

1/84

SECTION I

GRANT AWARD NOTIFICATION

GRANTEE NAME AND ADDRESS

Guam Public Library
254 Martyr Street
Hagatna, GU 96910

DATE OF AWARD

8/12/99

GRANT NO.

LS-90060-99

GRANT PERIOD

FROM: 10/01/98

TO:

9/30/00

DIRECTOR

Christine K. Scott-Smith

IMPORTANT: ALL CORRESPONDENCE RELATED TO THIS GRANT
SHOULD CITE THE PRINCIPAL PROJECT DIRECTOR AND IDENTIFYING
GRANT NUMBER.

FUNDING

AMOUNT AWARDED \$ 40,000.00

PROGRAM

REMARKS:

LSTA State Grants

SECTION II SCOPE OF WORK AND/OR SPECIAL CONDITIONS

TERMS AND CONDITIONS OF AWARD

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 FY 1998-2002, 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.

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and Local governments, shall clearly state: (1) the percentage of the total costs of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-government sources.

P.L. 104-208, as amended

CFDA No. 45.310

IMLS AUTHORIZING OFFICIAL

Signature:

Beverly Sheppard

Name and Title: Beverly Sheppard, Acting Dir.

FOR AGENCY USE ONLY:

DATE POSTED:





INSTITUTE
of MUSEUM
and LIBRARY
SERVICES

11/2/99 bpa
RECEIVED

COPY

NOV 3 1999

Christine K. Scott -Smith
Guam Public Library
254 Martyr Street
Agana, Guam

Dear: Christine

Enclosed find the additional funds allocated to the LSTA Pacific Islands grant program funded in Fiscal Year 1996. A surplus, caused by one eligible entity not applying, was divided among the successful applicants. These grants were run at the very end of the fiscal year, but the funds are from the FY 1999 allotment and therefore must be spent, along with the funds from the first grant award under the Pacific Islands program, prior to September 30, 2000.

Additionally, since this new program got off to a slow start, I extended the grant period for the FY 1998 grant awards for 6 months past their suspension date of October 1, 1999. I understand the problems in getting these funds obligated (brought to my attention by various entities in the Pacific region), and hope if you need this extension that it will prove helpful.

Shortly, we will be sending out simplified report forms to collect information on the expenditures of the FY 1998 funds.

Sincerely,

Trish Skaptason
Senior Administrative Librarian
Office of Library Services, Room 802
Institute of Museum and Library Services
Washington, DC 20506

*A Federal agency
serving the public
by strengthening
museums & libraries*

Washington, D.C.

SECTION I

GRANTEE NAME AND ADDRESS

Guam Public Library
254 Martyr Street
Agana, Guam 96910

INSTITUTE OF MUSEUM AND LIBRARY SERVICES
GRANT AWARD NOTIFICATION

DATE OF AWARD

9/27/99

GRANT NO.

LS-90060-99

GRANT PERIOD

FROM: 10/01/98
TO: 9/30/00

DIRECTOR

Christine K. Scott-Smith

FUNDING

IMPORTANT: ALL CORRESPONDENCE RELATED TO THIS GRANT
SHOULD CITE THE PRINCIPAL PROJECT DIRECTOR AND IDENTIFYING
GRANT NUMBER.

AMOUNT AWARDED \$ 3,128.00

PROGRAM

LSTA State Grants

REMARKS:

SECTION II SCOPE OF WORK AND/OR SPECIAL CONDITIONS

Same as Original

See Letter

IMLS AUTHORIZING OFFICIAL

Signature:



Name and Title: Beverly Sheppard, Acting Dir.

FOR AGENCY USE ONLY:

DATE POSTED:

