



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  
Tuesday, January 15, 2013, 1:30 p.m.  
State Capitol, Room 211

**Mission Statement:** The Hawaii State Public Library System (HSPLS) will maintain, improve and expand collections, programs and services, which provide our patrons across the state with 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 and Financial Conditions:** On September 14, 2012, Finance Memorandum No. 12-12 listed policies and guidelines to be used in preparing the Executive Budget Request for FB 2013-15 and Financial Plan for the period 2013-19. The September 10, 2012 report from the Council on Revenues projected a \$127M decrease in general fund revenues through FY 2015 and a longer term decrease of \$1B through FY 2018. The State must be prepared for the impact of federal sequestration (the "fiscal cliff"), recapitalize our reserve funds and address our unfunded liabilities in the Employees' Retirement System and Employer-Union Health Benefits Trust Fund. In spite of these significant budget challenges, HSPLS

is committed to our mission statement, goals and objectives as listed in our Strategic Plan Progress Report FY 2012 (Attachment 1). Our FB 2013-15 Executive Budget Request reflects the Administration's New Day Plan to invest in the education, skills and well-being of Hawaii's people. Hawaii's most valuable asset, its people, must be provided the opportunity to reach their fullest potential and live engaged, fulfilling lives. HSPLS plays an essential role in this process and we will ensure that the resources devoted to Hawaii's public libraries are used appropriately and efficiently to best serve all of our patrons.

**Federal Funds** HSPLS has only one source of federal funds of approximately \$1.1M annually from our Library Science and Technology Act (LSTA) grant, which is administered by the Institute of Museum and Library Services (IMLS). This grant may be reduced or eliminated by the Federal Budget Control Act sequester. We estimate that there could be a reduction of between 8 to 10% of our grant award. This would impact our technology and automation system needs and upgrades as well as our online data subscriptions. Currently, we will not be requesting any additional general funds to replace this possible loss of federal funding. HSPLS' new Five Year Plan 2013-2017, which has been approved by IMLS, may be found here: <http://hawaii.sdp.sirsi.net/custom/web/content/LSTA%20Five%20Year%20Plan%202013-2017.pdf>.

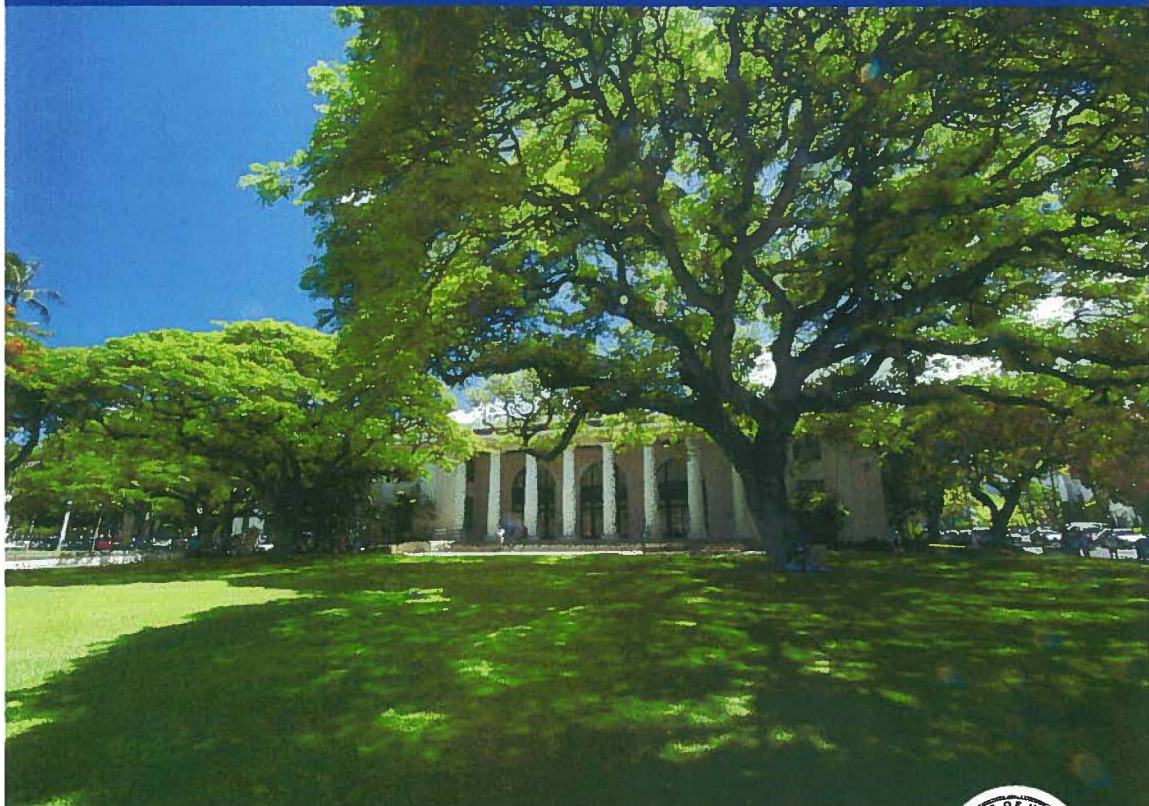
**Budget Request:** HSPLS has two operating general fund requests in the Governor's Executive FB 2013-15 Budget package. Our first request in priority order is \$500,000 for e-books and other library materials to meet increasing public demand

and to expand our very limited collections. The other request for \$300,000 is to increase and expand public service hours and days, including weekends, at our public libraries statewide. We are currently working with the public worker unions, our branches and staff to start adding more public service hours and days for our libraries, especially those on the neighbor islands. Our Capital Improvement Projects (CIP) budget requests adds \$3.5M in FY 2014 and \$3M in FY 2015 for lump sum funding for backlogged Health and Safety improvement projects and energy efficiency projects. Our other CIP requests adds \$15.5M for the construction of a new Nanakuli Public Library, Oahu (FY2014) and \$250,000 in FY 2014 for a site feasibility study for a new Makiki Public Library, Oahu. As requested, we are enclosing a copy of our HSPLS Highlights for FY 2011-12 (Attachment 2) listing our major accomplishments, notable performance measures, efforts to expand our programming, upgrade our technology infrastructure, and our role as the informational, educational, and cultural heart of our communities.

HSPLS has been very successful in maintaining, and even expanding quality public service while competing for dwindling private and public sources of funding. We look forward to again working with the Senate Committee on Ways and Means and their staff in developing a fair and responsible FB 2013 to 2015 Budget for HSPLS during this upcoming Legislative session. Thank you for this opportunity to present our budget information to your committee.

*Hawaii State Public Library System  
Strategic Plan, 2009 to 2013*

# Planning Hawaii's Public Library Future



**Progress Report FY '12**

December 2012



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Hawaii State Public Library System  
Strategic Plan, 2009 - 2013

## **Progress Report FY '12**

Planning Hawaii's  
Public Library Future



## Aloha!

The Hawaii State Public Library System's (HSPLS) primary objectives throughout the past year have been to expand programming, upgrade our technology infrastructure, and reinforce our libraries' role as the informational, educational and cultural heart of their communities. This focus led to records for both number of programs and attendance, and HSPLS' most significant contribution to student achievement and workforce development ever in the form of our unique HSPLS HI Tech Academy.



**Richard Burns**  
State Librarian

Our 2012 Summer Reading Programs (SRP), offered for Children, Teens and Adults, set records again this year, with more than 29,000 readers of all ages reading over 302,000 books during the five week program. From 2009 to 2012, participation in our SRP has grown by 41%. There were 29 corporate, non-profit and organizational sponsors in addition to the Friends of the Library of Hawaii and many local Friends groups who provided funding for programs, weekly reading incentives and prizes, such as Kindle Fires, a Nook Color, a Nintendo 3DS, a TV, a digital camera, DVD players, etc. for the Teen SRP; and five Nook Color prizes for the Adult SRP.

In FY 2012, HSPLS circulated nearly 7 million items and conducted nearly 8,700 programs, author visits, storytimes, class visits, booktalks, workshops, etc. with a total attendance of over 222,000. In addition, there were nearly 601,000 Internet sessions on library PCs.

During FY2012, HSPLS staff conducted workshops, one-on-one computer training, and staffed outreach events at local fairs and conventions (e.g. Hawaii Book and Music Festival, Children and Youth Day, College and Career Fair) to promote library services, programs and collections. Staff frequently coordinated visits by authors, storytellers, musicians and crafters, drama presentations, and workshops on a wide variety of topics including school readiness screening, emergency preparedness, finance and Smart Money, college and career planning, book discussions, income tax assistance, estate planning,

stress management, medicine, science, travel, cooking, gardening, a Mini-Con, an Anime-Manga Art contest, etc., as well as exhibits and displays on an even wider variety of topics. Staff also coordinated programming for numerous national programs such as National Library Week, National Poetry Month, Free Comic Book Day, Children's Book Week, Teen Read Week, Dr. Seuss Day, various Holiday programs, and numerous cultural and ethnic programs and activities, including hula, slack key guitar, origami, Aikido, Chinese knotting, Feng Shui, Hawaiian history, Chinese Lion Dances, bon dances, music and dance of Bali, Black History Month, Filipino-American History Month, etc.

In a unique partnership with Microsoft, HSPLS is now the only library system in the world to offer all our patrons free access to the Microsoft IT Academy, which provides free access to more than 1,500 online, self-paced digital literacy and technology training courses ranging from computer basics to systems architecture and design. These courses allow patrons to pursue the in-demand skills and competencies needed for improved performance in the classroom, increased effectiveness in the workplace and actually create their careers in the technology field. After less than a year since the November 2011 launch, more than 8,000 courses have been taken. Our partnership with the Hawaii Department of Human Resources Development (DHRD) to provide IT Academy resources to state employees leverages HSPLS assets to reduce DHRD IT training costs and fuels inter-agency collaboration.

HSPLS has a small, understaffed IT section which has worked extremely hard on a variety of initiatives to enhance HSPLS' technology infrastructure, to improve the security of our network, and to work with the Governor's new Office of Information Management and Technology (OIMT), under the leadership of State Chief Information Officer Sanjeev "Sonny" Bhagowalia. Designated as one of only two Centers of Excellence in Hawaii, HSPLS' successful implementation of an impressive number of upgrades, projects and enhancements has inspired many of our vendors to become true partners, with alignment in long-range goals and vision, and with both vendors and HSPLS owning a stake in the success of these initiatives. In October, HSPLS was awarded the first State of Hawaii Excellence in Technology Award in the category of Improving State Operations by OIMT and a panel of IT experts.



Among HSPLS' recent IT accomplishments are:

- complete network re-design from a frame relay network to a modern MPLS, cost effective RNS network with segregated, co-existing wired and wireless networks;
- replacing 1,400 desktop & laptop computers;
- providing access to live webcasts of legislative proceedings in all our libraries;
- designing and implementing a secure, internally-hosted virtual cloud;
- virtualization and storage consolidation at the datacenter, moving from 13 physical servers in 2010 to 100 virtual, clustered and application-specific servers;
- implementing unified productivity and collaboration tools; massive security implementation of datacenter, middle-tier and edge components at network, server, and PC levels;
- training from the Department of Homeland Security in vulnerabilities;
- Data Loss Prevention system and filter; a new email system and unified communication components;
- off-site disaster recovery, business continuity & replication of data capabilities;
- design and implementation of shared platform, inter-departmental workflows;
- developing a new Public Access Portal;
- creation and deployment of three public computing centers (in process);
- creation of an IT Learning Corner for all staff members;
- a digitization repository;
- social media tools for public access portal collaboration components.

HSPLS libraries are the information, education and cultural centers of their communities, providing patrons with statewide access to materials and information, through various online eResources, with on-island delivery and off-island mailing, and with programming coordinated both at the state and local levels.

Our residents' demand for library services has led to several recent construction projects:

- North Kohala Public Library opened Nov. 8, 2010 on the Big Island of Hawaii. This new, 6,000 square foot, \$7.8 million building was the first HSPLS branch to obtain LEED Gold Certification from the U.S. Green Building Council, and was the first place winner of the 2012 NAIOP Hawaii Kukulu Hale Green Building Project Award in May 2012 (recognizes the achievements of those who have made significant contributions to



- Hawaii's commercial real estate industry). Community members created a human chain to move books from the previous, 100-year-old library to the new Library: (<http://www.bigislandvideonews.com/2010/10/25/video-big-human-chain-helps-small-town-library-in-kapaau/>).
- Manoa Public Library, reopened on June 2, 2012 as HSPLS' second LEED Gold Certified library. For nearly three years, staff operated out of two portable classrooms on neighboring Noelani Elementary School's campus while the replacement \$10.3 million, 29,425 square foot library was built on the same site as the original 6,500 square foot building. The Grand Opening ceremony was attended by Governor Neil Abercrombie, other elected officials and dignitaries, and more than 500 members of the Manoa community. A successful partnerships with the Hawaii DOE (which kept the two portables for classroom use) and with a commercial storage facility (free air-conditioned storage of library materials during construction), this project is expected to receive LEED Gold Certification.
- Lahaina Public Library reopened in November after a \$300,000 remodeling project was completed entirely without public funding. The remodeling of the 57-year-old Library was led by the Rotary Club of Lahaina and Maui Friends of the Library, with monetary donations and volunteer time and labor from across the island. The project included new flooring, furniture, shelving, circulation desk, front door and interior and exterior patching and painting. Twenty-one contractors donated pro bono and deeply reduced services to help modernize the building, while 60 volunteers stripped the facility to bare walls and packed, stored, returned and re-shelved 35,000 books.
- Construction is about to begin on the new Aiea Public Library. The new library is expected be twice the size, have twice the parking spaces, and is expected to attain LEED Silver Certification or higher.
- Planning and design are nearing completion for the new Nanakuli Public Library.
- Funding has been appropriated for a feasibility study for a new branch library in Waikoloa on the Big Island.

Despite fiscal and staffing challenges, HSPLS has had a remarkably successful year, and we look forward to continuing to reinforce our libraries' roles as critical anchor institutions in their communities by providing the collections, programs and services our patrons need to be successful and to lead informed, engaged and fulfilled lives.

## Goal 1: Continue to Improve Quality of and Access to Public Library Collections and Services

Library collections are changing rapidly, and our patrons are lobbying for new, faster and better all the time. It has been quite a long time since we offered only print materials. We will continue to develop our various print, digital and online collections as we monitor new media formats.

### Objective:

Provide the public with access to traditional book, periodical and other physical formats while monitoring and expanding the collection of new formats

**Strategy:** Continue to provide our patrons collections with materials in a variety of formats

**Measure:** E-book statistics (collection size, circulation and turnover ratio); begin and develop a digital audiobook collection at the Library for the Blind and Physically Handicapped

**Outcome:** Provide the public with a balanced selection of resource materials

**Baseline:** E-books collection size – 10,859  
Circulation – 30,654  
Turnover – 2.8

	Target	Actual
2009	E-books collection size – 11,402 Circulation – 31,926 Turnover – 2.8	<b>12,585</b> (15.89 % increase) <b>40,277*</b> (31.39 % increase) <b>3.20*</b> (14.29* % increase)
2010	E-books collection size Circulation Turnover	<b>13,516</b> (7.40 % increase) <b>63,917</b> (58.69 % increase) <b>4.73</b> (47.81* % increase)
2011	E-books collection size – 12,570 Circulation – 35,825 Turnover – 2.85	<b>15,276</b> (13.02 % increase) <b>87,126*</b> (36.31 % increase) <b>5.70</b> (20.60 % increase)
2012	E-books collection size Circulation Turnover	<b>18,601</b> (21.77 % increase) <b>131,868</b> (51.35 % increase) <b>7.09</b> (24.29 % increase)

	Target	Actual
2013	E-books collection size – 13,940 Circulation – 40,426 Turnover – 2.9	

\* corrected based on updated information

**Strategy:** Review materials budget allocation formula annually

**Measure:** Modifications to formula and specific branch materials budgets; ensure most effective distribution of scarce materials resources; percent of budget allocation to various sources

**Outcome:** Provide specific communities and sub-communities with the materials they need to be successful

**Baseline (FY 2008 allocation formula):** Baseline allocation – 10 %  
Central Purchases – 24 %  
Factor allocation – 66 %

	Target	Actual
2009	Baseline allocation – 9 % Central Purchases – 20 % Factor allocation – 71 %	0 % 6.54 % 93.46 %
2010	Baseline allocation Central Purchases Factor allocation	0 % 7.27 % 92.73 %
2011	Baseline allocation Central Purchases Factor allocation	0 % 9.17 % 90.83 %
2012	Baseline allocation Central Purchases Factor allocation	0 % 12.02 % 87.98 %
2013	Review materials budget allocation formula annually	

**Objective:**

Continue to provide public access to traditional as well as electronic library services; develop and expand when feasible

**Strategy:** Redesign and modernize HSPLS website (www.librarieshawaii.org) to allow the public to more efficiently access HSPLS materials and resources

**Measure:** Number of visitors, visits and page views at the HSPLS website

**Outcome:** Continue to provide 24/7 access to library materials and collections

**Baseline:** Visits to HSPLS website – 1,160,117  
 Unique visitors to HSPLS website – 431,070  
 Page views – 1,794,723

	Target	Actual
2009	Visits to HSPLS website – 1,175,526 Unique visitors to HSPLS website – 435,380 Page views – 1,828,596	<b>1,233,233</b> (6.30 % increase) <b>483,427</b> (12.15 % increase) <b>2,066,709</b> (15.15 % increase)
2010	Visits to HSPLS website Unique visitors to HSPLS website Page views	<b>1,671,708</b> (35.55 % increase) <b>704,336</b> (45.70 % increase) <b>2,696,103</b> (30.45 % increase)
2011	Visits to HSPLS website – 1,243,564 Unique visitors to HSPLS website – 444,130 Page views – 1,909,759	<b>1,770,837</b> (5.93 % increase) <b>772,500</b> (9.68 % increase) <b>2,862,372</b> (6.17 % increase)
2012	Visits to HSPLS website Unique visitors to HSPLS website Page views	<b>1,432,675</b> (19.10 % decrease) <b>695,939</b> (9.91 % decrease) <b>2,710,808</b> (5.30 % decrease)
2013	Visits to HSPLS website – 1,313,862 Unique visitors to HSPLS website – 453,056 Page views – 1,993,446	

**Strategy:** Monitor 24/7 Electronic Reference service

**Measure:** Number of questions received; questions answered by Telephone Reference staff vs. other sections or branches; percent answered within two business days

**Outcome:** Provide 24/7 access to library materials and collections

**Baseline:** Nov. 5, 2007 (onset of service) to June 30, 2008 (end of fiscal year):

Questions submitted – 325 (100 %)

Answered by Telephone Reference Section – 184 (57 %)

Answered by other HSL Sections or Branches – 141 (43 %)

% answered within 2 business days – 79 %

	Target	Actual
2009	Questions submitted – 650 Answered by Tel. Ref. Section – 368 Answered by other HSL Sections/Branches – 282 % answered within 2 business days – 50 %	<b>1,028</b> (100 %) <b>645</b> (63 %) <b>383</b> (37 %) <b>79 %</b>
2010	Questions submitted Answered by Tel. Ref. Section Answered by other HSL Sections/Branches % answered within 2 business days	<b>1,181</b> (100 %) <b>813</b> (69 %) <b>368</b> (31 %) <b>80 %</b>
2011	Questions submitted – 787 Answered by Tel. Ref. Section – 472 Answered by other HSL Sections/Branches – 315 % answered within 2 business days – 60 %	<b>2,253</b> (100 %) <b>1,536</b> (68 %) <b>716</b> (32 %) <b>90 %</b>
2012	Questions submitted Answered by Tel. Ref. Section Answered by other HSL Sections/Branches % answered within 2 business days	<b>3,131</b> (100 %) <b>2,198</b> (70 %) <b>933</b> (30 %) <b>80%</b>
2013	Questions submitted – 952 Answered by Tel. Ref. Section – 571 Answered by other HSL Sections/Branches – 381 % answered within 2 business days – 75 %	

**Strategy:** Install and monitor free public wireless internet demonstration projects in test sites located in every HSPLS library district

**Measure:** Number of libraries offering wireless; wireless in each district; various usage statistics; Internet users and sessions (not including wireless); wireless users and sessions

**Outcome:** Enable multiple means of access to HSPLS collections 24/7

**Baseline:** Baseline usage statistics will be compiled from wireless sites' activity in FY 2009;  
 ESSS - 2008 wireless sites – 1  
 Internet users and sessions - 387,186 users / 470,964 sessions

	Target	Actual
2009	1 wireless site; onset of automated data collection In-library internet users and sessions - 405,000 users 495,000 sessions	2 wireless sites 895 wireless users / 1009 wireless sessions 387,951 users / 482,386 sessions*
2010	wireless sites wireless users/sessions In-library internet users and sessions	2 wireless sites 3,025 wireless sessions ** users/445,919 sessions
2011	7 wireless sites In-library internet users and sessions - 409,000 users (1% growth) 499,500 sessions (1% growth)	2 wireless sites 3,876*** wireless sessions ** users/484,315 sessions
2012	wireless sites wireless users/sessions In-library internet users and sessions	50 wireless sites 83,322^ wireless sessions ** users/600,855 sessions
2013	11 wireless sites In-library internet users and sessions - 413,000 users (1% growth) 505,000 sessions (1% growth)	

\* Corrected based on updated information

\*\* no user statistics due to activation of the privacy function in the Smart Access Manager (SAM) internet scheduling software.

\*\*\* based on statistical extrapolation

^ based on statistical extrapolation; wireless launched in all 50 libraries in April 2012

**Objective:**

Continue to explore emerging technologies and opportunities to improve automated services. (This objective may be removed due to a lack of appropriated funds)

**Strategy:** Develop plans and processes to locate, select and migrate to a new Integrated Library System (ILS)

**Measure:** Timeline for ILS selection and implementation



**Outcome:** Provide a reliable, next generation automated library system

**Baseline:** Horizon ILS functioning in all branches

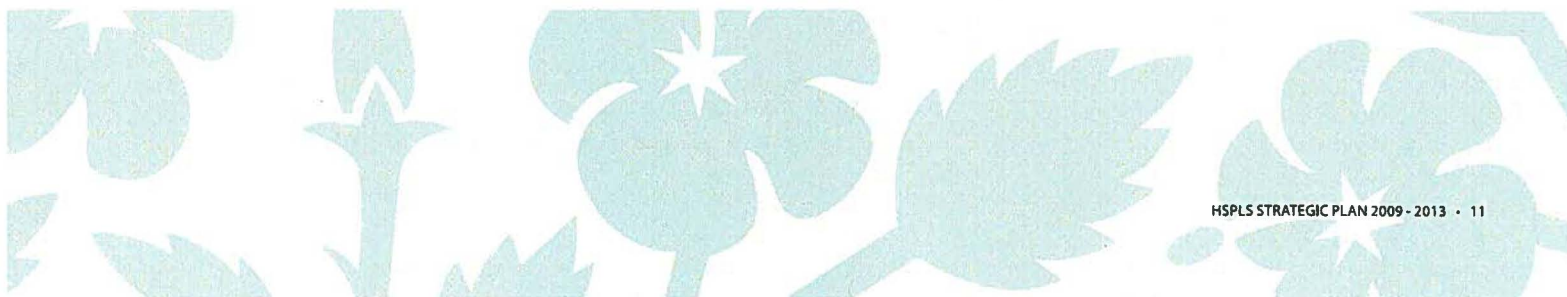
	Target	Actual
2009	RFI posted, responses received, vendor demonstrations completed	<b>All targets achieved. Planning temporarily suspended.</b>
2010		<b>Planning temporarily suspended.</b>
2011	DAGS consulted, RFP released, responses evaluated	<b>Planning temporarily suspended.</b>
2012		<b>Planning temporarily suspended.</b>
2013	New ILS selected; planning and preparations for staff training, records migration and implementation commence	

## **Goal 2: Enhance the Lives of Hawaii’s Residents by Reinforcing HSPLS’ Role as an Essential Community Resource**

Public libraries have an opportunity and a responsibility to improve and enrich the lives of our patrons. HSPLS branches are a valuable community resource, and in many communities are anchor tenants. We will continue to develop community networks to inform residents about our educational, informational and recreational resources, as well as our quality professional programs and services.

