



GUAM PUBLIC LIBRARY SYSTEM
Sisteman Laibirihan Pubbleko Guåhan
Government of Guam



Sandra

May 11, 2011

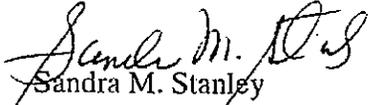
Ms. Jane Barnwell
Pacific Resources for Education and Learning
900 Fort Street Mall
Suite 1300
Honolulu, Hawaii 96813

**Re: Institute of Museum and Library Services, Library Services and Technology
Act Competitive Grants for the Pacific Territories, Freely Associated States,
and Virgin Islands, 2011 Application by the Guam Public Library System**

Dear Ms. Barnwell:

Hafa Adai! (meaning "hello" from Guam) The Guam Public Library System is pleased to submit its application packet for the above grant for 2011. 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,


Sandra M. Stanley
Acting Territorial Librarian/Director

/bmg

Enclosures: Grant Application Packet

Scanned

**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	▶ <u>✓</u>
ABSTRACT	▶ <u>✓</u>
NARRATIVE	▶ <u>✓</u>
SCHEDULE OF COMPLETION	▶ <u>✓</u>
BUDGET	
Budget Narrative	▶ <u>✓</u>
Budget Form	▶ <u>✓</u>
PARTNERSHIP AGREEMENT (if applicable)	▶ <u>N/A</u>
<u>APPLICANT AND PARTNER(S) ORGANIZATIONAL PROFILES</u>	▶ <u>✓</u>
ATTACHMENTS	▶ <u>✓</u>
Resumes	▶ <u>✓</u> (8)
Other	▶ <u>✓</u> Org. Chart, GPLS List of Docs Scanned, Quotes
PROGRAM ASSURANCES FY 2011	▶ <u>N/A</u> (previously signed 2/11/11-copy attached)

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

FACE SHEET

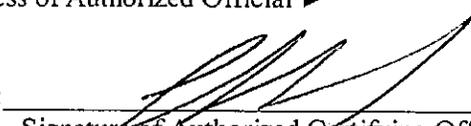
1. Name of person responsible for grant project ▶ Mrs. Sandra M. Stanley
▶ (Alternate during absence: June M. Aflague, Administrative Assistant)
2. E-mail address ▶ sandra.stanley@gpls.guam.gov
▶ (June Aflague's email: june.aflague@gpls.guam.gov)
3. Business Phone ▶ (671) 475-4753 or (671) 475-4754 (June Aflague's #: 671-475-4755)
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 2011 to September 30, 2012
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. **None**

Name of Agency	Note if Contributed or Pending	Amount
----------------	--------------------------------	--------

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 M. Calvo, Governor of Guam**

16. E-mail address of Authorized Official ▶

17. Certification:  5/13/2011
Signature of Authorized Certifying Official Date

ABSTRACT

The Guam Public Library System (GPLS) 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 the time, the plan did not include the conversion of any audio tapes. GPLS were given original reel-to-reel tapes of the legislative sessions of the 4th through the 13th Guam Legislature dating from 1957 through 1974 and cassette tapes of the 13th to the 16th 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. The proposed project is to convert the 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. Vendor will first check the integrity of approximately 100 cassette tapes. However, should these cassette tapes continually break because of its "fragile state", then vendor 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 initial objective would be to make an assessment of these aging tapes and documents and procure what is needed to implement 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, with its branch libraries located in several villages ("village" - *small island communities-municipalities*) around the island. 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 the Main Library and is centrally located in Hagåtña, the capitol of Guam. The Agat branch is located in the southern part of the island and Dededo in the northern part, both near a military installation; Barrigada centrally located; Yona centrally located; and Merizo located in one of the southernmost part of Guam. Several schools, low-income housing and daycares are also located near several of these branches. The main library 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. All GPLS branch libraries are similar in design, holdings and operation and staffed by two library technicians. The Main Library has a collection of approximately 200,000 books and non-book items, and has approximately 54,985 library cardholders. 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. 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.

The Guam Public Library System (GPLS) has 29 full-time staff members, 16 of its employees are Library Technicians who are rotated among the main library, the 5 branch libraries and the library Bookmobile. Support staff currently fills the role as Acting Director and Acting Territorial Librarian through appointment by the Governor. GPLS has an Acting Director that is also the Guam Territorial Librarian. 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 main 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." Part 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 main 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 agree 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 unto 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: Creation of a program for the digitalization of the Guam Legislature's aging and historical data and preservation thereof.
Objective A: *Provide a program and develop a plan to convert and 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) main 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 first step in implementing the program will be procuring the necessary services to convert these historical audio recordings, namely the cassette

tapes into compact discs. The Guam Public Library System (GPLS) Administrative Support Unit (ASU) staff 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: Creation of a program for 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) Make an inventory of the cassette tapes to be converted and prepare for conversion.
- 2) Once vendor has conversion equipment in place, vendor will test the first one hundred (100) cassette tapes for its audio integrity. If successfully tested, vendor will continue conversion into Alchemy System.
- 3) 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, 13th Guam Legislature; Legislative Session, 1st day, Bill Number", the same should be done when converted to compact discs.
- 4) Scanning of the Guam "special" collection will proceed if integrity of the cassette tapes are too fragile to be converted. Prepare an inventory log of the Guam Legislature documents to be scanned beginning with the 1st Guam Legislature and prepare file for scanning.
- 5) 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".
- 6) 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.
- 7) 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 Grant Manager 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.

- 8) 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.
- 9) 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.
- 10) 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.
- 11) 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 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, 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. These 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 Acting Territorial Librarian/Director, IMLS Program Director, 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 Program Manager. 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 Acting Director. 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: **Mrs. Sandra M. Stanley, the Acting Territorial Librarian/Director (also Administrative Officer and Grant Manager)** 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 Manager 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. Linda Aguon, Library**

Technician II, has extensive knowledge of library services and years of experience in the Reference section at GPLS. Also successfully completed a workshop at the University of Guam regarding "Protecting Library & Archive Collections: Disaster Preparedness, Response & Recovery." She will continue to work in the Reference section at the library during the initial implementation of this project. She was also trained in using the GPLS Alchemy System along with **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 initially implementing 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 **Mrs. June M. Aflague, Administrative Assistant; Mrs. Bertha M. Guerrero, Secretary I (Typist); and Ms. Rowena Morales, Clerk Typist III**, who will work closely with the GPLS Acting Director and Grant Director to assist with the project's activities, budgeting and financial reporting, including processing the necessary paperwork for the procurement of items for the 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 Acting Territorial Librarian/Director along with the support of its 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 all GPLS facilities 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 Acting Director, Library Technician Supervisor, and the Library Technicians in Reference. Depending on the progress of the project and the available 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 is 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 all GPLS library facilities. 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 all the Guam Public Library System library facilities. 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 conversion 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 Director 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.

