INSTITUTE of Museum and Library SERVICES

Official Award Notification for Grants and Cooperative Agreements

Recipient Information

Recipient Name :
Guam Public Library System

Recipient Address :
254 Martyr Street
Hagatna, GU 96910

Recipient Unique Entity Identifier : 855032215

TIN No : 980018947

Recipient Authorizing Official :
Edward Calvo

Recipient Project Director :
Sandra Stanley

Basic Award Information

CFDA Name :
LSTA State Grants

CFDA Number: 45.310

Federal Award Date : July 15, 2016

Federal Award Identification Number (FAIN) :
LS-01-16-0059-16

Amount of Federal Funds Obligated by this Action :
07/15/2016 $36,000.00 Original Award

Period of Performance Start Date : August 01, 2016

Period of Performance End Date : September 30, 2017

Total Amount of Federal Funds Obligated : $ 36,000.00

Total Approved Cost Sharing or Matching : $ 0.00

Indirect Cost Rate : 0.00

Federal Award Performance Goals :

Grantee is to report on performance as designated in the Grants to States Program Manual.

Reporting Schedule : Final Financial Dec 29 2017
Final Narrative Dec 29 2017

INSTITUTE of Museum and Library SERVICES

Official Award Notification for Grants and Cooperative Agreements

Basic Award Information

1. This grant is awarded for the purposes identified in the grantee's application for the FY 2016 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. Nc 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 Library Services, IMLS, 955 L'Enfant Plaza North, SW, Suite 4000, Washington, D.C. 20024, or by e-mail to (rdale@imls.gov).
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
4. The first request for payment will indicate the grantee's acceptance of the award and compliance with the LSTA statutory and regulatory requirements.

IMLS Contacts

Questions related to the programmatic aspects of the grant should be addressed to :

Program Staff Contact :	**Program Staff Contact Phone :**	**Program Staff Contact EMail :**
Teresa DeVoe	202-653-4778	tdevoe@imls.gov

Questions related to the financial aspects of the grant should be sent to the financial specialist for your award, whose name and contact information may be found at : http://www.imls.gov/recipients/administration.aspx

IMLS Authorized Official

Signature Robin L. Dale	**Name and Title** Robin L. Dale Associate Deputy Director for Library Services

Accounting Code

59150301P0.2015.LP150.75020.410

DIPÅTTAMENTON 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 18, 2016

Dr. Daisy Carreon
Regional Educational Laboratory
Pacific at McRel International
1003 Bishop Street, Suite 2200
Honolulu, Hawaii 96813

RE: Institute of Museum and Library Services and Technology Act Competitive Grants for the Pacific Territories, Freely Associated States, and Virgin Islands, 2016 Application by the Guam Public Library System

Dear Dr. Carreon:

Håfa Adai! The Guam Public Library System is pleased to submit it application Packet for the above grant for 2016 prepared by Administrative Support Staff.

Should you require additional information, you may contact me at (671) 475-4754/53, Monday through Friday from 8:00 a.m. until 5:00 p.m.

Sincerely,

Joseph Artero-Cameron
President, DCA

Enclosures: 2016 Grant Application Packet

cc: Sandra M. Stanley, GPLS Project Director

LIBRARY SERVICES AND TECHNOLOGY ACT COMPETITIVE GRANTS
FOR THE PACIFIC TERRITORIES, FREELY ASSOCIATED STATES, AND U.S. VIRGIN ISLANDS

FACE SHEET

1. Name of person responsible for grant project ▶ Sandra M. Stanley, Administrative Officer
2. E-mail address ▶ sandra.stanley@guampls.guam.gov
3. Business Phone ▶ (671) 475-4754 or (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. Match for Project (if required) $ - 0 -
12. Grant Period of Performance August 1, 2016 to September 30, 2017
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

14. In the space below, include the names of any organizations that are official partners of the project.

15. Name and Title of Authorized Certifying Official ▶
    Edward J.B. Calvo, Governor of Guam
16. E-mail address of Authorized Certifying Official ▶
    governor@guam.gov
17. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances contained in the Notice of Funding Opportunity and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
18. Certification: _____ MAR 15 2016
    Signature of Authorized Certifying Official — Date

