




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

Date of Award January 18, 2013

Awardee Name and Address Government of Guam - Dept of Administration; Guam Public Library 254 Martyr Street Hagatna, GU 96910	LSTA State Grants Award Number LS-00-13-0053-13
Authorizing Official Edward Calvo P.O. Box 2950 Hagatna, GU 96932	Award Period From October 01, 2012 To September 30, 2014
Project Director Sandra Stanley 254 Martyr Street Agana, GU 96910-5141	Total Award Amount \$ 80,658.00 01/16/2013 \$80,658.00 Original Award
Basic Award Information This grant is awarded under the Library Services and Technology Act (LSTA) for the purposes of the Act and as identified in the grantee's Five-Year State Plan for FY2013-2017 and any forthcoming amendments approved by IMLS. The grant award number must be used on all correspondence directed to IMLS concerning this grant. Amendments requiring prior approval include new or substantial changes to the goals, objectives or activities as documented in the State's Five-Year Plan. ALL RECIPIENTS OF FUNDS FROM THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES (IMLS), including but not limited to, State and local governments, ARE REQUIRED TO CREDIT IMLS in all related publications and activities in conjunction with the use of the grant funds. P.L. 104-208, as amended (by P.L. 108-81) CFDA No. 45.310	
IMLS Authorizing Official Signature 	Name and Title Laurie C. Brooks Associate Deputy Director
Accounting Code: CFDA Number: 45.310	TIN No. - 980018947 DUNS No. - 778904292



INSTITUTE of
Museum and Library
SERVICES

September 24, 2012

Ms. Sandra Stanley
Administrative Officer
Guam Public Library System
254 Martyr Street
Hagatna, GU 96910-5141

Dear Ms. Stanley:

I'd like to take this opportunity to congratulate you on the submission of your Five-Year Plan (FY 2013-FY 2017). We are all aware that economic changes are causing reductions in all sources of public (federal, state, local) funding for libraries while public demands for library services are increasing. Your plan outlines how Guam intends to fill the gaps by providing workforce services, afterschool programming, electronic resources, and broadband access.

With built infrastructure in nearly every community in the nation and dedicated, knowledgeable staff, I believe that State Library Administrative Agencies and their partners are positioned to connect people to one another and to the full spectrum of human experience. Your Plan demonstrates a commitment to embrace new service opportunities as changing information delivery services, platforms, and information policies create new challenges in providing critical materials, both print and digital, that are the foundation for all other services.

Most importantly, your Plan documents the need for and impact of LSTA funds in the communities you serve. It is an excellent framework for the future, and it is approved for the full five-year period.

Thank you for working with IMLS throughout this process. It is my hope that this plan will lead to an excellent evaluation five years from now. Until then, I look forward to tracking your progress and to our continued work together.

Sincerely,

Susan H. Hildreth
Director
Institute of Museum and Library Services

Grant Cycle Calendar for FY 2013 State Grant

States must notify IMLS and electronically submit a new Information Update form whenever any details of the LSTA Contacts have changed.