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 libraries, maybe agencies with the same need? Will it increase the use or strengthen the library profile in the community?
GPLS Territorial Librarian/Director, and the GPLS IMLS Program 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 create and to 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" collection.

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 these historical information.
- Additional procedure to add to the current polices 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 main 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.
GPLS Territorial Librarian/Director, GPLS IMLS Program 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.
GPLS Territorial Librarian/Director, GPLS IMLS Program 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 main library in Hagåtña, Guam. Online questionnaire (survey) will be made available by GPLS and suggestion box will be made available throughout all the GPLS facilities. 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 Guam 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>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.</p>									<p>TOTAL FOR OBJECTIVE A</p>	<p>13</p>	<p>\$28,800.00</p>
---	--	--	--	--	--	--	--	--	-------------------------------------	-----------	--------------------

Activities start and ongoing = [] Activities stops = []

<p>7) 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 Grant Manager 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.</p>	<p>15</p>
<p>8) 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>9) 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>10) 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>11) 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>TOTAL FOR OBJECTIVE B</p>	<p>\$0.00</p>
<p>TOTAL ALL OBJECTIVES</p>	<p>\$28,800.00</p>
<p>Administrative Costs</p>	<p>\$1,200.00</p>
<p>TOTAL ALL COSTS</p>	<p>\$30,000.00</p>

Activities start and ongoing =

Activities stops =

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>		
Direct Costs	IMLS	Match (**)	Total
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 1) (Travel for 2 people)	<u>\$5,735.00</u>	<u> </u>	<u>\$5,735.00</u>
Supplies & Materials	<u>\$ 300.00</u>	<u> </u>	<u>\$ 300.00</u>
Equipment	<u>\$ 0.00</u>	<u> </u>	<u>\$ 0.00</u>
Services	<u>\$28,271.00</u>	<u> </u>	<u>\$28,271.00</u>
Other	<u>\$0.00</u>	<u> </u>	<u>\$0.00</u>
Total Direct Costs	<u>\$34,306.00</u>	<u> </u>	<u>\$34,306.00</u>
Administration/ Indirect Costs (4%*)	<u>\$1,429.00</u>	<u> </u>	<u>\$ 1,429.00</u>
Total Costs	<u>\$35,735.00</u>	<u> </u>	<u>\$35,735.00</u>
Amount of Cash Match (**)	<u>\$0.00</u>	<u> </u>	
Value of In-Kind Contributions (**)	<u>\$0.00</u>	<u> </u>	
TOTAL Cash Match + In-kind (**)	<u>\$0.00</u>	<u> </u>	
TOTAL AMOUNT REQUESTED FROM IMLS			<u>\$35,735.00</u>
TOTAL AMOUNT FOR PROJECT			<u>\$35,735.00</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).

BUDGET NARRATIVE

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 or scanning of approximately half of the original legislative documents 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) GPLS Acting Director 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) GPLS Acting Director 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.

Travel for 2 people in 2012 Honolulu Travel: \$5,735.00

Supplies. Rewritable Compact Discs for copying of data digitized will be required to convert from the Alchemy System totaling approximately \$300.00, with the budget allowed by this grant.

IMLS total for Supplies comes to: \$ 300.00

Equipment. None

\$ 0.00

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: \$28,271.00

Administration costs.

Total for Administrative Indirect costs: \$ 1,429.00

Other costs

Total for Other costs: \$ 0.00

Total Direct Costs: \$34,306.00

Total Indirect Costs: \$ 1,429.00

Total All Costs: \$35,735.00

TOTAL AMOUNT REQUESTED FROM IMLS \$35,735.00

TOTAL AMOUNT FOR PROJECT \$35,735.00

SANDRA M. STANLEY

OBJECTIVE

My objective is to advance into a higher degree of responsibility

EXPERIENCE

GUAM PUBLIC LIBRARY SYSTEM (GPLS)

Administrative Officer (November 8, 2004 to Present)

- Acting Territorial Librarian/Director
- 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

EDUCATION

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

EDUCATION

(Continued)

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

RESUME
SANDRA M. STANLEY
PAGE 2 OF 2

E-MAIL: STANLEY@ITE.NET

171 DOLORES STREET • DEDEDO, GUAM 92929 • PHONE (671) 475-4765

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
=====

Experience:

November 22, 2004-Present *Library Technician Supervisor, Guam Public Library System*

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.
- 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.

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; 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
- WESTPAS, Protecting Library & Archive Collections: Disaster Preparedness, Response & Recovery, UOG, Certificate: May 2008
- Various Training Certificates (*Available upon request*)

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.

June M Aflague

125 Pugua Lane

Sinajana, Guam 96910

Phone: 472-6110 (H) Fax: 477-9777

email: juneaflogue@gmail.com

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.

Administrative Assistant – Guam Public Library – Administrative Unit

- Maintain the department's vendor files, administrative files and budget files.
- Prepare and maintain all purchase order and requisitions for the department and other administrative transactions.
- Assists in preparing direct payment requests, requisitions, journal voucher, adjustment of encumbrance, utility service authorization for the department and other budget amendments.
- Assist the Administrative Officer in the preparation of the departmental budget for submission to BBMR.
- Prepares the monthly maintenance schedule for the custodial staff.
- Maintains the department's budget ledgers and monitor funds which are allocated to various budgetary accounts.
- Receives daily revenue collection monies and prepares the Revenue Collection Report.
- Assist in any matters pertaining to federal grant accounts.
- Timekeeper for the department. Key into the AS400 all pertinent information on all payroll transactions.
- Prepare data and statistics and researches 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.
- Records all incoming and outgoing mail for the department.
- Answers phones and refers them to appropriate personnel.