LIBRARY SERVICES AND TECHNOLOGY ACT COMPETITIVE GRANTS FOR THE PACIFIC TERRITORIES, FREELY ASSOCIATED STATES, 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 (INCORPORATING ASSURANCES)	► ☑
ABSTRACT	► ☑
NARRATIVE	► ☑
SCHEDULE OF COMPLETION	► ☑
BUDGET	
Budget Narrative	► ☑
Budget Form	► ☑
PARTNERSHIP AGREEMENT (if applicable)	► ☐
APPLICANT AND PARTNER(S) ORGANIZATIONAL PROFILES	► ☑
ATTACHMENTS	
Resumes	► ☑
Other	► ☑

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. Currently, GPLS has an integrated library system software program with SirsiDynix. The company provides library automation systems, electronic networking services and other related services for libraries. The Guam Public Library receives its internet and network services through the Department of Administration (DOA) Office of Technology, who manages the Horizon system and Rowena Morales whom handles the day-to-day in house operations of the systems. An Integrated Library System (ILS), also known as a Library Management System (LMS) serves the library in various functions such as cataloging, circulation and acquisitions, to name a few. Having several branch locations throughout Guam, the entire library could run off of just one server, in one location, with one copy of the software. Each branch has their own Circulation module, but the actual catalog database is a single copy on one server in a central location.

In 2011, a grant from the Department of Interior awarded to the Guam Public Library System in the amount of $1,586,000.00 for the main library at Hagatna, for the renovation of its existing library and construction of two new buildings. The main library has not had any major improvements or expansions in at least the last 40 years. After being closed for several months, the library finally opened its doors to the public on March 3, 2016, with improvements towards the existing building with its first ever study room *and* game room, and a *NEW* building which is a children's library and internet café.

The Guam Public Library System has two objectives.

Objective #1:
Offer on-site, up-to-date training from SirsiDynix. The instructor(s) would come to our facility to conduct hands-on training to meet the needs of the staff so they can in turn better serve its patrons. Instructor-based training, the ability for the staff to access, apply the knowledge, maximizing what the software can do, and to implement SirsiDynix technology mean delivered results and success for the Guam Public Library System and its patrons. Libraries are constantly challenged daily. Challenged to stay up to date with technology, manage staff training, retention of staff, dealing with upgrades, purchasing, implementing and maintaining complex system, is the reason for continued education of staff.

Objective #2:
To add to its library collection, educational board games and video games for the new game room, children's library and all branch locations. This is a great way to attract patrons who do not typically visit the library and make existing patrons think about the library in new ways. Most public libraries have recreational music and movies as popular forms of media. Gaming stands alongside the two. As GPLS continues to upgrade its products along with providing informative learning opportunities through a variety of ways, it will provide opportunity to extend library experience outside the walls.

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 branches are located in the villages of Agat, Barrigada, Dededo, Merizo and Yona. Several schools, low-income housing and daycares are also located near several of these branches. The main library was built in 1954 and is an aging facility. 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 one library technician. All (5) branch libraries and the main library are still under the purview of the Guam Public Library System and not the respective village mayors. The Main Library has a print collection of 325,869 copies, 19,468 audio's, 859 serials and approximately 57,106 library cardholders. The local library budget covers mostly employee wages with little for additional programming. All equipment, computers, materials and outreach programs are only possible through IMLS, or other grants. GPLS currently has a total of 65 heavily used public access and Internet computers.

The Guam Public Library System (GPLS) has 20 full-time staff members, 9 of whom are Library Technicians. 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), dignitaries, events and places. We are not aware of any duplicates made available elsewhere, nor are we partners with anyone outside the territory.

Need #1: What Needs Will Be Met By This Project and How Were Those Needs Determined.

SirsiDynix is an off-island vendor based out of Australia that provides GPLS its integrated library software program. The Guam Public Library System (GPLS) will provide an instructor-based training which will be conducted on-site for Administrators of the Horizon system. It's been ten years that any formal training was provided to GPLS which only consisted of the day-to- day functions of the system. Since then, we've hired additional staff and have upgraded the Horizon system. Employees need an overview of the whole system along with refresher courses. Currently GPLS is only using 30% of the software. Due to lack of training we are not maximizing its full capacity.

Need #2: What Needs Will Be Met By This Project and How Were Those Needs Determined.

With the new addition of a children's library and game room, made possible through a grant from Department of Interior, the Guam Public Library System (GPLS) is taking further steps to add to their collection educational products which will consist of board games and video games to include gaming consoles. This is just another format and another way to improve overall literacy skills.

