



LINDA LINGLE
GOVERNOR

RICHARD BURNS
STATE LIBRARIAN

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

**Senate Committee on Ways and Means
Budget Briefing
January 13, 2010 1:30 p.m.
State Capitol, Room 211**

Mission Statement: The Hawaii State Public Library System (HSPLS) will maintain, improve and expand collections and services, which provide cost-effective, timely access to information, education, and entertainment. HSPLS will improve and enrich the intellectual development, personal achievement, and leisure time activities of the public by providing appropriate reading and research resources and by celebrating a love of reading and lifelong learning.

Economic Impact: In response to our current economic conditions and revised Council of Revenue projections, the Governor has mandated reductions equivalent to 13.85% or \$2,966,390 for FY 2010-11. Our proposed Supplemental FY 2011 general fund budget of \$25,880,773 is actually reduced by over \$5M or about 20% less than our FY 2009 general fund budget. To meet these cuts, HSPLS froze all vacant positions (FTE 78.00), eliminated all general funds for books and materials, reduced temporary and student hires, and negotiated our current 30 day furlough plan for the FB 2009-2011 with the union. This has negatively impacted our library operations at the most basic and critical levels - in reduction to our collections of books and materials, reduction in public service days and hours, limited special programs, and leaving staff coverage stretched so thin that at a number of branches

any unplanned or unexpected leave would force a temporary closure to the affected library. While our budget is decreasing, the costs of operating, maintaining, and servicing 51 public libraries are skyrocketing. Utilities, postage, security services, gas/fuel, supplies, etc. have all increased (some by over 30%). We are now being assessed unbudgeted utility costs on our twelve Public and School Libraries which were covered under the DOE/public schools in the past. If any major health, safety, emergency repairs, and/or security problems occur that cannot be immediately addressed, libraries are likely to close until the problem can be corrected.

Library use has dramatically increased as more and more displaced workers seek employment, educational opportunities and file online job applications through our free internet services, while hold requests for popular materials have grown and circulation has increased. 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. At a time when not only government but many private sectors are downsizing, the Hawaii State Public Library System remains a low-budget but cost effective and a much valued investment for the State of Hawaii and its residents. As the Honolulu Advertiser stated on June 30, 2009, "Our state leaders have some tough budget decisions ahead. The surge in patrons should serve as a reminder that public libraries must be kept viable and vibrant. It's (public libraries) a wise investment at a time when folks need support services to get their own economic engines up and running again. Who can argue with that?"

Alternatives Considered: HSPLS has been actively seeking all possible sources of revenue available to us as a State government agency. Even though our HSPLS

mission and basic functions don't include having to secure funding for our own operations, we have made every effort in exploring innovative and creative ways of generating revenue within the guidelines of the State Ethics laws, the Hawaii Revised Statutes, Board of Education policies, and what is appropriate for Public Libraries. The following are examples of what we have accomplished in these areas to date: HSPLS has been receiving and will continue receiving grants from the Institute of Museum and Library Services through the Library Services and Technology Act, this year totaling \$1.25M. We have shifted a major portion of this federal funding from online data base subscriptions to computer replacements, maintenance of our Library automation system, network upgrades, etc.

We applied for and were recently awarded a \$580,000 Opportunities Online Hardware Grant from the Bill and Melinda Gates Foundation. The Friends of the Library of Hawaii (FLH) will provide the required matching contribution totaling \$823,200 for much needed HSPLS computer, network, and infrastructure upgrades to those eligible libraries.

In anticipation of future budget cuts and restrictions, we have launched a fundraising campaign, "Keep Your Library Open" in conjunction with the FLH Keep the Doors Open Campaign. These campaigns were designed to allow our patrons, parents, support groups, corporate sponsors, etc. a means to directly support their favorite library and help address our budget deficit. Collectively, we have raised over \$240,000 and will be utilizing these funds over FY 2010 and FY 2011.

With no general funds left for our books and materials, we are expending our entire special funds and many trust funds toward these collections. Additionally, we have

been working with various publishers and vendors (i.e. Bess Press, The Islander Group, Kamehameha Publishing, etc.) in obtaining a number of generous donations and negotiating larger discounts for all HSPLS purchases.

Earlier this year, as a cost saving measure to meet our budget restrictions, we had proposed the closure of 5 libraries to the Board of Education (BOE). The determining factors on selecting which libraries to close included the volume of library usage, logistical considerations, number of vacancies, increasing operating costs (utilities), and proximity to neighboring libraries. Our plan was to provide more public service days and hours through staff consolidation (after consult and confer with the unions) and reallocation of their limited and shrinking resources.

Unfortunately, our request was disapproved, but the negotiated furlough contract with HGEA allowed us to meet these budget cuts for the time being. However, if more budget restrictions and reductions are imposed, we will have few alternatives and will be forced to revisit this proposal again.

We believe that despite the severe budget cuts that have been imposed, we have been very successful in maintaining quality public service while also competing for dwindling private and public sources of funding. Even in tough economic times, the State Legislature has always been a strong supporter of and catalyst in providing public library services and access to literature, the Internet and other informational and life-enriching resources for all residents and visitors through the HSPLS. We look forward to again working with both the Senate Ways and Means and House Finance Committees and their staff in developing a fair and responsible Supplemental FY 2011 Budget for HSPLS.

Department-wide Budget Summary

Fiscal Year (FY) 2010				
Act 162/09 Appropriation (a)	Restriction (b)	Emergency Appropriation (c)	Total FY10 (d)	MOF
28,847,163	(2,780,988)		26,066,175	A
3,125,000			3,125,000	B
1,365,244			1,365,244	N
			-	T
			-	U
			-	W
33,337,407	(2,780,988)	-	30,556,419	Total
Fiscal Year (FY) 2011				
Act 162/09 Appropriation (e)	Reductions (f)	Additions (g)	Total FY11 (h)	MOF
28,847,163	(2,966,390)		25,880,773	A
3,125,000			3,125,000	B
1,365,244			1,365,244	N
			-	T
			-	U
			-	W
33,337,407	(2,966,390)	-	30,371,017	Total

Department of Hawaii State Public Library System
Priority List of Functions

Table 2

<u>Pri #</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
1	Library Program and Public Services	refer to the Variance Reports for all Activities	EDN407	HRS 312

Department of Hawaii State Public Library System
Resources by Program ID

Table 3

Prog ID/Org	Program Title	As budgeted in Act 162/09 (FY11)			Governor's Submittal (FY11)			MOF
		Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
EDN407/QB	Office of the State Librarian	45.50	3.00	4,208,893	45.50	3.00	3,900,145	A
EDN407/QC	Centralized Processing Center	0.00	0.00	181,000	0.00	0.00	181,000	A
EDN407/QD	West Oahu Public Libraries	90.00	0.00	4,036,979	90.00	0.00	3,526,469	A
EDN407/QE	East Oahu Public Libraries	118.50	0.00	5,342,841	118.50	0.00	4,803,286	A
EDN407/QF	Hawaii Public Libraries	58.55	0.00	2,782,786	58.55	0.00	2,487,656	A
EDN407/QG	Maui Public Libraries	42.00	0.00	1,947,970	42.00	0.00	1,739,546	A
EDN407/QH	Kauai Public Libraries	30.00	0.00	1,412,005	30.00	0.00	1,271,921	A
EDN407/QI	Library for Blind & Physically Handicapped	11.00	0.00	573,568	11.00	0.00	515,476	A
EDN407/QJ	Hawaii State Library	89.00	0.00	4,395,781	89.00	0.00	3,877,792	A
EDN407/QK	Library Services & Construction Act	0.00	0.00	0	0.00	0.00	0	A
EDN407/QL	Kapolei Public Library	24.00	0.00	1,175,798	24.00	0.00	1,079,421	A
EDN407/QM	Library Development Services	47.00	0.00	2,789,542	47.00	0.00	2,498,061	A
Total		555.55	3.00	28,847,163	555.55	3.00	25,880,773	
EDN407/QB	Office of the State Librarian	0.00	0.00	0	0.00	0.00	0	B
EDN407/QC	Centralized Processing Center	0.00	0.00	0	0.00	0.00	0	B
EDN407/QD	West Oahu Public Libraries	0.00	0.00	556,860	0.00	0.00	556,860	B
EDN407/QE	East Oahu Public Libraries	0.00	0.00	776,043	0.00	0.00	776,043	B
EDN407/QF	Hawaii Public Libraries	0.00	0.00	397,623	0.00	0.00	397,623	B
EDN407/QG	Maui Public Libraries	0.00	0.00	241,750	0.00	0.00	241,750	B
EDN407/QH	Kauai Public Libraries	0.00	0.00	242,493	0.00	0.00	242,493	B
EDN407/QI	Library for Blind & Physically Handicapped	0.00	0.00	7,376	0.00	0.00	7,376	B
EDN407/QJ	Hawaii State Library	0.00	0.00	532,355	0.00	0.00	532,355	B
EDN407/QK	Library Services & Construction Act	0.00	0.00	0	0.00	0.00	0	B
EDN407/QL	Kapolei Public Library	0.00	0.00	106,000	0.00	0.00	106,000	B
EDN407/QM	Library Development Services	0.00	0.00	264,500	0.00	0.00	264,500	B
Total		0.00	0.00	3,125,000	0.00	0.00	3,125,000	
EDN407/QK	Library Services & Construction Act	0.00	0.00	1,365,244	0.00	0.00	1,365,244	N

Department of Hawaii State Public Library System
Current Year (FY10) Restrictions

Table 4

<u>Prog ID</u>	<u>Restriction \$\$\$</u>	<u>Impact</u>	<u>MOF</u>
EDN407	2,780,988	See Budget narrative.	A

Department of Hawaii State Public Library System
Proposed FY11 Reductions

Table 5

Type (CB / RIF/ OA)	Description of Reduction	Impact of Reduction	Prog ID	Pos (P)	Pos (T)	\$\$\$	MOF	Carry-over? (Y/N)
OA	Vacancy & Furlough Savings	Refer to the budget narrative.	EDN407	0	0	2,966,390	A	N

Department of Hawaii State Public Library System
Proposed FY 11 Additions

Table 6

<u>Description of Addition</u>	<u>Prog ID</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>MOF</u>
None					

Department of Hawaii State Public Library System
 Non-general funds (excluding Federal Funds)

Table 7

<u>Name of Fund</u>	<u>Unencumbered Cash Balance</u>	<u>MOF</u>	<u>Statutory Reference</u>
Libraries Special Fund	962,311	B	312-3.5 HRS
Libraries Fee for Enhanced Services	201,573	B	312-21 HRS
Oahu Public Libraries- Donation & Gifts	201,573	T	296-32 HRS
HSPLS Computer Supplies - Donation	270,534	T	296-32 HRS
Maui & Kauai Public Libraries - Donation & Gifts	29,145	T	296-32 HRS
Hawaii Public Libraries - Donation & Gifts	12,361	T	296-32 HRS
Hawaii State Library and Library for the Blind and Physically Handicapped - Donation & Gifts	231,406	T	296-32 HRS
Friends of the Library - Donation & Gifts	111,150	T	296-32 HRS
Risk Management - Fire and Casualty Losses - HSPLS	13,200	T	41D-4 HRS

Department of Hawaii State Public Library System
Emergency Appropriation Requests

Table 8

<u>Prog ID</u>	<u>Description of Request</u>	<u>FTE</u>	<u>\$\$\$</u>	<u>MOF</u>
	None			

Department of Hawaii State Public Library System
Budget Decisions

Table 9

Prog ID/Org	Description	MOF	Department Request			Budget & Finance			Governor's Decision		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
EDN407/QB	Vacancy & Furlough Savings	A	0	0	-308,748						
EDN407/QC	Vacancy & Furlough Savings	A	0	0	0						
EDN407/QD	Vacancy & Furlough Savings	A	0	0	-510,510						
EDN407/QE	Vacancy & Furlough Savings	A	0	0	-539,555						
EDN407/QF	Vacancy & Furlough Savings	A	0	0	-295,130						
EDN407/QG	Vacancy & Furlough Savings	A	0	0	-208,424						
EDN407/QH	Vacancy & Furlough Savings	A	0	0	-140,084						
EDN407/QI	Vacancy & Furlough Savings	A	0	0	-58,092						
EDN407/QJ	Vacancy & Furlough Savings	A	0	0	-517,989						
EDN407/QK	Vacancy & Furlough Savings	A	0	0	0						
EDN407/QL	Vacancy & Furlough Savings	A	0	0	-96,377						
EDN407/QM	Vacancy & Furlough Savings	A	0	0	-291,481						
	Total				-2,966,390						

Department of Hawaii State Public Library System
Vacancy Report

Table 10

<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>
7/1/02	Lib Tech V (Formerly Security Attendant)	015601	N	\$ 26,664	<i>Psn trsf'd from PSD</i>	A	EDN407QB	N
7/1/02	Lib Tech V (Formerly Security Attendant)	019505	N	\$ 21,900	<i>Psn trsf'd from PSD</i>	A	EDN407QB	N
7/1/02	Lib Tech V (Formerly Security Attendant)	025751	N	\$ 26,664	<i>Psn trsf'd from PSD</i>	A	EDN407QB	N
7/1/02	Security Attendant I - 50%	035463	N	\$ 10,950	\$682 / mo.	A	EDN407QB	N
7/1/02	Security Attendant I - 50%	043905	N	\$ 10,950	<i>Psn trsf'd from PSD</i>	A	EDN407QB	N
7/1/02	Security Attendant I - 50%	043910	N	\$ 10,950	<i>Psn trsf'd from PSD</i>	A	EDN407QB	N
7/1/02	Security Attendant I - 50%	043915	N	\$ 10,950	<i>Psn trsf'd from PSD</i>	A	EDN407QB	N
7/1/02	Security Attendant I - 50%	043920	N	\$ 10,950	<i>Psn trsf'd from PSD</i>	A	EDN407QB	N
4/1/03	Lib Tech V (Formerly Security Attendant)	025438	N	\$ 26,664	<i>Psn trsf'd from PSD</i>	A	EDN407QB	N
5/31/03	Lib Tech V (Formerly Security Attendant)	029912	N	\$ 26,664	<i>Psn trsf'd from PSD</i>	A	EDN407QB	N
6/1/04	Personnel Technician VI	044971	N	\$ 31,212	\$2,811 / mo.	A	EDN407QB	N
1/23/05	Library Technician V	000295	N	\$ 26,664	\$2,626 / mo.	A	EDN407QF	N
2/1/05	Librarian IV	000316	N	\$ 42,144	\$4,670 / mo.	A	EDN407QM	N
1/8/06	Librarian IV	023922	N	\$ 42,144	\$3,820 / mo.	A	EDN407QH	N
1/18/06	Janitor II	046170	N	\$ 30,036	\$2,390 / mo.	A	EDN407QB	N
8/1/06	Library Technician V	001134	N	\$ 26,664	\$2,611 / mo.	A	EDN407QG	N
5/6/07	Library Assistant III	000344	N	\$ 23,736	\$1,978 / mo.	A	EDN407QG	N
8/16/07	Librarian III	021966	N	\$ 38,952	\$3,376 / mo.	A	EDN407QH	N
12/28/07	Library Technician VII - 50%	000296	N	\$ 18,246	\$1,710 / mo.	A	EDN407QF	N
1/16/08	Library Assistant III	046055	N	\$ 23,736	\$2,139 / mo.	A	EDN407QG	N
3/1/08	Librarian IV	027976	N	\$ 55,500	\$4,810 / mo.	A	EDN407QD	N
3/1/08	Librarian IV	046580	N	\$ 60,024	\$5,202 / mo.	A	EDN407QE	N
4/1/08	Library Assistant III	023918	N	\$ 29,976	\$2,598 / mo.	A	EDN407QJ	N
4/1/08	Librarian III	046398	N	\$ 38,952	\$3,376 / mo.	A	EDN407QJ	N
4/1/08	Library Assistant III	110637	N	\$ 22,788	\$1,975 / mo.	A	EDN407QD	N
5/1/08	Library Assistant III	011904	N	\$ 26,664	\$2,702 / mo.	A	EDN407QE	N
5/1/08	Library Assistant III	023068	N	\$ 26,664	\$2,311 / mo.	A	EDN407QD	N
5/1/08	Librarian III	042798	N	\$ 38,952	\$3,512 / mo.	A	EDN407QD	N
5/16/08	Janitor II - 55%	014841	N	\$ 16,520	\$1,448.15 / mo.	A	EDN407QF	N
5/16/08	Janitor II - 50%	024731	N	\$ 15,018	\$1,316.50 / mo.	A	EDN407QF	N
5/16/08	Librarian III	049823	N	\$ 42,144	\$3,652 / mo.	A	EDN407QJ	N
6/17/08	Library Assistant II - 50%	024263	N	\$ 10,530	\$912.50 / mo.	A	EDN407QJ	N
6/26/08	Library Technician V	046401	N	\$ 33,756	\$2,926 / mo.	A	EDN407QJ	N
7/1/08	Library Assistant IV	013278	N	\$ 33,756	\$2,926 / mo.	A	EDN407QE	N
7/1/08	Managing Librarian II	049822	N	\$ 80,134	\$7,171 / mo.	A	EDN407QM	N
7/13/08	Library Assistant III	022491	N	\$ 23,736	\$2,225 / mo.	A	EDN407QI	N

