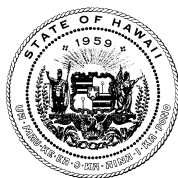


DAVID Y. IGE
GOVERNOR



STACEY A. ALDRICH
STATE LIBRARIAN

STATE OF HAWAII
HAWAII STATE PUBLIC LIBRARY SYSTEM
OFFICE OF THE STATE LIBRARIAN
44 MERCHANT STREET
HONOLULU, HAWAII 96813

To: The Honorable Donovan Dela Cruz
and Members of the Senate Committee on Ways and Means

Date: Tuesday, January 16, 2018

Time: 10:00 a.m.

Place: Conference Room 211, State Capitol

From: Stacey Aldrich
State Librarian

Re: 2018 Legislative Budget Informational Briefing

Thank you for the opportunity to provide you with information on the FY2019 supplemental budget requests for the Hawaii State Public Library System.

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.

State-Wide Conditions Affecting Operations: On September 27, 2017, Finance Memorandum No. 17-12 issued 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 the new Nanakuli Public Library in FY 2019.

Federal Funds: HSPLS receives approximately \$1.2 million 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 agreement 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 Trump Administration and Congress will affect the LSTA and will continue to closely monitor this source of funding.

Non-General Funds Reports: HSPLS reports to the Legislature may be viewed at:
<http://www.librarieshawaii.org/about-us/reports/annual-reports/>

Budget Request: HSPLS' FY2019 supplemental budget requests include the following:

- 3.50 (FTE) positions for the new Nanakuli Public Library that is scheduled to open in the first quarter of 2018. Last year, HSPLS requested 6.5 new positions for the Nanakuli Public Library; we received 3 positions. Therefore, we are requesting an additional 3.50 (FTE) staff positions and \$103,656 to properly staff and operate this new and much larger public library with additional services and programs (small business center and recording studio for capturing local histories) that were requested by the community.
- \$500,000 for the backlog of repair and maintenance projects. The Comptroller of the Department of Accounting and General Services (DAGS) is recommending an additional \$1.3 million in general funds for repair and maintenance projects in FY19 for HSPLS facilities. These projects are considered necessary to ensure the safety of our staff and library patrons. This supplemental budget funding request would increase HSPLS' repair and maintenance budget from \$500,000 to \$1 million for FY2019.

- \$1 million for library collections. The purchasing of library collections (physical books, ebooks, emagazines, and databases) for 50 branches and the new Nanakuli Public Library currently relies on several different inconsistent sources of revenue, such as fees, fines and facility rentals. Revenue in general has been on a decline, in large part due to changes in library patron behavior and improving services for patrons. For example, the rental of DVDs, has declined due to more streaming of digital content by patrons. Fines and fees have begun to decline due to patrons' ability to use the Libraries Hawaii App to use as a library card and track when materials are due. At the same time, the cost of purchasing and maintaining our library collection has increased, as we are now maintaining both paper and digital copies to meet all of our library patrons' needs.
- \$3.5 million for health and safety projects. The DAGS Comptroller has recommended \$13.6 million be requested for completion of prioritized health and safety projects in FY2019. Our request, however, has been reduced to \$3.5 million in recognition of other needs statewide. Please refer to the attached list for all HSPLS' pending health and safety projects which require additional funding to be completed.
- \$300,000 in planning funds for a new library to replace the existing Keaau and Mountain View Public and School Libraries on the Island of Hawaii. Previously, planning funds had been appropriated to replace the Puna District public and school libraries (located in Pahoia, Keaau, and Mountain View) with a regional public library in Pahoia. After gathering community input, however, it became clear that one regional library for this large district could not adequately meet the needs of the community. The meetings also highlighted the need to start planning for the relocation of public libraries off of school campuses for health and safety reasons.

Fortunately, we recently received a very generous offer from W.H. Shipman to donate up to 3 acres of commercial land centrally located in Keaau for a new public library. For

this reason, HSPLS is requesting additional funds to start the planning process to relocate the Keaau and Mountain View libraries. The planning funds would be used to determine the feasibility of building a new library on the donated land in Keaau.

We look forward to working with the House Committee on Finance in developing HSPLS' FY2019 supplemental budget during this Legislative session. Thank you for this opportunity to present our budget information to your committee.

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

FUNCTIONAL STATEMENTS
(As of June 30, 2017)

TABLE OF CONTENTS

	PAGE
OFFICE OF THE STATE LIBRARIAN	1
SPECIAL ASSISTANT TO THE STATE LIBRARIAN.....	2
TECHNICAL SERVICES SECTION	3
ELECTRONIC SUPPORT SERVICES SECTION	5
LIBRARY DEVELOPMENT SERVICES SECTION	6
ADMINISTRATIVE SERVICES BRANCH	7
Logistics Support Services.....	9
Human Resources Office.....	10
HAWAII STATE LIBRARY	11
LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED.....	18
DISTRICT OFFICES	19

OFFICE OF THE STATE LIBRARIAN

With oversight by the Board of Education, the State Librarian plans, directs, measures, evaluates, and reports to the Board, the Governor, the Legislature, and the public about library services, collections, and programs which fulfill the mission of the Hawaii State Public Library System (HSPLS).

- Represents HSPLS to the Board of Education, the Governor, the Legislature, other State agencies, the Congressional delegation, professional organization, community groups, and the public.
- Develops and recommends policies for Board approval and implements and evaluates policies.
- Initiates long-range statewide strategic planning and needs assessment studies; develops goals, objectives, standards, and evaluation criteria; and oversees activities to achieve system objectives.
- Establishes a coherent, effective organizational structure and lines of authority.
- Develops an administrative and support services team, which represents all functions within HSPLS: the Hawaii State Library and the Library for the Blind and Physically Handicapped, community libraries, and their support units including administrative services, human resources, electronic support, technical services, and library development.
- Facilitates effective communication and working relationships throughout the organization.
- Promotes a commitment to fair and consistent services throughout the library system for all customers by overseeing the development and documentation of integrated policies, guidelines, and procedures.
- Pursues State and Federal funding, grants, and donations to maximize HSPLS' ability to provide an appropriate and innovative array of collections, services, and programs to meet community needs.
- Develops a program-based, needs-driven budget for recommendation to the Board. Presents testimony and provides background information and reports during the legislative session.
- Mentors library staff by providing encouragement, guidance, and training opportunities to increase knowledge, skills, and performance and to prepare staff to assume increasing levels of responsibility and leadership.
- Networks with DHRD, the University of Hawaii's Library and Information Science program, and other government, professional, and community organizations to attract potential applicants and make them aware of employment opportunities within HSPLS.
- Monitors customer expectations as well as service methods and best practices in both the library and commercial fields.
- Initiates new technologies and practices to improve services and collections.
- Promotes a culture of continuous improvement and innovation.

SPECIAL ASSISTANT TO THE STATE LIBRARIAN

The Special Assistant to the State Librarian provides support for the Office of the State Librarian by working with the State Librarian, library administrators and staff to implement Hawaii State Public Library System (HSPLS) program objectives.

- Participates in the planning, organizing, and administration of the HSPLS' programs and services.
- Confers with other administrative team members and program administrators to resolve problems, clarify system goals, objectives, priorities, and responsibilities, and implement initiatives approved by the State Librarian.
- Serves as a liaison with the Board of Education, Legislature, and other groups on behalf of HSPLS as necessary.

TECHNICAL SERVICES SECTION (TSS)

The Technical Services Section orders, catalogs, and processes materials for Hawaii State Public Library System (HSPLS) libraries and recommends effective acquisitions and processing procedures for front-line staff. Through its national standards-based cataloging operations, TSS creates and maintains the bibliographic records in HSPLS' online inventory of library materials. TSS works with administrators, the public service staff, and the Electronic Services Support Section (ESSS) staff to maximize the union catalog's reliability and usefulness in accessing HSPLS' physical and digital collections.

Acquisitions and Processing

- Recommends statewide policies, procedures, and practices for the acquisition and processing of materials.
- Recommends efficient and effective workflow methods relating to acquisitions and processing by front-line library staff.
- Notifies/distributes vendor catalogs and other promotional materials to libraries.
- Coordinates and compiles title recommendations from Hawaii State Library (HSL) subject specialists and selection committees into consolidated order lists, which are distributed in spreadsheet form to HSPLS libraries.
- Orders library materials selected and sent to TSS by HSPLS libraries.
- Coordinates order/receipt accounting with the Administrative Services Branch (ASB) for cost center accounting and purchase order/voucher production.
- Prepares and distributes status reports to HSPLS libraries about their orders and receipts.
- Serves as a liaison in resolving vendor problems between vendors and individual libraries. Files claims, receives credits, and verifies vendor statements and invoices.
- Evaluates vendor performance, prices, discounts, delivery times, and service quality.
- Processes and distributes centrally purchased and received materials.
- Processes 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 intralloan and interloan services within the Hawaii State Public Library System and between the Hawaii State Public Library System and other libraries, statewide, nationally, and internationally.

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

Acquisition Records Unit

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

Maintenance Unit

- Provides custodial and related services.

Central Reference and Information Unit

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

Telephone Reference Unit

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

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

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

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

TRANSCRIBING SERVICES SECTION (TSS)

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

- Provides programming for Radio Reading Service Hawaii.

PUBLIC SERVICES SECTION (PSS)

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

PUBLIC LIBRARIES BRANCH

The Public Libraries Branch (PLB) oversees the statewide operations of 48 library branch locations across the six islands of Hawaii, Kauai, Lanai, Maui, Molokai and Oahu. These locations are grouped into the two regions of West Oahu/Hawaii and East Oahu/Maui (including Lanai and Molokai) and Kauai. The 48 branch libraries and their regions are:

West Oahu/Hawaii Region

Twenty-three (23) locations from the West Oahu and Hawaii Districts:

- Aiea Public Library
- Ewa Beach Public and School Library
- Kahuku Public and School Library
- Kapolei Public Library
- Mililani Public Library
- Nanakuli Public Library
- Pearl City Public Library
- Salt Lake-Moanalua Public Library
- Wahiawa Public Library
- Waialua Public Library
- Waipahu Public Library
- Hilo Public Library
- Honokaa Public Library
- Kailua-Kona Public Library
- Keaaui Public & School Library
- Kealahou Public Library
- Laupahoehoe Public & School Library
- Mountain View Public & School Library
- Naalehu Public Library
- North Kohala Public Library
- Pahala Public & School Library
- Pahoa Public & School Library
- Thelma Parker Public & School Library

Maui/East Oahu/Kauai Region

Twenty-five (25) locations from the Maui, East Oahu and Kauai Districts:

- Hana Public & School Library
- Kahului Public Library
- Kihei Public Library
- Lahaina Public Library
- Lanai Public & School Library
- Makawao Public Library
- Molokai Public Library
- Wailuku Public Library
- Aiea Public Library
- Hawaii Kai Public Library
- Kailua Public Library
- Kaimuki Public Library
- Kalihi Public Library
- Kaneohe Public Library
- Liliha Public Library
- Manoa Public Library
- McCully Public Library
- Waikiki Public Library
- Waimanalo Public & School Library
- Lihue Public Library
- Hanapepe Public Library
- Kapaa Public Library
- Koloa Public & School Library
- Princeville Public Library
- Waimea Public Library

The primary purpose of PLB is to ensure that libraries under their supervision operate in accordance to the HSPLS Administrative Rules and to work with the front line managers to meet the goals and objectives of the system in a safe and consistent manner statewide.

The Public Libraries Branch as a section may hire, train and mentor employees; assist libraries in developing and promoting their services and collections; coordinate pilot programs to test innovative programs and techniques; addresses and resolves library concerns and needs; works to ensure assessment measures of effectiveness are standardized and good business practices are followed in the collection of data; provides guidance and assistance with personnel matters at the branch level as needed.

The primary function of the two (2) Librarian VI District Administrator positions, within PLB is the direct supervision of the managers of the public library branches and oversight on their program of services. These positions ensure branches are operating in accordance with the policies established by the Board of Education and the State Librarian under the direction of the Managing Librarian II. The primary duties of the District Administrators are to:

- Handle personnel matters such as mediations, investigations and maintenance of the Performance Appraisal Systems for the staff members in their libraries as needed.
- Address patron complaints and concerns that could not be resolved at the Librarian V level within PLB for branches within their regions.
- Works with the Managing Librarian II to allocate materials budget and staffing to the various branches within their region.
- Works as primary contact and assists the Managing Librarian II in any planning and design of new libraries.
- These positions are required to handle information of a confidential nature.
- These positions work on special projects as assigned by the Managing Librarian II and may serve as the Managing Librarian II in their absence.
- Trains new managers in library operations, existing staff on new technology an/or procedures and initiates re-training of managers as needed.
- Provides guidance to managers in the development of needs-based budgets for public library branches within PLB statewide.
- Measures and reports on district services statewide.
- Provides input to the State Librarian's Administrative team as requested and/or required.
- Works with managers, the State Librarian's Administrative Team and DAGS as needed to address library facility, security, safety, accounting and other system issues.

