



STATE OF HAWAII  
HAWAII STATE PUBLIC LIBRARY SYSTEM  
‘OIHANA HALE WAIHONA PUKE AUPUNI O KA MOKU‘ĀINA O HAWAII  
OFFICE OF THE STATE LIBRARIAN  
44 MERCHANT STREET  
HONOLULU, HAWAII 96813

**House Committee on Finance  
Informational Briefing  
Tuesday, January 10, 2025, 9:00 am  
State Capitol Conference Room 308**

**Overview**

**Mission Statement:** *The Hawai‘i State Public Library System inspires curiosity and creates opportunities for all to read, learn and connect.*

Our community hubs in 51 locations on 6 islands and two bookmobiles create equitable access to information, ideas, stories, learning, technology and spaces for all. HSPLS is the community space that supports and welcomes everyone: from families bringing keiki to story times, to building emergent literacy skills, to people writing resumes, to kupuna learning and teaching mahjong.

While our public libraries provide access to traditional collections of printed materials, they are also vital places for people to access technology, internet, WIFI and opportunities to learn digital literacy skills. In some communities, particularly rural, neighbor island communities, the public library is the only place with internet connectivity. Our public libraries are the equalizer.

We measure the effectiveness of our services and programs by gathering data that reflects services and programs provided and usage by our communities. We use the data to continuously improve and evolve with the needs of those we serve. Here are just a few data highlights from FY2024.

WHAT	FY2024 DATA
Checkouts of Physical Materials	3,482,056
Checkouts of Digital eBooks, Audiobooks, Magazines	1,586,560
Internet Sessions at the Libraries	466,313
WIFI Sessions at the Libraries	143,654
Library Programs Offered	4,026
Library Program Attendance	98,584
Library Visits	2,002,235

### **State-wide Conditions Affecting Operations:**

HSPLS recently did a survey to better understand the needs of our communities. Over 13,500 patrons responded, and identified a need for 1) increased hours, 2) increased programming, 3) refreshed website, and 4) upgraded facilities. Several challenges significantly impact our ability to operate and provide the vital services for our communities across Hawai'i.

### ***Workforce Levels***

Library operations depend on having enough staff to keep the doors open and provide essential services to our patrons. While we continue to face challenges to hiring, we continue to recruit and fill positions so that we can meet the needs of the community. Over the past calendar year, we have been able to fill all of the Library Branch Manager vacancies (4 of 6 total managers) on Kaua'i and we welcomed several others to O'ahu and Hawai'i.

The inability to fill positions is primarily due to a combination of DHRD's antiquated hiring processes and B&F budget restrictions, which force us to operate with less than full funding. Specifically:

1. DHRD's method of processing applications and providing them to departments/agencies in a timely manner. Each vacancy takes at least 6-12 months to fill. The manual processes also consume weeks and months of time by the hiring dept./agency which is already limited in staff time. It takes months to receive a list of applicants; by the time the list is received, the applicants have found other jobs and/or the applicant moves from another library position, which creates another vacancy within our system.
2. Beginning in 2020, 64 positions (approximately 11% of our position count = \$3.2M) were not fully funded until the current biennium budget. Once we finally had the funding, the DHRD processes and budget restrictions prevented us from filling the positions.
3. Budget and Finance (B&F) restrictions of 8-10% each year reduce our budget by another \$4M or \$1M per quarter. B&F only provides ¼ of the restricted budget total to start a fiscal year, which also impacts whether there is sufficient funding to pay for new hires. HSPLS has few choices to operate without full funding – either not pay for contractual obligations (i.e. default on service contracts, utilities, health and safety repairs) or slow hiring.

Despite the challenges of filling vacancies and the inadequate staffing for 51 branches and support offices, we continue to be proactive in our approach to staffing. We have repurposed positions into other positions that are more needed to ultimately support library services, and we have been actively participating in job fairs to connect with potential employees.

### ***Pay, Cost of Living, and Locations***

We experience the same challenges as the Department of Education with hiring teachers and staff. The pay and cost of living make it difficult for potential candidates to accept the position, or we hire new employees who end up leaving within the first year due to the cost of living and lack of affordable housing. On top of the high cost of living and housing, we also have locations that serve

remote communities. It's been a challenge to find qualified candidates for our most rural communities, like Lana'i and Hāna. While we continue to look for creative alternatives to keep our public library open to the community, staffing is key to our ability to meet our mission to serve the people of Hawai'i.

### ***Budget Restrictions***

Approximately 80% of our budget is for payroll and the remaining 20% is for current expenses (i.e. utilities, maintenance, supplies, purchasing materials) to operate 50 libraries (51 with Lahaina), two administrative office spaces and one delivery logistics operational space.

At the start of each fiscal year, budget restrictions of 8-10% are imposed, impacting our ability to plan on full funding for the fiscal year; additionally, funding is released one quarter at a time. In order to operate within the budget, we must either suspend hiring new staff or not pay for ongoing operational expenses or contractual obligations, such as utilities.

In FY2024, our total general fund budget appropriation is approximately \$43 million, with almost \$33 million allocated for payroll. After a budget restriction of \$3.9 million at the start of the fiscal year, our annual payroll allocation is approximately \$29 million, or approximately \$7 million for the first quarter payroll. Having only one quarter of funding (minus restrictions) means that we have to start the hiring process *before* we know whether B & F will release the restricted funds that ensures the new employee can be paid for the entire fiscal year. This situation creates an inaccurate impression to the Legislature that we don't need the vacant positions and/or that we're not working hard enough to fill vacant positions. The inability to access funding that had been appropriated by the Legislature and DHRD's long processing time to hire new staff limits our ability to meet our mission and is demoralizing to current staff.

### ***Statewide Mental Health and Drug Addiction Challenges***

Our public libraries are open to all. We serve everyone no matter where they come from, how much money they have, or whether or not they have a home. In a thriving democracy, it's essential that public libraries serve everyone so all have access to the same information, ideas, opportunities and connections.

Our public libraries are continuing to experience more challenges with patrons who have mental health issues or are on drugs. On occasion, these individuals verbally or physically threaten our staff. The behaviors are disruptive to the comfort and safety of other patrons and staff, and more and more frequently, we require the assistance of police to resolve the situation. Patrons have told us they will not visit certain libraries because they do not feel it is safe to bring their families.

On the exterior of our buildings, we have challenges with the destruction of lights, doors, irrigation systems, windows, power outlets, trees and theft. At many libraries, staff arrive every morning to garbage, human waste, and on occasion drug paraphernalia. Increasing the base budget for HSPLS' repair and maintenance is needed to repair damage done to our facilities, as well as address additional improvements to increase security. There is also a cost to our staff who help to keep our facilities safe for our communities. While they are compassionate, they also experience frustration

and sometimes helplessness, with the ongoing problem.

We continue to deploy multiple strategies to address these situations in our communities – safety training, partnerships, fences, and facility modifications to discourage poor behavior – but we need more focused statewide strategies to address these systemic issues. We stand ready to partner with others to support positive change.

### **Federal Funds**

HSPLS now receives approximately \$1.5 million through its only source of federal funds, the Library Services and Technology Act (LSTA), provided by the Institute of Museum and Library Services (IMLS). The Grants to States LSTA funding is distributed to all states based on a population formula; it requires a Maintenance of Effort (MOE) agreement and matching general funds from the State.

HSPLS relies on general funds to meet our State MOE and matching requirements, and any reduction in our budget directly reduces the amount of federal funds Hawai'i receives. LSTA funds directly support our technology, connectivity, integrated library system, online information database subscriptions for the public, and training for staff. All of these services are vital to maintaining library operations and providing digital access to resources for Hawai'i's communities.

Due to increases in our allotment and the overlapping nature of the federal grants (each allocation year may be spent over a two-year period), we are requesting a permanent, rather than one-time, increase in the ceiling of the authority to spend up to \$4,634,756, which is an increase of \$634,756. Without increasing the ceiling, due to overlapping grant years, we would be restricted from spending all of the federal funds that are allocated to HSPLS.

### **Non-General Funds**

HSPLS reports to the Legislature may be viewed at: <https://www.librarieshawaii.org/about-us/reports/>

### **Budget Requests**

The process we use to develop and prioritize our budget request is based on a review of our prior budget and actual expenditures for previous years. We take the data and review it against our framework for providing services (people, place, collections and services/programs) and determine how to best meet our four areas of focus: strengthening literacy, igniting our digital future, creating opportunities for life enrichment, deepening community relationships. Areas of greatest need and potential impact on our ability to provide public library services to our communities are carefully balanced. Lastly, we consider how the budget requests correspond with our long-term priorities to meet the future needs of our communities.

Our budget requests focus on our places and services.

## **General Funds (see attachment A):**

### **1. Security (Guard Services)**

HSPLS went through the process to identify a new security guard service in FY23; the new contract went into effect in January 2024. The cost of the new services is double what we were paying before. We need an additional \$1,200,000 in our base budget to meet the total increased cost of security guard services.

### **2. Temporary Service Locations**

HSPLS has several upcoming construction projects that will temporarily close libraries in high-usage areas, requiring us to open temporary service locations.

- a) Wahiawa: FY26 \$200,000 (rental and fees) and FY27 \$200,000 (rental and fees)
- b) Pearl City: FY26 \$150,00 (rental and fees) and FY27 \$150,000 (rental and fees)
- c) Makawao: FY26 \$84,000 (rental and fees) and FY27 \$84,000 (rental and fees)

### **3. Librarian IV position – new Waikoloa Public Library in FY27**

HSPLS is working on the design and construction of a new library in Waikoloa. We will need to hire the new branch manager in FY27 to help with the building design process, including the ordering of furniture and fixtures and building a new library collection. We are requesting six months of the first-year salary at \$31,548, as advised in Finance Memo No. 24-10.

### **4. Repair and Maintenance (R&M)**

We are requesting an increase of \$500,000 to the current base budget of \$1,000,000 for Repair and Maintenance starting in FY26. The increase is needed for an increase in large repair costs for issues such as elevators, as well as to address deferred and preventive maintenance.

### **5. Automated Material Handling System (AMHS)**

Funding for this equipment will allow us to sort materials more quickly and efficiently for delivery. We are requesting \$500,000 in FY26 and \$250,000 in FY27. The current processes are manual and inefficient. Eventually, the acquisition of this equipment will allow our limited staff to provide more direct public service service.

