



## Official Award Notification for Grants and Cooperative Agreements

Date of Award July 17, 2013

Awardee Name and Address Guam Public Library System 254 Martyr Street Hagatna, GU 96910	LSTA State Grants  SP Pacific  Award Number LS-01-13-0059-13
Authorizing Official Edward Calvo P.O. Box 2950 Hagatna, GU 96932	Award Period  From July 17, 2013 To September 30, 2014
Project Director Sandra Stanley 254 Martyr Street Agana, GU 96910-5141	Total Award Amount \$ 40,720.00  07/17/2013 \$40,720.00 Original Award

### Basic Award Information

1. This grant is awarded for the purposes identified in the grantee's application for the FY 2013 LSTA Competitive Grants for the Pacific Territories, Freely Associated States, and the Virgin Islands, except as indicated by any attached correspondence from the grantee amending the project in accordance with the provisions in paragraph 2 below and the attached "Conditions of Acceptance." Attachment of such correspondence to this Award Notification shall constitute IMLS approval of amendments contained therein. No other amendments or revisions are approved.
2. No changes, other than those described in the "Conditions of Acceptance," may be made in the project without prior written approval from IMLS. Changes requiring prior approval include changes in the scope of work, key personnel, grant period, or changes in the project budget beyond those permitted by the "Conditions of Acceptance." All requests for approval of changes should be made to the Associate Deputy Director for State Programs, IMLS, 1800 M Street, NW, 9th floor, Washington, D.C. 20036, or by e-mail to (lbrooks@imls.gov).
3. Award terms and provisions, including payment and reporting procedures, are incorporated in the "Conditions of Acceptance." P. L. 104-208, as amended CFDA No. 45.310
4. The first request for payment will indicate the grantee's acceptance of the award and compliance with the LSTA statutory and regulatory requirements.

IMLS Authorizing Official  Signature A handwritten signature in blue ink that reads "Laurie C. Brooks".	Name and Title  Laurie C. Brooks Associate Deputy Director
Accounting Code: 59130301P0.2013.LP130.75020.410  CFDA Number: 45.310  59130301P0.2013.LP130.75020.410	TIN No. - 980018947  DUNS No. - 855032215



# DIPÂTTAMENTON I KAOHAO GUINAHAN CHAMORRO DEPARTMENT OF CHAMORRO AFFAIRS

Honorable Edward J.B. Calvo  
Governor of Guam

Joseph Artero-Cameron  
President, DCA

Raymond S.Tenorio  
Lieutenant Governor of Guam



March 25, 2013



Dr. Nolan Malone  
Regional Educational Laboratory-  
Pacific at McRel  
1003 Bishop Street  
Honolulu, Hawaii 96813



GUAM MUSEUM



## RE: Institute of Museum and Library Services and Technology Act Competitive Grants for the Pacific Territories, Freely Associated States, and Virgin Islands, 2013 Application by the Guam Public Library System



Dear Dr. Malone:

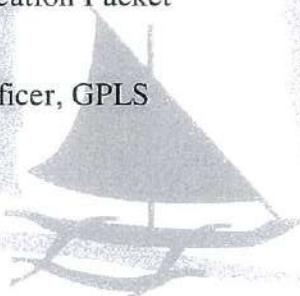
*Håfa Adai!* The Guam Public Library System is pleased to submit its application packet for the above grant for 2013. Should you require additional information, you may contact me at (671) 475-4753 or (671) 475-4755, Monday through Friday from 8:00 a.m. until 5:00 p.m.

Sincerely,

Joseph Artero-Cameron  
President, DCA

Enclosures: Grant Application Packet

cc. Administrative Officer, GPLS



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Terlaje Professional Building • 1st Floor 194 Hernan Cortez Avenue Hagåtña, Guam 96910  
P.O. Box 2950 Hagåtña, Guam 96932 • Phone: (671) 475-4278/9 • Fax: (671) 475-4227



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

**APPLICATION CHECKLIST**

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

**Check off the items included in your application.**

**FACE SHEET**

► ✓

**ABSTRACT**

► ✓

**NARRATIVE**

► ✓

**SCHEDULE OF COMPLETION**

► ✓

**BUDGET**

**Budget Narrative**

► ✓

**Budget Form**

► ✓

**PARTNERSHIP AGREEMENT**

► N/A

**(if applicable)**

**APPLICANT AND PARTNER(S)**

► ✓

**ORGANIZATIONAL PROFILES**

**ATTACHMENTS**

**Resumes**

► ✓ (8)