Department of Hawaii State Public Library System
Vacancy Report

Table 10

<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>
7/16/08	Library Assistant IV	019432	N	\$ 28,860	\$2,702 / mo.	A	EDN407QM	N
7/30/08	Librarian III	112126	N	\$ 40,524	\$3,376 / mo.	A	EDN407QD	N
8/1/08	Library Technician V	000347	N	\$ 41,064	\$3,559 / mo.	A	EDN407QJ	N
8/1/08	Library Assistant III	043958	N	\$ 23,736	\$2,225 / mo.	A	EDN407QD	N
8/16/08	Library Assistant III	041922	N	\$ 26,664	\$2,702 / mo.	A	EDN407QF	N
8/22/08	Library Assistant II	013032	N	\$ 21,900	\$1,898 / mo.	A	EDN407QJ	N
9/2/08	Library Assistant III	031500	N	\$ 26,664	\$2,503 / mo.	A	EDN407QE	N
9/16/08	Personnel Clerk III	017364	N	\$ 32,424	\$3,043 / mo.	A	EDN407QB	N
10/1/08	Janitor II	001127	N	\$ 30,036	\$2,738 / mo.	A	EDN407QG	N
10/1/08	Library Assistant III	046942	N	\$ 31,212	\$2,813 / mo.	A	EDN407QJ	N
10/16/08	Janitor II - 50%	000300	N	\$ 15,018	\$1,369 / mo.	A	EDN407QF	N
10/23/08	Library Assistant III	012245	N	\$ 22,788	\$2,054 / mo.	A	EDN407QF	N
11/1/08	Library Assistant III	001117	N	\$ 24,684	\$2,225 / mo.	A	EDN407QE	N
11/22/08	Library Assistant III	012360	N	\$ 24,684	\$2,313 / mo.	A	EDN407QG	N
12/1/08	Library Technician VII	011925	N	\$ 41,064	\$3,701 / mo.	A	EDN407QJ	N
12/1/08	Librarian III - 50%	044226	N	\$ 19,476	\$1,826 / mo.	A	EDN407QE	N
12/1/08	Library Assistant III	116901	N	\$ 24,684	\$2,403 / mo.	A	EDN407QL	N
12/2/08	Accountant IV	043665	N	\$ 51,312	\$4,446 / mo.	A	EDN407QB	N
12/31/08	Library Assistant IV	000375	N	\$ 36,516	\$2,922 / mo.	A	EDN407QE	N
12/31/08	Library Technician V	015446	N	\$ 39,480	\$3,290 / mo.	A	EDN407QF	N
12/31/08	Secretary III	021963	N	\$ 51,936	\$4,328 / mo.	A	EDN407QJ	N
1/1/09	Library Assistant III	011919	N	\$ 25,668	\$2,054 / mo.	A	EDN407QJ	N
1/22/09	Library Assistant IV	045983	N	\$ 30,036	\$2,403 / mo.	A	EDN407QD	N
3/1/09	Janitor II	013282	N	\$ 33,228	\$2,738 / mo.	A	EDN407QE	N
3/1/09	Library Assistant III	014908	N	\$ 37,968	\$3,164 / mo.	A	EDN407QD	N
3/9/09	Sp Asst to the State Librarian	102071	N	\$ 88,404	\$7,367 / mo.	A	EDN407QB	N
4/1/09	Librarian III	043906	N	\$ 53,352	\$4,446 / mo.	A	EDN407QD	N
4/28/09	Librarian III	049825	N	\$ 42,144	\$3,799 / mo.	A	EDN407QE	N
5/23/09	Librarian III	035704	N	\$ 42,132	\$3,511 / mo.	A	EDN407QD	N
5/30/09	Supervising Library Technician II	000357	N	\$ 51,936	\$4,328 / mo.	A	EDN407QJ	N
6/30/09	Library Technician V	031333	N	\$ 42,684	\$3,557 / mo.	A	EDN407QI	N
7/20/09	Librarian III	043911	N	\$ 45,576	\$3,798 / mo.	A	EDN407QE	N
8/1/09	Janitor II	028437	N	\$ 33,228	\$2,769 / mo.	A	EDN407QE	N
8/1/09	Janitor II - 50%	043909	N	\$ 16,614	\$1,384.50 / mo.	A	EDN407QD	N
8/13/09	Librarian III	000286	N	\$ 43,824	\$3,512 / mo.	A	EDN407QF	N
8/31/09	Library Assistant III	116419	N	\$ 40,524	\$3,376 / mo.	A	EDN407QD	N

Department of Hawaii State Public Library System
Vacancy Report

Table 10

<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</u>		<u>MOF</u>	<u>Prog ID</u>	<u>Authority to Hire (Y/N)</u>
					<u>Paid</u>				
9/1/09	Librarian VI	015147	N	\$ 82,128	\$6,844 / mo.		A	EDN407QM	N
9/1/09	Library Assistant III	021956	N	\$ 33,756	\$2,813 / mo.		A	EDN407QJ	N
10/1/09	Librarian V	015684	N	\$ 73,044	\$6,087 / mo.		A	EDN407QF	N
11/1/09	Library Technician V	024335	N	\$ 44,412	\$3,701 / mo.		A	EDN407QE	N
11/30/09	Janitor II	000043	N	\$ 33,228	\$2,769 / mo.		A	EDN407QH	N
NEW	Librarian VI - <i>New position</i>	119227	N	\$ 51,312	\$ -		A	EDN407QM	N
	TOTAL VACANT POSITIONS:	78							
	As of 11/30/09								

Department of Hawaii State Public Library System
Personnel Separations

Table 11

<u>Prog ID/Org</u>	<u>Position Number</u>	<u>Perm/Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>	<u>BU Code</u>	<u>SR Level</u>
EDN407QM	049822	J1	A	MANAGING LIBRARIAN II	1.00	\$71,760	1.00	\$86,052	35	EM05
EDN407QE	013278	J1	A	LIBRARY ASSISTANT IV	1.00	\$26,700	1.00	\$35,112	03	SR09
EDN407QI	022491	J1	A	LIBRARY ASSISTANT III	1.00	\$24,648	1.00	\$26,700	03	SR07
EDN407QM	019432	J1	A	LIBRARY ASSISTANT IV	1.00	\$26,700	1.00	\$33,756	03	SR09
EDN407QD	112126	J1	A	LIBRARIAN III	1.00	\$43,824	1.00	\$40,512	13	SR20
EDN407QJ	000347	J1	A	LIBRARY TECHNICIAN V	1.00	\$28,836	1.00	\$42,708	03	SR11
EDN407QL	116891	J1	A	LIBRARY ASSISTANT IV	1.00	\$26,700	1.00	\$32,460	03	SR09
EDN407QD	043958	J1	A	LIBRARY ASSISTANT III	1.00	\$24,648	1.00	\$26,700	03	SR07
EDN407QF	041922	J1	A	LIBRARY ASSISTANT III	1.00	\$24,648	1.00	\$30,036	03	SR07
EDN407QJ	013032	J1	A	LIBRARY ASSISTANT II	1.00	\$22,776	1.00	\$22,776	03	SR05
EDN407QE	031500	J1	A	LIBRARY ASSISTANT III	1.00	\$24,648	1.00	\$30,036	03	SR07
EDN407QB	017364	J1	A	PERSONNEL CLERK III	1.00	\$26,700	1.00	\$36,516	63	SR09
EDN407QG	001127	J1	A	JANITOR II	1.00	\$33,228	1.00	\$32,856	01	BC02
EDN407QJ	046942	J1	A	LIBRARY ASSISTANT III	1.00	\$24,648	1.00	\$33,756	03	SR07
EDN407QF	000300	J1	A	JANITOR II	0.50	\$16,614	0.50	\$16,428	01	BC02
EDN407QF	012245	J1	A	LIBRARY ASSISTANT III	1.00	\$24,648	1.00	\$24,648	03	SR07
EDN407QE	001117	J1	A	LIBRARY ASSISTANT III	1.00	\$27,756	1.00	\$26,700	03	SR07
EDN407QG	012360	J1	A	LIBRARY ASSISTANT III	1.00	\$27,756	1.00	\$27,756	03	SR07
EDN407QJ	011925	J1	A	LIBRARY TECHNICIAN VII	1.00	\$46,176	1.00	\$44,412	03	SR15
EDN407QE	044226	J1	A	LIBRARIAN III	0.50	\$21,912	0.50	\$21,912	13	SR20
EDN407QL	116901	J1	A	LIBRARY ASSISTANT III	1.00	\$27,756	1.00	\$26,700	03	SR07
EDN407QB	043665	J1	A	ACCOUNTANT IV	1.00	\$53,352	1.00	\$53,352	13	SR22
EDN407QE	000375	J1	A	LIBRARY ASSISTANT IV	1.00	\$36,516	1.00	\$35,064	03	SR09
EDN407QF	015446	J1	A	LIBRARY TECHNICIAN V	1.00	\$39,480	1.00	\$39,480	03	SR11
EDN407QJ	021963	J1	A	SECRETARY III	1.00	\$51,936	1.00	\$51,936	63	SR16
EDN407QJ	011919	J1	A	LIBRARY ASSISTANT III	1.00	\$25,668	1.00	\$24,648	03	SR07
EDN407QD	045983	J1	A	LIBRARY ASSISTANT IV	1.00	\$30,036	1.00	\$28,836	03	SR09
EDN407QE	013282	J1	A	JANITOR II	1.00	\$33,228	1.00	\$32,856	01	BC02
EDN407QD	014908	J1	A	LIBRARY ASSISTANT III	1.00	\$37,968	1.00	\$37,968	03	SR07
EDN407QB	102071	J1	A	SP ASST TO THE STATE LIBRARIAN	1.00	\$88,404	1.00	\$88,404	73	SR99
EDN407QD	043906	J1	A	LIBRARIAN III	1.00	\$53,352	1.00	\$53,352	13	SR20
EDN407QD	049825	J1	A	LIBRARIAN III	1.00	\$45,576	1.00	\$42,144	13	SR20
EDN407QD	035704	J1	A	LIBRARIAN III	1.00	\$42,132	1.00	\$42,132	13	SR20
EDN407QJ	000357	J1	A	SUPERVISING LIBRARY TECH II	1.00	\$51,936	1.00	\$51,936	04	SR15
EDN407QI	031333	J1	A	LIBRARY TECHNICIAN V	1.00	\$42,684	1.00	\$42,684	03	SR11
EDN407QE	043911	J1	A	LIBRARIAN III	1.00	\$45,576	1.00	\$45,576	13	SR20

Department of Hawaii State Public Library System
Personnel Separations

Table 11

<u>Prog ID/Org</u>	<u>Position Number</u>	<u>Perm/Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>	<u>BU Code</u>	<u>SR Level</u>
EDN407QE	028437	J1	A	JANITOR II	1.00	\$33,228	1.00	\$33,228	01	BC02
EDN407QD	043909	J1	A	JANITOR II	0.50	\$16,614	0.50	\$16,614	01	BC02
EDN407QF	000286	J1	A	LIBRARIAN III	1.00	\$43,824	1.00	\$42,144	13	SR20
EDN407QL	116419	J1	A	LIBRARY ASSISTANT III	1.00	\$27,756	1.00	\$27,756	03	SR07
EDN407QM	015147	J1	A	LIBRARIAN VI	1.00	\$82,128	1.00	\$82,128	23	SR26
EDN407QJ	021956	J1	A	LIBRARY ASSISTANT III	1.00	\$33,756	1.00	\$33,756	03	SR07
EDN407QF	015684	J1	A	LIBRARIAN V	1.00	\$73,044	1.00	\$73,044	23	SR24
EDN407QE	024335	J1	A	LIBRARY TECHNICIAN V	1.00	\$44,412	1.00	\$44,412	03	SR11
EDN407QH	000043	J1	A	JANITOR II	1.00	\$33,228	1.00	\$33,228	01	BC02