**Capital Improvement Projects (see attachment B):**

To ensure that we are taking care of our building assets and community spaces, we are requesting the following in new Capital Improvement Projects (CIP) funding:

<b>CIP PROJECTS</b>	<b>FY26 BUDGET REQUEST</b>	<b>FY27 BUDGET REQUEST</b>
<b>Health and Safety</b>	\$25,000,000	\$25,000,000
<b>Kapa‘a Planning &amp; Design Funding</b>	\$2,000,000	

HSPLS is requesting CIP Health and Safety funding of \$25,000,000 in both FY26 and FY27. This funding ensures that projects already in progress will be able to proceed to construction without delay due to lack of funding, as well as allow us to initiate new projects without delay. The increase in funding will also allow us to move forward with construction projects that were projected to go out to bid during FY25; the funding for these projects was deleted from our budget in Act 230, Session Laws of Hawai‘i 2024.

We must continue to invest in our public libraries. Our communities rely on these spaces as places for reading, learning and connecting with their families and each other. Strong public libraries support thriving and strong communities.

Mahalo for your review and consideration.

# ATTACHMENT A

## SUPPLEMENTAL BUDGET REQUEST FY25

The Hawai'i State Public Library System's Biennial Budget request for FB25-27 is based on our Strategic Framework and Areas of Focus.

### Strategic Framework

The [Strategic Framework](#) provides a simple map for how we think about our organization in relation to the work we do to serve our communities. Our libraries are about people, places, collections and programs/services.



### Areas of Focus

The Areas of Focus help us to fine tune our yearly goals, prioritize our work, and allocate our resources to better meet the needs of our communities.



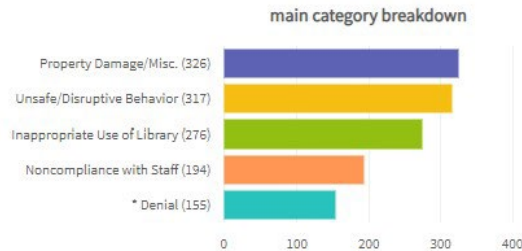
This FY25-27 request focuses on Places, which are vital spaces for access to books, information, technology, internet, learning and connections that strengthen our communities.

## PLACES

Our public libraries are valued spaces for our communities. We must continue to care for them and ensure that they are safe spaces.

### 1. Security (Guard Services) - \$1,200,000

Since the beginning of 2024, we have had 782 security incidents reported by our libraries statewide. The chart below breaks down the types of incidents that our staff have been experiencing:



Sadly, we continue to see more individuals who are not able to self-regulate their behavior or words. This year, we had two library staff members physically assaulted by unstable patrons. In order to create safe spaces for the public and our staff, we need to have qualified and trained security guards. The additional funding will address the increase in cost for security guard services.

For several years, a security guard company procured through the low-bid process was not responsive to the needs of our libraries. They did not have enough guards and many were not trained. In January 2024, we switched over to the State price list vendor for security services; these rates are 50% higher than our former contract. Our request for additional \$1,200,000 to our base budget is necessary to address this increased cost of security services statewide.

### 2. Temporary Service Locations

We are grateful to governors Green and Ige, and the Hawai'i State Legislature, for supporting several building projects to improve our library spaces for our communities. We have three upcoming projects that will require us to close well-used branches and to provide temporary locations during construction.

LIBRARY	FY26	FY27
Wahiawa Public Library	\$200,000	\$500,000
Pearl City Public Library	\$150,000	\$150,000
Makawao Public Library	\$84,000	\$84,000

The requested funding will be used to lease space required for each temporary location.



#### **4. Librarian IV Position for new Waikoloa Public Library - \$31,548**

For more than 15 years, the Friends of the Waikoloa Public Library have been advocating and fundraising for a public library in the growing village of Waikoloa. Their closest public library is at least 20 miles away. After years of work and the support of governors Green and Ige, Hawai'i State Legislature, Department of Land and Natural Resources, and the County of Hawai'i, we finally have land and funding to build a new library.

The Librarian IV will be the Branch Manager for the new library upon completion of construction. However, prior to opening, there are a number of tasks and coordination that must be done in order to have all of the pieces in place to open the library to the community. Similar to the opening of the Nānākuli Public Library, hiring the branch manager ahead of construction will ensure that the transition into a new location is smooth. The branch manager will work directly with the Office of the State Librarian to monitor the construction project, hire staff, build the library's collection, work with the community and prepare the new library for opening.

We are requesting partial year funding in FY2027; in the subsequent fiscal year, we will be requesting full funding for the position, which is estimated at \$63,096 annually. We anticipate requesting funding for the remaining staff positions in the next biennium budget.

#### **5. Repair and Maintenance - \$500,000**

The Hawai'i State Public Library System is made up of 51 branches and 2 administrative offices. With sixty percent of our buildings being built before 1970, and too many years of neglect, we need additional funds to help us address large repair projects, including elevator repairs and additional preventive maintenance projects. We are requesting an increase to our base budget of an additional \$500,000 to bring our total Repair and Maintenance budget to \$1.5 million, which will help us maintain safe and healthy buildings.

#### **6. Automated Material Handling System (AMHS) – \$500,000 in FY26 and \$250,000 in FY27**

This funding will be used to purchase and implement an AMHS equipment for our statewide library system. AMHS equipment will take advantage of the Radio Frequency Information Technology system that went live statewide in April 2024. In the first phase of conversion to the RFID system (from the old bar code system), improvements were made within the branch libraries: the entire library book and material collection (approximately 2.7 million items) were tagged with RFID tags; almost all libraries were equipped with RFID-compatible security gates; and all libraries were provided with new checkout equipment for staff and self-checkout equipment for library patrons.

As the next phase of improvements, AMHS equipment will provide us with a significant increase in efficiency in our circulation of over 3 million items throughout the State each year. More efficiency in our delivery system will allow for increased usage of the current collection items and shorten wait times for library materials for library patrons.

Currently, sorting and delivery of all library books and materials in our statewide system is handled manually. This means that on any given day, branch library staff and delivery drivers are manually sorting returned materials for re-delivery. This funding will allow us to purchase and initiate use of AMHS equipment at our main delivery points on each island.

## ATTACHMENT B

JOB No.	LIBRARY	TITLE	SCOPE	STATUS as of Dec 2024
DAGS Job No. 14-36-6637	Aina Haina Public Library	Electrical/Networking Improvements	Electrical and/or networking improvements at various libraries	Pending completion of site investigation
DAGS Job No. 14-36-6638	Hanapepe Public Library	Electrical/Networking Improvements	Electrical and/or networking improvements at various libraries	Pending completion of site investigation
DAGS Job No. 12-36-6645	Hawaii Kai Public Library	Reroof, Fire Alarm, Elevator, Restrooms, Parking Lot etc	Reroof, upgrade fire alarm, upgrade restrooms, repave parking lot, other improvements	Design. Pending funding, will be ready to bid by end of 2025.
DAGS Job No. 12-36-6609	Hawaii State Library	Various Repairs and Imp (Roof)	New roof and drainage improvements	Under construction. Completion expected spring 2025.
DAGS Job No. 12-36-6633	Hawaii State Library	Assessment and Masterplan	Building assessment and masterplan for future renovation	Pending site investigation
DAGS Job No. 11-36-6641	Hilo Public Library	Structural Repairs, ReRoof	Reroof and other related improvements, structural improvements	Design. Pending funding, will be ready to bid by end of 2025.
DAGS Job No. 61-36-6565	Honokaa Public Library	Replace Air Conditioning System	Replace a/c, upgrade fire alarm and related electrical work.	Completed March 2024
DAGS Job No. 66-36-6658	HSPLS, Statewide	Technical Assistance Consultant Services 1	Consultant provides HSPLS technical services to identify and/or assist with resolution of building issues statewide	Pending contract execution
DAGS Job No. 66-36-6659	HSPLS, Statewide	Technical Assistance Consultant Services 2	Consultant provides HSPLS technical services to identify and/or assist with resolution of building issues statewide	Pending contract execution
DAGS Job No. 11-36-6635	Kahuku Public Library	Electrical/Networking Improvements	Electrical and/or networking improvements at various libraries	Pending completion of site investigation
DAGS Job No. 65-36-6619	Kahului Public Library	Exterior Improvements	New perimeter fencing, exterior lighting, reroofing, PV, repave parking lot	Design. Pending funding, will be ready to bid by end of 2025.
DAGS Job No. xx-xx-xxxx	Kailua Public Library	Planning for a New Library	Planning for a new Kailua Public Library.	Building a new library is part of a larger redevelopment involving adjacent properties, including the Kailua Elementary School and the City's Parks and Recreation. Existing library has outgrown its population, has insufficient parking for the number of people visting, and the building has structural, a/c, and electrical issues. Consultant has been selected but contract not awarded yet pending finalization of scope of work.
DAGS Job No. 61-36-6594	Kailua-Kona Public Library	Replace Air Conditioning System	Replace a/c, improvements to the mechanical room and exterior equipment area.	Completed November 2024

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DAGS Job No. 62-36-6636	Kalihi-Palama Public Library	Electrical/Networking Improvements	Electrical and/or networking improvements at various libraries	Kalihi site investigation pending.
DAGS Job No. 12-36-6607	Kaneohe Public Library	Various Upgrades and Improvements	Replace a/c, new ceiling and lighting, upgrade fire alarm, meeting room improvements, interior painting, reflooring, staff workroom improvements.	Under construction. Completion expected late spring 2025. Estimated reopening end of summer 2025.
DAGS Job No. 64-36-6613	Kapaa Public Library	Planning for New Library	Planning for new Kapaa Public Library to replace existing library which sits in a tsunami inundation zone	Planning process completed. Will be seeking planning funds to design the new library.
DAGS Job No. 11-36-6628	Keaau - Mt. View Public Library	Plan, Design and Construct New Library	Build new library to replace two small existing libraries on school campuses.	Bid protest - waiting for decision of hearing officer
DAGS Job No. 65-36-6640	Kealakekua Public Library	Electrical/Networking Improvements	Electrical and/or networking improvements at various libraries	Pending completion of site investigations.
DAGS Job No. 65-36-6623	Lanai Public & School Library	Reroof, Painting and Other Improvements	Reroof, other miscellaneous improvements	Design
DAGS Job No. 65-36-6624	Lanai Public & School Library	Drainage System Improvements	Design and construct new drainage system.	Design
DAGS Job No. 65-36-6640	Laupahoehoe Public and School Library	Electrical/Networking Improvements	Electrical and/or networking improvements at various libraries	Pending completion of site investigations.
DAGS Job No. 12-36-6643	LBDP	Roof, Security Imp, Accessibility Improvements	Reroof and other related improvements	Design. Pending funding, will be ready to bid by end of 2025.
DAGS Job No. 14-36-6637	LBDP	Electrical/Networking Improvements	Electrical and/or networking improvements at various libraries	Site investigation completed. Pending funding, will be ready to bid by end of 2025.
DAGS Job No. 62-36-6622	Liliha Public Library	Exterior Improvements	New perimeter fencing, exterior lighting	Project awarded. Permit ready. NTP expected in Feb 2025; on site mobilization projected for April 2025. Approx 6 months for construction.
DAGS Job No. 15-36-6626	Makawao Public Library	Design & Construction of Improvements, Renovation & Expansion	Design and construct improvements, including new meeting room space, outdoor reading area, replace a/c, repave parking lot, etc	Project awarded. Pending building permit and NTP.
DAGS Job No. 14-36-6637	McCully-Moilili Public Library	Electrical/Networking Improvements	Electrical and/or networking improvements at various libraries	Site investigation completed
DAGS Job No. 12-36-6646	McCully-Moilili Public Library	Elevator, Fire Alarm, Other Improvements	Design and Construct new public elevator and related improvements, improvements to parking lot entry area	Design. Preparing to bid out by end of FY25, pending final award amount for Pearl City project.
DAGS Job No. 62-36-6621	McCully-Moilili Public Library	Exterior Imp (Fencing, Painting, Parking Lot, etc)	Exterior improvements to add permanent exterior fencing, repave parking lot, add additional parking lot	Design. Pending funding, will be ready to bid by end of 2025.