**Other**

► ✓ **Org. Chart**

**PROGRAM ASSURANCES FY 2013**

► ✓

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

**FACE SHEET**

1. Name of person responsible for grant project ► Ms. Sandra M. Stanley, Administrative Officer  
► (Alternate: Mrs. June M. Aflague, Administrative Assistant)
2. E-mail address ► [sandra.stanley@gpls.guam.gov](mailto:sandra.stanley@gpls.guam.gov)  
[june.aflague@gpls.guam.gov](mailto:june.aflague@gpls.guam.gov)
3. Business Phone ► (671) 475-4754 or (671) 475-4755
4. Fax Number ► (671) 477-9777
5. Applicant (name of library, school, organization, etc.) **Guam Public Library System**
6. Applicant Mailing Address: **254 Martyr Street**
7. City, State/Territory, Zip Code: Hagatna, Guam 96910
8. Employer Identification Number (required) ► **980018947**
9. DUNS Number (required) ► **8550032215**
10. Grant Amount Requested **\$28,000.00**
11. Matching Funds for Project (if required) **\$-0-**
12. Grant Period July 2013 to September 30, 2014
13. Identify other Federal agencies that either have contributed support or have a pending proposal for support of these project activities and indicate the value of contributed or requested aid. **None**

Name of Agency	Note if Contributed or Pending	Amount
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14. In the space below, include the names of any organizations that are official partners of the project.  
**None**

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

16. E-mail address of Authorized Official ► [governor@guam.gov](mailto:governor@guam.gov)

17. Certification: \_\_\_\_\_

Signature of Authorized Certifying Official

MAR 12 2013

Date

## ABSTRACT

The Guam Public Library System (GPLS) mission is to provide free and open access to information and ideas fundamental to a democracy to every resident of Guam, and will protect intellectual freedom, promote literacy, encourage lifelong learning, and maintain cultural materials. In keeping with part of its mission, GPLS has in place an Alchemy System, a systematic process to manually scan historical Serial Collections into digital format, but at the time, the plan did not include the conversion of the microfilms in their collection holdings dating from "Dispatches from U. S. Consul from May 5, 1840 to April 1870; Guam Recorder 1924 to 1941; Guam Newsletter 1909 to 1922 and the Navy News/Guam Daily News from January 1, 1949 to March 31, 1992. These are all important historical assets for the people of Guam and are part of the GPLS Reference collection at the Nieves M. Flores Memorial Library in Hagåtña, Guam. There is visual evidence of poor and possible loss of these Microfilms.

Although some of these Microfilms do have hard copies, an individual would have to view them to "capture" what really happened during those times. There is a need to convert these into a system to preserve these historical Microfilms, just as documents have to be digitized to stop further "mishandling" or possible damage of the originals. GPLS does not have the necessary equipment or trained staff to check and verify the integrity of the Microfilms. The proposed project is to convert the Microfilms into another archival medium such as compact discs. The Guam Public Library System (GPLS) would have to procure services to have this done. Patrons will once be able to retrieve and have access to the final product of the digitization process.

The initial objective would be to make an assessment of these aging Microfilm and documents and procure what are needed to implement this project. This program's anticipated results will be having more accessibility to the digitized copies of the Microfilms.

The final objectives will be to document and keep a record of this project. An inventory log of the Microfilms converted will be kept in Reference thus providing a clearer inventory list.

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

## NARRATIVE

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

**Current Status of the Library and its Services.** The Guam Public Library System (GPLS) currently provides library service to the whole island community of Guam, with its branch libraries located in several villages ("village" - *small island communities-municipalities*) around the island. This includes individuals with special needs and Guam's elderly. As part of its outreach program, GPLS has a Bookmobile that visits these villages. The Nieves M. Flores Memorial Library is the Main Library and is centrally located in Hagåtña, the capitol of Guam. The Agat branch is located in the southern part of the island and Dededo in the northern part, both near a military installation; Barrigada centrally located; Yona centrally located; and Merizo located in one of the southernmost part of Guam. Several schools, low-income housing and daycares are also located near several of these branches. The main library was built in 1954 and is an aging facility. Through the years, it has closed down due to problems such as its air-conditioning system and being short-staffed. All GPLS branch libraries are similar in design, holdings and operation and staffed by one library technician. The Main Library has a print collection of 258,241 copies, 17,968 audio's, 1,359 serials and approximately 57,106 library cardholders. The local library budget covers mostly employee wages with little for additional programming. Most equipment, computers, materials and outreach programs are only possible through IMLS, or other grants. GPLS currently has a total of 59 heavily used public access and Internet computers. It is also located approximately 500 feet near a private school where oftentimes those students are seen utilizing the library after school.