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

Table 2

Fiscal Year 2018					
Act 49/17 Appropriation	Restriction	Restored	Emergency Appropriations	Total FY18	MOF
\$ 35,325,668.00	\$ (3,112,570.00)	\$ 600,000.00		\$ 32,813,098.00	A
\$ 4,000,000.00				\$ 4,000,000.00	B
\$ 1,365,244.00				\$ 1,365,244.00	N
\$ 40,690,912.00	\$ (3,112,570.00)	\$ 600,000.00	\$ -	\$ 38,178,342.00	Total
Fiscal Year 2019					
Act 49/17 Appropriation	Reductions		Additions	Total FY19	MOF
\$ 34,876,260.00			\$ 1,103,656.00	\$ 35,979,916.00	A
\$ 4,000,000.00				\$ 4,000,000.00	B
\$ 1,365,244.00				\$ 1,365,244.00	C
\$ 40,241,504.00	\$ -		\$ 1,103,656.00	\$ 41,345,160.00	Total

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

Table 3

<u>Prog ID</u>	<u>Program Title</u>	<u>MOF</u>	<u>As budgeted in Act 49/17 (FY19)</u>			<u>Governor's Submittal (FY19)</u>			<u>Percent Change of \$\$\$\$</u>
			<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	
EDN407	Public Libraries	A	558.00	1.00	\$ 35,325,668	561.5	1	\$ 35,979,916	1.85%
EDN407	Public Libraries	B			\$ 4,000,000			\$ 4,000,000	
EDN407	Public Libraries	N			\$ 1,365,244			\$ 1,365,244	

Department of Education - Hawaii State Public Library System
Budget Decisions

Table 4

Prog ID	Sub-Org	Description of Request	MOF	Initial Department Requests			Budget and Finance Recommendations			Governor's Decisions		
				FY19			FY19			FY19		
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
EDN407	QD	Additional position - Nanakuli Public Library	A	3.50		\$ 103,656	3.50		\$ 103,656	3.50		\$ 103,656
EDN407	QB	Unfunded Operational Expenses - Repairs & Maintenance	A			\$ 500,000			\$ 250,000			\$ 500,000
EDN407	QM	Unfunded Operational Expenses - Library Books & Materials	A			\$ 1,000,000			\$ 250,000			\$ 500,000

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>FY18</u>	
					<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$\$</u>	<u>Restriction</u>	
											<u>(Y/N)</u>	
EDN407		Governor's restriction of \$2,512,570	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	FY19		\$\$\$
								Pos (P)	Pos (T)	
EDN407	QD	AR	1	1	Additional position - Nanakuli Public Library	To date, HSPLS has been appropriated 9.5 FTE for the new Nanakuli Public Library which is scheduled to open in the 1st quarter of CY2018. Based on the size and layout of the library building, services and programs the library system is planning to provide including six days of public service hours per week, estimated usage by area schools, social services provided in the area and population size, an additional 3.5 staff are needed to effectively manage the space and programs. Attachment 1 provides additional detail regarding the 3.5 positions requested for the Nanakuli Public Library.	A	3.5		\$ 103,656
EDN407	QB	AR	2	2	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 CY2017)	A			\$ 500,000
EDN407	QB	AR	2	3	Unfunded Operational Expenses - Library Books & Materials	<p>Additional funds are needed to purchase books and materials for all HSPLS libraries throughout the State. Currently, HSPLS relies on several different inconsistent sources of revenue, such as fees, fines and facility rentals to fund the purchase of books and materials for the collections at 50 public libraries statewide. Revenue has been on a decline, in large part due to changes in library patron behavior and improving services for patrons. For example, the rental of DVDs has declined due to more streaming of digital content by patrons and an increase in the use of the Libraries Hawaii App as a library card that helps track when materials are due.</p> <p>At the same time, library patrons continue to request more copies of library materials in digital format, which increases the cost of purchasing and maintaining our public libraries' collections, as we are now maintaining both paper and digital copies to meet all of our library patrons' needs. Providing access to electronic collections is expensive because we only lease copies of the material; as a result, the cost of the keeping the most popular publications that library patrons want in the collection continuously rises. At the same time, our digital collection creates access to the same resources for patrons through all branches statewide, instead of requiring the purchase of multiple copies for every branch. With the new Nanakuli Library scheduled to open in the 1st quarter of 2018 and with new facilities in the planning stages statewide, HSPLS will not be able to adequately fill its library materials collections for patrons in the future without a continuous stable source of funding to ensure resources for our library patrons.</p>	A			\$ 500,000

Hawaii State Public Library System

FB 2018-2019 Request for Additional Staffing

Recent Growth of Libraries

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

While HSPLS deeply appreciates the opportunity to expand our services to growing communities, with the current rate of expansion, HSPLS is unable to meet the needs of the community at new facilities without requesting additional staff. The following is a breakdown of the proposed staffing request:

Oahu

Nanakuli Public Library – Additional Positions Requested:

3.0 Public Service Staff:

- 1.00 FTE Library Technician V
- 1.00 FTE Library Assistant III
- 1.00 FTE Library Assistant III

.50 Maintenance Staff:

- .50 FTE Janitor II Position

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

Based on the size and layout of the library building, services and programs the library system is planning to provide including six days of public service hours per week, estimated usage by area schools, social services provided in the area and population size, an additional 3.5 staff are needed to effectively manage the space and programs. If the requested staff are approved, this would bring the total authorized staff count to 13 public service and maintenance staff for the new Nanakuli Public Library.

DAVID Y. IGE
GOVERNOR



RODERICK K. BECKER
Comptroller

AUDREY HIDANO
Deputy Comptroller

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
P.O. Box 119, HONOLULU, HAWAII 96810-0119

RA-18.0008

October 10, 2017

TO: The Honorable Stacey Aldrich, State Librarian
Hawaii State Public Library System

ATTN: Keith Fujio
Administrative Services Officer

FROM: ^{for} Roderick K. Becker, Comptroller *Audrey Hidano*

SUBJECT: Project Funding Request for FY 2019 Budget for HSPLS-Owned Buildings

Enclosed are the prioritized backlog lists of repair/maintenance projects for the upcoming budget request for FY 2019. Soft copies were emailed earlier. Upon request, staff from our Central Services Division can attend scope and consultant selection meetings and provide more detailed scope and photos of the high priority projects.

The individual projects were scored and prioritized by funding type. Also, projects that are ongoing or funded by your Department were removed from the high priority list.

The CIP and General funding needed were based on high priority projects (generally Condition rating '8' and above). Projects rated '8' and higher are energy related or the conditions may cause further damage to the building. The recommended funding for the projects, by source, are:

	<u>CIP Bond Fund</u>	<u>General Fund</u>
FY2019	\$13,693,580	\$1,278,850

If you have any questions, please contact Mr. Dean Shimomura at 831-6733 or dean.h.shimomura@hawaii.gov.

Enclosure
Total Backlog List for HSPLS CY2017

c: D. Shimomura
J. Hisano
C. Shibata
S. Shoji

Department of Education - Hawaii State Public Library System
 FY18 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	\$ 35,325,668	\$ 3,112,570	\$ 32,213,098	-8.81%	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 Ceilings in FY17 and FY18

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 FY17 and FY18

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
Vacancy Report as of November 30, 2017

Table 11

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
EDN407	QH	10/02/17	03/01/18	000038	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 46,932	\$ 47,868	Y	N			
EDN407	QF	04/01/17		000297	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 30,468	\$ 30,468	Y	N			
EDN407	QF	07/18/17	01/16/18	000299	JANITOR II	NO	BC02	01	PERM	0.50	A	\$ 19,464	\$ 19,464	Y	Y	2		
EDN407	QJ	12/31/15		000303	MANAGING LIBRARIAN II	NO	EM05	35	PERM	1.00	A	\$ 88,308	\$ 85,608	Y	N			
EDN407	QB	03/16/16		000319	ACCOUNT CLERK III	NO	SR11	03	PERM	1.00	A	\$ 30,468	\$ 35,112	Y	N			
EDN407	QJ	09/30/17		000322	LIBRARIAN IV	NO	SR22	13	PERM	1.00	A	\$ 75,192	\$ 76,692	Y	N			
EDN407	QJ	10/01/14		000352	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	1.00	A	\$ 28,212	\$ 28,872	Y	N			
EDN407	QJ	09/01/16		000368	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 26,040	\$ 39,492	Y	N			
EDN407	QE	09/01/17	01/16/18	001117	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 29,328	\$ 29,928	Y	Y	1		
EDN407	QG	02/26/17		001125	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 28,212	\$ 28,212	Y	Y	1		
EDN407	QI	12/31/09		004635	LIBRARY TECHNICIAN VII	NO	SR15	04	PERM	1.00	A	\$ 35,676	\$ 46,176	Y	N			
EDN407	QD	12/16/12		006987	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 26,040	\$ 31,212	Y	N			
EDN407	QF	10/01/16	Mar 2018	007734	LIBRARY TECHNICIAN VII	NO	SR15	03	PERM	1.00	A	\$ 45,096	\$ 44,388	Y	N			
EDN407	QH	08/07/17	12/11/17	008245	JANITOR II	NO	BC02	01	PERM	1.00	A	\$ 38,928	\$ 38,928	Y	Y	1		
EDN407	QJ	05/14/17		008358	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 48,828	\$ 48,828	Y	N			
EDN407	QD	10/16/17	01/16/18	008360	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 31,740	\$ 32,376	Y	Y	1		
EDN407	QG	10/01/17	Feb 2018	010820	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	1.00	A	\$ 48,792	\$ 49,764	Y	N			
EDN407	QF	03/04/17		010906	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 30,468	\$ 30,468	Y	N			
EDN407	QB	12/31/16		011106	ACCOUNTANT V	NO	SR24	73	PERM	1.00	A	\$ 78,228	\$ 75,588	Y	N			
EDN407	QE	05/19/17	01/03/18	011904	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 26,040	\$ 26,040	Y	Y	2		
EDN407	QI	12/01/16		011906	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	1.00	A	\$ 34,260	\$ 33,720	Y	N			
EDN407	QJ	09/30/17	Mar 2018	011919	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 26,040	\$ 27,672	Y	N			
EDN407	QJ	06/16/15		011926	LIBRARIAN IV	NO	SR22	23	PERM	1.00	A	\$ 50,772	\$ 47,400	Y	N			
EDN407	QJ	11/01/13		012067	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	1.00	A	\$ 28,212	\$ 27,756	Y	N			
EDN407	QG	03/01/17	Mar 2018	012360	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 26,040	\$ 26,040	Y	Y	2		
EDN407	QF	09/01/17	12/06/17	012563	LIBRARIAN IV	NO	SR22	13	PERM	1.00	A	\$ 61,824	\$ 63,060	Y	N			
EDN407	QJ	12/17/15	Feb 2018	013032	LIBRARY ASSISTANT II	NO	SR05	03	PERM	1.00	A	\$ 24,072	\$ 37,980	Y	N			
EDN407	QJ	03/01/12		013034	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 26,040	\$ 26,700	Y	N			
EDN407	QJ	02/03/14		013037	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	1.00	A	\$ 30,468	\$ 31,212	Y	N			
EDN407	QE	11/16/17		013375	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 34,260	\$ 34,944	Y	Y	1		
EDN407	QD	08/16/17	12/01/17	013748	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	1.00	A	\$ 30,468	\$ 32,376	Y	N			
EDN407	QD	06/01/16	Mar 2018	014016	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 46,932	\$ 47,172	Y	Y	2		
EDN407	QD	07/16/17		015163	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	1.00	A	\$ 28,212	\$ 34,944	Y	N			
EDN407	QF	06/01/16	Mar 2018	015446	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	1.00	A	\$ 30,468	\$ 33,720	Y	Y	1		
EDN407	QJ	06/01/17	Mar 2018	019185	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 31,740	\$ 31,740	Y	N			
EDN407	QI	06/16/15		019191	LIBRARIAN IV	NO	SR22	13	PERM	1.00	A	\$ 50,772	\$ 70,188	Y	N			
EDN407	QI	12/01/11		019323	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	1.00	A	\$ 30,468	\$ 39,480	Y	N			
EDN407	QE	11/04/17		019325	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 29,328	\$ 26,556	Y	Y	2		
EDN407	QJ	07/01/16		019334	LIBRARIAN IV	NO	SR22	13	PERM	1.00	A	\$ 50,772	\$ 72,648	Y	N			
EDN407	QJ	05/01/16	Feb 2018	019335	LIBRARIAN V	NO	SR24	23	PERM	1.00	A	\$ 57,168	\$ 78,624	Y	N			
EDN407	QE	10/02/17	01/02/18	019426	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	1.00	A	\$ 40,128	\$ 40,932	Y	N			
EDN407	QJ	03/21/14	Feb 2018	019541	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 46,932	\$ 43,812	Y	N			
EDN407	QJ	09/01/17		021956	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 28,212	\$ 28,776	Y	N			
EDN407	QF	09/01/16		021964	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	1.00	A	\$ 28,212	\$ 27,768	Y	N			
EDN407	QJ	03/01/17	Mar 2018	021968	LIBRARY TECHNICIAN VI	NO	SR13	03	PERM	1.00	A	\$ 52,752	\$ 52,752	Y	N			
EDN407	QJ	07/01/16	12/01/17	022490	LIBRARIAN IV	NO	SR22	13	PERM	1.00	A	\$ 50,772	\$ 62,112	Y	N			
EDN407	QJ	08/01/17		023210	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 27,132	\$ 28,776	Y	N			
EDN407	QJ	06/16/13		023913	LIBRARY ASSISTANT II	NO	SR05	03	PERM	0.50	A	\$ 12,036	\$ 12,324	Y	Y	1		
EDN407	QH	04/17/17	01/02/18	023922	LIBRARIAN IV	NO	SR22	13	PERM	1.00	A	\$ 52,824	\$ 52,824	Y	N			

