



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  
House Committee on Finance  
Joint Budget Briefing  
Monday, January 13, 2014, 1:30 p.m.  
State Capitol, Auditorium

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

**Economic and Financial Conditions:** The following are the administration's fiscal and budgetary mandates from the state's economic and financial conditions leading up to our Supplemental FY 2015 budget request. The Governor issued FY 2014 Budget Execution Policies (Executive Memo No. 13-02) on 6/28/13 implementing 5% restrictions of \$1,453,031 with a temporary hiring freeze on 10/10/13. The 5% restrictions were later released on 10/14/13 amending EM 13-02. These changes impacted our ability to plan, contract, and execute many programs and operational needs. In spite of these unstable fiscal conditions, HSPLS has implemented many new programs, upgrades and additions to our system. Our

major accomplishments, notable performance measures, outcomes and results are highlighted in the attached.

On September 23 2013, Governor Abercrombie issued Finance Memorandum No. 13-08, Supplemental Budget Policies and Guidelines for FB 2013-15. The Governor's policies mandated that each department may request funds for public health and safety, restoration of programs and position reductions for the viability of public services, and New Day Initiatives. We believe we have limited our funding requests to only those deficiencies meeting these mandates (see Budget Request below).

**Federal Funds** HSPLS has only one source of federal funds of approximately \$1.1M annually from our Library Science and Technology Act (LSTA) grant. This amount may be reduced or eliminated by the Federal Budget Control Act sequester, which would impact our technology and automation system needs and upgrades as well as reduce online data subscriptions. Currently, we will not be requesting any additional general funds to replace this loss of federal funding.

**Budget Request:** HSPLS has submitted the following operating general fund requests, which are included in the Governor's Executive FB 2013-15 Budget package.

1. Our first request in priority order is \$600,000 for unbudgeted equipment, maintenance and upgrades for high speed fiber optic connectivity to all libraries

started with funding from the Broadband Technology Opportunities Program (BTOP) grant.

2. Additional \$1,031,160 for underfunded operational expenses including utilities, security, postage, and equipment replacement including our delivery vans. HSPLS has not received any additional funds for rate or expense increases, etc. for the last 7 years.
3. \$300,000 for e-books and other library materials (there was \$700,000 budgeted for FY 2014 but no general funds for books in our FY 2015 budget).
4. 1.50 FTE positions and \$233,862 for additional staffing and operational costs for the New Aiea Public Library, Oahu, opening planned in mid-2014. This new 17,200 square foot library replaces the existing 10,000 square foot library and will relocate to 99-374 Pohai Place. Act 134, SLH 2013 eliminated 7.50 FTE positions from HSPLS. Currently, we are only requesting this and the Naalehu position (see no. 5) for reinstatement. Two new larger replacement public libraries had recently opened (North Kohala Public Library, Hawaii in November 2010 and Manoa Public Library, Oahu in June 2012) with no additional positions or funding.
5. 1.00 FTE position and related funding of \$24,648 will be added for the expansion of the Naalehu Public Library, Hawaii, with an additional portable.
6. \$300,000 will be used to increase and expand public service hours and days including weekends for our neighbor island public libraries. This involves working

with the public unions, our branches and staff to start adding more public service hours and days for our libraries, especially those on the neighbor islands.

7. \$1M for the backlog of Operational Repair and Maintenance projects state-wide.

Our Capital Improvement Projects (CIP) budget request adds \$3M for lump sum funding to address severely needed Health and Safety improvement projects and energy efficiency projects bringing the total Health and Safety, CIP statewide to \$5M for FY 2015 (please refer to the attached general fund and bond funded list of backlog projects).

Every budget request supports the Board of Education's initiatives and the Governor's New Day Plan, providing opportunities for the public to reach their fullest potential, develop a life-long love for reading, enhance HSPLS's electronic capabilities, and to increase public access to library collections, programs and services. HSPLS has been developing a new Strategic Plan, which will be finalized after consultation with and approval from the Board of Education. We have used this plan as a guideline to develop our budget and prioritize our requests for additional funds. Our latest budget request will provide a good base to help achieve our vision of becoming the educational, informational, and cultural heart of our communities throughout the state. We look forward to working with both your committees in support of all State public libraries and our patrons.

We have provided all required information in the Tables and forms listed in your November 18, 2013 memo. Thank you for this opportunity to present our budget information to your committee.



## Notable Statistics for FY '13

Libraries:	50
Personnel:	555 FTE
Budget:	\$30,655,752
Registered Borrowers:	981,460
Circulation:	6,646,405 (includes e-books and BARD NLS downloads)
Reference Questions:	666,928
E-Reference (Ask A Librarian):	4317 (Telephone Reference and Hawaii & Pacific Sections)
Customer Visits:	5,153,386 (annualized walk-in from Count Week)
Phone Reference calls:	350,174 (annualized phone-in from Count Week)
Holdings:	3,786,671
Material Requests:	869,844 (holds)
Programs/Visits/Orientation/Tours:	9,591
Program Attendance:	273,516
Summer Reading Programs:	Children: 17,840 / 241,211 books read Teen: 3,211 / 24,037 books read Adult: 6,718 / 40,637 books read Total: 27,769 / 305,885 books read
Outreach Events/Attendance:	557 events/32,958 attended
Internet Sessions:	668,625 SAM Internet sessions
E-Book and Digital Audio Book Holdings:	24,099 (OverDrive only)
E-Book Circulation:	171,831 (OverDrive only)
Visits to website ( <a href="http://www.librarieshawaii.org">www.librarieshawaii.org</a> ):	605,291 visits
Number of Wireless sites:	50 wireless sites/187,342 wireless sessions
HSPLS Volunteers/Hours of Service donated:	2,141 volunteers donated 78,621 hours

# 2013 Accomplishments

- The Hawaii State Library celebrated its Centennial Anniversary with a ceremony on February 12<sup>th</sup>, 2013, monthly programs, special displays, and other events. The Library received a special Centennial Recognition award from the Hawaii Historic Foundation
- Summer Reading Program participation grew to 28,000, an increase of 35% over the past five years
- The Legislature appropriated \$700,000 for ebooks and other library materials
- HSPLS increased the number of public access computers in libraries from 480 in 2009 to more than 780 in 2013, including ADA accessible workstations in every library, thanks to grants from the federal Broadband Technology Opportunity Program and the Bill & Melinda Gates Foundation
- Wireless internet access is now available in all 50 HSPLS libraries, with 856,000 internet sessions in 2013, a 91% increase in since 2010
- HSPLS is the only public library system in the world offering free access to the Microsoft IT Academy's Digital Literacy Program which provides online digital literacy and advanced technology training
- The federal Institute for Museum and Library Services awarded HSPLS a \$1.17 million grant as part of the Library Services and Technology Act. HSPLS will use the funds for IT infrastructure, network and other technology costs, online database subscriptions, Internet access costs, and some e-book, audiobook, and e-music costs
- Statewide tour of "He Lei, He Aloha: This is a Lei of Love, The Legacies of Queen Lili'uokalani" program at 29 public libraries
- Presented 9,600 free programs in libraries statewide, with an attendance of 274,000, which represents a 10% increase in number of programs presented and a 23% increase in attendance over FY'12
- Received \$63,998 in tax check off box donations
- Conducted statewide Customer and Staff Satisfaction Surveys (both online and paper)

## **New Programs:**

- HSPLS Mobile – our unique Computer Lending Program is available in 37 branches
- Hawaiian Language learning online course now available
- 120 complete full-color online magazines are now available through Zinio for Libraries
- Learn4Life program provides free instructor-led, lifelong learning courses ranging from starting a business to personal finance to health and wellness
- eBook and audiobook collections' circulation increased by 43% between 2012 and 2013, increasing from 153,000 circulations in 2012 to 219,000 in 2013
- Hawaii Mobile, the new HSPLS App for mobile phones
- Facebook, Twitter, and Instagram are all now available on the HSPLS website
- New eBook collection of more than 2,100 Korean language ebooks
- More than 80 online databases are now available
- Statewide internet reservation system upgraded (Smart Access Management)

## **Public Service Hours:**

- Kaimuki Public Library, which is already open on Sundays, added public service hours on Fridays
- Kalihi-Palama Public Library added Saturday public service hours
- Pahala Public & School Library increased public service hours from 15 to 34 hours per week
- Wahiawa Public Library added public service hours by opening on Saturdays and Wednesday evenings
- Waipahu Public Library adjusted its schedule to offer Saturday open hours

**Technology:**

- HSPLS earned the state's Excellence in Technology Award in 2012
- Earned a State Technology Modernization Award from the Office of Information Management and Technology, for implementing a computer training program and rollout of the HSPLS Mobile Netbook Loan Program in 37 branches
- Replaced obsolete public access computers and enhanced workforce development resources, including:
  - Partnered with the University of Hawaii and the State Department of Education in completing two federal Broadband Technology Opportunity Program (BTOP) grants worth \$36 million dollars, which provided free wireless Internet access in all 50 public libraries statewide; new public access computers including 54 ADA accessible workstations; new hardware and software
  - Leveraged the \$823,000 Bill & Melinda Gates Foundation Opportunity Online hardware grant with the BTOP grant to install more than 780 new public computers and workstations
- Public Internet sessions via library computers increased by 11% with 669,000 sessions logged in FY 2013; top five Internet uses included: 1) various Internet searches; 2) ebooks, email, and digital audiobooks; 3) business information; 4) online job applications and workforce development; 5) health information
- Opened a new computing center in Hilo Public Library with eleven public computers
- Updated all public computers with Internet Explorer 10, Google Chrome Browser, Open Office 4, Microsoft Paint, and Print to PDF file capability

**Facilities:**

- Manoa Public Library was awarded the prestigious LEED Gold Certification
- Groundbreaking for new Aiea Public Library (March 16)
- Grand opening of a Community Book Store at Hawaii Kai Public Library
- Big Island Artist Henry Bianchini donated his sculpture, "Involuntary Journey" to Hilo Public Library, and it is now securely mounted in the Library's courtyard
- Kapaa Public Library renamed their Children's Room, the "Priscilla T. Leong Children's Room" in honor of the late Priscilla Tam Leong
- Capital Improvement Projects were completed at:
  - Wailuku Public Library (re-roofing and tent fumigation)
  - Laupahoehoe Public & School Library (re-roofing and downspout replacement)
  - Hana Public & School Library (re-roofing and air-conditioner replacement)
  - Lihue Public Library (air-conditioner replacement, picture windows replacement, re-carpeting, interior lighting upgrades)
  - Kailua-Kona Public Library (re-carpeting, funded mostly by the Friends of the Libraries, Kona)

**Library Anniversaries Celebrated:**

- Kahului (50)
- Kaneohe (50)
- Laupahoehoe (40)
- Waimanalo (35)

**General Fund - Backlog List for HSPLS CY2013**

TYPE	COND.	PRIORITY RATING	DISTRICT	BLDG/FACILITY	DESCRIPTION OF WORK	FUND TYPE	DESIGN COST	CONSTR COST	ESTIMATE (\$)	
28	10	128	MAUI	LAHAINA LIBRARY	ROOF - RESEAL	G	33,000	51,500	84,500	84,500
24	9	105	OAHU-STATE LIB	HAWAII STATE LIBRARY	FLR H2O BARRIER COAT @ ACQUISITION RM	G	33,000	46,350	79,350	163,850
20	9	101	KAUAI	HANAPEPE PUBLIC LIB	TERMITE TREATMENT (ACTIVE DRYWOOD)	G	19,000	25,750	44,750	208,600
18	9	99	MAUI	MOLOKAI LIBRARY	PAINT EXTERIOR - TERMITE DAMAGE	G	42,000	82,400	124,400	333,000
14	9	95	OAHU-STATE LIB	HAWAII STATE LIBRARY	NON-SKID FLOOR AROUND COURTYARD	G	28,000	41,200	69,200	402,200
11	9	92	OAHU-EAST	LILIHA LIBRARY	WALL CRACKS @ FASCAD E FRONT STAIRS	G	39,000	66,950	105,950	508,150
23	8	87	MAUI	WAILUKU PUBLIC LIBRARY	FIRE EXIT - SWITCH MGR OFFICE + DOOR	G	12,000	10,300	22,300	530,450
4	9	85	HAWAII	KEAAU PUB & SCH LIB	PAINT INTERIOR	G	52,000	97,850	149,850	680,300
4	9	85	MAUI	WAILUKU PUBLIC LIBRARY	PAINT INTERIOR - LEAD?	G	46,000	87,550	133,550	813,850
20	8	84	OAHU-STATE LIB	HAWAII STATE LIBRARY	TERMITE TENT	G	52,000	103,000	155,000	968,850
20	8	84	OAHU-BLIND/HDCP	LIBRARY/BLIND/HDCP	TERMITE - TENT	G	23,000	28,428	51,428	1,020,278
								TOTAL:	1,020,278	

1. Based on CSD site visitations during CY2012
2. Design costs include contingency + design + construction inspection costs per Table A8a from PWD Planning Branch dated 7/1/11
3. Includes Retrox Projects for Hawaii (Engineering Economics, 2011?),
4. Maui Retrox Projects (BEA Consulting, emailed 3/5/12).
5. Kauai Retrox Projects (consultant??, 2012)
6. East Oahu Retrox Projects (ECM Engineers, 10/11)
7. West Oahu Retrox Projects on hold due to lack of funds



**Bond Fund - Backlog List for HSPLS CY2013**

TYPE	COND.	PRIORITY RATING	DISTRICT	BLDG/FACILITY	DESCRIPTION OF WORK	FUND TYPE	DESIGN COST	CONSTR COST	ESTIMATE (\$)	
28	10	128	OAHU-WEST	PEARL CITY REGIONAL LIB	ROOF - RPL (LEAK) AC ON ROOF DESIGN	B	260,000	1,236,000	1,496,000	1,496,000
28	10	128	OAHU-WEST	PEARL CITY REGIONAL LIB	ROOF - RPR DWNSPT LK IN WALL @ JOINT	B	23,000	30,900	53,900	1,549,900
27	10	127	OAHU-CPC	CENTRAL PROCESS CTR (POHU)	A/C - RPL AIR COOLED CHILLERS	B	98,000	340,673	438,673	1,988,573
27	10	127	MAUI	KIHEI PUBLIC LIBRARY	A/C - RPL 62.5TON PACKAGE UNIT	B	106,000	412,000	518,000	2,506,573
27	10	127	OAHU-EAST	WAIMANALO PUB & SCH LIB	A/C - RPL (2013 AS EMERGENCY?)	B	72,000	206,000	278,000	2,784,573
25	10	125	HAWAII	HAWAII REGIONAL LIBRARY	ELEVATOR - LIFT UPGRADE	B	72,000	206,000	278,000	3,062,573
20	10	120	HAWAII	KEALAKEKUA LIBRARY	TERMITE TENT - TERMITE DAMAGE	B	16,000	20,600	36,600	3,099,173
18	10	118	HAWAII	KEALAKEKUA LIBRARY	PAINT EXTERIOR - RESEAL OHIA WD/PAINT	B	42,000	82,400	124,400	3,223,573
14	10	114	KAUAI	KOLOA PUB & SCH LIB	FLOORING - RPL (RENOV SHELVES, ELEC)	B	46,000	92,700	138,700	3,362,273
14	10	114	OAHU-WEST	PEARL CITY REGIONAL LIB	FLOORING - RPL (INTERIOR RENOV)	B	72,000	206,000	278,000	3,640,273
28	9	109	KAUAI	KOLOA PUB & SCH LIB	ROOF - RPL REMOVE ARTWORK	B	98,000	339,900	437,900	4,078,173
28	9	109	OAHU-WEST	MILILANI LIBRARY	ROOF - RPL CAPSHEET/DAM TRELLIS BMS	B	52,000	103,000	155,000	4,233,173
								TOTAL:	4,233,173	

1. Based on CSD site visitations during CY2012
2. Design costs include contingency + design + construction inspection costs per Table A8a from PWD Planning Branch dated 7/1/11
3. Includes Retrox Projects for Hawaii (Engineering Economics, 2011?),
4. Maui Retrox Projects (BEA Consulting, emailed 3/5/12).
5. Kauai Retrox Projects (consultant??, 2012)
6. East Oahu Retrox Projects (ECM Engineers, 10/11)
7. West Oahu Retrox Projects on hold due to lack of funds

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.	EDN407	HRS Chapter 312

Department of Hawaii State Public Library System  
Department Totals

Table 2

Fiscal Year 2014				
Act 134/13 Appropriation	Restriction	Emergency Appropriations	Total FY14	MOF
\$ 29,260,611.00			\$ 29,260,611.00	A
\$ 3,125,000.00			\$ 3,125,000.00	B
\$ 1,365,244.00			\$ 1,365,244.00	P
			\$ -	
			\$ -	
			\$ -	
\$ 33,750,855.00	\$ -	\$ -	\$ 33,750,855.00	Total
Fiscal Year 2015				
Act 134/13 Appropriation	Reductions	Additions	Total FY15	MOF
\$ 28,560,611.00		\$ 3,489,670.00	\$ 32,050,281.00	A
\$ 3,125,000.00			\$ 3,125,000.00	B
\$ 1,365,244.00			\$ 1,365,244.00	P
			\$ -	
			\$ -	
			\$ -	
\$ 33,050,855.00	\$ -	\$ 3,489,670.00	\$ 36,540,525.00	Total

Department of Hawaii State Public Library System  
 Program ID Totals

Table 3

Prog ID	Program Title	MOF	As appropriated by Act 134/13 (FY14)			Governor's Submittal (FY15)			Percent Change of \$\$\$\$
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
EDN407	Public Libraries	A	547.50	1.00	\$ 29,260,611	550.00	1.00	\$ 32,050,281	9.5%
EDN407	Public Libraries	B	0.00	0.00	\$ 3,125,000			\$ 3,125,000	0%
EDN407	Public Libraries	P	0.00	0.00	\$ 1,365,244			\$ 1,365,244	0%

Department of Hawaii State Public Library System  
Budget Request Decisions

Table 4

Prog ID	Description of Request	MOF	Initial Department Request			Initial Budget & Finance Recommendation			Governor's Final Decision		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
EDN407	Redescribe Private Secretary II	A	(1.00)	-	\$ (65,784)	(1.00)	-	\$ (65,784)	(1.00)	-	\$ (65,784)
EDN407	Redescribe Secretary to the State Librarian	A	1.00	-	\$ 65,784	1.00	-	\$ 65,784	1.00	-	\$ 65,784
EDN407	Redescribe Library Technician VI	A	(1.00)	-	\$ (48,048)	-	-	-	-	-	-
EDN407	Redescribe Library Technician V	A	1.00	-	\$ 46,176	-	-	-	-	-	-
EDN407	Transfer Library Assistant III	A	(1.00)	-	\$ (24,648)	(1.00)	-	\$ (24,648)	(1.00)	-	\$ (24,648)
EDN407	Transfer Library Assistant III	A	1.00	-	\$ 24,648	1.00	-	\$ 24,648	1.00	-	\$ 24,648
EDN407	Redescribe Library Technician VI	A	(1.00)	-	\$ (41,040)	-	-	-	-	-	-
EDN407	Redescribe Library Technician VII	A	1.00	-	\$ 44,412	-	-	-	-	-	-
EDN407	Transfer Librarian III	A	(1.00)	-	\$ (42,132)	(1.00)	-	\$ (42,132)	(1.00)	-	\$ (42,132)
EDN407	Transfer Librarian III	A	1.00	-	\$ 42,132	1.00	-	\$ 42,132	1.00	-	\$ 42,132
EDN407	Redescribe Library Technician V	A	(1.00)	-	\$ (37,968)	(1.00)	-	\$ (37,968)	(1.00)	-	\$ (37,968)
EDN407	Redescribe Library Assistant IV	A	1.00	-	\$ 37,968	1.00	-	\$ 37,968	1.00	-	\$ 37,968
EDN407	Redescribe Library Assistant IV	A	(1.00)	-	\$ (33,756)	-	-	-	-	-	-
EDN407	Redescribe Library Technician V	A	1.00	-	\$ 36,516	-	-	-	-	-	-
EDN407	Redescribe Library Technician VI	A	(1.00)	-	\$ (46,176)	(1.00)	-	\$ (46,176)	(1.00)	-	\$ (46,176)
EDN407	Redescribe Library Technician VII	A	1.00	-	\$ 46,176	1.00	-	\$ 46,176	1.00	-	\$ 46,176
EDN407	Decrease salary of Janitor II	A	-	-	\$ (16,614)	-	-	-	-	-	-
EDN407	Redescribe Library Technician V	A	(1.00)	-	\$ (41,040)	(1.00)	-	\$ (41,040)	(1.00)	-	\$ (41,040)
EDN407	Redescribe Information Technology Specialist III	A	1.00	-	\$ 41,040	1.00	-	\$ 41,040	1.00	-	\$ 41,040
EDN407	Redescribe Librarian III	A	(1.00)	-	\$ (43,824)	-	-	-	-	-	-
EDN407	Redescribe Librarian IV	A	1.00	-	\$ 47,412	-	-	-	-	-	-
EDN407	Redescribe Library Technician VI	A	(1.00)	-	\$ (36,516)	(1.00)	-	\$ (36,516)	(1.00)	-	\$ (36,516)
EDN407	Redescribe Library Technician V	A	1.00	-	\$ 36,516	1.00	-	\$ 36,516	1.00	-	\$ 36,516
EDN407	Increase Substitute Blue Collar	A	-	-	\$ 8,766	-	-	-	-	-	-
EDN407	Maintenance of Broadband Technology Opportunities Program (BTOP) Upgrades and Equipment	A	-	-	\$ 600,000	-	-	\$ 600,000	-	-	\$ 600,000
EDN407	Utilities - West Oahu	A	-	-	\$ 170,000	-	-	\$ 170,000	-	-	\$ 170,000
EDN407	Utilities - East Oahu	A	-	-	\$ 200,000	-	-	\$ 200,000	-	-	\$ 200,000
EDN407	Utilities - Hawaii	A	-	-	\$ 52,000	-	-	\$ 52,000	-	-	\$ 52,000
EDN407	Utilities - Maui	A	-	-	\$ 65,000	-	-	\$ 65,000	-	-	\$ 65,000
EDN407	Utilities - Kauai	A	-	-	\$ 51,000	-	-	\$ 51,000	-	-	\$ 51,000
EDN407	Utilities - LBPH	A	-	-	\$ 20,000	-	-	\$ 20,000	-	-	\$ 20,000
EDN407	Utilities - HSL	A	-	-	\$ 75,000	-	-	\$ 75,000	-	-	\$ 75,000
EDN407	Utilities - Kapolei	A	-	-	\$ 52,000	-	-	\$ 52,000	-	-	\$ 52,000
EDN407	Library Books/Materials	A	-	-	\$ 700,000	-	-	\$ 300,000	-	-	\$ 300,000
EDN407	Security Services	A	-	-	\$ 210,000	-	-	\$ 200,000	-	-	\$ 200,000
EDN407	Postage - LSS	A	-	-	\$ 25,000	-	-	\$ 25,000	-	-	\$ 25,000
EDN407	Postage - ESSS	A	-	-	\$ 75,000	-	-	\$ 75,000	-	-	\$ 75,000
EDN407	Equipment, R&M - LSS	A	-	-	\$ 110,000	-	-	\$ -	-	-	\$ -
EDN407	Motor Vehicle - LSS	A	-	-	\$ 23,080	-	-	\$ 23,080	-	-	\$ 23,080
EDN407	Motor Vehicle - ESSS	A	-	-	\$ 23,080	-	-	\$ 23,080	-	-	\$ 23,080
EDN407	Staffing, Equipment, Utilities - Aiea	A	1.50	-	\$ 233,862	1.50	-	\$ 233,862	1.50	-	\$ 233,862
EDN407	Staffing, Supplies - Manoa	A	2.50	-	\$ 71,593	-	-	\$ -	-	-	\$ -