The Guam Public Library System (GPLS) has 24 full-time staff members, 14 of its employees are Library Technicians who are rotated among the main library, the 5 branch libraries and the library Bookmobile. GPLS is also the main depository of federal and local public documents. (*Title 5 Guam Code Annotated, Chapter 80, Section 80120, Government Depository, Public Law No. 17-36:2, Amended by Public Law No. 25-069:3*) The main library will be the location for this project.

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

The Guam Public Library System (GPLS) main library houses key historical serial collections. Parts of these collections are Microfilms. Because of its poor and “sensitive” condition, patrons and library staff will have another alternative in accessing them in a digitized format, while still preserving the Microfilm and original publication.

2. **PROJECT DESIGN.** GPLS recently revitalized its scanning program. The current GPLS Alchemy System has the capability for the conversion of Microfilms to compact discs. The scanning project is a continuing project from a 2009 IMLS Competitive grant that is still on-going. Because of staff shortage, GPLS will outsource this Microfilm project. If needed, technical support from the Guam Department of Administration, Data Processing Division is available. GPLS will procure what is required to convert these Microfilms. This project will be part of the Guam Public Library’s (GPLS) digital archival program with the Alchemy System to store all Microfilms and scanned documents. An electronic folder will be created to store these audio recordings or scanned documents. The Library Technician Supervisor, who has been employed with Guam Public Library System for over twenty (20) years has had some archival experience. The Library Technician Supervisor has firsthand knowledge about the state of these Microfilms and documents. It is in very poor condition and the vendor who submitted a proposal, agree that these Microfilms are “aging and sensitive” and would instead have to start with converting them. Whatever is digitized will also be recorded into a log book. The Library Technician Supervisor will be in charge of ensuring that the vendor has access to these Microfilms and documents. The Library Technician Supervisor will then provide training to Library Technicians in the operations of the management of these Microfilms and documents by preserving them into acid free boxes and stored away. The process of these archival procedures will be noted in the Standard Operating Procedure Manual for archival activities and revised accordingly for the Library Reference section. Once conversion or digitization is done, library patrons, staff and the general public will then have a more accurate and organized accounting of its Microfilms collection and an increased and more organized Reference collection because retrieval and accessibility of serial collections will be improved.

**GOALS, OBJECTIVES AND ACTION STEPS.** **Goal I: Creation of a program for the digitalization of the Serial Collections and historical data and preservation thereof.**

**Objective A:** *Provide a program and develop a plan to convert and digitally preserve the serial collections at the Guam Public Library System (GPLS) main library, namely, the Nieves M. Flores Memorial Library in Hagåtña, Guam.*

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

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

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

Processing. Vendor will provide training to GPLS of the conversion process from the Alchemy System to compact discs.

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

**Goal I: Creation of a program for the digitalization of the Serial Collections of its aging and historical data and preservation thereof. Objective B: Document, evaluate and assess the digitalization program at the Nieves M. Flores Memorial Library in Hagåtña, Guam.** The following will be collected and later used as statistics and performance indicators for the evaluation.

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

- 1) Scanning of the Serial Collections will proceed if the Microfilms are too fragile to be converted. Make an inventory of the Microfilm to be converted and prepare for conversion.
- 2) Once vendor has conversion equipment in place, vendor will proceed with the conversion of Microfilms to digital format and upload into the Alchemy System.
- 3) Make a record of all Microfilms successfully converted. Document in a record log all important information such as the titles and dates of publication.
- 4) Once Microfilms are converted into the Alchemy System, or documents are scanned, compact discs should be labeled accordingly to match the same item in the inventory log.
- 5) A monthly progress report of the inventory, record log of what has to be converted or scanned, what has been successfully converted or scanned into the Alchemy System and transferred to compact discs should be submitted to the GPLS Project Director to ensure that grant activities are being successfully followed per the Schedule of Completion. During the program, information regarding this grant, once approved will be posted on the GPLS website.
- 6) All Reference requests should be via filling out a GPLS standard form and a log of these requests kept at the GPLS Reference section. Questionnaires as to whether the converted Microfilms are clear should be provided for all Reference requests with requests to these Microfilms. These questionnaires should be developed by the Library Technician Supervisor and Project Director with the assistance of Reference staff, which should include how helpful the Visuals were on compact discs. Testing will be done by having some GPLS staff preview some of the converted Microfilms will be beneficial and conducted during the GPLS Staff Development Day.
- 7) Once the Microfilms are digitized, then the current "Standard Reference Request" forms should be filled out. These have already been developed which contains a short questionnaire and are kept on record.
- 8) Once these Microfilms or documents are digitally processed, the Library Technician will ensure that the originals are preserved into acid free boxes and stored. The process of these archival procedures will be included in the Standard Operating Procedure Manual and revised accordingly for the Library Reference Section. The Library Technician Supervisor will ensure that revisions are made.
- 9) GPLS will continue management of these Reference materials by consistently following the policies and procedures. The Library Technician Supervisor will provide a plan as to the accessibility of the compact discs once they are available for Reference.

