Total for Administrative Indirect costs: \$ 1,696.00**

**Other costs**

**Total for Other costs: \$ 0.00**

**Total Direct Costs: \$ 40,689.00**

**Total Indirect Costs: \$ 1,696.00**

**Total All Costs: \$ 42,385.00**

**TOTAL AMOUNT REQUESTED FROM IMLS \$ 42,385.00**

**TOTAL AMOUNT FOR PROJECT \$ 42,385.00**



State: Guam

### **Program Assurances for 2012 Grant Award**

All State Library Administrative Agencies receiving Library Services and Technology assistance under 20 U.S.C. § 9121 et seq., as amended, must comply with applicable statutes and regulations including but not limited to those cited below. To receive Federal assistance, all applicants must provide this signed Statement of Program Assurances.

The undersigned, on behalf of the State Library Administrative Agency (SLAA), agrees that the SLAA will comply with

(a) Pursuant to 20 U.S.C. § 9122(5), the SLAA provides assurance that it has the fiscal and legal authority and capability to administer all aspects of the LSTA, that it will establish the State's policies, priorities, criteria, and procedures necessary to the implementation of all programs under this Act (including the development of a State Plan), and that it will submit copies of these materials for approval as required by regulations promulgated by the Director of the Institute of Museum and Library Services (IMLS).

(b) Pursuant to 20 U.S.C. § 9134(b)(7), the State Library Administrative Agency provides assurance that it will comply with 20 U.S.C. § 9134(f), which sets out standards relating to Internet Safety for public libraries and public elementary school and secondary school libraries that do not receive services at discount rates under § 254(h)(6) of the Communications Act of 1934, and for which IMLS State Program funds are used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

(c) Pursuant to 20 U.S.C. 9134(b)(8), the SLAA provides assurance that it shall make reports, in such form and containing such information, as the Director may require reasonably to carry out the State Plan and to determine the extent to which funds provided under this Act have been effective in carrying out the purposes of the LSTA.

(d) The SLAA agrees that it will comply with all applicable IMLS regulations, including 45 C.F.R. part 1183 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; 45 C.F.R. part 1180.44 – Federal statutes and regulations on nondiscrimination; 45 C.F.R. part 1110 – Nondiscrimination in Federally Assisted Programs; 2 C.F.R. part 3185 – Nonprocurement Debarment and Suspension; and 2 C.F.R. part 3186 – Requirements for Drug-Free Workplace (Financial Assistance).

(e) The SLAA agrees that it will comply with the Federal Funding Accountability and Transparency Act (FFATA or Transparency Act – P.L. 109-282, as amended by § 6202(a) of P.L. 110-252) subaward and executive compensation reporting requirements. The SLAA further provides assurance that it will comply with all other applicable Federal statutes and regulations and OMB circulars in effect with respect to the periods for which it receives grant funding.

(f) The SLAA agrees that it will comply with the Trafficking in Persons requirement set forth in Appendix A hereto.

These assurances are provided in connection with any and all financial assistance from the Institute of Museum and Library Services after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The SLAA recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and that the U.S. States shall have the right to seek judicial enforcement of this Statement of Program Assurances. These assurances are binding on the SLAA, its successors, transferees, and assignees, and on the Authorized Certifying Official whose signature appears below.

For additional information on this Statement of Program Assurances, contact the IMLS State Programs Office at 1800 M Street NW, 9th Floor, Washington, DC 20036-5802.



\_\_\_\_\_  
Signature of Authorized Certifying Official

**Edward J.B. Calvo, Governor**

\_\_\_\_\_  
Print Name and Title of Authorized Certifying Official

3/20/12  
Date

**ABSTRACT**

The Guam Public Library System (GPLS) a Division of the Department of Chamorro Affairs' (DCA), mission is to provide free and open access to information and ideas fundamental to a democracy to every resident of Guam, and will protect intellectual freedom, promote literacy, encourage lifelong learning, and maintain cultural materials. In keeping with part of its mission, GPLS has in place an Alchemy System, a systematic process to manually scan historical documents into digital format, but at this time the funding is not sufficient to complete the conversion of all audio tapes. GPLS were given original reel-to-reel tapes of the legislative sessions of the 4<sup>th</sup> through the 13<sup>th</sup> Guam Legislature dating from 1957 through 1974 and cassette tapes of the 13<sup>th</sup> to the 16<sup>th</sup> Guam Legislature from 1975 through 1982 and several in 1986, including original Guam Public Laws dating as far back as 1948. These are all important historical assets for the people of Guam and are part of the GPLS Reference collection at the Nieves M. Flores Memorial Library (Main Library) in Hagåtña, Guam. There is visual evidence of possible loss of these audio recordings (reel-to-reel and cassettes tapes) as they are in a poor and "fragile" condition. Also, the original Guam public law documents are aging and continue the risk of "mishandling" by patrons and staff.

Although these audio tapes were transcribed unto hard copies, an individual would have to listen to the audio recordings to "capture" what really happened during these legislative sessions so there is a need to convert these into a system to preserve these historical audio recordings, just as original public laws have to be digitized to stop further "mishandling" or possible damage of the originals. GPLS does not have the necessary equipment or trained staff to check and verify the integrity of the audio on every tape. Phase II of the project is to convert the remaining audio recordings into another archival medium such as compact discs. The Guam Public Library System (GPLS) would have to procure services to have this done. Should these cassette tapes continually break because of its "fragile state", the vendor then will begin scanning the original Guam public laws. The cassette tapes are too fragile to handle at this point. The original tapes and public laws may then be put into storage to preserve these Guam historical data. Patrons will once again have access to these historical recordings, and that retrieval and access to these historical documents improved by digitizing of these original Guam public laws.

The objective would be to continue to procure what is needed to implement Phase II of this project. This program's anticipated results will be having accessibility to historical audio recordings that patron's have not had access to in a long time when reel-to-reel and cassette tapes were first available at the library, and retrieval and access to Guam public laws improved.

The final objectives will be to document and keep a record of this project. An inventory log of the audio tapes converted, and of the legislative session documents scanned will be kept in Reference thus providing a clearer inventory list.

GPLS is often invited to community events to share information of its library services. Results of this project will be shared during these events, including the availability of these converted historical audio recordings and/or digitized legislative documents. Announcements will also be made via press releases. Ultimately, GPLS will be preserving these original historical assets as part of Guam's history and will be made available for future generations.

**NARRATIVE**

1. **STATEMENT OF NEED. A Brief Description of the Community.** Guam is a United States Territory in the western Pacific located about three-quarters of the way from Hawaii to the Philippines. Guam is approximately 212 square miles with a population of approximately 180,692 people of different ethnic and cultural backgrounds. *Chamorros* comprise the island's indigenous population and the island's "*Manamkos*" ("elderly") are considered a very important part of their culture. Other ethnic groups, in order of size, include Filipinos, other Pacific Islands, Caucasians, and Asians. In addition, there are a large number of Americans including roughly 12,000 U.S. military-related personnel stationed on Guam. The government and construction industry generate a large percentage of local jobs. The private sector depends heavily on tourism. It remains sluggish as the economy in this part of the world continues to be low and tourism in Guam has not yet regained the strength it had before 9/11. With the recent catastrophic and life changing events that took place in Japan, tourism has dropped even more in the range of about twenty to thirty percent. The national and regional increases in costs of land, housing and commodities have lowered the standards of living for most people on the island, and as gas prices continuously climb, it is beginning to affect most of the residents' livelihood and there seem to be no relief insight anytime soon. Government revenues and educational spending remain low. Guam has an inordinate percentage (28.6%) of its population that is under the age of fifteen and a birth rate more than 1-1/2 times that of the United States. The figures for unemployment and the percentage of people living below the poverty line are also roughly 1/2 times that of the United States.

**Current Status of the Library and its Services.** The Guam Public Library System (GPLS) currently provides library service to the whole island community of Guam. This includes individuals with special needs and Guam's elderly. As part of its outreach program, GPLS has a Bookmobile that visits these villages. The Nieves M. Flores Memorial Library is centrally located in Hagåtña, the capitol of Guam. It was built in the 1970's and is an aging facility with many physical problems. Through the years, it has closed down due to problems such as its air-conditioning system and being short-staffed. The Library has a collection of approximately 289,025 catalogued items and 234,861 that are not catalogued items, and has approximately 55,252 library cardholders. The local library budget covers mostly employee wages. All equipment, computers, materials and outreach programs are only possible through IMLS, or other grants. GPLS currently has a total of 59 heavily used public access and Internet computers. It is also located approximately 500 feet near a private school where oftentimes those students are seen utilizing the library after school.

In October 2011, there was a reorganization of some of the Government of Guam departments to include the Guam Public Library System which is now a Division of the Department of Chamorro Affairs. Part of the new Government's Plan for Reorganization included plans for learning centers around the island in the villages that the current library branches are located. These are the Agat, Barrigada, Dededo, Merizo and Yona library branches. As of March 16, 2012, The Guam Public Library System (GPLS) has 25 full-time staff members, 16 of its employees are Library Technicians who are rotated amongst the main library and the Bookmobile. One (1) GPLS employee is supported by IMLS funds. Through the years, GPLS continuously needed improvements with its literacy programs, library services and facilities and this limited Government of Guam budget did not allow for these. IMLS has had such a big impact in the development and continuity of additional programming, which the public has depended on through the years that without IMLS funding, GPLS would not have been able to maintain its programs and activities, especially those within its Five-Year Plan.

Several of the staff has been employed with GPLS for over 20 years, which is the case of the Library Technician Supervisor who was initially employed when the library was a combined agency with the Guam Museum. GPLS is also the main depository of federal and local public documents. (*Title 5 Guam Code Annotated, Chapter 80, Section 80120, Government Depository, Public Law No. 17-36:2, Amended by Public Law No. 25-069:3*). The Nieves M. Flores Memorial Library will be the location for this project.

**What Needs Will Be Met By This Project and How Were Those Needs Determined.**

The Guam Public Library System (GPLS) main library houses key historical Guam documents as part of its special "Guam collection." Parts of this special collection are original public laws and audio recordings of Guam legislative sessions in reel-to-reel and cassettes tapes. Patrons and library staff both lack access to these historical audio recordings because of its poor and "sensitive" condition, and the retrieval and access to Guam historical documents run the risk of further "mishandling." This issue is compounded by the fact that the library has limited manpower. Through a grant, GPLS recently revived its scanning program by upgrading its Alchemy System. It is a slow process and the true inventory of all legislative documents is just being known. Although GPLS has been successful in launching this program, scanning these legislative documents will be an ongoing process as long as the Guam Legislature continues to provide GPLS with its legislative documents. These original Guam public laws are aging reference collections which need to be rescued from continued deterioration and would have to be preserved. Several are of original Guam Legislature public laws dating as far back as 1948. The earliest reel-to-reel tape is from the 4th Guam Legislature, dating back to 1957 through 1974. Then in 1975 the legislative sessions and daily journals were recorded on cassette tapes. As the reel-to-reel and cassette tapes are a part of the special "Guam collection," there is a high risk of not knowing exactly the integrity of every recorded reel-to-reel and cassette tape. There are a couple of major factors in not knowing the integrity of these tapes, one of which is mainly due to the lack of trained personnel to handle, store, operate equipment, and to repair magnetic tapes. GPLS does not even have a process to listen to these tapes, which is a second major factor. There are approximately 1,226 recorded reel-to-reel tapes and 1,279 recorded cassette tapes. GPLS does not have the necessary reel-to-reel player and cassette player, or trained staff to check and verify the audio integrity of these tapes. This places these audio formats in high risk of forever losing valuable and historical information for the people of Guam. The audio recordings would have to be converted.

