



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 14, 2011, 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: Last year, in response to the poor economic conditions and revised Council of Revenue projections, Governor Lingle mandated reductions equivalent to 13.85% or \$2,966,390 for our HSPLS FY 2011 Supplemental Budget. To meet these anticipated cuts, HSPLS froze all vacant positions (FTE 78.00), eliminated all general funds for books and materials, reduced temporary and student hires, and was in the process of negotiating another 15 day or more furlough plan for FY 2011 with the union. We are extremely grateful that, through the generous and considerable support of the Legislature, \$2,966,390 of general funds was restored to our budget. We believe that this positive action from the Legislature came as a direct result of the huge outpouring from our many patrons and

supporters on how much Hawaii's public libraries are valued and in recognition of HSPLS' efforts and innovations in providing the best possible library collections and services during these poor economic times. This restoration of funds allowed us to eliminate all furlough days for staff and return to the same public service hours that we offered prior to FY 2010. With the Governor's approval, we are currently in the process of recruiting to fill more than 40 vacant positions for libraries on all islands. Once these positions are filled and new staff members are adequately trained, we can start looking into expanding our public service hours and days. To illustrate the level of services we provided over the past year, we have included for your reference a copy of the 2010 HSPLS Year in Review statistics.

Alternatives Considered: HSPLS has always actively sought out all possible sources of revenue available to us as a State government agency. Even though our HSPLS mission and basic functions do not include securing funding for our own operations, we have made every effort to explore 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 our Public Libraries. The following attachment provides examples of grants and donations we have received, as well as support directly from the Friends of the Library of Hawaii.

We believe that we have been very successful in maintaining quality public service while competing for dwindling private and public sources of funding. The State Legislature has always been a strong supporter of HSPLS even in these tough economic times. We look forward to once again working with the Senate Committee on Ways and Means and your

staff to develop a fair and responsible FB 2011 to 2013 Budget for the Hawaii State Public Library System during this upcoming Legislative session. Thank you for this opportunity to present our budget information to your committee.

**HSPLS Year in Review Statistics
FY '10
(15 Furlough Days between Dec. '09 and May '10)**

Category	FY '09	FY '10	Difference	Percentage
Number of Libraries	51	51	0	0%
Number of Personnel	557.55 FTE	556.25 FTE	-1.30 FTE	-.23%
Number of Vacancies	77 (as of 11/09)	102 (as of 11/10)	25 more vacancies	32.5%
Budget	\$29,967,463 (not including 20% reductions)	\$28,847,163	\$1,120,300 less	-3.73%
Reference Questions	875,732	773,331	102,401 less reference questions answered	-11.7%
Customer Visits	6,019,676	5,337,300	682,376 less customer visits	-11.3%
Internet Sessions	482,386	445,919	36,467 less Internet sessions	-7.5%
Holdings	3,657,735	3,715,330	57,595 less items purchased	-1.6%
Circulation	7,228,276	6,959,313	268,963 less items circulated	-3.8%
E-books & Digital Audiobooks	12,585	13,516	931 more ebooks & audiobooks purchased	7.4%
E-books & Digital Audiobooks Circulation	40,277	63,917	23,640 more ebooks & audiobooks circulated	58.7%
Programs/Orientations/Tours	11,527	8,634	2,893 less programs/orientations/tours offered	-25%
Attendance	302,895	240,403	62,492 less in attendance	-20.6%
Volunteers	1,873	1,902	29 more volunteers	1.5%
Volunteers Hours	63,562 hours	67,997	4,435 more hours	7%
Email Notification: 41,000 registered patrons received 175,000 email notices, saving \$51,000 in postage and supplies				

**Hawaii State Public Library System
Donations and Grants -- FY '10 to present
As reported in HSPLS BOE Reports and Holo I Mua newsletters
Revised 12/28/10**

Date	Funding Source	Fund/Grant Amount	Grant Purpose; description of staff/public benefit
December 2010	State Dept. of Taxation	\$98,608.00	Tax refund donations for libraries
November 2010	BOE Member Kim Coco Iwamoto	\$2,250.00	Donation of 50+ copies of Linda Ching's "A'o, Ten Years of Light"
October 2010	Mutual Publishing	\$79,335.90	Donation of 6,042 assorted books for upcoming Reading Programs
October 2010	Kamehameha Publishing	\$2,934.00	Donation of 51 copies of new publications (on-going)
October 2010	"Secret Santa" DVD Donations	\$10,000	Anonymous donations of DVDs to selected libraries (on-going since Winter 2009)
October 2010	Miscellaneous Donations from various private donors	\$7,800.00	Assorted Hawaiiiana materials and other library materials for all ages
September 2010	U.S. Dept. of Commerce/Broadband Technology Opportunity Program	\$36,000,000.00	Expand and upgrade Hawaii's statewide educational broadband capabilities (600 public computers and fiber optic broadband for public libraries)
September 2010	Kamehameha Schools/Bishop Estate	\$25,000.00	Grant for Hawaiiiana and academic support titles for Kahuku, Waianae, Waimanalo, Kapaa, Hana, Molokai, Keaau, Pahoia, Naalehu Public Libraries
September 2010	Keep Your Library Open Fundraising Campaign	\$176,620.00	As of 8/19/10
September 2010	Keep the Doors Open Fundraising Campaign (FLH)	\$126,116.00	As of 8/12/10

September 2010	Alice and Joe Torre (GM Los Angeles Dodgers)	\$2,000.00	Maui Friends of the Library for Lahaina Public Library
September 2010	Maui Friends of the Library	\$52,000.00	In additional funds (\$102,000.00 total) for Maui County Libraries
September 2010	State Dept. of Taxation	\$59,370.00	Tax refund donations for libraries
August 2010	Lahaina Rotary Club/Royal Lahaina Resort/Better Brands Distributor	\$5,000.00	"Savor the Sunset" fundraiser to benefit Lahaina Public Library
August 2010	Friends of Waialua Public Library and Waialua Town	\$3,000.00	To benefit Waialua Public Library
July 2010	Alzheimers Association	\$1,500.00	Donation of assorted books on Alzheimers
July 2010	Friends of the Library of Hawaii	\$200,000.00	FLH Annual Booksale collects \$200,000.00
July 2010	Friends of the Library of Hawaii	\$90,000.00	2010-2011 Fall, Spring and Summer Reading Programs
July 2010	Hawaiian Telcom	\$10,000.00	Friends of the Library of Hawaii to support the HSPLS Summer Reading Programs
June 2010	Kamehameha Publishing	\$6,238.00	Donation of 51 copies of new publications (on-going)
June 2010	City and County of Honolulu Recycling Office	\$5,000.00	Donation of assorted books on recycling to selected Oahu libraries hosting recycling display
June 2010	First Insurance Company of Hawaii	\$750.00	Donation to the Children's Summer Reading Program
June 2010	Friends of the Library of Hawaii; Marriott Resorts Hawaii; Ko Olina Resort and Marina; HMS Host; Meadow Gold Dairies; Hansen Distributors; Harry & Jeanette Weinberg Foundation; Hawaiian Telcom; McDonald's Restaurants of Hawaii; Bess Press; Islander Group;	\$215,950 (est.)	Donations of reading incentives and funding to conduct the 2010 Children's, Teen, and Adult Summer Reading Programs

	Mutual Publishing; Local Friends Chapters; UH Outreach College; Hawaii State Foundation on Culture and the Arts; National Endowment for the Arts		
May 2010	Deb Aoki (author)	\$2,000.00	Donation of manga to HSPLS libraries
May 2010	Bill and Melinda Gates Foundation	\$353,000.00	Opportunity Online Hardware Grant Year One
May 2010	Nagoya Joto Lions and Hawaii Kai Lions Club	\$1,000.00	Annual donation to Hawaii Kai Public Library
May 2010	Mililani Uka Elementary School	\$1,090.00	Garage sale to benefit Mililani Public Library
May 2010	Mililani Complex principals, through Coalition for a Drug Free Hawaii	\$1,000.00	Mililani Public Library
May 2010	Hawaii Association of the Blind	\$25,000.00	Donation to Library for the Blind and Physically Handicapped
April 2010	Bruce Staiger donation to Maui Friends of the Library	\$245,000.00	
April 2010	First Book	\$110,000.00 (est. value)	FLH donates 10,932 books to HSPLS for Children's SRP for reading incentives
April 2010	Korean Library Foundation	\$15,000.00 (est. annual donation since 1997)	Korean Language books and DVDs for McCully-Moilili and Salt Lake Moanalua Public Library
April 2010	Honolulu Academy of Art	\$8,500.00	Assorted titles of art books
March 2010	Friends of Pearl City Public Library	\$1,000.00	For Pearl City Public Library to purchase new DVD foreign films
March 2010	Clarence T. C. Ching Foundation	\$1,800.00	Donation of copies of "Prophecy Fulfilled: the story of Clarence T.C. Ching"
March 2010	Island Pacific Academy Read-a-thon for Kapolei Library	\$800.00	Benefit for Kapolei Public Library

February 2010	FLH and Hawaii Public Radio "Almost New book and music sale"	\$21,000.00	Fundraiser conducted by FLH and HPR
February 2010	Institute of Museum and Library Services	\$1.26 million	Recurring automation and network costs; online databases
February 2010	Mutual Publishing	\$12,000.00	Donation of assorted titles
January 2010	Salt Lake Community Association	\$4,740.00	Donation to Salt Lake Moanalua Public Library
December 2009	Singer Jack Johnson	\$25,000.00	Keep the Doors Open fundraising campaign donation
December 2009	Dr. Lawrence Tseu	\$20,000.00	Keep Your Library Open fundraising campaign donation
December 2009	Bess Press	\$100,000.00	3,000 copies of Iz: Voice of the People and 3,000 copies of Hawaii Warrior Football for reading incentives.
December 2009	Islander Group and Watermark Publishing	Islander Group-- \$20,000.00; Watermark--\$900.00	Donation of Keychains, wooden puzzles, magnets to use as reading incentives. Assorted paperback titles.
November 2009	Old Lahaina Luau and Aloha Mixed Plate	\$4,812.00	Donation to Lahaina Public Library
October 2009	Walmart Mililani store	\$1,500.00	Grant given to Mililani Public Library
September 2009	Islander Group	\$2,500 (est.)	Bookmarks, keychains and magnets for Fall/Winter Reading Programs
September 2009	Target (Kapolei store)	\$2,500.00	2010 Spring & Summer Reading Programs at Kapolei Library
September 2009	Aloha Tofu	\$640.00	January 2010 Program "Tofu Haiku" at Kapolei Library
September 2009	Hawaii Self Storage	\$350.00	2009 Halloween Program at Kapolei Library
August 2009	Bill & Melinda Gates Foundation	\$582,000.00	Opportunity Online Hardware Grant—for Public Access Computer

			Workstations
August 2009	Friends of the Library of Hawaii	\$388,000.00	Opportunity Online Hardware Grant—for Public Access Computer Workstations (match funds)
August 2009	State Dept. of Taxation	\$90,304.00	Tax refund donations from Tax Check Off Box Campaign to the HSPLS Special fund to purchase library materials for all libraries
July 2009	Friends of the Library of Hawaii	\$168,000 (booksale)	Annual booksale proceeds pay for library grants, projects, continuing education, seasonal program performances and tours
July 2009	First Insurance Company of Hawaii	\$750.00	Children's Summer Reading Program
July 2009	Friends of the Library of Hawaii; National Football League Charities; Harry & Jeanette Weinberg Foundation, Inc.; Hawaiian Telcom; Junior League of Honolulu	\$35,000.00	Adult, Teen, and Children's Summer Reading Program— incentives, supplies, iPod prizes, bookstore gift card prizes, and library music and storytelling performances
July 2009	McDonald's Restaurants of Hawaii; Hawaii Pizza Hut, Frito Lay of Hawaii, First Insurance Company of Hawaii; Diamond Bakery of Hawaii, UH Outreach College (State Foundation on Culture and the Arts and National Endowment for the Arts)	\$26,350.00	Reading incentives, Tech gadget prizes, travel for performers, DVD/Video rental coupons

Department of Hawaii State Public Library System
Department-wide Budget Summary

Table 1

Fiscal Year (FY) 2011				
Act 180/10 Appropriation (a)	Restriction (b)	Emergency Appropriation (c)	Total FY11 (d)	MOF
\$ 28,847,163.00	\$ -	\$ -	\$ 28,847,163.00	A
\$ 3,125,000.00	\$ -	\$ -	\$ 3,125,000.00	B
\$ 1,365,244.00	\$ -	\$ -	\$ 1,365,244.00	N
			\$ -	T
			\$ -	U
\$ 1.00	\$ -	\$ -	\$ 1.00	V
			\$ -	W
			\$ -	X
\$ 33,337,408.00	\$ -	\$ -	\$ 33,337,408.00	Total
Fiscal Year (FY) 2012				
Act 180/10 Appropriation (a)	Reductions (b)	Additions (c)	Total FY12 (d)	MOF
\$ 28,847,163.00	\$ -	\$ -	\$ 28,847,163.00	A
\$ 3,125,000.00	\$ -	\$ -	\$ 3,125,000.00	B
\$ 1,365,244.00	\$ -	\$ -	\$ 1,365,244.00	N
			\$ -	T
			\$ -	U
\$ 1.00	\$ (1.00)	\$ -	\$ -	V
			\$ -	W
			\$ -	X
\$ 33,337,408.00	\$ (1.00)	\$ -	\$ 33,337,407.00	Total
Fiscal Year (FY) 2013				
Act 180/10 Appropriation (a)	Reductions (b)	Additions (c)	Total FY13 (d)	MOF
\$ 28,847,163.00			\$ 28,847,163.00	A
\$ 3,125,000.00			\$ 3,125,000.00	B
\$ 1,365,244.00			\$ 1,365,244.00	N
			\$ -	T
			\$ -	U
\$ 1.00	\$ (1.00)	\$ -	\$ -	V
			\$ -	W
			\$ -	X
\$ 33,337,408.00	\$ (1.00)	\$ -	\$ 33,337,407.00	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>
None		None	EDN407	