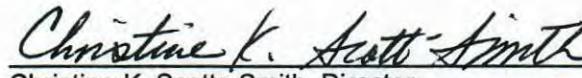


LIBRARY SERVICES AND TECHNOLOGY ACT
COMPETITIVE GRANTS FOR THE PACIFIC

FACE SHEET

1. Applicant: **The Guam Public Library System, Government of Guam**
2. Applicant's Mailing Address: **254 Martyr Street**
3. City: **Hagåtña** 4. State: **Guam, Mariana Islands** 5. Zip Code: **96910**
6. Name and Title of Authorized Official **Christine K. Scotts-Smith, Director** 7. Business Phone of Authorized Official **(671) 475-4753/4/5**
csctsmth@kuentos.guam.net
8. Name of Project Director (if different) **Joseph C. Santos, Planner IV** 9. Business Phone of Project Director **(671) 475-5242/5246**
10. Fax Number of Applicant **(671) 477-9777** 11. Email address of Project Director **jcs@ns.gov.gu**
12. Employer Identification Number: **Non-applicable**
13. Use of Technology Check this box if application proposes the use of hardware and/or software as a significant aspect of the project and/or equipment purchased is estimated to be more than \$5K.
14. Grant Amount Requested: **\$40,000.00** 15. Matching Funds (if required) **N/A**
16. Grant Period **July 1, 1999 to September 30, 2000**
17. Identify other Federal agencies that either have contributed support or have a pending proposal for support of these project activities and indicate the value of contributed or requested aid.
None.
18. In the space below, include the names of any organization that are official partners of the project.
Department of Land Management, Government of Guam

19. Certification:


Christine K. Scotts-Smith **5/14/99**
Date

ABSTRACT

The end state of this project is to provide greater access to library patrons of Guam & the Pacific Region through the wide area network of the Guam Public Library System's (GPLS) special collections by imaging:

1. Historical native Chamorro photograph;
2. Newspapers of historical value;
3. Frecinet Lithograph (Rare Illustrations of the Mariana Islands);
4. Historical Vital Statistics Reports;
5. Antique Prints/Maps;
6. Manuscripts from Chamorro & Spanish writings
7. Manuscripts from oral recordings of Chamorro village life
8. Manuscripts from unpubish writings
9. Other fragile collections.

Under a partnership agreement, the Department of Land Management (DLM) through its existing automation system and personnel will provide the required expertise to order the necessary equipment for GPLS, establish the Local Area Network (LAN) and the Wide Area Network (WAN) for GPLS, and use DLM's servers as a medium for public access to the Web & Internet. Correspondingly, DLM requires assistance in its Document/Imaging Management System to image:

1. Island-wide, municipal & area maps of the island of Guam
2. Historical Spanish, Naval Government, and Post Organic Act land transfer instruments.

This project would facilitate accomplishing the GPLS's LSTA Five Year Plan (October 1, 1997 - September 30, 2002) goals to "Extend library resources into the community..." (Goal 2) by providing public access to fragile special collection that would otherwise be unavailable due to its irreplaceable nature. Moreover, in "Working cooperatively with other island libraries in providing information to the public" (Goal 3) by partnering with the Department of Land Management as a stepping stone to full automation of library resources. Additionally, to pursue opportunities through new technologies to deliver information more quickly and efficiently. (Goal 4)

The project will be administered by the GPLS and partnered with DLM. DLM will order the equipment, build the appropriate network (LAN & WAN) within the island-wide public library infrastructure, fully establish the imaging project for both the GPLS & DLM, integrate the imaging project into the every day work flow of the GPLS & DLM's organization and personnel and provide an optical storage device using the CD as a medium of storage.

IMAGING PROJECT

NARRATIVE

As the Guam Public Library System's mission to provide free and open access to the information and ideas fundamental to democracy, the opportunity and promise of digital technology to facilitate public access to fragile and irreplaceable originals becomes even more essential. Currently, Guam and the region is on an upscale swing toward full automation, especially within the home, school and work environment. The web and Internet has brought home the opportunity for GPLS to provide up-to-date information on its inventory and bring its patron and the island closer to its heritage by imaging the available special collection of:

1. Historical native Chamorro photograph;
2. Newspapers of historical value;
3. Frecinet Lithograph (Rare Illustrations of the Mariana Islands);
4. Historical Vital Statistics Reports;
5. Antique Prints/Maps;
6. Manuscripts from Chamorro & Spanish writings
7. Manuscripts from oral recordings of Chamorro village life
8. Manuscripts from unpubish writings
9. Other fragile collections.

GPLS truly believes that the above collections should be share with her people and the world. These irreplaceable heirloom collections would help illustrates pictorially Guam's past, thereby securing her children's & peoples understanding of themselves and the Chamorro culture. Correspondingly, this would open a window for the region and world to see the lives of the people of Guam up front, close and personal.