**The Project and the Library's Long Range Goals.** The Guam Public Library System's (GPLS) long range goals as well as its IMLS Five-Year Plan calls for more library automation and the creation of projects to promote literacy and to reach those underserved patron groups through outreach to educational and cultural agencies to increase the capacities of each. One of its goals is to improve reference service by providing the necessary resources, professional support and training to GPLS library technicians. This project however comes at a time when reviewing the GPLS' Microfilms; it is now regarded as critical because of the poor condition due to aging. This project, when completed would reduce risks of losing confidential, priceless, historical data and provides back-up copies. It also allows easier retrieval, viewing of key documents using a personal computer, and allows GPLS to easily share data with others. The community depends on GPLS to initiate new services and provide educational opportunities. Over several years and through IMLS and local programs, GPLS introduced the local population to personal computers, the Internet, read aloud programs, a Bookmobile, books on tape, library automation, local history materials, services for individuals with disabilities, outreach to correctional centers and other agencies, and public access to local and federal government documents. Other than local funding, library programs are often funded by IMLS. These are usually services that are library oriented and are "events" in the media. However, the preservation and archiving of library materials, especially such as these historical Microfilms should be regarded just as important as a library reference source for the community, now and for future generations.

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

**Maintenance of the Project and its Continuation.** The project will be continued and maintained by current Guam Public Library System staff and volunteers and with support from local and IMLS Five Year funding. The preservation and archiving of these Microfilms are necessary as a service to the community as not all references may be found on the Internet, especially those pertaining to Guam and its indigenous population. Ultimately, Library Technicians in Reference will become familiar with the preservation process and will be trained to assist and the retrieval of these data will be improved. This is just the beginning of another important archival project.

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

program will be done by the GPLS Administrative Support Unit with the advice and recommendation of the Library Technician Supervisor.

4. GPLS will continue to receive technical support from the Guam's Department of Administration, Data Processing Division.

**Personnel Experience, Expertise and Time Commitments.** The following are the Guam Public Library System (GPLS) staff committed to this project with résumés attached: **Ms. Sandra M. Stanley, Administrative Officer and Project Director** for the Guam Public Library System has been employed at GPLS since 2004 and has been overseeing the completion of GPLS' IMLS Five-Year projects. She will be serving as the Project Director for this project. Ms. Stanley has successfully participated in several library grants over the years with over 20 years of management and supervisory experience. She is currently responsible for the management of all grants which involves management of a budget to purchase materials, software and equipment and its required reporting. Ms. Stanley has also worked closely with the IMLS Senior Program Officer since employed with GPLS in 2004. She has also continued to work closely with the Library Technician Supervisor for ideas and ways to improve the library services at GPLS. **Mrs. Teresita L.G. Kennimer, Library Technician Supervisor**, has had over twenty-eight (28) years of experience working at GPLS. She has been involved with IMLS grants, including the Five-Year Plan. She has also worked closely with past GPLS Librarians, Directors and Library Technicians in improving library services with Circulation and Reference, Technical Processing, etc., relating to patron library services. Mrs. Kennimer will be responsible in assisting throughout this project especially with the accessibility of the Microfilms and training of staff for storage thereof. She successfully attended a workshop at the University of Guam regarding "Protecting Library & Archive Collections: Disaster Preparedness, Response & Recovery." Mrs. Kennimer will also work closely and will be assisted by key GPLS personnel in the Reference section: Trained in using the GPLS Alchemy System are **Ms. Francine Uncango, Library Technician I, Ms. Darleen Manglona, Library Technician I and Ms. Florence Taitague, Library Technician II**. The Library Technicians will work closely with the Library Technician Supervisor in initially implementing this project in the Reference area in ensuring tasks are followed per the plan for this project. She is also currently responsible for the scanning project in the Reference section which is a continuing process. **Administrative Support Unit** staff are **Mrs. June M. Aflague, Administrative Assistant and Mrs. Rowena Morales, Clerk Typist III**, who will work closely with the Library Technician Supervisor and Project Director to assist with the project's activities, budgeting and financial reporting, including processing the necessary paperwork for the procurement of items for the project. **Mr. Frankie Aflague, Program Coordinator I**, and all the other GPLS staff are full-time employees who will incorporate grant responsibilities into their daily work schedules from gathering of statistics, progress of the project and reporting requirements. Time commitments will be increased during important periods when grant activities are scheduled and when statistics and reports are due. All GPLS staff will work towards the completion of this project. The Project Director along with the support of its Administrative Support Unit will ensure reporting requirements are promptly submitted.