Department of Hawaii State Public Library System
Resources by Program ID

Table 3

Prog ID/Org	Program Title	As budgeted in Act 180/10 (FY11)			Governor's Submittal (FY12)			Governor's Submittal (FY13)			MOF
		Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
EDN407/QB	Office of the State Librarian	45.50	3.00	\$ 4,208,893.00	42.50	1.00	\$ 3,997,415.00	42.50	1.00	\$ 3,997,415.00	A
EDN407/QB	Office of the State Librarian	-	-	\$ 1.00	-	-	\$ -	-	-	\$ -	V
EDN407/QC	Logistics Support Section	-	-	\$ 181,000.00	-	-	\$ 86,000.00	-	-	\$ 86,000.00	A
EDN407/QD	West Oahu Public Libraries	90.00	-	\$ 4,036,979.00	89.50	-	\$ 4,328,895.00	89.50	-	\$ 4,328,895.00	A
EDN407/QD	West Oahu Public Libraries	-	-	\$ 556,860.00	-	-	\$ 556,860.00	-	-	\$ 556,860.00	B
EDN407/QE	East Oahu Public Libraries	118.50	-	\$ 5,342,841.00	118.50	-	\$ 5,396,062.00	118.50	-	\$ 5,396,062.00	A
EDN407/QE	East Oahu Public Libraries	-	-	\$ 776,043.00	-	-	\$ 776,043.00	-	-	\$ 776,043.00	B
EDN407/QF	Hawaii Public Libraries	58.55	-	\$ 2,782,786.00	59.00	-	\$ 2,909,134.00	59.00	-	\$ 2,909,134.00	A
EDN407/QF	Hawaii Public Libraries	-	-	\$ 397,623.00	-	-	\$ 397,623.00	-	-	\$ 397,623.00	B
EDN407/QG	Maui Public Libraries	42.00	-	\$ 1,947,970.00	42.00	-	\$ 2,055,347.00	42.00	-	\$ 2,055,347.00	A
EDN407/QG	Maui Public Libraries	-	-	\$ 241,750.00	-	-	\$ 241,750.00	-	-	\$ 241,750.00	B
EDN407/QH	Kauai Public Libraries	30.00	-	\$ 1,412,005.00	31.00	-	\$ 1,550,967.00	31.00	-	\$ 1,550,967.00	A
EDN407/QH	Kauai Public Libraries	-	-	\$ 242,493.00	-	-	\$ 242,493.00	-	-	\$ 242,493.00	B
EDN407/QI	Lib for the Blind & Phy. Hdcp.	11.00	-	\$ 573,568.00	11.00	-	\$ 539,997.00	11.00	-	\$ 539,997.00	A
EDN407/QI	Lib for the Blind & Phy. Hdcp.	-	-	\$ 7,376.00	-	-	\$ 7,376.00	-	-	\$ 7,376.00	B
EDN407/QJ	Hawaii State Library	89.00	-	\$ 4,395,781.00	89.00	-	\$ 4,264,637.00	89.00	-	\$ 4,264,637.00	A
EDN407/QJ	Hawaii State Library	-	-	\$ 532,355.00	-	-	\$ 532,355.00	-	-	\$ 532,355.00	B
EDN407/QK	Library Services & Tech. Act	-	-	\$ 1,365,244.00	-	-	\$ 1,365,244.00	-	-	\$ 1,365,244.00	N
EDN407/QL	Kapolei Public Library	24.00	-	\$ 1,175,798.00	24.00	-	\$ 1,137,193.00	24.00	-	\$ 1,137,193.00	A
EDN407/QL	Kapolei Public Library	-	-	\$ 106,000.00	-	-	\$ 106,000.00	-	-	\$ 106,000.00	B
EDN407/QM	Library Development Service	47.00	-	\$ 2,789,542.00	49.00	-	\$ 2,581,516.00	49.00	-	\$ 2,581,516.00	A
EDN407/QM	Library Development Service	-	-	\$ 264,500.00	-	-	\$ 264,500.00	-	-	\$ 264,500.00	B
	Subtotal - General Fund	555.55	3.00	\$ 28,847,163.00	555.50	1.00	\$ 28,847,163.00	555.50	1.00	\$ 28,847,163.00	
	Subtotal - Special Fund	-	-	\$ 3,125,000.00	-	-	\$ 3,125,000.00	-	-	\$ 3,125,000.00	
	Subtotal - Federal Funds	-	-	\$ 1,365,244.00	-	-	\$ 1,365,244.00	-	-	\$ 1,365,244.00	
	Subtotal - ARRA	-	-	\$ 1.00	-	-	\$ -	-	-	\$ -	
	Grand Total	555.55	3.00	33,337,408.00	555.50	1.00	33,337,407.00	555.50	1.00	33,337,407.00	

Department of Hawaii State Public Library System
Current Year (FY11) Restrictions

Table 4

<u>Prog ID</u>	<u>Restriction \$\$\$</u>	<u>Impact</u>	<u>MOF</u>
EDN407	\$ -	None	A

Department of Hawaii State Public Library System
Proposed FY12 and FY13 Reductions

Table 5

<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>Prog ID</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>MOF</u>	<u>Carry-over? (Y/N)</u>
			<u>FY12</u>	<u>FY12</u>	<u>FY12</u>	<u>FY13</u>	<u>FY13</u>	<u>FY13</u>		
None	None	EDN407	-	-	\$ -	-	-	\$ -	A	

Department of Hawaii State Public Library System
Proposed FY12 and FY13 Additions

Table 6

<u>Type</u> <u>(FE / HS/ O)</u>	<u>Description of Addition</u>	<u>Prog ID</u>	<u>Pos (P)</u> <u>FY12</u>	<u>Pos (T)</u> <u>FY12</u>	<u>\$\$\$</u> <u>FY12</u>	<u>Pos (P)</u> <u>FY13</u>	<u>Pos (T)</u> <u>FY13</u>	<u>\$\$\$</u> <u>FY13</u>	<u>MOF</u>
None		EDN 407	-	-	\$ -	-	-	\$ -	A

Department of Hawaii State Public Library System
 Operating Budget Requests to the New Administration

Table 7

<u>Description of Addition</u>	<u>Prog ID</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>MOF</u>
		<u>FY12</u>	<u>FY12</u>	<u>FY12</u>	<u>FY13</u>	<u>FY13</u>	<u>FY13</u>	
None	EDN 407	-	-	\$ -	-	-	\$ -	A

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

Table 8

<u>Name of Fund</u>	<u>Unencumbered Cash Balance</u>	<u>MOF</u>	<u>Statutory Reference</u>
Libraries Special Fund (S=335-E)	\$ 2,227,599.00	S	312-3.5 HRS
Library Fee for Enhanced Services (S-336-E)	\$ 1,793,861.00	S	312-21 HRS
Oahu Public Libraries - Donations & Gifts (T-906-E)	\$ 228,931.00	T	296-32 HRS
HSPLS Computer Supplies - Donations (T-907-E)	\$ 329,338.00	T	296-32 HRS
Maui & Kauai Public Libraries - Donations & Gifts (T-911-E)	\$ 53,846.00	T	296-32 HRS
Hawaii Public Libraries - Donations & Gifts (T-912-E)	\$ 52,555.00	T	296-32 HRS
HSL & LBPH Public Libraries - Donations & Gifts (T-917-E)	\$ 698,577.00	T	296-32 HRS
Friends of the Library of Hawaii - Donations & Gifts (T-918-E)	\$ 190,289.00	T	296-32 HRS
Risk Management - Fire & Casualty Losses - HSPLS (T-967-E)	\$ 13,200.00	T	41D-4 HRS

Department of Hawaii State Public Library System
Emergency Appropriation Requests

Table 9

<u>Prog ID</u>	<u>Description of Request</u>	<u>FTE</u>	<u>\$\$\$</u>	<u>MOF</u>
EDN 407	None			

Department of Hawaii State Public Library System
Budget Decisions

Table 10

Prog ID/Org	Description	MOF	Department Request FY12			Department Request FY13			Budget & Finance FY12			Budget & Finance FY13			Governor's Decision FY12			Governor's Decision FY13		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
EDN407/QB	Position changes	A	(3.00)	(2.00)	\$ (116,097.00)	(3.00)	(2.00)	\$ (116,097.00)												
EDN407/QC	none	A	-	-	\$ -	-	-	\$ -												
EDN407/QD	Position changes	A	(0.50)	-	\$ (15,783.00)	(0.50)	-	\$ (15,783.00)												
EDN407/QE	none	A	-	-	\$ -	-	-	\$ -												
EDN407/QF	Position changes	A	0.45	-	\$ 14,205.00	0.45	-	\$ 14,205.00												
EDN407/QG	none	A	-	-	\$ -	-	-	\$ -												
EDN407/QH	Position changes	A	1.00	-	\$ 24,385.00	1.00	-	\$ 24,385.00												
EDN407/QI	none	A	-	-	\$ -	-	-	\$ -												
EDN407/QJ	none	A	-	-	\$ -	-	-	\$ -												
EDN407/QK	none	A	-	-	\$ -	-	-	\$ -												
EDN407/QL	none	A	-	-	\$ -	-	-	\$ -												
EDN407/QM	Position changes	A	2.00	-	\$ 93,290.00	2.00	-	\$ 93,290.00												
	Total		(0.05)	(2.00)	-	(0.05)	(2.00)	-												

Department of Hawaii State Public Library System
Vacancy Report

Table 11

<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	Library Technician V	15601	N	\$ 28,836	<i>Psn trsf'd from PSD</i>	A	EDN 407 QB	N
7/1/02	Librarian VI	19505	N	\$ 28,836	<i>Psn trsf'd from PSD</i>	A	EDN 407 QB	N
7/1/02	Library Technician V	25751	N	\$ 28,836	<i>Psn trsf'd from PSD</i>	A	EDN 407 QB	N
7/1/02	Security Attendant I	35463	N	\$ 11,844	\$682 / mo.	A	EDN 407 QB	N
4/1/03	Library Technician V	25438	N	\$ 28,836	<i>Psn trsf'd from PSD</i>	A	EDN 407 QB	N
5/31/03	Library Technician V	29912	N	\$ 28,836	<i>Psn trsf'd from PSD</i>	A	EDN 407 QB	N
6/1/04	Personnel Technician VI	44971	N	\$ 33,756	\$2,811 / mo.	A	EDN 407 QB	N
1/23/05	Library Technician V	295	N	\$ 28,836	\$2,626 / mo.	A	EDN 407 QF	Y
2/1/05	Librarian VI	316	N	\$ 45,576	\$4,670 / mo.	A	EDN 407 QM	N
1/8/06	Librarian IV	23922	N	\$ 45,576	\$3,820 / mo.	A	EDN 407 QH	Y
8/1/06	Library Technician V	1134	N	\$ 28,836	\$2,611 / mo.	A	EDN 407 QG	Y
5/6/07	Library Assistant III	344	N	\$ 24,648	\$1,978 / mo.	A	EDN 407 QG	Y
8/16/07	Librarian III	21966	N	\$ 42,132	\$3,376 / mo.	A	EDN 407 QH	Y
12/28/07	Library Technician VII - 50	296	N	\$ 16,878	\$1,710 / mo.	A	EDN 407 QF	Y
1/16/08	Library Assistant III	46055	N	\$ 24,648	\$2,139 / mo.	A	EDN 407 QG	Y
3/1/08	Librarian IV	27976	N	\$ 45,576	\$4,810 / mo.	A	EDN 407 QD	Y
3/1/08	Librarian IV	46580	N	\$ 45,576	\$5,202 / mo.	A	EDN 407 QE	Y
4/1/08	Library Assistant III	23918	N	\$ 24,648	\$2,598 / mo.	A	EDN 407 QJ	Y
4/1/08	Librarian III	46398	N	\$ 42,132	\$3,376 / mo.	A	EDN 407 QJ	Y
4/1/08	Library Assistant III	110637	N	\$ 24,648	\$1,975 / mo.	A	EDN 407 QD	Y
5/1/08	Library Assistant III	11904	N	\$ 24,648	\$2,702 / mo.	A	EDN 407 QE	Y
5/1/08	Library Assistant III	23068	N	\$ 24,648	\$2,311 / mo.	A	EDN 407 QD	Y
5/1/08	Librarian III	42798	N	\$ 42,132	\$3,512 / mo.	A	EDN 407 QD	Y
5/16/08	Janitor II - 50%	24731	N	\$ 16,614	\$1,316.50 / mo.	A	EDN 407 QF	Y
5/16/08	Librarian III	49823	N	\$ 42,132	\$3,652 / mo.	A	EDN 407 QJ	Y
6/17/08	Library Assistant II - 50%	24263	N	\$ 11,388	\$912.50 / mo.	A	EDN 407 QJ	Y
6/26/08	Library Technician V	46401	N	\$ 28,836	\$2,926 / mo.	A	EDN 407 QJ	Y
7/1/08	Library Assistant IV	13278	N	\$ 26,700	\$2,926 / mo.	A	EDN 407 QE	Y
7/1/08	Managing Librarian II	49822	N	\$ 71,760	\$7,171 / mo.	A	EDN 407 QM	N
7/13/08	Library Assistant III	22491	N	\$ 24,648	\$2,225 / mo.	A	EDN 407 QI	Y

Department of Hawaii State Public Library System
Vacancy Report

Table 11

<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	19432	N	\$ 26,700	\$2,702 / mo.	A	EDN 407 QM	N
7/30/08	Librarian III	112126	N	\$ 43,824	\$3,376 / mo.	A	EDN 407 QD	Y
8/1/08	Library Technician V	347	N	\$ 28,836	\$3,559 / mo.	A	EDN 407 QJ	Y
8/1/08	Library Assistant III	43958	N	\$ 24,648	\$2,225 / mo.	A	EDN 407 QD	Y
8/16/08	Library Assistant III	41922	N	\$ 24,648	\$2,702 / mo.	A	EDN 407 QF	Y
9/2/08	Library Assistant III	31500	N	\$ 24,648	\$2,503 / mo.	A	EDN 407 QE	Y
9/16/08	Personnel Clerk III	17364	N	\$ 26,700	\$3,043 / mo.	A	EDN 407 QB	N
10/1/08	Janitor II	1127	N	\$ 33,228	\$2,738 / mo.	A	EDN 407 QG	Y
10/1/08	Library Assistant III	46942	N	\$ 24,648	\$2,813 / mo.	A	EDN 407 QJ	Y
10/16/08	Janitor II - 50%	300	N	\$ 16,614	\$1,369 / mo.	A	EDN 407 QF	Y
10/22/08	Library Assistant III	12245	N	\$ 24,648	\$2,054 / mo.	A	EDN 407 QF	Y
11/1/08	Library Assistant III	1117	N	\$ 27,756	\$2,225 / mo.	A	EDN 407 QE	Y
11/22/08	Library Assistant III	12360	N	\$ 27,756	\$2,313 / mo.	A	EDN 407 QG	Y
12/1/08	Library Technician VII	11925	N	\$ 46,176	\$3,701 / mo.	A	EDN 407 QJ	Y
12/2/08	Accountant IV	43665	N	\$ 53,352	\$4,446 / mo.	A	EDN 407 QB	N
12/16/08	Librarian III - 50%	44226	N	\$ 21,912	\$1,826 / mo.	A	EDN 407 QE	Y
12/16/08	Library Assistant III	116901	N	\$ 27,756	\$2,403 / mo.	A	EDN 407 QL	Y
12/31/08	Library Assistant IV	375	N	\$ 36,516	\$2,922 / mo.	A	EDN 407 QE	Y
12/31/08	Library Technician V	15446	N	\$ 39,480	\$3,290 / mo.	A	EDN 407 QF	Y
12/31/08	Secretary III	21963	N	\$ 51,936	\$4,328 / mo.	A	EDN 407 QJ	Y
1/1/09	Library Assistant III	11919	N	\$ 25,668	\$2,054 / mo.	A	EDN 407 QJ	Y
1/22/09	Library Assistant IV	45983	N	\$ 30,036	\$2,403 / mo.	A	EDN 407 QD	Y
3/1/09	Library Assistant III	14908	N	\$ 37,968	\$3,164 / mo.	A	EDN 407 QD	Y
4/1/09	Librarian III	43906	N	\$ 53,352	\$4,446 / mo.	A	EDN 407 QD	Y
4/28/09	Librarian III	49825	N	\$ 45,576	\$3,799 / mo.	A	EDN 407 QD	Y
5/23/09	Librarian III	35704	N	\$ 42,132	\$3,511 / mo.	A	EDN 407 QD	Y
5/30/09	Supervising Library Tech I	357	N	\$ 51,936	\$4,328 / mo.	A	EDN 407 QJ	Y
6/30/09	Library Technician V	31333	N	\$ 42,684	\$3,557 / mo.	A	EDN 407 QI	Y
7/20/09	Librarian III	43911	N	\$ 45,576	\$3,798 / mo.	A	EDN 407 QE	Y
8/1/09	Janitor II	28437	N	\$ 33,228	\$2,769 / mo.	A	EDN 407 QE	Y

