



GUAM PUBLIC LIBRARY SYSTEM  
*Sisteman Laibirihan Pubbleko Guahan*  
Government of Guam



April 17, 2008

Ms. Jane Barnwell  
Pacific Resources for Education and Learning  
900 Fort Street Mall  
Suite 1300  
Honolulu, Hawaii 96813

**Re: Institute of Museum and Library Services, Library Services Grants for the Pacific Territories, Freely Associated States and Virgin Island, 2008 – Application by the Guam Public Library System**

Dear Ms. Barnwell:

The Guam Public Library System is hereby submitting its application packet for the above grant for 2008.

Should you require additional information, you may contact me at (671)475-4753 or (671)475-4754, Monday through Friday from 8:00 a.m. until 5:00 p.m.

Sincerely,

Teresita L.G. Kennimer  
Acting Territorial Librarian/Director

/bmg

Enclosures: Grant Application Packet

LIBRARY SERVICES AND TECHNOLOGY ACT  
COMPETITIVE GRANTS FOR THE PACIFIC AND 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.

FACE SHEET	<input checked="" type="checkbox"/>
ABSTRACT	<input checked="" type="checkbox"/>
NARRATIVE	<input checked="" type="checkbox"/>
SCHEDULE OF COMPLETION	<input checked="" type="checkbox"/>
BUDGET	
Budget Narrative	<input checked="" type="checkbox"/>
Budget Form	<input checked="" type="checkbox"/>
PARTNERSHIP AGREEMENT (if applicable)	<input type="checkbox"/> N/A
<u>APPLICANT AND PARTNER(S)</u> ORGANIZATIONAL PROFILES	<input checked="" type="checkbox"/>
ATTACHMENTS	<input checked="" type="checkbox"/> (5) Resumes, (1) Job Description (3) Price Quotes
PROGRAM ASSURANCES/CERTIFICATIONS	
Assurances – Non-Construction	<input checked="" type="checkbox"/>
Certifications Regarding Debarment, Suspension and Other Responsibility Matters	<input checked="" type="checkbox"/>
State Legal Officer's Certification of Authorized Certifying Official	<input checked="" type="checkbox"/>
State Program Assurances 2008	<input checked="" type="checkbox"/>

LIBRARY SERVICES AND TECHNOLOGY ACT  
COMPETITIVE GRANTS FOR THE PACIFIC

FACE SHEET

1. Name of person responsible for grant project  
Teresita Kennimer
2. E-mail address  
teresita.kennimer@qpls.guam.gov
3. Business Phone  
(671)475-4753/54
4. Fax Number  
(671)477-9777
5. Applicant (name of library, school, organization, etc.)  
Guam Public Library System
6. Applicant Address  
254 Martyr Street
7. City  
Hagatna
8. State  
GU
9. Zip Code  
96910
10. Employer Identification Number (required)  
980018947
11. DUNS Number (required)  
8550032215
12. Grant Amount Requested  
\$ 29,952.00
13. Matching Funds (if required)  
\$ Not Required
14. Grant Period  
July 2008 to September 30, 2009
15. 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 |
|----------------|--------------------------------|--------|
| <u>None</u>    |                                |        |
16. In the space below, include the names of any organizations that are official partners of the project.  
none
17. Name and Title of Authorized Official  
Felix P. Camacho, Governor of Guam
18. Business Phone of Authorized Official  
(671) 472-8931
19. Certification  
  
Signature of Authorized Certifying Official
- 4/15/08  
Date

**ABSTRACT**

The Guam Public Library System (GPLS), on the island of Guam, a United States territory, is submitting an IMLS Competitive grant application for the first time since 2002. This year's proposed project will create a computer literacy program for Guam's senior citizens, school aged children, and youths living in the remote village communities of Agat and Merizo. This program will build upon a computer literacy program that was initiated in 2002 with an IMLS Competitive award and taught computer classes to the elderly. The project continued with the help of volunteers until 2006. This year the program will be revised and extended to areas outside the service area of the main branch of GPLS and reach a patron base unable to participate in the earlier project. The project will also include classes for both seniors and school aged children. For most of the seniors, this program will be their only opportunity to learn about online library services, computers, email and the Internet. School children in these areas have been suffering from poor performance on SAT 10 tests and computer classes will be tailored to help boost educational performance and teach research and computer skills which can be applied to schoolwork and homework.

Initial objectives will be to acquire appropriate computers and equipment and hire a qualified instructor with computer, teaching and native language skills. The instructor will work with GPLS staff, volunteers, and public school teachers to create classes for seniors and children which will be taught at the Agat and Merizo branches of GPLS. Classes for the elderly will cover the online library catalog, computers, email, and the Internet. Classes will be taught in English but key concepts will also be expressed in the native language, Chamorro. Classes for children will teach computer applications, the Internet and information resources which can be applied to school work. Computers will be setup in each branch library, connected to the Internet and necessary software will be installed. A projector will be used to aid in the teaching of classes. All equipment and software will be prepared by the GPLS staff with the assistance of Guam's Department of Administration, Data Processing Division.

The final objectives will be to document the project with a digital camera and on the GPLS website and to evaluate its effectiveness through statistics, surveys and questionnaires. This program's anticipated results should not only introduce seniors to library services, computers and the Internet, but foster greater awareness of the library, allowing additional segments of the community to enjoy the benefits of computer and automated library services. Likewise the project's impact on public school students should also be measured in improved performance in the classroom and on homework assignments. The project should also strengthen library ties to the remote communities of Agat and Merizo and strengthen library cooperation with the public schools, senior centers, and youth centers. The project can serve as a model for future library outreach projects on Guam or other libraries in the Pacific region. The results of this project will be shared with other libraries and agencies via the GPLS website and at local and regional workshops and conferences.

