



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

Date of Award July 18, 2012

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



DIPATTAMENTON I KAOHAO GUINAHAN CHAMORRO
DEPARTMENT OF CHAMORRO AFFAIRS



Honorable Edward J.B. Calvo
Governor of Guam

Joseph Artero-Cameron
President, DCA

Raymond S.Tenorio
Lieutenant Governor of Guam



March 19, 2012



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



GUAM MUSEUM

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

Dear Ms. Barnwell:



GUAM
MUSEUM
FOUNDATION
THE ORGANIZATION

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

Senseramente,


Joseph Artero-Cameron
President, DCA



Guam Public Library
Sinsman Lathirika Papitko Gushan

Enclosures: Grant Application Packet

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



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

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

APPLICATION CHECKLIST

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

Check off the items included in your application.

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>
APPLICANT AND PARTNER(S) ORGANIZATIONAL PROFILES	▶ <u>√</u>
ATTACHMENTS	<u>√</u>
Resumes	▶ <u>√</u> (8)
Other	▶ <u>√</u> Org. Chart, GPLS List of Docs Scanned, Quotes
PROGRAM ASSURANCES FY 2012	▶ <u>√</u>

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

FACE SHEET

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

Name of Agency	Note if Contributed or Pending	Amount
None		

14. In the space below, include the names of any organizations that are official partners of the project. None

15. Name and Title of Authorized Certifying Official ▶ **Edward B. Calvo, Governor of Guam**

16. E-mail address of Authorized Official ▶

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

ABSTRACT

The Guam Public Library System (GPLS) a Division of the Department of Chamorro Affairs' (DCA), mission is to provide free and open access to information and ideas fundamental to a democracy to every resident of Guam, and will protect intellectual freedom, promote literacy, encourage lifelong learning, and maintain cultural materials. In keeping with part of its mission, GPLS has in place an Alchemy System, a systematic process to manually scan historical documents into digital format, but at this time the funding is not sufficient to complete the conversion of all audio tapes. GPLS were given original reel-to-reel tapes of the legislative sessions of the 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. Phase II of the project is to convert the remaining audio recordings into another archival medium such as compact discs. The Guam Public Library System (GPLS) would have to procure services to have this done. Should these cassette tapes continually break because of its "fragile state", the vendor then will begin scanning the original Guam public laws. The cassette tapes are too fragile to handle at this point. The original tapes and public laws may then be put into storage to preserve these Guam historical data. Patrons will once again have access to these historical recordings, and that retrieval and access to these historical documents improved by digitizing of these original Guam public laws.

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

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

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

NARRATIVE

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

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

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

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

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

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

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

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

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

2. PROJECT DESIGN. GPLS recently revitalized its scanning program. The current GPLS Alchemy System has the capability for the audio conversion of tapes to compact discs and of course, currently to scan documents. The scanning project is a continuing project from a 2009 IMLS Competitive grant that is still ongoing. **Attached is a copy of the documents scanned to date.** A vendor has proposed to convert the audio tapes into the Alchemy System, which will enable GPLS to transfer these 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: Phase II for the digitalization of the Guam Legislature's aging and historical data and preservation thereof.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Outline of Out-Come Based Evaluation of the Creation of a Program for the Digitalization of the Guam Legislature’s Aging and Historical Data and Preservation thereof.

The evaluation team will incorporate an outcome based model to determine data, measure information that is most important and develop an appropriate plan. The following chart details important program participants and what they will evaluate.

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?
President of the Department of Chamorro Affairs and the GPLS IMLS Project Director	Is the program effective? Is the program appropriate and how can it be improved?

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

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

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

For what outcome and benefit?

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

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

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

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

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

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

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

<p>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>13</p> <p>\$28,800.00</p>
<p>TOTAL FOR OBJECTIVE A</p>	<p>\$28,800.00</p>

Activities start and ongoing

Activities stops =

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

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 <u>N/A</u>)	<u>\$0.00</u>	<u> </u>	<u>\$0.00</u>
Supplies & Materials	<u>\$ 4,489.00</u>	<u> </u>	<u>\$ 4,489.00</u>
Equipment	<u>\$ 7,700.00</u>	<u> </u>	<u>\$ 7,700.00</u>
Services	<u>\$28,500.00</u>	<u> </u>	<u>\$28,500.00</u>
Other	<u>\$0.00</u>	<u> </u>	<u>\$0.00</u>
Total Direct Costs	<u>\$40,689.00</u>	<u> </u>	<u>\$40,689.00</u>
Administration/ Indirect Costs (4%*)	<u>\$1,696.00</u>	<u> </u>	<u>\$ 1,696.00</u>
Total Costs	<u>\$42,385.00</u>	<u> </u>	<u>\$42,385.00</u>
Amount of Cash Match (**)	<u> </u>	<u>\$0.00</u>	<u> </u>
Value of In-Kind Contributions (**)	<u> </u>	<u>\$0.00</u>	<u> </u>
TOTAL Cash Match + In-kind (**)	<u> </u>	<u>\$0.00</u>	<u> </u>
TOTAL AMOUNT REQUESTED FROM IMLS	<u> </u>	<u> </u>	<u>\$42,385.00</u>
TOTAL AMOUNT FOR PROJECT	<u> </u>	<u> </u>	<u>\$42,385.00</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 and within the budget allowed by this grant. The approximate total number of GPLS employees to work on this project during initial implementation are at least eight (8) to ensure that the Requisitions and Purchase Order are processed accordingly and services is delivered by vendor; the Library Technician Supervisor will ensure that these audio tapes and legislative documents are made available to the vendor. At least two (2) key personnel from the GPLS Reference Section will be also assigned to assist with this project.

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

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

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

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

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

Equipment. Multi-Media Cabinet & File Cabinets

\$ 7,700.00

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

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

Administration costs.

Total for Administrative Indirect costs: \$ 1,696.00

Other costs

Total for Other costs: \$ 0.00

Total Direct Costs: \$40,689.00

Total Indirect Costs: \$ 1,696.00

Total All Costs: \$42,385.00

TOTAL AMOUNT REQUESTED FROM IMLS \$42,385.00

TOTAL AMOUNT FOR PROJECT \$42,385.00