2. PROJECT DESIGN

Need #1:

GPLS will retain services from SirsiDynix for an instructor-based training which will be held for five-days on Guam. Since the Horizon software was implemented, the key personnel/administrators who put the software in place were under the purview of Department of Administration (DOA), and are no longer overseeing the library. Upgrades were made to the software in October of 2015. GPLS has three permanent full time employees who are assigned as system administrators who are unable to fulfill this role due to lack of training. The Systems Analyst from DOA assigned to the library who manages our servers that stores the Horizon database also has no training. Training these four key personnel will maximize the functions of the system. The training will be broken down into different modules which will address administrator trainings on Administration Basics, MQ Views, Administration Security, Circulation Reports, and refresher courses on Cataloguing, Circulation and Serials which has different features from the upgrade done in October 2015.

Need #2:

Add to the library's collection with educational board games and video games. Currently, GPLS has no inventory of gaming material. To fit into the modern age of information, we would need to provide learning opportunities in a variety of ways. People learn in different styles, and can struggle extensively when forced to use a style that may not work naturally for them. Traditional book learning may be effective for one, but yet yield frustration for another. As our world changes, so must our ideas of how we define reading. We have to adapt. Games are a part of

culture and the value of games will draw in new visitors and even entice non-library users to enter the library.

GOALS, OBJECTIVES AND ACTION STEPS. NEED #1:

Goals: Provide necessary system administrator training to the four key personnel on the Horizon system and refresher courses on the day-to-day use of Horizon.

Objective: Train the four key personnel on the administrative area of Horizon to utilize and implement full functions of the system that is currently not being used. The three full time employees of GPLS who attend the training will in turn administer refresher courses to the library technician staff that uses the Horizon system on a day-to-day basis.

The Project and the Library's Long Range Goals: The Guam Public Library System (GPLS) long range goals with this project is to properly train currently assigned system administrators to fully understand the functionality of Horizon. The knowledge gained from this training will be retained by three full time employees of the library which will ensure that this knowledge remains within the library for years to come. It will also allow the Systems Analyst of DOA assigned to the library the necessary knowledge to maintain our databases. Though SirsiDynix provides free on-line training, our system administrators are not familiar with programming the basic functions of the system. Once a better understanding is reached, the administrators will be able to keep in touch and use the on-line training comfortably, understandably and to its full potential. On-line training will take place to keep staff up-to-date.

ACTION STEPS and ACTIVITIES to Implement the Project:

1. **Procurement of necessary training.** The library's first step in reaching its goal is to bring an instructor from SirsiDynix to conduct an on-site training and refresher courses on Horizon. Working in collaboration with SirsiDynix an agenda will be formalized. The Guam Public Library System (GPLS) Administrative Support Unit (ASU) staff will process whatever document necessary to procure the training service.

2. **Scheduling of the Instructor-based training.** Once an instructor has been secured and a schedule has been given on when they will arrive on Guam for training, arrangements will need to be made to ensure that the key personnel who are attending the training are available as they already have set daily tasks that must be performed.

3. **Implement the Project.** As training is completed, the System Administrators will be able to program Horizon to do basic functions that are currently being done manually because of lack of training and knowledge of the system.

Plan to maintain and continue the positive changes after the period of federal funding.

The project will be maintained by the Guam Public Library System (GPLS) System Administrators and the Computer Systems Analyst. It will allow the library technicians to

maximize the use of the software to its full potential and the administrators to program features that were not utilized in Horizon.

GOALS, OBJECTIVES AND ACTION STEPS. NEED #2:

Goals: To add to its inventory by purchasing for the new children's library, the new game room and it's branch libraries, educational board games and video games to include gaming consoles.

Objective: Attracting patrons of all ages who do not typically visit the library and to make existing patrons think about the library in new ways. GPLS needs to take it a step further to serve the needs of its community. Games are just as much of an educational tool as reading a book. Simply getting people within the walls of the library will remind them of books or movies and other items or services that are offered.

The Project and the Library's Long Range Goals: The Guam Public Library System (GPLS) long range goals with this new addition of board games and video games to include gaming consoles is to increase the number of people that visit the library. As our world changes, so must our ideas of how we define literacy. In today's age goes beyond just the basic ability to read and write. In order for GPLS to remain relevant, we have to understand the patrons that we serve and be able to meet their needs. Not providing games in a library is sending the message that we do not have what they need and want.