**NARRATIVE****1. STATEMENT OF NEED****A Brief Description Of The Community**

The United States territory of Guam in the western Pacific is located about three-quarters of the way from Hawaii to the Philippines. Guam is an island of approximately 212 square miles and has a population of over 173,450 people of different ethnic and cultural backgrounds. Chamorros comprise the island's indigenous population. Other ethnic groups, in order of size, include Filipinos, other Pacific Islanders, whites, and other 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 depressed and tourism in Guam has not yet regained the strength it had before 9/11. The national and regional increases in costs of land, housing and commodities have lowered the standards of living for most people on the island. Government revenues and educational spending remain depressed. Guam has an inordinate percentage (28.6%) of its population that is under the age of fifteen and a birth rate more than 1 ½ times that of the States. The figures for unemployment and the percentage of people living below the poverty line are also roughly ½ times that of the States.

The target groups for this grant project include senior citizens, school-aged children and youth living in remote areas of Guam. Each group is an ideal audience for outreach and in-house services as they meet regularly in central village locations, including public schools and senior centers, and they make regular use of the local branch libraries. Many live in subsidized housing located in areas outside of the main branch of the Guam Public Library System. They have been unable to enjoy public library services until the recent reopening of two branch libraries in the villages of Merizo and Agat. These two communities and their respective library branches will house the grant activities. Merizo is the southern most municipality on Guam. It is isolated from the rest of the island located fifteen miles from Hagatna, Guam's capital, and the location of the central public and state library; it can only be reached by driving over a mountainous winding road which takes 45 minutes from Hagatna. Merizo is the second oldest Spanish settlement on Guam and has several historic buildings and sites. It has a local fishing tradition which has recently been threatened when the Guam Environmental Protection Agency announced that the waters and marine life have been contaminated with polychlorinated biphenyl (PCBs), believed to have come from a United States Coast Guard station which operated on Merizo's Cocos Island. Merizo is an ideal location for this project. In the main community center, the Merizo Martyrs Elementary School, Merizo senior citizens housing and the Merizo Branch library are located within walking distance of each other. The surrounding areas are populated by a large number of families using subsidized housing benefits. Several residential centers were created through Guam's Land for the Landless Program which enabled poor families to own their own homes and property. Agat is another community in southern Guam that is located about 7 miles south of Hagatna, roughly halfway to Merizo. Agat has a population of about 5,600. The village was completely destroyed during the American invasion in World War Two. It was rebuilt by the U.S. military and constructed as a new residential community for people made homeless by the war. Agat is also the location for several sites including the War in the Pacific National Historical Park and the 18<sup>th</sup> century Talifak Spanish Bridge. The Agat community center is similar to Merizo and ideal for outreach with the branch library, elementary school, senior center and public gym all centrally located. The youth center is currently under construction and should open this year. The nearby residential areas were also created with subsidized housing and land for the landless projects.

### **Current Status Of The Library And Its Services**

The Guam Public Library System (GPLS) services the island of Guam, an area of 212 square miles. The central library is located in Hagatna; it was built in the 1970's and is an aging facility with many physical problems. It was recently closed for several weeks due to repairs to the air-conditioning. The central library has 15 full-time staff members but no professional librarians. When employed, the Library Director is also the Guam Territorial Librarian. Currently, support staff is filling the roles as Acting Director and Acting Territorial Librarian. Collections include over 200,000 book and non-book items, and GPLS has over 45,000 library cardholders. The central library has over 25 heavily used public access and Internet computers. The local library budget covers mostly employee wages with little for additional programming. Most equipment, computers, materials and outreach programs are only possible through IMLS or other grants. In addition it has another 12 employees who are rotated among 5 branch libraries and the library bookmobile. The two libraries, which will be the locations for this project, the Merizo and Agat branches are small libraries, which opened at the beginning of 2007. Each are open two days a week; the Merizo branch is only open on Tuesdays and Thursdays from 9AM-6PM and the Agat branch is only open Mondays and Wednesdays from 9AM-6PM. Each branch has a small library collection and five computers, which were given as donations. They are old and often in disrepair. One of the greatest challenges confronting GPLS has been the lack of professionals filling the roles of librarian, library director and territorial librarian. There has been a high rate of turn over and these positions are left vacant and support staff has to take on additional responsibilities acting in professional capacity. It has been over five years since a degreed librarian has held the post of Director/Territorial Librarian. Filling this position is a priority and active efforts are being made to find qualified candidates. GPLS has partnerships with local educational, literacy and cultural agencies especially for the conducting of children's and outreach programs. It is in need of more extensive coordination to extend library services through partnerships especially in remote village areas.

### **Needs That Will Be Met And How The Needs Were Determined**

A computer literacy program for senior citizens on Guam was established with an IMLS Competitive Grant through funding acquired in 2002. In 2003, the program began to suffer when the Guam Public Library Director/Territorial Librarian accepted a position as the Director of the University of Guam Library. Since that time, Guam has been unable to submit a successful IMLS Competitive grant application. The Chair of the Guam Library Council continued to coordinate and conduct computer classes with the help of the GPLS staff and volunteers. Despite the lack of funding, demand for the program increased and the program continued until 2006. During the years this project was conducted, the Merizo and Agat Branches had been closed due to typhoon damage. Initial assessments for the need for a senior computer literacy program were conducted in 2002 and outlined in that year's Competitive Grant application. The program was so well attended that interested seniors had to be placed on an enrollment waiting list. Classes served to introduce computers to the elderly, the first local project to do so. Almost all seniors had no computer knowledge or access before attending and they had been isolated from the informational and communicational benefits of the Internet and email. At the beginning of the project they were given a computer skills pre-test, which attested to their need for instruction. The high attendance and positive progression of senior computer students confirmed the need for this project. The local culture has a special reverence for the elderly and encourages programming for their benefit. It is hoped this project can revitalize local efforts.