Department of Hawaii State Public Library System
Vacancy Report

Table 11

<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>
8/1/09	Janitor II	43909	N	\$ 16,614	\$1,384.50 / mo.	A	EDN 407 QD	Y
8/13/09	Librarian III	286	N	\$ 43,824	\$3,512 / mo.	A	EDN 407 QF	Y
8/31/09	Library Assistant III	116419	N	\$ 27,756	\$3,376 / mo.	A	EDN 407 QL	Y
9/1/09	Librarian VI	15147	N	\$ 82,128	\$6,844 / mo.	A	EDN 407 QM	N
9/1/09	Library Assistant III	21956	N	\$ 33,756	\$2,813 / mo.	A	EDN 407 QJ	Y
10/1/09	Librarian V	15684	N	\$ 73,044	\$6,087 / mo.	A	EDN 407 QF	Y
11/1/09	Library Technician V	24335	N	\$ 44,412	\$3,701 / mo.	A	EDN 407 QE	Y
12/1/09	Janitor II	43	N	\$ 33,228	\$2,769 / mo.	A	EDN 407 QH	Y
12/1/09	Library Assistant III	28748	N	\$ 26,700	\$2,225 / mo.	A	EDN 407 QE	Y
12/31/09	Librarian IV	281	N	\$ 67,488	\$5,624 / mo.	A	EDN 407 QF	Y
12/31/09	Librarian V	305	N	\$ 60,024	\$5,002 / mo.	A	EDN 407 QE	Y
12/31/09	Librarian V	320	N	\$ 75,960	\$6,330 / mo.	A	EDN 407 QJ	Y
12/31/09	Library Technician VII	4635	N	\$ 46,176	\$3,848 / mo.	A	EDN 407 QI	Y
12/31/09	Janitor II	7020	N	\$ 33,228	\$2,769 / mo.	A	EDN 407 QG	Y
12/31/09	Librarian IV	7293	N	\$ 67,488	\$5,624 / mo.	A	EDN 407 QD	Y
12/31/09	Librarian IV	8982	N	\$ 67,488	\$5,624 / mo.	A	EDN 407 QM	N
12/31/09	Library Technician VI	11900	N	\$ 42,684	\$3,557 / mo.	A	EDN 407 QJ	Y
12/31/09	Library Assistant IV	12067	N	\$ 33,756	\$2,813 / mo.	A	EDN 407 QJ	Y
12/31/09	Librarian III	13284	N	\$ 53,352	\$4,446 / mo.	A	EDN 407 QE	Y
12/31/09	Librarian V	15111	N	\$ 75,960	\$6,330 / mo.	A	EDN 407 QD	Y
12/31/09	Librarian IV	15405	N	\$ 67,488	\$5,624 / mo.	A	EDN 407 QG	Y
1/28/10	Janitor II	110516	N	\$ 33,228	\$2,769 / mo.	A	EDN 407 QG	Y
02/01/10	Librarian IV	10898	N	\$ 57,708	\$4,809 / mo.	A	EDN 407 QJ	Y
02/01/10	Librarian V	12460	N	\$ 73,044	\$6,087 / mo.	A	EDN 407 QE	Y
02/01/10	Library Technician V	14909	N	\$ 42,684	\$3,557 / mo.	A	EDN 407 QE	Y
03/05/10	Librarian IV	12563	N	\$ 45,576	\$3,798 / mo.	A	EDN 407 QF	Y
04/01/10	Janitor III	116903	N	\$ 35,544	\$2,962 / mo.	A	EDN 407 QL	Y
05/01/10	Pre-Audit Clerk I	112710	N	\$ 37,968	\$3,164 / mo.	A	EDN 407 QB	N
06/01/10	Janitor II	11576	N	\$ 33,228	\$2,769 / mo.	A	EDN 407 QD	Y
6/3/10	Library Assistant IV	27782	N	\$ 31,212	\$2,601 / mo.	A	EDN 407 QG	Y

Department of Hawaii State Public Library System
Vacancy Report

Table 11

<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>
6/16/10	Library Assistant III	41487	N	\$ 24,648	\$2,054 / mo.	A	EDN 407 QD	Y
7/29/10	Library Assistant III	5	N	\$ 25,668	\$1,975 / mo.	A	EDN 407 QH	Y
08/01/10	Janitor II - 50%	19507	N	\$ 16,614	\$1,384.50 / mo.	A	EDN 407 QE	Y
08/01/10	Library Assistant III	41485	N	\$ 33,756	\$2,702 / mo.	A	EDN 407 QD	Y
8/25/10	Library Assistant III	32302	N	\$ 26,700	\$2,139 / mo.	A	EDN 407 QE	Y
09/01/10	Librarian III	43916	N	\$ 53,352	\$4,446 / mo.	A	EDN 407 QE	Y
10/01/10	Librarian IV	39408	N	\$ 62,424	\$5,202 / mo.	A	EDN 407 QG	Y
10/30/10	Office Assistant IV	32248	N	\$ 30,036	\$2,503 / mo.	A	EDN 407 QB	N
11/01/10	Librarian IV	15445	N	\$ 64,920	\$5,410 / mo.	A	EDN 407 QM	N
11/21/10	Library Assistant III	31498	N	\$ 25,668	\$2,139 / mo.	A	EDN 407 QE	Y
NEW	Librarian VI	119227	N	\$ 51,312	New position	A	EDN 407 QM	N

Department of Hawaii State Public Library System
Personnel Separations

Table 12

<u>Separation Date</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>
7/29/10	EDN407QH	000005	J1	A	LIBRARY ASSISTANT III	1.00	\$ 25,668	1.00	\$ 23,700	03	SR07
8/1/10	EDN407QE	019507	J1	A	JANITOR II	0.50	\$ 16,614	0.50	\$ 16,614	01	BC02
8/1/10	EDN407QD	041485	J1	A	LIBRARY ASSISTANT III	1.00	\$ 33,756	1.00	\$ 32,424	03	SR07
8/25/10	EDN407QE	032302	J1	A	LIBRARY ASSISTANT III	1.00	\$ 26,700	1.00	\$ 25,668	03	SR07
9/1/10	EDN407QE	043916	J1	A	LIBRARIAN III	1.00	\$ 53,352	1.00	\$ 53,352	13	SR20
10/1/10	EDN407QG	039408	J1	A	LIBRARIAN IV	1.00	\$ 62,424	1.00	\$ 62,424	13	SR22
10/30/10	EDN407QB	032248	J1	A	OFFICE ASSISTANT IV	1.00	\$ 30,036	1.00	\$ 30,036	03	SR10
11/1/10	EDN407QM	015445	J1	A	LIBRARIAN IV	1.00	\$ 64,920	1.00	\$ 65,437	13	SR22
11/21/10	EDN407QE	031498	J1	A	LIBRARY ASSISTANT III	1.00	\$ 25,668	1.00	\$ 25,668	03	SR07

Department of Hawaii State Public Library System
 New Hires

Table 13

<u>New Hire Effective</u> <u>Date</u>	<u>Prog ID/Org</u>	<u>Position</u> <u>Number</u>	<u>Perm/</u> <u>Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted</u> <u>FTE</u>	<u>Budgeted</u> <u>Salary</u>	<u>Actual</u> <u>FTE</u>	<u>Actual</u> <u>Salary</u>	<u>BU Code</u>	<u>SR Level</u>
NONE - No new hires											

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

Table 14

<u>Prog ID/Org</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 - No RIF actions taken for FY11													

Department of Hawaii State Public Library System
Grievances

Table 15

<u>Prog ID/Org</u>	<u>Position Number</u>	<u>Position Title</u>	<u>MOF</u>	<u>FTE</u>	<u>SR Level</u>	<u>BU</u>	<u>Perm/ Temp</u>	<u>RIF Date</u>	<u>Grievance Date</u>	<u>Current Status</u>
EDN407	None	None								

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

Table 16

<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	\$ 1,365,244.00	\$ 600,000.00	8/3/2010	This funding source is an ongoing program which the federal government has supported for years. Each Federal fiscal year, funds are appropriated after approval of our five-year plan by the Institute of Museum and Library Services (IMLS) and is expended over a period of 24 months. This 24-month expending period and the different fiscal year ending (9/30/10) allow overlap of funding into three different State fiscal years, causing more expenditures in one year and less in the others.	No	No	No

Department of Hawaii State Public Library System
 Intradepartmental Transfers

Table 17

<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>
				None	

Department of Hawaii State Public Library System
CIP Summary

Table 18

<u>Priority</u>	<u>Project Title</u>	<u>FY12 \$\$\$</u>	<u>FY13 \$\$\$</u>	<u>MOF</u>
1	HEALTH & SAFETY, STATEWIDE	\$ 2,000,000.00	\$ 2,000,000.00	C

Department of Hawaii State Public Library System
CIP Requests to the New Administration

Table 19

<u>Priority</u>	<u>Project Title</u>	<u>FY12 \$\$\$</u>	<u>FY13 \$\$\$</u>	<u>MOF</u>
1	HEALTH & SAFETY, STATEWIDE	\$ 2,000,000.00	\$ 2,000,000.00	C

Department of Hawaii State Public Library System
Organizational Chart

Table 20

<u>Year of Change</u> FY11/FY12	<u>Page Number</u>	<u>Description of Change</u>
FY11	Chart VII-C	Pos. No. 19333, possible downward reallocation to either a Librarian V or VI due to classification action.
FY11	Chart VIII-B	Pos. No. 19502, Janitor II (.50), Ewa Beach - Position abolished & FTE used to increase the FTE of Pos. No. 298, Janitor II, N. Kohala from .50 to 1.0
FY11	Chart VIII-E	Pos. No. 15152, Janitor II (.50) to be converted to a 1.0 FTE position. A currently vacant .50 Janitor II position is to be abolished and its FTE used to increase Pos. No. 15152's FTE. Unsure of which position will be utilized.
FY11	Chart VIII-J	Bond Memorial Public Library closed; replaced with North Kohala Public Library. All positions assigned to Bond are now located at North Kohala. The FTE for Pos. No. 19502, Janitor II, has been increased from .5 to 1.0 FTE
FY11	Chart VIII-J	2 positions to be transferred and added to North Kohala utilizing currently vacant positions. Unsure of which positions will be utilized and from which library. Proposed classification levels of these positions are a Library Assistant IV and a Library Technician VII.

LINDA LINGLE
GOVERNOR



GEORGINA K. KAWAMURA
DIRECTOR

C: ASB

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

July 30, 2010

THE STATE CLERK
10 AUG -5 09:56

TO: The Honorable Linda Lingle
Governor of Hawaii

FROM: Georgina K. Kawamura
Director of Finance *Georgina 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. 10-03, dated June 29, 2010, Annual Review and Update of Departmental Organization and Position Organization Charts and Functional Statements. The update reflects the 2009 approved annual update as amended by subsequent approved delegated and non-delegated changes as of June 30, 2010.

One set is enclosed for your information and files.

Enclosures

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

RE: QA 2-31A 01
KAWAMURA

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.
- Coordinates the receipt and distribution of materials donated to HSPLS, including cataloging and processing as needed.

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 tier 2 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.
- 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 HSPLS Debt Collection service.
- Maintains HSPLS notification system, including electronic and mail notifications.
- Fulfills LSTA 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.
- 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.
- Manages coordination of application and disbursement of E-Rate discounts with HSPLS branch libraries and telecommunication services vendors.
- Provides installation, initial training, and repair service for all PCs telecommunication and peripheral equipment for libraries and departments
- Purchase, install, and repair telephone equipment.
- Maintains inventory of electronic equipment for HSPLS.
- 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 and donation 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, 2010)

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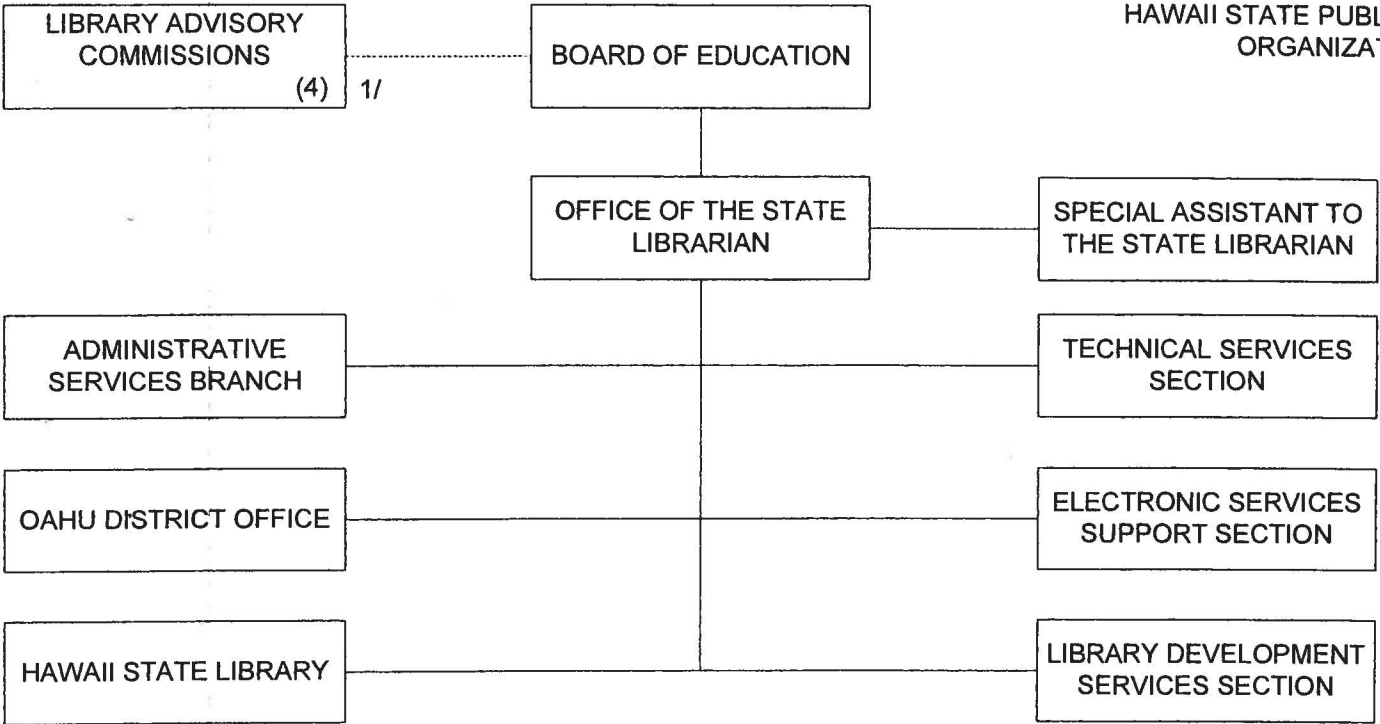
DEPARTMENT OF EDUCATION
HAWAII STATE PUBLIC LIBRARY SYSTEM

ORGANIZATION AND POSITION ORGANIZATION CHARTS
(As of June 30, 2010)

