



STATE OF HAWAII
HAWAII STATE PUBLIC LIBRARY SYSTEM
OFFICE OF THE STATE LIBRARIAN
44 MERCHANT STREET
HONOLULU, HAWAII 96813

December 30, 2008

TO: The Honorable Marcus R. Oshiro, Chair
House Committee on Finance

FROM: Richard Burns
State Librarian *Richard Burns*

SUBJECT: 2009 Budget Briefing

We are providing the following information, as requested in your memo dated December 12, 2008 for our Fiscal Biennium 2009-2011 Budget Request testimony:

1. Budget Narrative for the Hawaii State Public Library System (HSPLS)
2. HSPLS Mission Statement
3. HSPLS Organizational Chart
4. Table 1: Department Functions
5. Table 2: Program ID Listing of Major Activities
6. Table 3: Biennium Budget Reductions
7. Table 4: Biennium Budget Additions
8. Table 5: Restrictions
9. Other Sources of Revenue
10. Table 6: Program Performance Results
11. Attachments 1 to 8

We have submitted electronic versions of our testimony and attachments to your House Committee on Finance at fintestimony@capitol.hawaii.gov. Please call Keith Fujio, our Administrative Services Officer at 586-3700 if you have any questions.

HAWAII STATE PUBLIC LIBRARY SYSTEM BUDGET NARRATIVE FOR FISCAL BIENNIUM 2009-11

The Hawaii State Public Library System (HSPLS) has been struggling to maintain services to the public in spite of continual budget cuts tracing back to 1995. As a system, we have yet to recover from the budget cuts in 1995 when more than 110 positions were eliminated, and in 2003 when public service hours were reduced by 200 hours statewide.

The HSPLS Budget is very simple and easily laid out. Personnel costs account for 80% of our budget; digital and print materials add a little more than 10%; and the remaining 10% covers all other expenses, including utility costs, which are well over 2 million dollars. To meet the proposed 10% reduction, we had no other choice than to deplete our book and materials budget, freeze vacant positions, and reduce temporary and student hires (see Table 3). The alternative was to close libraries and eliminate positions.

We have already initiated many cost saving measures for the current FY 2009. As a direct result of the 3% reduction from Act 158/SLH2008 and the 4% restriction imposed by the Governor (see Table 5), we were forced to either postpone or eliminate the following critical programs and initiatives:

1. Many of our energy efficiency and renewable energy projects were either reduced, postponed, or cancelled.
2. The badly needed upgrade to our system network to provide faster and more reliable access to our collection and internet, increased protection of data, and improved security of its infrastructure was halted. A pilot wireless internet access project was initiated at the Salt Lake Public Library but plans for six additional libraries were cancelled.
3. Our Integrated Library System (ILS), which handles our automation records and transactions is over 6 years old and has become obsolete with no future development or service support from the current vendor. We have issued a Request for Information (RFI) for a replacement system with conversion cost estimates to exceed a million dollars over the next few years.
4. The new North Kohala and Manoa Public Libraries are scheduled for completion within the next Fiscal Biennium, Kohala on the Big Island by the end of 2009 and Manoa on Oahu towards the end of 2010. Due to this current economic crisis, we could not request any additional funding for staffing, any new collections, furniture, fixtures, and equipment necessary to open these new facilities appropriately.
5. Due to the current mandated freeze of all vacant positions and budget restrictions, we were unable to staff and institute district offices on the Big Island, Kauai, and Maui. These were greatly needed to provide better support for the Neighbor Island libraries and ease the stress of our overtaxed Public Library Branch, which supervises all 49 libraries including Oahu.

Even before meeting this additional reduction of \$2.9M (10%) for the upcoming Fiscal Biennium 2009-11, HSPLS is already cutting many needed services and operational costs. We are listing these critical areas for your committee to recognize that they must be addressed in the very near future and will all require additional funding. If state funding for these areas is unavailable then we will need to seek other resources or face additional cuts to existing libraries and staff.

While our budget is going down, the costs of operating, maintaining, and servicing 51 public libraries are skyrocketing. We are still running our libraries and sustaining the same public service hours/schedule with over 57 vacancies and very limited temporary help. Utilities, postage, security services, gas/fuel, supplies, etc. have all increased (some by over 30%) with no additional funding for the past few years. DAGS has also received massive budget cuts and has already warned HSPLS that they may not be able to service or respond to our emergencies in a timely manner, will not be able to fund as many needed repair projects as in the past, and have already eliminated their cyclical maintenance program for all of our facilities, statewide. If any major health, safety, and security problems occur that cannot be immediately addressed, certain libraries may be required to close until the problem can be corrected.

We are aware of and sensitive to the severe fiscal constraints confronting our state and the difficult budgetary challenges facing your committees. However, it must be emphasized that HSPLS is uniquely qualified and positioned to offer the services and opportunities our residents need most at this critical time under these poor economic conditions. It is also well documented that public libraries have always been a solid and beneficial investment returning four to seven dollars on investment for every dollar spent. In addition to the programs and direct services we offer, our patrons have free access to online educational, cultural, informational, and recreational opportunities which would otherwise be unavailable or unaffordable. We have already seen a significant increase in demand for our services, and historical analysis projects that this demand will only increase. Internet use is up as more and more displaced workers seek employment, educational opportunities and file online job applications, hold requests for popular materials have increased, and circulation has risen dramatically (i.e. increase of more than 60,000 for September 2008 as compared to September 2007). At a time when not only government but many private sectors are downsizing, the Hawaii State Public Library System remains a relatively inexpensive but cost effective and a much valued investment for the State of Hawaii and its residents.

Thank you for allowing us to present our budget narrative and for your continued support of the Hawaii State Public Library System.



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Hawaii State Public Library System

Mission Statement

"The mission of the Hawaii State Public Library System is to provide Hawaii's residents, in all walks of life, and at each stage of their lives, with access to education, information, programs, and services, and to teach and nurture the love of reading and the habit of life-long learning".

Hawaii State Public Library System

Organizational Charts and Functional Statements

OFFICE OF THE STATE LIBRARIAN (OSL)

With oversight by the Board of Education, the State Librarian plans, directs, measures, evaluates, and reports to the Board, the Governor, the Legislature, and the public about library services, collections, and programs which fulfill the mission of the Hawaii State Public Library System (HSPLS).

- Represents HSPLS to the Board of Education, the Governor, the Legislature, other State agencies, the Congressional delegation, professional organizations, community groups, and the public.
- Develops and recommends policies for Board approval and implements and evaluates policies.
- Initiates long-range statewide strategic planning and needs assessment studies; develops goals, objectives, standards, and evaluation criteria; and oversees activities to achieve system objectives.
- Establishes a coherent, effective organizational structure and lines of authority.
- Develops an administrative and support services team, which represents all functions within HSPLS: the Hawaii State Library and the Library for the Blind and Physically Handicapped, community libraries, and their support units including administrative services, human resources, electronic support, technical services, and library development.
- Facilitates effective communication and working relationships throughout the organization.
- Promotes a commitment to fair and consistent services throughout the library system for all customers by overseeing the development and documentation of integrated policies, guidelines, and procedures.
- Pursues State and Federal funding, grants, and donations to maximize HSPLS' ability to provide an appropriate and innovative array of collections, services, and programs to meet community needs.
- Develops a program-based, needs-driven budget for recommendation to the Board. Presents testimony and provides background information and reports during the legislative session.
- Mentors library staff by providing encouragement, guidance, and training opportunities to increase knowledge, skills, and performance and to prepare staff to assume increasing levels of responsibility and leadership.
- Networks with DHRD, the University of Hawaii's Library and Information Science program, and other government, professional, and community organizations to attract potential applicants and make them aware of employment opportunities within HSPLS.
- Monitors customer expectations as well as service methods and best practices in both the library and commercial fields.
- Initiates new technologies and practices to improve services and collections.
- Promotes a culture of continuous improvement and innovation.

SPECIAL ASSISTANT TO THE STATE LIBRARIAN

The Special Assistant to the State Librarian provides support for the Office of the State Librarian by working with the State Librarian, library administrators and staff to implement Hawaii State Public Library System (HSPLS) program objectives.

- Participates in the planning, organizing, and administration of the HSPLS' programs and services.
- Oversees the district offices.
- Confers with other administrative team members and program administrators to resolve problems, clarify system goals, objectives, priorities, and responsibilities, and implement initiatives approved by the State Librarian.
- Serves as a liaison with the Board of Education, Legislature, and other groups on behalf of HSPLS as necessary.
- Advises the State Librarian and administrative team by providing pertinent information, including workable alternatives, for decision-making.
- Conducts investigations for the State Librarian as assigned.
- Convenes hearings as the Hearings Officer as necessary.
- Represents the State Librarian as required.

TECHNICAL SERVICES SECTION (TSS)

The Technical Services Section orders, catalogs, and processes materials for Hawaii State Public Library System (HSPLS) libraries and recommends effective acquisitions and processing procedures for front-line staff. Through its national standards-based cataloging operations, TSS creates and maintains the bibliographic records in HSPLS' online inventory of library materials. TSS works with administrators, the public service staff, and the Electronic Services Support Section (ESSS) staff to maximize the union catalog's reliability and usefulness in accessing HSPLS' physical and digital collections.

Acquisitions and Processing:

- Recommends statewide policies, procedures, and practices for the acquisition and processing of materials.
- Recommends efficient and effective workflow methods relating to acquisitions and processing by front-line library staff.
- Notifies/distributes vendor catalogs and other promotional materials to libraries.
- Coordinates and compiles title recommendations from Hawaii State Library (HSL) subject specialists and selection committees into consolidated order lists, which are distributed in spreadsheet form to HSPLS libraries.
- Orders library materials selected and sent to TSS by HSPLS libraries.
- Coordinates order/receipt accounting with the Administrative Services Branch (ASB) for cost center accounting and purchase order/voucher production.
- Prepares and distributes status reports to HSPLS libraries about their orders and receipts.
- Serves as a liaison in resolving vendor problems between vendors and individual libraries. Files claims, receives credits, and verifies vendor statements and invoices.
- Evaluates vendor performance, prices, discounts, delivery times, and service quality.
- Processes and distributes centrally purchased and received materials.
- Processes library materials that are physically received and cataloged at TSS, including linking, labeling, stripping, stamping, covering, sorting and packing for delivery and mail.
- Develops written procedures and conducts training sessions for front-line staff about ordering and processing requirements. Instructs and advises staff about procedures on an on-going basis.
- Works with the Electronic Services Support Section (ESSS) to attain optimum performance of library automated systems related to acquisitions and processing.
- Compiles each library's order of the consolidated lists into a system order spreadsheet and processes the system order for library materials by price quoting the titles with multiple vendors; selecting the appropriate vendor, based on discount, shipping, tax; preparing the requisitions for ASB or placing the orders directly with the vendor, with cost information and purchase number or pCard information; and tracking logging each order on the purchase order or pCard log.
- Process HSPLS libraries' individual orders for library materials following the same procedures used for ordering library materials from the consolidated order list.
- Processes invoices for payment by matching the packing slips received at the libraries with the invoices, checking for discrepancies in titles, quantities, and pricing of library materials ordered and received.
- Reconciles and validates the monthly purchase card charges using the appropriate packing slip and invoice for each charge, requesting invoices as necessary, and paying invoices that are received, but not charged.

Cataloging and Classification:

- Recommends statewide cataloging and classification policies and practices based on national standards.
- Provides centralized cataloging of library materials in print, non-print and electronic formats for all libraries in HSPLS. Creates and maintains bibliographic records and authority files.

Cataloging and Classification (continued):

- Provides classification and other identification for all library materials.
- Researches and corrects reported errors in the online catalog.
- Conducts training sessions and gives presentations on catalog and authority control requirements to libraries. Alerts the field about classification changes.
- Maintains the integrity of the bibliographic database.
- Works with ESSS and vendors to resolve problems with automated library systems related to cataloging, database maintenance, and the public catalog.
- Participates in system discussions about new formats, technology, and collections and shares technical services expertise and recommendations.
- Monitors new developments, technologies, and best practices in the technical services field.
- Provides consultative services to HSPLS libraries on collection development and evaluation.

Other:

- Oversees the common facility operations and maintenance requirements of all the support offices at the Salt Lake facility.

ELECTRONIC SERVICES SUPPORT SECTION (ESSS)

- Provides overall planning, research, and recommendations for technological support for library services.
- Provides technical support to all HSPLS staff during all open hours of libraries and departments.
- Provides technical support to customers to assist in accessing HSPLS services.
- Develops specifications for equipment and software to support libraries and departments.
- Provides hardware and software maintenance, upgrade and repair services for libraries and departments.
- Provides scheduled preventive maintenance services.
- Provides training and retraining on the library's electronic systems.
- Works with vendors/suppliers to provide timely, cost-effective services and resolution of problems.
- Maintains the HSPLS web site.
- Provides system administration for all central servers and the network.
- Monitors system activity and performance, reporting and adjusting as necessary to provide timely, economical services to staff and customers.
- Develops and runs statistical and other reports for use by administration, libraries and departments.
- Coordinates system implementations with other State Agencies; implements State-mandated IT directives.
- Performs the technical implementation of new services selected by Administration.
- Manages the customer Debt Collection service.
- Fulfills automation-related federal program reporting requirements.

Administrative services:

- Provides oversight of Section functions; prioritizes work; ensures adherence to scheduled events such as preventive maintenance, system upgrades, etc.
- Works with HSPLS administration to integrate new technologies and upgrades into system services.
- Prepares and defends Section budget request.
- Coordinates purchase/upgrade of hardware and software throughout HSPLS to provide consistency of access and ease of repair/upkeep.
- Coordinates with library staff who select resources to be linked to HSPLS web site under the direction of the State Librarian.
- Provides all personnel services for the Section, including but not limited to, hiring, training, evaluation, discipline, prioritizing of work, and scheduling.

Coordinators and Technicians

- Trains/retrains staff on all systems as current and at every upgrade/change.
- Logs all problem calls, responds immediately or as appropriate; communicates as necessary with all libraries/departments on system problems.
- Maintains procedure manuals, updates as necessary.
- Monitors automated system operation; installs upgrades and fixes as required.
- Works with Vendor to keep system current.
- Sets up all system administration activities, including report generation, to run at optimum times. Monitors all processes for problems, and creates backups at appropriate times.
- Monitors telecommunications network and works with provider to maintain maximum up time.
- Keeps current with changes/upgrades to telecommunications technologies.
- Applies for and monitors erate discount program
- Provides installation, initial training, and repair service for all PCs telecommunication and peripheral equipment for libraries and departments
- Purchase, install, and repair telephone equipment.
- Install and repair theft loss systems.

LIBRARY DEVELOPMENT SERVICES SECTION (LDSS)

- Plans, organizes, coordinates, and seeks funding for, and evaluates library programs for the Hawaii State Public Library System (HSPLS).
- Works with corporate and nonprofit partners to sponsor joint programs.
- Establishes and maintains a statewide database of programs, including host library evaluations.
- Provides publicity and promotional support with media contacts, and photography and video-recording for selected events and assigned projects.
- Provides graphics, printing, and publicity support for library programs at the individual library's request.
- Arranges special ADA accommodations requested in advance by audience members.
- Researches, develops, and implements marketing strategies and campaigns for HSPLS.
- Works with the Office of the State Librarian (OSL), Friends of the Library of Hawaii, and public and private groups to identify and pursue funding opportunities.
- Monitors grant and other funding opportunities, writes grant applications, and evaluates outputs and outcomes in relation to program objectives.
- Plans, organizes, coordinates, seeks funding for, and evaluates training opportunities for library staff in conjunction with the Office of the State Librarian, and Hawaii State Library's Children's and Young Adult Services Oahu-wide Coordinators.
- Creates HSPLS announcements and program information for the system's website.
- Maintains HSPLS' Publications in Print program.
- Advocates and conducts outreach activities to target audiences to promote library awareness, services and programs.
- Provides guidance and support in the area of volunteer services to local libraries.

ADMINISTRATIVE SERVICES BRANCH (ASB)

Within the framework of goals, objectives, policies, rules, regulations, and statutes established by the State Librarian, the Board of Education and the Legislature, the Administrative Services Branch assists the State Librarian in the preparation, coordination, and explanation of the public library system's operating budget and capital improvements budget.

The Administrative Services Staff plans, develops, and provides a variety of personnel, inventory management, procurement, budgeting, accounting, fiscal, data collection, delivering, facility management, construction and support services for the public library system.

FISCAL SERVICES SECTION

Maintains a system that provides accounting, financial and budgetary information as well as technical assistance services. Responsible for the compliance to the state's procurement rules and regulations. Assists in the preparation of bid specifications and contracts. Manages the HSPLS inventory program. Processes payments to vendors and payroll.

- Develops and consolidates the Planning-Program Budgeting (PPB) multi-year financial plans which include the biennial and supplemental operating budget documents.
- Performs budget analysis and review to determine effectiveness, and adherence to financial planning and departmental goals.
- Assists the libraries in the preparation of yearly expenditure plans.
- Compiles and consolidates the public library system's expenditure plans and quarterly management reports for submission to other state agencies.
- Advises and/or recommends changes to the State Librarian on budget and fiscal policies, regulations or procedures.
- Periodically conducts library financial and procedure audits. Provides recommendations and alternatives to improve financial procedures and compliance to state rules and regulations.
- Provides training and assistance in all activities of budgeting and accounting functions.
- Assists the State Librarian in the preparation, coordination, and execution of the public library system's operating budget.
- Maintains general accounting of all HSPLS's non-general fund revenue for special funds (late fines and enhanced services fees), trust funds and federal funds (LSTA).
- Prepares monthly, quarterly and annual financial reports for libraries, management, and other state or federal agencies.
- Coordinates the development of budget priorities and budget standards in all resource categories.
- Responsible for the operations of the HSPLS petty cash accounts.
- Responsible for the equipment inventory. This includes the coordination of the annual physical inventory, provide technical assistance to HSPLS personnel in recording or deleting of equipment, and the development and maintenance of a system wide equipment replacement plan. Serves as liaison with other state agencies in inventory matters.
- Administers the vehicle insurance program and the registration of all vehicles.
- Develops equipment and other furniture procurement guidelines.

FISCAL SERVICES SECTION (continued):

- Provides guidance and technical assistance on all aspects of purchasing. Includes the development of bid specifications for goods and services, publication of bid specifications, awarding of the contract, contract development, encumbrance of funds for the contract, sole source request, memorandum of agreements between state agencies, p-card purchases and consultant/personal services contracts.
- Develops, recommends and implements internal forms and procedures to comply with state policies on the purchasing of goods/services and inventory of equipment.
- Processes, audits and maintains records of all equipment transactions to ensure that all equipment are properly inventoried and disposed.
- Initiates purchase orders for standard library forms. Arranges the distribution of printed forms to libraries.
- Reviews all personal services contracts for the public library system. Provides technical assistance in developing contracts.
- Processes and audits all payroll documents to ensure that all employees are properly compensated.
- Audits and maintains all leave accounting records to ensure that all employees are properly credited and charged for their vacation and sick leave.
- Processes and audits workers' compensation payments after proper review and approvals.
- Processes and audits wage separation reports for unemployment insurance purposes, loans, etc.
- Processes and audits all claims to ensure that vendors are properly paid.
- Performs fund validation function before processing of purchase orders.
- Provides training and assistance in all activities of the payroll and vouchering functions.
- Performs internal audits of library branches on their cash deposits and inventory.
- Coordinates request for the public library system's telecommunications equipment or systems.
- Compiles and consolidates the capital improvements program budget documents.
- Serves as HSPLS liaison with the Department of Budget and Finance, Department of Accounting and General Services, or other agencies.
- Coordinates the expenditure of appropriated funds.
- Coordinates long-range site selection of new libraries and addition to libraries and other land matters with county agencies, state agencies and private developers. Reviews proposed State Land Use changes, County General Plan changes, Zoning changes, Subdivision proposals, etc., and their impact on existing and proposed libraries. Coordinates easement requests.
- Coordinates the development of Master Plans for the orderly development of new libraries, additions to libraries and the replacement of existing library facilities.
- Coordinates the review of architectural plans with DAGS, the library, district, and state personnel, as well as other interested community groups.

HUMAN RESOURCES OFFICE

- Administers the personnel and industrial relations staff services for the public library system.