Department of Hawaii State Public Library System
New Hires

Table 12

<u>New Hire Effective</u>	<u>Prog ID/Org</u>	<u>Position Number</u>	<u>Perm/Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>	<u>BU Code</u>	<u>SR Level</u>
7/1/08	EDN407QB	102936	J1	A	ADMINISTRATIVE ASSISTANT	1.00	\$89,496	1.00	\$89,496	73	SR99
7/1/08	EDN407QJ	033967	J1	A	LIBRARY ASSISTANT II	1.00	\$22,776	1.00	\$22,776	03	SR05
7/8/08	EDN407QD	013039	J1	A	JANITOR II	0.50	\$16,614	0.50	\$16,614	01	BC02
7/14/08	EDN407QE	024332	J1	A	LIBRARY ASSISTANT III	1.00	\$26,700	1.00	\$26,700	03	SR07
7/16/08	EDN407QJ	013032	J1	A	LIBRARY ASSISTANT II	1.00	\$22,776	1.00	\$22,776	03	SR05
7/16/08	EDN407QB	043665	J1	A	ACCOUNTANT IV	1.00	\$53,352	1.00	\$53,352	13	SR22
7/16/08	EDN407QM	019326	J1	A	LIBRARY ASSISTANT IV	1.00	\$32,424	1.00	\$32,424	03	SR09
7/29/08	EDN407QM	024733	J1	A	AUTOMATED SYSTS EQUIP TE	1.00	\$53,532	1.00	\$53,532	01	BC14
8/1/08	EDN407QL	113290	J1	A	LIBRARY TECHNICIAN V	1.00	\$37,968	1.00	\$37,968	03	SR11
8/1/08	EDN407QG	013047	J1	A	LIBRARY ASSISTANT III	1.00	\$24,648	1.00	\$24,648	03	SR07
8/1/08	EDN407QF	045981	J1	A	LIBRARY TECHNICIAN V	0.50	\$14,418	0.50	\$14,418	03	SR11
8/4/08	EDN407QJ	035462	J1	A	JANITOR II	0.50	\$16,614	0.50	\$16,614	01	BC02
8/16/08	EDN407QF	045968	J1	A	LIBRARY ASSISTANT IV	1.00	\$32,424	1.00	\$32,424	03	SR09
8/16/08	EDN407QE	024329	J1	A	JANITOR II	1.00	\$33,228	1.00	\$33,228	01	BC02
8/25/08	EDN407QJ	017677	J1	A	LIBRARIAN IV	1.00	\$45,576	1.00	\$45,576	13	SR22
9/2/08	EDN407QF	118827	J1	A	LIBRARY TECHNICIAN V	0.50	\$14,418	0.50	\$14,418	03	SR11
9/2/08	EDN407QE	027081	J1	A	LIBRARY ASSISTANT III	1.00	\$30,036	1.00	\$30,036	03	SR07
9/2/08	EDN407QG	024906	J1	A	LIBRARY ASSISTANT III	1.00	\$24,648	1.00	\$24,648	03	SR07
9/16/08	EDN407QF	000297	J1	A	LIBRARY ASSISTANT III	1.00	\$24,648	1.00	\$24,648	03	SR07
9/16/08	EDN407QD	039929	J1	A	LIBRARY ASSISTANT III	1.00	\$24,648	1.00	\$24,648	03	SR07
9/16/08	EDN407QD	041487	J1	A	LIBRARY ASSISTANT III	1.00	\$24,648	1.00	\$24,648	03	SR07
9/16/08	EDN407QM	049814	J1	A	OFFICE ASSISTANT III	1.00	\$25,668	1.00	\$35,064	03	SR08
9/22/08	EDN407QB	023994	J1	A	LIGHT TRUCK DRIVER	1.00	\$35,544	1.00	\$35,544	01	BC04
9/24/08	EDN407QH	001395	J1	A	LIBRARY ASSISTANT III	1.00	\$24,648	1.00	\$24,648	03	SR07
10/1/08	EDN407QJ	046395	J1	A	LIBRARY ASSISTANT III	1.00	\$24,648	1.00	\$24,648	03	SR07
10/1/08	EDN407QD	022923	J1	A	LIBRARY ASSISTANT III	1.00	\$24,648	1.00	\$24,648	03	SR07
10/7/08	EDN407QD	039877	J1	A	LIBRARY ASSISTANT III	1.00	\$24,648	1.00	\$24,648	03	SR07
10/16/08	EDN407QE	015158	J1	A	LIBRARY ASSISTANT III	1.00	\$24,648	1.00	\$24,648	03	SR07
10/17/08	EDN407QF	012245	J1	A	LIBRARY ASSISTANT III	1.00	\$24,648	1.00	\$24,648	03	SR07
11/1/08	EDN407QE	000362	J1	A	LIBRARY ASSISTANT IV	1.00	\$26,700	1.00	\$30,036	03	SR09
11/17/08	EDN407QH	000042	J1	A	LIBRARY ASSISTANT III	1.00	\$24,648	1.00	\$24,648	03	SR07
11/22/08	EDN407QG	033968	J1	A	LIBRARY TECHNICIAN V	1.00	\$28,829	1.00	\$31,212	03	SR11
12/16/08	EDN407QL	116891	J1	A	LIBRARY ASSISTANT IV	1.00	\$26,700	1.00	\$30,036	03	SR09
12/16/08	EDN407QE	039930	J1	A	LIBRARIAN III	1.00	\$42,132	1.00	\$43,824	13	SR20

Department of Hawaii State Public Library System
 Reduction in Force (RIF) Actions

Table 13

<u>RIF Code</u>	<u>Prog ID/Org</u>	<u>RIF Action</u>	<u>Position ##</u>	<u>Position Title</u>	<u>MOF</u>	<u>FTE</u>	<u>Current Comp Rate</u>	<u>Position Salary Decrease</u>	<u>Position Salary Increase</u>	<u>Comp Freq (Mo/Hr)</u>	<u>SR Level</u>	<u>BU</u>	<u>Perm/ Temp</u>	<u>Placement Action</u>	<u>Reason</u>
		none													

Department of Hawaii State Public Library System
Expenditures Exceeding Federal Fund Ceiling

Table 14

<u>Prog ID</u>	<u>Appropriation Ceiling</u>	<u>Ceiling Increase</u>	<u>Date of Increase</u>	<u>Reason for Exceeding Ceiling</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>	<u>ARRA?</u>
EDN407	1,365,244	0		None	Y	N	n/a

Department of Hawaii State Public Library System
Intradepartmental Transfers

Table 15

<u>From Prog ID</u>	<u>To Prog ID</u>	<u>Amount Transferred</u>	<u>Date of Transfer</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
EDN407		0		None	

Department of Hawaii State Public Library System
CIP Summary

Table 16

Priority	Project Title	\$\$\$\$	MOF
None			

LINDA LINGLE
GOVERNOR



GEORGINA K. KAWAMURA
DIRECTOR

BARBARA A. ANNIS
DEPUTY DIRECTOR

'09 AUG 18 P2:21

STATE OF HAWAII
DEPARTMENT OF BUDGET AND FINANCE
P.O. BOX 150

HONOLULU, HAWAII 96810-0150

EMPLOYEES' RETIREMENT SYSTEM
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND
OFFICE OF THE PUBLIC DEFENDER
PUBLIC UTILITIES COMMISSION

ADMINISTRATIVE AND RESEARCH OFFICE
BUDGET, PROGRAM PLANNING AND
MANAGEMENT DIVISION
FINANCIAL ADMINISTRATION DIVISION

RECEIVED BY
THE STATE LIBRARY

August 7, 2009

TO: The Honorable Linda Lingle
Governor of Hawaii

FROM: Georgina K. Kawamura
Director of Finance *Georgina K. Kawamura*

SUBJECT: Acknowledgement of Hawaii State Public Library System's Organizational
Charts and Functional Statements

The updated organizational charts and functional statements for the Hawaii State Public Library System have been reviewed and acknowledged in accordance with Executive Memorandum No. 09-04, dated July 14, 2009, Annual Review and Update of Departmental Organization and Position Organization Charts and Functional Statements. The update reflects the 2008 approved annual update as amended by subsequent approved delegated and non-delegated changes as of June 30, 2009.

One set is enclosed for your information and files.

Enclosures

c: Honorable James R. Aiona
Honorable Marie C. Laderta
✓ Mr. Richard Burns (without enclosures)

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.
- 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

Additionally the Hawaii Island, Kauai, and Maui District Offices are organizationally placed under the Oahu District Office, whose administrator is responsible for supervising the Hawaii Island, Kauai, and Maui district managers.

The Oahu District Administrator works in collaboration with the Hawaii District Office Manager, the Kauai District Manager, the Maui District Manager, 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 and oversees the management and operations of 13 libraries in the Hawaii Island District, 6 libraries in the Kauai District and 8 libraries in the Maui District of HSPLS.
- Participates as a member of the HSPLS Administrative team.
- Works with the Administrative team to develop and recommend policies affecting library services statewide.
- Provides personnel services such as the hiring of library managers, training, evaluation, and discipline, in conjunction with the Human Resources Office.
- Provides guidance in the development of needs-based budgets for District libraries statewide.
- Provides and maintains effective communication paths through meetings, written, verbal and electronic methods; acts as a liaison between Oahu, Hawaii Island, Kauai and Maui District libraries and HSPLS administration.
- Directs the Oahu, Hawaii Island, Kauai and Maui District managers in providing for staff orientation, development and training opportunities.
- Measures and reports on Oahu, Hawaii Island, Kauai and Maui district services and programs.
- Participates in developing and evaluating Oahu, Hawaii Island, Kauai and 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 island District Managers 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 HSPLS:

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

The Hawaii Island District Manager works in collaboration with the Oahu District Administrator, the Kauai District Manager, the Maui District Manager, 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 Island 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 Island District libraries.
- Provides effective communication paths; acts as a liaison between Hawaii Island District libraries and administration.
- Provides for staff training opportunities.
- Participates in developing and evaluating Hawaii Island 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 Managers 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 Manager works in collaboration with the Oahu District Administrator, the Hawaii Island District Manager, the Maui District Manager, 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 Managers 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 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 Manager works in collaboration with the Oahu District Administrator, the Hawaii Island District Manager, the Kauai District Manager, 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 Managers 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, 2009)

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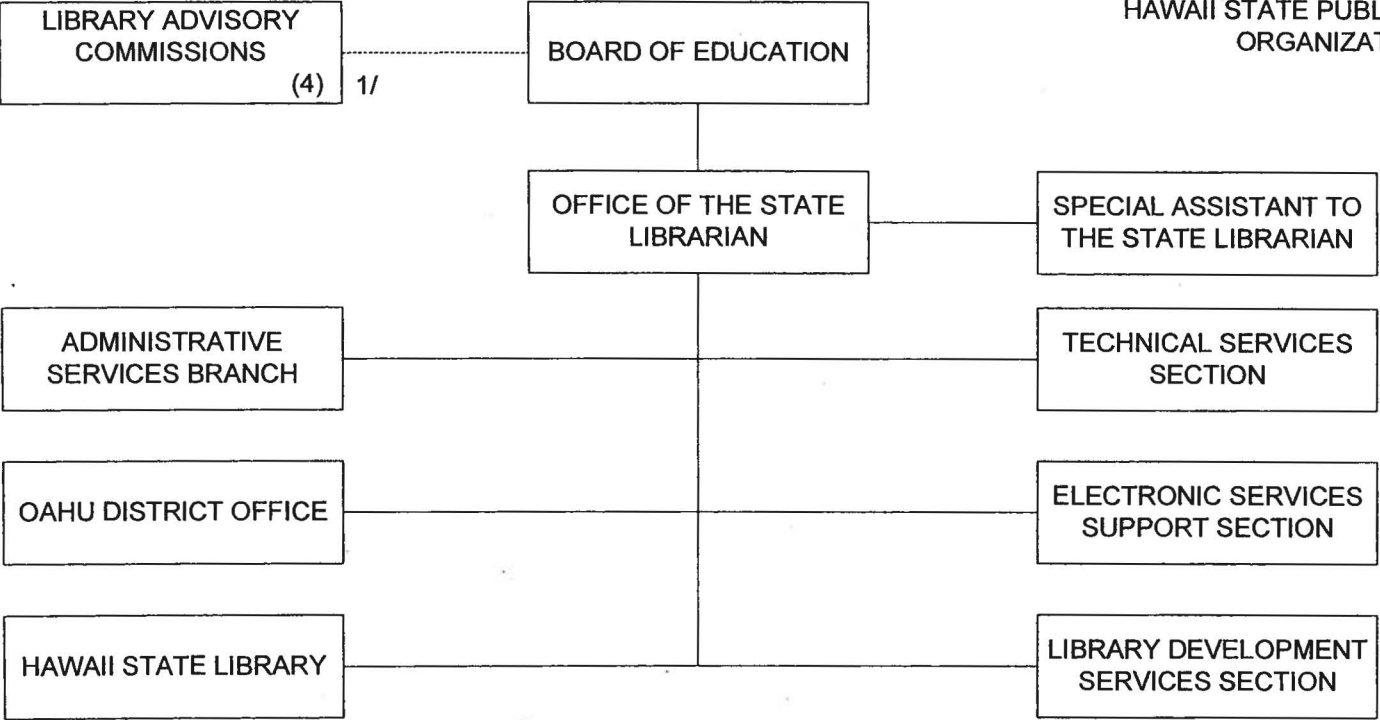
DEPARTMENT OF EDUCATION
HAWAII STATE PUBLIC LIBRARY SYSTEM

ORGANIZATION AND POSITION ORGANIZATION CHARTS
(As of June 30, 2009)

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



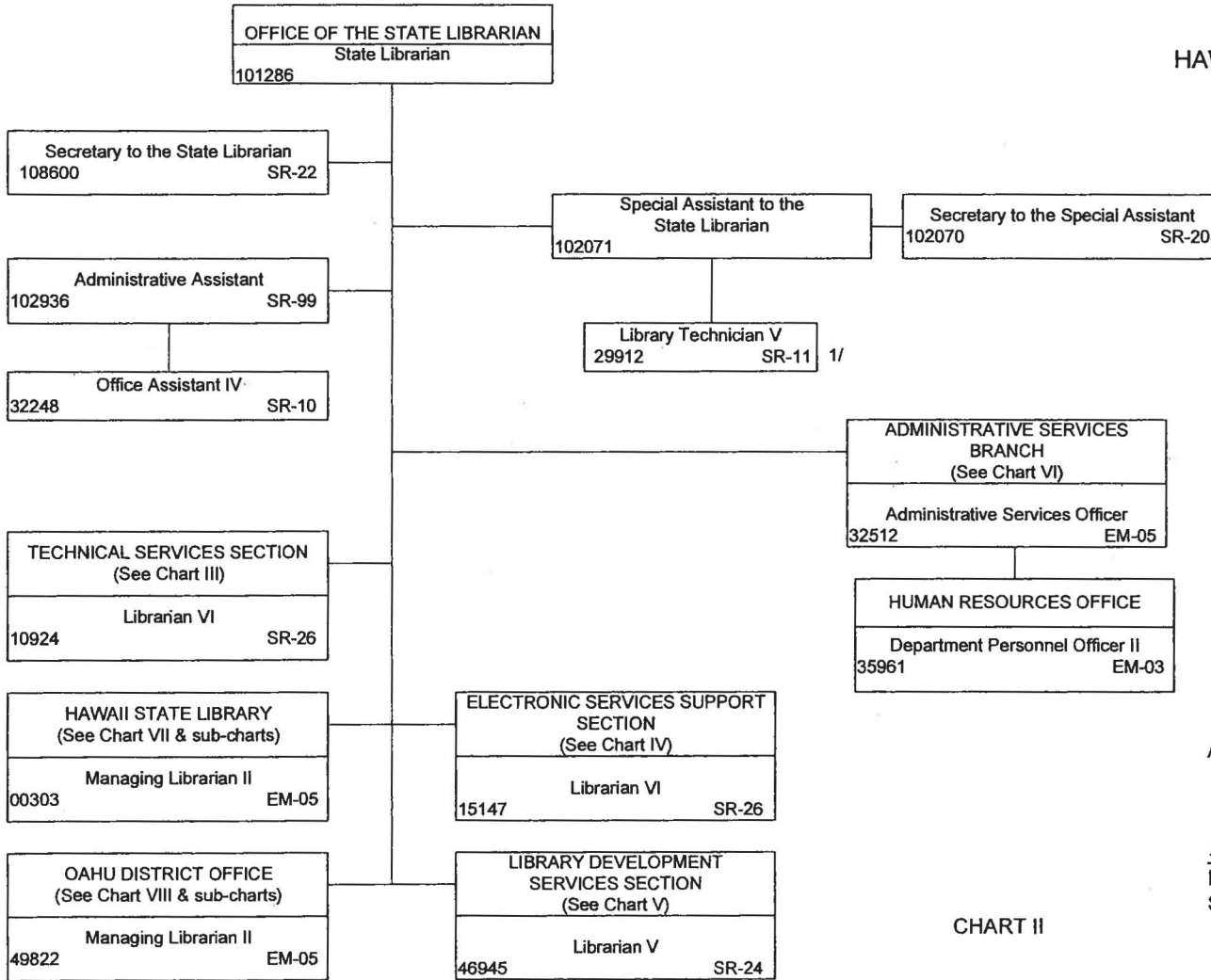
As of 6/30/09

Richard Burns 7/28/09
 Richard Burns Date
 State Librarian

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.