Department of Education - Hawaii State Public Library System
Vacancy Report as of November 30, 2017

Table 11

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
EDN407	QB	06/16/13		023994	TRUCK DRIVER	NO	BC06	01	PERM	1.00	A	\$ 45,036	\$ 38,436	Y	N			
EDN407	QJ	03/01/16		024237	LIBRARIAN III	NO	SR20	13	PERM	0.50	A	\$ 23,466	\$ 26,550	Y	N			
EDN407	QE	10/02/17	12/02/17	024334	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 46,932	\$ 49,800	Y	Y	1		
EDN407	QE	03/26/17	01/02/18	024336	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	1.00	A	\$ 28,212	\$ 28,212	Y	N			
EDN407	QF	11/01/17	02/01/18	024731	JANITOR II	NO	BC02	01	PERM	0.50	A	\$ 19,464	\$ 19,464	Y	Y	1		
EDN407	QF	02/01/17	Mar 2018	024732	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	1.00	A	\$ 40,128	\$ 40,128	Y	Y	2		
EDN407	QM	12/31/16	01/03/18	024943	IT BAND B - SR SYS ANALYST	NO	SR24	13	PERM	1.00	A	\$ 61,824	\$ 59,736	Y	N			
EDN407	QH	08/21/17	Feb 2018	027018	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 28,212	\$ 29,928	Y	Y	1		
EDN407	QF	11/01/17	02/01/18	027132	JANITOR II	NO	BC02	01	PERM	1.00	A	\$ 38,928	\$ 38,928	Y	Y	1		
EDN407	QF	09/01/17		027779	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 38,592	\$ 39,360	Y	N			
EDN407	QF	11/06/17	Mar 2018	027781	LIBRARIAN IV	NO	SR22	13	PERM	1.00	A	\$ 64,284	\$ 68,196	Y	N			
EDN407	QE	07/05/17		028440	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 54,960	\$ 58,308	Y	N			
EDN407	QH	12/16/16	01/02/18	028442	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 27,132	\$ 26,700	Y	Y	1		
EDN407	QE	08/01/17		028443	LIBRARY TECHNICIAN VII	NO	SR15	03	PERM	1.00	A	\$ 50,772	\$ 51,792	Y	Y	2		
EDN407	QE	08/15/17	01/02/18	031499	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 34,260	\$ 34,944	Y	Y	2		
EDN407	QM	12/31/15		031715	AUTOMTD SYSTS EQUIP TECH I	NO	BC14	01	PERM	1.00	A	\$ 62,748	\$ 59,112	Y	N			
EDN407	QJ	12/31/16		032479	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	1.00	A	\$ 45,096	\$ 44,388	Y	N			
EDN407	QB	11/18/17		032512	ADMINISTRATIVE SVCS OFFCR I	NO	EM05	35	PERM	1.00	A	\$ 88,308	\$ 106,248	Y	N			
EDN407	QJ	06/01/17	Mar 2018	032936	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 38,592	\$ 38,592	Y	N			
EDN407	QJ	10/16/15	Feb 2018	033891	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 26,040	\$ 33,720	Y	N			
EDN407	QG	01/07/17	Feb 2018	035364	LIBRARIAN IV	NO	SR22	13	PERM	1.00	A	\$ 50,772	\$ 50,772	Y	N			
EDN407	QJ	05/19/15		035462	JANITOR II	NO	BC02	01	PERM	0.50	A	\$ 19,464	\$ 17,982	Y	N			
EDN407	QB	09/30/17	01/08/18	035961	DEPARTMENTAL HR OFFICER II	NO	EM03	35	PERM	1.00	A	\$ 100,200	\$ 87,780	Y	N			
EDN407	QG	02/26/17		039410	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 26,040	\$ 26,040	Y	N			
EDN407	QG	12/31/16		041402	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 69,540	\$ 67,188	Y	N			
EDN407	QB	10/02/17	Feb 2018	043314	PRE AUDIT CLERK II	NO	SR13	03	PERM	1.00	A	\$ 37,056	\$ 37,800	Y	N			
EDN407	QB	12/03/12		044971	HR TECHNICIAN VI	NO	SR15	63	PERM	1.00	A	\$ 35,676	\$ 33,756	Y	N			
EDN407	QF	10/27/16		045981	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	0.50	A	\$ 17,838	\$ 17,556	Y	N			
EDN407	QD	06/01/17	01/02/18	045982	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 27,132	\$ 27,132	Y	Y	2		
EDN407	QJ	11/16/17		046395	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 28,212	\$ 29,928	Y	N			
EDN407	QJ	12/31/15		046475	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 46,932	\$ 53,364	Y	N			
EDN407	QJ	03/16/16		046487	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 46,932	\$ 45,348	Y	N			
EDN407	QJ	02/16/17	Mar 2018	046942	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 26,040	\$ 26,040	Y	N			
EDN407	QJ	03/01/17		049823	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 46,932	\$ 46,932	Y	N			
EDN407	QD	07/31/16		110636	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 26,040	\$ 29,988	Y	N			
EDN407	QJ	06/01/16		111889	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 46,932	\$ 55,236	Y	Y	1		
EDN407	QL	04/01/17		113290	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	1.00	A	\$ 43,368	\$ 43,368	Y	N			
EDN407	QL	09/01/17	Mar 2018	116419	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 26,040	\$ 27,672	Y	Y	2		
EDN407	QL	08/01/17	01/16/18	116900	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 31,740	\$ 26,556	Y	Y	2		
EDN407	QL	06/16/17	01/02/18	116901	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 28,212	\$ 28,212	Y	Y	1		
EDN407	QF	07/17/16		118827	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	0.50	A	\$ 15,234	\$ 15,618	Y	N			
EDN407	QM	01/16/09		119227	LIBRARIAN VI	NO	SR26	93	PERM	1.00	A	\$ 61,824	New position	Y	N			
EDN407	QD	07/27/17	Feb 2018	122427	GROUNDSKEEPER I	NO	BC02	01	PERM	0.50	A	\$ 17,628	New position	Y	N			
EDN407	QD	08/15/17	12/07/17	122459	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 25,632	New position	Y	N			
EDN407	QD	08/15/17	12/18/17	122460	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 25,632	New position	Y	N			
EDN407	QD	08/15/17	12/06/17	122462	LIBRARY ASSISTANT IV	NO	SR09	03	PERM	1.00	A	\$ 28,212	New position	Y	N			
EDN407	QD	08/15/17	12/13/17	122463	LIBRARY ASSISTANT III	NO	SR07	03	PERM	1.00	A	\$ 26,040	New position	Y	N			
EDN407	QD	09/05/17	12/11/17	122461	LIBRARY TECHNICIAN V	NO	SR11	03	PERM	1.00	A	\$ 29,988	New position	Y	N			
EDN407	QD	09/07/17	01/16/18	122478	LIBRARIAN III	NO	SR20	13	PERM	1.00	A	\$ 46,932	New position	Y	N			

Positions Established by Acts other than the State Budget as of November 30, 2017

<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>
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No Unauthorized Positions

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

Table 13

Prog ID	Sub-Org	Program Title	MOF	FY17 (actual)			FY18 (estimated)			FY19 (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	\$ 1,872,434	\$ 24,095	1.3%	\$ 2,034,949	\$ 31,377	1.5%	\$ 2,285,296	\$ 10,000	0.4%
EDN407	QD	West Oahu Public Libraries	A	\$ 3,678,721	\$ 748	0.0%	\$ 3,763,417	\$ 1,640	0.0%	\$ 4,628,397	\$ 5,000	0.1%
EDN407	QE	East Oahu Public Libraries	A	\$ 5,373,723	\$ 538	0.0%	\$ 5,406,439	\$ -	0.0%	\$ 5,614,332	\$ 5,000	0.1%
EDN407	QF	Hawaii Public Libraries	A	\$ 2,654,096	\$ 373	0.0%	\$ 2,652,251	\$ 153	0.0%	\$ 3,024,092	\$ 5,000	0.2%
EDN407	QG	Maui Public Libraries	A	\$ 1,946,348	\$ 1,915	0.1%	\$ 1,581,670	\$ 1,141	0.1%	\$ 2,052,117	\$ 5,000	0.2%
EDN407	QH	Kauai Public Libraries	A	\$ 1,259,799	\$ 597	0.0%	\$ 1,582,484	\$ -	0.0%	\$ 1,459,755	\$ 5,000	0.3%
EDN407	QI	Library for the Blind & Physically Handicapped	A	\$ 342,869	\$ -	0.0%	\$ 355,707	\$ -	0.0%	\$ 556,713	\$ 3,000	0.5%
EDN407	QJ	Hawaii State Library	A	\$ 3,449,399	\$ 3,244	0.1%	\$ 3,309,865	\$ -	0.0%	\$ 4,473,744	\$ 5,000	0.1%
EDN407	QL	Kapolei Public Library	A	\$ 1,012,183	\$ -	0.0%	\$ 1,017,331	\$ 3,363	0.3%	\$ 1,143,988	\$ 5,000	0.4%
EDN407	QM	Library Development Services	A	\$ 2,617,189	\$ 10,576	0.4%	\$ 2,725,580	\$ 9,142	0.3%	\$ 2,932,105	\$ 5,000	0.2%

Department of Education - Hawaii State Public Library System
Active Contracts as of December 1, 2017

Table 14

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	\$ 1,373,576	M	\$ 1,373,576.00	\$ 1,373,576.00	10/30/17	11/01/17	10/31/18	Star Protection Agency, LLC	Security Services - Statewide	by LSS Manager		S
EDN407	A	\$ 200,000	M	\$ 200,000.00	\$ 136,627.39	07/01/17	07/01/17	06/30/18	DHRD	Worker's compensation payment	by Accountant		S
EDN407	A	\$ 160,984	O	\$ 160,984.23	\$ -	09/29/17	10/01/17	09/30/18	En Pointe Technologies Sales, Inc.	Microsoft Premier support services	by Technology Officer		S
EDN407	A	\$ 158,917	A	\$ 158,917.46	\$ -	08/07/17	07/01/17	06/30/18	SirsiDynix	ILS Horizon License software	by Technology Officer		G
EDN407	N	\$ 114,852	M	\$ 114,852.34	\$ 108,532.74	08/15/17	08/16/17	08/15/18	Hawaiian Telcom	Routed network service (RNS)	by Technology Officer		S
EDN407	A	\$ 41,886	M	\$ 41,886.00	\$ 28,017.00	07/19/17	08/01/17	07/31/18	West Oahu Aggregate Co., Inc.	Refuse services for Oahu Libraries	by Branch Manager and Janitor		S
EDN407	A	\$ 37,500	M	\$ 37,500.00	\$ 23,477.91	07/03/17	07/01/17	12/31/17	Unique Management Services, Inc.	Collection agency services	by Technology Officer		S
EDN407	A	\$ 34,126	M	\$ 34,126.15	\$ 14,000.00	07/03/17	07/01/17	06/30/18	University of Hawaii - Information Technology Svcs.	INET Network Services for HSPLS	by Technology Officer		S
EDN407	A	\$ 20,000	A	\$ 20,000.00	\$ -	09/07/17	09/01/17	08/31/18	OverDrive, Inc.	Overdrive content service plan fee	by TSS Manager		G
EDN407	A	\$ 10,110	A	\$ 10,110.03	\$ 10,110.03	10/11/17	10/01/17	10/01/18	Alliance Fire Safety Specialists, LLC	Fire alarm test and inspection - Statewide	by Accountant		S
EDN407	A	\$ 6,355	M	\$ 6,354.58	\$ -	10/26/17	11/01/17	10/31/18	Otis Elevator Company	Elevator maintenance - Hilo Public Library	by Administrative Services Officer		S
EDN407	N	\$ 6,324	A	\$ 6,324.22	\$ -	07/20/17	07/20/17	07/19/18	En Pointe Technologies Sales, Inc.	CommVault software license	by Technology Officer		S
EDN407	A	\$ 5,969	O	\$ 5,968.58	\$ 4,473.43	09/22/17	07/01/17	06/30/18	Broadcast Resources LLC	Radio reading service - on call support and maintenance	by Branch Manager		S
EDN407	A	\$ 5,000	A	\$ 5,000.00	\$ -	08/04/17	07/01/17	06/30/18	OCLC, Inc.	WebJunction Support - online databases for staff training	by State Librarian		G
EDN407	A	\$ 4,743	O	\$ 4,742.51	\$ 4,742.51	10/30/17	11/01/17	10/31/18	Pacific Fire Protection, Inc.	Fire extinguisher inspection and services - Oahu Libraries	by Accountant		S
EDN407	A	\$ 3,618	O	\$ 3,617.74	\$ 1,808.87	08/31/17	07/01/17	06/30/18	SimplexGrinnell	Fire alarm test and inspection -	by Branch Manager		S
EDN407	A	\$ 3,000	A	\$ 3,000.00	\$ -	07/25/17	07/01/17	06/30/18	Western Council of State Libraries	Annual membership dues - State Librarian	by State Librarian		S

