

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
Informational Budget Briefing
Friday, January 13, 2017, 9:30 a.m.
State Capitol, Room 211

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 August 26, 2016, Finance Memorandum No. 16-12 issued the Governor's policies and Guidelines for the preparation of the Executive Budget Request for Fiscal Biennium 2017-19. As directed by this Executive policy, we have only submitted funding and position requests to sustain our public services, hours and be able to staff and open the new Nanakuli Public Library in FY 2018. Please refer to the attached Budget Narrative for FB 2017-2019 for more specific details. We are also providing a short overview of HSPLS for your reference (see attached).

Federal Funds HSPLS receives approximately \$1.2M through its only source of federal funds, the Library Services and Technology Act (LSTA), provided by the Institute of Museum and Library Services. LSTA funding is distributed to all states based on a population formula and requires a Maintenance of Effort (MOE) and matching general funds on the part of the State.

HSPLS relies on general funds to meet these requirements, and any reduction in our budget would reduce the amount of federal funds Hawaii receives. LSTA funds completely support our technology, integrated library system, and online database subscriptions for the public. All of these services are integral to maintaining library operations and supporting Hawaii's communities. Like all the other states receiving this grant, we are very concerned how the new Administration and Congress will affect the LSTA and will continue to closely monitor this.

Budget Request: Our Biennium Budget Request for FY2018-2019 included 10.50 (FTE) new positions and additional general funds of \$435,148 in 2018; \$620,296 in 2019 and a total of \$10M 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 requesting support to open the new Nanakuli Public Library for a 6 day week public service schedule tentatively in December 2017, expansion of the Naalehu Public Library, and addressing the increasing backlog of Repair & Maintenance and Health & Safety CIP projects.)

After meetings with the Office of the Governor's Homeless Taskforce and several community partners, Hawaii's public libraries has been recognized as a resource to those in our state currently facing housing challenges. We are requesting an Outreach Services and Programming Manager to focus on developing partnerships, resources and training for staff to ensure that we are best equipped to meet the information, health and safety needs in our public libraries.

The public library of the 21st Century has a physical and virtual front door. Our website represents access to our collection, ebooks, emagazines, online learning and more than 90 databased. To improve access to these resources, HSPLS launched a new website in 2016. In order to maintain and continue to improve our virtual services, we are requesting the vital position of a full-time webmaster to ensure our patrons have the best access possible.

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 the House Committee on Finance in developing our Fiscal Biennium FB 2018-19 Budget for HSPLS during this

upcoming Legislative session. Thank you for this opportunity to present our budget information to your committee.

Program Plan Narrative

EDN407: PUBLIC LIBRARIES

07 01 03

A. Statement of Program Objectives

The Hawaii State Public Library System (HSPLS) will improve and enrich the intellectual development, personal achievement, and leisure time activities of the public by providing appropriate reading, research, audiovisual, and on-line resources, programs and services.

B. Description of Request and Compliance with Section 37-68(1)(A)(B)

Request a total of 10.50 positions and \$185,148 in FY 2018 and \$370,296 in FY 2019 to staff the new Aiea Public Library, the upcoming Nanakuli Public Library, the expanded Naalehu Public Library, and support the Office of the State Librarian. We have also requested an additional \$250,000 in general funds in FY 2018 and FY 2019 for Repair and Maintenance projects.

Request includes \$10 million in General Obligation (G.O.) Bond Funds for FY 2018 to address the backlog of Health and Safety projects statewide, and renewable energy and energy efficiency projects as required by Act 96, SLH 2006, and Administrative Directive No. 06-01.

C. Description of Activities Performed

Core and enhanced services are provided through a system of public libraries.

1) Planning, developing, and operating integrated library services through 50 public libraries statewide, as well as bookmobile services to outlying communities.

2) Providing a variety of free services and resources, in print, non-print and electronic formats, in English and other languages, to meet the educational, economic, professional, cultural, and social needs of all segments of our population.

3) Coordinating and planning statewide programs and projects using innovative updated techniques to reach non-users, to increase the use of libraries and to enhance the image of libraries as a gathering place.

4) Developing and participating in inter-library planning and cooperation to promote inter-agency sharing of resources and expertise.

5) Transcribing library materials for blind school students, agencies that work with the blind, and the public, by the Library for the Blind and Physically Handicapped. Providing services for the blind and physically handicapped: radio reading services, talking books, recording and copying talking book masters, Braille transcription, and reader's advisory services.

6) Providing library staff with centralized support for administrative, human resources, technical services, information technology, and library promotional functions.

D. Statement of Key Policies Pursued

1) Providing Comprehensive Library Services: Act 150, SLH 1981, Relating to Public Libraries, provides for administrative autonomy for the public library program.

2) Administrative Rules for the HSPLS.

3) Board of Education's Vision, Mission, and Goals Statements for the HSPLS.

4) State Librarian's Strategic Plan.

5) HSPLS' Library Services and Technology Act 5 Year Plan.

E. Identification of Important Program Relationships

1) The need to provide State and local libraries with inter-library services and consultant assistance.

2) The need for close cooperation with the Department of Education, which includes school libraries and public and school libraries.

3) The need to work with the University of Hawaii and other academic and school libraries to provide resource materials for student research and recreational reading.

4) The need to work with State government to facilitate access to government information, services and functions.

Program Plan Narrative

07 01 03

EDN407: PUBLIC LIBRARIES

F. Description of Major External Trends Affecting the Program

Major external trends affecting the public library program are:

- 1) The escalating cost of library materials;
- 2) Increasing cost of library operations;
- 3) Increasing customer expectations;
- 4) Increasing demand for convenient, 24/7 services, including on-line collections;
- 5) An aging workforce, revolving door vacancies, and the State's low comparative salaries.

G. Discussion of Cost, Effectiveness, and Program Size Data

The HSPLS' major challenge has been its difficulty in filling vacancies compounded by a loss of infrastructure and many vacant positions. HSPLS has also expanded the number and variety of on-line and digital resources (especially e-books) and has initiated a variety of alternative service options, such as self-checkout systems and wireless Internet access.

H. Discussion of Program Revenues

The Special Funds retain all revenue collected from lost books, fines, and enhanced program fees and is used for new books and materials.

I. Summary of Analysis Performed

HSPLS has continued to provide collections and services to the public without any budgeted general funds for materials in four of the last five years. Federal grants have allowed HSPLS to pilot new technologies and expand on-line services. In order to meet increasing customer expectations, additional funding will be required to improve network speed and capacity and to continue to support crucial digital services, which are essential for our operations.

J. Further Considerations

None.