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



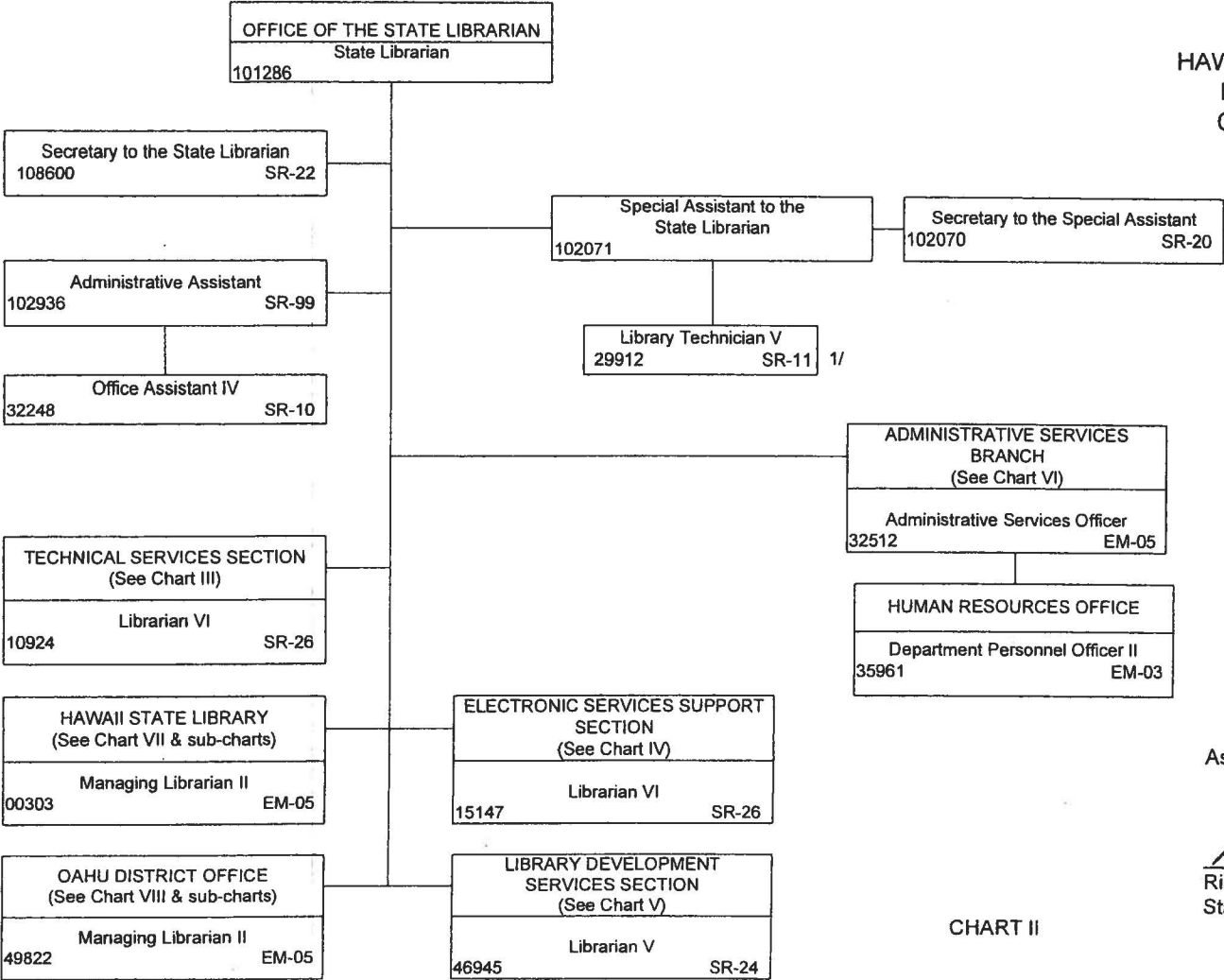
As of 6/30/10

Richard Burns 7/27/10
 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



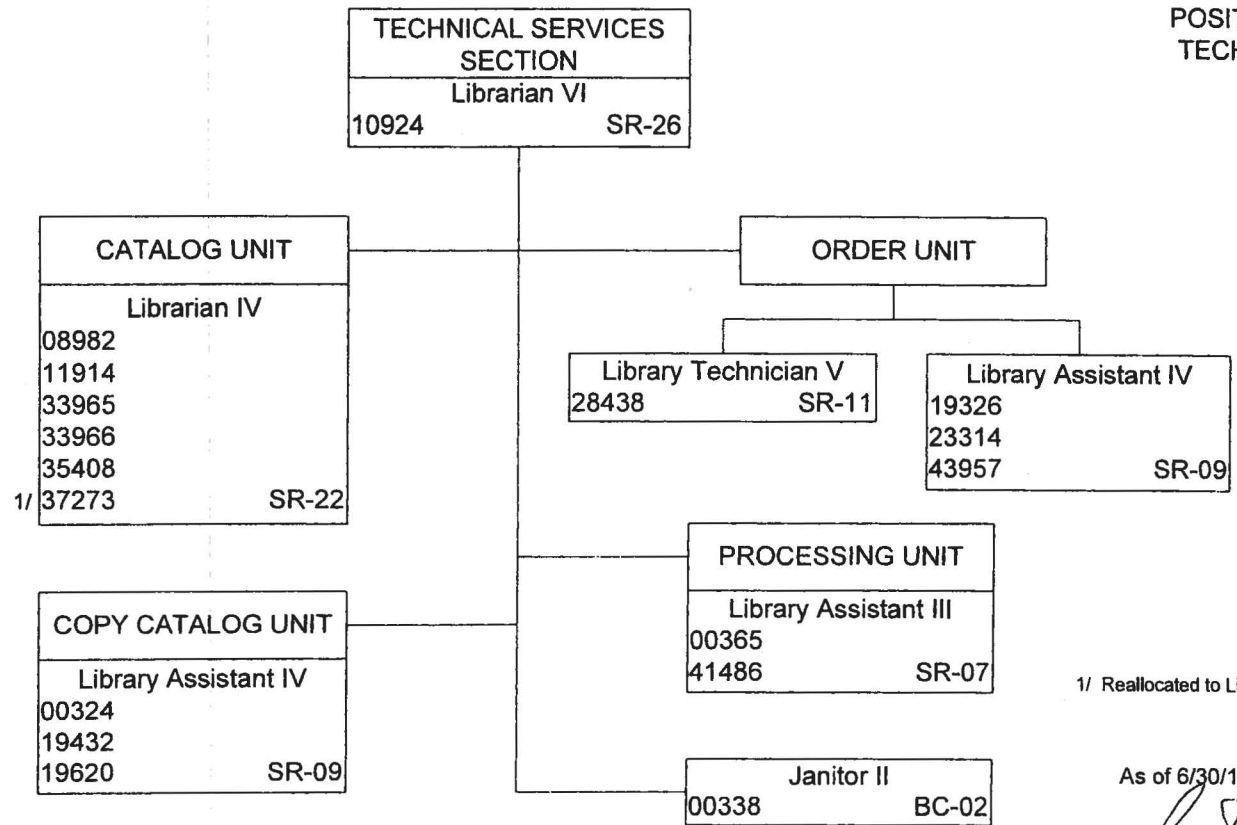
1/ To be redescribed and transferred

As of 6/30/10

Richard Burns
 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.


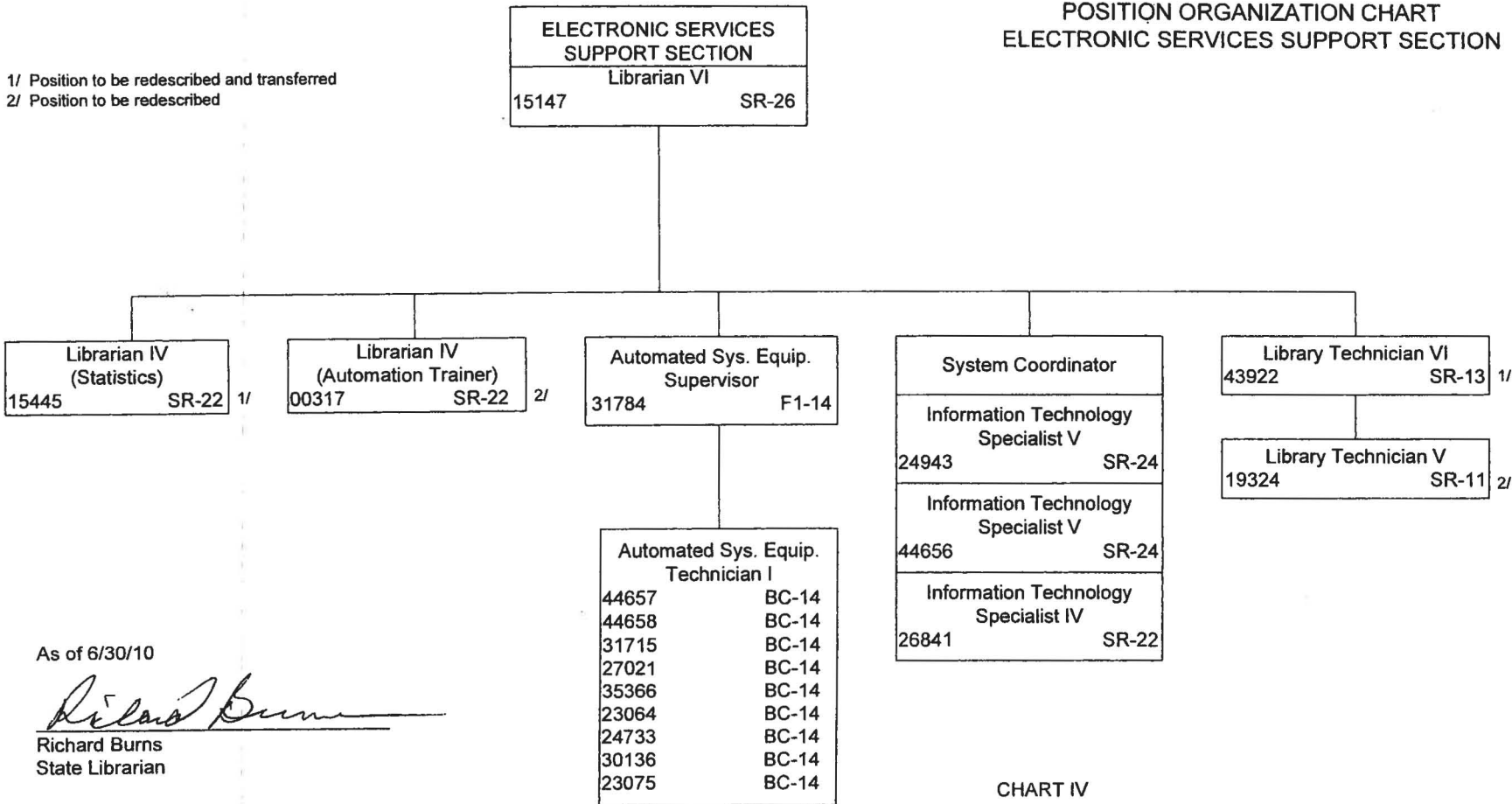
As of 6/30/10

 Richard Burns
 State Librarian

CHART III

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

1/ Position to be redescribed and transferred
 2/ Position to be redescribed

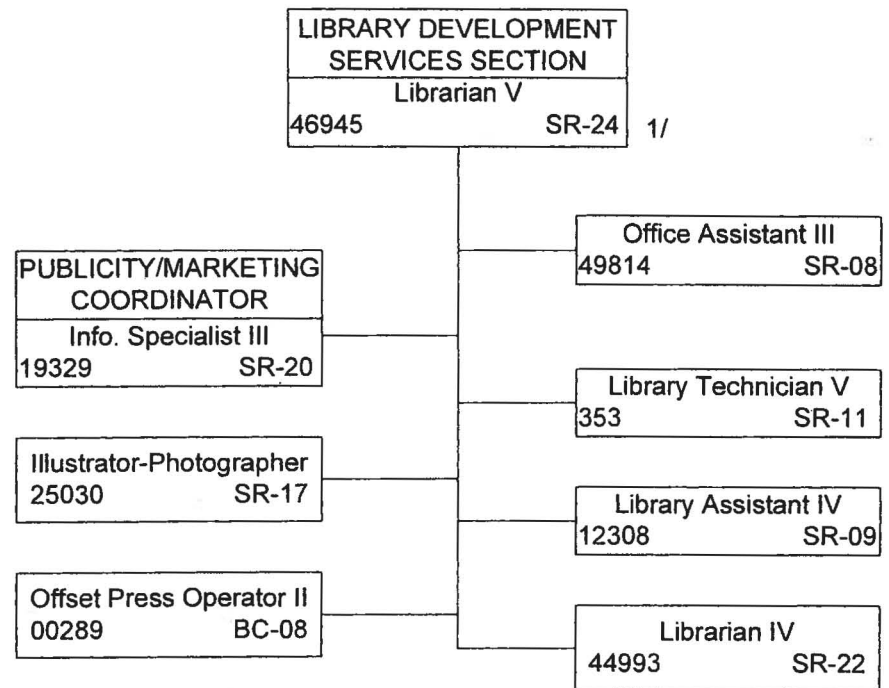


As of 6/30/10

Richard Burns
 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 6/30/10

Richard Burns

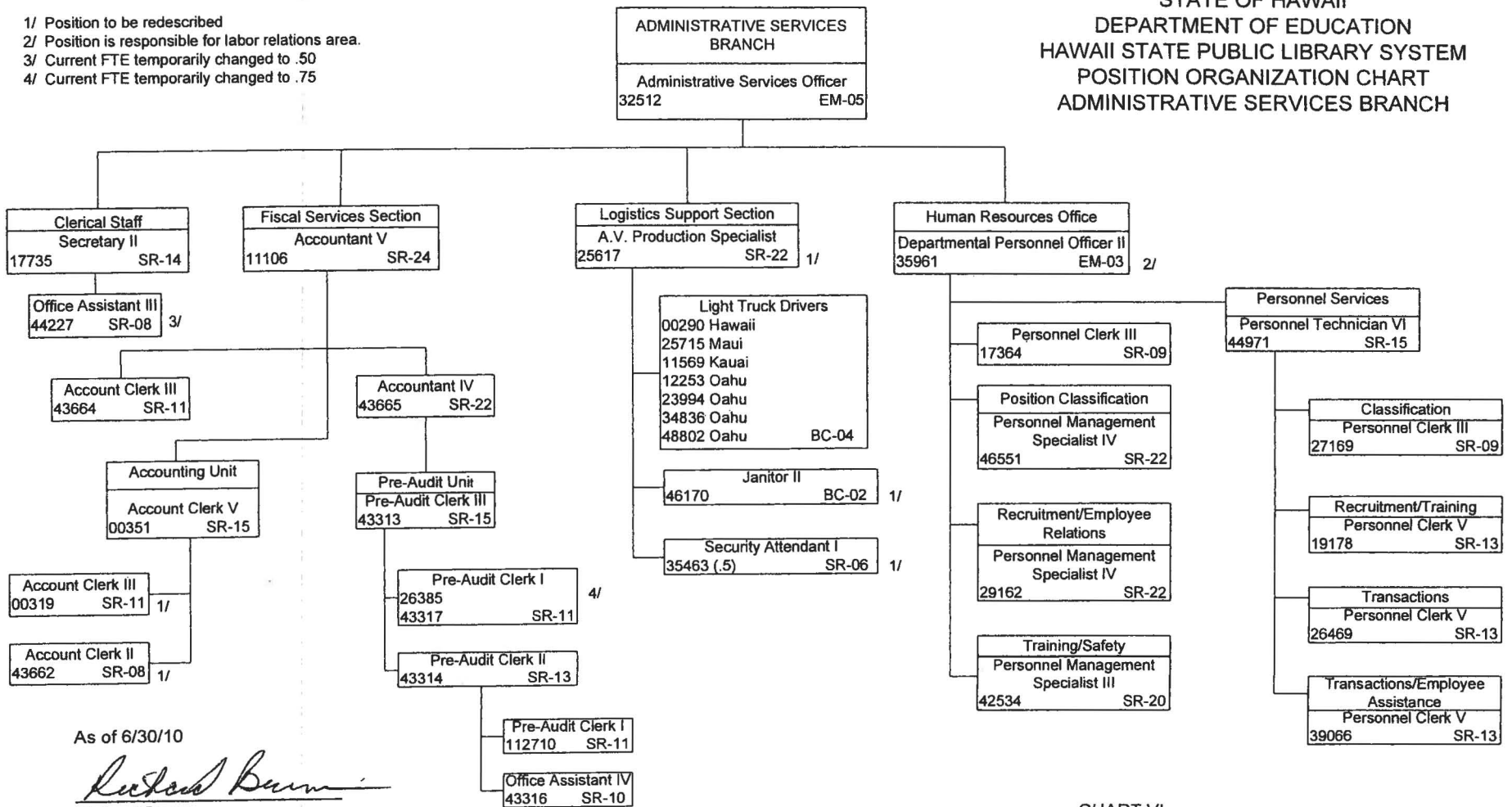
Richard Burns
 State Librarian

1/ Position undergoing MAB appeal

CHART V

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

- 1/ Position to be redescribed
- 2/ Position is responsible for labor relations area.
- 3/ Current FTE temporarily changed to .50
- 4/ Current FTE temporarily changed to .75