RESUME

Bertha Guerrero

Email: bertha.guerrero@gpls.guam.gov

Telephone: (671)475-4753/54

Skills: General/basic office procedures consisting of composing letters, dictation/transcribe minutes of board meetings; answer telephone calls and customer/client inquiries, receive documents, faxing, filing, scheduling of appointments, receiving mail, order supplies, etc. **Legal Secretary:** drafting, typing, filing of legal documents in court and processing of same for service; follow up of deadlines, etc.; scheduling depositions, etc. **Other:** familiar with payroll preparation, payroll taxes, etc., and prepare miscellaneous office forms, as needed.

WORK EXPERIENCE (current):

Guam Public Library System, 254 Martyr Street, Hagatna, Guam 96910

Phone: (671)475-4753/54

Immediate Supervisor: Mrs. Sandra Stanley, Administrative Officer

March 2005-Present – Secretary I (Typist): Assists Director and Supervisor in daily office functions:

- Maintains and prepares documents for the Guam Public Library System Board Meetings including Minutes of Meeting, Agendas, and Reports for the Board, including informing Board of meeting and notices to the public.
- Conducts research necessary for Board's actions; including drafting Board Resolutions for submission to Legislature.
- Maintains and prepares Minutes of Meeting for Bookmobile Foundation.
- Maintains and prepares the GPLS employee timesheet and processing into AS400 for submission to DOA.
- **Outgoing:** Prepares, formats and proofreads correspondence, reports, forms, other materials, etc., for Director's and Supervisor's review and approval for submission to the Board, Governor's office, Oversight Chairperson for Committee on Education, or any government agencies as required and assemble attachments and corresponding materials.
- **Incoming:** Performs routine tasks including receiving, sorting and distributing mail and all incoming documents routing to proper division or individual.
- Coordinates library events including preparation of media releases for said events such as the library branch reopening, National Library Week, Summer Reading program, including the Annual Book Sale and Mini Carnival, etc.
- Assists in securing GPLS monies from fines, fees, etc., before deposits are made to Treasurer of Guam.
- Assists in replenishing the inventory of office and equipment supplies.
- Assists in monitoring inventory movement and completes inventory transfer, survey of office/custodial equipment, and office furniture for the Guam Public Library System.

- Assists Director or Supervisor in special projects and performs other administrative duties as requested using own judgment
- Schedules appointments and meetings, and maintains calendar for Director/Supervisor.
- Answers telephone calls including receiving visitors, answers general inquiries and directs to proper divisions or individuals.
- Sets up and maintains standard office files and records, including maintaining computer based files.
- Completes and makes available for the preparation of reports and other secretarial duties as required by this department.
- Coordinates office matters with other government agencies to ensure requests are promptly processed.
- Drafts reports, grant proposals, forms, memorandums or letters for Director's and Supervisor's review for submission to proper agency.
- EEO counselor for department.

Provides administrative and secretarial support as required for this department's Director, Supervisors and its employees.

Grant Writing Workshops and Other Training:

2009: Guam Department of Administration, Certificate - Time Management

2008: Guam Department of Administration, Certificate - EEO Counselor

2008: Guam State Clearinghouse, Certificate - Grant Writing Workshop

2007: Pay Less Markets Community Foundation Inc., Certificate - Grant Writing Workshop

2005: University of Guam, Intro to Technology (Microsoft Applications)

EDUCATION:

1977: Graduated from **George Washington Senior High School, Mangilao, Guam.**
Special courses: Advanced Typing, Banking, Shorthand I & II (also involved general office procedures, i.e., dictating and typing); Honor Roll throughout High School; Senior Class Council Secretary; Member, National Junior Honor Society, Barrigada Junior High, Barrigada, Guam.

VOLUNTEER:

1999-2006: CCD Teacher, St. Francis Parish, Yona, Guam

2000-2002: Irensia Dance Troupe, Chairperson coordinating committee. Assisted in coordinating group events and inform members of upcoming events.

2001-2002: Yona Women's Association, Member, assist the Yona Mayor's Council by fundraising to supplement part of its humanitarian fund.

2000-2001: PTO President, 1999-2000 & PTO Secretary, M.U. Lujan Elementary School, Yona, Guam. Conduct meetings and transcribe minutes of meetings.

Reference and additional employment information available upon request

Rowena S. Morales
Clerk Typist III
Guam Public Library System

Name: Rowena S. Morales
Address: 254 Martyr Street
Hagatna, Guam 96910
Telephone: (671) 475-4754
Fax: (671) 477-9777
Email: rowena.morales@gpls.guam.gov

Nature of this Work

- Answers phones and route them to proper personnel.
- Log in incoming and outgoing mail for USPS.
- File necessary documents in respective vendor or administrative files.
- Assist in maintaining department vendor and administrative files.
- Track library branches openings and closing.
- Log in incoming and outgoing documents from the department or from other Agencies.
- Prepare revenue collection to be deposited to Treasure of Guam.
- Log Revenue Collection Receipts into Collection Report.
- Review Pacific Daily News and Marianas Variety for any news pertaining to the Library.
- Keep Website updated with Program schedules or any announcements to the Public.
- Assist as needed within the Administrative Support Unit.

LINDA M. AGUON
Library Technician II
Guam Public Library System

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

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.

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

Post Office Box 326199
Hagåtña, Guam 96932

(671) 734-3006 – Home
(671) 688-3586 – Cell
E-mail: ucangofran@yahoo.com

Francine Renea M. Uncangco

Area of Accomplishment

- Type 45 wpm; able to operate equipment including computers: WordPerfect, Microsoft Windows, Microsoft Word, Microsoft Excell 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.
- Understand legal terminology, case management techniques and procedures, formats and forms.
- Communicate well with all age groups.
- Follows directions accurately; respects authority.
- Work 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

2/19/2009 - present
Government of Guam
Library Technician I

Guam Public Library System
Hagåtña, Guam
(671) 475-4751

- Cataloging library materials.
- Organizing the Guam Room. Including Legislative documents and Guam materials.
- Importing.
- Shelving books.
- Checking-in / out materials (books, videos, cds, kits).
- Assisting patrons to locate certain items.
- Answering incoming calls and connecting callers to appropriate personnel.
- Taking messages for appropriate staff.
- Transferring phone calls.
- Typing documents.
- Xeroxing.
- Creating Vertical File folders and file them alphabetically.