Department of Hawaii State Public Library System  
Budget Request Decisions

Table 4

Prog ID	Description of Request	MOF	Initial Department Request			Initial Budget & Finance Recommendation			Governor's Final Decision		
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
EDN407	Staffing - Nanakuli	A	1.50	-	\$ 62,190	-	-	\$ -	-	-	\$ -
EDN407	Staffing - Naalehu	A	1.00	-	\$ 24,648	1.00	-	\$ 24,648	1.00	-	\$ 24,648
EDN407	Library Books/Materials - North Kohala	A	-	-	\$ 40,000	-	-	\$ -	-	-	\$ -
EDN407	Service Hours - Honokaa, North Kohala	A	-	-	\$ 70,362	-	-	\$ 70,362	-	-	\$ 70,362
EDN407	Service Hours - Lanai, Molokai, Wailuku	A	-	-	\$ 211,368	-	-	\$ 118,014	-	-	\$ 118,014
EDN407	Service Hours - Kapaa, Lihue, Waimea	A	-	-	\$ 111,624	-	-	\$ 111,624	-	-	\$ 111,624
EDN407	Lump Sum - Service Hours	A	-	-	\$ 38,000	-	-	\$ -	-	-	\$ -
EDN407	Operating Repairs and Maintenance	A	-	-	\$ -	-	-	\$ 1,000,000	-	-	\$ 1,000,000

Department of Hawaii State Public Library System  
Proposed Budget Reductions

Table 5

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

Department of Hawaii State Public Library System  
Proposed Budget Additions

Table 6

<u>Prog ID</u>	<u>Request Category</u>	<u>Prog ID Priority</u>	<u>Dept-Wide Priority</u>	<u>Description of Addition</u>	<u>Justification</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
EDN407	ND	1	1	Maintenance of Broadband Technology Opportunities Program (BTOP) Upgrades and Equipment	To cover the maintenance of equipment and monthly service charges for fiber optic/data lines paid with BTOP funds.	A	-	-	\$ 600,000.00
EDN407	ND	1	2	Utilities for Libraries Statewide	Additional funding for the increase cost of utilities.	A	-	-	\$ 685,000.00
EDN407	ND	1	3	Library Books/Materials	Purchase books/materials for libraries.	A	-	-	\$ 300,000.00
EDN407	HS	1	4	Security Services	Severity/rise in number of security issues and increased rates.	A	-	-	\$ 200,000.00
EDN407	ND	1	5	Postage	Additional funding for the increase cost of postage.	A	-	-	\$ 100,000.00
EDN407	HS	1	6	Motor Vehicles	Replace 9 & 12 yr old vans with multiple problems and over 100,000 miles each.	A	-	-	\$ 46,160.00
EDN407	ND	2	1	Staffing, Equipment, Utilities for Aiea Library	Additional funding for new and expanded library for staff, books/materials and utility costs.	A	1.50	-	\$ 233,862.00
EDN407	ND	2	2	Staffing for Naalehu Library	Additional funding for expanded library.	A	1.00	-	\$ 24,648.00
EDN407	ND	3	1	Service Hours - Honokaa, North Kohala Libraries	To expand service hours to include weekends.	A	-	-	\$ 70,362.00
EDN407	ND	3	2	Service Hours - Lanai, Molokai, Wailuku Libraries	To expand service hours to include weekends.	A	-	-	\$ 118,014.00
EDN407	ND	3	3	Service Hours - Kapaa, Lihue, Waimea Libraries	To expand service hours to include weekends.	A	-	-	\$ 111,624.00
EDN407	ND	4	1	Operating Repairs and Maintenance	Additional funding for repairs and maintenances of public libraries.	A	-	-	\$ 1,000,000.00



Department of Hawaii State Public Library System  
 Current Year (FY14) Restrictions

Table 7

<u>Prog ID</u>	<u>MOF</u>	<u>Restriction \$\$\$</u>	<u>Percent of Act 134/13 Prog ID Appropriation</u>	<u>Impact</u>
EDN407	A	\$ -	0.00%	None

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)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
EDN407	None					

Department of Hawaii State Public Library System  
Expenditures Exceeding the Appropriation

Table 9

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

Department of Hawaii State Public Library System  
 Intradepartmental Transfers

Table 10

<u>Actual or Anticipated Date of Transfer</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Percent of Program ID</u>		<u>Percent of Receiving</u>		<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
					<u>From Prog ID</u>	<u>Appropriation Transferred From</u>	<u>To Prog ID</u>	<u>Program ID Appropriation</u>		
								None		

Department of Hawaii State Public Library System  
Federal Awards

Table 11

<u>State Expending Agency</u>	<u>Program ID</u>	<u>Award Number</u>	<u>CFDA Number</u>	<u>Award Description</u>	<u>Awarding Federal Agency</u>	<u>Award Amount</u>	<u>Award Amount Allocated to the Pgm ID in Column B</u>	<u>State Appropriation Symbol</u>	<u>Contact Name</u>	<u>Contact Phone</u>	<u>Contact Email</u>
E (EDN)	EDN407	LS-00-13-0012-13	45.310	Library Services and Technology Act (LSTA)	Institute of Museum and Library Services (IMLS)	\$1,177,141	\$1,177,141	S-14-247-E	Richard Burns	586-3704	<a href="mailto:richard.burns@librarieshawaii.org">richard.burns@librarieshawaii.org</a>

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 Listing

Table 12

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY14 Unencumbered Cash Balance</u>	<u>Estimated FY14 Revenues</u>	<u>Estimated FY14 Expenditures and Encumbrances</u>	<u>Estimated FY14 Net Transfers</u>	<u>Estimated FY14 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
Libraries Special Fund	Purchase library books and materials.	312-3.5 HRS	B	\$ 970,778.50	\$ 871,000.00	\$ 800,000.00	-	\$ 1,041,778.50	-
Library Fee for Enhanced Services	Purchase library books and materials.	312-21 HRS	B	\$ 3,160,021.80	\$ 963,000.00	\$ 800,000.00	-	\$ 3,323,021.80	-
Oahu Public Libraries - Donations & Gifts	Purchase library books and materials.	312-1 HRS	T	\$ 283,104.39	\$ 20,600.00	\$ 20,000.00	-	\$ 283,704.39	-
HSPLS Computer Supplies - Donations	Purchase computer supplies.	312-1 HRS	T	\$ 455,418.51	\$ 61,000.00	\$ 35,000.00	-	\$ 481,418.51	-
Maui & Kauai Public Libraries - Donations & Gifts	Purchase library books and materials.	312-1 HRS	T	\$ 153,136.27	\$ 10,200.00	\$ 10,000.00	-	\$ 153,336.27	-
Hawaii Public Libraries - Donations & Gifts	Purchase library books and materials.	312-1 HRS	T	\$ 111,335.33	\$ 3,100.00	\$ 3,000.00	-	\$ 111,435.33	-
HSL & LBPH Public Libraries - Donations & Gifts	Purchase library books and materials.	312-1 HRS	T	\$ 353,283.27	\$ 15,700.00	\$ 15,000.00	-	\$ 353,983.27	-
Friends of the Library of Hawaii - Donations & Gifts	Purchase library books and materials.	312-1 HRS	T	\$ 403,941.11	\$ 1,600.00	\$ 2,000.00	-	\$ 403,541.11	-
Risk Management - Fire & Casualty Losses - HSPLS	For settlement of claims or losses.	41D-4 HRS	T	\$ 5,649.10	\$ -	\$ -	-	\$ 5,649.10	-



Department of Hawaii State Public Library System  
Vacancy Summary

Table 13

Prog ID/Org	MOF	All Established Positions					Salaries and Wages		
		Total Permanent FTE	Total Vacant Permanent FTE	Total Temporary FTE	Total Vacant Temporary FTE	% Vacant	Budgeted Amount for All Positions	Budgeted Amount for All Filled Positions	Appoximate Vacancy Savings Rate
EDN407/QB	A	39.50	8.50	1.00	0.00	21.0%	\$ 1,973,968	\$ 1,636,951	17.1%
EDN407/QD	A	89.00	19.00	0.00	0.00	21.3%	\$ 3,678,328	\$ 2,965,012	19.4%
EDN407/QE	A	119.00	18.00	0.00	0.00	15.1%	\$ 4,814,386	\$ 4,191,982	12.9%
EDN407/QF	A	58.50	7.00	0.00	0.00	12.0%	\$ 2,566,342	\$ 2,263,330	11.8%
EDN407/QG	A	42.00	2.00	0.00	0.00	4.8%	\$ 1,732,181	\$ 1,654,181	4.5%
EDN407/QH	A	31.00	5.00	0.00	0.00	16.1%	\$ 1,261,360	\$ 1,058,464	16.1%
EDN407/QI	A	10.00	3.00	0.00	0.00	30.0%	\$ 481,992	\$ 307,284	36.2%
EDN407/QJ	A	85.50	19.00	0.00	0.00	22.2%	\$ 3,856,828	\$ 3,074,002	20.3%
EDN407/QL	A	24.00	0.00	0.00	0.00	0.0%	\$ 989,440	\$ 989,440	0.0%
EDN407/QM	A	49.00	11.00	0.00	0.00	22.4%	\$ 2,532,836	\$ 2,011,344	20.6%
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Department of Hawaii State Public Library System  
 Vacant Positions as of November 30

Table 14

Prog ID	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Location	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
EDN407QM	07/01/02		019505	LIBRARIAN VI	PLB-Admin	NO	SR26	93	PERM	1.00	A	\$ 55,550						1
EDN407QB	07/01/02		035463	ACCOUNT CLERK II	ASB-LSS	NO	SR08	03	PERM	0.50	A	\$ 14,418						1
EDN407QM	02/01/05		000316	LIBRARIAN VI	PLB-Admin	NO	SR26	93	PERM	1.00	A	\$ 55,550	\$ 56,040					1
EDN407QH	08/16/07	Jan 2014	021966	LIBRARIAN III	Lihue	NO	SR20	13	PERM	1.00	A	\$ 42,132	\$ 40,512					1
EDN407QE	05/01/08	Feb 2014	023068	LIBRARY ASSISTANT III	Manoa	NO	SR07	03	PERM	1.00	A	\$ 24,648	\$ 27,732		YES	1		1
EDN407QF	05/01/08		042798	LIBRARIAN III	N.Kohala	NO	SR20	13	PERM	1.00	A	\$ 42,132	\$ 42,144		YES	1		1
EDN407QM	07/16/08		019432	LIBRARY ASSISTANT IV	TSS	NO	SR09	03	PERM	1.00	A	\$ 26,700	\$ 32,424					2
EDN407QD	12/16/08	Feb 2014	116901	LIBRARY ASSISTANT III	Kapolei	NO	SR07	03	PERM	1.00	A	\$ 27,756	\$ 26,700		YES	1		1
EDN407QD	08/31/09	1/2/2014	116419	LIBRARY ASSISTANT III	Kapolei	NO	SR07	03	PERM	1.00	A	\$ 27,756	\$ 27,756		YES	1		1
EDN407QJ	09/01/09	Feb 2014	021956	LIBRARY ASSISTANT III	HSL-H&P	NO	SR07	03	PERM	1.00	A	\$ 33,756	\$ 33,756		YES	2		1
EDN407QF	10/01/09		015684	LIBRARIAN V	Hilo	NO	SR24	23	PERM	1.00	A	\$ 73,044	\$ 73,044					1
EDN407QF	12/31/09		000281	LIBRARIAN IV	Hilo	NO	SR22	13	PERM	1.00	A	\$ 67,488	\$ 67,488		YES	2		1
EDN407QI	12/31/09		004635	LIBRARY TECHNICIAN VII	LBPH	NO	SR15	04	PERM	1.00	A	\$ 46,176	\$ 46,176					2
EDN407QM	12/31/09	Jan 2014	008982	LIBRARIAN IV	TSS	NO	SR22	13	PERM	1.00	A	\$ 67,488	\$ 67,488					1
EDN407QB	10/30/10		032248	OFFICE ASSISTANT IV	OSL	NO	SR10	03	PERM	1.00	A	\$ 30,036	\$ 30,036					2
EDN407QI	12/31/10		019333	MANAGING LIBRARIAN I	LBPH	NO	EM03	35	PERM	1.00	A	\$ 89,052	\$ 90,432					1
EDN407QM	12/31/10		044658	AUTOMTD SYSTS EQUIP TECH I	ESSS	NO	BC14	01	PERM	1.00	A	\$ 53,532	\$ 53,532					1
EDN407QJ	02/01/11		000318	LIBRARIAN IV	HSL-EAR	NO	SR22	13	PERM	1.00	A	\$ 60,024	\$ 60,024					1
EDN407QD	02/22/11		019427	LIBRARIAN III	Pearl City	NO	SR20	13	PERM	1.00	A	\$ 43,824	\$ 43,824		YES	1		1
EDN407QE	03/16/11	Feb 2014	013281	LIBRARY ASSISTANT III	Aina Haina	NO	SR07	03	PERM	1.00	A	\$ 33,756	\$ 33,756		YES	3		1
EDN407QB	06/01/11		000319	ACCOUNT CLERK III	ASB-Fiscal	NO	SR11	03	PERM	1.00	A	\$ 44,412	\$ 44,412					3
EDN407QE	06/16/11		000367	LIBRARY TECHNICIAN V	McCully	NO	SR11	03	PERM	1.00	A	\$ 35,064	\$ 35,064					1
EDN407QF	07/01/11	Feb 2014	041922	LIBRARY ASSISTANT III	Kailua-Kona	NO	SR07	03	PERM	1.00	A	\$ 24,648	\$ 24,648		YES	4		1
EDN407QI	12/01/11		019323	LIBRARY TECHNICIAN V	LBPH	NO	SR11	03	PERM	1.00	A	\$ 39,480	\$ 39,480					2
EDN407QD	12/16/11		112911	LIBRARIAN V	Kapolei	NO	SR24	23	PERM	1.00	A	\$ 60,024	\$ 60,024					1
EDN407QM	12/31/11	1/2/2014	000289	OFFSET PRESS OPERATOR II	LDSS	NO	BC08	01	PERM	1.00	A	\$ 41,592	\$ 41,592					1
EDN407QM	12/31/11	Jan 2014	019324	INFO TECHNOL SPCLT III	ESSS	NO	SR20	13	PERM	1.00	A	\$ 41,040	\$ 41,040					1
EDN407QB	01/01/12		000351	ACCOUNT CLERK V	ASB-Fiscal	NO	SR15	03	PERM	1.00	A	\$ 51,936	\$ 51,936					1
EDN407QF	02/01/12	Feb 2014	006948	LIBRARY ASSISTANT III	Hilo	NO	SR07	03	PERM	1.00	A	\$ 26,700	\$ 25,368		YES	2		1
EDN407QH	02/01/12	Jan 2014	032249	LIBRARY TECHNICIAN V	Lihue	NO	SR11	03	PERM	1.00	A	\$ 33,756	\$ 33,756					1
EDN407QD	02/16/12		015113	LIBRARY ASSISTANT III	Salt Lake	NO	SR07	03	PERM	1.00	A	\$ 25,668	\$ 25,668					3
EDN407QJ	03/01/12		013034	LIBRARY ASSISTANT III	HSL-Serials	NO	SR07	03	PERM	1.00	A	\$ 26,700	\$ 26,700					2
EDN407QE	03/05/12	Feb 2014	000369	LIBRARY ASSISTANT III	Kaimuki	NO	SR07	03	PERM	1.00	A	\$ 25,668	\$ 25,668		YES	2		1
EDN407QD	03/16/12	Feb 2014	039877	LIBRARY ASSITANT III	Mililani	NO	SR07	03	PERM	1.00	A	\$ 24,648	\$ 24,648		YES	2		1
EDN407QJ	04/16/12	Recruiting	008358	LIBRARIAN III	HSL-LLH	NO	SR20	13	PERM	1.00	A	\$ 43,824	\$ 43,824		YES	1		1
EDN407QJ	05/01/12		013033	LIBRARY ASSISTANT III	HSL-LO	NO	SR07	03	PERM	1.00	A	\$ 26,700	\$ 26,700		YES	1		2
EDN407QD	05/01/12	Feb 2014	110637	LIBRARY ASSISTANT III	Salt Lake	NO	SR07	03	PERM	1.00	A	\$ 24,648	\$ 24,648		YES	2		1
EDN407QE	05/22/12	Feb 2014	031497	LIBRARY ASSISTANT III	Kailua	NO	SR07	03	PERM	1.00	A	\$ 25,668	\$ 25,668		YES	2		1
EDN407QJ	06/01/12		000359	LIBRARY ASSISTANT III	HSL-LO	NO	SR07	03	PERM	1.00	A	\$ 26,700	\$ 26,700					2
EDN407QG	06/01/12	Feb 2014	001125	LIBRARY ASSISTANT III	Kahului	NO	SR07	03	PERM	1.00	A	\$ 32,424	\$ 32,424		YES	2		1
EDN407QD	06/01/12	1/2/2014	019429	LIBRARIAN III	Pearl City	NO	SR20	13	PERM	1.00	A	\$ 53,352	\$ 53,352					1
EDN407QJ	06/01/12		023920	LIBRARIAN III	HSL-H&P	NO	SR20	13	PERM	0.50	A	\$ 21,066	\$ 21,066					3
EDN407QH	06/12/12		043315	LIBRARY TECHNICIAN V	Princeville	NO	SR11	03	PERM	1.00	A	\$ 33,756	\$ 33,756					1
EDN407QB	07/01/12	1/2/2014	027169	PERSONNEL CLERK III	HRO	NO	SR09	63	PERM	1.00	A	\$ 21,627	\$ 27,756					1
EDN407QJ	07/16/12		023210	LIBRARY ASSISTANT III	HSL-LO	NO	SR07	03	PERM	1.00	A	\$ 26,700	\$ 26,700		YES	1		1
EDN407QJ	07/16/12		046172	JANITOR II	HSL-LO	NO	BC02	01	PERM	1.00	A	\$ 33,228	\$ 33,228					1
EDN407QM	07/16/12		112250	SECRETARY III	PLB	NO	SR16	63	PERM	1.00	A	\$ 55,550	\$ 48,048					1
EDN407QE	08/01/12	Feb 2014	019621	LIBRARY ASSISTANT III	Kaimuki	NO	SR07	03	PERM	1.00	A	\$ 28,836	\$ 28,836		YES	2		1
EDN407QB	08/01/12	Jan 2014	043313	PRE AUDIT CLERK III	ASB-Fiscal	NO	SR15	03	PERM	1.00	A	\$ 51,936	\$ 51,936					1
EDN407QE	08/16/12	Feb 2014	025752	LIBRARY ASSISTANT III	Liliha	NO	SR07	03	PERM	1.00	A	\$ 26,700	\$ 26,700		YES	2		1

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

Table 14

Prog ID	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Location	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Day Hire Appts	Describe if Filled by other Means	Priority # to Retain
EDN407QF	08/22/12		118827	LIBRARY TECHNICIAN V	T.Parker	NO	SR11	03	PERM	0.50	A	\$ 14,418	\$ 14,418					1
EDN407QE	09/01/12		011922	LIBRARIAN III	Waikiki	NO	SR20	13	PERM	1.00	A	\$ 49,332	\$ 49,332		YES	3		1
EDN407QE	09/04/12	1/16/2014	014051	JANITOR II	Kaimuki	NO	BC02	01	PERM	1.00	A	\$ 33,228	\$ 33,228		YES	3		1
EDN407QE	09/04/12		039878	LIBRARIAN III	Manoa	NO	SR20	13	PERM	1.00	A	\$ 45,576	\$ 45,576		YES	2		1
EDN407QJ	10/01/12	Recruiting	007292	LIBRARIAN IV	HSL-AMR	NO	SR22	13	PERM	1.00	A	\$ 64,920	\$ 64,920					1
EDN407QD	11/01/12		116885	LIBRARIAN III	Kapolei	NO	SR20	13	PERM	1.00	A	\$ 51,312	\$ 51,312		YES	1		1
EDN407QJ	11/17/12	Jan 2014	035464	LIBRARIAN IV	HSL-BST	NO	SR22	13	PERM	1.00	A	\$ 49,332	\$ 49,332					1
EDN407QG	11/20/12	Mar 2014	035364	LIBRARIAN IV	Hana	NO	SR22	13	PERM	1.00	A	\$ 45,576	\$ 45,576					1
EDN407QB	12/01/12	Jan 2014	044971	PERSONNEL TECHNICIAN VI	HRO	NO	SR15	63	PERM	1.00	A	\$ 33,756	\$ 33,756					1
EDN407QD	12/16/12		006987	LIBRARY ASSISTANT III	Pearl City	NO	SR07	03	PERM	1.00	A	\$ 31,212	\$ 31,212					1
EDN407QH	01/01/13	1/8/2014	007453	JANITOR II	Hanapepe	NO	BC02	01	PERM	1.00	A	\$ 33,228	\$ 33,228		YES	3		1
EDN407QJ	01/01/13	Recruiting	011926	LIBRARIAN IV	HSL-Serials	NO	SR22	23	PERM	1.00	A	\$ 57,708	\$ 57,708					1
EDN407QD	01/01/13	1/2/2014	019430	LIBRARY TECHNICIAN V	Pearl City	NO	SR11	03	PERM	1.00	A	\$ 48,048	\$ 48,048					1
EDN407QE	01/03/13		010923	LIBRARIAN III	Kailua	NO	SR20	13	PERM	1.00	A	\$ 47,412	\$ 42,132		YES	2		1
EDN407QJ	06/16/13		023913	LIBRARY ASSISTANT II	HSL-LO	NO	SR05	03	PERM	0.50	A	\$ 12,324	\$ 12,324					3
EDN407QB	06/16/13		023994	LIGHT TRUCK DRIVER	LSS	NO	BC06	01	PERM	1.00	A	\$ 35,544	\$ 38,436					3
EDN407QM	06/17/13	Jan 2014	043922	LIBRARY TECHNICIAN VI	ESSS	NO	SR13	03	PERM	1.00	A	\$ 36,516	\$ 36,516					1
EDN407QJ	07/26/13	Recruiting	010898	LIBRARIAN IV	HSL-LLH	NO	SR22	13	PERM	1.00	A	\$ 57,708	\$ 49,308					1
EDN407QE	07/31/13		008359	LIBRARIAN III	Kaimuki	NO	SR20	13	PERM	1.00	A	\$ 60,024	\$ 62,424		YES	1		3
EDN407QD	08/01/13		000330	LIBRARIAN III	Mililani	NO	SR20	13	PERM	1.00	A	\$ 49,332	\$ 51,300		YES	2		1
EDN407QE	08/01/13		043911	LIBRARIAN III	Kaimuki	NO	SR20	13	PERM	1.00	A	\$ 45,576	\$ 43,812					1
EDN407QB	08/19/13		043665	ACCOUNTANT IV	ASB-Fiscal	NO	SR22	13	PERM	1.00	A	\$ 53,352	\$ 62,424					3
EDN407QD	08/19/13		113018	JANITOR II	Kapolei	NO	BC02	01	PERM	1.00	A	\$ 33,228	\$ 33,228					1
EDN407QD	08/19/13	1/16/2014	116899	LIBRARY ASSISTANT III	Kapolei	NO	SR07	03	PERM	1.00	A	\$ 27,756	\$ 28,836		YES	1		1
EDN407QF	08/20/13		021964	LIBRARY ASSISTANT IV	Hilo	NO	SR09	03	PERM	1.00	A	\$ 37,968	\$ 39,480					1
EDN407QF	08/31/13	Jan 2014	000300	JANITOR II	Honokaa	NO	BC02	01	PERM	0.50	A	\$ 16,614	\$ 16,614		YES	2		1
EDN407QE	08/31/13	Feb 2014	011903	LIBRARY ASSISTANT III	Waikiki	NO	SR07	03	PERM	1.00	A	\$ 24,648	\$ 25,668		YES	4		1
EDN407QJ	09/01/13		021967	LIBRARY TECHNICIAN VI	HSL-H&P	NO	SR13	02	PERM	1.00	A	\$ 39,480	\$ 41,040					1
EDN407QE	09/01/13		039920	LIBRARY ASSISTANT III	Kaimuki	NO	SR07	03	PERM	1.00	A	\$ 28,836	\$ 30,036					1
EDN407QD	09/09/13		112126	LIBRARIAN III	Waialua	NO	SR20	13	PERM	1.00	A	\$ 43,824	\$ 43,812		YES	1		1
EDN407QJ	09/15/13	Jan 2014	019331	LIBRARIAN IV	HSL-LLH	NO	SR22	13	PERM	1.00	A	\$ 57,708	\$ 60,012					1
EDN407QD	09/16/13		022923	LIBRARY ASSISTANT III	Waialua	NO	SR07	03	PERM	1.00	A	\$ 24,648	\$ 25,668		YES	1		1
EDN407QE	09/17/13		019421	LIBRARY TECHNICIAN V	McCully	NO	SR11	03	PERM	1.00	A	\$ 35,064	\$ 36,516					1
EDN407QM	09/17/13		043957	LIBRARY ASSISTANT IV	TSS	NO	SR09	03	PERM	1.00	A	\$ 32,424	\$ 27,756					2
EDN407QE	10/01/13		013278	LIBRARY ASSISTANT IV	Aina Haina	NO	SR09	03	PERM	1.00	A	\$ 26,700	\$ 37,968					1
EDN407QD	10/01/13		041485	LIBRARY ASSISTANT III	Waianae	NO	SR07	03	PERM	1.00	A	\$ 33,756	\$ 25,668		YES	5		1
EDN407QJ	10/16/13		013032	LIBRARY ASSISTANT II	HSL-LO	NO	SR05	03	PERM	1.00	A	\$ 22,776	\$ 33,756					3
EDN407QE	10/23/13		031498	LIBRARY ASSISTANT III	Waikiki	NO	SR07	03	PERM	1.00	A	\$ 25,668	\$ 25,668		YES	4		1
EDN407QH	10/31/13		000038	LIBRARIAN III	Lihue	NO	SR20	13	PERM	1.00	A	\$ 60,024	\$ 62,424					1
EDN407QD	10/31/13		014015	LIBRARY ASSISTANT III	Wahiawa	NO	SR07	03	PERM	1.00	A	\$ 31,212	\$ 32,424					1
EDN407QJ	11/01/13		012067	LIBRARY ASSISTANT IV	HSL-Serials	NO	SR09	03	PERM	1.00	A	\$ 33,756	\$ 27,756					2
EDN407QJ	11/01/13		022485	LIBRARIAN IV	HSL-H&P	NO	SR22	13	PERM	1.00	A	\$ 53,352	\$ 55,488					1
EDN407QJ	11/05/13		046397	LIBRARY ASSISTANT III	HSL-LO	NO	SR07	03	PERM	1.00	A	\$ 35,064	\$ 25,668		YES	2		2
EDN407QD	11/18/13		019336	LIBRARIAN III	Salt Lake	NO	SR20	13	PERM	1.00	A	\$ 51,312	\$ 43,812					1
EDN407QM	NEW		119227	LIBRARIAN VI	PLB-Admin	NO	SR26	93	PERM	1.00	A	\$ 55,550	NEW					1

