



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
Tuesday, January 5, 2016, 9:00 a.m.
State Capitol, Auditorium

Mission Statement: The Hawaii State Public Library System (HSPLS) nurtures a lifelong love of reading and learning through its staff, collections, programs, services and physical and virtual spaces.

Economic and Financial Conditions: On September 24, 2015, Finance Memorandum No. 15-11 issued the Supplemental Budget Policies and Guidelines for Fiscal Biennium 2015-17. As directed by this Executive policy, we have only submitted funding and position requests to maintain our public services, hours and be able to open the new Nanakuli Public Library in FY 2017. Please refer to the attached Budget Narrative for FY 2017 for more specific details. As requested, we are providing our 2015 notable accomplishments, outcomes, and results. (see attached)

Federal Funds HSPLS receives only one source of federal funds, which is Library Services and Technology Act (LSTA) funding provided by the Institute of Museum and Library Services. Hawaii receives approximately \$1.2M. LSTA funding is distributed to all states based on a population formula. In order to

receive the funding, we must be able to meet Maintenance of Effort (MOE) and matching requirements. HSPLS relies on general funds to meet these requirements, and any cut to our general fund budget negatively impacts our ability to receive our full allotment of funding. LSTA funds completely support our technology, integrated library system, and online database subscriptions for the public.

Budget Request: Our Supplemental Budget Request for FY 2017 included 8.50 (FTE) new positions and additional general funds of \$771,454 and a total of \$2.75M in CIP funds as part of the Governor's Executive Budget Bill (please refer to the attached Budget Narrative for the breakdown). These requests are part of the Executive Budget Bill to be submitted by the Governor and his policy team after extensive regard to program requirements, the Administration's priorities, and especially the State's fiscal condition. We are not requesting for any new initiatives or programs but only what we require to open the new Nanakuli Public Library in 2017 to a 6 day per week public service schedule, the expansion of the Naalehu Library on the Big Island, and addressing the increasing backlog of Repair & Maintenance projects and Health & Safety CIP projects.

The new State Librarian is in the process of reviewing and updating the HSPLS Strategic Plan, meeting public service staff and inspecting every public library statewide, working with the State's Homeless Coordinator on available resources and assuring that we meet our stated program goals and objectives. By the next

FB 2017-19, we should be presenting a more strategic and comprehensive budget plan for our public libraries.

The health of our communities is enhanced when we have strong libraries that provide opportunities for learning 21st Century Skills and literacies, connecting people to the world of information and ideas, and creating spaces for community engagement. We continue to improve and build on services, so that we can meet the ever-changing needs of each of our communities.

We look forward to again working with your Senate Committee on Ways and Means and the House Committee on Finance in developing our Supplemental FY 2017 Budget for HSPLS during this upcoming Legislative session. Thank you for this opportunity to present our budget information to your committee.

Hawaii State Public Library System Accomplishments – 2015

The Hawaii State Public Library System's (HSPLS) 50 branches serve the residents of Hawaii on 6 islands. Our mission is to nurture a lifelong love of reading and learning through staff, collections, programs, services, and physical and virtual spaces.

Programs and Services

Each day our staff works diligently to provide access to our collective stories, learning opportunities and spaces for community engagement for the public. The library system has 958,223 library cards registered and circulated 6,445,931 items in FY2015.

Education

HSPLS is an important part of the educational ecosystem, providing learning resources and programs from keiki to kupuna. In FY2015, HSPLS offered 10,072 programs with a total attendance of 279,966. The system's signature annual literacy event, the Summer Reading Program, was extended from 6 to 7 weeks and had a total of 29,055 registrants who read 400,477 books. Of the children who participated and answered our final survey, 66% reported that they enjoyed reading more and 52% reported that they were better readers because of the Summer Reading Program. Of the adults who participated and answered our final survey, 67% said that they read more for pleasure and 50% said they learned something new about a topic because they joined the Summer Reading Program.

Access

HSPLS is also a vital hub for connectivity. In today's world the primary method to connect to government, employment, and each other, is the Internet. HSPLS provides access to computers and Wi-Fi for people who have no other access. In 2015, the library system provided 759 public access computers, which had 729,658 uses by the public.

Wi-Fi is provided in all of our 50 locations, and there were more than 322,000 uses by the public of this vital resource. During the lava flow in Pahoehoe, the library opened up 24/7 Wi-Fi access for the community so that they could stay connected during the emergency. The staff of the Pahoehoe Public Library was recognized as a Team of a Year for their dedication to supporting the community with a safe space and access to information.

HSPLS not only provides access to technology, but also learning opportunities. Branches offered 29,991 free digital literacy and technology training opportunities for the public. There were 33,029 participants in these technology focused learning opportunities.

Facilities

HSPLS is fully committed toward maintaining existing facilities to ensure that they remain clean and safe for library users and staff. HSPLS works closely with DAGS to inspect buildings and monitor CIP and Health and Safety priority lists, and to incorporate energy efficiency and sustainability projects whenever possible. HSPLS works with communities and stakeholders to gather input to create new libraries in underserved areas. The following are a few accomplishments as they relate to our facilities:

- Community Art Installation: Dedication of “Spirit of Manoa: in the Light of Day” cast glass sculpture by artist Rick Mills at the Manoa Public Library
- Future Library Planning: Friends of Waikoloa Library meetings were held to get input on future library.
- Future Library Planning: Community Forums for the Makiki Public Library were held to get input on future library.
- Energy Efficiency: The PV panels of the Aina Hina Public Library were reattached after having suffered damage in a storm in 2014. The panels are now in full operation, which is resulting in energy cost savings.
- Completed extensive renovations to the Pearl City Public Library to include: replacing the roof, carpeting, tiling, and repairing the ceiling where previous water damage had occurred.
- Completed renovations to the Lihue Public Library to include: replacing AC, carpeting, and additional improvements to the back work areas.

Partnerships

HSPLS is dedicated to working with local, state, and federal community partners to create synergy and increase resources and access for our communities. The following are just a few examples of the many partnerships that we have formed.

- In order to increase access and awareness of legal resources for the public, HSPLS partnered with the Hawaii State Judiciary, State Justice Institute and Legal Aid Society of Hawaii. Library reference staff received training from the Legal Aid Society of Hawaii in how to access civil legal forms online. Staff from the Hawaii State Judiciary, State Justice Institute and Legal Aid Society of Hawaii also provided 10 Know Your Legal Rights programs statewide.
- In order to increase awareness on Oahu of the Honolulu Police Department’s SMART911 program, HSPLS partnered to provide posters and awareness for the public in all 24 branches across the island.
- HSPLS continues to partner with the Korean Library Foundation, which is dedicated to ensuring that the Korean language community has access to quality materials. A Korean eBook Grant for \$4,000 from the Government of the Republic of Korea was received through the Korean Library Foundation.
- The American Association of Retired Persons (AARP) worked with HSPLS by providing tax-counseling assistance for taxpayers with low to moderate income at nine-selected library on Oahu and Kauai.

- HSPLS continues to be a co-sponsor with the State Department of Education, Hawaii Library Association, Hawaii Association of School Libraries, Perma-Bound Books and Scholastics to offer the Nene Award program, which encourages students to select a book and read together. “Wonder” by R.J. Palacio wins the 2015 Nene Award, the favorite children’s book voted by the children of Hawaii.
- HSPLS partnered with the Kapiolani Clinic to write a grant to the National Network of Library of Medicine Pacific Southwest Region to help support the health of immigrant Micronesian families by creating a simple library card program that starts at the clinic and informs families of library services available to them. The grant has passed the first review. We should know by spring if we have received the grant.

It must also be noted that our 50 branches partner every day to create new services, programs, and opportunities in each of their communities. Some impressive partnerships include the Wahiawa Public Library, which showcased the art of Leilehua High School Art program students in the library and culminated in an Artist Recognition Reception. This year Wahiawa was honored to have Hawaii’s First Lady, Dawn Ige, join the celebration of the amazing student talent.

FY2016

In FY2016, we look forward to improving our virtual and digital spaces so that patrons will be able to use our resources more easily. We are also going to focus on creating better measurements for the work we do, so that we can be more strategic in our decision making in the future development of services and programs.

Department of Education - Hawaii State Public Library System
Prioritized List of Functions

Table 1

Priority	Description of Function	Activities	Prog ID(s)	Statutory Reference
	Refer to the attached HSPLS functional statement.	Refer to attached.	EDN407	HRS Chapter 312

DEPARTMENT OF EDUCATION
HAWAII STATE PUBLIC LIBRARY SYSTEM

FUNCTIONAL STATEMENTS
(As of June 30, 2015)

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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.
- Participates in national initiatives to ensure that the needs of Hawaii are recognized and met.

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 centrally purchased 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
- 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 limited emergency support and services during off-hours.
- Provides tier 2 technical support to customers to assist in accessing HSPLS services. (Tier 1 is Telephone Reference & Information)
- 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.
- Provides training and retraining on the library's electronic systems.
- 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.
- Scans juvenile applications for all locations, stores them digitally on servers and retrieves them when staff requests a copy.

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, Automation Technicians, Library Technician and Trainer

- Trains/retrains staff on all systems as current and at every upgrade/change.
- Logs all problem calls, responds immediately or as appropriate; communicates as necessary with all libraries/departments on system problems.
- Maintains 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, electronic reference service, 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 Hawaiiiana and Pacifica at the exhaustive and comprehensive levels, respectively, for research, historical and reference purposes.
- Provides comprehensive research, reference and interloan service to the public, state agencies, libraries, and organizations locally, nationally and internationally.
- Provides consultation and assistance with genealogy research.

Indexing

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

Hawaii Documents Center

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

ART, MUSIC AND RECREATION AND AUDIOVISUAL SECTION

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

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

- Creates original cataloging, indexes and databases for musical scores, sheet music and non-text materials.
- Organizes and maintains special, supplementary and current data files.
- Provides consultation, orientation and training in library services in their respective areas.
- Maintains liaison and cooperation with libraries and organizations of other jurisdiction.
- Maintains an extensive circulating pictorial resource file covering all topics in subject areas.

Audiovisual Services

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

LIBRARY OPERATIONS SECTION

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

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

Circulation Unit

Clerical Services

- Processes bills for damaged library materials.
- Opens bulk mail packages and routes items to the proper units or processes items for return to the shelves.

- Provides circulation services at the Circulation Desk and over the telephone.
- Provides assistance with telephone switchboard operations.

Shelving Services

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

Special Services

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

Telephone Renewal Services

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

Interlibrary Loans Unit

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

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

Acquisition Records Unit

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

Maintenance Unit

- Provides custodial and related services.

Central Reference and Information Unit

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

Telephone Reference Unit

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

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

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

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

TRANSCRIBING SERVICES SECTION (TSS)

Transcribes material into braille, large type, 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.
- Processes 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-Moiliili Public Library
- Mililani Public Library
- Pearl City Public Library
- Salt Lake-Moanalua Public Library
- Wahiawa Public Library
- Waialua Public Library
- Waianae Public Library
- Waikiki-Kapahulu Public Library
- Waimanalo Public and School Library
- Waipahu Public Library

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

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

- Manages the operations of 22 libraries in the Oahu District of HSPLS and oversees the management and operations of 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
- Pahoa Public and School Library
- Thelma Parker Memorial Public and School Library

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

- Manages the operations of 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.

Department of Education - Hawaii State Public Library System
Department-Wide Totals

Table 2

Fiscal Year 2016				
Act 119/15 Appropriation	Restriction	Emergency Appropriations	Total FY16	MOF
\$ 32,559,945.00	\$ (3,135,990.00)	\$ -	\$ 29,423,955.00	A
\$ 3,500,000.00	\$ -	\$ -	\$ 3,500,000.00	B
\$ 1,365,244.00	\$ -	\$ -	\$ 1,365,244.00	N
			\$ -	
			\$ -	
			\$ -	
\$ 37,425,189.00	\$ (3,135,990.00)	\$ -	\$ 34,289,199.00	Total
Fiscal Year 2017				
Act 119/15 Appropriation	Reductions	Additions	Total FY17	MOF
\$ 32,840,328.00	\$ -	\$ -	\$ 32,840,328.00	A
\$ 3,500,000.00	\$ -	\$ -	\$ 3,500,000.00	B
\$ 1,365,244.00	\$ -	\$ -	\$ 1,365,244.00	N
			\$ -	
			\$ -	
			\$ -	
\$ 37,705,572.00	\$ -	\$ -	\$ 37,705,572.00	Total

Department of Education - Hawaii State Public Library System
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted by Act 119/15 (FY16)			Governor's Submittal (FY17)			Percent Change of \$\$\$
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
EDN407	Public Libraries	A	549.50	1.00	\$ 32,559,945	563.50	1.00	\$ 33,611,782	0.032305
EDN407	Public Libraries	B			\$ 3,500,000			\$ 4,000,000	0.142857
EDN407	Public Libraries	N			\$ 1,365,244			\$ 1,365,244	0

Department of Education - Hawaii State Public Library System
Budget Decisions

Table 4

Prog ID	Sub-Org	Description of Request	MOF	Initial Department Request FY17			Budget & Finance Recommendation FY17			Governor's Decision FY17		
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
EDN407	QD	Additional Positions & Funding - Nanakuli Public Library (6 months delay in hire)	A	6.50		\$ 216,194	6.50		\$ 116,840	6.50		\$ 116,840
EDN407	QM	Unfunded Operational Expenses - Library Books and Materials	A			\$ 500,000			--			--
EDN407	QM	Unfunded Operational Expenses - Library Books and Materials	B			--			\$ 500,000			\$ 500,000
EDN407	QD	Additional Position - Aiea Public Library	A	1.00		\$ 37,416	1.00		\$ 37,416	1.00		\$ 37,416
EDN407	QF	Additional Position - Naalehu Public Library	A	1.00		\$ 29,988	1.00		\$ 29,988	1.00		\$ 29,988
EDN407	QB	Underfunded Operational Expenses - Repair & Maintenance Backlog Projects	A			\$ 200,000			\$ 200,000			\$ 200,000
EDN407	QB	Unfunded Operational Expenses - Security Services	A			\$ 387,210			\$ 387,210			\$ 387,210

Department of Education - Hawaii State Public Library System
Proposed Budget Reductions

Table 5

Prog ID	Sub-Org	Description of Reduction	Impact of Reduction	MOF	FY17			FY16 Restriction (Y/N)
					Pos (P)	Pos (T)	\$\$\$	
EDN407		None		A	--	--	--	No

Department of Education - Hawaii State Public Library System
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	FY17		
								Pos (P)	Pos (T)	\$\$\$
EDN407	QD	AR	1	1	Additional Positions & Funding - Nanakuli Public Library (6 months delay in hire)	Additional funding is needed for the upcoming Nanakuli Public Library. (see Attachment 1 - Hawaii State Public Library System, 2017 Legislative Request for Additional Staffing)	A	6.50		\$ 116,840
EDN407	QB	AR	2	2	Underfunded Operational Expenses - Repair & Maintenance Backlog Projects	Additional funds are needed due to the backlog of R&M project. (see attachment Total Backlog List for HSPLS CY2015)	A			\$ 200,000
EDN407	QB	AR	3	3	Unfunded Operational Expenses - Security Services	Additional funds are needed to provide for pay increase, addition of new Nanakuli library, and increased hours of work for security attendant services to ensure safety of the general public.	A			\$ 387,210
EDN407	QM	AR	4	4	Unfunded Operational Expenses - Library Books and Materials	Funds are needed for library books and materials to expand collections for e-books and other library materials. Currently there are no general funds budgeted for books and materials.	B			\$ 500,000
EDN407	QD	AR	5	5	Additional Position - Aiea Public Library	Full-time Groundskeeper I is needed for the new and expanded Aiea Library. (see Attachment 1 - Hawaii State Public Library System, 2017 Legislative Request for Additional Staffing)	A	1.00		\$ 37,416
EDN407	QF	AR	6	6	Additional Position - Naalehu Public Library	Full-time Library Technician V is needed for the Naalehu Public Library. (see Attachment 1 - Hawaii State Public Library System, 2017 Legislative Request for Additional Staffing)	A	1.00		\$ 29,988

Hawaii State Public Library System

2017 Legislative Request for Additional Staffing

Recent Growth of Your Libraries

Over the past few years the Hawaii State Public Library System (HSPLS), with the support of the community and the Legislature has experienced a tremendous expansion of both services and physical locations. Since 2010, HSPLS has seen multiple replacement facilities completed, one additional location planned to begin construction, and three more beginning their planning phases.

While HSPLS deeply appreciates the opportunity to expand our services to growing communities, the addition of new facilities requires us to request additional staffing to ensure the quality of service that the public has come to expect can be met. With the current rate of expansion, HSPLS is unable to meet the growing needs of new facilities therefore additional staffing is being requested. The following is a breakdown of the staffing request:

Oahu

Nanakuli Public Library – Additional Positions Requested:

6 Public Service Staff:

- 1.00 FTE Business Resource Development Librarian III
- 1.00 FTE Library Technician V
- 1.00 FTE Library Assistant IV (Circulation Supervisor)
- 1.00 FTE Library Assistant IIIs
- 1.00 FTE Library Assistant IIIs
- 1.00 FTE Library Assistant IIIs

.50 Maintenance Staff:

- .50 FTE Janitor II Position

The size of this new facility will be 18,000 square feet. Not only will it provide traditional library services, but enhanced and additional services and spaces that were requested by the community. These new services include a business center with technology and resources, additional meeting rooms, and a sound recording room to capture local histories and stories to share with future generations. In order to ensure that these services are maintained and accessible to the public additional staffing is required.

Based on reviewing the size and layout of the library building, the services (programs/hours) that the library system is planning to provide (e.g. business and workforce development and culturally focused programming), as well as, the need to usage estimated by the area schools, social services and population size, an additional 6.5 staff are needed to effectively manage the space and programs. This would bring the final total of staff to 11 public service staff and 3 maintenance staff (1 full time Janitor, .50 Janitor and .50 Groundskeeper) for a total of 13 FTE on opening day. The additional positions will also enable HSPLS to open the new facility for six (6) days of public service.

Aiea Public Library - Staffing Request: One (1) Full Time Groundskeeper I

The Aiea Public Library recently opened their new replacement facility and increased its size by nearly 6,500 square feet (former Aiea Public Library) to 17,200 square feet (size of new facility). This along with the addition of parking stalls and the new location closer to the area schools has increased the usage and workload on the staff to provide customer service.

The new location of the library is on an undeveloped set of lots that are targeted for future development. Currently, the library is the first permanent structure in this area. Over the past few years, libraries, as well as many state agencies, have felt the impact of personnel reductions in the Department of Accounting and General Services (DAGS) in our ability to maintain the landscaping of our facilities. This staffing shortage has resulted in concerns by the public regarding the condition of the libraries' grounds, and our ability to ensure that the grounds are clean and safe for the public. With the addition of this new facility on largely undeveloped land, HSPLS would like to add a Groundskeeper I position to take responsibility of the care and maintenance of the landscaping for the library.

Hawaii

Naalehu Public Library - Staffing Request: One (1) Full Time Library Technician V

The Naalehu Public Library is a modest 775 square foot facility housed in a trailer and services the Naalehu community in one of Hawaii's more remote rural locations. Despite its modest size, it has done a remarkable job of providing library services to its users. In fact, the library has one of the highest usage on the island of Hawaii. Given the increasing demands of the community, HSPLS has been working to expand and grow the facility to support the needs of the community. HSPLS was able to acquire a grant from the USDA to purchase a second trailer to expand the size of the library. The configuration with the additional trailer will add 960 square feet of space to the library and allow staff to expand the size of their well-used collection and technology. It will also enable the library to have a bathroom and running water, which currently do not exist.

An additional staff member is not only needed to efficiently facilitate the use of the increased space and collection management, but also meet the growing demands of the community for services and programs.

An added benefit to this request would be an overall increase in staffing for the Naalehu/Pahala area. With two libraries currently staffed by three public service staff, when leave is taken then one of the two facilities faces closure. Adding a staff member at Naalehu would allow for more stability in the area and reduce the amount of intermittent closures now faced by the community.

Impact Statement

In the past few years, HSPLS has seen a level of growth in physical facilities, but not the staffing needed to operate them effectively. New libraries need staff to operate them. With years of budget reductions and restrictions, we simply cannot absorb the expansion by using existing staff positions.

With the requested staff positions we will be able to open these new facilities on time and with the services expected by the communities they were designed to serve. It is clear that Hawaii is dedicated to ensuring that all Hawaii residents have access to the resources and spaces they need to be successful through public libraries in communities across the state. HSPLS is dedicated to the success of each person who enters the library through our physical and virtual door, and appreciates the continued support to have the resources we need to effectively and efficiently serve the people of Hawaii.

Total Backlog List for HSPLS CY2015

TYPE	COND.	PRIORITY RATING	DISTRICT	BLDG/FACILITY	DESCRIPTION OF WORK	FUND TYPE	DESIGN COST	CONSTR COST	ESTIMATE (\$)	FY	CUM AMT
18	7	67	HAWAII	HAWAII REGIONAL LIBRARY	PAINT EXTERIOR - SOFFIT PEELING	G	154,000	547,200	701,200		
17	5	42	HAWAII	HAWAII REGIONAL LIBRARY	WINDOWS - RPL LOUVERS W/ ADJUSTABLE	G	23,000	27,000	50,000		
14	4	30	HAWAII	HAWAII REGIONAL LIBRARY	FLOORING - RPL ACM AT BASEMNT 1000SF	G	37,000	54,100	91,100		
4	4	20	HAWAII	HAWAII REGIONAL LIBRARY	PAINT INTERIOR	G	32,000	48,700	80,700		
14	0	14	HAWAII	HAWAII REGIONAL LIBRARY	FLOORING - RPL	G	71,000	162,200	233,200		
12	1	13	HAWAII	HAWAII REGIONAL LIBRARY	SEAL AND RESTRIPE PARKING LOT	G	27,000	37,900	64,900		
14	5	39	HAWAII	HONOKAA LIBRARY	FLOORING - RPL ACM VCT	G	47,000	84,000	131,000		
28	2	32	HAWAII	HONOKAA LIBRARY	ROOF - RECOAT (2008)	G	58,000	105,000	163,000		
18	2	22	HAWAII	HONOKAA LIBRARY	PAINT EXTERIOR (2008)	G	41,000	63,000	104,000		
20	0	20	HAWAII	HONOKAA LIBRARY	TERMITE TENT (2013)	G	20,000	21,000	41,000		
4	4	20	HAWAII	HONOKAA LIBRARY	PAINT INTERIOR - HISTORIC STAIN (2008)	G	27,000	37,900	64,900		
12	1	13	HAWAII	HONOKAA LIBRARY	PARKING RESEAL (2008)	G	27,000	32,400	59,400		
18	7	67	HAWAII	KAILUA-KONA LIBRARY	PAINT EXTERIOR	G	71,000	139,000	210,000		
28	0	28	HAWAII	KAILUA-KONA LIBRARY	ROOF - RECOAT W/ PV (2012)	G	71,000	157,500	228,500		
19	1	20	HAWAII	KAILUA-KONA LIBRARY	ELECTRICAL UPGRADE	G	51,000	97,300	148,300		
12	2	16	HAWAII	KAILUA-KONA LIBRARY	PARKING RESEAL	G	47,000	86,500	133,500		
14	0	14	HAWAII	KAILUA-KONA LIBRARY	FLOORING - RPL CRPT BY FOL (2012)	G	27,000	38,900	65,900		
8	1	9	HAWAII	KAILUA-KONA LIBRARY	IRRIGATION - RPL SYS	G	27,000	32,400	59,400		
4	1	5	HAWAII	KAILUA-KONA LIBRARY	PAINT INTERIOR	G	37,000	54,100	91,100		
4	9	85	HAWAII	KEAAU PUB & SCH LIB	PAINT INTERIOR - PEELING	G	58,000	102,700	160,700		
14	7	63	HAWAII	KEAAU PUB & SCH LIB	FLOORING - RPL CARPET	G	32,000	48,700	80,700		
14	5	39	HAWAII	KEAAU PUB & SCH LIB	FLOORING - RPL ACM VCT 1000SF	G	37,000	54,100	91,100		
28	3	37	HAWAII	KEAAU PUB & SCH LIB	ROOF - RECOAT (2009)	G	51,000	97,300	148,300		
18	1	19	HAWAII	KEAAU PUB & SCH LIB	PAINT EXTERIOR (2012)	G	58,000	108,200	166,200		
28	5	53	HAWAII	KEALAKEKUA LIBRARY	ROOF - RECOAT, CHECK FASTENERS	G	51,000	97,300	148,300		
18	0	18	HAWAII	KEALAKEKUA LIBRARY	PAINT EXTERIOR (2015)	G	51,000	94,500	145,500		
4	2	8	HAWAII	KEALAKEKUA LIBRARY	PAINT INTERIOR	G	27,000	32,400	59,400		
28	2	32	HAWAII	KOHALA LIBRARY	ROOF - (2010) RECOAT	G	51,000	94,500	145,500		
18	2	22	HAWAII	KOHALA LIBRARY	PAINT EXTERIOR (2010)	G	71,000	139,000	210,000		
12	1	13	HAWAII	KOHALA LIBRARY	PARKING - RESEAL	G	47,000	86,500	133,500		
4	1	5	HAWAII	KOHALA LIBRARY	PAINT INTERIOR	G	47,000	86,500	133,500		
18	7	67	HAWAII	LAUPAHOEHOE PUB & SCH LIB	PAINT EXTERIOR - RESEAL	G	58,000	119,000	177,000		
12	7	61	HAWAII	LAUPAHOEHOE PUB & SCH LIB	PARKING RESEAL	G	27,000	32,400	59,400		
14	5	39	HAWAII	LAUPAHOEHOE PUB & SCH LIB	FLOORING - RPL ACM?	G	32,000	46,000	78,000		
4	2	8	HAWAII	LAUPAHOEHOE PUB & SCH LIB	PAINT INTERIOR	G	43,000	70,300	113,300		
18	8	82	HAWAII	MT. VIEW PUB & SCH LIB	PAINT EXTERIOR - PEELING	G	58,000	108,200	166,200		
28	3	37	HAWAII	MT. VIEW PUB & SCH LIB	ROOF - RECOAT (2008)	G	51,000	97,300	148,300		
14	3	23	HAWAII	MT. VIEW PUB & SCH LIB	FLOORING - RPL SOME ACM VCT	G	37,000	54,100	91,100		
4	3	13	HAWAII	MT. VIEW PUB & SCH LIB	PAINT INTERIOR	G	37,000	59,500	96,500		
18	6	54	HAWAII	NAALEHU PUBLIC LIBRARY	PAINT EXTERIOR	G	15,000	9,700	24,700		