Personnel Management Staff

- Serves as liaison or representative on collective bargaining, personnel management, grievance and arbitration, and other related matters with the Department of Human Resources Development and other agencies.
- Reviews, recommends, coordinates, and maintains the departmental personnel management manual, which contains policies, procedures and guidelines; updates the manual and distributes to libraries and departments.
- Manages the position classification and compensation plan.
- Plans, directs and coordinates the recruitment, interviewing and selection services.
- Maintains current organizational charts and personnel lists.
- Administers job-sharing program.
- Manages the employee benefit programs including temporary disability, health/dental plans, deferred compensation, incentive and service awards, leave sharing, REACH, and retirements.
- Plans, coordinates and implements educational, informational and training programs on personnel issues.
- Provides analytical reports of personnel activities.
- Employee performance evaluation program – Maintains records, timetables, conducts training for supervisors.
- Recommends and helps implement training opportunities to improve employee performance and resolve workplace conflict.

Personnel Services

- Reviews and processes applications for participation in employee benefits programs.
- Reviews, processes and maintains all personnel forms relating to recruitment, referral and placement actions.
- Establishes and maintains files, class specifications and compensation plans, classification and transaction logs and cards, position files, and other procedural and guideline materials; prepares monthly, quarterly and other statistical reports.
- Maintains information on vacancies and filling status; and prepares reports as scheduled or requested.
- Trains branch personnel on new procedures and changes in procedures.
- Assists staff and supervisors in filling out various personnel forms; maintains forms supplies; puts together forms packets and checklists. Revises and stocks new forms as needed.

LOGISTICS SUPPORT SERVICES

Coordinator of support services for library facilities. Support services include maintenance of buildings and grounds; excess equipment inventory; procurement, distribution, and accounting of all HSPLS operating supplies; delivery services; and the operation of the CIP program. Security services include the protection of State property and the personal safety of the library users and staff at all times during each library's hours of operations.

- Provides mail collection/delivery, and intra-library loan delivery services on Oahu.
- Coordinates the building repair, alterations, and maintenance program.
- Coordinates the purchase, storage and delivery of custodial supplies and equipment. Manages the operations of the warehouse building.
- Compiles and consolidates the repair and alterations program budget documents.
- Reviews utilization of existing library facilities.
- Plans and administers a statewide program to improve safety, security and civil defense for the public library system.
- Establishes and implements a cost effective and energy savings program for the public library system.

Security and Safety

- Performs general patrolling within the building and grounds.
- Maintains laws, and rules and regulations for the protection and security of property and provides a safe environment for library users and staff.
- Protects property and equipment against fire, theft, vandalism and other irregularities.
- Maintains order within the library, its meeting rooms, grounds and parking lots.
- Reports to the head librarian or designee any problem within the library, such as suspicious persons or unusual incidents.
- Secures the building at closing time.

HAWAII STATE LIBRARY (HSL)

The Hawaii State Library is the central library of the Hawaii State Public Library System (HSPLS). This library serves as the back-up resource for all HSPLS libraries. HSL sections and subject specialists provide systemwide support in areas such as collection development, age-level services, and other library functions. Some systemwide services are coordinated here, such as interlibrary loan requests and telephone reference. HSL is the major archive for federal and state documents, Hawaii & Pacific materials, and other historic, rare, and/or fragile materials.

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED (LBPH)

The Library for the Blind and Physically Handicapped (LBPH) is a regional library of the National Library Service for the Blind & Physically Handicapped, Library of Congress. It serves eligible residents in the State of Hawaii and the U.S.-affiliated Pacific islands with library materials in alternate formats.

The HSL Manager oversees the operations, services and programs of the Hawaii State Library and the Library for the Blind & Physically Handicapped. The HSL Manager works in collaboration with the Public Libraries Branch (PLB) Manager to provide consistency of services and programs.

- Develops and advocates a program-driven budget request for all HSL sections.
- Participates as a member of the administrative team.
- Leads the HSL and LBPH staff to provide consultation, orientation and training for staff, including staff of all community libraries.
- Works with PLB Manager to develop and recommend policies affecting library services.
- Measures and reports on HSL and LBPH's services and programs.
- Measures HSL sections and LBPH against standards of effectiveness and works with staff to reach standards.
- Works with other administrative team members to address library facilities, security, safety, accounting, inventory, and other system issues.
- Maintains effective communication with staff and other offices through meetings, written, verbal, and electronic methods.
- Oversees operations of all sections and offices of HSL.
- Provides personnel services such as hiring of HSL section managers, training, evaluation, and discipline, in conjunction with the Human Resources Office.

OAHU DISTRICT OFFICE (ODO)

The Oahu District Office oversees the operation, services and programs of twenty-two public libraries in the Oahu District of the Hawaii State Public Library System (HSPLS):

- Aiea Public Library
- Aina Haina Public Library
- Ewa Beach Public and School Library
- Hawaii Kai Public Library
- Kahuku Public and School Library
- Kailua Public Library
- Kaimuki Public Library
- Kalihi-Palama Public Library
- Kaneohe Public Library
- Kapolei Public Library
- Liliha Public Library
- Manoa Public Library
- McCully-Moiliili Public Library
- Mililani Public Library
- Pearl City Public Library
- Salt Lake-Moanalua Public Library
- Wahiawa Public Library
- Waialua Public Library
- Waianae Public Library
- Waikiki-Kapahulu Public Library
- Waimanalo Public and School Library
- Waipahu Public Library

The Oahu District Office Administrator works in collaboration with the Hawaii District Office Administrator, the Kauai District Office Administrator, the Maui District Office Administrator, the Hawaii State Library Director and the Office of the State Librarian to provide consistency of services and programs.

- Manages the operations of 22 libraries in the Oahu District of HSPLS
- Provides personnel services such as the hiring of library managers, training, evaluation, and discipline, in conjunction with the Human Resources Office.
- Develops needs-based budgets for Oahu District libraries..
- Provides effective communication paths; acts as a liaison between Oahu District libraries and administration.
- Provides for staff training opportunities.
- Participates in developing and evaluating Oahu District libraries against standards of effectiveness; works with libraries to reach standards.
- Reports on and is an advocate for community library services and programs.
- Works with other District Administrators and members of the State Librarian's Administrative Team to address library facilities, security, safety, accounting, inventory, and other system issues.

HAWAII DISTRICT OFFICE (HDO)

The Hawaii District Office oversees the operation, services and programs of the thirteen public libraries in the Hawaii District of the Hawaii State Public Library System (HSPLS):

- Bond Memorial Public Library
- Hilo Public Library
- Holualoa Public Library
- Honokaa Public Library
- Kailua-Kona Public Library
- Keaau Public and School Library
- Kealakekua Public Library
- Laupahoehoe Public and School Library
- Mountain View Public and School Library
- Naalehu Public Library
- Pahala Public and School Library
- Paho Public and School Library
- Thelma Parker Memorial Public and School Library

The Hawaii District Office Administrator works in collaboration with the Oahu District Office Administrator, the Kauai District Office Administrator, the Maui District Office Administrator, the Hawaii State Library Director and the Office of the State Librarian to provide consistency of services and programs.

- Manages the operations of 13 libraries in the Hawaii District of HSPLS.
- Provides personnel services such as the hiring of library managers, training, evaluation, and discipline, in conjunction with the Human Resources Office.
- Develops needs-based budgets for Hawaii District libraries.
- Provides effective communication paths; acts as a liaison between Hawaii District libraries and administration.
- Provides for staff training opportunities.
- Participates in developing and evaluating Hawaii District libraries against standards of effectiveness; works with libraries to reach standards.
- Reports on and is an advocate for community library services and programs.
- Works with other District Administrators and members of the State Librarian's Administrative Team to address library facilities, security, safety, accounting, inventory, and other system issues.

MAUI DISTRICT OFFICE (MDO)

The Maui District Office oversees the operation, services and programs of the eight public libraries in the Maui District of the Hawaii State Public Library System (HSPLS):

- Hana Public and School Library
- Kahului Public Library
- Kihei Public Library
- Lahaina Public Library
- Lanai Public and School Library
- Makawao Public Library
- Molokai Public Library
- Wailuku Public Library

The Maui District Office Administrator works in collaboration with the Oahu District Office Administrator, the Hawaii District Office Administrator, the Kauai District Office Administrator, the Hawaii State Library Director and the Office of the State Librarian to provide consistency of services and programs.

- Manages the operations of 8 libraries in the Maui District of HSPLS.
- Provides personnel services such as the hiring of library managers, training, evaluation, and discipline, in conjunction with the Human Resources Office.
- Develops needs-based budgets for Maui District libraries..
- Provides effective communication paths; acts as a liaison between Maui District libraries and administration.
- Provides for staff training opportunities.
- Participates in developing and evaluating Maui District libraries against standards of effectiveness; works with libraries to reach standards.
- Reports on and is an advocate for community library services and programs.
- Works with other District Administrators and members of the State Librarian's Administrative Team to address library facilities, security, safety, accounting, inventory, and other system issues.

KAUAI DISTRICT OFFICE (KDO)

The Kauai District Office oversees the operation, services and programs of the six public libraries in the Kauai District of the Hawaii State Public Library System (HSPLS):

- Hanapepe Public Library
- Kapaa Public Library
- Koloa Public and School Library
- Lihue Public Library
- Princeville Public Library
- Waimea Public Library

The Kauai District Office Administrator works in collaboration with the Oahu District Office Administrator, the Hawaii District Office Administrator, the Maui District Office Administrator, the Hawaii State Library Director and the Office of the State Librarian to provide consistency of services and programs.

- Manages the operations of 6 libraries in the Kauai District of HSPLS.
- Provides personnel services such as the hiring of library managers, training, evaluation, and discipline, in conjunction with the Human Resources Office.
- Develops needs-based budgets for Kauai District libraries..
- Provides effective communication paths; acts as a liaison between Kauai District libraries and administration.
- Provides for staff training opportunities.
- Participates in developing and evaluating Kauai District libraries against standards of effectiveness; works with libraries to reach standards.
- Reports on and is an advocate for community library services and programs.
- Works with other District Administrators and members of the State Librarian's Administrative Team to address library facilities, security, safety, accounting, inventory, and other system issues.

DEPARTMENT OF EDUCATION
HAWAII STATE PUBLIC LIBRARY SYSTEM

ORGANIZATION AND POSITION ORGANIZATION CHARTS
(As of June 30, 2008)

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| ELECTRONIC SUPPORT SERVICES SECTION | IV |
| LIBRARY DEVELOPMENT SERVICES SECTION | V |
| ADMINISTRATIVE SERVICES BRANCH | VI |
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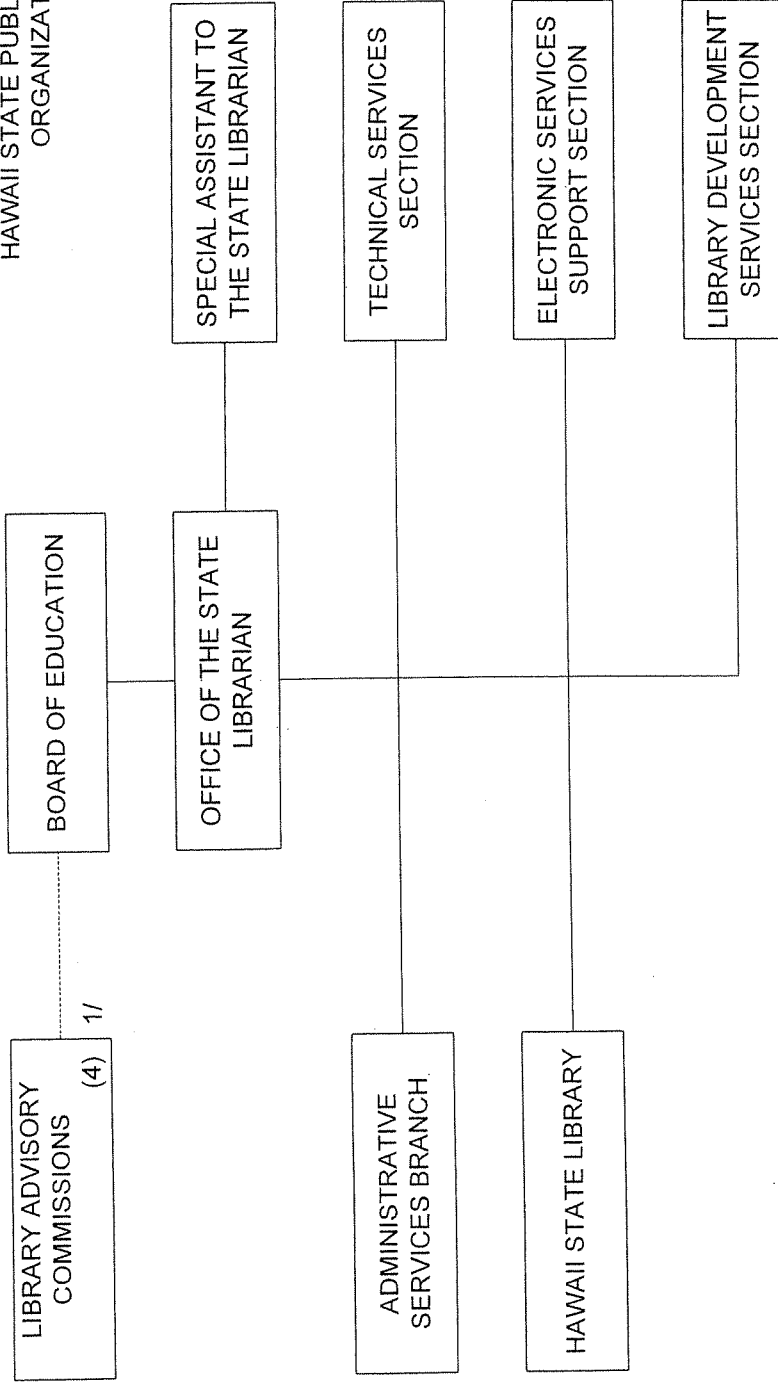
DEPARTMENT OF EDUCATION
HAWAII STATE PUBLIC LIBRARY SYSTEM

ORGANIZATION AND POSITION ORGANIZATION CHARTS
(As of June 30, 2008)

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STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 ORGANIZATION CHART



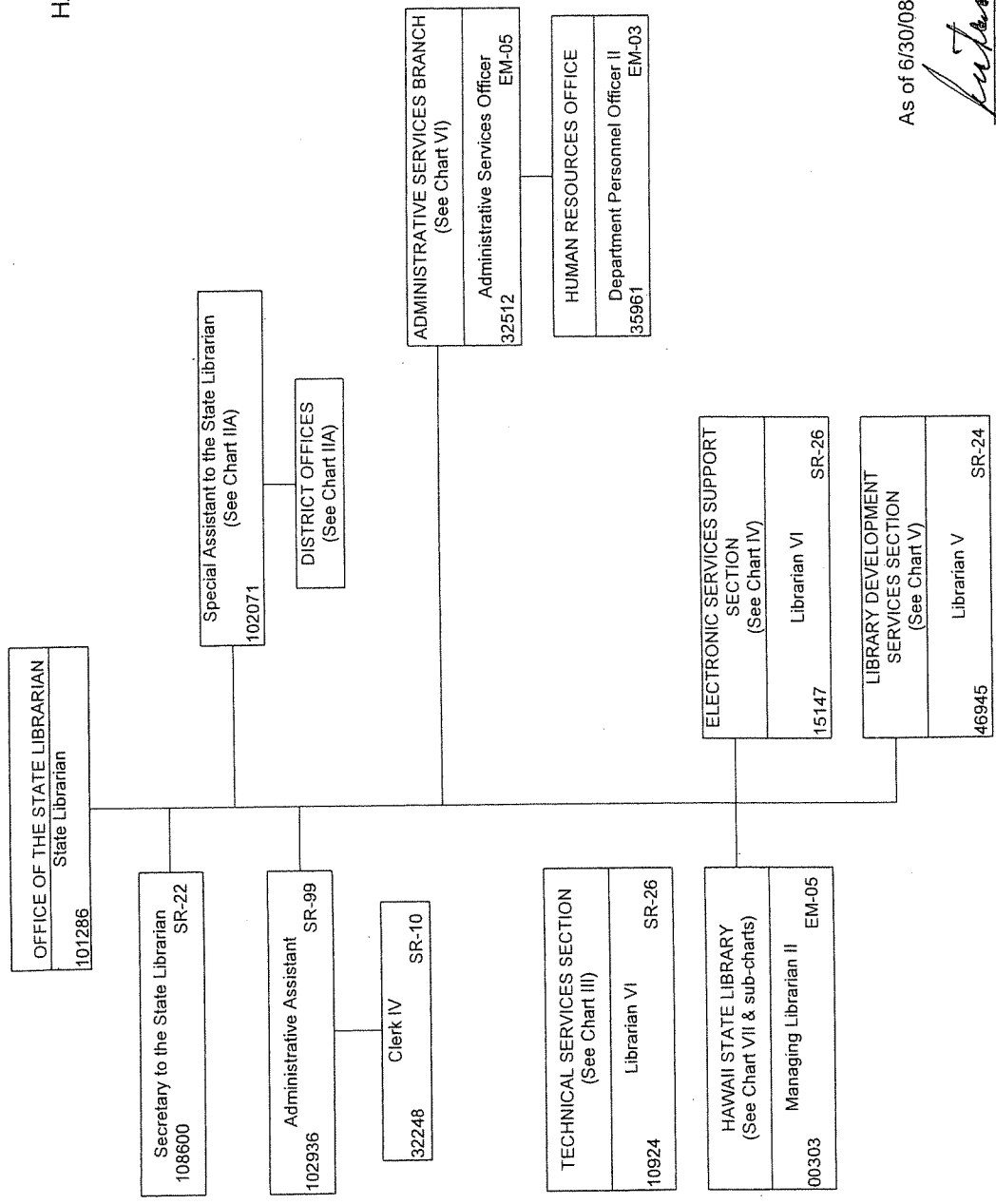
1/ Created in law. State has not funded these positions in several years. Board of Education has not appointed anyone to these positions for the past several years.