Department of Hawaii State Public Library System  
Personnel Separations

Table 15

Prog ID/Org	Separation Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary
EDN407QF	7/1/2011	041922	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 24,648	1.00	\$ 24,648
EDN407QG	7/16/2011	046055	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 24,648	1.00	\$ 24,648
EDN407QE	7/30/2011	015152	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QH	7/30/2011	007360	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 26,700	1.00	\$ 26,700
EDN407QJ	8/1/2011	011912	LIBRARIAN IV	NO	SR22	13	PERM	A	1.00	\$ 55,500	1.00	\$ 52,728
EDN407QF	8/13/2011	026607	JANITOR II	NO	BC02	01	PERM	A	0.50	\$ 16,614	0.50	\$ 16,614
EDN407QF	9/1/2011	010906	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 33,756	1.00	\$ 33,756
EDN407QH	9/1/2011	013829	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 26,700	1.00	\$ 26,700
EDN407QE	10/1/2011	024907	LIBRARIAN IV	NO	SR22	13	PERM	A	1.00	\$ 47,412	1.00	\$ 47,412
EDN407QD	10/1/2011	012382	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	A	1.00	\$ 33,756	1.00	\$ 33,756
EDN407QF	12/1/2011	023921	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 51,312	1.00	\$ 51,312
EDN407QI	12/1/2011	019323	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	A	1.00	\$ 39,480	1.00	\$ 39,480
EDN407QM	12/1/2011	031784	AUTOMATED SYSTS EQUIP SUP	NO	F114	02	PERM	A	1.00	\$ 60,264	1.00	\$ 60,264
EDN407QJ	12/1/2011	011919	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 25,668	1.00	\$ 32,424
EDN407QB	12/31/2011	000351	ACCOUNT CLERK V	NO	SR15	03	PERM	A	1.00	\$ 51,936	1.00	\$ 51,936
EDN407QB	12/31/2011	011106	ACCOUNTANT V	NO	SR24	73	PERM	A	1.00	\$ 75,960	1.00	\$ 75,960
EDN407QE	12/31/2011	022920	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 35,064	1.00	\$ 35,064
EDN407QE	12/31/2011	009720	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	A	1.00	\$ 44,412	1.00	\$ 44,412
EDN407QF	12/31/2011	007734	LIBRARY TECHNICIAN VII	NO	SR15	03	PERM	A	1.00	\$ 51,936	1.00	\$ 51,936
EDN407QG	12/31/2011	003446	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 28,836	1.00	\$ 28,836
EDN407QM	12/31/2011	023064	AUTOMTD SYSTS EQUIP TECH I	NO	BC14	01	PERM	A	1.00	\$ 53,532	1.00	\$ 53,532
EDN407QM	12/31/2011	019324	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	A	1.00	\$ 41,040	1.00	\$ 41,040
EDN407QM	12/31/2011	024943	INFO TECHNOL SPCLT V	NO	SR24	13	PERM	A	1.00	\$ 75,960	1.00	\$ 75,960
EDN407QM	12/31/2011	000289	OFFSET PRESS OPERATOR II	NO	BC08	01	PERM	A	1.00	\$ 41,592	1.00	\$ 41,592
EDN407QM	1/14/2012	023314	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 31,212	1.00	\$ 31,212
EDN407QJ	1/17/2012	046171	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QB	1/28/2012	026469	PERSONNEL CLERK V	NO	SR13	63	PERM	A	1.00	\$ 35,064	1.00	\$ 35,064
EDN407QH	2/1/2012	007451	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	A	1.00	\$ 44,412	1.00	\$ 33,756
EDN407QE	3/5/2012	018674	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 25,668	1.00	\$ 25,668
EDN407QE	3/5/2012	015150	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 32,424	1.00	\$ 30,036
EDN407QE	3/16/2012	015158	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 24,648	1.00	\$ 24,648
EDN407QE	4/11/2012	024334	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 42,132	1.00	\$ 42,132
EDN407QE	4/15/2012	006990	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QD	4/16/2012	011913	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 45,576	1.00	\$ 45,576
EDN407QJ	4/16/2013	111880	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 45,576	1.00	\$ 45,576
EDN407QE	5/1/2012	023063	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QE	5/1/2012	043916	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 53,352	1.00	\$ 43,824
EDN407QF	5/22/2012	010906	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 33,756	1.00	\$ 25,668
EDN407QD	6/1/2012	019429	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 53,352	1.00	\$ 53,352

Department of Hawaii State Public Library System  
Personnel Separations

Table 15

Prog ID/Org	Separation		Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary
	Date	Position Number										
EDN407QD	6/1/2012	027976	LIBRARIAN IV	NO	SR22	23	PERM	A	1.00	\$ 45,576	1.00	\$ 60,024
EDN407QG	6/1/2012	001125	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 32,424	1.00	\$ 32,424
EDN407QE	6/1/2012	010923	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 47,412	1.00	\$ 42,132
EDN407QF	6/1/2012	012566	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 25,668	1.00	\$ 24,648
EDN407QH	6/1/2012	000040	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 26,700	1.00	\$ 26,700
EDN407QD	6/12/2012	040385	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	A	1.00	\$ 41,040	1.00	\$ 33,756
EDN407QM	7/1/2012	043957	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 32,424	1.00	\$ 32,424
EDN407QJ	7/16/2012	019183	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 27,756	1.00	\$ 26,700
EDN407QJ	7/16/2012	021963	SECRETARY III	NO	SR16	63	PERM	A	1.00	\$ 51,936	1.00	\$ 48,048
EDN407QM	7/16/2012	024943	INFO TECHNOL SPCLT V	NO	SR24	13	PERM	A	1.00	\$ 75,960	1.00	\$ 51,312
EDN407QF	7/19/2012	000295	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	A	1.00	\$ 28,836	1.00	\$ 28,836
EDN407QD	8/1/2012	019431	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 32,424	1.00	\$ 32,424
EDN407QE	8/1/2012	006990	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QE	8/1/2012	043911	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 45,576	1.00	\$ 42,132
EDN407QG	8/9/2012	013853	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,238
EDN407QE	9/1/2012	011922	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 49,332	1.00	\$ 49,332
EDN407QE	9/4/2012	023063	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QE	9/4/2012	011923	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 49,332	1.00	\$ 45,576
EDN407QJ	10/1/2012	007292	LIBRARIAN IV	NO	SR22	13	PERM	A	1.00	\$ 64,920	1.00	\$ 64,920
EDN407QL	11/1/2012	116885	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 51,312	1.00	\$ 51,312
EDN407QJ	11/17/2012	035464	LIBRARIAN IV	NO	SR22	13	PERM	A	1.00	\$ 49,332	1.00	\$ 49,332
EDN407QG	11/20/2012	035364	LIBRARIAN IV	NO	SR22	13	PERM	A	1.00	\$ 45,576	1.00	\$ 45,576
EDN407Qi	12/1/2012	007026	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QD	12/1/2012	013746	LIBRARIAN IV	NO	SR22	23	PERM	A	1.00	\$ 60,024	1.00	\$ 49,332
EDN407QG	12/5/2012	001128	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 27,756	1.00	\$ 26,700
EDN407QD	12/31/2012	015164	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QD	12/31/2012	019332	LIBRARIAN IV	NO	SR22	13	PERM	A	1.00	\$ 64,920	1.00	\$ 67,488
EDN407QD	12/31/2012	019430	LIBRARY TECHNICIAN V	NO	SR13	03	PERM	A	1.00	\$ 48,048	1.00	\$ 48,048
EDN407QH	12/31/2012	007453	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QJ	12/31/2012	011926	LIBRARIAN IV	NO	SR22	23	PERM	A	1.00	\$ 57,708	1.00	\$ 57,708
EDN407QE	1/3/2013	010923	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 47,412	1.00	\$ 42,132
EDN407QF	2/1/2013	001118	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 57,708	1.00	\$ 42,132
EDN407QL	3/7/2013	116891	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 26,700	1.00	\$ 30,036
EDN407QG	5/11/2013	035363	JANITOR II	NO	BC02	01	PERM	A	0.50	\$ 16,614	0.50	\$ 16,614
EDN407QJ	7/27/2013	010898	LIBRARIAN IV	NO	SR22	13	PERM	A	1.00	\$ 57,708	1.00	\$ 49,308
EDN407QE	8/1/2013	008359	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 60,024	1.00	\$ 62,424
EDN407QD	8/19/2013	015164	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QF	8/31/2013	000300	JANITOR II	NO	BC02	01	PERM	A	0.50	\$ 16,614	0.50	\$ 16,614
EDN407QE	9/1/2013	011903	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 24,648	1.00	\$ 25,668

Department of Hawaii State Public Library System  
Personnel Separations

Table 15

<u>Prog ID/Org</u>	<u>Separation Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>
EDN407QE	9/9/2013	014911	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 47,412	1.00	\$ 43,812
EDN407QD	9/16/2013	032247	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 26,700	1.00	\$ 25,668
EDN407QD	10/1/2013	023067	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 25,668	1.00	\$ 25,668
EDN407QE	10/24/2013	031498	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 25,668	1.00	\$ 25,668
EDN407QD	11/1/2013	014015	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 31,212	1.00	\$ 32,424
EDN407QH	11/1/2013	000038	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 60,024	1.00	\$ 62,424
EDN407QJ	11/1/2013	019328	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 31,212	1.00	\$ 27,756
EDN407QD	11/19/2013	035704	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 42,132	1.00	\$ 43,812

Department of Hawaii State Public Library System

Table 16

New Hires

Prog ID/Org	New Hire		Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted	Budgeted	Actual	Actual Salary
	Effective Date	Position Number							FTE	Salary	FTE	
EDN407QM	10/16/11	015147	INFORMATION TECHNOL SPCLT VI	NO	SR26	23	PERM	A	1.00	\$ 63,504	1.00	\$ 62,424
EDN407QD	12/01/11	013746	LIBRARIAN IV	NO	SR22	23	PERM	A	1.00	\$ 60,024	1.00	\$ 49,332
EDN407QJ	12/01/11	011919	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 25,668	1.00	\$ 32,424
EDN407QJ	12/01/11	023918	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 24,648	1.00	\$ 27,756
EDN407QJ	12/01/11	046942	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 24,648	1.00	\$ 24,648
EDN407QG	12/16/11	039408	LIBRARIAN IV	NO	SR22	13	PERM	A	1.00	\$ 62,424	1.00	\$ 47,412
EDN407QL	12/16/11	116903	JANITOR III	NO	WS02	01	PERM	A	1.00	\$ 35,544	1.00	\$ 35,544
EDN407QE	12/16/11	012460	LIBRARIAN V	NO	SR24	23	PERM	A	1.00	\$ 73,044	1.00	\$ 57,708
EDN407QM	12/16/11	049822	MANAGING LIBRARIAN II	NO	EM05	35	PERM	A	1.00	\$ 71,760	1.00	\$ 68,172
EDN407QB	12/19/11	017364	PERSONNEL CLERK III	NO	SR09	63	PERM	A	1.00	\$ 26,700	1.00	\$ 26,700
EDN407QM	12/23/11	015445	LIBRARIAN IV	NO	SR22	13	PERM	A	1.00	\$ 64,920	1.00	\$ 49,332
EDN407QG	01/03/12	015405	LIBRARIAN IV	NO	SR22	13	PERM	A	1.00	\$ 67,488	1.00	\$ 49,332
EDN407QE	01/03/12	013282	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QH	01/03/12	008245	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QF	01/03/12	015446	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	A	1.00	\$ 39,480	1.00	\$ 30,036
EDN407QJ	01/11/12	035462	JANITOR II	NO	BC02	01	PERM	A	0.50	\$ 33,228	0.50	\$ 16,614
EDN407QJ	01/17/12	046171	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QG	01/31/12	035363	JANITOR II	NO	BC02	01	PERM	A	0.50	\$ 16,614	0.50	\$ 16,614
EDN407QH	02/01/12	23922	LIBRARIAN IV	NO	SR22	13	PERM	A	1.00	\$ 45,576	1.00	\$ 45,576
EDN407QG	02/01/12	001134	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	A	1.00	\$ 28,836	1.00	\$ 30,036
EDN407QH	02/01/12	007451	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	A	1.00	\$ 44,412	1.00	\$ 33,756
EDN407QD	02/16/12	045983	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 30,036	1.00	\$ 27,756
EDN407QE	02/16/12	008356	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 35,064	1.00	\$ 31,212
EDN407QJ	03/01/12	012067	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 33,756	1.00	\$ 27,756
EDN407QJ	03/01/12	013037	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	A	1.00	\$ 44,412	1.00	\$ 28,536
EDN407QE	03/05/12	018674	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 25,668	1.00	\$ 25,668
EDN407QE	03/05/12	015150	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 32,424	1.00	\$ 30,036
EDN407QE	03/16/12	015158	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 24,648	1.00	\$ 24,648
EDN407QH	03/16/12	013829	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 26,700	1.00	\$ 24,648
EDN407QG	03/16/12	010018	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QF	03/17/12	000295	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	A	1.00	\$ 28,836	1.00	\$ 28,836
EDN407QF	03/19/12	026607	JANITOR II	NO	BC02	01	PERM	A	0.50	\$ 16,614	0.50	\$ 16,614
EDN407QD	04/02/12	012382	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	A	1.00	\$ 33,756	1.00	\$ 33,424
EDN407QF	04/02/12	007734	LIBRARY TECHNICIAN VII	NO	SR15	03	PERM	A	1.00	\$ 51,936	1.00	\$ 39,480
EDN407QE	04/03/12	009720	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	A	1.00	\$ 44,412	1.00	\$ 35,064
EDN407QG	04/11/12	046055	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 24,648	1.00	\$ 24,648
EDN407QD	04/16/12	011913	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 45,576	1.00	\$ 45,576
EDN407QJ	04/16/12	111880	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 45,576	1.00	\$ 45,576
EDN407QJ	04/16/12	010898	LIBRARIAN IV	NO	SR22	13	PERM	A	1.00	\$ 57,708	1.00	\$ 47,412

Department of Hawaii State Public Library System

Table 16

New Hires

Prog ID/Org	New Hire		Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted	Budgeted	Actual	Actual Salary
	Effective Date	Position Number							FTE	Salary	FTE	
EDN407QD	04/30/12	043958	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 24,648	1.00	\$ 24,648
EDN407QE	05/01/12	043916	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 53,352	1.00	\$ 43,824
EDN407QD	05/01/12	019336	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 51,312	1.00	\$ 42,132
EDN407QJ	05/01/12	011920	LIBRARY TECHNICIAN VI	NO	SR13	03	PERM	A	1.00	\$ 42,684	1.00	\$ 31,212
EDN407QE	05/01/12	043914	JANITOR II	NO	BC02	01	PERM	A	0.50	\$ 16,614	0.50	\$ 16,614
EDN407QD	05/02/12	041487	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 24,648	1.00	\$ 24,648
EDN407QF	05/22/12	010906	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 33,756	1.00	\$ 25,668
EDN407QB	05/23/12	044971	PERSONNEL TECHNICIAN VI	NO	SR15	63	PERM	A	1.00	\$ 33,756	1.00	\$ 33,756
EDN407QH	06/01/12	000040	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 26,700	1.00	\$ 26,700
EDN407QF	06/01/12	012566	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 25,668	1.00	\$ 24,648
EDN407QE	06/01/12	010923	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 47,412	1.00	\$ 42,132
EDN407QJ	06/01/12	000360	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 30,036	1.00	\$ 28,836
EDN407QM	06/01/12	023314	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 31,212	1.00	\$ 27,756
EDN407QG	06/01/12	013853	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QD	06/08/12	112126	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 43,824	1.00	\$ 42,132
EDN407QD	06/12/12	040385	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	A	1.00	\$ 41,040	1.00	\$ 33,756
EDN407QE	06/16/12	039921	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 45,576	1.00	\$ 42,132
EDN407QE	06/18/12	024907	LIBRARIAN IV	NO	SR22	13	PERM	A	1.00	\$ 47,412	1.00	\$ 45,576
EDN407QM	07/01/12	031784	AUTOMATED SYSTEMS EQUIP SUP	NO	F114	02	PERM	A	1.00	\$ 60,264	1.00	\$ 59,076
EDN407QB	07/01/12	039066	PERSONNEL CLERK V	NO	SR13	63	PERM	A	1.00	\$ 35,064	1.00	\$ 31,212
EDN407QE	07/03/12	015152	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QJ	07/16/12	021963	SECRETARY III	NO	SR16	63	PERM	A	1.00	\$ 51,936	1.00	\$ 48,048
EDN407QM	07/16/12	024943	INFORMATION TECHNOL SPCLT V	NO	SR24	13	PERM	A	1.00	\$ 75,960	1.00	\$ 51,312
EDN407QJ	07/16/12	019183	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 27,756	1.00	\$ 26,700
EDN407QJ	07/16/12	006989	JANITOR III	NO	WS02	01	PERM	A	1.00	\$ 35,544	1.00	\$ 35,544
EDN407QE	08/01/12	043911	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 45,576	1.00	\$ 42,132
EDN407QB	08/01/12	043665	ACCOUNTANT IV	NO	SR22	13	PERM	A	1.00	\$ 53,352	1.00	\$ 60,024
EDN407QE	08/01/12	006990	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QE	08/01/12	022920	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 35,064	1.00	\$ 31,212
EDN407QF	08/01/12	012563	LIBRARIAN IV	NO	SR22	13	PERM	A	1.00	\$ 45,576	1.00	\$ 53,352
EDN407QD	08/16/12	000336	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 30,036	1.00	\$ 28,836
EDN407QB	08/16/12	026469	PERSONNEL CLERK V	NO	SR13	63	PERM	A	1.00	\$ 35,064	1.00	\$ 28,836
EDN407QJ	08/16/12	046398	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 42,132	1.00	\$ 42,132
EDN407QE	08/22/12	024334	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 42,132	1.00	\$ 42,132
EDN407QB	08/28/12	112710	PRE AUDIT CLERK I	NO	SR11	03	PERM	A	1.00	\$ 37,968	1.00	\$ 30,036
EDN407QE	09/04/12	023063	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QE	09/04/12	011923	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 49,332	1.00	\$ 45,576
EDN407QH	11/20/12	001395	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 24,648	1.00	\$ 24,648
EDN407QG	11/20/12	003446	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 28,836	1.00	\$ 24,648