Total Backlog List for HSPLS CY2015

TYPE	COND.	PRIORITY RATING	DISTRICT	BLDG/FACILITY	DESCRIPTION OF WORK	FUND TYPE	DESIGN COST	CONSTR COST	ESTIMATE (\$)	FY	CUM AMT
28	3	37	HAWAII	NAALEHU PUBLIC LIBRARY	ROOF - RECOAT METAL (2010?)	G	20,000	21,600	41,600		
12	5	37	HAWAII	NAALEHU PUBLIC LIBRARY	PARKING RPR/RESEAL TREE ROOTS	G	20,000	21,600	41,600		
14	3	23	HAWAII	NAALEHU PUBLIC LIBRARY	FLOORING - RPL	G	15,000	7,600	22,600		
4	0	4	HAWAII	NAALEHU PUBLIC LIBRARY	PAINT INTERIOR (N/A WD LAM)	G	0	0	0		
14	5	39	HAWAII	PAHALA PUB & SCH LIB	FLOORING - RPL	G	43,000	75,700	118,700		
28	2	32	HAWAII	PAHALA PUB & SCH LIB	ROOF - RECOAT (2010)	G	51,000	97,300	148,300		
4	4	20	HAWAII	PAHALA PUB & SCH LIB	PAINT INTERIOR	G	47,000	86,500	133,500		
18	1	19	HAWAII	PAHALA PUB & SCH LIB	PAINT EXTERIOR (2009)	G	41,000	62,700	103,700		
28	5	53	HAWAII	PAHOA PUB & SCH LIB	ROOF - RECOAT (2009 LAST PAINT)	G	51,000	97,300	148,300		
14	3	23	HAWAII	PAHOA PUB & SCH LIB	FLOORING - RPL (500 SF ACM VCT?)	G	27,000	35,700	62,700		
20	0	20	HAWAII	PAHOA PUB & SCH LIB	TERMITE TENT - 2012	G	27,000	32,400	59,400		
18	0	18	HAWAII	PAHOA PUB & SCH LIB	PAINT EXTERIOR	G	41,000	62,200	103,200		
4	2	8	HAWAII	PAHOA PUB & SCH LIB	PAINT INTERIOR	G	47,000	86,500	133,500		
28	5	53	HAWAII	THELMA PARKER MEM LIB	ROOF - RECOAT	G	51,000	97,300	148,300		
14	6	50	HAWAII	THELMA PARKER MEM LIB	FLOORING - RPL (1500 ACM VCT?)	G	43,000	75,700	118,700		
12	6	48	HAWAII	THELMA PARKER MEM LIB	PARKING RESEAL (W/ DOE?)	G	51,000	91,900	142,900		
18	4	34	HAWAII	THELMA PARKER MEM LIB	PAINT EXTERIOR	G	58,000	108,200	166,200		
14	0	14	HAWAII	THELMA PARKER MEM LIB	FLOORING - RPL CARPET TILE (2011 BY FOL)	G	37,000	59,500	96,500		
4	3	13	HAWAII	THELMA PARKER MEM LIB	PAINT INTERIOR	G	58,000	102,700	160,700		
14	8	78	KAUAI	KAPAA LIBRARY	FLOORING - RPL CARPET	G	47,000	86,500	133,500		
14	8	78	KAUAI	PRINCEVILLE PUBLIC LIB	FLOORING - RPL VCT @ WORKROOM	G	58,000	108,200	166,200		
7	8	71	KAUAI	KAPAA LIBRARY	CEILING TILES - RPL	G	37,000	52,500	89,500		
20	7	69	KAUAI	WAIMEA LIBRARY	TERMITE TREATMENT	G	15,000	10,800	25,800		
18	7	67	KAUAI	KAPAA LIBRARY	PAINT EXTERIOR	G	51,000	97,300	148,300		
12	7	61	KAUAI	LIHUE LIBRARY	PARKING RESEAL / PERV CONC @ LDG DK	G	37,000	54,100	91,100		
4	7	53	KAUAI	KAPAA LIBRARY	PAINT INTERIOR	G	27,000	35,800	62,800		
20	5	45	KAUAI	KAPAA LIBRARY	TERMITE TENT (2007)	G	32,000	43,300	75,300		
18	5	43	KAUAI	LIHUE LIBRARY	PAINT EXTERIOR	G	87,000	241,200	328,200		
18	5	43	KAUAI	PRINCEVILLE PUBLIC LIB	PAINT EXTERIOR/WATERPROOF PLANTERS?	G	58,000	119,000	177,000		
26	3	35	KAUAI	KAPAA LIBRARY	BEAMS - REINFORCEMENT	G	17,000	16,200	33,200		
18	4	34	KAUAI	KOLOA PUB & SCH LIB	PAINT EXTERIOR	G	58,000	119,000	177,000		
9	5	34	KAUAI	LIHUE LIBRARY	GROUND IMPROVEMENTS	G	41,000	64,900	105,900		
9	5	34	KAUAI	WAIMEA LIBRARY	IRRIGATION / GRND IMPROVE	G	32,000	40,600	72,600		
14	3	23	KAUAI	HANAPEPE PUBLIC LIB	FLOORING - RPL CPT (OLD SIDE)	G	23,000	27,000	50,000		
14	3	23	KAUAI	WAIMEA LIBRARY	FLOORING - RPL	G	43,000	75,700	118,700		
18	2	22	KAUAI	HANAPEPE PUBLIC LIB	PAINT EXTERIOR (2009)	G	37,000	59,500	96,500		
12	3	21	KAUAI	PRINCEVILLE PUBLIC LIB	PARKING RESEAL	G	32,000	43,300	75,300		
20	0	20	KAUAI	HANAPEPE PUBLIC LIB	TERMITE TREATMENT (2013)	G	23,000	27,000	50,000		
18	0	18	KAUAI	WAIMEA LIBRARY	PAINT EXTERIOR	G	58,000	102,700	160,700		
14	0	14	KAUAI	HANAPEPE PUBLIC LIB	FLOORING - RPL VCT (NEW SIDE)	G	17,000	16,200	33,200		

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TYPE	COND.	PRIORITY RATING	DISTRICT	BLDG/FACILITY	DESCRIPTION OF WORK	FUND TYPE	DESIGN COST	CONSTR COST	ESTIMATE (\$)	FY	CUM AMT
14	0	14	KAUAI	KOLOA PUB & SCH LIB	FLOORING - RPL CARPET TILE (2014)	G	51,000	91,400	142,400		
14	0	14	KAUAI	LIHUE LIBRARY	FLOORING - RPL CARPET (2013)	G	51,000	91,900	142,900		
4	3	13	KAUAI	HANAPEPE PUBLIC LIB	PAINT INTERIOR	G	27,000	37,900	64,900		
4	3	13	KAUAI	KOLOA PUB & SCH LIB	PAINT INTERIOR	G	32,000	48,700	80,700		
4	3	13	KAUAI	PRINCEVILLE PUBLIC LIB	PAINT INTERIOR / WALLPAPER	G	43,000	70,300	113,300		
4	0	4	KAUAI	LIHUE LIBRARY	PAINT INTERIOR (2013)	G	47,000	84,000	131,000		
28	9	109	MAUI	LAHAINA LIBRARY	ROOF - RESEAL	G	23,000	25,000	48,000		
20	7	69	MAUI	LAHAINA LIBRARY	TERMITE TREATMENT (2002)	G	20,000	21,600	41,600		
14	7	63	MAUI	LAHAINA LIBRARY	FLOORING - RPL ACM VCT (WORK AREA)	G	20,000	21,600	41,600		
12	7	61	MAUI	KAHULUI LIBRARY	PARKING RESEAL	G	58,000	108,200	166,200		
14	6	50	MAUI	HANA COMMUNITY SCHOOL LIB	FLOORING - RPL	G	41,000	64,900	105,900		
14	6	50	MAUI	KAHULUI LIBRARY	FLOORING - RPL CARPET IN WORK AREA	G	71,000	140,600	211,600		
14	6	50	MAUI	MAKAWAO LIBRARY	FLOORING - RPL CPT & OUTLET COVERS	G	47,000	86,500	133,500		
12	6	48	MAUI	LAHAINA LIBRARY	PARKING RESEAL	G	15,000	5,400	20,400		
18	5	43	MAUI	LANAI PUB & SCH LIB	PAINT EXTERIOR (2008)	G	58,000	108,200	166,200		
14	5	39	MAUI	KIHEI PUBLIC LIBRARY	FLOORING - RPL	G	58,000	108,200	166,200		
12	5	37	MAUI	MOLOKAI LIBRARY	PARKING RESEAL	G	20,000	21,600	41,600		
20	4	36	MAUI	MOLOKAI LIBRARY	TERMITE TENT (2008)	G	32,000	43,300	75,300		
18	4	34	MAUI	HANA COMMUNITY SCHOOL LIB	PAINT EXTERIOR	G	47,000	87,600	134,600		
18	4	34	MAUI	WAILUKU PUBLIC LIBRARY	PAINT EXTERIOR (2001)	G	71,000	162,200	233,200		
14	4	30	MAUI	LAHAINA LIBRARY	FLOORING - CONCRETE SEAL (FOL 2012)	G	43,000	75,700	118,700		
24	2	28	MAUI	MAKAWAO LIBRARY	FLOOR - UNEVEN @ BOOKDROP	G	15,000	10,000	25,000		
12	4	28	MAUI	WAILUKU PUBLIC LIBRARY	PARKING RESEAL (2005)	G	15,000	5,400	20,400		
20	2	24	MAUI	LANAI PUB & SCH LIB	TERMITE TREATMENT (1993)	G	27,000	37,900	64,900		
18	2	22	MAUI	KIHEI PUBLIC LIBRARY	PAINT EXTERIOR (2011)	G	71,000	162,200	233,200		
20	1	21	MAUI	KIHEI PUBLIC LIBRARY	TERMITE TREATMENT	G	27,000	37,900	64,900		
12	3	21	MAUI	KIHEI PUBLIC LIBRARY	PARKING RESEAL	G	47,000	80,000	127,000		
12	3	21	MAUI	LANAI PUB & SCH LIB	PARKING RESEAL (W/ DOE?)	G	43,000	75,700	118,700		
4	4	20	MAUI	HANA COMMUNITY SCHOOL LIB	PAINT INTERIOR	G	37,000	54,100	91,100		
4	4	20	MAUI	LAHAINA LIBRARY	PAINT INTERIOR (PUB AREA FOL 2012)	G	41,000	59,500	100,500		
20	0	20	MAUI	MAKAWAO LIBRARY	TERMITE TENT (2014)	G	23,000	27,000	50,000		
20	0	20	MAUI	WAILUKU PUBLIC LIBRARY	TERMITE TENT (2013)	G	41,000	64,900	105,900		
18	0	18	MAUI	LAHAINA LIBRARY	PAINT EXTERIOR - FOL? (2015)	G	41,000	59,500	100,500		
18	0	18	MAUI	MOLOKAI LIBRARY	PAINT EXTERIOR - (2015)	G	41,000	63,000	104,000		
14	0	14	MAUI	LANAI PUB & SCH LIB	FLOORING - RPL (2008)	G	43,000	75,700	118,700		
14	0	14	MAUI	MOLOKAI LIBRARY	FLOORING - RPL (2011)	G	41,000	64,900	105,900		
4	3	13	MAUI	KAHULUI LIBRARY	PAINT INTERIOR	G	58,000	102,700	160,700		
4	3	13	MAUI	MAKAWAO LIBRARY	PAINT INTERIOR	G	51,000	91,900	142,900		
4	3	13	MAUI	MOLOKAI LIBRARY	PAINT INTERIOR	G	27,000	37,900	64,900		
8	1	9	MAUI	LAHAINA LIBRARY	IRRIGATION - INSTALL AND LANDSCAPE	G	32,000	40,000	72,000		

Total Backlog List for HSPLS CY2015

TYPE	COND.	PRIORITY RATING	DISTRICT	BLDG/FACILITY	DESCRIPTION OF WORK	FUND TYPE	DESIGN COST	CONSTR COST	ESTIMATE (\$)	FY	CUM AMT
4	1	5	MAUI	KIHEI PUBLIC LIBRARY	PAINT INTERIOR	G	41,000	64,900	105,900		
4	1	5	MAUI	LANAI PUB & SCH LIB	PAINT INTERIOR (2008)	G	43,000	75,700	118,700		
17	6	53	MAUI	WAILUKU PUBLIC LIBRARY	WINDOWS - RPLS 6 SETS OF OLD JALOUSIE		15,000	5,000	20,000		
6	6	42	MAUI	WAILUKU PUBLIC LIBRARY	WALLS INTERIOR - MEZANINE TO CODE		15,000	7,400	22,400		
14	6	50	OAHU-BLIND/HDCP	LIBRARY/BLIND/HDCP	FLOORING - RPL ACM TILES	G	47,000	86,500	133,500		
12	5	37	OAHU-BLIND/HDCP	LIBRARY/BLIND/HDCP	PARKING RESEAL	G	17,000	16,200	33,200		
18	3	27	OAHU-BLIND/HDCP	LIBRARY/BLIND/HDCP	PAINT EXTERIOR	G	71,000	136,800	207,800		
20	0	20	OAHU-BLIND/HDCP	LIBRARY/BLIND/HDCP	TERMITE - TENT (2014)	G	27,000	29,800	56,800		
14	0	14	OAHU-BLIND/HDCP	LIBRARY/BLIND/HDCP	FLOORING - RPL CPT (2012)	G	32,000	48,700	80,700		
4	3	13	OAHU-BLIND/HDCP	LIBRARY/BLIND/HDCP	PAINT INTERIOR	G	41,000	64,900	105,900		
8	2	12	OAHU-BLIND/HDCP	LIBRARY/BLIND/HDCP	IRRIGATION - RPL SYS W/ WAIKIKI LIB	G	23,000	27,000	50,000		
3	0	3	OAHU-BLIND/HDCP	LIBRARY/BLIND/HDCP	RESTROOM - RPL FIXTURES (2014)	G	20,000	21,600	41,600		
18	8	82	OAHU-EAST	KALIHI-PALAMA LIBRARY	PAINT EXTERIOR	G	58,000	119,000	177,000		
11	8	75	OAHU-EAST	HAWAII KAI LIBRARY	PARKING - HEIGHT WARNING SIGN	G	15,000	7,600	22,600		
20	7	69	OAHU-EAST	AINA HAINA PUBLIC LIB	TERMITE TREATMENT	G	20,000	21,600	41,600		
20	7	69	OAHU-EAST	WAIKIKI-KAPAHULU LIB	TERMITE - TENT	G	23,000	26,300	49,300		
18	7	67	OAHU-EAST	KAILUA LIBRARY	PAINT EXTERIOR - RPR MAIN SIGN	G	58,000	108,200	166,200		
18	7	67	OAHU-EAST	LILIHA LIBRARY	PAINT EXTERIOR/RESEAL	G	80,000	210,000	290,000		
18	7	67	OAHU-EAST	MCCULLY-MOILIILI LIB	PAINT EXTERIOR	G	80,000	194,700	274,700		
8	7	57	OAHU-EAST	KALIHI-PALAMA LIBRARY	IRRIGATION - RPL	G	23,000	27,000	50,000		
8	7	57	OAHU-EAST	LILIHA LIBRARY	IRRIGATION - RPL SYS	G	27,000	37,900	64,900		
8	7	57	OAHU-EAST	WAIKIKI-KAPAHULU LIB	IRRIGATION - RPL	G	37,000	54,100	91,100		
18	6	54	OAHU-EAST	HAWAII KAI LIBRARY	PAINT EXTERIOR	G	80,000	194,700	274,700		
18	6	54	OAHU-EAST	KAIMUKI REGIONAL LIB	PAINT EXTERIOR - CRACKS	G	80,000	216,300	296,300		
4	7	53	OAHU-EAST	LILIHA LIBRARY	PAINT INTERIOR	G	47,000	86,500	133,500		
14	6	50	OAHU-EAST	KAHUKU PUB & SCH LIB	FLOORING - RPL	G	47,000	81,100	128,100		
12	6	48	OAHU-EAST	HAWAII KAI LIBRARY	PARKING RESEAL	G	41,000	64,900	105,900		
12	6	48	OAHU-EAST	KAIMUKI REGIONAL LIB	PARKING RESEAL	G	51,000	97,300	148,300		
12	6	48	OAHU-EAST	MCCULLY-MOILIILI LIB	PARKING REPAVE	G	87,000	237,900	324,900		
8	6	44	OAHU-EAST	AINA HAINA PUBLIC LIB	IRRIGATION - RPL SYS	G	23,000	27,000	50,000		
8	6	44	OAHU-EAST	KAILUA LIBRARY	IRRIGATION - RPL	G	37,000	54,100	91,100		
18	5	43	OAHU-EAST	KANEOME REGIONAL LIB	PAINT EXTERIOR	G	80,000	183,900	263,900		
4	6	40	OAHU-EAST	KANEOME REGIONAL LIB	PAINT INTERIOR - WORK AREA PEELING	G	51,000	94,500	145,500		
14	5	39	OAHU-EAST	KAILUA LIBRARY	FLOORING - RPL (SLAB LIFTING @ EJ)	G	58,000	105,000	163,000		
14	5	39	OAHU-EAST	KALIHI-PALAMA LIBRARY	FLOORING - RPL	G	51,000	97,300	148,300		
14	5	39	OAHU-EAST	LILIHA LIBRARY	FLOORING - RPL CARPET (2008)	G	58,000	108,200	166,200		
14	5	39	OAHU-EAST	WAIKIKI-KAPAHULU LIB	FLOORING - RPL	G	47,000	86,500	133,500		
12	5	37	OAHU-EAST	KALIHI-PALAMA LIBRARY	PARKING RESEAL (2006)	G	51,000	97,300	148,300		
12	5	37	OAHU-EAST	WAIKIKI-KAPAHULU LIB	PARKING RESEAL	G	47,000	86,500	133,500		
8	5	33	OAHU-EAST	HAWAII KAI LIBRARY	IRRIGATION - RPL	G	20,000	21,600	41,600		
8	5	33	OAHU-EAST	KAIMUKI REGIONAL LIB	IRRIGATION - RPL	G	23,000	27,000	50,000		
28	2	32	OAHU-EAST	MANOA LIBRARY	ROOF - COAT METAL W/ SKYLITES (2012)	G	80,000	200,000	280,000		

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TYPE	COND.	PRIORITY RATING	DISTRICT	BLDG/FACILITY	DESCRIPTION OF WORK	FUND TYPE	DESIGN COST	CONSTR COST	ESTIMATE (\$)	FY	CUM AMT
14	4	30	OAHU-EAST	AINA HAINA PUBLIC LIB	FLOORING - RPL (2001)	G	41,000	64,900	105,900		
14	4	30	OAHU-EAST	KAIMUKI REGIONAL LIB	FLOORING - RPL	G	58,000	129,800	187,800		
14	4	30	OAHU-EAST	KANEOHE REGIONAL LIB	FLOORING - RPL	G	47,000	86,500	133,500		
4	5	29	OAHU-EAST	KAHUKU PUB & SCH LIB	PAINT INTERIOR	G	37,000	54,100	91,100		
4	5	29	OAHU-EAST	WAIMANALO PUB & SCH LIB	PAINT INTERIOR	G	58,000	102,700	160,700		
8	4	24	OAHU-EAST	KANEOHE REGIONAL LIB	IRRIGATION INSTALL	G	32,000	43,300	75,300		
14	3	23	OAHU-EAST	HAWAII KAI LIBRARY	FLOORING - RPL (NON-SKID 1ST FLR)	G	47,000	86,500	133,500		
14	3	23	OAHU-EAST	MCCULLY-MOILILILI LIB	FLOORING - RPL	G	58,000	129,800	187,800		
18	2	22	OAHU-EAST	MANOA LIBRARY	PAINT EXTERIOR (2012)	G	47,000	80,000	127,000		
12	3	21	OAHU-EAST	KAILUA LIBRARY	PARKING RESEAL	G	47,000	81,100	128,100		
4	4	20	OAHU-EAST	AINA HAINA PUBLIC LIB	PAINT INTERIOR	G	41,000	64,900	105,900		
4	4	20	OAHU-EAST	HAWAII KAI LIBRARY	PAINT INTERIOR	G	41,000	64,900	105,900		
14	2	18	OAHU-EAST	WAIMANALO PUB & SCH LIB	FLOORING - RPL	G	51,000	91,900	142,900		
4	3	13	OAHU-EAST	KAILUA LIBRARY	PAINT INTERIOR	G	47,000	86,500	133,500		
12	1	13	OAHU-EAST	LILIHA LIBRARY	PARKING RESEAL LOWER	G	17,000	16,200	33,200		
12	1	13	OAHU-EAST	MANOA LIBRARY	PARKING - RESEAL	G	41,000	60,000	101,000		
4	3	13	OAHU-EAST	MCCULLY-MOILILILI LIB	PAINT INTERIOR	G	58,000	108,200	166,200		
8	1	9	OAHU-EAST	MCCULLY-MOILILILI LIB	IRRIGATION - IMPROVEMENT	G	23,000	27,000	50,000		
4	2	8	OAHU-EAST	KAIMUKI REGIONAL LIB	PAINT INTERIOR	G	58,000	119,000	177,000		
4	2	8	OAHU-EAST	KALIHI-PALAMA LIBRARY	PAINT INTERIOR - MAIN & AUDITORIUM	G	43,000	73,500	116,500		
4	1	5	OAHU-EAST	MANOA LIBRARY	PAINT INTERIOR (2012)	G	47,000	84,000	131,000		
4	1	5	OAHU-EAST	WAIKIKI-KAPAHULU LIB	PAINT INTERIOR	G	58,000	102,700	160,700		
4	0	4	OAHU-EAST	KANEOHE REGIONAL LIB	PAINT INTERIOR - BOOKSTORE BY FOL	G	15,000	6,300	21,300		
20	8	84	OAHU-STATE LIB	HAWAII STATE LIBRARY	TERMITE TENT	G	58,000	108,200	166,200		
4	8	68	OAHU-STATE LIB	HAWAII STATE LIBRARY	PAINT INTERIOR - FROM VARIOUS LEAKS	G	197,000	757,100	954,100		
14	6	50	OAHU-STATE LIB	HAWAII STATE LIBRARY	FLOORING - RPL	G	131,000	486,700	617,700		
18	5	43	OAHU-STATE LIB	HAWAII STATE LIBRARY	PAINT EXTERIOR (FRONT 2013)	G	356,000	1,665,100	2,021,100		
14	5	39	OAHU-STATE LIB	HAWAII STATE LIBRARY	FLOORING - RPL @ BASEMENT??	G	23,000	27,000	50,000		
14	0	14	OAHU-STATE LIB	HAWAII STATE LIBRARY	NON-SKID FLOOR @ COURTYARD (2014)	G	32,000	43,300	75,300		
8	8	72	OAHU-WEST	EWA BEACH PUB & SCH LIB	IRRIGATION - RPL SYS	G	23,000	27,000	50,000		
18	7	67	OAHU-WEST	SALT LAKE/MOANALUA PUB LIB	PAINT EXTERIOR	G	98,000	324,500	422,500		
18	7	67	OAHU-WEST	WAIANA E LIBRARY	PAINT EXTERIOR - SEAL	G	51,000	97,300	148,300		
28	6	64	OAHU-WEST	WAIPAHU LIBRARY	ROOF - RECOAT METAL SEAM	G	58,000	105,000	163,000		
14	7	63	OAHU-WEST	EWA BEACH PUB & SCH LIB	FLOORING - RPL	G	47,000	86,500	133,500		
12	7	61	OAHU-WEST	WAHIAWA LIBRARY	PARKING - RENOV ADA W/ FRONT DOOR	G	47,000	86,500	133,500		
8	7	57	OAHU-WEST	WAHIAWA LIBRARY	IRRIGATION INSTALL	G	27,000	37,900	64,900		
18	6	54	OAHU-WEST	PEARL CITY REGIONAL LIB	PAINT EXTERIOR	G	58,000	119,000	177,000		
12	6	48	OAHU-WEST	WAIPAHU LIBRARY	PARKING RESEAL (W/ CIVIC CTR)	G	43,000	75,700	118,700		
8	6	44	OAHU-WEST	KAPOLEI PUBLIC LIB	IRRIGATION - RPR	G	27,000	37,900	64,900		
8	6	44	OAHU-WEST	PEARL CITY REGIONAL LIB	IRRIGATION - RPL SYS	G	27,000	32,400	59,400		