DATE	CALENDAR YEAR	ACTIVITY
10-01	2012	<ul style="list-style-type: none"> FY 2013 Federal Fiscal Year Begins FY 2013 Two-Year Grant Award Period Begins FY 2013 Grant Awards will be issued after the President signs the Budget 90-day Liquidation Period Begins for Obligated FY 2011 Funds
12-30	2012	<ul style="list-style-type: none"> FY 2011 State Program Report, Certification, and FSR due to IMLS 90-day Liquidation Period Ends for Obligated FY 2011 Funds
1-06	2013	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2012 & FY 2013 Awards
4-01	2013	<ul style="list-style-type: none"> If Needed – Revision of Current Five-Year Plan Due to IMLS for FY 2014
4-05	2013	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2012 & FY 2013 Awards
7-06	2013	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2012 & FY 2013 Awards
9-23	2013	<ul style="list-style-type: none"> One-Week Drawdown Suspension for End of Federal Fiscal Year Closeout
9-30	2013	<ul style="list-style-type: none"> FY 2012 Two-Year Grant Award Period Ends FY 2013 Federal Fiscal Year Ends
10-01	2013	<ul style="list-style-type: none"> FY 2014 Federal Fiscal Year Begins FY 2014 Two-Year Grant Award Period Begins FY 2014 Grant Awards will be issued after the President signs the Budget 90-day Liquidation Period Begins for Obligated FY 2012 Funds
10-06	2013	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2013 Award and Amount of FY 2012 Award not obligated by 9-30-2013
12-30	2013	<ul style="list-style-type: none"> FY 2012 State Program Report, Certification, and FSR due to IMLS 90-day Liquidation Period Ends for Obligated FY 2012 Funds
1-07	2014	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2013 & FY 2014 Awards
4-01	2014	<ul style="list-style-type: none"> If Needed - Revision of Current Five-Year Plan Due to IMLS for FY 2015
4-04	2014	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2013 & FY 2014 Awards
7-05	2014	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2013 & FY 2014 Awards
9-21	2014	<ul style="list-style-type: none"> One-Week Drawdown Suspension for End of Federal Fiscal Year Closeout
9-30	2014	<ul style="list-style-type: none"> FY 2013 Two-Year Grant Award Period Ends FY 2014 Federal Fiscal Year Ends
10-01	2014	<ul style="list-style-type: none"> FY 2015 Federal Fiscal Year Begins FY 2015 Two-Year Grant Award Period Begins FY 2015 Grant Awards will be issued after the President signs the Budget 90-day Liquidation Period Begins for Obligated FY 2013 Funds
10-04	2014	<ul style="list-style-type: none"> Quarterly Grant Accrual Report due for FY 2014 Award and Amount of FY 2013 Award not obligated by 9-30-2014
12-30	2014	<ul style="list-style-type: none"> FY 2013 State Program Report, Certification, and FSR due to IMLS 90-day Liquidation Period Ends for Obligated FY 2013 Funds



DIPATTAMENTON I KAOHAO GUINAHAN CHAMORRO
DEPARTMENT OF CHAMORRO AFFAIRS



Honorable Edward J.B. Calvo
Governor of Guam

Joseph Artero-Cameron
President, DCA

Raymond S.Tenoio
Lieutenant Governor of Guam



GUAM MUSEUM



GUAM MUSEUM
ACQUISITION
SCULPTURE



Guam Public Library



HAGÁTÑA
RESTORATION
1971-1972



PBS
GUAM

June 29, 2012

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

Email: JLonergan@IMLS.gov

Dear Mr. Lonergan:

The Department of Chamorro Affairs a Division of the Guam Public Library System is pleased to submit its application for the LSTA Five Year Plan from 2013 through 2017.

You may contact me at (671) 475-4278, Monday through Friday from 8:00 a.m. until 5:00 p.m.

Sincerely,

Joseph Artero-Cameron
President, Department of
Chamorro Affairs

cc: Vice President, DCA
Administrative Officer, GPLS
Administrative Services Officer, DCA
Library Technician Supervisor, GPLS
Grant File, GPLS

/sms



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

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**Guam Public Library System
A Division of the
Department of Chamorro Affairs**

LSTA Five-Year Plan

2013 – 2017

**For submission to the
Institute of Museum and Library Services (IMLS)**

**Prepared by:
Employees of the Guam Public Library System**

**Guam Public Library System
*Sisteman Laibirihan Pupleko Guåhan***

**254 Martyr Street
Hagåtña, Guam 96910-5141
Phone (671) 475-4753/4
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June 2012

Overview

The Guam Public Library System (GPLS), a division of the Department of Chamorro Affairs conducted an assessment in February of 2012 of library services and needs of the island residents. The assessment was done in collaboration with the Government of Guam Department of Administration, and the Guam Library Association using patron surveys and staff input. Four needs were identified which are consistent with the purpose of the Library Services and Technology Act (LSTA). The four needs form the basis for our Five-Year Plan:

1. **Staff development.** GPLS employs twenty-five (25) employees, including Library Technicians, an Administrative Support Unit, Maintenance Unit, and a Bookmobile Driver. The GPLS does not currently employ a professionally qualified Library Director. All GPLS staff needs training in areas of new and innovative library operations and procedures. Professional development for staff will enhance overall operations, procedures, and customer service bringing GPLS into the 21st century; due to insufficient local funding GPLS has had limited funding to support training for GPLS employees.
2. **Marketing.** GPLS serves a very diverse community comprised of a population base representing different cultures from the region, including the Commonwealth of the Northern Marianas Islands (CNMI), the Federated States of Micronesia (comprised of Chuuk, Kosrae, Pohnpei, and Yap) Japan, Korea, the Philippines, the Republic of Palau, the Republic of the Marshall Islands, and other immigrants. An anticipated increase in library patrons due to an impending military build-up will affect our services. GPLS has one Program Coordinator who plans, oversees, and handles all literacy programs and programs for the elderly. The current Program Coordinator I is needed to continue to develop children's literacy programs, and develop more creative ways to market GPLS as a whole to better inform all island residents of the many services GPLS has to offer.
3. **Assistive technology.** GPLS lacks the necessary assistive technology equipment to serve special needs patrons. Expanding GPLS' assistive technology equipment will benefit and potentially increase service to patrons with special needs, diverse families, underserved individuals, and the elderly of Guam.
4. **Information technology upgrades.** GPLS needs to replace older, outdated computers (desktops, workstations, and laptops). Hardware, software, and technology upgrades will increase staff efficiency and streamline patron services.

Mission

Guam Public Library System will 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.

Need #1: Improve library services to patrons by providing GPLS employees adequate training in the field of library operations, procedures and digital technology.

Summary Needs Assessment:

- The current state of local funding for the Guam Public Library System (GPLS), a Division of the Department of Chamorro Affairs, has hindered the library's day-to-day operations and services, most importantly the ability to fund other needed programs that are specifically designed for staff development. Evaluating the services we are providing, and keeping all GPLS employees growing in knowledge to provide better services to meet the community's needs is essential. Staff development must be embedded into the library's strategies to empower its employees to cope with the growing information needs of our island community. Continuing education and carefully selected training opportunities enhance employee job satisfaction, morale, and motivation. Staff development will improve efficiency and encourage the learning of new information technologies and methodology. GPLS has a total of twenty-five employees (25) which consist of the following positions: 1 Library Technician Supervisor, 14 Library Technicians, 1 Building Custodian Leader, 3 Building Custodians, 1 Bookmobile Driver, 1 Administrative Aide, 1 Clerk Typist, and 1 Program Coordinator I. The Administrative Support Unit consist of 1 Administrative Officer and 1 Administrative Assistant. The need for current staff training in the field of library operations and procedures is critical. The essential role the Library Technicians perform on a day-to-day basis requires ongoing training. GPLS is challenged to provide different ways to "innovate" and "motivate" staff to enhance operations and customer services, bringing them into the 21st century.
- Currently, GPLS is a Sub-Regional Library of Hawaii's Library for the Blind and Physically Handicapped (LBPH), which is, in turn, the Regional Library for the National Library Service for the Blind and Physically Handicapped, Library of Congress (NLS). GPLS has been the Sub-Regional Library for about 30 years and no staff has been adequately trained in this area of need. In order for GPLS to carry out

the responsibilities detailed in the “Sub-lending Agency Service Agreement for Sound Reproducers and Other Reading Equipment” Guam LBPH staff need to be fully trained to ensure that all eligible persons within our designated geographical service area are properly served. It is important that the LBPH staff is knowledgeable about the various policies and procedures as the service is governed by federal law. The Hawaii NLS has recommended that a GPLS staff attend an NLS Orientation in Hawaii before attending any national conferences.