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

Table 15

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept- Wide</u> <u>Priority</u>	<u>Senate</u> <u>District</u>	<u>Rep.</u> <u>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	\$ 5,000,000
EDN407	2	2			Planning, design, construction and equipment for Naalehu Public Library, Hawaii	C	2,100,000	\$ -
EDN407	2	2			Plans for a new Library in Keaau and Mountain View Hawaii	C	-	\$ 300,000

Department of Education - Hawaii State Public Library System
CIP Lapses

Table 16

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

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

Table 17

<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 18

<u>Year of Change</u> FY18/FY19	<u>Description of Change</u>
FY18	Staffing for the new Nanakuli Public Library. 2 Library Assistant III positions (Position# 122463/Pseudo No. 18933E and Pseudo No. 18934E) and 1 Business Resource Development Librarian III position (Position# 122478 / Pseudo No. 18930E)
FY19	Staffing for the new Nanakuli Public Library. 1 Library Technician V (Pseudo No. 19930E; 2 Library Assistant III positions (Pseudo No. 19931E and Pseudo No. 19932E) and 0.5 Janitor (Pseudo No. 19933)

Hawaii State Public Library System
FY17 Appropriation Status

Table A

Act/YR	ProgID	Seq No.	Description	Comments	MOF	FY17 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
124/2016	EDN407	101001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR HAWAII STATE PUBLIC LIBRARY SYSTEM (EDN407/QM).	LEGISLATURE DOES NOT CONCUR. FROM LIBRARIES SPECIAL FUND. ADD 250,000 IN GENERAL FUNDS. DETAIL OF ADJUSTED GOVERNOR'S REQUEST: LIBRARY BOOKS AND MATERIALS (250,000A/500,000B)	A	0	0	\$ 250,000			250,000	
124/2016	EDN407	101001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR HAWAII STATE PUBLIC LIBRARY SYSTEM (EDN407/QM).	LEGISLATURE DOES NOT CONCUR. FROM LIBRARIES SPECIAL FUND. ADD 250,000 IN GENERAL FUNDS. DETAIL OF ADJUSTED GOVERNOR'S REQUEST: LIBRARY BOOKS AND MATERIALS (250,000A/500,000B)	B	0	0	\$ 500,000			500,000	Part of the total \$3.3M book and materials purchases.
124/2016	EDN407	104001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR REPAIR AND MAINTENANCE BACKLOG FOR PUBLIC LIBRARIES STATEWIDE (EDN407/QB).	LEGISLATURE CONCURS. DETAIL OF GOVERNOR'S REQUEST: REPAIR AND MAINTENANCE (200,000)	A	0	0	\$ 200,000			200,000	
124/2016	EDN407	105001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR SECURITY SERVICES STATEWIDE (EDN407/QB).	LEGISLATURE DOES NOT CONCUR. REDUCE 16,483 FOR SECURITY SERVICES. DETAIL OF ADJUSTED GOVERNOR'S REQUEST: SECURITY SERVICES (370,727)	A	0	0	\$ 370,727			370,727	

Hawaii State Public Library System
FY18 Appropriation Status

Table A

Act/YR	ProgID	Seq No.	Description	Comments	MOF	FY18 Appropriation			Amount used as of November 30			Comments
						Temp Pos.	Perm. Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
49/2017	EDN407	100001	EXECUTIVE REQUEST: ADD (6.5) PERMANENT POSITIONS AND FUNDS FOR NANAKULI PUBLIC LIBRARY (EDN407/QD).	LEGISLATURE DOES NOT CONCUR. REDUCE (3.5) PERMANENT POSITIONS AND \$51,006 IN FY18 AND \$102,012 IN FY19 IN GENERAL FUNDS. DETAIL OF ADJUSTED GOVERNOR'S REQUEST: (1) PERM BUSINESS RESOURCE DEVELOPMENT LIBRARIAN III SR20 (#18930E; FY18: 23,466; FY19: 46,932) (1) PERM LIBRARY ASSISTANT IV SR09 (#18932E; FY18: 14,106; FY19: 28,212) (1) PERM LIBRARY ASSISTANT III SR07 (#18933E; FY18: 13,020; FY19: 26,040) 6-MONTH DELAY IN HIRE.	A	3	0	\$ 50,592			-	6 months funding delay for new positions.
49/2017	EDN407	104001	EXECUTIVE REQUEST: ADD FUNDS FOR REPAIR AND MAINTENANCE BACKLOG (EDN407/QB).	LEGISLATURE DOES NOT CONCUR. ADD \$500,000 IN FY18 IN GENERAL FUNDS. DETAIL OF ADJUSTED GOVERNOR'S REQUEST: REPAIR AND MAINTENANCE (FY18: 500,000)	A	0	0	\$ 500,000			381,564	
49/2017	EDN407	1000001	LEGISLATIVE ADJUSTMENT: ADD FUNDS FOR OTHER CURRENT EXPENSES.	DETAIL OF LEGISLATIVE ADJUSTMENT: PURCHASE OF SERVICE - GROUNDSKEEPING (4,000)	A	0	0	\$ 4,000			-	Funding is insufficient to hire contractor for consistent service.

Hawaii State Public Library System
Overpayments as of November 30, 2017

Table B

Position Title	Date of Over-payment	Gross Amount Overpaid	Amount Recovered	Balance	Category				Reason for Overpayment	Referred to Attorney General	Department policy to recover overpayments
					Employed Occurred > 2 Years	Employed Occurred < 2 Years	Not Employed Occurred > 2 Years	Not Employed Occurred < 2 Years			
LIBRARIAN III	12/17/13(.50) - 12/31/13	\$ 976.71	\$ -	\$ 976.71			X		Late notification and employee retired while on LWOP 4/30/14	Yes	

Hawaii State Public Library System
Incentive and Service Awards for FY16-18

Table C

<u>Position Title</u>	<u>Date of Award</u>	<u>Incentive Award Amount</u>	<u>Reason for Award</u>	<u>How many times has this person received this award?</u>	<u>Department policy/standards for giving awards</u>
Personnel Clerk V	07/01/15	57.50	Retirement, 12 YOS	1x	ISAP I.300
Librarian V	08/01/15	300.00	2015 Employee of the Year Award	1x	ISAP I.300
Librarian IV	08/01/15	100.00	2015 Team of the Year Award	1x	ISAP I.300
Library Technician V	08/01/15	100.00	2015 Team of the Year Award	1x	ISAP I.300
Library Assistant III	08/01/15	100.00	2015 Team of the Year Award	1x	ISAP I.300
Librarian V	08/01/15	100.00	2015 Sustained Superior Performance	1x	ISAP I.300
Library Assistant III	08/01/15	100.00	2015 Sustained Superior Performance	1x	ISAP I.300
Librarian IV	11/01/15	82.50	Retirement, 31 YOS	1x	ISAP I.300
Library Assistant III	11/01/15	57.50	Retirement, 15 YOS	1x	ISAP I.300
Library Assistant III	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
ASET	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
IT Specialist IV	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
HR Specialist IV	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Janitor II	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Librarian III	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Library Technician V	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Janitor II	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant IV	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant III	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Janitor II	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Librarian IV	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Library Technician V	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant III	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Janitor II	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Librarian III	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Janitor II	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Library Technician V	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Janitor II	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant IV	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300

Hawaii State Public Library System
Incentive and Service Awards for FY16-18

Table C

<u>Position Title</u>	<u>Date of Award</u>	<u>Incentive Award Amount</u>	<u>Reason for Award</u>	<u>How many times has this person received this award?</u>	<u>Department policy/standards for giving awards</u>
Library Assistant III	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant III	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant III	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Librarian V	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant III	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Janitor II	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Librarian IV	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant III	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Library Technician V	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Librarian III	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant III	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
Librarian IV	12/01/15	55.00	Ten Year Service Award	1x	ISAP I.300
ASET	12/01/15	65.00	Twenty Year Service Award	1x	ISAP I.300
Janitor II	12/01/15	65.00	Twenty Year Service Award	1x	ISAP I.300
Janitor II	12/01/15	65.00	Twenty Year Service Award	1x	ISAP I.300
Librarian III	12/01/15	65.00	Twenty Year Service Award	1x	ISAP I.300
Janitor II	12/01/15	65.00	Twenty Year Service Award	1x	ISAP I.300
Librarian V	12/01/15	65.00	Twenty Year Service Award	1x	ISAP I.300
Librarian Technician V	12/01/15	65.00	Twenty Year Service Award	1x	ISAP I.300
Pre-Audit Clerk I	12/01/15	65.00	Twenty Year Service Award	1x	ISAP I.300
Pre-Audit Clerk III	12/01/15	75.00	Thirty Year Service Award	1x	ISAP I.300
Janitor II	12/01/15	75.00	Thirty Year Service Award	1x	ISAP I.300
Librarian IV	12/01/15	75.00	Thirty Year Service Award	1x	ISAP I.300
Librarian IV	12/01/15	85.00	Forty Year Service Award	1x	ISAP I.300
Librarian V	12/01/15	85.00	Forty Year Service Award	1x	ISAP I.300
Librarian IV	12/31/15	70.00	Retirement, 25 YOS	1x	ISAP I.300
Librarian III	12/31/15	57.50	Retirement, 15 YOS	1x	ISAP I.300
Janitor II	12/31/15	57.50	Retirement, 17 YOS	1x	ISAP I.300
Managing Librarian II	12/31/15	70.00	Retirement, 29 YOS	1x	ISAP I.300

Hawaii State Public Library System
Incentive and Service Awards for FY16-18

Table C

<u>Position Title</u>	<u>Date of Award</u>	<u>Incentive Award Amount</u>	<u>Reason for Award</u>	<u>How many times has this person received this award?</u>	<u>Department policy/standards for giving awards</u>
Janitor II	12/31/15	95.00	Retirement, 41 YOS	1x	ISAP I.300
ASET	12/31/15	82.50	Retirement, 36 YOS	1x	ISAP I.300
Librarian III	03/01/16	Bowl	Retirement, 10 YOS	1x	ISAP I.300
Librarian IV	03/01/16	70.00	Retirement, 21 YOS	1x	ISAP I.300
Librarian V	05/01/16	70.00	Retirement, 27 YOS	1x	ISAP I.300
Library Assistant IV	05/01/16	Bowl	Retirement, 17 YOS	1x	ISAP I.300
Library Technician V	06/01/16	82.50	Retirement, 36 YOS	1x	ISAP I.300
Librarian IV	07/01/16	70.00	Retirement, 26 YOS	1x	ISAP I.300
Librarian IV	07/01/16	Bowl	Retirement, 24 YOS	1x	ISAP I.300
Librarian IV	07/01/16	Bowl	Retirement, 35 YOS	1x	ISAP I.300
Library Technician V	07/01/16	70.00	Retirement, 27 YOS	1x	ISAP I.300
Library Assistant IV	08/01/16	Bowl	Retirement, 40 YOS	1x	ISAP I.300
Library Assistant III	09/01/16	75.00	Thirty Year Service Award	1x	ISAP I.300
Librarian III	09/01/16	55.00	Ten Year Service Award	1x	ISAP I.300
Library Technician V	09/01/16	75.00	Thirty Year Service Award	1x	ISAP I.300
Library Assistant IV	09/01/16	85.00	Forty Year Service Award	1x	ISAP I.300
Library Assistant IV	09/01/16	95.00	Retirement, 43 YOS	1x	ISAP I.300
Library Assistant III	09/01/16	82.50	Retirement, 30 YOS	1x	ISAP I.300
Library Technician V	09/01/16	82.50	Retirement, 30 YOS	1x	ISAP I.300
Library Assistant IV	11/01/16	55.00	Ten Year Service Award	1x	ISAP I.300
Librarian IV	11/01/16	85.00	Forty Year Service Award	1x	ISAP I.300
Librarian IV	11/01/16	85.00	Forty Year Service Award	1x	ISAP I.300
ITS V	12/31/16	70.00	Retirement, 25 YOS	1x	ISAP I.300
Librarian III	12/31/16	70.00	Retirement, 28YOS	1x	ISAP I.300
Librarian IV	12/31/16	95.00	Retirement, 40 YOS	1x	ISAP I.300
Library Technician VII	12/31/16	70.00	Retirement, 25 YOS	1x	ISAP I.300
Librarian III	12/31/16	70.00	Retirement, 29 YOS	1x	ISAP I.300
Library Assisant IV	12/31/16	57.50	Retirement, 10 YOS	1x	ISAP I.300
DHRO	12/31/16	82.50	Retirement, 32 YOS	1x	ISAP I.300