Total Backlog List for HSPLS CY2015

TYPE	COND.	PRIORITY RATING	DISTRICT	BLDG/FACILITY	DESCRIPTION OF WORK	FUND TYPE	DESIGN COST	CONSTR COST	ESTIMATE (\$)	FY	CUM AMT
8	6	44	OAHU-WEST	WAIALUA LIBRARY	IRRIGATION - RPL SYS	G	23,000	27,000	50,000		
8	6	44	OAHU-WEST	WAIANA E LIBRARY	IRRIGATION - RPL SYS COURTYARD	G	43,000	70,300	113,300		
18	5	43	OAHU-WEST	EWA BEACH PUB & SCH LIB	PAINT EXTERIOR (2007)	G	71,000	162,200	233,200		
26	4	42	OAHU-WEST	PEARL CITY REGIONAL LIB	WALLS - CMU STRUCT CRACK STUDY	G	43,000	75,700	118,700		
14	5	39	OAHU-WEST	WAIANA E LIBRARY	FLOORING - RPL	G	43,000	70,300	113,300		
12	5	37	OAHU-WEST	MILILANI LIBRARY	PARKING RESEAL - OLD SIDE	G	20,000	21,600	41,600		
12	5	37	OAHU-WEST	SALT LAKE/MOANALUA PUB LIB	PARKING RESEAL (HSPLS SIDE ONLY)	G	71,000	157,500	228,500		
12	5	37	OAHU-WEST	WAIANA E LIBRARY	PARKING RESEAL	G	43,000	75,700	118,700		
8	5	33	OAHU-WEST	MILILANI LIBRARY	IRRIGATION - IMPROVEMENT	G	23,000	27,000	50,000		
8	5	33	OAHU-WEST	SALT LAKE/MOANALUA PUB LIB	IRRIGATION - RPR	G	23,000	27,000	50,000		
8	5	33	OAHU-WEST	WAIPAHU LIBRARY	IRRIGATION - IMPROVEMENT	G	23,000	27,000	50,000		
15	4	31	OAHU-WEST	KAPOLEI PUBLIC LIB	LIGHTS - RPL HI FIXT W/ NON-FILAMENT	G	15,000	8,700	23,700		
4	5	29	OAHU-WEST	WAIANA E LIBRARY	PAINT INTERIOR	G	37,000	54,100	91,100		
28	0	28	OAHU-WEST	AIEA LIBRARY (NEW)	ROOF - COAT METAL W/ SKYLITES (2014)	G	80,000	210,000	290,000		
12	4	28	OAHU-WEST	EWA BEACH PUB & SCH LIB	PARKING RESEAL	G	47,000	86,500	133,500		
12	4	28	OAHU-WEST	KAPOLEI PUBLIC LIB	PARKING RESEAL	G	58,000	108,200	166,200		
14	3	23	OAHU-WEST	SALT LAKE/MOANALUA PUB LIB	FLOORING - RPL	G	87,000	270,400	357,400		
14	3	23	OAHU-WEST	WAIALUA LIBRARY	FLOORING - RPL (2005)	G	27,000	32,400	59,400		
12	3	21	OAHU-WEST	WAIALUA LIBRARY	PARKING RESEAL (2009)	G	15,000	7,600	22,600		
4	4	20	OAHU-WEST	EWA BEACH PUB & SCH LIB	PAINT INTERIOR	G	51,000	97,300	148,300		
4	4	20	OAHU-WEST	PEARL CITY REGIONAL LIB	PAINT INTERIOR	G	47,000	86,500	133,500		
18	0	18	OAHU-WEST	AIEA LIBRARY (NEW)	PAINT EXTERIOR (2014)	G	43,000	73,500	116,500		
14	2	18	OAHU-WEST	KAPOLEI PUBLIC LIB	FLOORING - RPL	G	80,000	190,300	270,300		
18	0	18	OAHU-WEST	MILILANI LIBRARY	PAINT EXTERIOR (2014 FOL)	G	47,000	84,000	131,000		
14	2	18	OAHU-WEST	WAIHAWA LIBRARY	FLOORING - RPL	G	47,000	86,500	133,500		
14	2	18	OAHU-WEST	WAIPAHU LIBRARY	FLOORING - RPL	G	47,000	86,500	133,500		
14	1	15	OAHU-WEST	MILILANI LIBRARY	FLOORING - RPL	G	51,000	97,300	148,300		
14	0	14	OAHU-WEST	PEARL CITY REGIONAL LIB	FLOORING - RPL CRPT TILES (2015)	G	80,000	210,000	290,000		
4	3	13	OAHU-WEST	WAIHAWA LIBRARY	PAINT INTERIOR	G	47,000	86,500	133,500		
12	0	12	OAHU-WEST	AIEA LIBRARY (NEW)	PARKING - RESEAL	G	47,000	84,000	131,000		
4	2	8	OAHU-WEST	WAIALUA LIBRARY	PAINT INTERIOR (2000)	G	20,000	21,600	41,600		
4	2	8	OAHU-WEST	WAIPAHU LIBRARY	PAINT INTERIOR	G	43,000	75,700	118,700		
4	1	5	OAHU-WEST	KAPOLEI PUBLIC LIB	PAINT INTERIOR	G	58,000	108,200	166,200		
4	1	5	OAHU-WEST	MILILANI LIBRARY	PAINT INTERIOR (2001)	G	47,000	86,500	133,500		
4	1	5	OAHU-WEST	SALT LAKE/MOANALUA PUB LIB	PAINT INTERIOR	G	58,000	108,200	166,200		
4	0	4	OAHU-WEST	AIEA LIBRARY (NEW)	PAINT INTERIOR (2014)	G	47,000	84,000	131,000		

Total Backlog List for HSPLS CY2015

TYPE	COND.	PRIORITY RATING	DISTRICT	BLDG/FACILITY	DESCRIPTION OF WORK	FUND TYPE	DESIGN COST	CONSTR COST	ESTIMATE (\$)	FY	CUM AMT
					TOTAL:		10,827,000	21,407,700	32,234,700		

1. Based on CSD site visitations during CY2015
2. Design costs include contingency + design + construction inspection costs per Table A8a from PWD Planning Branch dated 8/1/14
3. 'B' = Bond Funds. 'G' = General Funds.
4. Includes 5% inflation increase from 2014 List. Construction economy is good.
5. Includes Retrox Projects for Hawaii (Engineering Economics, 2011?),
6. Maui Retrox Projects (BEA Consulting, emailed 3/5/12).
7. Kauai Retrox Projects (consultant??, 2012)
8. East Oahu Retrox Projects (ECM Engineers, 10/11)
9. West Oahu Retrox Projects on hold due to lack of funds

calc OK

Department of Education - Hawaii State Public Library System
 FY16 Restrictions

Table 7

<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOF</u>	<u>Budgeted by Dept</u>	<u>Restriction</u>	<u>Difference Between Budgeted & Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
EDN407		A	32,559,945	3,135,990	29,423,955	-9.63%	Reduction in payroll and in public services and hours.

Department of Education - 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>MOE</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
EDN407	No Emergency Appropriation Requests					

Department of Education - Hawaii State Public Library System
Expenditures Exceeding Appropriation Ceilings in FY15 and FY16

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	A					No Expenditures Exceeding Appropriation Ceiling			

Department of Education - Hawaii State Public Library System
 Intradepartmental Transfers in FY15 and FY16

Table 10

<u>Actual or Anticipated Date of Transfer</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>From Prog ID</u>	<u>Percent of Program ID Appropriation Transferred From</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
									No Intradepartmental Transfers	

Table 11 Instructions

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. Format: XXX###
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: https://www.cfda.gov/index?s=program&tab=list&mode=list Format: ##.###.
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. Format: X-YY-###-X
J	State Fund Match (If Any)	The amount of state funds necessary to match the award.
K	Contact Name	Name of the individual at the program level responsible for performance of the award.
L	Contact Phone No.	Phone no. of the individual at the program level responsible for performance of the award.
M	Contact Email	Email of the individual at the program level responsible for performance of the award.
	LEGEND:	
	State Expending Agency	
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	

Table 11 Instructions

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	
	Federal Agency	
	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 Education - Hawaii State Public Library System
Non-General Funds

Table 12

Name of Fund	Purpose	Statutory Reference	MOF	Beginning FY16	Estimated FY16	Estimated FY16	Estimated FY16	Estimated FY16	Balance in Excess of
				Unencumbered Cash Balance	Revenues	Expenditures and Encumbrances	Net Transfers	Ending Unencumbered Cash Balance	Program Needs
Libraries Special Fund	Purchase library books and materials	312-3.5 HRS	B	\$ 633,237	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 633,237	\$ -
Library Fee for Enhanced Services	Purchase library books and materials	312-21 HRS	B	\$ 3,275,678	\$ 1,000,000	\$ 2,500,000	\$ -	\$ 1,775,678	\$ -
Oahu Public Libraries - Donations & Gifts	Purchase library books and materials	312-1, HRS	T	\$ 368,772	\$ 13,000	\$ 12,000	\$ -	\$ 369,772	\$ -
HSPLS Computer Supplies - Donations	Purchase computer supplies.	312-1, HRS	T	\$ 580,998	\$ 100,000	\$ 50,000	\$ -	\$ 630,998	\$ -
Maui & Kauai Public Libraries - Donations & Gifts	Purchase library books and materials	312-1, HRS	T	\$ 143,786	\$ 3,000	\$ 8,000	\$ -	\$ 138,786	\$ -
Hawaii Public Librares - Donations & Gifts	Purchase library books and materials	312-1, HRS	T	\$ 96,437	\$ 3,500	\$ 8,000	\$ -	\$ 91,937	\$ -
HSL & LBPH Public Libraries - Donations & Gifts	Purchase library books and materials	312-1, HRS	T	\$ 312,454	\$ 21,000	\$ 45,000	\$ -	\$ 288,454	\$ -
Friends of the Library of Hawaii - Donations & Gifts	Purchase library books and materials	312-1, HRS	T	\$ 336,214	\$ 1,000	\$ 50,000	\$ -	\$ 287,214	\$ -
Risk Management - Fire & Casualty Losses - HSPLS	For settlement of claims or losses.	41D-4 HRS	T	\$ 7,667	\$ 50	\$ -	\$ -	\$ 7,717	\$ -

Department of Education - Hawaii State Public Library System
Vacancy Report as of November 30, 2015

Table 13

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	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
EDN407	QM	07/01/02		019505	LIBRARIAN VI	NO	SR26	93	PERM	1.00	A	\$ 55,550	PSD position	Y	N		TA	1
EDN407	QM	02/01/05		000316	LIBRARIAN VI	NO	SR26	93	PERM	1.00	A	\$ 55,550	\$ 56,040	Y	N			1
EDN407	QM	07/16/08		019432	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	1.00	A	\$ 26,700	\$ 32,424	Y	N			2
EDN407	QI	12/31/09		004635	LIBRARY TECHNICIAN VII	NO	SR15	04	PERM	1.00	A	\$ 46,176	\$ 46,176	Y	N			1
EDN407	QB	10/30/10		032248	OFFICE ASSISTANT IV	NO	SR10	03	PERM	1.00	A	\$ 30,036	\$ 30,036	Y	N			1
EDN407	QM	12/31/10		044658	AUTOMTD SYSTS EQUIP TECH I	NO	BC14	01	PERM	1.00	A	\$ 53,532	\$ 53,532	Y	N			1
EDN407	QI	12/01/11		019323	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	1.00	A	\$ 39,480	\$ 39,480	Y	N		TA	1
EDN407	QB	12/31/11	Feb 2016	000351	ACCOUNT CLERK V	NO	SR15	03	PERM	1.00	A	\$ 51,936	\$ 51,936	Y	N		TA	1
EDN407	QD	02/16/12		015113	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 25,668	\$ 25,668	Y	N			1
EDN407	QJ	03/01/12		013034	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 26,700	\$ 26,700	Y	N			1
EDN407	QJ	06/01/12		023920	LIBRARIAN III	NO	SR20	13	PERM	0.50	A	\$ 21,066	\$ 21,066	Y	N			1
EDN407	QM	07/16/12	Feb 2016	112250	SECRETARY III	NO	SR16	63	PERM	1.00	A	\$ 55,550	\$ 48,048	Y	N		TA	1
EDN407	QB	12/03/12		044971	PERSONNEL TECHNICIAN VI	NO	SR15	63	PERM	1.00	A	\$ 33,756	\$ 33,756	Y	N			1
EDN407	QD	12/16/12		006987	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 31,212	\$ 31,212	Y	N			1
EDN407	QJ	06/16/13		023913	LIBRARY ASSISTANT II	NO	SR05	03	PERM	0.50	A	\$ 12,324	\$ 12,324	Y	N			1
EDN407	QB	06/16/13		023994	LIGHT TRUCK DRIVER	NO	BC06	01	PERM	1.00	A	\$ 35,544	\$ 38,436	Y	N			2
EDN407	QE	09/17/13		019421	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	1.00	A	\$ 35,064	\$ 36,516	Y	N		TA	1
EDN407	QJ	11/01/13		012067	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	1.00	A	\$ 33,756	\$ 27,756	Y	N		TA	1
EDN407	QJ	11/05/13	Dec 2015	046397	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 35,064	\$ 25,668	Y	N			1
EDN407	QJ	12/31/13	Apr 2016	011919	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 25,668	\$ 33,756	Y	N			1
EDN407	QJ	01/02/14	Apr 2016	046942	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 24,648	\$ 25,668	Y	N			1
EDN407	QB	02/01/14		017364	PERSONNEL CLERK III	NO	SR09	63	PERM	1.00	A	\$ 26,700	\$ 27,756	Y	N			1
EDN407	QJ	02/03/14		013037	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	1.00	A	\$ 44,412	\$ 31,212	Y	N		TA	1
EDN407	QJ	03/21/14		019541	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 42,132	\$ 43,812	Y	N			1
EDN407	QB	10/01/14	12/14/15	043662	ACCOUNT CLERK II	NO	SR08	03	PERM	1.00	A	\$ 26,700	\$ 28,872	Y	N			1
EDN407	QJ	10/01/14		000352	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	1.00	A	\$ 32,424	\$ 28,872	Y	N			1
EDN407	QB	10/01/14		012253	TRUCK DRIVER	NO	BC06	01	PERM	1.00	A	\$ 35,544	\$ 39,984	Y	N			2
EDN407	QF	12/16/14	Feb 2016	023921	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 51,312	\$ 43,812	Y	Y	4		1
EDN407	QJ	12/30/14	Feb 2016	010898	LIBRARIAN IV	NO	SR22	13	PERM	1.00	A	\$ 49,914	\$ 47,400	Y	N		TA	1
EDN407	QB	12/31/14		011569	LIGHT TRUCK DRIVER	NO	BC04	01	PERM	1.00	A	\$ 35,544	\$ 37,716	Y	N		TA	2
EDN407	QF	02/09/15		040085	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 51,930	\$ 49,308	Y	N			1
EDN407	QG	04/01/15	Mar 2016	012360	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 26,700	\$ 25,668	Y	Y	1		1
EDN407	QB	04/16/15	Jan 2016	043316	OFFICE ASSISTANT IV	NO	SR10	03	PERM	1.00	A	\$ 32,460	\$ 32,460	Y	N			1
EDN407	QJ	05/02/15	Feb 2016	023923	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 54,030	\$ 51,300	Y	N			1
EDN407	QG	05/18/15	Jan 2016	001132	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	1.00	A	\$ 44,388	\$ 44,388	Y	N		TA	1
EDN407	QJ	05/19/15		035462	JANITOR II	NO	BC02	01	PERM	0.50	A	\$ 19,083	\$ 17,982	Y	N			1
EDN407	QE	05/27/15	3/16/16	043917	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	1.00	A	\$ 42,684	\$ 42,684	Y	N		TA	1
EDN407	QF	06/15/15	Apr 2016	006948	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 25,632	\$ 25,632	Y	Y	1		1
EDN407	QI	06/16/15		019191	LIBRARIAN IV	NO	SR22	13	PERM	1.00	A	\$ 73,920	\$ 70,188	Y	N			1
EDN407	QJ	06/16/15		011926	LIBRARIAN IV	NO	SR22	23	PERM	1.00	A	\$ 49,914	\$ 47,400	Y	N			1
EDN407	QG	06/26/15	Mar 2016	039410	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 31,236	\$ 25,632	Y	Y	4		1
EDN407	QD	07/01/15	1/4/16	019336	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 46,140	\$ 43,812	Y	Y	3		1
EDN407	QJ	7/1/2015		035467	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 51,930	\$ 51,300	Y	N			1
EDN407	QB	07/01/15		019178	PERSONNEL CLERK V	NO	SR13	63	PERM	1.00	A	\$ 37,980	\$ 37,980	Y	N			1
EDN407	QD	07/16/15		024819	JANITOR II	NO	BC02	01	PERM	0.50	A	\$ 19,083	\$ 17,982	Y	N			1
EDN407	QF	07/16/15		026607	JANITOR II	NO	BC02	01	PERM	0.50	A	\$ 19,083	\$ 17,982	Y	N			1
EDN407	QH	07/16/15	Jan 2016	000038	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 48,000	\$ 47,400	Y	Y	1		1
EDN407	QF	07/26/15	Apr 2016	000281	LIBRARIAN IV	NO	SR22	13	PERM	1.00	A	\$ 49,914	\$ 47,400	Y	N		TA	1

Department of Education - Hawaii State Public Library System
 Vacancy Report as of November 30, 2015

Table 13

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date of Vacancy</u>	<u>Expected Fill Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Perm Temp (P/T)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>	<u># of 89 Hire Appts</u>	<u>Describe if Filled by other Means</u>	<u>Priority # to Retain</u>
EDN407	QL	08/01/15		116670	LIBRARIAN IV	NO	SR22	13	PERM	1.00	A	\$ 60,780	\$ 57,720	Y	N		TA	1
EDN407	QE	08/04/15		043914	JANITOR II	NO	BC02	01	PERM	0.50	A	\$ 19,083	\$ 17,982	Y	N			1
EDN407	QF	08/05/15	Feb 2016	015684	LIBRARIAN V	NO	SR24	23	PERM	1.00	A	\$ 58,440	\$ 53,364	Y	N			1
EDN407	QE	08/15/15	Dec 2015	011904	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 26,700	\$ 28,872	Y	N			1
EDN407	QJ	08/17/15	Feb 2016	019331	LIBRARIAN IV	NO	SR22	13	PERM	1.00	A	\$ 63,198	\$ 60,012	Y	N			1
EDN407	QE	08/18/15	Jan 2016	008355	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 51,930	\$ 49,308	Y	N		TA	1
EDN407	QG	09/01/15	Mar 2016	004503	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 27,768	\$ 28,872	Y	Y	1		1
EDN407	QG	09/05/15		000344	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 26,700	\$ 28,872	Y	N			1
EDN407	QE	10/01/15	Apr 2016	015158	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 26,700	\$ 25,632	Y	Y	3		1
EDN407	QF	10/02/15	Apr 2016	014819	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 31,236	\$ 25,632	Y	Y	1		1
EDN407	QJ	10/16/15		033891	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 32,460	\$ 33,720	Y	N			1
EDN407	QL	10/16/15	Apr 2016	116419	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 26,700	\$ 31,236	Y	Y	3		1
EDN407	QF	11/01/15	12/16/15	028757	LIBRARIAN IV	NO	SR22	13	PERM	1.00	A	\$ 68,364	\$ 64,920	Y	N			1
EDN407	QF	11/01/15		000287	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 31,236	\$ 32,460	Y	N			1
EDN407	QM	NEW		119227	LIBRARIAN VI	NO	SR26	93	PERM	1.00	A	\$ 55,550	NEW	Y	N			1

Department of Education - Hawaii State Public Library System
 Personnel Separations from July 1, 2014 to November 30, 2015

Table 14

<u>Prog ID</u>	<u>Sub-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>
EDN407	QH	07/01/14	000040	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$25,632	1.00	\$ 27,756
EDN407	QF	07/01/14	008265	LIBRARY ASSISTANT IV	N	SR09	03	Perm	A	1.00	\$44,388	1.00	\$ 42,684
EDN407	QE	07/01/14	014051	JANITOR II	N	BC02	01	Perm	A	1.00	\$35,256	1.00	\$ 34,560
EDN407	QD	07/01/14	045983	LIBRARY ASSISTANT IV	N	SR09	03	Perm	A	1.00	\$27,768	1.00	\$ 28,836
EDN407	QJ	07/01/14	046487	LIBRARIAN III	N	SR20	13	Perm	A	1.00	\$60,780	1.00	\$ 57,720
EDN407	QD	07/16/14	000330	LIBRARIAN III	N	SR20	13	Perm	A	1.00	\$46,140	1.00	\$ 43,812
EDN407	QH	07/19/14	001393	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$25,632	1.00	\$ 27,768
EDN407	QE	08/01/14	024336	LIBRARY ASSISTANT IV	N	SR09	03	Perm	A	1.00	\$37,980	1.00	\$ 36,516
EDN407	QF	08/05/14	014819	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$31,236	1.00	\$ 31,236
EDN407	QH	08/21/14	001395	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$26,700	1.00	\$ 26,700
EDN407	QF	08/30/14	024732	LIBRARY TECHNICIAN V	N	SR11	03	Perm	A	1.00	\$39,492	1.00	\$ 39,492
EDN407	QG		039410	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$31,236	1.00	\$ 31,236
EDN407	QF	09/02/14	027132	JANITOR II	N	BC02	01	Perm	A	1.00	\$38,166	1.00	\$ 34,560
EDN407	QD	09/16/14	045982	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$26,700	1.00	\$ 26,700
EDN407	QM	09/26/14	019324	INFO TECHNOL SPCLT II	N	SR18	13	Perm	A	1.00	\$42,696	1.00	\$ 40,548
EDN407	QJ	10/01/14	000352	LIBRARY ASSISTANT IV	N	SR09	03	Perm	A	1.00	\$28,872	1.00	\$ 28,872
EDN407	QB	10/01/14	012253	TRUCK DRIVER	N	BC06	01	Perm	A	1.00	\$44,154	1.00	\$ 39,984
EDN407	QB	10/01/14	043662	ACCOUNT CLERK II	N	SR08	03	Perm	A	1.00	\$28,872	1.00	\$ 28,872
EDN407	QB	10/01/14	112710	PRE-AUDIT CLERK I	N	SR11	03	Perm	A	1.00	\$31,236	1.00	\$ 31,236
EDN407	QH	10/03/14	027018	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$26,700	1.00	\$ 26,700
EDN407	QG	10/15/14	001134	LIBRARY TECHNICIAN V	N	SR11	03	Perm	A	1.00	\$32,460	1.00	\$ 32,460
EDN407	QF	10/27/14	010936	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$32,460	1.00	\$ 32,460
EDN407	QE	11/01/14	009607	JANITOR II	N	BC02	01	Perm	A	1.00	\$38,166	1.00	\$ 35,256
EDN407	QL	11/01/14	116383	LIBRARIAN III	N	SR20	13	Perm	A	1.00	\$65,736	1.00	\$ 62,424
EDN407	QH	11/03/14	013829	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$26,700	1.00	\$ 26,700
EDN407	QH	11/13/14	001393	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$25,632	1.00	\$ 26,700
EDN407	QE	11/16/14	018674	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$27,768	1.00	\$ 27,768
EDN407	QF	11/25/14	012562	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$35,112	1.00	\$ 35,112
EDN407	QE	12/01/14	015154	LIBRARIAN III	N	SR20	13	Perm	A	1.00	\$65,736	1.00	\$ 62,424
EDN407	QH	12/01/14	021966	LIBRARIAN III	N	SR20	13	Perm	A	1.00	\$46,140	1.00	\$ 43,812
EDN407	QF	12/16/14	023921	LIBRARIAN III	N	SR20	13	Perm	A	1.00	\$46,140	1.00	\$ 43,812
EDN407	QJ	12/31/14	000333	LIBRARIAN V	N	SR24	23	Perm	A	1.00	\$79,998	1.00	\$ 75,960
EDN407	QG	12/31/14	001126	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$41,064	1.00	\$ 41,064
EDN407	QE	12/31/14	008354	LIBRARIAN IV	N	SR22	23	Perm	A	1.00	\$68,364	1.00	\$ 64,920
EDN407	QG	12/31/14	010820	LIBRARY TECHNICIAN V	N	SR11	03	Perm	A	1.00	\$41,064	1.00	\$ 41,064
EDN407	QJ	12/31/14	010898	LIBRARIAN IV	N	SR22	13	Perm	A	1.00	\$49,914	1.00	\$ 47,400
EDN407	QB	12/31/14	011569	LIGHT TRUCK DRIVER	N	BC06	01	Perm	A	1.00	\$40,827	1.00	\$ 37,716
EDN407	QG	12/31/14	015405	LIBRARIAN IV	N	SR22	13	Perm	A	1.00	\$58,440	1.00	\$ 55,488
EDN407	QH	12/31/14	016033	LIBRARY TECHNICIAN VIII	N	SR17	03	Perm	A	1.00	\$58,416	1.00	\$ 58,416
EDN407	QF	12/31/14	027091	LIBRARIAN IV	N	SR22	23	Perm	A	1.00	\$71,100	1.00	\$ 70,188
EDN407	QF	12/31/14	045967	LIBRARIAN III	N	SR20	13	Perm	A	1.00	\$63,198	1.00	\$ 60,012
EDN407	QB	12/31/14	101286	STATE LIBRARIAN	Y	SRNA	00	Perm	A	1.00	\$120,000	1.00	\$ 120,000
EDN407	QF	01/01/15	000291	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$29,988	1.00	\$ 29,988

Department of Education - Hawaii State Public Library System
 Personnel Separations from July 1, 2014 to November 30, 2015

Table 14

Prog ID	Sub-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
EDN407	QG	01/03/15	010018	JANITOR II	N	BC02	01	Perm	A	1.00	\$38,166	1.00	\$ 35,256
EDN407	QJ	01/05/15	000312	LIBRARY TECHNICIAN VI	N	SR13	03	Perm	A	1.00	\$46,188	1.00	\$ 46,188
EDN407	QE	01/08/15	039920	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$25,632	1.00	\$ 25,632
EDN407	QE	01/20/15	012459	LIBRARY ASSISTANT IV	N	SR09	03	Perm	A	1.00	\$33,720	1.00	\$ 33,720
EDN407	QF	02/09/15	040085	LIBRARIAN III	N	SR20	13	Perm	A	1.00	\$51,930	1.00	\$ 49,308
EDN407	QD	03/01/15	008819	JANITOR II	N	BC02	01	Perm	A	1.00	\$38,166	1.00	\$ 35,256
EDN407	QF	03/01/15	021964	LIBRARY ASSISTANT IV	N	SR09	03	Perm	A	1.00	\$27,768	1.00	\$ 33,720
EDN407	QE	03/01/15	028473	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$33,720	1.00	\$ 33,720
EDN407	QD	03/16/15	110637	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$25,632	1.00	\$ 25,632
EDN407	QG	04/01/15	001122	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$35,112	1.00	\$ 35,112
EDN407	QF	04/01/15	043902	LIBRARY TECHNICIAN V	N	SR11	03	Perm	A	1.00	\$39,492	1.00	\$ 39,492
EDN407	QG	04/02/15	012360	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$26,700	1.00	\$ 25,668
EDN407	QE	04/16/15	015158	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$26,700	1.00	\$ 26,700
EDN407	QB	04/16/15	043316	OFFICE ASSISTANT IV	N	SR10	03	Perm	A	1.00	\$32,460	1.00	\$ 32,460
EDN407	QG	05/01/15	027782	LIBRARY ASSISTANT IV	N	SR09	03	Perm	A	1.00	\$28,872	1.00	\$ 28,872
EDN407	QD	05/01/15	043906	LIBRARIAN III	N	SR20	13	Perm	A	1.00	\$46,140	1.00	\$ 43,812
EDN407	QJ	05/02/15	023923	LIBRARIAN III	N	SR20	13	Perm	A	1.00	\$54,030	1.00	\$ 51,300
EDN407	QF	05/06/15	012245	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$26,700	1.00	\$ 26,700
EDN407	QF	05/12/15	014818	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$26,700	1.00	\$ 26,700
EDN407	QL	05/12/15	116419	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$26,700	1.00	\$ 26,700
EDN407	QD	05/16/15	019332	LIBRARIAN IV	N	SR22	13	Perm	A	1.00	\$49,914	1.00	\$ 47,400
EDN407	QF	05/16/15	023996	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$26,700	1.00	\$ 26,700
EDN407	QG	05/18/15	001132	LIBRARY TECHNICIAN V	N	SR11	03	Perm	A	1.00	\$44,388	1.00	\$ 44,388
EDN407	QJ	05/19/15	035462	JANITOR II	N	BC02	01	Perm	A	0.50	\$19,083	0.50	\$ 17,982
EDN407	QE	05/27/15	043917	LIBRARY TECHNICIAN V	N	SR11	03	Perm	A	1.00	\$42,684	1.00	\$ 42,684
EDN407	QF	06/15/15	006948	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$25,632	1.00	\$ 25,632
EDN407	QJ	06/15/15	011926	LIBRARIAN IV	N	SR22	23	Perm	A	1.00	\$49,914	1.00	\$ 47,400
EDN407	QI	06/16/15	019191	LIBRARIAN IV	N	SR22	13	Perm	A	1.00	\$73,920	1.00	\$ 70,188
EDN407	QG	06/27/15	039410	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$31,236	1.00	\$ 25,632
EDN407	QB	07/01/15	019178	PERSONNEL CLERK V	N	SR13	63	Perm	A	1.00	\$37,980	1.00	\$ 37,980
EDN407	QD	07/01/15	019336	LIBRARIAN III	N	SR20	13	Perm	A	1.00	\$46,140	1.00	\$ 43,812
EDN407	QJ	07/01/15	035467	LIBRARIAN III	N	SR20	13	Perm	A	1.00	\$51,930	1.00	\$ 51,300
EDN407	QJ	07/01/15	046401	LIBRARY TECHNICIAN V	N	SR11	03	Perm	A	1.00	\$33,720	1.00	\$ 35,112
EDN407	QH	07/16/15	000038	LIBRARIAN III	N	SR20	13	Perm	A	1.00	\$48,000	1.00	\$ 47,400
EDN407	QD	07/16/15	024819	JANITOR II	N	BC02	01	Perm	A	0.50	\$19,083	0.50	\$ 17,982
EDN407	QF	07/16/15	026607	JANITOR II	N	BC02	01	Perm	A	0.50	\$19,083	0.50	\$ 17,982
EDN407	QF	07/26/15	000281	LIBRARIAN IV	N	SR22	13	Perm	A	1.00	\$49,914	1.00	\$ 47,400
EDN407	QL	08/01/15	116670	LIBRARIAN IV	N	SR22	13	Perm	A	1.00	\$60,780	1.00	\$ 57,720
EDN407	QF	08/04/15	015684	LIBRARIAN V	N	SR24	23	Perm	A	1.00	\$58,440	1.00	\$ 53,364
EDN407	QE	08/04/15	043914	JANITOR II	N	BC02	01	Perm	A	0.50	\$19,083	0.50	\$ 17,982
EDN407	QE	08/15/15	011904	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$26,700	1.00	\$ 28,872
EDN407	QE	08/17/15	019322	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$29,988	1.00	\$ 31,236
EDN407	QJ	08/17/15	019331	LIBRARIAN IV	N	SR22	13	Perm	A	1.00	\$63,198	1.00	\$ 60,012