### **Objective:**

Continue to expand, develop and improve relationships with community members and organizations





**Strategy:** Provide our communities with creative outreach efforts in a variety of venues

**Measure:** Number of different organizations visited for outreach

**Outcome:** Promote awareness of and access to library services and reinvigorate community learning

**Baseline:** Outreach events – 529; estimated attendance – 24,319

	Target	Actual
2009	Events – 250 Attendance – 12,500	243 24,632
2010	Events Attendance	529 33,486
2011	Events – 300 Attendance – 15,000	186 19,193
2012	Events Attendance	518 31,809
2013	Events – 350 Attendance – 17,500	

**Strategy:** Engage community members and organizations to support library collections and services

**Measure:** Number of community programming partnerships (SRP, etc.); amount donated by community partners; number of volunteers; volunteer hours contributed to HSPLS

**Outcome:** HSPLS is able to provide programs and resources that would otherwise be unavailable to most community members

**Baseline:** New Monthly Activity Report distributed to branches, Sept. 10, 2008.  
Number of community programming partnerships for system-wide programs –  
8 sponsors, \$195,740 donated, FY 08  
1,713 volunteers contributed a combined total of 59,853 hours

	Target	Actual
2009	8 sponsors, \$190,000 1,730 volunteers; 60,363 hours	11 sponsors, \$143,800 1,873 volunteers; 63,562 hours
2010	sponsors volunteers	20 sponsors, \$259,400 1,902 volunteers; 67,997 hours
2011	9 sponsors, \$195,000 1,764 volunteers; 60,873 hours	28 sponsors, \$224,932 2,085 volunteers; 109,456 hours
2012	sponsors volunteers	62 sponsors, \$497,204 2,015 volunteers; 65,153 hours
2013	10 sponsors, \$200,000 1,800 volunteers; 61,953 hours	

**Strategy:** Continuously monitor the changing tastes and interests of our communities and develop library collections, programs and services accordingly

**Measure:** Number of libraries stating use of specific demographic information or community analyses in collection development and/or programming (census data, other Federal statistics, community mapping, community analysis, languages spoken, etc.)

**Outcome:** Library managers report materials purchasing and/or programs offered are on target with community demographics and demands

**Baseline:** Libraries using specific demographic information – 4

	Target	Actual
2009	Libraries using specific demographic information – 8	15
2010	Libraries using specific demographic information	21
2011	Libraries using specific demographic information – 12	22
2012	Libraries using specific demographic information	26
2013	Libraries using specific demographic information – 20	

**Objective:**

Identify community needs and aesthetics and incorporate them into the planning and design of future public libraries

**Strategy:** Build libraries that are suited in function and appearance to their communities

**Measure:** Meet LEED minimum Silver Certification; gather community input: number of community meetings held during pre-planning, planning and design phases for any new library

**Outcome:** Help position our libraries as community centers; community stakeholders will support their community libraries

**Baseline:** Number of LEED Certified Buildings, 2008 – 0  
 HSPLS Admin presentations at Community Meetings – 5  
 Admin meetings with Legislators – 2

	Target	Actual
2009	1 LEED Silver Certified library in HSPLS Admin presentations at Community Meetings – 3 Admin meetings with Legislators – 2	0 2 5
2010	LEED Silver Certified library in HSPLS Admin presentations at Community Meetings Admin meetings with Legislators	0 2 6
2011	2 LEED Silver Certified libraries in HSPLS Admin presentations at Community Meetings – 3 Admin meetings with Legislators – 2	0 2 3
2012	LEED Silver Certified libraries in HSPLS Admin presentations at Community Meetings Admin meetings with Legislators	2* 2 1
2013	3 LEED Silver Certified libraries in HSPLS Admin presentations at Community Meetings – 3 Admin meetings with Legislators – 2	

\* Exceeded our benchmark by achieving Gold status for both libraries.

**Objective:**

Incorporate environmentally friendly elements while maintaining clean, safe, inviting, comfortable, and healthy existing facilities through application of the HSPLS CIP Priority matrix.

**Strategy:** Incorporate a “green mentality” into library operations

**Measure:** Number of lighting retro-fitting projects; number of libraries reporting recycling programs; incorporate eco-friendly products on HSPLS supplies lists

**Outcome:** Reduce HSPLS carbon footprint; increase staff and public awareness of the need for sustainability

**Baseline:** Retrofitting projects completed – 2  
Recycling programs – 105 (newspapers, magazines, ink cartridges, paper, cans/bottles, eyeglasses, electronics)  
Eco-friendly products available – 0

	Target	Actual
2009	Retrofitting projects completed – 2 Recycling programs – 105 Eco-friendly products available – 10	17 270 4
2010	Retrofitting projects completed Recycling programs Eco-friendly products available	Completed* 318 4
2011	Retrofitting projects completed – 5 Recycling programs – 110 Eco-friendly products available – 20	Completed* 285 6
2012	Retrofitting projects completed Recycling programs Eco-friendly products available	Completed* 273 8
2013	Retrofitting projects completed – 10 Recycling programs – 120 Eco-friendly products available – 30	

\* HSPLS completed retrofitting all 50 public libraries statewide with energy efficient electronic ballast and super T-8 lamps for all of its lighting fixtures.



**Objective:**

Collaborate with other organizations to develop a disaster planning process

**Strategy:** Plan for back-up and resource recovery processes; identification and preservation of unique and heritage collections in HSPLS; develop branch plans

**Measure:** Planning meetings with other agencies and organizations; identify which HSPLS locations house unique or heritage collections; number of staff attending training; number of branches developing disaster plans.

**Outcome:** Ensure continuation of service, resumption of service in a timely manner

**Baseline:** Collaborative meetings with other orgs – 1  
 Staff attending training – 0  
 Unique collections identified – 0  
 Branches in active planning process – 0  
 Branches with completed plans – 0

	Target	Actual
2009	Collaborative meetings with other orgs – 2 annually Staff attending training – 4 annually Unique collections identified - Initiate process Branches in active planning process – 4 Branches with completed plans – 0	0 6 0 1 0
2010	Collaborative meetings with other orgs Staff attending training Unique collections identified Branches in active planning process Branches with completed plans	0 3 6 0 1
2011	Collaborative meetings with other orgs – 2 annually Staff attending training – 4 annually Unique collections identified – 25 branches completed process Branches in active planning process – 8 Branches with completed plans – 4	0 2 6 0 1
2012	Collaborative meetings with other orgs Staff attending training Unique collections identified Branches in active planning process Branches with completed plans	0 0 8 0 1

	Target	Actual
2013	Collaborative meetings with other orgs – 2 annually until process is completed Staff attending training – 4 annually until process is completed Unique collections identified – 50 branches Branches in active planning process – 8 Branches with completed plans – 12	

**Objective:**

Support HSPLS mission and goals through representation at various local, regional and national events

**Strategy:** Encourage HSPLS representation at conferences and other events promoting library education and services

**Measure:** Number of events with HSPLS participation; number of participants

**Outcome:** Improved collections, programs and services based on industry best practices

**Baseline:** Events with HSPLS participation – 16  
 Total employees attending Conferences, etc. – 29

	Target	Actual
2009	Events with HSPLS participation – 4 Total employees attending Conferences, etc. – 16	<b>26</b> <b>55</b>
2010	Events with HSPLS participation Total employees attending Conferences, etc.	<b>29</b> <b>51</b>
2011	Events with HSPLS participation – 4 Total employees attending Conferences, etc. – 16	<b>24</b> <b>53</b>
2012	Events with HSPLS participation Total employees attending Conferences, etc.	<b>20</b> <b>61</b>
2013	Events with HSPLS participation – 10 Total employees attending Conferences, etc. – 25	

## Goal 3: Continuously Improve our Ability to Meet the Needs of our Diverse Population by Providing Support and Training for HSPLS Staff

It is a privilege for HSPLS to provide the people of Hawaii with quality, professional programs, materials and services. To ensure that we continue to do this, staff members will be provided with institutional support and training as well as opportunities for continuing education and professional development.

### Objective:

Explore and expand job-related training opportunities for HSPLS staff

**Strategy:** Encourage library staff by providing guidance, training and expanded opportunities for professional and leadership development

**Measure:** Number of events with HSPLS participation; number of participants

**Outcome:** Increase HSPLS' ability to serve our customers with trained, enthusiastic and motivated staff

**Baseline:** Number of leadership and other training classes/courses with HSPLS attendance – 12  
Total HSPLS employees attending – 30

	Target	Actual
2009	Number of leadership and other training classes/courses with HSPLS attendance – 6 Total HSPLS employees attending – 10	5 10
2010	Number of leadership and other training classes/courses with HSPLS attendance Total HSPLS employees attending	7 12
2011	Number of leadership and other training classes/courses with HSPLS attendance – 8 Total HSPLS employees attending – 14	5 7
2012	Number of leadership and other training classes/courses with HSPLS attendance Total HSPLS employees attending	10 46

	Target	Actual
2013	Number of leadership and other training classes/courses with HSPLS attendance – 12 Total HSPLS employees attending – 20	

**Objective:**

Improve public service by developing structured standards for support staff in the application of rules, policies and procedures at the point of public contact

**Strategy:** Investigate various reorganization strategies to improve delivery of public services

**Measure:** Progress toward opening District Offices in all counties; number opened

**Outcome:** Realigning the establishment of the district offices to ensure increased functionality and practicality

**Baseline:** 2008 presented to Comm., referred to Union

	Target	Actual
2009	Approved by Committee, Full Board	<b>All vacant positions have been frozen since 8/08 by Gov. Linda Lingle</b>
2010		<b>All vacant positions have been frozen since 8/08</b>
2011	Pending governor's approval	<b>Recruitment was approved for public service positions only</b>
2012		<b>Postponed due to budgetary and staffing constraints</b>
2013	1 district office opened on a neighbor island	

**Strategy:** Revise and develop new staff policies and procedures documentation

**Measure:** Type and number of manuals and documents revised



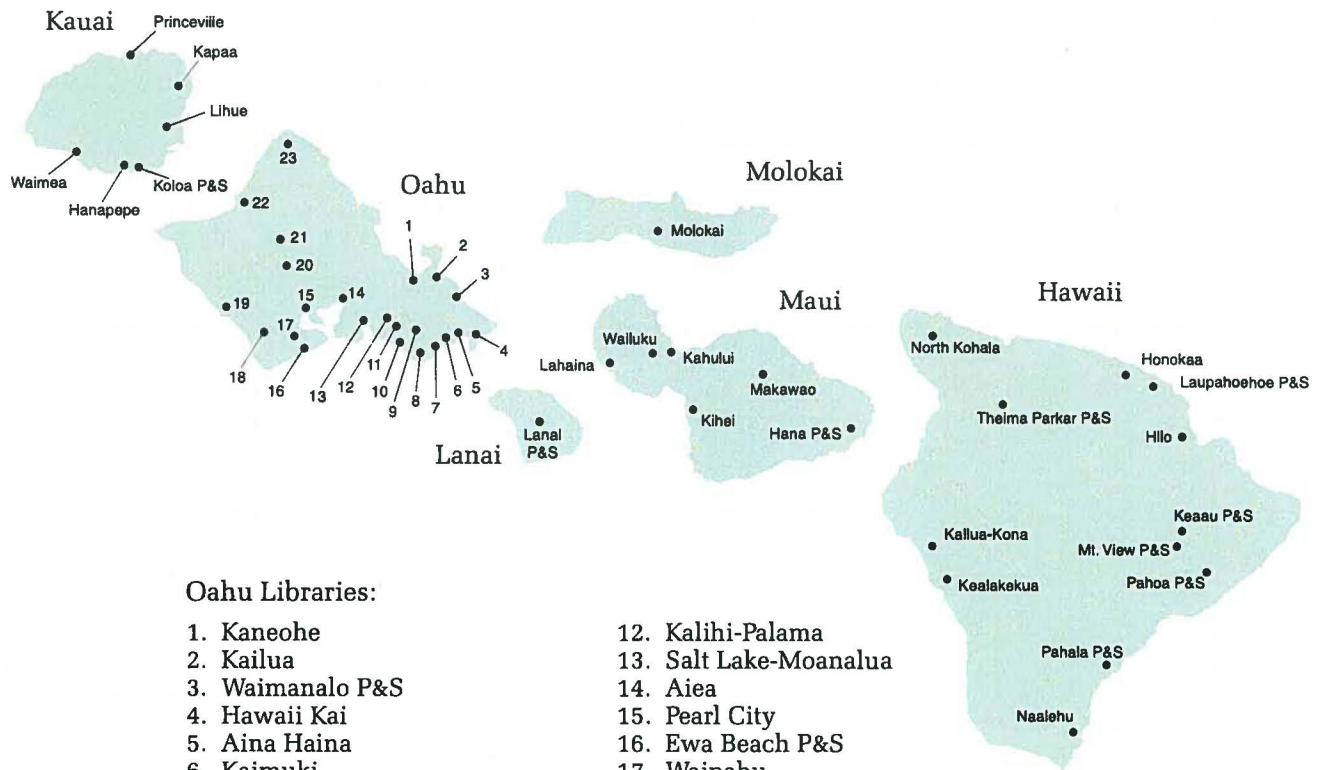
**Outcome:** Uniform application of Hawaii Administrative Rules, policies and procedures system-wide

**Baseline:** Manuals and/or documents created or revised – 1 (Technical Services Section Manual)

	Target	Actual
2009	Manuals and/or documents created or revised – 3	4
2010	Manuals and/or documents created or revised	3
2011	Manuals and/or documents created or revised – 9	3
2012	Manuals and/or documents created or revised	3
2013	Manuals and/or documents created or revised – 15	



## Hawaii State Public Library System



### Oahu Libraries:

- |   |                        |
|---|------------------------|
| 1. Kaneohe  | 12. Kalihi-Palama      |
| 2. Kailua   | 13. Salt Lake-Moanalua |
| 3. Waimanalo P&S                                  | 14. Aiea               |
| 4. Hawaii Kai                                     | 15. Pearl City         |
| 5. Aina Haina                                     | 16. Ewa Beach P&S      |
| 6. Kaimuki  | 17. Waipahu            |
| 7. a) Waikiki-Kapahulu                            | 18. Kapolei            |
| b) Library for the Blind & Physically Handicapped | 19. Waianae            |
| 8. McCully-Moiliili                               | 20. Mililani           |
| 9. Manoa  | 21. Wahiawa            |
| 10. Hawaii State Library                          | 22. Waialua            |
| 11. Liliha  | 23. Kahuku P&S         |

## Hawaii State Public Library System Fiscal Year 2011-2012 Highlights

The Hawaii State Public Library System's (HSPLS) primary objectives throughout the past year have been to expand programming, upgrade our technology infrastructure, and reinforce our libraries' role as the informational, educational and cultural heart of their communities. This focus led to records for both number of programs and attendance, HSPLS' most significant contribution to student achievement and workforce development in the form of our unique HSPLS HI Tech Academy, and earning the first State of Hawaii Excellence in Technology Award in the category of Improving State Operations.

Our 2012 Summer Reading Programs (SRP), offered for Children, Teens and Adults, set records again this year, with more than 29,000 readers of all ages reading over 302,000 books during the five week program. From 2009 to 2012, participation in our SRP has grown by 41%. There were 29 corporate, non-profit and organizational sponsors in addition to the Friends of the Library of Hawaii and many local Friends groups who provided funding for programs, weekly reading incentives and prizes, such as Kindle Fires, a Nook Color, a Nintendo 3DS, a TV, a digital camera, and DVD players for the Teen SRP; and five Nook Color prizes for the Adult SRP.

In FY 2012, HSPLS circulated nearly 7 million items and conducted nearly 8,700 programs, author visits, storytimes, class visits, booktalks, workshops, etc. with a total attendance of over 222,000. In addition, there were nearly 601,000 Internet sessions on library PCs.

During FY2012, HSPLS staff conducted workshops, one-on-one computer training, and staffed outreach events at local fairs and conventions (e.g. Hawaii Book and Music Festival, Children and Youth Day, College and Career Fair) to promote library services, programs and collections. Staff frequently coordinated visits by authors, storytellers, musicians and crafters, drama presentations, and workshops on a wide variety of topics such as school readiness screening, emergency preparedness, finance and Smart Money, college and career planning, book discussions, income tax assistance, estate planning, stress management, as well as exhibits and displays on an even wider variety of topics. Staff also coordinated programming for numerous national programs such as National Library Week, National Poetry Month, Free Comic Book Day, Children's Book Week, Teen Read Week, various Holiday programs, and numerous cultural and ethnic programs and activities such as hula, slack key guitar, origami, Chinese knotting, Feng Shui, Hawaiian history, Black History Month, and Filipino-American History Month.

In a unique partnership with Microsoft, HSPLS is now the only library system in the world to offer all our patrons free access to the Microsoft IT Academy, which provides access to more than 1,500 online, self-paced digital literacy and technology training courses ranging from computer basics to network architecture and design. These courses allow patrons to pursue the in-demand skills and competencies needed for improved performance in the classroom, increased effectiveness in the workplace and actually create their careers in the technology

field. After less than a year since the November 2011 launch, more than 8,000 courses have been taken. Our partnership with the Hawaii Department of Human Resources Development (DHRD) to provide IT Academy resources to state employees leverages HSPLS assets to reduce DHRD IT training costs and fuels inter-agency collaboration.

HSPLS has a small, understaffed IT section which has worked extremely hard on a variety of initiatives to enhance HSPLS' technology infrastructure, to improve the security of our network, and to work with the Governor's new Office of Information Management and Technology (OIMT), headed by State Chief Information Officer Sanjeev "Sonny" Bhagowalia. Designated as one of only two Centers of Excellence in Hawaii, HSPLS' successful implementation of an impressive number of upgrades, projects and enhancements has inspired many of our vendors to become true partners, with alignment in long-range goals and vision, and with both vendors and HSPLS owning a stake in the success of these initiatives. In October, HSPLS was awarded the first State of Hawaii Excellence in Technology Award in the category of Improving State Operations by OIMT and a panel of IT experts.

Among HSPLS' recent IT accomplishments are:

- complete network re-design with separate, co-existing wired and wireless networks
- design of a secure, internally-hosted virtual cloud enabling public access to a virtual desktop offering 35 languages, and staff access to all core applications and networks from any device
- wireless internet connectivity statewide and replacement of 1,400 desktop & laptop computers courtesy of the State, Broadband Technology Opportunity Program Access for All Grant, and Bill & Melinda Gates Foundation Opportunity Online funds
- a new email system and unified communication components
- new Public Access Portal

HSPLS libraries are information, education and cultural centers in their communities, providing patrons with statewide access to materials and information, through various online eResources, with on-island delivery and off-island mailing, and with programming coordinated both at the state and local levels.

Two major construction projects were completed and our newest Big Island library received an award:

- Manoa Public Library reopened on June 2, 2012. For nearly three years, staff operated out of two portable classrooms on neighboring Noelani Elementary School's campus while the replacement \$10.3 million, 29,425 square foot library was built on the same site as the original 6,500 square foot building. The Grand Opening ceremony was attended by Governor Neil Abercrombie, other elected officials and dignitaries, and more than 500 members of the Manoa community. This project, which is expected to receive LEED Gold Certification, benefited from two successful partnerships: with the Hawaii DOE (kept two portables for classroom use), and with a commercial storage facility (free air-conditioned storage of library materials during construction).

- Lahaina Public Library reopened in November after a \$300,000 remodeling project was completed entirely without public funding. The remodeling of the 57-year-old Library was led by the Rotary Club of Lahaina and Maui Friends of the Library, with monetary donations and volunteer time and labor from across the island. The project included new flooring, furniture, shelving, circulation desk, front door and interior and exterior patching and painting. Twenty-one contractors donated pro bona and deeply reduced services to help modernize the building, while 60 volunteers stripped the facility to bare walls and packed, stored, returned and re-shelved 35,000 books.
- North Kohala Public Library (Big Island of Hawaii), which opened on Nov. 8, 2010, was honored as the first place winner of the 2012 NAIOP Hawaii Kukulu Hale Green Building Project Award in May 2012 (recognizes achievements of those who have made significant contributions to Hawaii's commercial real estate industry). This new, 6,000 square foot, \$7.8 million building was the first HSPLS branch to obtain LEED Gold Certification from the U.S. Green Building Council.

Despite fiscal and staffing challenges, HSPLS has had a remarkably successful year, and we look forward to continuing to reinforce our libraries roles as critical anchor institutions in their communities by providing the collections, programs and services our patrons need to be successful and to lead informed, engaged and fulfilled lives.

Department of Hawaii State Public Library System  
Prioritized List of Functions

Table 1

<u>Priority</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
	Refer to the attached HSPLS functional statement	Refer to attached.	EDN 407	HRS Chapter 312

NEIL ABERCROMBIE  
GOVERNOR

12 SEP 18 AM 11:31



OSL-IC- 12-037  
KALBERT K. YOUNG  
DIRECTOR

LUIS P. SALAVERIA  
DEPUTY DIRECTOR

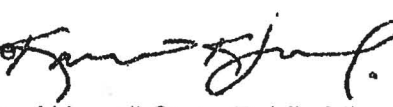
EMPLOYEES' RETIREMENT SYSTEM  
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND  
OFFICE OF THE PUBLIC DEFENDER  
PUBLIC UTILITIES COMMISSION

HSPUS PERSONNEL  
HAWAII STATE PUBLIC LIBRARY SYSTEM  
DEPT. OF EDUCATION  
**STATE OF HAWAII**  
DEPARTMENT OF BUDGET AND FINANCE  
P.O. BOX 150  
HONOLULU, HAWAII 96810-0150

ADMINISTRATIVE AND RESEARCH OFFICE  
BUDGET, PROGRAM PLANNING AND  
MANAGEMENT DIVISION  
FINANCIAL ADMINISTRATION DIVISION  
OFFICE OF ECONOMIC RECOVERY  
AND REINVESTMENT (ARRA)

September 10, 2012

TO: The Honorable Neil Abercrombie  
Governor of Hawaii

FROM: Kalbert K. Young  
Director of Finance 

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. 12-04, dated August 7, 2012, *Annual Review and Update of Departmental Organization and Position Organization Charts and Functional Statements*. The update reflects the 2011 approved annual update as amended by subsequent approved delegated and non-delegated changes as of June 30, 2012.

One set is enclosed for your information and files.

Enclosures

c: Honorable Brian Schatz  
Honorable Barbara A. Krieg  
✓Mr. Richard Burns (without enclosures)



STATE OF HAWAII  
HAWAII STATE PUBLIC LIBRARY SYSTEM  
OFFICE OF THE STATE LIBRARIAN  
44 MERCHANT STREET, HONOLULU, HI 96813  
TEL. 808-586-3704 / FAX 808-586-3715

August 29, 2012

TO: Kalbert K. Young, Director  
Department of Budget & Finance

FROM: Richard Burns  
State Librarian *Richard Burns*

SUBJECT: Annual Review and Update of Departmental Organization and Position  
Organization Charts and Functional Statements

As requested in Memo No. 12-04, we are providing six copies of all our current updated organization and position organization charts and functional statements. We have also included all delegated and non-delegated organizational changes authorized as of June 30, 2012.

These updates do not include proposed reorganizations that are pending review and any organizational structures which HSPLS may have informally instituted. Please contact our Administrative Services Officer, Keith T. Fujio at 586-3700, if you require any additional information.