- As a tropical island, Guam encounters many disasters; typhoons have historically caused the most damage throughout the island. The Guam Public Library System (GPLS) does not have tempered glass windows, and maintenance staff is not specifically trained in disaster preparedness. Upon being notified of an approaching typhoon, all maintenance staff is tasked with securing the main library facility in Hagåtña. This 4 story facility houses the main depository of all federal and local documents, a reference section containing local and historical documents and photographs, and an audio collection. Currently, there is an ongoing program for the archiving and digitizing of the historical documents and photographs at the main library, but there is great concern for the security of these collections, which include historical documents and photographs pertaining to Guam’s history. Disaster training will lessen the chance of permanent damage to these materials in the event that our main facility is breached or compromised by a natural disaster. Training and guidance in the area of conservation and preservation measures for all collections from a qualified person or organization is greatly needed to assist GPLS with the securing of our historic materials in their original formats (paper documents, photographs, and audio).
- GPLS has one Program Coordinator I position. The position was filled under the past Five Year LSTA Plan (2008-2012). The Program Coordinator I manages all GPLS programs, including communication and collaboration with other CBOs and attendance at outreach events to display and promote GPLS services, special events and programs.
- The current GPLS 2008-2012 Five-Year Plan and the GPLS Technology Plan will serve as a guide for GPLS personnel to select specific trainings, workshops, or seminars aligned with desired library service improvements. The trainings may focus on services for individuals with special needs, including the elderly; Internet safety; safety officers; facilities safety; and library programming for all ages; grant writing and management; preservation and archiving; office management and administration; library systems technology; and related topics for the improvement of a public library.
- To reduce costs, GPLS plans to provide on-site staff training. Collaborate with CBOs in the field of providing services for individuals with special needs, such as Guam Center for Excellence in Developmental Disabilities Education Research and Service

(CEDDERS), Department of Integrated Services for Individuals with Disabilities (DISID), Department of Vocational Rehabilitation, Guam Early Intervention, Guam Department of Education; Visual Impaired Program (VIP), and other interested organizations in this field.

Goal: To enhance daily operations by training GPLS staff in areas supporting innovative operations, procedures, and techniques.

LSTA Purpose: (#1 & 3A) expanding services for learning and access to information and educational resources in a variety of formats, for individuals' needs for education, life-long learning, workforce development, and digital literacy skills. **(3A)** Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services.

Key Output Targets: *(measurement of activities, services, or products that contribute to an organization or program goal – a measure of productivity, typically shown in numbers)*

Management team will review and revise existing training opportunities by 2013 in order to provide staff with relevant and up-to-date best practices.

New formal annual training opportunities will be provided for GPLS staff to improve services that better the operations and procedures of GPLS to the public by 2014.

Key Outcome Targets: *(how people will benefit from goal – describe intended changes in skills, knowledge, attitudes, behaviors, and status or life condition)*

- GPLS staff will demonstrate the knowledge and skills obtained from trainings, workshops, and conferences and apply these skills to improve public services.
- GPLS staff will be able to provide management with support by procuring adequate equipment, supplies and services, to effectively function efficiently with its office, financial, personnel, grant writing, and grants management, including the support of all divisions within the Guam Public Library System.

Program:

- Relevant training opportunities for all GPLS staff will be researched and selected. Contracting trainer(s) for on-site professional development will be explored. Funding will be sought if off island travel is the only means to gain the desired knowledge and skills. GPLS will identify training to keep staff current with the latest 21st century operational procedures, programs, services, and procedures through communication with IMLS and public library networks. *Timeframe: 2013-2017*

- The GPLS will support one GPLS staff member to attend the orientation and training at the Hawaii Library for the Blind and Physically Handicapped. GPLS will ensure that the procedures and practices are adopted and other library staff will be trained to ensure appropriate staffs are knowledgeable about LBPH services and aware of NLS guidelines and policies. *Timeframe: 2013-2014*
- The GPLS staff receiving NLS training will develop and implement a Standard Operation Procedures (SOP). *Timeframe: 2013-2015*
- Library supervisory staff will conduct follow up assessment to ensure LBPH service improvements are taking place. *Timeframe: 2013-2017*
- The Program Coordinator I will continue to coordinate and work closely with GPLS personnel tasked with the researching of training opportunities identified by the GPLS Library Technician Supervisor and Project Director. *Timeframe: 2013-2017*
- The Program Coordinator I will monitor, manage, report on, and disseminate information about all current LSTA funded programs to the GPLS Library Technician Supervisor and GPLS Project Director. *Timeframe: 2013-2017*
- GPLS will collaborate with CBOs to identify and participate in training opportunities that will improve the operations and services of GPLS. *Timeframe: 2013-2017*
- GPLS will collaborate with CBOs to develop outreach programs for Guam's special needs populations. *Timeframe: 2013-2017*
- GPLS will provide Bookmobile and children's literacy programs to the community (preschoolers, elementary, middle, and all school aged children). *Timeframe: 2013-2017*

Need #2: Improve children's literacy programs and services to children under the age of five (5) years.