Due to the modern technologies the existing equipment or the product of these hardware & software application would allow for open architectural growth and be adaptable to any new technologies on imaging & information management systems. This project would allow the region to copy cat how Guam images its special collection. The framework of the project would allow the expertise of both agencies to provide the public retrievable research materials on cultural and historical roots, stimulate general curiosity by increasing the accessibility to information afforded by electronic communication and satisfy the public's demand through improved methods of direct access to records and information within GPLS & DLM's respective repositories.

As stated earlier under a partnership agreement, the Department of Land Management (DLM) through its existing automation system and personnel will provide the required expertise to order the necessary equipment for GPLS, establish the Local Area Network (LAN) and the Wide Area Network (WAN) for GPLS, and use DLM's servers as a medium for public access to the Web & Internet. Correspondingly, DLM requires assistance in its Document/Imaging Management System to image:

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The project will be administered by the GPLS in partnership with DLM. DLM will order the equipment, build the appropriate network (LAN & WAN) within the island-wide public library infrastructure, fully establish the imaging project for both the GPLS & DLM, integrate the imaging project into the every day work flow of the GPLS & DLM's organization and personnel and provide an optical storage device using the CD as a medium of storage.

Although the funding is \$40,000.00, the equipment provided by this grant will provide the basis of GPLS's automation endeavor especially with the assistance of DLM. However, should PREL and IMLS allow GPLS additional funding for this worthwhile joint project this would allow GPLS & DLM to include more materials in its imaging project. Moreover, at end of the project period GPLS should have imaged approximately:

Historical native Chamorro photographs	10000
Periodicals	2648 bound volumes
Frecinet Lithographs	74
Historical Vital Statistics Reports	10 bound volumes
Antique Prints & Maps	Pending inventory completion due to sensitive nature of materials
Manuscripts	Pending inventory completion due to sensitive nature of materials
Legajo Spanish (circa 1800) Land Transfer Instruments	900 (15 packages each containing 60 instruments)
Naval Government Land Transfer Instruments or Maps (1899 to 1925)	300 (5 packages each containing 50 instruments)
Pre-World War II Instruments prior to 1942	10,258 (Instrument Numbers 5226 to 15,484)
Post-War Instruments Prior to Organic Act	884

GPLS patrons and the general public would be able to access the imaged information through the GPLS Homepage and the Government of Guam Homepage. Moreover, as part of public announcement, GPLS would inform the general public of the results of the project and the accessibility of these irreplaceable collections. As result of this project, GPLS & DLM would be able to further promote programs that provides increase awareness of Guam, the Mariana Islands, and Pacific History.

The challenge for our Pacific environment and community is to synergistically tie all the various repositories and joint efforts in providing to our people the treasures that are their heritage. GPLS & DLM accept that challenge so that future generations will look to the preservation of these treasures.

IMAGING PROJECT**SCHEDULE OF COMPLETION**

Activity Description	1999						2000							
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
PHASE 1														
Document, Catalogue & Inventory														
Hardware Acquisition														
Local Area Network Establishment														
PHASE 2														
Training on Imaging														
Imaging & Storing														
PHASE 3														
Purchase Library Management Software & appropriate hardware	To be purchased with another funding scurce for end state of web browsing with archival image products												TOTAL	\$40,000.00

IMAGING PROJECT

**LIBRARY SERVICES AND TECHNOLOGY ACT
COMPETITIVE GRANTS FOR THE PACIFIC
PROJECT BUDGET FORM**

Direct Cost		IMLS	Match (if required**)	Total
Salaries & Wages				\$0.00
Librarian III X \$28,678.00 X 33%	\$9,463.74			
Library Technician II X \$27,149.00 X 33%	\$8,959.17			
Library Technician II X \$26,212.00 X 33%	\$8,649.96			
Library Technician I X \$25,571.00 X 33%	\$8,438.43			
TOTAL PERSONNEL	\$35,511.30			
Fringe Benefits				\$0.00
Consultant Fees				\$0.00
Travel				\$0.00
Supplies & Materials: See Below & Attachment for Details				
Software	\$0.00			\$0.00
Hardware	\$38,400.00			\$38,400.00
Services				\$0.00
Administration (4%)	\$1,600.00			\$1,600.00
Other				\$0.00
TOTAL DIRECT COSTS	\$40,000.00			\$40,000.00
INDIRECT COSTS (4%)	\$0.00			\$0.00
		TOTAL PROJECT COSTS		\$40,000.00
Amount of Cash Match (if required **)	\$0.00			
Value of In-Kind Contributions (if required**)	\$0.00			
Total Cost Sharing (Match + In-kind)				\$0.00
AMOUNT REQUESTED FROM IMLS				\$40,000.00
TOTAL AMOUNT FOR PROJECT				\$47,350.00