Hawaii State Public Library System
Incentive and Service Awards for FY16-18

Table C

<u>Position Title</u>	<u>Date of Award</u>	<u>Incentive Award Amount</u>	<u>Reason for Award</u>	<u>How many times has this person received this award?</u>	<u>Department policy/standards for giving awards</u>
Pre-Audit Clerk III	12/31/16	82.50	Retirement, 31 YOS	1x	ISAP I.300
Librarian IV	12/31/16	95.00	Retirement, 40 YOS	1x	ISAP I.300
Accountant V	12/31/16	95.00	Retirement, 45 YOS	1x	ISAP I.300
Library Assistant IV	12/31/16	82.50	Retirement, 31 YOS	1x	ISAP I.300
Library Assistant III	12/31/16	57.50	Retirement, 10 YOS	1x	ISAP I.300
Librarian IV	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Librarian Assistant IV	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Librarian Assistant IV	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant III	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant III	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Janitor II	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Librarian IV	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Library Technician V	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant III	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Librarian IV	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant III	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant III	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant III	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Librarian III	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Library Technician V	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant III	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Janitor II	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Pre-Audit Clerk I	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant III	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant III	02/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Librarian III	02/01/17	65.00	Twenty Year Service Award	1x	ISAP I.300
Librarian V	02/01/17	65.00	Twenty Year Service Award	1x	ISAP I.300
Librarian IV	02/01/17	75.00	Thirty Year Service Award	1x	ISAP I.300
Library Technician V	02/01/17	75.00	Thirty Year Service Award	1x	ISAP I.300

Hawaii State Public Library System
Incentive and Service Awards for FY16-18

Table C

<u>Position Title</u>	<u>Date of Award</u>	<u>Incentive Award Amount</u>	<u>Reason for Award</u>	<u>How many times has this person received this award?</u>	<u>Department policy/standards for giving awards</u>
Librarian IV	02/01/17	75.00	Thirty Year Service Award	1x	ISAP I.300
Librarian IV	02/01/17	75.00	Thirty Year Service Award	1x	ISAP I.300
ASET	02/01/17	75.00	Thirty Year Service Award	1x	ISAP I.300
Librarian III	02/01/17	75.00	Thirty Year Service Award	1x	ISAP I.300
Librarian V	02/01/17	75.00	Thirty Year Service Award	1x	ISAP I.300
Library Technician V	02/01/17	75.00	Forty Year Service Award	1x	ISAP I.300
Librarian III	02/01/17	300.00	2016 Employee of the Year	2x (2010)	ISAP I.300
Librarian IV	02/01/17	300.00	2016 Manager of the Year	1x	ISAP I.300
Librarian IV	02/01/17	50.00	2016 Team of the Year	1x	ISAP I.300
Librarian III	02/01/17	50.00	2016 Team of the Year	1x	ISAP I.300
Library Technician V	02/01/17	50.00	2016 Team of the Year	1x	ISAP I.300
Library Assistant IV	02/01/17	50.00	2016 Team of the Year	1x	ISAP I.300
Library Assistant III	02/01/17	50.00	2016 Team of the Year	1x	ISAP I.300
Janitor II	02/01/17	50.00	2016 Team of the Year	1x	ISAP I.300
Librarian III	02/01/17	100.00	2016 Sustained Superior Performance	2x (2010)	ISAP I.300
Library Assistant IV	02/01/17	100.00	2016 Sustained Superior Performance	1x	ISAP I.300
Janitor II	02/01/17	100.00	2016 Sustained Superior Performance	1x	ISAP I.300
Librarian IV	02/01/17	100.00	2016 Sustained Superior Performance	1x	ISAP I.300
Library Technician V	02/01/17	70.00	Retirement, 20 YOS	1x	ISAP I.300
Library Technician VII	03/01/17	82.50	Retirement, 39 YOS	1x	ISAP I.300
Library Assistant IV	04/01/17	57.50	Retirement, 10 YOS	1x	ISAP I.300
Janitor II	05/01/17	57.50	Retirement, 12 YOS	1x	ISAP I.300
Library Assistant III	06/01/17	70.00	Retirement, 28 YOS	1x	ISAP I.300
Library Assistant III	06/01/17	57.50	Retirement, 11 YOS	1x	ISAP I.300
Janitor II	07/01/17	70.00	Retirement, 27 YOS	1x	ISAP I.300
Library Technician VII	08/01/17	70.00	Retirement, 25 YOS	1x	ISAP I.300
Librarian IV	09/01/17	82.50	Retirement, 37 YOS	1x	ISAP I.300
Library Assistant III	09/01/17	70.00	Retirement, 28 YOS	1x	ISAP I.300
Library Assistant IV	10/01/17	55.00	Ten Year Service Award	1x	ISAP I.300

Hawaii State Public Library System
Incentive and Service Awards for FY16-18

Table C

<u>Position Title</u>	<u>Date of Award</u>	<u>Incentive Award Amount</u>	<u>Reason for Award</u>	<u>How many times has this person received this award?</u>	<u>Department policy/standards for giving awards</u>
Library Technician V	10/01/17	65.00	Twenty Year Service Award	1x	ISAP I.300
Librarian IV	10/01/17	70.00	Retirement, 29 YOS	1x	ISAP I.300
Library Technician V	10/01/17	82.50	Retirement, 33 YOS	1x	ISAP I.300
Janitor II	12/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Janitor II	12/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Librarian IV	12/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant III	12/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Librarian III	12/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Janitor II	12/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Librarian IV	12/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Library Assistant IV	12/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Librarian IV	12/01/17	55.00	Ten Year Service Award	1x	ISAP I.300
Librarian V	12/01/17	65.00	Twenty Year Service Award	1x	ISAP I.300
Library Technician V	12/01/17	65.00	Twenty Year Service Award	1x	ISAP I.300
Library Technician V	12/01/17	65.00	Twenty Year Service Award	1x	ISAP I.300
Library Assistant IV	12/01/17	65.00	Twenty Year Service Award	1x	ISAP I.300
Library Technician V	12/01/17	65.00	Twenty Year Service Award	1x	ISAP I.300
Librarian IV	12/01/17	65.00	Twenty Year Service Award	1x	ISAP I.300
Librarian IV	12/01/17	65.00	Twenty Year Service Award	1x	ISAP I.300
Library Technician V	12/01/17	65.00	Twenty Year Service Award	1x	ISAP I.300
Library Assistant III	12/01/17	75.00	Thirty Year Service Award	1x	ISAP I.300
Library Assistant III	12/01/17	75.00	Thirty Year Service Award	1x	ISAP I.300
Librarian IV	12/01/17	75.00	Thirty Year Service Award	1x	ISAP I.300
Library Technician VI	12/01/17	75.00	Thirty Year Service Award	1x	ISAP I.300
Library Assistant IV	12/01/17	75.00	Thirty Year Service Award	1x	ISAP I.300
Library Technician VII	12/01/17	75.00	Thirty Year Service Award	1x	ISAP I.300
Library Technician V	12/01/17	75.00	Thirty Year Service Award	1x	ISAP I.300
Library Technician VI	12/01/17	75.00	Thirty Year Service Award	1x	ISAP I.300
Pre-Audit Clerk I	12/01/17	75.00	Thirty Year Service Award	1x	ISAP I.300

Hawaii State Public Library System
Incentive and Service Awards for FY16-18

Table C

<u>Position Title</u>	<u>Date of Award</u>	<u>Incentive Award Amount</u>	<u>Reason for Award</u>	<u>How many times has this person received this award?</u>	<u>Department policy/standards for giving awards</u>
Secretary to the SL	12/01/17	75.00	Thirty Year Service Award	1x	ISAP I.300
Librarian V	12/01/17	85.00	Forty Year Service Award	1x	ISAP I.300
Library Technician VI	12/01/17	85.00	Forty Year Service Award	1x	ISAP I.300
Library Assistant III	12/01/17	85.00	Forty Year Service Award	1x	ISAP I.300
Library Technician V	12/01/17	85.00	Forty Year Service Award	1x	ISAP I.300
Library Technician V	12/01/17	85.00	Forty Year Service Award	1x	ISAP I.300
Librarian IV	12/01/17	82.50	Retirement, 39 YOS	1x	ISAP I.300
Library Technician V	12/01/17	70.00	Retirement, 26 YOS	1x	ISAP I.300
Librarian V	12/31/17	70.00	Retirement, 26 YOS	1x	ISAP I.300
Library Technician VI	12/31/17	95.00	Retirement, 40 YOS	1x	ISAP I.300
Library Assisant IV	12/31/17	70.00	Retirement, 20 YOS	1x	ISAP I.300
Library Assisant IV	12/31/17	70.00	Retirement, 25 YOS	1x	ISAP I.300
Sp.Asst. to the State Lib	12/31/17	82.50	Retirement, 35 YOS	1x	ISAP I.300
Library Assistant IV	12/31/17	70.00	Retirement, 27 YOS	1x	ISAP I.300

Department of XXX
Operational Expenditures FY15, FY16, FY17

Table D

<u>Prog ID</u>	<u>Sub-Org</u>	<u>FY</u>	<u>Description</u> <u>(Salary, Utility, Supplies, Other)</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual</u> <u>Amount</u>
EDN407	QB	2015	Salary	A	\$ 1,976,572	\$ 2,078,518
EDN407	QB	2015	Utilities	A	\$ 514,550	\$ 316,279
EDN407	QB	2015	Supplies	A	\$ 76,500	\$ 82,960
EDN407	QB	2015	Other Current Expenses	A	\$ 1,442,000	\$ 2,578,010
EDN407	QB	2015	OCE - Books and Materials	A	\$ 100,000	\$ 158,604
EDN407	QB	2015	Equipment	A	\$ 320,000	\$ 404,863
EDN407	QC	2015	Supplies	A	\$ 80,000	\$ 30,991
EDN407	QC	2015	Other Current Expenses	A	\$ 6,000	
EDN407	QD	2015	Salary	A	\$ 3,611,548	\$ 3,439,288
EDN407	QD	2015	Utilities	A	\$ 664,700	\$ 601,392
EDN407	QD	2015	Supplies	A	\$ 32,000	\$ 52,993
EDN407	QD	2015	Other Current Expenses	A	\$ 19,500	\$ 25,799
EDN407	QD	2015	OCE - Books and Materials	B	\$ 556,860	\$ 436,514
EDN407	QE	2015	OCE - Books and Materials	B	\$ 776,043	\$ 642,552
EDN407	QE	2015	Salary	A	\$ 4,839,034	\$ 5,087,223
EDN407	QE	2015	Utilities	A	\$ 697,600	\$ 666,901
EDN407	QE	2015	Supplies	A	\$ 40,000	\$ 87,868
EDN407	QE	2015	Other Current Expenses	A	\$ 24,100	\$ 29,330
EDN407	QF	2015	OCE - Books and Materials	B	\$ 397,623	\$ 390,769
EDN407	QF	2015	Salary	A	\$ 2,608,474	\$ 2,642,654
EDN407	QF	2015	Utilities	A	\$ 341,700	\$ 288,711
EDN407	QF	2015	Supplies	A	\$ 19,000	\$ 41,058
EDN407	QF	2015	Other Current Expenses	A	\$ 23,500	\$ 23,305
EDN407	QG	2015	OCE - Books and Materials	B	\$ 241,750	\$ 233,133
EDN407	QG	2015	Salary	A	\$ 1,732,181	\$ 1,797,411
EDN407	QG	2015	Utilities	A	\$ 299,700	\$ 247,708
EDN407	QG	2015	Supplies	A	\$ 16,600	\$ 29,633
EDN407	QG	2015	Other Current Expenses	A	\$ 22,100	\$ 26,177
EDN407	QH	2015	OCE - Books and Materials	B	\$ 242,493	\$ 162,084
EDN407	QH	2015	Salary	A	\$ 1,261,360	\$ 1,074,538
EDN407	QH	2015	Utilities	A	\$ 291,200	\$ 211,606