Department of Education - Hawaii State Public Library System
 Personnel Separations from July 1, 2014 to November 30, 2015

Table 14

<u>Prog ID</u>	<u>Sub-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>
EDN407	QE	08/18/15	008355	LIBRARIAN III	N	SR20	13	Perm	A	1.00	\$51,930	1.00	\$ 49,308
EDN407	QG	09/01/15	004503	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$27,768	1.00	\$ 28,872
EDN407	QG	09/05/15	000344	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$26,700	1.00	\$ 28,872
EDN407	QE	10/01/15	015158	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$26,700	1.00	\$ 25,632
EDN407	QF	10/02/15	014819	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$31,236	1.00	\$ 25,632
EDN407	QJ	10/16/15	033891	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$32,460	1.00	\$ 33,720
EDN407	QL	10/16/15	116419	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$26,700	1.00	\$ 31,236
EDN407	QF	11/01/15	000287	LIBRARY ASSISTANT III	N	SR07	03	Perm	A	1.00	\$31,236	1.00	\$ 32,460
EDN407	QF	11/01/15	028757	LIBRARIAN IV	N	SR22	13	Perm	A	1.00	\$68,364	1.00	\$ 64,920
												93.00	

Department of Education - Hawaii State Public Library System
Positions Filled from July 1, 2014 to November 30, 2015

Table 15

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
EDN 407	QF	07/01/14	000328	LIBRARIAN III	N	SR20	13	P	A	0.50	\$ 23,070	0.50	\$ 21,906	N
EDN 407	QJ	07/01/14	010898	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 49,914	1.00	\$ 47,400	N
EDN 407	QJ	07/01/14	011926	LIBRARIAN IV	N	SR22	23	P	A	1.00	\$ 49,914	1.00	\$ 47,400	N
EDN 407	QE	07/01/14	019507	JANITOR II	N	BC02	01	P	A	0.50	\$ 19,083	0.50	\$ 17,280	N
EDN 407	QD	07/08/14	027259	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 25,632	N
EDN 407	QJ	07/16/14	007292	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 49,914	1.00	\$ 47,400	N
EDN 407	QE	08/01/14	039920	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 25,632	Y
EDN 407	QF	08/05/14	021964	LIBRARY ASSISTANT IV	N	SR09	03	P	A	1.00	\$ 27,768	1.00	\$ 33,720	N
EDN 407	QF	08/16/14	000283	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 49,914	1.00	\$ 47,400	N
EDN 407	QF	09/02/14	000288	JANITOR III	N	WS02	01	P	A	1.00	\$ 37,716	1.00	\$ 39,240	N
EDN 407	QF	09/03/14	118827	LIBRARY TECHNICIAN V	N	SR11	03	P	A	0.50	\$ 14,994	0.50	\$ 15,618	Y
EDN 407	QF	09/09/14	000281	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 49,914	1.00	\$ 47,400	N
EDN 407	QL	09/16/14	112911	LIBRARIAN V	N	SR24	23	P	A	1.00	\$ 58,440	1.00	\$ 53,364	N
EDN 407	QD	09/16/14	045983	LIBRARY ASSISTANT IV	N	SR09	03	P	A	1.00	\$ 27,768	1.00	\$ 28,872	N
EDN 407	QL	09/22/14	113018	JANITOR II	N	BC02	01	P	A	1.00	\$ 38,166	1.00	\$ 34,560	N
EDN 407	QL	09/29/14	116885	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 46,140	1.00	\$ 43,812	Y
EDN 407	QE	10/01/14	000367	LIBRARY TECHNICIAN V	N	SR11	03	P	A	1.00	\$ 29,988	1.00	\$ 31,236	N
EDN 407	QB	10/01/14	043314	PRE-AUDIT CLERK II	N	SR13	03	P	A	1.00	\$ 33,720	1.00	\$ 33,720	N
EDN 407	QB	10/01/14	000319	ACCOUNT CLERK III	N	SR13	03	P	A	1.00	\$ 32,460	1.00	\$ 32,460	N
EDN 407	QH	10/03/14	001393	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 26,700	Y
EDN 407	QE	10/20/14	014051	JANITOR II	N	BC02	01	P	A	1.00	\$ 35,256	1.00	\$ 35,256	Y
EDN 407	QF	10/27/14	024732	LIBRARY TECHNICIAN V	N	SR11	03	P	A	1.00	\$ 39,492	1.00	\$ 36,468	N
EDN 407	QH	11/03/14	021965	LIBRARY ASSISTANT IV	N	SR09	03	P	A	1.00	\$ 31,236	1.00	\$ 28,872	N
EDN 407	QH	11/13/14	027018	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 26,700	N
EDN 407	QF	11/25/14	008265	LIBRARY ASSISTANT IV	N	SR09	03	P	A	1.00	\$ 44,388	1.00	\$ 37,980	N
EDN 407	QH	12/01/14	023922	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 49,914	1.00	\$ 47,400	N
EDN 407	QF	12/16/14	015684	LIBRARIAN V	N	SR24	23	P	A	1.00	\$ 58,440	1.00	\$ 53,364	N
EDN 407	QE	01/02/15	031498	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 25,632	Y
EDN 407	QD	01/03/15	043958	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 25,632	Y
EDN 407	QJ	01/05/15	021967	LIBRARY TECHNICIAN VI	N	SR13	03	P	A	1.00	\$ 42,684	1.00	\$ 46,188	N
EDN 407	QM	01/20/15	019324	INFO TECH SPCLT II	N	SR18	13	P	A	1.00	\$ 42,696	1.00	\$ 38,952	N
EDN 407	QH	01/21/15	000005	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 25,632	Y
EDN 407	QE	01/26/15	031500	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 25,632	Y
EDN 407	QF	02/09/15	027091	LIBRARIAN IV	N	SR22	23	P	A	1.00	\$ 71,100	1.00	\$ 47,400	N
EDN 407	QF	02/09/15	045967	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 63,198	1.00	\$ 49,308	N
EDN 407	QH	03/10/15	000040	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 25,632	Y
EDN 407	QE	03/16/15	018674	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 27,768	1.00	\$ 25,632	N
EDN 407	QJ	03/17/15	013033	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 25,632	N
EDN 407	QH	03/19/15	043315	LIBRARY TECHNICIAN V	N	SR11	03	P	A	1.00	\$ 29,988	1.00	\$ 29,988	N
EDN 407	QH	03/23/15	001393	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 25,632	Y
EDN 407	QJ	03/23/15	000359	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 25,632	N
EDN 407	QJ	04/01/15	023210	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 25,632	N
EDN 407	QB	04/06/15	101286	STATE LIBRARIAN	Y	SRNA	00	P	A	1.00	\$ 120,000	1.00	\$ 120,000	N
EDN 407	QG	04/06/15	035364	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 46,140	1.00	\$ 47,400	N
EDN 407	QE	04/16/15	039920	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 25,632	Y

Department of Education - Hawaii State Public Library System
Positions Filled from July 1, 2014 to November 30, 2015

Table 15

Prog ID	Sub-Org	Effective Date Position Filled	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	Budgeted FTE	Budgeted Salary	Actual FTE	Actual Salary	Occupied by 89 Day Hire (Y/N)
EDN 407	QD	04/16/15	000330	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 46,140	1.00	\$ 43,812	Y
EDN 407	QE	04/16/15	014911	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 46,140	1.00	\$ 43,812	N
EDN 407	QB	04/16/15	112710	PRE-AUDIT CLERK I	N	SR11	03	P	A	1.00	\$ 31,236	1.00	\$ 33,720	N
EDN 407	QE	04/16/15	012459	LIBRARY ASSISTANT IV	N	SR09	03	P	A	1.00	\$ 33,720	1.00	\$ 28,872	N
EDN 407	QG	05/01/15	001134	LIBRARY TECHNICIAN V	N	SR11	03	P	A	1.00	\$ 32,460	1.00	\$ 31,236	N
EDN 407	QJ	05/02/15	022485	LIBRARIAN IV	N	SR22	23	P	A	1.00	\$ 58,440	1.00	\$ 55,488	N
EDN 407	QD	05/05/15	028894	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 51,930	1.00	\$ 43,812	Y
EDN 407	QB	05/11/15	043665	ACCOUNTANT IV	N	SR22	13	P	A	1.00	\$ 49,914	1.00	\$ 47,400	N
EDN 407	QF	05/12/15	010936	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 32,460	1.00	\$ 26,700	Y
EDN 407	QF	05/12/15	043902	LIBRARY TECHNICIAN V	N	SR11	03	P	A	1.00	\$ 39,492	1.00	\$ 29,988	N
EDN 407	QG	05/16/15	015405	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 58,440	1.00	\$ 47,400	N
EDN 407	QG	05/18/15	010820	LIBRARY TECHNICIAN V	N	SR11	03	P	A	1.00	\$ 41,064	1.00	\$ 44,388	N
EDN 407	QE	05/19/15	009607	JANITOR II	N	BC02	01	P	A	1.00	\$ 38,166	1.00	\$ 35,964	Y
EDN 407	QJ	05/19/15	046172	JANITOR II	N	BC02	01	P	A	1.00	\$ 38,166	1.00	\$ 35,964	Y
EDN 407	QH	05/26/15	028442	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 25,632	Y
EDN 407	QM	06/01/15	025030	ILLUSTRATOR-PHOTOG	N	SR17	03	P	A	1.00	\$ 60,780	1.00	\$ 37,980	N
EDN 407	QF	06/15/15	000291	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 29,988	1.00	\$ 25,632	Y
EDN 407	QG	06/15/15	039410	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 31,236	1.00	\$ 25,632	Y
EDN 407	QI	06/16/15	019333	MANAGING LIBRARIAN	N	EM03	35	P	A	1.00	\$ 67,692	1.00	\$ 80,716	N
EDN 407	QD	06/22/15	110637	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 25,632	Y
EDN 407	QH	07/01/15	021966	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 46,140	1.00	\$ 43,812	N
EDN 407	QD	07/01/15	045982	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 25,632	Y
EDN 407	QJ	07/01/15	046487	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 60,780	1.00	\$ 43,812	Y
EDN 407	QE	07/01/15	024334	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 46,140	1.00	\$ 43,812	Y
EDN 407	QJ	07/01/15	000312	LIBRARY TECHNICIAN VI	N	SR13	03	P	A	1.00	\$ 46,188	1.00	\$ 37,980	N
EDN 407	QJ	07/01/15	000318	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 49,914	1.00	\$ 55,488	N
EDN 407	QG	07/07/15	001126	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 41,064	1.00	\$ 25,632	Y
EDN 407	QJ	07/13/15	049823	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 46,140	1.00	\$ 43,812	Y
EDN 407	QE	07/15/15	024336	LIBRARY ASSISTANT IV	N	SR09	03	P	A	1.00	\$ 37,980	1.00	\$ 27,768	N
EDN 407	QH	07/16/15	016033	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 58,416	1.00	\$ 51,300	N
EDN 407	QF	07/16/15	027132	JANITOR II	N	BC02	01	P	A	1.00	\$ 38,166	1.00	\$ 35,964	N
EDN 407	QD	07/16/15	008819	JANITOR II	N	BC02	01	P	A	1.00	\$ 38,166	1.00	\$ 35,964	N
EDN 407	QE	07/20/15	028473	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 33,720	1.00	\$ 25,632	Y
EDN 407	QH	07/20/15	001395	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 25,632	Y
EDN 407	QH	07/21/15	013829	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 25,632	Y
EDN 407	QE	07/28/15	015154	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 65,736	1.00	\$ 43,812	Y
EDN 407	QD	08/01/15	019332	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 49,914	1.00	\$ 57,720	N
EDN 407	QE	08/02/15	015158	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 25,632	Y
EDN 407	QJ	08/17/15	000333	LIBRARIAN V	N	SR24	23	P	A	1.00	\$ 79,998	1.00	\$ 67,512	N
EDN 407	QL	08/17/15	116419	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 31,236	Y
EDN 407	QE	08/18/15	008354	LIBRARIAN IV	N	SR22	23	P	A	1.00	\$ 68,364	1.00	\$ 53,364	N
EDN 407	QG	08/24/15	001122	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 35,112	1.00	\$ 25,632	Y
EDN 407	QF	09/01/15	021964	LIBRARY ASSISTANT IV	N	SR09	03	P	A	1.00	\$ 27,768	1.00	\$ 27,768	N
EDN 407	QG	09/01/15	027782	LIBRARY ASSISTANT IV	N	SR09	03	P	A	1.00	\$ 28,872	1.00	\$ 31,236	N
EDN 407	QL	09/01/15	116383	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 65,736	1.00	\$ 43,812	Y

Department of Education - Hawaii State Public Library System
 Positions Filled from July 1, 2014 to November 30, 2015

Table 15

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Effective Date Position Filled</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>	<u>Occupied by 89 Day Hire (Y/N)</u>
EDN 407	QF	10/01/15	014819	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 31,236	1.00	\$ 25,632	Y
EDN 407	QF	10/01/15	014818	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 25,632	Y
EDN 407	QD	10/05/15	043906	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 46,140	1.00	\$ 43,812	N
EDN 407	QF	10/05/15	023996	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 25,632	Y
EDN 407	QJ	10/16/15	046401	LIBRARY TECHNICIAN V	N	SR11	03	P	A	1.00	\$ 33,720	1.00	\$ 37,980	N
EDN 407	QG	10/17/15	010018	JANITOR II	N	BC02	01	P	A	1.00	\$ 38,166	1.00	\$ 36,684	Y
EDN 407	QF	11/12/15	012562	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 35,112	1.00	\$ 25,632	Y
EDN 407	QF	11/16/15	012245	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 25,632	Y
												96.50		

Department of Education - Hawaii State Public Library System
 Unauthorized Positions as of November 30, 2015

Table 16

<u>Prog ID</u>	<u>Sub-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>
					No Unauthorized Positions									

Department of Education - Hawaii State Public Library System
Overtime Expenditure Summary

Table 17

Prog ID	Sub-Org	Program Title	MOE	FY15 (actual)			FY16 (estimated)			FY17 (budgeted)		
				<u>Base Salary</u>	<u>Overtime</u>	<u>Overtime</u>	<u>Base Salary</u>	<u>Overtime</u>	<u>Overtime</u>	<u>Base Salary</u>	<u>Overtime</u>	<u>Overtime</u>
				<u>\$\$\$\$</u>	<u>\$\$\$\$</u>	<u>Percent</u>	<u>\$\$\$\$</u>	<u>\$\$\$\$</u>	<u>Percent</u>	<u>\$\$\$\$</u>	<u>\$\$\$\$</u>	<u>Percent</u>
EDN407	QB	Office of the State Librarian	A	\$ 1,734,886	\$ 89,585	5.2%	\$ 1,900,758	\$ 42,660	2.2%	\$ 1,934,525	\$ 10,000	0.5%
EDN407	QD	West Oahu Publcic Libraries	A	\$ 3,424,529	\$ 2,220	0.1%	\$ 3,510,674	\$ 2,000	0.1%	\$ 3,754,524	\$ 5,000	0.1%
EDN407	QE	East Oahu Public Libraries	A	\$ 5,019,391	\$ 1,364	0.0%	\$ 4,924,539	\$ 2,000	0.0%	\$ 5,018,259	\$ 5,000	0.1%
EDN407	QF	Hawaii Public Libraries	A	\$ 2,602,493	\$ -	0.0%	\$ 2,473,235	\$ 1,000	0.0%	\$ 2,525,799	\$ 5,000	0.2%
EDN407	QG	Maui Public Libraries	A	\$ 1,765,655	\$ 900	0.1%	\$ 1,735,060	\$ 2,000	0.1%	\$ 1,795,068	\$ 5,000	0.3%
EDN407	QH	Kauai Public Libraries	A	\$ 1,052,906	\$ -	0.0%	\$ 1,192,906	\$ 1,000	0.1%	\$ 1,214,352	\$ 5,000	0.4%
EDN407	QI	Library for the Blind & Physically Handicapped	A	\$ 353,165	\$ -	0.0%	\$ 444,165	\$ 500	0.1%	\$ 448,146	\$ 3,000	0.7%
EDN407	QJ	Hawaii State Library	A	\$ 3,559,022	\$ -	0.0%	\$ 3,958,552	\$ 3,000	0.1%	\$ 4,051,157	\$ 5,000	0.1%
EDN407	QL	Kapolei Public Library	A	\$ 1,014,200	\$ 657	0.1%	\$ 996,879	\$ 1,000	0.1%	\$ 1,015,425	\$ 5,000	0.5%
EDN407	QM	Library Development Services	A	\$ 2,228,707	\$ 6,131	0.3%	\$ 2,622,255	\$ 15,000	0.6%	\$ 2,696,746	\$ 5,000	0.2%

Overtime Position List

(Only for Positions the Sum of Overtime Paid and Value of Compensatory Time for which was at Least 10% of Base Pay during FY15)

Prog ID	Position No.	Bargaining Unit	Included in CB (Y/N)	Exempt (Y/N)	Temp or Perm (T/P)	MOF	Position Title	Salary Range Level	Base Annual Pay	Hours Exceeding Standard	FY 15							
											OT		Comp Time			Total OT/Comp		
											\$ Amount Paid	% of Base	Hours Earned	\$ Value of Hours Earned	% \$ Value of Base Salary	\$ Amount OT Paid + \$ Value Comp Hours Earned	% of Base	
EDN407	43313	03	Y	N	P	A	PRE AUDIT CLERK III	SR15	49,888	687.06	16,442	33.0%	-	-	0.0%	16,442	33.0%	
EDN407	112710	03	N	N	P	A	PRE AUDIT CLERK I	SR11	32,461	624.82	10,093	31.1%	-	-	0.0%	10,093	31.1%	
EDN407	11106	73	N	N	P	A	ACCOUNTANT V	SR24	70,188	584.25	19,848	28.3%	-	-	0.0%	19,848	28.3%	
EDN407	43314	03	N	N	P	A	PRE AUDIT CLERK II	SR13	32,792	508.19	8,224	25.1%	-	-	0.0%	8,224	25.1%	
EDN407	32512	35	N	N	P	A	ASO I	EM05	107,465	330.75	19,047	17.7%	-	-	0.0%	19,047	17.7%	
EDN407	35961	35	N	N	P	A	DPO II	EM03	91,513	326.64	14,116	15.4%	-	-	0.0%	14,116	15.4%	
GRAND TOTAL										384,307	3,061.71	87,770	22.8%	-	-	0.0%	87,770	22.8%
Totals by MOF						A		384,307	3,061.71	87,770	22.8%	-	-	0.0%	87,770	22.8%		
						B		-	-	-								
						C		-	-	-								
						N		-	-	-								
						P		-	-	-								
						R		-	-	-								
						T		-	-	-								
						U		-	-	-								
						W		-	-	-								
						X		-	-	-								

Department of Education - Hawaii State Public Library System
Overpayments as of November 30, 2015

Table 19

<u>Name of Employee</u>	<u>Date of Over- payment</u>	<u>Gross Amount Overpaid</u>	<u>Amount Recovered</u>	<u>Balance</u>	<u>Category</u>				<u>Reason for Overpayment</u>	<u>Referred to Attorney General</u>
					<u>Employed Occurred > 2 Years</u>	<u>Employed Occurred < 2 Years</u>	<u>Not Employed Occurred > 2 Years</u>	<u>Not Employed Occurred < 2 Years</u>		
[REDACTED]	12/17 (.50) - 4/30/2014	\$ 1,057.63	\$ -	\$ 1,057.63	0	0	1	0	LWOP & RETIRE 5/1/14 (COB 4/30/14)	NO

Department of Education - Hawaii State Public Library System
Active Contracts as of December 1, 2015

Table 20

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Term of Contract			Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S
						Date Executed	From	To					
EDN407	A	\$ 48,000	M	\$ 48,000	\$ 28,724	7/1/2015	7/1/2015	12/31/2015	Unique Management Services	Mailing notices to patrons; collection fines, fees	by Technology Officer	N	S
EDN407	A	\$ 35,100	M	\$ 35,100	\$ 5,414	10/27/2014	1/1/2015	12/31/2015	West Oahu Aggregate LLC	Refuse services for Oahu libraries	by Branch Head and Janitor	N	S
EDN407	A	\$ 891,947	M	\$ 891,947	\$ 891,947	8/14/2015	11/1/2015	10/31/2016	Star Protection Agency	Security services at libraries	by LSS Manager	N	S
EDN407	A	\$ 6,034	O	\$ 6,034	\$ 2,086	9/17/2015	11/1/2015	10/31/2016	Pacific Fire Protection	Fire extinguisher inspections for Oahu libraries	by LSS Manager	N	S
EDN407	P	\$ 7,861	A	\$ 7,861	\$ -	7/1/2015	7/20/2015	7/19/2016	En Pointe Technologies Sales	Commvault premier support services	by Technology Officer	N	S
EDN407	P	\$ 4,728	O	\$ 4,728	\$ -	7/21/2015	7/24/2015	7/23/2016	Synergy Asia Pacific	Nixtex workflow support services	by Technology Officer	N	S
EDN407	P	\$ 3,633	O	\$ 3,633	\$ -	7/21/2015	7/29/2015	7/28/2016	En Pointe Technologies Sales	Zscaler filtering subscription	by Technology Officer	N	S
EDN407	P	\$ 158,493	O	\$ 158,493	\$ -	9/21/2015	10/1/2015	9/30/2016	En Pointe Technologies Sales	Microsoft premier support services	by Technology Officer	N	S
EDN407	P	\$ 56,537	M	\$ 56,537	\$ 41,128	10/6/2015	10/1/2015	3/31/2016	T-Mobile USA	Mobile broadband services	by Technology Officer	N	S
EDN407	P	\$ 147,870	O	\$ 147,870	\$ -	7/1/2015	7/1/2015	6/30/2016	SirsiDynix	Horizon support services	by Technology Officer	N	S
EDN407	A	\$ 79,826	O	\$ 79,826	\$ 18,047	3/16/2015	3/16/2015	3/15/2016	Hawaiian Telcom	Managed network services	by Technology Officer	N	S
EDN407	A	\$ 24,000	O	\$ 24,000	\$ 16,000	7/1/2015	7/1/2015	6/30/2016	University of Hawaii - ITS	INET network services	by Technology Officer	N	S
EDN407	P	\$ 225,584	O	\$ 225,584	\$ 177,769	9/2/2015	8/16/2015	8/15/2016	Hawaiian Telcom	Routed network services (RNS)	by Technology Officer	N	S
EDN407	A	\$ 160,000	M	\$ 160,000	\$ 97,253	7/1/2015	7/1/2015	6/30/2016	DHRD	Workers' Compensation payments	by Accountant	N	S
EDN407	A	\$ 40,586	O	\$ 40,586	\$ 40,586	11/2/2015	--	--	Doonwood Engineering	Install new duplex storm drain system	by Administrative Services Officer	N	S

Department of Education - Hawaii State Public Library System
 FY16 Appropriation Status