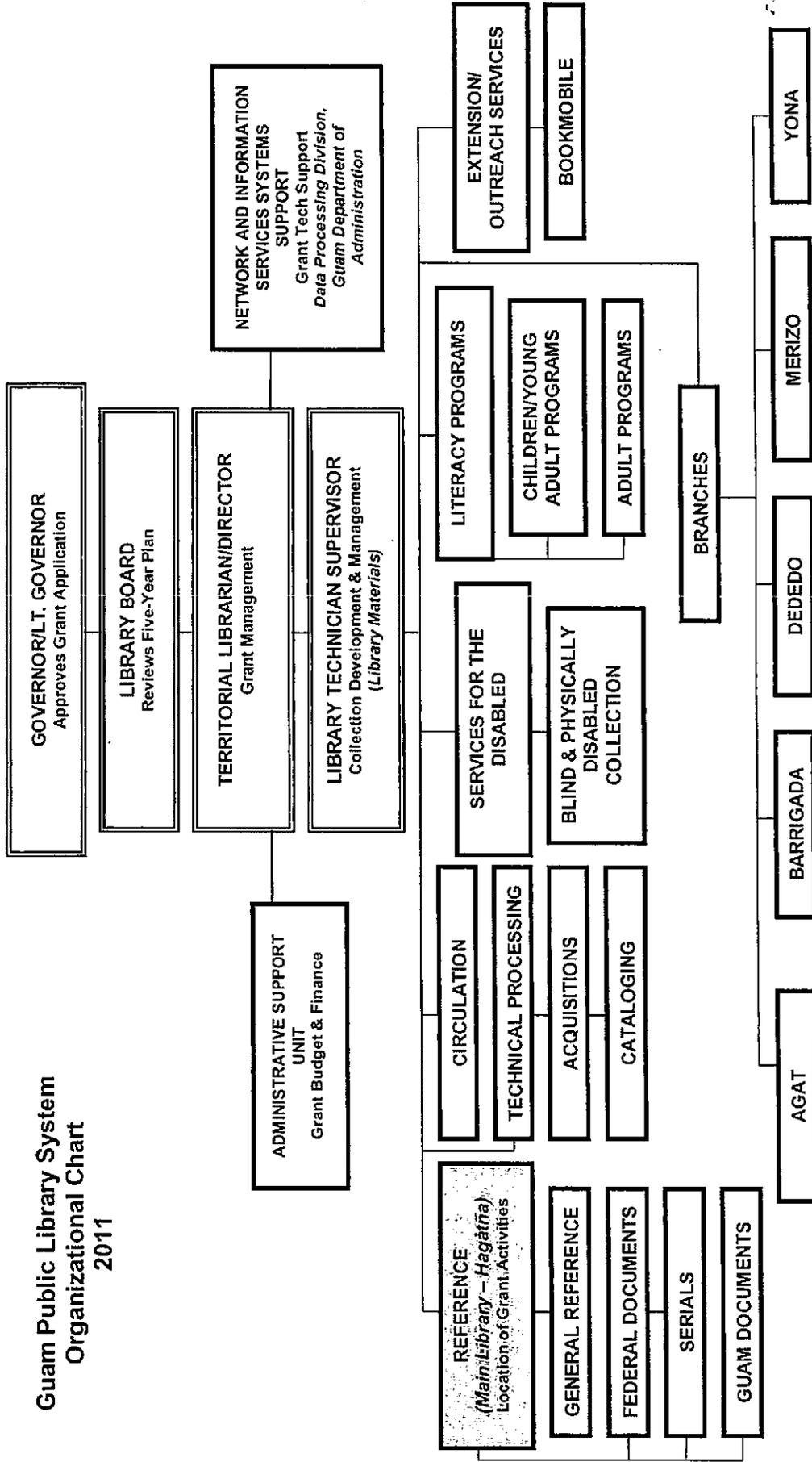
Frankie S. Aflague
Program Coordinator I
Guam Public Library System

Name: Aflague, Frankie S.
Work: 254 Martyr Street
Hagatna, Guam 96910-5141
Telephone: (671)475-4753/54
Fax: (671)477-9777
Email: frank.aflague@gpls.guam.gov

Nature of this work

- Plan and coordinate various reading programs and events such as the Saturday Story Hour Program, Toddler Reading Program and other children's activities and events throughout the year.
- Plan outreach programs to the elderly for our services such as the Talking Book Tapes and other free services the library has to offer and conduct readings and activities with the elderly.
- Coordinate with other government agencies and private businesses for guest readers and volunteers.
- Prepares solicitation letters to different businesses for donations (prizes are for certain events for children, this serves as an incentive and reward.) with a follow-up.
- Prepare activities and find books related to specific themes/holidays in each month for the Saturday Story Hour, Toddler Story Telling, and Summer Reading Programs.
- Prepares craft samples, patterns, supplies, and materials to be used by participants at each program.
- Produce and distribute flyers to the branch libraries, village mayors, and other media outlets for various library celebrations, projects and activities.
- Participates and inputs data and statistics in relation to programs being administered.
- Prepares monthly reports of activities for management review in accordance to IMLS five year plan.
- Coordinates library and bookmobile (library on wheels) tours.
- Prepares log sheets for different programs for statistical data.
- Attendance of all scheduled training and workshops which are related to the position of a program coordinator and related duties assigned.

Guam Public Library System Organizational Chart 2011



Mission Statement:

Serving Guam residents since 1949, our mission is to provide free and open access to information and ideas fundamental to a democracy. The library system will protect intellectual freedom, promote literacy, encourage lifelong learning, and maintain cultural materials.

The Guam Public Library System (GPLS) 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. Services include access to libraries, materials, technology and programs.

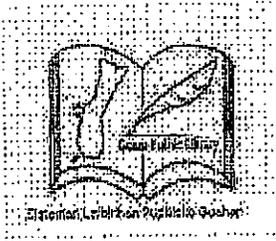
Under the supervision of the Territorial Librarian/Director of GPLS, the proposed project activities will be assigned to the staff in Networking, Collection Development and Management, Administrative Support, and certain key Library staff especially in the Reference section at the Nieves M. Flores Memorial Library in Hagåtña, Guam.

