

TERRITORY OF GUAM

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

LIBRARY SERVICES AND TECHNOLOGY ACT

Five-Year Long Range Plan

2003-2007

Improvement of Library Services for the People of Guam

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November 2002**

**Guam Public Library System
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Director / Territorial Librarian, Guam Public Library System

(Temporarily vacant, appointment awaiting final decision by the newly elected Governor, the Honorable Felix Camacho).

Deputy Director, Guam Public Library System

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MISSION STATEMENT OF THE GUAM PUBLIC LIBRARY SYSTEM:

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

GOALS OF THE GUAM PUBLIC LIBRARY SYSTEM:

To accomplish its mission, the Guam Public Library shall:

1. Seek to understand the informational, educational, and recreational needs of all the people of Guam in accordance with the American Library Association Library Bill of Rights, Freedom to Read, and Freedom to View statements within the limits imposed by budget and space;
2. Extend library resources into community to assist individuals and groups with special needs;
3. Work cooperatively with other island libraries in providing information to the public;
4. Pursue opportunities through new technologies to deliver information more quickly and efficiently.

INTRODUCTION

Guam's public libraries are critical links to worldwide information resources. They are the valuable community assets to its people. Identifying ways to support and strengthen both the services and resources of the public libraries is the main purpose of this long-range plan. This Five Year Plan for the Library Services and Technology Act has been prepared by the Guam Public Library System Staff in accordance with the Library Services and Technology Act (LSTA) of 1996 and with the general guidance of the Guam Advisory Council on Libraries. Input from the library community as well as suggestions from the diverse communities of Guam were solicited, reviewed and discussed.

The Plan addresses the conditions, needs, goals, objectives, activities and directions of library and information service facing the island of Guam and its people. Reviewed annually, the Plan includes the Library Services and Technology Act (LSTA) programs through the federal 2007 fiscal year, serves as a guide for the allocation of funds and resources for state and federally assisted programs, and sets forth policies and procedures for administrating the LSTA program on Guam.