Hawaii State Public Library System

Stacey A. Aldrich | State Librarian

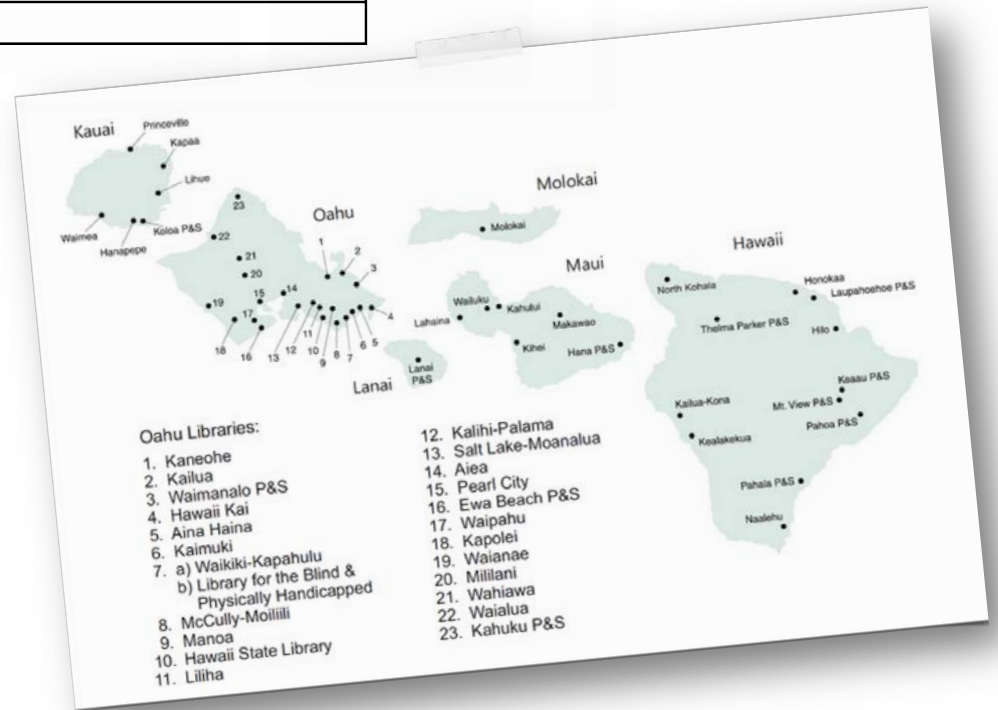
Keith Fujio | Special Assistant to State Librarian

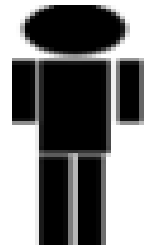
2016

Hawaii State Public Library System

FY2015-2016

Library Cards	997,885
Library Buildings	50
Total Hours Open Per Year	95,597
Library Visits	4,490,320
Questions Answered	2,791,825
Total Circulation	6,343,038
Number of Computers	762
Uses of Computers	845,485
Uses of free Wifi	555,812





IS ABOUT
HUMAN CONNECTIONS



Our Collective Stories

- Collections (books, ebooks, audio books, newspapers)
- Local History
- Local and world cultures



Learning

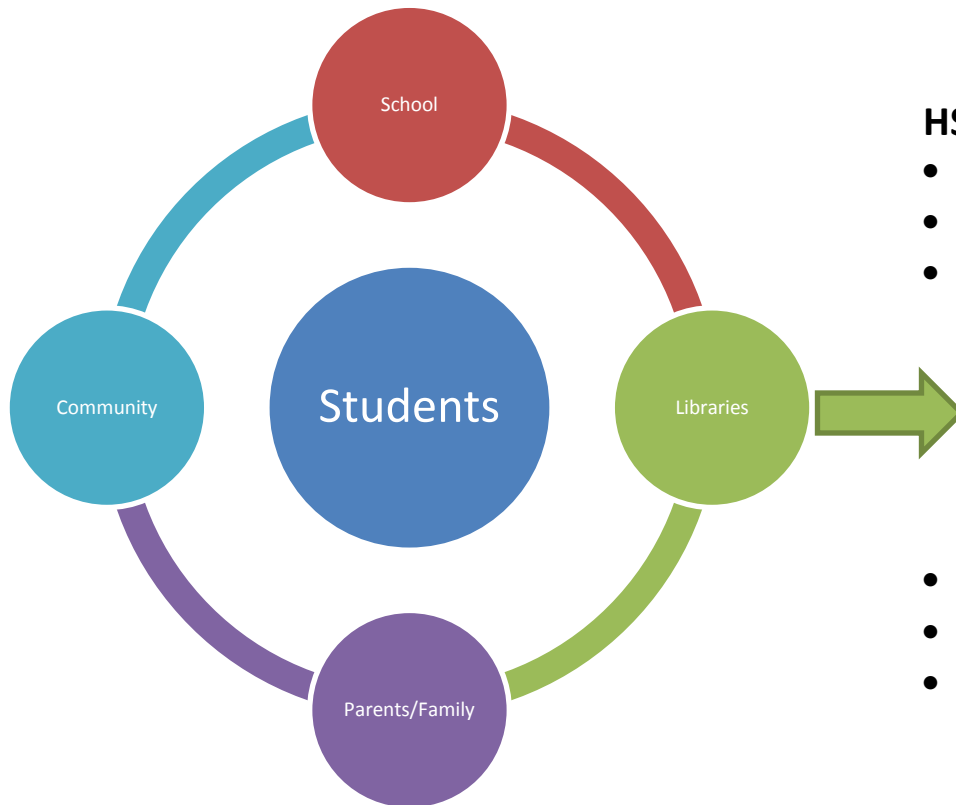
- Early literacy skill building
- Classes for keiki to kupuna
- Digital literacy programs
- Online courses
- Online language learning
- Physical and virtual resources



Communities

- Spaces for meetings
- Spaces for discussions
- Spaces to be together
- Community programs
- Equitable access for all

Public Libraries are Important to the Educational Ecosystem



HSPLS Provides:

- Early Literacy Programs
- Summer Reading Program
- Access to resources that support school learning
 - Books
 - eBooks and eMagazines
 - research databases
 - online language courses
 - online learning opportunities
- Access to resources that inspire
- Spaces for studying and learning
- Access to technology/Internet

Public Libraries Help People Learn 21st Century Skills



“We will live in a world where many things won’t work and nobody will know how to fix them.”

Howard Reingold

Digital Literacy



How to:

- navigate, find, evaluate and use information effectively
- use technology
- use technology to participate in the digital age
 - content creation
 - building business opportunities
 - connecting to the world
- build technology skills for careers
- be safe online
- understand how things work, so that they can fix and create now and in the future

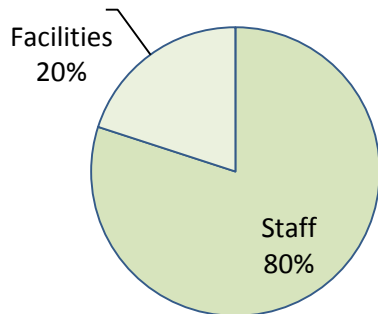
HSPLS Budget Request

	BUDGET	
	FY2018	FY2019
General Fund	\$35,206,224	\$35,391,372
Special Fund	\$4,000,000	\$4,000,000
Federal Fund	\$1,365,244	\$1,365,244
Total Budget	\$40,571,468	\$40,756,616

	STAFFING	
	FY2018	FY2019
FTE (Permanent & Temporary)	566.50	566.50

	BUILDINGS	
	FY2018	FY2019
CIP	\$10,000,000	

General Fund Budget



Special Fund Budget



Federal Fund Budget



Hawaii State Public Library System

Fiscal Biennium Budget Requests: FY 18/19

WHAT	WHY
6.5 FTE positions for the new Nanakuli Public Library	Additional positions are being requested to support the need for staff to manage an 18,000 square foot building effectively, ensure that the library is open 6 days a week for the public, and that the additional services like a sound recording room and small business center are accessible.
1.0 FTE Library Technician V for Naalehu Public Library, Hawaii	An additional position is being requested for Naalehu Public Library to support a planned expansion of the library and the increasing needs of the community.
1.0 FTE Groundskeeper for new Aiea Public Library	A Groundskeeper position is being requested for the new Aiea Public Library to effectively maintain the landscaping for a parcel that is a total of 98,204 square feet.
1.0 FTE Outreach Services and Programming Manager	This position will be tasked with developing partnerships with other governmental and nonprofit agencies focused on patrons currently experiencing homelessness and related challenges. This position will develop and implement innovative strategies to support our communities, staff and spaces and be responsible to measure and evaluate all programs and services developed in these areas.
1.0 FTE Webmaster	This position will be the responsible party for organizing information and staff to ensure that navigation and content are up-to-date and available to the public.
Repair and Maintenance Funding	Additional R&M funding is requested to address a growing list of backlog building projects for our aging facilities, which have an average age of 50 years.
CIP Funding	Additional Health and Safety CIP funding is requested to address the increasing number of critical outstanding projects. The funding is also needed to provide energy efficiencies that in the long run save dollars in energy costs.