Summary Needs Assessment:

- Guam has a very diverse population, including citizens from neighboring countries who may not have utilized a library facility. This population includes English language learners and those with limited educational attainment. Guam has a high percentage of individuals and families with low socioeconomic status. These particular groups reflect the limited functional literacy or informational skills that can benefit from GPLS services. Expanded outreach services targeted towards Guam's diverse and underserved populations are necessary. Meeting with community, church, and other groups representing the various target populations is one potential outreach strategy.
- Anticipation of increased patrons from a pending military build-up on Guam will require more efforts in community awareness of the services GPLS is

able to provide for all residents. Funding issues are a major factor in not being able to have more attractive and colorful ads that promote library special events and services in the local media outlets. More creative marketing strategies are needed in order to attract all of the islands' communities to the GPLS.

- The continuation of employment of the current Program Coordinator I is essential for maintaining the research, planning, and development of new literacy programs for children focusing on early childhood development that specifically target children coming from families of different cultural backgrounds, including a reading program for children living in low income housing areas that the Bookmobile visits. The Program Coordinator I also has responsibility for continued collaboration and networking with community-based organizations (CBO) and community leaders, planning and promotion of special library events, and dissemination of program information.

Goal: To sustain continued patron services and literacy outreach programs to underserved individuals, diverse families, individuals with disabilities and Guam's elderly population; develop and sustain new literacy programs to target this special population, including those under the age of five (5) years; increase library profile; and the continued improvement of literacy programs.

LSTA Purpose: (#1) expanding services for learning and access to information and educational resources in a variety of formats, for individuals' needs for education, life-long learning, workforce development, and digital literacy skills.

Key Output Targets: *(measurement of activities, services, or products that contribute to an organization or program goal – a measure of productivity, typically shown in numbers)*

- Increase the dissemination of library services and materials by the community by 10% by September 2013.
- Increase the dissemination of library services through print and electronic resources to the community by 25% by September 2015.
- Increase the dissemination of library services and materials by the community by 50% by September 2017.
- Develop and sustain one new literacy program targeting individuals or families of diverse background or need by September 2014; a total of two new island-wide literacy programs targeting individuals or families of diverse background or need, including those under the age of five (5) years, will be developed and sustained by GPLS.

Key Outcome Targets: *(how people will benefit from goal – describe intended changes in skills, knowledge, attitudes, behaviors, and status or life condition)*

- Increase patron usage representing families of diverse background or need.
- Increase patron usage of children under the age of five (5) years.

- Increase the usage of library services and materials by the community by September 2015.
- 35% of patrons surveyed in May 2015 and 50% surveyed in May 2017 will rate the satisfaction level with their GPLS experience as good or excellent.

Program:

- GPLS will retain current Program Coordinator I to ensure continuity in sustaining, developing and implementing literacy programs.
- GPLS will collaborate with CBOs to implement community based literacy programs. Possible collaborating CBOs include Guam Childhood Early Intervention, Guam Department of Education; Guam Ceddars; Early Childhood Development, University of Guam; Guam Community College; Special Education Department, Guam Department of Education; Parent Information Resource Center (PIRC); Healing Hearts; Child Protective Services, Department of Public Health and Social Services; Guam Fire Department; Guam Police Department; Guam Animals in Need (GAIN) and the Juvenile Division, Superior Court of Guam and PBS Guam.
- The Project Director and key GPLS staff will collaborate with CBOs to establish different marketing ideas and strategies to better promote all services and special events that the Guam Public Library System has to offer its community.
- GPLS will implement a new literacy program for low income housing areas throughout the geographically remote areas on Guam.
- GPLS will collaborate with CBOs to promote literacy in low income housing areas and remote areas on Guam.