**4. EVALUATION. Baseline and Final Data to Measure Achievement.** Although the Guam Public Library System (GPLS) currently has an on-going scanning project, the Microfilms reference collection has no true inventory. However, once these Microfilms are converted and transferred to compact discs, these originals will be stored and preserved. GPLS currently has a scanning management plan in place for historical documents; however there are no Microfilm guidelines. Once this project is implemented, GPLS should have another management plan to follow with regards to these Microfilms and as a way to help Library Technicians in the future.

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

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

**1.) For general public and staff accessibility.** Anticipated results of this project are improved retrieval for Reference staff and accessibility for the public of Microfilms and documents. Success will be determined by the questionnaire developed by GPLS for the general public (used by researchers, educators and others), including the library staff. Additionally, GPLS currently has a standard Reference request form that is provided to each patron and suggestion boxes are located at all GPLS library facilities. These are historical references, when released to the media, GPLS hopes that the community will take advantage of its availability and provide the library input. This would be ways of gauging whether these particular references, once available digitally, are being utilized. **2.) Progress.** After the Schedule of Completion has been implemented, an indicator of the progress of this project would be the record log of the inventory of the Microfilms digitized, conversion to compact discs and its improved retrieval and accessibility. **3.)** Determination of further improved library services will also be dependent upon the continued use of set “archival” guidelines that will be added unto the Standard Operating Procedure Archiving Manual, or practices by staff and satisfaction by the general public such as researchers, educators and others. Again, this will be determined by the continued use of the Reference request forms and the suggestion boxes that are available throughout all the Guam Public Library System library facilities. GPLS will continue to review all suggestions and consider especially those that improve its library services with regards to accessibility of its Microfilms.

**Measurement of the Impact of New or Improved Services for the Community.** Community satisfaction will be determined through a questionnaire that will be given to library patrons at the end of this project. Once the conversion of these Microfilms is launched into the Alchemy System, GPLS will inform the public by posting on the website. The Library Technician Supervisor and its staff will then develop a short questionnaire. Patrons will be asked to also volunteer to preview some of the converted Microfilms. Also, if requesting for the Microfilm reference collection, if retrieval and accessibility are improved. The Library Technician Supervisor will determine the best time to conduct this questionnaire /survey and that Reference staff will assist in implementing this. This will be conducted at least after the first three (3) months per the Schedule of Completion upon availability of these historical data. This information will be used to collect and determine the appreciation of the easy accessibility and retrieval of these data. Project staff will also provide a record log of the title and dates.

**Outline of Out-Come Based Evaluation of the Creation of a Program for the Digitalization of the Serial Collections and Historical Data and Preservation thereof.** The evaluation team will incorporate an outcome based model to determine data, measure information that is most important and develop an appropriate plan. The following chart details important program participants and what they will evaluate.

Who are the Program influencers?	What do they want to know?
GPLS staff	Is there a need? Are we meeting that need? Can it be duplicated by other libraries, maybe agencies with the same need? Will it increase the use or strengthen the library profile in the community?
GPLS Library Technician Supervisor and the GPLS IMLS Project Director	Is the program effective? Is the program appropriate and how can it be improved?
Government/Library Board	Is it worthwhile? Is it helping the library complete its mission? Is it maximizing library/government resources?
Other Libraries/Agencies	Can it be duplicated?
Patrons (general public such as researchers, educators and others), students and Library Technicians	Is it improving public's accessibility? Is it improving staff's accessibility and retrieval for accurate and better service?

**What is the purpose of the program?** This project will create and to have in place an organized and accessible visual reference inventory of important historical recordings by converting into another format other than the Microfilms that it is currently in and preserving this important information for future generations. If the Microfilms are too fragile, then the documents will be scanned, also for improved accessibility and retrieval of this important historical serial collection.