A former Librarian with GPLS has seen these audio recordings and agrees that these are aging audio tapes. Aging of these historical tapes and original Guam public laws are evident and in desperate need of preserving. GPLS however lacks the resources to do this. One way to preserve these audio recordings are to convert them into another medium such as compact discs. With compact discs, GPLS will then have a better chance of preserving these historical data. Again, even though these audio journals of Guam legislative sessions have been transcribed, it still does not compare to listening in on the actual legislative session on tape. Also, although the amount to complete this project exceeds what the grant has to offer, GPLS will be well on its way to initiating something of this importance by increasing accessibility to historical information and preservation thereof for future use as part of Guam's history.

Currently, patrons do not have access to these audio tapes and GPLS does not have the equipment to offer these services in listening to these historical audio recordings. Again, even if GPLS does have the proper equipment to listen to these audio recordings, it still runs the risk of damaging these aging tapes. By hiring a vendor capable of properly handling and converting these tapes into compact discs, not only will these historical recordings be preserved but library patrons and the general public will now have access to them. However, should the vendor have

problems with the conversion of the cassette tapes, the scanning process of the original Guam public laws through the current Guam Legislature will begin. Once this project begins, a log of what is converted or scanned will be recorded and knowing this, library patrons, staff and the general public will have a more accurate accounting of the GPLS digital inventory under the Guam "special" collection. As for the scanning, retrieval and accessibility will be improved, including preservation of both.

**2. PROJECT DESIGN.** GPLS recently revitalized its scanning program. The current GPLS Alchemy System has the capability for the audio conversion of tapes to compact discs and of course, currently to scan documents. The scanning project is a continuing project from a 2009 IMLS Competitive grant that is still ongoing. **Attached is a copy of the documents scanned to date.** A vendor has proposed to convert the audio tapes into the Alchemy System, which will enable GPLS to transfer these onto compact discs. As for the original public laws, GPLS wishes to outsource this service to a vendor. GPLS is currently understaffed and although launching of the scanning project was successful, it is a slow and ongoing process. In the event that vendor is unable to successfully transfer these cassette tapes due to the tapes being too fragile or to the point of constant breakage, vendor will then start the scanning project. If needed, technical support from the Guam Department of Administration, Data Processing Division is available. GPLS will procure what is required to convert these audio tapes, or scanned legislative documents to compact discs. This project will be part of the Guam Public Library's (GPLS) digital archival program with the Alchemy System to store all digitized data. An electronic folder will be created to store these audio recordings or scanned documents. The Library Technician Supervisor, who has been employed with Guam Public Library System for over twenty (20) years has had some archival experience when GPLS was combined as one agency under the Guam Museum. The Library Technician Supervisor has firsthand knowledge about the state of these historical audio tapes and documents. She has made an assessment of some of these audio tapes and that the most sensitive tapes are the reel-to-reel. It is in very poor condition and the vendor who submitted a proposal, agree that these tapes are "aging and sensitive" and would instead have to start with converting the cassette tapes. The cassettes are in a better condition than the reel-to-reels. Although the cassettes are in a better condition, it is still a risk to run these tapes damage because of its aging condition. That the original legislative documents are also aging and require "special handling." In the event that the cassette tapes cannot be successfully converted, the scanning process of the original Guam public laws will begin. Whatever is digitized will also be recorded into a log book. The Library Technician Supervisor will be in charge of ensuring that the vendor has access to these tapes and documents. The Library Technician Supervisor will then provide training to Library Technicians in the operations of the management of these historical audio tapes and documents by preserving them into acid free boxes and stored away. The process of these archival procedures will be noted in the Standard Operating Procedure Manual for archival activities and revised accordingly for the Library Reference section. Once conversion or scanning is done, library patrons, staff and the general public will then have a more accurate and organized accounting of its audio inventory and an increased and more organized Reference collection because retrieval and accessibility to Guam Legislature historical data will be improved.

**GOALS, OBJECTIVES AND ACTION STEPS. Goal I: Phase II for the digitalization of the Guam Legislature's aging and historical data and preservation thereof.**

***Objective A: GPLS has an on-going program and developed a plan to convert and to digitally preserve audio tapes of historical Guam legislative recordings or the scanning thereof of original Guam public laws at the Guam Public Library System (GPLS) library, namely, the Nieves M. Flores Memorial Library in Hagåtña, Guam.***

**Action Steps and Activities to Implement the Project: Goal 1, Objective A.**

**1. Procure necessary services.** The library's second step in implementing Phase II of the program will be to procure the same services to continue the conversion of these historical audio recordings, namely the cassette tapes into compact discs. The Guam Public Library System (GPLS) Administrative Support Unit (ASU) staff to process whatever is necessary to procure. The vendor will perform the task of the conversion of cassette tapes unto the GPLS' Alchemy System electronic folder. ASU staff will also purchase rewritable blank compact discs as a supply. Acid free boxes are needed for storage of these audio tapes once conversion is complete, however, there is not enough funding under the grant and GPLS would have to find the means of purchasing these for said storage.

**2. Technological Support, Installation and Vendor Training.** Any installation required to implement the conversion process into the GPLS Alchemy System will be performed by the vendor and, if needed, with the assistance of the Guam Department of Administration, Data Processing. Vendor will provide training to GPLS of the conversion process from the Alchemy System to compact discs.

**3. Coordination and Completion Plan.** The Library Technician Supervisor (LTS) will be in charge of ensuring that the vendor has access to these tapes and the legislative documents and that the Schedule of Completion Plan is followed accordingly. The LTS will also provide training to GPLS Library Technicians in the Reference section in the operations of the management of these historical tapes and legislative documents especially during the grant activities to ensure proper handling and storage. A plan as to the accessibility of the compact discs once they are available will be in place and coordinated by the Library Technician Supervisor.

**Goal I: Phase II of the program will be to continue the digitalization of the Guam Legislature's aging and historical data and preservation thereof.**

**Objective B: Document, evaluate and assess the digitalization program at the Nieves M. Flores Memorial Library in Hagåtña, Guam.** The following will be collected and later used as statistics and performance indicators for the evaluation.

**Action Steps and Activities to Implement the Project: Goal 1, Objective B.**

- 1) An inventory of the cassette tapes were completed as to the number to be converted and to prepare for conversion.
- 2) Make a record of all cassette tapes successfully converted. Document in a record log all important information such as the date of session, title of legislative session, etc. For example: "January 27, 1958, 13<sup>th</sup> Guam Legislature; Legislative Session, 1<sup>st</sup> day, Bill Number", the same should be done when converted to compact discs.
- 3) Scanning of the Guam "special" collection will proceed if integrity of the cassette tapes is still in tact. Prepare an inventory log of the Guam Legislature documents to be scanned beginning with the 1<sup>st</sup> Guam Legislature and prepare file for scanning.
- 4) Document in a record log all important information such as Guam Legislature Public Law Number, title of public law, date signed and committee it's under, etc. For example: "Guam Legislature Law No. 3-100; An Act to ....., signed January 31, 1959, Committee on Rules and Bill Number".
- 5) Once tapes are converted into the Alchemy System, or documents are scanned, GPLS staff should be trained to transfer these to compact discs. Compact disc should be labeled accordingly to match the same item in the inventory record log.
- 6) A monthly progress report of the inventory, record log of what has to be converted or scanned, what has been successfully converted or scanned into the Alchemy System and transferred to compact discs should be submitted to the GPLS Project Director to ensure that grant activities are being successfully followed per the Schedule of Completion.

During the program, information regarding this grant, once approved will be posted on the GPLS website. Updates of its progress including digital photos will be posted when available.

- 7) All Reference requests should be via filling out a GPLS standard form and a log of these requests kept at the GPLS Reference section. Questionnaires as to whether the converted audio recordings are clear should be provided for all Reference requests with regards to these tapes. These questionnaires should be developed by the Library Technician Supervisor and Project Director with the assistance of Reference staff, which should include how helpful the recordings were on compact discs. Testing will be done by having some GPLS staff listen in on some of these recordings will be beneficial and conducted during the GPLS Staff Development Day.
- 8) If the legislative documents were scanned, then the current "Standard Reference Request" forms should be filled out. These have already been developed which contains a short questionnaire and are kept on record.
- 9) Once these tapes or documents are digitally processed, the Library Technician will ensure that the originals are preserved into acid free boxes and stored. The process of these archival procedures will be included in the Standard Operating Procedure Manual and revised accordingly for the Library Reference section. The Library Technician Supervisor will ensure that revisions are made.
- 10) GPLS will continue management of these Reference materials by consistently following the policies and procedures. The Library Technician Supervisor will provide a plan as to the accessibility of the compact discs once they are available for Reference.

**The Project and the Library's Long Range Goals.** The Guam Public Library System's (GPLS) long range goals as well as its IMLS Five-Year Plan called for more library automation and the creation of projects to promote literacy and to reach those underserved patron groups through outreach to educational and cultural agencies to increase the capacities of each. One of its goals is to improve reference service by providing the necessary resources, professional support and training to GPLS library technicians. This project however comes at a time when reviewing the GPLS' audio inventory; it is now regarded as critical because of the poor condition of these aging audio tapes and also the aging Guam legislative session documents. This project, when completed will have in place an efficient audio reference system and increasing the library patrons', the library staff's and the general public's access to historical documents that otherwise would have been lost forever. The community depends on GPLS to initiate new services and provide educational opportunists. Over several years and through IMLS and local programs, GPLS introduced the local population to personal computers, the Internet, read aloud programs, a Bookmobile, books on tape, library automation, local history materials, services for individuals with disabilities, outreach to correctional centers and other agencies, and public access to local and federal government documents. Other than local funding, library programs are often funded by IMLS. These are usually services that are library oriented and are "events" in the media. However, the preservation and archiving of library materials, especially such as these historical audio recordings of Guam's legislative sessions and its original public laws should be regarded just as important as a library reference source for the community, now and for future generations.

**Appropriate Application and Maintenance of Technology.** The existing technologies at the main library include hardware, software and personnel. The main library currently has an Alchemy System that is compatible with what the vendor has proposed with GPLS. Vendor will provide the services necessary to begin the conversion of these historical audio recordings, and should the cassette tapes be too "fragile" to process, then scanning of the Guam legislative documents will begin. GPLS also has an especially strong relationship with Guam's Department of Administration, Data Processing Division, which will provide technical support on request.