ACTION STEPS and ACTIVITIES to Implement the Project:

1. **Procurement of Games.** The first step is to purchase educational products which will include board games, video consoles, games and accessories. A storage cabinet will also be purchased to store the items.

2. **Implement the Project.** The educational board games will be available in the children's library, the game room and all branch libraries. Gaming consoles with the games will be made available in the game room.

Plan to maintain and continue the positive changes after the period of federal funding.

The project will be maintained by the Guam Public Library System (GPLS) Library Technician Supervisor and Library Technicians. The new addition of these resources will generate additional programs for all ages. The board games are not limited to the Children's Library and the game room. As GPLS has five branch locations and literacy programs are also offered at these branches, each of them will have their own supply of board games.

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 GPLS (IMLS) Project Director, the Administrative Assistant and the Clerk Typist III. The selection and procurement of the services and supplies for the program will be done by the GPLS Administrative Support Unit with the advice, recommendation and the technical support from the Computer Systems Analyst and Department of Administration, Office of Technology in Guam.

Personnel Experience, Expertise and Time Commitments. The following are the Guam Public Library System (GPLS) staff committed to this project with resumes attached: **Ms. Sandra M. Stanley, Administrative Officer and Project Director** 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 30 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 all required reporting. Ms. Stanley has also worked closely with the IMLS Senior Program Officer 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. She has been involved with IMLS grant, 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 assisting throughout this project. **Administrative Support Unit** staff are **Mrs. June M. Aflague, Administrative Assistant** and **Mrs. Rowena Morales, Clerk Typist III,** who will work closely with the Project Director to assist with the project's activities, budgeting and financial reporting, including necessary paperwork for the procurement of items for the project. **Ms. Morales** also handles the day-to-day in-house operations of the Horizon systems. All key personnel will also work closely with the Computer Systems Analyst. All 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. **Ms. Francine Uncangco** and **Florence Taitague,** both Library Technician II's will be attending the training along with administering the refresher courses to the other GPLS library technicians.

Time commitments will be increased during important periods when grant activities are scheduled and when statistics and reports are due. All Guam Public Library System (GPLS) staff will work towards completion of this project. The Project 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. Need #1:
Baseline data will be tracked through the Schedule of Completion. GPLS will ensure that key personnel and library staff technicians have the training materials needed to complete the thorough and in-depth training with SirsiDynix and continue with up-to-date on-line training.

Baseline and Final Data to Measure Achievement. Need #2:
Baseline data will be tracked through the Schedule of Completion. GPLS will take inventory and add to its collection.

Evidence of Ongoing and Comprehensive Evaluation to Assess Progress. Need #1: The project 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 to provide knowledge of the system and maximizing the potential of the software and to effectively and efficiently meet the needs of the community. ***2.) Progress.*** After the schedule of completion has been implemented, an indicator of the progress would be the agenda from SirsiDynix.

Evidence of Ongoing and Comprehensive Evaluation to Assess Progress. Need #2: The project will use the following criteria that have been designed to gather baseline and final data. ***1.)For general public and staff accessibility:*** It will become an important and popular part of the library's service to offer. It will provide the general public with other formats of learning. ***2.) Progress.*** After the schedule of completion has been implemented, an indicator of progress would be the attendance of the children's library and game room.

Measurement of the Impact of New or Improved Services for the Community. Community satisfaction will be determined through two surveys that will be developed by the Evaluation team consisting of the Project Director and all key personnel involved in this project. The survey will be collected from patrons who utilize the new board games and video games. Photos will be taken and posted on the website as the Children's library and Game room are furnished with the new games. The second survey will be collected from the general public visiting the library and on its website to gauge from the community on how we can better serve their needs with this added feature of the games. This information collected will be used to improve and upgrade library services for the community. The library is always looking for ways to improve with its free access to computers and internet, research resources, programs, classes, job and career resources, free events and activities, free meeting spaces, quiet study spaces and staff assisting patrons, thus, improving library services to the whole community.

The new addition of educational board games and video games must be provided for patrons who cannot afford or purchase in their home. It will also serve as an avenue for patrons on a wide range of reasons as another format of improving literacy. The focus on access is more important than before in this digital age. The level of service should improve with increase patronage and higher expectations from the public.