Guam Public Library System

Scanning and Archiving of Guam "Special" Collection Documents

As of Thursday, April 28, 2011

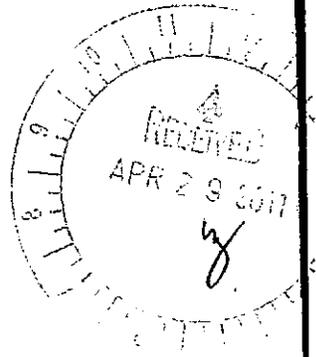
Category Name	No. of Scanned Items
Executive Orders	342
Land Claims	92
Lithographs (Original Prints)	31
Lithographs (Binder)	44
Photographs	1,653



GUAM PUBLIC LIBRARY SYSTEM
 254 Martyr Street, Hagatna, Guam 96910
 Telephone: 475-4753, 475-4754
 Fax: 477-9777
 Or email to juna.aflague@mail.gov.gu
DO YOU ACCEPT GOVERNMENT OF GUAM PURCHASE ORDERS?

[] YES [] NO

Request for Quotation



Please respond no later than: 4/27/2011

VENDOR:
 NATIONAL OFFICE **URGENT**
 PHONE: 734-0312
 FAX: 649-2641

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) BILIMU CHAS Quote Date: 4/28/11 Phone Number: 649-66013

Delivery Date Required: 5 DAYS Offering Recyclable products: YES NO

Delivery Date Offered: 5 DAY Offering Biodegradable products: YES NO

Terms: 30 DAYS Please separate your offer of recyclable and/or biodegradable products from regular products.
 Prices good for: 30 Days

THIS IS NOT AN ORDER

ITEM	QTY	DESCRIPTION	AVAILABILITY	UNIT PRICE	TOTAL PRICE
1. Please provide a quotation for the following:					
		1. CD Album	NO QUOTE		
		2. CD RW (25/SPINDLE)	YES	\$24.71 / SPINDLE	
		3. CD Sleeves (100/BOX)	YES	\$5.24 / BOX	
		4. CD Cases (25/PC)	YES	\$11.21 / PC	
		CD JEWEL CASES			
Please feel free to call if there are any questions.					
juna.aflague@mail.gov.gu Thank you!					

Requested By: June Aflague

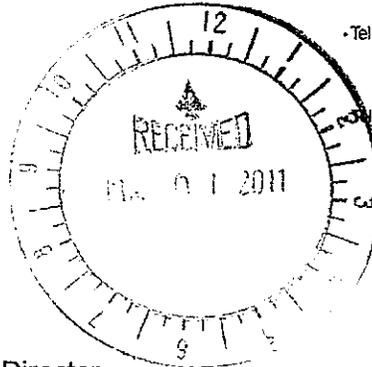
NATIONAL OFFICE SUPPLY
 P. O. Box 3767
 Hagatna, Guam 96932



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



May 2, 2011

Guam Public Library System
 254 Martyr Street, Hagatna
 GU 96910

Attention : Mrs. Sandra Stanley, Acting Director
 Subject : Unsolicited Pricing Information for Audio Tape Conversion Services and
 Uploading to Alchemy Database Repository.

Dear Sandra,

Thank you for your interest in IBSS Document Client Services. As communicated, IBSS is now the local reseller of Span Asia Co. Ltd for its various software and service products including Open Text Alchemy Document Management Software.

Besides offering document management solutions through the Open Text Alchemy products and document imaging solutions through our Canon 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 on Thursday, April 28, 2011 to discuss her requirements to convert audio tapes, video tapes and microfilm to digital format that will be uploaded and accessible through the installed Open Text Alchemy Database Repository. Attached are several photos of the specific items that require conversion. Terry's priority is to convert the reel-to-reel and the cassette tapes first, followed by the video and microfilm assets.

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

Because of the condition of the tapes and film, we propose a multi-phased approach to ensure proper handling, determination of condition of audio tapes and accurate conversion of data.



AFFILIATE OF JONES & GUERRERO COMPANY, INC.



Island Business Systems & Supplies
Imaging & Business Solutions Center

Canon
Authorized Dealer

Guam Office:
P.O. Box 7 Hagáña, 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

Phase 1 – Cassette Audio Tapes

We propose an initial order covering just the Audio Cassette media. Scope of work will involve:

1. Cleaning of cassettes (using compressed air or other agents as needed)
2. Creation of Alchemy Folders/Indexes (File Name - Example: "Minutes of Meeting January 1, 2011 Senate"). This price quotes assumed one (1) index field. Additional Fields or Folders are subject to additional charges.
3. Real time playback using IBSS cassette player equipment connected to the Alchemy Gold Workstation.
4. Creation of digital media file such as MP3, WMA or other format as mutually agreed upon.
 - **Windows Media Audio (WMA)** is an audio data compression technology developed by Microsoft.
 - **MP3** is an audio-specific format that was designed by the Moving Picture Experts Group using a form of data compression.
5. Alchemy Build operation and upload.
6. Re-labeling and packaging of original cassette media.

Considering the very old and sensitive condition of your media tapes, we would like to offer a conservative first order for 100 tapes (C60 or 1 hour equivalent) initially.

Price proposal is \$ 57 per cassette covering an order size of 100 units. Total project cost shall be \$ 5,664. Approximate conversion time is 230 man hours.

Phase 2 – Reel-to-Reel Audio and Video Tapes

After this initial order experience, we will refine our assumptions and provide pricing information for the other tapes based on outcomes.

We will also test the reel-to-reel tapes to determine their condition and data integrity in this phase.



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

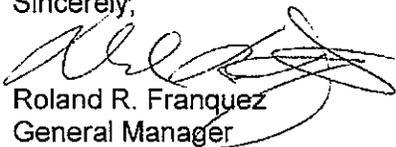
Saipan Office:
P.O. Box 167 CK Saipan MP 96950
• Tel (670) 234-8002, 234-5155 • Fax: (670) 234-8050 •
email: support@ibssguam.com

Phase 3 – Microfilm

Follow on to Phase 2, pricing will be provided based on equipment availability to convert microfilm to digital format via upload to Open Text Alchemy.