As of 6/30/08

Richard Burns
 Richard Burns
 State Librarian

CHART I

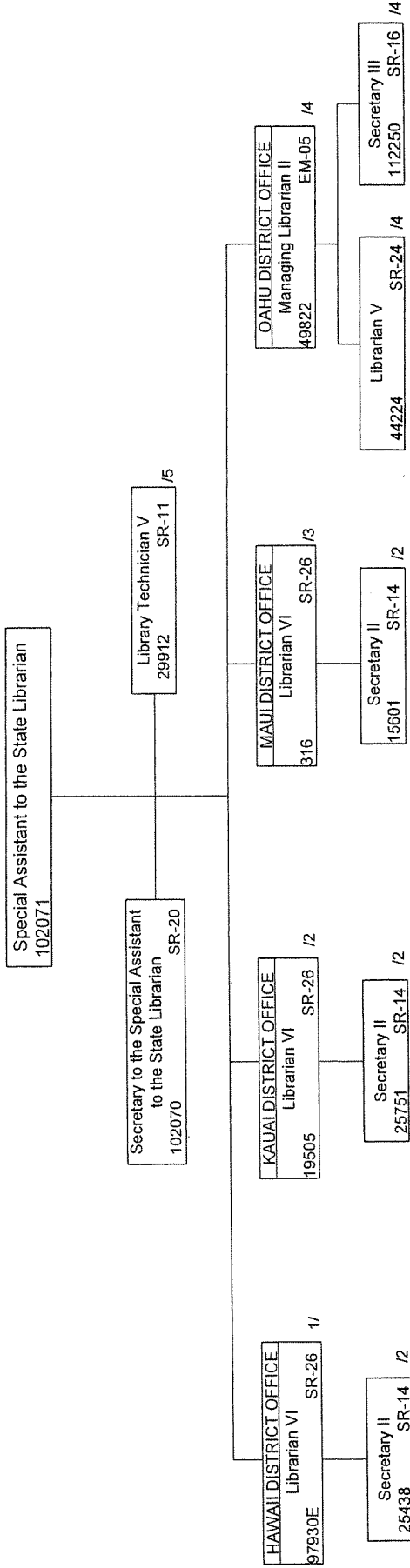
STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 POSITION ORGANIZATION CHART
 OFFICE OF THE STATE LIBRARIAN



As of 6/30/08

Richard Burns
 Richard Burns

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 POSITION ORGANIZATION CHART
 SPECIAL ASSISTANT TO THE STATE LIBRARIAN



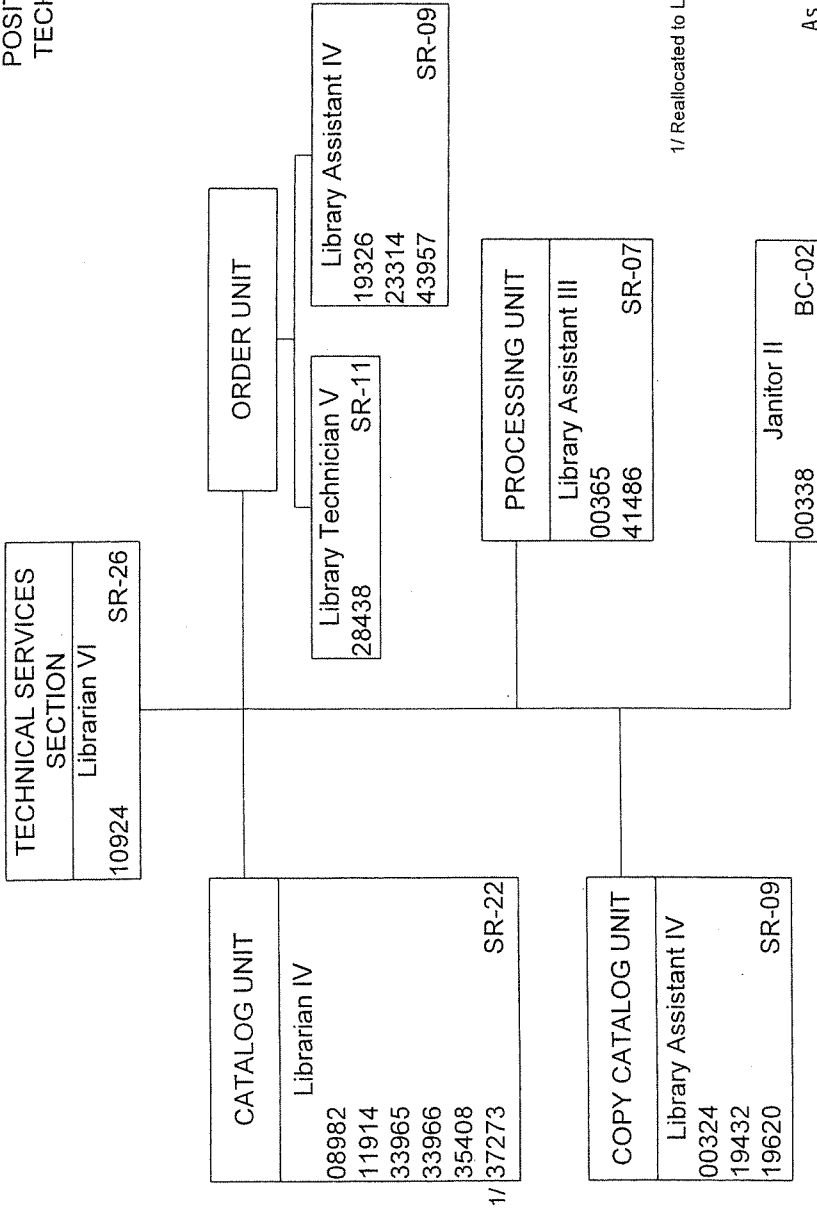
As of 6/30/08

Richard Burns
 State Librarian

- 1/ New budgeted position to be established
- 2/ To be transferred from OSL and redescribed from Librarian Technician V
- 3/ To be transferred from LDSS and redescribed from Librarian IV
- 4/ To be transferred from PLB
- 5/ To be transferred and redescribed

CHART IIA

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 POSITION ORGANIZATION CHART
 TECHNICAL SERVICES SECTION



1/ Reallocated to Librarian III, SR-20 for recruitment purposes eff. 4/1/05.

As of 6/30/08

Richard Burns
 State Librarian

As of 6/30/08

Richard Burns
 State Librarian

CHART III

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 POSITION ORGANIZATION CHART
 ELECTRONIC SERVICES SUPPORT SECTION

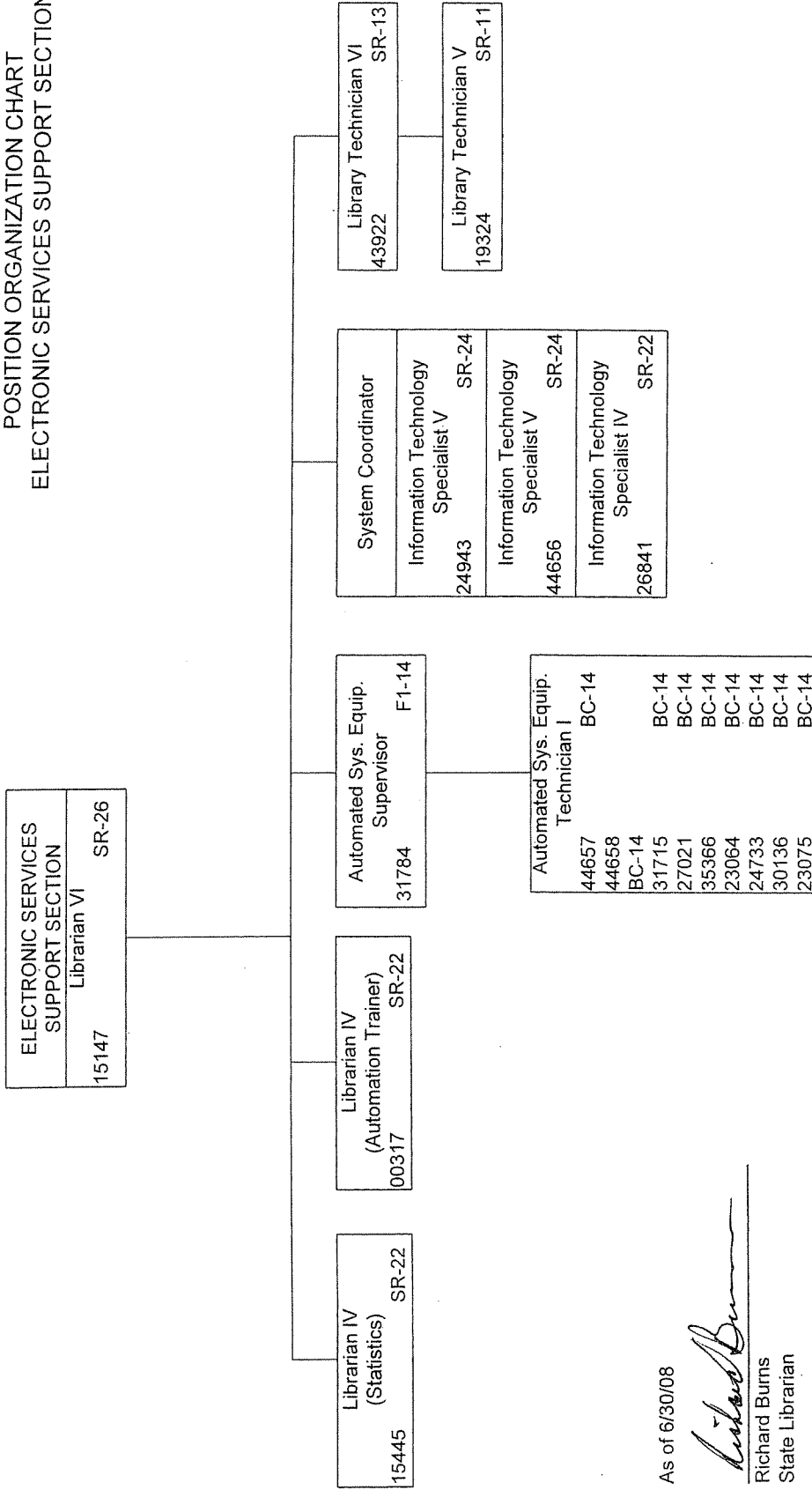


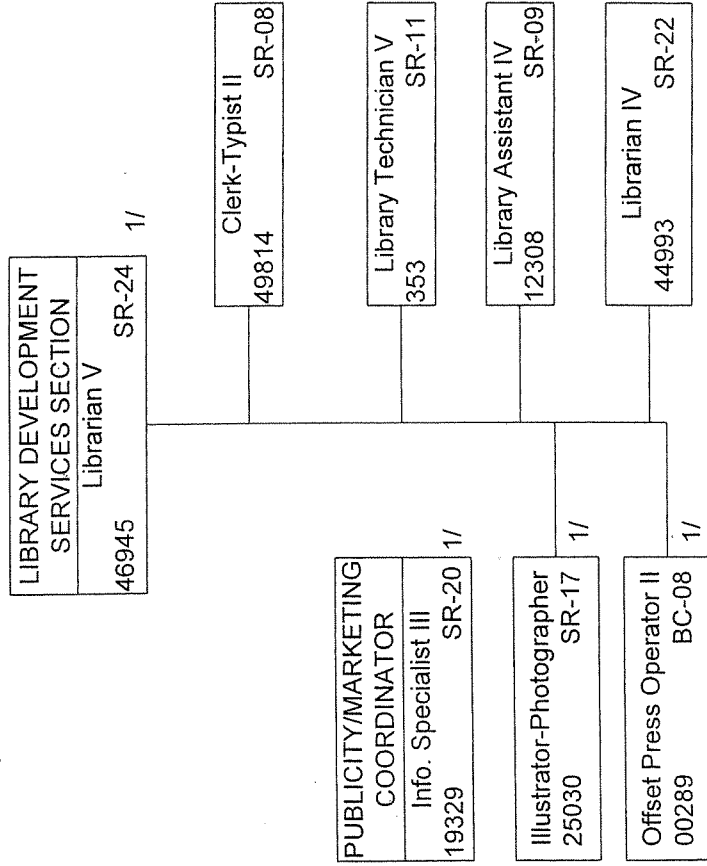
CHART IV

As of 6/30/08

Richard Burns

Richard Burns
 State Librarian


STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 POSITION ORGANIZATION CHART
 LIBRARY DEVELOPMENT SERVICES SECTION



1/ Position to be redescribed

CHART V

As of 6/30/08


 Richard Burns

STATE OF HAWAII
DEPARTMENT OF EDUCATION
HAWAII STATE PUBLIC LIBRARY SYSTEM
POSITION ORGANIZATION CHART
ADMINISTRATIVE SERVICES BRANCH

ADMINISTRATIVE SERVICES
BRANCH
Administrative Services Officer
EM-05
32512

- 1/ Position to be redescribed
- 2/ Position is responsible for labor relations area.
- 3/ Current FTE temporarily changed to .50
- 4/ Job share w/#117365, Clerk Typist II, NTE 6/30/09

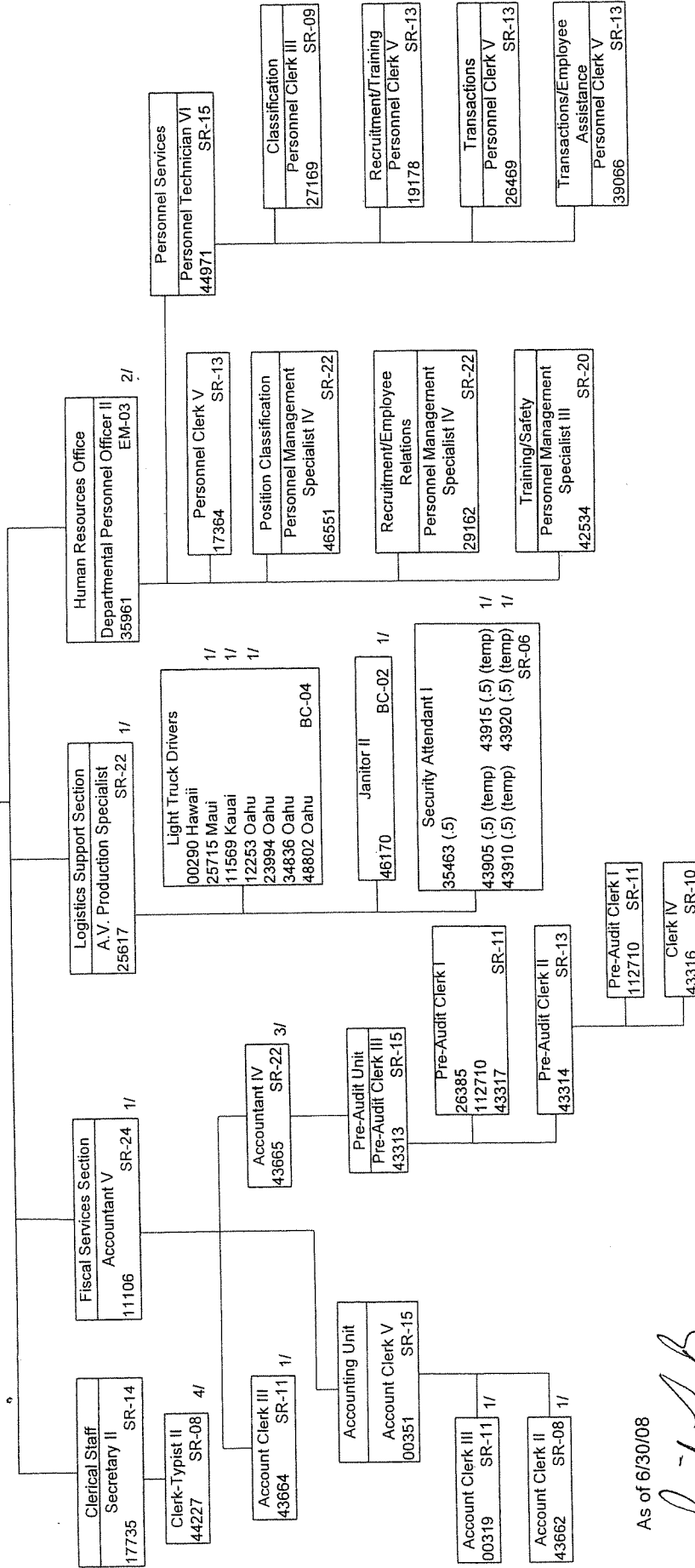


CHART VI

As of 6/30/08

Richard Burns
Richard Burns
State Librarian

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 ORGANIZATION CHART
 HAWAII STATE LIBRARY

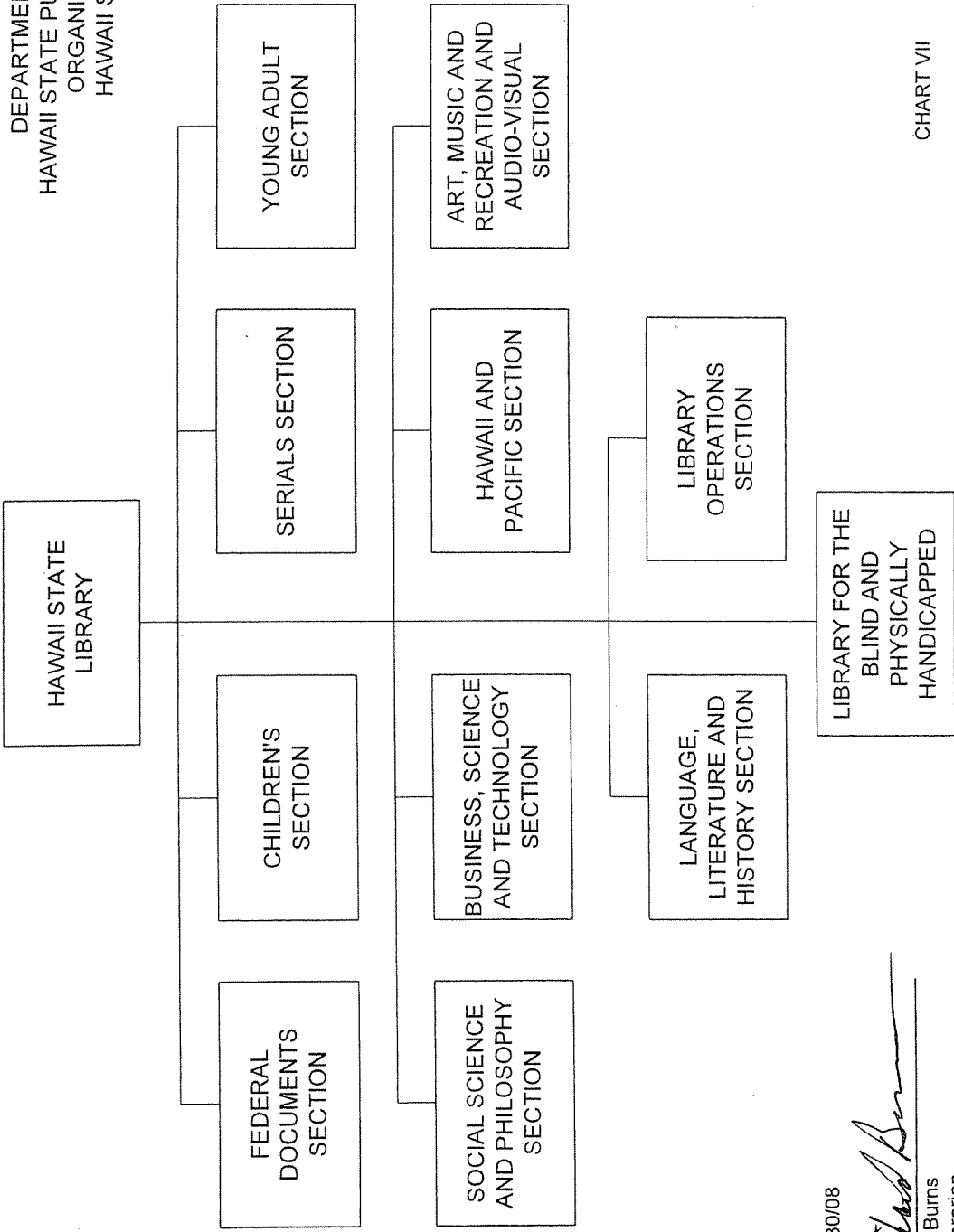
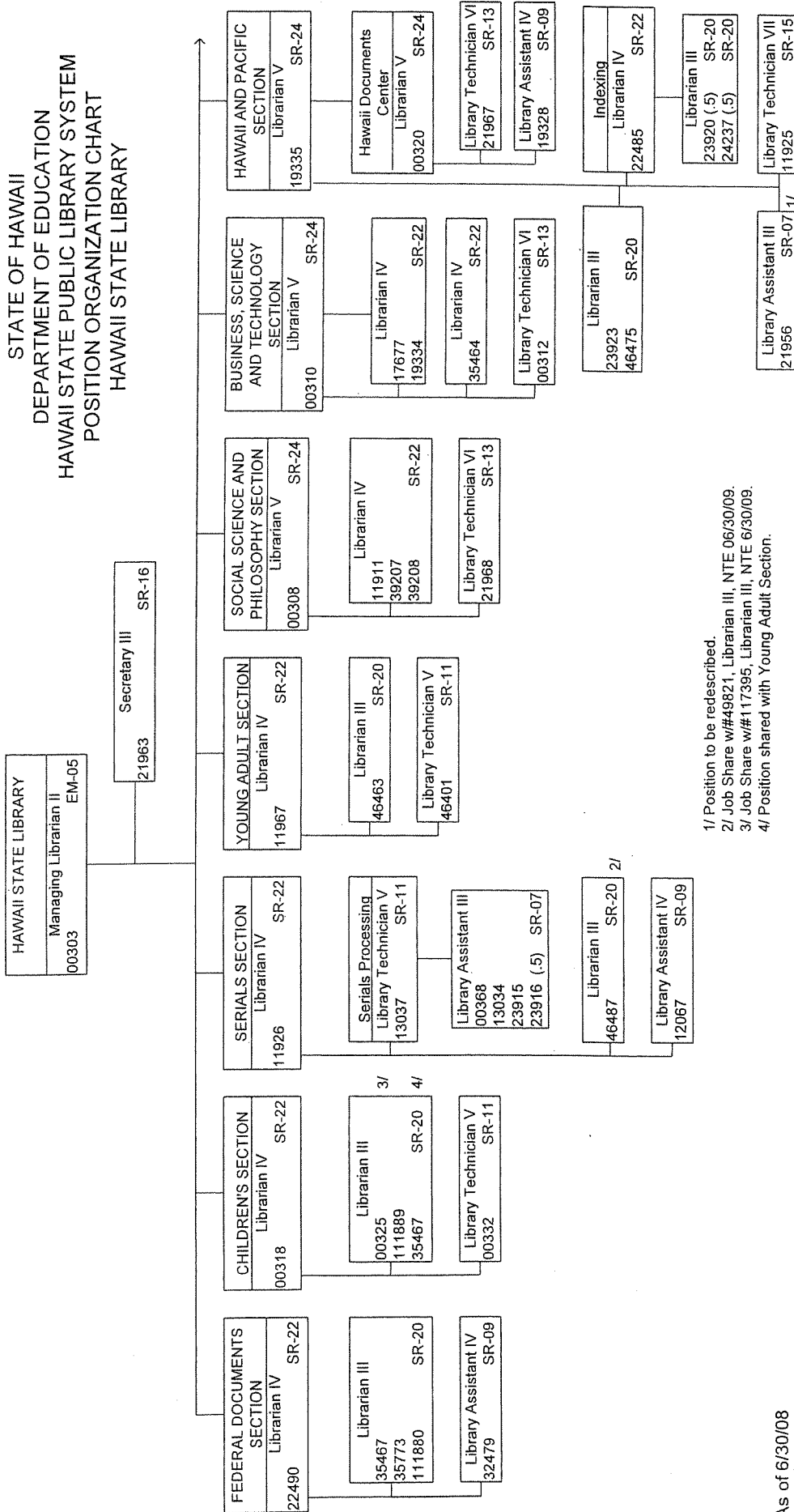


CHART VII

As of 6/30/08

Richard Burns
 Richard Burns
 State Librarian

STATE OF HAWAII
DEPARTMENT OF EDUCATION
HAWAII STATE PUBLIC LIBRARY SYSTEM
POSITION ORGANIZATION CHART
HAWAII STATE LIBRARY



- 1/ Position to be redescribed.
- 2/ Job Share w/#49821, Librarian III, NTE 06/30/09.
- 3/ Job Share w/#117395, Librarian III, NTE 6/30/09.
- 4/ Position shared with Young Adult Section.