CHART I

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



1/ To be redescribed and transferred

As of 6/30/09


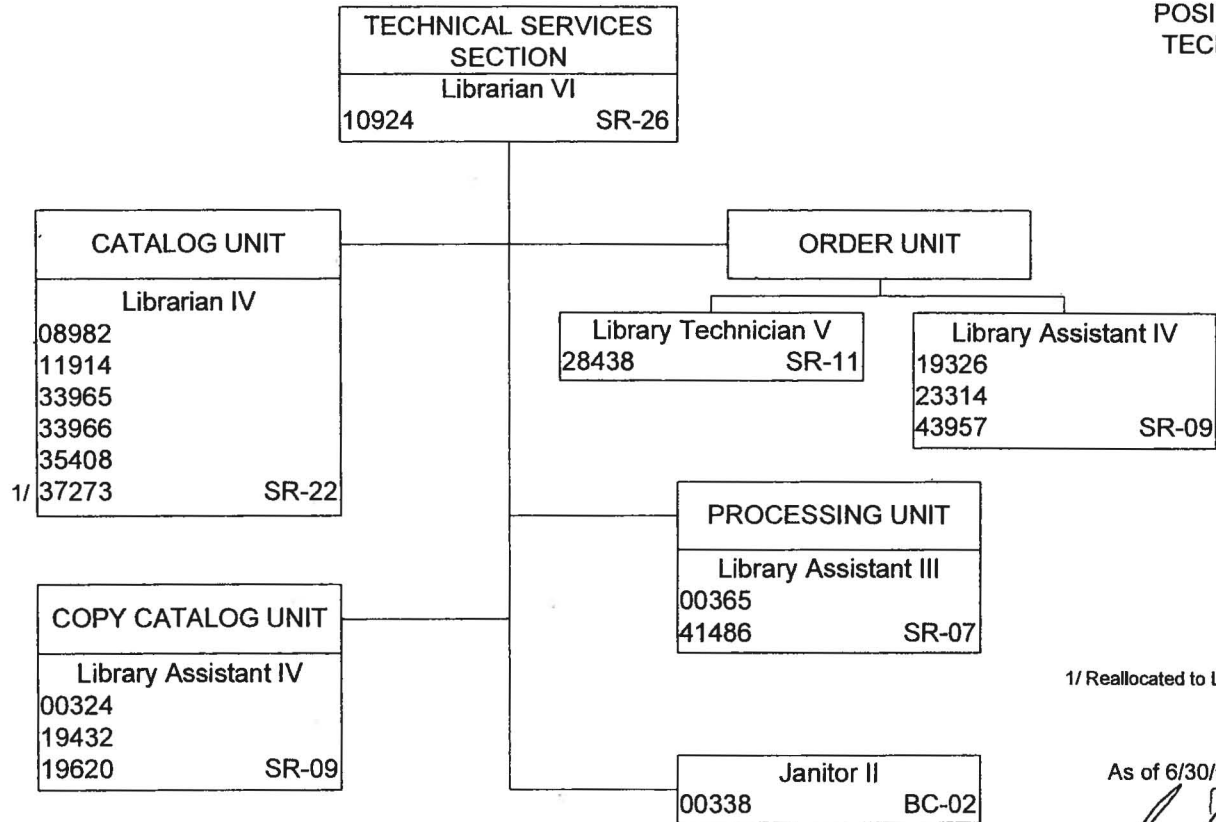

 Richard Burns
 State Librarian

CHART II

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



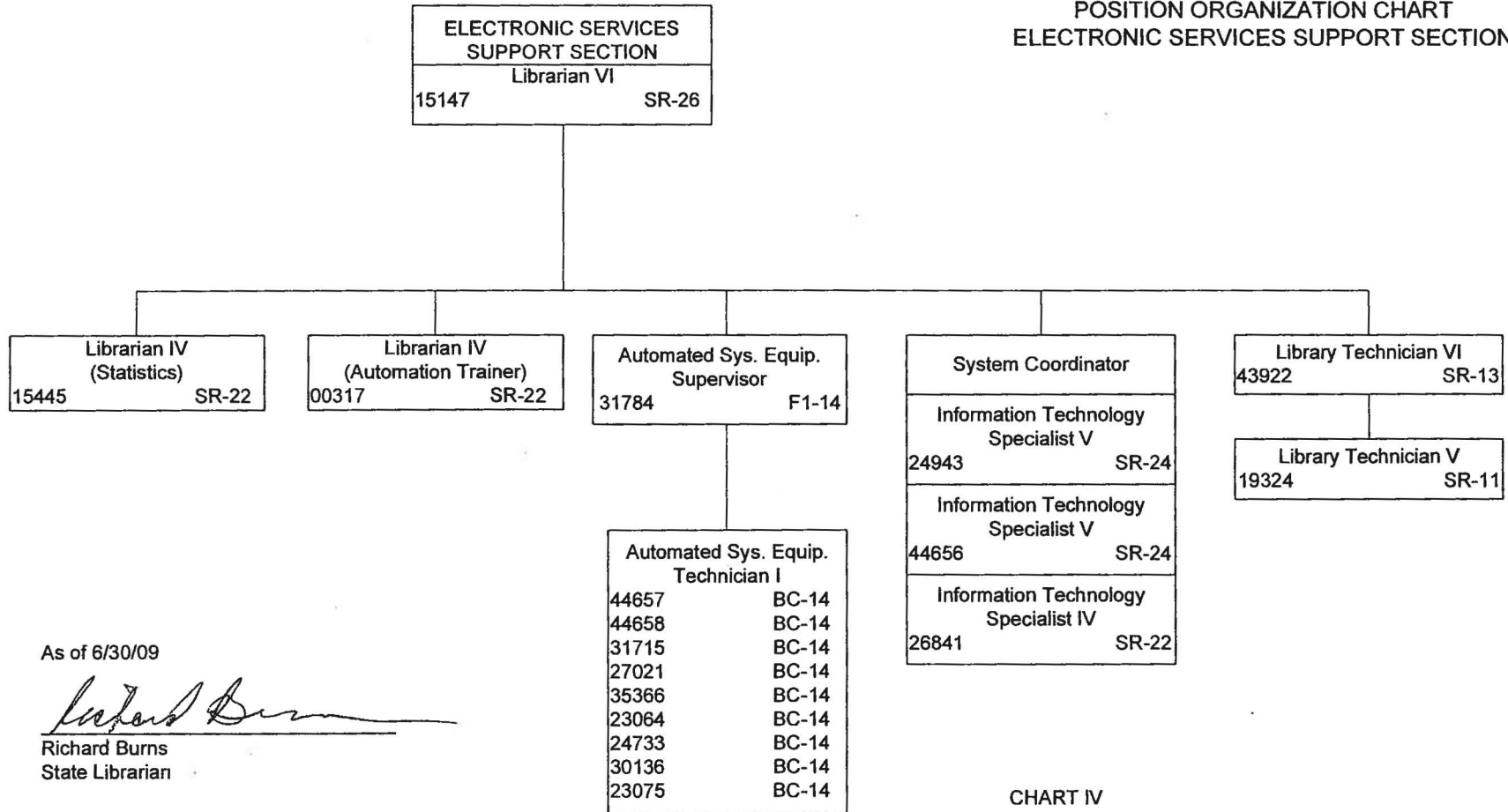
1/ Reallocated to Librarian III, SR-20 for recruitment purposes eff. 4/1/05.

As of 6/30/09

Richard Burns
 State Librarian

CHART III

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

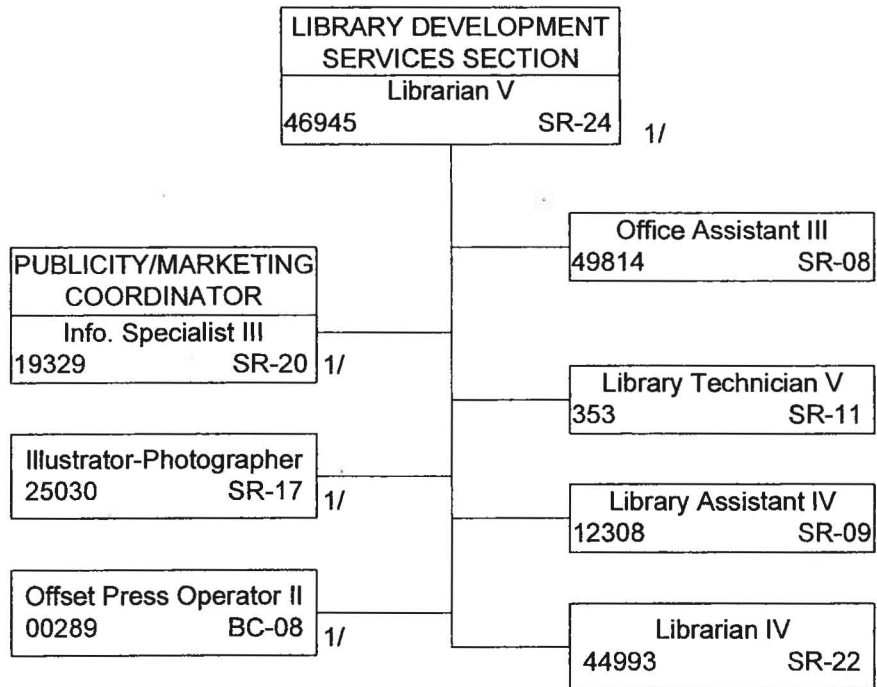


As of 6/30/09

Richard Burns
 State Librarian

CHART IV

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



As of 6/30/09

Richard Burns

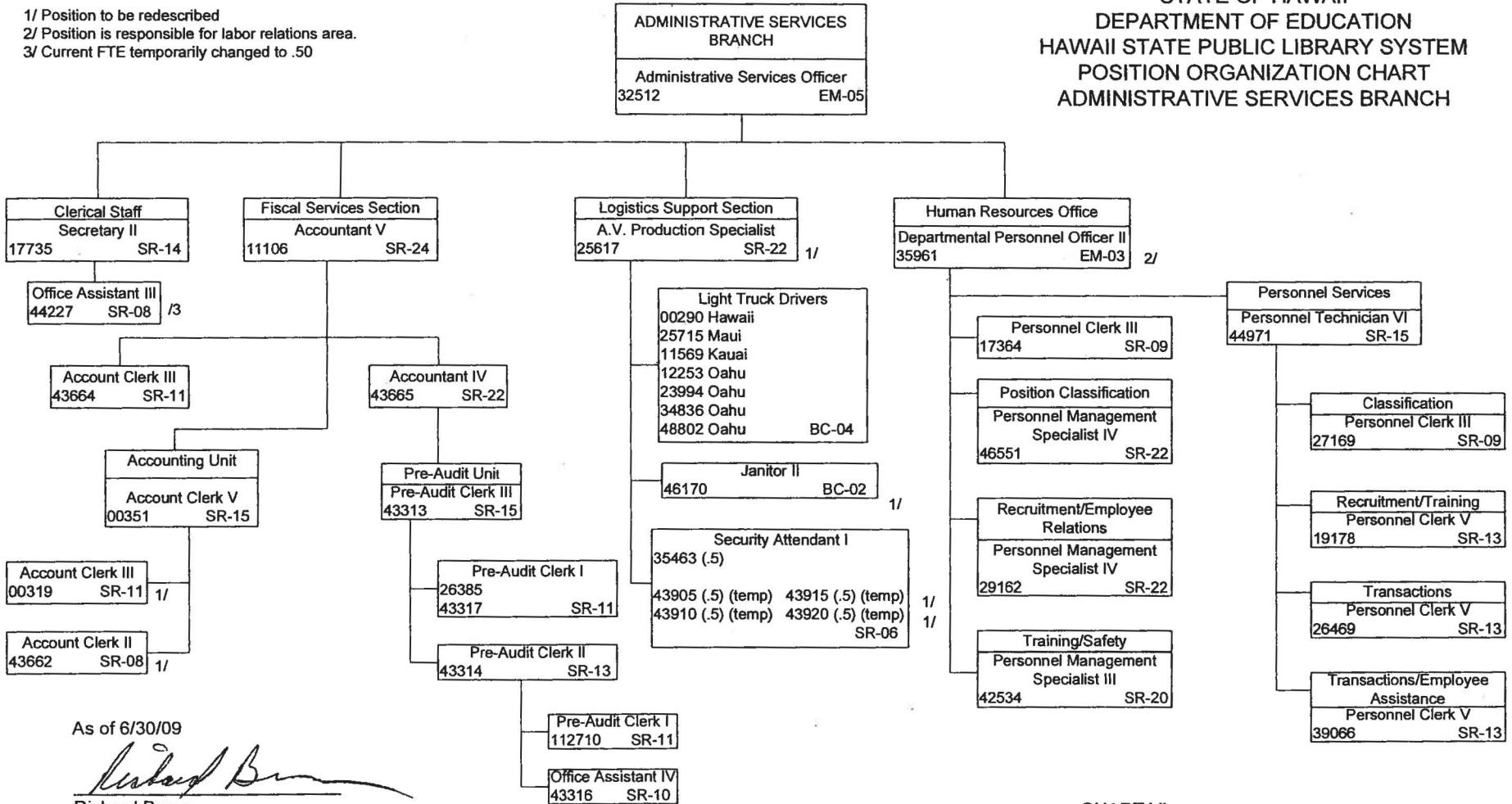
Richard Burns
 State Librarian

1/ Position to be redescribed

CHART V

1/ Position to be redescribed
 2/ Position is responsible for labor relations area.
 3/ Current FTE temporarily changed to .50