Department of XXX
Operational Expenditures FY15, FY16, FY17

Table D

<u>Prog ID</u>	<u>Sub-Org</u>	<u>FY</u>	<u>Description</u> <u>(Salary, Utility, Supplies, Other)</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual</u> <u>Amount</u>
EDN407	QH	2015	Supplies	A	\$ 14,100	\$ 18,688
EDN407	QH	2015	Other Current Expenses	A	\$ 18,000	\$ 17,284
EDN407	QH	2015	Equipment	A	\$ -	\$ 1,022
EDN407	QI	2015	OCE - Books and Materials	B	\$ 7,376	\$ 12,653
EDN407	QI	2015	Salary	A	\$ 481,992	\$ 366,165
EDN407	QI	2015	Utilities	A	\$ 42,000	\$ 37,345
EDN407	QI	2015	Supplies	A	\$ 7,600	\$ 11,596
EDN407	QI	2015	Other Current Expenses	A	\$ 4,500	\$ 11,263
EDN407	QJ	2015	OCE - Books and Materials	B	\$ 532,355	\$ 142,621
EDN407	QJ	2015	Salary	A	\$ 3,856,828	\$ 3,608,490
EDN407	QJ	2015	Utilities	A	\$ 403,500	\$ 348,887
EDN407	QJ	2015	Supplies	A	\$ 26,300	\$ 46,244
EDN407	QJ	2015	Other Current Expenses	A	\$ 42,000	\$ 36,176
EDN407	QK	2015	Other Current Expenses	N	\$ 632,622	\$ 128,693
EDN407	QK	2015	Equipment	N	\$ 732,622	\$ 6,917
EDN407	QL	2015	OCE - Books and Materials	B	\$ 106,000	\$ 139,433
EDN407	QL	2015	Salary	A	\$ 989,440	\$ 1,025,768
EDN407	QL	2015	Utilities	A	\$ 132,500	\$ 109,612
EDN407	QL	2015	Supplies	A	\$ 8,000	\$ 17,778
EDN407	QL	2015	Other Current Expenses	A	\$ 13,100	\$ 8,328
EDN407	QM	2015	OCE - Books and Materials	B	\$ 264,500	\$ 918,311
EDN407	QM	2015	Salary	A	\$ 2,529,260	\$ 2,279,838
EDN407	QM	2015	Utilities	A	\$ 208,500	\$ 333,895
EDN407	QM	2015	Supplies	A	\$ 67,000	\$ 63,176
EDN407	QM	2015	Other Current Expenses	A	\$ 140,100	\$ 676,325
EDN407	QM	2015	Equipment	A		\$ 259,732
EDN407	QB	2016	Salary	A	\$ 2,155,804	\$ 2,043,314
EDN407	QB	2016	Equipment	A	\$ 100,000	\$ 189,602
EDN407	QB	2016	Other Current Expenses	A	\$ 1,853,250	\$ 2,865,763
EDN407	QB	2016	Supplies	A	\$ 50,000	\$ 86,193
EDN407	QB	2016	Utilities	A	\$ 129,800	\$ 280,299

Department of XXX
Operational Expenditures FY15, FY16, FY17

Table D

<u>Prog ID</u>	<u>Sub-Org</u>	<u>FY</u>	<u>Description</u> <u>(Salary, Utility, Supplies, Other)</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual</u> <u>Amount</u>
EDN407	QC	2016	Supplies	A	\$ 86,000	\$ 73,907
EDN407	QD	2016	Equipment	A	\$ 400,000	\$ -
EDN407	QD	2016	OCE - Books and Materials	A	\$ 200,000	
EDN407	QD	2016	Salary	A	\$ 3,986,436	\$ 3,627,490
EDN407	QD	2016	Other Current Expenses	A	\$ 17,300	\$ 24,069
EDN407	QD	2016	Supplies	A	\$ 29,400	\$ 44,743
EDN407	QD	2016	OCE - Books and Materials	B	\$ 556,860	\$ 193,332
EDN407	QD	2016	Utilities	A	\$ 669,500	\$ 510,625
EDN407	QE	2016	Other Current Expenses	A	\$ 23,000	\$ 22,831
EDN407	QE	2016	Salary	A	\$ 5,277,828	\$ 5,242,918
EDN407	QE	2016	Supplies	A	\$ 30,000	\$ 88,896
EDN407	QE	2016	OCE - Books and Materials	B	\$ 776,043	\$ 287,255
EDN407	QE	2016	Utilities	A	\$ 708,700	\$ 588,699
EDN407	QF	2016	Equipment	A	\$ -	\$ 431
EDN407	QF	2016	Other Current Expenses	A	\$ 21,850	\$ 15,740
EDN407	QF	2016	Salary	A	\$ 2,845,006	\$ 2,609,713
EDN407	QF	2016	Supplies	A	\$ 30,700	\$ 46,885
EDN407	QF	2016	OCE - Books and Materials	B	\$ 397,623	\$ 167,719
EDN407	QF	2016	Utilities	A	\$ 331,650	\$ 246,382
EDN407	QG	2016	Other Current Expenses	A	\$ 24,500	\$ 24,544
EDN407	QG	2016	Salary	A	\$ 1,911,157	\$ 1,839,695
EDN407	QG	2016	Supplies	A	\$ 20,900	\$ 27,024
EDN407	QG	2016	OCE - Books and Materials	B	\$ 241,750	\$ 97,040
EDN407	QG	2016	Utilities	A	\$ 293,000	\$ 241,396
EDN407	QH	2016	Equipment	A	\$ -	\$ 843
EDN407	QH	2016	Other Current Expenses	A	\$ 17,400	\$ 17,472
EDN407	QH	2016	Salary	A	\$ 1,375,738	\$ 1,242,467
EDN407	QH	2016	Supplies	A	\$ 17,200	\$ 19,399
EDN407	QH	2016	OCE - Books and Materials	B	\$ 242,493	\$ 72,618
EDN407	QH	2016	Utilities	A	\$ 288,700	\$ 179,255
EDN407	QI	2016	Equipment	A	\$ -	\$ 996

Department of XXX
Operational Expenditures FY15, FY16, FY17

Table D

<u>Prog ID</u>	<u>Sub-Org</u>	<u>FY</u>	<u>Description</u> <u>(Salary, Utility, Supplies, Other)</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual</u> <u>Amount</u>
EDN407	QI	2016	Other Current Expenses	A	\$ 10,300	\$ 14,712
EDN407	QI	2016	Salary	A	\$ 525,698	\$ 377,440
EDN407	QI	2016	Supplies	A	\$ 7,000	\$ 5,535
EDN407	QI	2016	OCE - Books and Materials	B	\$ 7,376	\$ 1,396
EDN407	QI	2016	Utilities	A	\$ 36,800	\$ 30,866
EDN407	QJ	2016	Other Current Expenses	A	\$ 26,000	\$ 27,904
EDN407	QJ	2016	Supplies	A	\$ 24,000	\$ 30,377
EDN407	QJ	2016	Salary	A	\$ 4,206,558	\$ 3,608,037
EDN407	QJ	2016	OCE - Books and Materials	B	\$ 532,355	\$ 156,773
EDN407	QJ	2016	Utilities	A	\$ 421,800	\$ 322,234
EDN407	QK	2016	Other Current Expenses	N	\$ 632,622	\$ 377,158
EDN407	QK	2016	Equipment	N	\$ 732,622	\$ 14,732
EDN407	QL	2016	Other Current Expenses	A	\$ 7,900	\$ 7,659
EDN407	QL	2016	Supplies	A	\$ 14,500	\$ 16,927
EDN407	QL	2016	Salary	A	\$ 1,079,161	\$ 1,076,379
EDN407	QL	2016	OCE - Books and Materials	B	\$ 106,000	\$ 71,586
EDN407	QL	2016	Utilities	A	\$ 131,200	\$ 94,047
EDN407	QM	2016	Equipment	A	\$ -	\$ 16,631
EDN407	QM	2016	OCE - Books and Materials	A	\$ -	\$ 1,512,794
EDN407	QM	2016	Other Current Expenses	A	\$ 194,850	\$ 481,828
EDN407	QM	2016	Supplies	A	\$ 49,500	\$ 54,603
EDN407	QM	2016	Salary	A	\$ 2,758,609	\$ 2,360,850
EDN407	QM	2016	Utilities	A	\$ 171,250	\$ 191,707
EDN407	QM	2016	OCE - Books and Materials	B	\$ 639,500	\$ 874,522
EDN407	QB	2017	Supplies	A	\$ 50,000	\$ 98,066
EDN407	QB	2017	Other Current Expenses	A	\$ 2,423,977	\$ 4,487,846
EDN407	QB	2017	Utilities	A	\$ 129,800	\$ 306,904
EDN407	QB	2017	Salary	A	\$ 2,204,363	\$ 2,284,401
EDN407	QB	2017	Equipment	A	\$ 100,000	\$ 68,536
EDN407	QB	2017	Motor Vehicles	A		\$ 134,588
EDN407	QC	2017	Supplies	A	\$ 86,000	\$ 53,099

Department of XXX
Operational Expenditures FY15, FY16, FY17

Table D

<u>Prog ID</u>	<u>Sub-Org</u>	<u>FY</u>	<u>Description</u> <u>(Salary, Utility, Supplies, Other)</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual</u> <u>Amount</u>
EDN407	QC	2017	Other Current Expenses	A	\$ -	\$ 108
EDN407	QD	2017	Supplies	A	\$ 32,400	\$ 50,234
EDN407	QD	2017	Other Current Expenses	A	\$ 18,300	\$ 35,554
EDN407	QD	2017	Utilities	A	\$ 759,200	\$ 500,665
EDN407	QD	2017	Salary	A	\$ 4,253,110	\$ 3,707,469
EDN407	QD	2017	Equipment	A		\$ 47,181
EDN407	QD	2017	OCE - Books and Materials	B	\$ 556,860	\$ 469,882
EDN407	QE	2017	Supplies	A	\$ 30,000	\$ 77,487
EDN407	QE	2017	Other Current Expenses	A	\$ 23,000	\$ 37,686
EDN407	QE	2017	Utilities	A	\$ 708,700	\$ 571,079
EDN407	QE	2017	Salary	A	\$ 5,396,710	\$ 5,426,522
EDN407	QE	2017	Equipment	A		\$ 706
EDN407	QE	2017	OCE - Books and Materials	B	\$ 776,043	\$ 721,799
EDN407	QF	2017	Supplies	A	\$ 30,700	\$ 48,628
EDN407	QF	2017	Other Current Expenses	A	\$ 21,850	\$ 22,402
EDN407	QF	2017	Utilities	A	\$ 331,650	\$ 253,332
EDN407	QF	2017	Salary	A	\$ 2,909,088	\$ 2,698,777
EDN407	QF	2017	Equipment	A		\$ 1,166
EDN407	QF	2017	OCE - Books and Materials	B	\$ 397,623	\$ 421,464
EDN407	QG	2017	Supplies	A	\$ 20,900	\$ 32,361
EDN407	QG	2017	Other Current Expenses	A	\$ 24,500	\$ 38,454
EDN407	QG	2017	Utilities	A	\$ 293,000	\$ 256,270
EDN407	QG	2017	Salary	A	\$ 1,975,620	\$ 1,977,472
EDN407	QG	2017	OCE - Books and Materials	B	\$ 241,750	\$ 253,971
EDN407	QH	2017	Supplies	A	\$ 17,200	\$ 22,260
EDN407	QH	2017	Other Current Expenses	A	\$ 17,400	\$ 18,580
EDN407	QH	2017	Utilities	A	\$ 288,700	\$ 193,676
EDN407	QH	2017	Salary	A	\$ 1,406,726	\$ 1,276,454
EDN407	QH	2017	OCE - Books and Materials	B	\$ 242,493	\$ 176,193
EDN407	QI	2017	Supplies	A	\$ 7,000	\$ 4,962
EDN407	QI	2017	Other Current Expenses	A	\$ 10,300	\$ 12,559