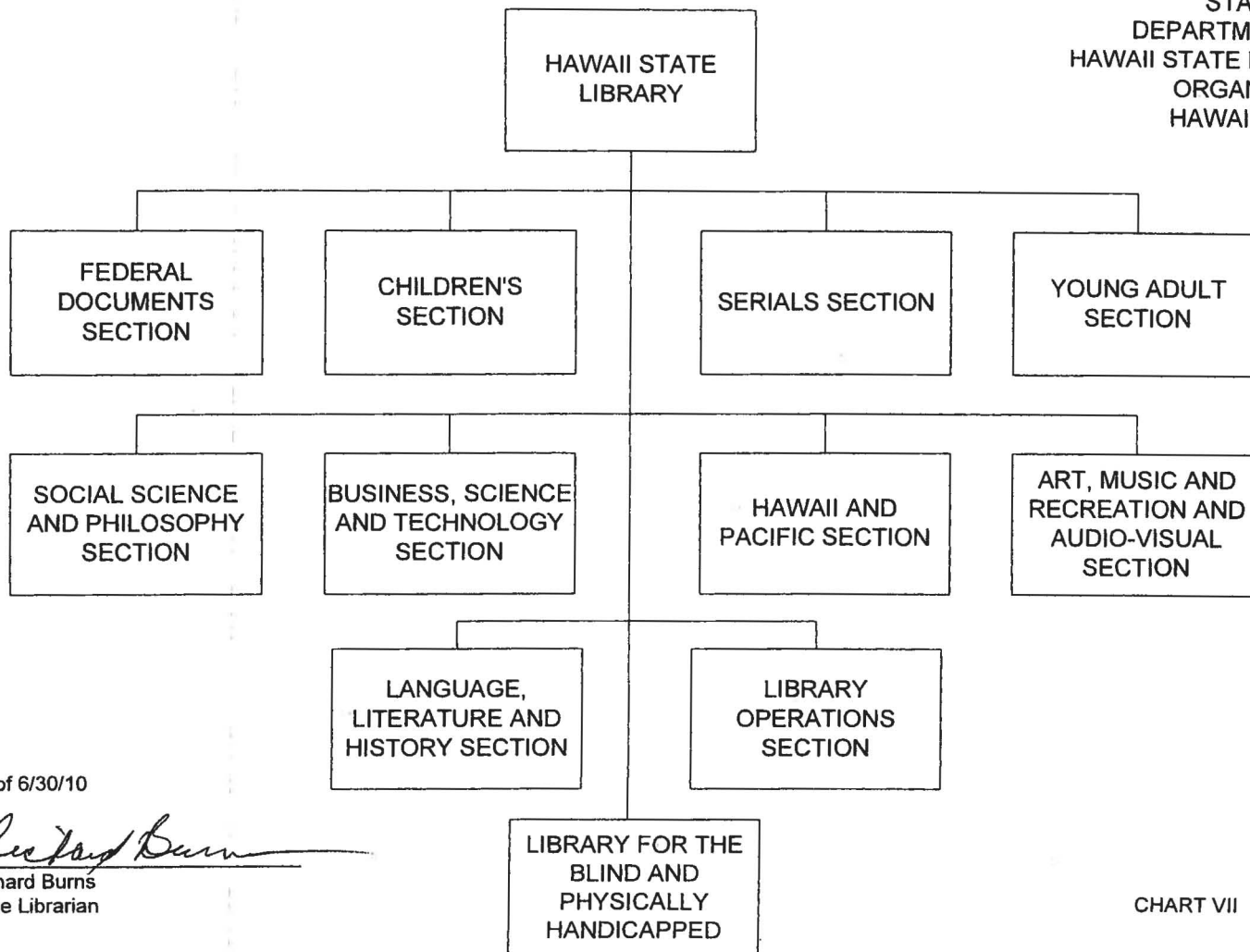
As of 6/30/10

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 6/30/10

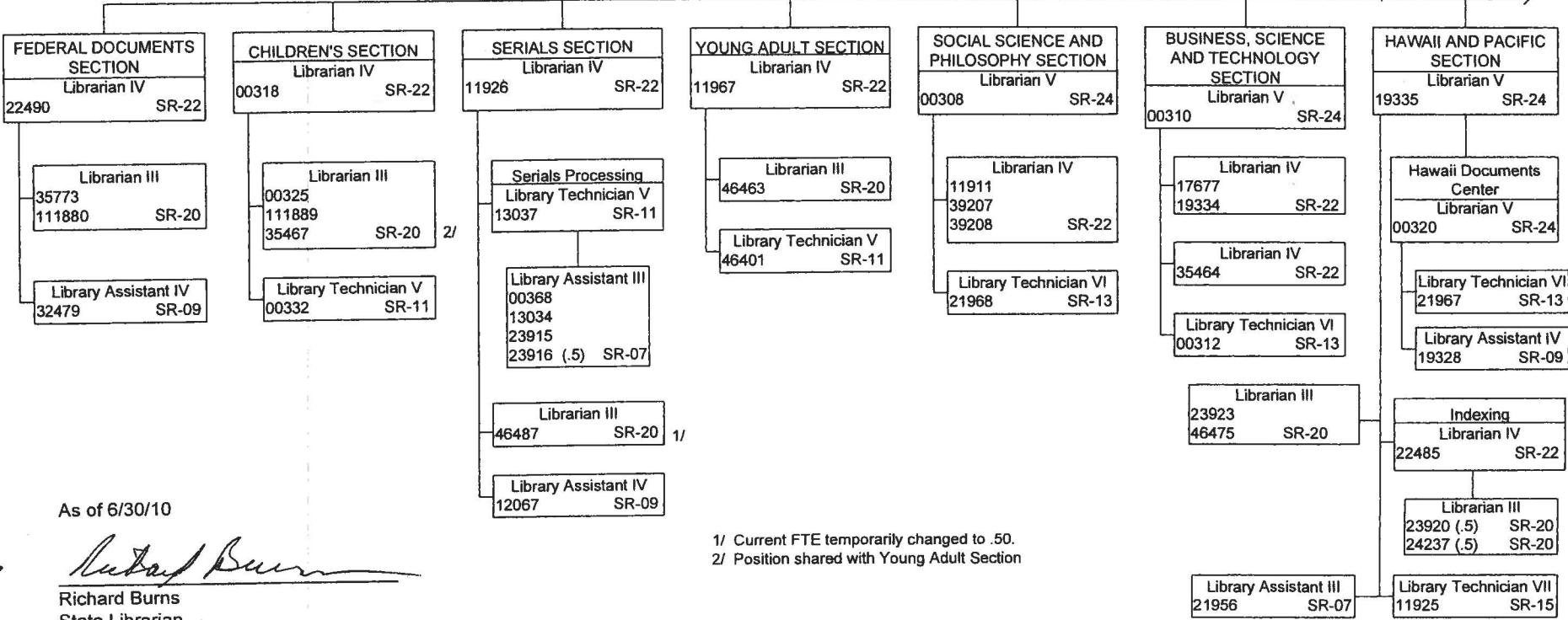

Richard Burns
State Librarian

CHART VII

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

HAWAII STATE LIBRARY
Managing Librarian II
00303 EM-05

Secretary III
21963 SR-16

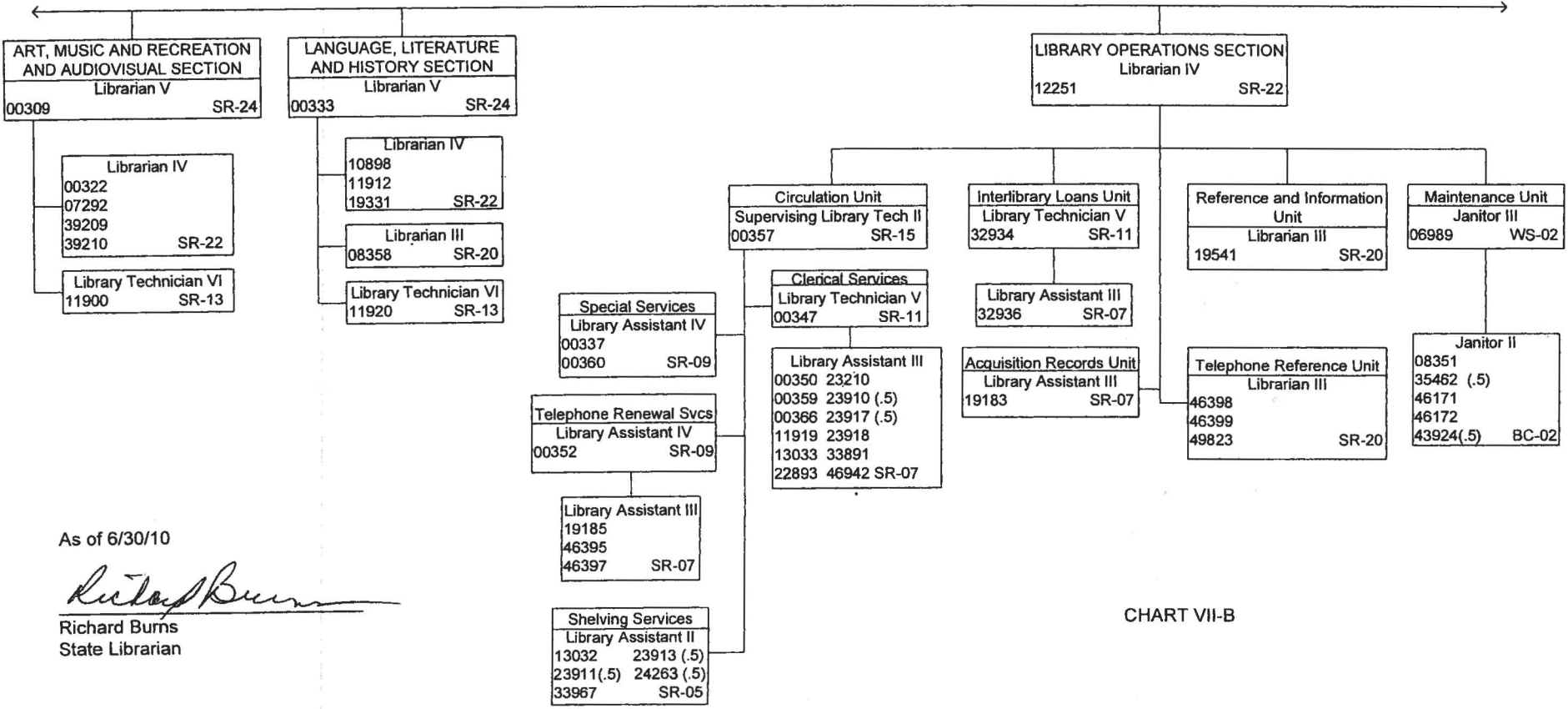


As of 6/30/10

Richard Burns
Richard Burns
State Librarian

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

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

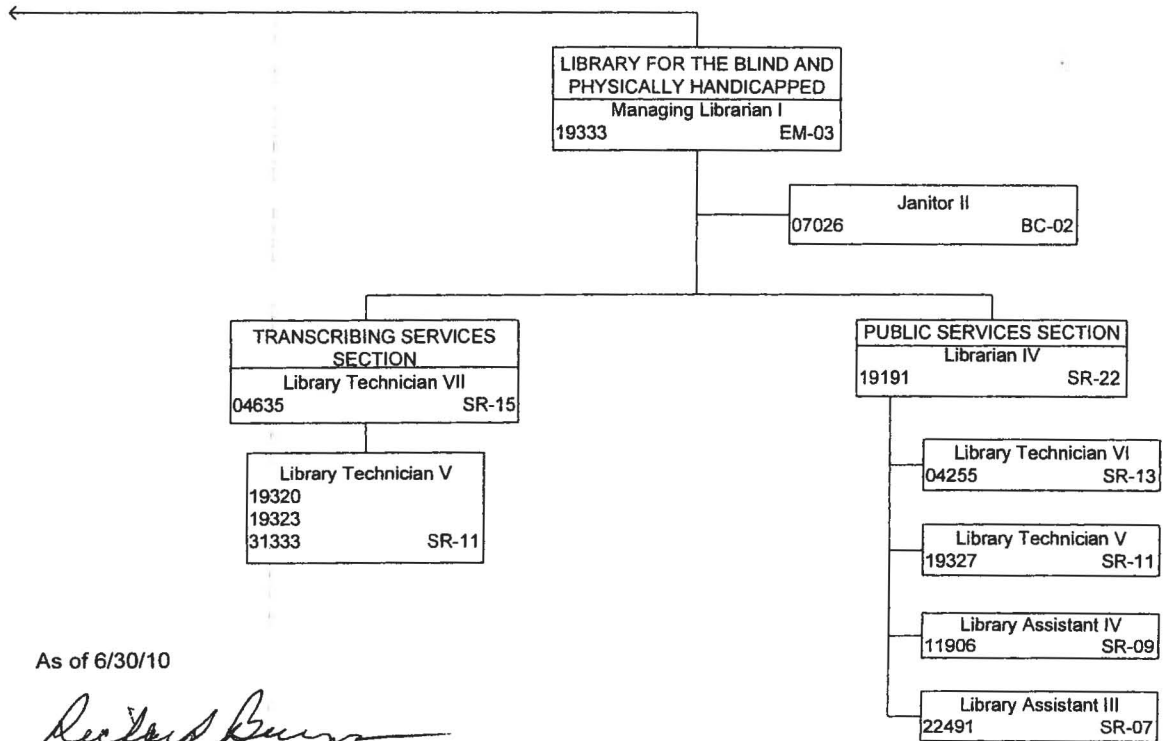


As of 6/30/10

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



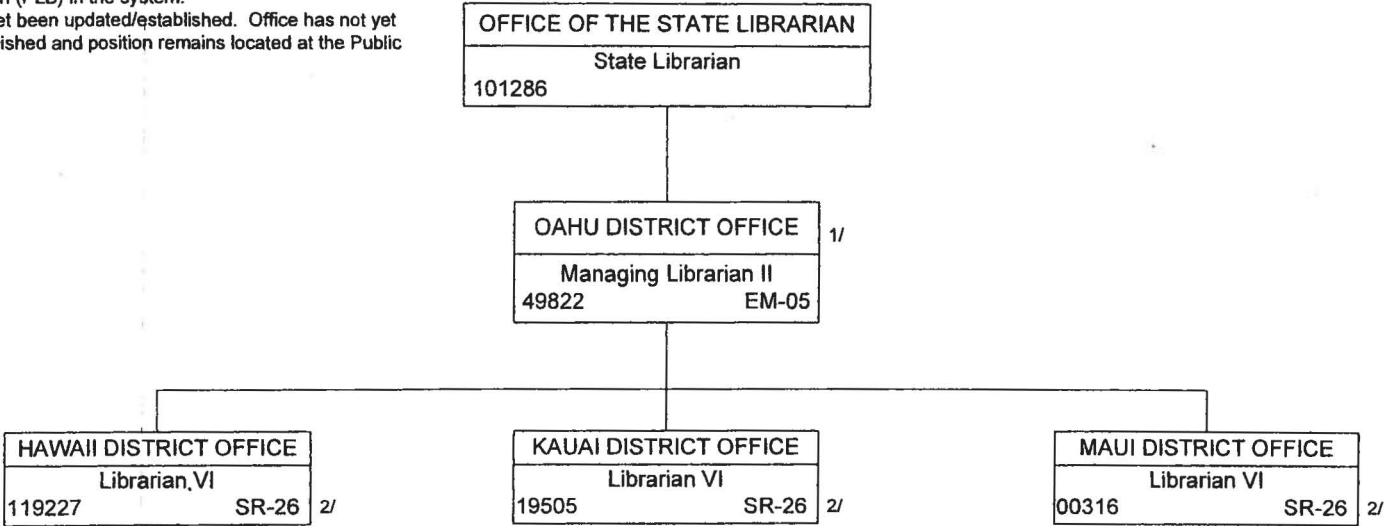
As of 6/30/10

Richard Burns
 Richard Burns
 State Librarian

CHART VII-C

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

- 1/ Org codes have not yet been updated/established. The Oahu District Office has not yet been physically established and is still reflected as the Public Libraries Branch (PLB) in the system.
- 2/ Org codes have not yet been updated/established. Office has not yet been physically established and position remains located at the Public Libraries Branch.