Enc.



DEPARTMENT OF EDUCATION  
HAWAII STATE PUBLIC LIBRARY SYSTEM

ORGANIZATION AND POSITION ORGANIZATION CHARTS  
(As of June 30, 2012)

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LIBRARY DEVELOPMENT SERVICES SECTION .....	V
ADMINISTRATIVE SERVICES BRANCH .....	VI
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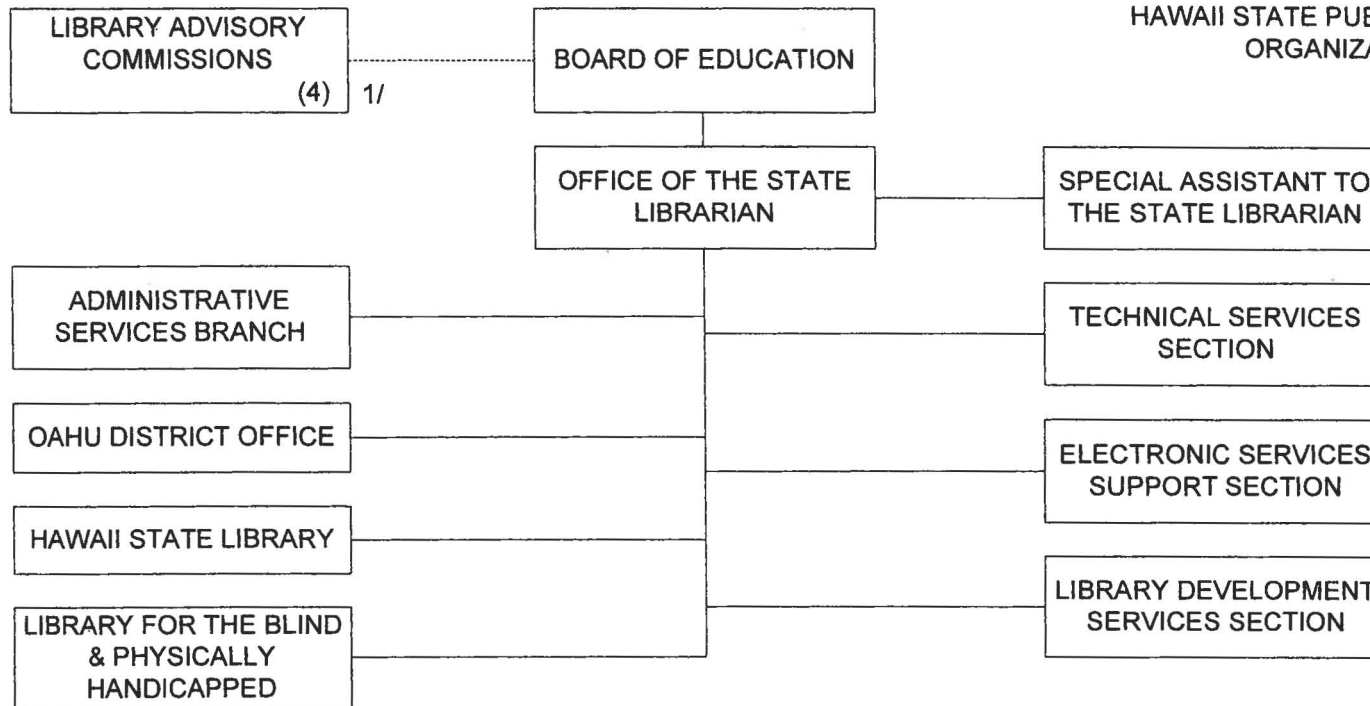
DEPARTMENT OF EDUCATION  
HAWAII STATE PUBLIC LIBRARY SYSTEM

ORGANIZATION AND POSITION ORGANIZATION CHARTS  
(As of June 30, 2012)

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



As of 6/30/12

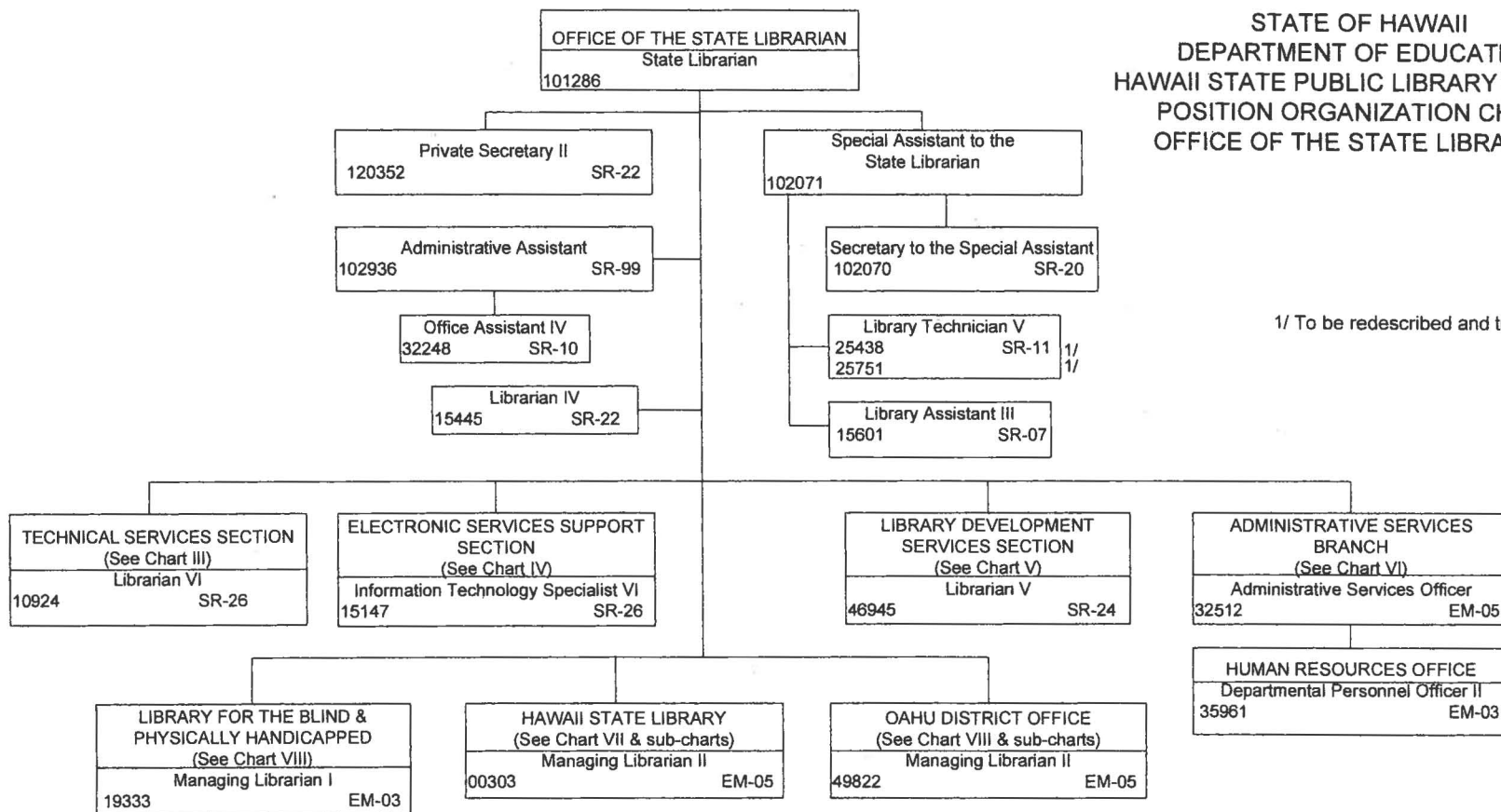
*Richard Burns*  
 Richard Burns  
 State Librarian

Date

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



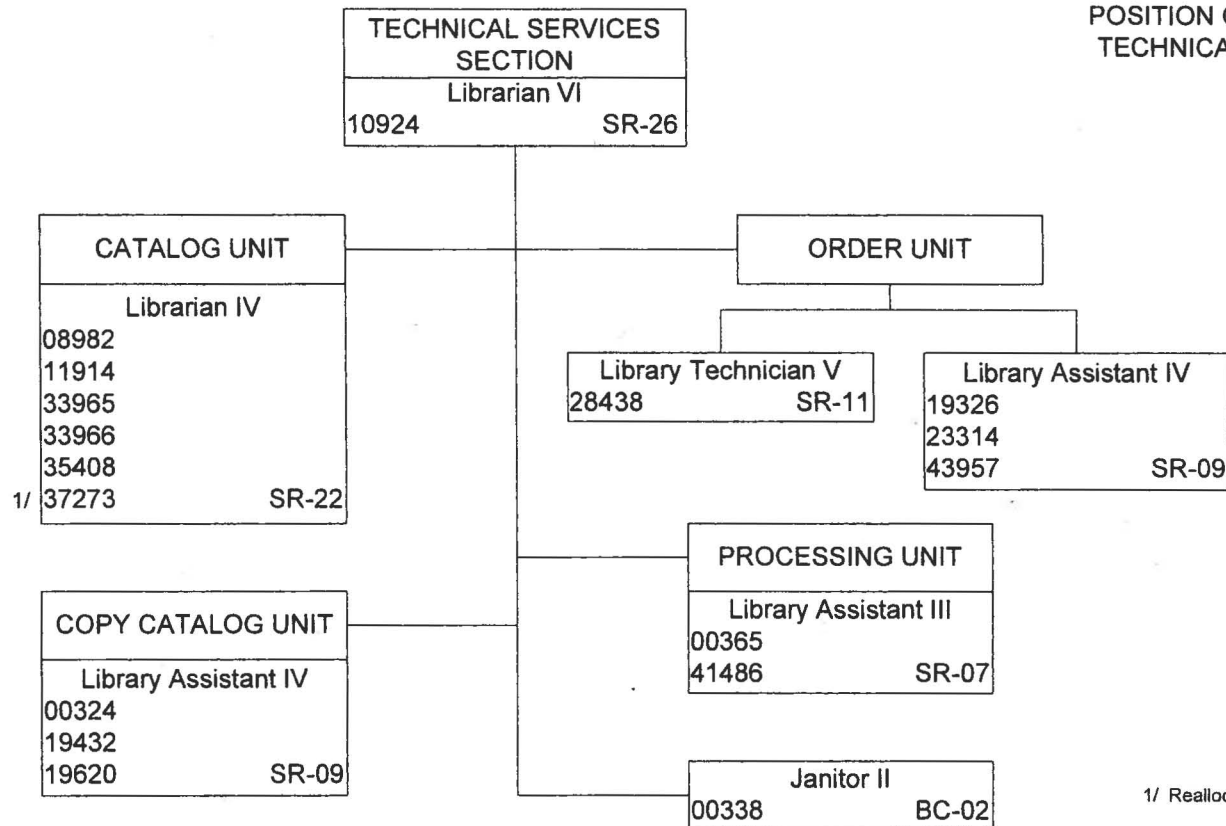
1/ To be redescribed and transferred

As of 6/30/12

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 6/30/12

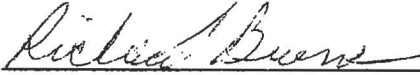
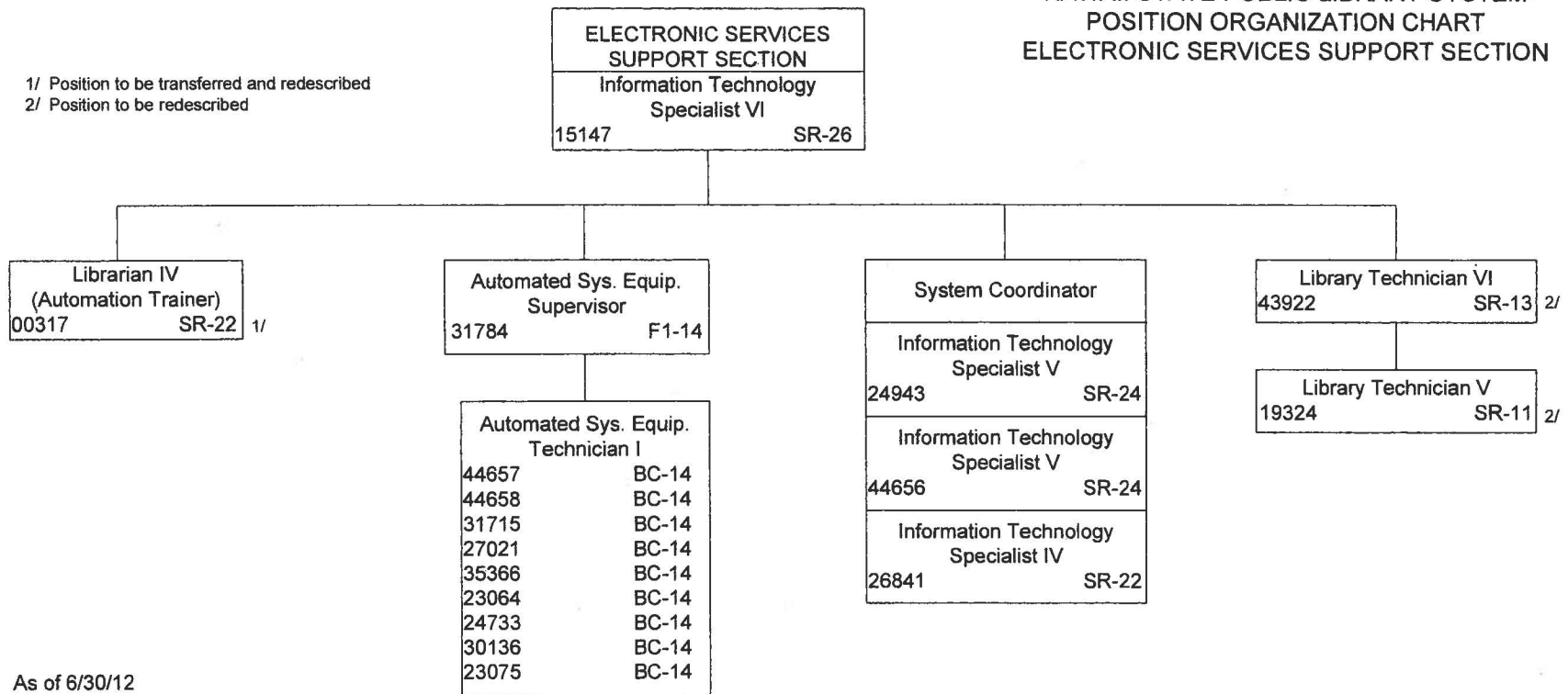
  
 Richard Burns  
 State Librarian

CHART III

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

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

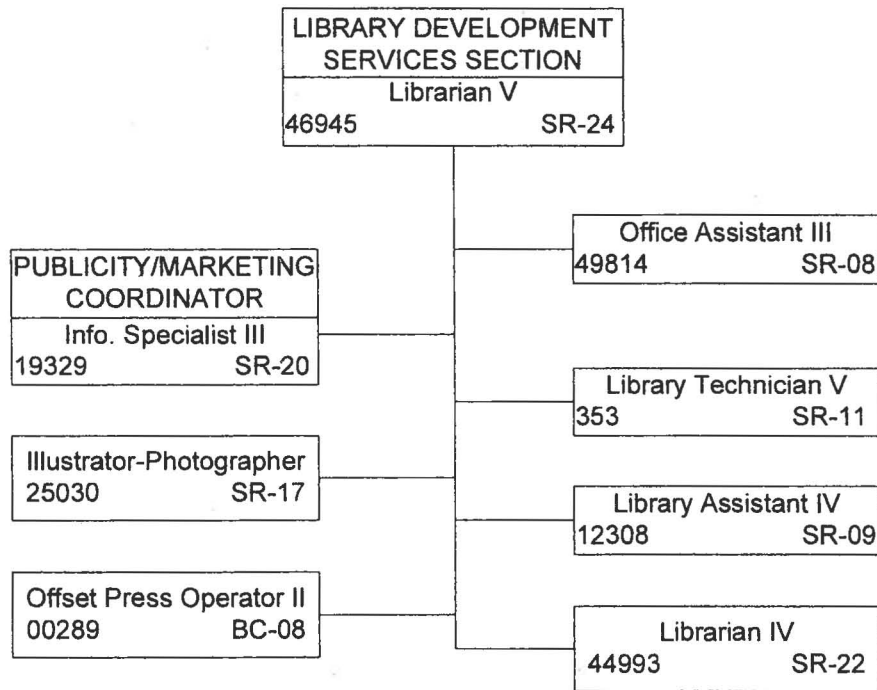


As of 6/30/12

*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 6/30/12

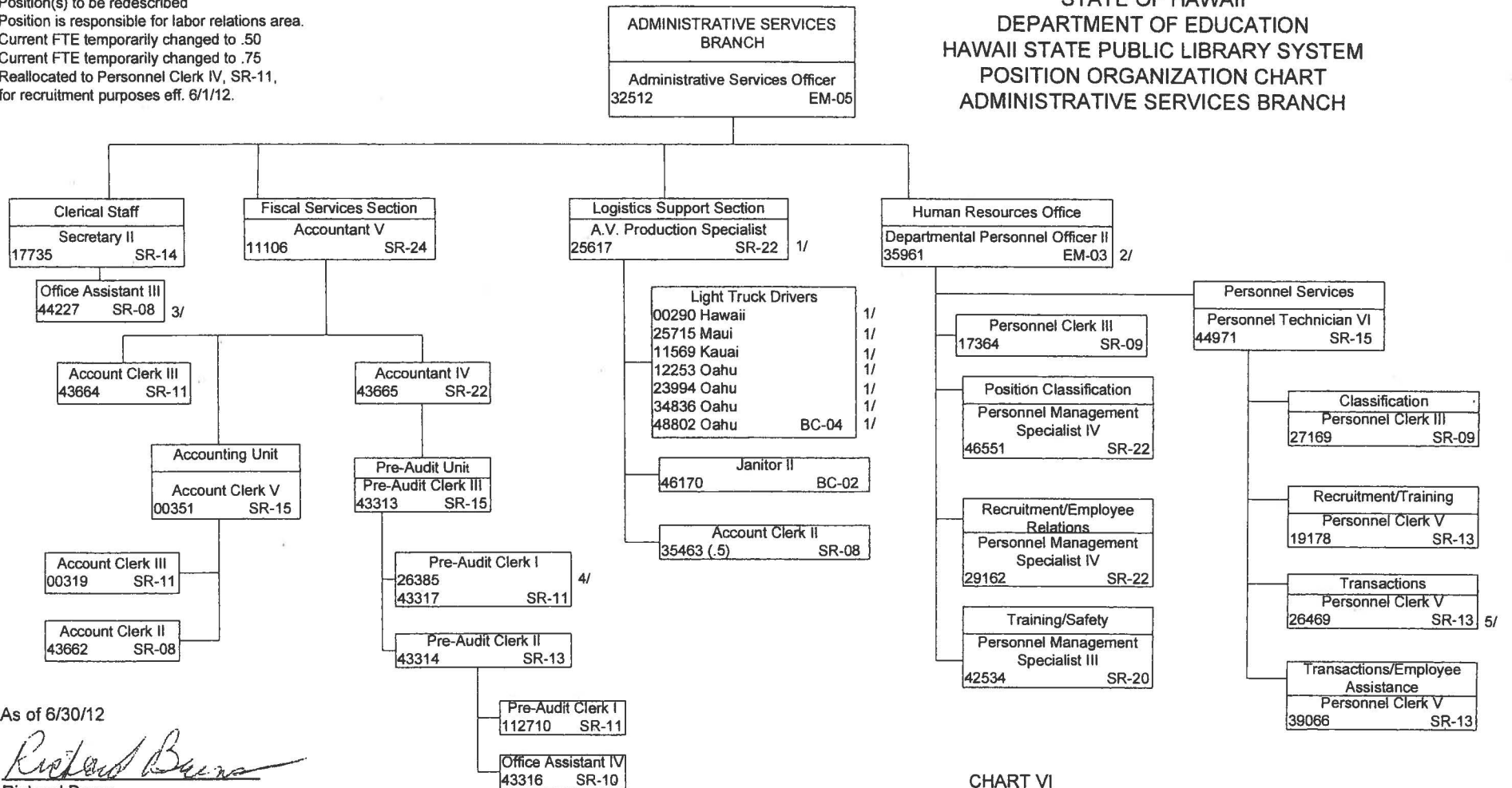
*Richard Burns*

Richard Burns  
 State Librarian

CHART V

- 1/ Position(s) 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
- 5/ Reallocated to Personnel Clerk IV, SR-11, for recruitment purposes eff. 6/1/12.