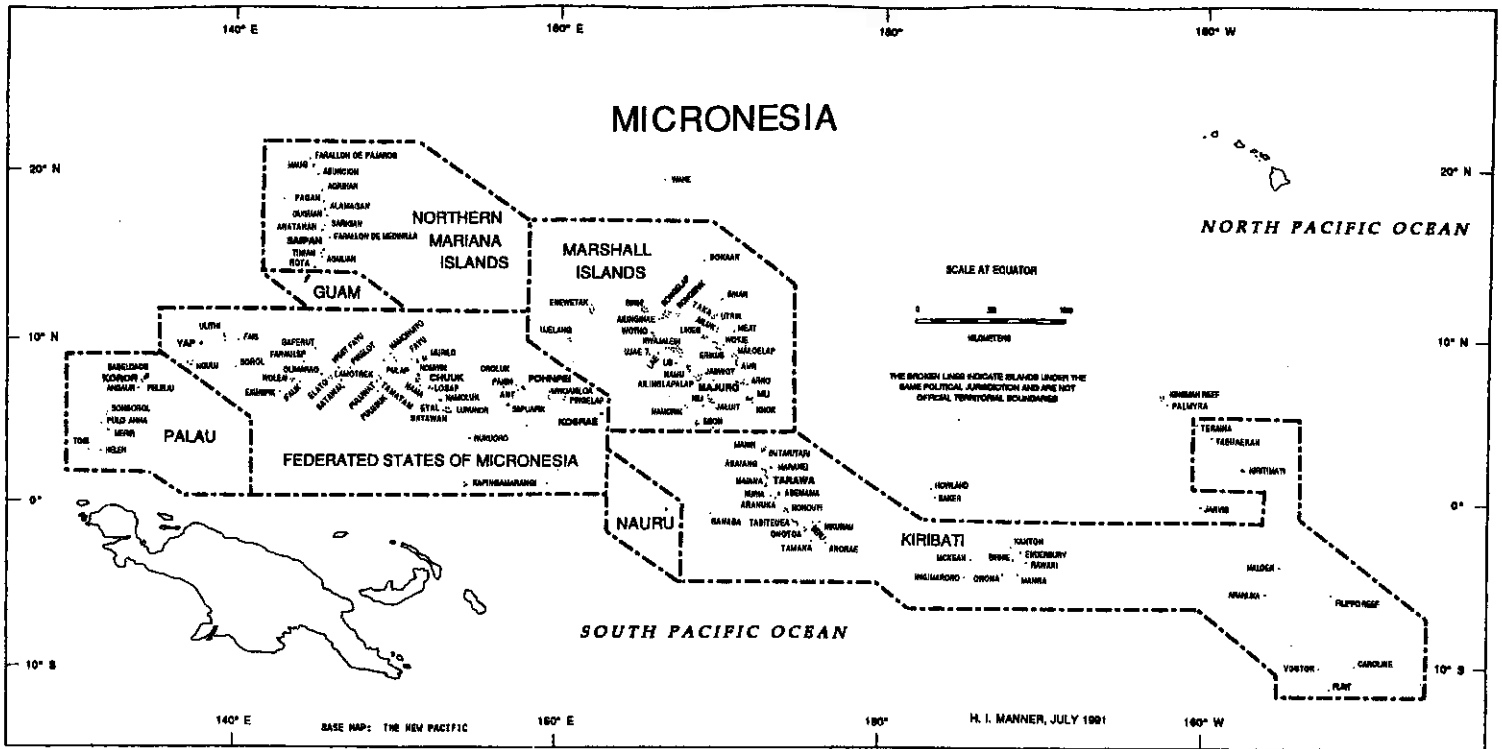
BACKGROUND

Guam is the largest and southernmost island of the Mariana Islands. Ferdinand Magellan landed on Guam in 1521 and Spain subsequently claimed the island in 1565. Guam became a U.S. possession and was placed under the administration of the U.S. Navy after the Spanish-American War in 1898. In 1950, after the enactment of the Organic Act, the island was placed under the civilian administration with a governor appointed by the President, under the consent of the Senate. The first election was held in November 1970, for Governor and Lieutenant Governor. Guam elected its own executive and legislative branches of government then, and thereby increased its local autonomy.

Guamanians, although citizens of the United States through the enactment of the Organic Act in 1950, cannot vote in the national elections, and had no representation in Congress until November 1972, when Guam was authorized to elect a non-voting delegate to the U.S. House of Representative. In November 2002, Guam elected the Honorable Madeleine Z. Bordallo as its Congresswoman.

Over the years, the people of Guam have assumed direct responsibility for their island's political and economic future. A plebiscite on the issue of political status was held in September 1987. The people of Guam chose to pursue Commonwealth as their political relationship with the United States. The wish, however, never reached the national decision level. Proposals for a future "Chamorros" only plebiscite include the choices of Statehood, Freely Association, and Independence.

Guam has an area of 215 square miles and is located 6,000 miles to the west of the U.S. mainland. It is 3,700 miles from the nearest state, Hawaii.



Guam has a warm tropical climate year-round with temperatures ranging between 75 to 86 degrees Fahrenheit. May and June are the hottest months, with most rainfall occurring from July through October. The average precipitation is approximately 90 inches. Trades winds blow from the northwest during the dry season from December through April. Guam lies within the typhoon belt that stretches across the Western Pacific. While typhoons have their seasons, storms can occur at any time. In recent years, several super typhoons hit Guam with wind forces exceeding over 180 miles per hour, causing severe damages to its already fragile infrastructures. Earthquake is another natural disaster that Guam experiences often. The earthquake in August 8, 1993 (measuring 8.2), and the 6.1 earthquake in 1999 added further financial affliction to its long existing economic hardship as the result of downturn Asian market, and world terrorist threats, etc.

Guam, the westernmost territory of the United States, possesses the finest deep-water harbor between Hawaii and the Philippines. With its strategic location and harbor, Guam has assumed an important role in American military activities.

The northern and central sections of Guam are more developed than the south. Housing subdivisions, industry, and commerce are concentrated mainly in the central and northern areas. Approximately two thirds of Guam's total population is concentrated in these two areas. Statistics from Census 2000 shows that the total population of Guam has increased from 133,152 in 1990 to 154,805 in 1999. Guam's median age (years) was 25.0 in 1990 and 27.4 in 2000. In 1996, the total number of active military personnel stationed on Guam is 7,552, and their dependents numbered 7,079. Today, the total number of active personnel stationed on Guam is 5820, and there are 5427 military dependents. However in view of recent geo-political developments (Iraq and North Korea), the federal government has indicated plans to significantly increase the number of military personnel stationed on Guam. In September 1997, the U.S. Department of Defense formed their