Need#3: The Guam Public Library System will ensure equitable access to information resources and library services for individuals with disabilities.

Summary Needs Assessment:

- The Guam Public Library System (GPLS) has sustained budget cuts and obstacles in acquiring proper funding to provide all who fall in this special group the necessary and essential materials and equipment to improve services and enhance an individual's desire for freedom and independence while visiting their public library.
- The special needs population on Guam has been growing, with a parallel increase in the number of patrons. Through the years, a growing number of visually impaired and blind inquire about and request services.

Goal: To increase the number of special needs patrons being served by GPLS.

LSTA Purpose: (#4, 5, & 6) Developing public and private partnerships with other agencies and community-based organizations (CBOs); targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds to individuals with disabilities, and to individuals with limited functional literacy or informational skills; and targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of Title 42) applicable to a family of the size involved.

Key Output Targets: *(measurement of activities, services, or products that contribute to an organization or program goal – a measure of productivity, typically shown in numbers)*

- GPLS will conduct a thorough resource alignment by 2014 to identify what resources and services are currently available to the special needs population and which ones should be added.
- All staff will be trained on the resources and services that GPLS has to offer to the special needs population as well as ways to best serve them.

Key Outcome Targets: *(how people will benefit from goal – describe intended changes in skills, knowledge, attitudes, behaviors, and status or life condition)*

- Special needs population will have more resources available to them.
- Special needs population will be better informed of the available resources.
- 35% of patrons surveyed in May 2015 and 50% surveyed in May 2017 will rate the satisfaction level with their GPLS experience as good or excellent.
- Special needs population to be provided with essential library materials and equipment to access library services by 2014.

Program:

- GPLS will collaborate with CBOs.

Need#4: Enable the Guam Public Library System and Bookmobile to acquire updated technology to ensure that GPLS provides programs and services that promote lifelong learning and support the development of 21st century skills.

Summary Needs Assessment:

- Guam's public library is a vital community anchor institution and the resources and access services that the GPLS offers its patrons and visitors help to support literacy and lifelong learning. GPLS needs to invest in

updated information technology to help meet the growing needs of its patrons.

- The upgrading of all GPLS information technology will ensure that the employees of GPLS will have the necessary tools and equipment to better serve its community.
- The Horizon Database System was last upgraded in 2008; investing in the most current software upgrade is necessary as the database is central to the Library's day to day operations. All of the Technicians continuously utilize the Horizon Database System for their assigned duties and tasks, including circulation, reference, patron records, collection management, and collection maintenance.

Goal: Guam Public Library System will have upgraded hardware and software to meet the needs of library patrons and staff, and to enhance services to the community.

LSTA Purpose: (#1 & 7) Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, life-long learning, workforce development, and digital literacy skills; (7) developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks.

Key Output Targets: *(measurement of activities, services, or products that contribute to an organization or program goal – a measure of productivity, typically shown in numbers)*

- The Guam Public Library System (GPLS) website and its online catalog will be accessible from any home that has internet connectivity by 2013.
- Public courses in basic computer literacy and use of internet will be designed and provided by 2013-2017.
- By 2013, 75% of all outreach and advertising will occur over the website.
- All GPLS staff will be trained on Horizon Database System upgrades by 2014-2015.

Key Outcome Targets: *(how people will benefit from goal – describe intended changes in skills, knowledge, attitudes, behaviors, and status or life condition)*

- The community that partakes in any of the informative computer trainings will have a better understanding and basic knowledge of the new technology.
- The Guam Public Library System employees will be more knowledgeable with the new equipment and software upgrades.
- GPLS staff will be able to better assist patrons with circulation and reference services.
- Patrons will have more interest in using the free internet and computer services GPLS has to offer.

- 35% of patrons surveyed in May 2015 and 50% surveyed in May 2017 will rate the satisfaction level with their GPLS experience as good or excellent.