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



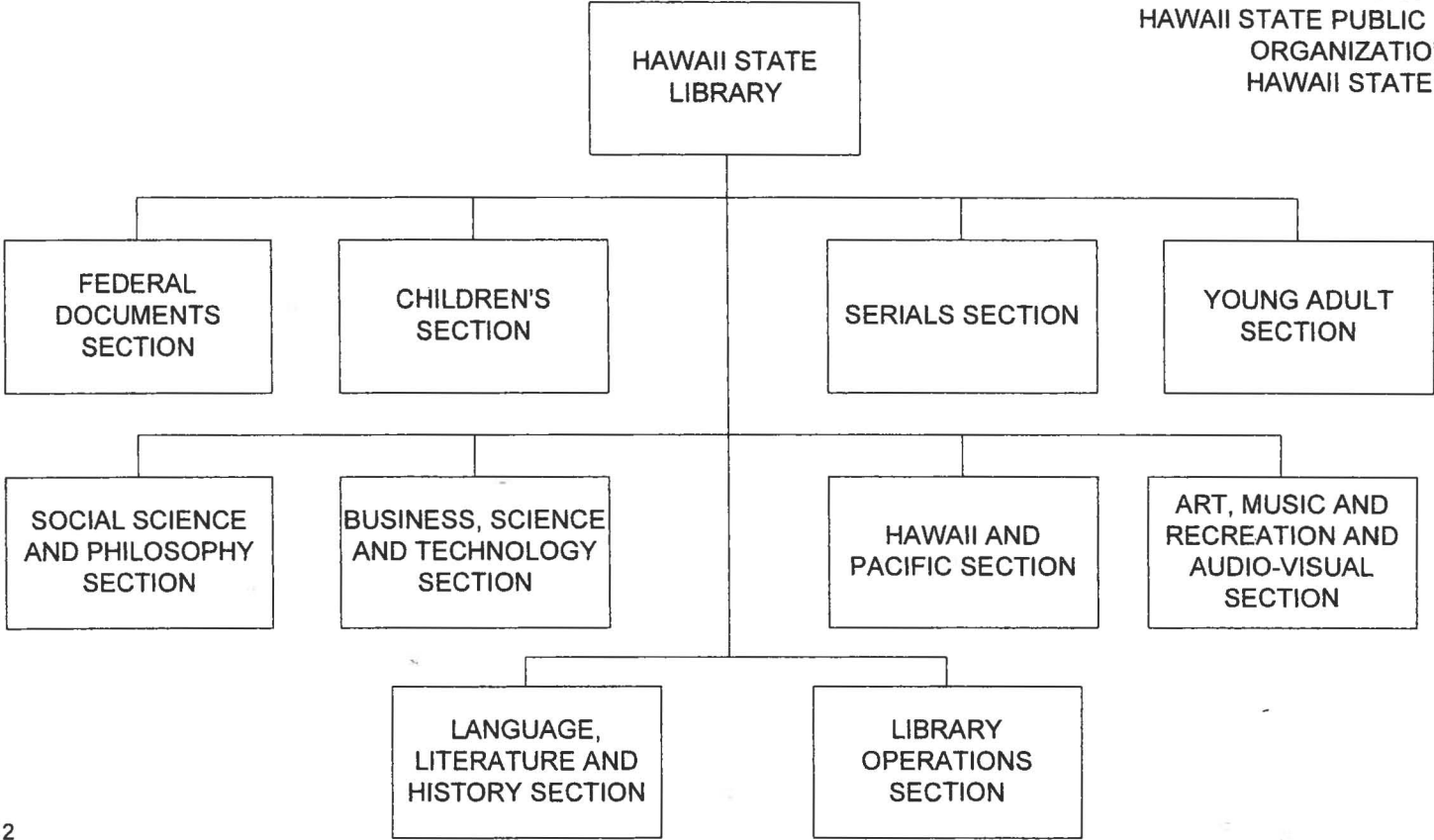
As of 6/30/12

*Richard Burns*  
Richard Burns  
State Librarian

CHART VI



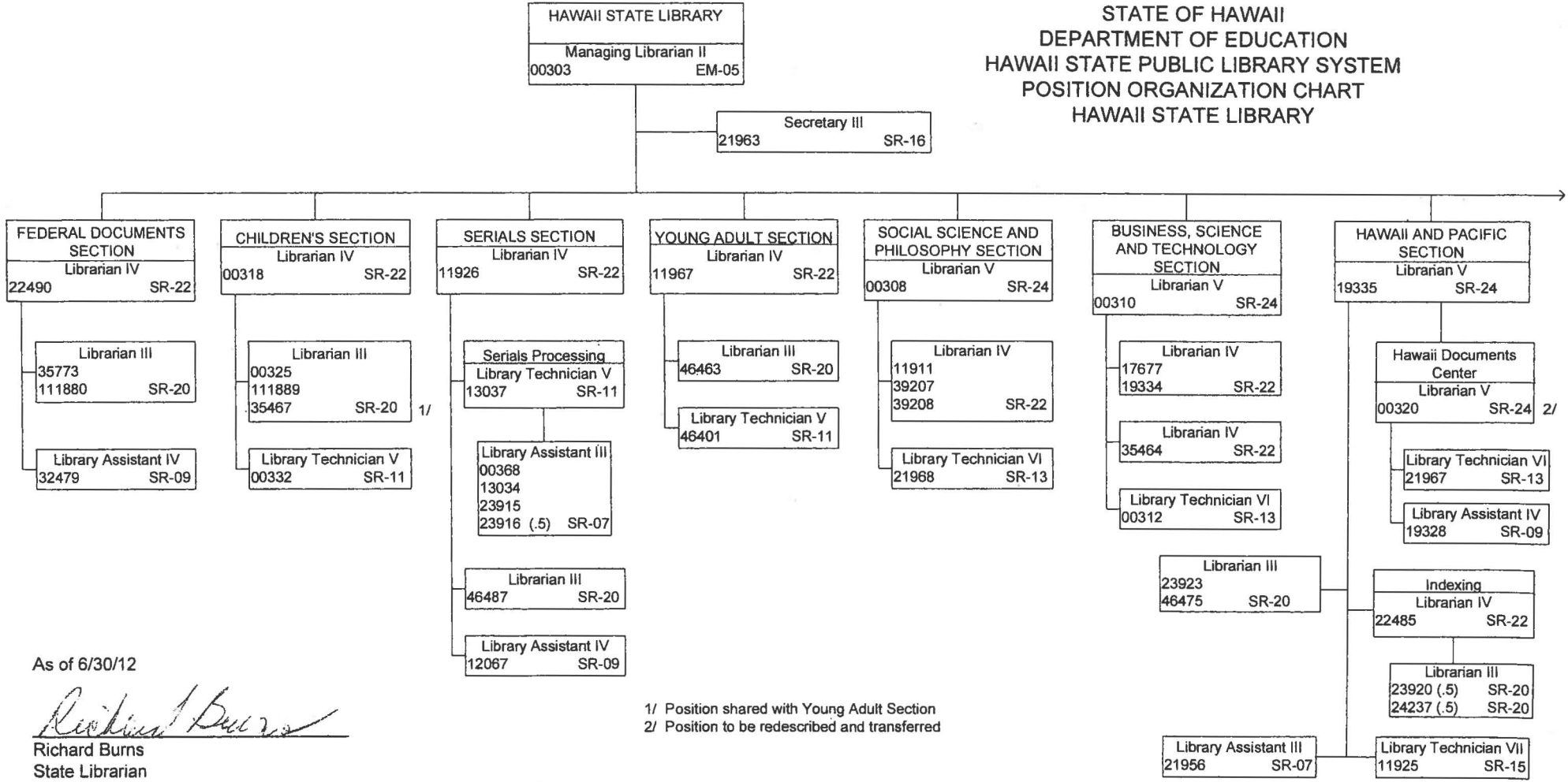
STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
HAWAII STATE PUBLIC LIBRARY SYSTEM  
ORGANIZATION CHART  
HAWAII STATE LIBRARY



As of 6/30/12

*Richard Burns*  
Richard Burns  
State Librarian

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



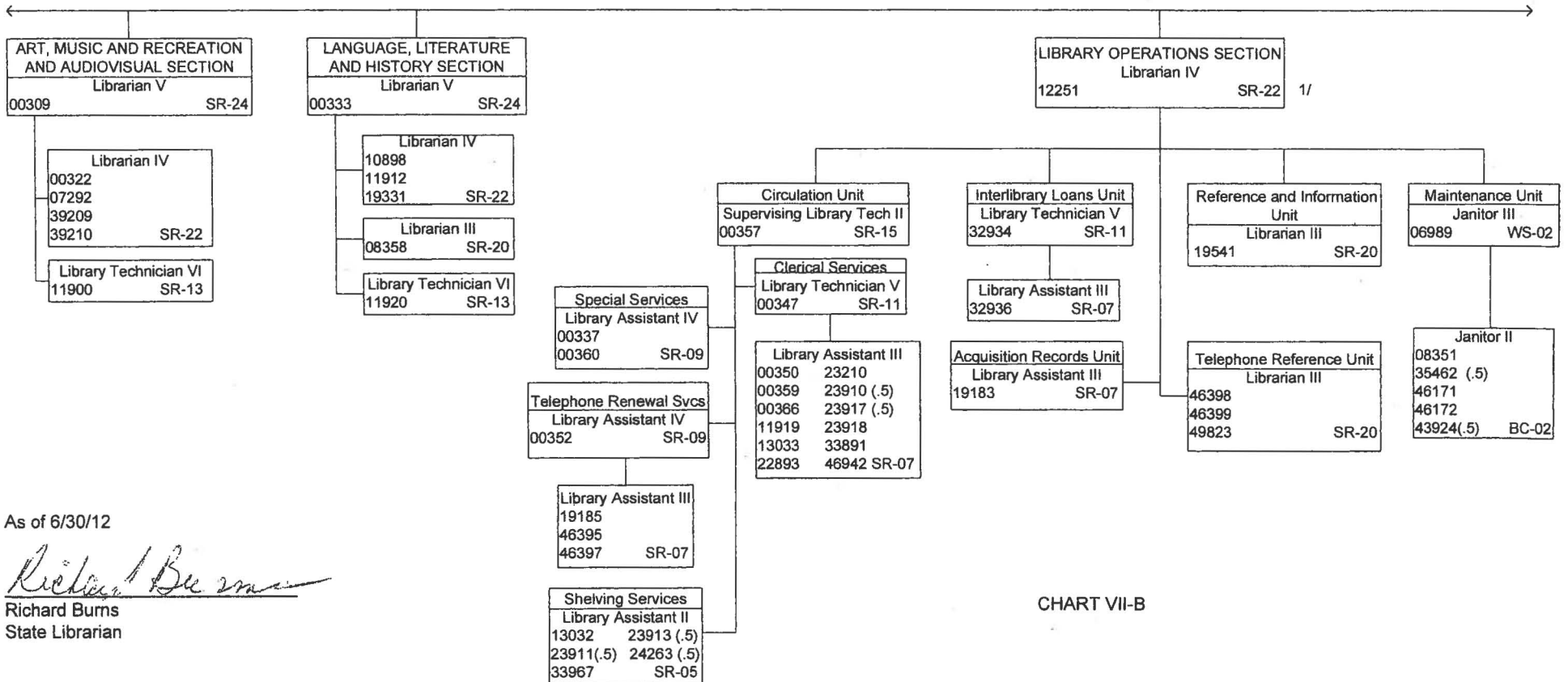
1/ Position shared with Young Adult Section  
2/ Position to be redescribed and transferred

As of 6/30/12

*Richard Burns*  
Richard Burns  
State Librarian

1/ Position to be redescribed

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



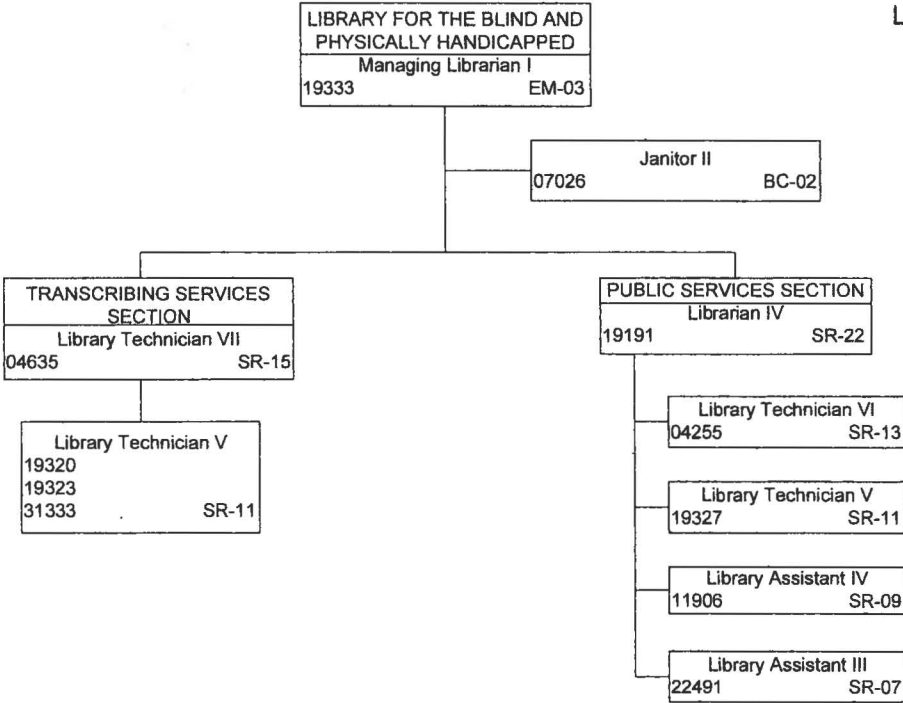
As of 6/30/12

*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

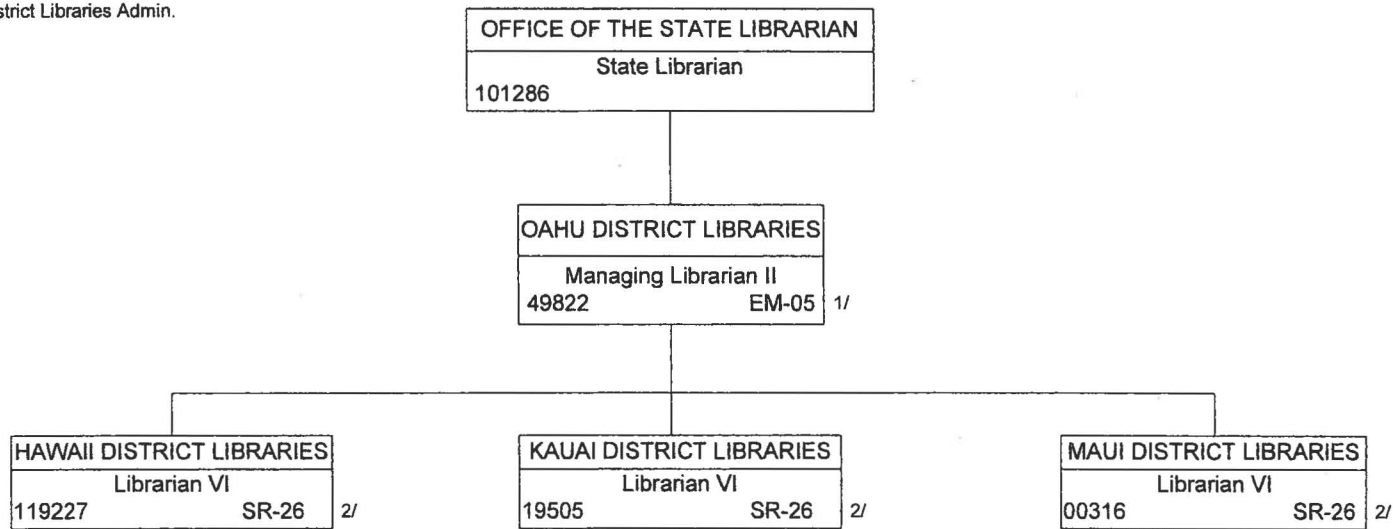


As of 6/30/12

*Richard Burns*  
 Richard Burns  
 State Librarian

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

- 1/ Administrative office referred to as Public Libraries Branch.
- 2/ Office has not yet been physically established and position remains located with Oahu District Libraries Admin.