The two official languages on Guam are English and Chamorro. Approximately 29% of the population speaks these two languages. Guamanians of Chamorro decent comprised the majority of the population. The remaining minority group is composed of non-Chamorros that have entered Guam for various reasons from other areas, including the U.S. mainland. The 2000 census indicates that approximately 37.01% of the civilian population on Guam is Chamorro or part Chamorro, 6.79% Caucasian, 26.31% Filipino, and the remainder are comprised of Chinese, Koreans, Japanese, Vietnamese, and other Pacific islanders such as the Marshallese, the Kosraeans, the Yapese, the Pohnapeians, the Chuukese, the Palauans, the Kiribati, the Nauruans, the Woleaians, and the Mokilese, etc.

Guam has compulsory education for children between the ages of 6 and 16. Over thirty two thousand students are enrolled in the Guam public schools. The University of Guam is the region's institution of higher learning. It is accredited by the Western Association of Schools and Colleges. At present, the University has an enrollment of 3165 students, and the Guam Community College has a student population of 1764 enrolled in its many programs.

HISTORICAL DEVELOPMENT OF THE GUAM PUBLIC LIBRARY SYSTEM

The first libraries on Guam were small collections of religious books kept by Spanish priests. Shortly after the United States Government occupied Guam in 1899, a library for the military personnel and their dependents was established. Library service to local people in the years before World War II was limited to a small collection of books set up in 1909 for teachers and a small circulating library organized in 1924. It was not until after World War II, that a public library was founded on Guam.

The main library of the Guam Public Library System officially opened its doors on January 31, 1949 in Hagatna. An initial collection of 13,000 books from deactivated Navy libraries and a donation of children's books from the Los Angeles Public Library were housed in two Quonset huts near the Agana Azotea. A staff of three people (one librarian and two part-time helpers) opened the library for only 20 hours a week. During its first year of operation, the library's 272 registered patrons accounted for a circulation of 1,997. In June 1949, by an act of the Guam Congress, the library was named the Nieves M. Flores Memorial Library.

Steady growth characterized the first decade of the library's existence. In 1951, a special Guam Collection was established in order to preserve valuable local materials. Two years later, using a panel truck, services began reaching the remote villages. The library was separated from the Department of Education on August 6, 1954, by an act of the Second Guam Legislature (P.L. 2-107). That legislation also provided the library with an operational fund of \$22,800.

The library moved from the Quonset huts into the first floor of the current building in January 1960. In 1963, for the first time, Guam qualified for the construction funds under the new Library

Services and Construction Act. A survey was taken to assess the needs for library services on the island. From this survey, the Guam Public Library Board decided that five branch libraries should be built to meet the demonstrated library needs of the island. Guam requested for the construction funds, and the funds were awarded; however, no follow-up of the approved request was made.

In 1966, the library submitted another request for the construction funds for branch libraries, and received approval. A year later, in 1967, two branch libraries were completed in the villages of Agat and Dededo. A third branch library was completed in 1970 in Barrigada Village and a fourth one in the Merizo Village in 1974. More construction funds were received in 1989, and thus completed the fifth branch library in the village of Yona in 1992. All these libraries are more or less similar in design, staffing, holdings and operation. They are roughly 3,600 square feet in size and staffed by two library technicians.

Although the University of Guam, the Guam Community College, the U.S. Department of Defense schools, and most of the public schools on Guam do have their own resource centers, the majority of the student populations on Guam continue to use the public libraries as their information centers for convenience and for its more diversified collection

As with many other government agencies on Guam, the biggest challenge faced by the Guam Public Library System is funding. Sufficient funds do not exist to make much-needed improvements quickly, and to provide all of the services and programs the library wishes to offer. GPLS often has to struggle to remain up-to-date in the library world.

Besides monetary constraints, a lack of space at the main library is another problem. In order to adequately store, process, and preserve library materials, and legislative documents, a much larger, centrally located building is essential.

ASSESSMENT OF NEEDS

A. Organizational Structure of the Guam Public Library System

The Guam Public Library System is a Government of Guam line agency established under P.L. 2-107. Although the Governor of Guam appoints a Director/Territorial Librarian, the library is under the general cognizance of the Guam Public Library Board, which has the responsibility of establishing policy that governs the operations of the library system, and approving the Governor's appointee for Legislative confirmation.