Contact Information

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Department of Education - Hawaii State Public Library System
Functions

Table 1

<u>Division</u>	<u>Description of Function</u>	<u>Activities</u>	<u>Prog ID(s)</u>	<u>Statutory Reference</u>
DOE	Refer to the attached HSPLS functional statement.	Refer to attached.	EDN407	HRS Chapter 312

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

Table 2

Fiscal Year 2017				
Act 124/16 Appropriation	Restriction	Emergency Appropriations	Total FY17	MOF
\$ 33,661,055.00	\$ (1,423,055.00)		\$ 32,238,000.00	A
\$ 4,000,000.00			\$ 4,000,000.00	B
\$ 1,365,244.00			\$ 1,365,244.00	N
\$ 39,026,299.00	\$ (1,423,055.00)	\$ -	\$ 37,603,244.00	Total
Fiscal Year 2018				
Act 124/16 Appropriation	Reductions	Additions *	Total FY18	MOF
\$ 33,661,055.00		\$ 1,545,169.00	\$ 35,206,224.00	A
\$ 4,000,000.00			\$ 4,000,000.00	B
\$ 1,365,244.00			\$ 1,365,244.00	N
\$ 39,026,299.00	\$ -	\$ 1,545,169.00	\$ 40,571,468.00	Total
Fiscal Year 2019				
Act 124/16 Appropriation	Reductions	Additions *	Total FY19	MOF
\$ 33,661,055.00		\$ 1,730,317.00	\$ 35,391,372.00	A
\$ 4,000,000.00			\$ 4,000,000.00	B
\$ 1,365,244.00			\$ 1,365,244.00	N
\$ 39,026,299.00	\$ -	\$ 1,730,317.00	\$ 40,756,616.00	Total
* FY 2018 Additions include \$1,110,021 CB and \$435,148 budget additions				
* FY 2019 Additions include \$1,110,021 CB and \$620,296 budget additions				

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

Table 3

Prog ID	Program Title	MOF	As budgeted in Act 124/16 (FY17)			Governor's Submittal (FY18)				Governor's Submittal (FY19)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
EDN407	Public Libraries	A	555.00	1.00	\$ 33,661,055	565.50	1.00	\$ 35,206,224	0.045904	565.5	1	35,391,372	0.051404
EDN407	Public Libraries	B			\$ 4,000,000			\$ 4,000,000				\$ 4,000,000	
EDN407	Public Libraries	N			\$ 1,365,244			\$ 1,365,244				\$ 1,365,244	

Department of Education - Hawaii State Public Library System
Budget Decisions

Prog ID	Sub-Org	Description of Request	MOF	Initial Department Requests						Budget and Finance Recommendations						Governor's Decisions					
				FY18			FY19			FY18			FY19			FY18			FY19		
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
EDN407	QD	Additional position - Nanakuli Public Library	A	6.50		\$ 203,196	6.50		\$ 203,196	6.50		\$ 101,598	6.50		\$ 203,196	6.50		\$ 101,598	6.50		\$ 203,196
EDN407	QD	Additional position - Aiea Public Library	A	1.00		\$ 38,928	1.00		\$ 38,928	1.00		\$ 19,464	1.00		\$ 38,928	1.00		\$ 19,464	1.00		\$ 38,928
EDN407	QF	Additional position - Naalehu Public Library	A	1.00		\$ 30,468	1.00		\$ 30,468	1.00		\$ 15,234	1.00		\$ 30,468	1.00		\$ 15,234	1.00		\$ 30,468
EDN407	QB	Additional position - Office of the State Librarian	A	2.00		\$ 97,704	2.00		\$ 97,704	2.00		\$ 48,852	2.00		\$ 97,704	2.00		\$ 48,852	2.00		\$ 97,704
EDN407	QB	Unfunded Operational Expenses - Repairs & Maintenance Projects	A			\$ 500,000			\$ 500,000			\$ 250,000			\$ 250,000			\$ 250,000			\$ 250,000
EDN407	QM	Unfunded Operational Expenses - Library Books & Materials	A			\$ 500,000			\$ 500,000			\$ -			\$ -			\$ -			\$ -
EDN407	QB	Replacement of two cargo vans for LSS	A			\$ 60,000			\$ 60,000			\$ -			\$ -			\$ -			\$ -
EDN407	QM	Replacement of two cargo vans for ESSS	A			\$ 54,000			\$ 54,000			\$ -			\$ -			\$ -			\$ -

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

Table 5

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>FY18</u>			<u>FY19</u>			<u>FY17 Restriction (Y/N)</u>
					<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$\$</u>	
EDN407		Governor's restriction of \$1,423,055	The restriction was addressed through vacancy savings.								Y

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	FY18			FY19		
								Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
EDN407	QB				Collective Bargaining					\$ 90,933			\$ 90,933
EDN407	QD				Collective Bargaining					\$ 175,447			\$ 175,447
EDN407	QE				Collective Bargaining					\$ 222,622			\$ 222,622
EDN407	QF				Collective Bargaining					\$ 120,004			\$ 120,004
EDN407	QG				Collective Bargaining					\$ 81,497			\$ 81,497
EDN407	QH				Collective Bargaining					\$ 58,029			\$ 58,029
EDN407	QI				Collective Bargaining					\$ 22,174			\$ 22,174
EDN407	QJ				Collective Bargaining					\$ 177,435			\$ 177,435
EDN407	QL				Collective Bargaining					\$ 45,520			\$ 45,520
EDN407	QM				Collective Bargaining					\$ 116,360			\$ 116,360
EDN407	QD	AR	1	1	Additional position - Nanakuli Public Library	Additional positions are being requested to support the need for staff to manage an 18,000 square foot building effectively, ensure that the library is open 6 days a week for the public, and that the additional services like a sound recording room and small business center are accessible.	A	6.50				6.50	
										\$ 101,598			\$ 203,196
EDN407	QD	AR	2	2	Additional position - Aiea Public Library	A Groundskeeper position is being requested for the new Aiea Public Library to effectively maintain the landscaping for a parcel that is a total of 98,204 square feet.	A	1.00				1.00	
										\$ 19,464			\$ 38,928
EDN407	QF	AR	3	3	Additional position - Naalehu Public Library	An additional position is being requested for Naalehu Public Library to support a planned expansion of the library and the increasing needs of the community.	A	1.00				1.00	
										\$ 15,234			\$ 30,468
EDN407	QB	AR	4	4	Additional position - Office of the State Librarian	Full-time Outreach Services and Programming Manager - will be tasked with developing partnerships with other governmental and nonprofit agencies focused on patrons currently experiencing homelessness and related challenges. This position will develop and implement innovative strategies to support our communities, staff and spaces and be responsible to measure and evaluate all programs and services developed in these areas. Webmaster - this position will be the responsible party for organizing information and staff to ensure that navigation and content are up-to-date and available to the public.	A	2.00				2.00	
										\$ 48,852			\$ 97,704
EDN407	QB	AR	5	5	Unfunded Operational Expenses - Repairs & Maintenance Projects	Additional funds are needed due to the backlog of R&M project. (see Attachment 2 - Total Backlog List for HSPLS CY2016)	A						
										\$ 250,000			\$ 250,000

Department of Education - Hawaii State Public Library System
 FY17 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	36,661,055	\$ 1,423,055	\$ 35,238,000	3.88%	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>MOF</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 Celings in FY16 and FY17