* Only 4% of a grant may be used for Administration. Add direct Administration expenditures and the total Indirect claimed combined may not exceed this amount.

** U.S. Territories are not required to match federal funds; but the Freely Associated States must match.

IMAGING PROJECT
EQUIPMENT

HARDWARE		COST PER UNIT	TOTAL UNITS	TOTAL COST
Ancillary Equipment: Coaxial Cables; MAU; Concentrators; Connectors				
Router		\$2,000.00	1	\$1,000.00
UPS (able to carry all listed devices)		\$250.00	7	\$1,750.00
Face Up Book Scanner		\$17,000.00	1	\$17,000.00
Sheetfed Scanner		\$1,000.00	3	\$3,000.00
Flatbed Scanner		\$1,000.00	3	\$3,000.00
CDROM Writer		\$500.00	2	\$1,000.00
Storage Device (CD Jukebox)		\$1,000.00	2	\$2,000.00
Desktop WS		\$2,500.00	6	\$15,000.00
TOTAL				\$45,750.00

* Annual Maintenance not computed

PARTNERSHIP APPLICATION AGREEMENT

1. Applicant Organization: **Guam Public Library System Government of Guam**

Other partner members (organizations)

Department of Land Management, Government of Guam

2. Briefly list the activities that each organization has agreed to perform.

GUAM PUBLIC LIBRARY SYSTEM	DEPARTMENT OF LAND MANAGEMENT
Image Old Chamorro Photographs; Newspaper of Historical Value; Frecinet Lithographs (Rare Illustrations of the Mariana Islands); Historical Vital Statistics Reports; Antique Prints/Maps; and other fragile	Image Island-wide, municipal & area maps of the island of Guam & Historical Spanish, Naval Government, Post Organic Act Instruments
	Order Automation Equipment
	Establish Local Area Network for GPLS for internal access
	Establish Wide Area Network for GPLS for public access
	Use DLM Existing Server to house & develop applications for GPLS and allow web connections

We, the undersigned institutions:

- * agree that we will carry out the activities described above and in the application narrative;
- * agree that we will use any funds we receive from IMLS in accordance with applicable Federal laws and regulations; and
- * assure that our facilities and programs comply with applicable Federal requirements.

Christine K. Scott-Smith
CHRISTINE K. SCOTT-SMITH, DIRECTOR
Signature of Authorizing Official

5/14/99
Date

Carl J.C. Aguon
CARL J.C. AGUON, DIRECTOR
Department of Land Management
Partner Organization