The Director of the Guam Public Library System performs executive functions in the entire public library system. The Director's responsibilities are to direct and supervise public library operations and to prepare the budget for the approval of the Board. All decision-making power for the overall management of libraries is delegated to the Director.

The Guam Advisory Council on Libraries advises the Board on the development of the Library System's Long-Range Plan and on policy matters. It advises the Library System in evaluating programs, services, and activities under the plan.

All budgets approved by the Board are submitted to the Governor's Office and the Bureau of Budget and Management Research. The Bureau has the responsibility to recommend the Governor for approval or disapproval of the budget.

The Guam Legislature has the power to appropriate money for all the operations of the Government of Guam. The governor of Guam has the final power to sign into law or veto any bills regarding libraries.

B. Current Island wide Library Programs and Resources

Library resources are available in all public and some private schools on Guam. The elementary school library personnel provide story time, library skill lessons, and class visits during school hours for their students. In the middle school and high school level, students use library resources independently during study periods. School library collections are selected to provide resource materials to supplement classroom instructions. The total collection count in these libraries is approximately 210,500 volumes in the 37 public schools and about 60,000 volumes in the private schools. For most public school libraries, the last acquisitions for collection development were made in year 2000.

The University of Guam's Robert F. Kennedy Memorial Library has been able to meet the requirements of the American Library Association Standards for College Libraries. The RFK Library has over 85,000 bibliographic records reflected in the library's OPAC (Online Public Access Catalog) system. These records cover over 140,000 volumes, 665,000 microforms and 2,900 serial titles.

As of December 2002, the Territorial Law Library has a collection of approximately 52,136 volumes.

Libraries are available on all military installations. The Guam Naval Hospital has an extensive collection of professional health information. Most of the military base libraries have adequate general and specialized technical collections. The Guam Public Library System also provides free services to all military personnel and their dependents.

The Guam Public Library System is composed of a main library (named the Nieves M. Flores Memorial Library) in Hagatna, and five branch libraries located in the villages of Agat, Barrigada, Dededo, Merizo, Yona, and a bookmobile. The Guam Public Library System also provides collection services to the Department of Youth Affairs, and the Department of Corrections.

At present, the collections of the public libraries, including both print and non-print materials, total over 237,507 items. Story programs are offered for pre-school and school-aged children

throughout the year on Saturday mornings in the main library. Family oriented Summer Reading Program for all ages are offered annually. During the school year, tours of the public libraries are arranged in cooperation with classroom teachers and other interested groups. Assistance is available to all public library patrons in the use of general reference materials, Guam/Pacific materials, networked CD-ROM references, and Internet searching. All libraries within the Guam Public Library System offer formal learning support to assist patrons of all ages who are enrolled in formal programs of education, or who are pursuing their education through programs such as home-schooling, or long distance learning to attain their educational goals. Although limited by budget, free Internet/word processing workstations and other electronic equipment are provided for patrons. Interlibrary loan supplements the public library system's collection.

C. Statement of Needs

Input from the library community as well as recommendations from the diverse communities of Guam were solicited, reviewed and discussed. Library staff, the Guam Advisory Council on Libraries and a survey of library users identified the needs of the library system. A consistent theme has been the need for equity and access to the Internet. The needs identified are as follow: pursue other grants and fundings for the library system; enhance technology through the completion of the automation project of the Guam Public Library System; acquiring more computers to meet the needs of patrons and staff; increase the quality and quantity of collection to meet current trends; develop more family and specific literacy programs to serve Guam's unique diverse library users; improve services to the visually impaired; improve services to the elderly; develop outreach programs and services for people who have difficulties reaching libraries; develop projects to increase public understanding and awareness of the library system's services; to strengthen, maintain and upgrade service standards by providing library staff, Board members, and other library support personnel in-service training as well as opportunities to travel off-island for continuing education, workshops, and conferences; and partnere with all other libraries on Guam to develop a comprehensive joint disaster planning (prevention, preparedness, recovery) and emergency treatments plan.

D. Constraints

By far the most inhibiting constraint confronting the public library and its progress is funding. All other constraints derive from this insufficiency of funds.