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 FY16 and FY17

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>
None										

Department of Education - Hawaii State Public Library System
Non-General Funds

Table 11

<u>Name of Fund</u>	<u>Purpose</u>	<u>Statutory Reference</u>	<u>MOF</u>	<u>Beginning FY17 Unencumbered Cash Balance</u>	<u>Estimated FY17 Revenues</u>	<u>Estimated FY17 Expenditures and Encumbrances</u>	<u>Estimated FY17 Net Transfers</u>	<u>Estimated FY17 Ending Unencumbered Cash Balance</u>	<u>Balance in Excess of Program Needs</u>
Libraries Special Fund	Purchase library books and materials	312-3.5 HRS	B	\$ 1,558,063	\$ 1,000,000	\$ 1,000,000		\$ 1,558,063	
Library Fee for Enhanced Services	Purchase library books and materials	312-21 HRS	B	\$ 2,322,778	\$ 1,000,000	\$ 2,500,000		\$ 822,778	
Oahu Public Libraries - Donations & Gifts	Purchase library books and materials	312-1, HRS	T	\$ 378,890	\$ 13,000	\$ 12,000		\$ 379,890	
HSPLS Computer Supplies - Donations	Purchase computer supplies.	312-1, HRS	T	\$ 638,995	\$ 100,000	\$ 50,000		\$ 688,995	
Maui & Kauai Public Libraries - Donations & Gifts	Purchase library books and materials	312-1, HRS	T	\$ 144,967	\$ 3,000	\$ 8,000		\$ 139,967	
Hawaii Public Libreres - Donations & Gifts	Purchase library books and materials	312-1, HRS	T	\$ 99,439	\$ 3,500	\$ 8,000		\$ 94,939	
HSL & LBPH Public Libraries - Donations & Gifts	Purchase library books and materials	312-1, HRS	T	\$ 328,192	\$ 21,000	\$ 45,000		\$ 304,192	
Friends of the Library of Hawaii - Donations & Gifts	Purchase library books and materials	312-1, HRS	T	\$ 369,166	\$ 1,000	\$ 5,000		\$ 365,166	
Risk Management - Fire & Casualty Losses - HSPLS	For settlement of claims or losses.	41D-4 HRS	T	\$ 7,061	\$ -	\$ -	\$ -	\$ 7,061	

Department of Education - Hawaii State Public Library System
Vacancy Report as of November 30, 2016

Table 12

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 Apts	Describe if Filled by other Means	Priority # to Retain
EDN407	QF	08/02/16	In recruitment	283	Librarian IV	No	SR-22	13	P	1.00	A	\$ 49,914	\$ 49,056	Y	N		TA	
EDN407	QF	10/12/16	In recruitment	287	Library Assistant III	No	SR-07	03	P	1.00	A	\$ 31,236	\$ 25,632	Y	N			
EDN407	QJ	12/31/15		303	Managing Librarian II	No	EM-05	35	P	1.00	A	\$ 91,805	\$ 85,608	Y	N		TA	
EDN407	QB	03/16/16		319	Account Clerk III	No	SR-11	03	P	1.00	A	\$ 32,460	\$ 35,112	Y	N			
EDN407	QJ	10/01/14	In recruitment	352	Library Assistant IV	No	SR-09	03	P	1.00	A	\$ 28,872	\$ 28,872	Y	N			
EDN407	QJ	09/01/16	In recruitment	368	Library Assistant III	No	SR-07	03	P	1.00	A	\$ 36,468	\$ 39,492	Y	N			
EDN407	QD	07/19/16	Feb 2017	371	Librarian IV	No	SR-22	23	P	1.00	A	\$ 68,364	\$ 51,036	Y	N		TA	
EDN407	QI	12/31/09		4635	Library Technician VII	No	SR-15	04	P	1.00	A	\$ 35,112	\$ 46,176	Y	N			
EDN407	QF	08/19/16	In recruitment	6948	Library Assistant III	No	SR-07	03	P	1.00	A	\$ 25,632	\$ 25,632	Y	Y	2		
EDN407	QD	12/16/12		6987	Library Assistant III	No	SR-07	03	P	1.00	A	\$ 25,632	\$ 31,212	Y	N		TA	
EDN407	QF	10/01/16	In recruitment	7734	Library Technician VII	No	SR-15	03	P	1.00	A	\$ 42,684	\$ 44,388	Y	N		TA	
EDN407	QB	12/31/14	12/01/16	11569	Truck Driver	No	BC-06	01	P	1.00	A	\$ 40,827	\$ 37,716	Y	N			
EDN407	QJ	03/01/16	In recruitment	11920	Library Technician VI	No	SR-13	03	P	1.00	A	\$ 33,720	\$ 36,468	Y	N		TA	
EDN407	QE	11/16/16		11924	Librarian III	No	SR-20	13	P	1.00	A	\$ 54,030	\$ 53,100	Y	N			
EDN407	QJ	06/16/15		11926	Librarian IV	No	SR-22	23	P	1.00	A	\$ 49,914	\$ 47,400	Y	N			
EDN407	QJ	11/01/13		12067	Library Assistant IV	No	SR-09	03	P	1.00	A	\$ 28,872	\$ 27,756	Y	N		TA	
EDN407	QF	05/01/16	In recruitment	12245	Library Assistant III	No	SR-07	03	P	1.00	A	\$ 26,700	\$ 25,632	Y	Y	2		
EDN407	QB	10/01/14	In recruitment	12253	Truck Driver	No	BC-06	01	P	1.00	A	\$ 44,154	\$ 39,984	Y	N			
EDN407	QF	03/01/16	In recruitment	12566	Library Assistant III	No	SR-07	03	P	1.00	A	\$ 26,700	\$ 28,872	Y	N			
EDN407	QJ	12/17/15		13032	Library Assistant II	No	SR-05	03	P	1.00	A	\$ 35,112	\$ 37,980	Y	N			
EDN407	QJ	03/01/12		13034	Library Assistant III	No	SR-07	03	P	1.00	A	\$ 25,632	\$ 26,700	Y	N			
EDN407	QJ	02/03/14		13037	Library Technician V	No	SR-11	03	P	1.00	A	\$ 32,460	\$ 31,212	Y	N		TA	
EDN407	QD	06/01/16	In recruitment	14016	Librarian III	No	SR-20	13	P	1.00	A	\$ 46,140	\$ 47,172	Y	N			
EDN407	QD	09/01/16	Feb 2017	15161	Library Technician VII	No	SR-15	03	P	1.00	A	\$ 49,968	\$ 54,012	Y	N		TA	
EDN407	QD	09/01/16	Jan 2017	15163	Library Assistant IV	No	SR-09	03	P	1.00	A	\$ 44,388	\$ 44,388	Y	N			
EDN407	QF	06/01/16	In recruitment	15446	Library Technician V	No	SR-11	03	P	1.00	A	\$ 31,236	\$ 33,720	Y	N		TA	
EDN407	QF	08/05/15	In recruitment	15684	Librarian V	No	SR-24	23	P	1.00	A	\$ 58,440	\$ 53,364	Y	N		TA	
EDN407	QI	06/16/15		19191	Librarian IV	No	SR-22	13	P	1.00	A	\$ 73,920	\$ 70,188	Y	N			
EDN407	QI	12/01/11		19323	Library Technician V	No	SR-11	03	P	1.00	A	\$ 29,988	\$ 39,480	Y	N			
EDN407	QJ	07/01/16		19334	Librarian IV	No	SR-22	13	P	1.00	A	\$ 73,920	\$ 72,648	Y	N		TA	
EDN407	QJ	05/01/16		19335	Librarian V	No	SR-24	23	P	1.00	A	\$ 79,998	\$ 78,624	Y	N			
EDN407	QE	09/17/13		19421	Library Technician V	No	SR-11	03	P	1.00	A	\$ 37,980	\$ 36,516	Y	N		TA	
EDN407	QJ	03/21/14		19541	Librarian III	No	SR-20	13	P	1.00	A	\$ 46,140	\$ 43,812	Y	N			
EDN407	QF	09/01/16	12/06/16	21964	Library Assistant IV	No	SR-09	03	P	1.00	A	\$ 27,768	\$ 27,768	Y	N			
EDN407	QJ	07/01/16		22490	Librarian IV	No	SR-22	13	P	1.00	A	\$ 63,198	\$ 62,112	Y	N		TA	
EDN407	QD	09/16/16	In recruitment	23067	Library Assistant III	No	SR-07	03	P	1.00	A	\$ 26,700	\$ 27,768	Y	N			
EDN407	QD	08/16/16	In recruitment	23185	Library Assistant III	No	SR-07	03	P	1.00	A	\$ 25,632	\$ 27,768	Y	N			
EDN407	QJ	06/16/13		23913	Library Assistant II	No	SR-05	03	P	0.50	A	\$ 11,844	\$ 12,324	Y	N			
EDN407	QJ	06/01/12		23920	Librarian III	No	SR-20	13	P	0.50	A	\$ 23,070	\$ 21,066	Y	N			
EDN407	QB	06/16/13	In recruitment	23994	Truck Driver	No	BC-06	01	P	1.00	A	\$ 37,716	\$ 38,436	Y	N			
EDN407	QJ	03/01/16		24237	Librarian III	No	SR-20	13	P	0.50	A	\$ 25,965	\$ 26,550	Y	N			
EDN407	QG	08/01/16	In recruitment	25687	Library Assistant III	No	SR-07	03	P	1.00	A	\$ 28,872	\$ 29,988	Y	N			
EDN407	QD	10/01/16	In recruitment	27168	Librarian III	No	SR-20	13	P	1.00	A	\$ 68,364	\$ 67,188	Y	N			
EDN407	QB	03/16/16	In recruitment	27169	Human Resources Assistant III	No	SR-09	63	P	1.00	A	\$ 27,768	\$ 28,872	Y	N			
EDN407	QE	10/17/16	In recruitment	31500	Library Assistant III	No	SR-07	03	P	1.00	A	\$ 25,632	\$ 26,700	Y	N			