Program:

- The Project Director will coordinate and meet with personnel from the Department of Administration's (DOA) Data Processing Division to request an information technology assessment and recommendations for GPLS technology upgrades.
- GPLS will continue to find ways to upgrade its technology program as part of improving library services to patrons.
- The Horizon Database System will be upgraded with the latest software application.
- GPLS will provide continued training for staff on the use of new equipment, software, and cataloging procedures.
- GPLS will develop a basic computer skills class for the elderly.
- GPLS will collaborate with CBOs and government agencies.
- GPLS will review and revise Internet Use Policies, as necessary.

Summary of Planning and Implementation Procedures

The following summarizes the stakeholder involvement, communication, and monitoring procedures, which the Guam Public Library System adopted for the development, finalization and implementation of its Five-Year Plan.

Stakeholder Involvement Procedures

A planning team was established to develop the draft Five-Year Plan for the Guam Public Library System. The team consisted of members from GPLS staff and experts to guide in the development of portions of the Plan (i.e., archiving processes, technology support for the Horizon Database System).

The Plan was submitted to the President, Department of Chamorro Affairs, for final approval before submission of the Plan to IMLS.

The GPLS will be involving community stakeholders in the implementation of the Five-Year Plan. GPLS will ensure that the execution of the Five-Year Plan is coordinated with the overall plan and priorities of the GPLS. The GPLS will provide additional opportunities for library patrons to comment on the LSTA Program and its direction.

Review teams will be formed to assist in the assessment and evaluation of LSTA projects at the mid-point and end of the Five-Year Plan.

Contract with Pacific Resources for Education and Learning (PREL) for the review of data collection and tracking strategy and for the preparation and submittal of the Final Evaluation Report of the Five Year Grant (2013-2017).

Communication Procedures

The Five-Year Plan document will be periodically reviewed by the planning team members. Once the Five-Year Plan has been approved by IMLS, it will be published in print form and on the GPLS website, and made available to all public, academic, and special libraries and selected school libraries and users throughout the Plan period. Readers will be invited to email comments to the planning team leader. Any substantive revisions to the Plan, especially to the needs and goals, will be submitted to IMLS according to the provisions of the LSTA, and to appropriate stakeholders. An email will be sent, followed up with hard copy.

The GPLS will publicize achievements of important milestones and results of the Five-Year Plan as required for reporting purpose, as well as to meet stakeholder needs. The channel for communicating these achievements will be dependent on stakeholder needs. The channel for communicating these achievements will be dependent on stakeholder groups' needs and will include an appropriate combination of presentations and meetings, print and electronic media and required reports.

Monitoring Procedures

The GPLS will assign appropriate staff to systematically track implementation of the Five-Year Plan and prepare appropriate reports as required. The GPLS review team will conduct annual visits to monitor each project. Any necessary corrective action will be decided in collaboration with the stakeholders.



State: Guam

Program Assurances for 2013 Grant Award

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

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

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

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

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

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

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

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

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

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



Signature of Authorized Certifying Official

Edward B. Calvo, Governor of Guam

Print Name and Title of Authorized Certifying Official

JUN 29 2012

Date

**CERTIFICATIONS REGARDING: NONDISCRIMINATION; DEBARMENT AND
SUSPENSION; DRUG-FREE WORKPLACE; FEDERAL DEBT STATUS; AND
LOBBYING**

1. Nondiscrimination

The authorized representative, on behalf of the State library administrative agency (SLAA), certifies that the SLAA will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R part 1170 in determining compliance with § 504 as it applies to recipients of Federal assistance);
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83, 1685–86), which prohibits discrimination on the basis of sex in education programs; and
- (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age.

2. Debarment and Suspension

The SLAA shall comply with 2 C.F.R part 3185. The authorized representative, on behalf of the SLAA, certifies to the best of his or her knowledge and belief that neither the SLAA nor any of its principals for the Five Year Plan:

- (a) Are presently excluded or disqualified;
- (b) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. part 180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
- (c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 C.F.R. part 180.800(a); or
- (d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the SLAA is unable to certify to any of the statements in this certification, the authorized representative shall attach an explanation to this form.

The SLAA, as a primary tier participant, is required to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The SLAA is also required to communicate the requirement to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants

Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the SLAA enters into covered transactions.

3. Drug-Free Workplace

The authorized representative, on behalf of the SLAA, certifies, as a condition of the award, that the SLAA will or will continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the SLAA as the recipient must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (P. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701-707).