Table 21

Act/ Year	ProgID	Seq No.	Description	Comments	MOF	FY16 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
Act 119/15	EDN407	210001	GOVERNOR'S MESSAGE (2/10/15): ADD (12) POSITIONS AND FUNDS FOR THE NEW AIEA AND NANAKULI PUBLIC LIBRARY (EDN407/QD).	LEGISLATURE DOES NOT CONCUR. REDUCE ENTIRE REQUEST FOR NEW AIEA PUBLIC LIBRARY OF (1) LIBRARY ASSISTANT III, (0.5) GROUNDSKEEPER I, AND 224,010 FOR EACH FY. REDUCE (0.5) GROUNDSKEEPER I AND 217,628 FOR FY16 AND (2) LIBRARY ASSISTANT III, (1) LIBRARIAN III, AND 122,844 FOR FY17 FOR NANAKULI PUBLIC LIBRARY. DETAIL OF ADJUSTED GOVERNOR'S REQUEST: (2) LIBRARY ASSISTANT III, SR07 (FY17: 25,632 EACH) (1) LIBRARY TECHNICIAN V, SR11 (FY17: 29,988) (1) LIBRARIAN III, SR20 (FY17: 43,812) (1) LIBRARIAN IV, SR22 (47,400) (0.5) GROUNDSKEEPER I, BC02 (FY17: 17,628) (1) JANITOR II, BC02 (FY17: 35,256) SUPPLIES (FY17: 3,000) ELECTRICITY (FY17: 80,000) SEWER (FY17: 4,800) POSTAGE (FY17: 100) TELEPHONE (FY17: 600) WATER (FY17: 4,300) REFUSE (FY17: 900) START-UP/INCREASE COLLECTIONS (FY16: 200,000) FURNITURE/EQUIPMENT (FY16: 400,000)	A		1.00	\$ 647,400			-	Currently recruiting Librarian IV position for Nanakuli Public Library.
Act 119/15	EDN407	210004	GOVERNOR'S MESSAGE (2/10/15): ADD (2) POSITIONS AND FUNDS FOR THE NEW BOOKMOBILE AT WAILUKU PUBLIC LIBRARY (EDN407/QG).	LEGISLATURE DOES NOT CONCUR. REDUCE (1) TEMPORARY BOOKMOBILE DRIVER AND 20,394 IN FY16 AND 40,788 IN FY17 AND 7,000 FOR REPAIR AND MAINTENANCE IN FY17. DETAIL OF ADJUSTED GOVERNOR'S REQUEST: (2) LIBRARY ASSISTANT III, SR07 (FY17: 25,632 EACH)AN III, SR20 (FY16: 21,906; FY17: 43,812) 6-MONTH DELAY IN HIRE.	A		1.00	\$ 21,906			-	6-month delay in hiring Librarian III
Act 119/15	EDN407	210005	GOVERNOR'S MESSAGE (2/10/15): ADD FUNDS FOR PUBLIC LIBRARY BOOKS AND MATERIALS (EDN407/QM).	LEGISLATURE CONCURS. FROM ENHANCED SERVICES PROGRAM SPECIAL FUND. DETAIL OF GOVERNOR'S REQUEST: LIBRARY BOOKS/MATERIALS (375,000)	B		-	\$ 375,000			1,395,000	

Department of Education - Hawaii State Public Library System
Capital Improvements Program (CIP) Requests

Table 22

<u>Prog ID</u>	<u>Priority</u>	<u>Dept- Wide Priority</u>	<u>Senate District</u>	<u>Rep. District</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY17 \$\$\$</u>
EDN407	1	1			Health & Safety, Statewide	C	\$ 1,500,000
EDN407	1	1			Americans with Disabilities Act Planning & Design Study	C	\$ 250,000
EDN407	1	1			Retrocommissioning, Statewide	C	\$ 1,000,000

Department of Education - Hawaii State Public Library System
CIP Lapses

Table 23

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

Department of Education - Hawaii State Public Library System
Division Resources

Table 24

<u>Division</u>	<u>Associated Program IDs</u>						
Public Libraries				EDN407			

Department of Education - Hawaii State Public Library System
 Program ID Sub-Organizations

Table 25

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
EDN407	QB	Office of the State Librarian	Plans, directs, measures, evaluates & reports to the Board of Education, the Governor, the Legislature, & the public about library services, collections, & programs
EDN407	QC	Logistics Support Section	Provide storeroom supplies to staff offices/public libraries.
EDN407	QD	West Oahu Public Libraries	Provide library resources and services to the public, stimulate interest in & meet unique & immediate needs of the community being served by working with local organizations.
EDN407	QE	East Oahu Public Libraries	Provide library resources and services to the public, stimulate interest in & meet unique & immediate needs of the community being served by working with local organizations.
EDN407	QF	Hawaii Public Libraries	Provide library resources and services to the public, stimulate interest in & meet unique & immediate needs of the community being served by working with local organizations.
EDN407	QG	Maui Public Libraries	Provide library resources and services to the public, stimulate interest in & meet unique & immediate needs of the community being served by working with local organizations.
EDN407	QH	Kauai Public Libraries	Provide library resources and services to the public, stimulate interest in & meet unique & immediate needs of the community being served by working with local organizations.
EDN407	QI	Library for the Blind & Physically Handicapped	Serves as the regional library of the National Library Service for the Blind & Physically Handicapped, Library of Congress. It serves eligible residents in the State of Hawaii and the U.S. Affiliated Pacific States with library materials in alternate forms.
EDN407	QJ	Hawaii State Library	Central library for the HSPLS. Serves as back-up resources for all HSPLS libraries. HSL sections & subject specialists provide
EDN407	QK	Library Services and Technology Act	Provide/develop library services to expand/enhance access to information and educational resources.

Department of Education - Hawaii State Public Library System
 Program ID Sub-Organizations

Table 25

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
EDN407	QL	Kapolei Public Library	Provide library resources and services to the public, stimulate interest in & meet unique & immediate needs of the community being served by working with local organizations.
EDN407	QM	Library Development Service	Plans, organizes, coordinates, seeks funding for, & evaluates library programs for HSPLS.

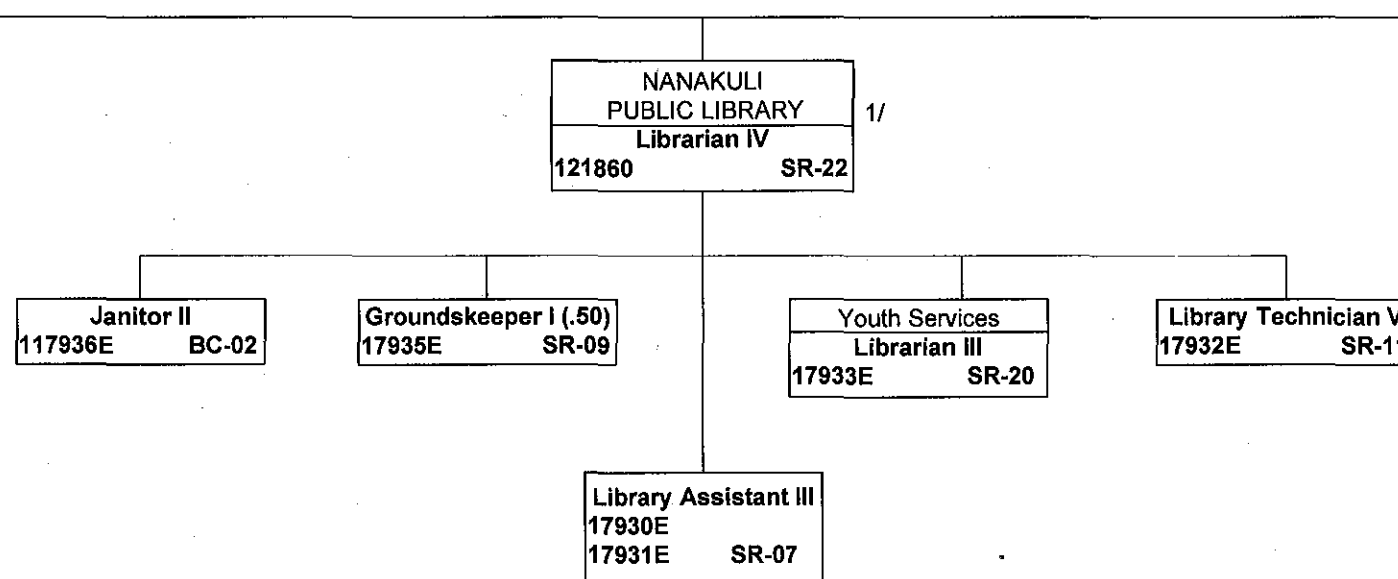
Department of Education - Hawaii State Public Library System
 Organization Changes

Table 26

<u>Year of Change</u> FY16/FY17	<u>Page</u> <u>Number</u>	<u>Description of Change</u>
FY 16	New	Establishment of Librarian IV, Pos. No. 121860, branch manager position for the Nanakuli Public Library.
FY 16	IX-M	Establishment of a Librarian III, Pseudo No. 16937E. Designated as the Bookmobile Librarian.
FY 17	New	Staffing for the new Nanakuli Public Library. 2 Library Assistant III positions (Pseudo Nos. 17930E & 17931E); 1 Library Technician V position (Pseudo No. 17932E); 1 Librarian III position (Pseudo No. 17933E); 1 Groundskeeper I - .50 FTE(Pseudo No. 17935E) position; and 1 Janitor II position (Pseudo No. 17936E).

1/ Seven (7) additional positions (6.5 FTE) are being requested in the 2017 Legislative Request for Additional Staffing. Oversight of positions will change if any or all of the requested additional positions are approved.

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

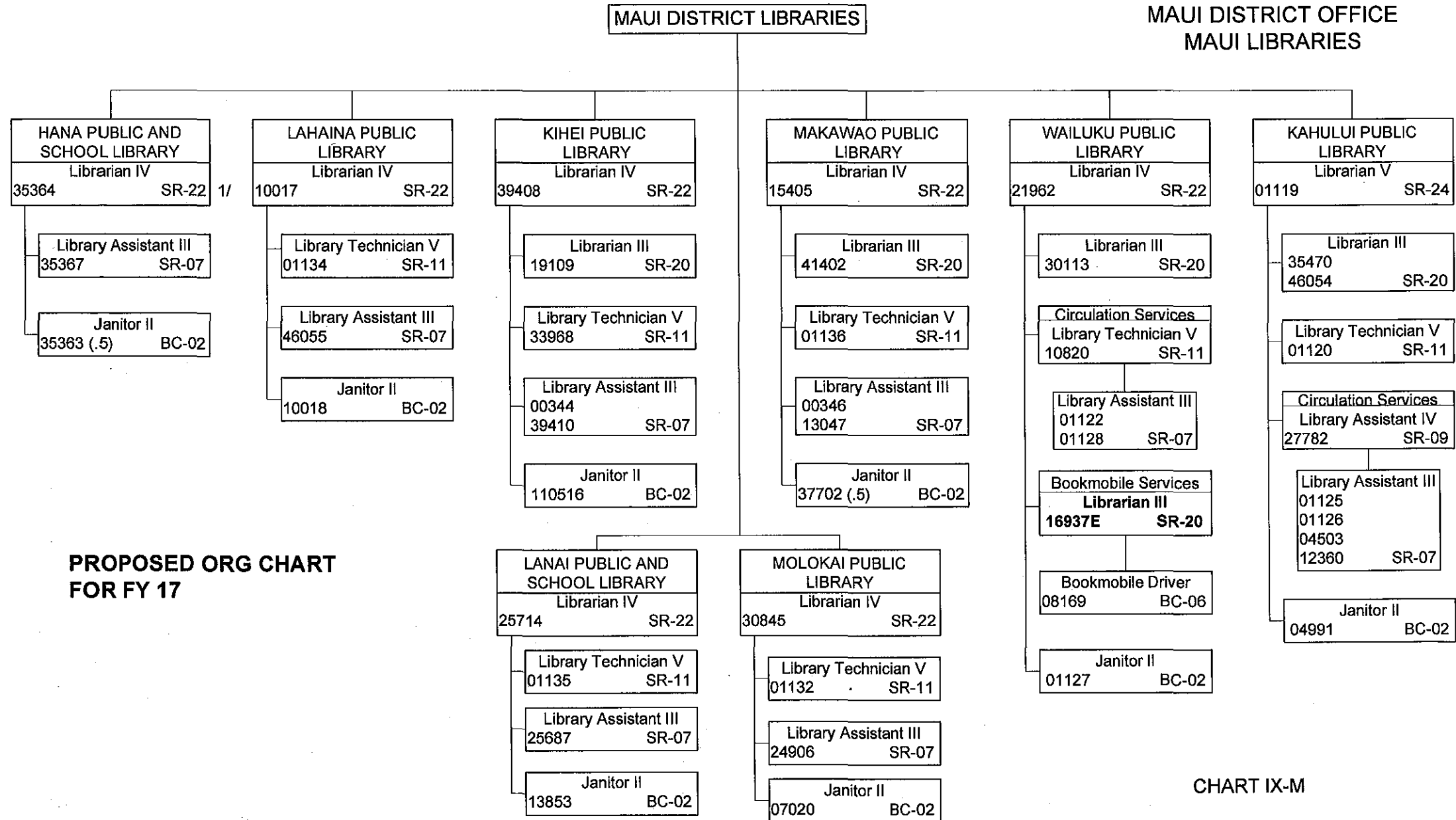


PROPOSED ORG CHART
 FOR FY 17

CHART [NEW]

1/ Reallocated to Librarian III, SR-20, for recruitment purposes eff. 2/28/14

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



**PROPOSED ORG CHART
FOR FY 17**

CHART IX-M

DEPARTMENT OF EDUCATION
HAWAII STATE PUBLIC LIBRARY SYSTEM

ORGANIZATION AND POSITION ORGANIZATION CHARTS
(As of June 30, 2015)

TABLE OF CONTENTS

	CHART
HAWAII STATE PUBLIC LIBRARY SYSTEM	I
OFFICE OF THE STATE LIBRARIAN	II
TECHNICAL SERVICES SECTION	III
ELECTRONIC SUPPORT SERVICES SECTION	IV
LIBRARY DEVELOPMENT SERVICES SECTION	V
ADMINISTRATIVE SERVICES BRANCH	VI
HAWAII STATE LIBRARY	VII
Federal Documents Section; Children's Section; Serials Section; Young Adult Section; Social Science and Philosophy Section; Business, Science, and Technology Section; Hawaii and Pacific Section	VII-A
Art, Music, and Recreation Section & Audio Visual Section; Language, Literature, and History Section; Library Operations Section	VII-B
Library for the Blind and Physically Handicapped	VIII
DISTRICT OFFICES	IX
<i>Oahu District Libraries</i>	IX-A
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Kahuku Public and School Library; Kailua Public Library; Kaimuki Public Library; Kalihi-Palama Public Library; Kaneohe Public Library	IX-C
Kapolei Public Library	IX-D
Liliha Public Library; Manoa Public Library; McCully-Moiliili Public Library; Mililani Public Library	IX-E
Pearl City Public Library; Salt Lake-Moanalua Public Library; Wahiawa Public Library; Waialua Public Library; Waianae Public Library; Waikiki-Kapahulu Public Library	IX-F
Waimanalo Public and School Library; Waipahu Public Library	IX-G

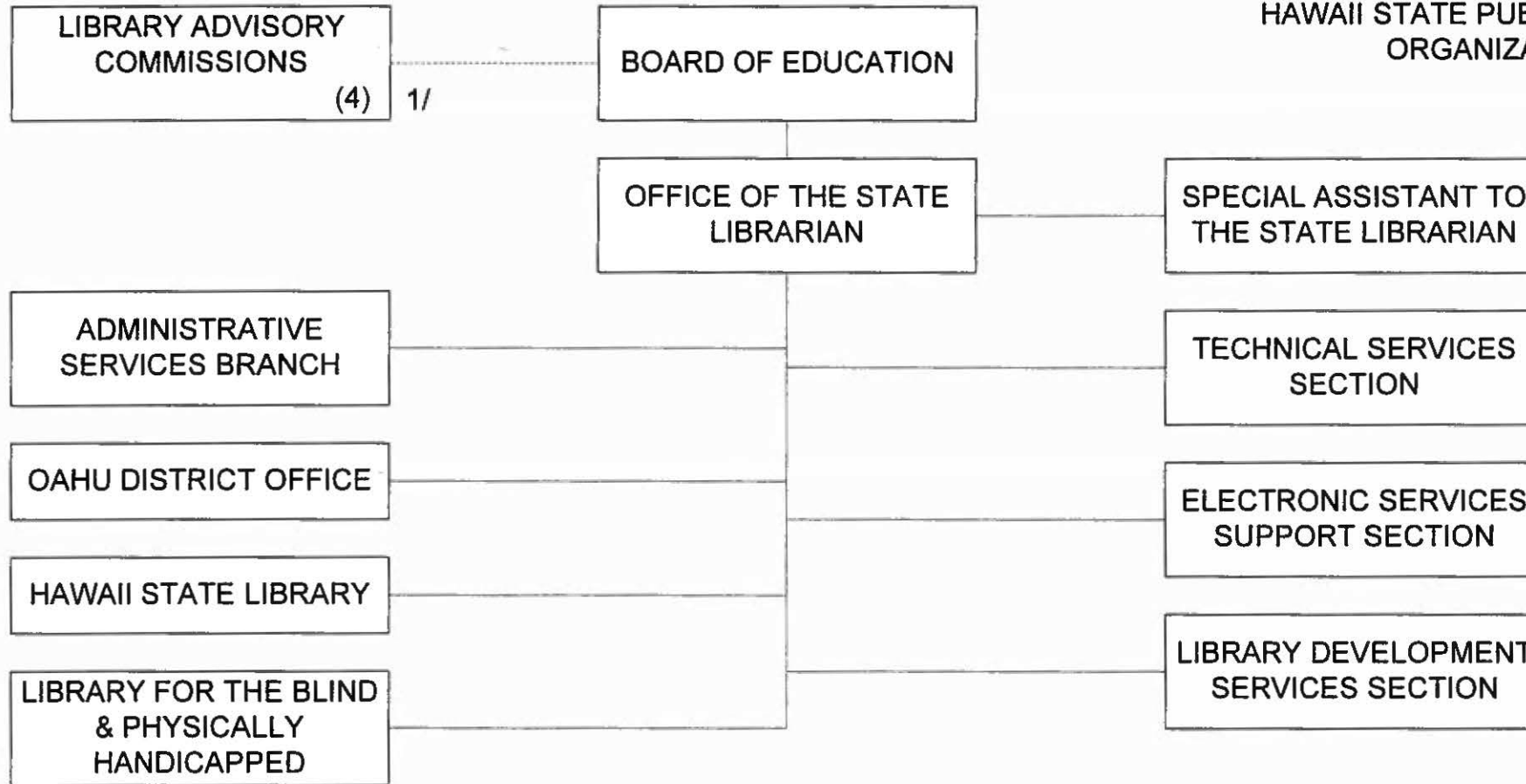
DEPARTMENT OF EDUCATION
HAWAII STATE PUBLIC LIBRARY SYSTEM

ORGANIZATION AND POSITION ORGANIZATION CHARTS
(As of June 30, 2015)

TABLE OF CONTENTS

	CHART
<i>Hawaii District Libraries</i>	IX-H
Mountain View Public and School Library; Keaau Public and School Library; Thelma Parker Memorial Public and School Library; Pahoa Public and School Library	IX-I
Naalehu Public Library; Pahala Public and School Library; Laupahoehoe Public and School Library; Honokaa Public Library; North Kohala Public Library; Hilo Public Library	IX-J
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<i>Kauai District Libraries</i>	IX-N
Koloa Public and School Library; Kapaa Public Library; Hanapepe Public Library; Waimea Public Library; Lihue Public Library; Princeville Public Library	IX-O

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



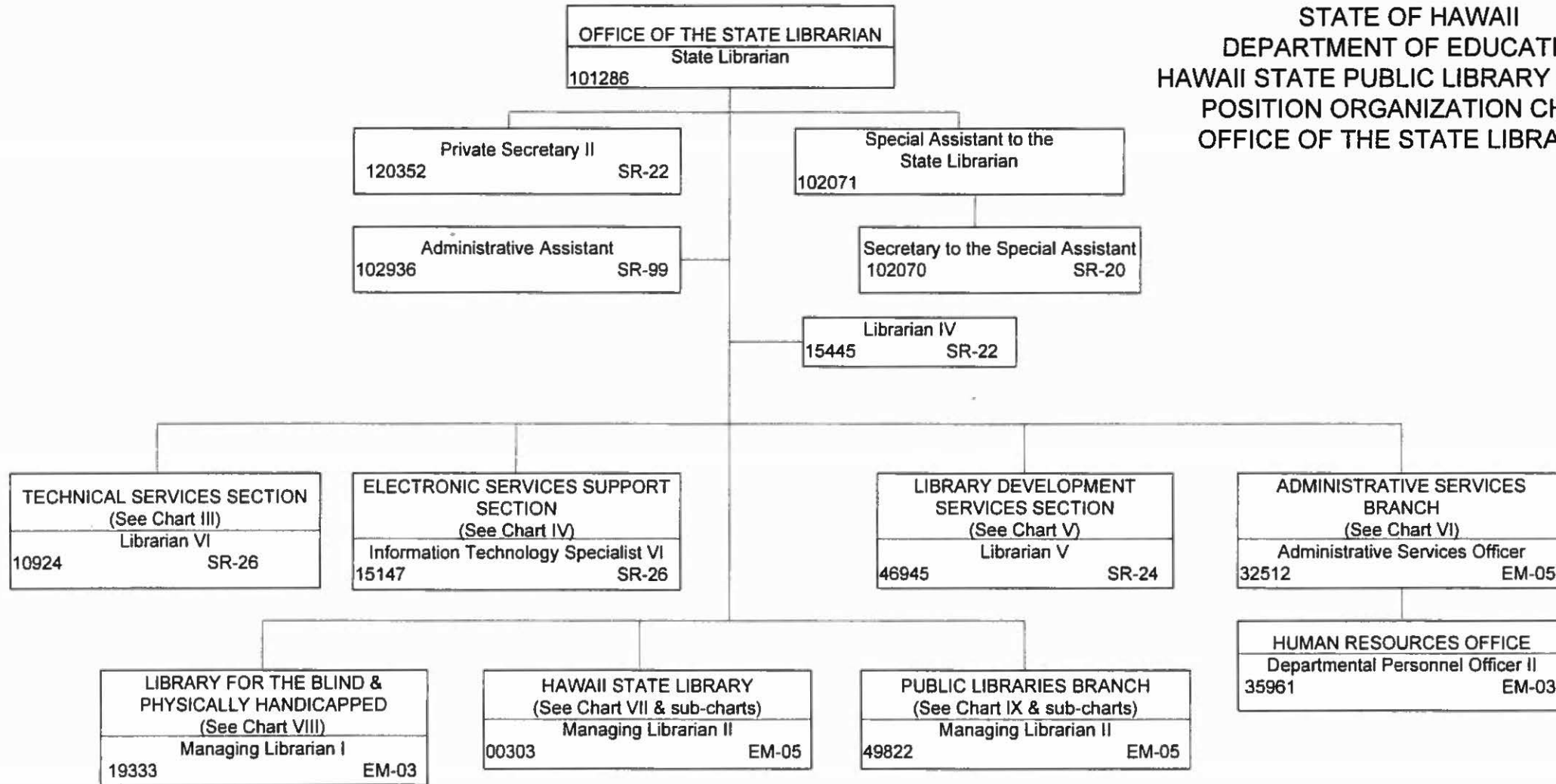
As of 6/30/15

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.