Department of Education - Hawaii State Public Library System
Vacancy Report as of November 30, 2016

Table 12

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 Apts	Describe if Filled by other Means	Priority # to Retain
EDN407	QM	12/31/15		31715	ASET I	No	BC-14	01	P	1.00	A	\$ 61,518	\$ 59,112	Y	N			
EDN407	QB	01/01/16	In recruitment	32512	Admin Svcs Officer I	No	EM-05	35	P	1.00	A	\$ 115,430	\$ 107,628	Y	N			
EDN407	QJ	10/16/15		33891	Library Assistant III	No	SR-07	03	P	1.00	A	\$ 32,460	\$ 33,720	Y	N			
EDN407	QJ	05/19/15		35462	Janitor II	No	BC-02	01	P	0.50	A	\$ 19,083	\$ 17,982	Y	N			
EDN407	QD	09/16/16	Jan 2017	35465	Janitor II	No	BC-02	01	P	1.00	A	\$ 38,166	\$ 37,416	Y	N			
EDN407	QJ	10/17/16	In recruitment	35467	Librarian III	No	SR-20	13	P	1.00	A	\$ 51,930	\$ 45,348	Y	N			
EDN407	QG	07/16/16	In recruitment	35470	Librarian III	No	SR-20	13	P	1.00	A	\$ 51,930	\$ 51,036	Y	N		TA	
EDN407	QD	11/16/16	In recruitment	39877	Library Assistant III	No	SR-07	03	P	1.00	A	\$ 25,632	\$ 25,632	Y	N			
EDN407	QE	06/01/16	In recruitment	39919	Librarian III	No	SR-20	13	P	1.00	A	\$ 51,930	\$ 53,100	Y	N		TA	
EDN407	QF	10/01/16	In recruitment	41922	Library Assistant III	No	SR-07	03	P	1.00	A	\$ 25,632	\$ 27,768	Y	N			
EDN407	QD	10/16/16	In recruitment	43901	Librarian III	No	SR-20	13	P	1.00	A	\$ 56,202	\$ 57,432	Y	N			
EDN407	QE	09/01/16	In recruitment	44226	Librarian III	No	SR-20	13	P	0.50	A	\$ 29,220	\$ 28,716	Y	N			
EDN407	QM	12/31/10	In recruitment	44658	ASET I	No	BC-14	01	P	1.00	A	\$ 61,518	\$ 53,532	Y	N		TA	
EDN407	QB	12/03/12		44971	Human Resources Technician VI	No	SR-15	63	P	1.00	A	\$ 35,112	\$ 33,756	Y	N			
EDN407	QF	10/27/16		45981	Library Technician V	No	SR-11	03	P	0.50	A	\$ 15,618	\$ 17,556	Y	N		TA	
EDN407	QD	09/06/16	12/16/16	45983	Library Assistant IV	No	SR-09	03	P	1.00	A	\$ 27,768	\$ 29,988	Y	N		TA	
EDN407	QG	06/01/16	Feb 2017	46055	Library Assistant III	No	SR-07	03	P	1.00	A	\$ 26,700	\$ 28,872	Y	N			
EDN407	QD	08/16/16	Jan 2017	46428	Librarian III	No	SR-20	13	P	1.00	A	\$ 46,140	\$ 47,172	Y	N		TA	
EDN407	QJ	12/31/15		46475	Librarian III	No	SR-20	13	P	1.00	A	\$ 56,202	\$ 53,364	Y	N			
EDN407	QJ	03/16/16		46487	Librarian III	No	SR-20	13	P	1.00	A	\$ 60,780	\$ 45,348	Y	N			
EDN407	QB	02/28/15		102070	Secretary to the Special Asst	No	SRNA	63	P	1.00	A	\$ 58,440	\$ 58,440	Y	N			
EDN407	QD	07/31/16		110636	Library Assistant III	No	SR-07	03	P	1.00	A	\$ 27,768	\$ 29,988	Y	N			
EDN407	QJ	06/01/16		111889	Librarian III	No	SR-20	13	P	1.00	A	\$ 56,202	\$ 55,236	Y	N		TA	
EDN407	QL	03/01/16	12/05/16	116887	Library Technician V	No	SR-11	03	P	1.00	A	\$ 37,980	\$ 39,492	Y	N			
EDN407	QL	11/16/16		116892	Library Assistant IV	No	SR-09	03	P	1.00	A	\$ 37,980	\$ 39,492	Y	N		TA	
EDN407	QF	07/17/16	Mar 2017	118827	Library Technician V	No	SR-11	03	P	0.50	A	\$ 14,994	\$ 15,618	Y	N			
EDN407	QM	01/16/09		119227	Librarian VI	No	SR-26	93	P	1.00	A	\$ 60,780	New	Y	N			

Department of Education - Hawaii State Public Library System
 Positions Filled from July 1, 2015 to November 30, 2016