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

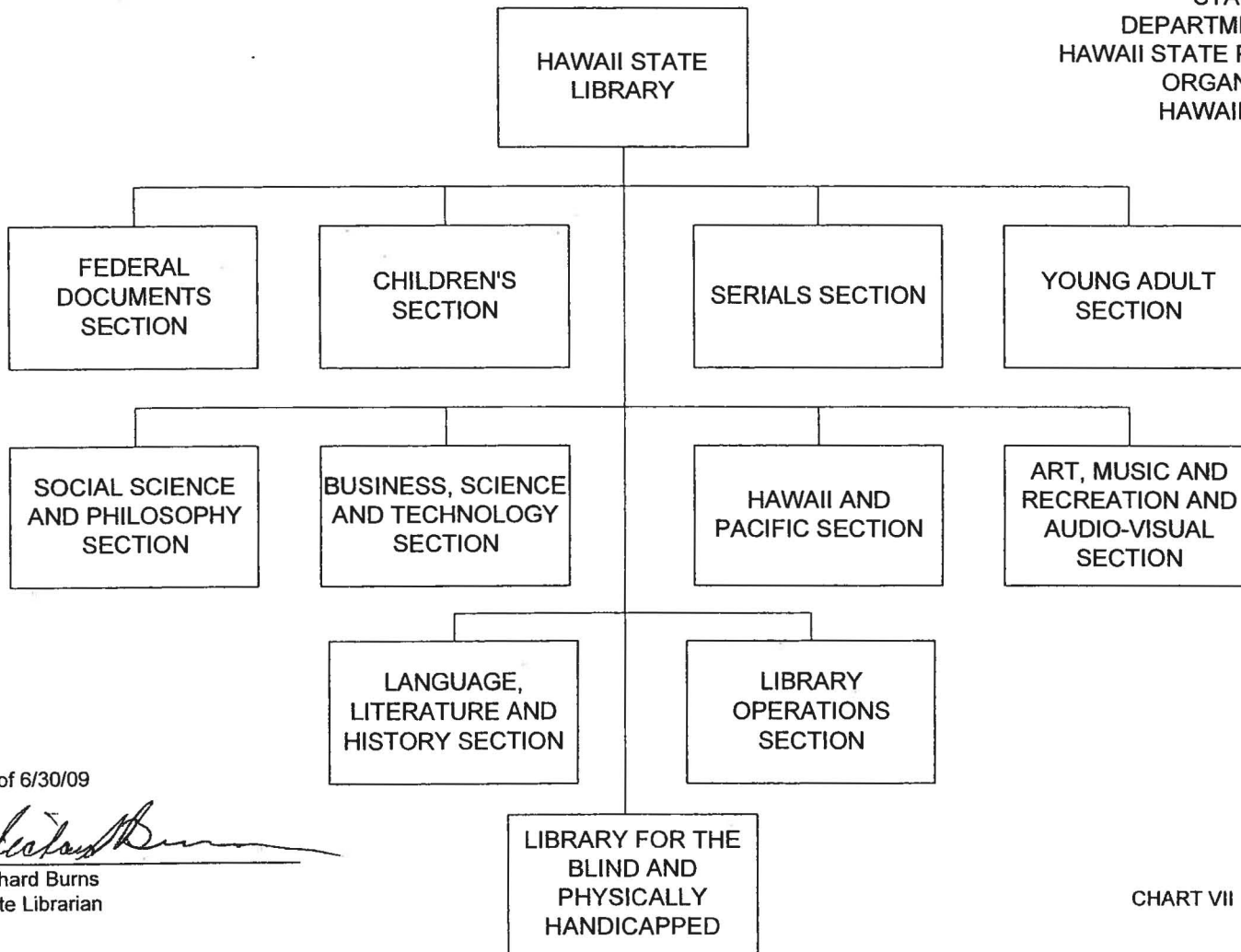


As of 6/30/09

Richard Burns
 Richard Burns
 State Librarian

CHART VI

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



As of 6/30/09


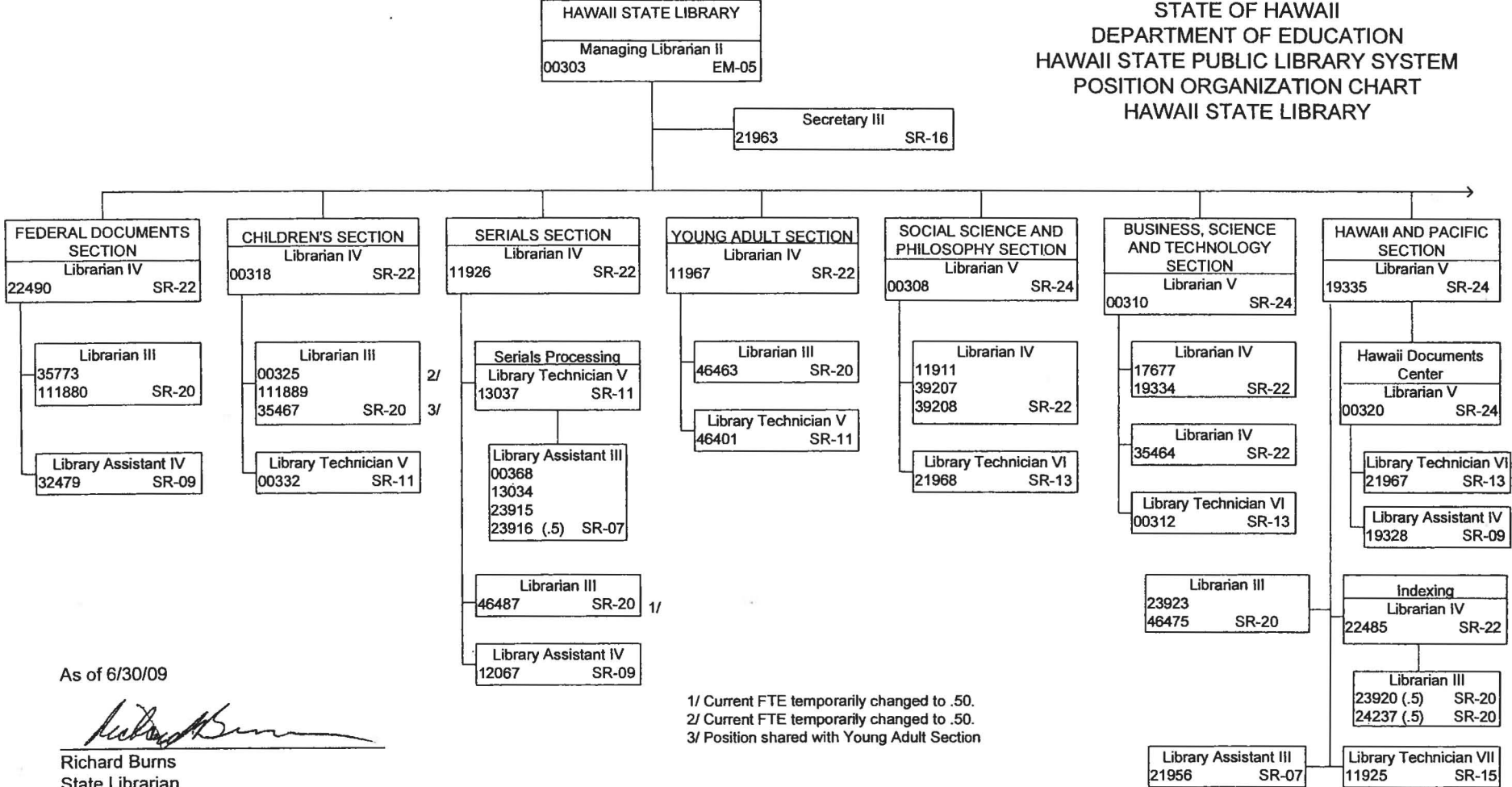

Richard Burns
State Librarian

CHART VII

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



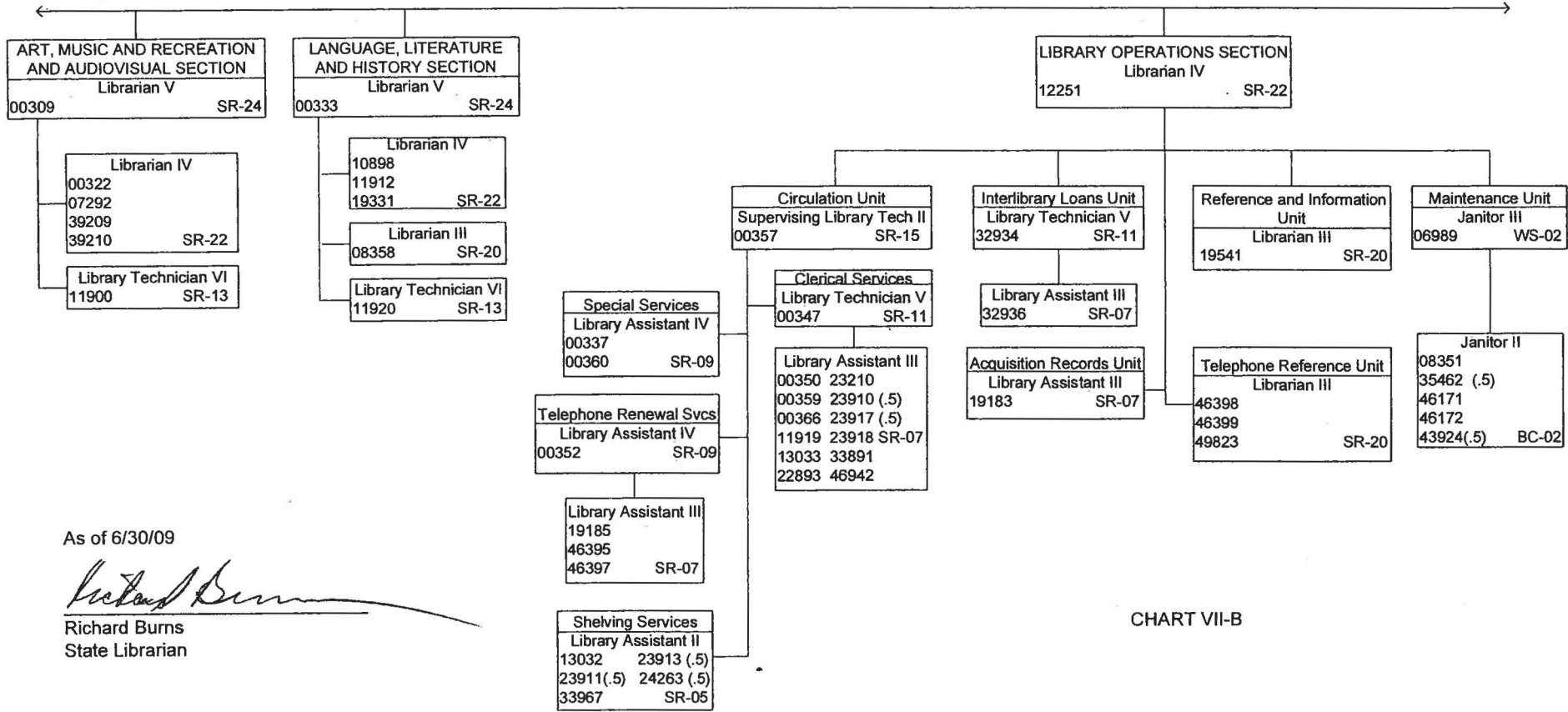
As of 6/30/09

Richard Burns
State Librarian

1/ Current FTE temporarily changed to .50.
2/ Current FTE temporarily changed to .50.
3/ Position shared with Young Adult Section

CHART VII-A

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

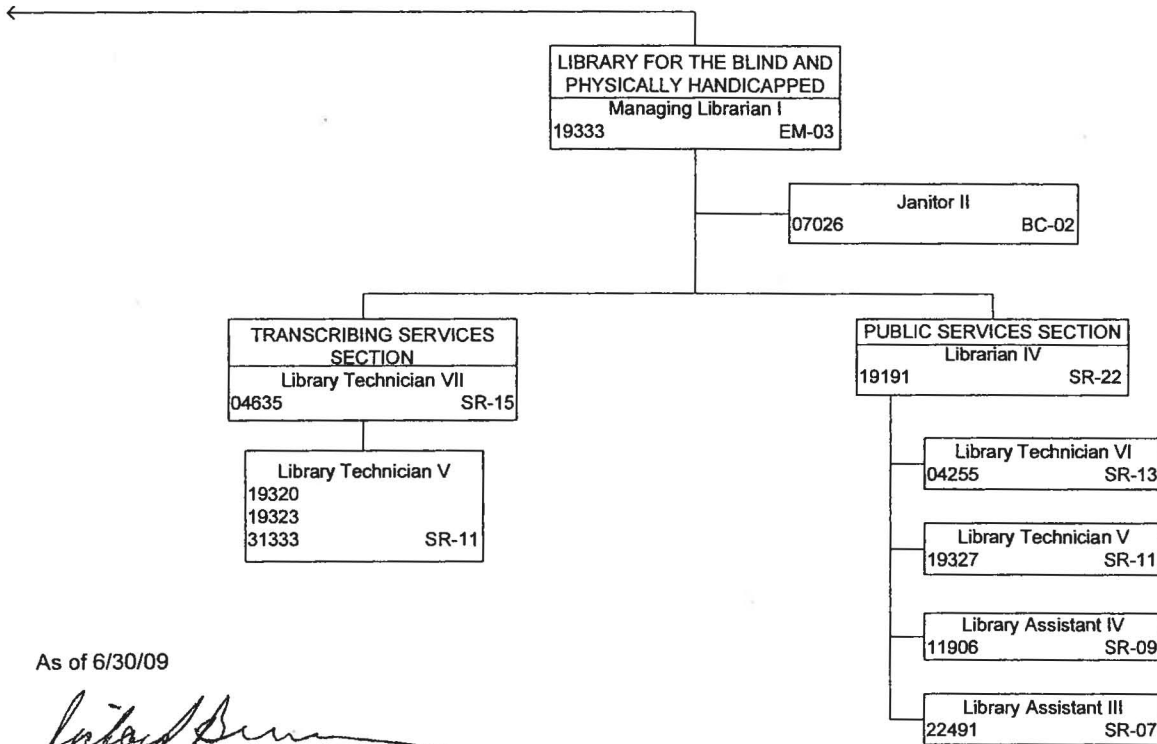


As of 6/30/09

Richard Burns
 Richard Burns
 State Librarian

CHART VII-B

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



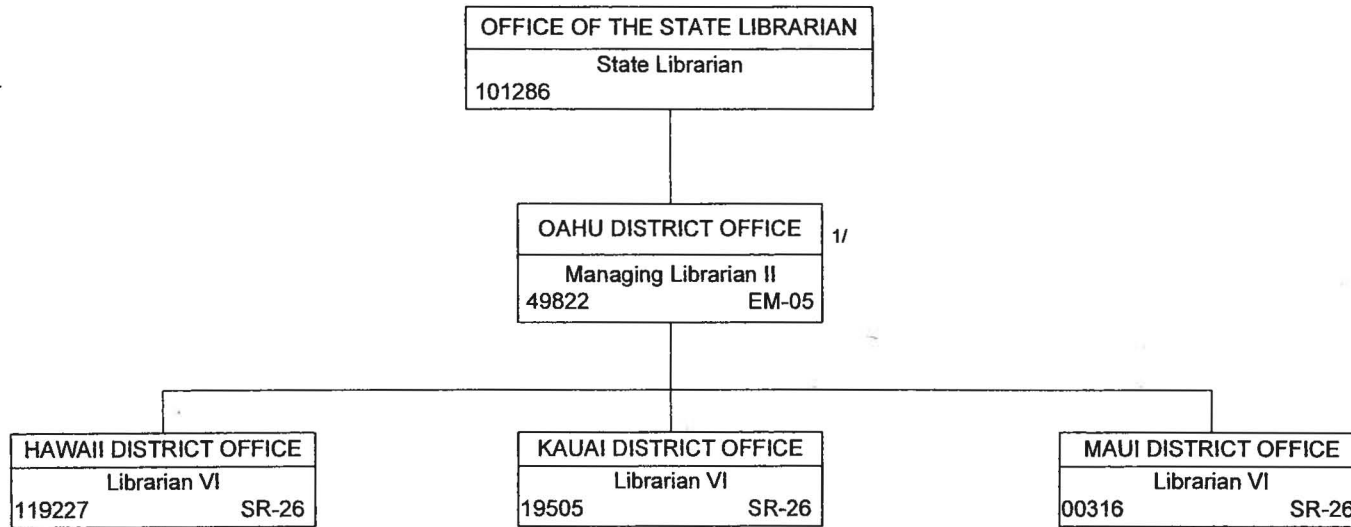
As of 6/30/09

Richard Burns
 Richard Burns
 State Librarian

CHART VII-C

1/ Org codes have not yet been updated/established. The Oahu District Office is still reflected as the Public Libraries Branch (PLB) in the system.