Currently, the economic conditions on Guam are extremely unhealthy. Every effort and resources on island is used to maintain the basic needs of front line agencies such as public safety, utilities, health, and education. Unfortunately, the public library system on Guam is not budgeted as an educational agency, but rather, as a community service agency.

At the present time, the public library system receives less than .03% of the total budget needed for operating an adequate library system of the 21st Century. Even though the Library Board is responsible to endorse the annual budget prepared by the Director/Territorial Librarian, all plans and budget requests are submitted to the Governor's Office for final approval. The decision is usually

based on the availability of funds.

The absence of enough professional librarians continues to be another constraint. There is no master's degree program in Library and Information Science offered on Guam. As the financial crisis of the government of Guam grows more severe, recruiting professional librarians from off-island has become an impossible task.

Lack of funding for traveling to professional workshops, conferences and meetings in the continental United States for staff development is yet another constraint.

Last, but not least, the library is located far from its source of supplies. All acquisitions must be done by mail or by fax. Consequently, decisions on material selection, equipment and supplies must be based on written information, rather than first hand inspection. There is no library supply vendors or book jobbers on island; some general library supplies are available in the few stationary stores on island. Slow mail delivery and shipping causes lengthy delays in receipt of book orders, periodical subscriptions and supplies.

E. Federal Funds

The Guam Public Library System relies heavily on Federal fundings to achieve the development of new directions in library services. As an information service provider, Guam's public libraries seek to keep abreast of the ever-changing world of technology. It will strive to insure that all libraries within its system can provide users with the most accurate and up-to-date information sources available. Our intention is to empower the public; especially our young people to become independent, self-directed learners in preparations for the rapidly changing technological world.

The transition from LSCA to LSTA provided the Guam Public Library System an opportunity to redefine its needs, and shape a new vision of services for all the people of Guam.

CRITERIA FOR DETERMINING ADEQUACY OF PUBLIC LIBRARY SERVICES

The Guam Public Library System provides services to all island residents. The American Library Association's Standards for Public Library Services, and the American Correctional Association's Manual for Correctional Standards, as adopted by the Guam Library Board, are the criteria used to determine adequate service. Following these criteria, the standards for adequate public library services on Guam are:

- A total collection of 3 books per capita.
- A core collection of 265,000 books in the main library.
- Core collection at the institutional libraries: 3,000 penitentiary; 2,000 youth correctional

facility.

- A representative collection for the visually impaired.
- Six librarians for every 50,000 people plus one librarian for every 7,500 when over 50,000.
- One professional librarian in each branch library
- One professional librarian for the service for the visually impaired.
- One professional librarian each to service the institutional libraries.
- Provision for cooperative network for reference, bibliographic, and interlibrary loan service to supplement local library resources.
- Three seats for every 1,000 users.
- 100 square feet of space for each staff member.
- Service to individuals whose native language is not English.
- Bookmobile service to areas with high concentrations of low-income families and elderly housing.

GOALS, OBJECTIVES AND TASKS

Goal I

- **Completion of the final stage of the fully integrated library system for regional network access to the world of information;**
- **Create GOVEL, an Online Virtual Electronic Library to deliver high-quality, reliable digital information to all residents of Guam and the Western Pacific Region.**

Within one year's time, the Guam Public Library System must complete the final stage and deliver the fully integrated library system that provides modules of inventory, acquisition, cataloging, circulation, electronic reserve systems, online interlibrary loan and document delivery, community resources network, and OPAC (Online Public Access Catalog) for library users to access as a basic resource to our own collection, and to the collections at the University of Guam Library, the library of Guam Community College, the libraries of local high schools, the Territorial Law Library, and other regional libraries. This existing system already has the ability to connect to and interact with the Internet for reaching global information.

The cultural and social diversity of our part of the world is demonstrated by the existence of at least fifteen distinct languages as well as several dialectical differences. Combined with the general deficiency of basic computer knowledge and the lacking of the existence of computers at homes and in schools, there is urgency for the public libraries to provide computer literacy programs as well as information resources in various languages

To function successfully in today's society, Guam residents must have equitable access to

information resources – including high-quality, reliable electronic resources. Guam Public Library System must help close the digital divide for all its residents by making high-quality electronic information accessible to library users, regardless of economic circumstances, geographic location, or disabilities.