Table 13

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)
EDN407	QH	07/01/15		021966	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 46,140	1.00	\$ 43,812	N
EDN407	QD	07/01/15		045982	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 25,632	Y
EDN407	QJ	07/01/15		046487	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 60,780	1.00	\$ 43,812	N
EDN407	QE	07/01/15		024334	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 46,140	1.00	\$ 43,812	Y
EDN407	QJ	07/01/15		000312	LIBRARY TECHNICIAN VI	N	SR13	03	P	A	1.00	\$ 46,188	1.00	\$ 37,980	N
EDN407	QJ	07/01/15		000318	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 49,914	1.00	\$ 55,488	N
EDN407	QG	07/07/15		001126	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 41,064	1.00	\$ 25,632	Y
EDN407	QJ	07/13/15		049823	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 46,140	1.00	\$ 43,812	N
EDN407	QE	07/15/15		024336	LIBRARY ASSISTANT IV	N	SR09	03	P	A	1.00	\$ 37,980	1.00	\$ 27,768	N
EDN407	QH	07/16/15		016033	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 58,416	1.00	\$ 51,300	N
EDN407	QF	07/16/15		027132	JANITOR II	N	BC02	01	P	A	1.00	\$ 38,166	1.00	\$ 35,964	N
EDN407	QD	07/16/15		008819	JANITOR II	N	BC02	01	P	A	1.00	\$ 38,166	1.00	\$ 35,964	N
EDN407	QE	07/20/15		028473	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 33,720	1.00	\$ 25,632	Y
EDN407	QH	07/20/15		001395	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 25,632	Y
EDN407	QH	07/21/15		013829	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 25,632	Y
EDN407	QE	07/28/15		015154	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 65,736	1.00	\$ 43,812	Y
EDN407	QD	08/01/15		019332	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 49,914	1.00	\$ 57,720	N
EDN407	QE	08/02/15		015158	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 25,632	Y
EDN407	QJ	08/17/15		000333	LIBRARIAN V	N	SR24	23	P	A	1.00	\$ 79,998	1.00	\$ 67,512	N
EDN407	QL	08/17/15		116419	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 31,236	Y
EDN407	QE	08/18/15		008354	LIBRARIAN IV	N	SR22	23	P	A	1.00	\$ 68,364	1.00	\$ 53,364	N
EDN407	QG	08/24/15		001122	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 35,112	1.00	\$ 25,632	Y
EDN407	QF	09/01/15		021964	LIBRARY ASSISTANT IV	N	SR09	03	P	A	1.00	\$ 27,768	1.00	\$ 27,768	N
EDN407	QG	09/01/15		027782	LIBRARY ASSISTANT IV	N	SR09	03	P	A	1.00	\$ 28,872	1.00	\$ 31,236	N
EDN407	QL	09/01/15		116383	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 65,736	1.00	\$ 43,812	Y
EDN407	QF	10/01/15		014819	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 31,236	1.00	\$ 25,632	Y
EDN407	QF	10/01/15		014818	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 25,632	Y
EDN407	QD	10/05/15		043906	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 46,140	1.00	\$ 43,812	N
EDN407	QF	10/05/15		023996	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 25,632	Y
EDN407	QJ	10/16/15		046401	LIBRARY TECHNICIAN V	N	SR11	03	P	A	1.00	\$ 33,720	1.00	\$ 37,980	N
EDN407	QG	10/17/15		010018	JANITOR II	N	BC02	01	P	A	1.00	\$ 38,166	1.00	\$ 36,684	Y
EDN407	QF	11/12/15		012562	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 35,112	1.00	\$ 25,632	Y
EDN407	QF	11/16/15		012245	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 25,632	Y
EDN407	QB	12/14/15		043662	ACCOUNT CLERK II	N	SR08	03	P	A	1.00	\$ 28,872	1.00	\$ 41,724	N
EDN407	QE	12/16/15		011904	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 26,700	N

Department of Education - Hawaii State Public Library System
Positions Filled from July 1, 2015 to November 30, 2016

Table 13

EDN407	QF	12/16/15	028757	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 68,364	1.00	\$ 69,540	N
EDN407	QD	01/04/16	019336	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 46,140	1.00	\$ 46,932	Y
EDN407	QG	02/01/16	001132	LIBRARY TECHNICIAN V	N	SR11	03	P	A	1.00	\$ 44,388	1.00	\$ 30,468	N
EDN407	QH	02/01/16	000038	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 48,000	1.00	\$ 46,932	Y
EDN407	QE	03/01/16	008355	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 51,930	1.00	\$ 46,932	N
EDN407	QM	03/01/16	112250	SECRETARY III	N	SR16	63	P	A	1.00	\$ 36,468	1.00	\$ 45,096	N
EDN407	QD	03/01/16	023062	JANITOR II	N	BC02	01	P	A	1.00	\$ 38,166	1.00	\$ 38,160	N
EDN407	QJ	03/01/16	010898	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 49,914	1.00	\$ 50,772	N
EDN407	QE	03/16/16	043917	LIBRARY TECHNICIAN V	N	SR11	03	P	A	1.00	\$ 42,684	1.00	\$ 35,676	N
EDN407	QE	03/16/16	012459	LIBRARY ASSISTANT IV	N	SR09	03	P	A	1.00	\$ 33,720	1.00	\$ 30,468	N
EDN407	QJ	03/16/16	023923	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 54,030	1.00	\$ 48,828	Y
EDN407	QE	03/16/16	011903	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 28,212	N
EDN407	QB	03/16/16	019178	HR ASSISTANT V	N	SR13	63	P	A	1.00	\$ 37,980	1.00	\$ 31,740	N
EDN407	QB	03/16/16	000351	ACCOUNT CLERK V	N	SR15	03	P	A	1.00	\$ 35,112	1.00	\$ 40,128	N
EDN407	QE	04/01/16	013281	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 37,056	Y
EDN407	QG	04/05/16	000344	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 26,040	N
EDN407	QG	04/19/16	039410	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 31,236	1.00	\$ 26,040	Y
EDN407	QM	05/01/16	019432	LIBRARY TECHNICIAN V	N	SR11	03	P	A	1.00	\$ 27,768	1.00	\$ 41,724	N
EDN407	QG	05/03/16	004503	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 27,768	1.00	\$ 26,040	Y
EDN407	QF	05/03/16	023921	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 46,140	1.00	\$ 46,932	Y
EDN407	QG	05/10/16	012360	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 26,040	Y
EDN407	QJ	05/16/16	011919	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 35,112	1.00	\$ 26,040	N
EDN407	QM	05/23/16	000316	LIBRARIAN VI	N	SR26	93	P	A	1.00	\$ 60,780	1.00	\$ 66,864	N
EDN407	QF	05/24/16	00281	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 49,914	1.00	\$ 50,772	N
EDN407	QE	05/25/16	015158	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 26,040	Y
EDN407	QB	05/26/16	017364	HR ASSISTANT III	N	SR09	63	P	A	1.00	\$ 28,872	1.00	\$ 28,212	N
EDN407	QE	06/01/16	031497	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 26,040	N
EDN407	QM	06/01/16	032248	OFFICE ASSISTANT IV	N	SR10	03	P	A	1.00	\$ 28,872	1.00	\$ 31,740	N
EDN407	QG	06/01/16	121914	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 43,812	1.00	\$ 50,772	N
EDN407	QL	06/01/16	116670	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 60,780	1.00	\$ 52,824	N
EDN407	QE	06/01/16	008363	LIBRARY ASSISTANT IV	N	SR09	03	P	A	1.00	\$ 35,112	1.00	\$ 30,468	N
EDN407	QJ	06/01/16	046942	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 26,040	N
EDN407	QL	06/01/16	116419	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 26,040	Y
EDN407	QF	06/01/16	045966	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 63,198	1.00	\$ 46,932	N
EDN407	QD	06/01/16	000371	LIBRARIAN IV	N	SR22	23	P	A	1.00	\$ 68,364	1.00	\$ 51,036	N
EDN407	QJ	06/01/16	019331	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 63,198	1.00	\$ 59,448	N
EDN407	QE	06/01/16	018674	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 27,768	1.00	\$ 26,040	N
EDN407	QG	06/16/16	001127	JANITOR II	N	BC02	01	P	A	1.00	\$ 38,166	1.00	\$ 38,160	N
EDN407	QF	06/16/16	014819	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 31,236	1.00	\$ 26,040	N

Department of Education - Hawaii State Public Library System
Positions Filled from July 1, 2015 to November 30, 2016