New Hires

Prog ID/Org	New Hire		Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted	Budgeted	Actual	Actual Salary
	Effective Date	Position Number							FTE	Salary	FTE	
EDN407QF	11/20/12	023996	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 35,064	1.00	\$ 24,648
EDN407QB	12/03/12	017364	PERSONNEL CLERK III	NO	SR09	63	PERM	A	1.00	\$ 26,700	1.00	\$ 26,700
EDN407QG	12/04/12	013853	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QE	12/04/13	011903	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 24,648	1.00	\$ 24,648
EDN407QG	12/05/12	001128	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 27,756	1.00	\$ 26,700
EDN407QL	12/10/12	116904	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QD	12/16/12	019431	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 32,424	1.00	\$ 33,756
EDN407QD	12/17/12	045982	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 27,756	1.00	\$ 24,648
EDN407QD	12/17/12	014908	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 37,968	1.00	\$ 24,648
EDN407QD	12/17/12	041485	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 33,756	1.00	\$ 24,648
EDN407QJ	12/17/12	000352	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 32,424	1.00	\$ 26,700
EDN407QE	12/18/12	019507	JANITOR II	NO	BC02	01	PERM	A	0.50	\$ 16,614	0.50	\$ 16,614
EDN407QM	12/27/12	043957	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 32,424	1.00	\$ 26,700
EDN407QE	01/02/13	031498	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 25,668	1.00	\$ 24,648
EDN407QE	01/02/13	011388	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QF	01/03/13	014818	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 35,064	1.00	\$ 24,648
EDN407QH	01/07/13	027018	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 26,700	1.00	\$ 24,648
EDN407QD	01/15/13	023342	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 43,824	1.00	\$ 42,132
EDN407QJ	01/22/13	046397	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 35,064	1.00	\$ 24,648
EDN407QF	02/01/13	001118	LIBRARIAN IV	NO	SR22	13	PERM	A	1.00	\$ 57,708	1.00	\$ 42,132
EDN407QG	02/01/13	030113	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 45,576	1.00	\$ 42,132
EDN407QD	02/02/13	046428	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 45,576	1.00	\$ 42,132
EDN407QH	02/04/13	007360	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 26,700	1.00	\$ 24,648
EDN407QJ	02/20/13	046395	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 24,648	1.00	\$ 24,648
EDN407QH	02/26/13	000042	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 24,648	1.00	\$ 24,648
EDN407QD	03/05/13	014016	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 45,576	1.00	\$ 42,132
EDN407QF	04/10/13	000295	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	A	1.00	\$ 28,836	1.00	\$ 28,836
EDN407QF	04/22/13	012245	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 24,648	1.00	\$ 25,668
EDN407QJ	05/01/13	011912	LIBRARIAN IV	NO	SR22	13	PERM	A	1.00	\$ 55,500	1.00	\$ 45,576
EDN407QM	05/16/13	015147	INFORMATION TECHNOL SPCLT VI	NO	SR26	23	PERM	A	1.00	\$ 63,504	1.00	\$ 55,500
EDN407QI	06/10/13	007026	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QM	06/16/13	023064	AUTOMATED SYSTS EQUIP TECH I	NO	BC14	01	PERM	A	1.00	\$ 53,532	1.00	\$ 53,532
EDN407QM	06/16/13	030136	AUTOMATED SYSTS EQUIP TECH I	NO	BC14	01	PERM	A	1.00	\$ 53,532	1.00	\$ 53,532
EDN407QM	06/17/13	044656	INFORMATION TECHNOL SPCLT V	NO	SR24	13	PERM	A	1.00	\$ 57,708	1.00	\$ 42,132
EDN407QD	08/01/13	013746	LIBRARIAN IV	NO	SR22	23	PERM	A	1.00	\$ 60,024	1.00	\$ 47,400
EDN407QD	08/01/13	027976	LIBRARIAN IV	NO	SR22	23	PERM	A	1.00	\$ 45,576	1.00	\$ 55,488
EDN407QB	08/19/13	011106	ACCOUNTANT V	NO	SR24	73	PERM	A	1.00	\$ 75,960	1.00	\$ 70,188
EDN407QD	08/19/13	015164	JANITOR II	NO	BC02	01	PERM	A	1.00	\$ 33,228	1.00	\$ 33,228
EDN407QL	08/19/13	116891	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 26,700	1.00	\$ 31,212

Department of Hawaii State Public Library System  
New Hires

Table 16

<u>Prog ID/Org</u>	<u>New Hire Effective Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>
EDN407QF	08/20/13	012568	LIBRARY TECHNICIAN VI	NO	SR13	03	PERM	A	1.00	\$ 46,176	1.00	\$ 44,412
EDN407QJ	09/01/13	011925	LIBRARY TECHNICIAN VII	NO	SR15	03	PERM	A	1.00	\$ 46,176	1.00	\$ 44,412
EDN407QE	09/01/13	000362	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 26,700	1.00	\$ 32,424
EDN407QD	09/04/13	019332	LIBRARIAN IV	NO	SR22	13	PERM	A	1.00	\$ 64,920	1.00	\$ 47,400
EDN407QE	09/09/13	014911	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 47,412	1.00	\$ 43,812
EDN407QD	09/09/13	043906	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 53,352	1.00	\$ 43,812
EDN407QE	09/16/13	027187	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 31,212	1.00	\$ 55,488
EDN407QD	09/16/13	032247	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 26,700	1.00	\$ 25,668
EDN407QF	09/17/13	023921	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 51,312	1.00	\$ 43,812
EDN407QE	09/17/13	019420	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 45,576	1.00	\$ 43,812
EDN407QG	10/01/13	035363	JANITOR II	NO	BC02	01	PERM	A	0.50	\$ 16,614	0.50	\$ 16,944
EDN407QE	10/01/13	024335	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	A	1.00	\$ 44,412	1.00	\$ 41,040
EDN407QD	10/01/13	023067	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 25,668	1.00	\$ 25,668
EDN407QJ	10/16/13	019541	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 42,132	1.00	\$ 43,812
EDN407QE	10/16/13	032302	LIBRARY ASSISTANT III	NO	SR07	03	PERM	A	1.00	\$ 26,700	1.00	\$ 36,516
EDN407QE	11/01/13	112125	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 42,132	1.00	\$ 43,812
EDN407QE	11/01/13	044226	LIBRARIAN III	NO	SR20	13	PERM	A	0.50	\$ 21,912	0.50	\$ 25,650
EDN407QJ	11/01/13	019328	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	A	1.00	\$ 31,212	1.00	\$ 27,756
EDN407QF	11/05/13	000286	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 43,824	1.00	\$ 43,812
EDN407QD	11/19/13	35704	LIBRARIAN III	NO	SR20	13	PERM	A	1.00	\$ 42,132	1.00	\$ 43,812

Department of Hawaii State Public Library System  
 Unauthorized Positions

Table 17

<u>Prog ID/Org</u>	<u>Date Established</u>	<u>Legal Authority</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>FTE</u>	<u>Annual Salary</u>	<u>Filled (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
				None									

Department of Hawaii State Public Library System  
Overtime Expenditures

Table 18

Prog ID	Program Title	MOF	FY12 (actual)			FY13 (actual)			FY14 (estimated)			FY15 (budgeted)		
			Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent
EDN407	Public Libraries	A	\$ 20,840,652	\$ 53,702	0.3%	\$ 23,397,534	\$ 106,222	0.5%	\$ 23,397,534	\$ 106,222	0.5%	\$ 23,463,444	\$ 106,222	0.5%

Department of Hawaii State Public Library System  
Overpayments

Table 19

<u>Employee 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</u>		<u>Not Employed</u>			
					<u>Occurred &gt; 2 Years</u>	<u>Occurred &lt; 2 Years</u>	<u>Occurred &gt; 2 Years</u>	<u>Occurred &lt; 2 Years</u>		
[REDACTED]	7/6/09-9/30/09	\$ 2,969	\$ -	\$ 2,969			x		LWOP & Term. 7/28/10	no

Department of Hawaii State Public Library System  
Contract Costs

Table 20

Prog ID	MOF	Frequency		Max Value	Outstanding Balance	Term of Contract			Organization	Category E/L/P/C/ G/S	Description	Method and Frequency of Monitoring	POS Y/N
		Amount	(M/A/O)			Date Executed	From	To					
EDN407	A	\$ 96,000	M	\$ 96,000	\$ 65,020	7/1/2013	7/1/2013	6/30/2014	Unique Management Services	Services	Mailing notices to patrons	Technology Officer	N
EDN407	A	\$ 1,372	A	\$ 1,372	\$ 1,372	11/5/2013	1/1/2014	12/31/2014	SAGE Publications	Services	Electronic database (CQ Researcher)	State Librarian	N
EDN407	A	\$ 1,425	A	\$ 1,425	\$ 1,425	11/5/2013	1/1/2014	12/31/2014	Marcive	Services	Electronic database	State Librarian	N
EDN407	A	\$ 28,774	M	\$ 28,774	\$ 28,774	11/8/2013	1/1/2014	12/31/2014	Support Services Group	Services	Refuse services for Oahu libraries	Branch Head and Janitor	N
EDN407	A	\$ 31,800	A	\$ 31,800	\$ -	10/18/2013	1/1/2014	12/31/2014	Proquest LLC	Services	Electronic database (Heritage Quest)	State Librarian	N
EDN407	A	\$ 891,947	M	\$ 891,947	\$ 826,579	10/15/2013	11/1/2013	10/31/2014	Star Protection Agency	Services	Security services at libraries	LSS Manager	N
EDN407	P	\$ 300,000	M	\$ 300,000	\$ 268,066	8/9/2013	8/16/2013	8/15/2014	Hawaiian Telcom	Services	Routed network services (RNS)	Technology Officer	N
EDN407	A	\$ 10,718	A	\$ 10,718	\$ 10,718	11/13/2013	11/15/2013	1/23/2014	Pacific Fire Protection	Services	Fire extinguisher inspections for Oahu libraries	LSS Manager	N
EDN407	P	\$ 8,796	M	\$ 8,796	\$ 6,073	7/1/2013	7/1/2013	6/30/2014	Oceanic Time Warner	Services	HSD Lines to enable wireless network	Technology Officer	N
EDN407	P	\$ 2,000	A	\$ 2,000	\$ -	10/3/2013	10/2/2013	7/1/2014	Mango Languages	Services	Electronic database (Hawaiian Language Course)	State Librarian	N
EDN407	P	\$ 12,010	A	\$ 12,010	\$ -	9/23/2013	9/1/2013	8/30/2014	R.R. Bowker	Services	Electronic database (Global BIP Reviews)	State Librarian	N
EDN407	P	\$ 10,797	A	\$ 10,797	\$ -	9/6/2013	11/1/2013	10/31/2014	Gale	Services	Electronic database (Legal Forms)	State Librarian	N
EDN407	P	\$ 5,419	A	\$ 5,419	\$ -	8/19/2013	10/12/2013	10/11/2014	Morningstar	Services	Electronic database (Investm't Res. Ctr)	State Librarian	N
EDN407	P	\$ 24,193	A	\$ 24,193	\$ -	8/12/2013	9/1/2013	8/31/2014	EBSCO	Services	Electronic database (Auto Repair Ref Ctr)	State Librarian	N
EDN407	P	\$ 11,832	A	\$ 11,832	\$ -	7/2/2013	8/1/2013	7/3/2014	Gale	Services	Electronic database (Testing/Ed Ref Ctr)	State Librarian	N
EDN407	P	\$ 26,435	A	\$ 26,435	\$ -	7/1/2013	7/1/2013	6/30/2014	Encyclopaedia Britannica	Services	Electronic database	State Librarian	N
EDN407	P	\$ 156,021	A	\$ 156,021	\$ -	9/12/2013	10/1/2013	9/30/2014	En Pointe Technologies Sales	Services	Microsoft premier support services	Technology Officer	N
EDN407	P	\$ 121,807	A	\$ 121,807	\$ -	8/15/2013	7/1/2013	6/30/2014	SirsiDynix	Services	Horizon support services	Technology Officer	N
EDN407	P	\$ 7,409	A	\$ 7,409	\$ -	7/14/2013	7/20/2013	7/19/2014	En Pointe Technologies Sales	Services	Commvault premier support services	Technology Officer	N

Department of Hawaii State Public Library System  
 Capital Improvements Program Requests

Table 21

<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>
EDN407	1	1	HEALTH AND SAFETY, STATEWIDE	A		\$ 5,000,000

Department of Hawaii State Public Library System  
 Capital Improvements Program Lapses

Table 22

<u>Prog ID</u>	<u>Act/Year of Appropriation</u>	<u>Project Title</u>	<u>MOF</u>	<u>Amount \$\$\$\$</u>	<u>Reason</u>
EDN407	134/2013	HEALTH AND SAFETY, STATEWIDE	C	\$ 2,000,000	Replace CIP bond with general funds.



Department of Hawaii State Public Library System  
Division Resources

Table 23

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

Department of Hawaii State Public Library System  
Organizational Charts

Table 24

<u>Year of Change</u> FY14/FY15	<u>Page</u> <u>Number</u>	<u>Description of Change</u>
FY 14	Chart IX-B	Pos. No. 23068, Library Asst III transferred from Ewa Beach to Manoa; Pos. No. 42798, Librarian III transferred from Ewa Beach to N. Kohala.
FY 14	Chart IX-E	Pos. No. 23068, Library Asst III transferred from Ewa Beach and now supervised by Pos. No. 15150, Library Asst IV.
FY 14	Chart IX-J	Pos. No. 42798, Librarian III transferred from Ewa Beach and now supervised by Pos. No. 19113, Librarian IV
FY14	Chart IX-J	Established Youth Services Section headed by Pos. No. 281, Librarian IV, who now supervises Pos. Nos. 284 & 286, Librarian IIIs.
FY14	Chart VI	Transferred Pos. No. 35463, Account Clerk II (.50) from the Logistics Support Section to the Fiscal Services Section; Position now reports to Pos. No. 11106, Accountant V.
FY14	Affects Charts IX to IX-O	Redefine supervisory lines within the Public Library Branch administrative office. Established 5 regions: West Oahu, Hawaii, East Oahu, Kauai, & Maui County. Regions divided and overseen by 2 Librarian VIs: Pos. No. 19505 oversees the West Oahu & Hawaii regions and Pos. No. 316 oversees the East Oahu, Maui County, & Kauai regions. Librarian VI positions supervised by Pos. No. 49822, Managing Librarian II; Branch Managers are overseen by the respective Librarian VI responsible for the particular region that the Branch Manager is located.
FY15	Chart IX-B	New Library Assistant III & Groundskeeper I (.50) positions to Aiea.
FY15	Chart IX-J	New Library Assistant III position to Naalehu.

NEIL ABERCROMBIE  
GOVERNOR



OSL-IC- 14 - 037

KALBERT K. YOUNG  
DIRECTOR

LUIS P. SALAVERIA  
DEPUTY DIRECTOR

STATE OF HAWAII  
DEPARTMENT OF BUDGET AND FINANCE

P.O. BOX 150  
HONOLULU, HAWAII 96810-0150

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

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

C. ASB  
HRO

September 19, 2013

TO: The Honorable Neil Abercrombie  
Governor of Hawaii

FROM: Kalbert K. Young  
Director of Finance *Kalbert K. Young*

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

HSPLS-OFFICE OF  
THE STATE LIBRARIAN

13 SEP 23 PM 2:32

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. 13-03, dated August 14, 2013, Annual Review and Update of Departmental Organization and Position Organization Charts and Functional Statements. The update reflects the 2012 approved annual update as amended by subsequent approved delegated and non-delegated changes as of June 30, 2013.

One set is enclosed for your information and files.

Enclosures

c: Honorable Shan S. Tsutsui  
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, 2013

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

FROM: Richard Burns  
State Librarian

A handwritten signature in cursive script that reads "Richard Burns".

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

As requested in Memo No. 13-03, 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, 2013.

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, 2013)

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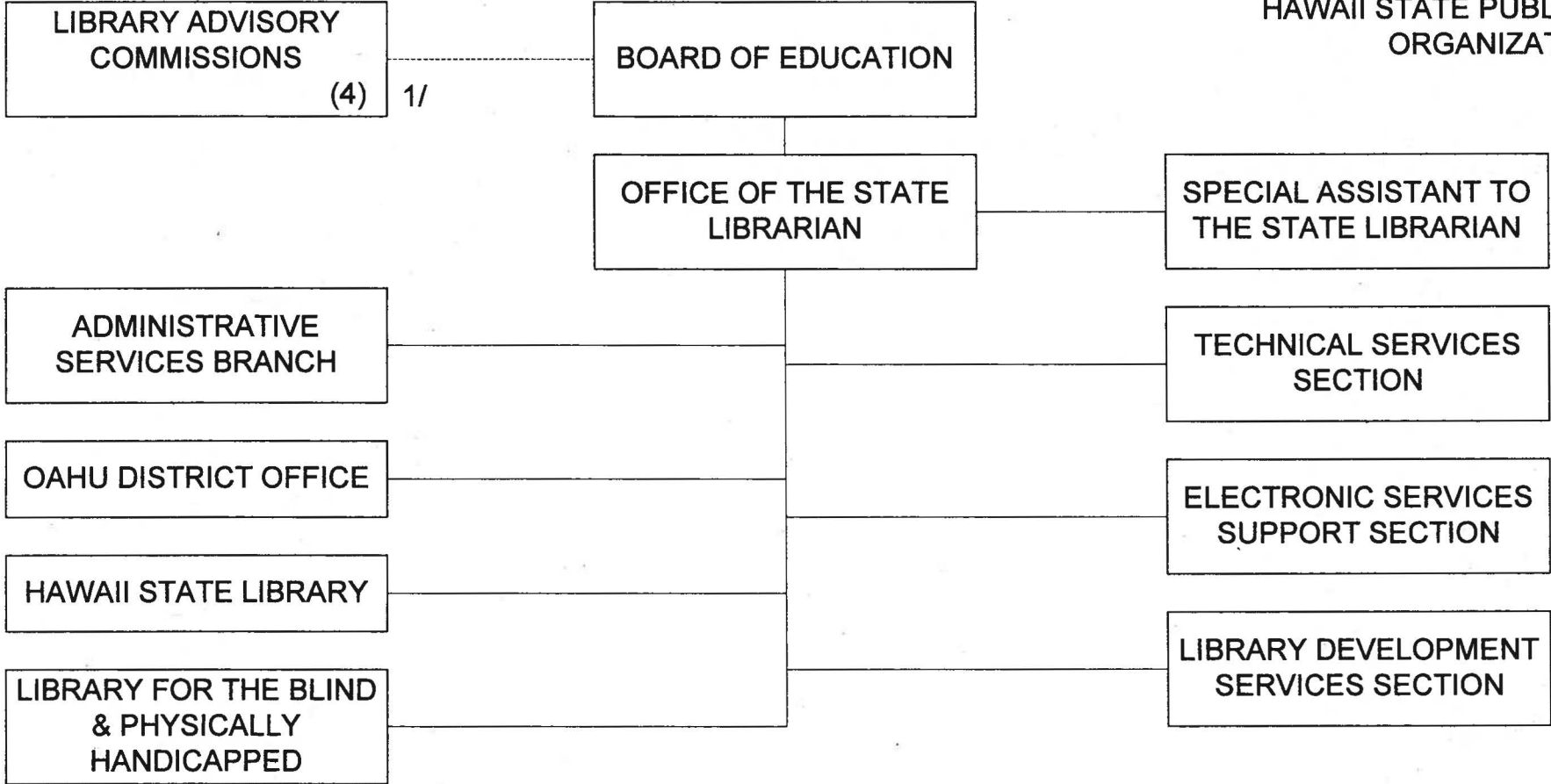
DEPARTMENT OF EDUCATION  
HAWAII STATE PUBLIC LIBRARY SYSTEM

ORGANIZATION AND POSITION ORGANIZATION CHARTS  
(As of June 30, 2013)