The elderly living in the Agat and Merizo areas have a large percentage of non-English and/or ESL speakers. All of them need special consideration due to language, literacy, education and mobility barriers. The majority of senior citizens are Chamorro and many are of the World War II generation and have limited English-speaking abilities and nominal contact with computers and computer literacy. Without outreach projects, seniors have been unable to use the island's library and computer services because of their limited English abilities and dependence on others for transportation. The elderly are often separated from friends and family abroad and are unable to correspond via the Internet and email.

The computer literacy project will also focus on providing classes for juvenile and young adults. Children attending Guam's public schools have been facing severe educational disadvantages. The Guam Public School System (GPSS) has been suffering from budgetary problems affecting teacher's salaries, educational materials, school facilities, and libraries. The results have been disastrous performance on the latest SAT 10 tests. Senior high school students at Southern High School, which serves students from both Merizo and Agat, have SAT 10 test scores in the lowest 10% for reading, lowest 5% for language and the lowest 1% for math. Students consistently perform in the lowest 5% in math throughout their middle school and high school years. Recently Southern High School suffered another setback as the school was closed for two weeks in March 2008, due to hazardous waste found on campus. There is a clear and desperate need for educational and literacy programs. This project will create after school and summer programs for these struggling students. Recruitment and selection of school aged participants for this project will be done with the help of local schools. Individual students who might especially benefit will be given priority.

## 2. PROJECT DESIGN

This project will revive and expand a previous program. The main goal and purpose of the outreach programs will be to bring improved library and computer literacy services and technology to remote areas of Agat and Merizo servicing public school students, senior citizens, and to develop an increasing patron base. This should foster future growth of outreach and collaborative efforts. Successfully establishing a computer literacy project which gives local elderly and youth increased computer abilities and access to technology and the Internet will raise the profile of the local library branches in the community and GPLS island-wide.

### GOALS, OBJECTIVES, AND ACTION STEPS.

***Goal I: Creation of a Computer Literacy Outreach Program for the elderly and students.***

***Objective A:*** Provide computer and Internet instruction for the elderly and students in the GPLS Merizo and Agat branch libraries. Its purpose is to provide seniors with in-house computer instruction that will familiarize them with the basic functions of the Library Catalog, Internet, and general computer use. Classes for students will focus on providing skills helpful for class work including the use of the Internet, EBSCO databases made available by Pacific Resource for Education and Learning (PREL), other information sources and computer applications. Classes for different ages or skill levels may be created. A computer classroom and teaching areas will be established at each branch for this purpose.

#### **Action Steps And Activities To Implement The Project: Goal 1, Objective A.**

- 1. Purchase computers, projector, and other equipment.** The library's first step in implementing the service will be purchasing and configuring the appropriate equipment. The project will require computers with the necessary capabilities, a projector for lectures and support equipment.
- 2. Hire and train of an instructor to provide instruction to the youth and elderly.** The library will select an instructor who possesses communication skills including fluency in Chamorro, the local language, and who is knowledgeable of the library services, the Internet, and computer operations. The instructor will be given training in the objectives of the project and in developing lesson plans for the use of computers and the various software involved.
- 3. Install computers, software, connect to Internet and test equipment at branch libraries.**

GPLS has the assistance of the local government's Department of Administration, Data Processing Division which can provide technical support on request. They will help GPLS-staff and the IMLS Instructor setup computers in an appropriate layout for an effective computer classroom. They will also help test and install

all applications, including software for the Internet, and will lead their expertise in maintenance and technical support. Additional wireless switches will be installed to bolster the Wi-Fi signal at each location. The projector will also be tested to see how it can best be used to help the visually impaired and allow for demonstration of computer and software use during instructional sessions.

4. **Develop class materials and outline.** The instructor will work with GPLS staff, volunteers who had worked on the earlier IMLS program, and local teachers to help to develop a class curriculum and effective teaching techniques. Different classes will be created for seniors and for various ages or levels of students.
5. **Publicize the availability of the program** through the local media and at the local schools, government agencies and youth centers. The local newspapers will be notified in order to help publicize the classes. Local schools can help recommend students to participate.
6. **Coordinate and teach classes at the Agat and Merizo branch libraries.** On a regular schedule, the instructor will teach computer literacy classes. While teaching classes for seniors, the instructor will express ideas and concepts in both English and the native language when necessary. Different classes will be taught for youth and the elderly tailored for the different audiences. Classes for the elderly will introduce computers and the Internet. Classes for youth will teach more advanced skills to help improve student use of technology and improve learning outcomes.