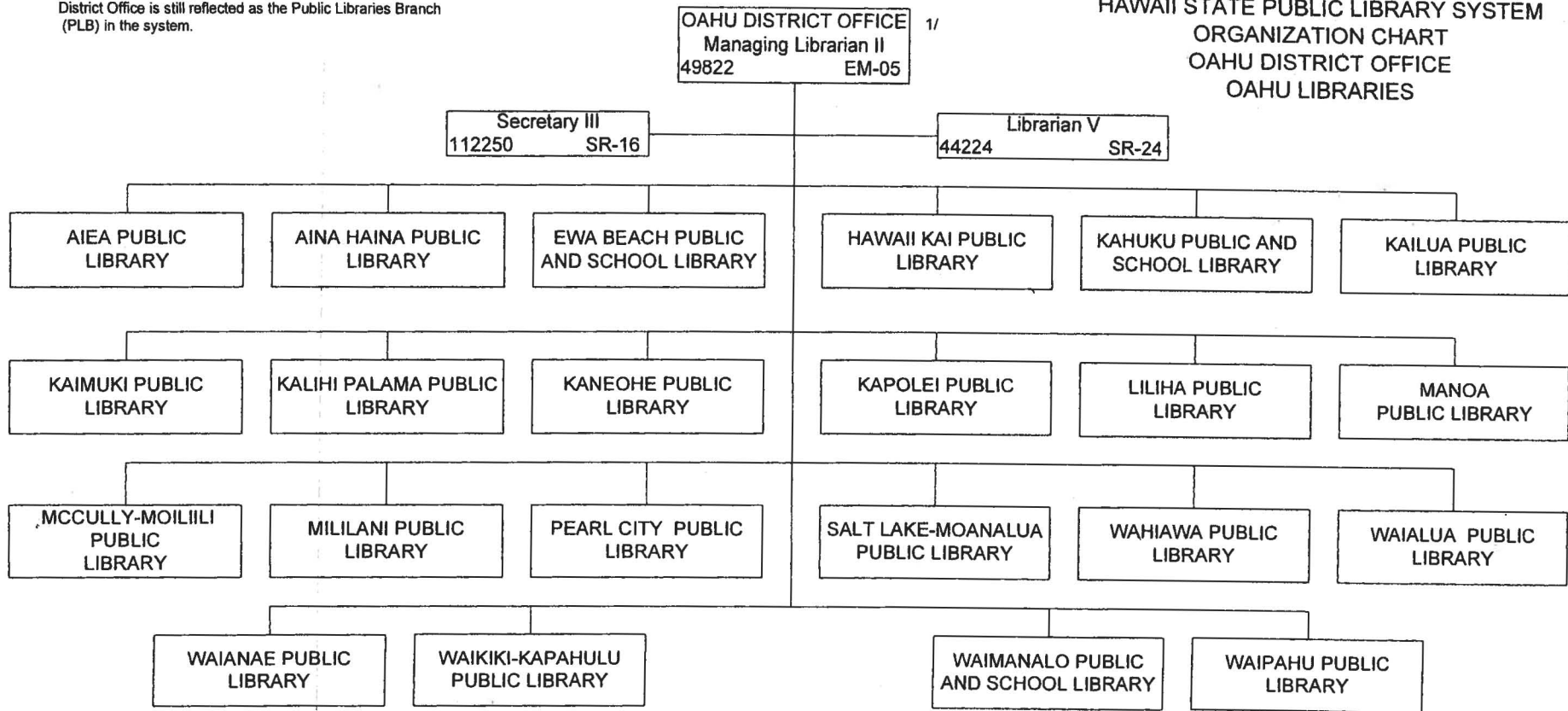
As of 6/30/10

Richard Burns
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.

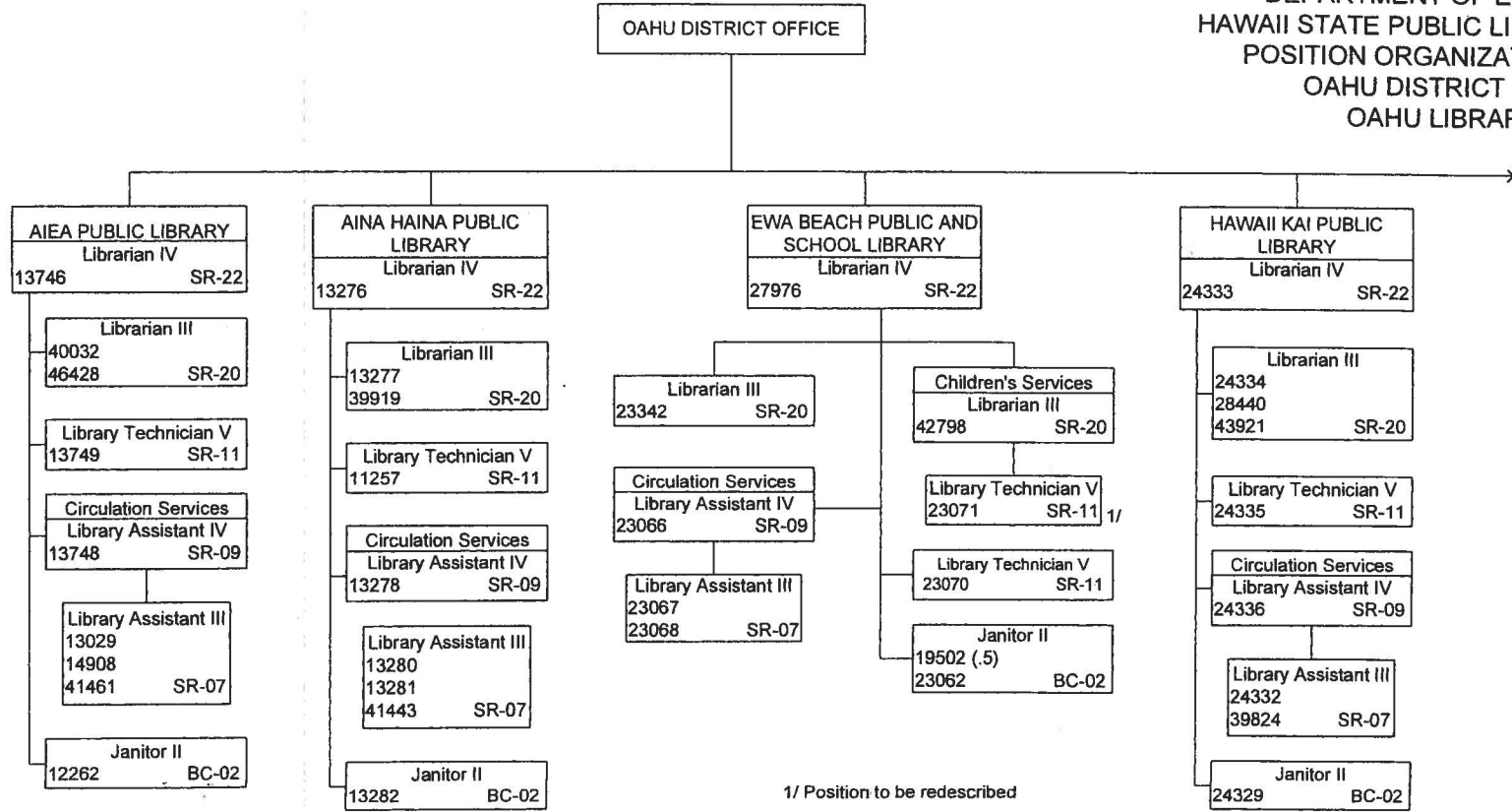
STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 ORGANIZATION CHART
 OAHU DISTRICT OFFICE
 OAHU LIBRARIES



As of 6/30/10

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



1/ Position to be redescribed

As of 6/30/10

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

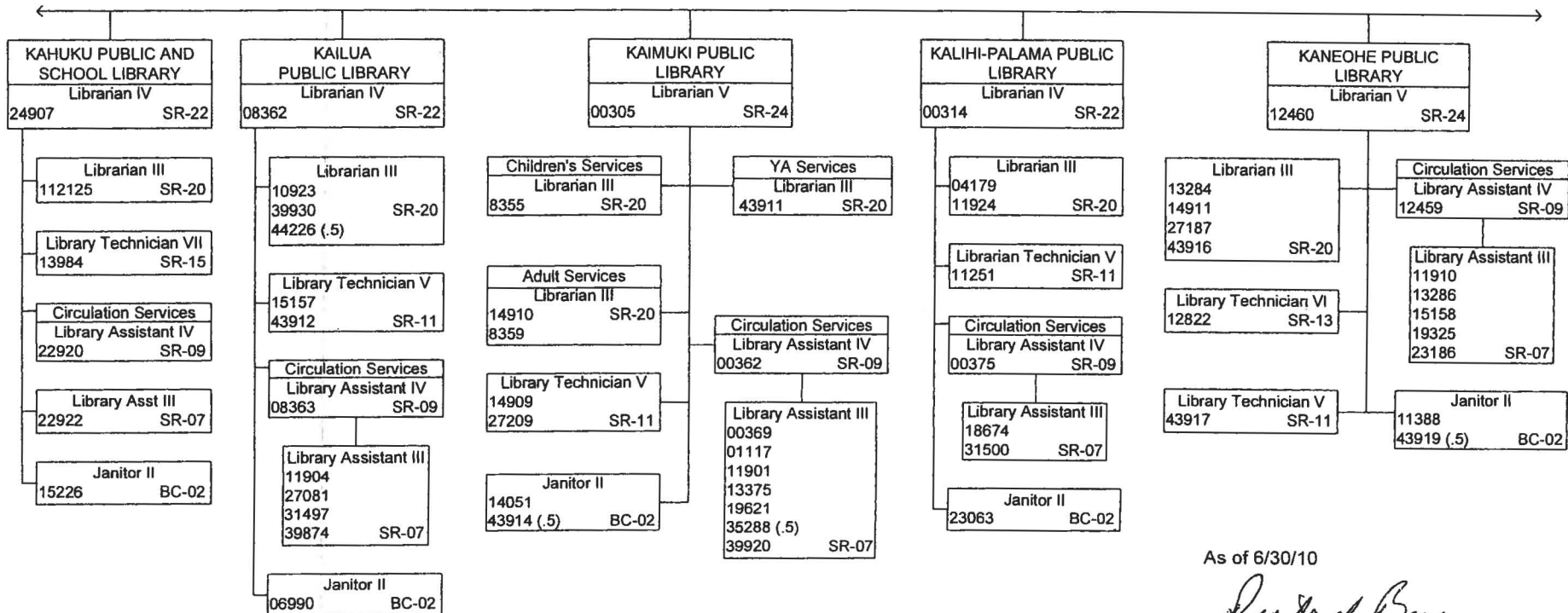
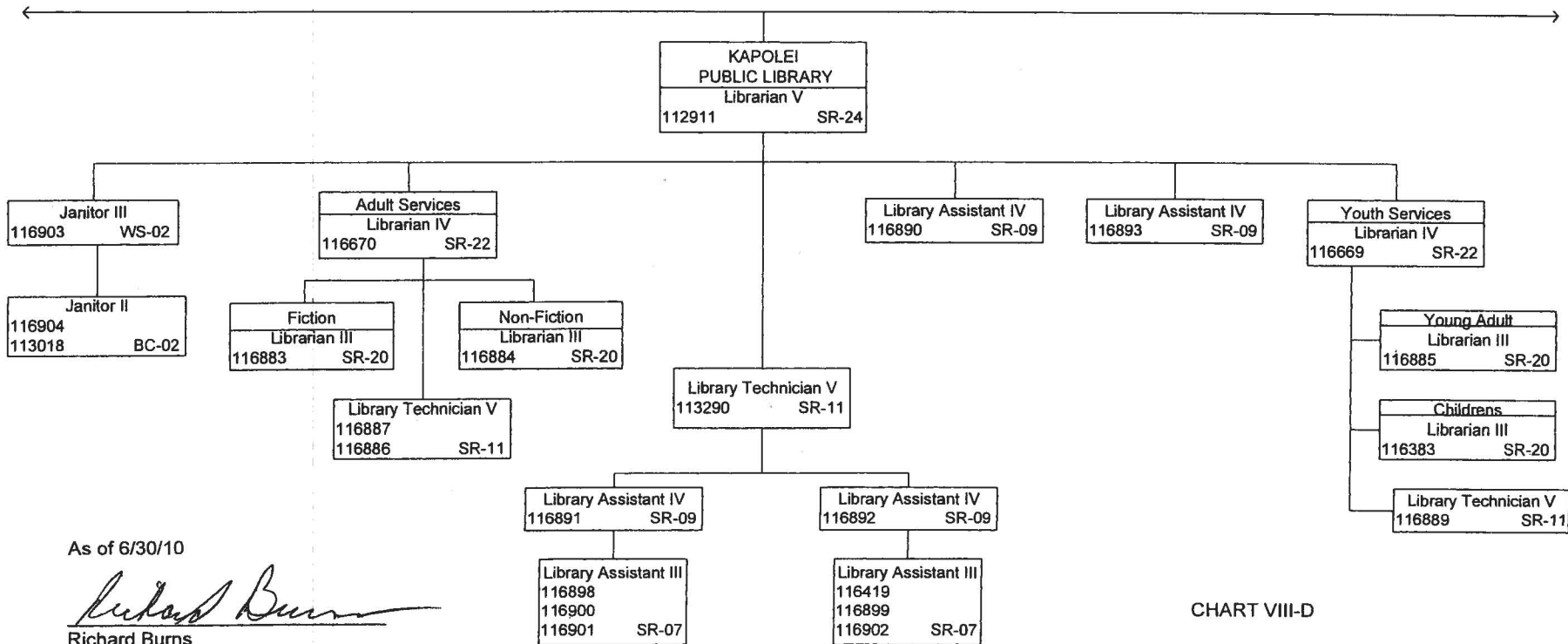