TABLE OF CONTENTS

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



As of 6/30/13

*Richard Burns*

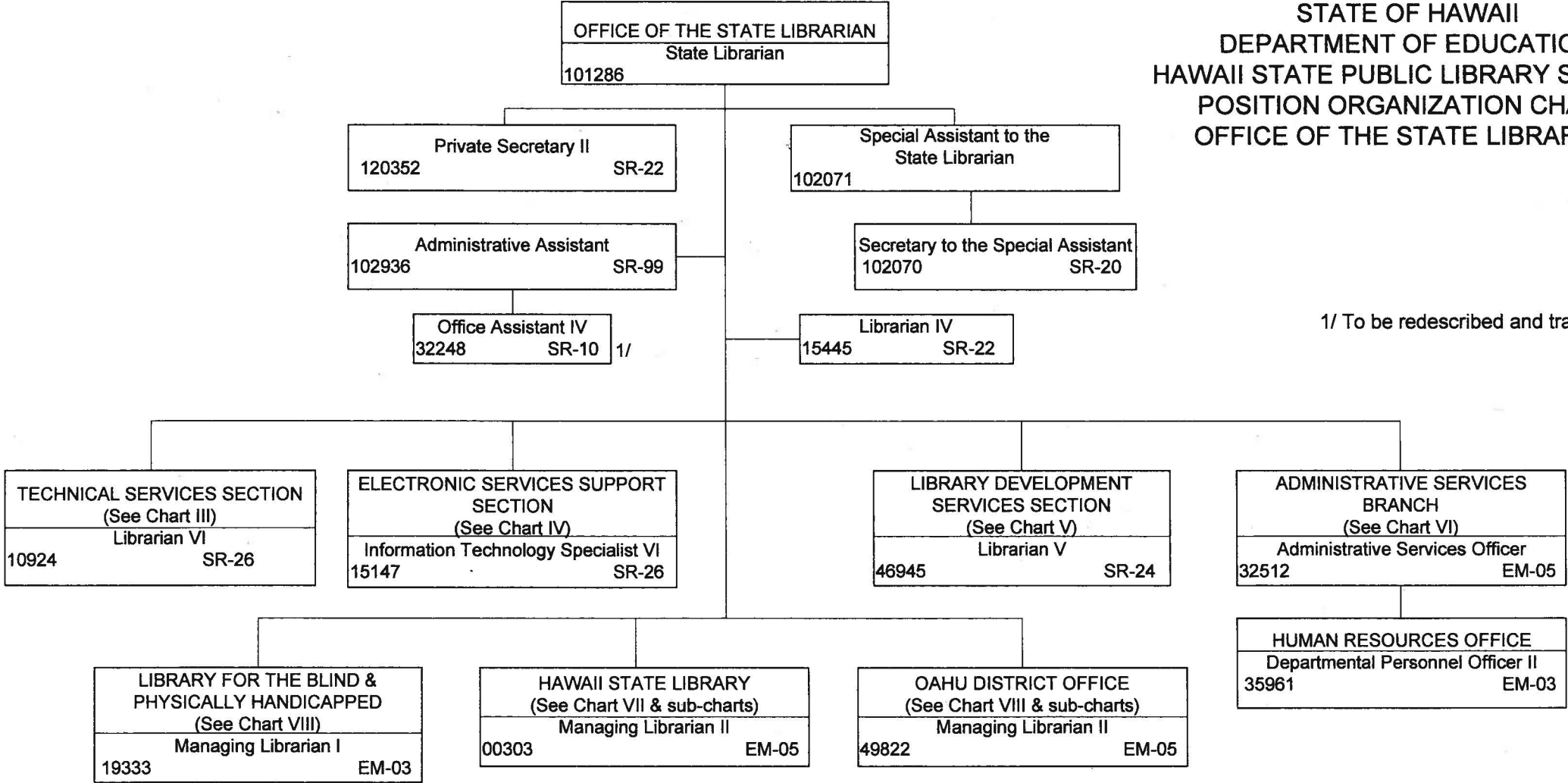
Richard Burns  
State Librarian

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

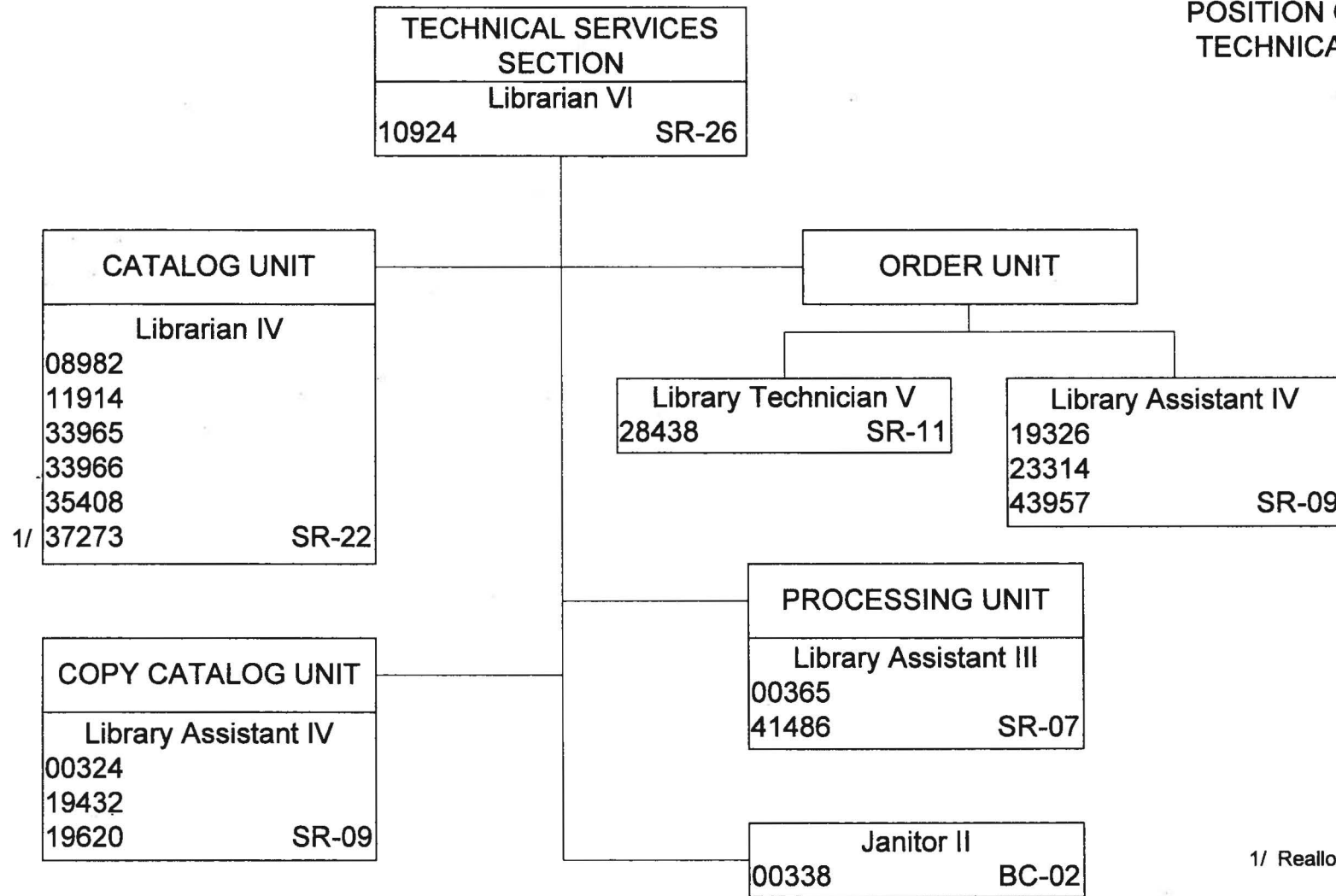
As of 6/30/13

Richard Burns  
State Librarian

CHART II



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



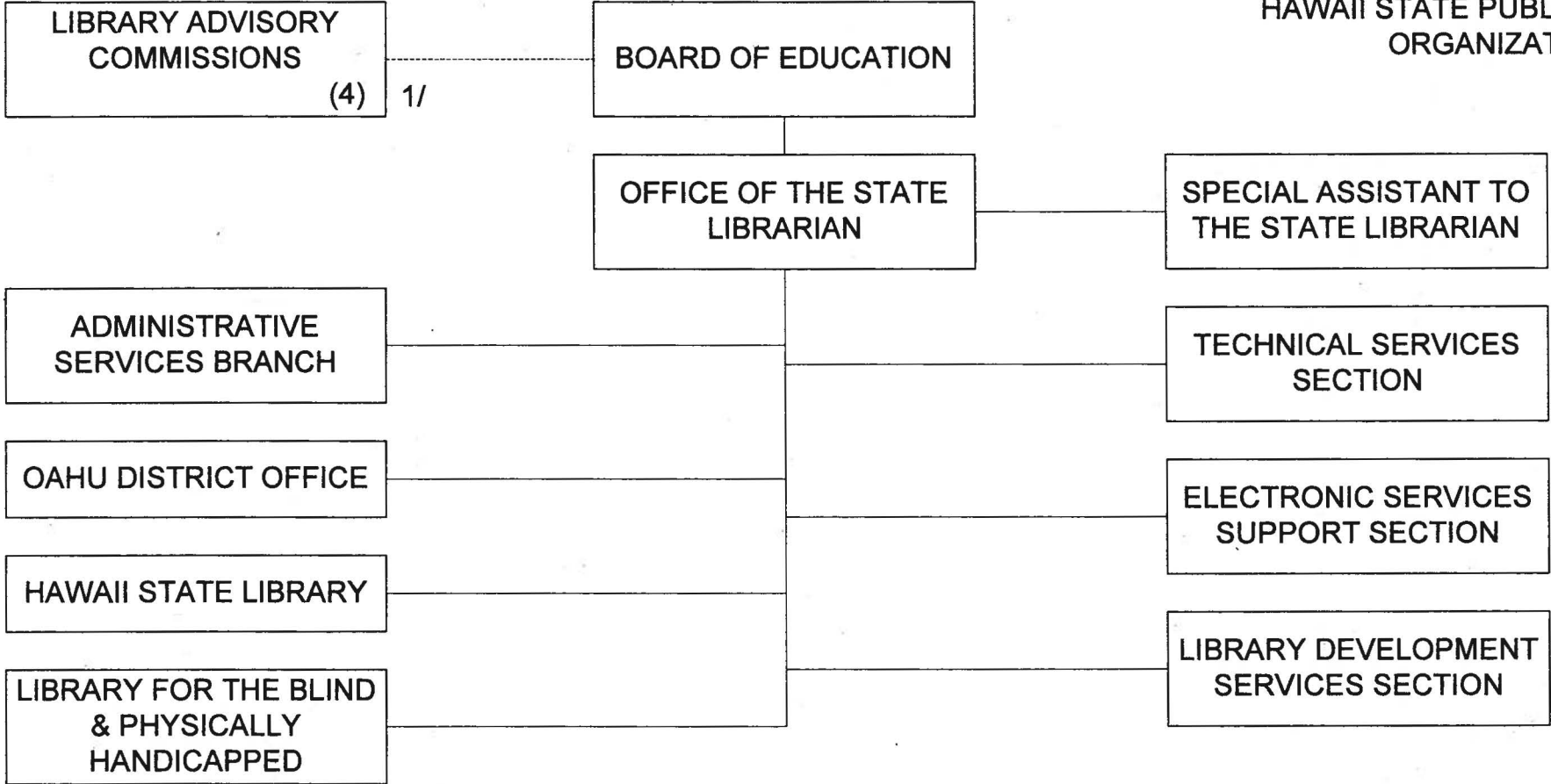
1/ Reallocated to Librarian III, SR-20 for recruitment purposes eff. 4/1/05.

CHART III

As of 6/30/13

Richard Burns  
 State Librarian

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



As of 6/30/13

*Richard Burns*

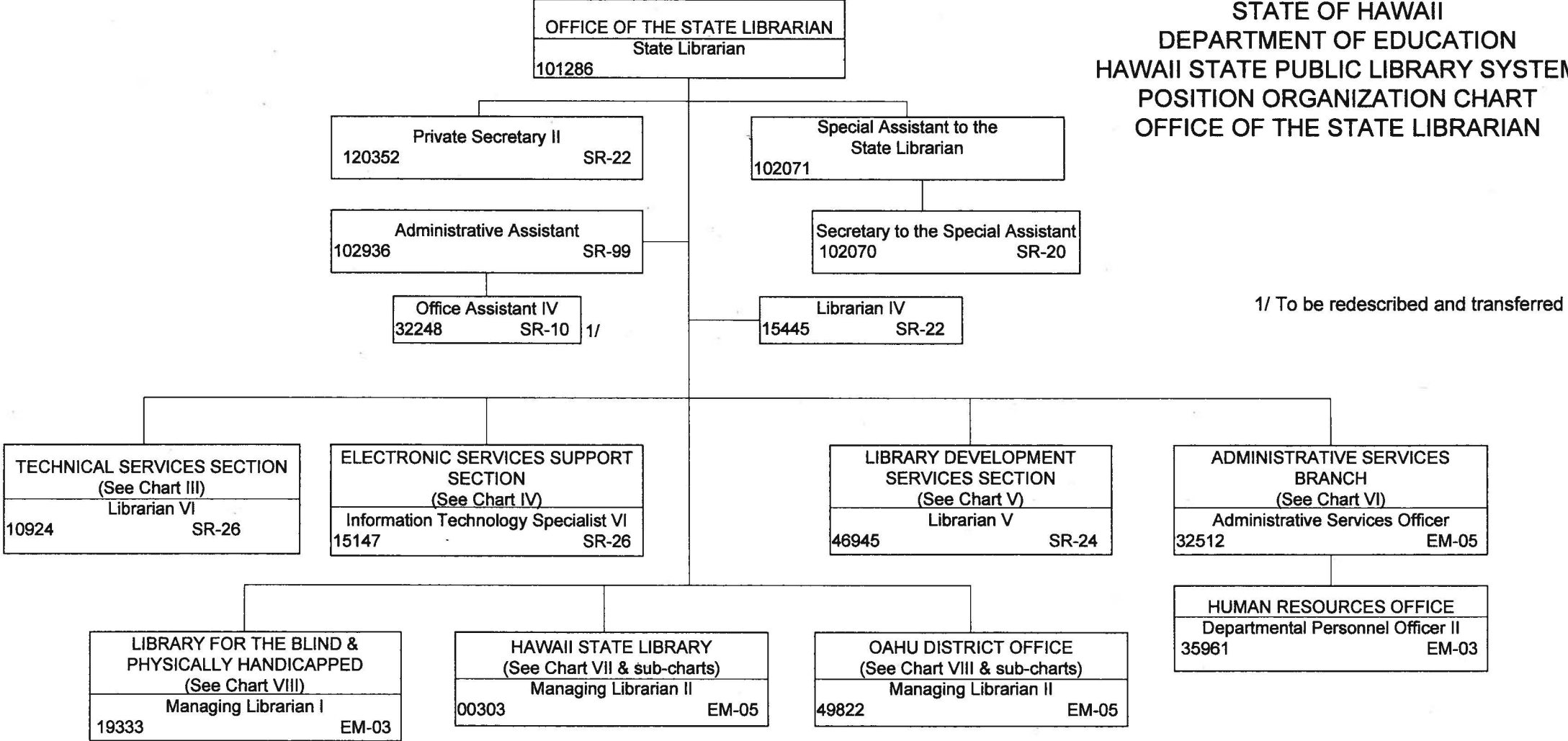
Richard Burns  
State Librarian

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



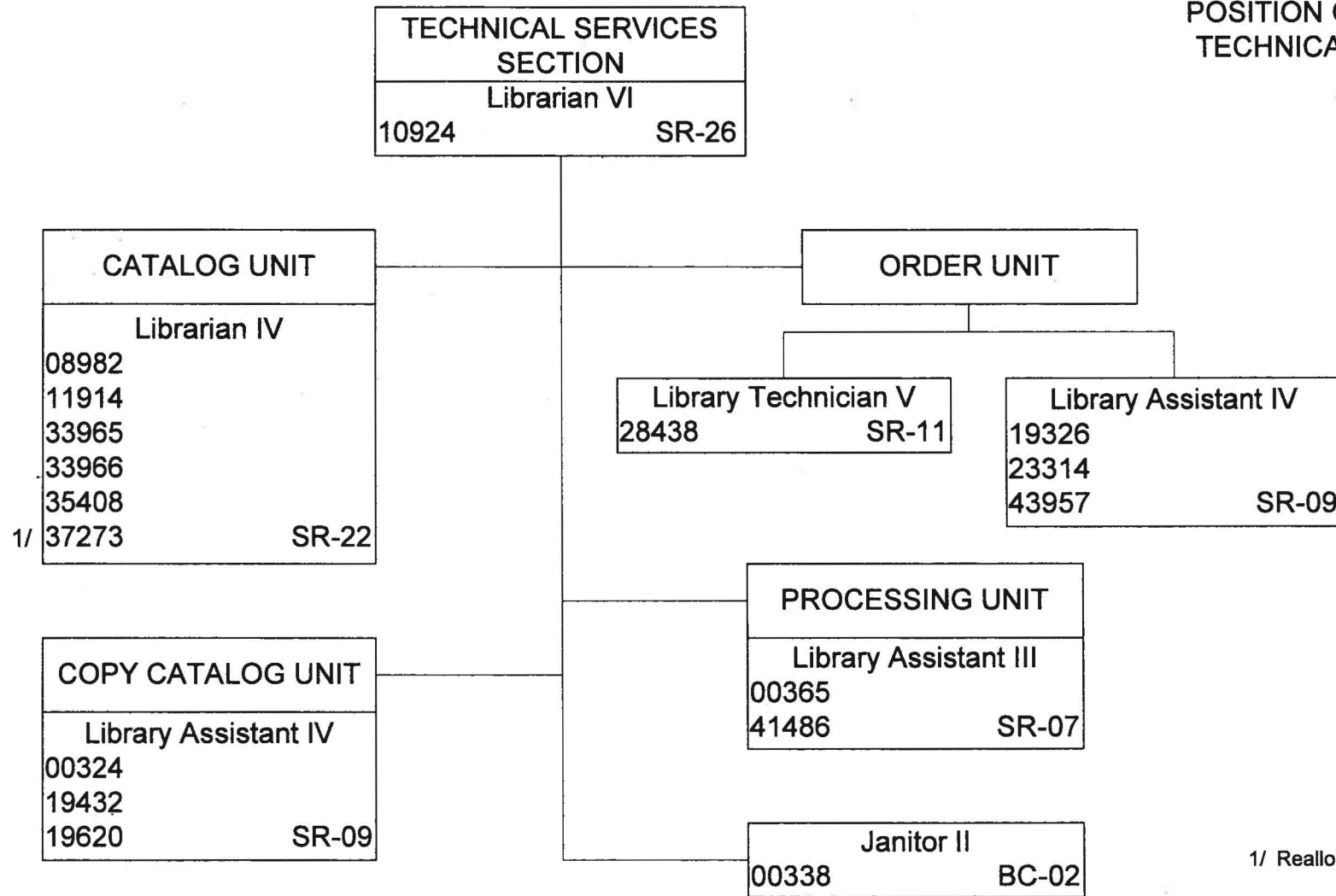
1/ To be redescribed and transferred

As of 6/30/13

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.

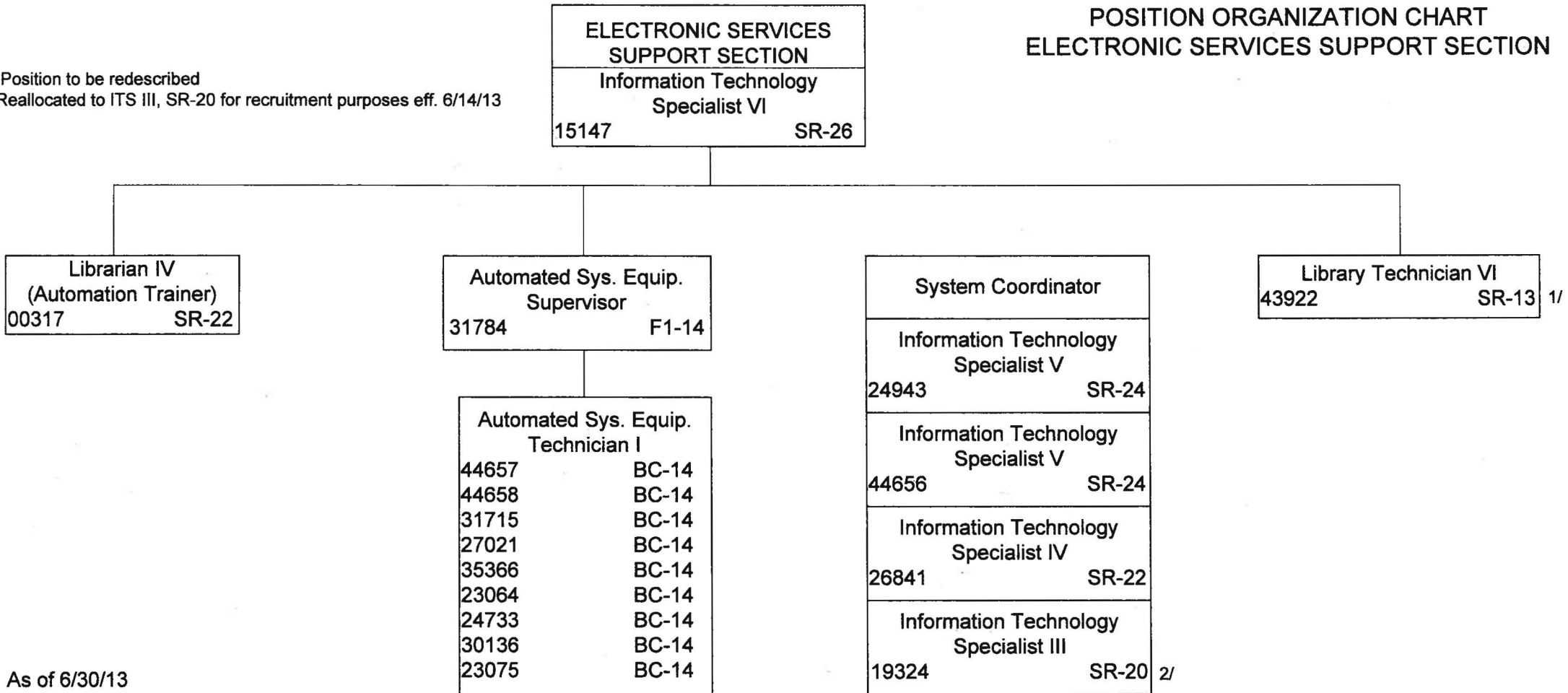
CHART III

As of 6/30/13

Richard Burns  
State Librarian

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

1/ Position to be redescribed  
 2/ Reallocated to ITS III, SR-20 for recruitment purposes eff. 6/14/13



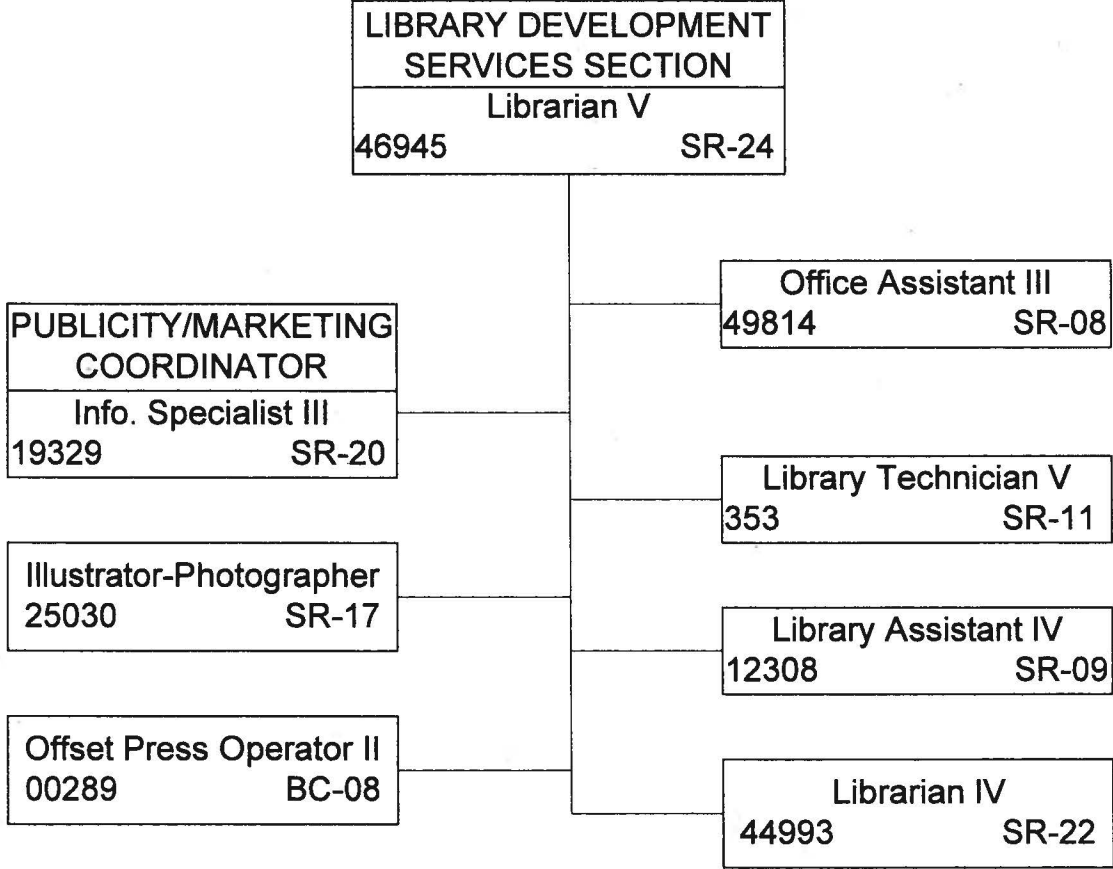
As of 6/30/13

*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 6/30/13

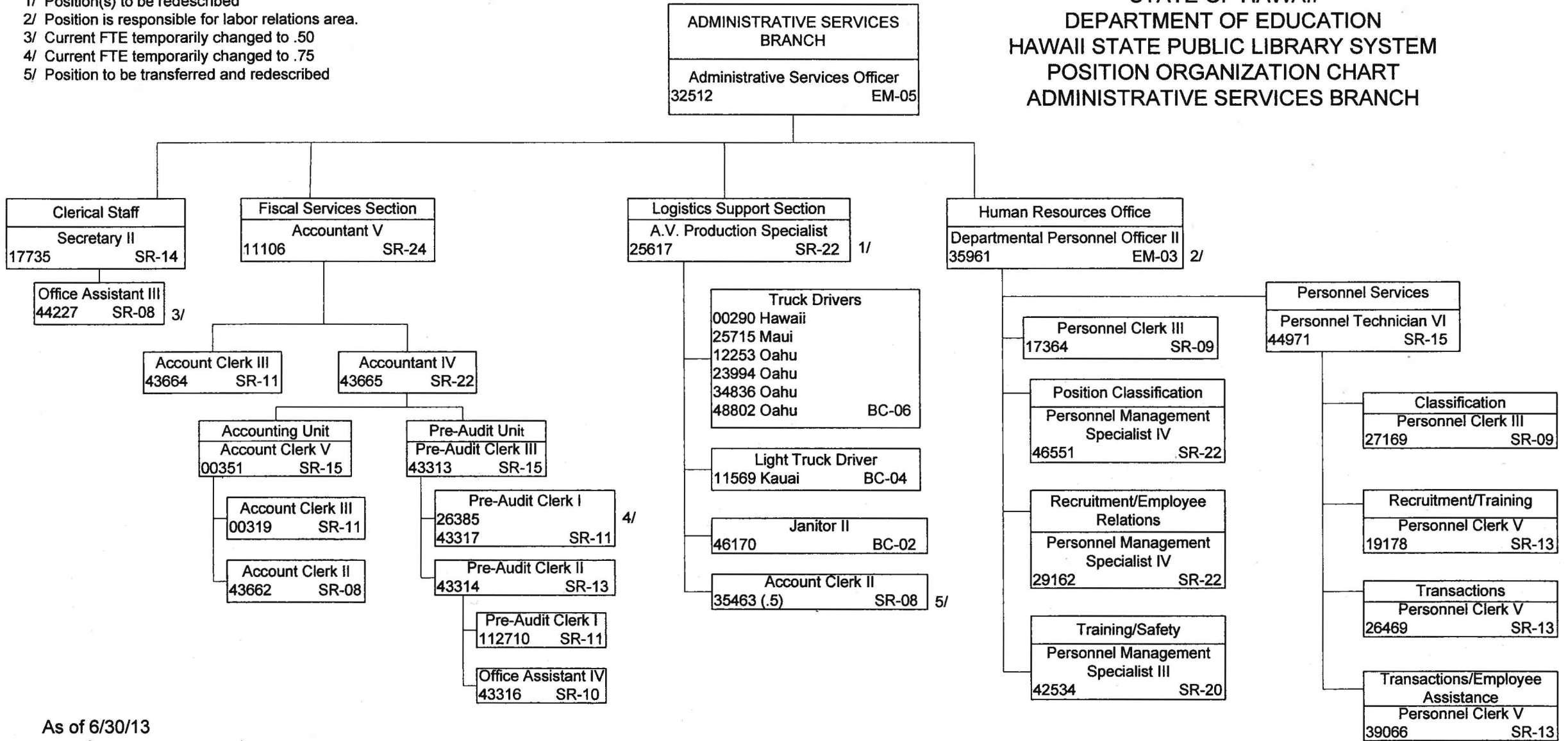
*Richard Burns*

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/ Position to be transferred and redescribed