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DAGS Job No. 11-36-6635	Mililani Public Library	Electrical/Networking Improvements	Electrical and/or networking improvements at various libraries	Pending completion of site investigation
DAGS Job No. 15-36-6577	Molokai Public Library	New Meeting Room	Design and Construct new Meeting Room and related improvements	Construction
DAGS Job No. 12-36-6639	Molokai Public Library	Electrical/Networking Improvements	Electrical and/or networking improvements at various libraries	Design
DAGS Job No. 12-36-6614	Nanakuli Public Library	Shade Structure and Improvements	Install large permanent shade structure and other improvements, including resilient ground covering and	Project awarded. Pending building permit and NTP.
DAGS Job No. 61-36-6625	North Kohala Public Library	Roof, Fire Alarm, A/C, Wind Mill, Other Imp	Replace a/c, roof, improve drainage, replace wind mills, replace exterior doors and mechanical fencing with	Design
DAGS Job No. 61-36-6597	Pahala Public and School Library	Replace Air Conditioning System	Replace a/c	Design
DAGS Job No. 65-36-6640	Pahala Public and School Library	Electrical/Networking Improvements	Electrical and/or networking improvements at various libraries	Pending completion of site investigations.
DAGS Job No. 12-36-6616	Pearl City Public Library	Assessment and Masterplan	PDR and masterplan to add community learning center.	Completed 2023
DAGS Job No. 12-36-6629	Pearl City Public Library	Improvements, Renovation and Expansion	Renovate library, replace a/c, reroof, paint, flooring, renovate public bathrooms, staff work area, build out	Pending award of contract and building permit
DAGS Job No. 14-36-6631	Princeville Public Library	Health & Safety Improvements	Replace a/c, repaint, refloor, interior structural improvements, improve exterior drainage around building, remove large planter boxes surrounding library,	Under construction. Completion expected late spring 2025. Estimated reopening summer 2025.
DAGS Job No. 64-36-6602	Princeville Public Library	Various Repairs and Improvements	Repairs to roof and drainage system, repave parking lot, exterior lighting improvements	Contract awarded. Start pending completion of earlier project
DAGS Job No. 62-36-6636	Salt Lake-Moanalua Public Library	Electrical/Networking Improvements	Electrical and/or networking improvements at various libraries	Salt Lake improvements include installing back up generator for IT server room and other related improvements. Permit issued; NTP pending.
DAGS Job No. 65-36-6640	T.Parker Public and School Library	Electrical/Networking Improvements	Electrical and/or networking improvements at various libraries	Pending completion of site investigation
DAGS Job No. 11-36-6635	Waialua Public Library	Electrical/Networking Improvements	Electrical and/or networking improvements at various libraries	Pending completion of site investigation
DAGS Job No. 12-36-6636	Waianae Public Library	Replace a/c, repave parking, security and other improvements	Replace a/c, repaving parking, security improvements, new ceiling and lighting	Design
DAGS Job No. 14-36-6637	Waikiki Public Library	Electrical/Networking Improvements	Electrical and/or networking improvements at various libraries	Site investigation completed
DAGS Job No. 12-36-6644	Waikiki-Kapahulu Public Library	Interior/Exterior Improvements	Replace a/c, interior painting, reflooring, improvements to staff workroom,	Design

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DAGS Job No. 11-36-6590	Waikoloa Public Library	Land acquisition for a public library in Waikoloa	Planning, Design, and Construction of a New Public Library in Waikoloa.	Design
DAGS Job No. 12-36-6639	Wailuku Public Library	Electrical/Networking Improvements	Electrical and/or networking improvements at various libraries	Design
DAGS Job No. 15-36-6627	Wailuku Public Library	Assessment and Masterplan	Building assessment and masterplan for future renovation.	Planning
DAGS Job No. 14-36-6637	Waimanalo Public and School Library	Electrical/Networking Improvements	Electrical and/or networking improvements at various libraries	Pending completion of site investigation
DAGS Job No. 11-36-6649	Waipahu Public Library	Reroof	Reroof and other related improvements	Design
<b>Other Projects</b>	<b>Affected Library Branch</b>	<b>Lead Department</b>	<b>Comments</b>	
Wahiawa Center for Workforce Excellence	Wahiawa Public Library	DOE	Proposal is to demolish and construct a 3-story building on the current library site which will house a new Wahiawa Public Library (ground floor), DOE offices (2nd floor) and UHCC classroom spaces (3rd floor). HSPLS has EO to property for Wahiawa Public Library. DOE is managing construction of this project. DAGS has tentatively agreed to be responsible for building operations and maintenance provided sufficient funding is available. Items yet to be completed: 1) Amend EO to include DOE and UHCC uses; 2) lease agreement between all parties regarding building operations and maintenance once building is completed; 3) amendment of MOA between DAGS and HSPLS for building management; 4) Appropriation of funds to DAGS for maintenance of building.	

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<p>Pahoa TOD Project and Public Library</p>	<p>Pahoa Public and School Library</p>	<p>County of Hawaii</p>	<p>This project proposes a new public library to be built adjacent to the proposed new County Pahoa Transit Hub. The library would replace a small existing library that is located on the campus of Pahoa High School. The population in the Puna District has outgrown the size of this library and its location on the school campus creates security issues for both the library and students. EA for site has been completed. County has not yet negotiated for land acquisition, but has some funding for land acquisition.</p>	
<p>Kahului Civic Center</p>	<p>Kahului Public Library</p>	<p>DAGS</p>	<p>DAGS is looking to build a new Kahului Civic Center and provide new library services on the ground floor. HSPLS would create innovation/maker space for public use; traditional library services would remain at the current site. The 2nd floor is scheduled to be the DOE Adult School and other spaces will be utilized by DAGS and other State departments/agencies that are currently leasing private office space.</p>	

Department of Education - Hawaii State Public Library System  
Functions

Table 1

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



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

Table 2

<b>Fiscal Year 2025</b>					
Appropriation Act 164, SLH 2023 as amended by Act 230, SLH 2024	Reductions	Additions	Emergency Appropriations	Total FY25	MOF
\$ 45,798,553.00	\$ (4,179,860.00)			\$ 41,618,693.00	A
\$ 4,000,000.00				\$ 4,000,000.00	B
\$ 2,000,000.00				\$ 2,000,000.00	N
\$ 51,798,553.00	\$ (4,179,860.00)	\$ -	\$ -	\$ 47,618,693.00	Total
<b>Fiscal Year 2026</b>					
Appropriation	Reductions	Additions		Total FY26	MOF
\$ 45,216,582.00		\$ 2,634,000.00		\$ 47,850,582.00	A
\$ 4,000,000.00				\$ 4,000,000.00	B
\$ 1,365,244.00		\$ 634,756.00		\$ 2,000,000.00	N
\$ 50,581,826.00	\$ -	\$ 3,268,756.00	\$ -	\$ 53,850,582.00	Total
<b>Fiscal Year 2027</b>					
Appropriation	Reductions	Additions		Total FY27	MOF
\$ 45,216,582.00		\$ 3,915,548.00		\$ 49,132,130.00	A
\$ 4,000,000.00				\$ 4,000,000.00	B
\$ 1,365,244.00		\$ 634,756.00		\$ 2,000,000.00	N
\$ 50,581,826.00	\$ -	\$ 4,550,304.00	\$ -	\$ 55,132,130.00	Total

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

Table 3

Prog ID	Program Title	MOF	As budgeted (FY25)			Governor's Submittal (FY26)				Governor's Submittal (FY27)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent	Pos (P)	Pos (T)	\$\$\$	Percent
									Change of				Change of
								\$\$\$\$				\$\$\$\$	
EDN407	Public Libraries	A	566.50	-	41,618,693	567.50	-	47,850,582	14.97%	567.5	0	\$ 49,132,130	18.05%
EDN407	Public Libraries	B			4,000,000			4,000,000				\$ 4,000,000	
EDN407	Public Libraries	N			2,000,000			2,000,000				\$ 2,000,000	



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

Table 5

Prog ID	Sub- Org	Description of Reduction	Impact of Reduction	MOF	FY26			FY27			FY25
					Pos (P)	Pos (T)	\$\$\$\$	Pos (P)	Pos (T)	\$\$\$\$	Restriction (Y/N)
EDN407		Governor's decision budget reduction - restriction and contingency restriction	Reduces the funding available for hiring staff, which impacts our ability to provide services to the community, and leads to temporary	A			\$ -			\$ -	Y