Stacey A. Aldrich
 State Librarian™

CHART I

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

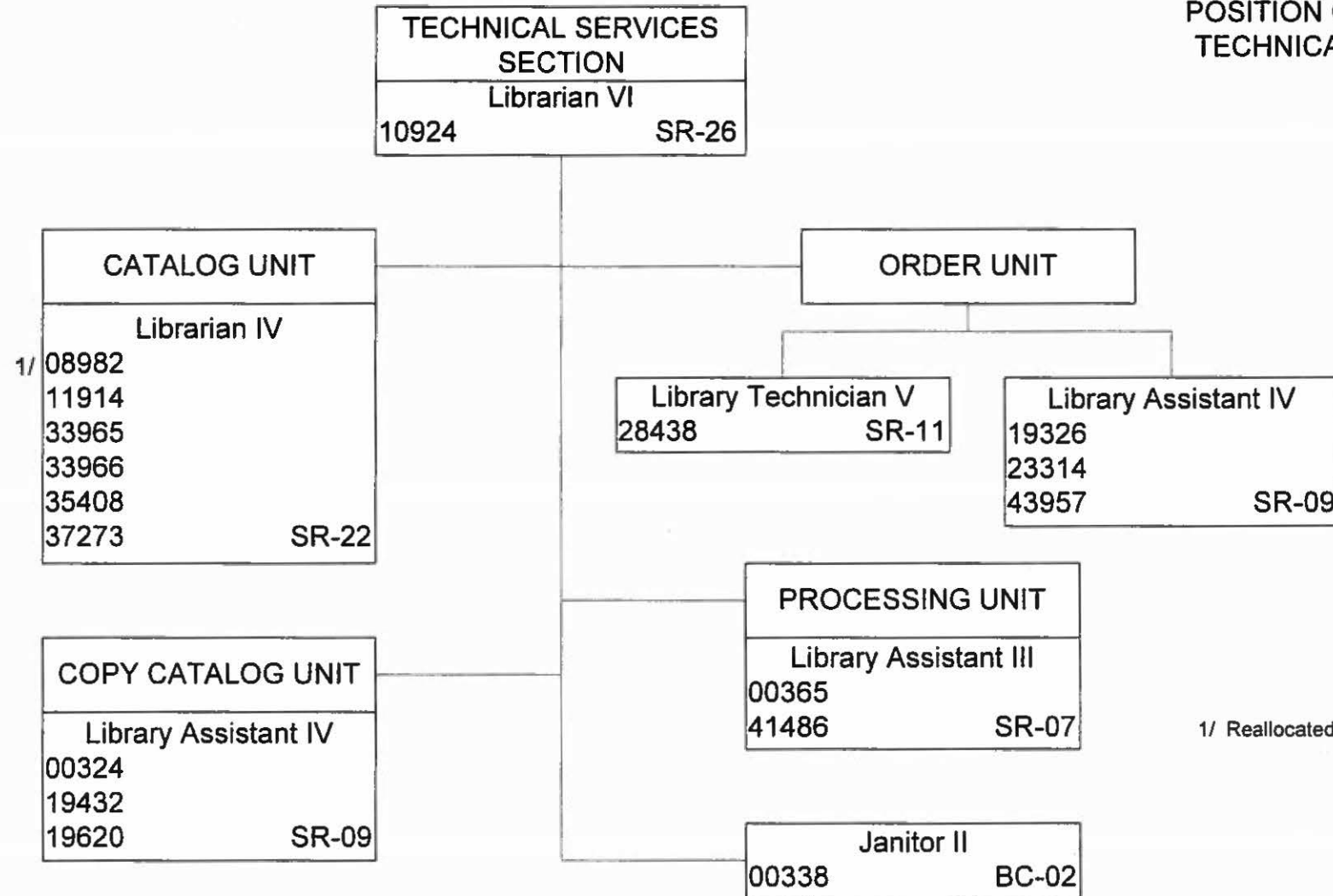


As of 6/30/15

Stacey A. Aldrich
 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. 2/14/14

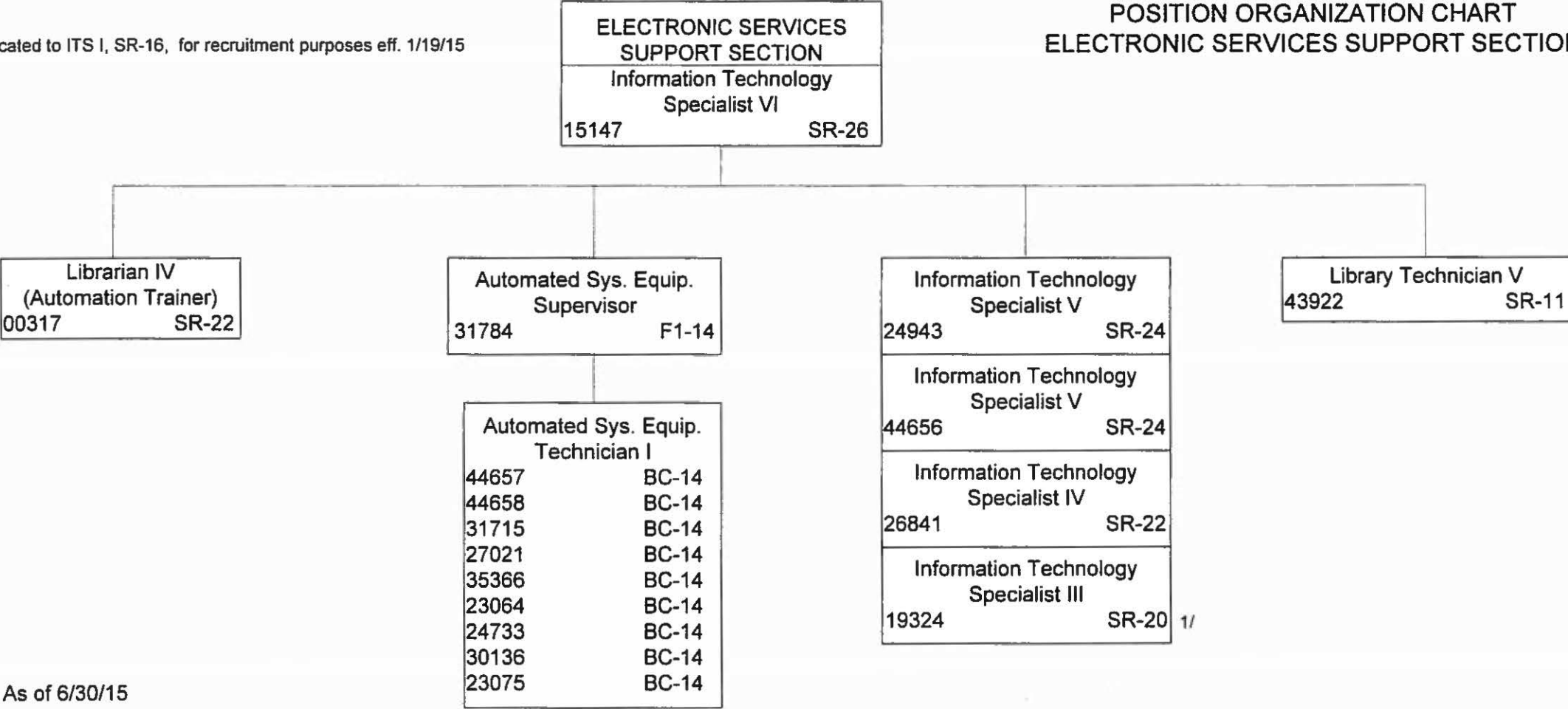
As of 6/30/15

CHART III

Stacey A. Aldrich
 State Librarian

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

1/ Reallocated to ITS I, SR-16, for recruitment purposes eff. 1/19/15

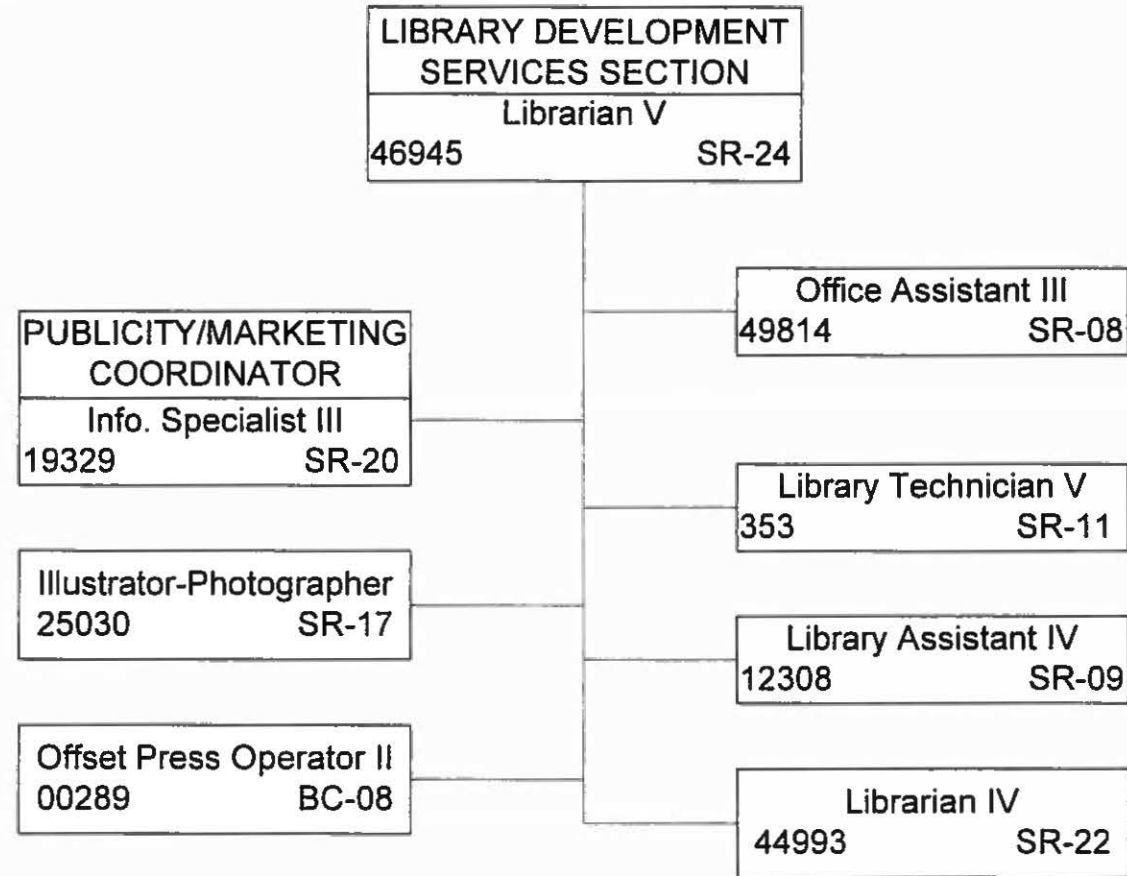


As of 6/30/15


 Stacey A. Aldrich
 State Librarian

CHART IV

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



As of 6/30/15

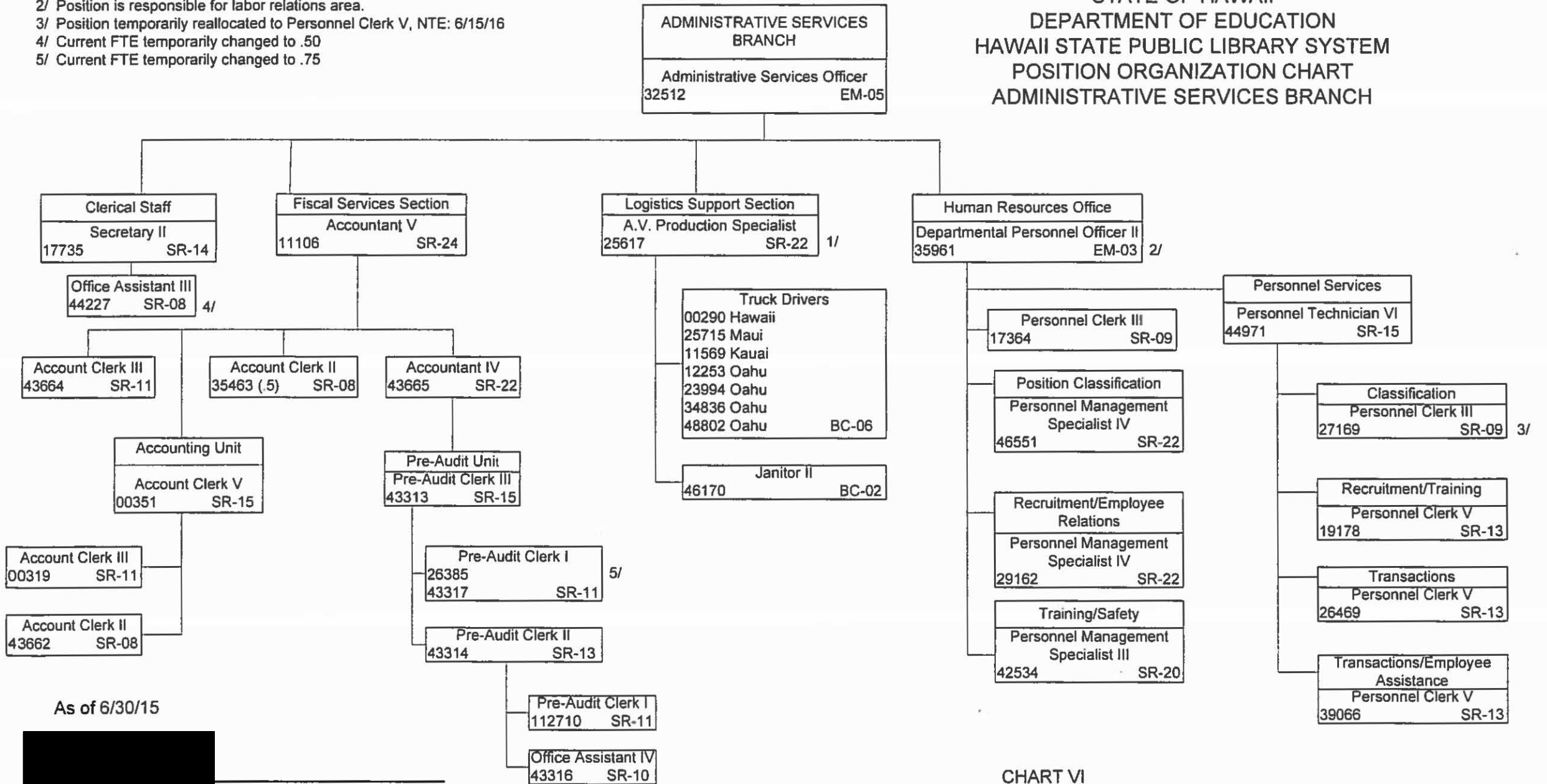


 Stacey A. Aldrich
 State Librarian

CHART V

- 1/ Position to be redescribed
- 2/ Position is responsible for labor relations area.
- 3/ Position temporarily reallocated to Personnel Clerk V, NTE: 6/15/16
- 4/ Current FTE temporarily changed to .50
- 5/ Current FTE temporarily changed to .75

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



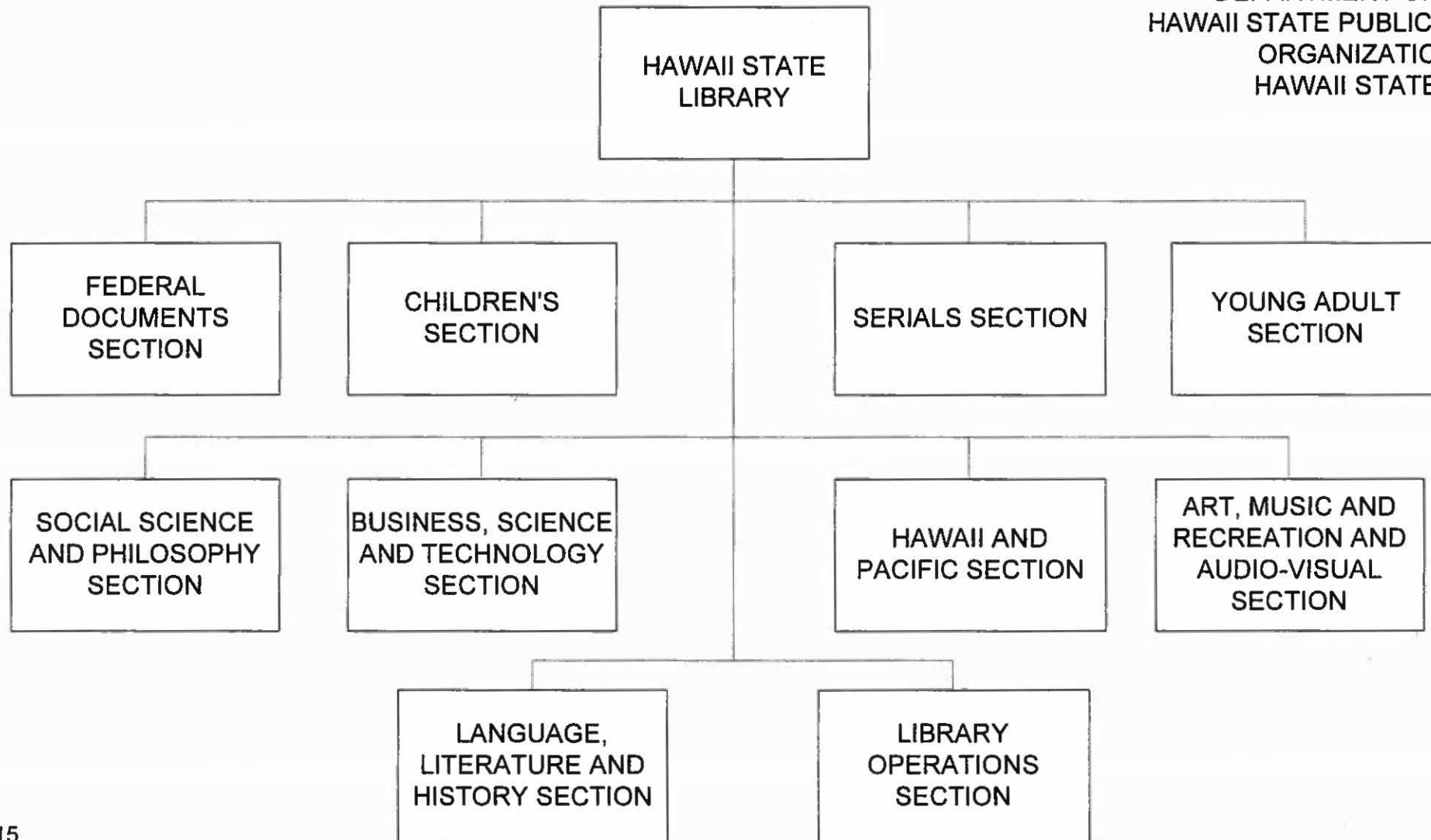
As of 6/30/15



Stacey A. Aldrich
State Librarian

CHART VI

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

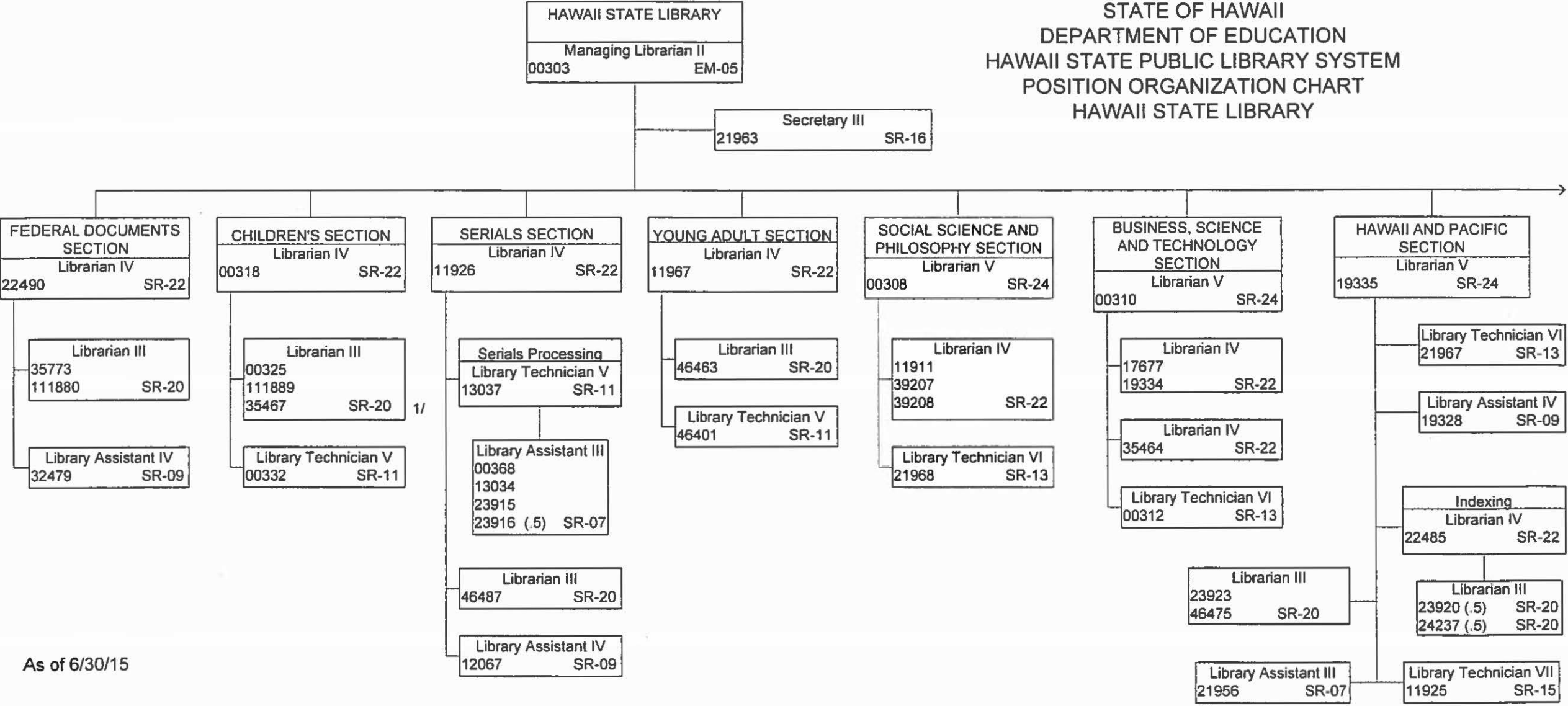


As of 6/30/15

Stacey A. Aldrich
State Librarian

CHART VII

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

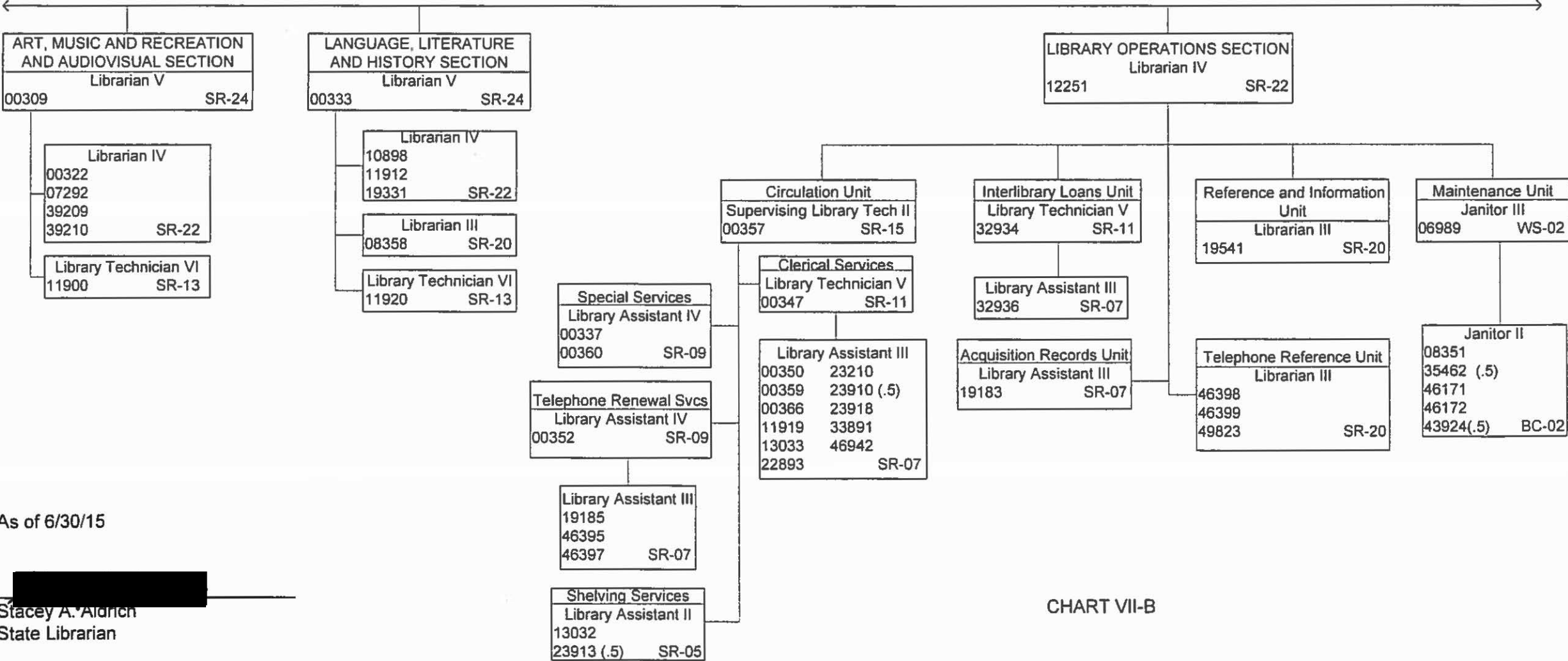


As of 6/30/15

1/ Position shared with Young Adult Section

Stacey A. Aldrich
State Librarian

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

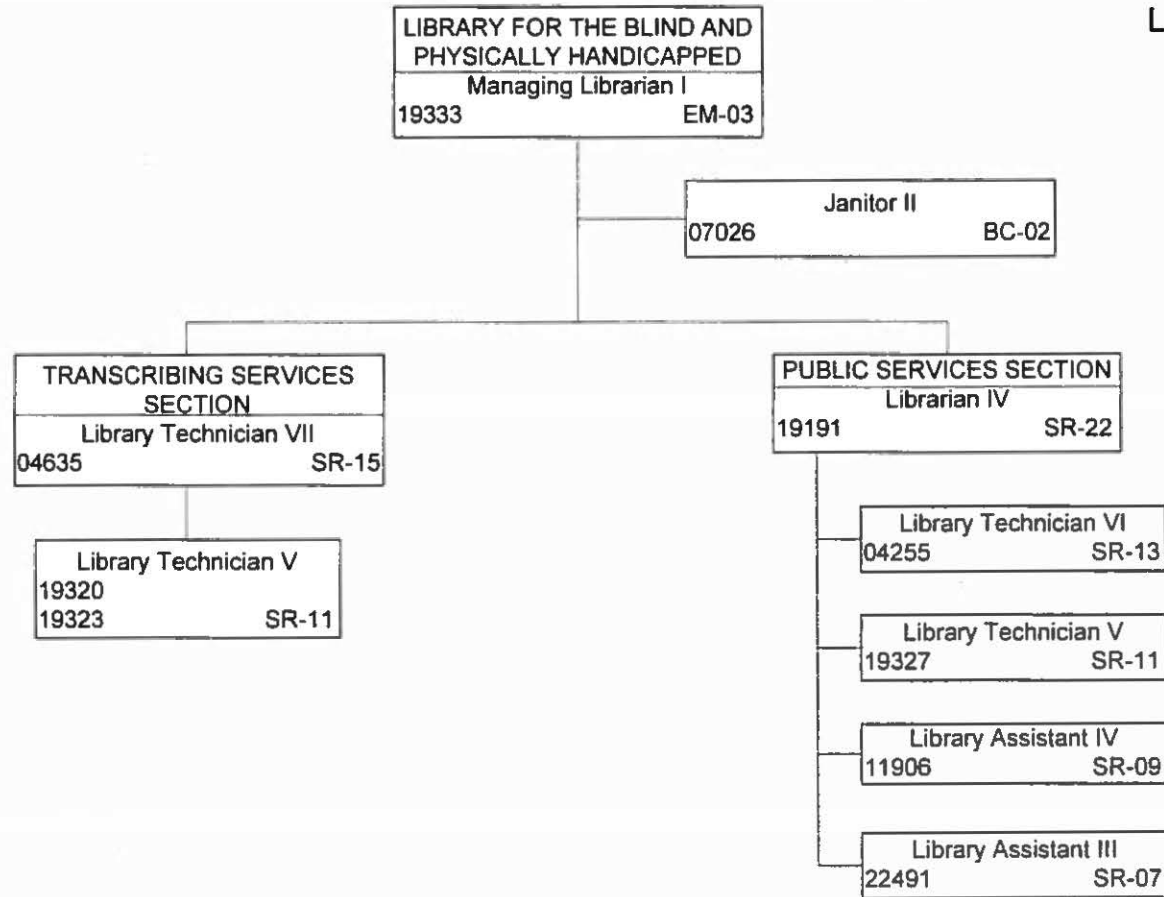


As of 6/30/15

Stacey A. Aldrich
 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 6/30/15

Stacey A. Aldrich
 State Librarian

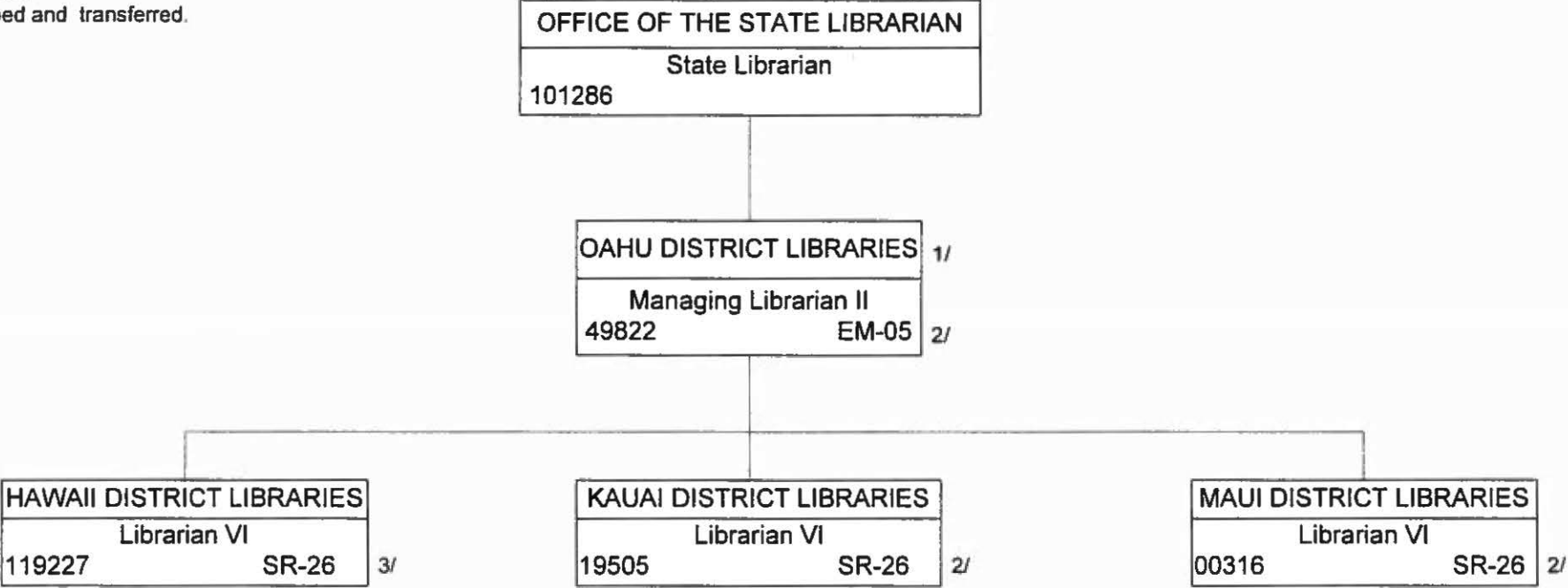
CHART VIII

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

1/ Administrative office referred to as Public Libraries Branch.