OUTLINE OF OUT-COME BASED EVALUATION: TRAINING and GAMES

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

Program Name: Training and Games

Who are the Program Influencers?	What do they want to know
GPLS Staff	Is there a need? Are we meeting that need? Can it be duplicated by other agencies? Will it increase library use or strengthen the library profile in the community?
GPLS IMLS Project Director and the GPLS Library Technician Supervisor	Is the staff maximizing the Horizon system? Are we making known to the patrons the new collection of games?
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), 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 training and the purchasing of games? To meet the needs of the staff so they can in turn better serve its patrons by maximizing the potential of the Horizon system.

To introduce to patrons and participants another viable source of information and service which they can access at their local library. It will boost educational performance and teach research and computer skills.

For whom: For the whole island community, library patrons.

For what outcome and benefit?

- Remain current with changing technology.
- Increase computer knowledge and skills
- Increase use of the library by participants and their families
- Raise awareness of the availability of the updated resources and importance of the local libraries.

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**
Training of key personnel and Library staff technicians	5-Day on-site Instructor based	Provide effective and efficient service to its patrons	Increase knowledge and understanding of the Horizon system
Added collection of games in the new children'	Board games and video games and consoles	Provide another format in promoting literacy	Enhancement of skills and knowledge
GPLS Project Director, GPLS Library Technician Supervisor, GPLS staff and volunteers	Staff development and increase in patrons	On-going training and new programs	Enhancement of skills and knowledge

Plan for Documenting Results – Both Expected and Unexpected

The Guam Public Library System will post an events and calendar page on its website with feedback forms. The feedback forms will allow for requests on how the program would benefit or what improvements may be added. The website will also document the activities with participant's comments and photos to generate interest.

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 GPLS can share its knowledge and information of the Horizon system.

Providing another format of learning with educational board games and video games will attract other libraries within the region to promote them in their library.

Dissemination of Project Results.

The evaluation of the impact of this project will be disseminated by posting on its website of the training provided to the staff and the added collection of new board games and video games now available at their library. The local media will be enlisted to help create public awareness. The value of the project to the Guam community will also be shared at any organizational meetings and workshop.

Schedule of Completion

Guam Public Library System
IMLS Competitive Grant Proposal 2016

Need 1	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Cost
1. **Procurement of necessary training.** The library's first step in reaching its goal is to bring an instructor from SirsiDynix to conduct an on-site training and refresher courses on Horizon. Working in collaboration with SirsiDynix, an agenda will be formalized. The Guam Public Library System (GPLS) Administrative Support Unit (ASU) staff will process whatever is necessary to procure the training service.													$10,000.00
2. **Scheduling of the Instructor-based training.** Once an instructor has been secured and a schedule has been given on when they will arrive on Guam for training, arrangements will need to be made to ensure that the key personnel who are attending the training are available as they already have set daily tasks that must be performed.													$0.00
3. **Implement the Project.** As training is completed, the System Administrators will be able to program Horizon to do basic functions that are currently being													$0.00

done manually because of lack of training and knowledge of the system.													
NEED 2	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Cost
1. Procurement of Games. The first step is to purchase educational board games and video consoles and games.													$18,800.00
2. Implement the Project. The educational board games will be available in the children's library and the game room. Gaming consoles with the games will be made available in the game room.													$0.00
Survey													
Administrative Costs													$1,200.00
													$30,000.00

- Activities start and ongoing

- Activities stops

6. BUDGET NARRATIVE

There are a total of three full time employees of the library who are assigned as system administrators for the Horizon system, along with the Systems Analyst of the Department of Administration (DOA), who will be properly trained by an on-site instructor from SirSiDynix. The approximate total number of GPLS employees to work on this project during initial implementation is at least (3) to ensure that the Requisitions and Purchase Order are processed accordingly and services are delivered by vendor.

Salaries and Wages will be incurred by the Guam Public Library System (GPLS) for one (1) Administrative Officer with two (2) Administrative Support Unit staff, one (1) Library Technician Supervisor.

Fringe Benefits will be incurred by the Guam Public Library System (GPLS) for one (1) Administrative Officer with two (2) Administrative Support Unit staff, and (1) Library Technician Supervisor.

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

Supplies. Supplies that will be purchased are game accessories, cases for the game equipment and Xerox paper to prepare training material for staff.