***Goal I: Creation of a Computer Literacy Outreach Program for the elderly and students.***

***Objective B: document, evaluate and assess the Computer Literacy Program***

During the program, a digital record will be taken and information posted on the GPLS website. 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) **Document the program with digital photos and in the local media**
- 2) **Add information about the program to the library website**
- 3) **Distribute information about classes and class outlines to teachers, volunteers**
- 4) **Record the number of registered students at the branch libraries**
- 5) **Record the number of classes conducted and content of classes**
- 6) **Surveys and questionnaires to participants to evaluate classes**
- 7) **Surveys and questionnaires to school teachers to provide input on effects of the classes on students.**

**The Project And Guam's Long Range Goals**

GPLS's long range goals as well as its IMLS Five Year plan called for more library automation and the creation of projects to serve literacy and underserved patron groups through outreach to educational and cultural agencies to increase the capacities of each. This project will create stronger partnerships with local community groups and schools, and will work to help supplement local school curriculum and activities. The community depends on GPLS to initiate new services and educational opportunities. 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, public access to local and federal government documents, services for the blind and handicapped and outreach to correctional centers and other agencies. IMLS funded programs are often the first experience of library-oriented service for underserved groups and will continue to raise the profile of the library in the overall community and familiarize more segments of the population with the services available. This should also lead to increased use of the library through a greater sense of community as children, students, parents and the elderly see how outreach services can positively impact family and neighbors.

**Appropriate Application And Maintenance Of Technology.**

The existing technologies at these two libraries include hardware, software and personnel. All can easily be applied to this program. Each library has functioning public access computers with Internet access and staff that oversee patron usage. The GPLS has years of experience working with equipment and software as well as teaching computers and Internet classes. The library has Internet and application software that will be used for this project. GPLS is capable of maintaining and upgrading all the library and grant equipment and software. GPLS has an especially strong relationship with Guam's Department of Administration, Data Processing Division which will provide technical support on request. The director of this unit was the former Chair of the Guam Library Board and helped to establish the first version of this program to teach computer literacy to the elderly. He laid the foundation of a successful program and developed the technical arrangement of computers and equipment. Other existing outside resources will be utilized. EBSCO periodical databases have been available on Guam from the PREL.ORG website. Students will be taught how to search EBSCO journal articles for educational purposes.

**Maintenance Of The Project And Its Continuation.**

The project will be continued and maintained by current GPLS staff, Guam government agencies, volunteers and with support from local and IMLS Five Year funding. The Computer literacy project should be of sufficient scope to serve the local communities in Agat and Merizo with special emphasis on school children and the elderly. These are large segments of the overall population on Guam that have been isolated and unable to make use of the library. There is an enthusiastic audience of elderly who have not yet had the chance to participate in the project. Classes will introduce these new patrons to computers, the Internet and the library's computer-based services and encourage them to visit and make continued use of the branch library. Likewise the new classes should draw more after-school children to the library for general library services. The project will continue into the future as part of ongoing outreach services and interactions with senior citizen, students and other community groups. The program will also be used as a model for other technology based outreach programs and as a model for implementing programs that cater to the specific needs of the native elderly, students or other special groups. GPLS has been developing plans for a web-based version of its library catalog that will provide future remote services to the entire service community. It is important to initiate services which can help show the public how to use it.

**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 Acting Territorial Librarian, the IMLS Program Director, the Administrative Assistant and 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 have experience working on the computer literacy program for the elderly and teaching computer classes. The selection and purchasing of the appropriate equipment for the program will be done in conjunction with Guam's Department of Administration, Data Processing Division. Together GPLS and Data Processing have extensive experience with purchasing, upgrading and troubleshooting several computer systems that have been used by GPLS. The program will follow the successful management procedure which made the earlier project a success.

**Personnel Experience, Expertise And Time Commitments**

The Teresita Kennimer, the Acting Territorial Librarian has 30 years of experience at GPLS and has successfully participated in several library grants over the years. All grants involved the management of a budget to purchase materials or computers, software and equipment. She has worked closely with the former Territorial Librarian and personnel who developed the project in 2002. She is joined by many other GPLS staff who also have experience with this project. All Guam Public Library staff are full-time employees and

will incorporate grant responsibilities into their daily work schedules. Time commitments will be increased during important periods when grant activities are scheduled and when statistics and reports are due. The IMLS funded instructor will work all hours towards the completion of this project.

#### **Reporting Relationships And Oversight Responsibilities**

Under Guam Public Law, the Acting Territorial Librarian and Director of GPLS, reports directly to the Governor of Guam and the Guam Library Board. She will directly oversee the project and all employees will report to her. GPLS staff members working in the main Hagatna Branch report to her. Two Library Technicians are responsible for staff in each branch during open hours. The newly hired Computer Literacy Instructor will work hours in GPLS locations and hold classes on a fixed schedule at both the Agat and Merizo Branches. The duties and responsibilities for this project will be incorporated into the daily work schedules of all needed employees. Reports and narratives necessary for this grant will be done by the Acting Territorial Librarian and the IMLS Program Director. Financial reports will be done by the Administrative Assistant working with the Guam Finance Office.

These members of the GPLS staff will participate in grant activities. Resumes are attached as needed.

#### **Staff in the Hagatna Main Library:**

**Teresita Kennimer, Acting Territorial Librarian** will be serving as the grant director for all proposed projects. Teresita has 30 years of experience working at the Guam Public Library and has been involved with IMLS grants, including the Five Year Plan and the earlier version of this computer literacy project.

**Sandra Stanely, IMLS Program Director** has been working for over four years at GPLS and has been overseeing the completion of Guam's IMLS Five Year projects. She will help implement this project and assure its relevance to long range IMLS goals.

**Jackie Florig, Administrative Assistant** will oversee budgeting and financial reporting for this project and work with Guam's Finance and Personnel Offices to complete reports.