2/ Position to be redescribed.

3/ Position to be redescribed and transferred.



As of 6/30/15

 Stacey A. Aldrich
 State Librarian

CHART IX

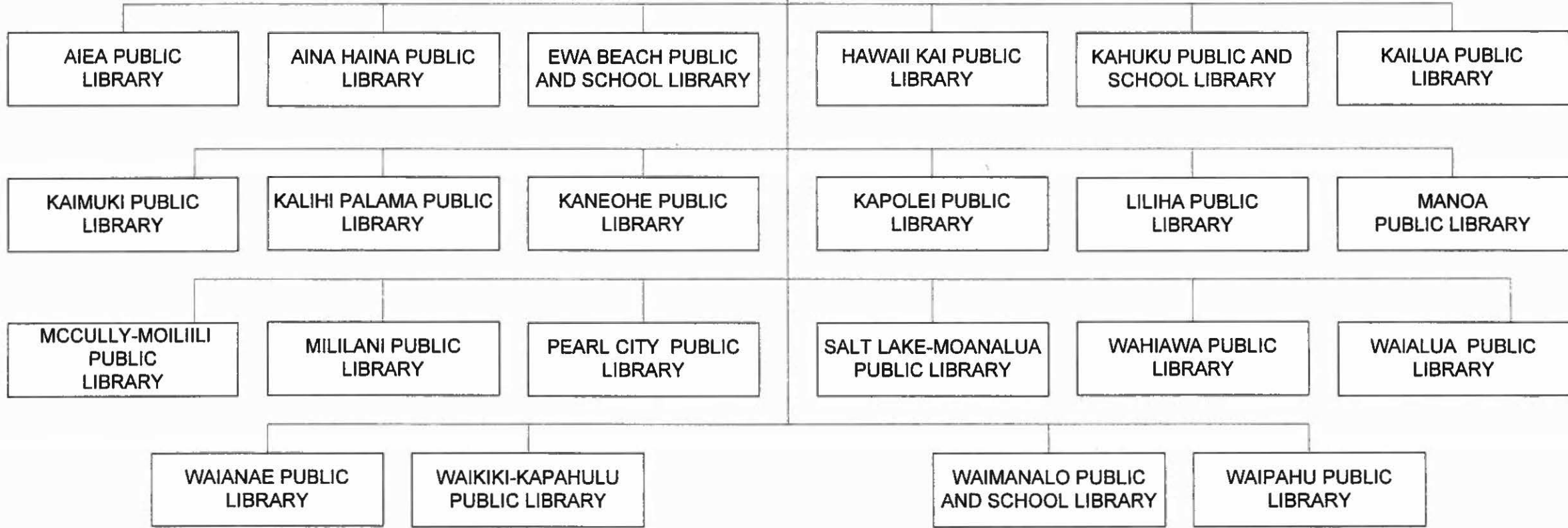
STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 HAWAII STATE PUBLIC LIBRARY SYSTEM
 ORGANIZATION CHART
 OAHU DISTRICT OFFICE
 OAHU LIBRARIES