**Maintenance of the Project and its Continuation.** The project will be continued and maintained by current Guam Public Library System staff and volunteers and with support from local and IMLS Five Year funding. The preservation and archiving of these historical audio recordings and its legislative session are necessary as a service to the community as not all references may be found on the Internet, especially those pertaining to Guam and its indigenous population. This important and historical information of Guam's legislative sessions should be preserved for continued use and future generations. This project will be ongoing as long as the Guam Legislature continuously provides GPLS with documents, plus current funding in this grant is enough to at least digitize a portion of the Guam "special" collection in Reference. Ultimately, Library Technicians in Reference will become familiar with the preservation process and will be trained to assist and the retrieval of these data will be improved. This is just the beginning of another important archival project.

**3. MANAGEMENT AND PERSONNEL. Completion of the Project by Managing of Resources, Funding, Facilities, Equipment and Supplies.** Scheduling and planning of all activities will be done with the direct supervision and participation of the President, Department of Chamorro Affairs (DCA), IMLS Project Director, the Program Coordinator, the Administrative Assistant, the Library Technician Supervisor and key Guam Public Library System (GPLS) staff. They have been following a plan and procedures which have completed projects related to the IMLS Five-Year grant and will follow that model. In addition, several staff members are familiar with the Reference collections and its process. The Library Technician Supervisor will continue to assist and train additional staff members, if required, with Reference collections and its process. The implementation of this project and its continuation will be dependent on the training of certain key GPLS staff with close supervision by the Library Technician Supervisor and the GPLS Project Director. The selection and procurement of the services and supplies for the program will be done by the GPLS Administrative Support Unit with the advice of the President of the Department of Chamorro Affairs (DCA). GPLS will continue to receive technical support from the Guam's Department of Administration, Data Processing Division.

**Personnel Experience, Expertise and Time Commitments.** The following are the Guam Public Library System (GPLS) staff committed to this project with résumés attached: **Ms. Sandra M. Stanley, the Project Director (also Administrative Officer)** for the Guam Public Library System has been employed at GPLS since 2004 and has been overseeing the completion of GPLS' IMLS Five-Year projects. She will be serving as the Project Director for this project. Ms. Stanley has successfully participated in several library grants over the years with over 20 years of management and supervisory experience. She is currently responsible for the management of all grants which involves management of a budget to purchase materials, software and equipment and its required reporting. Ms. Stanley has also worked closely with the IMLS Program Director since employed with GPLS in 2004. She has also continued to work closely with the Library Technician Supervisor for ideas and ways to improve the library services at GPLS. **Mrs. Teresita L.G. Kennimer, Library Technician Supervisor**, has had over twenty-eight (28) years of experience working at GPLS, initially when it was a combined agency with the Guam Museum. She has been involved with IMLS grants, including the Five-Year Plan. She has also worked closely with past GPLS Librarians, Directors and Library Technicians in improving library services with Circulation and Reference, Technical Processing, etc., relating to patron library services. Mrs. Kennimer will be responsible in assisting throughout this project especially with the accessibility of the tapes and training of staff for storage thereof. She successfully attended a workshop at the University of Guam regarding "Protecting Library & Archive Collections: Disaster Preparedness, Response & Recovery."

Mrs. Kennimer will also work closely and will be assisted by key GPLS personnel in the Reference section: **Mrs. Florence Taitague, Library Technician II**, has extensive knowledge of library services and years of experience in the Cataloging and Technical Processing section. **Mrs. Linda Aguon, Library Technician II**, has extensive knowledge of library services and years of experience in the Reference section at GPLS. She will continue to work in the Reference section at the library during Phase II of this project. **Ms. Francine Uncangco, Library Technician I**, who has been employed with GPLS since 2007 and has been assigned at both the Circulation and Reference sections at GPLS. She has proven and continues to be a valuable employee as she is oftentimes tasked to take on new assignments. Ms. Uncangco will work closely with the Library Technician Supervisor in Phase II of this project in the Reference area in ensuring tasks are followed per the plan for this project. She is also currently responsible for the scanning project in the Reference section which is a continuing process. **Administrative Support Unit** staff are **Mr. Frankie S. Aflague, Program Coordinator**; **Mrs. June M. Aflague, Administrative Assistant**; and **Ms. Rowena Morales, Clerk Typist III**, who will work closely with the President of DCA and the Project Director to assist with the project's activities, budgeting and financial reporting, including processing the necessary paperwork for the procurement of items for Phase II of this project. **Mr. Frankie Aflague, Program Coordinator I**, and all the other GPLS staff are full-time employees who will incorporate grant responsibilities into their daily work schedules from gathering of statistics, progress of the project and reporting requirements. Time commitments will be increased during important periods when grant activities are scheduled and when statistics and reports are due. All GPLS staff will work towards the completion of this project. The President of DCA along with the support of its GPLS Administrative Support Unit will ensure reporting requirements are promptly submitted.

**4. EVALUATION. Baseline and Final Data to Measure Achievement.** Although the Guam Public Library System (GPLS) currently has an ongoing scanning project, the audio tape reference collection has no true inventory. However, once these historical tapes are converted and transferred to compact discs, these originals will be stored and preserved. It has been years since any audio tapes were made available at GPLS due to non-accessibility because of its poor and fragile condition. This project will also determine the state of at least the cassette tapes and all will not be lost as the original legislative sessions will be scanned. Using the Schedule of Completion will be a way to gauge the process of this program. GPLS currently has a scanning management plan in place for historical documents; however there are no audio tape guidelines. Once this project is implemented, GPLS should have another management plan to follow with regards to these tapes and as a way to help Library Technicians in the future.

Baseline data will be tracking of the activities through the Schedule of Completion, including the inventory log of the legislative dates of these audio recordings, or legislative sessions. Final data will be the record log of the conversion or scanning activities and any statistics of each patron served for these Reference requests. Once these historical data are digitized, the public will be informed through media releases, GPLS would hope that along the way, the general public will indeed provide us their feedback for improvements. Suggestion boxes are placed at GPLS facility so that should the public want to address an issue, especially about this project, they would have an opportunity. Questionnaires will be developed by the Evaluation team consisting of the President of DCA, Library Technician Supervisor, and the Library Technicians in Reference. Depending on the progress of the project and the availability of the compact discs, a determination could be made as to when these specific questionnaires will be made available.

**Evidence of Ongoing and Comprehensive Evaluation to Assess Progress.** The program will use the following criteria that have been designed to gather baseline and final data.

1.) **For general public and staff accessibility.** Anticipated results of this project are improved retrieval for Reference staff and accessibility for the public of historical audio recordings or legislative documents, which they have not had in years. Success will be determined by the questionnaire developed by GPLS for the general public (used by researchers, educators and others), including the library staff. Additionally, GPLS currently has a standard Reference request form that is provided to each patron and suggestion boxes are located at Nieves M. Flores Memorial Library. These are historical references, when released to the media, GPLS hopes that the community will take advantage of its availability and provide the library input. This would be ways of gauging whether these particular references, once available digitally, are being utilized. 2.) **Progress.** After the Schedule of Completion has been implemented, an indicator of the progress of this project would be the record log of the inventory of the audio recordings or legislative documents digitized, conversion to compact discs and its improved retrieval and accessibility. 3.) Determination of further improved library services will also be dependent upon the continued use of set "archival" guidelines that will be added unto the Standard Operating Procedure Archiving Manual, or practices by staff and satisfaction by the general public such as researchers, educators and others. Again, this will be determined by the continued use of the Reference request forms and the suggestion boxes that are available throughout the Guam Public Library System facility. GPLS will continue to review all suggestions and consider especially those that improve its library services with regards to accessibility of its audio reference collection, or the Guam public laws.

**Measurement of the Impact of New or Improved Services for the Community.** Community satisfaction will be determined through a questionnaire that will be given to library patrons at the end of this project. Once the conversions of these audio tapes are launched into the Alchemy System, or the original Guam Public Laws are digitized, GPLS will inform the public of the progress of this project through press releases and posting on the website. The Library Technician Supervisor and its staff will then develop a short questionnaire. Patrons will be asked to also volunteer to listen to at least some of the converted audio recordings. The questionnaire will consist of how clear are the audio recordings, its importance to that patron and any suggestions, etc. Also, if requesting for the legislative documents, if retrieval and accessibility are improved. The President of DCA and Library Technician Supervisor will determine the best time to conduct this questionnaire /survey and that Reference staff will assist in implementing this. This will be conducted at least after the first three (3) months per the Schedule of Completion upon availability of these historical data. This information will be used to collect and determine the appreciation of the easy accessibility and retrieval of these data. Project staff will also provide a record log of the title, dates of sessions of audio tapes, etc., that has been converted, or the other legislative documents scanned.

**Outline of Out-Come Based Evaluation of the Creation of a Program for the Digitalization of the Guam Legislature's Aging and Historical Data and Preservation thereof.** The evaluation team will incorporate an outcome based model to determine data, measure information that is most important and develop an appropriate plan. The following chart details important program participants and what they will evaluate.

<b>Who are the Program influencers?</b>	<b>What do they want to know?</b>
GPLS staff	Is there a need? Are we meeting that need? Can it be duplicated by other libraries, maybe agencies with the same need? Will it increase the use or strengthen the library profile in the community?
President of the Department of Chamorro Affairs and the GPLS IMLS Project Director	Is the program effective? Is the program appropriate and how can it be improved?

Government/Library Board	Is it worthwhile? Is it helping the library complete its mission? Is it maximizing library/government resources?
Other Libraries/Agencies	Can it be duplicated?
Patrons (general public such as researchers, educators and others), students and Library Technicians	Is it improving public's accessibility? Is it improving staff's accessibility and retrieval for accurate and better service?

**What is the purpose of the program?** This project will have in place an organized and accessible audio reference inventory of important historical recordings by converting into another format other than the aging audio tapes that it is currently in and preserving this important information for future generations. If the audio recordings are too fragile, then the legislative sessions of original public laws will be scanned, also for improved accessibility and retrieval of these important historical Guam "special" collections.

**For whom:** For the whole island community, especially as part of Guam's history (general public such as researchers, educators, students and others.) – Library patrons, especially with the impending military build-up, whereas improvement of any library services will be expected.

**For what outcome and benefit?**

- Having a proper and effective management system plan to preserve and maintain historical information.
- Having library staff trained to effectively carry out this plan with proper guidelines and archival practices.
- Having accessibility and retrieval for both the staff and general public (researchers, educators, and others), especially students working on projects specific to this type of library reference materials, especially about Guam.
- Increase the library profile in raising awareness of the availability of this historical information.
- Additional procedure to add to the current policies and procedures in the "Standard Operating Procedures Archival Manual" as a guide in sustaining future archival work on this type project.
- Publicize the project by media releases and posting on the website.