CHART VIII-C

As of 6/30/10

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

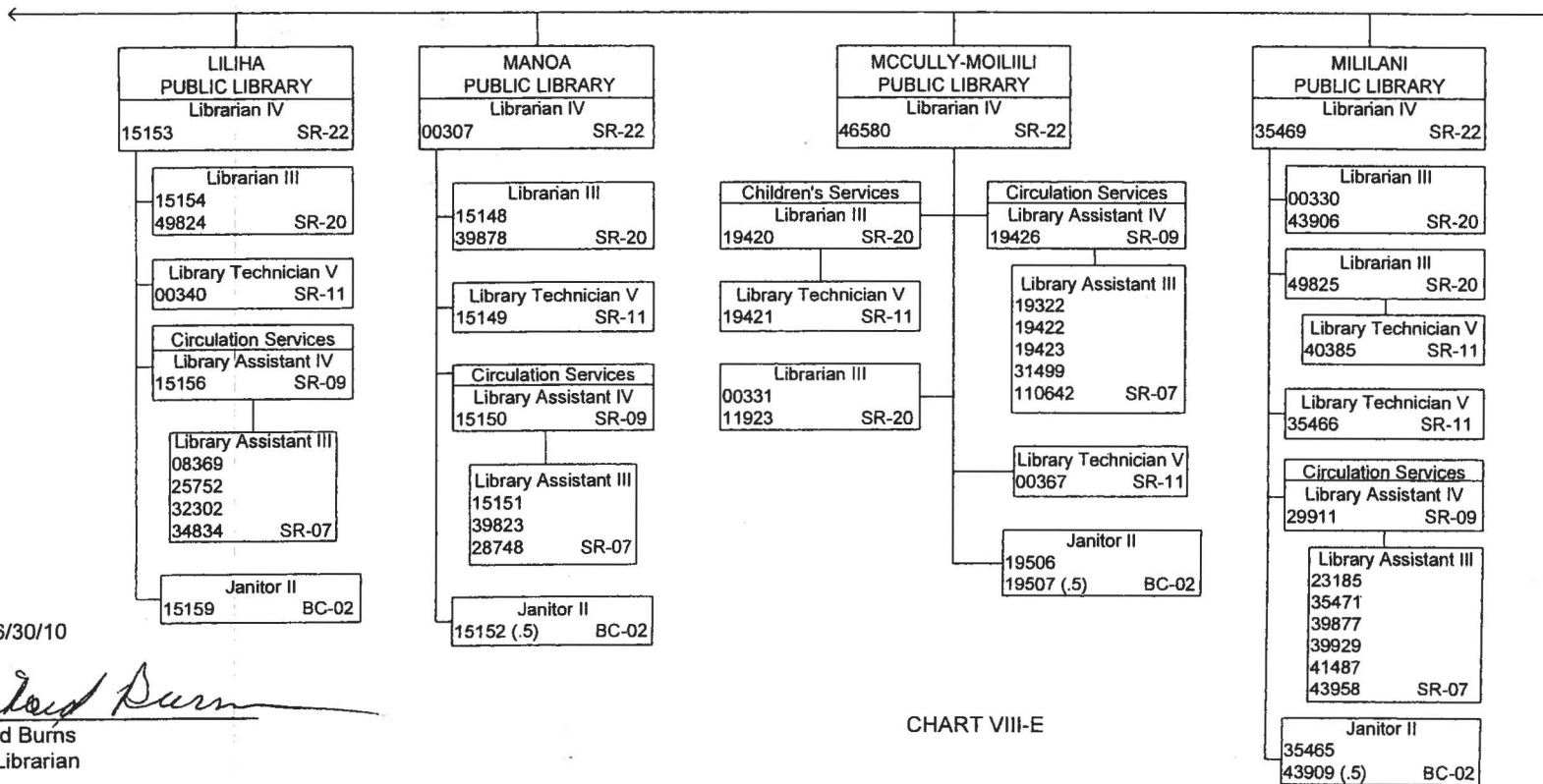


As of 6/30/10

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



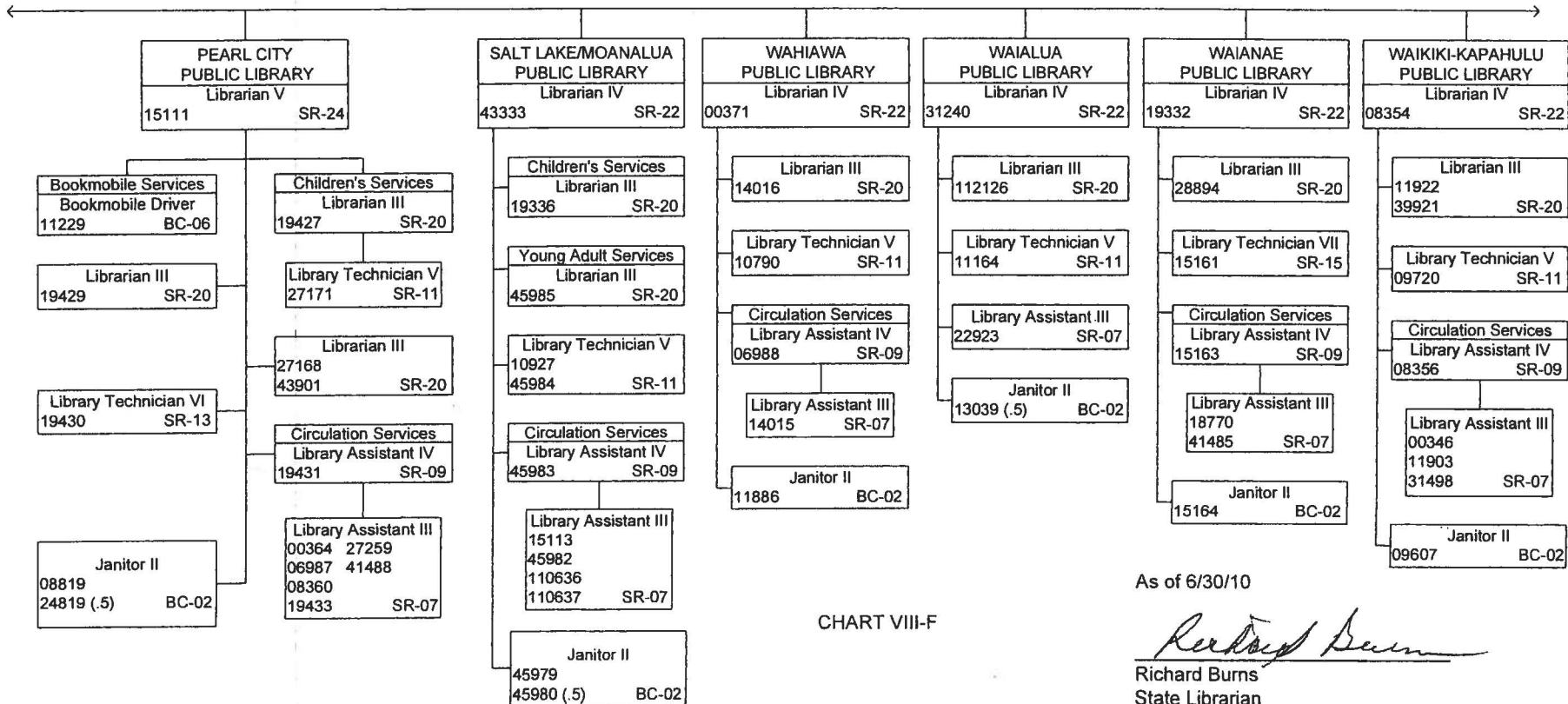
As of 6/30/10

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

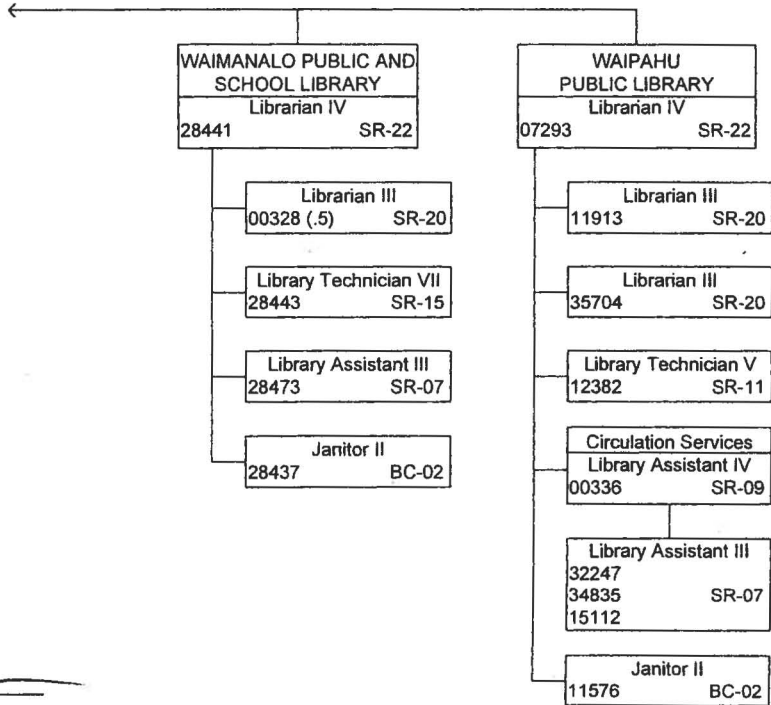


As of 6/30/10

CHART VIII-F

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



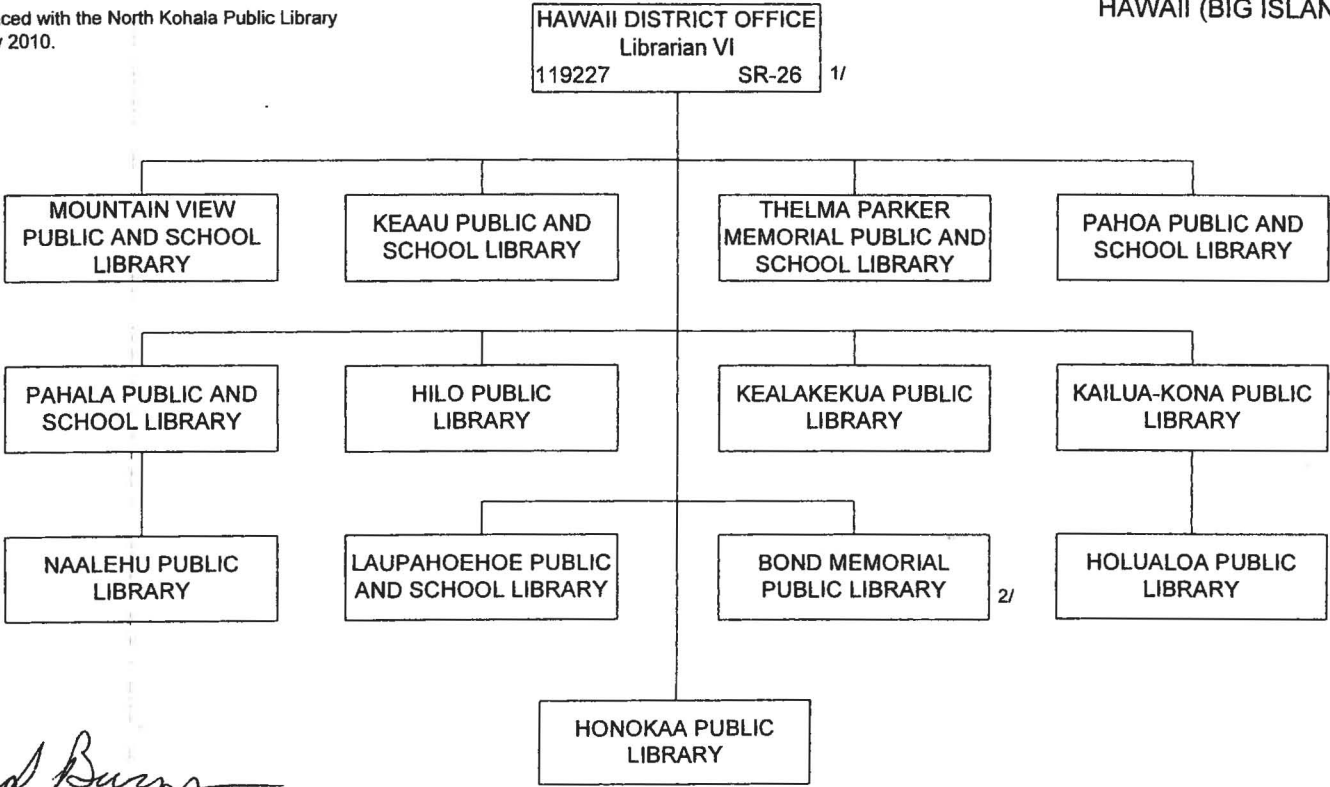
As of 6/30/10

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

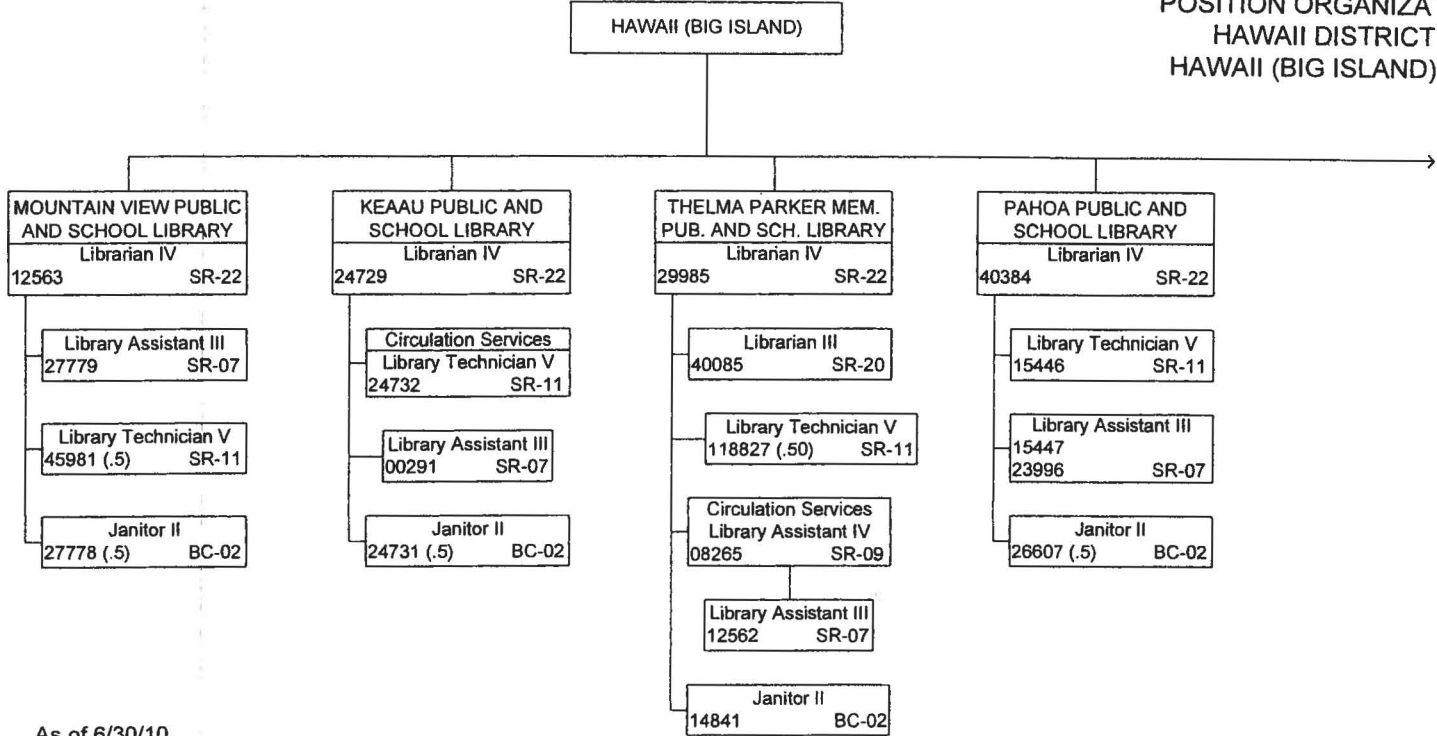
1/ Org Code has not yet been updated/established.
 Position remains located at the Public Libraries
 Branch
 2/ To be replaced with the North Kohala Public Library
 around July 2010.