This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the SLAA's employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents that the SLAA keeps on file in its offices) all known workplaces under its Federal awards.

4. Federal Debt Status

The authorized representative, on behalf of the SLAA, certifies to the best of his or her knowledge and belief that the SLAA is not delinquent in the repayment of any Federal debt.

5. Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in Excess of \$100,000) (31 U.S.C. § 1352)

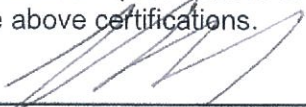
The authorized representative certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. § 1352) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) The authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by 31 U.S. C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned further provides assurances that it will include, as applicable, the language of the certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.



Signature of Authorized Certifying Official

Edward B. Calvo, Governor of Guam

Print name and Title of Authorized Certifying Official

JUN 29 2012
Date

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
 Edward B. Calvo		Governor of Guam	
APPLICANT ORGANIZATION		DATE SUBMITTED	
Guam Public Library System			



State: Guam

STATE LEGAL OFFICER'S CERTIFICATION OF AUTHORIZED CERTIFYING OFFICIAL

I hereby certify that in

Guam

Name of State
Guam Public Library Sytem

Name of State Agency

is the official State Agency with authority under State law to develop, submit, and administer or supervise the administration of the State Plan under the Library Services and Technology Act; that

Edward B. Calvo

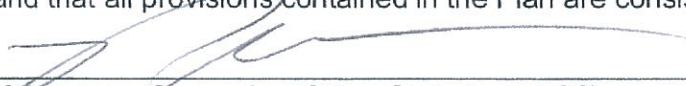
(Name of Authorized Certifying Official)

is the officer authorized to submit the State Plan, sign all assurances, certifications, and reports and to whom the grant award is made for the named State Agency; that the State Treasurer or

Treasurer of Guam

(Title of Officer other than State Treasurer)

has authority under State law to receive, hold, and disburse Federal funds under the State Plan; and that all provisions contained in the Plan are consistent with State law.


Signature of Attorney General or Other State Legal Officer

Leonardo Rapadas, Attorney General

Print Name and Title *DCR 12-0608*

6/22/12

Date

RECEIVED
JUN 21 2012
11:51 AM
Office of the Attorney General of Guam
Civil Solicitor Division



FY 2013 Grant # _____

STATE INFORMATION

For Reporting Subawards and Executive Compensation

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

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

Guam _____ (Name of State)

Guam Public Library System _____ (Name of State Agency)

PART I. Reporting of first-tier subawards

Complete one of the following:

- A. The State DOES NOT utilize IMLS funds to (circle one):
- 1) make subawards; or
 - 2) make awards of \$25,000 or more.

Signature _____

Edward B. Calvo, Governor of Guam

Print Name and Title _____

JUN 29 2012

Date _____

OR

- B. The State does utilize IMLS funds to make subawards, with individual awards of \$25,000 or more. The subawards will be made in _____ (month, 20__).
- The grantee acknowledges its responsibility to track and report on the subawards within the FFATA Subaward Reporting System as outlined in guidance provided by IMLS.

Signature _____

Print Name and Title _____

Date _____

OR

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

Signature

Print Name and Title

Date

PART II. Reporting total compensation of recipient executives

Complete one of the following:

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

Signature

Print Name and Title

Date

OR

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

Signature

Edward B. Calvo, Governor of Guam

Print Name and Title

Date

JUN 29 2012

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



INTERNET SAFETY CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and CONSORTIA WITH PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES

As the duly authorized representative of the applicant library, I hereby certify that the library is (*check only one of the following boxes*)

- A.** CIPA Compliant (*The applicant library has complied with the requirements of 20 U.S.C. § 9134(f)(1) et seq.*)

OR

- B.** The CIPA requirements do not apply because no funds made available under the LSTA program are being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.

Signature of Authorized Representative

Edward B. Calvo

Printed Name of Authorized Representative

Governor of Guam

Title of Authorized Representative

JUN 29 2012

Date

Guam Public Library System

Name of Applicant Library/Program