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

#### For what outcome and benefit?

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

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

Inputs	Activities	Services	Outputs
GPLS main library & staff	Assess Microfilms to be converted/preserved.	Assessment by staff and guide by Library Technician Supervisor.	Inventory of assessment and log of Microfilms or documents.
GPLS Library Technician Supervisor, GPLS Project Director, GPLS staff and volunteers	Develop effective plan and train staff, including volunteers to assist with the inventory and assessment.	Follow archival guidelines and practices and note any new procedures with Microfilms and sensitive/aging documents	Maintain inventory and log of conversion or scanning activities into Alchemy and transfer to compact discs to meet Schedule of Completion.
Appropriate equipment and supplies	Install and begin services	Vendor, Guam Dept. of Administration Data Processing Division and Library Technician Supervisor.	Digitize Microfilms or documents transferred into current Alchemy System and when successfully completed retrieval and accessibility improved.
GPLS Library Technician Supervisor, GPLS Project Director, GPLS staff and volunteers	Digitally document and publicize availability of historical data via website, including to conduct a questionnaire for public; gather statistics for reporting; including suggestion box availability for future library service improvements.	GPLS Administrative Support Unit to provide on website activities happening at Library and digital availability of historical data. GPLS will inform organizations of availability. GPLS staff and volunteers to help conduct questionnaire.	Document of project, availability to the public, statistics of usage by general public and staff, including suggestions for future improvements.

**Plan for Documenting Results – Both Expected and Unexpected.** Online questionnaire (survey) will be made available by GPLS and suggestion box will be made available throughout all the GPLS facilities. All reference requests for any Microfilms or documents will be documented and kept with the GPLS Reference department. Any questionnaire (survey) will allow for requests on how the project has benefited individual or what improvements may be added to the project. The Guam Public Library System will post on its website the availability of these digitized historical references.

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

**Dissemination of Project Results, Locally and Regionally.** The Guam Public Library System hopes to attend future workshops in the regions. However, current local budget does not allow for this but will certainly inform the public of the availability of these historical Microfilms or scanned documents once the project has been launched and compact discs are available. The evaluation of the impact of this project will be disseminated in a variety of ways. The library

website will keep and continually update an outline of the project and its results on the GPLS website. The local media will be enlisted to help create public awareness of the program, to apprise of its development and to announce the completion of the project. The value of the project to the Guam library community can be shared at any organizational meetings or networking with individuals during these meetings of relevance to converting Microfilms into a digital format, or scanning of these sensitive and fragile documents. Should Guam have another opportunity to attend any conferences with the Pacific Island Association of Libraries and Archives (PIALA) then it will certainly share the result of this project. Otherwise, it will be available on the website.

**Objective A:** Provide a program and develop a plan to convert and digitally preserve Microfilms of serial collections or the scanning thereof, namely, the Nieves M. Flores Memorial Library in Hagåtña, Guam.



**SCHEDULE OF COMPLETION:** Goal I: Creation of a program for the digitalization of the serial collections of its aging and historical data and preservation thereof 13

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

6) All Reference requests should be via filling out a GPLS standard form and a log of these requests kept at the GPLS Reference section. Questionnaires as to whether the converted Microfilms are clear should be provided for all Reference requests with regards to these Microfilms. These questionnaires should be developed by the Library Technician Supervisor and Project Director with the assistance of Reference staff, which should include how helpful the Visuals were on compact discs. Testing by having some GPLS staff preview some of the converted Microfilms will be beneficial and conducted during the GPLS Staff Development Day.

7) Once the Microfilms are digitized, then the current "Standard Reference Request" forms should be filled out. These have already been developed which contains a short questionnaire and are kept on record.

8) Once these Microfilms or documents are digitally processed, the Library Technician will ensure that the originals are preserved into acid free boxes and stored. The process of these archival procedures will be included in the Standard Operating Procedure Manual and revised accordingly for the Library Reference section. The Library Technician Supervisor will ensure that revisions are made.

9) GPLS will continue management of these Reference materials by consistently following the policies and procedures. The Library Technician Supervisor will provide a plan as to the accessibility of the compact discs once they are available for Reference.