As of 6/30/10

Richard Burns
 Richard Burns
 State Librarian

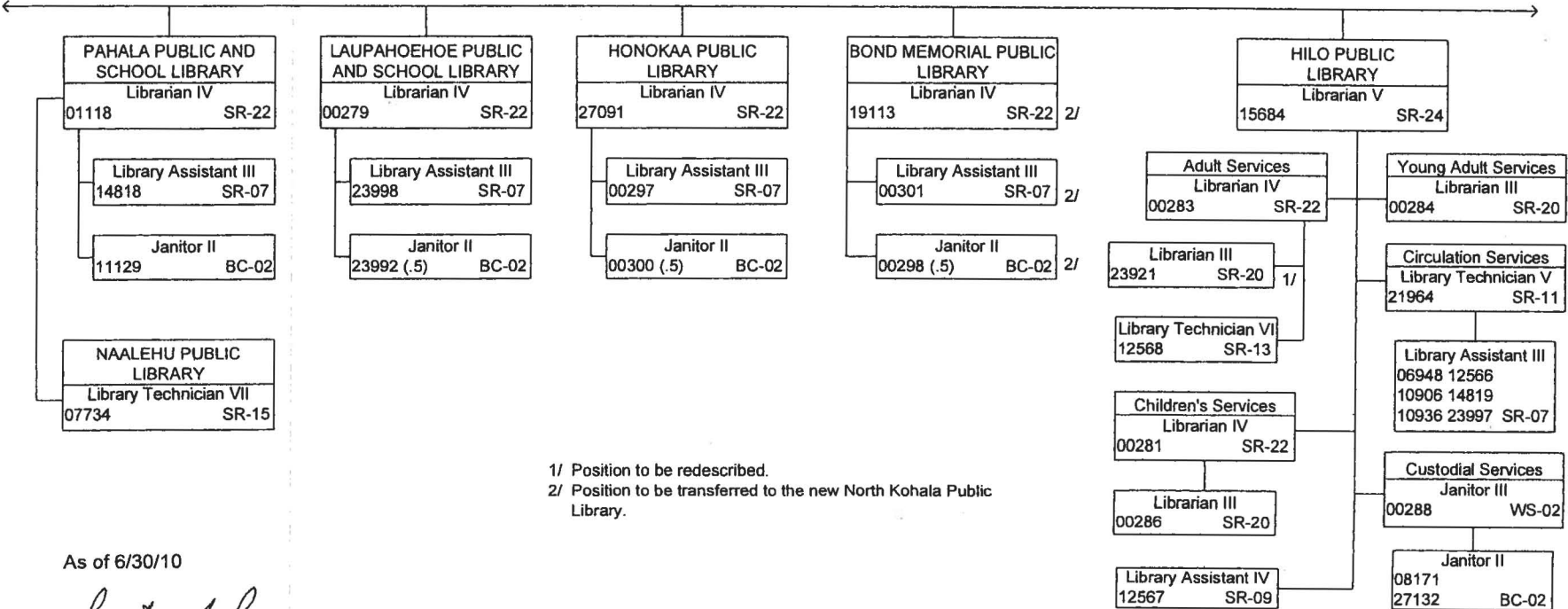
STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 POSITION ORGANIZATION CHART
 HAWAII DISTRICT OFFICE
 HAWAII (BIG ISLAND) LIBRARIES



As of 6/30/10

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



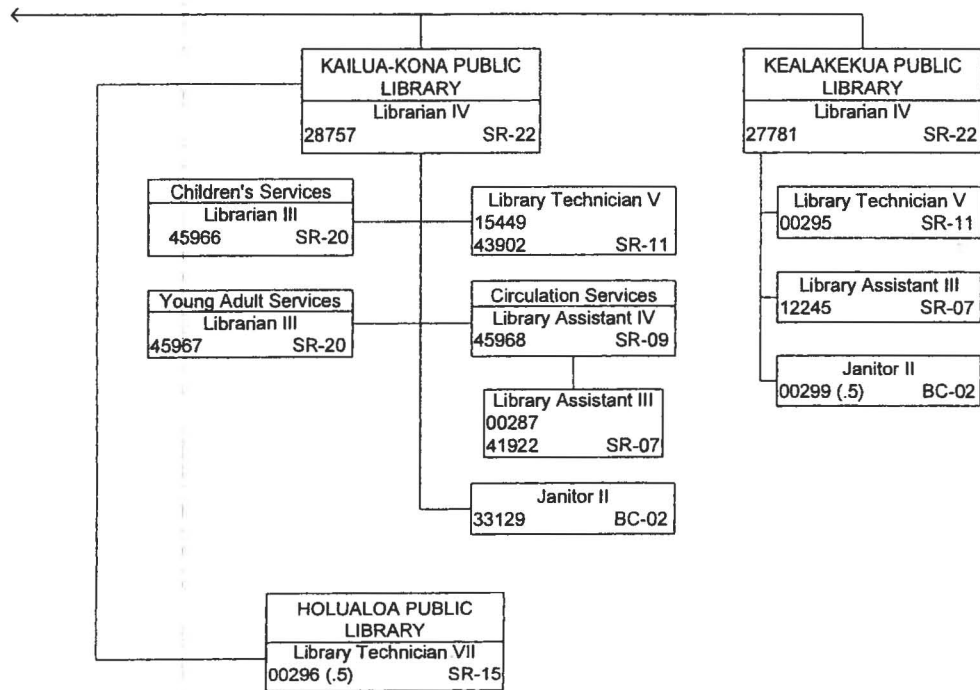
1/ Position to be redescribed.
 2/ Position to be transferred to the new North Kohala Public Library.

As of 6/30/10

Richard Burns
 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

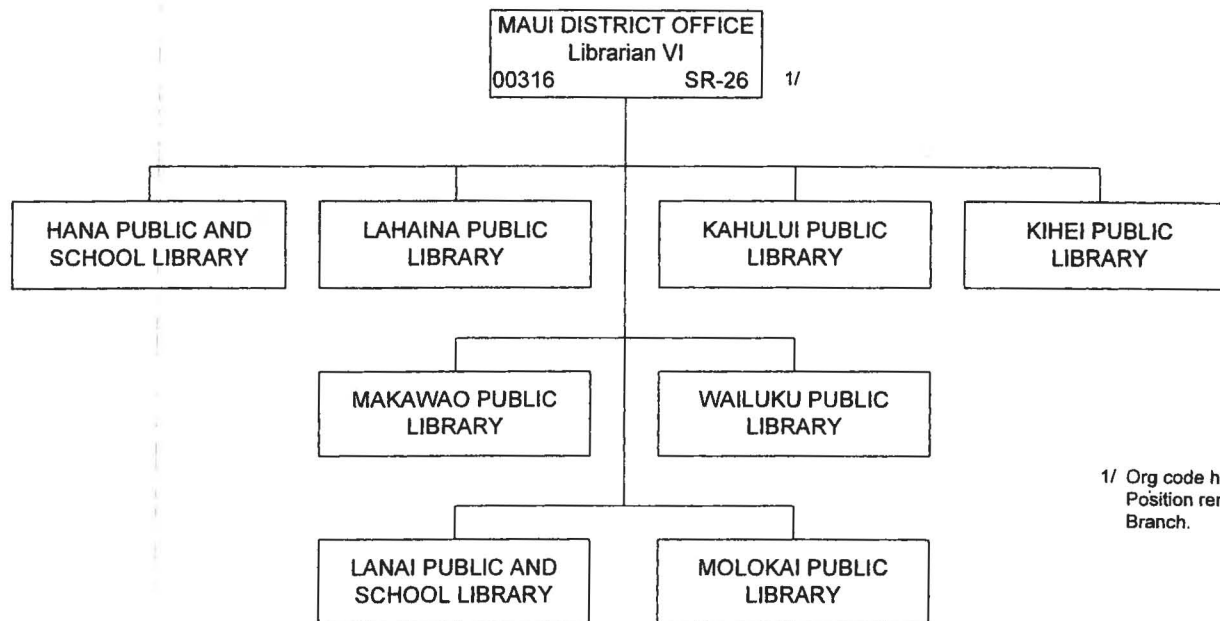


As of 6/30/10

Richard Burns
 Richard Burns
 State Librarian

CHART VIII-K

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



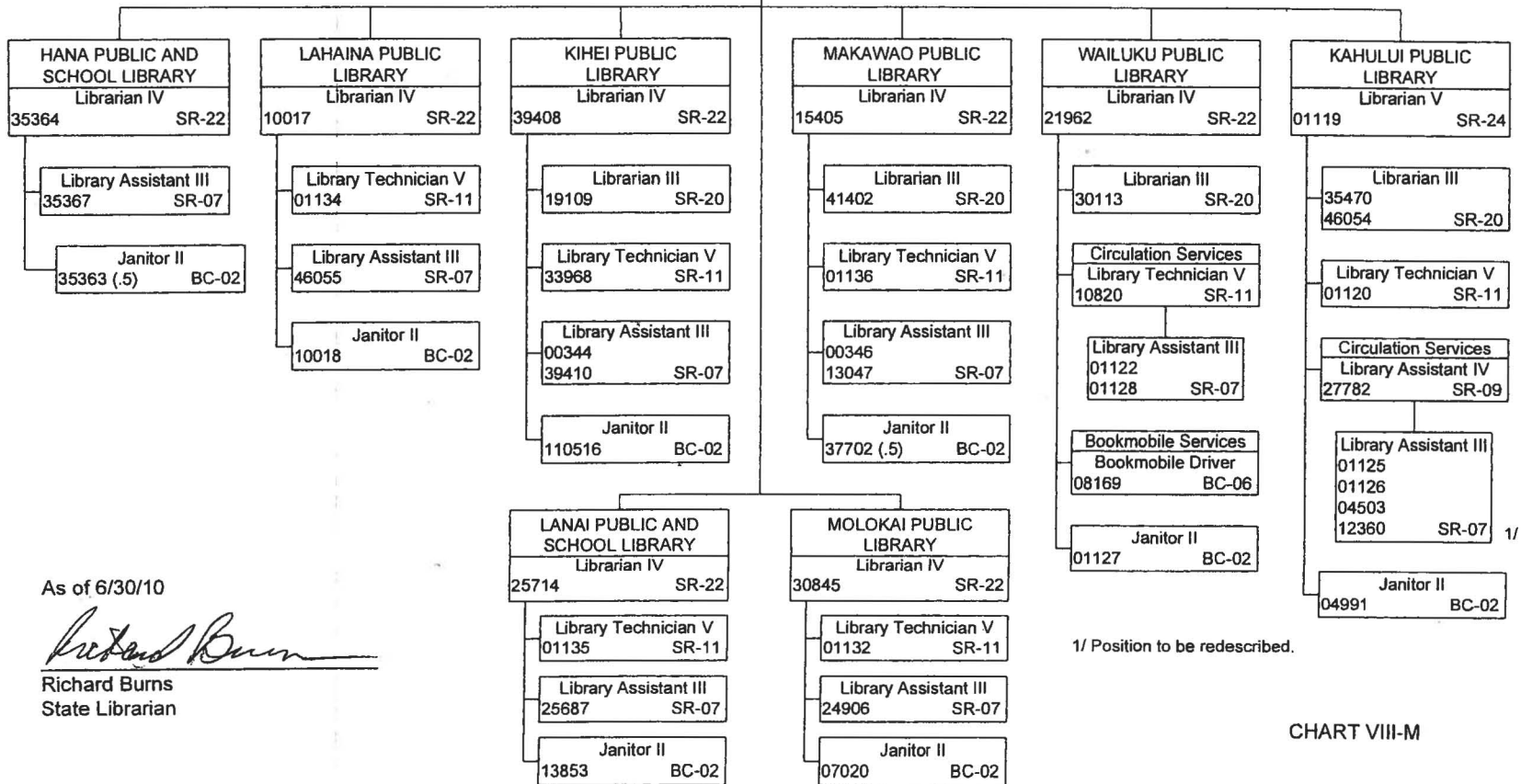
1/ Org code has not yet been updated/established.
Position remains located at the Public Libraries
Branch.

As of 6/30/10

Richard Burns
State Librarian

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

MAUI DISTRICT OFFICE



As of 6/30/10

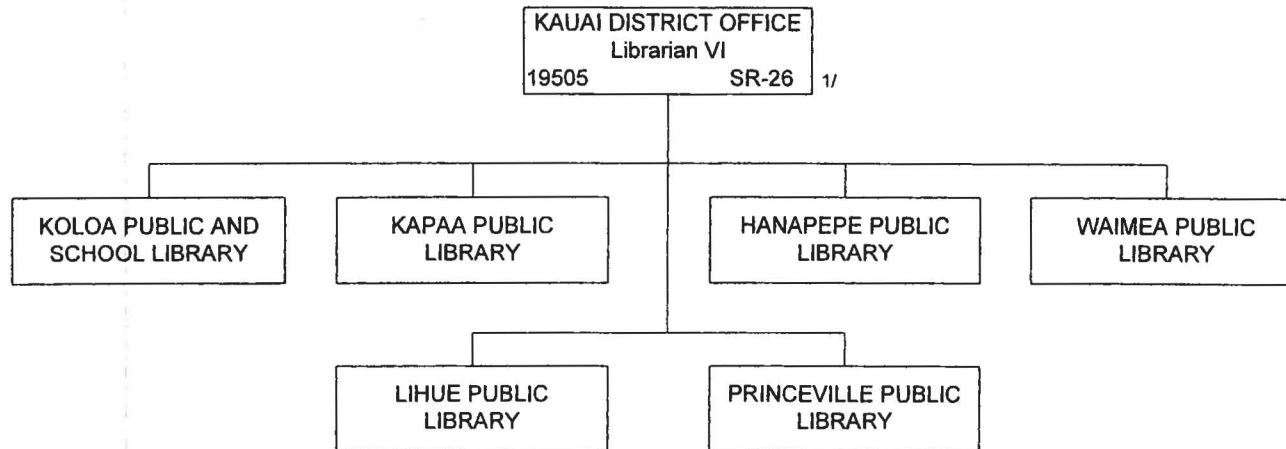

Richard Burns
State Librarian

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

1/ Org code has not yet been updated/established.
Position remains located at the Public Libraries
Branch.



As of 6/30/10

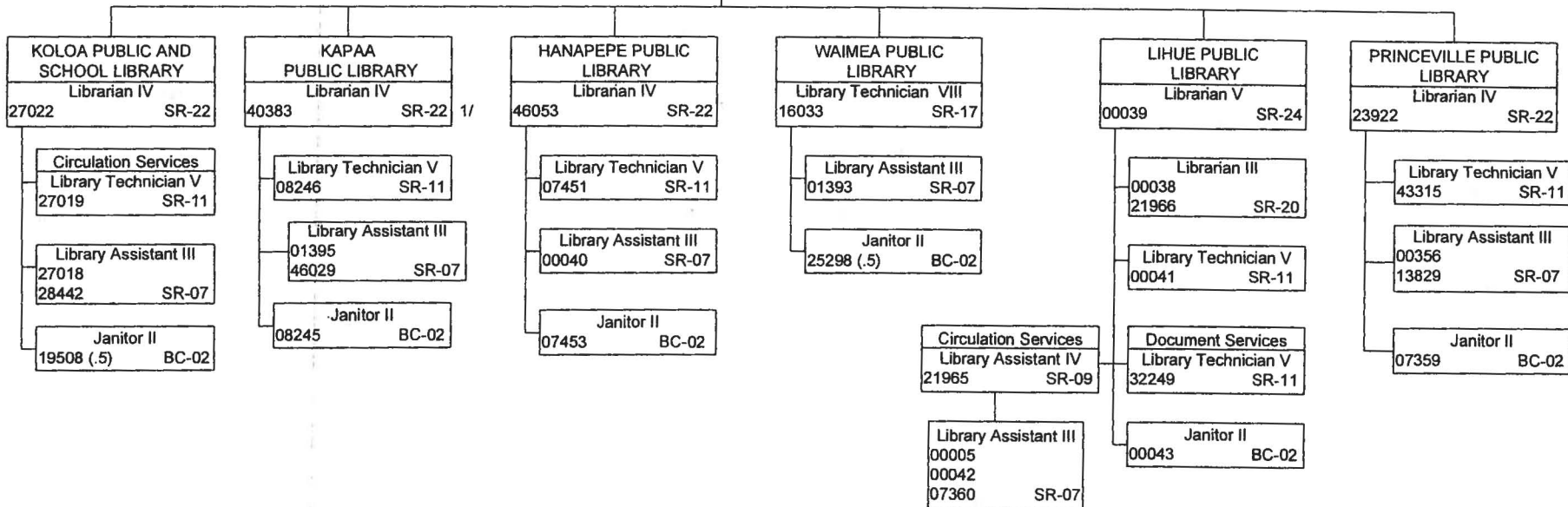
Richard Burns
State Librarian

CHART VIII-N

1/ Current FTE temporarily changed to .40
To be changed back to 1.0 July 2010

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

KAUAI DISTRICT OFFICE



As of 6/30/10

Richard Burns
Richard Burns
State Librarian