#### **Staff in the Merizo Branch:**

**Florenec Sanchez, Library Technician II** serves as the head of the Merizo Branch. She will coordinate activities with the IMLS Instructor and serve as administrative supervisor for all employees working in the branch.

#### **Staff in the Agat Branch:**

**Francine Uncangco, Library Technician I** serves as the head of the Agat Branch. She will coordinate activities with the IMLS Instructor and serve as administrative supervisor for all employees working in the branch.

#### **New Position Paid From Grant Funds**

**Part-time Library Outreach Assistant for the Computer Literacy Program.** A part-time outreach assistant will be hired under the grant to teach computer and Internet classes to students and the elderly. The position requires experience with computers and knowledge of windows-based applications and the Internet. Applicants must have teaching and/or computer experience, strong computer and communication skills, and must speak both English and Chamorro. Preference will be given for candidates with library experience and/or those with or pursuing degrees in teaching and computers. Applicants must drive and have a current Guam license. A sample job announcement for this position is included with the Attachments.

#### 4. EVALUATION

##### **Baseline And Final Data To Measure Achievement**

The Computer Learning Program focusing on school age children will be a new program that has never been implemented before. As such, the first year of the program will be used to establish baseline data. The senior's computer literacy project established a successful plan in 2002. The evaluation process for each of these programs will follow that successful model. Baseline data will primarily consist of tracking the number of participants and measuring their initial knowledge with pre-testing. Final data will be a compilation of statistics and post-test to measure retention level relative to understanding and applying the information they are taught. In addition, assessment of school students' achievement may include feedback from teachers on the evidence of improvement in student ability.

##### **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 seniors:** Successful communication between teacher and student on what the computer is, how to apply the mouse to interface, and understanding the Internet, email and application software.  
**For students:** Successful communication between teacher and student on how computers are used for schoolwork and accessing information, how to use the Internet, EBSCO databases and other resources to find information for homework, school projects, and personal knowledge and use of computer applications to enhance school performance. Classes for different ages or skill levels may be created
- 2.) Determination of the computer needs of the seniors and school-aged students and develop the most effective ways to teach them.
- 3.) Input from school teachers and library staff and volunteers who worked on earlier senior computer literacy project to develop comprehensive evaluation plan, criteria, and measure results.
- 4.) Distribution of tests to measure participant knowledge before/after classes and questionnaires to teachers who work with students before/after instruction.

##### **Measurement Of The Impact Of New Or Improved Services For The Community.**

Community satisfaction will be determined through surveys and questionnaires that will be given to participants after the first series of classes is complete. The surveys will collect information to determine the appreciation and retention of the information taught. Project staff will also get feedback from the senior center staff, school teachers, and community center staff to solicit their opinions on the program's success. Together the staff and participants surveys will provide a measure of the satisfaction of the both participant and community. The progress of the project will also be shared with other community groups to determine if they have interest in participating in similar outreach projects in the future.

**OUTLINE OF OUT-COME BASED EVALUATION: THE COMPUTER LITERACY PROJECT**

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.

**Program Name:** Computer Learning Program

Who are the Program Influencers?	What do they want to know?
GPLS Staff	Is there a need? Are we meeting that need? Can it be duplicated by other agencies? Will it increase library use or strengthen the library profile in the community?
IMLS Instructor	Is the program teaching effectively? Is the class contact 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	Can it be duplicated?
Seniors and the Senior Center	Can this improve the livelihood and activities of the group?
Teachers and students	Is it improving student performance and retention? Can we partner with the library to enhance educational opportunities for students?

**What is the purpose of the Computer Learning program?**

The purpose of the program is to provide senior citizens and school aged children with the necessary skills to use computers for personal and educational purposes. Also to introduce participants to viable source of information and service which they can access at their local public library.

**For whom:** The senior citizens and school children of the Merizo and Agat communities.

**For what outcome and benefit?**

- Increase computer knowledge and skills
- Build on existing skill sets
- Increase use of the library by participants and their families
- Raise awareness of the availability of the program and importance of the local library branches

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 branches & staff	Develop Curriculum Computer classroom	Allow access to the program on set weekly schedule at each location	Number of classes per month
IMLS Instructor, GPLS Staff and volunteers	Teach/Promote Program	Create and teach classes for senior and student use of computers	Number of participants per class
Computers, Equipment	Install, maintain	Public use and instructional use	Increase public student access

**Plan For Documenting Results - Both Expected And Unexpected**

The Guam Public Library System will post an events and calendar page on its website with feedback forms that will be archived online so they can also be printed from the site. The feedback forms will allow for requests on how the program would benefit from change or what improvement may be added to the program. The website will also document the activities with participants' comments and photos of the classes and students to generate interest.

## 5. REGIONAL IMPACT

### **Evidence Of The Adaptability To Other Pacific Or Island Environments**

The computer literacy program will serve as a model for outreach services and cooperative programs on Guam and be expanded to other GPLS branch libraries. This project will develop a local network of cooperation within the communities of Merizo and Agat involving the branch libraries, the local schools and senior centers. School libraries, community centers, youth centers, and senior centers in other areas can create similar programs based on this project. The model can also be applied to ESL, reading, and general literacy and educational programs that can be held at public libraries, educational institutions or other government agencies. The success of this program can allow GPLS to create similar programs and work with other organizations and such as the Ayuda Network, a children's services organization, Adult and Juvenile Detention Centers, the park district, and local community centers in villages without library branches. Computer literacy programs can easily be employed at any institution that has an underserved population. If this project successfully improves student performance it can be replicated at public school libraries or computer centers. It can also extend educational opportunities into the after school hours, on weekends, and during school breaks. This is also a model which can be applied to public libraries throughout the pacific region. Cooperative programming involving libraries and educational agencies is an easy and cost effective way to maximize available resources in the Micronesian Islands where many people live in remote villages outside the service area of the main library. Future library services will be affected by high fuel costs and libraries will be forced to provide services in remote areas where underserved populations cannot travel.