Department of XXX
Operational Expenditures FY15, FY16, FY17

Table D

<u>Prog ID</u>	<u>Sub-Org</u>	<u>FY</u>	<u>Description</u> <u>(Salary, Utility, Supplies, Other)</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual</u> <u>Amount</u>
EDN407	QI	2017	Utilities	A	\$ 36,800	\$ 30,723
EDN407	QI	2017	Salary	A	\$ 537,539	\$ 348,316
EDN407	QI	2017	Equipment	A		\$ 1,597
EDN407	QI	2017	OCE - Books and Materials	B	\$ 7,376	\$ 11
EDN407	QJ	2017	Supplies	A	\$ 24,000	\$ 40,731
EDN407	QJ	2017	Other Current Expenses	A	\$ 26,000	\$ 13,415
EDN407	QJ	2017	Utilities	A	\$ 421,800	\$ 322,150
EDN407	QJ	2017	Salary	A	\$ 4,301,309	\$ 3,502,545
EDN407	QJ	2017	OCE - Books and Materials	B	\$ 532,355	\$ 292,468
EDN407	QK	2017	Other Current Expenses	N	\$ 632,622	\$ 314,704
EDN407	QK	2017	Equipment	N	\$ 732,622	\$ 2,237
EDN407	QL	2017	Supplies	A	\$ 14,500	\$ 15,513
EDN407	QL	2017	Other Current Expenses	A	\$ 7,900	\$ 9,045
EDN407	QL	2017	Utilities	A	\$ 131,200	\$ 91,381
EDN407	QL	2017	Salary	A	\$ 1,103,468	\$ 1,024,297
EDN407	QL	2017	OCE - Books and Materials	B	\$ 106,000	\$ 145,792
EDN407	QM	2017	Utilities	A	\$ 171,250	\$ 111,302
EDN407	QM	2017	Salary	A	\$ 2,820,745	\$ 2,681,929
EDN407	QM	2017	Supplies	A	\$ 49,500	\$ 53,081
EDN407	QM	2017	Other Current Expenses	A	\$ 194,850	\$ 313,197
EDN407	QM	2017	OCE - Books and Materials	A	\$ 250,000	\$ 250,386
EDN407	QM	2017	Motor Vehicles	A		\$ 111,465
EDN407	QM	2017	Equipment	A		\$ 424,438
EDN407	QM	2017	OCE - Books and Materials	B	\$ 1,139,500	\$ 912,468

HAWAII STATE PUBLIC LIBRARY SYSTEM
Hiring Schedule

Table E

Prog ID	Sub-Org	Date of Vacancy	Date Position Filled	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
EDN407	QD		08/01/13		013746	LIBRARIAN IV	N	SR22	23	P	1.00	A				N			
EDN407	QD		08/01/13		027976	LIBRARIAN IV	N	SR22	23	P	1.00	A				N			
EDN407	QB		08/19/13		011106	ACCOUNTANT V	N	SR24	73	P	1.00	A				N			
EDN407	QD		08/19/13		015164	JANITOR II	N	BC02	01	P	1.00	A				N			
EDN407	QL		08/19/13		116891	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN407	QF		08/20/13		012568	LIBRARY TECHNICIAN VI	N	SR13	03	P	1.00	A				N			
EDN407	QJ		09/01/13		011925	LIBRARY TECHNICIAN VII	N	SR15	03	P	1.00	A				N			
EDN407	QE		09/01/13		000362	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN407	QD		09/04/13		019332	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN407	QE		09/09/13		014911	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN407	QD		09/09/13		043906	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QE		09/16/13		027187	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QD		09/16/13		032247	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QF		09/17/13		023921	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QE		09/17/13		019420	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN407	QG		10/01/13		035363	JANITOR II	N	BC02	01	P	0.50	A				Y			
EDN407	QE		10/01/13		024335	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN407	QD		10/01/13		023067	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QJ		10/16/13		019541	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QE		10/16/13		032302	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QE		11/01/13		112125	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QE		11/01/13		044226	LIBRARIAN III	N	SR20	13	P	0.50	A				Y			
EDN407	QJ		11/01/13		019328	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				Y			
EDN407	QF		11/05/13		000286	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QD		11/19/13		035704	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN407	QD		01/02/14		019429	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN407	QD		01/02/14		019430	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN407	QB		01/02/14		027169	PERSONNEL CLERK III	N	SR09	63	P	1.00	A				N			
EDN407	QM		01/02/14		000289	OFFSET PRESS OPERATOR II	N	BC08	01	P	1.00	A				N			
EDN407	QL		01/02/14		116419	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QM		01/02/14		019324	INFO TECHNOL SPCLT III	N	SR20	13	P	1.00	A				N			
EDN407	QE		01/07/14		011922	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QH		01/08/14		007453	JANITOR II	N	BC02	01	P	1.00	A				Y			
EDN407	QE		01/16/14		014051	JANITOR II	N	BC02	01	P	1.00	A				Y			
EDN407	QL		01/16/14		116899	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QJ		02/01/14		019331	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN407	QB		02/01/14		042534	PERSONNEL MGMT SPCLT III	N	SR20	73	P	1.00	A				N			
EDN407	QE		02/02/14		000369	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QF		02/03/14		000300	JANITOR II	N	BC02	01	P	0.50	A				Y			
EDN407	QM		02/03/14		043922	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN407	QB		02/05/14		043313	PRE AUDIT CLERK III	N	SR15	03	P	1.00	A				N			
EDN407	QD		02/11/14		039877	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QM		02/18/14		008982	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN407	QM		02/18/14		043957	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN407	QE		02/18/14		013281	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QE		02/18/14		031497	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QJ		02/18/14		021956	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QE		02/20/14		011903	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QG		03/01/14		001125	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QF		03/01/14		006948	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QD		03/03/14		110637	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QL		03/03/14		116901	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QH		03/03/14		021966	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			

HAWAII STATE PUBLIC LIBRARY SYSTEM
Hiring Schedule

Table E

Prog ID	Sub-Org	Date of Vacancy	Date Position Filled	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
EDN407	QH		03/03/14		032249	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN407	QE		03/10/14		023068	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QE		03/10/14		019621	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QF		03/11/14		041922	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QD		03/11/14		112126	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QE		03/16/14		008359	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QG		03/18/14		035364	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN407	QD		03/18/14		000330	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QF		04/15/14		023997	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QE		04/16/14		010923	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QD		04/21/14		041487	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QD		04/22/14		023185	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QD		05/01/14		019427	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QJ		05/01/14		035464	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN407	QE		05/01/14		025752	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QE		05/01/14		043911	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN407	QD		05/01/14		014015	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QJ		05/05/14		008358	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QE		05/16/14		000375	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN407	QF		05/16/14		042798	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QD		05/19/14		035465	JANITOR II	N	BC02	01	P	1.00	A				Y			
EDN407	QE		06/01/14		043916	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN407	QE		06/02/14		039878	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QB		06/02/14		035463	ACCOUNT CLERK II	N	SR08	03	P	0.50	A				N			
EDN407	QE		06/03/14		014910	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QD		06/03/14		022923	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QD		06/03/14		041485	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QH		06/16/14		000038	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN407	QD		06/16/14		019336	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QE		06/24/14		013278	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN407	QE		07/01/14		000328	LIBRARIAN III	N	SR20	13	P	0.50	A				Y			
EDN407	QJ		07/01/14		010898	LIBRARIAN IV	N	SR22	13	P	1.00	A				Y			
EDN407	QJ		07/01/14		011926	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN407	QE		07/01/14		019507	JANITOR II	N	BC02	01	P	0.50	A				Y			
EDN407	QD		07/08/14		027259	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QJ		07/16/14		007292	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN407	QE		08/01/14		039920	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QF		08/05/14		021964	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN407	QF		08/16/14		000283	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN407	QF		09/02/14		000288	JANITOR III	N	WS02	01	P	1.00	A				N			
EDN407	QF		09/03/14		118827	LIBRARY TECHNICIAN V	N	SR11	03	P	0.50	A				Y			
EDN407	QF		09/09/14		000281	LIBRARIAN IV	N	SR22	13	P	1.00	A				Y			
EDN407	QL		09/16/14		112911	LIBRARIAN V	N	SR24	23	P	1.00	A				N			
EDN407	QD		09/16/14		045983	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN407	QL		09/22/14		113018	JANITOR II	N	BC02	01	P	1.00	A				Y			
EDN407	QL		09/29/14		116885	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QE		10/01/14		000367	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN407	QB		10/01/14		043314	PRE AUDIT CLERK II	N	SR13	03	P	1.00	A				N			
EDN407	QB		10/01/14		000319	ACCOUNT CLERK III	N	SR11	03	P	1.00	A				N			
EDN407	QH		10/03/14		001393	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QE		10/20/14		014051	JANITOR II	N	BC02	01	P	1.00	A				Y			
EDN407	QF		10/27/14		024732	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN407	QJ		11/01/14		013032	LIBRARY ASSISTANT II	N	SR05	03	P	1.00	A				N			

HAWAII STATE PUBLIC LIBRARY SYSTEM
Hiring Schedule

Table E

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EDN407	QH		11/03/14		021965	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN407	QH		11/13/14		027018	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QF		11/25/14		008265	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN 407	QH		12/01/14		023922	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN 407	QF		12/16/14		015684	LIBRARIAN V	N	SR24	23	P	1.00	A				N			
EDN 407	QE		01/02/15		031498	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN 407	QD		01/03/15		043958	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN 407	QJ		01/05/15		021967	LIBRARY TECHNICIAN VI	N	SR13	03	P	1.00	A				N			
EDN 407	QM		01/20/15		019324	INFO TECH SPCLT II	N	SR18	13	P	1.00	A				N			
EDN 407	QH		01/21/15		000005	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN 407	QE		01/26/15		031500	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN 407	QF		02/09/15		027091	LIBRARIAN IV	N	SR22	23	P	1.00	A				N			
EDN 407	QF		02/09/15		045967	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN 407	QH		03/10/15		000040	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN 407	QE		03/16/15		018674	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QJ		03/17/15		013033	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QH		03/19/15		043315	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN 407	QH		03/23/15		001393	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN 407	QJ		03/23/15		000359	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QJ		04/01/15		023210	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QB		04/06/15		101286	STATE LIBRARIAN	Y	SRNA	00	P	1.00	A				N			
EDN 407	QG		04/06/15		035364	LIBRARIAN IV	N	SR22	13	P	1.00	A				Y			
EDN 407	QE		04/16/15		039920	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QD		04/16/15		000330	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN 407	QE		04/16/15		014911	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN 407	QB		04/16/15		112710	PRE-AUDIT CLERK I	N	SR11	03	P	1.00	A				N			
EDN 407	QE		04/16/15		012459	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN 407	QG		05/01/15		001134	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN 407	QJ		05/02/15		022485	LIBRARIAN IV	N	SR22	23	P	1.00	A				N			
EDN 407	QD		05/05/15		028894	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN 407	QB		05/11/15		043665	ACCOUNTANT IV	N	SR22	13	P	1.00	A				N			
EDN 407	QF		05/12/15		010936	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN 407	QF		05/12/15		043902	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN 407	QG		05/16/15		015405	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN 407	QG		05/18/15		010820	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN 407	QE		05/19/15		009607	JANITOR II	N	BC02	01	P	1.00	A				Y			
EDN 407	QJ		05/19/15		046172	JANITOR II	N	BC02	01	P	1.00	A				Y			
EDN 407	QH		05/26/15		028442	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN 407	QM		06/01/15		025030	ILLUSTRATOR-PHOTOG	N	SR17	03	P	1.00	A				N			
EDN 407	QF		06/15/15		000291	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN 407	QG		06/15/15		039410	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN 407	QI		06/16/15		019333	MANAGING LIBRARIAN I	N	EM03	35	P	1.00	A				N			
EDN 407	QD		06/22/15		110637	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QH		07/01/15		021966	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN407	QD		07/01/15		045982	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QJ		07/01/15		046487	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN407	QE		07/01/15		024334	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QJ		07/01/15		000312	LIBRARY TECHNICIAN VI	N	SR13	03	P	1.00	A				N			
EDN407	QJ		07/01/15		000318	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN407	QG		07/07/15		001126	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QJ		07/13/15		049823	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN407	QE		07/15/15		024336	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN407	QH		07/16/15		016033	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			