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

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	FY26			FY27		
								Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
EDN407	QM	FY	1	1	Restore positions and funding for long-term identified vacant positions	F.M. No. 24-10 dated September 26, 2024 from the Director of Finance instructed all departments and agencies that all positions that had not been filled in 5 years will be considered long-term vacancies and that they would be deleted from the Governor's proposed FY26-28 budget. During the Exec Branch budget review process - after HSPLS appealed for restoration of all the position funding, Governor agreed to not cut vacancy funding. As a result, there is no impact to the HSPLS base budget for staff in Governor's FY26-28 budget.	A			\$ 2,009,268			\$ 2,009,268
EDN407	QD	TO	2	2	Trade-Off, Janitor II, BC02A, Position #45980	Janitor II for Hana Library - Requesting trade off of the half-time Janitor II of Salt Lake Library, position#45980 to convert half-time Janitor II of Hana Library, position#35363 to a full-time position.	A	(0.50)		(25,320)	(0.50)		(25,320)
EDN407	QG	TO	2	2	Trade-Off, Janitor II, BC02A, Position #35363		A	(0.50)		(25,320)	(0.50)		(25,320)
EDN407	QG	TO	2	2	Trade-Off, Janitor II, BC02A, Position #35363		A	1.00		50,640	1.00		50,640
EDN407	QB	SY	3	3	Additional funding for Security Services	HSPLS went through the process to identify a new security guard service in FY23 and implemented in FY24. The cost of the new services is double what we were paying before. We need additional \$1.2M be added to our base budget to meet the total increased cost of security guard services to ensure that our staff and patrons have safety support.	A			1,200,000			1,200,000
EDN407	QD	HS	4	4	Temporary Location - Wahiawa Library	HSPLS has serveral upcoming construction projects that will temporarily close libraries in high usage areas, requiring the need to open temporaty service locations. Requesting funds for two (2)	A			200,000			200,000
EDN407	QD	HS	4	4	Temporary Location - Pearl City Library		A			150,000			150,000
EDN407	QG	HS	4	4	Temporary Location - Makawao Library		A			84,000			84,000
EDN407	QF	FY	5	5	Librarian IV, SR22C for Waikoloa Library	The new Waikoloa Public Library is funded and projected to go out to bid in early 2026. We need to hire the new branch manager prior to completion of construction. The new manager will focus on setting up operations for the new library, including hiring new staff, which will ensure that the library can open after construction is completed.	A				1.00		31,548

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

Table 6

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Addition Type</u>	<u>Prog ID Priority</u>	<u>Dept-Wide Priority</u>	<u>Description of Addition</u>	<u>Justification</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
EDN407	QK	FA	6	6	Federal Fund Adjustments	Requested increase in our federal fund appropriation ceiling will cover the increased award that we have continued to receive from the Institute of Museum and Library Services.	N			634,756			634,756
EDN407	QB	SY	7	7	Additional funding for Repairs and Maintenance	HSPLS is requesting an increase of \$500,000 to the base budget for Repair and Maintenance, which is currently at \$1M for 50 library locations and 2 support office spaces. The increase is needed to address large repair costs such as elevators, in addition to ongoing repairs and maintenance statewide.	A			500,000			500,000
EDN407	QB	NG	8	8	Automated Material Handling Systems	This funding will support the implementation of AMHS equipment so that materials will be able to be sorted more efficiently for delivery and circulation throughout the State. We are requesting \$500,000 in FY26 and \$250,000 in FY27	A			500,000			250,000

Department of Education - Hawaii State Public Library System  
 FY 2023 - FY 2025  
 Restrictions

Table 7

<u>Fiscal Year</u>	<u>Prog ID</u>	<u>Sub- Org</u>	<u>MOF</u>	<u>Budgeted by Dept</u>	<u>Restriction</u>	<u>Difference Between Budgeted &amp; Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
2023	EDN407		A	42,821,952	\$ 3,791,870	\$ 39,030,082	-8.85%	Reduction in payroll and in public services and hours to provide services
2024	EDN407		A	43,193,371	\$ 3,922,870	\$ 39,270,501	-9.08%	Reduction in payroll and in public services and hours to provide services
2025	EDN407		A	45,798,553	\$ 4,179,860	\$ 41,618,693	-9.13%	Reduction in payroll and in public services and hours to provide services

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 FY24 and FY25

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>
						No Expenditures Exceeding Appropriation Ceilings			

Department of Education - Hawaii State Public Library System  
 Intradepartmental Transfers in FY24 and FY25

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, 2024

Table 11

Prog ID	Sub- Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exemp t (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	10/16/24	In recruitment	000038	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 60,660	\$ 58,296		N			
EDN407	QH	09/03/24		000040	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 37,116		N		Sub	
EDN407	QH	06/17/24		000042	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 35,352		N		Sub	
EDN407	QF	11/25/24		000283	LIBRARIAN IV	N	SR22	13	P	1.00	A	\$ 65,664	\$ 65,664		N			
EDN407	QF	04/01/24	In recruitment	000287	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 35,352		N		Sub	
EDN407	QE	01/16/24	In recruitment	000314	LIBRARIAN IV - Br Mgr	N	SR22	23	P	1.00	A	\$ 79,872	\$ 77,100		N		TA	
EDN407	QB	03/06/21	In recruitment	000319	ACCOUNT CLERK III	N	SR11	03	P	1.00	A	\$ 41,808	\$ 36,564	Y	Y	2		1
EDN407	QM	04/30/22	In recruitment	000324	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 38,640	\$ 33,792	Y	N			1
EDN407	QE	01/14/23	In recruitment	000346	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 41,820	\$ 37,932	Y	N		Sub	1
EDN407	QJ	08/01/20		000347	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 48,936	\$ 39,720	Y	N		TA	1
EDN407	QB	11/01/23		000351	ACCOUNT CLERK V	N	SR15	03	P	1.00	A	\$ 52,908	\$ 50,388	Y	N			1
EDN407	QJ	12/22/18		000352	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 38,640	\$ 29,868	Y	N		TA	2
EDN407	QH	04/01/24		000356	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 35,352		N			
EDN407	QJ	09/01/18		000360	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 43,452	\$ 36,276	Y	N			1
EDN407	QJ	05/16/24	In recruitment	000366	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 35,352		N			
EDN407	QJ	09/01/16		000368	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 52,872	\$ 39,492	Y	N			2
EDN407	QG	09/01/23	In recruitment	001132	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 45,216	\$ 43,068	Y	N		TA	1
EDN407	QG	06/16/22		001134	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 47,004	\$ 41,100	Y	N			2
EDN407	QH	07/10/24		007359	JANITOR II	N	BC02	01	P	1.00	A	\$ 50,640	\$ 50,640		N			
EDN407	QH	06/24/23	In recruitment	008245	JANITOR II	N	BC02	01	P	1.00	A	\$ 50,640	\$ 45,936	Y	N		Sub	1
EDN407	QE	08/18/24	In recruitment	008354	LIBRARIAN IV - Br Mgr (LIB III)	N	SR22	23	P	1.00	A	\$ 76,788	\$ 63,096		N		TA	
EDN407	QJ	05/14/17		008358	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 58,296	\$ 48,828	Y	N			2
EDN407	QE	08/16/23	In recruitment	008369	LIBRARY TECHNICIAN V (LA III, IV)	N	SR11	03	P	1.00	A	\$ 52,908	\$ 50,388	Y	N			2
EDN407	QD	02/16/24	In recruitment	010790	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 61,884	\$ 39,816		N		TA	
EDN407	QE	12/31/23		011388	JANITOR II	N	BC02	01	P	1.00	A	\$ 50,640	\$ 48,228		N			
EDN407	QE	11/01/24		011903	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 37,116		N			
EDN407	QE	06/01/24		011904	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 35,352		N			
EDN407	QI	11/16/23	In recruitment	011906	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 41,808	\$ 39,816	Y	N			1
EDN407	QJ	08/01/24		011911	LIBRARIAN IV	N	SR22	13	P	1.00	A	\$ 89,820	\$ 89,820		N		TA	
EDN407	QM	12/31/23	In recruitment	011914	LIBRARIAN IV (Cataloging)	N	SR22	13	P	1.00	A	\$ 89,820	\$ 86,712		N			
EDN407	QJ	12/31/23		011919	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 47,064	\$ 44,820		N			
EDN407	QJ	06/16/15	In recruitment	011926	LIBRARIAN IV	N	SR22	13	P	1.00	A	\$ 63,096	\$ 47,400		N			
EDN407	QJ	12/31/23		011967	LIBRARIAN IV	N	SR22	13	P	1.00	A	\$ 89,820	\$ 86,712		N		TA	
EDN407	QJ	11/01/13		012067	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 38,640	\$ 27,756	Y	N			3
EDN407	QF	04/01/20		012567	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 50,880	\$ 43,008	Y	N			1
EDN407	QE	03/01/20		012822	LIBRARY TECHNICIAN VI	N	SR13	03	P	1.00	A	\$ 64,404	\$ 54,432	Y	N			2
EDN407	QJ	08/29/22		013033	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 38,604	\$ 33,756	Y	N			2
EDN407	QJ	07/01/24		013037	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 47,004	\$ 44,760		N		TA	
EDN407	QE	06/09/23	CX -lib clsd	013286	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 33,672	Y	N			1
EDN407	QD	08/17/24	In recruitment	015113	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 37,116		N		Sub	

Department of Education - Hawaii State Public Library System  
 Vacancy Report as of November 30, 2024