Table 13

EDN407	QF	06/21/16	015447	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 27,768	1.00	\$ 26,040	Y
EDN407	QF	06/24/16	000287	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 31,236	1.00	\$ 25,632	N
EDN407	QB	06/29/16	043316	OFFICE ASSISTANT IV	N	SR10	03	P	A	1.00	\$ 32,460	1.00	\$ 29,340	N
EDN407	QE	07/05/16	043914	JANITOR II	N	BC02	01	P	A	0.50	\$ 19,083	0.50	\$ 19,080	Y
EDN407	QG	07/16/16	039408	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 51,930	1.00	\$ 57,168	N
EDN407	QF	07/16/16	043902	LIBRARY TECHNICIAN V	N	SR11	03	P	A	1.00	\$ 39,492	1.00	\$ 41,724	N
EDN407	QD	07/18/16	024819	JANITOR II	N	BC02	01	P	A	0.50	\$ 19,083	0.50	\$ 19,080	N
EDN407	QM	07/19/16	019505	LIBRARIAN VI	N	SR26	93	P	A	1.00	\$ 60,780	1.00	\$ 59,448	N
EDN407	QM	08/01/16	019326	LIBRARY ASSISTANT IV	N	SR09	03	P	A	1.00	\$ 35,112	1.00	\$ 32,976	N
EDN407	QE	08/01/16	039824	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 33,720	1.00	\$ 26,040	N
EDN407	QF	08/02/16	040085	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 51,930	1.00	\$ 48,828	N
EDN407	QF	08/16/16	006948	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 25,632	N
EDN407	QG	08/16/16	008169	BOOKMOBILE DRIVER	N	BC06	01	P	A	1.00	\$ 44,154	1.00	\$ 44,148	N
EDN407	QD	08/16/16	015113	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 28,212	N
EDN407	QE	08/16/16	011251	LIBRARY TECHNICIAN V	N	SR11	03	P	A	1.00	\$ 46,188	1.00	\$ 34,260	N
EDN407	QD	08/16/16	013746	LIBRARIAN IV	N	SR22	23	P	A	1.00	\$ 56,202	1.00	\$ 52,824	N
EDN407	QD	09/01/16	000330	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 46,140	1.00	\$ 46,932	N
EDN407	QF	09/01/16	027781	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 63,198	1.00	\$ 64,284	N
EDN407	QD	09/01/16	121860	LIBRARIAN IV	N	SR22	13	P	A	1.00	\$ 47,400	1.00	\$ 50,772	N
EDN407	QD	09/06/16	013748	LIBRARY ASSISTANT IV	N	SR09	03	P	A	1.00	\$ 44,388	1.00	\$ 30,468	N
EDN407	QJ	09/06/16	035467	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 51,930	1.00	\$ 46,932	N
EDN407	QE	09/16/16	039920	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 26,040	N
EDN407	QL	09/16/16	116904	JANITOR II	N	BC02	01	P	A	1.00	\$ 38,166	1.00	\$ 38,160	N
EDN407	QH	10/01/16	000040	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 26,040	N
EDN407	QF	10/01/16	045968	LIBRARY ASSISTANT IV	N	SR09	03	P	A	1.00	\$ 35,112	1.00	\$ 30,468	N
EDN407	QF	10/03/16	026607	JANITOR II	N	BC02	01	P	A	0.50	\$ 19,083	0.50	\$ 19,080	N
EDN407	QF	10/10/16	000300	JANITOR II	N	BC02	01	P	A	0.50	\$ 19,083	0.50	\$ 19,080	N
EDN407	QE	10/16/16	014910	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 46,140	1.00	\$ 59,448	N
EDN407	QE	10/17/16	014911	LIBRARIAN III	N	SR20	13	P	A	1.00	\$ 46,140	1.00	\$ 45,348	N
EDN407	QE	10/17/16	000375	LIBRARY ASSISTANT IV	N	SR09	03	P	A	1.00	\$ 28,872	1.00	\$ 29,340	N
EDN407	QE	10/17/16	034834	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 37,980	1.00	\$ 26,040	N
EDN407	QE	10/17/16	011904	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 26,700	1.00	\$ 26,040	N
EDN407	QD	10/24/16	039877	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 25,632	N
EDN407	QH	11/01/16	043315	LIBRARY TECHNICIAN V	N	SR11	03	P	A	1.00	\$ 29,988	1.00	\$ 30,468	N
EDN407	QE	11/09/16	024336	LIBRARY ASSISTANT IV	N	SR09	03	P	A	1.00	\$ 37,980	1.00	\$ 28,212	N
EDN407	QE	11/14/16	023068	LIBRARY ASSISTANT III	N	SR07	03	P	A	1.00	\$ 25,632	1.00	\$ 26,040	N
EDN407	QL	11/16/16	116891	LIBRARY ASSISTANT IV	N	SR09	03	P	A	1.00	\$ 32,460	1.00	\$ 27,768	N
EDN407	QL	11/16/16	116886	LIBRARY TECHNICIAN V	N	SR11	03	P	A	1.00	\$ 41,064	1.00	\$ 43,368	N
EDN407	QE	11/16/16	000314	LIBRARIAN IV	N	SR22	23	P	A	1.00	\$ 71,100	1.00	\$ 61,824	N

Department of Education - Hawaii State Public Library System
 Positions Established by Acts other than the State Budget as of November 30, 2016

Table 14

<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 15

Prog ID	Sub-Org	Program Title	MOF	FY16 (actual)			FY17 (estimated)			FY18 (budgeted)		
				<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent
EDN407	QB	Office of the State Librarian	A	\$ 1,762,772	\$ 54,880	3.1%	\$ 1,926,927	\$ 33,066	1.7%	\$ 2,127,054	\$ 10,000	0.5%
EDN407	QD	West Oahu Public Libraries	A	\$ 3,604,759	\$ 582	0.0%	\$ 3,688,405	\$ 903	0.0%	\$ 3,962,469	\$ 5,000	0.1%
EDN407	QE	East Oahu Public Libraries	A	\$ 5,164,965	\$ 560	0.0%	\$ 5,401,674	\$ 730	0.0%	\$ 5,086,482	\$ 5,000	0.1%
EDN407	QF	Hawaii Public Libraries	A	\$ 2,559,288	\$ 571	0.0%	\$ 2,633,242	\$ 810	0.0%	\$ 2,520,294	\$ 5,000	0.2%
EDN407	QG	Maui Public Libraries	A	\$ 1,816,646	\$ 2,200	0.1%	\$ 1,968,440	\$ 635	0.0%	\$ 1,836,744	\$ 5,000	0.3%
EDN407	QH	Kauai Public Libraries	A	\$ 1,219,613	\$ -	0.0%	\$ 1,260,668	\$ 250	0.0%	\$ 1,262,832	\$ 5,000	0.4%
EDN407	QI	Library for the Blind & Physically	A	\$ 374,324	\$ -	0.0%	\$ 347,181		0.0%	\$ 457,860	\$ 3,000	0.7%
EDN407	QJ	Hawaii State Library	A	\$ 3,570,610	\$ 1,303	0.0%	\$ 3,550,486	\$ 7,000	0.2%	\$ 4,056,846	\$ 5,000	0.1%
EDN407	QL	Kapolei Public Library	A	\$ 1,054,113	\$ 1,132	0.1%	\$ 979,152	\$ -	0.0%	\$ 998,508	\$ 5,000	0.5%
EDN407	QM	Library Development Services	A	\$ 2,314,519	\$ 8,640	0.4%	\$ 2,600,708	\$ 17,300	0.7%	\$ 2,790,996	\$ 5,000	0.2%

Department of Education - Hawaii State Public Library System
Active Contracts as of December 1, 2016