As of 6/30/08

Richard Burns

Richard Burns
State Librarian

CHART VII-A

STATE OF HAWAII
DEPARTMENT OF EDUCATION
HAWAII STATE PUBLIC LIBRARY SYSTEM
POSITION ORGANIZATION CHART
HAWAII STATE LIBRARY

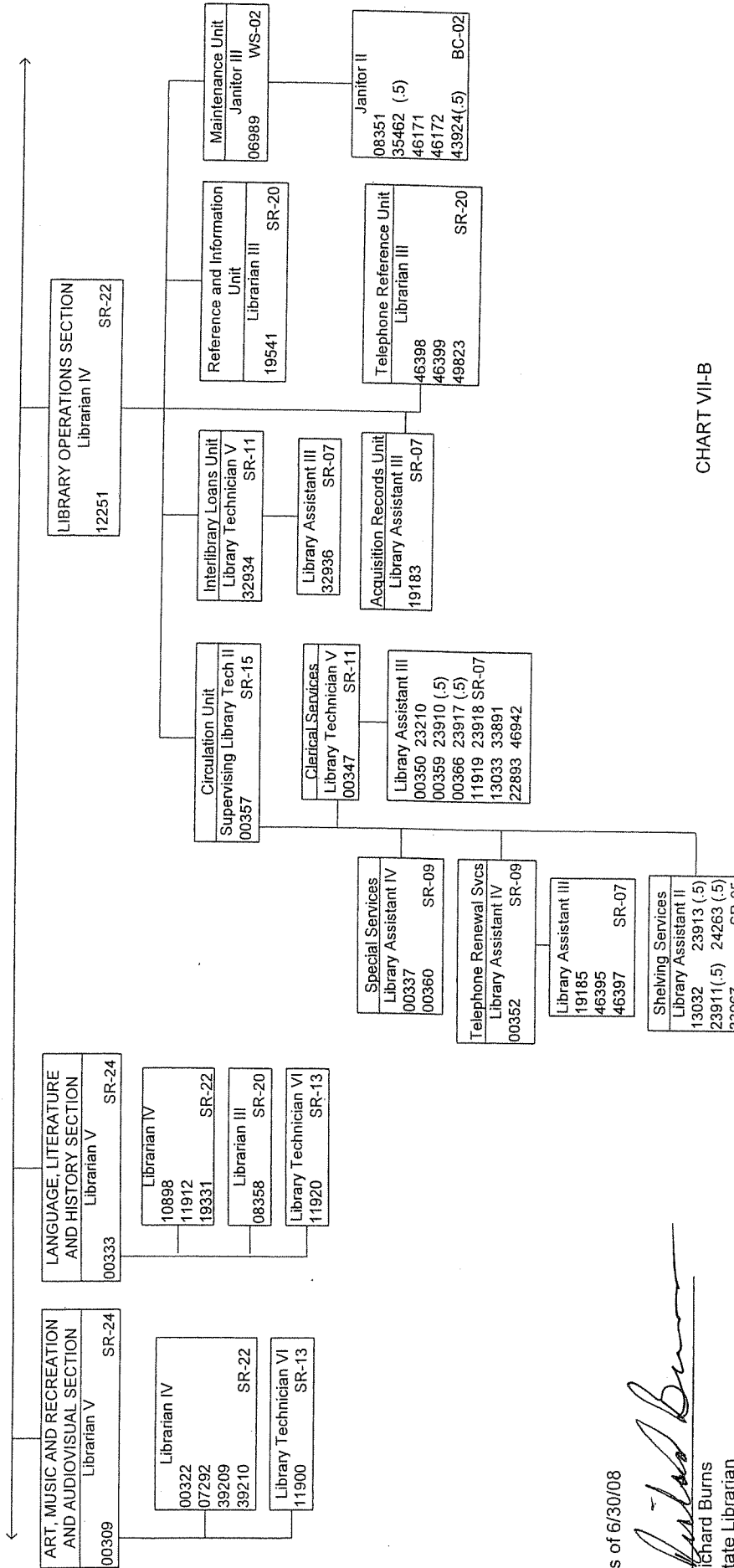


CHART VII-B

As of 6/30/08

Richard Burns
Richard Burns
State Librarian

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 POSITION ORGANIZATION CHART
 HAWAII STATE LIBRARY
 LIBRARY FOR THE BLIND & PHYSICALLY
 HANDICAPPED

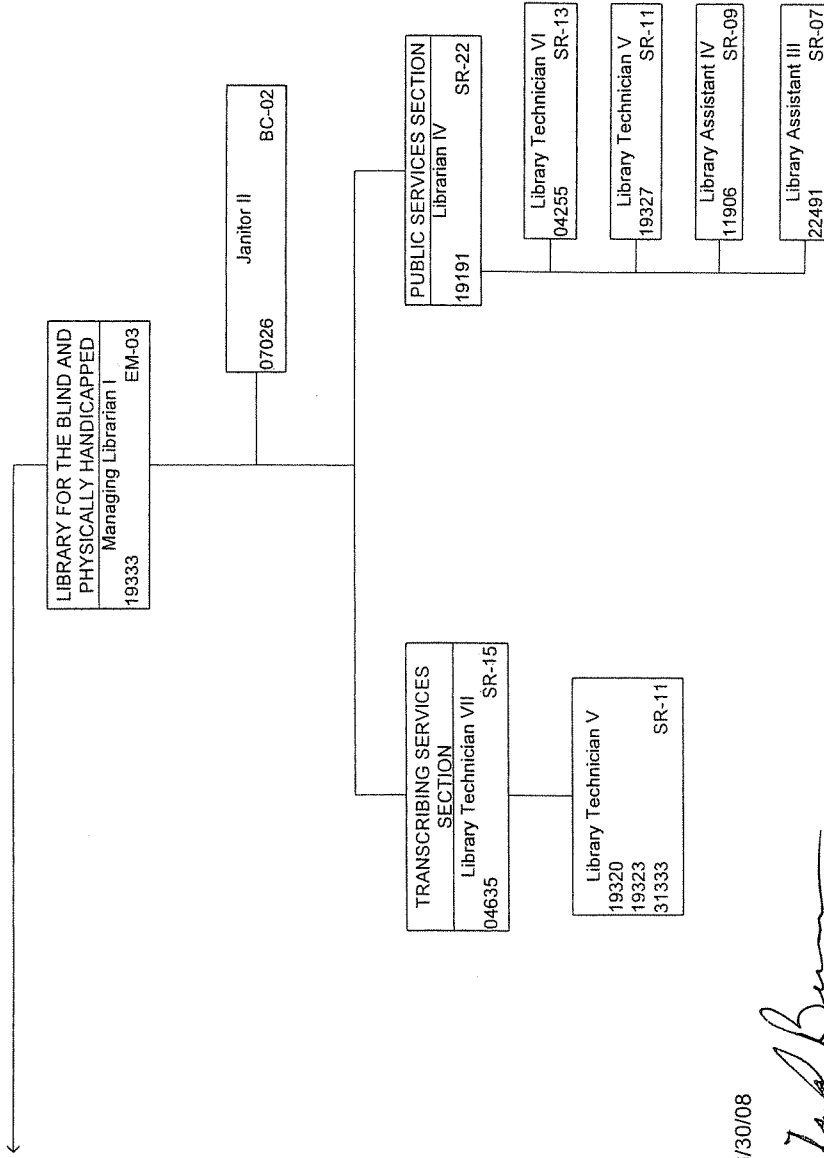
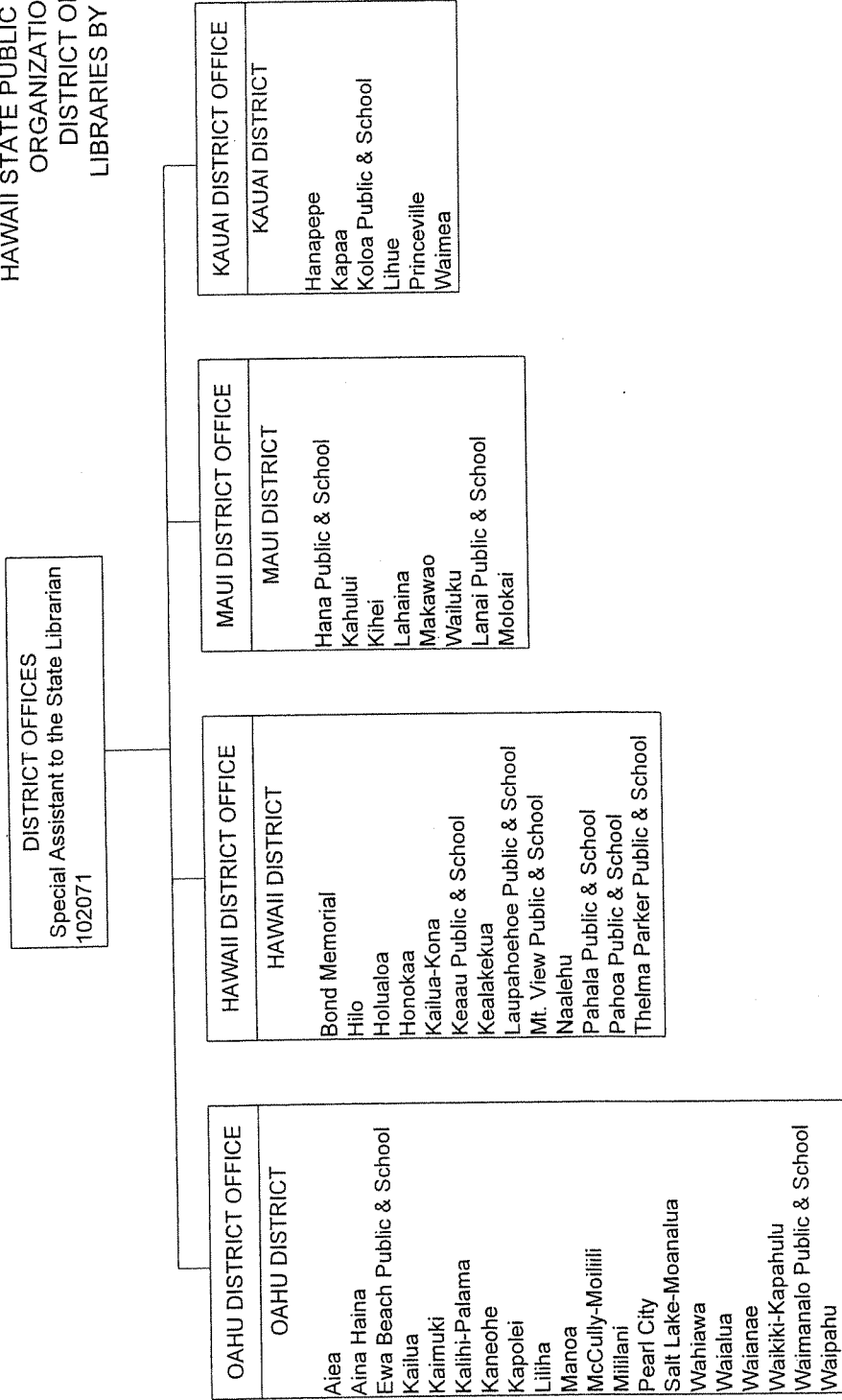


CHART VII-C

As of 6/30/08

Richard Burns
 Richard Burns

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 ORGANIZATION CHART
 DISTRICT OFFICES
 LIBRARIES BY DISTRICT



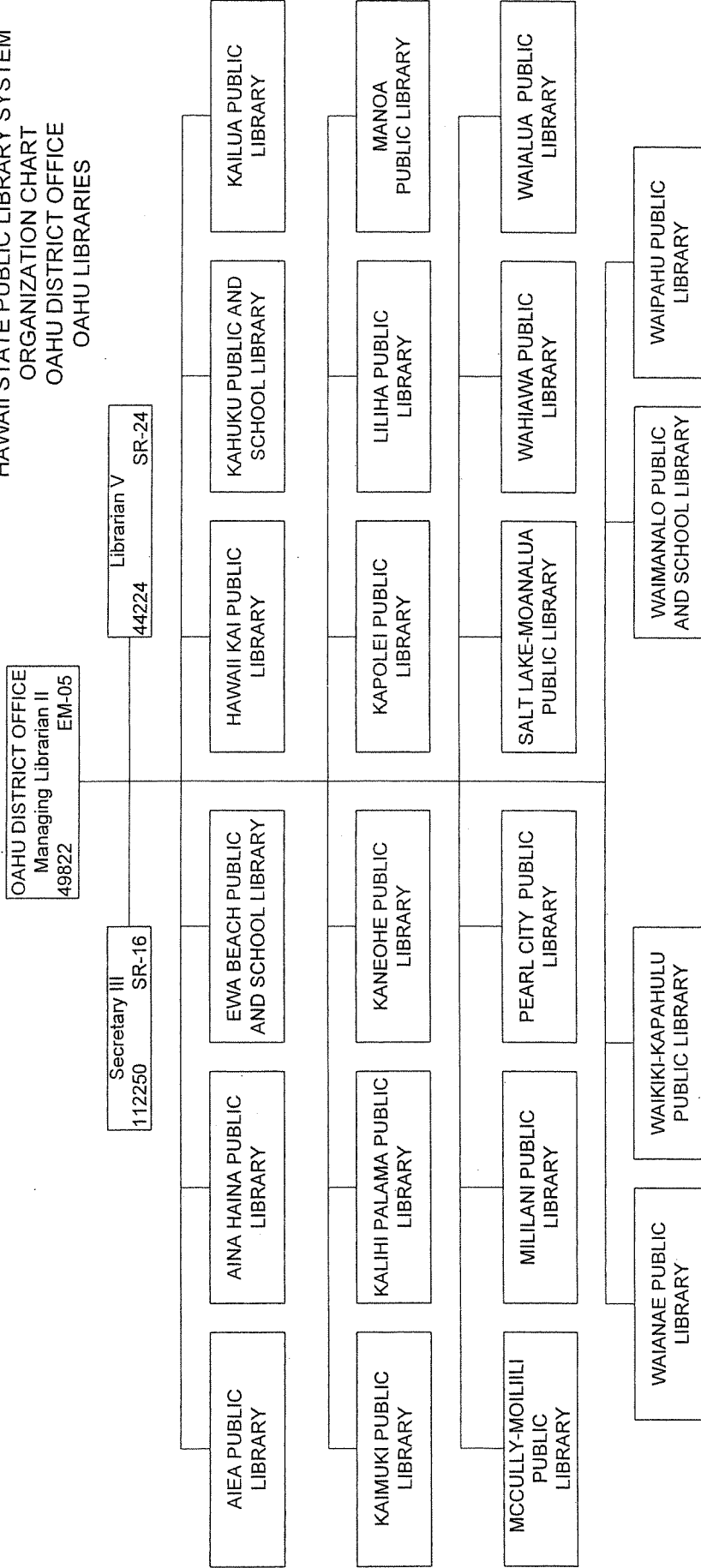
As of 6/30/08



Richard Burns

CHART VIII

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 ORGANIZATION CHART
 OAHU DISTRICT OFFICE
 OAHU LIBRARIES

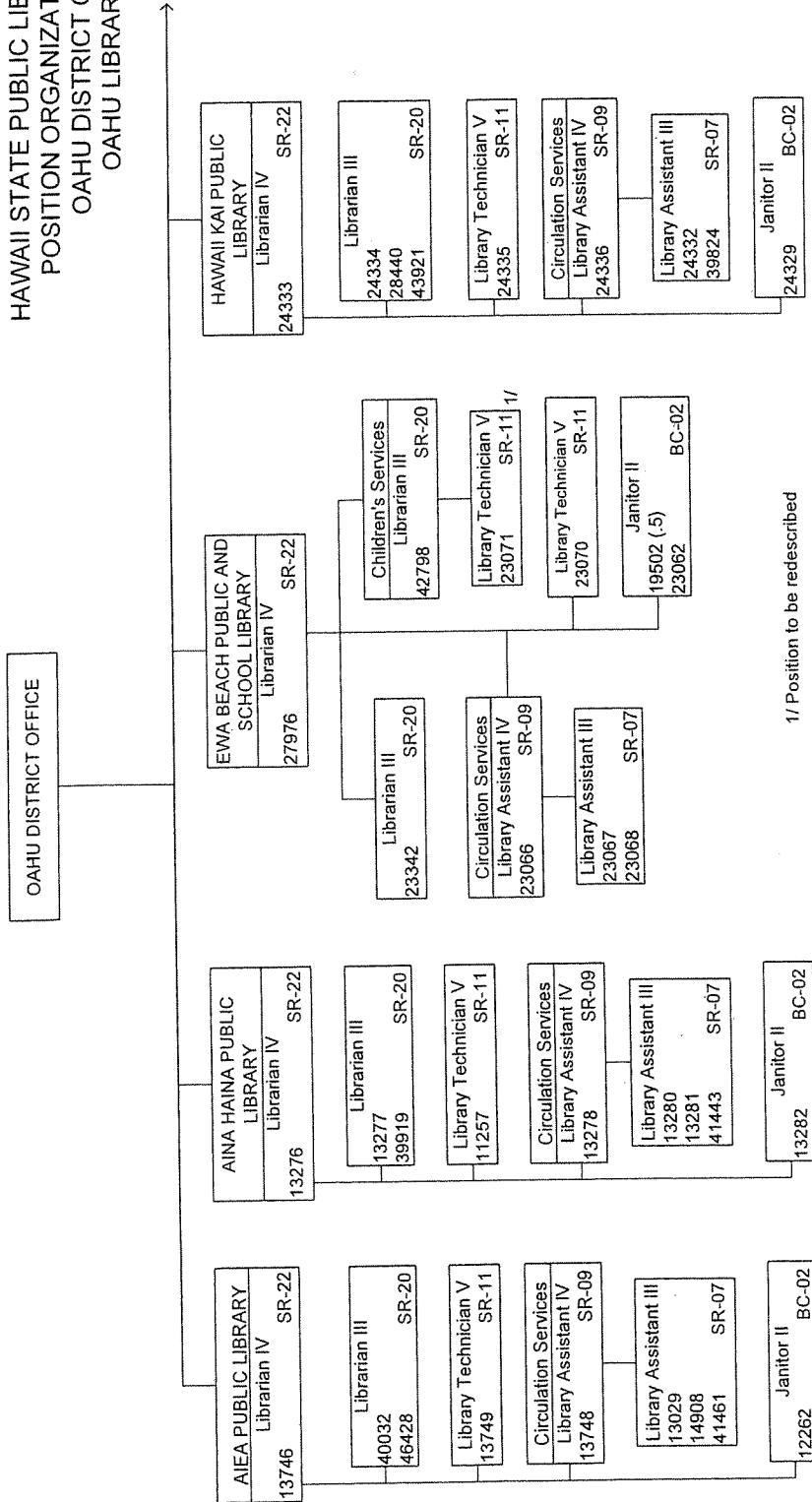


As of 6/30/08

Richard Burns
 Richard Burns
 State Librarian

CHART VIII-A

STATE OF HAWAII
DEPARTMENT OF EDUCATION
HAWAII STATE PUBLIC LIBRARY SYSTEM
POSITION ORGANIZATION CHART
OAHU DISTRICT OFFICE
OAHU LIBRARIES