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

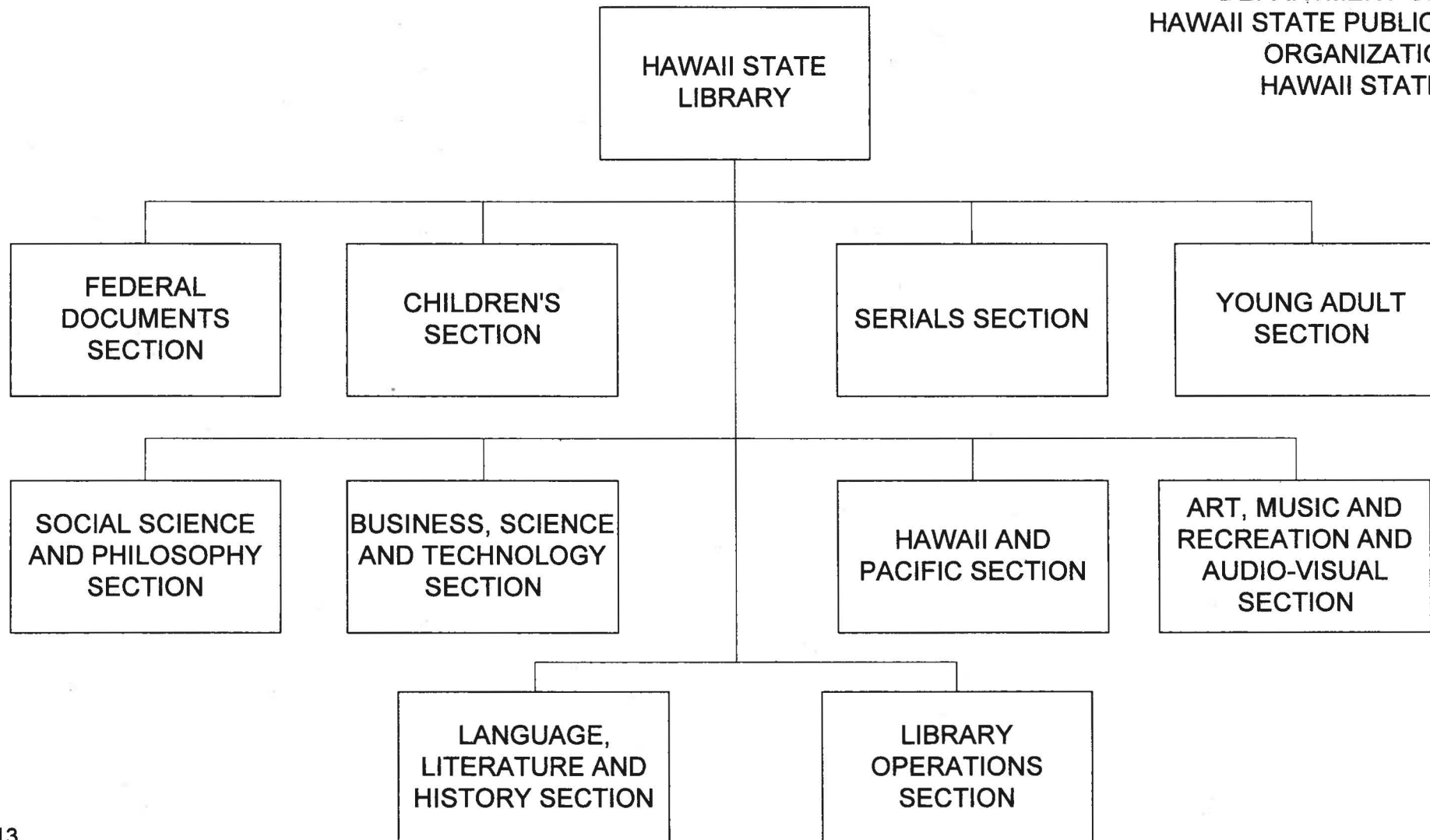


As of 6/30/13

Richard Burns  
 State Librarian

CHART VI

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



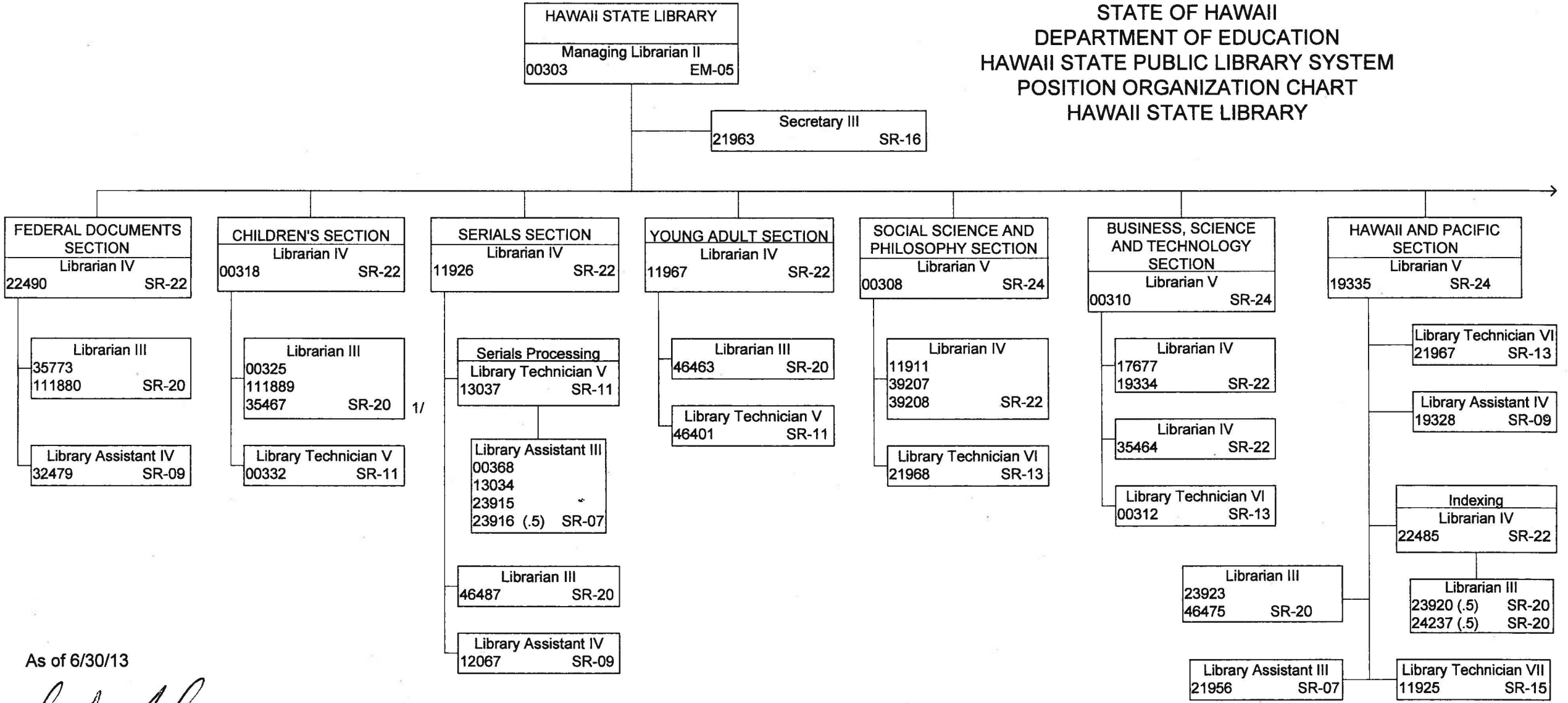
As of 6/30/13

Richard Burns  
State Librarian

CHART VII



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



As of 6/30/13

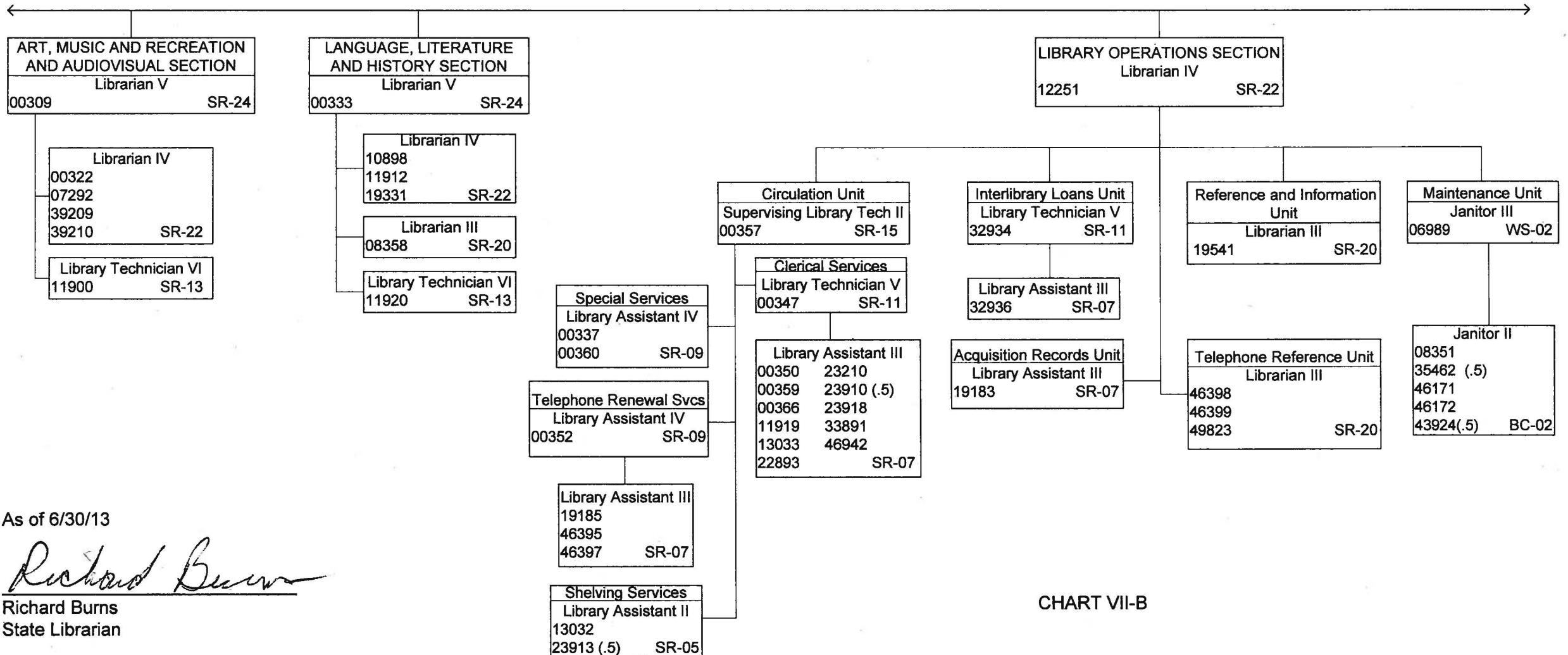
*Richard Burns*

Richard Burns  
 State Librarian

1/ Position shared with Young Adult Section

1/ Position to be redescribed

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

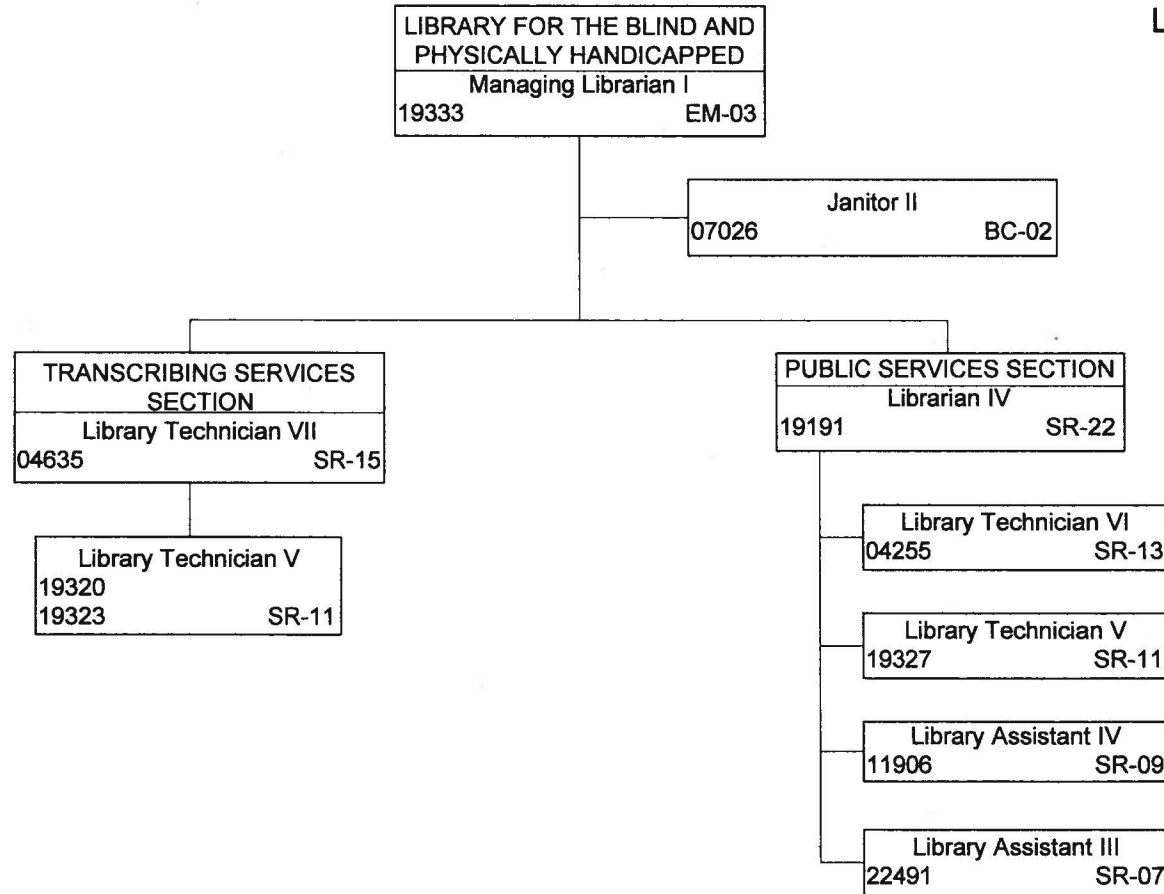


As of 6/30/13

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 6/30/13

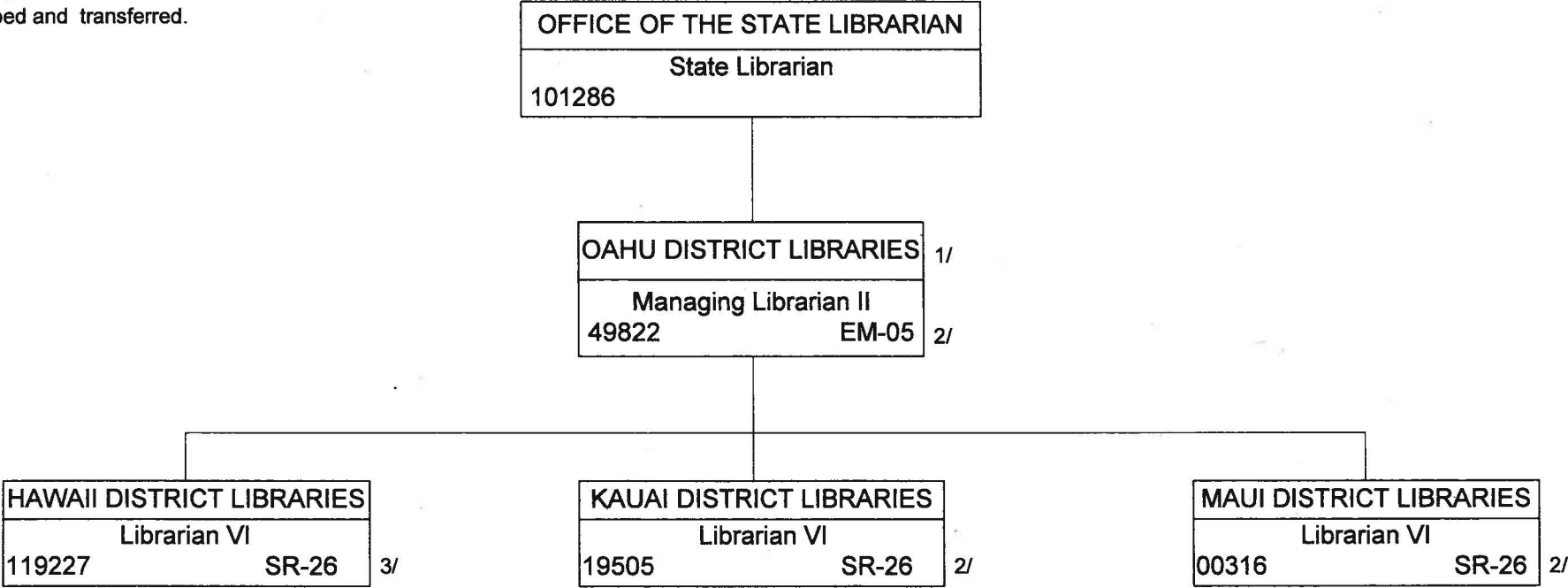
*Richard Burns*

Richard Burns  
 State Librarian

CHART VIII

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/ Position to be redescribed.  
 3/ Position to be redescribed and transferred.



As of 6/30/13

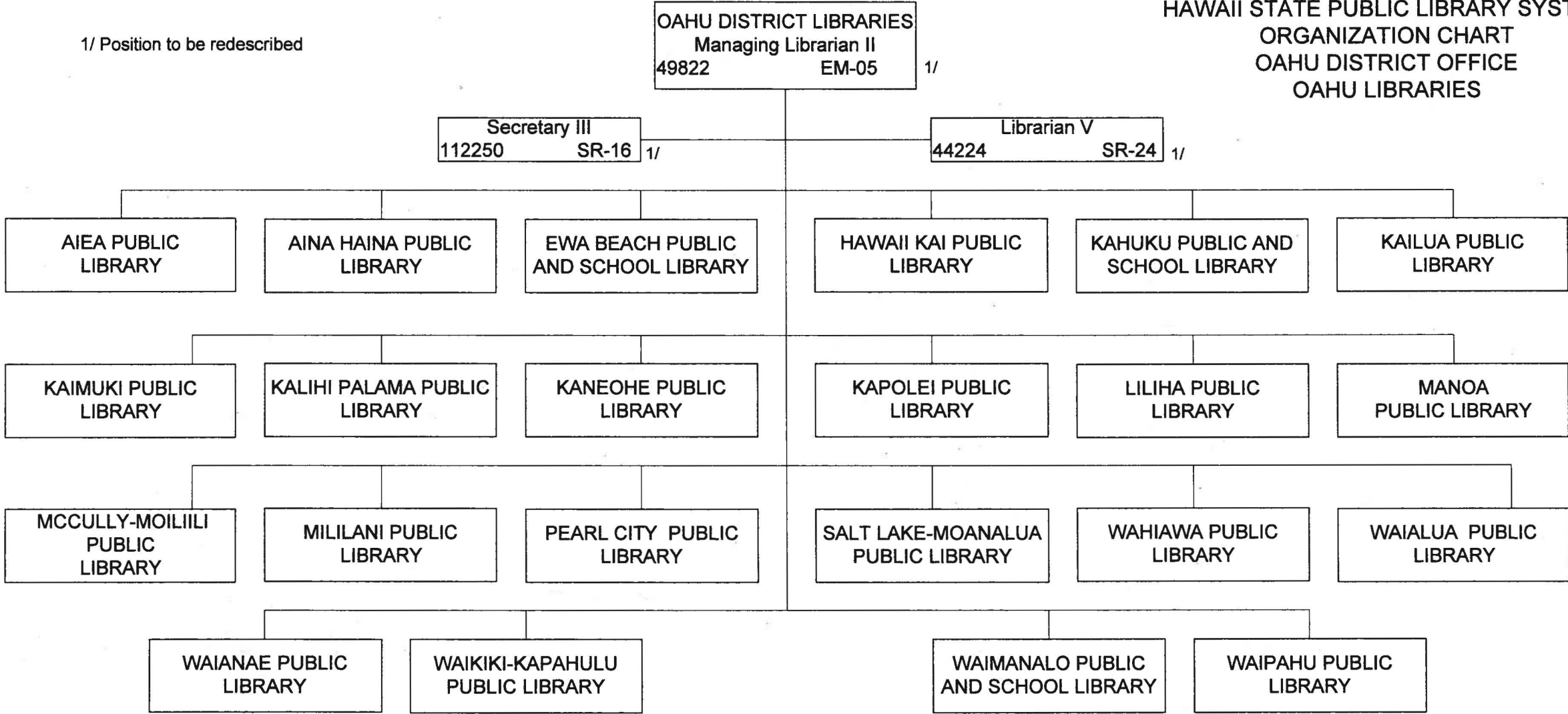
*Richard Burns*

Richard Burns  
 State Librarian

CHART IX

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

1/ Position to be redescribed



As of 6/30/13

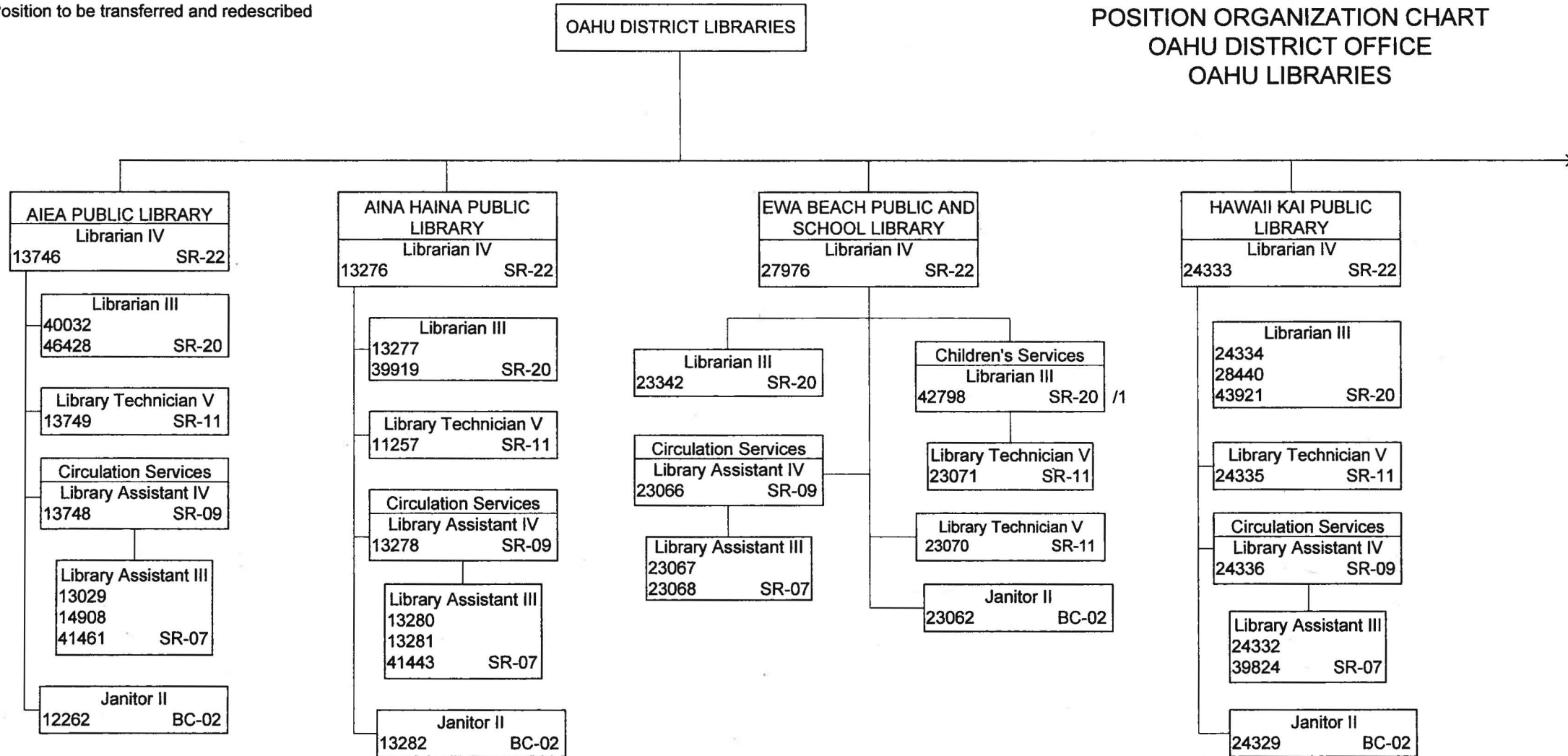
*Richard Burns*

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 transferred and redescribed