The **objective** is to establish as many free Public Access Workstations as budget allows, throughout the public libraries of any type, size, or locations on Guam, so that users of all genders, ages, backgrounds, interests, and abilities can have equal, easy access of networked information to meet their education, businesses and job searching needs, as well as interaction with the government. Many Guam residents still do not have access to the Internet or the skills to find and use electronic information. Even those who can afford access frequently need information that is distributed by commercial interests through subscriptions that are far too costly for individual users. The Guam Public Library System will fulfil its role as the Life-long Learning Centers and Active Guidance Centers for job changes necessitated by the work environments, and the medium for overcoming gaps in income created by technology and the new information ages.

GOVEL will encompass all types of libraries: public, school, academic, and special libraries such as law, medical and hospital libraries. It will be a gateway to a vast array of resources that will provide a rich electronic collection for schoolchildren, college students, scholars, and all Guam's diverse populations. Shared electronic catalogs and newly digitized materials will offer an island wide electronic library beneficial for everyone in this entire region. A more skilled and able workforce, as a result of better education and self-guided learning, and more productive enterprise development can improve the island's economy and increase tax revenues. The elders in need of high-quality health-related information will have the resources to maintain or improve their quality of life.

Tasks: Recruit Systems librarian; Plan the debut of the Horizon Sunrise Library System; Form an islandwide development team to implement GOVEL; Support development of mechanisms to authenticate remote users; Develop strategies to ensure access for users currently without local library service; Partner with other library systems, consortia, and other organizations to provide connectivity and complementary services; Provide intensive staff training in the use of GOVEL resources and network infrastructure and technology; Establish closer partnership with Guam Department of Administration's Data Division for technical support; Systematically purchase the necessary hardware, software and furniture for each facility of the entire public library system; Establish partnership with local Internet providers to set up islandwide network of Internet Training Centers in libraries; Link libraries electronically to other regional educational, social or information services; Participate in a region-wide Western Pacific InterLibrary Loan process to provide information and materials to Guam patrons; Continue to cooperate and partner with the University of Guam's RFK Library to publish electronic databases and printed catalogs; Encourage the maintenance of records by all participating libraries.

GOAL II

- **Develop a public awareness campaign to inform Guam residents of the benefits of using their village public library's many free services including**

GOVEL.

- **Increase public understanding and awareness of library services and programs through multi-lingual information dissemination.**

The information environment changes rapidly, it is necessary to add to public awareness of the Guam Public Library System's tradition of access to printed resources and promote the benefits of new capabilities of libraries in an age of information technology. The environment will change over time, but public awareness of the key role of libraries in the mix must be maintained.

New immigrants with limited English-speaking proficiency arrived on Guam daily from the neighboring islands and nations. Most of these new residents have never used a library before and are not aware of the services Guam's public libraries offer. Outreach efforts and information resources in various languages can bring in these non-library users.

The **objective** is to provide diverse materials and resources regarding current and emerging library resources, programs, and services for as many ethnic groups on Guam as budget allows.

Task: Partner with local video production company to develop videos which present an introduction to the services of the public libraries in the languages used by the diverse ethnic groups on Guam; Develop other media relations materials that can enhance public awareness of the many resources, services and technology capabilities of their public libraries; Conduct an island-wide needs assessment for library and information services to the various ethnic groups on Guam; Acquire software that can convey multi-language information; Expand access to English-as-a-Second Language materials by cooperatively acquiring ESL materials and conducting outreach activities with the University of Guam and Guam Community College; systematically purchase multi-cultural literature suitable for all ages of each ethnic group; Develop a collection of medical and health materials for each ethnic group; Contact and organizations and association of Guam's many ethnic groups to advocate awareness of the multi-cultural collection.

GOAL III

- **Information Access through Special Services**

The Guam Public Library System has a role in Guam's Education Plan as a free, community-wide service to provide literacy and life-long learning that includes pre-school readiness to adult literacy for each one of Guam's diverse populations. All library services shall reach areas with inadequate services, reach the under-served, and reach those who have physical constraints and those who are institutionalized. This goal must involve the entire community as Public Library Partners. One example of a nontraditional partner is the Guam Chamber of Commerce. The library Director and the Chairman of the chamber can sign the "commitment to partnership" form, pledging to work together to enhance and support each other's programs such as "**Libraries Are Everyone's Business**". It can be long-range planning or just agreements to work together on a joint business/library breakfast or tour to learn how the library can help the local business community. The

Guam Public Library System must extend a hand to the chamber first, by offering a presentation, or a tour of the latest electronic resources, then the chamber will react by inviting the library into an event that it may not have the opportunity to participate before. The Chamber sponsored business fairs and "expos" can provide a venue for the public library to showcase the resource and services that are becoming a vital component of entrepreneurialism.