The following chart details the planned inputs and expected outputs which will be measured to best evaluate the success of the program.

Inputs	Activities	Services	Outputs
GPLS library & staff	Assess audio recordings to be converted/ preserved.	Assessment by staff and guide by Library Technician Supervisor.	Inventory of assessment and log of audio recordings, or legislative documents.
President of the Department of Chamorro Affairs, GPLS IMLS Project Director, GPLS staff and volunteers	Develop effective plan and train staff, including volunteers to assist with the inventory and assessment.	Follow archival guidelines and practices and note any new procedures especially with audio recordings and sensitive /aging documents	Maintain inventory and log of conversion or scanning activities into Alchemy and transfer to compact discs to meet Schedule of Completion.
Appropriate equipment and supplies	Install and begin services	Vendor, Guam Dept. of Administration Data Processing Division and	Digitize audio recordings, documents transferred into current

		Library Technician Supervisor.	Alchemy System and when successfully completed retrieval and accessibility improved.
President, Department of Chamorro Affairs, GPLS IMLS Project Director, GPLS staff and volunteers	Digitally document and publicize availability of historical data via photographs on website, through media releases, including conduct questionnaire for public; gather statistics for reporting; including suggestion box availability for future library service improvements.	GPLS Administrative Support Unit to provide on website activities happening at Library and digital availability of historical data. GPLS staff to inform media and other organizations of availability. GPLS staff and volunteers to help conduct questionnaires and audio testing.	Document of project, availability to the public, statistics of usage by general public and staff, including suggestions for future improvements.

**Plan for Documenting Results – Both Expected and Unexpected.** The Guam Public Library System (GPLS) will post on its website the activities, including posting of photos of activities, occurring at the library in Hagåtña, Guam. Online questionnaire (survey) will be made available by GPLS and suggestion boxes will be made available throughout the GPLS facility. All reference requests for any audio reference, scanning of original Guam public laws (Guam “special” collections) will be documented and kept with the GPLS Reference department. Any questionnaire (survey) will allow for requests on how the project has benefited individual or what improvements may be added to the project. The Guam Public Library System will post on its website the availability of these digitized historical references.

**5. REGIONAL IMPACT. Evidence of Adaptability of Projects to Other Pacific Region or Island Environments.** Since Guam is an island and its destination being in the Pacific Region, neighboring islands with a public library and without a preservation and archiving plan would benefit from having knowledge of how this program is implemented. This will greatly benefit them knowing that a neighboring island experience the same problems with the conversion of audio recordings, or scanning of sensitive and aging documents especially those with historical importance.

**Dissemination of Project Results, Locally and Regionally.** The Guam Public Library System hopes to attend future workshops in the regions. However, current local budget does not allow for this but will certainly inform the public of the availability of these historical audio recordings or scanned documents once the project has been launched and compact discs are available. The evaluation of the impact of this project will be disseminated in a variety of ways. The library website will keep and continually update an outline of the project and its results on the GPLS website. The local media will be enlisted to help create public awareness of the program, to apprise of its development and to announce the completion of the project. The value of the project to the library community can be shared at any organizational meetings or networking with individuals during these meetings of relevance to converting audio tapes into a digital format, or scanning of these sensitive and fragile documents. Should Guam have another opportunity to attend any conferences with the Pacific Island Association of Libraries and Archives (PIALA) then it will certainly share the result of this project. Otherwise, it will be available on the website.



<p><b>3. Coordination and Completion Plan.</b> The Library Technician Supervisor (LTS) will be in charge of ensuring that the vendor has access to these tapes and the legislative documents and that the Schedule of Completion Plan is followed accordingly. The LTS will also provide training to GPLS Library Technicians in the Reference section in the operations of the management of these historical tapes and legislative documents especially during the grant activities to ensure proper handling and storage. A plan as to the accessibility of the compact discs once they are available will be in place and coordinated by the Library Technician Supervisor.</p>	<p>13</p>
<p><b>TOTAL FOR OBJECTIVE A</b></p>	<p>\$28,800.00</p>

Activities start and ongoing

Activities stops =



<p>7) All Reference requests should be via filling out a GPLS standard form and a log of these requests kept at the GPLS Reference section. Questionnaires as to whether the converted audio recordings are clear should be provided for all Reference requests with regards to these tapes. These questionnaires should be developed by the Library Technician Supervisor and Grant Manager with the assistance of Reference staff, which should include how helpful the recordings were on compact discs. Testing by having some GPLS staff listen in on some of these recordings will be beneficial and conducted during the GPLS Staff Development Day.</p>	<p>15</p>
<p>8) If the legislative documents were scanned, then the current "Standard Reference Request" forms should be filled out. These have already been developed which contains a short questionnaire and are kept on record.</p>	
<p>9) Once these tapes or documents are digitally processed, the Library Technician will ensure that the originals are preserved into acid free boxes and stored. The process of these archival procedures will be included in the Standard Operating Procedure Manual and revised accordingly for the Library Reference section. The Library Technician Supervisor will ensure that revisions are made.</p>	
<p>10) GPLS will continue management of these Reference materials by consistently following the policies and procedures. The Library Technician Supervisor will provide a plan as to the accessibility of the compact discs once they are available for Reference.</p>	
<p><b>TOTAL FOR OBJECTIVE B</b></p>	
<p><b>TOTAL ALL OBJECTIVES</b></p>	
<p><b>Administrative Costs</b></p>	
<p><b>TOTAL ALL COSTS</b></p>	<p>\$0.00 \$28,800.00 \$1,200.00 \$30,000.00</p>

Activities start and ongoing =  Activities stops =

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### Summary

Joseph Artero-Cameron has held Cabinet level appointments for the past four (4) consecutive Governors of Guam since 1987. He has also served as Chief of Staff to four (4) Guam Senators.

Mr. Joseph Artero-Cameron currently serves Governor Eddie Calvo by appointment to the post of President - Chamorro Affairs, which administers the Divisions of the Council of the Arts and Humanities (CAHA), Hagåtña Restoration and Redevelopment Authority (HRRA), Guam Public Library System and Guam Public Broadcasting System. He is also the Point of Contact for the Territory of Guam's Coral Reef Conservation Programs, Fisheries and Oceans.

Mr. Artero-Cameron finds

He has served as:

- Director of the Department of Mental Health and Substance Abuse for Governor Joseph Ada;
- Executive Director, Governor's Commission on People with Disabilities
- Director for the Department of Vocational Rehabilitation For Governor Carl Gutierrez;
- Director, Department of Integrated Services for Individuals with Disabilities
- the U.S. Department of Health and Human Services designated State Health Official to Guam;
- Social Security Administration's Disability Determination Services Program Manager in the following administration;
- a former Federal Law-Enforcement Officer for the United States Department of Homeland Security, Customs and Border Protection;

- Executive Director for Hagatna Restoration and Redevelopment Authority for Governor Felix Camacho;
- Emergency Support Function Lead for Mass Care and Medical Sheltering for Guam Homeland Security.

He is fluent in Chamorro (reading, writing, and speaking). Cameron attended Sacred Heart College and Belmont Abbey College in North Carolina majoring in Psychology and a minor in Criminal Justice.

Mr. Artero-Cameron is an innovative, adaptable Administrator, experienced in management of Federal and State funded programs, proficient in budgeting, staffing, development and coordination of comprehensive systems and programs, EEO policies, strong skills in human resources management, control of government inventories and purchasing procedures. Problem solver, excellent communication skills [public speaking and written], demonstrated success in securing grants, grant administration, program administration, fiscal oversight, knowledge and experience with personnel management systems for public or non-profit organizations.

Mr. Artero-Cameron has led and conducted complex research and management studies to evaluate cost impact and effectiveness of departments and agency programs. His ability to exchange information with co-workers and supervisors was required of him as the Director for the Departments and he has administered of the years. The need to have factual questions answered, have established policies, procedures, regulations, standards is critical for organizational successes. Each and every job he has had required his participation in advancing these areas for a better work environment.

Mr. Artero-Cameron attributes his departments' successes in the strong leadership of permanent employees of the Government of Guam; their abilities and skills are what keep the government programs intact and running. The administrative support staff to any organization serves an extremely important role in its day to day activities of any agency or organization.

## Sandra Manley Stanley

### Objective

My objective is to advance into a higher degree of responsibility

### Experience

November 2004 to present

Guam Public Library System

Hagatna, Guam

#### Administrative Officer

- **Budget and Fiscal Account Control** – Prepares and maintains effective and accountable control of local appropriations; Federal grants accounts with accuracy and thoroughness submitted in a timely manner meeting requirements and deadlines.
  - **Federal Grant Application** – Continuously maintains effective communication with Grantors, keeping this department in compliant with its grant and financial reporting.
  - **Administrative Operation and Coordination** – Prepare correspondence for management and present oral or written communication on various operational and administrative related issues, in coordination with the Territorial Librarian on meetings and negotiations with the least amount of supervision and instruction.
  - **Reports, Policies and Procedures** - Prepare quarterly reports of all accounts under the current budget year and prepare specific account reports as needed for effective management review.
  - **Equipment and Material** - Maintain equipment inventory control and conduct quarterly on-site inspection of equipment for accountability and serviceably.
  - **Training Liaison Officer** - Collateral Duty
  - **Project Director for Federal Grants** - Oversee the Grants to meet deadlines and requirements
  - **Energy Conservation Officer for GPLS** - Collateral Duty
  - **Safety Officer** - Collateral Duty
  - **Coordinator for the Drug Free Workshop** - Collateral Duty
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April 27, 2011 to October 5, 2011

Guam Public Library System

Hagatna, Guam

October 31, 2008 to October 31, 2009

October 8 – 10, 2008

August 11 – 15, 2008

August 26 – 27, 2008

September 2<sup>nd</sup> to 24<sup>th</sup>, 2008

#### Acting Territorial Librarian / Acting Director

- Administer the programs and activities of the public libraries.
- Provide guidance to subordinate staff in such professional area as the standards of library services, collection, book selection, and references.
- Formulate and justify budget estimates and administer approved program budget.
- Administer policies for personnel, training and safety.
- Prepare correspondence and other reports.
- Participate in GPLS board meetings.

- Develop and maintain working relations with governmental agencies, community organizations and groups and legislative and advisory bodies.
- Determine and plan objectives and goals to meet island-wide needs for library services, develop programs, policies and plans.
- Establish library services in institutions and outlying areas or in communities without services as approved by the Board.

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**April 1985 to November 2004**                      **Department of Land Management**                      **Hagatna, Guam**

**Secretary Typist I (April 29, 1985 to January 1987)**

- Hired as a Secretary for the Chief of Cadastre, Land Survey Division

**Private Secretary (1987 – 1992)**

- Private Secretary to the Director

**Administrative Assistant (1992 – November 2004)**

- Administrative Assistant within the Administrative Support Unit.
- As an Administrative Assistant, I was detailed three times to the position of Administrative Services Officer when my supervisor was on leave. (1-14-1999 - ); (3-23-1998 to 4-6-1998) and from November 2003 to late January 2004)

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June 1970 to November 1984 **Guam Legislature**    Hagatna, Guam

**Clerk Typist III, Secretary, Legal Secretary**

I performed the duties of a Clerk Typist III when first hired and advanced to the position of a Legal Secretary. My supervisors were Senators and as a Legal Secretary, I was reporting to three staff attorneys (Attorney James Brooks; Attorney Robert Klitzkie and Attorney Kathy Maraman).