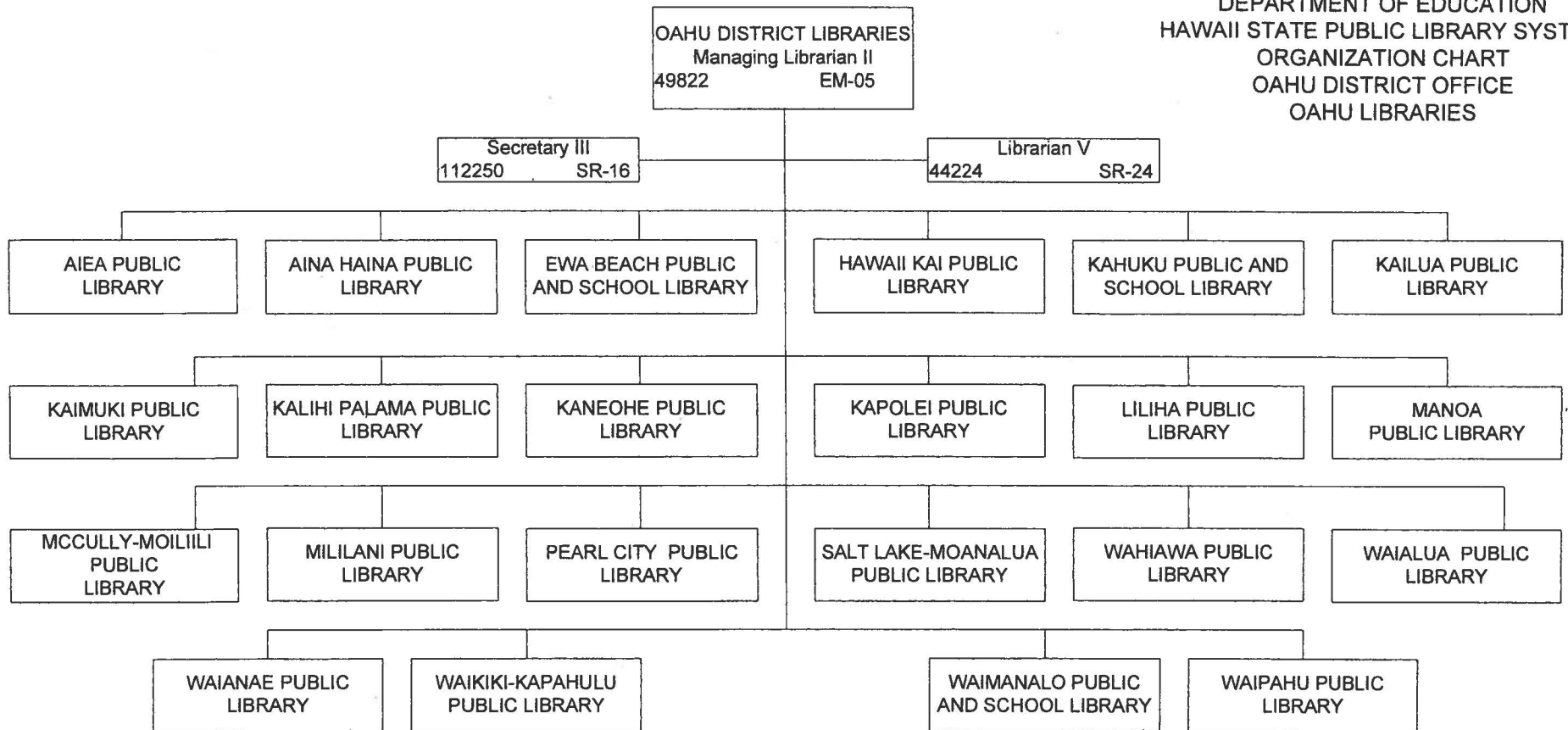


As of 6/30/12

*Richard Burns*  
 Richard Burns  
 State Librarian

CHART IX

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

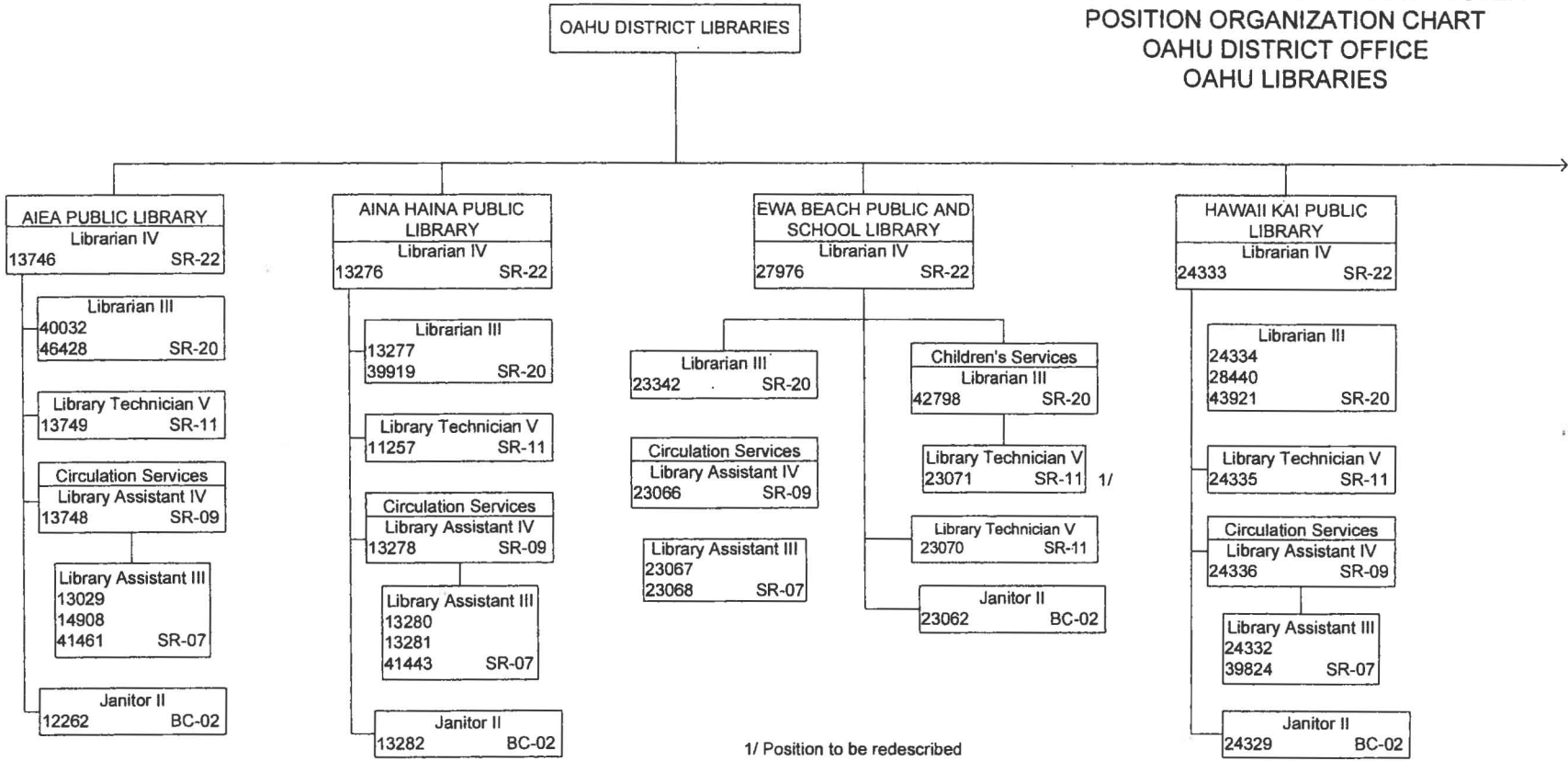


As of 6/30/12

*Richard Burns*  
 Richard Burns  
 State Librarian

CHART IX-A

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



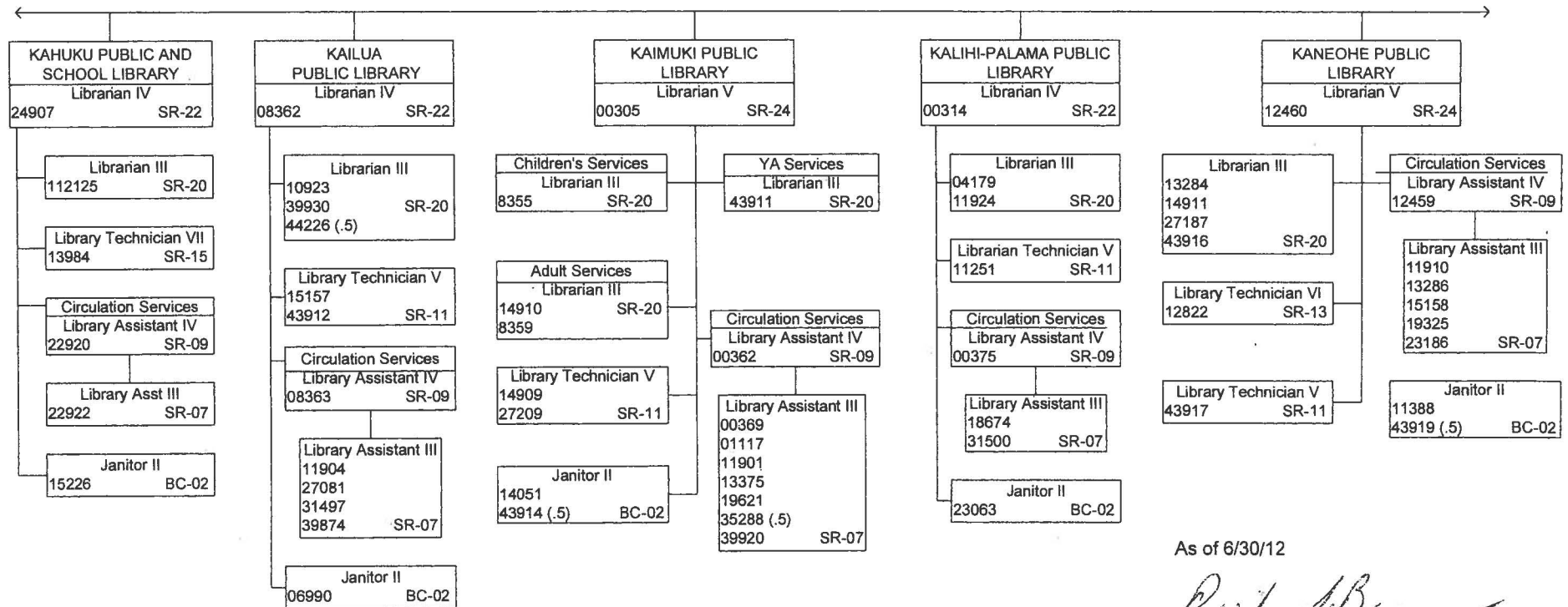
1/ Position to be redescribed

As of 6/30/12

*Richard Burns*  
 Richard Burns  
 State Librarian

CHART IX-B

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



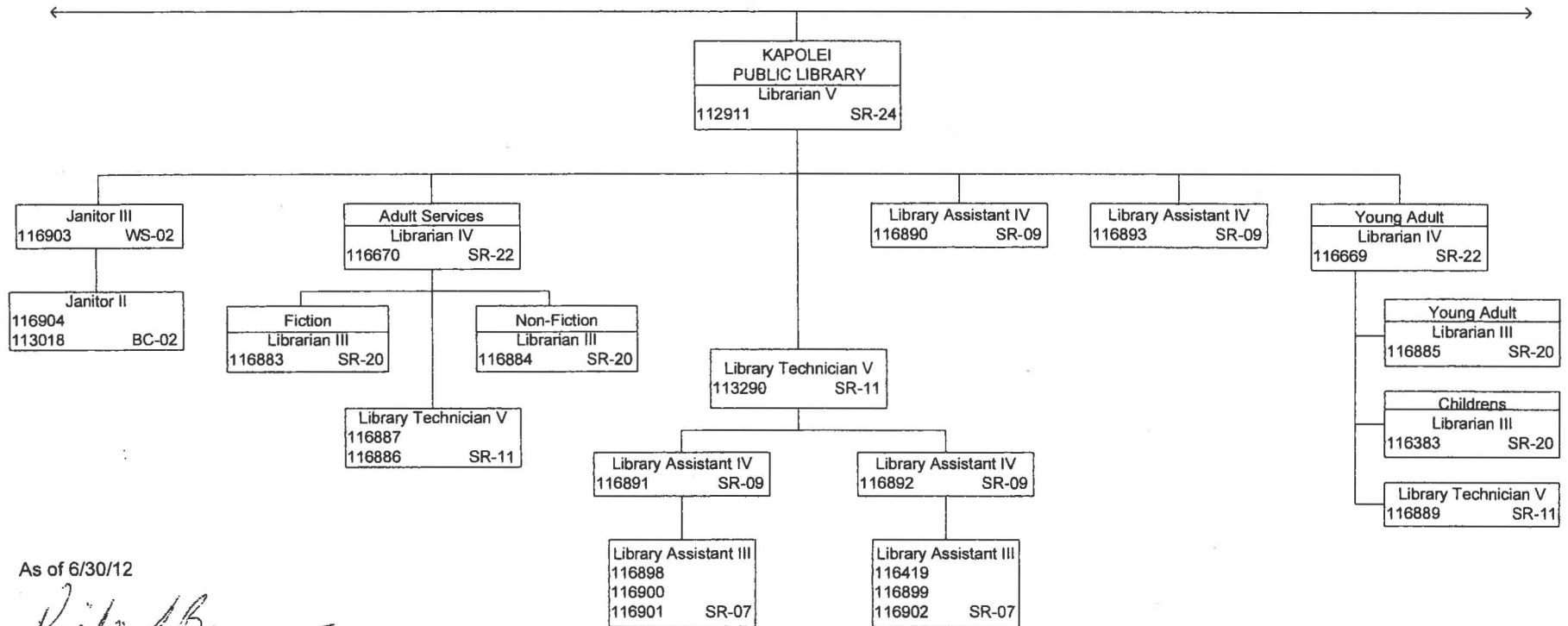
As of 6/30/12

*Richard Burns*  
Richard Burns  
State Librarian

CHART IX-C



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

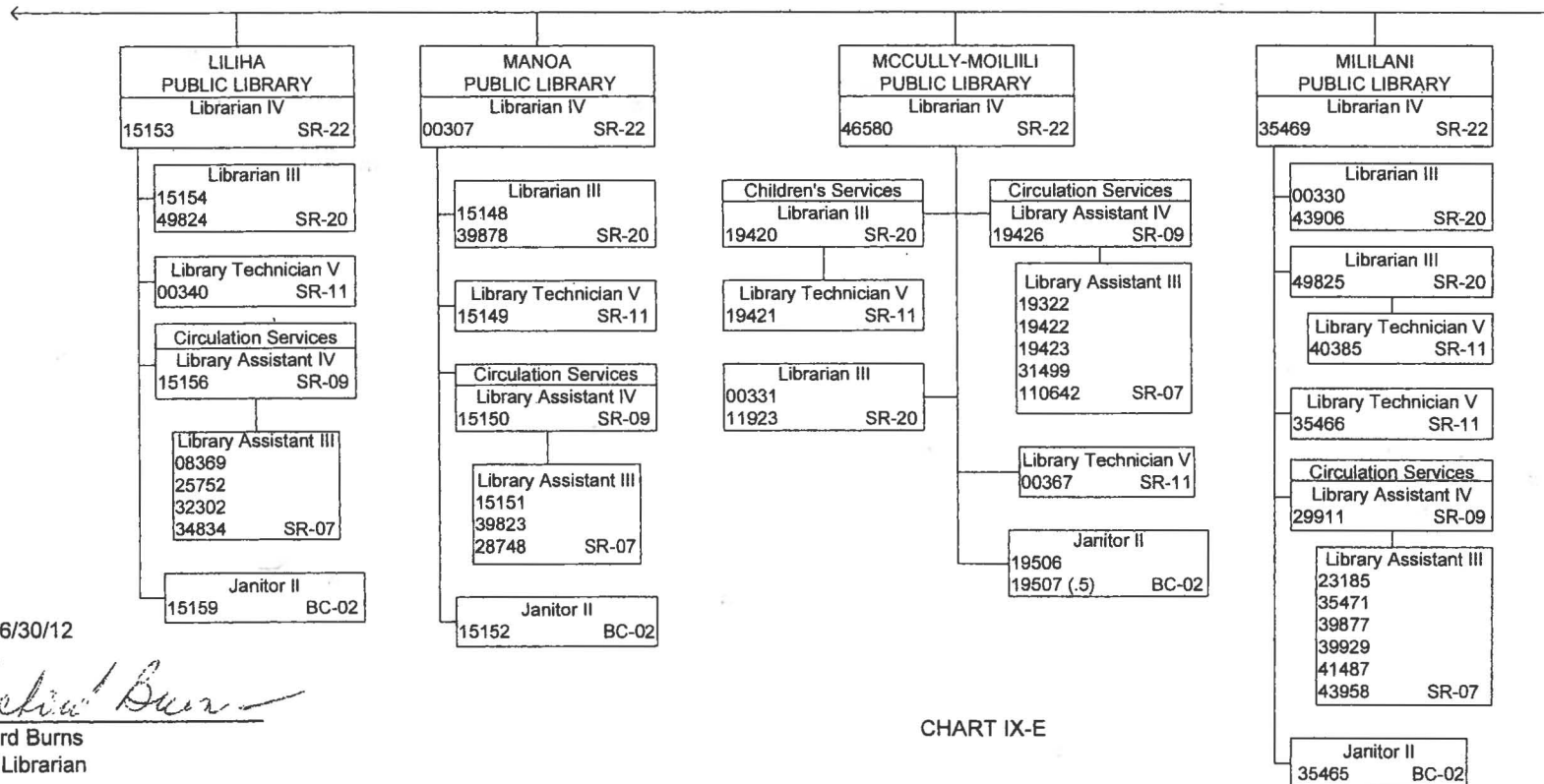


As of 6/30/12

*Richard Burns*  
 Richard Burns  
 State Librarian

CHART IX-D

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



As of 6/30/12

*Richard Burns*  
Richard Burns  
State Librarian

CHART IX-E

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

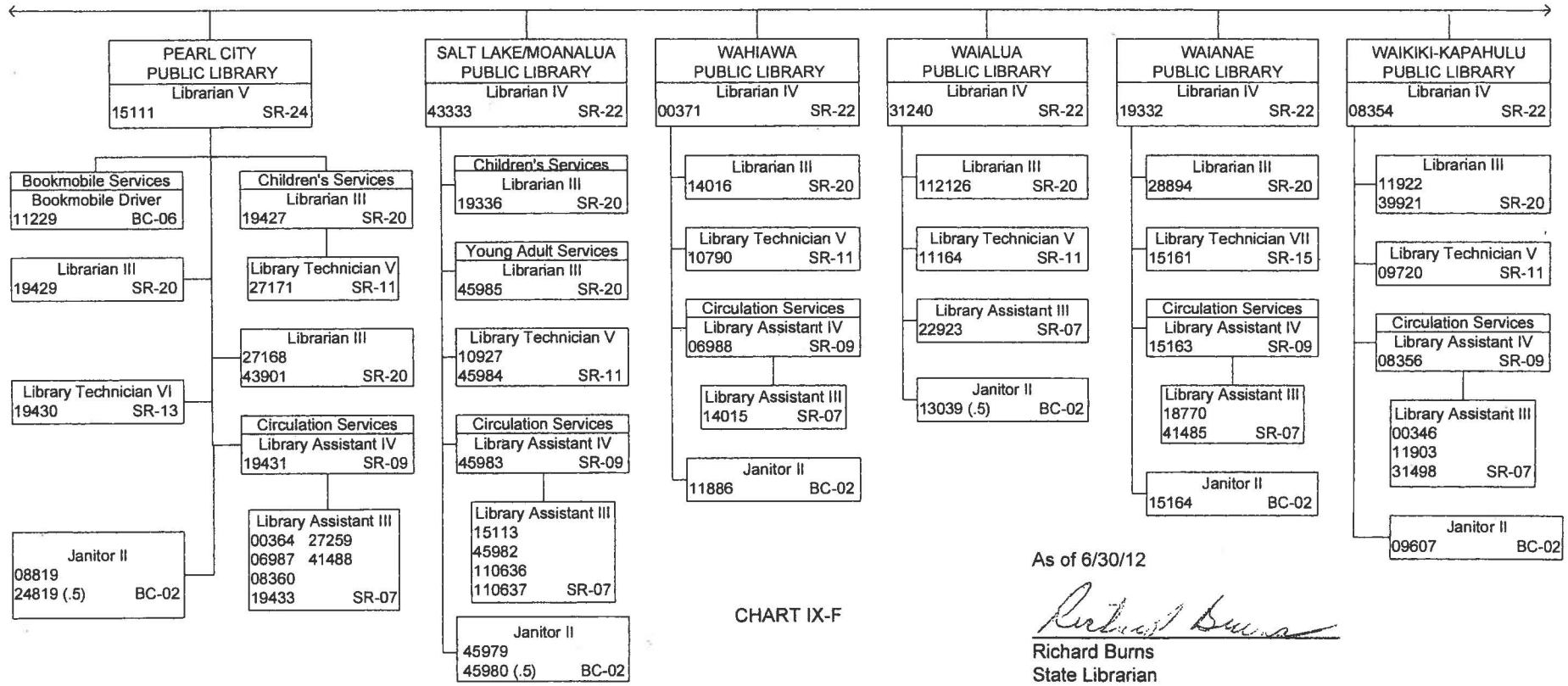
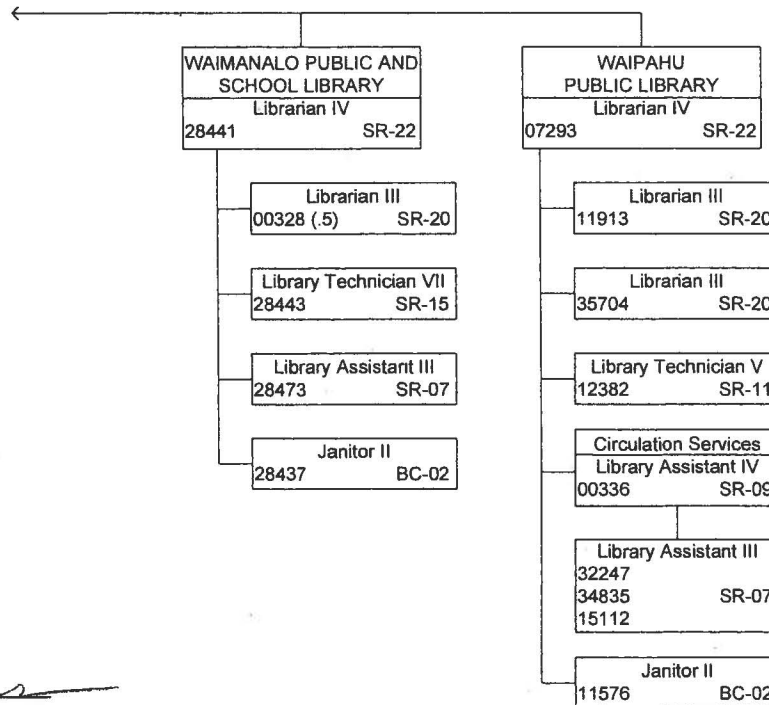


CHART IX-F

As of 6/30/12

*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 6/30/12

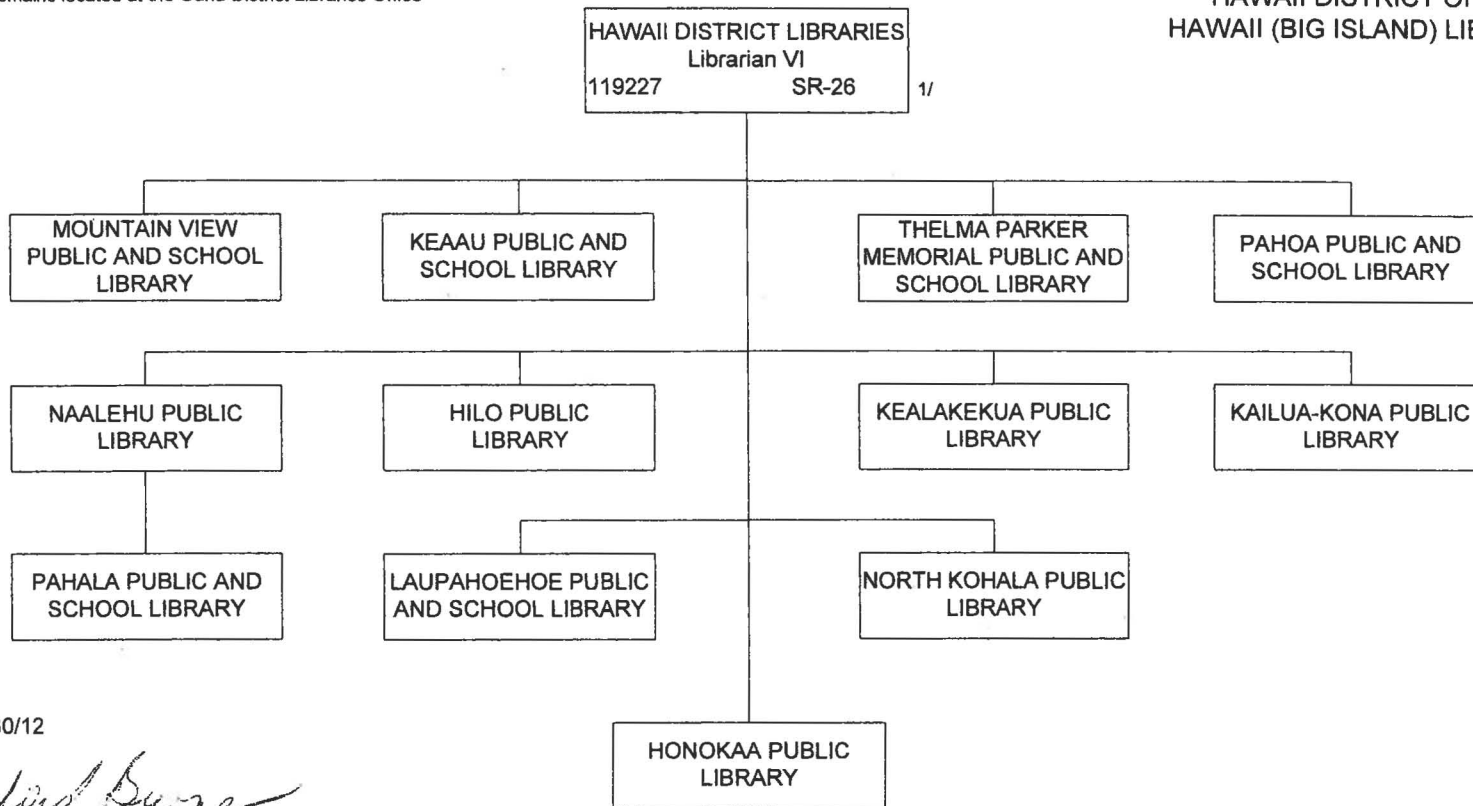
*Richard Burns*

Richard Burns  
 State Librarian

CHART IX-G

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

1/ Position remains located at the Oahu District Libraries Office



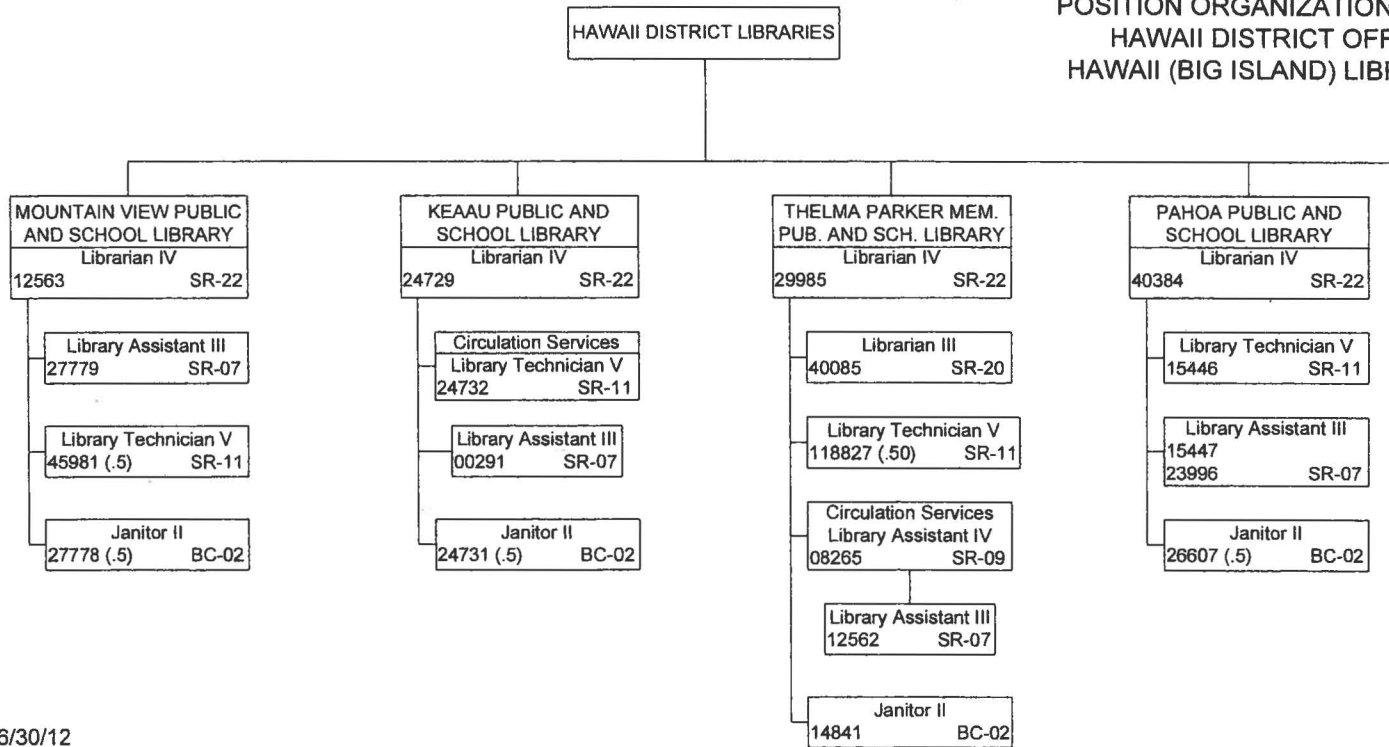
As of 6/30/12

*Richard Burns*

Richard Burns  
 State Librarian

CHART IX-H

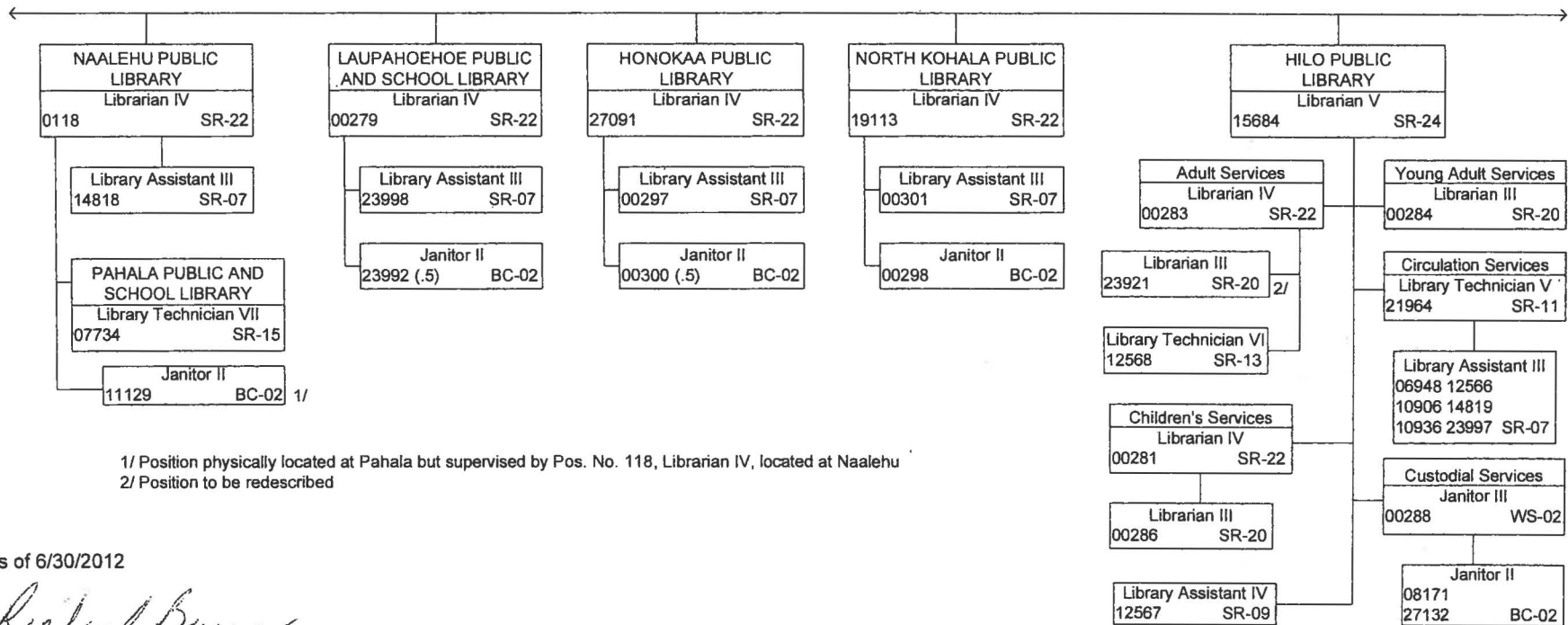
STATE OF HAWAII  
 DEPARTMENT OF EDUCATION  
 HAWAII STATE PUBLIC LIBRARY SYSTEM  
 POSITION ORGANIZATION CHART  
 HAWAII DISTRICT OFFICE  
 HAWAII (BIG ISLAND) LIBRARIES



As of 6/30/12

*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 physically located at Pahala but supervised by Pos. No. 118, Librarian IV, located at Naalehu  
2/ Position to be redescribed