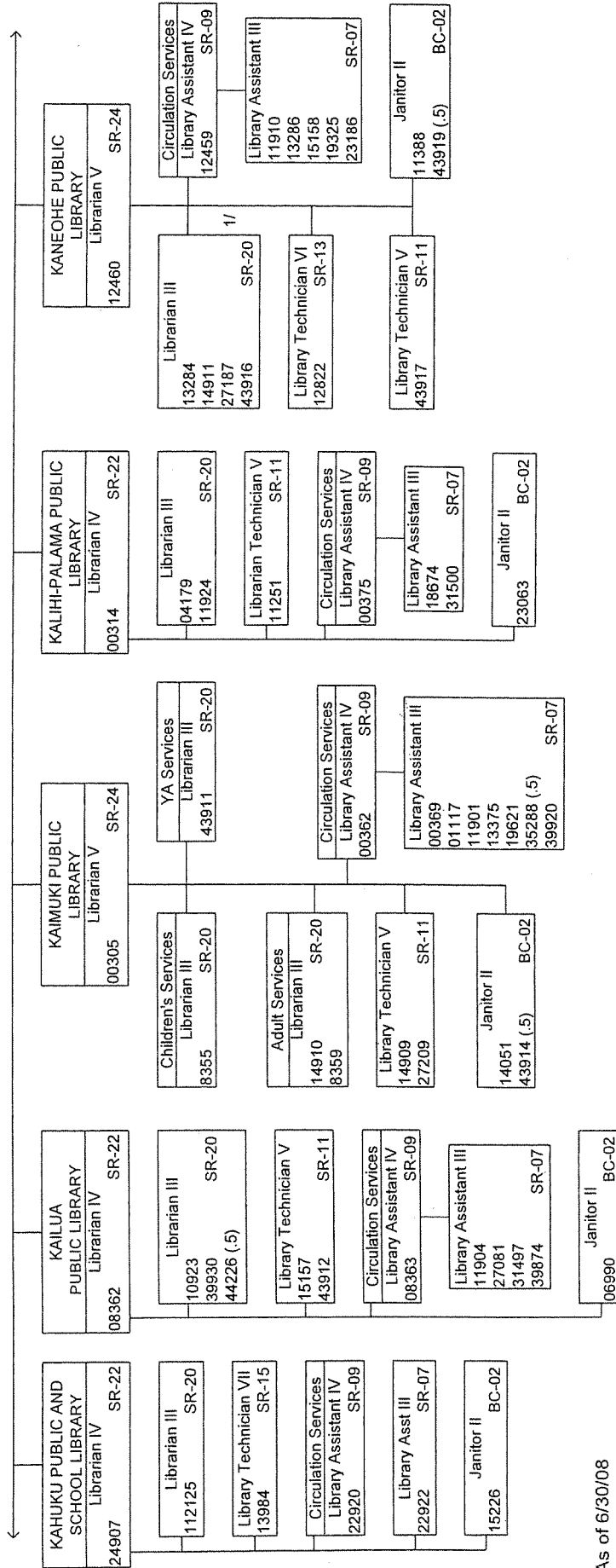
1/ Position to be redescribed

As of 6/30/08


Richard Burns
Director

CHART VIII-B

STATE OF HAWAII
DEPARTMENT OF EDUCATION
HAWAII STATE PUBLIC LIBRARY SYSTEM
POSITION ORGANIZATION CHART
OAHU DISTRICT OFFICE
OAHU LIBRARIES



1/ Job sharing w/#39997, Librarian III, NTE 09/30/08

CHART VIII-C

As of 6/30/08

Richard Burns
Richard Burns
State Librarian

STATE OF HAWAII
DEPARTMENT OF EDUCATION
HAWAII STATE PUBLIC LIBRARY SYSTEM
POSITION ORGANIZATION CHART
OAHU DISTRICT OFFICE
OAHU LIBRARIES

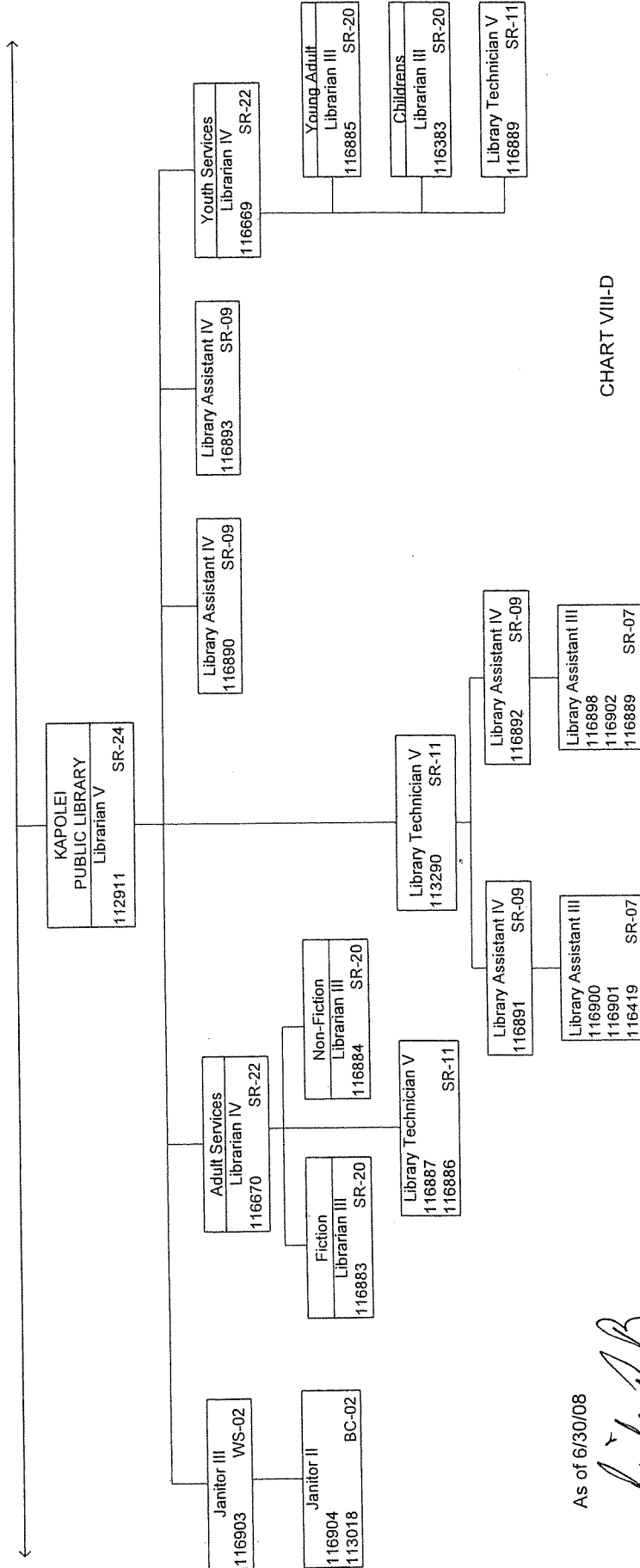


CHART VIII-D

As of 6/30/08

Richard Burns
State Librarian

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 POSITION ORGANIZATION CHART
 OAHU DISTRICT OFFICE
 OAHU LIBRARIES

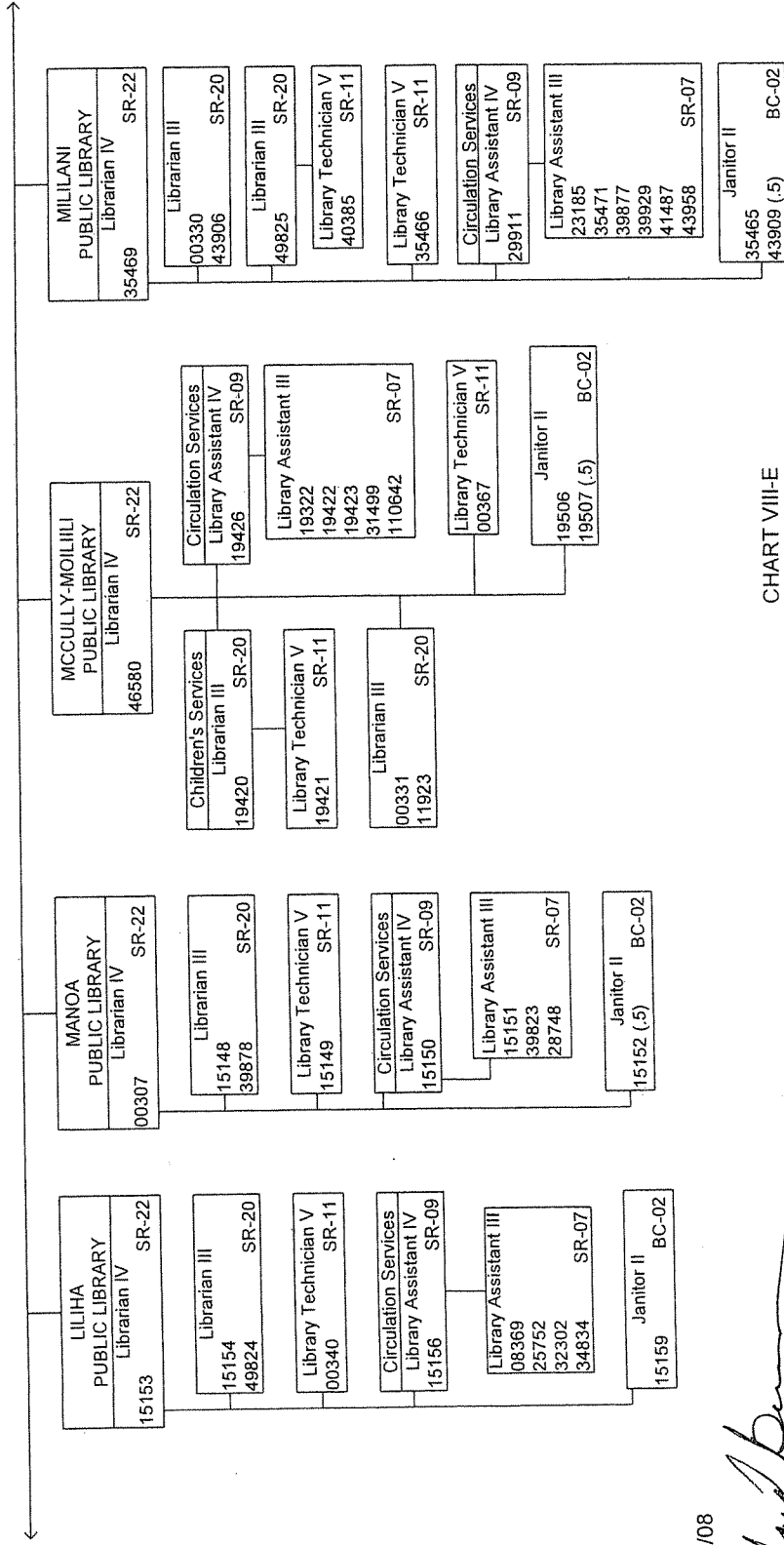
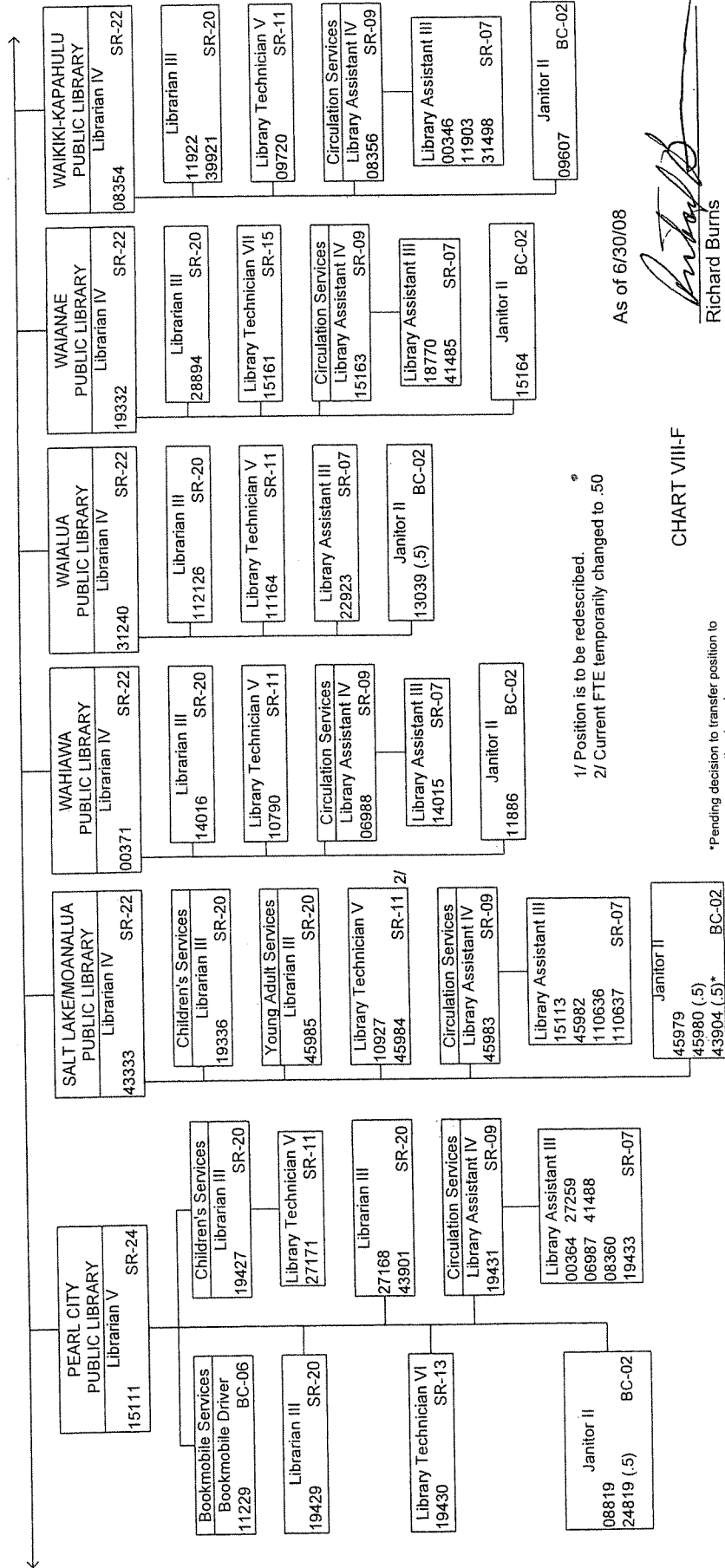


CHART VIII-E

As of 6/30/08

Richard Burns
 Richard Burns

STATE OF HAWAII
DEPARTMENT OF EDUCATION
HAWAII STATE PUBLIC LIBRARY SYSTEM
POSITION ORGANIZATION CHART
OAHU DISTRICT OFFICE
OAHU LIBRARIES



1/ Position is to be redescribed.
2/ Current FTE temporarily changed to .50

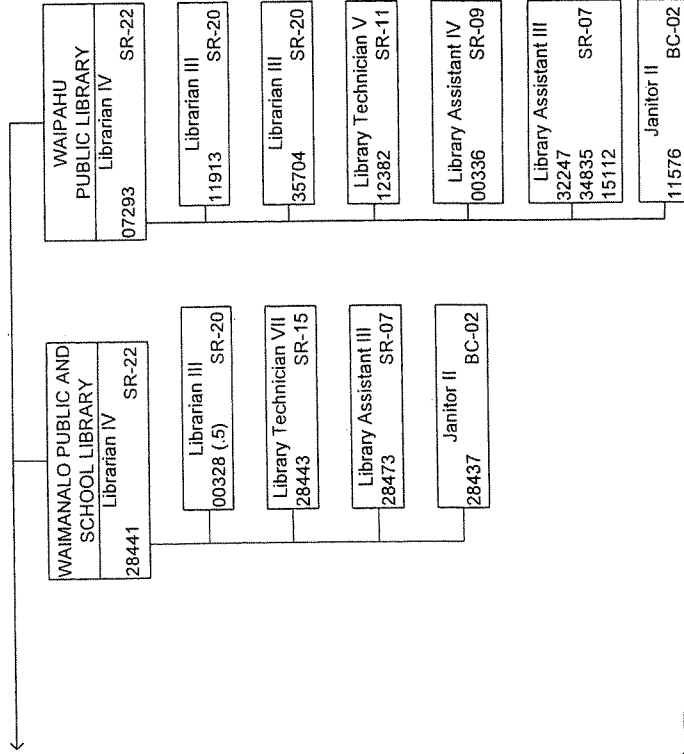
CHART VIII-F

*Pending decision to transfer position to another branch.

As of 6/30/08

Richard Burns
Richard Burns

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 POSITION ORGANIZATION CHART
 OAHU DISTRICT OFFICE
 OAHU LIBRARIES



As of 6/30/08

Richard Burns
 State Librarian

CHART VIII-G

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 ORGANIZATION CHART
 HAWAII DISTRICT OFFICE
 HAWAII (BIG ISLAND) LIBRARIES