Table 16

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	\$ 1,328,364	M	\$ 1,328,364	\$ 1,328,364	10/26/16	11/01/16	10/31/17	Star Protection Agency, LLC	Security Services - Statewide	by LSS Manager		S
EDN407	N	\$ 225,584	O	\$ 225,584	\$ 192,542.43	08/22/16	08/16/16	08/15/17	Hawaiian Telcom	Routed network service (RNS)	by Technology Officer		S
EDN407	A	\$ 160,000	M	\$ 160,000	\$ 44,921.19	07/01/16	07/01/16	06/30/17	DHRD	Worker's compensation payments	by Accountant		S
EDN407	N	\$ 155,989	O	\$ 155,989	\$ -	09/22/16	10/01/16	09/30/17	En Pointe Technologies Sales Inc.	Microsoft Premier support services	by Technology Officer		S
EDN407	A	\$ 48,000	M	\$ 48,000	\$ 33,304.90	07/01/16	07/01/16	12/31/16	Unique Management Services Inc.	Collection Agency services	by Technology Officer		S
EDN407	N	\$ 44,829	M	\$ 44,829	\$ 22,397.43	08/01/13	08/01/16	12/31/16	T-Mobile USA, Inc.	Mobile broadband services	by Technology Officer		S
EDN407	A	\$ 41,902	M	\$ 41,902	\$ 31,564.75	07/01/16	08/01/16	07/31/17	West Oahu Aggregate Co., Inc.	Refuse service for Oahu Libraries	by Branch Manager and Janitor		S
EDN407	A	\$ 24,000	O	\$ 24,000	\$ 18,000.00	07/01/16	07/01/16	06/30/17	University of Hawaii Information Technology Svcs	INET Network Services for HSPLS	by Technology Officer		S
EDN407	N	\$ 8,096	A	\$ 8,096	\$ -	07/18/16	07/20/16	07/19/17	En Pointe Technologies Sales Inc.	CommVault Software License	by Technology Officer		S
EDN407	A	\$ 6,655	O	\$ 6,655	\$ 6,655.41	10/03/16	11/01/16	10/31/17	Pacific Fire Protection, Inc.	Fire extinguisher inspection and service - Oahu Libraries	by Accountant		S
EDN407	A	\$ 6,119	M	\$ 6,119	\$ -	10/25/16	11/01/16	10/31/17	Otis Elevator Company	Elevator maintenance - Hilo Public Library	by Administrative Services Officer		S
EDN407	A	\$ 5,654	O	\$ 5,654	\$ 4,241	08/13/16	07/01/16	06/30/17	Broadcast Resources LLC	Radio reading service - on call support and maintenance	by Branch Manager		S
EDN407	N	\$ 4,728	O	\$ 4,728	\$ -	07/01/16	07/23/16	07/22/17	Synergy Asia Pacific	License and support for SharePoint workflow software	by Technology Officer		S
EDN407	N	\$ 4,051	A	\$ 4,051	\$ -	07/10/16	07/29/16	07/28/17	En Pointe Technologies Sales Inc.	Subscription - Patron Wi-Fi Internet filtering	by Technology Officer		S
EDN407	A	\$ 3,000	A	\$ 3,000	\$ -	07/11/16	07/01/16	06/30/17	Western Council of State Libraries	Annual Membership Dues - State Librarian	by State Librarian		S
EDN407	A	\$ 2,159	O	\$ 2,159	\$ 2,159	07/01/16	07/01/16	12/31/16	SimplexGrinnell	Sprinkler Test and Inspection - Hawaii State Library	by Branch Manager		S

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

Table 17

<u>Prog ID</u>	<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>FY18 \$\$\$</u>	<u>FY19 \$\$\$</u>
EDN407	1	1			Health & Safety, Statewide	C	10,000,000	

Department of Education - Hawaii State Public Library System
CIP Lapses

Table 18

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

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

Table 19

<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.
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 20

<u>Year of Change</u> FY18/FY19	<u>Description of Change</u>
FY18	Staffing for the new Nanakuli Public Library. 3 Library Assistant III positions (Pseudo Nos. 18933E, 18934E & 18935E) ; 1 Library Technician V position (Pseudo No. 18931E); 1 Business Resource Development Librarian III position (Pseudo No. 18930E); Library Assistant IV - Circulation Supervisor position (Pseudo No. 18932E) and 0.50 Janitor II position (Pseudo No. 18936E).
FY18	Staffing for new Groundskeeper I (Pseudo No. 18937E) for Aiea Public Library .
FY18	Staffing for new Library Technician V (Pseudo No. 18938E) for Naalehu Public Library .
FY18	Staffing for new positions at the Office of ths State Librarian. Outreach Services and Programming Manager position (Pseudo No. 18939E) and Webmaster (Pseudo No. 18940E).

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 Hawaiiana and Pacifica at the exhaustive and comprehensive levels, respectively, for research, historical and reference purposes.
- Provides comprehensive research, reference and interloan service to the public, state agencies, libraries, and organizations locally, nationally and internationally.
- Provides consultation and assistance with genealogy research.

Indexing

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

Hawaii Documents Center

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

ART, MUSIC AND RECREATION AND AUDIOVISUAL SECTION

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

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

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

Audiovisual Services

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

LIBRARY OPERATIONS SECTION

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

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

Circulation Unit

Clerical Services

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

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

Shelving Services

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

Special Services

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

Telephone Renewal Services

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

Interlibrary Loans Unit

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

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
- Kealakekua Public Library
- Laupahoehoe Public and School Library
- Mountain View Public and School Library
- Naalehu Public Library
- North Kohala Public Library
- Pahala Public and School Library
- Pahoia Public and School Library
- Thelma Parker Memorial Public and School Library

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

- Manages the operations of 12 libraries in the Hawaii Island District of HSPLS.
- Provides personnel services such as the hiring of library managers, training, evaluation, and discipline, in conjunction with the Human Resources Office.
- Develops needs-based budgets for the Hawaii Island District libraries.
- Provides effective communication paths; acts as a liaison between Hawaii Island District libraries and administration.
- Provides for staff training opportunities.
- Participates in developing and evaluating Hawaii Island District libraries against standards of effectiveness; works with libraries to reach standards.
- Reports on and is an advocate for community library services and programs.
- Works with other District Managers and members of the State Librarian's Administrative Team to address library facilities, security, safety, accounting, inventory, and other system issues.

KAUAI DISTRICT LIBRARIES OFFICE

The Kauai District Office oversees the operation, services and programs of the six public libraries in the Kauai District of the Hawaii State Public Library System (HSPLS):

- Hanapepe Public Library
- Kapaa Public Library
- Koloa Public and School Library
- Lihue Public Library
- Princeville Public Library
- Waimea Public Library

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

- Manages the operations of 6 libraries in the Kauai District of HSPLS.
- Provides personnel services such as the hiring of library managers, training, evaluation, and discipline, in conjunction with the Human Resources Office.
- Develops needs-based budgets for Kauai District libraries.
- Provides effective communication paths; acts as a liaison between Kauai District libraries and administration.
- Provides for staff training opportunities.
- Participates in developing and evaluating Kauai District libraries against standards of effectiveness; works with libraries to reach standards.

- Reports on and is an advocate for community library services and programs.
- Works with other District Managers and members of the State Librarian's Administrative Team to address library facilities, security, safety, accounting, inventory, and other system issues.

MAUI DISTRICT LIBRARIES OFFICE

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

- Hana Public and School Library
- Kahului Public Library
- Kihei Public Library
- Lahaina Public Library
- Lanai Public and School Library
- Makawao Public Library
- Molokai Public Library
- Wailuku Public Library

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

- Manages the operations of 8 libraries in the Maui District of HSPLS.
- Provides personnel services such as the hiring of library managers, training, evaluation, and discipline, in conjunction with the Human Resources Office.
- Develops needs-based budgets for Maui District libraries.
- Provides effective communication paths; acts as a liaison between Maui District libraries and administration.
- Provides for staff training opportunities.
- Participates in developing and evaluating Maui District libraries against standards of effectiveness; works with libraries to reach standards.
- Reports on and is an advocate for community library services and programs.
- Works with other District Managers and members of the State Librarian's Administrative Team to address library facilities, security, safety, accounting, inventory, and other system issues.