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**Education**

May, 1970                      George Washington Senior High School                      Mangilao, Guam

Graduated in May of 1970 from George Washing Senior High School.  
Earned (24) credit hours from Guam Community College.

**References:** Available upon request.

**Name:**  
**Mailing Address:**  
**Contact:**

**Teresita L.G. Kennimer**  
P. O. Box 2054, Hagatna, Guam 96932  
(671) 828-6985 (Home); Email: [teresita.kennimer@gpls.guam.gov](mailto:teresita.kennimer@gpls.guam.gov)

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**November 22, 2004-Present**

**Library Technician Supervisor, Guam Public Library System**

Job responsibilities:

- Supervise and coordinate the daily operational activities of the Main Library and the Bookmobile for the Guam Public Library System with either under the supervision of the GPLS Territorial Librarian/Director or with no supervision, involving such functions as the mechanical preparation of library material; the physical upkeep of library material; care of shelves, files and equipment; circulation work; cataloging work; provide routine information on library services involving simple fact-finding in standard reference sources.
- Organize, assign and review daily work assignments of all Library Technicians. Make recommendations regarding hiring, performance evaluation, merit increase and training of staff.
- Compile, verify, and produce statistical reports, especially for Grant reporting and the GPLS and Bookmobile Foundation Boards;
- Evaluate unit's (Reference, Circulation, Processing, Library Collection Management, Federal and Guam Collections, National Library for the Blind and Physically Handicapped) procedures and recommend modifications and changes. Coordinate the staffing of operational areas to ensure coverage at all times.
- Answer difficult questions requiring the knowledge of the unit's entire reference collection of print, networked and Internet resources.
- Assists with developing and implementing library programs, monitoring an automated circulation system; Participated in collection development and maintenance, including weeding and inventory and other related duties as assigned by the Library Director.
- When appointed as Acting Director, I am responsible for all operations of the Main Library, Bookmobile and its 5 branch libraries, including the Bookmobile.
- Assist with grant activities with library services, including part of Grant Committee.

**February 1986-November 2004**

**Library Technician II, Guam Public Library System**

Job responsibilities:

- Applied technical skills and knowledge to specialized functions in a variety of library operations and in supervising staff; Provide independent judgment in the application and development of library procedures; Organizing, assigning, and reviewing daily staff work assignments, and schedule;
- Participated in job interview process for Library Technicians and provided recommendations regarding hiring, performance evaluations, merit increases, and staff training; Compiling, verifying, and producing statistical reports;
- Performed other duties as assigned by the Territorial Librarian /Library Director; Assisted the Director with the development and implementation of library programs and monitoring of the automated circulation system, compiling statistical data, and participating in collection development, weeding of the collection and inventory;
- Under the guidance of a Territorial Librarian/Library Director, assist in the following units: Copy cataloging and technical processing of printed and non-printed materials, photographs, and military environmental impact statement documents; National Library for the Blind and Physically Handicapped, and the Federal Documents Library Program.
- Provide ready Reference assistance and resources in the sections in the library, Desk Service (General Reference, Guam Room Special Collection Materials, and Federal Government Documents); Processing of Special McNaughton (Best Seller) Collection; Circulation Desk Service; Patron Registration; Services for the Blind and Physically Handicapped; and Incoming Library Mail and Periodicals.
- Overseeing library volunteers, GPLS AmeriCorps members, AHRD Summer Trainees, and other workers from other agencies or programs;

**Education:**

1976, Graduated from George Washington Senior High School, Mangilao, Guam  
1978, Certificate, Introduction to Public Service, University of Guam  
1994, Certificate, Collection Development for Small Libraries, University of Guam  
(Continuing Education and Outreach Programs)

**Training:**

- Public Library Reference Service Work, GPLS, Certificate: August 1985
- Microsoft Word 7.0, Windows 95, Computerland, Certificates: June, September 1999
- Horizon, EPIXTECH, Database Searching, and Cataloging, Certificates: August 2001
- GPLS, Reference Staff Development Training in Cataloging, Circulation, and Import of Collection Development: March 2002
- Horizon 7.3.4 Information Management System Workshop, GPLS: November 2006
- WESTPAS, Protecting Library & Archive Collections: Disaster Preparedness, Response & Recovery, UOG, Certificate: May 2008
- Various Training Certificates (*Available upon request*)
- Span Asia Co. Ltd.: Certificate of Completion: User's Training Course (March 2010)

**Other:**

- Temporarily appointed the Guam Public Library Services Coordinator from December 1993-July 1994
- Proficient in Microsoft Word, Excel

**Volunteer Work:**

- Saint Joseph Parish, Inarajan, August 1975-May 1979
- Guam Memorial Hospital, Tamuning, November 1974-May 1975

**References:** Available upon request.

**Experience:**

<b>November 2009-2010</b>	<b>Acting Director(appointed), Guam Public Library System</b>
<b>October 2007-October 2008</b>	<b>Acting Director(appointed), Guam Public Library System</b>
<b>April 2006-April 2007</b>	<b>Acting Director(appointed), Guam Public Library System</b>
<b>July 2003-April 2004</b>	<b>Acting Director(appointed), Guam Public Library System</b>

- Administers the programs and activities of the public libraries.
- Provide guidance to subordinate staff in such professional area as the standards of library services, collection, book selection, and references.
- Formulate and justify budget estimates and administer approved program budget.
- Administer policies for personnel, training and safety.
- Prepare correspondence and other reports.
- Participate in GPLS board meetings.
- Develop and maintain working relations with governmental agencies, community organizations and groups and legislative and advisory bodies.
- Determine and plan objectives and goals to meet island-wide needs for library services, develop programs, policies and plans.
- Establish library services in institutions and outlying areas or in communities without services as approved by the Board.

*Florence C. Sanchez  
HCR Box 17102  
Inarajan, Guam 96915  
Telephone: 789-7838 (h)  
475-4751 (work)  
687-8071 (mobile)*

**EMPLOYMENT HISTORY:**

*2001 – Present*

*Guam Public Library System*

*Hagatna, Guam*

*Position: Library Technician II*

- *Oversee the Circulation department; the Cataloging and Technical Processing section within the main library; and all operations within my branch libraries.*
- *Assist and coordinate with customers on their research for materials; and how to use the book listing; handle the issuance and returns of library materials; is a reference assistant for patrons researching from the reference collection, the island's materials and periodicals; and assist with providing copies, computer access and printing.*
- *Filing of returned books, book and patron cards, registrations and other library files.*
- *Daily compilation of various library statistics and overdue materials analysis with the branch library. Submit a monthly report.*
- *Handle overdue accounts, contact patrons on outstanding library materials, send notices, and making follow-ups.*
- *Register new patrons; update their information and keying information in the computer database system.*
- *Collect, prepare receipts, and make deposits of monies collected from overdue fines, and the fees for equipment usage. Prepare financial report.*
- *Inventory, import and automate library collections within the main and branch libraries.*
- *Catalog and process new and donated materials.*
- *Coordinate the receiving, processing and patron research of the federal document library.*
- *Coordinate and assist patrons with the Blind and Physically Handicapped Library.*
- *Coordinate the operations and maintenance of all computer systems throughout the main and branch libraries. Troubleshoot as required.*
- *Coordinated and instructed basic computer classes for Senior Citizens and students in the main and branch libraries. (Computer literacy outreach program for the elderly and students)*
- *Indexing of Photos, Guam Newsletter, Guam Recorder and other Publications.*
- *Preparing SOP (Standard Office Procedures) and Instructions regarding work database.*

1995 – 2001

*Studio 2-11 Hair Salon*

*Micronesia Mall, Dededo, Guam*

**Position:** Receptionist

- *Responsible for the opening and closing of the business*
- *Preparing work stations for the stylists. Washing towels, sweeping, wiping down the stations.*
- *Handling the cash register, counting cash, and turning the money in to the shop owners at the end of the day.*
- *Greeting customers and assigning them to particular stylists for service.*
- *Answering telephones*
- *Schedule appointments and make cancellations as requested by customers via telephone and in person.*
- *Pricing, re-stocking and cleaning of the retail area as well as cleaning of the customer waiting area.*

1986 – 1993

*Pacific International Corporation*

*Tamuning, Guam*

**Position:** Warehouse Receiving and Pricing Clerk

- *Receiving merchandise from off-island and local vendors.*
- *Pricing of merchandise for various departments including clothing hardware, sundries, grocery and repacking to prepare for main floor to pull up to the sales floor.*
- *Handling purchase orders and invoices*
- *Taking inventory within the warehouse as well as assisting with the sales floor inventory.*
- *Checking of all merchandise transferred from the warehouse area to the sales floor.*
- *Stocking shelves within the warehouse.*
- *Minimal computer knowledge, retrieving and recording information for merchandise via invoices and purchase orders.*
- *Making copies of invoices and purchase orders for ready reference and filing them.*
- *Answering telephones*

**EDUCATION:**

1986

*Guam Community College*

*Basic Academics / Marketing and Distributive Education*

*Diploma Completion*

*Mangilao, Guam*

**CERTIFICATES:**

2001 – Sirsi Dynix: Horizon training

2010 – Span Asia Co. Ltd.: Alchemy Users training course

**REFERENCES:** Available upon request.

**LINDA M. AGUON**  
**Library Technician II**  
**Guam Public Library System**  
254 Martyr Street  
Hagatna, Guam 96910  
Telephone: (671) 475-4751/52 · Fax: (671) 477-9777  
Email: [linda.aguon@gpls.guam.gov](mailto:linda.aguon@gpls.guam.gov)

### **General Reference/Guam Room Collection Materials**

- Answers advisory questions, complex research questions, and directional questions
- Performs Inventory, preservation and organizations of legislative paper and documents, etc.
- Retrieves Guam Materials, reference materials, current and back issues of magazines, newspapers.
- Helps Patrons to use computer printout listings of library holdings, bibliographies, directories, various Guam and Federal document indices.
- Use ready-references/research materials to provide answers to a reference questions via telephone, fax, or in person.

### **Archival Scanning Project**

- Performs a daily routine on processing Special Collections using proper preservations techniques, accessioning, cataloging, and conservation techniques; provide services to researchers
- Assigned on Vertical File “Biographies and Village” folders to prepare and scanned information subject headings for Web-based use
- Perform any other functions necessary to the operation of Guam Room Special Collections library

### **Cataloguing and Technical Processing**

- Catalog all printed and non-printed materials acquired by/donated to GPLS.
- Maintain and update the database of the entire GPLS book stock and non-book stock collection for easy access to patrons
- Imports all new and existing items in the library’s automation data system.