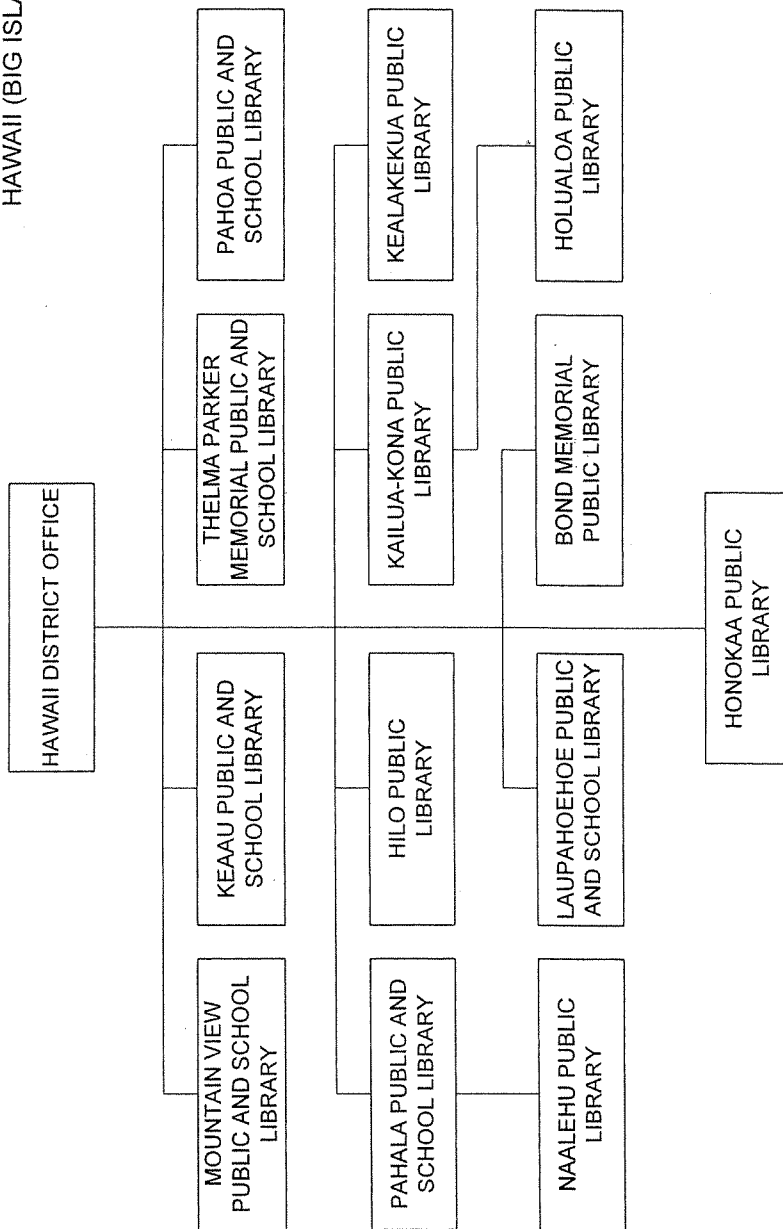


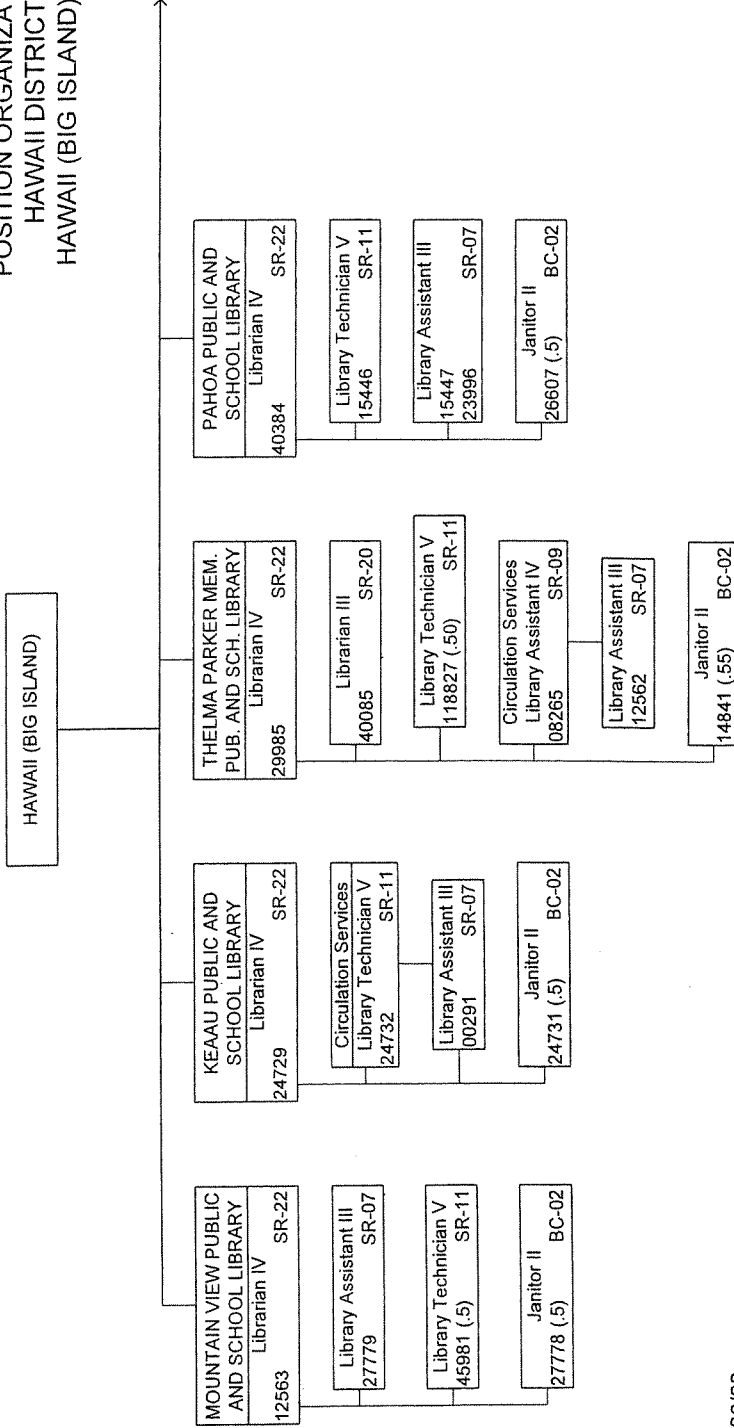
CHART VIII-H

As of 6/30/08

Richard Burns

Richard Burns
 State Librarian

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 POSITION ORGANIZATION CHART
 HAWAII DISTRICT OFFICE
 HAWAII (BIG ISLAND) LIBRARIES

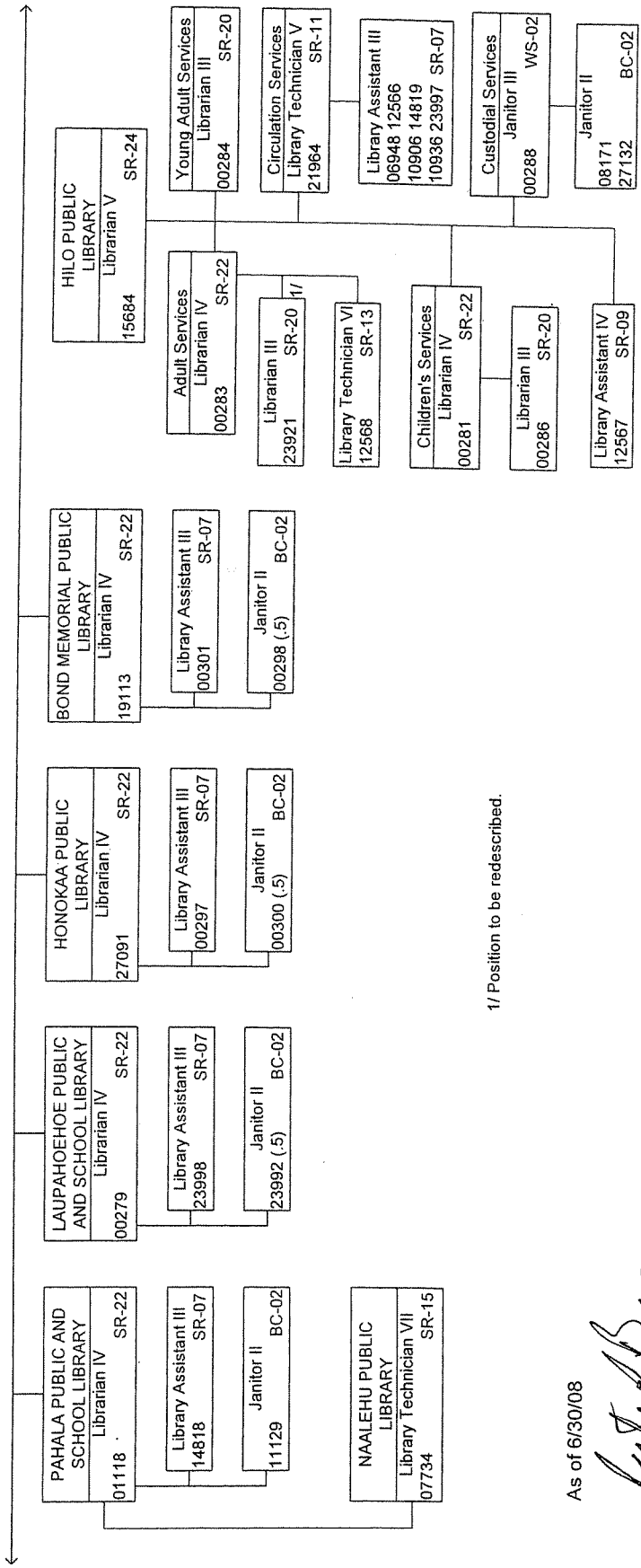


As of 6/30/08

Richard Burns
 State Librarian

CHART VIII-I

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 POSITION ORGANIZATION CHART
 HAWAII DISTRICT OFFICE
 HAWAII (BIG ISLAND) LIBRARIES



1/ Position to be redescribed.

As of 6/30/08

Richard Burns
 State Librarian

CHART VIII-J

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 POSITION ORGANIZATION CHART
 HAWAII DISTRICT OFFICE
 HAWAII (BIG ISLAND) LIBRARIES

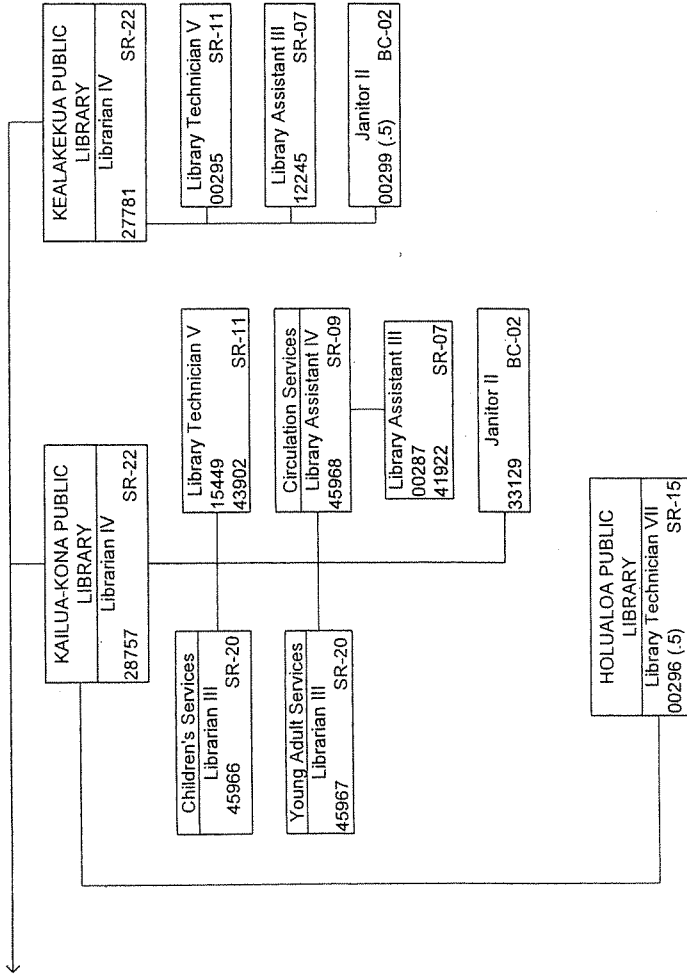


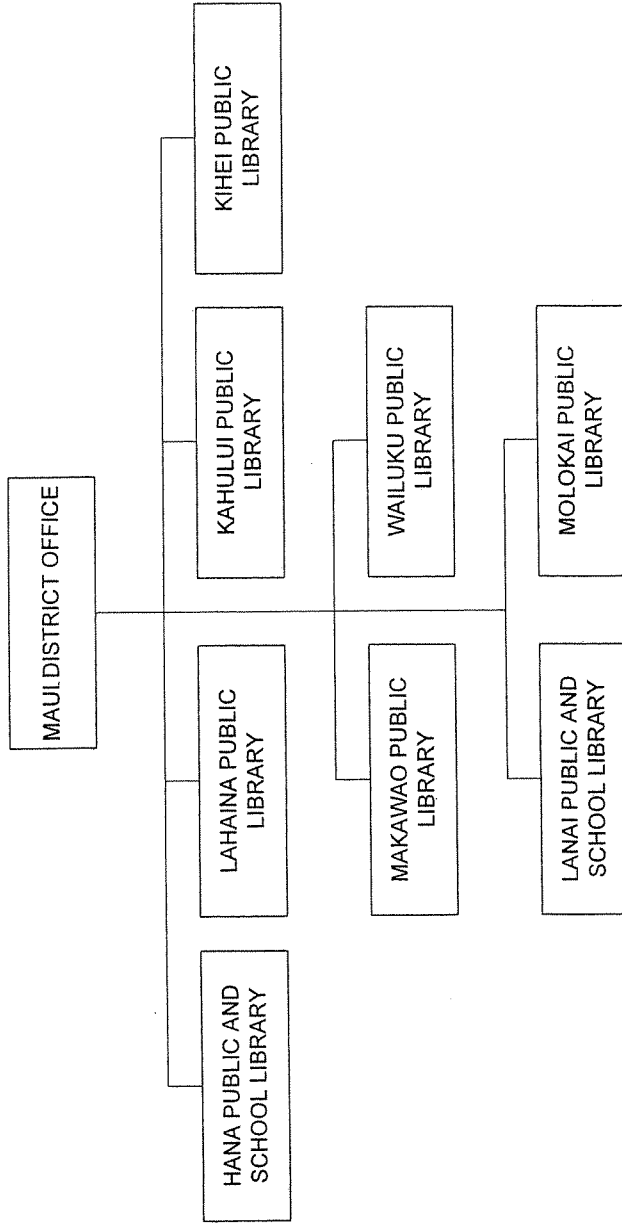
CHART VIII-K

As of 6/30/08

Richard Burns

Richard Burns
 State Librarian

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 ORGANIZATION CHART
 MAUI DISTRICT OFFICE
 MAUI LIBRARIES



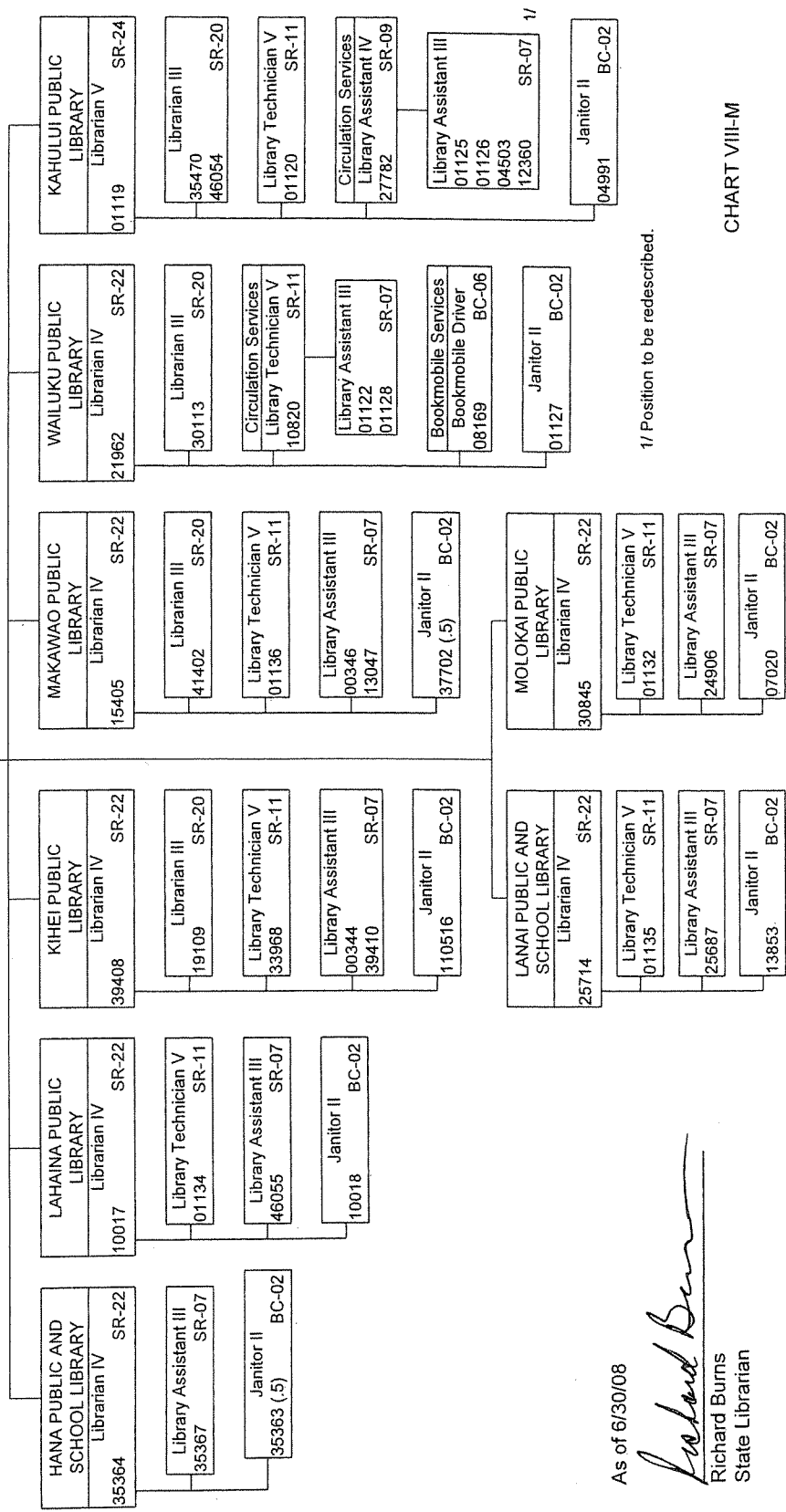
As of 6/30/08

Richard Burns
 State Librarian

CHART VIII-L

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 POSITION ORGANIZATION CHART
 MAUI DISTRICT OFFICE
 MAUI LIBRARIES

MAUI DISTRICT OFFICE



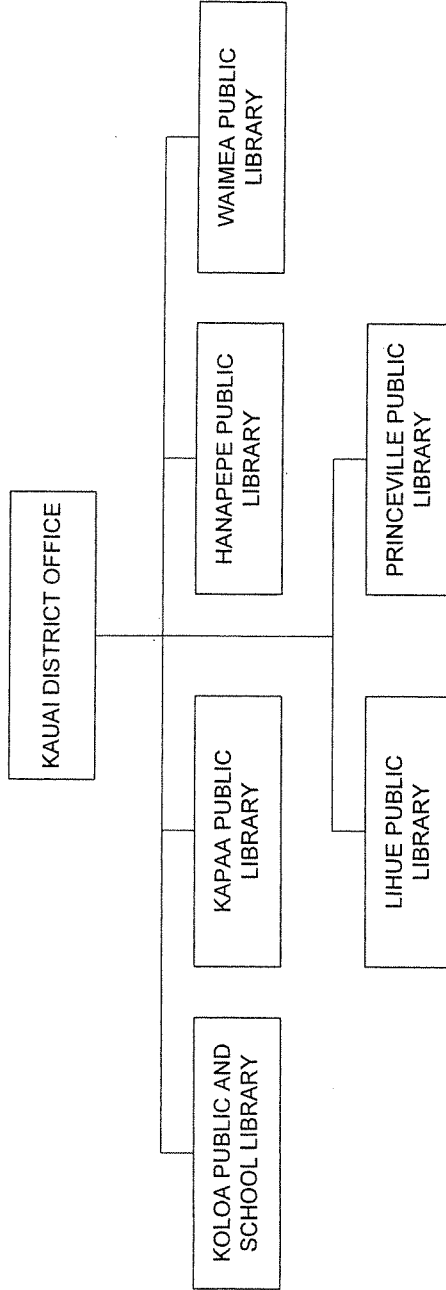
1/ Position to be redescribed.