The **objective** is with the involvement from the community, the Guam Public Library System can strengthen services offered to users at branch libraries through more effective use of technology; to develop practical literacy programs for at-risk children, youth and adults; to bridge barriers for those who have a difficult time using the full range of resources in a library setting; to provide a diverse collection of print and non-print materials to the established library facility at the Department of Corrections and assist in the development of a better facility at the Department of Youth Affairs; to initiate library services to Guam residence with limited English proficiency; and to expand services of the elderly patrons.

Tasks: Pursue other grants and fundings for the Guam Public Library System. Plan, apply and implement the annual Pacific Competitive Grant awarded by the IMLS (Institute of Museum and Library Services); Implement the "Elderly and Information Highway" project that has been awarded by the IMLS under the Pacific Competitive Grant; Partner with non-traditional organizations on Guam for wider scope of fundings and services; Purchase computer workstation(s) and software for each branch library to assist students in increasing their reading and math levels; Together with Guam Community College's Office of Adult Education and GED, identify practical long and short programs that can be implemented in the public library environment; Expand videocassette collection to include more information videos, videos suitable for children and families, and classic movies; Continue to develop Guam Public Library System's high interest, low level reading material collection; Cooperate with instructors and students at the University of Guam's Children Literature and Young Adult Literature classes to develop Book Talks programs; Purchase Kurzweil reading machines to scan print materials and reproduce them as voice output and cassette tapes for immediate listening or as Braille products; Purchase a core collection of closed caption video materials, American Sign Language and deaf culture videos for hearing impaired users; Diversify the Large-type books collection, update and publish the large-type book catalog in print form to increase access to collection by homebound, nursing home, and retirement home patrons; Develop a core collection of talking books, purchase magnifying equipment for improved access to library resources by visually impaired users; Conduct user needs assessments in both the Department of Corrections and Department of Youth Affairs to provide better collection services; Continue to deposit preferred collection of books and magazines and non-print materials according to the assessment; Expand access to English-as-a-second Language materials by cooperatively acquiring ESL materials and conducting outreach activities with the University of Guam and Guam Community College; Develop a collection of medical, health and other non-fiction materials for the mostly Chamorro language-speaking elderly users; Develop a tape, CD, and video collection of Chamorro stories, songs, dances and other recording for the elderly clients in nursing homes and senior centers; Purchase large print books, and other materials for the elderly clients that visit the libraries regularly; Recruit older adults and train them to read to children; Develop and implement a multilingual, literature-rich Literacy Program that aims to bring two groups of

community members together; Develop and implement more family and early childhood literacy programs such as “Guysread” (to involve fathers and grandfathers, uncles, and other male role models); to support the national No Child Left Behind Act, etc.

GOAL IV

- **Enhance a highly skilled library workforce to meet the information needs of Guam residents.**
- **Provide continuing education opportunities for staff, trustees and other library support groups to prepare for library service in the 21 century.**

Well-trained and knowledgeable library staff members are an integral component of successful library services. To meet the growing needs of the people of Guam, library staffs need to constantly strengthen, maintain, and upgrade their service standards. Library Board members and other library support groups must be aware of the importance of providing training and continuing education opportunities to library staff and to the technical support team from the Data Division of Guam’s Department of Administration.

Tasks: The Director/Territorial Librarian shall develop in-house library service instructions on various basic fields for the weekly Friday morning staff development sessions; Coordinate with Guam Department of Administration’s Data Division, to develop and implement day-long PC troubleshooting workshops and other library automation sessions for staff; Continue Internet and other library computer technology in-service training for staff; Clarify procedures for every library task and publish a revised procedure manual; Gather, streamline, and update various library policies for Library Board’s approval and publish a revised Guam Public Library System Policy Manual; Investigate the establishment and cost effectiveness of a Guam Library Technology Training Center for librarians, library staff and other qualified personnel; Explore distance learning concepts.