### **Federal Government Library Programs**

- Receives and processes Federal Government Documents according to the rules and Regulations set by the Federal Depository Library program of the United States Government Printing Office
- Separate shipping lists according to their subjects and put them in numerical order, stamp the date when it's received.
- Turn in Statistics on monthly basis.
- Assist patrons. Interprets indexing tools, retrieves materials from stacks, answer's patrons request.
- Organize, file and maintain a neat and orderly Federal Government Documents Room to provide easy accesses to patrons.

### **Bookmobile Outreach Services**

- Administers and manages the daily onsite operations of the designated sites schedule.
- Conducts library orientations and tours to patrons of all ages.
- Records statistics on circulation and the number of people visiting the bookmobile.
- Provides assistance and orientation to library patrons regarding library policies, rules and regulations.
- Maintains the order, cleanliness, and overall professional appearance of the Bookmobile.

### **Trainings**

- Horizon Training for Cataloging, Circulation and Serials
- Micro-Computer
- Introduction to Computer
- Traffic Citation for enforcement of Public Law No. 29-35
- WESTPAS, Protecting Library & Archive Collections: Disaster Preparedness, Response & Recovery, UOG
- Horizon EPIXTECH, Database searching, and Cataloging
- Span Asia Co., Ltd.: Certificate of completion: User's Training Course

# **Francine Renea M. Uncangco**

Post Office Box 326199  
Hagatna, Guam 96932

Phone (671) 688-3586  
E-mail ucangofran@yahoo.com

## **Area of Accomplishment**

- Type 45 wpm; able to operate equipment including computers: WordPerfect, Microsoft Windows, Microsoft Word, Microsoft Excel and Microsoft Power Point; Successfully completed high school courses in Computer Literacy; Knowledge of computer workflow and processing methods; Knowledge of standard office practice and procedures; Excellent Math and English skills; Able to assist customers / patrons locate and select items; Cash handling operations; Skill in the operation of adding/calculating machine; Knowledge of procedures and practices controlling the collection of data; Ability to learn legal terminology, case management techniques and procedures, formats and forms; Communicates well with all age groups; Follows directions accurately; respects authority; Works well independently; also works well with others; Able to work effectively with the public and fellow employees, able to communicate effectively, orally and in writing and able to maintain records and prepare reports; Ability to follow and understand oral and written instructions; Flexible; willing to work overtime or shift work when required; Dependable, punctual, honest, hardworking; self starter.

## **Work experience**

**02/19/2007-Present**

**Guam Public Library System**

**Government of Guam, Library Technician 1**

**(671) 475-4751/2**

- Prepares and performs day to day circulation activities in accordance with the function, services, practices and procedures; Processes Computer Agreement Forms and library card applications for borrower cards, issues and renews library cards according to policy; Check-in / out materials (books, videos, cds, Braille books, talking book tapes / Digital Talking Books) and reserves library materials for patrons; De-sensitizes outgoing materials and re-sensitizes them when returned; Counts, calculates and records daily attendance and daily statistics (Registration, overdue items, number of items checked out, computer usage); Performs all Technical Processing procedures such as: repair / discard of worn and damaged printed library materials, revise and make corrections to technical processing errors when necessary according to GPLS Library Policies and Procedures; Answering general questions per patrons request in person via telephone, fax or e-mail; Provides assistance to patrons such as locating requested items and materials / using the public computers (printing, using computer software and applications, surfing internet); Assists patrons with request from Guam Room (Vertical Files of dignitaries, Government of Guam agencies, subjects, Guam Legislative and Congress documents, Guam books, PDN articles bounded and boxed, current back issues of magazines, microfilms and photographs); Directs patrons to certain areas of expertise (Religion, Automotive, Art, etc.) and shows areas of reading (Adult Section, Young & Juvenile Section, Children's Section, Audio Section, etc.); Updates patron's current information when patron are applying, renewing or request to update personal information on the Horizon Database / application; Organizing Guam Room which consists of Legislative documents and Guam materials, create Vertical File folders and file them alphabetically; Receives and records money collected for payments of overdue, damages and lost materials, and/or copy machines; Performs importing at assigned areas and also assists fellow co-workers; Performs cataloging, scanning and preservation of legislative documents and photographs; Submits reports / recommendations to Librarian and/or GPLS Director, or Library Technician Supervisor; Re-shelving of requested materials and book assignments by patrons and proof-reading of assigned shelving assignment sections; Assist with Literacy Programs, and Community Outreach Events to increase awareness of library resources; Attend monthly staff meetings, weekly staff developments, and represents GPLS in governmental committees / task forces.

**Work experience** 09/1999-02/2007 **Law Offices of Cunliffe & Cook, P.C.**  
**Legal Office, Receptionist (671) 472-1824**

- Answering incoming calls and connect callers to appropriate personnel, place outside phone calls for attorneys and staff, take messages for appropriate staff; Type documents, Xeroxing, filing of client files alphabetically; Schedule clients to meet with attorneys, notify clients of upcoming court hearings or appointments with designated attorneys; Assist clients with obtaining appropriate requested documents; Open new client files / update client information; Log incoming and outgoing documents and correspondences; Updating attorney/secretary calendars and calendaring new hearing dates for clients; Following up with designated Judges Chamber Clerks to verify if court hearings for clients are still being heard and if not obtain a new hearing date and inform client of status.

**Work experience** 02/1999-06/1999 **The T-Factory**  
**T-Shirt Printing Company, Receptionist (671) 472-8337**

- Answering incoming calls and connect callers to appropriate personnel, take messages for appropriate staff; Receive t-shirt orders from customers; Notify customers when orders are ready for pick-up; File completed order worksheet; Assist fellow co-workers with processing of customer orders; Performs related duties as required.

**Work experience** 09/1998-12/1998 **Department of Administration**  
**Government of Guam, Office Clerk Employee's Benefit's Branch**  
**(671) 475-1279**

- Answering incoming calls and connect callers to appropriate personnel, taking messages for appropriate staff; Type documents, Xeroxing, filing of customers life insurance policies; Assist customers when filling out appropriate forms for various insurance agencies; Updating / Logging-in of customers insurance information; Delivering appropriate insurance change forms and miscellaneous documents to Department Payroll Division or Department of Administration Payroll Division; Assist Recruitment Branch in receiving / processing applications and processing of verification of Employment; Performs related duties as required.

**Education** 06/1998; **George Washington High School; Mangilao, Guam; Diploma**

**Awards  
Received**

**Guam Public Library System: 2011 Bookmobile Outreach Training (March 23 – March 25, 2011) Awarded March 25, 2011; Guam Public Library System: Certificate of Appreciation – In Recognition of Outstanding Support to the Guam Public Library System – Presented on “National Library Week” Awarded April 8, 2011; Guam Public Library System: Certificate of Appreciation (Certificate & plaque) for “Outstanding Performance – Library Technician I” Awarded April 9, 2010; Span Asia Co. Ltd.: Certificate of Completion: User’s Training Course Awarded March 2010; Guam Public Library System: Certificate of Appreciation – Recognition of Outstanding Support and Contribution to the Guam Public Library System – Given on National Library Week” Awarded April 24, 2009; Guam Public Library System: Certificate of Appreciation – Recognition of valuable contributions to the Familian Sistemam Laibirian Pupleko Guahan – Especially during the 2007 1<sup>st</sup> Annual Book Sale & Mini Carnival Awarded September 2, 2007; Guan Public Library System: Certificate of Attendance – Guam Fire Department Fire Extinguisher Training” Awarded July 25, 2007; Guam Public Library System: Certificate of Appreciation – For Outstanding Support and Commitment – Library Worker’s Day” Awarded April 13, 2007**

**Resume of  
Frankie S. Aflague  
DOB: 6/11/1968  
P.O. Box 217869, GMF, Guam 96921  
Contact# (671) 868-1512  
or (671) 969-1514**

**Program Coordinator I (Limited Term)**

Guam Public Library System  
Hagatna, Guam  
August 2008 – Present  
40 Hours

**Duties:** Coordinates various reading programs and events such as the Saturday Story Hour Program, Summer Reading Program, Toddler Reading Program, Outreach Programs – including the following; Coordinate with other government agencies and private businesses for guest readers, donations, etc.; Prepare activities and find books related to specific themes for the Saturday Morning Story Hour and the Summer Reading Program; Prepare craft samples, patterns, supplies, and material to be used by participants at each program; Produce and distribute fliers, and programs for various Library celebrations, projects and activities; Attended Grant writing workshops, ethics workshop and other related duties assigned.

**Teacher**

Guam Public School System  
Hagatna, Guam  
August 2006 – November 2006  
40 Hours

**Duties:** Accounted for students; checked and reported student attendance; taught a Science course with Special Education modifications and conducted other classroom activities; maintained classroom order and student discipline; prepared and submitted reports as required; performed other related duties.

**One to One School Aid I**

Guam Public School System  
Hagatna, Guam  
April 2005 – August 2006  
40 Hours

**Duties:** Worked with emotionally disrupted students which consists of numerous daily task such as one to one tutoring with different subject lessons, reading mastery, reasoning and writing, comprehensive math concepts and other individual worksheets; daily communication with teachers and parents through reports and logs; perform other related duties.

**Teacher (On-call)**

Guam Public School System  
Hagatna, Guam  
August 1992 – April 2005  
40 Hours

**Duties:** Supervised of students embarking and disembarking school campus; teaching different grade levels in the absence of the regular teacher; taught different language for learning student groups; worked with special needs students throughout the day; other related duties.

**Crisis Intervention Worker**

Juvenile Sanctuary  
Mangilao, Guam  
February 2000 – April 2001  
40 Hours

**Duties:** Responded to Juvenile crisis at Guam Police Department; assessed and evaluate individual cases for intake eligibility; guided and monitored juvenile individual plans and ensured clients were fulfilling requirements; assess progress based on improvement plan.

**Platoon Leader 2LT./01**

Guam Army National Guard  
622 Harmon Industrial Park Rd.  
Ft. Juan Muna  
Tamuning, Guam

**Duties:** Counseling; planning; training of troops (military science) tactics, map reading, land navigation, marksmanship, accountability of all equipments; made recommendation of soldiers meeting qualifications for promotions; safety officer; range safety, garrison and home safety lead by example and other related duties.

**Cadet E5**

U.S. Army Reserve Marianas  
Radio Barrigada, Guam

**Duties:** Basic duty was to shadow an officer during drills for professional growth and experience for rank improvement; received commission as an officer in the U.S. Army.