CHART VIII-M

As of 6/30/08

Richard Burns
 Richard Burns
 State Librarian

STATE OF HAWAII
DEPARTMENT OF EDUCATION
HAWAII STATE PUBLIC LIBRARY SYSTEM
ORGANIZATION CHART
KAUAI DISTRICT OFFICE
KAUAI LIBRARIES



As of 6/30/08

Richard Burns
State Librarian

CHART VIII-N

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 POSITION ORGANIZATION CHART
 KAUAI DISTRICT OFFICE
 KAUAI LIBRARIES

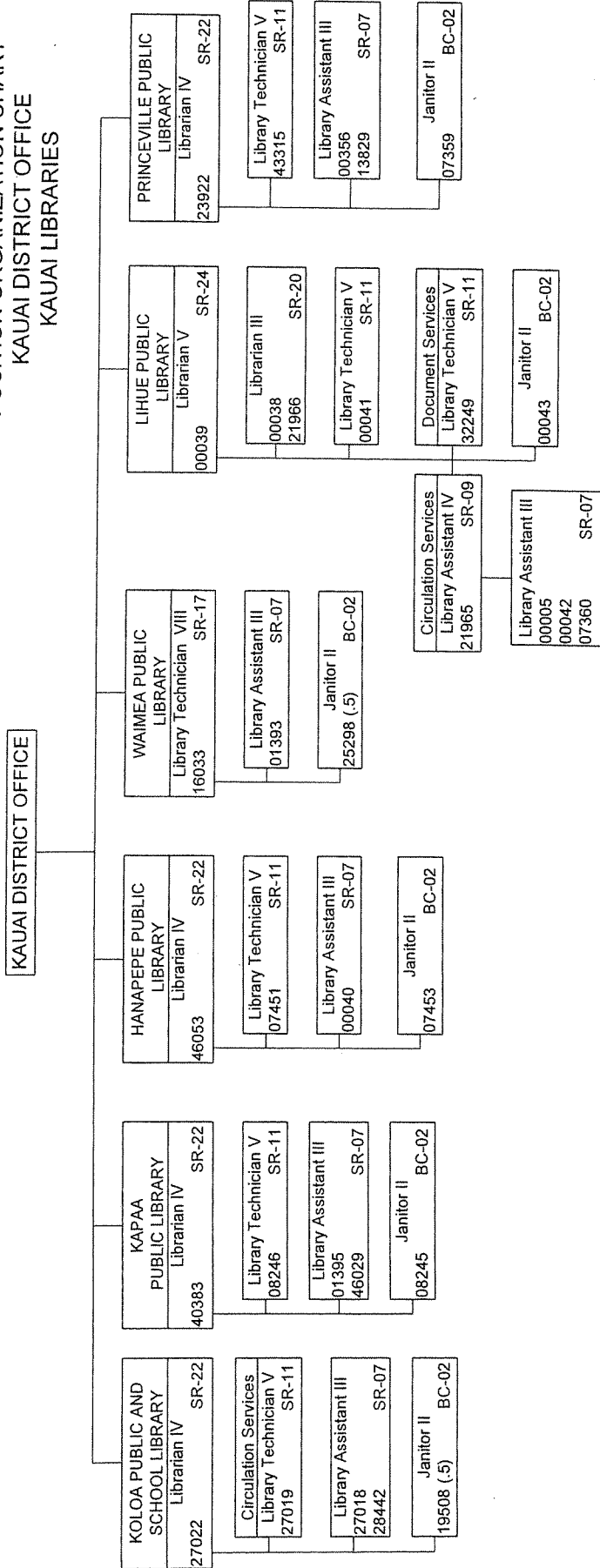


CHART VIII-O

As of 6/30/08



Richard Burns
 State Librarian

Worksheet
Funding levels for divisions/branches

| <u>Division or Branch Name</u> | <u>FY09 Pos</u> | <u>FY09 \$\$\$</u> | <u>FY10 Pos</u> | <u>FY10 \$\$\$</u> | <u>MOF</u> |
|--|-----------------|--------------------|-----------------|--------------------|------------|
| Office of the State Librarian | 45.50 | 4,301,779 | 45.50 | 4,208,893 | A |
| Centralized Processing Center | - | 181,000 | - | 181,000 | A |
| West Oahu Public Libraries | 90.00 | 3,934,596 | 90.00 | 4,036,979 | A |
| West Oahu Public Libraries | | 556,860 | | 556,860 | B |
| East Oahu Public Libraries | 118.50 | 5,404,540 | 118.50 | 5,342,841 | A |
| East Oahu Public Libraries | | 776,043 | | 776,043 | B |
| Hawaii Public Libraries | 58.55 | 2,646,411 | 58.55 | 2,782,786 | A |
| Hawaii Public Libraries | | 397,623 | | 397,623 | B |
| Maui Public Libraries | 42.00 | 1,945,858 | 42.00 | 1,947,970 | A |
| Maui Public Libraries | | 241,750 | | 241,750 | B |
| Kauai Public Librares | 30.00 | 1,375,090 | 30.00 | 1,412,005 | A |
| Kauai Public Librares | | 242,493 | | 242,493 | B |
| Library for the Blind and Physically Handicapped | 11.00 | 565,612 | 11.00 | 573,568 | A |
| Library for the Blind and Physically Handicapped | | 7,376 | | 7,376 | B |
| Hawaii State Library | 89.00 | 4,355,192 | 89.00 | 4,395,781 | A |
| Hawaii State Library | | 532,355 | | 532,355 | B |
| Library Services & Construction Act | - | 1,365,244 | - | 1,365,244 | N |
| Library Advisory Commission (Kapolei Library) | 24.00 | 1,225,957 | 24.00 | 1,175,798 | A |
| Library Advisory Commission (Kapolei Library) | | 106,000 | | 106,000 | B |
| Library Development Service | 47.00 | 4,550,531 | 47.00 | 2,789,542 | A |
| Library Development Service | | 264,500 | | 264,500 | B |
| | | | | | |
| MOF - A | 555.55 | 30,486,566 | 555.55 | 28,847,163 | A |
| MOF - B | - | 3,125,000 | - | 3,125,000 | B |
| MOF - N | - | 1,365,244 | - | 1,365,244 | N |
| Grand Total | 555.55 | 34,976,810 | 555.55 | 33,337,407 | |

Table 1
Priority List of Functions

| Priority # | Description of Function | Performance Measures | Statutory Reference (HRS, PL, etc.) |
|------------|--|--|--|
| 1 | Provide access to physical library facilities, collections, and services through a system of public libraries on all major islands. | See attached variance report and refer to Table 6. | HRS 312-1 |
| 2 | Provide access to digital collections and services, especially for remote and isolated users, during all hours and days of the week. | | HRS 312-1 |
| 3 | Develop and provide collections and outreach services for special needs customers including those for whom English is not a first language, those with limited reading skills, and those requiring alternative to print materials. | | HRS 312-1 |
| 4 | Serve as a community gathering place containing learning and recreational resources. | | HRS 312-1 |
| 5 | Encourage reading and life-long learning through library reading programs and promotions and in partnership with schools and community agencies. | | HRS 312-8 |
| | | | |

Table 2
Program ID Listing of Major Activities

| Prog ID/Org | Major Activity or Activities performed | Priority # | Pos (P) | Pos (T) | PS \$\$\$\$ | Other \$\$\$\$ | MOF |
|-------------|--|------------|---------|---------|-------------|----------------|-----|
| EDN407/QB | Office of the State Librarian: | | 45.50 | 3.00 | \$2,340,731 | \$1,868,162 | A |
| EDN407/QC | Centralized Processing Center | | 0.00 | | \$0 | \$181,000 | A |
| EDN407/QD | West Oahu Public Libraries | | 90.00 | | \$3,606,054 | \$430,925 | A |
| EDN407/QD | West Oahu Public Libraries | | | | | \$556,860 | B |
| EDN407/QE | East Oahu Public Libraries | | 118.50 | | \$4,841,341 | \$501,500 | A |
| EDN407/QE | East Oahu Public Libraries | | | | | \$776,043 | B |
| EDN407/QF | Hawaii Public Libraries | | 58.55 | | \$2,494,111 | \$288,675 | A |
| EDN407/QF | Hawaii Public Libraries | | | | | \$397,623 | B |
| EDN407/QG | Maui Public Libraries | | 42.00 | | \$1,690,388 | \$257,582 | A |
| EDN407/QG | Maui Public Libraries | | | | | \$241,750 | B |
| EDN407/QH | Kauai Public Libraries | | 30.00 | | \$1,196,280 | \$215,725 | A |
| EDN407/QH | Kauai Public Libraries | | | | | \$242,493 | B |
| EDN407/QI | Library for the Blind & Physically Handicapped | | 11.00 | | \$525,268 | \$48,300 | A |
| EDN407/QI | Library for the Blind & Physically Handicapped | | | | | \$7,376 | B |
| EDN407/QJ | Hawaii State Library | | 89.00 | | \$4,049,281 | \$346,500 | A |
| EDN407/QJ | Hawaii State Library | | | | | \$532,355 | B |
| EDN407/QK | Library Services and Construction Act: | | 0.00 | | \$0 | \$1,365,244 | N |
| EDN407/QL | Library Advisory Commission (Kapolei Public Library) | | 24.00 | | \$998,298 | \$177,500 | A |
| EDN407/QL | Library Advisory Commission (Kapolei Public Library) | | | | | \$106,000 | B |
| EDN407/QM | Library Development Services | | 47.00 | | \$2,429,461 | \$360,081 | A |
| EDN407/QM | Library Development Services | | | | | \$264,500 | B |

Table 3
Biennium Budget Reductions

| # | Description of Reduction | Impact of Reduction | Prog ID/Org | Pos | \$\$\$\$ | MOF |
|---|---|--|-------------|-----|-----------|-----|
| 1 | <u>Energy Efficiency Improvement Programs</u> | All energy efficiency/renewable energy projects were eliminated. | EDN 407/QB | 0 | \$608,809 | A |
| 2 | <u>Library Books & Materials</u> | Balance of the general funds for books were eliminated. | EDN 407/QM | 0 | \$583,890 | A |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
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Table 4
Biennium Budget Additions

| <u>Description of Addition</u> | <u>Prog ID/Org</u> | <u>Pos</u> | <u>\$\$\$\$</u> | <u>MOF</u> |
|--------------------------------|--------------------|------------|-----------------|------------|
| NONE | | | | |
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Table 5
Current Year (FY09) Restrictions

| <u>Prog ID</u> | <u>FY09 \$\$\$</u> | <u>Impact</u> | <u>FY10 \$\$\$</u> | <u>FY11 \$\$\$</u> |
|----------------|--------------------|---------------|--------------------|--------------------|
| EDN 407 | \$1,192,699 | See attached. | \$2,981,746 | \$2,981,746 |
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EDN 407

10% Budget Cut

\$2,981,746

- Eliminate Funds for Books and Materials \$1,825,448
Impact: Book and other materials collections in all 51 public libraries statewide would be severely affected. Funds allocated for Central Purchase Programs would be eliminated for the following:
 - Bestseller Hot Picks
 - Children's High Demand Titles
 - Young Adult High Demand Titles
 - Audio Visual High Demand titles
 - Foreign Language Books
 - Digital Audio Books

Individual library books and materials allocations would also be cut. Selectors at each library will be unable to purchase titles to keep library collections current and valid. With fewer available books, access or waiting time will increase, reservations may be eliminated, transfers between branches will greatly increase, and there will be long delays in getting the highly circulated books back on the shelves.

- Freezing Vacant Positions, Limiting Substitutes/Student Hires \$1,156,298
Impact: Freezing vacant positions would severely hamper the ability of HSPLS to provide adequate service to the public. The libraries with one or two employees would be unable to provide public service and may need to close intermittently for security and safety reasons. Libraries with more than two public service positions must reduce public service hours in order to absorb the impact of their vacant positions. Essential operations provided by the library support offices with vacancies would be limited resulting in delays to the libraries or elimination of programs, services, and needed reports. Outreach programs would be eliminated, storytelling would be greatly reduced and special programs in all areas would be curtailed.

HAWAII STATE PUBLIC LIBRARY SYSTEM OTHER SOURCES OF REVENUE

The Hawaii State Public Library System (HSPLS) receives non-general funds from Enhanced Services Special Funds (Section 312-22 HRS) and from the Late Fees Special Fund (Section 312-3.6 HRS). These funds can only be used for library books, materials, and other enhanced services. We also receive federal funds through a Library Services and Technology Act (LSTA) grant through the Institute of Museum and Library Services. These funds support our 5 year LSTA plan, our online data bases, automation support and upgrades, network support, etc.

Every year, HSPLS has sought out and worked with many private donors, non-profit foundations and agencies as well as the Friends of the Library of Hawaii in soliciting outside funds for the HSPLS. Our branches have been expending these funds more than in the past to address the reduced general fund allotments for books, supplies, services, etc. However, given the current financial crisis, we anticipate that these outside funding sources will decrease considerably over the next Fiscal Biennium.

Table 6
Program Performance Results

| # | Measures of Effectiveness | Direction of Success (increase/decrease) | FY07 Result | FY08 Result | FY09 Plan | FY10 Plan |
|---|--|---|-------------|-------------|-----------|-----------|
| 1 | Percentage of population served | increase | 66 | 70 | 68 | 68 |
| 2 | Percentage of week libraries are open | increase | 42 | 42 | 42 | 42 |
| 3 | Percentage of week online collections are available | increase | 100 | 100 | 99 | 99 |
| 4 | Percentage of linked library materials per population | increase | 282 | 286 | 280 | 280 |
| 5 | Turnover percentage of linked circulating library material | increase | 205 | 206 | 200 | 200 |
| 6 | Turnover percentage of eBooks and digital audio books | increase | 265 | 282 | 250 | 250 |
| | | | | | | |
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TABLE 6: Program Performance Results

Discuss how this Program ID's Measures of Effectiveness relate to the department's mission and program objectives

Measures of Effectiveness

1. Percentage of Population Served
2. Percentage of week libraries are open
3. Percentage of week online collections are available
4. Percentage of linked library materials per population
5. Turnover percentage of linked circulating library material
6. Turnover percentage of eBooks and digital audio books

Mission/Program Objectives

The mission of the Hawaii State Public Library System is to provide Hawaii's residents, in all walks of life, and at each stage of their lives, with access to education, information, programs and services, and to teach and nurture the love of reading and the habit of life-long learning.

1. Provide access to physical library facilities, collections, and services through a system of public libraries on all major islands.
2. Provide access to digital collections and services, especially for remote and isolated users, during all hours and days of the week.
3. Develop and provide collections and outreach services for special needs customers including those for whom English is not a first language, those with limited reading skills, and those requiring alternative to print materials.
4. Serve as a community gathering place containing learning and recreational resources.
5. Encourage reading and life-long learning through library reading programs and promotions and in partnership with schools and community agencies.

HSPLS seeks to meet program objectives by providing access to collections and services on six islands through a variety of collective service hours including weekdays, four evenings a week, and weekends. Digital collections allow HSPLS to extend access beyond scheduled hours at physical library locations. The Measures of Effectiveness track availability and usage of the overall library collections.

Discuss how performance results inform program activities

Program Activities:

Number of in-library users
Number of hours of service annually
Number of items linked

Number of items circulated
Number of reference questions
Number of items circulated by the Library for the Blind and Physically Handicapped
Number of eBooks and digital audio books
Number of subscription online databases
Number of public programs, library visits, orientations, and tours
Total attendance at public programs, library visits, orientations, and tours

HSPLS performance results guide and provide structure for program activities. Numbers in the program activities support HSPLS's objective to provide collections, information, services and programs which promote life-long learning by highlighting points of access and actual usage.

Please identify any modifications to your program's performance measures and discuss the rationale for these modifications. If there were no modifications, please indicate "none".

None.

VARIANCES BETWEEN BUDGETED AND ACTUAL (OR ESTIMATED) EXPENDITURES
(IN THOUSANDS OF DOLLARS)

DEPARTMENT OF EDUCATION

| PROGRAM ID | PROGRAM TITLE | PROGRAM STRUCTURE NO. | FY07-08 BUDGETED | FY07-08 ACTUAL | DIFFERENCE AMOUNT ± % | FY08-09 BUDGETED | FY08-09 ESTIMATED | DIFFERENCE AMOUNT ± % |
|------------|----------------------------------|-----------------------|------------------|----------------|-----------------------|------------------|-------------------|-----------------------|
| OPERATING: | | | | | | | | |
| EDN407 | PUBLIC LIBRARIES | 070103 | 35,047 | 34,723 | 324 - 1 | 34,458 | 34,457 | 1 - 0 |
| | RESEARCH & DEVELOPMENT OPERATING | | 35,047 | 34,723 | 324 - 1 | 34,458 | 34,457 | 1 - 0 |
| | DEPARTMENT TOTAL | | 35,047 | 34,723 | 324 - 1 | 34,458 | 34,457 | 1 - 0 |

VARIANCE REPORT NARRATIVE FY 2008 AND FY 2009

07 01 03
EDN 407

PROGRAM TITLE: PUBLIC LIBRARIES

PART I - EXPENDITURES AND POSITIONS

vacancies. Libraries statewide continued to provide free programs and tours for the public resulting in a higher program count total.

No significant variances.

PART II - MEASURES OF EFFECTIVENESS

#10. TOT ATTEND PUB PRO, LIB VISITS, ORIENTAT & TOURS. The planned attendance numbers took into account the steady number of staffing vacancies. Libraries statewide continued to provide free programs and tours for the public resulting in the higher than expected total attendance numbers.

#1. % OF POPULATION SERVED. The number of registered library borrowers (excluding non-resident and visitor accounts) was much higher than anticipated. The result was an increase in the percentage of the Hawaii population served.

#5. TURNOVER % OF LINKED CIRCULATING LIBRARY MATERIAL. Library collections are larger than planned due to an influx of new materials and the slow rate of the removal of old and outdated items. This resulted in a much lower turnover percentage than expected.

#6. TURNOVER % OF EBOOKS AND DIGITAL AUDIO BOOKS. Usage of the library system's digital collections continue to grow resulting in the continued increase in turnover percentage.

PART III - PROGRAM TARGET GROUPS

No significant variances.

PART IV - PROGRAM ACTIVITIES

#5. NO. OF REFERENCE QUESTIONS (THOUSANDS). The decrease is a result of library customer using remote online library resources and in-library computers without direct staff contact to answer all reference questions.

#7. NO. OF EBOOKS AND DIGITAL AUDIO BOOKS. Due to the success of online services library selectors continued to add to the eBook and Digital Audio Book collections resulting in a higher than anticipated increase in collection size.

#9. NO. OF PUB PROG, LIB VISITS, ORIENTATIONS & TOURS. The planned numbers took into account the steady number of staffing

VARIANCE REPORT

REPORT V61
12/18/08

STATE OF HAWAII
PUBLIC LIBRARIES
PROGRAM TITLE: EDN-407
PROGRAM-ID:
PROGRAM STRUCTURE NO: 070103

| | FISCAL YEAR 2007-08 | | | | THREE MONTHS ENDED 09-30-08 | | | | NINE MONTHS ENDING 06-30-09 | | | |
|---|----------------------------|--------|----------|--------|-----------------------------|-----------|----------|---|-----------------------------|-----------|----------|--------|
| | BUDGETED | ACTUAL | ± CHANGE | % | BUDGETED | ACTUAL | ± CHANGE | % | BUDGETED | ESTIMATED | ± CHANGE | % |
| | | | | | | | | | | | | |
| PART I: EXPENDITURES & POSITIONS | | | | | | | | | | | | |
| RESEARCH & DEVELOPMENT COSTS | | | | | | | | | | | | |
| POSITIONS | | | | | | | | | | | | |
| EXPENDITURES (\$1,000's) | 555.55 | 496.50 | - 59.05 | 11 | 555.55 | 505.50 | - 50.05 | 9 | 555.55 | 555.55 | + 0.00 | 0 |
| | 35,047 | 34,723 | - 324 | 1 | 11,080 | 10,918 | - 162 | 1 | 23,378 | 23,539 | + 161 | 1 |
| OPERATING COSTS | | | | | | | | | | | | |
| POSITIONS | | | | | | | | | | | | |
| EXPENDITURES (\$1000's) | 555.55 | 496.50 | - 59.05 | 11 | 555.55 | 505.50 | - 50.05 | 9 | 555.55 | 555.55 | + 0.00 | 0 |
| | 35,047 | 34,723 | - 324 | 1 | 11,080 | 10,918 | - 162 | 1 | 23,378 | 23,539 | + 161 | 1 |
| | FISCAL YEAR 2007-08 | | | | | | | | | | | |
| | PLANNED | ACTUAL | ± CHANGE | % | PLANNED | ESTIMATED | ± CHANGE | % | PLANNED | ESTIMATED | ± CHANGE | % |
| PART II: MEASURES OF EFFECTIVENESS | | | | | | | | | | | | |
| 1. % OF POPULATION SERVED | 62 | 70 | + | 8 | 62 | 62 | 0 | 0 | 62 | 68 | + | 6 |
| 2. % OF WEEK LIBRARIES ARE OPEN | 42 | 42 | + | 0 | 42 | 42 | 0 | 0 | 42 | 42 | 0 | 0 |
| 3. % OF WEEK ONLINE LIBRARY COLLECTIONS ARE AVAILABLE | 99 | 100 | + | 1 | 99 | 99 | 0 | 0 | 99 | 99 | 0 | 0 |
| 4. % OF LINKED LIBRARY MATERIALS PER POPULATION | 276 | 286 | + | 10 | 276 | 276 | 0 | 0 | 276 | 280 | + | 4 |
| 5. TURNOVER % OF LINKED CIRCULATING LIBRARY MATERIAL | 254 | 206 | - | 48 | 254 | 254 | 0 | 0 | 254 | 200 | - | 54 |
| 6. TURNOVER % OF EBOOKS AND DIGITAL AUDIO BOOKS | 228 | 282 | + | 54 | 228 | 228 | 0 | 0 | 228 | 250 | + | 22 |
| | FISCAL YEAR 2008-09 | | | | | | | | | | | |
| PART III: PROGRAM TARGET GROUP | | | | | | | | | | | | |
| 1. TOTAL RESIDENT POPULATION (THOUSANDS) | 1275 | 1283 | + | 8 | 1275 | 1275 | 0 | 0 | 1275 | 1283 | + | 8 |
| PART IV: PROGRAM ACTIVITY | | | | | | | | | | | | |
| 1. NO. OF IN-LIBRARY USERS (THOUSANDS) | 5500 | 5891 | + | 391 | 5500 | 5500 | 0 | 0 | 5500 | 5600 | + | 100 |
| 2. NO. OF HOURS OF SERVICE ANNUALLY | 93000 | 94556 | + | 1556 | 93000 | 93000 | 0 | 0 | 93000 | 94000 | + | 1000 |
| 3. NO. OF ITEMS LINKED (THOUSANDS) | 3575 | 3664 | + | 89 | 3575 | 3575 | 0 | 0 | 3575 | 3600 | + | 25 |
| 4. NO. OF ITEMS CIRCULATED (THOUSANDS) | 6632 | 6984 | + | 352 | 6632 | 6632 | 0 | 0 | 6632 | 6700 | + | 68 |
| 5. NO. OF REFERENCE QUESTIONS (THOUSANDS) | 2670 | 895 | - | 1775 | 2670 | 2670 | 0 | 0 | 2670 | 900 | - | 1770 |
| 6. NO. OF ITEMS CIRC BY LIB FOR BLIND & PHYS HANDICAP | 36000 | 36254 | + | 254 | 36000 | 36000 | 0 | 0 | 36000 | 36000 | + | 0 |
| 7. NO. OF EBOOKS AND DIGITAL AUDIO BOOKS | 7800 | 10859 | + | 3059 | 7800 | 7800 | 0 | 0 | 7800 | 13000 | + | 5200 |
| 8. NO. OF SUBSCRIPTION ONLINE DATABASES | 70 | 68 | - | 2 | 70 | 70 | 0 | 0 | 70 | 65 | - | 5 |
| 9. NO. OF PUB PROG, LIB VISITS, ORIENTATIONS & TOURS | 10000 | 12622 | + | 2622 | 10000 | 10000 | 0 | 0 | 10000 | 12600 | + | 2600 |
| 10. TOT ATTEND PUB PRO, LIB VISITS, ORIENTAT & TOURS | 200000 | 312844 | + | 112844 | 200000 | 200000 | 0 | 0 | 200000 | 300000 | + | 100000 |