### **Dissemination Of Project Results, Locally And Regionally**

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 providing a record which can be accessed globally. The local media will be enlisted to help create public awareness of the project's opportunities and activities. Press releases will be issued to develop initial awareness of the program, to apprise of its development and to announce the completion of the project. Participants completing the program will be given certificates and press will be invited to attend. The value of the project to the Guam library community can be shared at meetings of the Guam Library Association and with interested staff from the University of Guam Library and Guam Public School System libraries. The project will be ideal for presentations to regional libraries, at conferences including The Pacific Islands Association of Libraries and Archives (PIALA) and The International Federation of Library Associations and Institutions (IFLA), and at special workshops like PREL's Pacific Library Training Institute (PLTI).



**SCHEDULE OF COMPLETION FOR THE COMPUTER LITERACY PROJECT**

**Goal 1: Creation of a Computer Literacy Outreach Program for the elderly and students.**

**Objective B:** Document, evaluate and assess the program. During the project, a digital record will be taken and information posted on the GPLS website. The following will be collected and used as statistics and performance indicators for the evaluation.

Activities	2008												2009												Cost
	Jn	Jl	Au	Se	Oc	No	De	Ja	Fe	Mr	Ap	My	Jn	Jl	Au	Se									
1. Document the program with digital photos			▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶		
2. Document the program on the library website	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	
3. Distribute information about classes and class outlines to teachers, volunteers	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	
4. Record the number of students at the libraries					▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	
5. Record the number of classes conducted and class content taught					▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	
6. Give students evaluation forms to rate classes					▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	
7. Give public school teachers evaluation forms to rate class impact on students					▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	
<b>TOTAL FOR OBJECTIVE B</b>	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	0.00
<b>TOTAL ALL OBJECTIVES</b>	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	\$28,800.00
<b>Administrative Costs</b>																									\$1,152.00
<b>TOTAL ALL COSTS</b>	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	<b>\$29,952.00</b>

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 Guam Public Library System

Direct Costs	IMLS	Match (**)	Total	
Salaries and Wages	\$ <u>9,600.00</u>	_____	\$ <u>9,600.00</u>	(# of people <u>1</u> )
Fringe Benefits	_____	_____	_____	(% of salary <u>N/A</u> )
Consultant Fees	_____	_____	_____	(rate <u>N/A</u> )
Travel (# of trips <u>N/A</u> )	_____	_____	_____	(# of people <u>N/A</u> )
Supplies & Materials	\$ <u>2,600.00</u>	_____	\$ <u>2,600.00</u>	
Equipment	\$ <u>16,600.00</u>	_____	_____	
Services	_____	_____	_____	
Other	_____	_____	_____	
<b>Total Direct Costs</b>	\$ <u>28,800.00</u>	\$ _____	\$ <u>28,800.00</u>	
<b>Administration/ Indirect Costs (4 %*)</b>	\$ <u>1,152.00</u>	\$ _____	\$ <u>1,152.00</u>	
<b>Total Costs</b>	\$ <u>29,952.00</u>	\$ _____	\$ <u>29,952.00</u>	
<b>Amount of Cash Match (**)</b>		\$ _____		
<b>Value of In-Kind Contributions (**)</b>		\$ _____		
<b>TOTAL Cash Match + In-kind**</b>		\$ _____		
<b>TOTAL AMOUNT REQUESTED FROM IMLS</b>			\$ <u>29,952.00</u>	
<b>TOTAL AMOUNT FOR PROJECT</b>			\$ <u>29,952.00</u>	

\* 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).

Name of Applicant: Guam Public Library System Budget Narrative**Direct Costs**

**Salaries and Wages** will be used for a part-time *Library Outreach Assistant* contracted at \$12.00 hour x 4 hours day x 4 days a week for 50 weeks for a total salary cost of **\$9,600.00**.

**IMLS total for Salary and Wages comes to: \$9,600.00**

**Fringe Benefits** for Guam employees are **NOT** assigned for Part-time workers.

**Consultant Fees & Travel** will be paid from the GPLS budget for the use of library vehicles and gas.

**Supplies** are needed for class materials, and promotion totaling. These include notebooks, binders, pens, class guides totaling **\$1,300.00**. Computer supplies will also be needed and provide storage, backup, and needed accessories. These include items such as printer ink, paper, blank media (CDs, DVDs, thumb drives) and total **\$1,300.00**.

**IMLS total for Supplies comes to: \$2,600.00**

**Equipment** costs including shipping for the project are listed as follows:

12 Desktop Computers at 1,000.00 *ea	Total all computers: <b><u>\$12,000.00</u></b>
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4 Computer Tables at \$600.00 *ea	Total all tables: <b><u>\$2,400.00</u></b>
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1 Projector at \$1,100.00 *ea and extra bulb at \$300.00 ea	Total for projector: <b><u>\$1,400.00</u></b>
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4 Wireless Switches at \$100.00 ea	Total for the switches: <b><u>\$400.00</u></b>
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1 Digital Camera at \$400.00 ea	Total for the camera: <b><u>\$400.00</u></b>
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**IMLS Total for all equipment: \$16,600.00**

**Services** required are for maintenance of the outreach vehicles, including periodic tune-ups or repairs, if needed, will be paid by GPLS.