**TOTAL FOR OBJECTIVE B**

**TOTAL ALL OBJECTIVES**

Administrative Costs

**TOTAL ALL COSTS**

Activities start and ongoing =

Activities stops =

## 6. BUDGET AND BUDGET NARRATIVE

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

(Round off amounts to the nearest dollar)

Name of Applicant	<u>Guam Public Library System</u>		
<b>Direct Costs</b>	<b>IMLS</b>	<b>Match (**)</b>	<b>Total</b>
Salaries and Wages	<u>\$0.00</u>		<u>\$0.00</u>
Fringe Benefits	<u>\$0.00</u>		<u>\$0.00</u>
Consultant Fees	<u>\$0.00</u>		<u>\$0.00</u>
Travel (# of Trips <u>N/A</u> )	<u>\$0.00</u>		<u>\$0.00</u>
Supplies & Materials	<u>\$ 300.00</u>		<u>\$300.00</u>
Equipment	<u>\$ 0.00</u>		<u>\$ 0.00</u>
Services	<u>\$28,500.00</u>		<u>\$26,580.00</u>
Other	<u>\$0.00</u>		<u>\$0.00</u>
<b>Total Direct Costs</b>	<b><u>\$26,580.00</u></b>		<b><u>\$26,580.00</u></b>
<b>Administration/ Indirect Costs (4%*)</b>	<b><u>\$1,120.00</u></b>		<b><u>\$ 1,120.00</u></b>
<b>Total Costs</b>	<b><u>\$28,000.00</u></b>		<b><u>\$28,000.00</u></b>
<b>Amount of Cash Match (**)</b>	<b><u>\$0.00</u></b>		
<b>Value of In-Kind Contributions (**)</b>	<b><u>\$0.00</u></b>		
<b>TOTAL Cash Match + In-kind (**)</b>	<b><u>\$0.00</u></b>		
<b>TOTAL AMOUNT REQUESTED FROM IMLS</b>			<b><u>\$28,000.00</u></b>
<b>TOTAL AMOUNT FOR PROJECT</b>			<b><u>\$28,000.00</u></b>

\* Only 4 % of a grant may be used for Administration. All direct Administration costs and total Indirect costs combined may not exceed this amount.

\*\* U.S. Territories are not required to match federal funds; but the Freely Associated States must provide matching funds. The required match is at least 34% of the total project costs (not just 34% of funds requested from IMLS).

### Direct Costs

Vendor will be responsible for delivering services in the conversion of approximately eight hundred and five (805) Microfilms for the digitalization of the serial collections of its aging and historical data and preservation thereof and into the current Guam Public Library System (GPLS) Alchemy System. The approximate total number of GPLS employees to work on this project during initial implementation are at least eight (8) to ensure that the Requisitions and Purchase Order are processed accordingly and services is delivered by vendor; the Library Technician Supervisor will ensure that these Microfilms are made available to the vendor. At least three (3) key personnel from the GPLS Reference Section will be also assigned to assist with this project.

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

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

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

**Supplies.** Rewritable Compact Discs for copying of data digitized will be required to convert from the Alchemy System totaling approximately \$300.00, with the budget allowed by this grant.