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

Sincerely,



Roland R. Franquez
General Manager

Attachment

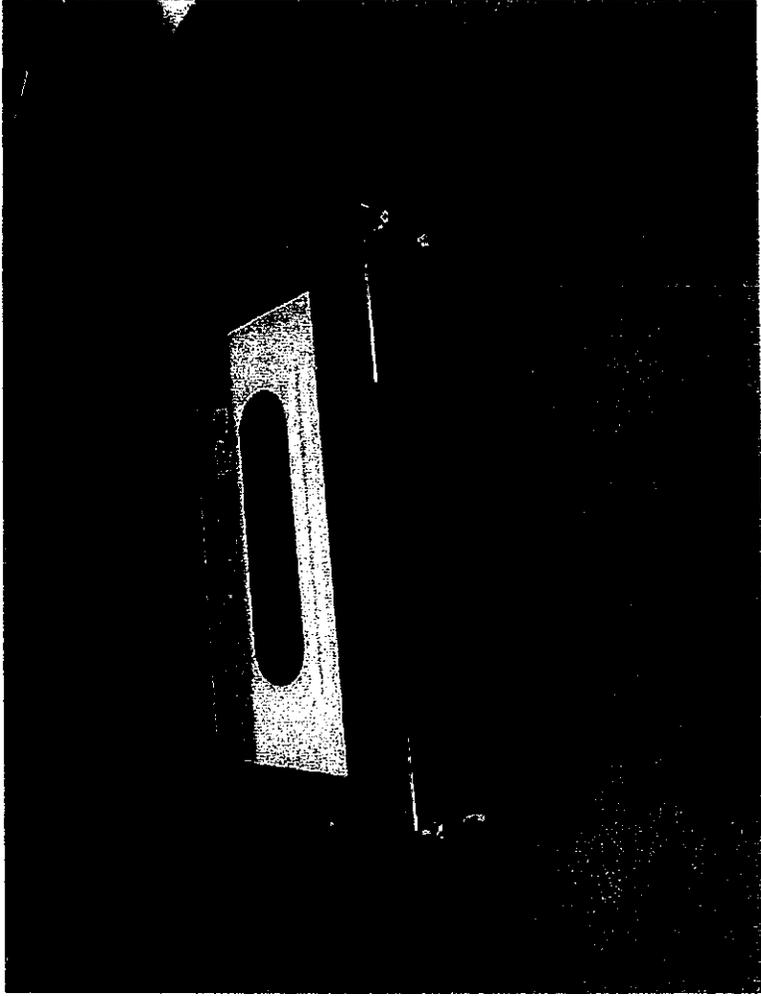


AFFILIATE OF JONES & GUERRERO COMPANY, INC.

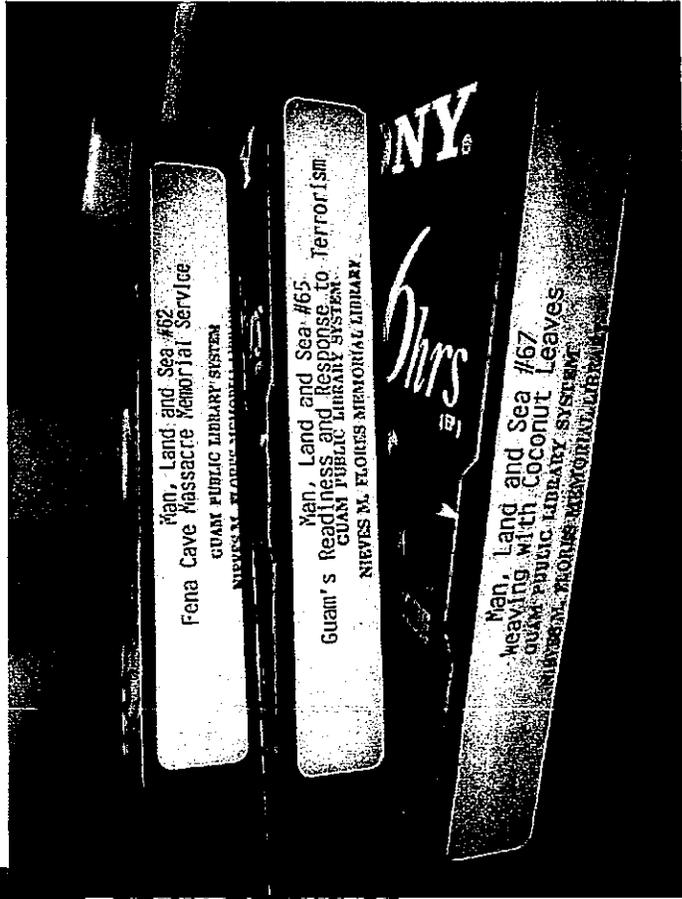
Reel-To-Reel Tapes



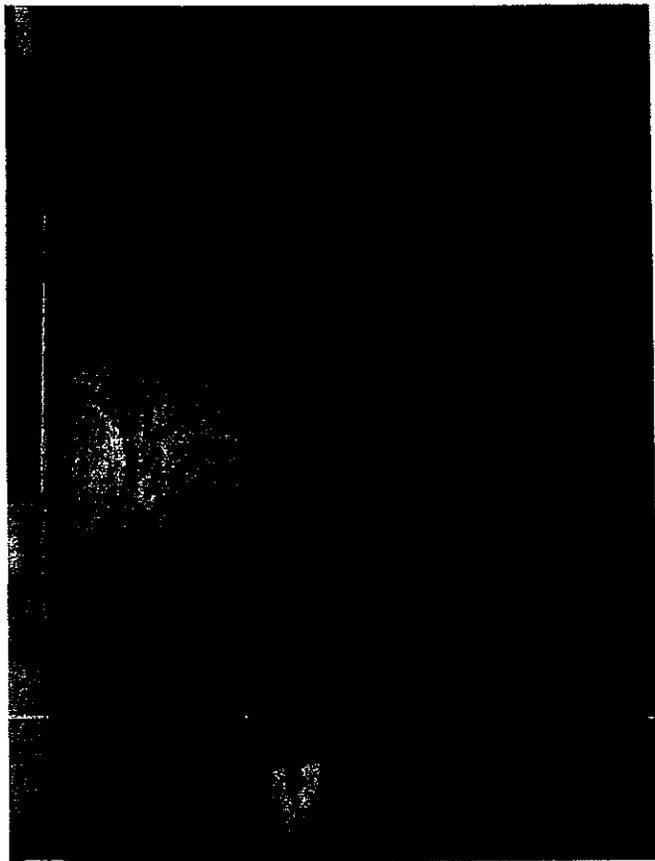
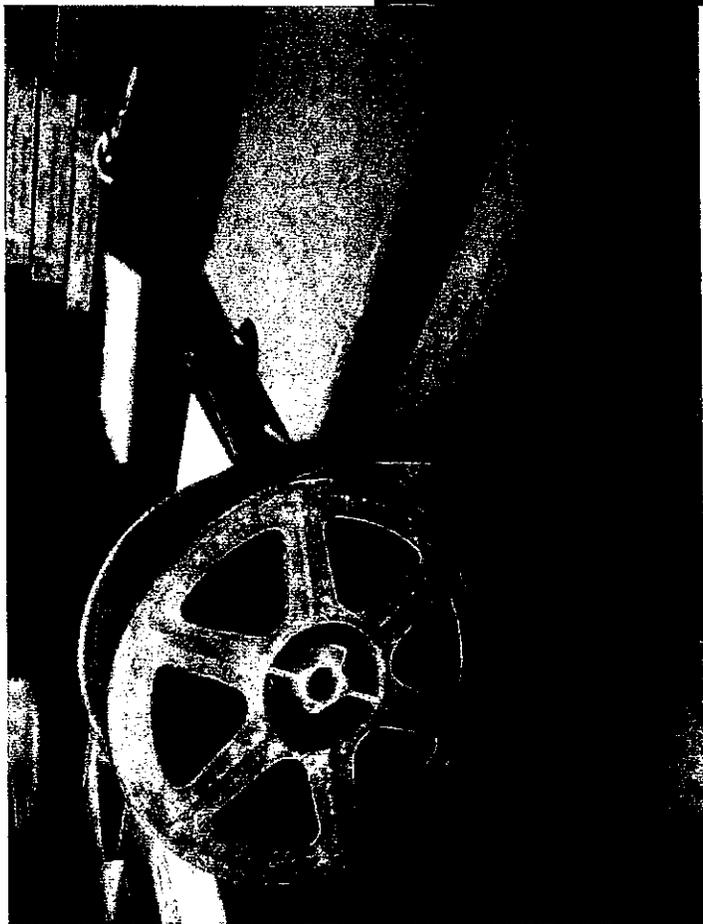
Cassette Tapes