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



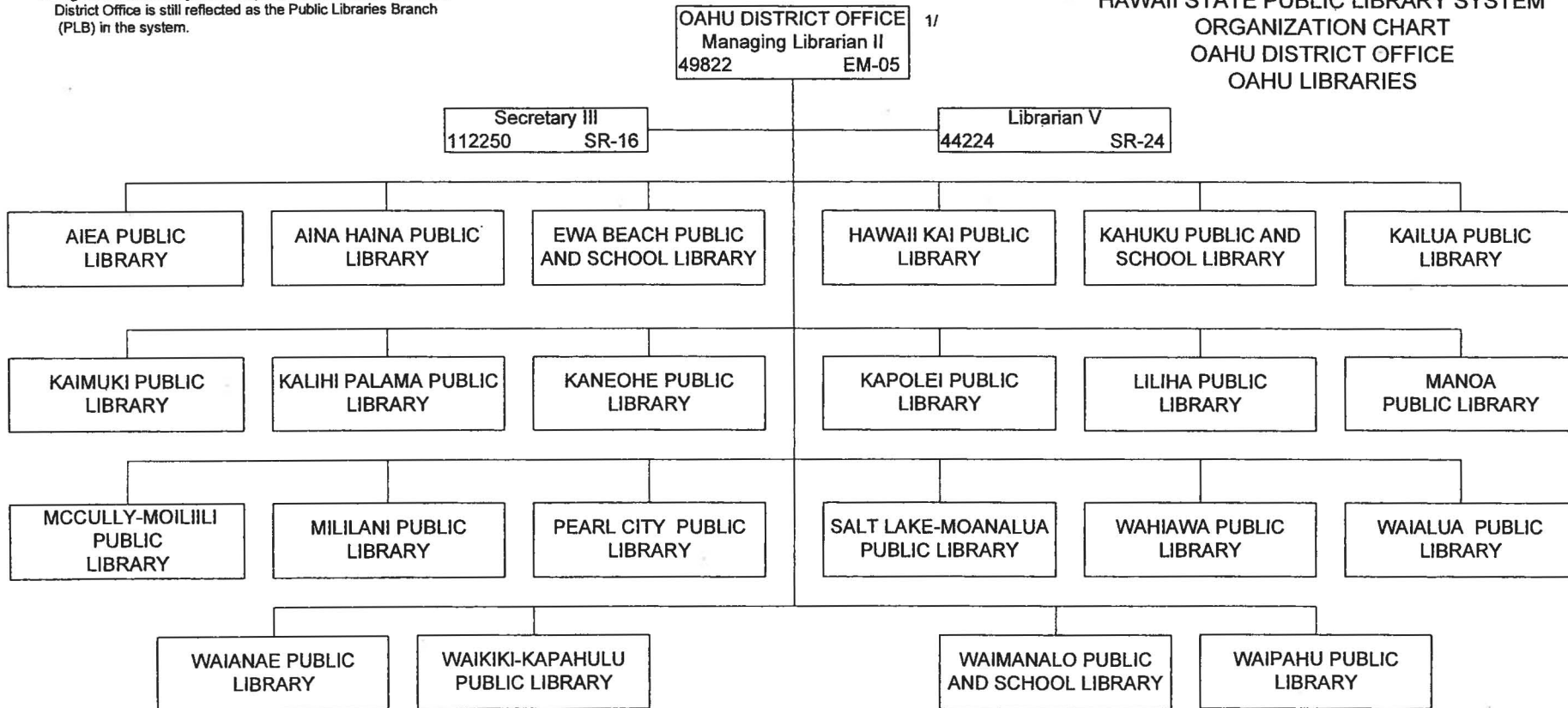
As of 6/30/09

Richard Burns
State Librarian

CHART VIII

1/ Org codes have not yet been updated/established. The Oahu District Office is still reflected as the Public Libraries Branch (PLB) in the system.