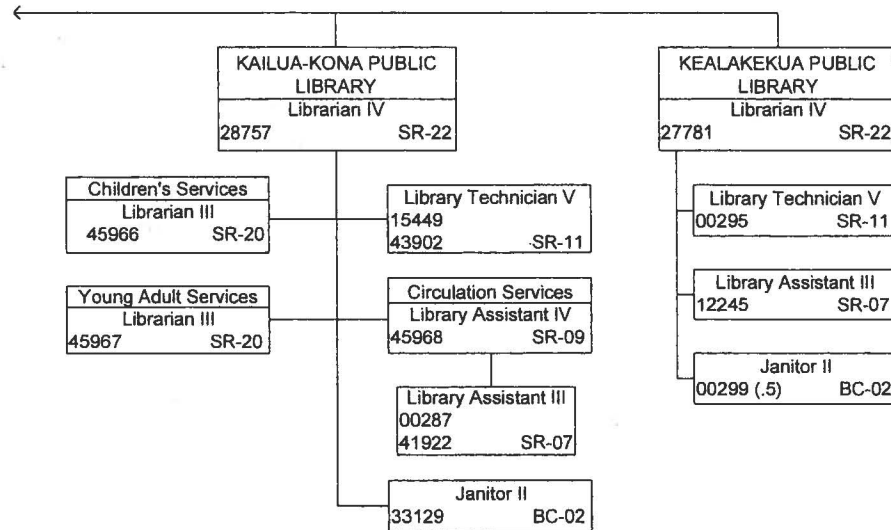
As of 6/30/2012

*Richard Burns*

Richard Burns  
State Librarian

CHART IX-J

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



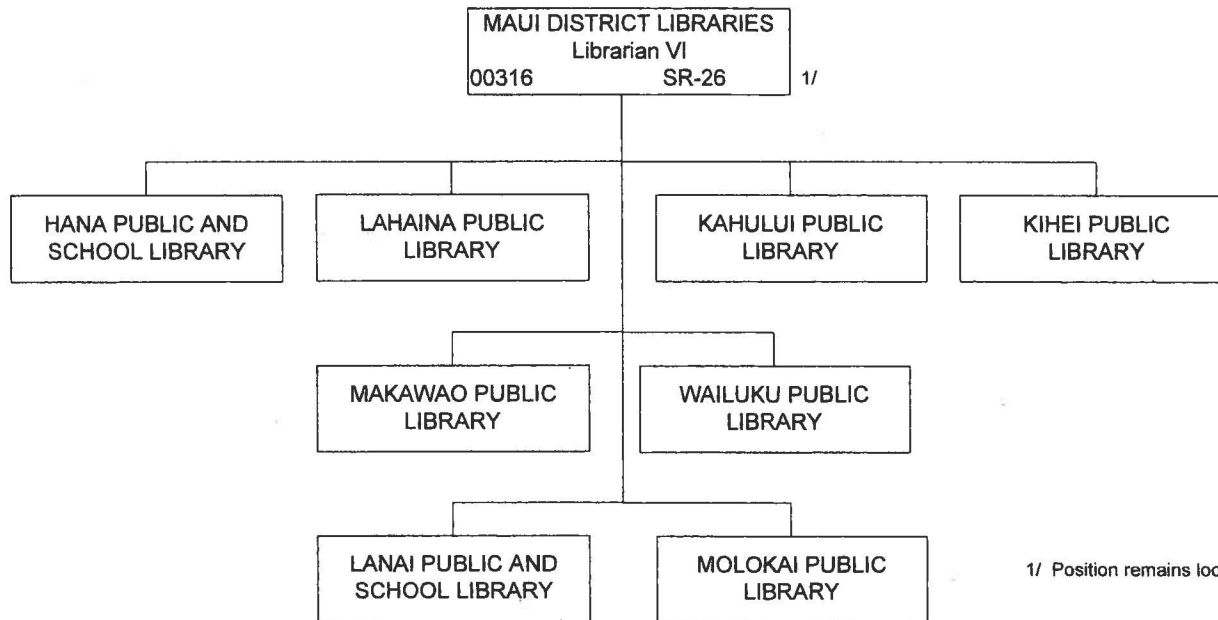
As of 6/30/12

*Richard A. Burns*

Richard Burns  
 State Librarian



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



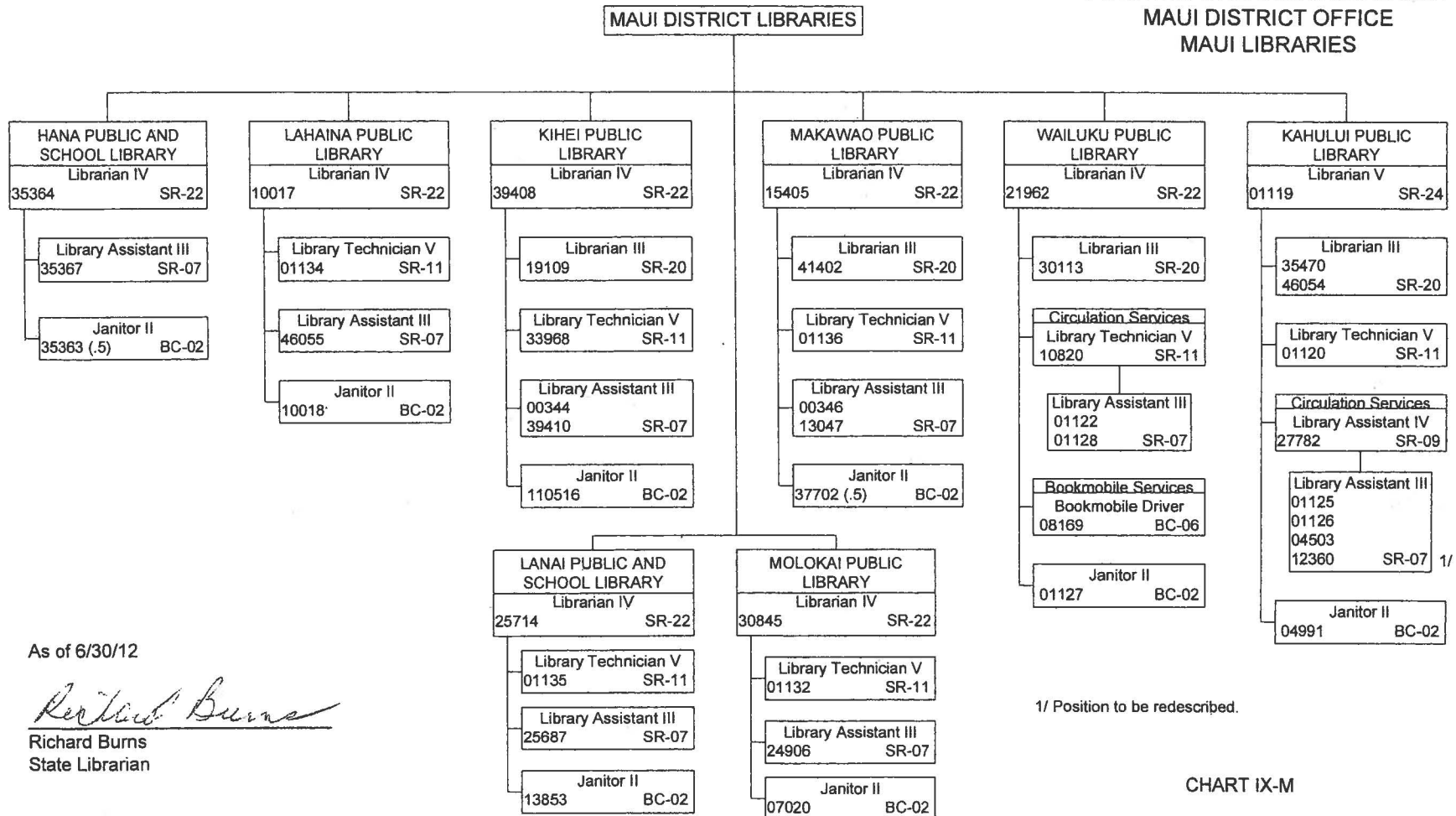
1/ Position remains located at the Oahu District Libraries Office.

As of 6/30/12

*Richard Burns*  
Richard Burns  
State Librarian

CHART IX-L

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



As of 6/30/12

*Richard Burns*

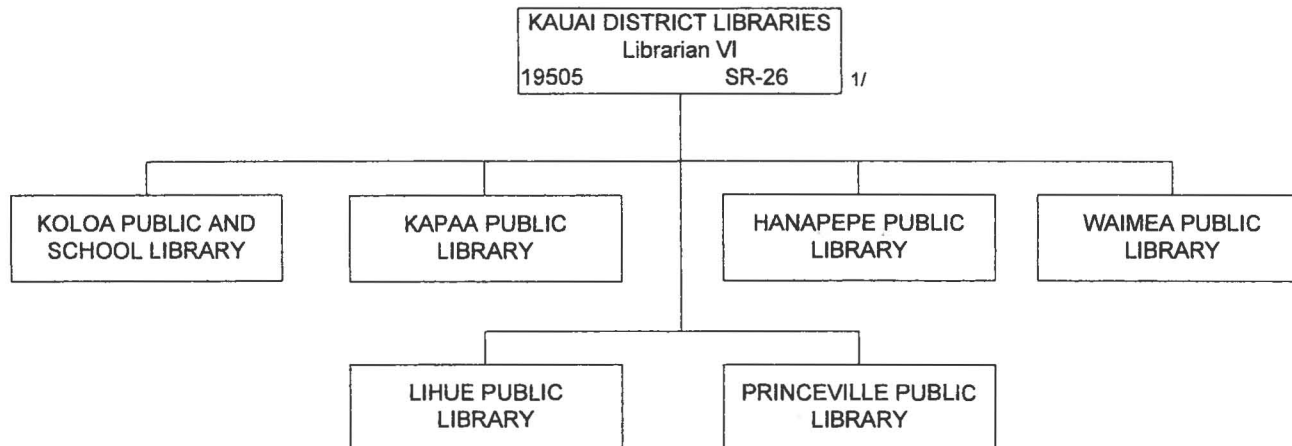
Richard Burns  
State Librarian

1/ Position to be redescribed.

CHART IX-M

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

1/ Position remains located at the Oahu District Libraries Office.

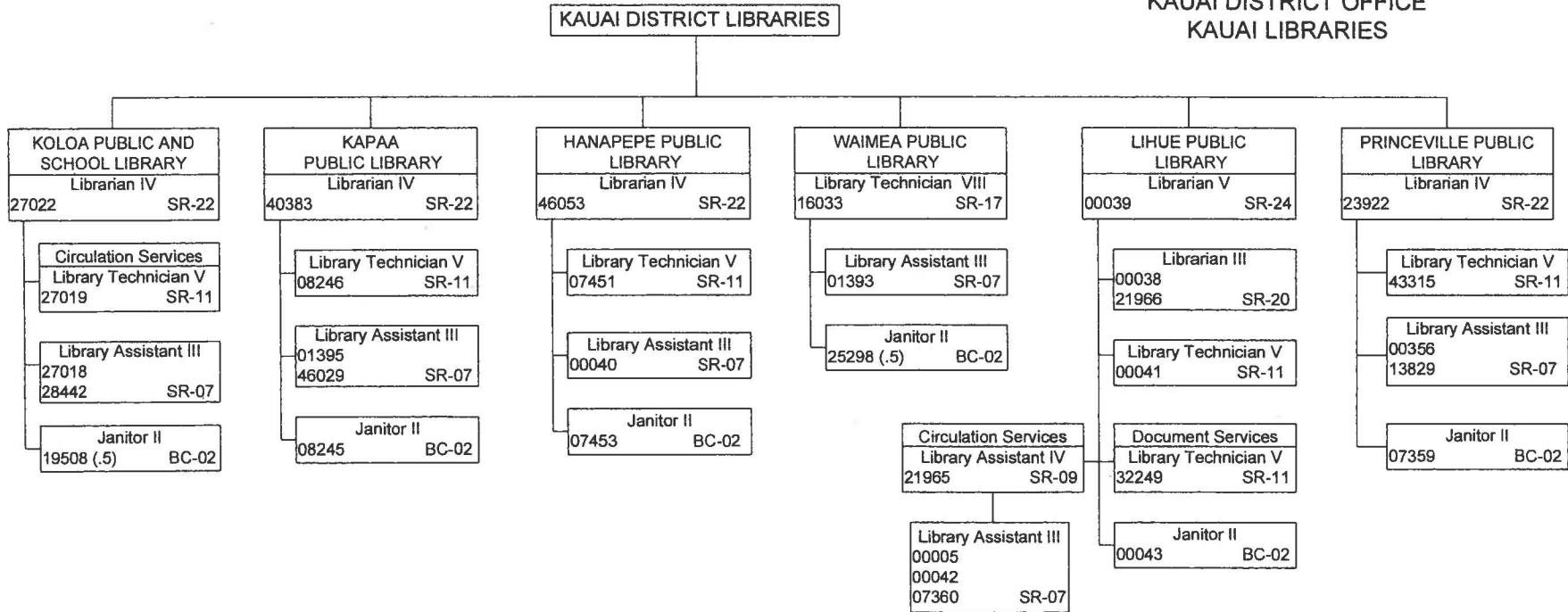


As of 6/30/12

Richard Burns  
State Librarian

CHART IX-N

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



As of 6/30/12

Richard Burns  
 State Librarian

CHART IX-O

DEPARTMENT OF EDUCATION  
HAWAII STATE PUBLIC LIBRARY SYSTEM

FUNCTIONAL STATEMENTS  
(As of June 30, 2012)

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## 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 design, implementation, research and development of infrastructure and peripheral technological support for library services support offices.
- Provides information technology support to all HSPLS staff during all open hours of libraries and departments. Provides emergency support and services during off-hours
- Provides tier 2 technical support to customers to assist in accessing HSPLS services.
- Advises core administrators of HSPLS of information technology changes, needs, assessments and conducts a regular dialogue with administration to ensure that operations and technology design align with the requirements and need of HSPLS.
- 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.
- 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.
- Coordinates system implementations with other State Agencies; implements State-mandated IT directives.
- Advises and executes 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 services, 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.

### Information Technology Specialists and Automation Technicians

- Logs all problem calls, responds immediately or as appropriate; communicates as necessary with all libraries/departments on system problems.
- Maintains intranet and learning corner sites where all technical documentation and resources reside.
- Monitors automated system operation; installs upgrades and fixes as required.
- Sets up all system administration activities 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 and displays.
- Establishes and maintains a statewide database of programs and performer 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 and events 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, coordinates and completes grant activities and requirements, 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.
- Responsible for maintaining informational content on HSPLS' website.
- 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.
- Coordinates special events on behalf of HSPLS (i.e. ground breaking, grand openings, media conferences) requiring special protocol.

## 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.

## 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.

## 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.

## HAWAII STATE LIBRARY

The Hawaii State Library (HSL) 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.

- Develops and maintains in-depth library resources and provides statewide selection, reference and bibliographic services. Provides government documents depository services.
- Provides consultation, orientation and training in library services.
- Develops and maintains inter-agency liaison, interjurisdictional cooperative ventures programs and services.
- Serves as the central hub for library network services within and beyond Hawaii for interlibrary loans and reference services for audio and/or visual data transmission, reception and display, and for other services. Researches, plans, demonstrates, tests and evaluates innovative approaches and new technology.

### FEDERAL DOCUMENTS SECTION

The Federal Documents Section provides access to federal government publications through the Federal Depository Library Program and access to patent and trademark information through the Patent and Trademark Depository Library Program.

- Maintains collection of federal government publications and patent and trademark search resources by acquiring, cataloging, and processing materials in paper, microform, and electronic formats.
- Provides in-depth reference services using a comprehensive collection of commercial and federal government access tools and publications in paper, microform, and electronic formats.
- Serves as the lead federal depository library for the library system.
- Serves as the sole patent and trademark depository library for the library system and the state.

### CHILDREN'S SECTION

The Children's Section provides age-specific assistance to readers in the pre-school through grade six levels.

- Provides reference and reader services to children. Selects and maintains a comprehensive major collection of books and other materials appropriate to this age level.
- Maintains a historical research collection in children's literature for adult use.
- Provides reference and reader services to adults in the use of children's materials.
- Coordinates programs for children in Oahu libraries.
- Participates in the review and selection of materials from all that is available and in print for children.
- Prepares publications, bibliographies and promotional materials to be printed for use by libraries throughout the State and the public.
- Provides consultation, orientation and training in children's library services to librarians throughout the State.



- Maintains liaison and cooperation with libraries of various jurisdictions.
- Schedules and prepares programs for the public and school classes preschool through grade 6.
- Oversees collection development and children's programming in all Oahu public libraries.

#### YOUNG ADULT SECTION

The Young Adult Section provides age-specific assistance to readers in school grade seven through grade twelve.

- Provides reference and readers advisory services to young adults.
- Selects and maintains a collection of books and other materials appropriate to this age level.
- Coordinates book talk team for young adults on Oahu.
- Participates in the review and selection of young adult materials from all that is available in print.
- Prepares publications, bibliographies and promotional materials to be printed for use by libraries and the public.
- Provides consultation, orientation and training in young adult library services.
- Maintains liaison and cooperation with libraries of other jurisdictions.
- Coordinates Career Day Program on Oahu.

#### SERIALS SECTION

The Serials Section acts as the primary clearinghouse of magazines, newspapers, and other periodicals Statewide.

- Maintains for the system an in-depth collection of magazines, newspapers, and other periodicals Statewide.
- Selects and orders subscriptions in all formats for the HSL.
- Develops a balanced collection based on the needs of the general public, researchers, and the subject sections of the HSL.
- Coordinates periodicals contracts for the system, drafting bid specifications and monitoring vendor performance.
- Prepares, compiles, edits, and maintains the Serials Holding List, a major reference tool listing periodicals available in all Hawaii public libraries.
- Provides general reference service, backfile retrieval service and assistance in the use of the collections; prepares bibliographies and related lists for distribution and/or publishing; provides in-depth reference, research and bibliographic services on or about serials.
- Provides consultation, orientation, and training in serials-related library services.
- Maintains liaison and cooperation with libraries of other jurisdictions, including photocopy/fax service.
- Acts as mail center, receiving and delivering incoming mail, and metering outgoing mail.

### Serials Processing

- Maintains master serials and check-in records (serials control) according to current bibliographic standards.
- Receives and checks-in periodicals and newspapers on a daily basis.
- Processes all periodicals and newspapers added to the collection.
- Routes selected periodical issues to selected sections within the HSL.
- Claims non-receipt of periodicals and newspapers as necessary.

### SOCIAL SCIENCE AND PHILOSOPHY SECTION

### BUSINESS, SCIENCE AND TECHNOLOGY SECTION

### LANGUAGE, LITERATURE AND HISTORY SECTION

The Social Science and Philosophy Section; Business, Science and Technology Section; and Language, Literature and History Section provide reader assistance in their respective subject areas.

- Develops and maintains specialized in-depth collections of books and other media in assigned subject areas.
- Provides in-depth reference, research and bibliographic service; interprets the collections and assists users and other libraries with various needs.
- Reviews and selects materials from all that is available and in print in assigned subject areas for selection and purchase by libraries.
- Prepares publications, bibliographies and promotional materials to be printed for use by libraries and the public.
- Organizes and maintains special, supplementary and current data files.
- Provides consultation, orientation and training in library services in their respective areas.
- Maintains liaison and cooperation with libraries of other jurisdictions.

### HAWAII AND PACIFIC SECTION

The Hawaii and Pacific Section provides reference and customer assistance in all areas associated with Hawaii, the South Pacific, Australia, and New Zealand.

- Develops and maintains specialized in-depth collections of books and other media in assigned subject areas.
- Acquires, records, processes, and maintains an in-depth collection of magazines, newsletters, and annual reports.
- Provides comprehensive reference, research and bibliographic service; interprets the collections and assists users and other libraries with various needs.
- Reviews and selects materials from all that is available and in print in assigned subject areas for selection and purchase by libraries.
- Prepares publications, bibliographies and promotional materials to be printed for use by libraries and the public.
- Organizes and maintains special, supplementary and current data files and indexes.

- Provides consultation, orientation and training in library services in respective specialty areas.
- Maintains liaison and cooperation with libraries of other jurisdictions.
- Develops and maintains collections of Hawaiiana and Pacifica at the exhaustive and comprehensive levels, respectively, for research, historical and reference purposes.
- Provides comprehensive research, reference and interloan service to the public, state agencies, libraries, and organizations locally, nationally and internationally.
- Provides consultation and assistance with genealogy research.

#### Indexing

- Plans, organizes and coordinates an index to the Honolulu Advertiser and Honolulu Star Bulletin newspapers.
- Coordinates printing and distribution of biennial index of aforementioned newspapers.
- Provides statewide and out-of-state assistance with both online and print indices.
- Supports the Hawaii and Pacific Section through reference, other auxiliary services and special projects.

#### Hawaii Documents Center

- Responsible for Hawaii state and county government publications for the system.
- Provides Hawaii government documents depository services, including procurement, listing, indexing, microfilming, storage, and retrieval.
- Develops and updates procedures for distribution of documents to libraries within the system, and to facilitate public access. Provides statewide and out-of-state assistance with Hawaii state and county documents.
- Plans, organizes and maintains monthly listing and a biennial cumulative index of Hawaii state and county documents for publication and distribution to libraries.
- Provides assistance with U.S. Census Bureau reports and data as a Hawaii State Data Center Affiliate.
- Supports the Hawaii and Pacific Section through reference, other auxiliary services and special projects.

#### ART, MUSIC AND RECREATION AND AUDIOVISUAL SECTION

The Art, Music and Recreation, and Audiovisual Section provides reader assistance in all areas associated with art, music and recreation. The audiovisual section provides reader assistance, booking and circulation services for audiovisual media in those areas and other subject areas.

- Provides in-depth reference, research and bibliographic services; interprets the collections and assists users and other libraries with various needs.
- Reviews and selects materials from all what is available in print in assigned subject areas for selection and purchase by libraries.
- Prepares publications, bibliographies and promotional materials to be printed for use by libraries and the public.
- Creates original cataloging, indexes and databases for musical scores, sheet music and non-text materials.

- Organizes and maintains special, supplementary and current data files.
- Provides consultation, orientation and training in library services in their respective areas.
- Maintains liaison and cooperation with libraries and organizations of other jurisdiction.
- Maintains an extensive circulating pictorial resource file covering all topics in subject areas.

#### Audiovisual Services

- Provides booking and circulation services for audiovisual media.
- Provides in-depth reference, research and bibliographic services; interprets the collections and assists users and other libraries with various needs.
- Reviews and selects materials from all that is available in the audiovisual media for selection and purchase by libraries.
- Prepares publications, bibliographies and promotional materials to be printed for use by libraries and the public.
- Creates original cataloging, indexes and databases for audiovisual materials.
- Organizes and maintains special, supplementary and current data files.
- Provides consultation, orientation and training in library services in the audiovisual media.
- Maintain liaison and cooperation with libraries of other jurisdictions.

#### LIBRARY OPERATIONS SECTION

The Library Operations Section is responsible for all aspects of circulation services and for facilities maintenance and security of the Hawaii State Library.

- Supervises and operates all circulation services for the Hawaii State Library, except audiovisual, and provides liaison with other libraries.
- Supervises and provides interlibrary loans.
- Supervises building maintenance.
- Supervises building security.
- Responsible for shared equipment and computer equipment, and assists with training in new technology for professional and non-professional staff.
- Responsible for signs, directions, general building maintenance.
- Serves as central information and reference center.

#### Circulation Unit

##### Clerical Services

- Processes bills for damaged library materials.
- Opens bulk mail packages and routes items to the proper units or processes items for return to the shelves.
- Provides circulation services at the Circulation Desk and over the telephone.

- Provides assistance with telephone switchboard operations.