Table 11

Prog ID	Sub- Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt t (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	Priority
																	if Filled by other Means	# to Retain
EDN407	QB	11/16/21		017735	ADMINISTRATIVE ASSISTANT II	N	SR14	63	P	1.00	A	\$ 47,004	\$ 41,100	Y	N			1
EDN407	QG	09/18/23	In recruitment	019109	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 76,788	\$ 74,124	Y	N			1
EDN407	QJ	07/01/24		019183	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 41,820	\$ 39,828		N			
EDN407	QJ	06/01/24		019185	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 35,352		N			
EDN407	QE	05/01/18		019322	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 41,820	\$ 32,856	Y	N			2
EDN407	QI	10/01/19	In recruitment	019323	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 57,192	\$ 48,348	Y	N			1
EDN407	QM	03/16/23	In recruitment	019505	LIBRARIAN VI	N	SR26	93	P	1.00	A	\$ 86,376	\$ 80,184	Y	N			1
EDN407	QD	09/16/21	In recruitment	019620	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 38,640	\$ 33,792		N			
EDN407	QE	07/16/24	In recruitment	019621	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 38,604	\$ 37,116		N		Sub	
EDN407	QJ	04/16/24	In recruitment	021956	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 35,352		N			
EDN407	QJ	12/01/20	In recruitment	021963	ADMINISTRATIVE ASSISTANT III	N	SR16	63	P	1.00	A	\$ 75,252	\$ 63,612		N		TA	
EDN407	QH	08/24/24	In recruitment	021965	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 41,808	\$ 38,640		N			
EDN407	QI	12/01/18		022491	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 52,872	\$ 42,480	Y	N			1
EDN407	QJ	04/17/23		022893	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 33,672	Y	N			2
EDN407	QD	06/01/19		023071	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 61,884	\$ 52,296	Y	N			2
EDN407	QJ	02/16/24		023910	LIBRARY ASSISTANT III	N	SR07	03	P	0.50	A	\$ 25,410	\$ 24,198		N			
EDN407	QF	05/03/24	In recruitment	023913	LIBRARY ASSISTANT III	N	SR07	03	P	0.50	A	\$ 18,558	\$ 17,676		N		Sub	
EDN407	QJ	04/27/21		023915	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 45,168	\$ 39,504	Y	N			1
EDN407	QJ	12/08/22		023916	LIBRARY ASSISTANT III	N	SR07	03	P	0.50	A	\$ 19,302	\$ 16,878	Y	N			3
EDN407	QJ	08/01/22		023918	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 45,168	\$ 39,504	Y	N			1
EDN407	QJ	06/16/20		023920	LIBRARIAN III	N	SR20	13	P	0.50	A	\$ 38,394	\$ 32,238	Y	N			3
EDN407	QF	05/07/24	In recruitment	023992	JANITOR II	N	BC02	01	P	0.50	A	\$ 25,320	\$ 24,114		N		Sub	
EDN407	QB	12/31/23		023994	TRUCK DRIVER	N	BC06	01	P	1.00	A	\$ 58,596	\$ 55,800		N		Sub	
EDN407	QJ	03/01/16		024237	LIBRARIAN III	N	SR20	13	P	0.50	A	\$ 32,832	\$ 26,550	Y	N			2
EDN407	QM	09/01/22	In recruitment	024943	IT BAND B SYSTEM ANALYST - SR	N	SR24	13	P	1.00	A	\$ 79,872	\$ 74,136	Y	N			1
EDN407	QM	02/01/23	In recruitment	025030	ILLUSTRATOR-PHOTOGRAPHER	N	SR17	03	P	1.00	A	\$ 52,908	\$ 47,988	Y	N		Sub	1
EDN407	QG	06/01/22	In recruitment	025714	LIBRARIAN IV - Br Mgr	N	SR22	23	P	1.00	A	\$ 89,820	\$ 81,744	Y	N		TA	1
EDN407	QE	08/02/24	In recruitment	025752	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 38,604	\$ 37,116		N		Sub	
EDN407	QM	06/03/23		026841	IT BAND B SYSTEM ANALYST	N	SR22	13	P	1.00	A	\$ 79,872	\$ 71,268	Y	N			1
EDN407	QE	03/16/20		028443	LIBRARY TECHNICIAN VII (VI, V)	N	SR15	03	P	1.00	A	\$ 48,936	\$ 39,720	Y	N		TA	2
EDN407	QM	12/23/19	In recruitment	032248	OFFICE ASSISTANT IV	N	SR10	03	P	1.00	A	\$ 39,816	\$ 32,664		N			
EDN407	QJ	07/01/19		032934	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 57,192	\$ 48,348	Y	N		TA	2
EDN407	QJ	08/01/23		032936	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 35,352	Y	N			2
EDN407	QM	11/01/24	In recruitment	033965	LIBRARIAN IV	N	SR22	13	P	1.00	A	\$ 89,820	\$ 89,820		N			
EDN407	QM	03/01/19		033966	LIBRARIAN IV	N	SR22	13	P	1.00	A	\$ 86,376	\$ 75,432	Y	N			2
EDN407	QE	08/16/24	In recruitment	034834	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 37,116		N		Sub	
EDN407	QB	10/01/22		034836	TRUCK DRIVER	N	BC06	01	P	1.00	A	\$ 58,596	\$ 51,240	Y	N		Sub	1
EDN407	QG	12/31/21	In recruitment	035364	LIBRARIAN IV - Br Mgr	N	SR22	23	P	1.00	A	\$ 63,096	\$ 57,420	Y	N			1
EDN407	QJ	08/13/24		035462	JANITOR II	N	BC02	01	P	0.50	A	\$ 25,320	\$ 24,114		N			
EDN407	QB	08/01/18		035463	ACCOUNT CLERK II	N	SR08	03	P	1.00	A	\$ 37,872	\$ 31,056	Y	N			1

Department of Education - Hawaii State Public Library System  
 Vacancy Report as of November 30, 2024

Table 11

Prog ID	Sub- Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exemp t (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	Priority
																	if Filled by other Means	# to Retain
EDN407	QD	04/01/22	In recruitment	035466	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 59,508	\$ 52,044	Y	N			2
EDN407	QJ	07/16/24		039210	LIBRARIAN IV	N	SR22	13	P	1.00	A	\$ 86,376	\$ 86,376		N		TA	
EDN407	QE	05/16/24	In recruitment	039920	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 35,352		N		Sub	
EDN407	QF	09/16/24		040085	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 58,296	\$ 58,296		N			
EDN407	QD	06/18/24	In recruitment	041488	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 41,820	\$ 35,352		N		Sub	
EDN407	QF	06/03/24	In recruitment	042798	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 58,296	\$ 56,280		N			
EDN407	QB	12/19/23	In recruitment	043313	PRE AUDIT CLERK III	N	SR15	03	P	1.00	A	\$ 52,908	\$ 56,676		N			
EDN407	QB	09/26/22		043316	OFFICE ASSISTANT IV	N	SR10	03	P	1.00	A	\$ 59,508	\$ 52,044	Y	N			2
EDN407	QB	06/17/19		043662	ACCOUNT CLERK II	N	SR08	03	P	1.00	A	\$ 56,052	\$ 46,476	Y	N			1
EDN407	QB	05/01/21	In recruitment	043664	ACCOUNT CLERK III	N	SR11	03	P	1.00	A	\$ 47,004	\$ 41,100	Y	N			1
EDN407	QD	06/01/24	In recruitment	043906	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 63,096	\$ 60,912		N			
EDN407	QE	10/01/19	In recruitment	043911	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 58,296	\$ 55,092	Y	N		Sub	1
EDN407	QG	12/02/17		043921	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 73,836	\$ 63,060	Y	N			1
EDN407	QB	12/16/19		044227	OFFICE ASSISTANT III	N	SR08	03	P	0.50	A	\$ 23,046	\$ 19,110	Y	N			2
EDN407	QM	09/01/23	In recruitment	044656	IT BAND B SYSTEM ANALYST - SR	N	SR24	13	P	1.00	A	\$ 79,872	\$ 77,100	Y	N		TA	1
EDN407	QB	06/20/20		044971	CAPITAL IMPROVEMENTS COORD	N	SR24	13	P	1.00	A	\$ 71,016	\$ 72,528	Y	Y	3		1
EDN407	QM	10/16/19	In recruitment	044993	LIBRARIAN IV (Prog Coordinator)	N	SR22	13	P	1.00	A	\$ 86,376	\$ 75,432	Y	N		TA	1
EDN407	QF	08/05/24		045967	LIBRARIAN III (YA)	N	SR20	13	P	1.00	A	\$ 68,280	\$ 58,296		N			
EDN407	QD	12/01/20		045980	JANITOR II	N	BC02	01	P	0.50	A	\$ 25,320	\$ 21,882	Y	N			2
EDN407	QD	09/30/23	In recruitment	045984	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 50,880	\$ 48,456	Y	N			1
EDN407	QG	02/01/24	In recruitment	046054	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 83,064	\$ 80,184		N		Sub	
EDN407	QG	03/02/23		046055	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 33,672	Y	N			2
EDN407	QB	12/01/21		046170	JANITOR II	N	BC02	01	P	1.00	A	\$ 50,640	\$ 44,292	Y	N		Sub	1
EDN407	QJ	08/25/24	In recruitment	046395	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 37,116		N			
EDN407	QJ	08/01/24	In recruitment	046475	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 65,664	\$ 65,664		N		TA	
EDN407	QH	03/16/16		046487	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 58,296	\$ 45,348	Y	N			1
EDN407	QJ	05/16/19		046942	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 29,088	Y	N			1
EDN407	QB	12/31/23		048802	TRUCK DRIVER	N	BC06	01	P	1.00	A	\$ 58,596	\$ 55,800		N		TA	
EDN407	QE	03/20/19	In recruitment	049824	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 68,280	\$ 59,616	Y	N		Sub	1
EDN407	QD	07/31/16		110636	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 40,236	\$ 29,988	Y	N			2
EDN407	QE	12/16/19	In recruitment	112125	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 60,660	\$ 50,916	Y	N			1
EDN407	QB	04/11/23	In recruitment	112710	PRE AUDIT CLERK I	N	SR11	03	P	1.00	A	\$ 48,936	\$ 42,792		N			
EDN407	QL	12/31/19		116890	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 50,880	\$ 43,008	Y	N			1
EDN407	QL	06/01/20		116893	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 57,192	\$ 48,348	Y	N			1
EDN407	QB	01/16/09		119227	LIBRARIAN VI	N	SR26	93	P	1.00	A	\$ 76,788	Est. 01/16/09	Y	N			3
EDN407	QD	09/10/24		122459	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 37,116		N			
EDN407	QD	12/02/19		122460	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 29,088	Y	N		Sub	2
EDN407	QF	10/01/24		123856	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 58,296	\$ 58,296		N		TA	
EDN407	QM	07/26/24		124278	IT BAND B SYSTEM ANALYST	N	SR22	13	P	1.00	A	\$ 63,096	\$ 71,016		N			
EDN407	QM	NEW	In recruitment	124279	IT BAND B SYSTEM ANALYST - SR	N	SR24	13	P	1.00	A	\$ 63,096	New psn	Y	N			1

Department of Education - Hawaii State Public Library System  
 Vacancy Report as of November 30, 2024

Table 11

<u>Prog ID</u>	<u>Sub- Org</u>	<u>Date of Vacancy</u>	<u>Expected Fill Date</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Perm Temp (P/T)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>	<u># of 89 Hire Appts</u>	<u>Describe if Filled by other Means</u>	<u>Priority # to Retain</u>
EDN407	QM	NEW		124281	IT BAND B SYSTEM ANALYST	N	SR22	13	P	1.00	A	\$ 63,096	New psn	Y	N			2
EDN407	QB	09/22/21	In recruitment	124610	FISCAL OFFICER I	N	SR26	93	P	1.00	A	\$ 95,000	\$ 98,136	Y	Y	3		1
EDN407	QM	NEW	In recruitment	125491	JANITOR II (Floater)	N	BC02	01	P	1.00	A	\$ 48,228	New psn	Y	N			1
EDN407	QB	NEW		22935E	ADMINISTRATIVE ASSISTANT V	YES	SRNA	93	P	1.00	A	\$ 99,468	New psn	Y	N			1
EDN407	QM	NEW		24931E	LIBRARIAN VI	N	SR26	93	P	1.00	A	\$ 74,124	New psn	Y	N			1
EDN407	QM	NEW		24932E	LIBRARIAN VI	N	SR26	93	P	1.00	A	\$ 74,124	New psn	Y	N			1
EDN407	QM	NEW		24934E	TRUCK DRIVER	N	BC06	01	P	1.00	A	\$ 55,800	New psn	Y	N			1