OAHU DISTRICT LIBRARIES
 Managing Librarian II
 49822 EM-05 1/

1/ Position to be redescribed

Secretary III
 112250 SR-16 1/
 Office Assistant IV
 32248 SR-10

Librarian V
 44224 SR-24 1/



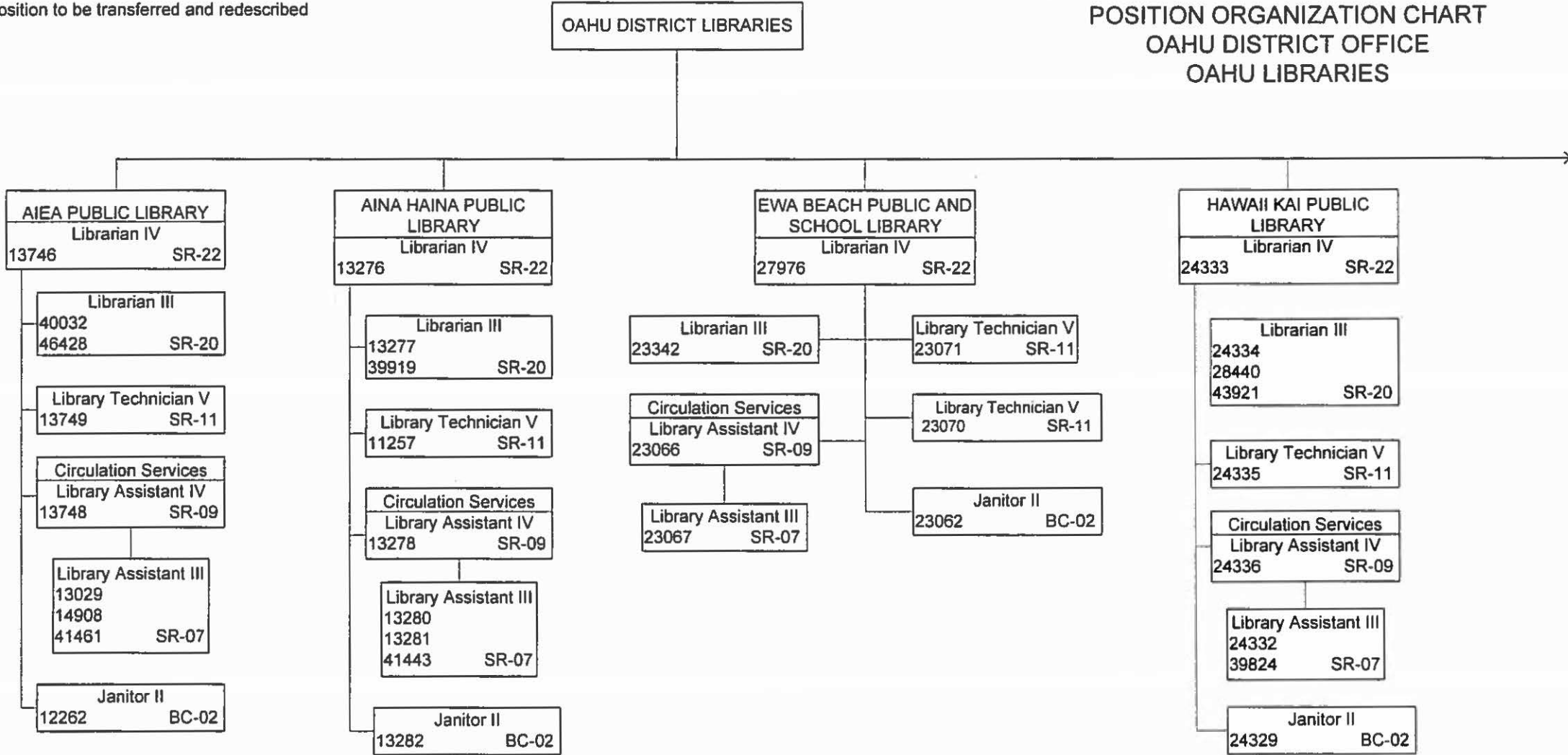
As of 6/30/15

Stacey A. Aldrich
 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

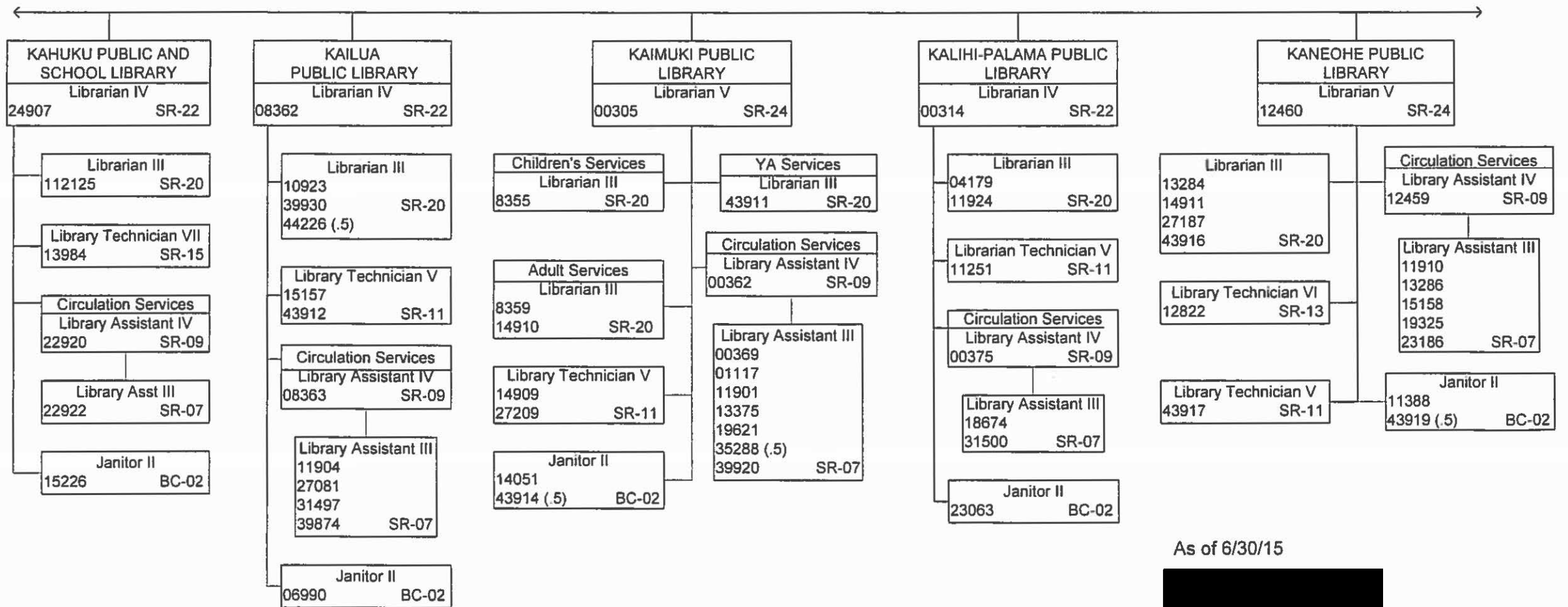


As of 6/30/15

Stacey A. Aldrich
State Librarian

CHART IX-B

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



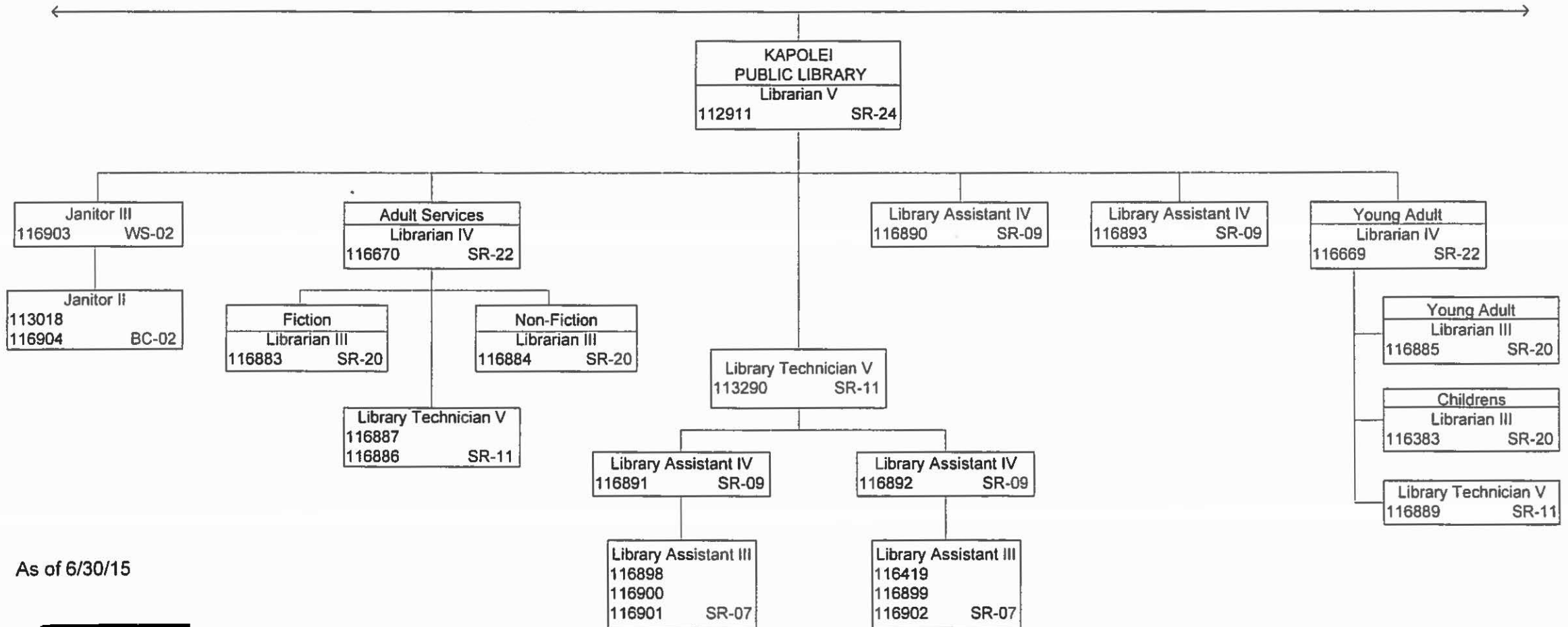
As of 6/30/15



Stacey A. Aldrich
 State Librarian

CHART IX-C

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

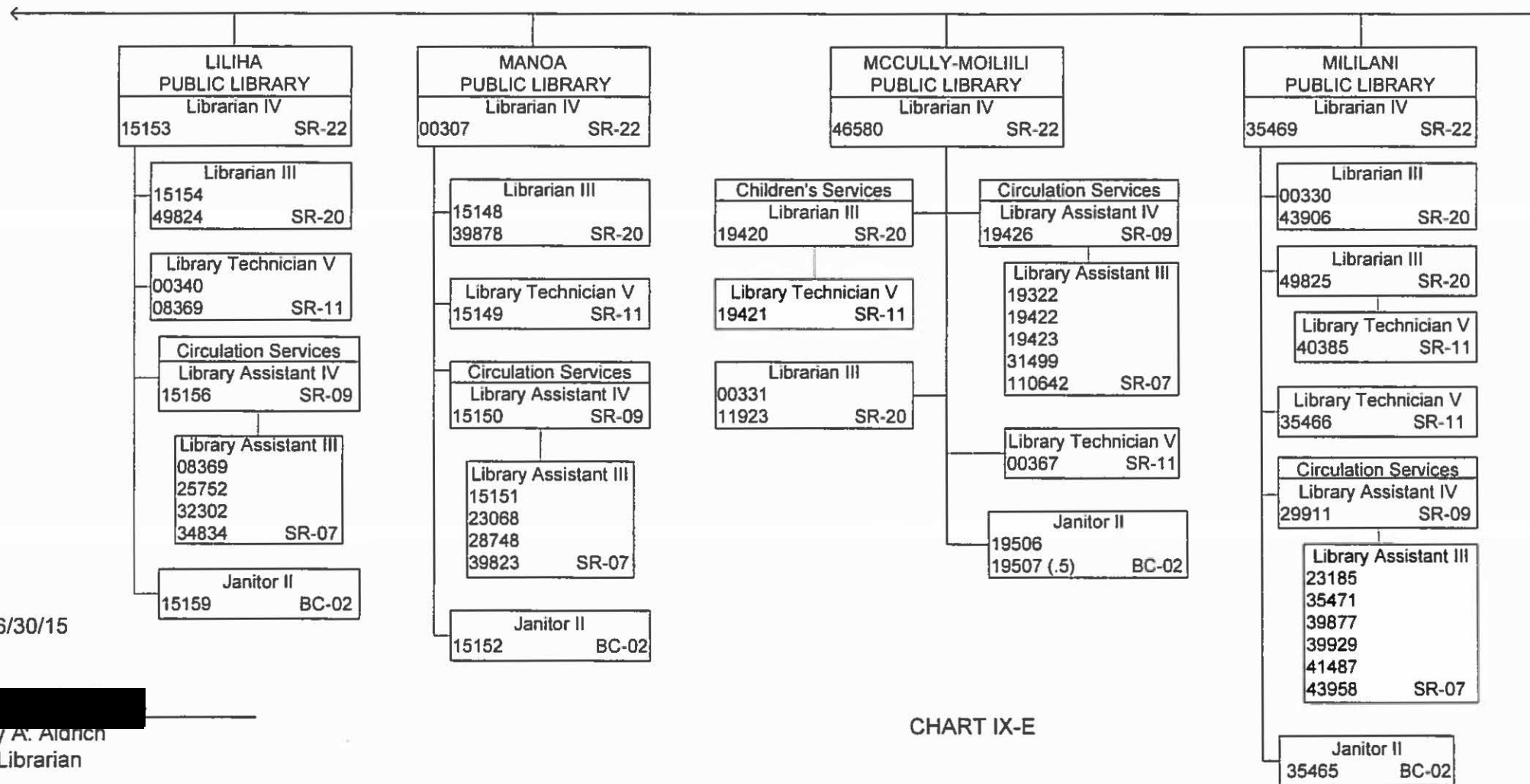


As of 6/30/15

 Stacey A. Aldrich
 State Librarian

CHART IX-D

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

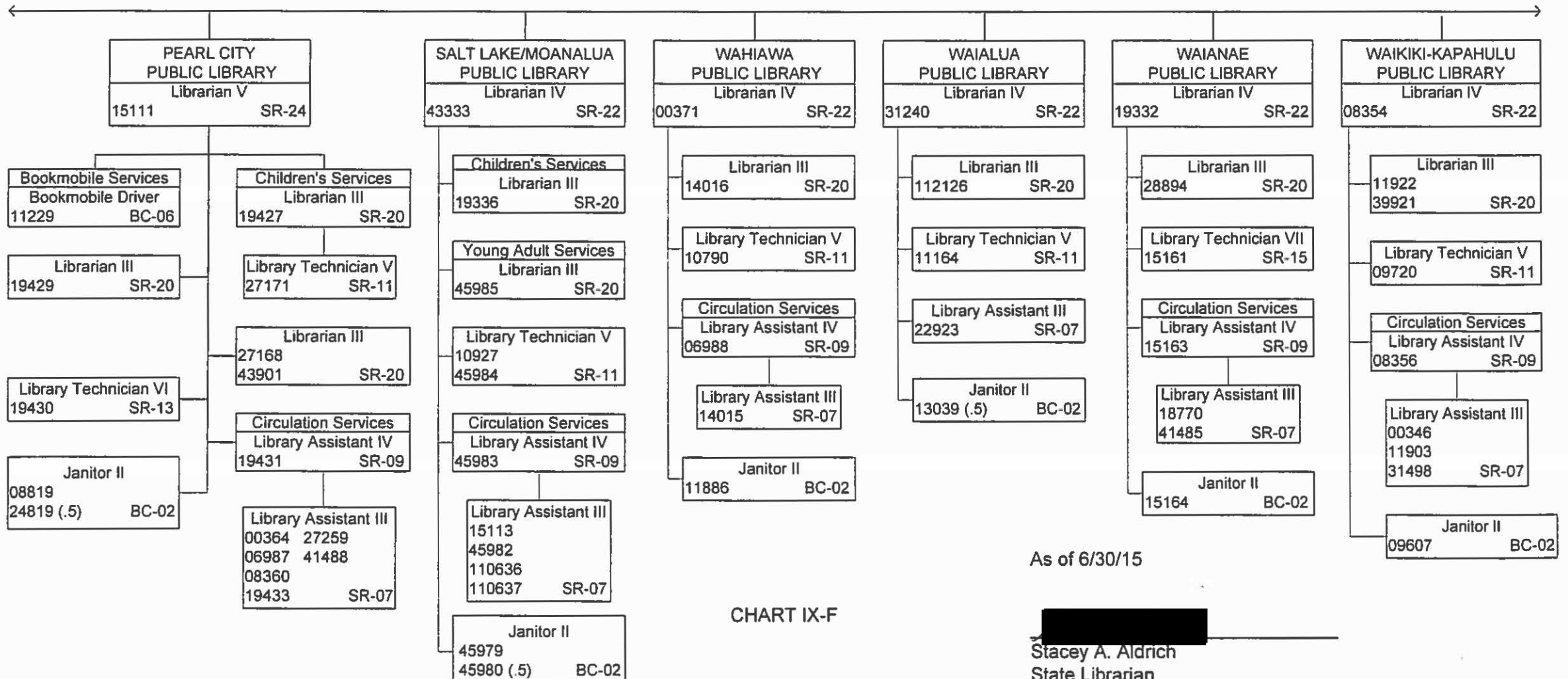


As of 6/30/15

Stacey A. Aldrich
 State Librarian

CHART IX-E

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

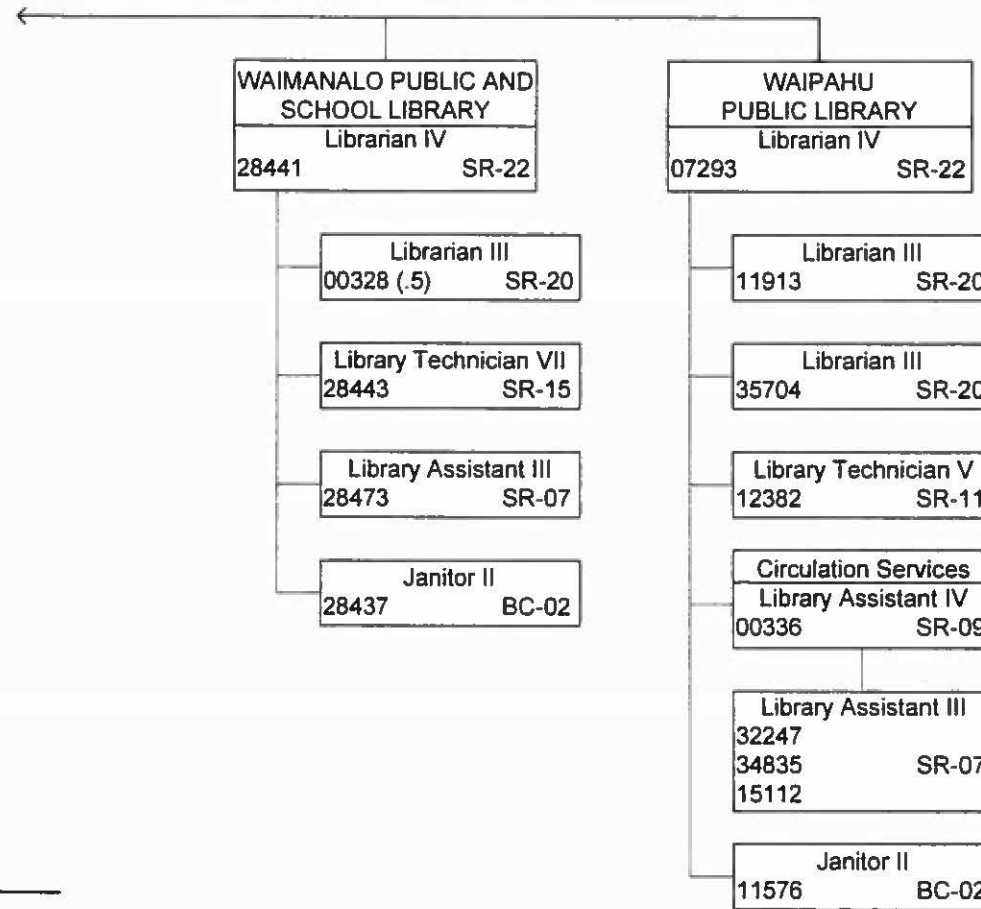


As of 6/30/15

CHART IX-F

Stacey A. Aldrich
 State Librarian

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



As of 6/30/15

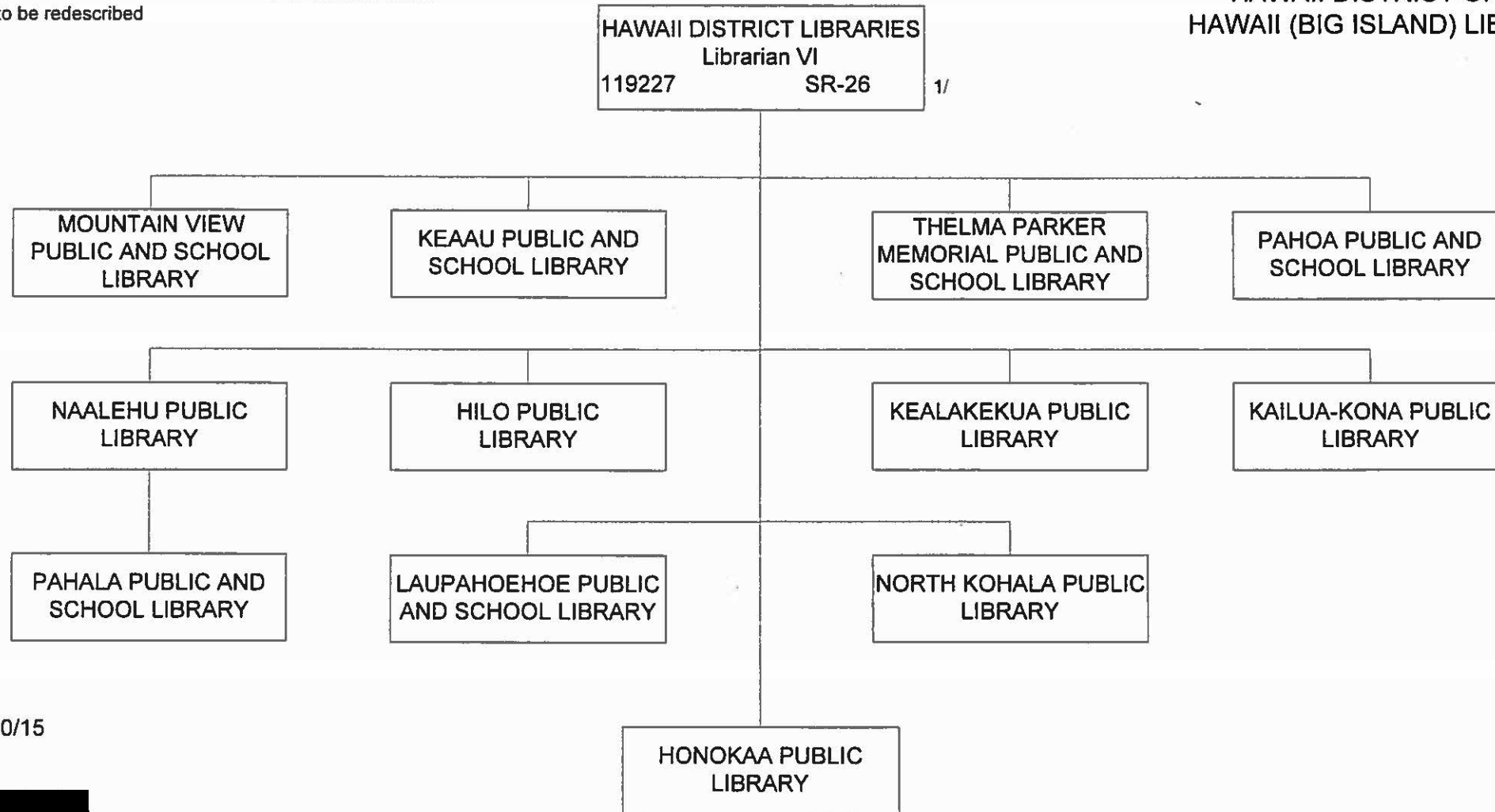


Stacey A. Aldrich
 State Librarian

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

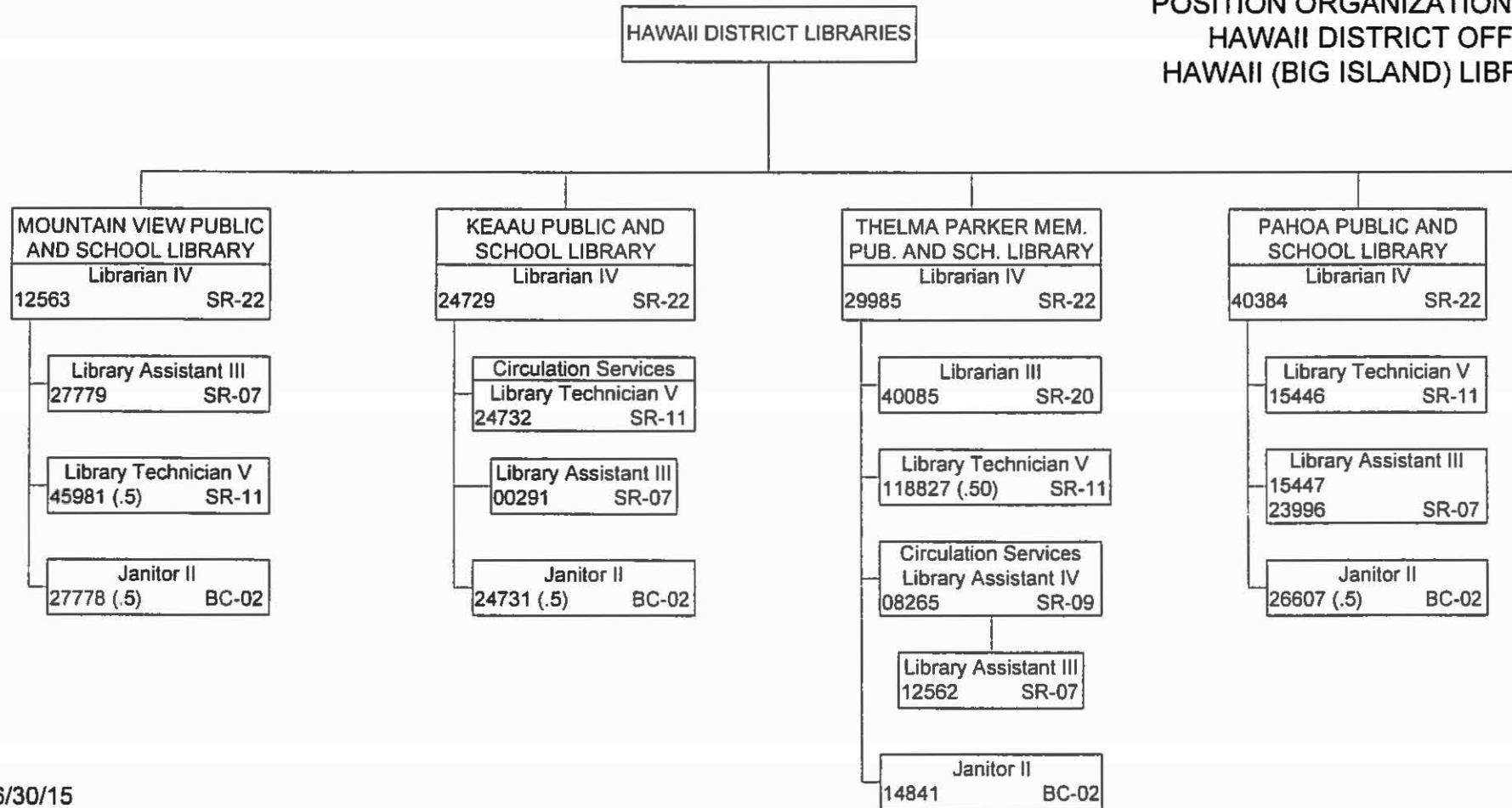


As of 6/30/15

 Stacey A. Aldrich
 State Librarian

CHART IX-H

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

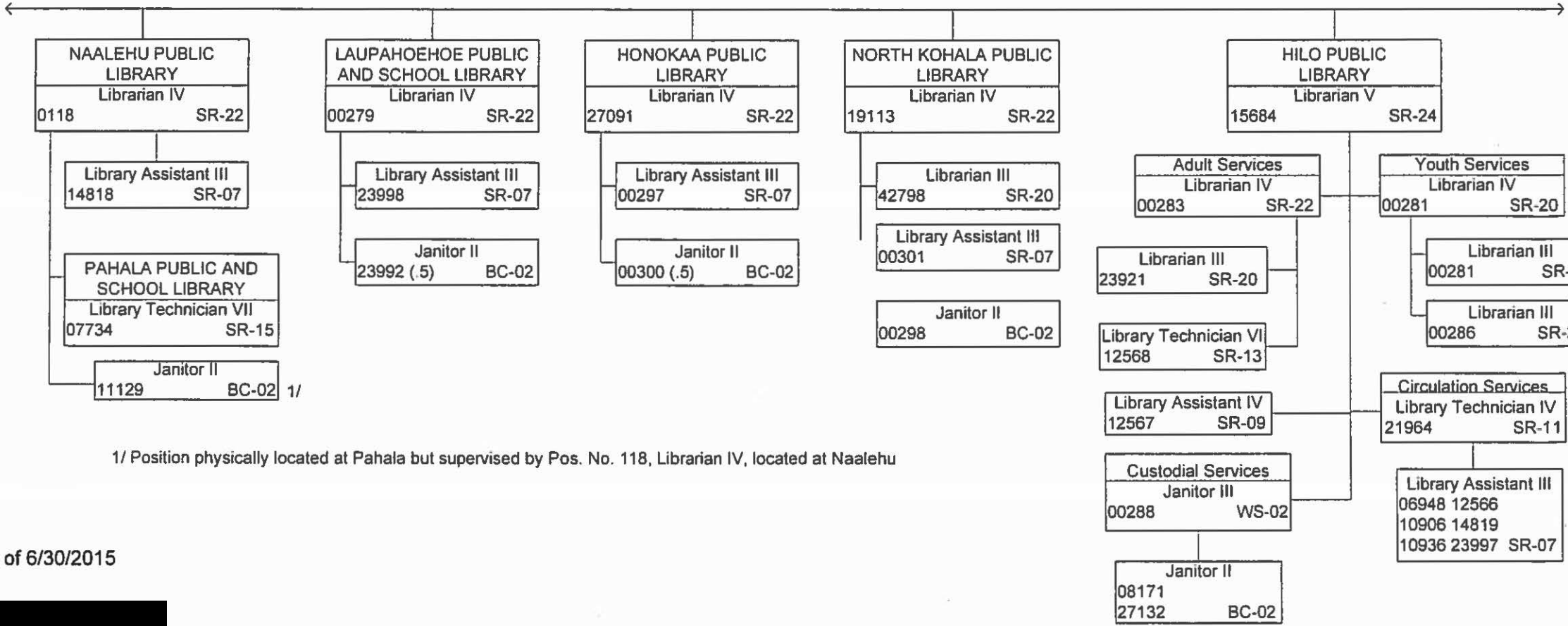


As of 6/30/15

Stacey A. Aldrich
 State Librarian

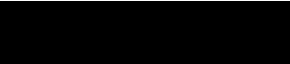
CHART IX-I

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

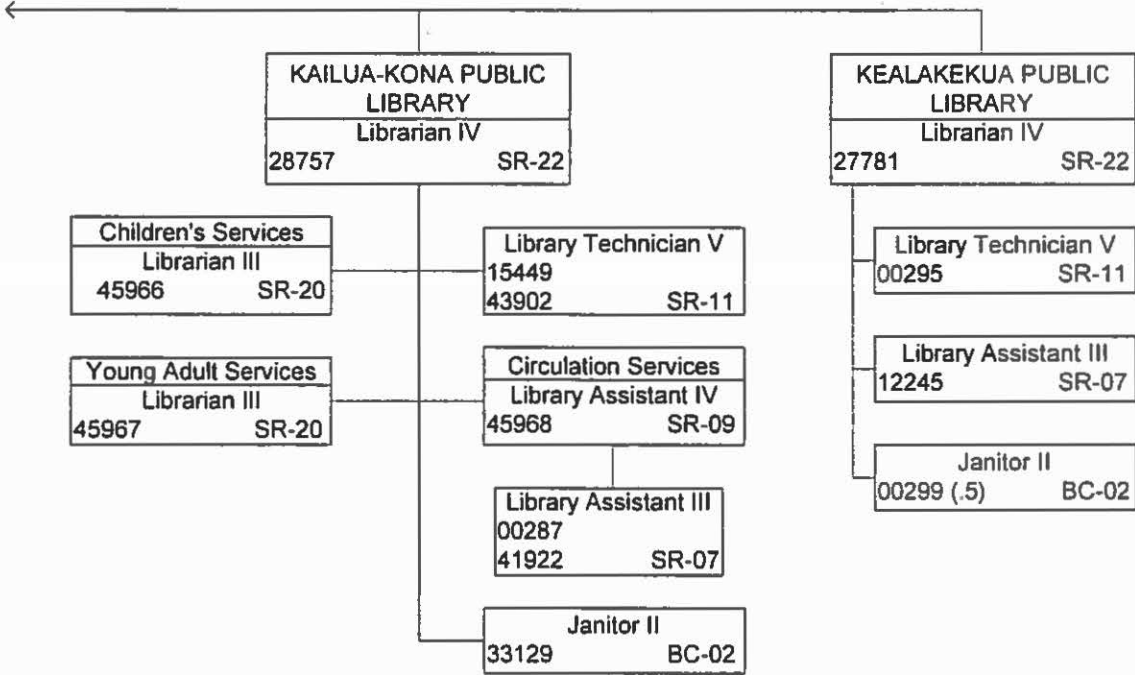
As of 6/30/2015



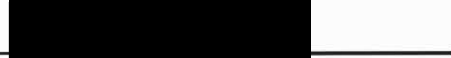
Stacey A. Aldrich
 State Librarian

CHART IX-J

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



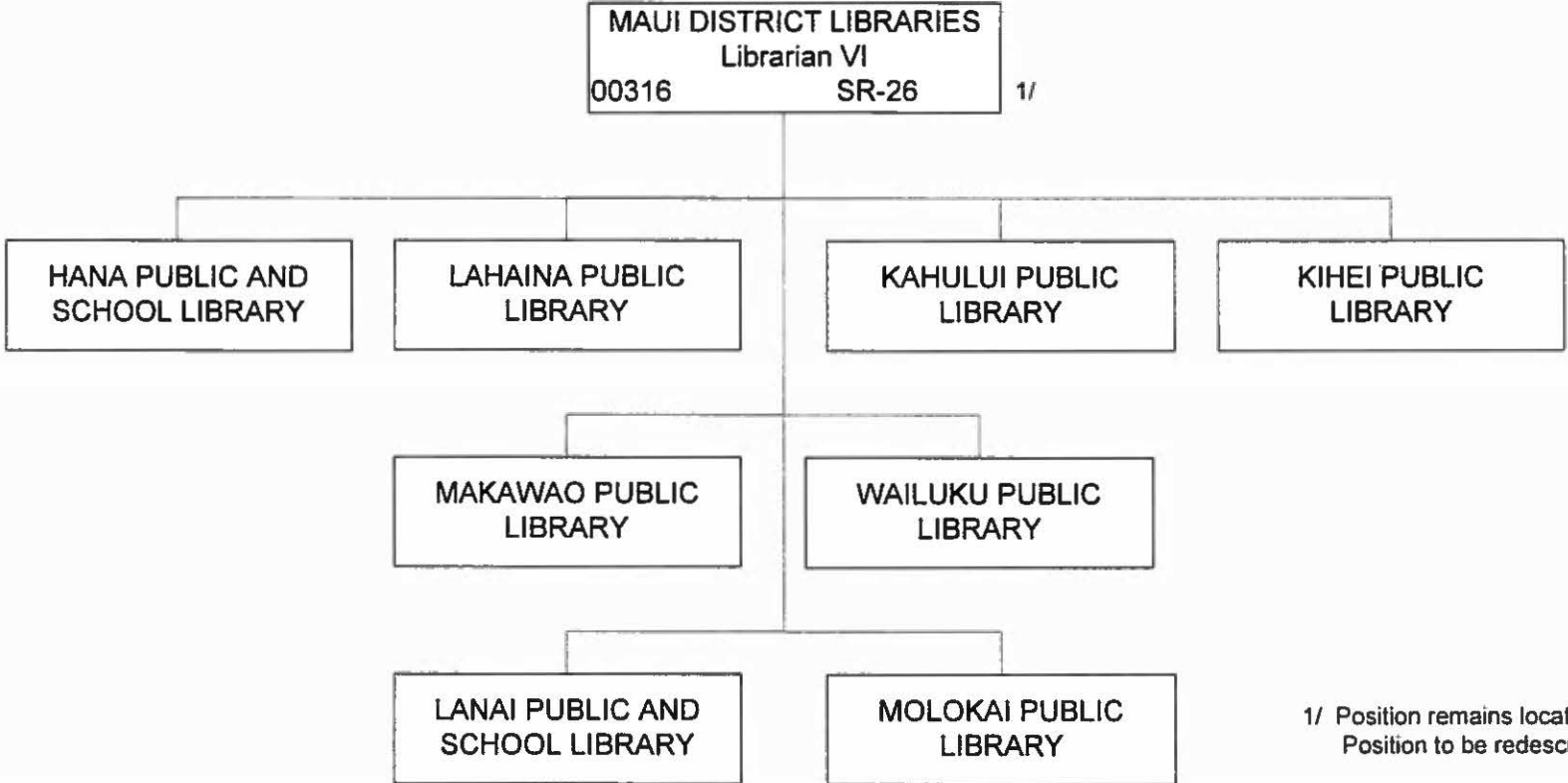
As of 6/30/15



Stacey A. Aldrich
 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.

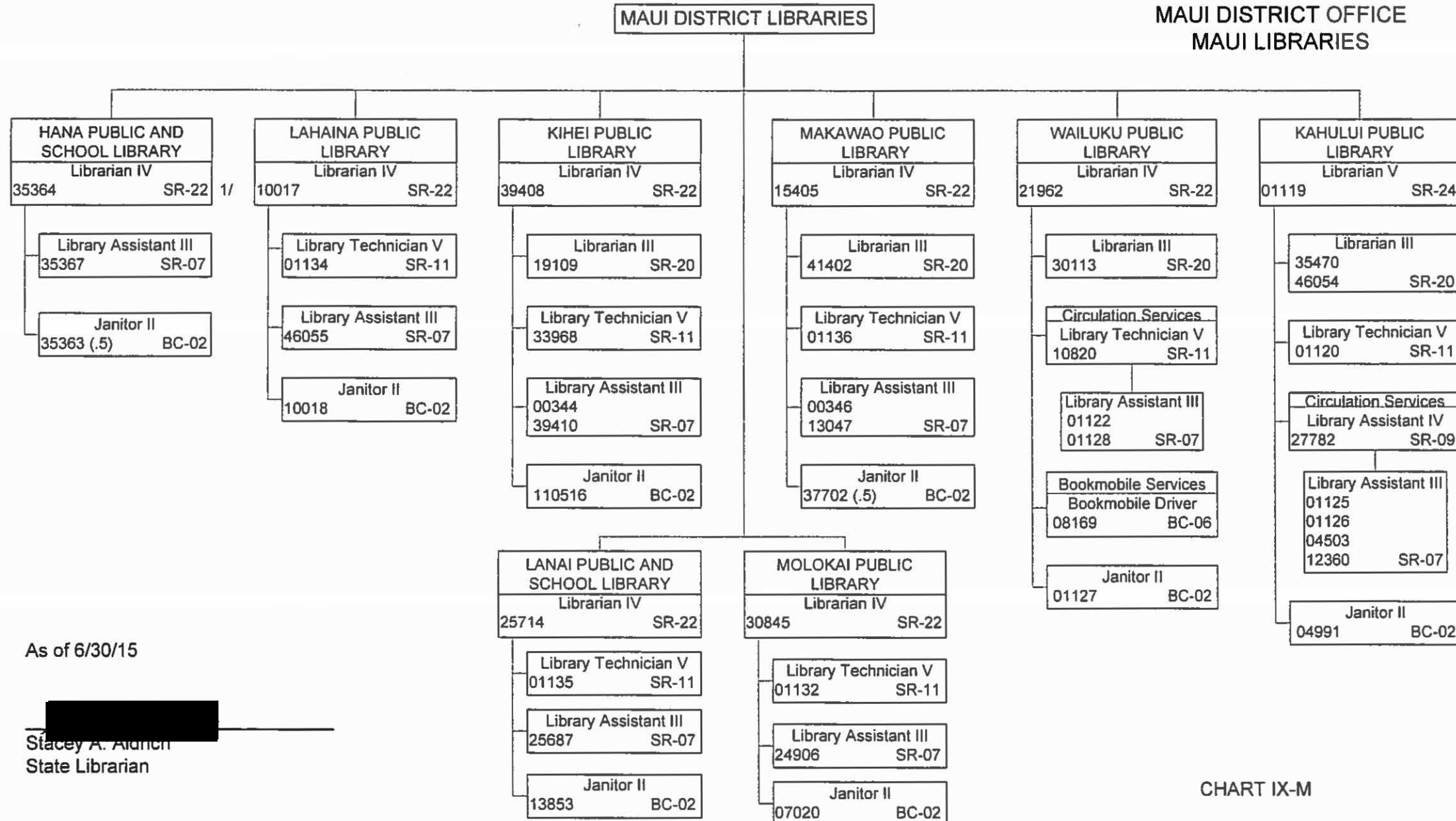
As of 6/30/15

Stacey A. Aldrich
 State Librarian

CHART IX-L

1/ Reallocated to Librarian III, SR-20, for recruitment purposes eff. 2/28/14

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

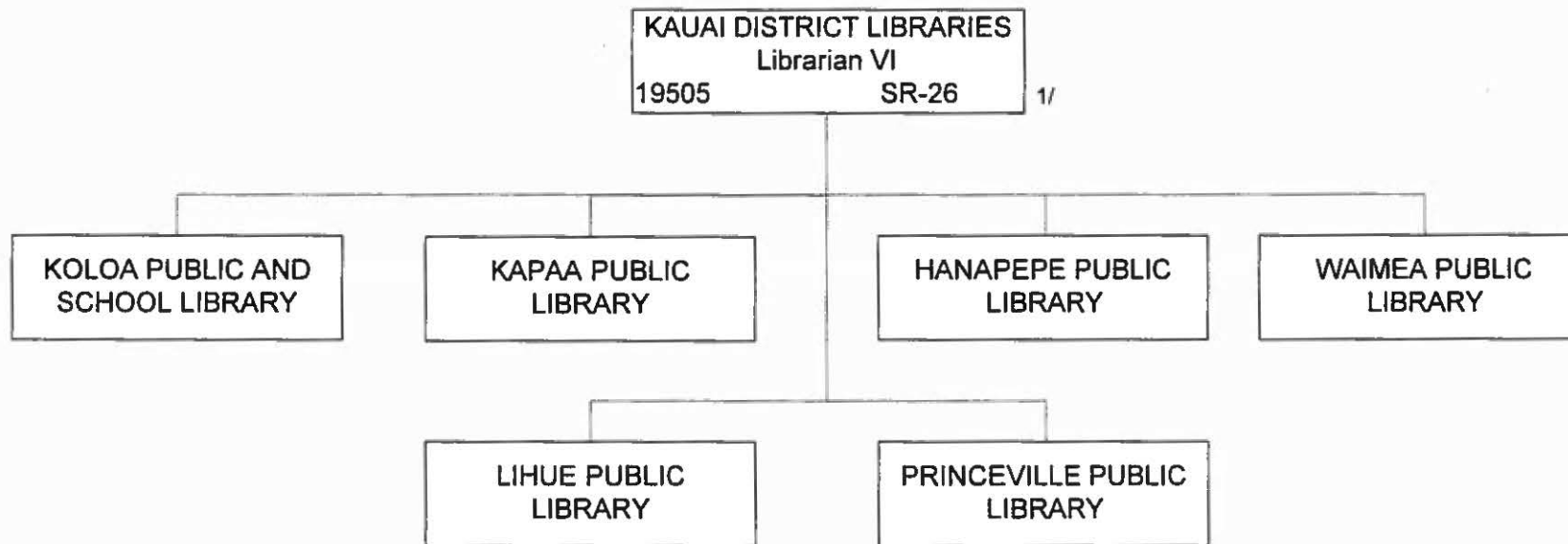


As of 6/30/15

Stacey A. Aldrich
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.

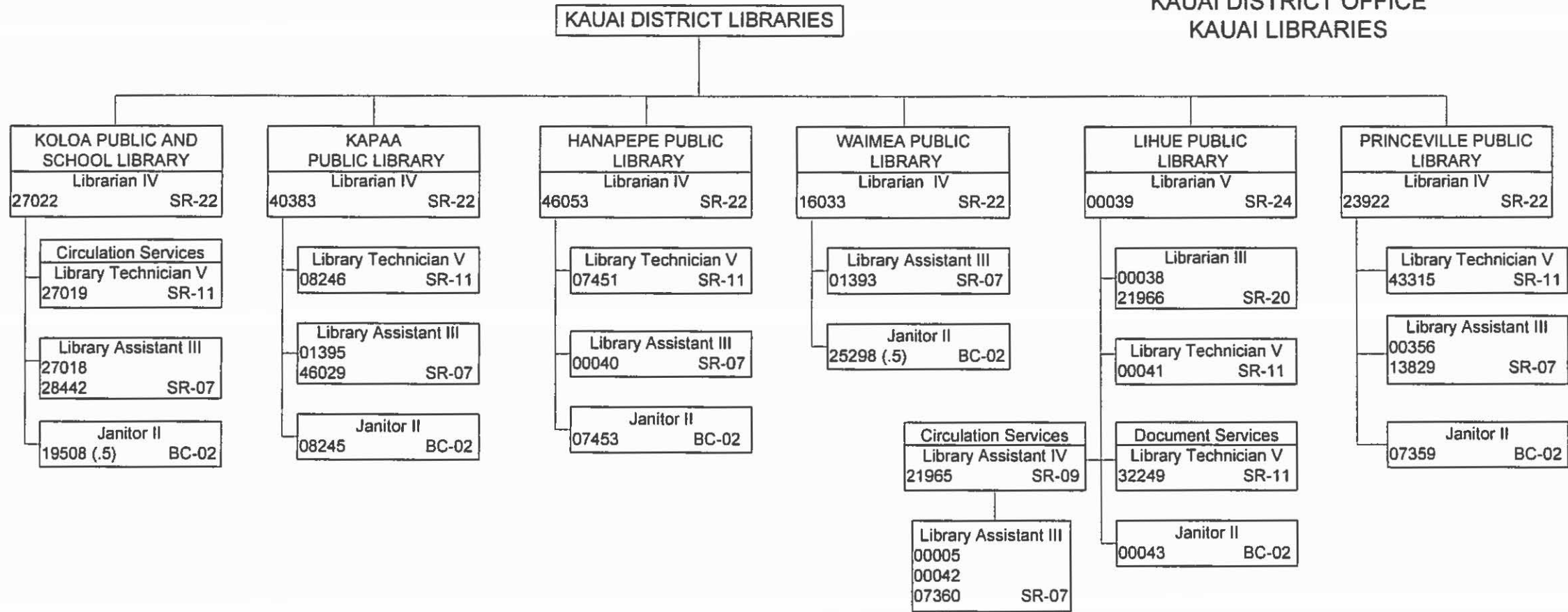


As of 6/30/15

Stacey A. Aldrich
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 6/30/15

Stacey A. Aldrich
 State Librarian

CHART IX-O