#### Shelving Services

- Arranges and shelves returned library materials.
- Maintains order in the book stacks.
- Notifies librarians when there is no room on the shelf to shelve.
- Does shelf reading to maintain accuracy of library materials on the shelves.
- Assists in providing circulation services at the Circulation Desk.

#### Special Services

- Assigned personnel serves as the senior representative on duty at the Circulation Desk; as such, makes decisions regarding overdue fines and responds to questions regarding borrowers' records, circulation rules and procedures.
- Processes library materials for customer pick-up.
- Assists in Circulation Unit staff training.
- Provides orientation for all new Circulation Unit staff members.

#### Telephone Renewal Services

- Renews library materials over the telephone.
- Places charges for video rental against customer's library card when renewing videos.
- Answers customers' questions regarding borrowing record and library procedures.
- Provides assistance with telephone switchboard operations.

#### Interlibrary Loans Unit

Provides intralloan and interloan services within the Hawaii State Public Library System and between the Hawaii State Public Library System and other libraries, statewide, nationally, and internationally.

- Provides intralloan of library materials within the Hawaii State Public Library System.
- Plans and develops inter and intralloan procedures with other libraries.
- Provides guidance, assistance and counsel statewide for inter and intralloan.

#### Acquisition Records Unit

- Receives and processes library materials.
- Receives and processes duplicates and new materials.
- Makes all additions, deletions, and corrections to the item and database.

#### Maintenance Unit

- Provides custodial and related services.

### Central Reference and Information Unit

- Provides direction and quick reference to customers in locating reference material.
- Responsible for directing customers to other sections of the library containing the information requested.
- Maintains current listing of available information and programs within HSPLS.
- Maintains information on State and other government entities and their locations.
- Maintains central listing of library equipment available for public use.
- Provides information on the use of on-line public access catalog.
- Maintains liaison and cooperation with libraries of other jurisdictions.

### Telephone Reference Unit

- Conducts reference interviews over the telephone with customers searching for reference materials. Answers quick reference questions or directs customers to the HSL section or library containing the information requested.
- Maintains current listing of available information and programs within the libraries Statewide.
- Maintains information on State and other government entities and their locations.
- Maintains central listing of library equipment available for public use.
- Provides information on the use of on-line public access catalog.
- Maintains liaison and cooperation with libraries of other jurisdictions.
- Provides reference information over the telephone.

## LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

The Library for the Blind and Physically Handicapped (LBPH) serves as the regional library and machine lending agency for the blind and physically handicapped, as defined in Public Law 89-522, in Hawaii and U.S. Affiliated Pacific States in cooperation with the Library of Congress, National Library Service for the Blind and Physically Handicapped (LC, NLS). LBPH also serves as a Branch Library of the Hawaii State Public Library System.

- Produces, maintains and makes available specialized library collections for the visually impaired, blind and others who are unable to read or handle regular print materials.
- Provides Radio Reading Service Hawaii.
- Provides volunteer coordination for the sections.
- Provides services to teachers and others who require information on services to the disabled; provides orientation of LBPH services for statewide library staff and others who request this service.
- Handles repair and maintenance of equipment used by customers and staff, and provides technical assistance to the total program.
- Provides support services to sublending machine agencies on the islands of Hawaii, Kauai, and Maui.
- Oversees services provided by the Guam Subregional Library for the Blind and Physically Handicapped.
- Provides accessible computer programs for the disabled.

### TRANSCRIBING SERVICES SECTION (TSS)

Transcribes material into braille, large type, and audio formats in accordance with national standards. Priority is given as follows: 1) student requests; 2) professional or work-related requests; 3) general reader requests; 4) government agencies; and 5) non-profit agencies who work with the blind and physically disabled, as defined by Public Law 89-522.

- Provides programming for Radio Reading Service Hawaii.

### PUBLIC SERVICES SECTION (PSS)

- Circulates materials in needed formats to all eligible customers.
- Participates in interloans among other regional and local libraries and agencies.
- Assigns talking book machines and other related accessories and equipment to eligible customers. Monitors the equipment inventory and submits reports to the Library of Congress, National Library Service for the Blind and Physically Handicapped, and to applicable state agencies.
- Processes applications for service.
- Develops collection of material such as books and magazines in the appropriate formats.
- Provides reference and reader's advisory and direct services to customers statewide.
- Provides access to Library of Congress, National Library Service for the Blind and Physically Handicapped downloadable books and magazines in the appropriate formats.

## OAHU DISTRICT LIBRARIES OFFICE

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 Libraries 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 Libraries Manager, the Kauai District Libraries 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 LIBRARIES OFFICE

The Hawaii District Office oversees the operation, services and programs of the thirteen public libraries in the Hawaii District of the HSPLS:

- 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
- North Kohala Public Library
- Pahala Public and School Library
- Pahoa 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 LIBRARIES OFFICE

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 LIBRARIES OFFICE

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 Hawaii State Public Library System  
Department-Wide Budget Summary**

Table 2

Fiscal Year 2013				
Act 106/12 Appropriation	Restriction	Emergency Appropriation	Total FY13	MOF
\$ 28,070,484.00	\$ (1,393,524.00)	\$ -	\$ 26,676,960.00	A
\$ 3,125,000.00	\$ -	\$ -	\$ 3,125,000.00	B
\$ 1,365,244.00	\$ -	\$ -	\$ 1,365,244.00	N
\$ 32,560,728.00	\$ (1,393,524.00)	\$ -	\$ 31,167,204.00	Total
Fiscal Year 2014				
Act 106/12 Appropriation	Reductions	Additions	Total FY14	MOF
\$ 28,828,973.00	\$ -	\$ 800,000.00	\$ 29,628,973.00	A
\$ 3,125,000.00	\$ -	\$ -	\$ 3,125,000.00	B
\$ 1,365,244.00	\$ -	\$ -	\$ 1,365,244.00	P
\$ 33,319,217.00	\$ -	\$ 800,000.00	\$ 34,119,217.00	Total
Fiscal Year 2015				
Act 106/12 Appropriation	Reductions	Additions	Total FY15	MOF
\$ 28,828,973.00	\$ -	\$ 800,000.00	\$ 29,628,973.00	A
\$ 3,125,000.00	\$ -	\$ -	\$ 3,125,000.00	B
\$ 1,365,244.00	\$ -	\$ -	\$ 1,365,244.00	P
\$ 33,319,217.00	\$ -	\$ 800,000.00	\$ 34,119,217.00	Total

Department of Hawaii State Public Library System  
Funding by Program ID

Table 3

Prog ID	Program Title	MOF	As budgeted in Act 106/12 (FY13)			Governor's Submittal (FY14)				Governor's Submittal (FY15)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
EDN407	Public Libraries	A	555.00	1.00	\$ 28,070,484	555.00	1.00	\$ 29,628,973	5.6%	555.00	1.00	\$ 29,628,973	5.6%
EDN407	Public Libraries	B	-	-	\$ 3,125,000	-	-	\$ 3,125,000	0.0%	-	-	\$ 3,125,000	0.0%
EDN407	Public Libraries	N	-	-	\$ 1,365,244	-	-	\$ 1,365,244	0.0%	-	-	\$ 1,365,244	0.0%

Department of Hawaii State Public Library System  
Budget Decisions

Table 4

Prog ID	Description	MOF	Initial Department Requests						Budget and Finance Recommendations						Governor's Decisions					
			FY14			FY15			FY14			FY15			FY14			FY15		
			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	Redescribe LTV position	A	(1.00)	-	\$ (28,836)	(1.00)	-	\$ (28,836)	(1.00)	-	\$ (28,836)	(1.00)	-	\$ (28,836)	(1.00)	-	\$ (28,836)	(1.00)	-	\$ (28,836)
EDN407	Redescribe LA III position	A	1.00	-	\$ 24,548	1.00	-	\$ 24,548	1.00	-	\$ 24,548	1.00	-	\$ 24,548	1.00	-	\$ 24,548	1.00	-	\$ 24,548
EDN407	Abolish Private Secretary II position	A	(1.00)	-	\$ (65,784)	(1.00)	-	\$ (65,784)	(1.00)	-	\$ (65,784)	(1.00)	-	\$ (65,784)	(1.00)	-	\$ (65,784)	(1.00)	-	\$ (65,784)
EDN407	New Private Secretary II position	A	1.00	-	\$ 65,784	1.00	-	\$ 65,784	1.00	-	\$ 65,784	1.00	-	\$ 65,784	1.00	-	\$ 65,784	1.00	-	\$ 65,784
EDN407	Redescribe SA I position	A	(0.50)	-	\$ (11,844)	(0.50)	-	\$ (11,844)	(0.50)	-	\$ (11,844)	(0.50)	-	\$ (11,844)	(0.50)	-	\$ (11,844)	(0.50)	-	\$ (11,844)
EDN407	Redescribe AC II position	A	0.50	-	\$ 14,418	0.50	-	\$ 14,418	0.50	-	\$ 14,418	0.50	-	\$ 14,418	0.50	-	\$ 14,418	0.50	-	\$ 14,418
EDN407	Abolish Janitor II position	A	(0.50)	-	\$ (16,614)	(0.50)	-	\$ (16,614)	(0.50)	-	\$ (16,614)	(0.50)	-	\$ (16,614)	(0.50)	-	\$ (16,614)	(0.50)	-	\$ (16,614)
EDN407	Transfer FTE to Janitor II position	A	0.50	-	\$ 16,614	0.50	-	\$ 16,614	0.50	-	\$ 16,614	0.50	-	\$ 16,614	0.50	-	\$ 16,614	0.50	-	\$ 16,614
EDN407	Redescribe Librarian VI position	A	(1.00)	-	\$ (82,128)	(1.00)	-	\$ (82,128)	(1.00)	-	\$ (82,128)	(1.00)	-	\$ (82,128)	(1.00)	-	\$ (82,128)	(1.00)	-	\$ (82,128)
EDN407	Redescribe Info Tech Spec VI position	A	1.00	-	\$ 63,504	1.00	-	\$ 63,504	1.00	-	\$ 63,504	1.00	-	\$ 63,504	1.00	-	\$ 63,504	1.00	-	\$ 63,504
EDN407	Increase Substitute Blue Collar	A	-	-	\$ 20,338	-	-	\$ 20,338	-	-	\$ 20,338	-	-	\$ 20,338	-	-	\$ 20,338	-	-	\$ 20,338
EDN407	Library Books	A	-	-	\$ 500,000	-	-	\$ 500,000	-	-	\$ 500,000	-	-	\$ 500,000	-	-	\$ 500,000	-	-	\$ 500,000
EDN407	Additional Service Hours - Hawaii	A	12.50	-	\$ 375,066	12.50	-	\$ 375,066	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -
EDN407	Additional Service Hours - Kauai	A	5.50	-	\$ 153,450	5.50	-	\$ 153,450	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -
EDN407	Additional Service Hours - East Oahu	A	3.00	-	\$ 74,225	3.00	-	\$ 74,225	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -
EDN407	LUMP SUM - SERVICE HOURS	A	-	-	\$ -	-	-	\$ -	-	-	\$ 300,000	-	-	\$ 300,000	-	-	\$ 300,000	-	-	\$ 300,000
EDN407	Additional Staffing - West Oahu	A	3.50	-	\$ 109,890	3.50	-	\$ 109,890	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -
EDN407	Additional Staffing - East Oahu	A	2.50	-	\$ 66,593	2.50	-	\$ 66,593	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -
EDN407	Additional Staffing - Hawaii	A	3.00	-	\$ 106,738	3.00	-	\$ 106,738	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -
EDN407	Additional Staffing & Equipment Replacement	A	2.00	-	\$ 186,594	2.00	-	\$ 300,594	-	-	\$ -	-	-	\$ -	-	-	\$ -	-	-	\$ -
	Change MOF N to P	N	-	-	\$ -	-	-	\$ -	-	-	\$ (1,365,244)	-	-	\$ (1,365,244)	-	-	\$ (1,365,244)	-	-	\$ (1,365,244)
	Change MOF N to P	P	-	-	\$ -	-	-	\$ -	-	-	\$ 1,365,244	-	-	\$ 1,365,244	-	-	\$ 1,365,244	-	-	\$ 1,365,244

Department of Hawaii State Public Library System  
Proposed FY14 and FY15 Reductions

Table 5

<u>Prog ID</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>FY14</u>			<u>FY15</u>			<u>Carry-over?</u>
				<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$\$</u>	<u>(Y/N)</u>
EDN407	None		A	-	-	\$ -	-	-	\$ -	0

Department of Hawaii State Public Library System  
Proposed FY14 and FY15 Additions

Table 6

Prog ID	Request Category	Prog ID Priority	Dept- Wide Priority	Description of Addition	Explanation	MOF	FY14			FY15		
							Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
EDN407	AR	1	1	Library Books	Purchase books/materials for libraries.	A	-	-	\$ 500,000	-	-	\$ 500,000
EDN407	AR	2	2	Service Hours	Expand service hours for libraries statewide.	A	-	-	\$ 300,000	-	-	\$ 300,000

Department of Hawaii State Public Library System  
Current Year (FY13) Restrictions

Table 7

<u>Prog ID</u>	<u>MOF</u>	<u>Restriction \$\$\$</u>	<u>Percent of Act 106/12 Appropriation</u>	<u>Impact</u>
EDN407	A	\$ 1,393,524	5.0%	Reduction of public services and hours



Department of Hawaii State Public Library System  
 Emergency Appropriation Requests

Table 8

<u>Prog ID</u>	<u>Description of Request</u>	<u>Explanation of Request</u>	<u>MOF</u>	<u>Pos (P) FY13</u>	<u>Pos (T) FY13</u>	<u>\$\$\$ FY13</u>
EDN407	None					

Department of Hawaii State Public Library System  
Expenditures Exceeding Appropriation Ceilings

Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>Appropriation Ceiling</u>	<u>Amount Exceeding Appropriation</u>	<u>Increase Percent</u>	<u>Reason for Exceeding Ceiling</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
EDN407						None		

Department of Hawaii State Public Library System  
Intradepartmental Transfer of Funds

Table 10

<u>Anticipated or Actual Date of Transfer</u>	<u>MOF</u>	<u>Amount of Transfer</u>	<u>From Prog ID</u>	<u>Percent of Imparting Program ID Appropriation</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
							None	



COLUMN	DATA ELEMENT	DEFINITION
A	State Expending Agency	State entity authorized to expend the funds as authorized by the appropriation or as delegated by the Governor. Select from drop-down menu. See legend below.
B	Program I.D.	The unique identifier for the specific program responsible for carrying out the program consisting of the abbreviation for the State entity followed by the organization number for the program. <b>Format: XXX###</b>
C	Award Number	The identifying number assigned by the awarding Federal Agency, such as the federal grant number, federal contract number or the federal loan number that appears in the federal award document.
D	CFDA No.	The number associated with the published description of Federal assistance program in the Catalog of Federal Domestic Assistance. Only applies to grants and loans. A list of CFDA codes can be searched at: <a href="https://www.cfda.gov/index?s=program&amp;tab=list&amp;mode=list">https://www.cfda.gov/index?s=program&amp;tab=list&amp;mode=list</a> <b>Format: ##.###.</b>
E	Award Description	Award title and description with purpose of funding action.
F	Awarding Federal Agency	Name of the federal agency that awarded and administers the award on behalf of the funding agency. Select from drop-down menu. See agency list below.
G	Award Amount	For Grants: The total amount of the award. For Loans: The total amount of the loan obligated by the Federal Agency; the face value of the loan. For Contracts: The total amount obligated by the Federal Agency.
H	Award Amount Allocated to the Program ID in Column B	Enter the portion of the total award amount allocated to this Program ID. For example, if a federal award in the amount of \$500 is allocated to only AGR100, the "Award Amount" and the "Award Amount Allocated to the Pgm ID in Column B" would both be \$500. However, if the \$500 will be allocated to AGR100, AGR200 and AGR300, in the amounts of \$100, \$250 and \$150, respectively, the "Award Amount" would be the \$500 for all three program IDs but the "Award Amount Allocated to the Pgm ID in Column B" would be \$100 for AGR100, \$250 for AGR200 and \$150 for AGR300.
I	State Appropriation Symbol	The account number established in FAMIS. The appropriation account is a combination of 4 fields: Fund Type, Fiscal Year, Appropriation Account Number, and Dept. Code. If an award has appropriation symbols for multiple fiscal years, enter the symbol for the first fiscal year. <b>Format: X-YY-###-X</b>
J	Contact Name	Name of the individual at the program level responsible for performance of the award.
K	Contact Phone No.	Phone no. of the individual at the program level responsible for performance of the award.
L	Contact Email	Email of the individual at the program level responsible for performance of the award.
	<b>LEGEND:</b>	
	<b>State Expending Agency</b>	
A (AGR)	Department of Agriculture	
B (BED)	Department of Business, Economic Dev & Tourism	
C (LNR)	Department of Land and Natural Resources	
D (TRN)	Department of Transportation	
E (EDN)	Department of Education	
F (UOH)	University of Hawaii	
G (DEF)	Department of Defense	
H (HTH)	Department of Health	
I (HHL)	Department of Hawaiian Home Lands	
J (JUD)	Judiciary	
K (HMS)	Department of Human Services	
L (LBR)	Department of Labor and Industrial Relations	
M (AGS)	Department of Accounting and General Services	
N (ATG)	Department of Attorney General	
O (BUF)	Department of Budget and Finance	
P (HRD)	Department of Human Resources Development	
Q (GOV)	Office of the Governor	
R (CCA)	Department of Commerce and Consumer Affairs	
S (LTG)	Office of the Lieutenant Governor	
T (TAX)	Department of Taxation	
V1 (PSD)	Department of Public Safety	
Z1 (OHA)	Office of Hawaiian Affairs	
	<b>Federal Agency</b>	
	Dept. of Agriculture	
	Dept. of Commerce	
	Dept. of Defense	
	Dept. of Education	
	Dept. of Energy	
	Dept. of Health and Human Services	
	Dept. of Homeland Security	
	Dept. of Housing and Urban Development	
	Dept. of Justice	
	Dept. of Labor	
	Dept. of State	
	Dept. of the Interior	
	Dept. of the Treasury	
	Dept. of Transportation	
	Dept. of Veterans Affairs	
	Corporation for National & Community Svc	
	Environmental Protection Agency	
	General Services Administration	
	NASA	
	National Science Foundation	
	Nuclear Regulatory Commission	
	Office of Personnel Management	
	Small Business Administration	
	Social Security Administration	
	U.S. Agency for International Development	

Department of Hawaii State Public Library System  
Non-General Fund Balances

Table 12

Name of Fund	Purpose	Statutory Reference	MOF	Beginning FY13	Estimated FY13	Estimated FY13	Estimated FY13	Estimated FY13	Balance in Excess of
				Unencumbered Cash Balance	Revenues	Expenditures and Encumbrances	Net Transfers	Ending Unencumbered Cash Balance	Program Needs
Libraries Special Fund	Purchase library books and materials.	312-3.6 HRS	B	\$ 583,128	\$ 1,000,000	\$ 583,128	\$ -	\$ 1,000,000	\$ -
Library Fee for Enhanced Services	Purchase library books and materials.	312-21 HRS	B	\$ 2,918,554	\$ 1,000,000	\$ 2,541,872	\$ -	\$ 1,376,682	\$ -
Oahu Public Libraries - Donations & Gifts	Purchase library books and materials.	312-1 HRS	T	\$ 276,848	\$ 20,000	\$ 20,000	\$ -	\$ 276,848	\$ -
HSPLS Computer Supplies - Donation	Purchase computer supplies.	312-1 HRS	T	\$ 450,011	\$ 30,000	\$ 30,000	\$ -	\$ 450,011	\$ -
Maui & Kauai Public Libraries - Donations & Gifts	Purchase library books and materials.	312-1 HRS	T	\$ 101,300	\$ 30,000	\$ 30,000	\$ -	\$ 101,300	\$ -
Hawaii Public Libraries - Donations & Gifts	Purchase library books and materials.	312-1 HRS	T	\$ 49,095	\$ 5,000	\$ 5,000	\$ -	\$ 49,095	\$ -
HSL & LBPH Public Libraries - Donations & Gifts	Purchase library books and materials.	312-1 HRS	T	\$ 362,737	\$ 10,000	\$ 10,000	\$ -	\$ 362,737	\$ -
Friends of the Library of Hawaii - Donations & Gifts	Purchase library books and materials.	312-1 HRS	T	\$ 303,831	\$ 10,000	\$ 10,000	\$ -	\$ 303,831	\$ -
Risk Management - Fire & Casualty Losses - HSPLS	For settlement of claims or losses.	41D-4 HRS	T	\$ 5,649	\$ -	\$ -	\$ -	\$ 5,649	\$ -

Department of Hawaii State Public Library System  
Positions Vacant as of November 30

Table 13

Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appointments
LIB407QB	07/01/02	015601	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 28,836	<i>Psn trsf'd from PSD</i>	N	Y	N	
LIB407QM	07/01/02	019505	LIBRARIAN VI	SR26	93	P	1.00	A	\$ 55,550	<i>Psn trsf'd from PSD</i>	N	Y	N	
LIB407QB	07/01/02	025751	LIBRARY TECHNICIAN V	SR11	03	P	1.00	A	\$ 28,836	<i>Psn trsf'd from PSD</i>	N	Y	N	
LIB407QB	07/01/02	035463	ACCOUNT CLERK II	SR08	03	P	0.50	A	\$ 11,844	<i>Psn trsf'd from PSD</i>	N	Y	N	
LIB407QB	04/01/03	025438	LIBRARY TECHNICIAN V	SR11	03	P	1.00	A	\$ 28,836	<i>Psn trsf'd from PSD</i>	N	Y	N	
LIB407QM	02/01/05	000316	LIBRARIAN VI	SR26	93	P	1.00	A	\$ 55,550	\$ 56,040	N	Y	N	
LIB407QH	08/16/07	021966	LIBRARIAN III	SR20	13	P	1.00	A	\$ 42,132	\$ 40,512	N	Y	N	
LIB407QD	05/01/08	023068	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 24,648	\$ 27,732	N	Y	N	
LIB407QD	05/01/08	042798	LIBRARIAN III	SR20	13	P	1.00	A	\$ 42,132	\$ 42,144	N	Y	N	
LIB407QJ	06/17/08	024263	LIBRARY ASSISTANT II	SR05	03	P	0.50	A	\$ 11,388	\$ 10,950	N	Y	N	
LIB407QM	07/16/08	019432	LIBRARY ASSISTANT IV	SR09	03	P	1.00	A	\$ 26,700	\$ 32,424	N	Y	N	
LIB407QJ	12/01/08	011925	LIBRARY TECHNICIAN VII	SR15	03	P	1.00	A	\$ 46,176	\$ 44,412	N	Y	N	
LIB407QE	12/16/08	044226	LIBRARIAN III	SR20	13	P	0.50	A	\$ 21,912	\$ 21,912	N	Y	N	
LIB407QL	12/16/08	116901	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 27,756	\$ 26,700	N	Y	N	
LIB407QD	03/01/09	014908	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 37,968	\$ 37,968	N	Y	N	
LIB407QD	04/01/09	043906	LIBRARIAN III	SR20	13	P	1.00	A	\$ 53,352	\$ 53,352	N	Y	N	
LIB407QD	05/23/09	035704	LIBRARIAN III	SR20	13	P	1.00	A	\$ 42,132	\$ 42,132	N	Y	N	
LIB407QI	06/30/09	031333	LIBRARY TECHNICIAN V	SR11	03	P	1.00	A	\$ 42,684	\$ 42,684	N	Y	N	
LIB407QF	08/13/09	000286	LIBRARIAN III	SR20	13	P	1.00	A	\$ 43,824	\$ 42,144	N	Y	N	
LIB407QL	08/31/09	116419	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 27,756	\$ 27,756	N	Y	N	
LIB407QJ	09/01/09	021956	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 33,756	\$ 33,756	N	Y	N	
LIB407QF	10/01/09	015684	LIBRARIAN V	SR24	23	P	1.00	A	\$ 73,044	\$ 73,044	N	Y	N	
LIB407QE	11/01/09	024335	LIBRARY TECHNICIAN V	SR11	03	P	1.00	A	\$ 44,412	\$ 44,412	N	Y	N	
LIB407QF	12/31/09	000281	LIBRARIAN IV	SR22	13	P	1.00	A	\$ 67,488	\$ 67,488	N	Y	N	
LIB407QJ	12/31/09	000320	LIBRARIAN V	SR24	13	P	1.00	A	\$ 75,960	\$ 75,960	N	Y	N	
LIB407QI	12/31/09	004635	LIBRARY TECHNICIAN VII	SR15	04	P	1.00	A	\$ 46,176	\$ 46,176	N	Y	N	
LIB407QM	12/31/09	008982	LIBRARIAN IV	SR22	13	P	1.00	A	\$ 67,488	\$ 67,488	N	Y	N	
LIB407QE	08/01/10	019507	JANITOR II	BC02	01	P	0.50	A	\$ 16,614	\$ 16,614	N	Y	Y	3
LIB407QD	08/01/10	041485	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 33,756	\$ 32,424	N	Y	Y	5
LIB407QE	08/25/10	032302	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 26,700	\$ 25,668	N	Y	Y	3
LIB407QB	10/30/10	032248	OFFICE ASSISTANT IV	SR10	03	P	1.00	A	\$ 30,036	\$ 30,036	N	Y	N	
LIB407QE	11/21/10	031498	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 25,668	\$ 25,668	N	Y	Y	4
LIB407QH	12/01/10	000042	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 24,648	\$ 24,648	N	Y	N	
LIB407QI	12/31/10	019333	MANAGING LIBRARIAN I	EM03	35	P	1.00	A	\$ 89,052	\$ 90,432	N	Y	N	
LIB407QM	12/31/10	044658	ASET I	BC14	01	P	1.00	A	\$ 53,532	\$ 53,532	N	Y	N	
LIB407QJ	02/01/11	000318	LIBRARIAN IV	SR22	13	P	1.00	A	\$ 60,024	\$ 60,024	N	Y	N	
LIB407QE	02/01/11	027187	LIBRARIAN III	SR20	13	P	1.00	A	\$ 31,212	\$ 62,424	N	Y	N	
LIB407QD	02/16/11	045982	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 27,756	\$ 27,756	N	Y	N	
LIB407QD	02/22/11	019427	LIBRARIAN III	SR20	13	P	1.00	A	\$ 43,824	\$ 43,824	N	Y	N	
LIB407QD	03/14/11	046428	LIBRARIAN III	SR20	13	P	1.00	A	\$ 45,576	\$ 45,576	N	Y	Y	3