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

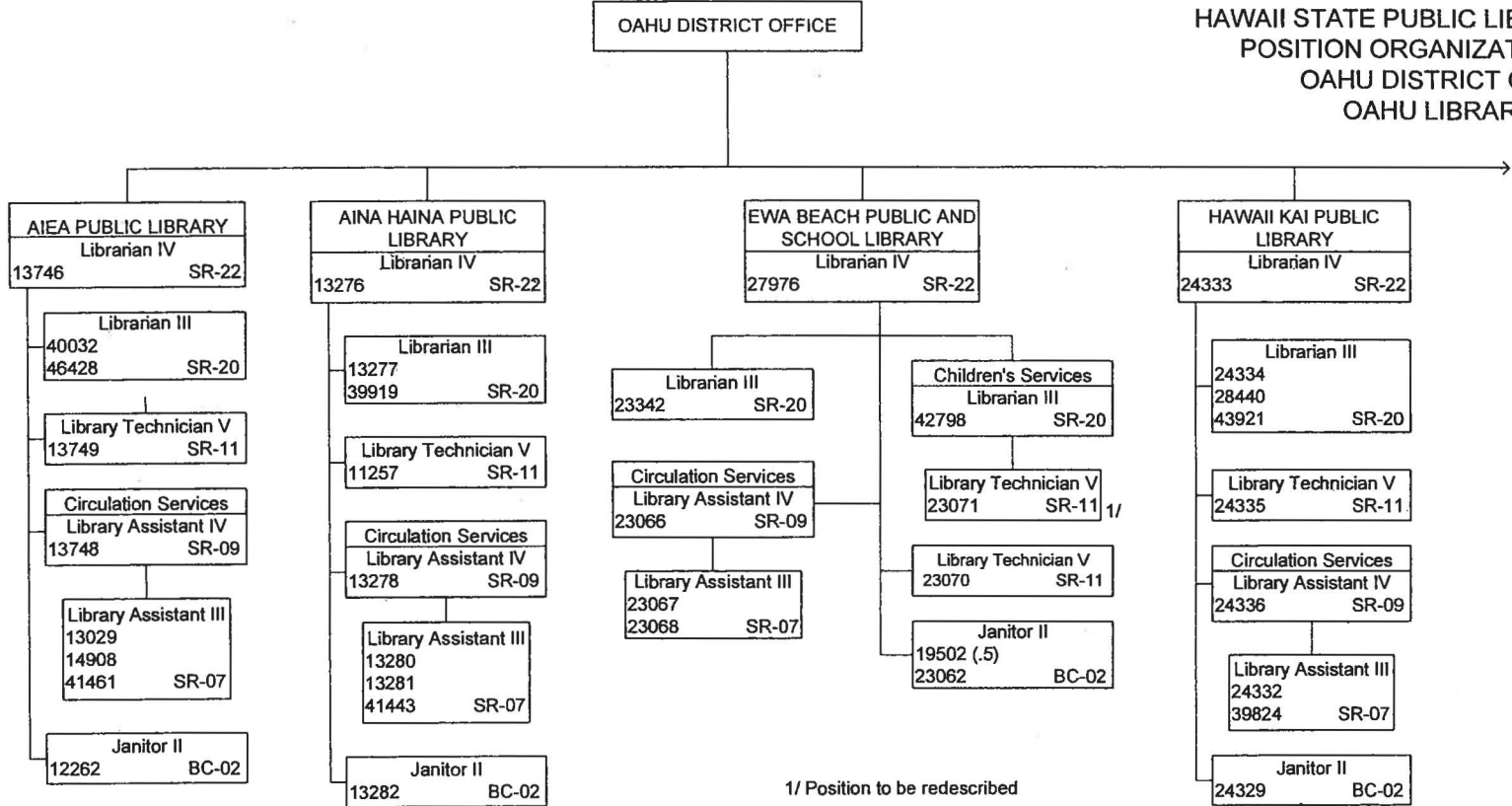


As of 6/30/09

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



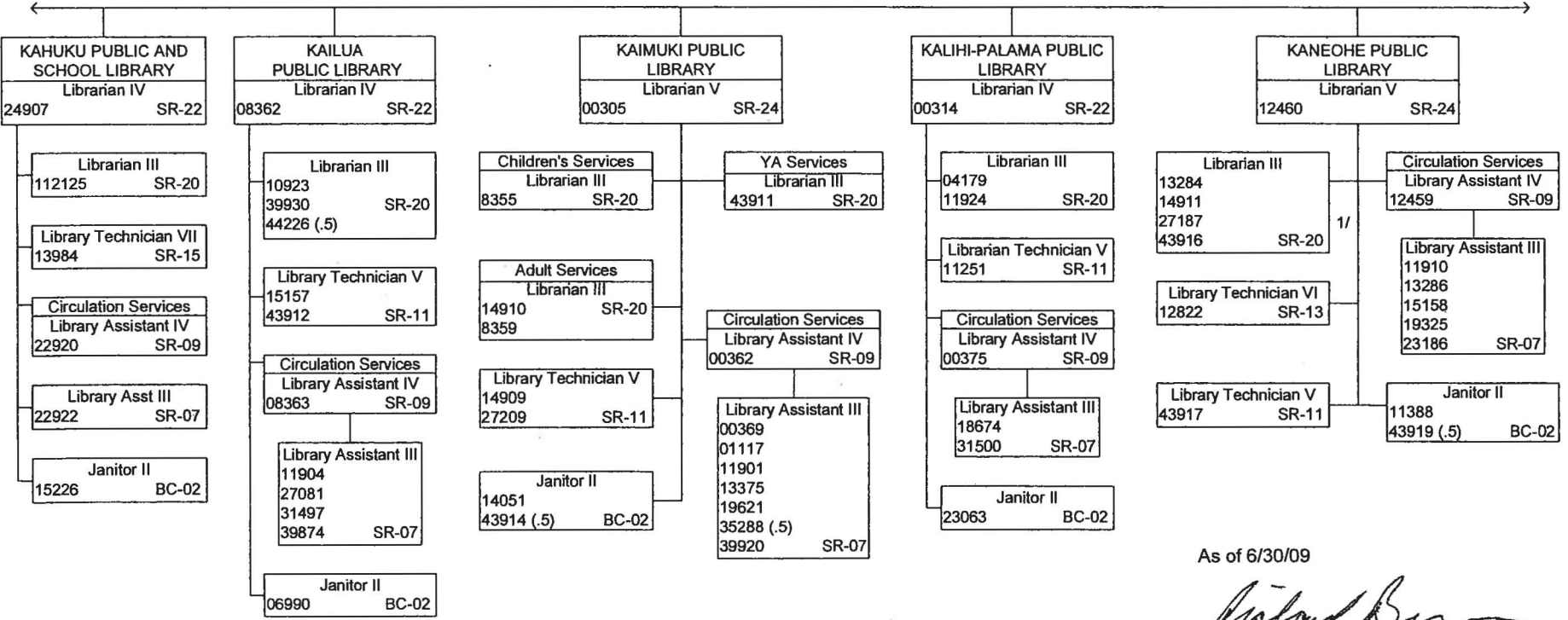
1/ Position to be redescribed

As of 6/30/09

Richard Burns
Richard Burns
State Librarian

CHART VIII-B

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



As of 6/30/09


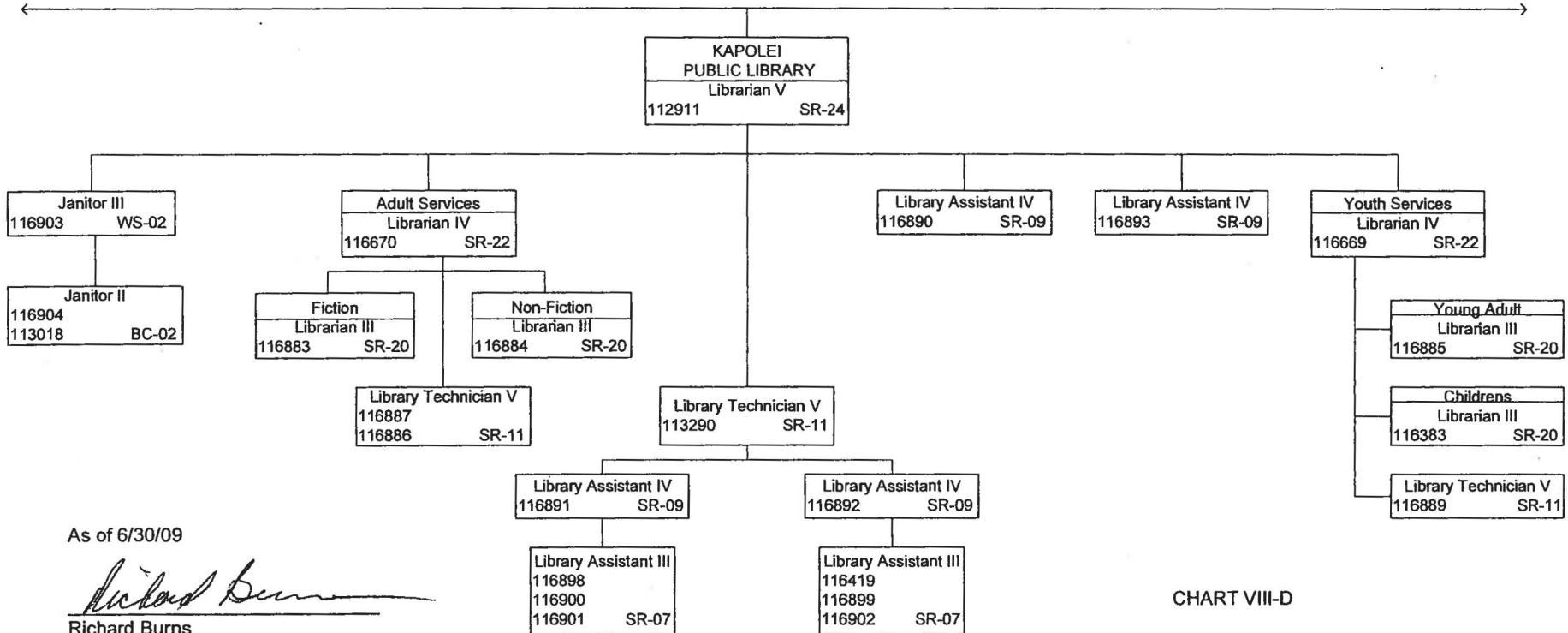

Richard Burns
State Librarian

CHART VIII-C

1/ Current FTE temporarily changed to .50

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

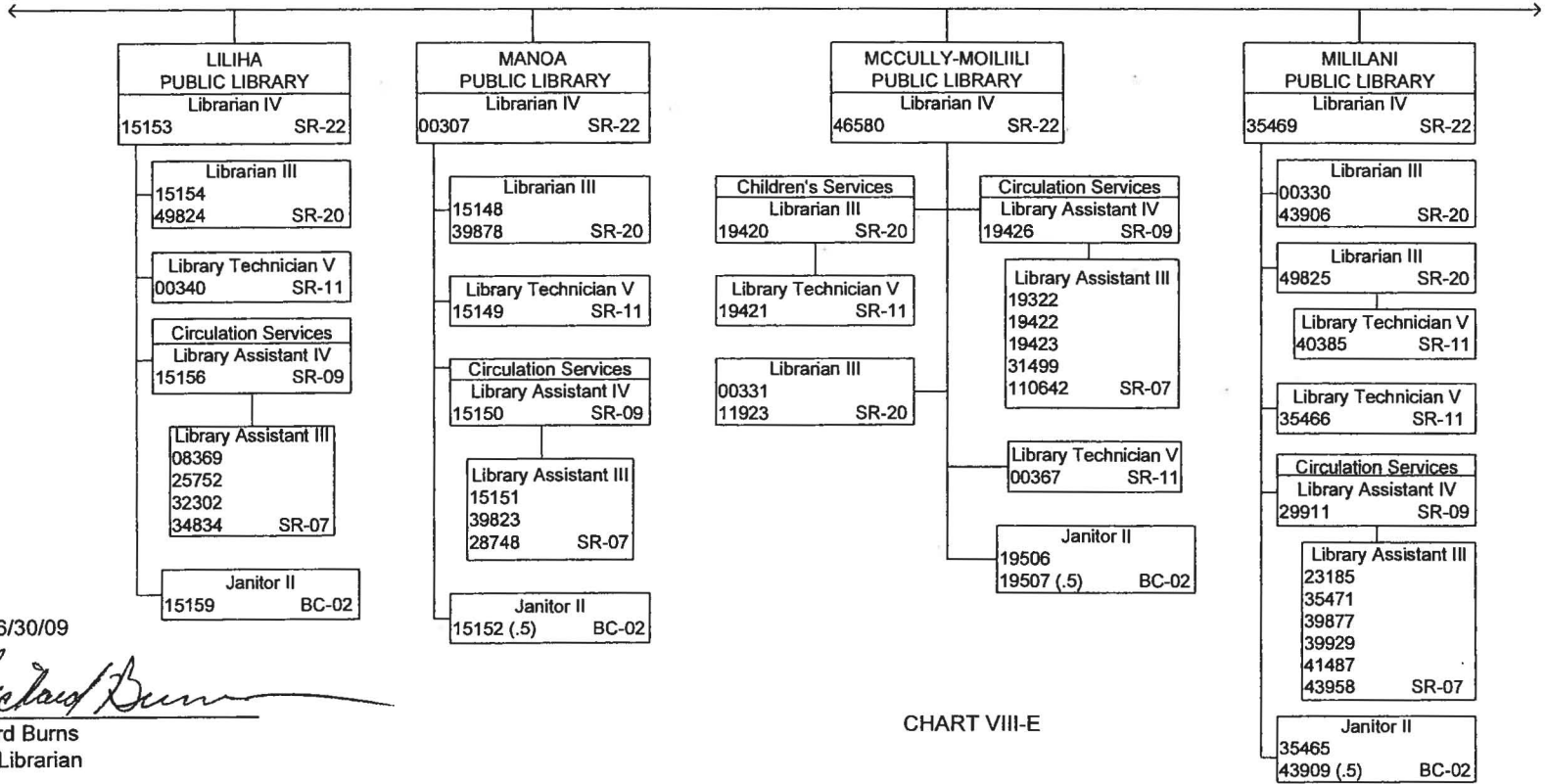


As of 6/30/09

Richard Burns
 Richard Burns
 State Librarian

CHART VIII-D

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



As of 6/30/09

Richard Burns
 Richard Burns
 State Librarian

CHART VIII-E

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

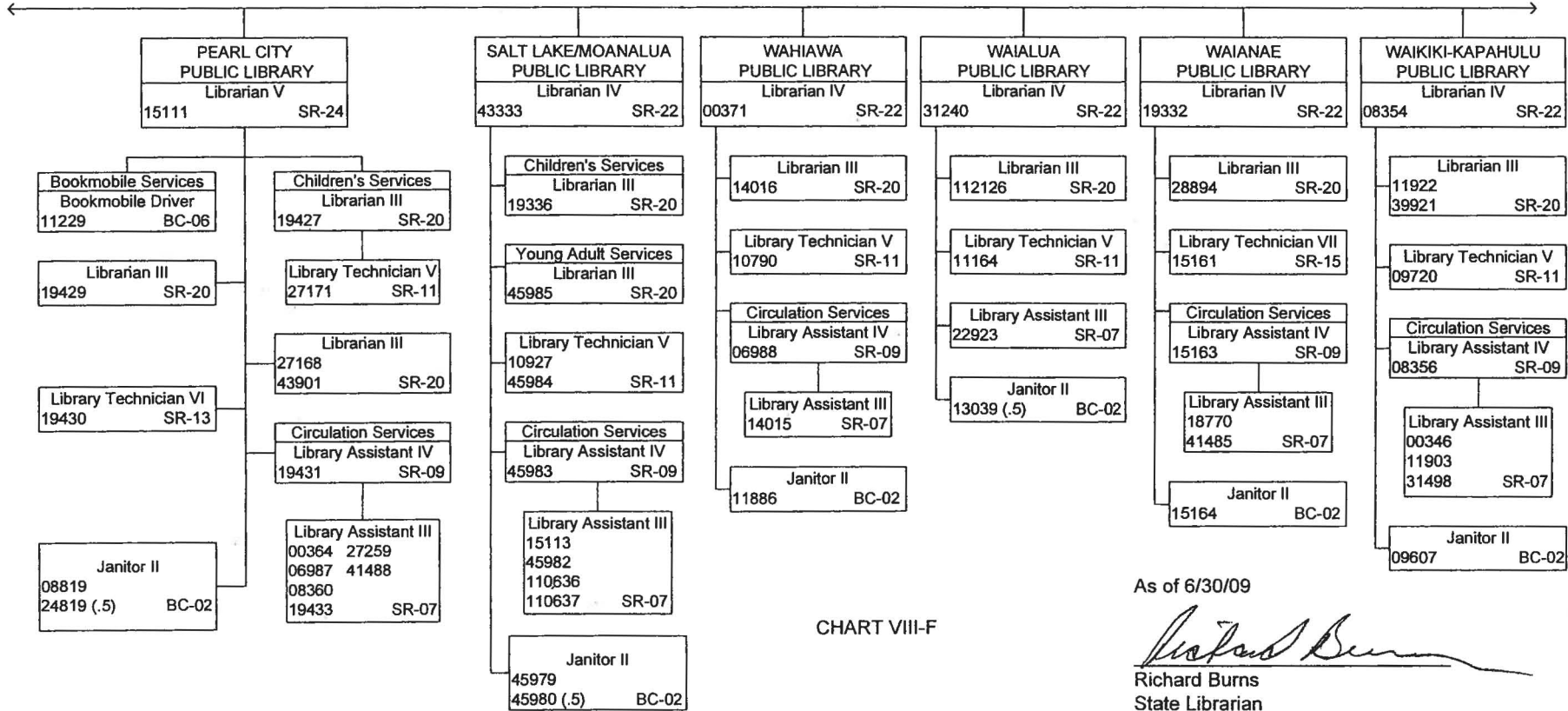

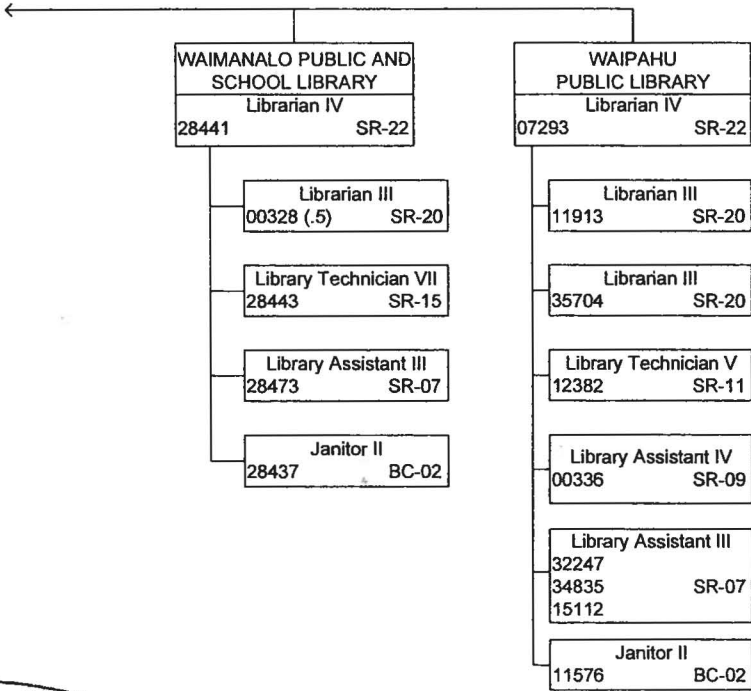


CHART VIII-F

As of 6/30/09


 Richard Burns
 State Librarian

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

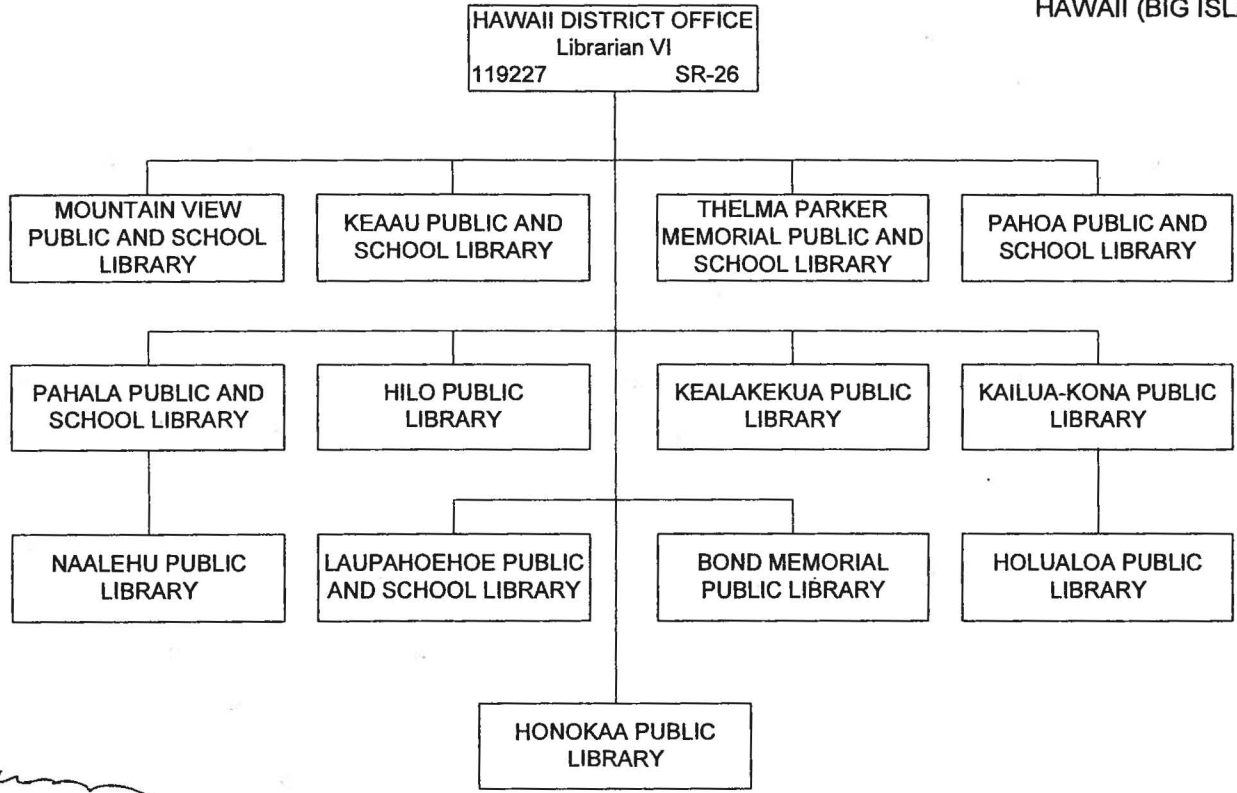


As of 6/30/09

Richard Burns
 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

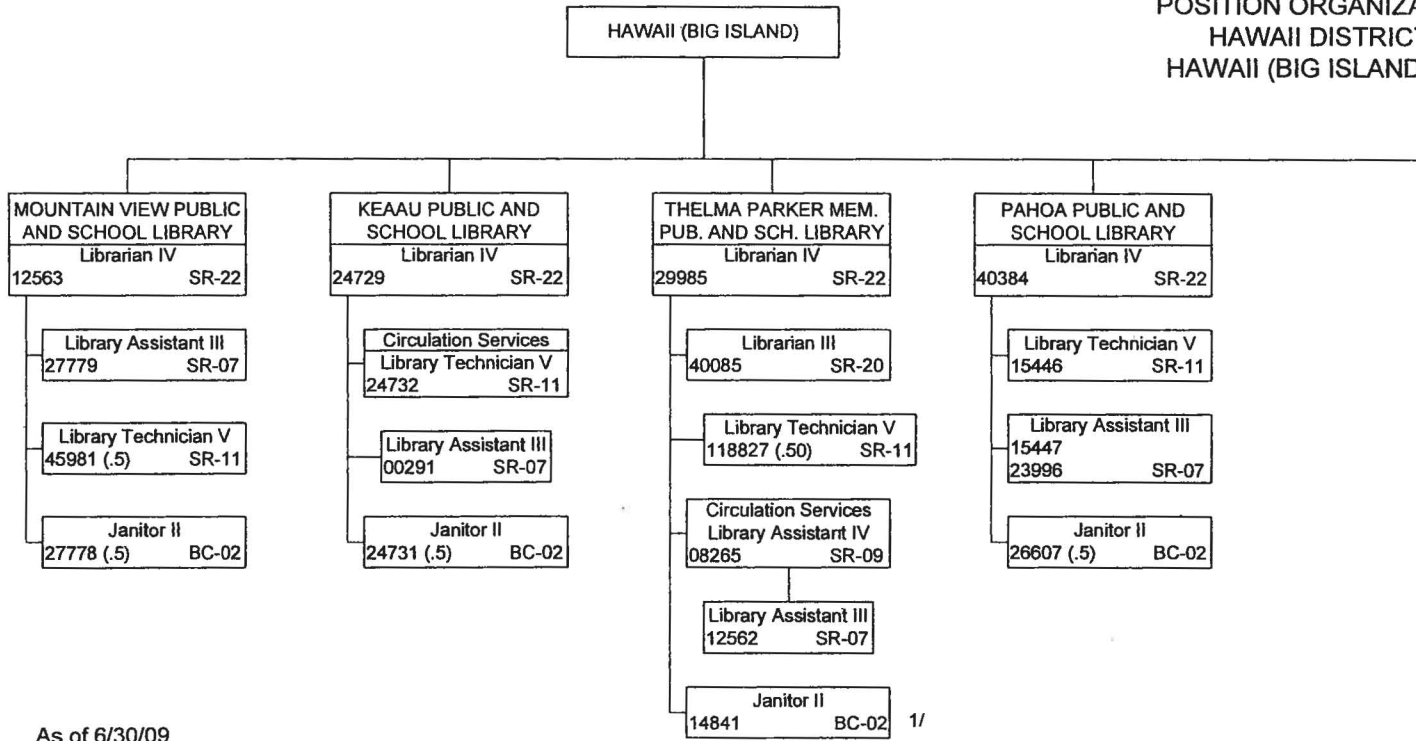


As of 6/30/09

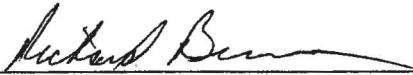
Richard Burns
 State Librarian

CHART VIII-H