Video Tapes



Microfilm





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

May 3, 2011

Guam Public Library System
254 Martyr Street, Hagatna
GU 96910

Attention : Mrs. Sandra Stanley, Acting Director
Subject : Unsolicited Pricing Information for Audio Tape Conversion Services and
Uploading to Alchemy Database Repository.

Dear Sandra,

Thank you for meeting with me today to further discuss the information I provided yesterday.

As discussed in today's meeting, there are concerns regarding the successful conversion of the magnetic audio tapes to digital format. Specifically, the conversion of the cassette tapes and more importantly the reel-to-reel tapes.

To reiterate, because of the condition of the tapes and film, we propose a multi-phased approach to ensure proper handling, determination of condition of audio tapes and accurate conversion of data.

We discussed a 'what if' scenario in which the tapes are stretched during conversion, snap and recorded data is loss. If this occurred, the fallback process would be to scan the hard copy documents that may mirror the contents of the tapes. To address the paper document scanning, document preparation and scanning prices were requested.

In addition to the price information I provided yesterday, below are prices for the conversion of the paper documents for the file section labeled First to Sixth Guam Legislature.

Although maintained in a good environmental condition, the type of paper used is of different size to the common letter and legal size paper used today. The paper is aged and will require special handling in both the pre-scanning preparation stage and the scanning stage. Special handling will include utilizing a flatbed scanner, as well as clear plastic sleeves to protect the documents from tearing. The estimated document count of 600,000 came from the two lanes of standing file folder racks housing the Legislative Records on the second floor.



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) 477-7680 •
email: support@ibssguam.com
Saipan Office:
P.O. Box 167 CK Saipan MP 96950
Tel (670) 234-8002, 284-5155 • Fax: (670) 234-8050 •
email: support@ibssguam.com

Terry & I discussed the option of having the Library staff prepare the documents for scanning. This will definitely reduce overall costs. As you will see, the document preparation stage is a cost intensive stage because of the special handling that must occur for the documents in this batch.

Pricing is presented in two sections:

- Scanning Only
- Document Preparation Only

The Scanning price can be modified to fit your budget. The calculation is:
Total Number of Documents to be scanned multiplied by the Per Page Scanning Rate of **\$.14**.

SCANNING					
600,000	DOCS				
5000	DOCS SCANNED PER 8 Hr DAY	1 Man			
120	MAN DAYS TO SCAN	600K docs in 8 HR DAY			
\$0.14	PER PAGE SCANNING RATE				
\$84,000.00	BACK FILE SCANNING CHARGE				

The Document Preparation price is can also be modified to fit your budget by reducing the total number of documents prepared for scanning; if you decide to have this stage done by IBSS.

DOCUMENT PREPARATION			
600,000	DOCS		
180	DOCS PREP PER HOUR		
3,333	MAN HOURS TO PREP		
\$30.00	HOURLY PREP RATE		
\$100,000.00	BACK FILE PREP CHARGE		



AFFILIATE OF JONES & GUERRERO COMPANY, INC.



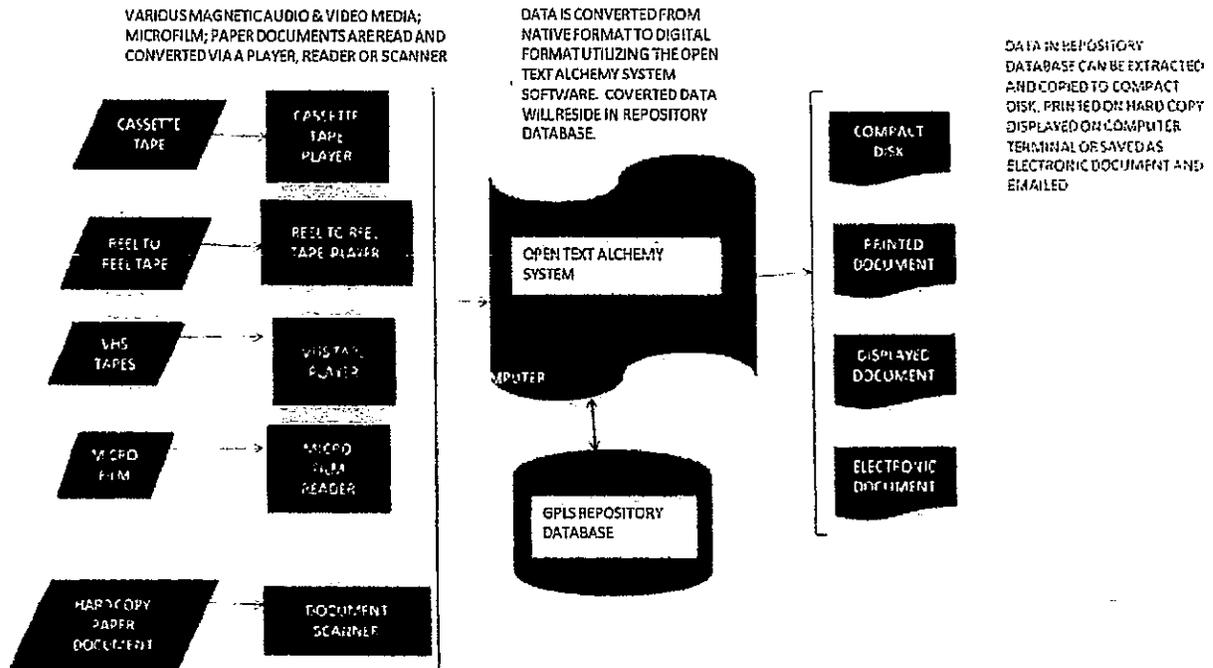
Island Business Systems & Supplies
Imaging & Business Solutions Center