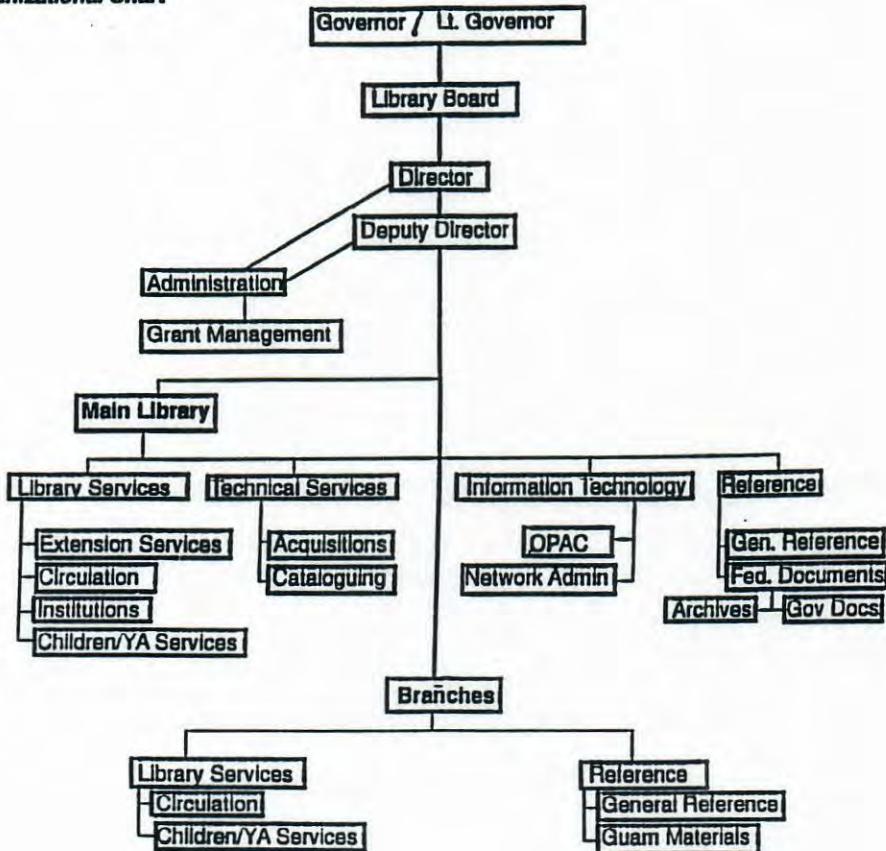
May 14, 1999
Date

The Guam Public Library System

Mission Statement:

Serving Guam residents since 1955, 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.

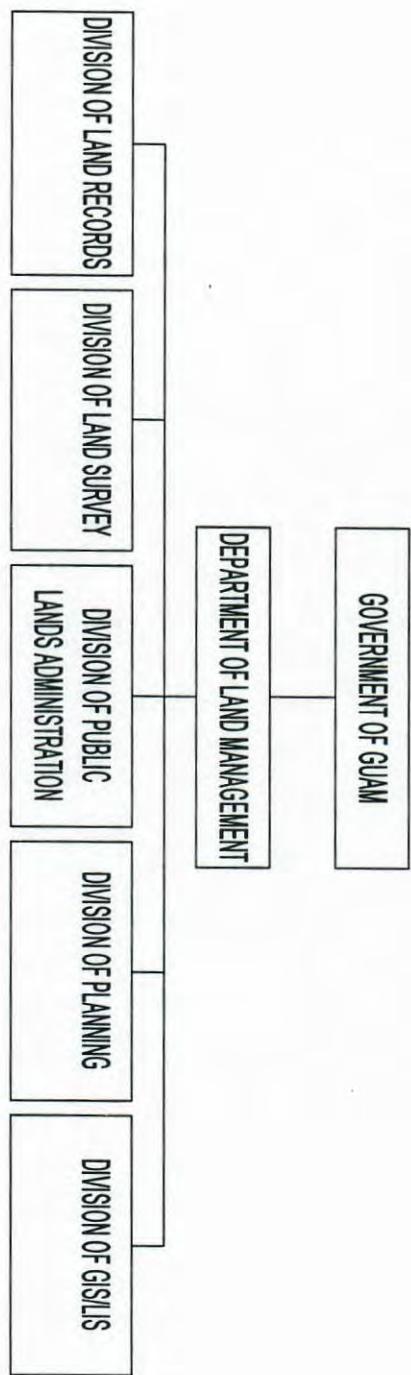
**Guam Public Library
Organizational Chart**



The Guam Public Library System is a line agency under the Government of Guam's Department of Administration. In accordance with our mission statement, GPLS is committed to provide all range of library services to the entire population of Guam and patrons of the pacific region.

Under the supervision of the Director of the GPLS, the proposed project activities will be assigned to the staff in the Division of Information Technology, Technical Services and Archival Reference.

DEPARTMENT OF LAND MANAGEMENT, GOVERNMENT OF GUAM



Created in August 1952 under Public Law 1-84 & 1-88, the Department is responsible for the management of both private & public lands to include the planning & development of real property; registration, transfer & recordation of real property; uniform procedure for the survey of public & private lands; custodial responsibility for all government real property; & the capturing & automation of property maps & land records for the entire island of Guam. The involvement of the Department in all facets of government (both Federal & Government of Guam) & the private sector generates from its inceptive mandates derived from 21 Guam Code Annotated (*Real Property*), Division 1 (Ownership of Real or Immovable Property) & Division 2 (Regulation on Use of Real Property).