**Administration** costs are required at the allowable 4% for GovGuam federal projects.

**Total Administrative Indirect costs: \$1,152.00**

**Other** costs are for fuel which will be paid by the GPLS local a budget.

**Total Direct Costs: \$28,800.00**

**Indirect Costs (4%): \$1,152.00**

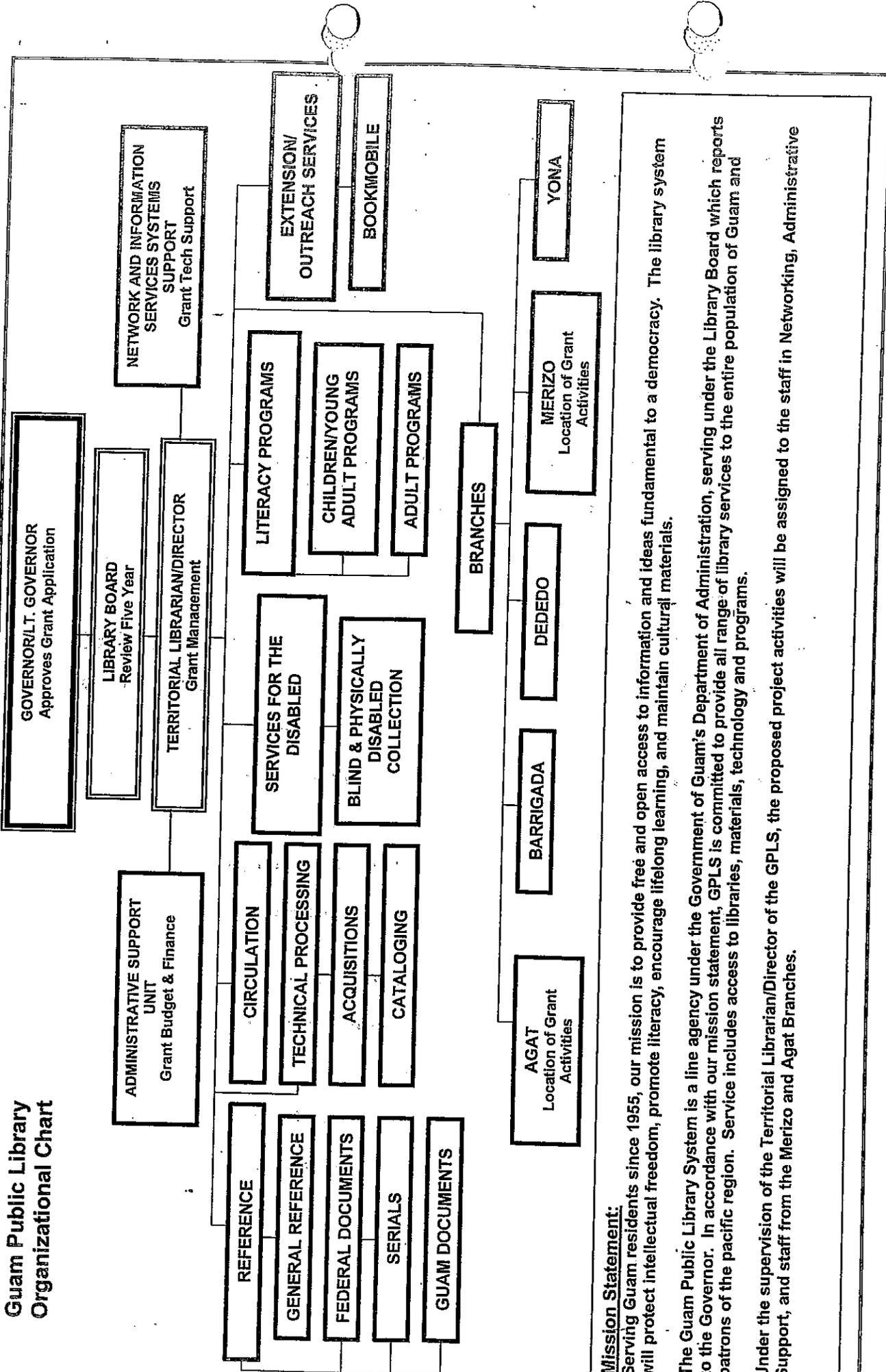
**Total All Costs: \$29,952.00**

**TOTAL AMOUNT REQUESTED FROM IMLS \$29,952.00**

**TOTAL AMOUNT FOR PROJECT \$ 29,952.00**

\*Quotations for individual items estimated to cost more than \$500.00 each have been include on the following pages. Vendors were selected because it is known that the deliver to Guam.

# Guam Public Library Organizational Chart



**Mission Statement:**

Serving Guam residents since 1955, our mission is to provide free and open access to information and ideas fundamental to a democracy. The library system will protect intellectual freedom, promote literacy, encourage lifelong learning, and maintain cultural materials.

The Guam Public Library System is a line agency under the Government of Guam's Department of Administration, serving under the Library Board which reports to the Governor. In accordance with our mission statement, GPLS is committed to provide all range of library services to the entire population of Guam and patrons of the Pacific region. Service includes access to libraries, materials, technology and programs.

Under the supervision of the Territorial Librarian/Director of the GPLS, the proposed project activities will be assigned to the staff in Networking, Administrative Support, and staff from the Merizo and Agat Branches.