As of 6/30/13

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

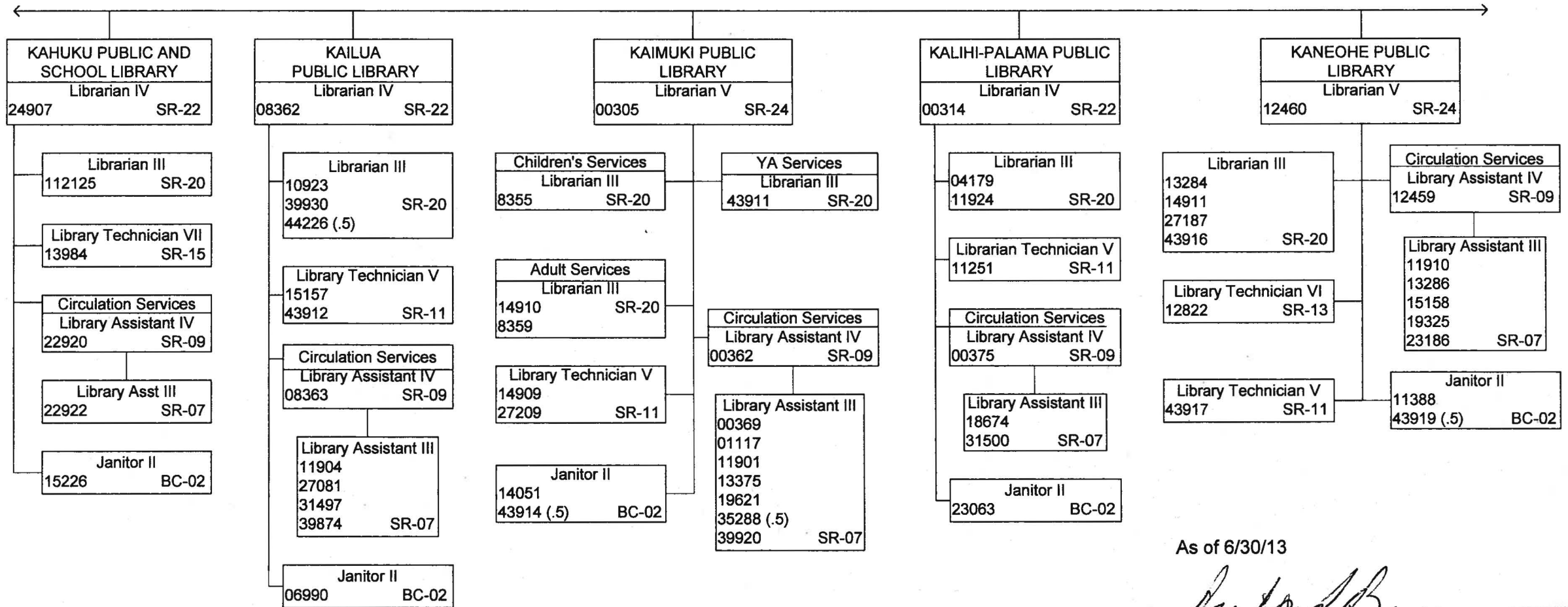
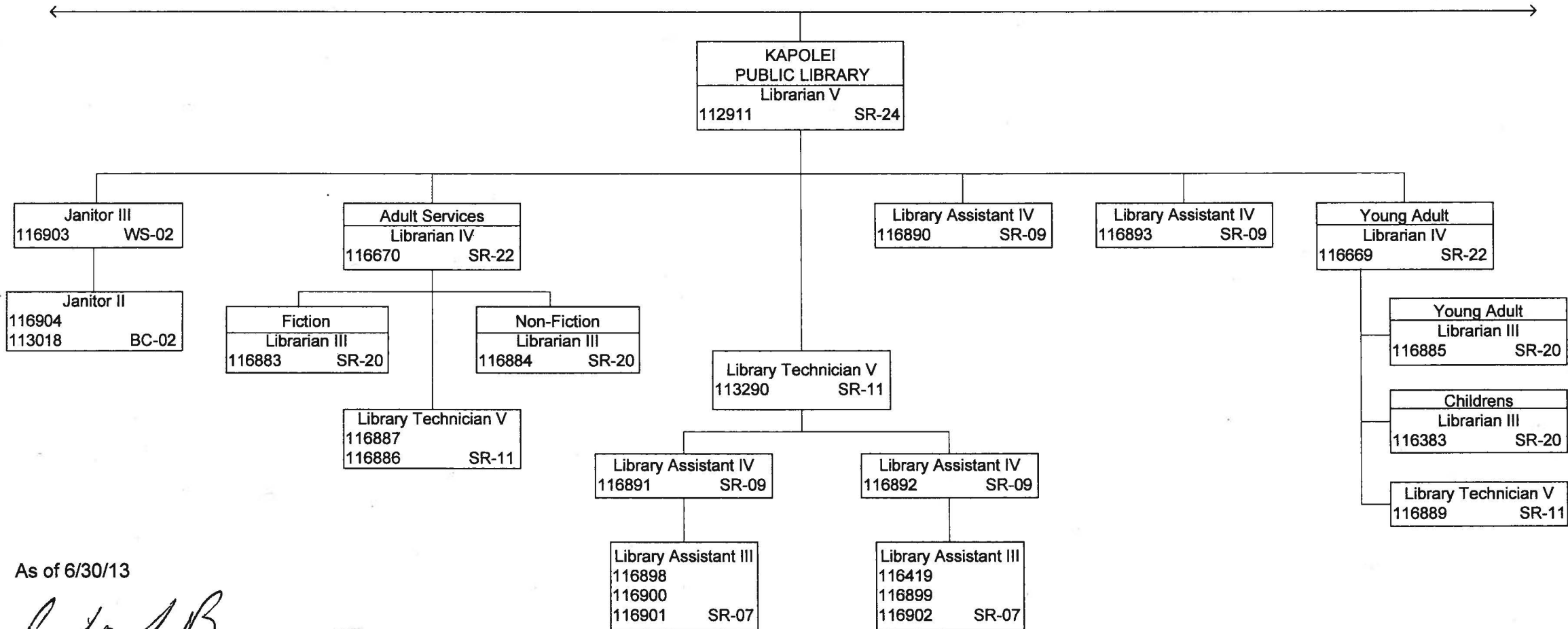


CHART IX-C

As of 6/30/13

Richard Burns  
State Librarian

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



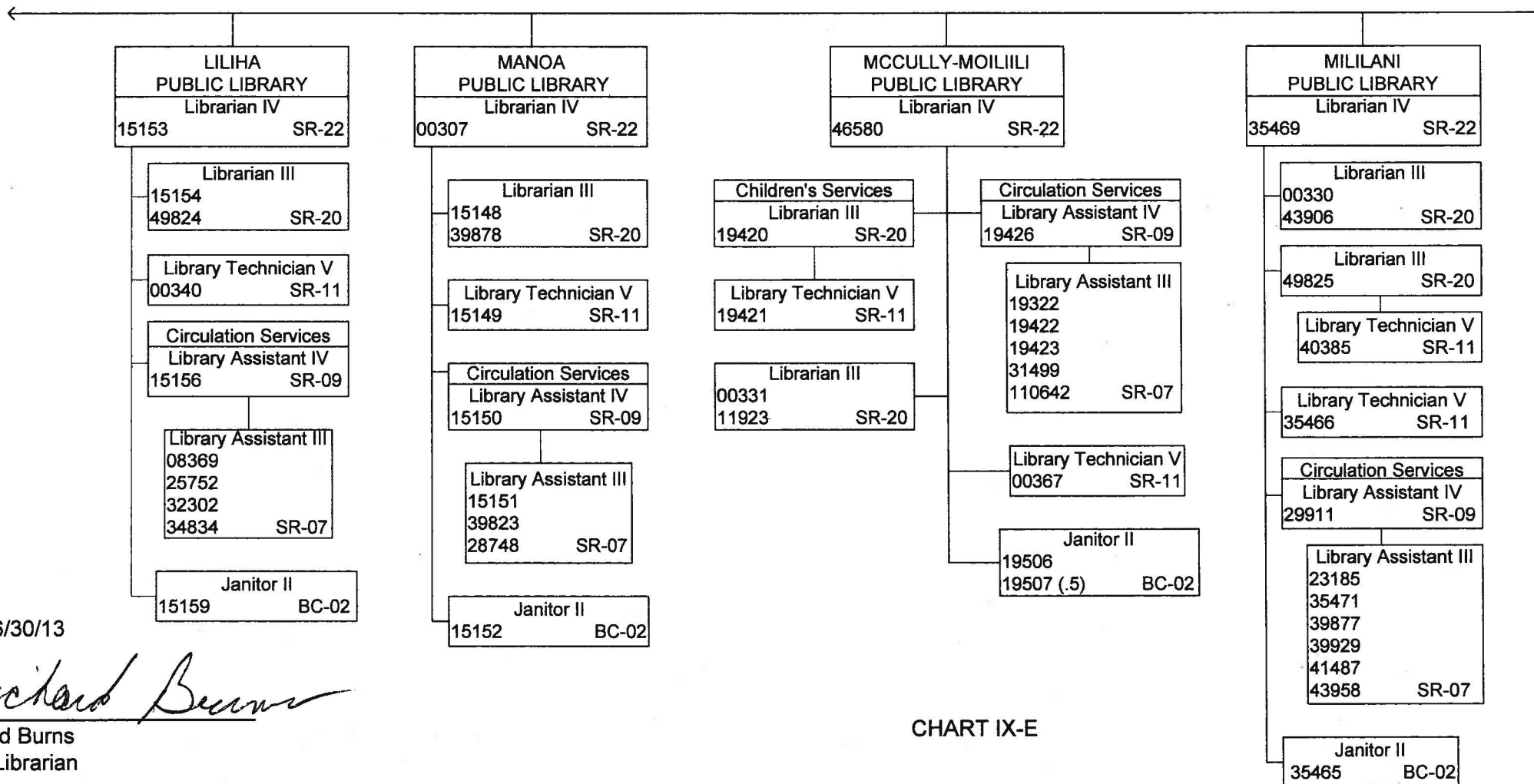
As of 6/30/13

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 6/30/13

*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

1/ Position to be redescribed

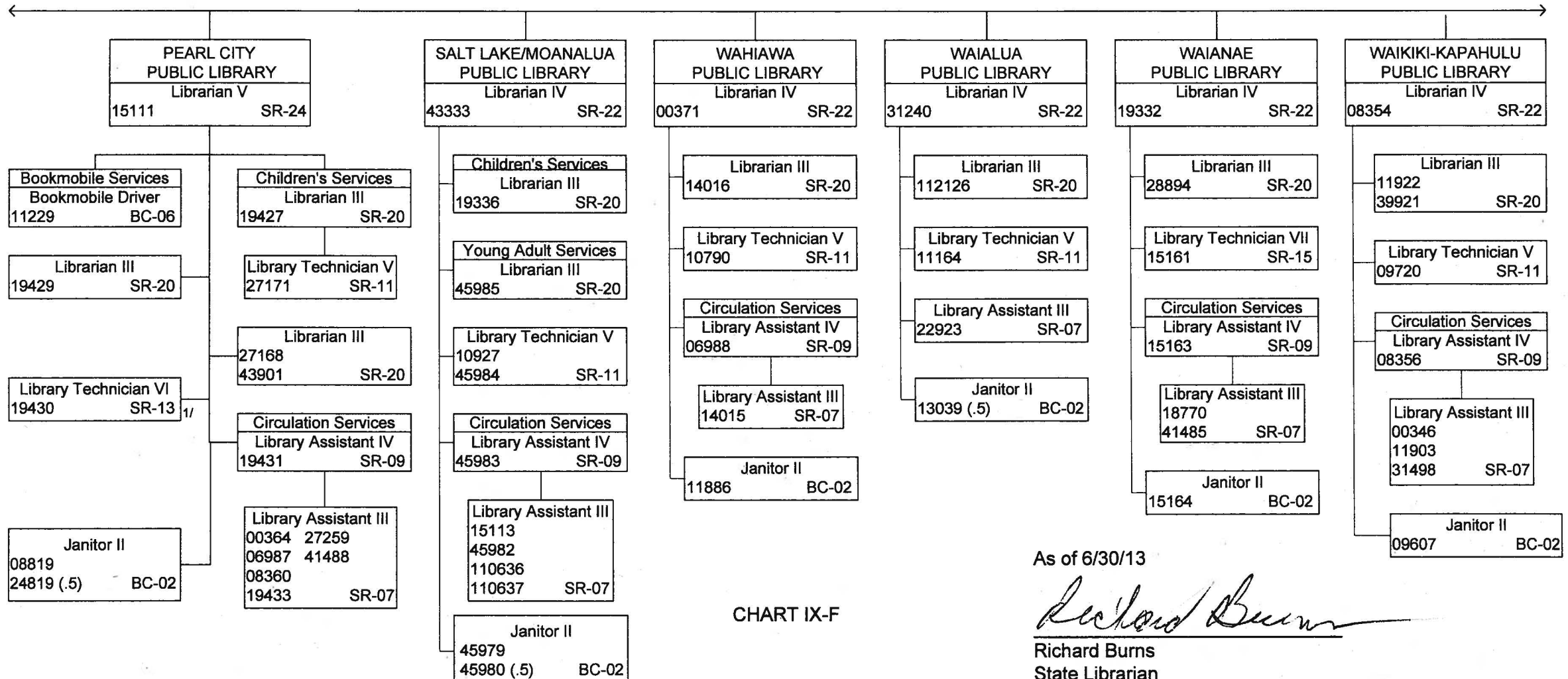
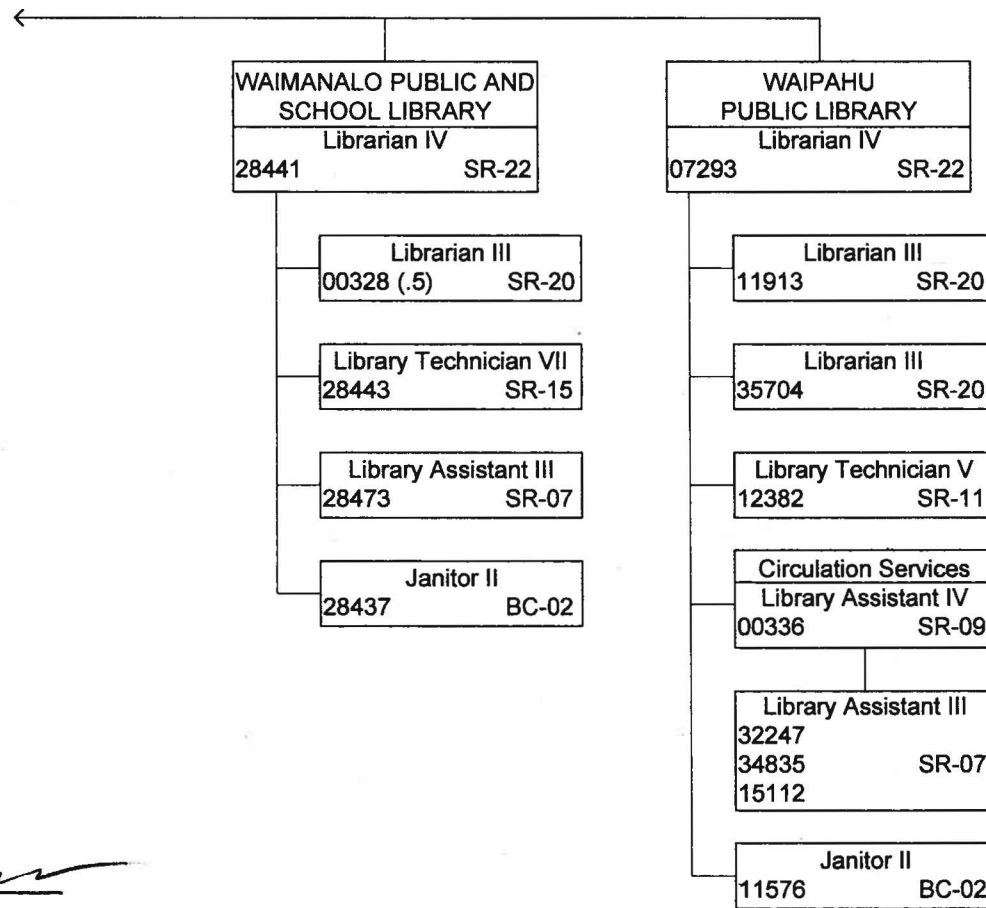


CHART IX-F

As of 6/30/13

*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



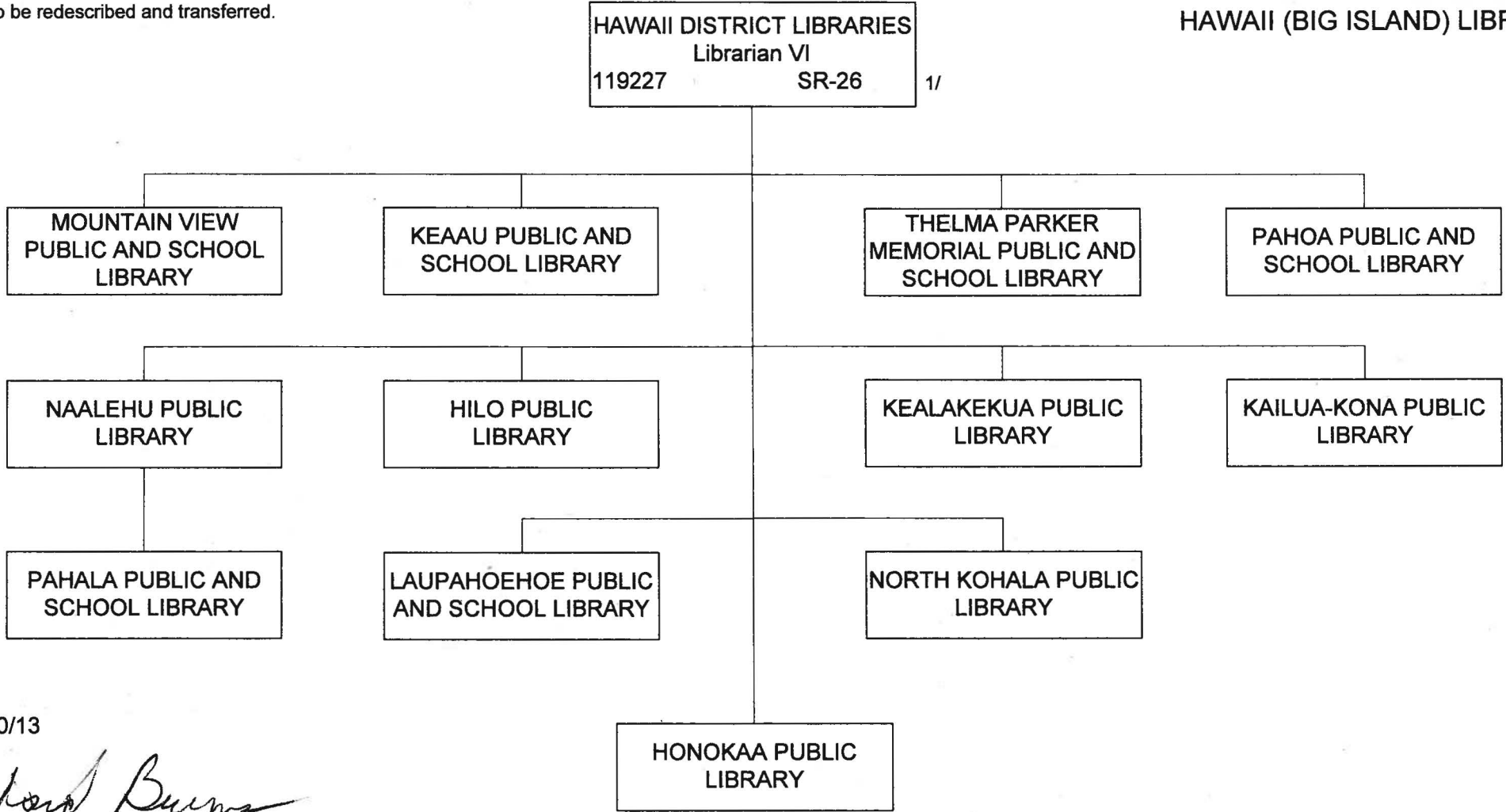
As of 6/30/13

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

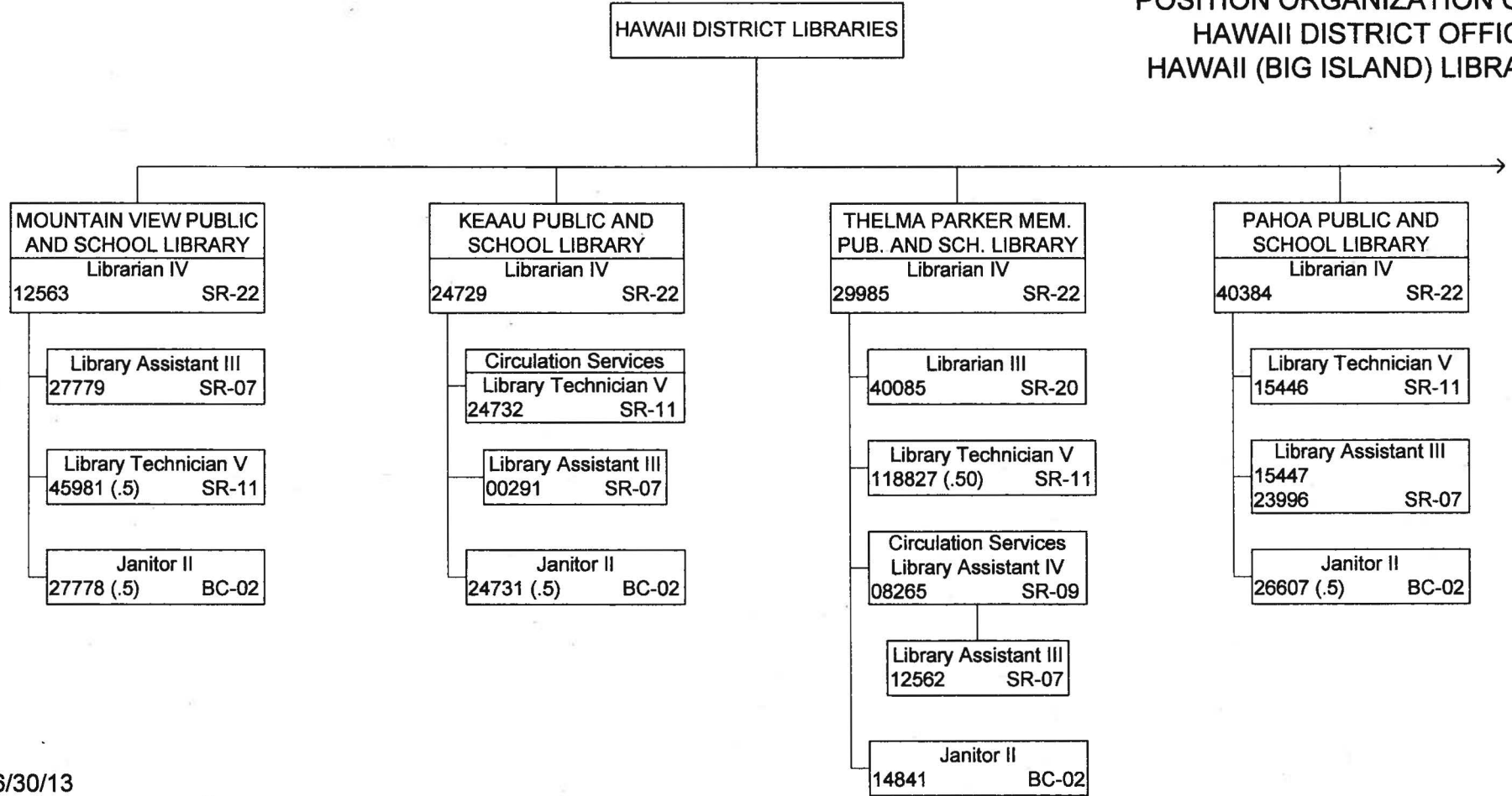
1/ Position remains located at the Oahu District Libraries Office  
 Position to be redescribed and transferred.