Attachment 1
Department-Wide Summary Information (by MOF)

| Fiscal Year (FY) 2009 | | | | | |
|------------------------------------|--------------------------|--------------------|-----------------------------|---------------------------|-------|
| Act 158/08 Appropriation (a) | Collective Bargaining | Restriction (b) | Emergency Request (c) | Total FY09 (a)+(b)+(c) | MOF |
| \$29,967,463 | \$1,711,802 | (\$1,192,699) | | \$30,486,566 | A |
| \$3,125,000 | | | | \$3,125,000 | B |
| \$1,365,244 | | | | \$1,365,244 | N |
| | | | | \$0 | |
| \$34,457,707 | \$1,711,802 | (\$1,192,699) | \$0 | \$34,976,810 | Total |

| Fiscal Year (FY) 2010 | | | | | |
|------------------------------------|---------------------------------|------------------|------------------|-------------------------------|-------|
| Act 158/08 Appropriation (d) | Collective Bargaining (e) | Reduction (f) | Additions (g) | Total FY10 (d)+(e)+(f)+(g) | MOF |
| \$29,967,463 | \$1,907,646 | (\$3,027,946) | | \$28,847,163 | A |
| \$3,125,000 | | | | \$3,125,000 | B |
| \$1,365,244 | | | | \$1,365,244 | N |
| | | | | \$0 | |
| \$34,457,707 | \$1,907,646 | (\$3,027,946) | \$0 | \$33,337,407 | Total |

| Fiscal Year (FY) 2011 | | | | | |
|------------------------------------|---------------------------------|------------------|------------------|-------------------------------|-------|
| Act 158/08 Appropriation (h) | Collective Bargaining (i) | Reduction (j) | Additions (k) | Total FY11 (h)+(i)+(j)+(k) | MOF |
| \$29,967,463 | \$1,907,646 | (\$3,027,946) | | \$28,847,163 | A |
| \$3,125,000 | | | | \$3,125,000 | B |
| \$1,365,244 | | | | \$1,365,244 | N |
| | | | | \$0 | |
| \$34,457,707 | \$1,907,646 | (\$3,027,946) | \$0 | \$33,337,407 | Total |

Please indicate restrictions and reductions as negative numbers, using brackets ()

Attachment 2
FY09 Proposed Emergency Requests

| Program ID | <u>Description of Emergency Request</u> | FTE | \$\$\$ | MOF |
|------------|---|-----|--------|-----|
| | Not applicable. | | | |
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Attachment 3
Program ID Totals

| Prog ID | Title | Pos 10 | \$\$\$ 10 | Pos 11 | \$\$\$ 11 | MOE |
|---------|------------------|--------|------------|--------|------------|-----|
| EDN407 | Public Libraries | 555.55 | 28,847,163 | 555.55 | 28,847,163 | A |
| EDN407 | Public Libraries | - | 3,125,000 | - | 3,125,000 | B |
| EDN407 | Public Libraries | - | 1,365,244 | - | 1,365,244 | N |
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Attachment 5
All Positions Vacant as of 12/1/08

| <u>Date of Vacancy</u> | <u>Position Title</u> | <u>Position Number</u> | <u>Exempt (Y/N)</u> | <u>Budgeted Amount</u> | <u>Actual Salary Last Paid</u> | <u>MOF</u> | <u>Prog ID</u> | <u>Authority to Hire (Y/N)</u> |
|------------------------|--|------------------------|---------------------|------------------------|--------------------------------|------------|----------------|--------------------------------|
| 1/23/05 | Library Technician V | 295 | N | \$ 26,664.00 | \$2,626 / mo. | A | EDN 407 QF | N |
| 12/28/07 | Library Technician VII - 50% | 296 | N | \$ 18,246.00 | \$1,710 / mo. | A | EDN 407 QF | N |
| 10/16/08 | Janitor II - 50% | 300 | N | \$ 15,018.00 | \$1,369 / mo. | A | EDN 407 QF | N |
| 2/1/05 | Librarian IV | 316 | N | \$ 42,144.00 | \$4,670 / mo. | A | EDN 407 QM | N |
| 5/6/07 | Library Assistant III | 344 | N | \$ 23,736.00 | \$1,978 / mo. | A | EDN 407 QG | N |
| 8/1/08 | Library Technician V | 347 | N | \$ 41,064.00 | \$3,559 / mo. | A | EDN 407 QJ | N |
| 11/1/08 | Library Assistant III | 1117 | N | \$ 24,684.00 | \$2,225 / mo. | A | EDN 407 QE | N |
| 10/1/08 | Janitor II | 1127 | N | \$ 30,036.00 | \$2,738 / mo. | A | EDN 407 QG | N |
| 8/1/06 | Library Technician V | 1134 | N | \$ 26,664.00 | \$2,611 / mo. | A | EDN 407 QG | N |
| 5/1/08 | Library Assistant III | 11904 | N | \$ 26,664.00 | \$2,702 / mo. | A | EDN 407 QE | N |
| 12/1/08 | Library Technician VII | 11925 | N | \$ 41,064.00 | \$3,701 / mo. | A | EDN 407 QJ | N |
| 10/23/08 | Library Assistant III | 12245 | N | \$ 22,788.00 | \$2,054 / mo. | A | EDN 407 QF | N |
| 11/22/08 | Library Assistant III | 12360 | N | \$ 24,684.00 | \$2,313 / mo. | A | EDN 407 QG | N |
| 8/22/08 | Library Assistant II | 13032 | N | \$ 21,900.00 | \$1,898 / mo. | A | EDN 407 QJ | N |
| 7/1/08 | Library Assistant IV | 13278 | N | \$ 33,756.00 | \$2,926 / mo. | A | EDN 407 QE | N |
| 5/16/08 | Janitor II - 55% | 14841 | N | \$ 16,520.00 | \$1,448.15 / mo. | A | EDN 407 QF | N |
| 7/1/02 | Lib Tech V (Formerly Security Attendant) | 15601 | N | \$ 26,664.00 | <i>Psn trsfed from PSD</i> | A | EDN 407 QB | N |
| 9/16/08 | Personnel Clerk III | 17364 | N | \$ 32,424.00 | \$3,043 / mo. | A | EDN 407 QB | N |
| 7/16/08 | Library Assistant IV | 19432 | N | \$ 28,860.00 | \$2,702 / mo. | A | EDN 407 QM | N |
| 7/1/02 | Lib Tech V (Formerly Security Attendant) | 19505 | N | \$ 21,900.00 | <i>Psn trsfed from PSD</i> | A | EDN 407 QB | N |
| 8/16/07 | Librarian III | 21966 | N | \$ 38,952.00 | \$3,376 / mo. | A | EDN 407 QH | N |
| 7/13/08 | Library Assistant III | 22491 | N | \$ 23,736.00 | \$2,225 / mo. | A | EDN 407 QI | N |
| 5/1/08 | Library Assistant III | 23068 | N | \$ 26,664.00 | \$2,311 / mo. | A | EDN 407 QD | N |
| 4/1/08 | Library Assistant III | 23918 | N | \$ 29,976.00 | \$2,598 / mo. | A | EDN 407 QJ | N |
| 1/8/06 | Librarian IV | 23922 | N | \$ 42,144.00 | \$3,820 / mo. | A | EDN 407 QH | N |
| 6/17/08 | Library Assistant II - 50% | 24263 | N | \$ 10,530.00 | \$912.50 / mo. | A | EDN 407 QJ | N |
| 5/16/08 | Janitor II - 50% | 24731 | N | \$ 15,018.00 | \$1,316.50 / mo. | A | EDN 407 QF | N |
| 4/1/03 | Lib Tech V (Formerly Security Attendant) | 25438 | N | \$ 26,664.00 | <i>Psn trsfed from PSD</i> | A | EDN 407 QB | N |
| 7/1/02 | Lib Tech V (Formerly Security Attendant) | 25751 | N | \$ 26,664.00 | <i>Psn trsfed from PSD</i> | A | EDN 407 QB | N |
| 3/1/08 | Librarian IV | 27976 | N | \$ 55,500.00 | \$4,810 / mo. | A | EDN 407 QD | N |
| 5/31/03 | Lib Tech V (Formerly Security Attendant) | 29912 | N | \$ 26,664.00 | <i>Psn trsfed from PSD</i> | A | EDN 407 QB | N |
| 9/2/08 | Library Assistant III | 31500 | N | \$ 26,664.00 | \$2,503 / mo. | A | EDN 407 QE | N |
| 7/1/02 | Security Attendant I - 50% | 35463 | N | \$ 10,950.00 | \$682 / mo. | A | EDN 407 QB | N |
| 8/16/08 | Library Assistant III | 41922 | N | \$ 26,664.00 | \$2,702 / mo. | A | EDN 407 QF | N |
| 5/1/08 | Librarian III | 42798 | N | \$ 38,952.00 | \$3,512 / mo. | A | EDN 407 QD | N |
| 12/2/08 | Accountant IV | 43665 | N | \$ 51,312.00 | \$4,446 / mo. | A | EDN 407 QB | N |

Attachment 5

All Positions Vacant as of 12/1/08

| Date of Vacancy | Position Title | Position Number | Exempt (Y/N) | Budgeted Amount | Actual Salary Last Paid | MOF | Prog.ID | Authority to Hire (Y/N) |
|-----------------|---|-----------------|--------------|-----------------|----------------------------|-----|------------|-------------------------|
| 5/1/05 | Janitor II - 50% | 43904 | N | \$ 15,018.00 | \$1,116.50 / mo. | A | EDN 407 QD | N |
| 7/1/02 | Security Attendant I - 50% (NTE: 6/30/03) | 43905 | N | \$ 10,950.00 | <i>Psn trsfed from PSD</i> | A | EDN 407 QB | N |
| 7/1/02 | Security Attendant I - 50% (NTE: 6/30/03) | 43910 | N | \$ 10,950.00 | <i>Psn trsfed from PSD</i> | A | EDN 407 QB | N |
| 7/1/02 | Security Attendant I - 50% (NTE: 6/30/03) | 43915 | N | \$ 10,950.00 | <i>Psn trsfed from PSD</i> | A | EDN 407 QB | N |
| 7/1/02 | Security Attendant I - 50% (NTE: 6/30/03) | 43920 | N | \$ 10,950.00 | <i>Psn trsfed from PSD</i> | A | EDN 407 QB | N |
| 8/1/08 | Library Assistant III | 43958 | N | \$ 23,736.00 | \$2,225 / mo. | A | EDN 407 QD | N |
| 12/1/08 | Librarian III - 50% | 44226 | N | \$ 19,476.00 | \$1,826 / mo. | A | EDN 407 QE | N |
| 6/1/04 | Personnel Technician VI | 44971 | N | \$ 31,212.00 | \$2,811 / mo. | A | EDN 407 QB | N |
| 1/16/08 | Library Assistant III | 46055 | N | \$ 23,736.00 | \$2,139 / mo. | A | EDN 407 QG | N |
| 1/18/06 | Janitor II | 46170 | N | \$ 30,036.00 | \$2,390 / mo. | A | EDN 407 QB | N |
| 4/1/08 | Librarian III | 46398 | N | \$ 38,952.00 | \$3,376 / mo. | A | EDN 407 QJ | N |
| 6/26/08 | Library Technician V | 46401 | N | \$ 33,756.00 | \$2,926 / mo. | A | EDN 407 QJ | N |
| 3/1/08 | Librarian IV | 46580 | N | \$ 60,024.00 | \$5,202 / mo. | A | EDN 407 QE | N |
| 10/1/08 | Library Assistant III | 46942 | N | \$ 31,212.00 | \$2,813 / mo. | A | EDN 407 QJ | N |
| 7/1/08 | Managing Librarian II | 49822 | N | \$ 80,134.00 | \$7,171 / mo. | A | EDN 407 QM | N |
| 5/16/08 | Librarian III | 49823 | N | \$ 42,144.00 | \$3,652 / mo. | A | EDN 407 QJ | N |
| 6/1/08 | Librarian III | 49824 | N | \$ 42,144.00 | \$3,799 / mo. | A | EDN 407 QE | N |
| 4/1/08 | Library Assistant III | 110637 | N | \$ 22,788.00 | \$1,975 / mo. | A | EDN 407 QD | N |
| 7/30/08 | Librarian III | 112126 | N | \$ 40,524.00 | \$3,376 / mo. | A | EDN 407 QD | N |
| 12/1/08 | Library Assistant III | 116901 | N | \$ 24,684.00 | \$2,403 / mo. | A | EDN 407 QL | N |
| | TOTAL VACANT POSITIONS: | 56 | | | | | | |

Attachment 6
Federal Fund Expenditures Exceeding Ceiling for FY08 and FY09 to date

| <u>Prog ID</u> | <u>Act 158/08 Ceiling</u> | <u>Anticipated FY09 Additional Ceiling</u> | <u>Date of Transfer</u> | <u>Reason for Exceeding Ceiling</u> | <u>Recurring (Y/N)</u> | <u>GF Impact (Y/N)</u> |
|----------------|---------------------------|--|-------------------------|-------------------------------------|------------------------|------------------------|
| EDN 407 | \$1,365,244 | 0 | N/A | NOT APPLICABLE | Y | N |
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Attachment 7
List of Transfers for FY08 and FY09 to date

| <u>From</u> Prog ID | <u>To</u> Prog ID | <u>Amount</u> Transferred | <u>Date of</u> Transfer | <u>Reason for Transfer</u> | <u>Recurring</u> (Y/N) |
|------------------------|----------------------|------------------------------|----------------------------|--|---------------------------|
| EDN407 | DAGS* | \$1,162,565 | 11/16/2007 | Energy Efficiency Improvement projects at various libraries | No |
| | | | | | |
| | | | *= | Funds were transferred to DAGS as the expending agency for HSPLS. | |
| | | | | DAGS Staff Services creates a separate account for these projects. | |
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Attachment 8
CIP Summary

| <u>Priority</u> | <u>Project Title</u> | <u>FY10 \$\$\$</u> | <u>FY11 \$\$\$</u> | <u>MOF</u> |
|-----------------|-------------------------------|--------------------|--------------------|------------|
| 1 | HEALTH AND SAFETY, STATEWIDE. | \$3,000,000 | \$3,000,000 | C |
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CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET

TABLE R (8/02)

| | | | |
|-------------------|-------------|-----------------|--|
| EXPENDING AGENCY: | | CAPITAL PROJECT | |
| USER PROGRAM ID | DEPT NUMBER | NUMBER | |
| EDN 407 | | 01-H&S | |

PROJECT TITLE: **HEALTH & SAFETY, STATEWIDE**

PROJECT DESCRIPTION: **PLANS, DESIGN, CONSTRUCTION, AND EQUIPMENT FOR HEALTH, SAFETY, ACCESSIBILITY, AND OTHER CODE REQUIREMENTS. PROJECT MAY INCLUDE, BUT NOT LIMITED TO, THE REMOVAL OF HAZARDOUS MATERIALS, RENOVATIONS FOR LIBRARY PATRONS AND EMPLOYEES, ENVIRONMENTAL CONTROLS, FIRE PROTECTION, IMPROVEMENTS TO BUILDING AND GROUNDS, AND OTHER.**

| COST ELEMENT | TOTAL ESTIMATED PROJECT COST (In Thousands of Dollars) | | | | | | | | | | | | TOTAL FUTURE YEARS | | | | | | | | | | | |
|---------------|--|------|--------------|------|--------------|------|--------------------------------|------|---------------|------|---------------|------|--------------------|------|---------------|------|---------------|-----|---------------|-----|---------------|-----|---------------|--|
| | PRIOR APPROPRIATIONS (including MOF) | | | | | | APPROPRIATIONS (including MOF) | | | | | | | | | | | | | | | | | |
| | ACT YR | ITEM | ACT YR | ITEM | ACT YR | ITEM | ACT YR | ITEM | ACT YR | ITEM | ACT YR | ITEM | | | | | | | | | | | | |
| 177 | 2002 | 45 | 200 | 62 | 41 | 2004 | 62 | 178 | 2005 | 62 | 160 | 2006 | 213 | 2007 | 158 | 2008 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | |
| PLANS | 50 | | 45 | | 100 | | 200 | | 50 | | 300 | | 200 | | 200 | | 200 | | 200 | | 200 | | 200 | |
| LAND | | | | | | | | | | | | | | | | | | | | | | | | |
| DESIGN | 1400 | | 150 | | 800 | | 300 | | 500 | | 1200 | | 250 | | 200 | | 200 | | 200 | | 200 | | 250 | |
| CONSTRUCT | 500 | | 800 | | 2500 | | 1450 | | 2900 | | 4025 | | 2950 | | 2500 | | 2500 | | 2500 | | 2500 | | 2950 | |
| EQUIPMENT | 50 | | 5 | | 100 | | 50 | | 50 | | 100 | | 100 | | 100 | | 100 | | 100 | | 100 | | 100 | |
| TOTALS | 2000C | | 1000C | | 3500C | | 2000 C | | 3500 C | | 5625 C | | 3500 C | | 3000 C | | 3000 C | | 3000 C | | 3000 C | | 3500 C | |

PROJECT INFORMATION AND JUSTIFICATION (use back if necessary):

- Total Scope of Project. Refer to the project description.
- Identification of Need and Evaluation of Existing Situation. See attachment.
- Alternatives Considered and Impact if Project is Deferred. See attachment.
- Discuss What Improvements Will Take Place When Project Completed (including benefits to be derived and/or deficiencies this project intends to correct). See attachment.
- Impact Upon Future Operating Requirements (show initial and ongoing funding requirements by cost element, including position count, means of financing, fiscal year). See attachment.
- Additional Information:

HAWAII STATE PUBLIC LIBRARY SYSTEM CAPITAL PROJECT INFORMATION & JUSTIFICATION

The Hawaii State Public Library System's (HSPLS) mission is to provide safe, comfortable, and accessible facilities for our patrons as well as our staff. HSPLS is not included under Act 51, SLH 2004 that transferred funds, positions, functions, etc. from the Department of Accounting and General Services (DAGS) to the Department of Education to manage, maintain, and repair its facilities. We continue to work very closely with DAGS for all of our CIP projects as well as the Repairs and Maintenance projects.

The ADA transition items were identified to assess the level of existing accessibility for each of our 51 library sites, satisfy the interim requirements for each facility, and to comply with the transition report to document the planning and design criteria, evaluation and decisions made for these deficiencies. The requested \$8M for the Fiscal Biennium Budget 2009-2011 will allow HSPLS and DAGS to address these needs and continue the necessary repairs and maintenance of all of our facilities. As directed in Finance Memorandum No. 08-10, we have concentrated on an expanded program for Major Repair and Maintenance (Major R&M) to address the backlog of HSPLS projects and have placed those necessary projects that can be implemented quickly as high priority. We have provided an updated listing of the backlogged Health and Safety projects as well as the pending ADA transition items by library. After these projects are completed, we expect to realize some savings in utilities, repairs, and maintenance.