The Geographics Information System / Land Information System Division will be Division that will spearhead the responsibilities for administering the imaging project for DLM

**Christine K. Scott-Smith, Director
Guam Public Library System**

Name SCOTT-SMITH, Christine Ku

Work Guam Public Library System
Mailing 254 Martyr Street
Address Hagåtña, Guam 96910-0254

Telephone (671) 475-4753/54/55

Fax (671) 477-9777

E-mail csctsmth@kuentos.guam.net

Home P.O. Box 8124, MOU-3
Mailing Dededo, Guam 96912-8124
Address

Education MS in Public/Academic Librarianship , Florida State University (12/1973)
MLS in School Librarianship, University of Mississippi (1/1971)
BA in Foreign Languages & Literature (English), National Taiwan
University (6/1967)

" Christine K. Scott-Smith was appointed by Governor Gutierrez as the Director of the Guam Public Library System in March 1995. The selection of Christine fulfils the election campaign pledge of the Gutierrez-Bordallo 1994 gubernatorial team of appointing a qualified professional librarian with an American Library Association accredited MLS degree to the position of Library Director/Territorial Librarian.

Academically, Christine is well qualified to assume the duties and responsibilities of administering Guam's public libraries. She holds two masters' degrees from ALA-accredited library schools: an MLS in school librarianship from the University of Mississippi, and an MS in public/academic librarianship from Florida State University. Her BA degree in Foreign Languages and Literature (English) is from the National Taiwan University.

Christine's professional experience in librarianship includes work in school, public, and university libraries. Prior to accepting the position at GPLS, she was the school librarian at Finegayan Elementary School and a part-time reference librarian at the University of Guam's RFK Memorial Library".

NAME: JOSEPH C. SANTOS
POSITION: Geographic Information System Manager
AGENCY: Department of Land Management
MAILING ADDRESS: P.O. Box 2950, Hagåtña, Guam 96932
TELEPHONE: (671) 475-5242/6
FACSIMILE: (671) 477-0883
E-MAIL: (671) jcs@ns.gov.gu
HOME ADDRESS: 138 Kahit Court, Liguan Terrace, Dededo 96912
MAILING ADDRESS: 138 Kahit Court, Liguan Terrace, Dededo 96912
EDUCATION: BBA in Finance & Economics, University of Guam

Internet; Link libraries electronically to educational, social or information services; Expand CD-ROM library accessible from multiple workstations; Continue to cooperate with the University of Guam's RFK Library to produce the Union List of Serials in Libraries on Guam and Micronesia; Encourage the maintenance of records by all participating libraries.

GOAL II Information Access through Special Services

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 population. All library services shall reach areas with inadequate services, reach the under-served, those who have physical constraints and those who are institutionalized.

The objective is to 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: Purchase computer workstation(s) and software for each branch library to assist students in increasing their reading and math levels; Purchase CD-ROM reference materials for every branch library to provide complete reference service; 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, dance and other recordings 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.

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

New immigrants with limited English-speaking proficiency arrived on Guam daily from the neighboring islands. 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 each ethnic group on Guam.

Task: Develop publicity for all major island-wide library programs and services in various languages; 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 IV Provide continuing education opportunities for staff, trustees and other library support groups to prepare for library service in the 21 century.

To meet the growing needs of the people of Guam, library staff needs training and continuing education opportunities to strengthen, maintain and upgrade their service standards. The objective is to improve patron service through staff development.

Tasks: Develop and implement day-long PC troubleshooting workshops 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 and streamline various library policies and publish a revised policy manual; Investigate the establishment and cost effectiveness of a Library Technology Training Center for librarians, library staff and other qualifies personnel; Explore distance learning concepts.

MECHANISMS FOR ASSESSMENT OF ACTIVITIES

At the end of each fiscal year, the five-year programs will be evaluated to see if the needs, goals and objectives are being met. Priorities will be set accordingly. The activities will be updated to included 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 make a study on the constraints affecting the development of activities and will recommend changes. funding for these activities will be one of the biggest drawbacks toward accomplishments.