Department of Education - Hawaii State Public Library System  
 Positions Filled and/or Established by Acts other than the State Budget as of November 30, 2024

Table 12

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date Established</u>	<u>Legal Authority</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>FTE</u>	<u>Annual Salary</u>	<u>Filled (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
				No Unauthorized Positions										

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

Table 13

Prog ID	Sub-Org	Program Title	MOF	FY24 (actual)			FY25 (estimated)			FY26 (budgeted)		
				Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent
EDN407	QB	Office of the State Librarian	A	\$ 2,195,148	\$ 24,114	1.1%	\$ 2,225,042	\$ 2,500	0.1%	\$ 2,801,852	\$ 10,000	0.4%
EDN407	QD	West Oahu Public Libraries	A	\$ 4,353,603	\$ 1,546	0.0%	\$ 4,586,035	\$ 500	0.0%	\$ 5,224,524	\$ 5,000	0.1%
EDN407	QE	East Oahu Public Libraries	A	\$ 5,319,218	\$ 1,665	0.0%	\$ 5,617,533	\$ 100	0.0%	\$ 6,523,182	\$ 5,000	0.1%
EDN407	QF	Hawaii Public Libraries	A	\$ 2,567,316	\$ -	0.0%	\$ 2,810,748	\$ 50	0.0%	\$ 3,168,192	\$ 5,000	0.2%
EDN407	QG	Maui Public Libraries	A	\$ 1,751,456	\$ 1,452	0.1%	\$ 1,892,529	\$ 2,000	0.1%	\$ 2,266,308	\$ 5,000	0.2%
EDN407	QH	Kauai Public Libraries	A	\$ 1,062,379	\$ 777	0.1%	\$ 1,214,042	\$ 500	0.0%	\$ 1,604,664	\$ 5,000	0.3%
EDN407	QI	Library for the Blind & Physically Handicapped	A	\$ 394,441	\$ -	0.0%	\$ 417,610	\$ -	0.0%	\$ 562,528	\$ 3,000	0.5%
EDN407	QJ	Hawaii State Library	A	\$ 3,278,469	\$ 56	0.0%	\$ 3,388,575	\$ 100	0.0%	\$ 5,151,423	\$ 5,000	0.1%
EDN407	QL	Kapolei Public Library	A	\$ 1,109,449	\$ 754	0.1%	\$ 1,216,946	\$ 500	0.0%	\$ 1,312,476	\$ 5,000	0.4%
EDN407	QM	Library Development Services	A	\$ 2,159,755	\$ 16,171	0.7%	\$ 2,371,906	\$ 10,000	0.4%	\$ 3,636,290	\$ 5,000	0.1%



Department of Education - Hawaii State Public Library System  
Active Contracts as of December 1, 2024

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
						Date Executed	From	To					E/L/P/C/G /S/*
EDN407	A	\$ 3,082,948	M	\$ 4,129,746	\$ 1,046,798	11/22/23	01/01/24	12/31/24	American Guard Services, Inc.	Security Services - Statewide	by Accountant		S
EDN407	N	\$ 203,131	A	\$ 203,131	\$ -	07/01/24	07/01/24	06/30/25	EBSCO Information Services	EBSCO Publishing package subscription - for HSPLS	by Accountant		G
EDN407	N	\$ 33,684	A	\$ 33,684	\$ -	07/01/24	07/01/24	06/30/25	Encyclopaedia Britannica, Inc.	Encyclopaedia Britannica online database subscription - for HSPLS	by Accountant		G
EDN407	N	\$ 281,256	A	\$ 281,256	\$ -	08/28/24	09/01/24	08/30/25	Gale/Cengage Learning	Various Online Database subscription	by TSS Manager		G
EDN407	A	\$ 27,170	A	\$ 27,170	\$ -	08/15/24	06/16/24	09/15/25	Ingram Library Services	Online Database subscription - Edelweiss Analytics	by TSS Manager		G
EDN407	A	\$ 26,828	A	\$ 40,691	\$ 13,863	02/16/24	03/01/24	02/28/25	Intraworks, Inc	Fire alarm testing and inspection - Statewide	by Facilities Officer		S
EDN407	A	\$ 29,265	Q	\$ 29,265	\$ 21,949	06/21/24	06/24/24	06/30/25	Oahu Air Conditioning Services, Inc.	AC and Ventilation Services at various Hawaii Island libraries	by Facilities Officer		S
EDN407	A	\$ 104,154	A	\$ 104,154	\$ -	07/01/24	07/01/24	06/30/25	Proquest LLC	Online Database subscription - PressReader	by TSS Manager		G
EDN407	N	\$ 20,827	A	\$ 20,827	\$ 20,827	11/06/23	01/01/24	12/31/24	Proquest LLC	Online Database subscription - Ancestry Library	by TSS Manager		G
EDN407	N	\$ 17,776	A	\$ 17,776	\$ 17,776	11/06/23	01/01/24	12/31/24	Proquest LLC	Online Database subscription - Global books in Print	by TSS Manager		G
EDN407	N	\$ 43,951	A	\$ 43,951	\$ 43,951	11/06/23	01/01/24	12/31/24	Proquest LLC	Online Database subscription - Heritage Quest	by TSS Manager		G
EDN407	N	\$ 39,462	A	\$ 39,462	\$ 39,462	11/06/23	01/01/24	12/31/24	Proquest LLC	Online Database subscription - RNP West Regional Collection (Honolulu Star Advertiser)	by TSS Manager		G
EDN407	A	\$ 9,130	Q	\$ 12,174	\$ 3,044	07/01/24	07/01/24	06/30/25	Quadient - A Neopost USA Company	Lease of postage machine	by Accountant		E
EDN407	N	\$ 231,562	M	\$ 231,562	\$ -	07/01/24	07/01/24	06/30/25	SirsiDynix	ILS Horizon License software renewal	by Technology Officer		G
EDN407	A	\$ 10,000	M	\$ 24,000	\$ 14,000	07/01/24	07/01/24	06/30/25	University of Hawaii -Information Technology Services	INET Network Services for HSPLS	by Technology Officer		S
EDN407	A	\$ 21,237	M	\$ 66,315	\$ 45,078	07/31/24	08/01/24	07/31/25	West Oahu Aggregate Co., Inc.	Refuse services for Oahu Libraries	by Branch Manager		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>FY26 \$\$\$</u>	<u>FY27 \$\$\$</u>
EDN407	1	1			Health and Safety, Statewide	C	25,000,000	25,000,000
EDN407	2	2	2	3	Kapaa Library	C	2,000,000	2,000,000

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 State Legislature and the public about library services, collections and programs.
EDN407	QC	Logistics Support Section	Manages centralized supplies for all staff offices/public libraries and manages delivery of materials across all library branches.
EDN407	QD	West Oahu Public Libraries	Provides equitable and free access to physical/digital collections, programs/services, places for community engagement, technology and internet access/wifi that support literacy, lifelong education, workforce development, and connection to county/state/federal resources and information.
EDN407	QE	East Oahu Public Libraries	Provides equitable and free access to physical/digital collections, programs/services, places for community engagement, technology and internet access/wifi that support literacy, lifelong education, workforce development, and connection to county/state/federal resources and information.
EDN407	QF	Hawaii Public Libraries	Provides equitable and free access to physical/digital collections, programs/services, places for community engagement, technology and internet access/wifi that support literacy, lifelong education, workforce development, and connection to county/state/federal resources and information.
EDN407	QG	Maui Public Libraries	Provides equitable and free access to physical/digital collections, programs/services, places for community engagement, technology and internet access/wifi that support literacy, lifelong education, workforce development, and connection to county/state/federal resources and information.
EDN407	QH	Kauai Public Libraries	Provides equitable and free access to physical/digital collections, programs/services, places for community engagement, technology and internet access/wifi that support literacy, lifelong education, workforce development, and connection to county/state/federal resources and information.
EDN407	QI	Library for the Blind & Print Disabled	Serves as the regional library of the National Library Service for the Blind & Physically Handicapped, Library of Congress. Provides eligible residents in the State of Hawaii and U.S. - Affiliated Pacific States with library materials in alternate forms.
EDN407	QJ	Hawaii State Library	As the central library for the HSPLS, HSL not only provides equitable and free access to resources and services, but supports the collection development and management of statewide resources through its sections and subject specialists.
EDN407	QK	Library Services and Technology Act	This federal Grants to States program is administered by the Institute of Museum and Library Services and provides funding to support 12 purpose areas ( <a href="https://www.imls.gov/grants/grants-state/purposes-and-priorities">https://www.imls.gov/grants/grants-state/purposes-and-priorities</a> ), all related to literacy, education, preservation, infrastructure, and library services to the public.
EDN407	QL	Kapolei Public Library	Provides equitable and free access to physical/digital collections, programs/services, places for community engagement, technology and internet access/wifi that support literacy, lifelong education, workforce development, and connection to county/state/federal resources and information.
EDN407	QM	Library Development Service	Plans, organizes, coordinates, evaluates and seeks funding for statewide programs for HSPLS.

Department of Education - Hawaii State Public Library System  
Organization Changes

<u>Year of Change</u>	<u>Description of Change</u>
FY23	Abolished Administrative Services Officer (Position#35212).
FY23	Creating Fiscal Officer I (Pseudo Position#23930E) as replacement for the abolished Administrative Services Officer.
FY24	Creating Librarian VI (Pseudo Position#24931E).
FY24	Creating Librarian VI (Pseudo Position#24932E).
FY24	Creating Janitor II (Pseudo Position#24932E).
FY24	Creating Truck Driver (Pseudo Position#24934E).
FY24	Transferred Library Assistant III (Position#6987) to DHRD.
FY25	Creating Librarian IV (Pseudo Position #26934E).