HAWAII STATE PUBLIC LIBRARY SYSTEM
Hiring Schedule

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EDN407	QF		07/16/15		027132	JANITOR II	N	BC02	01	P	1.00	A				N			
EDN407	QD		07/16/15		008819	JANITOR II	N	BC02	01	P	1.00	A				N			
EDN407	QE		07/20/15		028473	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QH		07/20/15		001395	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QH		07/21/15		013829	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QE		07/28/15		015154	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QD		08/01/15		019332	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN407	QE		08/02/15		015158	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QJ		08/17/15		000333	LIBRARIAN V	N	SR24	23	P	1.00	A				N			
EDN407	QL		08/17/15		116419	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QE		08/18/15		008354	LIBRARIAN IV	N	SR22	23	P	1.00	A				N			
EDN407	QG		08/24/15		001122	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QF		09/01/15		021964	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN407	QG		09/01/15		027782	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN407	QL		09/01/15		116383	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QF		10/01/15		014819	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QF		10/01/15		014818	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QD		10/05/15		043906	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN407	QF		10/05/15		023996	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QJ		10/16/15		046401	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN407	QG		10/17/15		010018	JANITOR II	N	BC02	01	P	1.00	A				Y			
EDN407	QF		11/12/15		012562	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QF		11/16/15		012245	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QB		12/14/15		043662	ACCOUNT CLERK II	N	SR08	03	P	1.00	A				N			
EDN407	QE		12/16/15		011904	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QF		12/16/15		028757	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN407	QD		01/04/16		019336	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QG		02/01/16		001132	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN407	QH		02/01/16		000038	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QE		03/01/16		008355	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN407	QM		03/01/16		112250	SECRETARY III	N	SR16	63	P	1.00	A				N			
EDN407	QD		03/01/16		023062	JANITOR II	N	BC02	01	P	1.00	A				N			
EDN407	QJ		03/01/16		010898	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN407	QE		03/16/16		043917	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN407	QE		03/16/16		012459	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN407	QJ		03/16/16		023923	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QE		03/16/16		011903	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QB		03/16/16		019178	HR ASSISTANT V	N	SR13	63	P	1.00	A				N			
EDN407	QB		03/16/16		000351	ACCOUNT CLERK V	N	SR15	03	P	1.00	A				N			
EDN407	QE		04/01/16		013281	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QG		04/05/16		000344	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QG		04/19/16		039410	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QM		05/01/16		019432	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN407	QG		05/03/16		004503	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QF		05/03/16		023921	LIBRARIAN III	N	SR20	13	P	1.00	A				Y			
EDN407	QG		05/10/16		012360	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QJ		05/16/16		011919	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QM		05/23/16		000316	LIBRARIAN VI	N	SR26	93	P	1.00	A				N			
EDN407	QF		05/24/16		00281	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN407	QE		05/25/16		015158	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QB		05/26/16		017364	HR ASSISTANT III	N	SR09	63	P	1.00	A				N			
EDN407	QE		06/01/16		031497	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QM		06/01/16		032248	OFFICE ASSISTANT IV	N	SR10	03	P	1.00	A				N			

HAWAII STATE PUBLIC LIBRARY SYSTEM
Hiring Schedule

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EDN407	QG		06/01/16		121914	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN407	QL		06/01/16		116670	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN407	QE		06/01/16		008363	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN407	QJ		06/01/16		046942	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QL		06/01/16		116419	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QF		06/01/16		045966	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN407	QD		06/01/16		000371	LIBRARIAN IV	N	SR22	23	P	1.00	A				N			
EDN407	QJ		06/01/16		019331	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN407	QE		06/01/16		018674	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QG		06/16/16		001127	JANITOR II	N	BC02	01	P	1.00	A				N			
EDN407	QF		06/16/16		014819	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QF		06/21/16		015447	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN407	QF		06/24/16		000287	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QB		06/29/16		043316	OFFICE ASSISTANT IV	N	SR10	03	P	1.00	A				N			
EDN407	QE		07/05/16		043914	JANITOR II	N	BC02	01	P	0.50	A				Y			
EDN407	QG		07/16/16		039408	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN407	QF		07/16/16		043902	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN407	QD		07/18/16		024819	JANITOR II	N	BC02	01	P	0.50	A				N			
EDN407	QM		07/19/16		019505	LIBRARIAN VI	N	SR26	93	P	1.00	A				N			
EDN407	QM		08/01/16		019326	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN407	QE		08/01/16		039824	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QF		08/02/16		040085	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN407	QF		08/16/16		006948	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QG		08/16/16		008169	BOOKMOBILE DRIVER	N	BC06	01	P	1.00	A				N			
EDN407	QD		08/16/16		015113	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QE		08/16/16		011251	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN407	QD		08/16/16		013746	LIBRARIAN IV	N	SR22	23	P	1.00	A				N			
EDN407	QD		09/01/16		000330	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN407	QF		09/01/16		027781	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN407	QD		09/01/16		121860	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN407	QD		09/06/16		013748	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN407	QJ		09/06/16		035467	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN407	QE		09/16/16		039920	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QL		09/16/16		116904	JANITOR II	N	BC02	01	P	1.00	A				N			
EDN407	QH		10/01/16		000040	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QF		10/01/16		045968	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN407	QF		10/03/16		026607	JANITOR II	N	BC02	01	P	0.50	A				N			
EDN407	QF		10/10/16		000300	JANITOR II	N	BC02	01	P	0.50	A				N			
EDN407	QE		10/16/16		014910	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN407	QE		10/17/16		014911	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN407	QE		10/17/16		000375	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN407	QE		10/17/16		034834	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QE		10/17/16		011904	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QD		10/24/16		039877	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QH		11/01/16		043315	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN407	QE		11/09/16		024336	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN407	QE		11/14/16		023068	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN407	QL		11/16/16		116891	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN407	QL		11/16/16		116886	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN407	QE		11/16/16		000314	LIBRARIAN IV	N	SR22	23	P	1.00	A				N			
EDN 407	QB		12/01/16		011569	TRUCK DRIVER	N	BC06	01	P	1.00	A				N			
EDN 407	QL		12/05/16		116887	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN 407	QD		12/16/16		045983	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			

HAWAII STATE PUBLIC LIBRARY SYSTEM
Hiring Schedule

Table E

Prog ID	Sub-Org	Date of Vacancy	Date Position Filled	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
EDN 407	QD		12/27/16		035465	JANITOR II	N	BC02	01	P	1.00	A				N			
EDN 407	QG		01/02/17		041402	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN 407	QD		01/04/17		015163	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN 407	QD		01/16/17		046428	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN 407	QE		01/17/17		015153	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN 407	QD		01/18/17		000371	LIBRARIAN IV	N	SR22	23	P	1.00	A				N			
EDN 407	QF		02/01/17		015684	LIBRARIAN V	N	SR24	23	P	1.00	A				N			
EDN 407	QM		02/01/17		044658	ASET I	N	BC14	01	P	1.00	A				N			
EDN 407	QE		02/16/17		039919	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN 407	QD		02/16/17		110637	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QF		02/21/17		012245	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QF		02/24/17		041922	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QG		03/01/17		025687	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QG		03/01/17		035470	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN 407	QJ		03/01/17		035467	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN 407	QB		03/06/17		035961	DPTML HR OFFICER II	N	EM03	36	P	1.00	A				N			
EDN 407	QD		03/16/17		023067	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QD		03/16/17		039877	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QG		04/01/17		046055	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QD		04/01/17		040385	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN 407	QD		04/01/17		018770	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QD		04/01/17		015161	LIBRARY TECHNICIAN VII	N	SR15	03	P	1.00	A				N			
EDN 407	QD		04/10/17		023185	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QH		04/17/17		046053	LIBRARIAN IV	N	SR22	13	P	1.00	A				N			
EDN 407	QB		04/17/17		032512	ADMIN SVCS OFFICER I	N	EM05	35	P	1.00	A				N			
EDN 407	QE		04/17/17		019325	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QH		04/18/17		007359	JANITOR II	N	BC02	01	P	1.00	A				N			
EDN 407	QL		04/18/17		116900	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QE		04/20/17		044226	LIBRARIAN III - 50%	N	SR20	13	P	0.50	A				N			
EDN 407	QF		04/28/17		000287	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QG		06/01/17		001127	JANITOR II	N	BC02	01	P	1.00	A				Y			
EDN 407	QD		06/01/17		019336	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN 407	QD		06/01/17		043901	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN 407	QL		06/16/17		116892	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN 407	QD		06/23/17		027168	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN 407	QB		06/29/17		102070	SEC TO THE SPCL ASST	N	SRNA	63	P	1.00	A				N			
EDN 407	QE		07/05/17		049824	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN 407	QE		07/17/17		031500	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QB		07/17/17		012253	TRUCK DRIVER	N	BC06	01	P	1.00	A				N			
EDN 407	QE		07/18/17		013278	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN 407	QF		07/18/17		026607	JANITOR II	N	BC02	01	P	0.50	A				N			
EDN 407	QF		07/18/17		033129	JANITOR II	N	BC02	01	P	1.00	A				N			
EDN 407	QE		08/01/17		014909	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN 407	QD		08/01/17		035471	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QE		08/15/17		019421	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A				N			
EDN 407	QB		08/16/17		027169	HR ASSISTANT III	N	SR09	63	P	1.00	A				N			
EDN 407	QD		08/16/17		029911	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN 407	QE		08/16/17		110642	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QG		08/28/17		001122	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QF		08/29/17		000281	LIBRARIAN IV	N	SR22	14	P	1.00	A				N			
EDN 407	QG		09/01/17		001128	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QE		09/01/17		023068	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QD		09/01/17		122393	LIBRARIAN III	N	SR20	13	P	1.00	A				N			

HAWAII STATE PUBLIC LIBRARY SYSTEM
Hiring Schedule

Table E

Prog ID	Sub-Org	Date of Vacancy	Date Position Filled	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
EDN 407	QJ		09/01/17		011920	LIBRARY TECHNICIAN VI	N	SR13	03	P	1.00	A				N			
EDN 407	QG		09/01/17		039410	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN 407	QF		09/16/17		006948	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				Y			
EDN 407	QJ		09/16/17		111889	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN 407	QF		09/19/17		000283	LIBRARIAN IV	N	SR22	14	P	1.00	A				N			
EDN 407	QJ		09/20/17		049823	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN 407	QE		10/02/17		011924	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN 407	QJ		10/02/17		046475	LIBRARIAN III	N	SR20	13	P	1.00	A				N			
EDN 407	QJ		10/02/17		032479	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN 407	QB		10/02/17		043313	PRE AUDIT CLERK III	N	SR15	03	P	1.00	A				N			
EDN 407	QF		10/12/17		010906	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QD		10/16/17		122424	JANITOR II	N	BC02	01	P	1.00	A				N			
EDN 407	QD		10/16/17		015163	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN 407	QB		10/16/17		017364	HR ASSISTANT III	N	SR09	63	P	1.00	A				N			
EDN 407	QF		10/17/17		118827	LIBRARY TECHNICIAN V	N	SR11	03	P	0.50	A				N			
EDN 407	QF		11/01/17		000297	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QJ		11/06/17		023920	LIBRARIAN III	N	SR20	13	P	0.50	A				N			
EDN 407	QF		11/07/17		012566	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			
EDN 407	QE		11/16/17		013278	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A				N			
EDN 407	QE		11/16/17		015226	JANITOR II	N	BC02	01	P	1.00	A				N			
EDN 407	QF		11/21/17		010936	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A				N			

Hawaii State Public Libraries System
Executive and Managerial Positions

Table F

CONFIDENTIAL: The information that the Hawaii State Public Library System is providing to WAM in Table F contains exact salary information for civil service employees' positions which is confidential under the Uniform Information Practices Act, chapter 92F, Hawaii Revised Statutes (HRS), specifically sections 92F-12(a)(14), 92F-14(b)(4) and (6), and 92F-13(1), HRS. We are disclosing this confidential information to WAM pursuant to section 92F-19(a)(6), HRS, and note that under section 92F-19(b), HRS, "[a]n agency receiving government records pursuant to subsection (a) shall be subject to the same restrictions on disclosure of the records as the originating agency."									
Prog ID	Sub-Org	Position Title	Position Justification	Budget Salary	Actual Salary	MOF	Pos (P) or (T)	Justification for salary increase	Years of Service in Position
EDN407	944	Administrative Assistant	76-16(b)(16)			A	T	89-C-2 (2) HRS	9.5
EDN407	944	Special Assistant to the State Librarian	Sec.312-2.2, HRS			A	P	89C-2(2) HRS / EO 15-01	0
EDN407	944	State Librarian	Sec.312-2.1, HRS			A	P	Sec.312-2.1, HRS	2.5
EDN407	997	Managing Librarian I	Head of the Library for the Blind & Physically Handicapped			A	P	EO. 17-02	2.5
EDN407	7734	Managing Librarian II	Head of Public Libraries Branch			A	P	EO. 17-02	7
EDN407	948	Departmental HR Officer II	Head of the Human Resources Office			A	P	P&P 201.010	0
EDN407	949	Librarian V	Section Head			A	P	BU 13 Salary Schedule	23.8
EDN407	7541	Librarian VI	Section Head			A	P	BU 13 Salary Schedule	28.3
EDN407	952	Information Technology Band C	Section Head			A	P	BU 13 Salary Schedule	4.6
EDN407	972	Managing Librarian II	Head of Hawaii State Library			A	P	EM Salary Schedule	0