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

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**Experience:**

**October 2007- Present; April 2006-March 2007; July 2003-June 2004**  
**Acting Territorial Librarian/Acting Director, Guam Public Library System**  
254 Martyr Street, Hagatna, Guam 96910, 475-4753/54

Chief administrator of the library system with oversight responsibility for operating and maintaining libraries and staff; plan and manage for future growth and technology needs.

**Job responsibilities:**

- Direct all aspects of the library and maintained effective communication networks with the Library Board, staff, public and government and community agencies;
- Recommend, administer, and interpret Library Board policies and serve as the advisor to the Board; Planned, implement, monitor, review, and revise library system policies and procedures to meet library goals and objectives;
- Develop the public library materials collection and special collections for the special needs of the island community; Maintain oversight of all library automation projects and develop and implement future library technology applications at GPLS;
- Attend workshops and conferences increasing professional knowledge; Advocate for the library in the community and create awareness of the services and issues among the people of Guam, to include new programs and services for the youth (Summer Reading and Saturday Reading Programs), the elderly (Information Highway), and other under-served populations; and proactively work in community outreach programs with an emphasis on the many ethnic and cultural groups residing on Guam.

**November 22, 2004-Present Library Technician Supervisor, GPLS**  
*(currently Acting Territorial Librarian/Director)*

**Job responsibilities:**

- Supervise and coordinate the operational activities of public branch libraries involving such functions as the mechanical preparation of library material; the physical upkeep of library material; care of shelves, files and equipment; circulation work; limited 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, on performance evaluation, merit increase and training of staff.
- Compile, verify, and produce statistical reports; Evaluate unit's 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.
- Assist with developing and implementing library programs, monitoring an automated circulation system; Participate in collection development and maintenance, including weeding and inventory and other related duties as assigned by the Library Director.

## February 1986-November 2004 Library Technician II, GPLS

### Job responsibilities:

- Applied technical skills and knowledge to specialized functions in a variety of library operations and in supervising staff; Provided 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;
- Provide ready Reference assistance and resources in the sections in the library, Desk Service (General Reference, Guam Room 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, Diploma, George Washington 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
- Various Training Certificates (attached)

### 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.

# SANDRA M. STANLEY

## OBJECTIVE

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My objective is to advance into a higher degree of responsibility

## EXPERIENCE

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Guam Public Library System (GPLS)

*Administrative Officer (November 8, 2004 to Present)*

- Budget and Fiscal Account Control
- Administrative Operation and Coordination.
- Reports, Policies and Procedures
- Equipment and Material
- Training Officer
- Project Director
- Safety Officer -
- Coordinator for the Drug Free Workplace

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## EDUCATION

Fall 1980	Guam Community College Personnel Supervision (earned 3 credit hours) Business Math (earned 3 credit hours)	Guam
Spring 1981	Guam Community College Filing Systems (earned 3 credit hours)	Guam
Summer 1981	Calculating Machines (earned 3 credit hours)	
Fall 1981	Guam Community College Interpersonal Relationship (earned 3 credit hours)	Guam

Spring 1982	Guam Community College	Guam
Introduction to Business (earned 3 credit hours)		
Fall 1982	Guam Community College	Guam
Machine Transcription (earned 3 credit hours)		
Intermediate typewriting (earned 3 credit hours)		
1967-1970	George Washington Sr. High School	Guam
Graduated from GWSH		
1964-1967	George Washington Jr. High School	Guam
Promotional Ceremony in 1967		
1959-1964	Agana Heights Elementary School	Guam

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Jacqueline T. Florig  
Administrative Assistant  
Guam Public Library System

Name: Florig, Jacqueline T.  
Work: Guam Public Library System  
Address: 254 Martyr Street  
Hagatna, Guam 96910-5141  
Telephone: (671) 475-4753/54  
Fax: (671) 477-9777  
Email: [jackie.florig@gpls.guam.gov](mailto:jackie.florig@gpls.guam.gov)

Administrative/Financial

- Assists in the preparation of the fiscal year program budget under federal and local programs.
- Collects and analyzes statistical data, prepares program studies and performs research.
- Monitors the allocated budget appropriation.
- Processes invoices for payments; journal vouchers; direct payments and other financial matters received by the department.
- Prepares and maintain effective and accountable control of local appropriation and federal grants accounts.
- Assist in the preparation of budget allotment schedule, establishment of account; utility service authorization and modification of accounts.

Federal Grant Application

- Participates and coordinates federal grant application and prepares grant application for submission to state clearing house and to the federal government.
- Researches federal registers, pamphlets, manuals, reports, regional conferences, congressional bills, hearings relating to grants and aids applicable to libraries.
- Participates, studies and assists in the planning, development, implementation, and coordination of Federal Grants and Aids or local programs and projects applicable to Guam libraries.

Reports, Policies and Procedures

- Prepare monthly revenue collection current budget year and prepare specific account reports as needed for effective management review.
- Assist in the preparation of staffing pattern independently to reflect current changes in insurance rate and employees' status and update as necessary.
- Prepare correspondence for management and presents oral and written communication of various operational and administrative related issues, in coordination with the Territorial Librarian/Director on meetings and negotiations with the least amount of supervision and instruction.

*Florence C. Sanchez  
P.O. Box 6192  
Tamuning, Guam 96931  
Telephone: 646-6361 (h)  
632-5506 / 475-4751 (w)*

**OBJECTIVE:** \_

**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 the 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 all 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.*
- *Coordinate and instruct basic computer classes for Senior Citizens in the branch library.*

**EMPLOYMENT HISTORY: (cont'd)**

**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*

**REFERENCES:** *Available upon request.*