**References:**

Ms. Sandra Stanley  
P.O. Box 254 Martyr St.  
Hagatna, Guam 96910-1541  
(671) 475-4753/4/5

Ms. Teresita Kennimer  
Inarajan, Guam  
(671) 828-6985

Mr. Joseph Bamba  
Dededo, Guam  
(671) 688-8101

**June M. Aflague**

125 Pugua Lane, Sinajana, Guam 96910  
Home: (671) 472-6110 Work: (671) 475-4754  
June.aflague@gmail.com

**Administrative Assistant**

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**Profile**

Administrative support staff offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to manage multiple priorities and meet tight deadlines without compromising quality.

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**Education**

**Notre Dame High School – Graduated June 1988**  
**Bishop Baumgartner Memorial School 1981 through 1984**  
**Cathedral Grade School – 1976 through 1981**

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**Key Skills**

<i>Office Skills:</i>	<i>Office Management Records Management Database Administration</i>	<i>Spreadsheets/Reports Event Management Calendaring</i>	<i>Front-Desk Reception Executive Support Travel Coordination</i>
<i>Computer Skills:</i>	<i>MS Word</i>	<i>MS Outlook</i>	<i>MS Excel</i>

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**Awards & Accomplishments**

Accounting Policies and Procedures November 16-17, GPLS  
Awarded on April 24, 2009 by GPLS – Outstanding Commitment & Dedication  
Grant Writing Workshop August, 2007, GPLS  
Accounting & Policies Training Workshop August 2007, GPLS  
Energy Conservation Training and Workshop June & September 2006, GPLS  
Records Management Training June 2006, GPLS  
Guam Public School System – Simon Sanchez High School  
Outstanding Staff Member May 2005, GPSS  
Agent for Life & Health Insurance January 2004  
Employee of the Year 2003  
All Star Employee Award May 2001  
All Star Employee Award June 2001  
All Star Employee Award August 2001  
CSR Training April 1997

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## Experience

### **2006 to Present**

#### ***Administrative Assistant –***

*Guam Public Library – Administrative Support Unit*

Handled multifaceted clerical tasks (e.g., data entry, filing and records management). Coordinated travel arrangements, quickly became a trusted staff known for “can-do” attitude, flexibility and high-quality work.

#### *Highlights:*

- Communicated effectively with multiple departments to plan meetings and prepare welcome packages for new employees. Established strong relationships to gain support and effectively achieve results.
- Provided timely, courteous and knowledgeable response to information requests; screened and transferred calls; and prepared official correspondence.
- Earned excellent marks on performance reviews, with citations for excellence in areas including work volume, accuracy and quality; ability to learn and master new concepts; positive work ethic; and commitment to providing unsurpassed service.
- Maintains the department’s vendor files, administrative files and budget files.
- Prepare requisitions for the department and maintain files on both requisitions and purchase order and other administrative transactions.
- Prepare direct payment requests, requisitions, journal voucher, adjustment of encumbrance, utility service authorization for the department and other budget amendments.
- Assists the Administrative Officer in the preparation of the departmental budget for submission to BBMR.
- Update employee service cards.
- Prepare the monthly maintenance schedule for the custodial staff.
- Maintains the department’s budget ledgers and monitor funds which are allocated to various budgetary accounts.
- Assists GPLS Grant Team budget for submission with grant applications.
- Prepares requisitions for purchases per grant budget.
- Maintains requisitions/purchases orders for inventory of items procured per grant budget.
- Receives daily revenue collection monies and prepares the Revenue Collection Report.
- Assists in any matters pertaining to federal grant accounts.
- Alternate Time keeper for the department. Key into the AS-400 all pertinent information on all payroll transactions.
- Research and prepares data and statistics on an assigned subject matter as requested.
- Arrange for meetings or trainings; represents supervisor at meetings in her absence.
- Prepares correspondences for signature of Administrative Officer and Director.
- Alternate representative of the Guam Energy Office for the department and prepare reports as needed.
- Records all incoming and outgoing mail for the department.
- Answer telephone calls and refer them to appropriate personnel.

#### ***Summary of Qualifications***

- Proven success planning and providing support to management
- Demonstrated expertise in clerical work, accounts receivables and reporting
- Proven success in achieving goals and providing support to daily operations
- Able to coordinate and complete multiple projects in a deadline-oriented environment
- Quick learner, adapting easily to new protocols and changing environments.

**Rowena S. Morales**  
107 Entrada Avenue; Agafa Gumas  
Yigo, Guam 96929  
Telephone: 671-989-9362  
Email: [rowena76@guam.net](mailto:rowena76@guam.net)

**QUALIFICATIONS:**

- Work well with minimal supervision.
- Experience with customer support services.
- Great at learning new concepts quickly while working well under pressure.
- Reliable to report to work every day and on a timely manner.

**EXPERIENCE:**

**10/2010 – Present**  
*Clerk Typist III*

**Guam Public Library System**

**Hagatna, Guam**

**Clerical (60%)**

- Answer telephone calls including receiving visitors, answers general inquiries and direct to proper division or individual.
- Maintain all vendor files, administrative and budget files.
- Records all incoming and outgoing mail for the department.
- Prepare formats and proofreads correspondence, reports, forms, other materials, etc., for supervisor's review and approval for submission to the director, Office of the Governor, oversight Chairperson for Committee on Education, or any government agencies as required and assemble attachments and corresponding materials.
- Assist in the coordination of library events including preparation of media releases for said events such as the National Library Week, Summer Reading Program, etc.
- Assist in securing GPLS monies from fines, fees, etc., before deposits are made to Treasurer of Guam.
- Replenishes the inventor of office and equipment and supplies.
- Assists in monitoring inventory movement and completes inventory transfer, survey of office or custodial equipment, and office furniture for GPLS.
- Assists director or supervisor in special projects and performs other administrative duties as requested using own judgment.
- Perform routine tasks including receiving visitors, answers general inquiries and directs to proper divisions or individuals.
- Maintain Department website for posting announcements, and any or all required reports as mandated by statute.
- Assist with special projects.
- Schedules appointments and meetings, and maintain calendar for supervisor.
- Set up and maintain standard office files and records. File documents following office procedure not more than two days after receipt.
- Complete and make available for preparation of reports and other clerical duties as required by the department.
- Coordinate office matters with other government agency to ensure request are promptly processed.
- Provide administrative and secretarial support as required for the department's director and supervisor.
- Receives copies of all executive orders, governor's circulars and memorandums, public laws and all other documents from various departments and agencies. Each of them are properly documented and filed in their respective folder.
- Conduct research on an assigned subject to include compiling of data and statistics.
- Attend workshops and trainings as recommended and assigned by supervisor.

**Fiscal (20%)**

- Assist in security GPLS monies collected from fines, fees, etc., before deposits are made with the Treasurer of Guam.
- Requests for price quotations from local and off-island vendors when procuring supplies, equipment or services.



# Department of Chamorro Affairs

Public (Non-Profit) Corporation



# Guam Public Library System

## Scanning and Archiving of Guam "Special" Collection Documents

As of February 2012

Category Name	No. of Scanned Items
Executive Orders	342
Land Claims	92
Legislative Documents	9
Lithographs (Original Prints)	31
Lithographs (Binder)	44
Photographs	3737
Vertical Files	9



Sistem Lalibirhan Publiko Guahan

**GUAM PUBLIC LIBRARY SYSTEM**

254 Martyr Street, Hagatna, Guam 96910

Telephone: 475-4753, 475-4754

Fax: 477-9777

Or email to [june.aflague@mail.gov.gu](mailto:june.aflague@mail.gov.gu)

**DO YOU ACCEPT GOVERNMENT OF GUAM PURCHASE ORDERS?**

[ ] YES [ ] NO

**Request for Quotation**

3/8/2012

Please respond no later than:

**VENDOR:**  
**NATIONAL OFFICE**  
 PHONE: 734-0312  
 FAX: 734-0317  
 Attn: Lucy

**URGENT**

PLEASE FURNISH PRICE QUOTE, DELIVERY TIME AND TERMS BASED ON F.O.B. DESTINATION FOR THE ITEMS LISTED BELOW. PLEASE RESPOND BY THE ABOVE DATE:

Quoted by (Print & Signature): ESTELA  
 Quote Date: 3/8/2012  
 Phone Number: 646-6613

Delivery Date Required: 30 days  
 Offering Recyclable products: [ ] YES [ ] NO

Delivery Date Offered: 30 days  
 Offering Biodegradable products: [ ] YES [ ] NO

Terms: 30 days  
 Prices good for: 30 days  
 Days

Please separate your offer of recyclable and/or biodegradable products from regular products.

**THIS IS NOT AN ORDER**

ITEM	QTY	DESCRIPTION	AVAILABILITY	UNIT PRICE	TOTAL PRICE
		Please provide quotation for the following:			
		1. Compact Disc CD-RW 25/spindle			
		<i>Handwritten:</i> National Office Supply P.O. Box 3767 Hagatna, Guam 96932 (with stamp: 27.16/quantity, 051 PRICE)			
		Please feel free to call if there are any questions.			
		<a href="mailto:june.aflague@gnls.guam.gov">june.aflague@gnls.guam.gov</a> Thank you!			

Requested By:

June Aflague



**Island Business Systems & Supplies  
Imaging & Business Solutions Center**

**Canon**  
Authorized Dealer

Guam Office:  
P.O. Box 7 Hagåtña, Guam 96932  
• Tel (671) 477-7454, 472-2200 • Fax: (671) 477-7660 •  
email: support@ibssguam.com  
Saipan Office:  
P.O. Box 167 CK Saipan MP 96950  
• Tel (670) 234-8002, 234-5155 • Fax: (670) 234-8050 •  
email: support@ibssguam.com

February 13, 2012

Guam Public Library System  
254 Martyr Street, Hagatna  
GU 96910

Attention : Mrs. Sandra Stanley, Administrative Officer  
Subject : Unsolicited Pricing Information for Completion of Media Conversion Services

Dear Sandra,

Thank you for your interest in IBSS Client Services.

Besides offering document management solutions through the Open Text Alchemy products and document imaging solutions through our Canon and Konica Minolta line of products, we also offer Client Services. Our Client Services offering includes scanning and conversion of various documents such as audio tapes, video tapes, pictures and paper documents into digital format.

By way of background for this offering, I met with Mrs. Terry Kennimer to discuss her requirements to convert audio tapes, video tapes and microfilm to digital format. Terry's priority is to convert the reel-to-reel and the cassette tapes first, followed by the video and microfilm assets. The following proposal will address Phase 2 of the media conversion project.

Media Description	Type of Media	Quantity
Scotch Reel to Reel Tape	Magnetic – Audio	1000 Each
Cassette Tape	Magnetic – Audio	365 Each
Video Home System (VHS) Tape	Magnetic – Video	150 Each
Developed Microfilm	Microfilm – Photography	33 Each (Roll)



AFFILIATE OF JONES & GUERRERO COMPANY, INC.