GOAL V

- **Form partnership to develop a comprehensive island wide plan for supporting preservation and conservation needs of Guam libraries, museums, art galleries, archives, and other allied institutions, for both traditional and new technology materials, including disaster preparedness, emergency treatment, professional education, sharing of remedial equipment, and patron access issues.**

Disasters most likely to affect libraries can be divided into three categories: Natural disasters including accidents and deterioration; Civil disturbance; and Armed conflict.

Preservations and conservation are key underlying issues of enhancing the content of the

Guam Public Library System. Too many important resources will disappear or be lost to effective access if these areas are not addressed in an all shared resource planning. While technology may extend awareness of and access to traditional preserved resources (such as electronic access to an image of a fragile paper document), the content of the new technologies themselves (CD-ROM, electronic databases, videotape, etc.) must also be preserved. This problem is compounded by the fact that new media may also require preserving specific machines on which the content can be read/viewed.

Natural disasters may occur at any time, with or without warning, and can result in five kinds of damages: Burning or heat damages caused by fire or burst steam pipes; Water damages caused by rain, floods, tidal waves, burst pipes, or as a result of fire prevention; Structural damage caused by earthquake, landslides, typhoons, building failure, impact, explosions, or even sonic booms; Corrosive, toxic, or radiation damage and contamination caused by smoke, chemical spillage, burst gas pipes or typhoons, or nuclear accident; and deterioration caused by the lack of maintenance.

Guam lies within the typhoon belt that stretches across the Western Pacific. While typhoons have their seasons, storms can occur at any time. In recent years, several super typhoons hit Guam with wind forces exceeding over 180 miles per hour, causing severe damages to its already fragile infrastructures. Earthquake is another natural disaster that Guam experiences often. The earthquake in August 8, 1993 (measuring 8.2), and the 6.1 earthquake in 1999 added further financial affliction to its long existing economic hardship as the result of downturn Asian market, and world terrorist threats, etc. Several libraries within the Guam Public Library System, as well as some other libraries and museums on Guam suffered severe damages whenever such natural disaster hits.

Preservation and conservation efforts of Guma libraries, etc. can benefit greatly from coordination of efforts and sharing of resources.

Tasks: Form a team of representatives from Guam's museum, libraries, art galleries, archives, and other allied institutions for this joint effort; Ask guidance and work closely with Guam Civil Defense, Joint Typhoon Warning Center, and other related Guam military units; Study subject research papers and publications from other similar institutions; Considered every aspect of emergency planning as related to each team member's institution; Put together all discussions and findings to form a joint disaster and emergency treatment plan as a guide to which all the participating institutions can turn to; Develop initial and ongoing training in basic repair techniques and longer term intensive training opportunities such as practicums; Preserve materials, old and new, that are in danger of being lost to future generation; Develop online preservation communications capability available to a wide audience; Centralize and share equipment such as a freeze dryer and a vacuum machine

MECHANISMS FOR ASSESSMENT OF ACTIVITIES

At the end of each fiscal year, programs and projects will be evaluated to see if the needs,

goals and objectives are being met. Priorities will be set accordingly. Activities will be updated or revised to include existing projects and new activities.

Each of the activities will be evaluated to see whether they meet the objectives and the criteria for adequate standards for library services. If the objectives and standards are not being met, the Library Board and the Advisory Council will conduct studies on the constraints affecting the development of activities and will recommend changes. Funding for these activities will be one of the biggest factors toward accomplishments.

Every two years, a survey of library user needs will be taken to assist in the long-range planning. New activities will be proposed as needed. Activities not accomplished in the specific year will appear again in consecutive years if the needs still exist.

MONITORING AND REPORTING OF FIVE YEAR PROGRAMS

Based upon the procedures developed by the Institute of Museum and Library Services, The Guam Public Library System will share results with the IMLS and the library community.

A summary report on the effectiveness of all LSTA-funded activities, based on the annual evaluations for each of the five years, will be provided to the IMLS Director prior to the end of the five-year plan. The five-year report, mandated by law, will be prepared in accordance with the IMLS guidelines.

Report on the progress of all activities affecting library operations and services will be reported monthly to the Guam Public Library Board and semi-annually to the Advisory Council.

The Director will prepare an annual report for the Library Board and the Advisory Council for approval, prior to its submission to the Governor. This report will assess the year's progress and problems, and will offer alternative activities.

New programs may be added each year based on recommendations from the public, the Advisory Council or the Board. Financial constraints will be taken into consideration before new programs are included.