IMLS total for Supplies comes to: **$4,000.00**

Equipment: **$14,800.00**

IMLS total for Services comes to: **$10,000.00**

Administration costs

Total for Administrative Indirect costs: **$1,200.00**

Other costs

Total for Other costs: **$0.00**

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

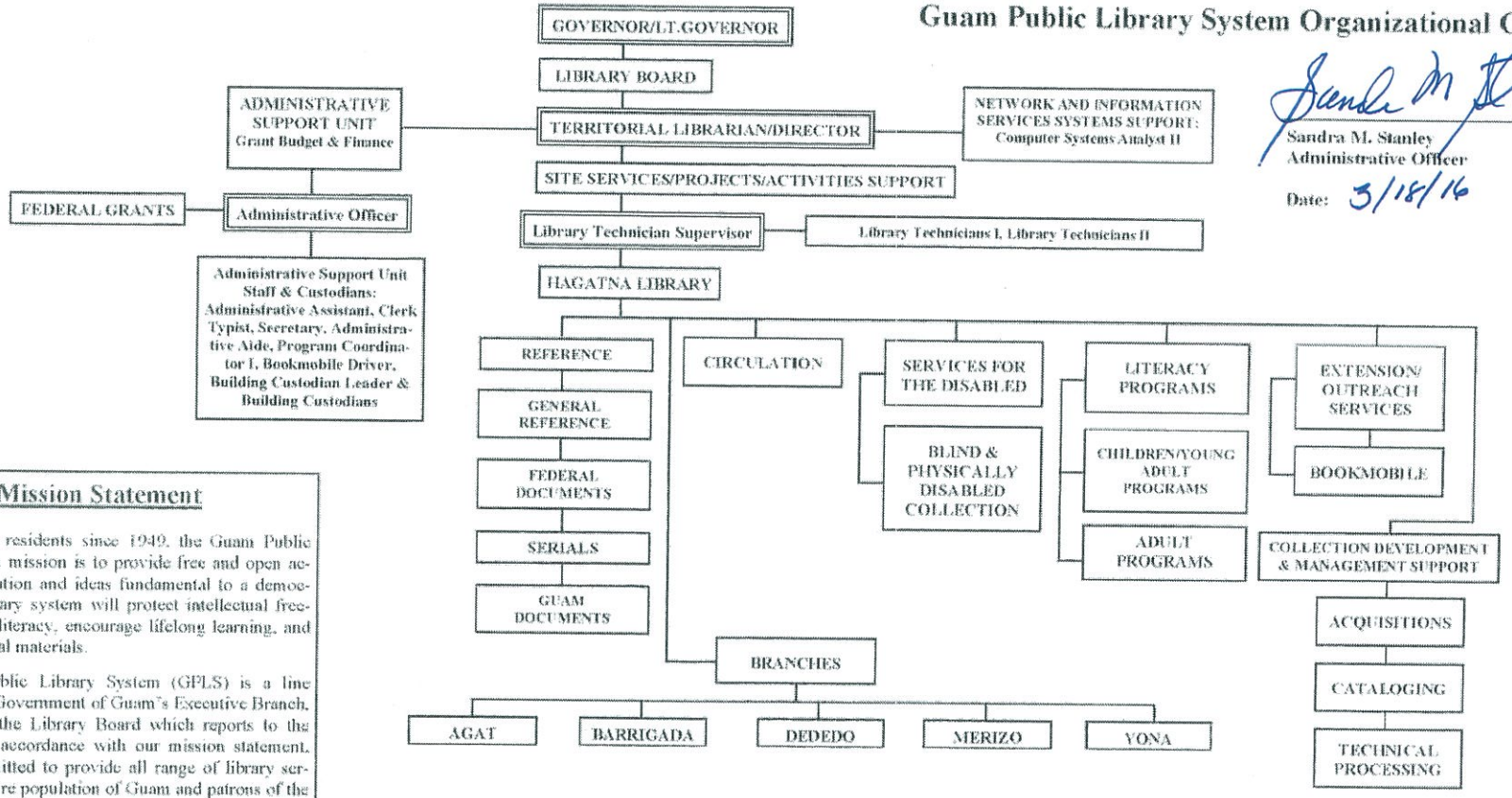
Total Indirect Costs: **$1,200.00**

Total All Costs: **$30,000.00**

TOTAL AMOUNT REQUESTED FROM IMLS **$30,000.00**

TOTAL AMOUNT FOR PROJECT **$30,000.00**

Guam Public Library System Organizational Chart



Sandra M. Stanley
Administrative Officer

Date: 3/18/16

Mission Statement

Serving Guam residents since 1949, the Guam Public Library System 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 Government of Guam's Executive Branch, 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.