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



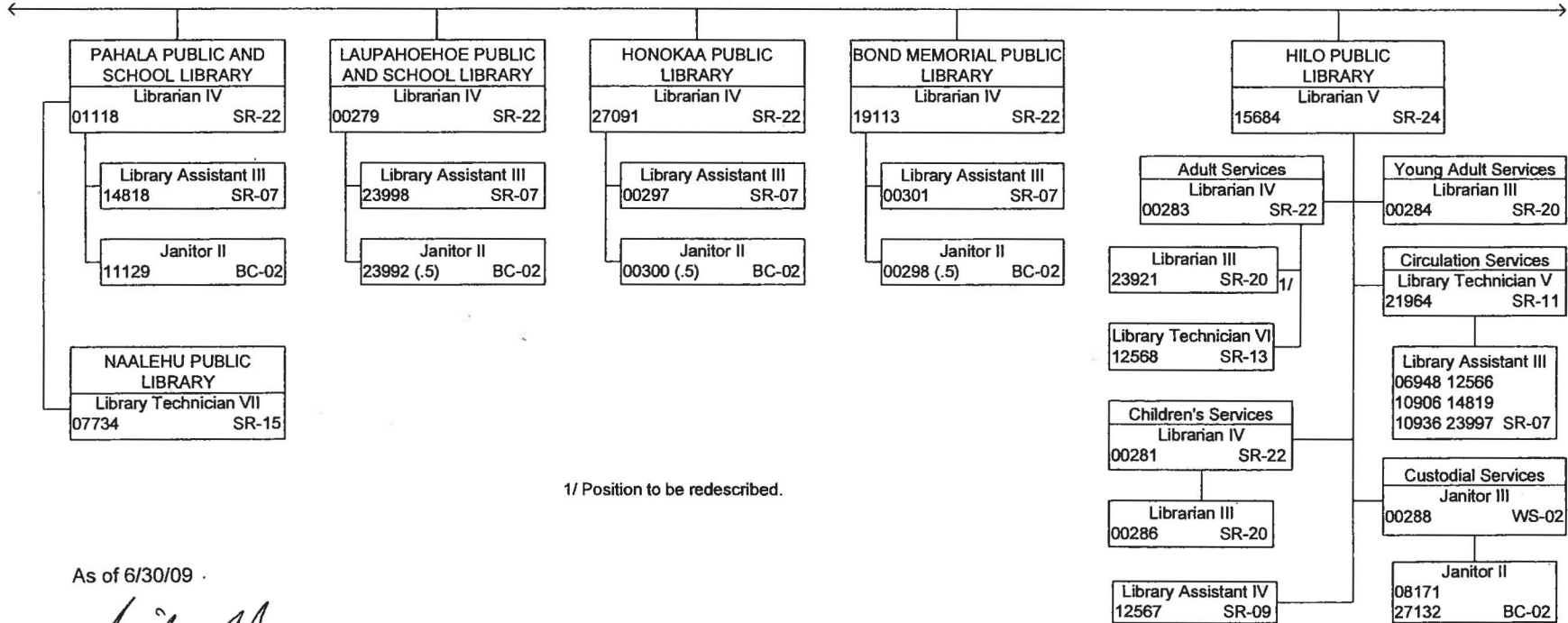
As of 6/30/09


 Richard Burns
 State Librarian

1/ FTE of position increased to 1.0 eff. 7/1/09

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 6/30/09

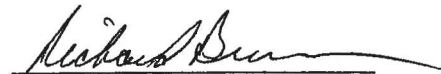
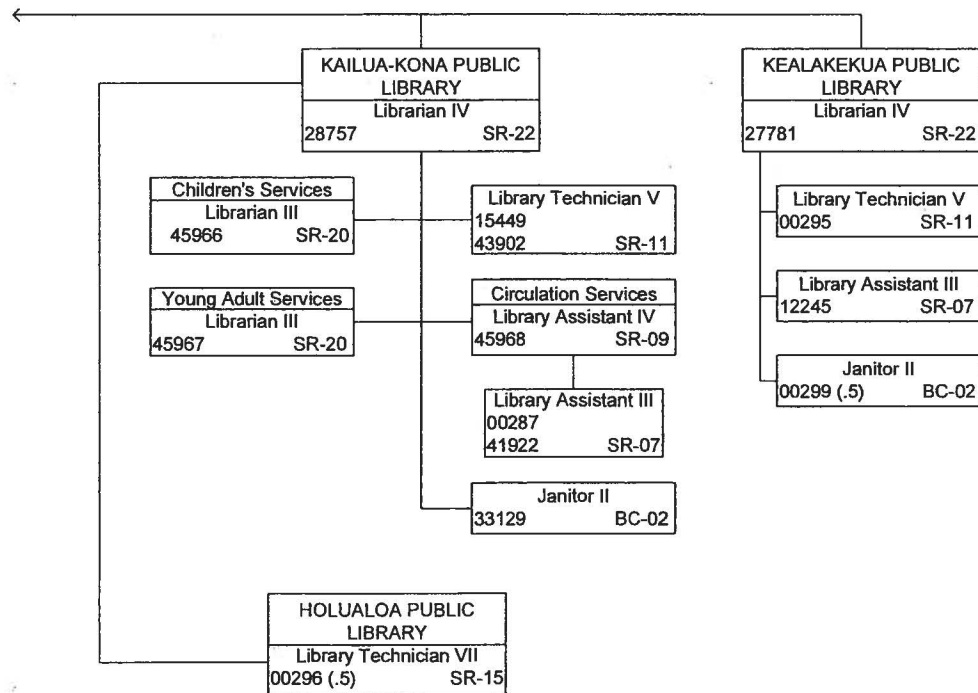

Richard Burns
State Librarian

CHART VIII-J

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

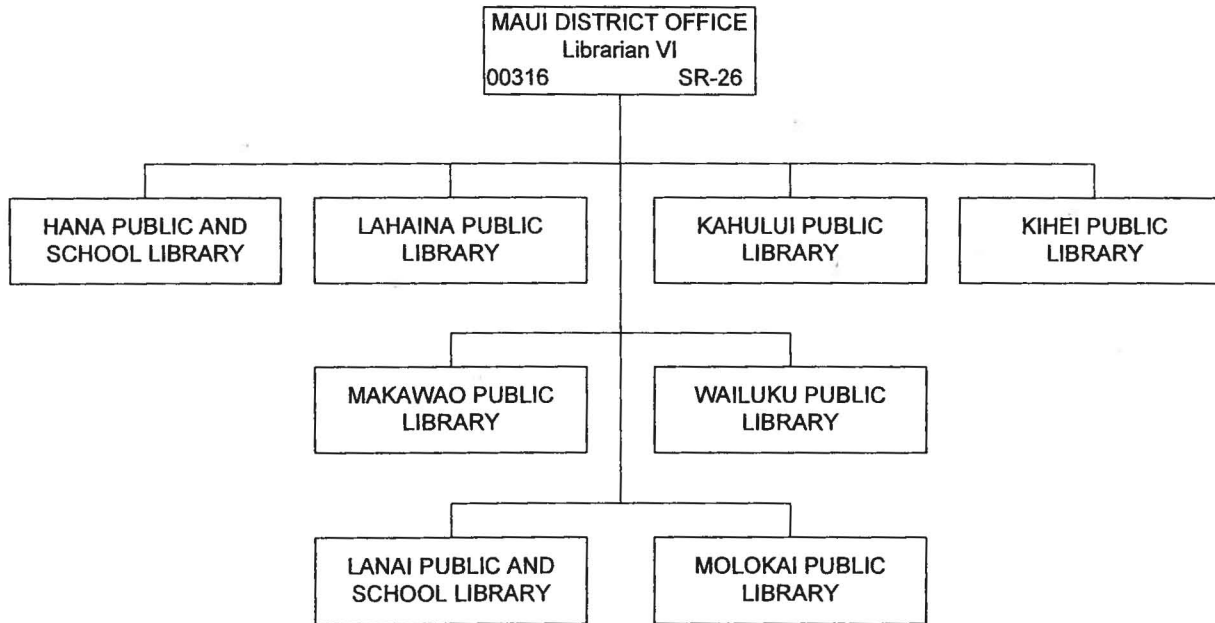


As of 6/30/09

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 State Librarian

CHART VIII-K

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

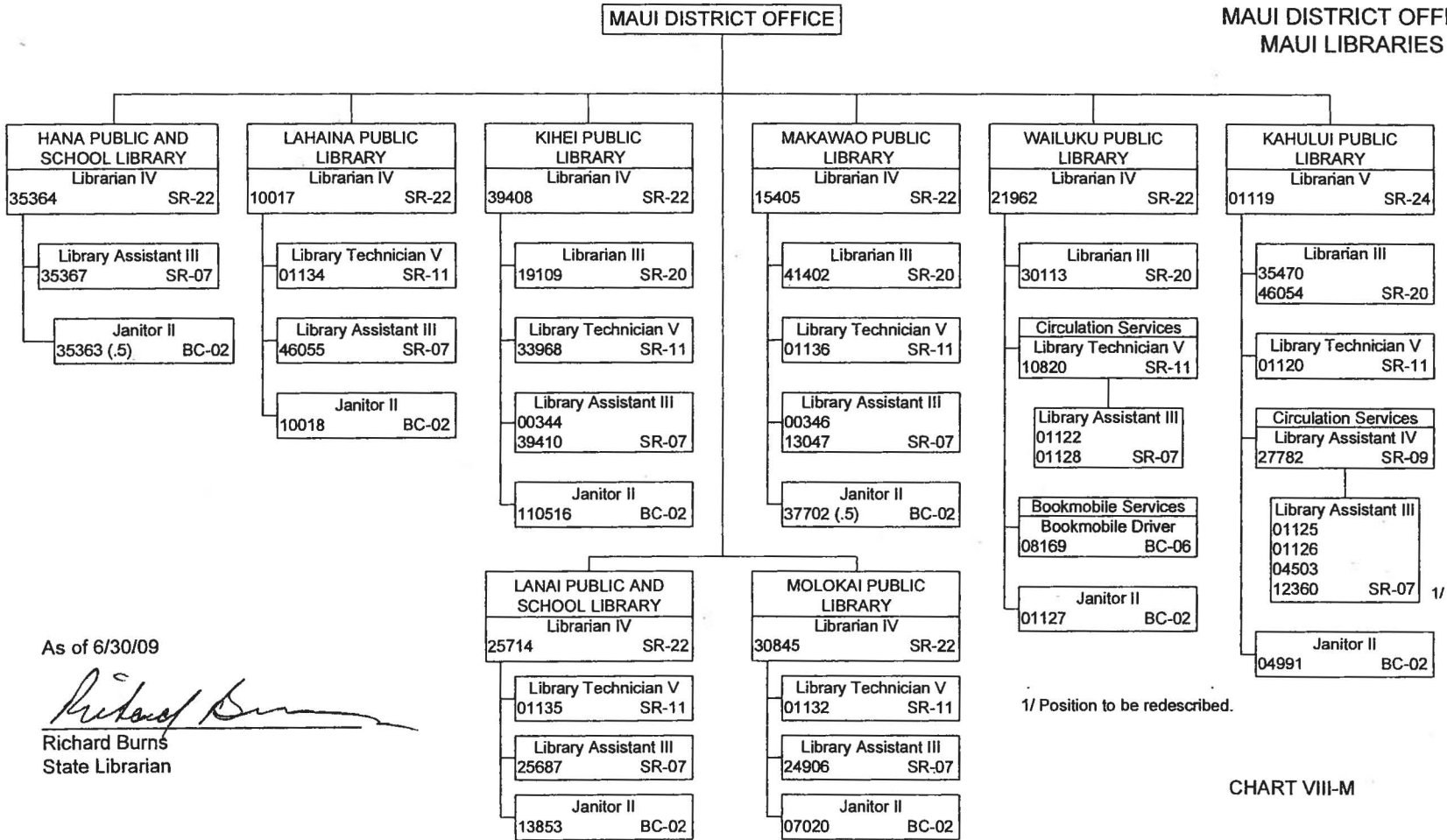


As of 6/30/09


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State Librarian

CHART VIII-L

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



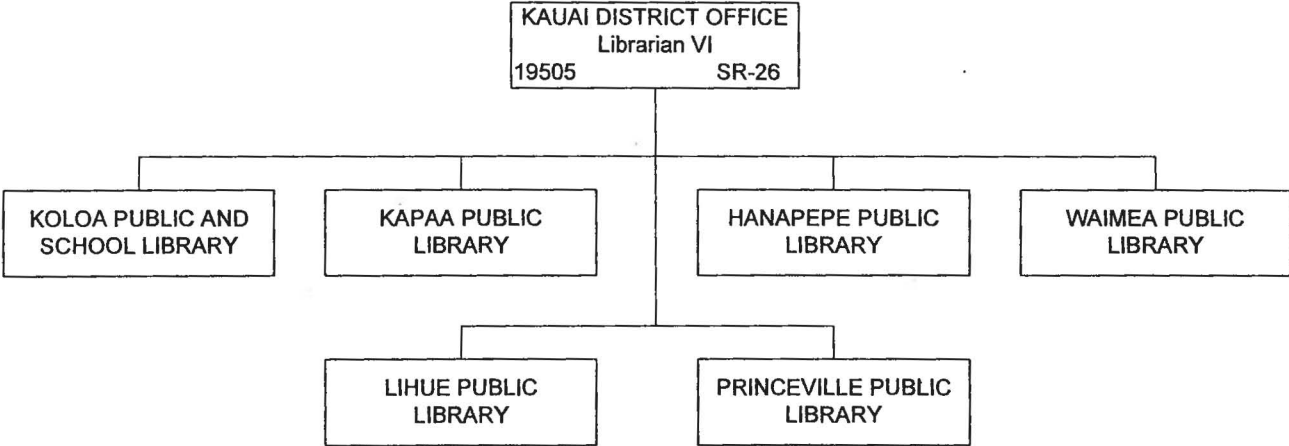
As of 6/30/09


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1/ Position to be redescribed.

CHART VIII-M

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



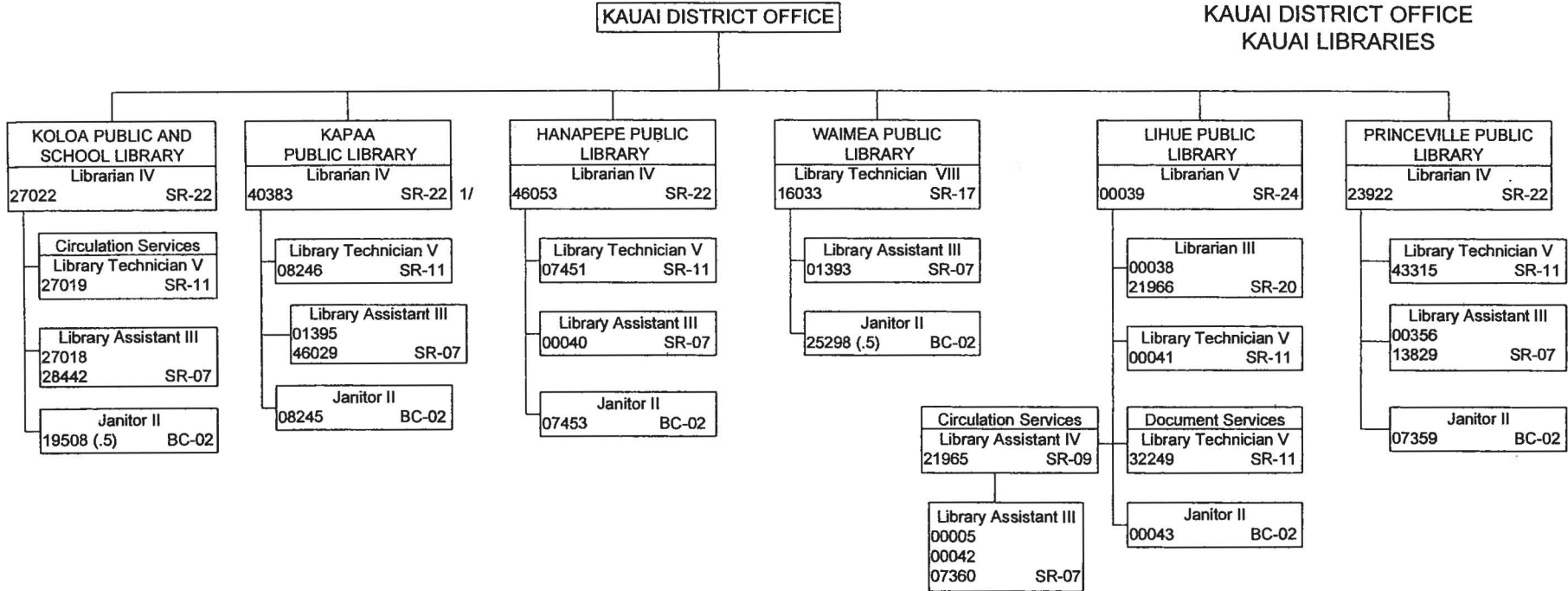
As of 6/30/09

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CHART VIII-N

1/ Current FTE temporarily changed to .40

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



As of 6/30/09

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CHART VIII-O