**Island Business Systems & Supplies  
Imaging & Business Solutions Center**

**Canon**  
Authorized Dealer

Guam Office:  
P.O. Box 7 Hagåtña, Guam 96932  
• Tel (671) 477-7454, 472-2200 • Fax: (671) 477-7660 •  
email: support@ibssguam.com  
Saipan Office:  
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**Phase 1 – Cassette Audio Tapes**

Scope of work will involve:

1. Cleaning of cassettes (using compressed air or other agents as needed).
2. Conversion Audio Cassette contents and creation of digital media files on magnetic CD to allow playback of contents in digital format.
3. Labeling and packaging of CDs.

Price proposal is \$30 per Audio Cassette Tape covering an order size of 365 units. Total project cost for this Phase shall be \$10,950. Approximate conversion time is 30 business days per 500 unit block.

**Phase 2 – Video Tapes**

Scope of work will involve:

1. Cleaning of VHS (Video Home System) Tapes (using compressed air or other agents as needed).
2. Conversion of VHS contents and creation of digital media files on DVD to allow playback of contents in digital format.
3. Labeling and packaging of DVDs.

Price proposal is \$30 per VHS Tape covering an order size of 150 units. Total project cost shall be \$4,500. Approximate conversion time is 30 business days.

**Phase 3 – Reel-to-Reel Audio**

Scope of work will involve:

1. Cleaning of Reel-to-Reel Tapes (using compressed air or other agents as needed).
2. Conversion of Reel-to-Reel contents and creation of digital media files on CD to allow playback of contents in digital format.
3. Labeling and packaging of CDs.

Price proposal is \$50 per Reel-to-Reel Tape covering an order size of 1000 units. Total project cost shall be \$50,000. Approximate conversion time is 60 business days.



AFFILIATE OF JONES & GUERRERO COMPANY, INC.



**Island Business Systems & Supplies  
Imaging & Business Solutions Center**

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**Phase 4 – Microfilm**

Scope of work will involve:

1. Cleaning of Microfilm Rolls (using compressed air or other agents as needed).
2. Conversion of Microfilm Roll contents and creation of digital media files on DVD to allow playback of contents in digital format.
3. Labeling and packaging of DVDs.

Price proposal is \$130 per Microfilm Roll covering an order size of 35 units. Total project cost shall be \$4,550. Approximate conversion time is 60 business days.

The conversion from original tape and microfilm formats to digital formats will require that the tapes and microfilm be transferred from Guam Public Library to IBSS's office for the conversion process.

Should you require additional information, please contact me at 472-2200 or email at rfranquez@ibssguam.com.

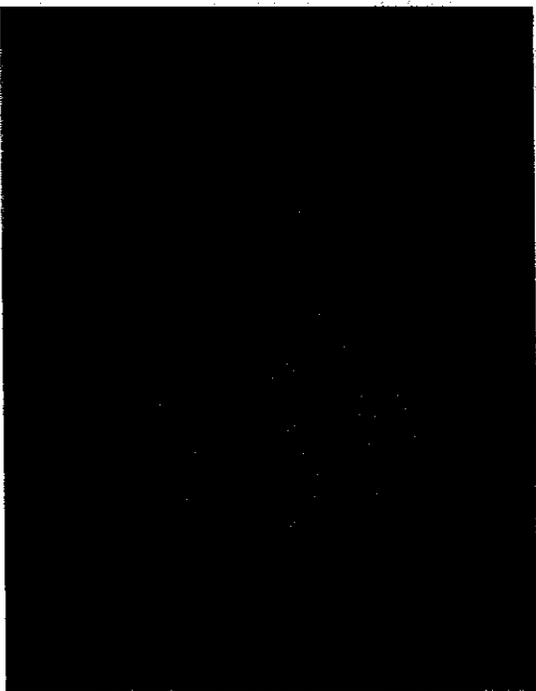
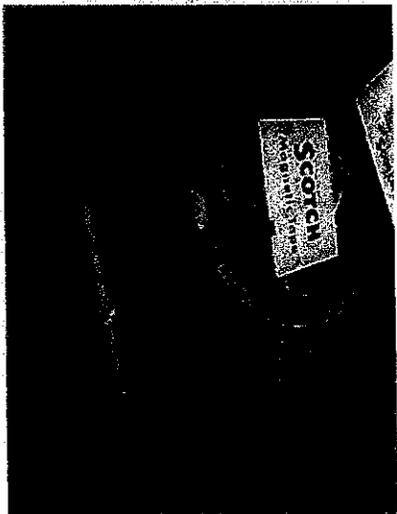
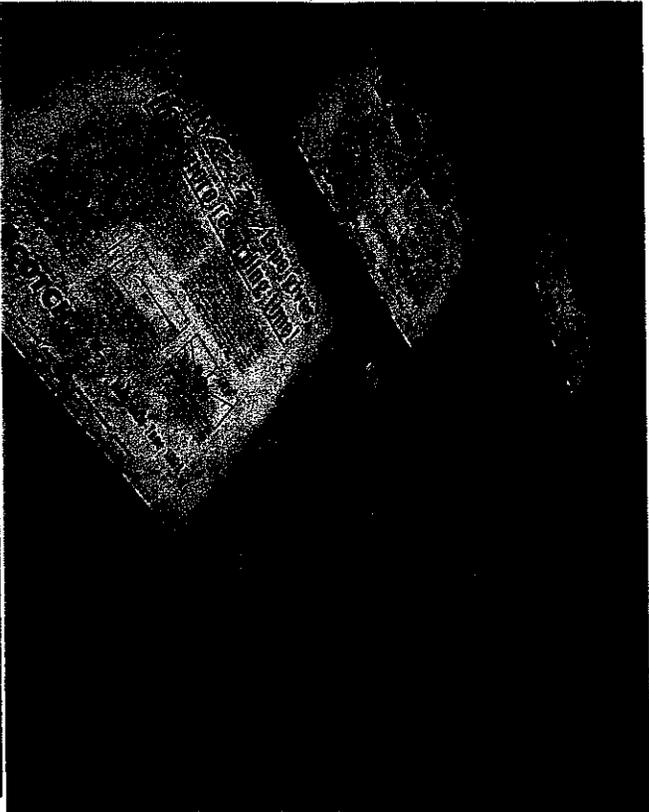
Sincerely,

Roland R. Franquez  
General Manager

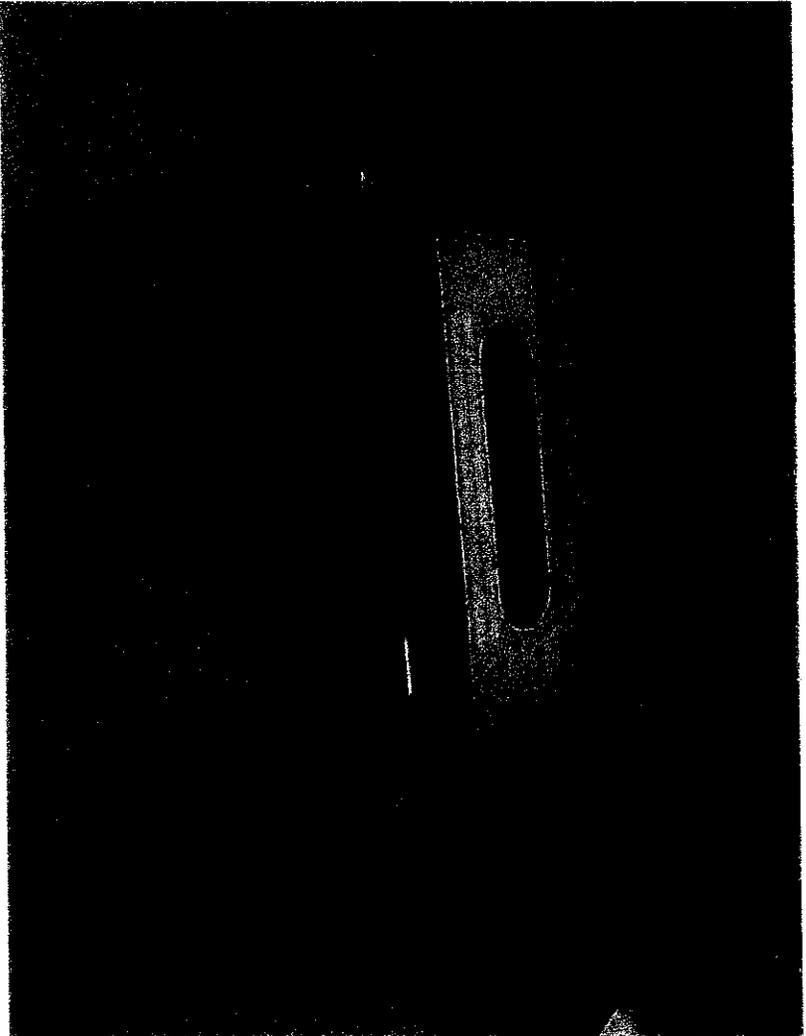


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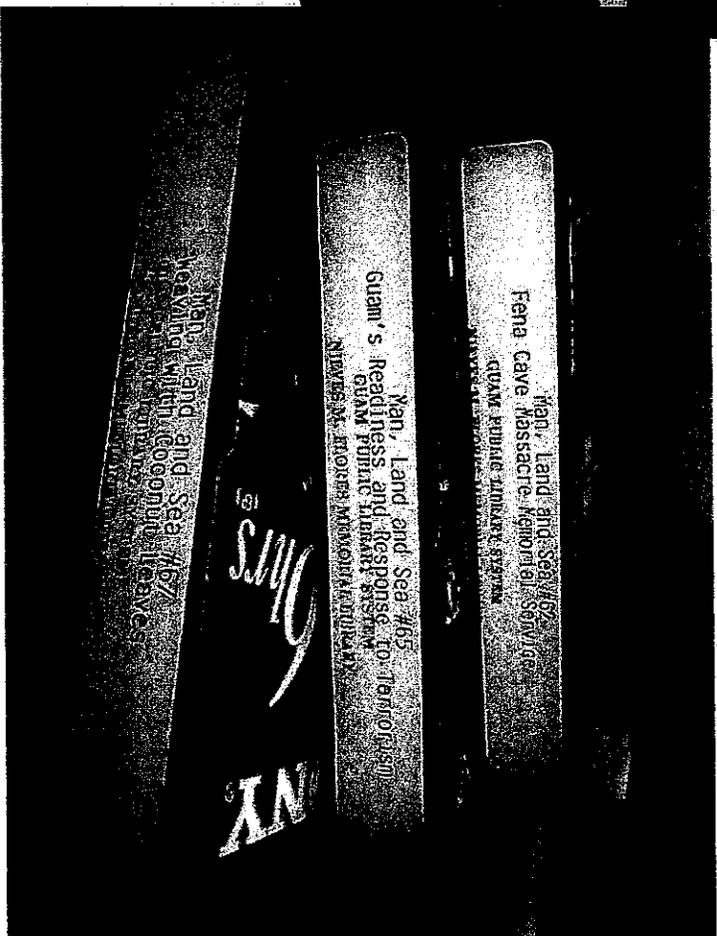
# Reel-To-Reel Tapes



# Cassette Tapes



# Video Tapes



# Microfilm