Department of Education - Hawaii State Public Library System  
Administration Package Bills

Table 19

Prog ID	Fiscal Impact	Amount Requested	FTE Requested	Budget for Personnel	Budget for OCE (Other Than Contracts)	Budget for Contracts	Dates of Initiative		Initiative Description	Is This A New Initiative Or An Enhancement To An Existing Initiative/Program	Plan for continuation of initiative (if applicable)
							From	To			
	None										

Department of Education - Hawaii State Public Library System  
 Previous Specific Appropriation Bills

Table 20

<u>Prog ID</u>	<u>Appropriating Act</u>	<u>Amount Allotted</u>	<u>FTE Allotted</u>	<u>Budget for Personnel</u>	<u>Budget for OCE (Other Than Contracts)</u>	<u>Budget for Contracts</u>	<u>Dates of Initiative</u>		<u>Initiative Description</u>	<u>Is This A New Initiative Or An Enhancement To An Existing Initiative/Program</u>	<u>Plan for continuation of initiative (if applicable)</u>
							<u>From</u>	<u>To</u>			
	None										

Department of Education - Hawaii State Public Library System  
 Positions that are being paid higher than the salaries authorized as of November 30, 2024

Table 21

<u>Prog ID</u>	<u>Sub-Org</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>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Occupied by 89-Day Hire (Y/N)</u>	<u>Legal Authority for Salary Increase</u>	<u>Source of Funding (cost element and ProgID)</u>	<u>Date of Approval</u>	<u>Person who approved salary increase</u>
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None



Department of Education - Hawaii State Public Library System  
 Positions that are authorized to telework as of November 30, 2023

Table 22

Prog ID	Sub-Org	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	T/P	MOF	FTE	Budgeted Amount	Actual Salary Last Paid	Occupied by 89-Day Hire (Y/N)	Telework Designation (full time or hybrid)	Number of Telework Days a Week	Reason for Telework	Process to Evaluate Job Performance
EDN407	QB	102936	Administrative Assistant	N	SRNA	73	P	A	1	\$ 83,204	\$ 83,208	N	Full time	5	<p>This position is tasked with managing statewide projects that require ongoing site visits to our library branches to support implementation. At least 90% of their job is being out in libraries across the state. This position continues to support and troubleshoot our new RFID system. Additional training is being developed for delivery to staff for new RFID equipment. This position is also responsible for onsite implementation and support of a pilot project to add new RFID SmartShelving to several libraries. In addition to RFID, this position is managing our statewide Digital Literacy Workshop grant, which is providing digital literacy classes in all 50 branches through May 2025. This also requires onsite visits and support.</p>	<p>This position regularly checks in with the State Librarian, completes state required telework reports on use of time each week, and has frequent interactions with the State Librarian via Teams chat and meetings, and lastly a yearly evaluation.</p> <p>NOTE: We have been debriefing on the implementation process for our RFID project with staff, so that we can improve processes. The number one strategy that is identified as important to the success of the project is the direct onsite support of this position.</p>

Department of Education - Hawaii State Public Library System  
Work-related travel as of November 30, 2024

Table 23

Prog ID	Sub-Org	Position Number	Job Title	Start Date	End Date	Justification for Travel	Full Agenda Y/N?	Meetings Attended Y/N?	Training Sessions Y/N?	Total Cost of Trip	Cost Paid by State or Other Entity?	Final Report of Travel Y/N?
EDN-407	QM	15147	Information Technology Band C	01/03/24	01/03/24	Princeville - Computer set-up for pop-up library	N	N	N	164.75		Y
EDN-407	QM	317	Librarian IV	01/08/24	01/08/24	Maui - RFID gate/cable installation	N	N	N	215.18		Y
EDN-407	QM	44657	Automated Systems Equipment Tech I	01/08/24	01/08/24	Kahului - RFID gate installation at Makawao Library	N	N	N	148.10		Y
EDN-407	QM	15147	Information Technology Band C	01/09/24	01/09/24	Maui - RFID gate/cable installation	N	N	N	137.18		Y
EDN-407	QM	317	Librarian IV	01/09/24	01/09/24	Maui - RFID gate/cable installation	N	N	N	205.70		Y
EDN-407	QM	15147	Information Technology Band C	01/10/24	01/10/24	Maui - RFID gate/cable installation	N	N	N	146.69		Y
EDN-407	QB	102936	Administrative Assistant	01/10/24	01/10/24	Maui - RFID gate/cable installation	N	N	N	229.70		Y
EDN-407	QB	102936	Administrative Assistant	01/12/24	01/12/24	Kauai - RFID gate/cable installation	N	N	N	267.71		Y
EDN-407	QD	112126	Librarian III	01/19/24	01/22/24	Baltimore, MD - ALA LearnX 2024 Conference	Y	N	Y	1,406.84		Y
EDN-407	QE	8354	Librarian IV	01/19/24	01/22/24	Baltimore, MD - ALA LearnX 2024 Conference	Y	N	Y	1,521.14		Y
EDN-407	QM	15147	Information Technology Band C	01/22/24	01/22/24	Kihei & Kahului - RFID network cable installation	N	N	N	118.18		Y
EDN-407	QM	23064	Automated Systems Equipment Tech I	01/22/24	01/22/24	Kihei & Kahului - RFID network cable installation	N	N	N	162.18		Y
EDN-407	QM	317	Librarian IV	01/24/24	01/24/24	Molokai - RFID gate/cable installation	N	N	N	327.50		Y
EDN-407	QM	124281	Information Technology Band B	01/24/24	01/24/24	Molokai - RFID gate/cable installation	N	N	N	272.00		Y
EDN-407	QM	49822	Managing Librarian II	01/24/24	01/24/24	Monthly site visit to Molokai (no permanent manager) to check on operations, facilities, meet with staff, review collection management.	N	N	N	346.51		Y
EDN-407	QM	49822	Managing Librarian II	01/26/24	01/26/24	Meet with staff about transition (branch manager leaving) at Thelma Parker P/S Library: Also, planned site visit to Kona side libraries (Kailua-Kona, Kealahou)	N	Y	N	260.68		Y
EDN-407	QB	101286	State Librarian	01/31/24	01/31/24	Site visit to Kihei and Kahului libraries for Health Navigator Project. Time permitting: site to other Maui libraries.	N	N	N	99.19		Y
EDN-407	QM	49822	Managing Librarian II	01/31/24	01/31/24	Site visit to Kihei and Kahului libraries for Health Navigator Project. Time permitting: site to other Maui libraries.	N	N	N	222.69		Y
EDN-407	QM	15147	Information Technology Band C	02/01/24	02/01/24	Lanai - RFID gate/cable installation	N	N	N	320.00		Y
EDN-407	QB	102936	Administrative Assistant	02/01/24	02/01/24	Lanai - RFID gate/cable installation	N	N	N	394.43		Y
EDN-407	QM	15147	Information Technology Band C	02/06/24	02/06/24	Kahului - Wiring and telehealth pod	N	N	N	118.18		Y
EDN-407	QM	44657	Automated Systems Equipment Tech I	02/06/24	02/06/24	Kahului - Wiring and telehealth pod	N	N	N	167.18		Y
EDN-407	QI	19333	Managing Librarian I	02/12/24	02/12/24	Provide education & training outreach to a Ho'opono sponsored group of blind and low vision adults in the Hilo area as part of a monthly gathering.	N	N	Y	251.69		Y
EDN-407	QI	19191	Librarian IV	02/12/24	02/12/24	Provide education & training outreach to a Ho'opono sponsored group of blind and low vision adults in the Hilo area as part of a monthly gathering.	N	N	Y	147.69		Y
EDN-407	QM	44657	Automated Systems Equipment Tech I	02/14/24	02/14/24	Kahului - deployment of new computers	N	N	N	158.18		Y
EDN-407	QB	102071	Special Assistant to the State Librarian	02/20/24	02/20/24	To attend Keaau/Mt. View pre-bidding meeting DAGS# 11-36-6628	N	Y	N	230.38		Y
EDN-407	QM	15147	Information Technology Band C	02/21/24	02/21/24	Kahului - prep Maui deployments for staff computers	N	N	N	137.18		Y
EDN-407	QB	102071	Special Assistant to the State Librarian	02/27/24	02/28/24	Attend Waikoloa Community meeting re: update on Waikoloa Library	N	Y	N	275.13		Y

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EDN-407	QB	101286	State Librarian	02/27/24	02/28/24	Attend Waikoloa Community meeting re: update on Waikoloa Library	N	Y	N	109.54		Y
EDN-407	QM	49822	Managing Librarian II	02/27/24	02/28/24	Attend Waikoloa Community meeting re: update on Waikoloa Library	N	Y	N	109.54		Y
EDN-407	QM	15147	Information Technology Band C	03/04/24	03/05/24	Hana - deployment of staff computers	N	N	N	123.78		Y
EDN-407	QB	102936	Administrative Assistant	03/04/24	03/04/24	Kahului - RFID gate/cable installation	N	N	N	195.68		Y
EDN-407	QM	44657	Automated Systems Equipment Tech I	03/04/24	03/05/24	Hana - deployment of staff computers	N	N	N	128.78		Y
EDN-407	QB	101286	State Librarian	03/05/24	03/07/24	Attend COSLA Spring Meeting in Washington DC	Y	Y	N	1,888.40		Y
EDN-407	QM	15147	Information Technology Band C	03/06/24	03/06/24	Kihei - RFID gate/cable installation	N	N	N	127.68		Y
EDN-407	QB	102936	Administrative Assistant	03/06/24	03/06/24	Kihei - RFID gate/cable installation	N	N	N	195.68		Y
EDN-407	QM	15147	Information Technology Band C	03/07/24	03/07/24	Wailuku - RFID gate/cable installation	N	N	N	198.94		Y
EDN-407	QM	44657	Automated Systems Equipment Tech I	03/11/24	03/11/24	Kahului - installing staff PC	N	N	N	176.03		Y
EDN-407	QB	102936	Administrative Assistant	03/13/24	03/13/24	Naalehu - RFID gate/cable installation	N	N	N	176.69		Y
EDN-407	QB	101286	State Librarian	03/18/24	03/18/24	Site visit to Princeville Library pop-up and meet with WJE to discuss project details	N	Y	N	190.69		Y
EDN-407	QM	49822	Managing Librarian II	03/18/24	03/18/24	Site visit to Princeville Library pop-up and meet with WJE to discuss project details	N	Y	N	392.88		Y
EDN-407	QM	49822	Managing Librarian II	03/20/24	03/20/24	Site visit to Molokai (no permanent manager) to check on operations, facilities, collections, meet with staff.	N	N	N	336.50		Y
EDN-407	QM	49822	Managing Librarian II	03/21/24	03/21/24	Meet with new North Kohala branch manager and conduct Kona side library site visit	N	Y	N	241.68		Y
EDN-407	QM	15147	Information Technology Band C	03/27/24	03/27/24	Maui - RFID gate/cable installation	N	N	N	210.78		Y
EDN-407	QM	124281	Information Technology Band B	03/27/24	03/27/24	Maui - RFID gate/cable installation	N	N	N	177.28		Y
EDN-407	QM	15147	Information Technology Band C	03/28/24	03/28/24	Maui - RFID gate/cable installation	N	N	N	133.28		Y
EDN-407	QB	102936	Administrative Assistant	03/28/24	03/28/24	Kihei - RFID gate/cable installation	N	N	N	249.18		Y
EDN-407	QM	124281	Information Technology Band B	03/28/24	03/28/24	Maui - RFID gate/cable installation	N	N	N	177.28		Y
EDN-407	QM	15147	Information Technology Band C	04/03/24	04/03/24	Maui - PC deployment	N	N	N	118.18		Y
EDN-407	QF	27091	Librarian IV	04/03/24	04/05/24	The 2024 PLA Conference is an opportunity to network with other public library workers, gain knowledge of new developers and practices in public librarianship, and come home with renewed energy, inspiration, and knowledge to share with HSPLS staff.	Y	N	N	1,118.54		Y
EDN-407	QG	121914	Librarian III	04/03/24	04/05/24	The 2024 PLA Conference is an opportunity to network with other public library workers, gain knowledge of new developers and practices in public librarianship, and come home with renewed energy, inspiration, and knowledge to share with HSPLS staff.	Y	N	N	2,406.70		Y
EDN-407	QM	43922	Library Technician V	04/03/24	04/03/24	Maui - PC deployment	N	N	N	162.18		Y
EDN-407	QM	15147	Information Technology Band C	04/04/24	04/04/24	Maui - PC deployment	N	N	N	118.18		Y
EDN-407	QM	43922	Library Technician V	04/04/24	04/04/24	Maui - PC deployment	N	N	N	162.18		Y
EDN-407	QM	15147	Information Technology Band C	04/10/24	04/10/24	Maui - PC deployment	N	N	N	108.70		Y