Department of Hawaii State Public Library System  
Positions Vacant as of November 30

Table 13

<u>Prog ID</u>	<u>Date of Vacancy</u>	<u>Position Number</u>	<u>Position Title</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Perm Temp (P/T)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Exempt (Y/N)</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>	<u># of 89 Hire Appointments</u>
LIB407QE	03/16/11	013281	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 33,756	\$ 33,756	N	Y	N	
LIB407QF	05/01/11	001118	LIBRARIAN IV	SR22	13	P	1.00	A	\$ 57,708	\$ 57,708	N	Y	N	
LIB407QJ	05/01/11	046397	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 35,064	\$ 35,064	N	Y	Y	2
LIB407QB	06/01/11	000319	ACCOUNT CLERK III	SR11	03	P	1.00	A	\$ 44,412	\$ 44,412	N	Y	N	
LIB407QE	06/16/11	000367	LIBRARY TECHNICIAN V	SR11	03	P	1.00	A	\$ 35,064	\$ 35,064	N	Y	N	
LIB407QF	07/01/11	041922	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 24,648	\$ 24,648	N	Y	N	
LIB407QH	07/30/11	007360	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 26,700	\$ 25,368	N	Y	Y	5
LIB407QJ	07/30/11	011912	LIBRARIAN IV	SR22	13	P	1.00	A	\$ 55,500	\$ 52,728	N	Y	N	
LIB407QM	10/16/11	044656	INFO TECHNOL SPECLST V	SR24	13	P	1.00	A	\$ 57,708	\$ 54,828	N	Y	N	
LIB407QI	12/01/11	019323	LIBRARY TECHNICIAN V	SR11	03	P	1.00	A	\$ 39,480	\$ 39,480	N	Y	N	
LIB407QJ	12/01/11	023917	LIBRARY ASSISTANT III - 50%	SR07	03	P	0.50	A	\$ 16,212	\$ 16,212	N	Y	N	
LIB407QJ	12/01/11	033967	LIBRARY ASSISTANT II	SR05	03	P	1.00	A	\$ 22,776	\$ 22,776	N	Y	N	
LIB407QJ	12/01/11	023911	LIBRARY ASSISTANT II - 50%	SR05	03	P	0.50	A	\$ 12,834	\$ 12,834	N	Y	N	
LIB407QF	12/01/11	023921	LIBRARIAN III	SR20	13	P	1.00	A	\$ 51,312	\$ 51,312	N	Y	N	
LIB407QE	12/16/11	014911	LIBRARIAN III	SR20	13	P	1.00	A	\$ 47,412	\$ 47,412	N	Y	N	
LIB407QL	12/16/11	112911	LIBRARIAN V	SR24	23	P	1.00	A	\$ 60,024	\$ 57,024	N	Y	N	
LIB407QL	12/16/11	116904	JANITOR II	BC02	01	P	1.00	A	\$ 33,228	\$ 33,228	N	Y	N	
LIB407QG	12/16/11	001128	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 27,756	\$ 27,756	N	Y	Y	4
LIB407QB	01/01/12	011106	ACCOUNTANT V	SR24	73	P	1.00	A	\$ 75,960	\$ 75,960	N	Y	N	
LIB407QB	01/01/12	000351	ACCOUNT CLERK V	SR15	03	P	1.00	A	\$ 51,936	\$ 51,936	N	Y	N	
LIB407QM	01/01/12	019324	LIBRARY TECHNICIAN V	SR11	03	P	1.00	A	\$ 41,040	\$ 41,040	N	Y	N	
LIB407QM	01/01/12	023064	ASET I	BC14	01	P	1.00	A	\$ 53,532	\$ 53,532	N	Y	N	
LIB407QM	01/01/12	000289	OFFSET PRESS OPERATOR II	BC08	01	P	1.00	A	\$ 41,592	\$ 41,592	N	Y	N	
LIB407QG	01/03/12	030113	LIBRARIAN III	SR20	13	P	1.00	A	\$ 45,576	\$ 45,576	N	Y	N	
LIB407QF	02/01/12	006948	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 26,700	\$ 25,368	N	Y	N	
LIB407QH	02/01/12	032249	LIBRARY TECHNICIAN V	SR11	03	P	1.00	A	\$ 33,756	\$ 33,756	N	Y	N	
LIB407QD	02/16/12	015113	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 25,668	\$ 25,668	N	Y	N	
LIB407QE	02/16/12	011903	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 28,836	\$ 28,836	N	Y	Y	3
LIB407QJ	03/01/12	046395	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 24,648	\$ 24,648	N	Y	Y	2
LIB407QJ	03/01/12	013034	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 26,700	\$ 26,700	N	Y	N	
LIB407QE	03/05/12	000362	LIBRARY ASSISTANT IV	SR09	03	P	1.00	A	\$ 26,700	\$ 30,036	N	Y	N	
LIB407QE	03/05/12	000369	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 25,668	\$ 25,668	N	Y	N	
LIB407QD	03/16/12	039877	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 24,648	\$ 24,648	N	Y	N	
LIB407QF	04/02/12	014818	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 35,064	\$ 35,064	N	Y	Y	3
LIB407QJ	04/03/12	000352	LIBRARY ASSISTANT IV	SR09	03	P	1.00	A	\$ 32,424	\$ 32,424	N	Y	N	
LIB407QJ	04/16/12	008358	LIBRARIAN III	SR20	13	P	1.00	A	\$ 43,824	\$ 43,824	N	Y	N	
LIB407QE	04/16/12	019420	LIBRARIAN III	SR20	13	P	1.00	A	\$ 45,576	\$ 45,576	N	Y	N	
LIB407QD	04/16/12	014016	LIBRARIAN III	SR20	13	P	1.00	A	\$ 45,576	\$ 45,576	N	Y	N	
LIB407QJ	05/01/12	013033	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 26,700	\$ 26,700	N	Y	N	
LIB407QD	05/01/12	023342	LIBRARIAN III	SR20	13	P	1.00	A	\$ 43,824	\$ 43,824	N	Y	Y	3



Department of Hawaii State Public Library System  
Positions Vacant as of November 30

Table 13

Prog ID	Date of Vacancy	Position Number	Position Title	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Exempt (Y/N)	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appointments
LIB407QD	05/01/12	110637	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 24,648	\$ 24,648	N	Y	N	
LIB407QE	05/22/12	031497	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 25,668	\$ 25,668	N	Y	N	
LIB407QJ	06/01/12	023920	LIBRARIAN III - 50%	SR20	13	P	0.50	A	\$ 21,066	\$ 21,066	N	Y	N	
LIB407QJ	06/01/12	000359	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 26,700	\$ 26,700	N	Y	N	
LIB407QD	06/01/12	027976	LIBRARIAN IV	SR22	23	P	1.00	A	\$ 45,576	\$ 60,024	N	Y	N	
LIB407QD	06/01/12	023067	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 25,668	\$ 25,668	N	Y	N	
LIB407QD	06/01/12	019429	LIBRARIAN III	SR20	13	P	1.00	A	\$ 53,352	\$ 53,352	N	Y	N	
LIB407QF	06/01/12	012245	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 24,648	\$ 24,648	N	Y	Y	2
LIB407QH	06/01/12	027018	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 26,700	\$ 25,368	N	Y	Y	3
LIB407QG	06/01/12	001125	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 32,424	\$ 32,424	N	Y	N	
LIB407QH	06/12/12	043315	LIBRARY TECHNICIAN V	SR11	03	P	1.00	A	\$ 33,756	\$ 33,756	N	Y	N	
LIB407QJ	06/16/12	019328	LIBRARY ASSISTANT IV	SR09	03	P	1.00	A	\$ 31,212	\$ 31,212	N	Y	Y	2
LIB407QE	06/18/12	112125	LIBRARIAN III	SR20	13	P	1.00	A	\$ 42,132	\$ 42,132	N	Y	N	
LIB407QB	07/01/12	027169	PERSONNEL CLERK III	SR09	63	P	1.00	A	\$ 21,627	\$ 27,756	N	Y	N	
LIB407QM	07/01/12	043957	LIBRARY ASSISTANT IV	SR09	03	P	1.00	A	\$ 32,424	\$ 32,424	N	Y	N	
LIB407QM	07/01/12	030136	ASET I	BC14	01	P	1.00	A	\$ 53,532	\$ 53,532	N	Y	N	
LIB407QJ	07/16/12	023210	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 26,700	\$ 26,700	N	Y	Y	1
LIB407QJ	07/16/12	046172	JANITOR II	BC02	01	P	1.00	A	\$ 33,228	\$ 33,228	N	Y	N	
LIB407QM	07/16/12	112250	SECRETARY III	SR16	63	P	1.00	A	\$ 48,048	\$ 48,048	N	Y	N	
LIB407QF	07/20/12	000295	LIBRARY TECHNICIAN V	SR11	03	P	1.00	A	\$ 28,836	\$ 28,836	N	Y	Y	2
LIB407QB	08/01/12	043313	PRE-AUDIT CLERK III	SR15	03	P	1.00	A	\$ 51,936	\$ 51,936	N	Y	N	
LIB407QJ	08/01/12	019541	LIBRARIAN III	SR20	13	P	1.00	A	\$ 42,132	\$ 42,132	N	Y	N	
LIB407QE	08/01/12	019621	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 28,836	\$ 28,836	N	Y	N	
LIB407QE	08/01/12	011388	JANITOR II	BC02	01	P	1.00	A	\$ 33,228	\$ 33,228	N	Y	Y	3
LIB407QD	08/01/12	019431	LIBRARY ASSISTANT IV	SR09	03	P	1.00	A	\$ 32,424	\$ 32,424	N	Y	N	
LIB407QF	08/01/12	012568	LIBRARY TECHNICIAN VI	SR13	03	P	1.00	A	\$ 46,176	\$ 46,176	N	Y	N	
LIB407QG	08/09/12	013853	JANITOR II	BC02	01	P	1.00	A	\$ 33,228	\$ 33,228	N	Y	Y	1
LIB407QB	08/16/12	017364	PERSONNEL CLERK III	SR09	63	P	1.00	A	\$ 26,700	\$ 26,700	N	Y	N	
LIB407QE	08/16/12	025752	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 26,700	\$ 26,700	N	Y	N	
LIB407QD	08/16/12	032247	LIBRARY ASSISTANT III	SR07	03	P	1.00	A	\$ 26,700	\$ 26,700	N	Y	N	
LIB407QF	08/22/12	118827	LIBRARY TECHNICIAN V -50%	SR11	03	P	0.50	A	\$ 14,418	\$ 14,418	N	Y	N	
LIB407QJ	08/31/12	007292	LIBRARIAN IV	SR22	13	P	1.00	A	\$ 64,920	\$ 64,920	N	Y	N	
LIB407QE	09/01/12	011922	LIBRARIAN III	SR20	13	P	1.00	A	\$ 49,332	\$ 49,332	N	Y	N	
LIB407QE	09/04/12	014051	JANITOR II	BC02	01	P	1.00	A	\$ 33,228	\$ 33,228	N	Y	N	
LIB407QE	09/04/12	039878	LIBRARIAN III	SR20	13	P	1.00	A	\$ 45,576	\$ 45,576	N	Y	N	
LIB407QM	11/01/12	015147	INFO TECHNOL SPECLST VI	SR26	23	P	1.00	A	\$ 82,128	\$ 62,424	N	Y	N	
LIB407QL	11/01/12	116885	LIBRARIAN III	SR20	13	P	1.00	A	\$ 51,312	\$ 51,312	N	Y	N	
LIB407QJ	11/17/12	035464	LIBRARIAN IV	SR22	13	P	1.00	A	\$ 49,332	\$ 49,332	N	Y	N	
LIB407QG	11/20/12	035364	LIBRARIAN IV	SR22	13	P	1.00	A	\$ 45,576	\$ 45,576	N	Y	N	
LIB407QM	NEW	119227	LIBRARIAN VI	SR26	93	P	1.00	A	\$ 55,550	NEW	N	Y	N	

Department of Hawaii State Public Library System  
Overtime Expenditures

Table 14

Prog ID	Program Title	MOF	FY12 (actual)			FY13 (estimated)			FY14 (budgeted)		
			<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent
EDN407	Public Libraries	A	\$ 20,840,652	\$ 52,644	0.3%	\$ 23,397,534	\$ 53,000	0.2%	\$ 23,397,534	\$ 53,000	0.2%

Department of Hawaii State Public Library System  
Overpayments as of November 30

Table 15

<u>Name</u>	<u>Date of Overpayment</u>	<u>Gross Amount Overpaid</u>	<u>Amount Recovered</u>	<u>Balance</u>	<u>Category</u>				<u>Reason for Overpayment</u>	<u>Referred to Attorney General</u>
					<u>Employed Occurred &gt; 2 Years</u>	<u>Employed Occurred &lt; 2 Years</u>	<u>Not Employed Occurred &gt; 2 Years</u>	<u>Not Employed Occurred &lt; 2 Years</u>		
	7/6/09-9/30/09	\$ 2,969.06	\$ -	\$ 2,969.06			x		LWOP & Term. 7/28/10	no

Department of Hawaii State Public Library System  
Active Contracts

Table 16

Prog ID	MOF	Frequency		Max Value	Outstanding Balance	Term of Contract			Organization	Category E/L/P/C/ G/S	Description	Explanation of How Contract is Monitored	POS Y/N
		Amount	(M/A/O)			Date Executed	From	To					
EDN407	A	\$ 53,403	M	\$ 53,403.00	\$ 17,646.73	7/26/2012	7/1/2012	12/31/2012	Unique Management Services	Services	Mailing notices to patrons	Technology Office	N
EDN407	A	\$ 87,360	M	\$ 87,360.00	\$ 72,800.00	9/14/2012	9/24/2012	9/15/2013	Pacific Technology Solutions	Services	Technical support	Technology Office	N
EDN407	A	\$ 750,000	M	\$ 750,000.00	\$ 691,901.69	11/1/2012	11/1/2012	10/31/2013	Star Protection Agency	Services	Security services at libraries	LSS Manager	N
EDN407	A	\$ 25,050	M	\$ 25,050.48	\$ 25,050.48	12/4/2012	1/1/2013	12/31/2013	Support Services Group	Services	Refuse services for Oahu libraries	Branch Head and Janitor	N
EDN407	A	\$ 17,309	O	\$ 17,308.89	\$ 17,308.89	12/17/2012	1/1/2013	2/28/2013	AdWalls LLC	Services	TheBus Advertising	LDSS Manager	N
EDN407	A	\$ 25,292	M	\$ 25,292.28	\$ 4,260.70	12/30/2011	1/1/2012	12/31/2012	Support Services Group	Services	Refuse services for Oahu libraries	Branch Head and Janitor	N
EDN407	N	\$ 11,660	A	\$ 11,660.00	\$ 11,660.00	9/10/2012	9/1/2012	8/30/2013	R.R. Bowker	Services	Electronic database (Global BIP Reviews)	State Librarian	N
EDN407	T	\$ 120,732	M	\$ 120,732.00	\$ 120,732.00	9/25/2012	10/1/2012	9/30/2013	T-Mobile USA	Services	Broadband service	Technology Office	N
EDN407	N	\$ 1,425	A	\$ 1,425.00	\$ 1,425.00	11/8/2012	1/1/2013	12/31/2013	Marcive	Services	Electronic database	State Librarian	N
EDN407	N	\$ 30,900	A	\$ 30,900.00	\$ 30,900.00	11/1/2012	1/1/2013	12/31/2013	Proquest LLC	Services	Electronic database (Heritage Quest)	State Librarian	N
EDN407	N	\$ 300,000	M	\$ 300,000.00	\$ 265,420.41	8/16/2012	8/16/2012	8/15/2013	Hawaiian Telcom	Services	Routed network services (RNS)	Technology Office	N
EDN407	N	\$ 10,780	A	\$ 10,779.77	\$ -	10/8/2012	11/1/2012	10/31/2013	Gale	Services	Electronic database (Legal Forms)	State Librarian	N
EDN407	N	\$ 36,110	A	\$ 36,110.00	\$ -	9/13/2012	9/1/2012	8/31/2013	Gale	Services	Electronic database (ED2GO)	State Librarian	N
EDN407	N	\$ 23,263	A	\$ 23,263.00	\$ -	8/28/2012	9/1/2012	8/31/2013	EBSCO	Services	Electronic database (Auto Repair)	State Librarian	N
EDN407	N	\$ 8,063	M	\$ 8,062.82	\$ 4,656.49	8/6/2012	8/1/2012	6/30/2013	Oceanic Time Warner	Services	HSD Lines to enable wireless network	Technology Office	N
EDN407	N	\$ 5,161	A	\$ 5,161.00	\$ -	8/13/2012	10/11/2012	10/11/2013	Morningstar	Services	Electronic database	State Librarian	N
EDN407	N	\$ 11,114	A	\$ 11,113.78	\$ -	8/2/2012	8/1/2012	7/31/2013	Gale	Services	Electronic database (Testing/Ed Ref Ctr)	State Librarian	N
EDN407	N	\$ 52,857	A	\$ 52,856.66	\$ -	8/2/2012	7/31/2002	7/30/2013	Gale	Services	Electronic database (Lit., Bio., History)	State Librarian	N
EDN407	N	\$ 4,476	A	\$ 4,476.00	\$ -	7/3/2012	8/1/2012	7/31/2013	Proquest LLC	Services	Electronic database (Ancestry Library)	State Librarian	N

Department of Hawaii State Public Library System  
CIP Requests

Table 17

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept- Wide</u> <u>Priority</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY14 \$\$\$</u>	<u>FY15 \$\$\$</u>
EDN 407	1	1	HEALTH & SAFETY, STATEWIDE	C	\$ 3,500,000	\$ 3,000,000
EDN 407	2	2	NANAKULI PUBLIC LIBRARY, OAHU	C	\$ 15,500,000	
EDN 407	3	3	MAKIKI PUBLIC LIBRARY, OAHU	C	\$ 250,000	

Department of Hawaii State Public Library System  
CIP Lapses

Table 18

<u>Prog ID</u>	<u>Act/Year of Appropriation</u>	<u>Project Title</u>	<u>MOF</u>	<u>Amount \$\$\$\$</u>	<u>Reason</u>
		NONE		\$ -	

Department of Hawaii State Public Library System  
Division Resources

Table 19

<u>Division</u>	<u>Associated Program IDs</u>					
None						

Department of Hawaii State Public Library System  
Organization Changes



<u>Year of Change</u> FY13/FY14	<u>Page</u> <u>Number</u>	<u>Description of Change</u>
FY13		Holualoa removed from org chart last fiscal year; however, position remained on the books. Pos. No. 296, Library Tech VII (.50) abolished eff. 7/12/12.
FY13	Chart VI	Pos. No. 290 redescribed from Light Truck Driver, BC-04, to Truck Driver, BC-06, eff. 10/1/12
FY13	Chart VI	Pos. No. 12253 redescribed from Light Truck Driver, BC-04, to Truck Driver, BC-06, eff. 10/1/12
FY13	Chart VI	Pos. No. 25715 redescribed from Light Truck Driver, BC-04, to Truck Driver, BC-06, eff. 10/1/12
FY13	Chart VI	Pos. No. 23994 redescribed from Light Truck Driver, BC-04, to Truck Driver, BC-06, eff. 10/1/12
FY13	Chart VI	Pos. No. 34836 redescribed from Light Truck Driver, BC-04, to Truck Driver, BC-06, eff. 10/1/12
FY13	Chart VI	Pos. No. 48802 redescribed from Light Truck Driver, BC-04, to Truck Driver, BC-06, eff. 10/1/12
FY 13	Chart IV	Proposal: Redefine Pos. No. 19324, Library Technician V, to an Information Technology Specialist III. Move position so that it is located with the other Information Technology Specialist positions in the section.
FY 13	Chart IV	Proposal: Redefine Pos. No. 43922, LT VI, to an LT V.
FY 13	Chart IV	Proposal: Transfer Pos. No. 317, Librarian IV, from ESSS to HSL-H&P
FY 13	Chart VIIA	Proposal: Transfer & Redefine Pos. No. 317, Librarian IV, from ESSS to HSL-H&P
FY 13 or FY 14	Chart IV	Proposal: Transfer & redefine Pos. No. 35463, Account Clerk II (.50), from ASB-LSS to ASB-Fiscal Services Section
FY 13 or FY 14	Chart IV	Proposal: Dissolve ASB-Fiscal Services Section-Accounting Unit. Transfer & redefine Pos. No. 351, Account Clerk V; Pos. No. 319, Account Clerk III; & Pos. No. 43662, Account Clerk II, from ASB-FSS-Accounting Unit to ASB-LSS.
FY 13 or FY 14	Chart IV	Proposal: Transfer Pos. No. 11106, Accountant V, from ASB-Fiscal Services Section to _____. Redefine from an Accountant V to a _____.
FY 13 or FY 14	Chart IV	Proposal: Redefine Pos. No. 25617, AV Production Specialist, to a new yet to be determined, class of work.