IMLS total for Supplies comes to: \$ 300.00

**Equipment.** None

\$ 0.00

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

IMLS total for Services comes to: \$26,580.00

**Administration** costs.

Total for Administrative Indirect costs: \$ 1,120.00

**Other** costs

Total for Other costs: \$ 0.00

Total Direct Costs: \$26,580.00

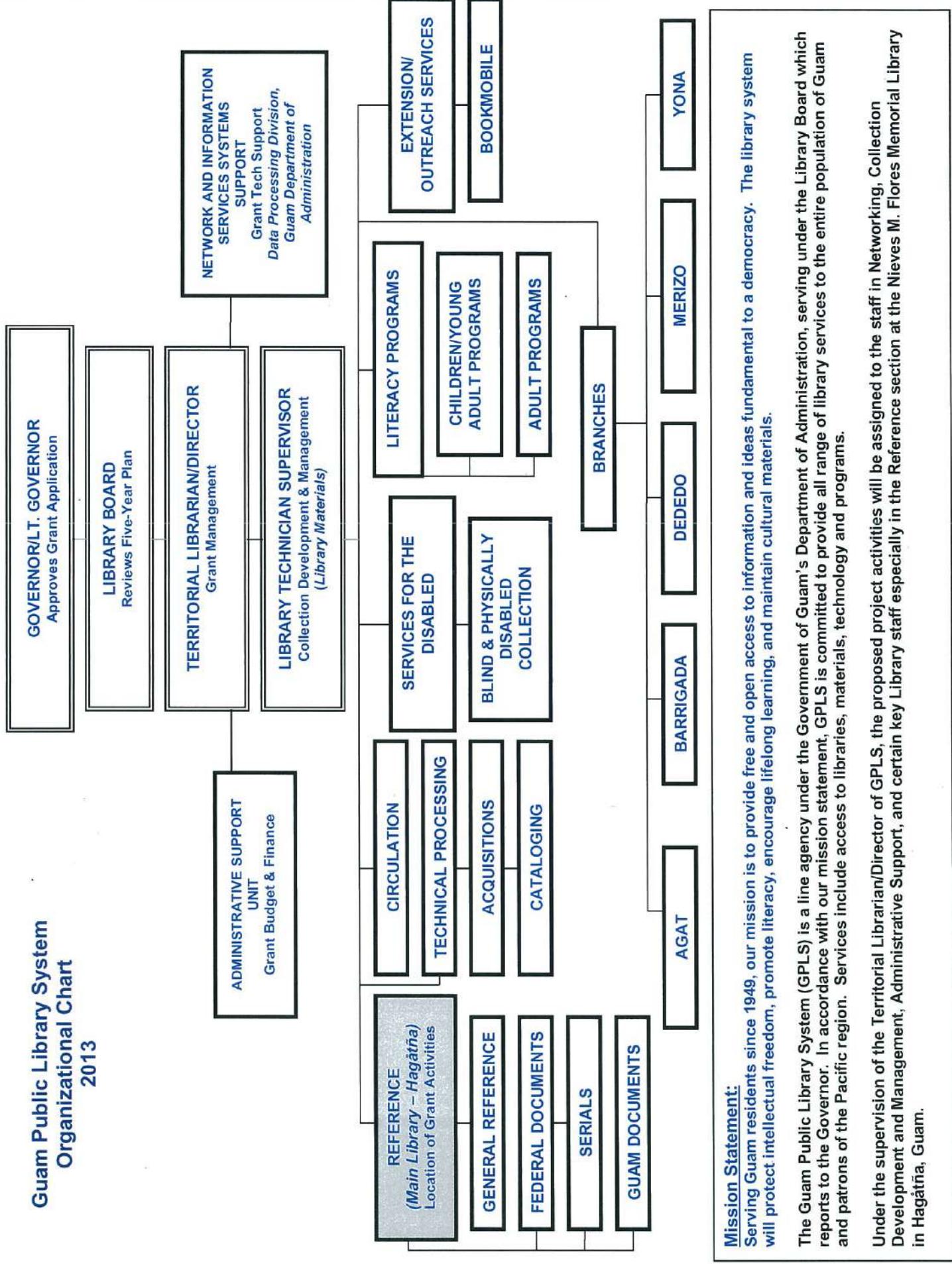
Total Indirect Costs: \$ 1,120.00

Total All Costs: \$28,000.00

**TOTAL AMOUNT REQUESTED FROM IMLS** \$28,000.00

**TOTAL AMOUNT FOR PROJECT** \$28,000.00

## Guam Public Library System Organization Chart 2013





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.



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Signature of Authorized Certifying Official

**Edward J. B. Calvo, Governor**

Print Name and Title of Authorized Certifying Official

**MAR 12 2013**

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Date

## APPENDIX A

### Trafficking in Persons

The SLAA must comply with Federal law pertaining to trafficking in persons. Under 22 U.S.C. § 7104(g), any grant, contract, or cooperative agreement entered into by a Federal agency and a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement, if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act, or uses forced labor. 2 C.F.R. part 175 requires IMLS to include the following award term:

- a. *Provisions applicable to a recipient that is a private entity.*
  1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not –
    - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
    - ii. Procure a commercial sex act during the period of time that the award is in effect; or
    - iii. Use forced labor in the performance of the award or subawards under the award.
  2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –
    - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
    - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either –
      - A. Associated with performance under this award; or
      - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.
- b. *Provision applicable to a recipient other than a private entity.* We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity –

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either –
  - i. Associated with performance under this award; or
  - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.

c. *Provisions applicable to any recipient.*

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
  - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and
  - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. *Definitions.* For purposes of this award term:

1. "Employee" means either:
  - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
  - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or

services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3. "Private entity":

i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 C.F.R. part 175.25.

ii. Includes:

A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 C.F.R part 175.25(b).

B. A for-profit organization.

4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).

2 C.F.R. part 175.15, *Electronic Code of Federal Regulations* at <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=0c772e898f6409eb76e130fcd9dd073c&rgn=div5&view=text&node=2:1.1.1.8.10&idno=2#2:1.1.1.8.10.0.1.3>, as of July 20, 2011. IMLS 7/22/11.