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

Salpan Office:
 P.O. Box 167 CK Saipan MP 96950
 • Tel: (670) 234-8002, 234-5155 • Fax: (670) 234-8050 •
 email: support@ibssguam.com

A diagram to visualize the planned conversion process was also requested.



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

Sincerely,

[Handwritten Signature]

Roland R. Franquez
 General Manager



AFFILIATE OF JONES & GUERRERO COMPANY, INC.



State: Guam

Program Assurances for 2011 Grant Award

All State Library Administrative Agencies receiving assistance under the Library Services and Technology Act, 20 U.S.C. Section 9121 et seq., as amended, must comply with the statutes and regulations 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 Subtitle B of the Museum and Library Services Act of 1996 -- the Library Services and Technology Act ("LSTA" or this "Act"), P.L. 104-208, as amended, and all of its provisions, including those set forth below.

(a) Pursuant to 20 U.S.C. Section 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. Section 9134(b)(7), the State Library Administrative Agency provides assurance that it will comply with 20 U.S.C. Section 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 section 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. Section 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 this Act.

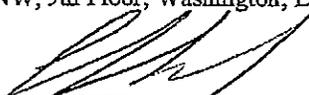
(d) The SLAA agrees that it will comply with all applicable IMLS regulations, including 45 C.F.R. Part 1183 -- Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government; 45 C.F.R. Part 1180.44 -- Federal Statutes and Regulations on Nondiscrimination; 45 C.F.R.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

(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 section 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 in effect with respect to the periods for which it receives grant funding.

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 United 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.



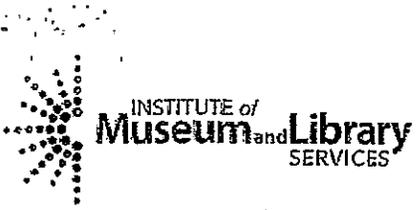
Signature of Authorized Certifying Official

Edward J.B. Calvo, Governor

Print Name and Title of Authorized Certifying Official

FEB 10 2011

Date



STATE INFORMATION

For Reporting Subawards and Executive Compensation

(2 CFR Part 170 – Requirements for Federal Funding Accountability and Transparency Act Implementation; Appendix A to Part 170 – Award Term)

The person designated as the authorized certifying official for this grant (as designated on the form, State Legal Officer's Certification of the Authorized Certifying Official) is responsible for selecting, and signing one option in **both** Parts I and II.

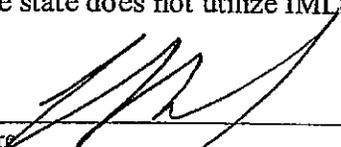
Guam (Name of State)

Guam Public Library System (Name of State Agency)

PART I Reporting of first-tier subawards

Complete one of the following:

A. The state does not utilize IMLS funds to make subawards.



Signature

Edward J. B. Calvo, Governor of Guam

Print Name and Title

FEB 10 2011

Date

OR

B. The state does utilize IMLS funds to make subawards, with individual awards of \$25,000 or more.

The subawards will be made in _____ (month), 2011.

The grantee acknowledges its responsibility to track and report on the subawards within the FFATA Subaward Reporting System as outlined in guidance provided by IMLS.

Signature

Print Name and Title

Date



OR

- C. The state has not made a decision whether or not to utilize IMLS funds to make subawards, with individual awards of \$25,000 or more. The state will resubmit this form once that decision is made.

Signature

Print Name and Title

Date

PART II Reporting total compensation of recipient executives

Complete one of the following:

- A. The state meets the applicability requiring reporting of total compensation of recipient executives and will report total compensation for the preceding completed fiscal year.

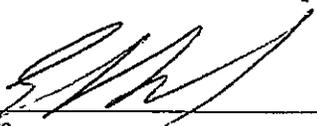
Signature

Print Name and Title

Date

OR

- B. The state DOES NOT meets the applicability requiring reporting of total compensation of recipient executives and will NOT report total compensation for the preceding completed fiscal year.



Signature

Edward J. B. Calvo, Governor of Guam

Print Name and Title

FEB 10 2011

Date

Mail this signed form to your Program Officer within 10 business days from date of receipt of this form.



GUAM PUBLIC LIBRARY SYSTEM
Sisteman Laibirihan Pubbleko Guåhan
Government of Guam



July 25, 2011

Mr. James Lonergan
Senior Program Officer
Institute of Museum and Library Services
1800 M Street NW, 9th Floor
Washington, D. C. 20036-5802

FAX: 1-202-653-4602

Dear Mr. Lonergan:

Hafa Adai! Enclosed are the Revised Budget Narrative and Revised Budget Form to include the amount of \$5,735.00 for two personnel from GPLS to attend the IMLS Workshop in Hawaii in 2012.

Should further information be required, please contact our office at (671) 475-4753 or contact June M. Aflague @ june.aflague@gpls.guam.gov

Sincerely,


Sandra Manley Stanley
Acting Director

Attachments

Cc: Department of Administration, Federal Branch, Guam
Administrative Officer, GPLS
Grant File
Chrono – ASU