As of 6/30/13

*Richard Burns*  
 Richard Burns  
 State Librarian

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

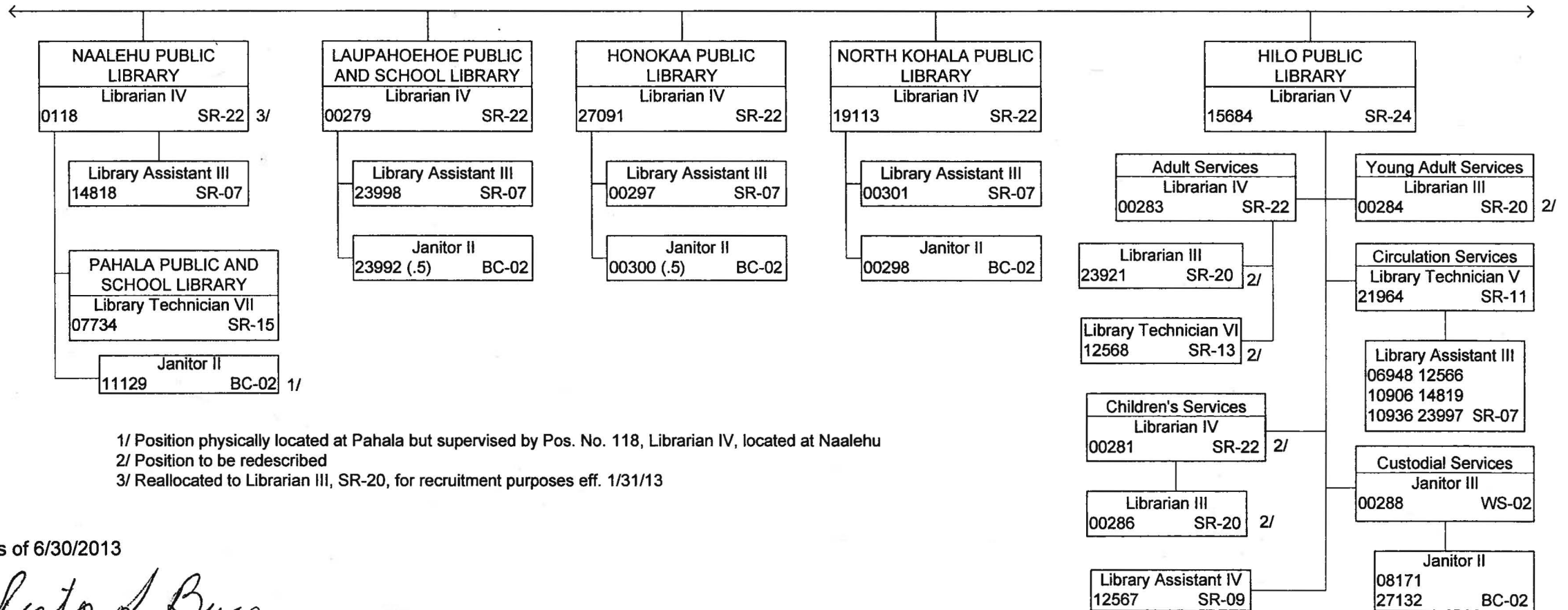


As of 6/30/13

Richard Burns  
 State Librarian

CHART IX-I

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



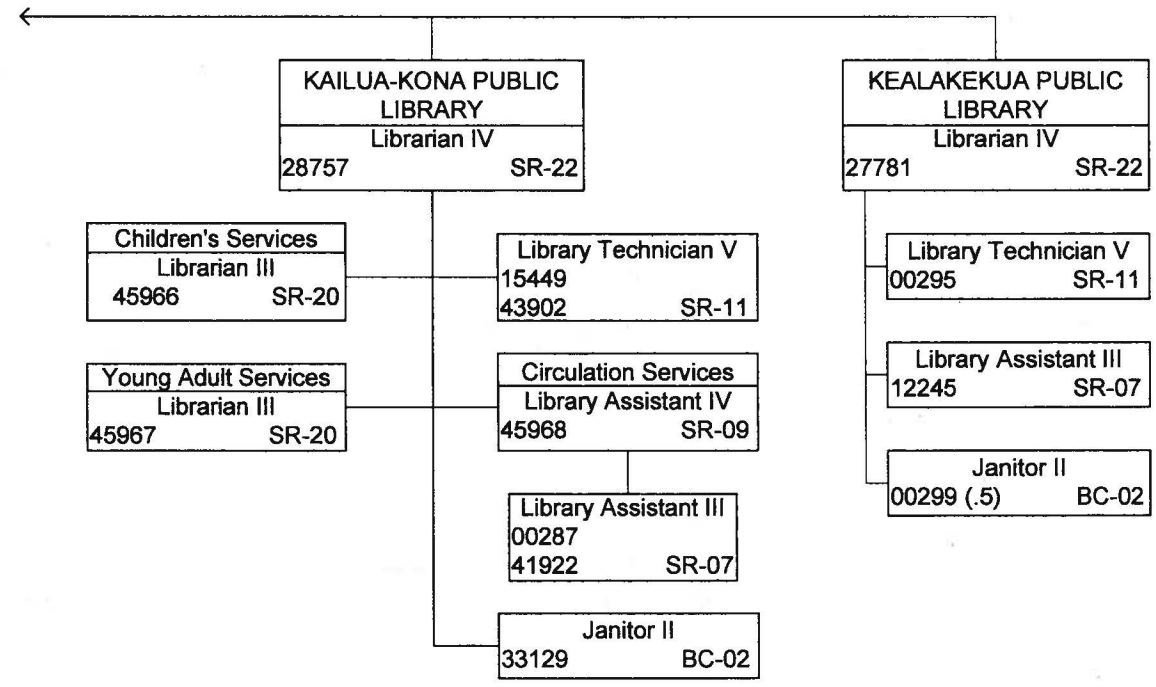
1/ Position physically located at Pahala but supervised by Pos. No. 118, Librarian IV, located at Naalehu  
2/ Position to be redescribed  
3/ Reallocated to Librarian III, SR-20, for recruitment purposes eff. 1/31/13

As of 6/30/2013

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

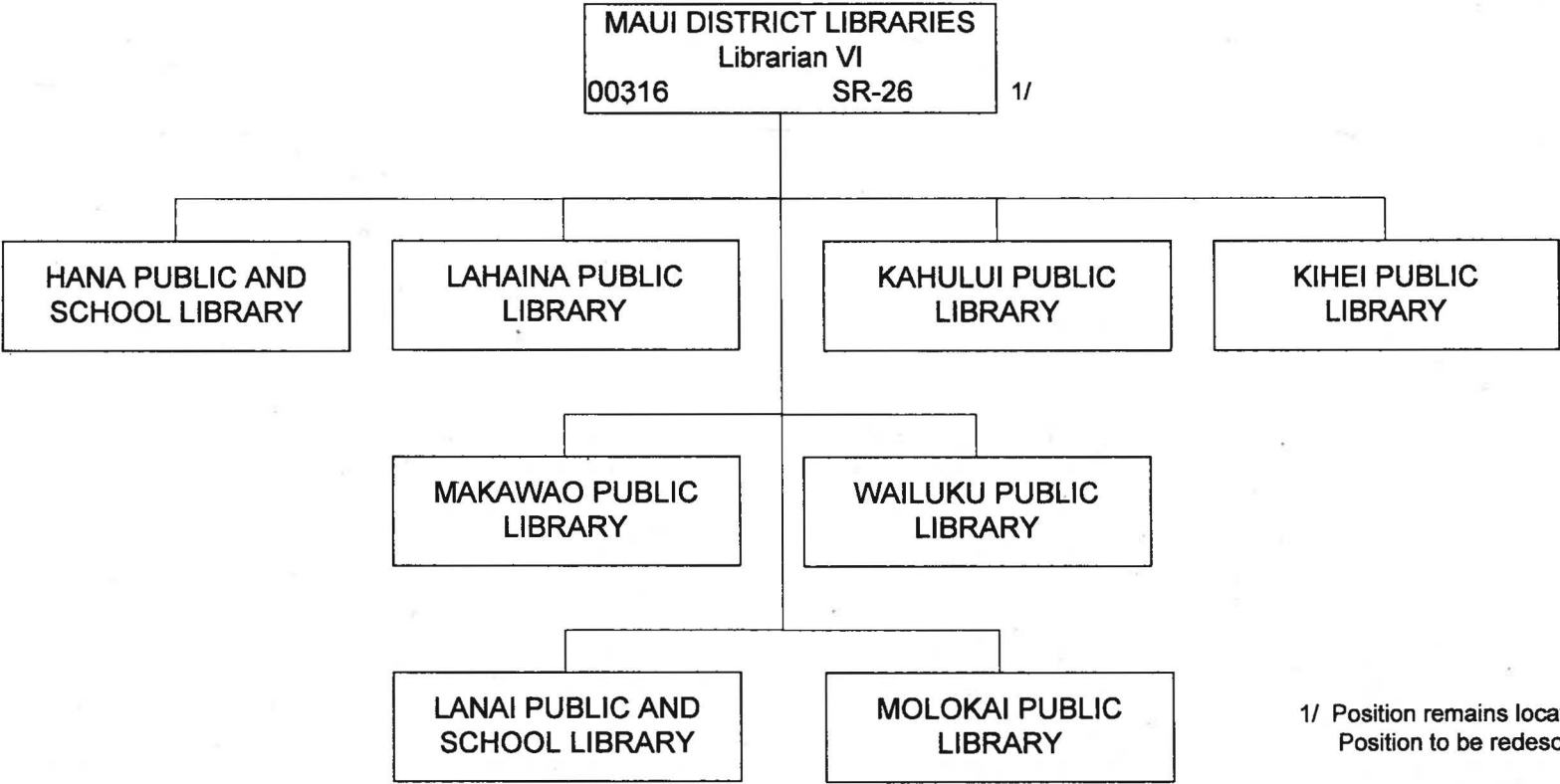


As of 6/30/13

*Richard Burns*  
 Richard Burns  
 State Librarian

CHART IX-K

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.  
 Position to be redescribed.

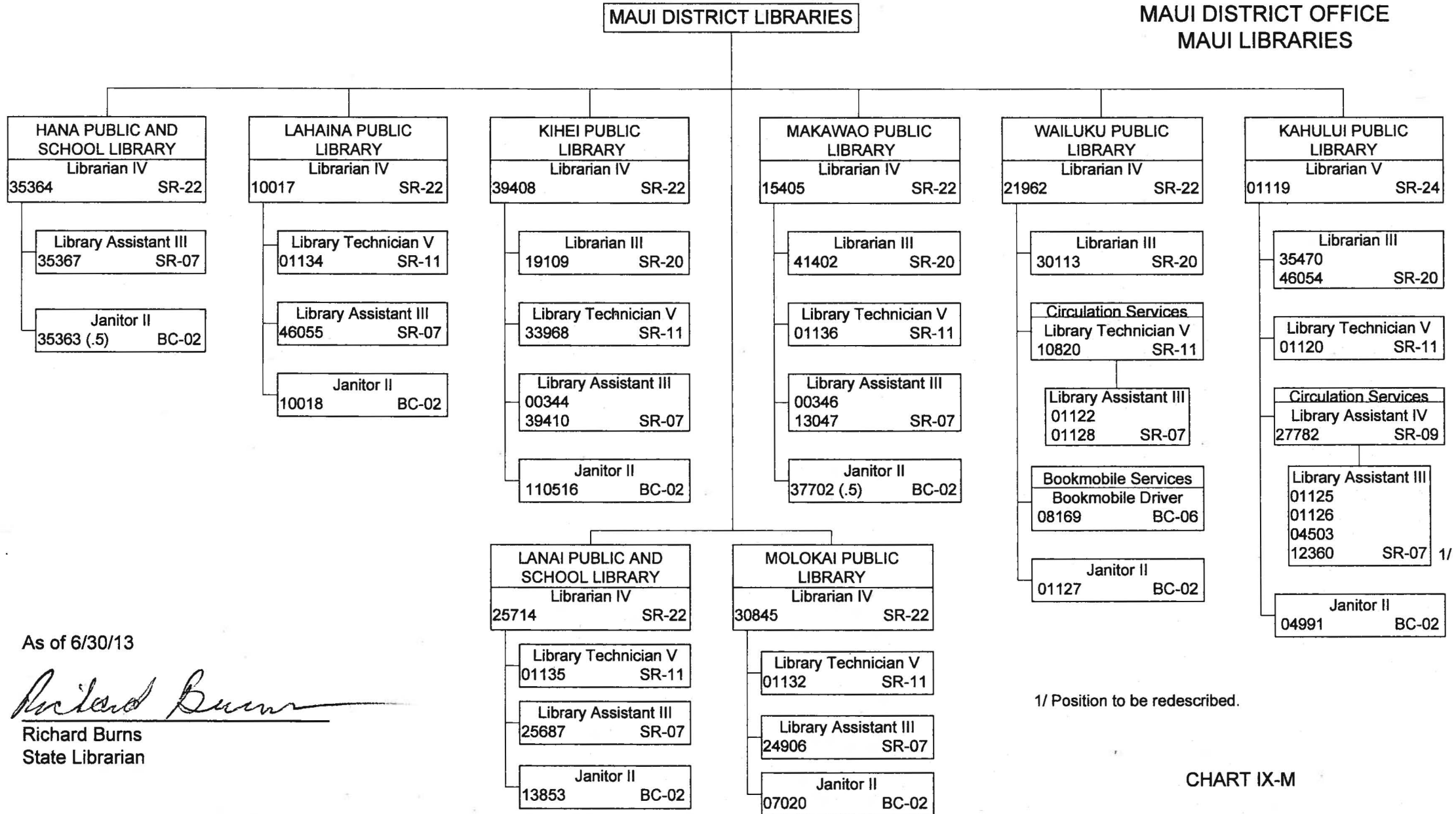
As of 6/30/13

*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



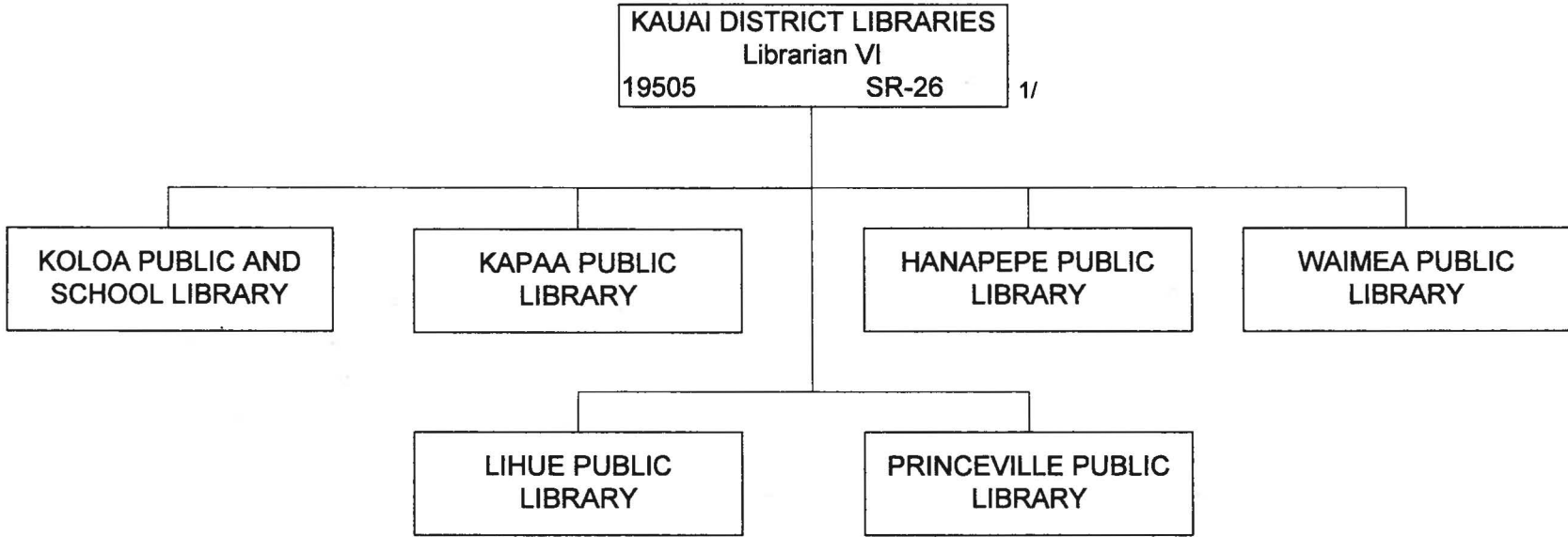
1/ Position to be redescribed.

As of 6/30/13

Richard Burns  
State Librarian

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.  
Position to be redescribed.

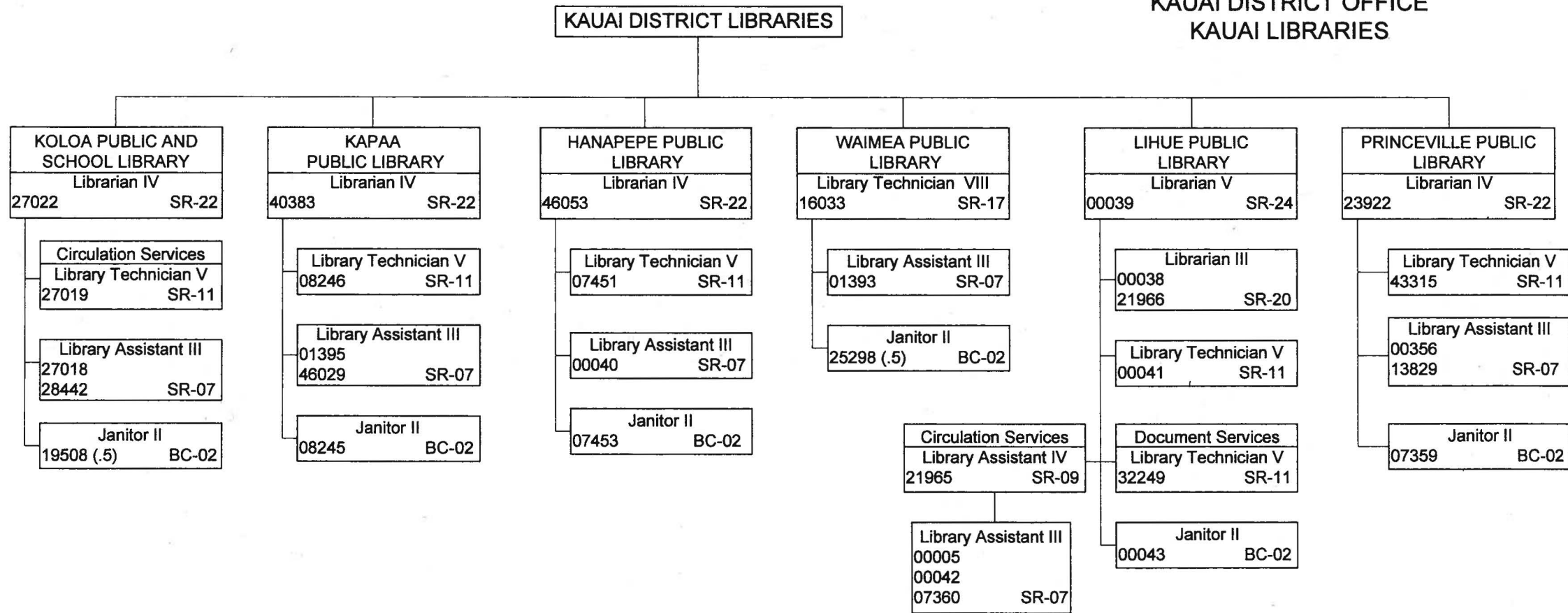


As of 6/30/13

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 6/30/13

Richard Burns  
State Librarian

CHART IX-O

DEPARTMENT OF EDUCATION  
HAWAII STATE PUBLIC LIBRARY SYSTEM

FUNCTIONAL STATEMENTS  
(As of June 30, 2013)

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## OFFICE OF THE STATE LIBRARIAN

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 organization, 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.

## 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 and 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 centralize cataloging of library materials in print, non-print and electronic formats for all libraries in HSPLS. Creates and maintains bibliographic records and authority files.
- 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.

Cataloging and Classification (continued)

- 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 HSPLS core administrators 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 needs 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 and suppliers to provide timely, cost-effective services and resolution of problems.
- Administrates server systems (virtual and physical) and network connections.
- Monitors system activity and performance, reporting and adjusting as necessary to provide timely, economical services to staff and patrons.
- 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 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.
- Provides installation, initial training, and repair service for all PCs telecommunication and peripheral equipment for libraries and departments.
- Purchase, install, and maintain telephone equipment.
- Maintains inventory of electronic equipment for HSPLS.
- Install and maintain theft loss systems.

## LIBRARY DEVELOPMENT SERVICES SECTION (LDSS)

- Plans, organizes, coordinates, 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, donation and program partnership 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.
- Assists ESSS with 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.
- Maintains alignment of HSPLS communications across all media platforms (i.e., HSPLS website, Facebook, Twitter.)

## 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 system-wide support in areas such as collection development, age-level services, and other library functions. Some system-wide 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-or-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, audio and electronic 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.
- Process applications for service.
- Develops collection of material such as books and magazines in the appropriate formats.
- Provides reference and readers' 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-Moilili 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 12 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 twelve public libraries in the Hawaii District of the HSPLS:

- Hilo 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
- Pahoia Public and School Library
- Thelma Parker Memorial Public and School Library

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

- Manages the operations of 12 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 the 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 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.