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EDN-407	QB	102071	Special Assistant to the State Librarian	04/10/24	04/10/24	Lahaina - Meeting with FEMA to assess the wildfire damages	N	Y	N	203.64		Y
EDN-407	QM	43922	Library Technician V	04/10/24	04/10/24	Maui - PC deployment	N	N	N	152.70		Y
EDN-407	QB	77777121	CIP Coordinator (Substitute)	04/10/24	04/10/24	Lahaina - Meeting with FEMA to assess the wildfire damages	N	Y	N	203.64		Y
EDN-407	QB	101286	State Librarian	04/10/24	04/10/24	Lahaina - Meeting with FEMA to assess the wildfire damages	N	Y	N	203.64		Y
EDN-407	QM	49822	Managing Librarian II	04/10/24	04/10/24	Traveler will be meeting with FEMA at Lahaina Public Library to assess the damages caused by the August 2023 wildfires.	N	Y	N	203.64		Y
EDN-407	QB	102936	Administrative Assistant	04/12/24	04/12/24	Naalehu - RFID gate/cable installation	N	N	N	277.69		Y
EDN-407	QB	101286	State Librarian	04/17/24	04/17/24	Pahoa - attend transit hub and library community meeting	N	Y	N	78.09		Y
EDN-407	QM	49822	Managing Librarian II	04/17/24	04/18/24	Meet with and provide orientation with the new manager at Laupahoehoe Public & School Library.	N	Y	N	621.67		Y
EDN-407	QB	102071	Special Assistant to the State Librarian	04/18/24	04/18/24	Honokaa - attend final inspection meeting - fire alarm system	N	Y	N	263.44		Y
EDN-407	QB	77777121	CIP Coordinator (Substitute)	04/18/24	04/18/24	Honokaa - attend final inspection meeting - fire alarm system	N	Y	N	185.94		Y
EDN-407	QM	15147	Information Technology Band C	04/22/24	04/22/24	Kihei, Maui - MFP site survey	N	N	N	146.71		Y
EDN-407	QM	44657	Automated Systems Equipment Tech I	04/22/24	04/22/24	ASET coverage - Maui	N	N	N	177.18		Y
EDN-407	QM	49822	Managing Librarian II	04/25/24	04/25/24	Onboard new Molakai Library Branch Manager	N	N	N	351.50		Y
EDN-407	QM	15147	Information Technology Band C	04/29/24	04/29/24	Kihei, Maui - Pulling cable - public internet	N	N	N	137.18		Y
EDN-407	QB	77777121	Communications Officer (Substitute)	04/29/24	04/29/24	Attend Hawaii Branch Managers' Meeting at Hilo Public Library	N	Y	N	114.44		Y
EDN-407	QM	23064	Automated Systems Equipment Tech I	04/29/24	04/29/24	Maui - Kihei computer set-up	N	N	N	190.71		Y
EDN-407	QM	44657	Automated Systems Equipment Tech I	04/29/24	04/29/24	ASET coverage - Maui	N	N	N	192.04		Y
EDN-407	QB	101286	State Librarian	04/29/24	04/29/24	Conduct the Hawaii Branch Managers' Meeting at Hilo Public Library	N	Y	N	94.44		Y
EDN-407	QM	49822	Managing Librarian II	04/29/24	04/29/24	Conduct the Hawaii Branch Managers' Meeting at Hilo Public Library	N	Y	N	193.94		Y
EDN-407	QB	77777121	Communications Officer (Substitute)	04/30/24	04/30/24	To attend the Kauai Branch Managers' Meeting at Lihue Public Library	N	Y	N	133.44		Y
EDN-407	QB	101286	State Librarian	04/30/24	04/30/24	To conduct the Kauai Branch Managers' Meeting at Lihue Public Library	N	Y	N	113.44		Y
EDN-407	QM	49822	Managing Librarian II	04/30/24	04/30/24	To conduct the Kauai Branch Managers' Meeting at Lihue Public Library	N	Y	N	212.94		Y
EDN-407	QB	77777121	Communications Officer (Substitute)	05/02/24	05/02/24	To attend the Maui Managers' Meeting at Kihei Public Library	N	Y	N	113.60		Y
EDN-407	QB	101286	State Librarian	05/02/24	05/02/24	To conduct the Maui Managers' Meeting at Kihei Public Library	N	Y	N	93.60		Y

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EDN-407	QM	49822	Managing Librarian II	05/02/24	05/02/24	To conduct the Maui Managers' Meeting at Kihei Public Library	N	Y	N	193.10		Y
EDN-407	QM	44657	Automated Systems Equipment Tech I	05/06/24	05/06/24	Wailuku - ASET coverage	N	N	N	201.29		Y
EDN-407	QB	102936	Administrative Assistant	05/07/24	05/07/24	Library visits with IMLS liaison Madison Bolls - Hilo	N	N	N	239.68		Y
EDN-407	QM	43922	Library Technician V	05/07/24	05/07/24	Maui Libraries inventory	N	N	N	185.93		Y
EDN-407	QM	44657	Automated Systems Equipment Tech I	05/13/24	05/13/24	Maui - ASET coverage	N	N	N	182.28		Y
EDN-407	QB	101286	State Librarian	05/14/24	05/14/24	To attend an in-person presentation to view and provide feedback on the latest draft conceptual site plan for the replacement of Kapaa Public Library.	N	N	Y	161.79		Y
EDN-407	QM	49822	Managing Librarian II	05/14/24	05/14/24	To attend an in-person presentation to view and provide feedback on the latest draft conceptual site plan for the replacement of Kapaa Public Library.	N	N	Y	241.29		Y
EDN-407	QB	102071	Special Assistant to the State Librarian	05/15/24	05/15/24	Kauai - to attend pre-bid meeting for Princeville Library	N	Y	N	309.08		Y
EDN-407	QB	77777121	CIP Coordinator (Substitute)	05/15/24	05/15/24	Kauai - to attend pre-bid meeting for Princeville Library	N	Y	N	183.93		Y
EDN-407	QB	102071	Special Assistant to the State Librarian	05/16/24	05/16/24	Maui - to attend Makawaup expansion pre-bid meeting	N	Y	N	263.44		Y
EDN-407	QB	77777121	CIP Coordinator (Substitute)	05/16/24	05/16/24	Maui - to attend Makawaup expansion pre-bid meeting	N	Y	N	185.94		Y
EDN-407	QM	15147	Information Technology Band C	05/21/24	05/21/24	Maui - Kahului inventory	N	N	N	118.19		Y
EDN-407	QM	43922	Library Technician V	05/21/24	05/21/24	Maui - Kahului inventory	N	N	N	162.19		Y
EDN-407	QM	49822	Managing Librarian II	05/24/24	05/24/24	Site visit to Kihei Public Library. Meet with Kihei Public Library staff (staffing, recruitment, concerns, questions)	N	Y	N	284.44		Y
EDN-407	QB	77777121	CIP Coordinator (Substitute)	05/28/24	05/28/24	To attend Kailua-Kona meeting: DAGS Job#15-36-6626 AC repair	N	Y	N	239.68		Y
EDN-407	QM	49822	Managing Librarian II	05/30/24	05/30/24	To meet with new Molokai Public Library Manager	N	Y	N	351.50		Y
EDN-407	QM	15147	Information Technology Band C	06/04/24	06/04/24	Maui - Kahului inventory	N	N	N	108.70		Y
EDN-407	QM	43922	Library Technician V	06/04/24	06/04/24	Maui - Kahului inventory	N	N	N	152.70		Y
EDN-407	QM	49822	Managing Librarian II	06/14/24	06/14/24	Meet with and provide orientation for new North Kohala Public Library Manager.	N	Y	N	270.21		Y
EDN-407	QM	49822	Managing Librarian II	06/19/24	06/19/24	Meet with branch manager and site visit to Molokai Library	N	Y	N	351.50		Y
EDN-407	QB	101286	State Librarian	06/25/24	06/30/24	To attend the WestCo Summer Annual Meeting and ALA conference on June 27-July 2, 2024	Y	Y	N	740.19		Y
EDN-407	QB	102936	Administrative Assistant	06/27/24	06/27/24	RFID Installation at Honokaa plus stop at Laupahoehoe to work with branch manager on RFID kiosk to implement self check in.	N	N	Y	334.44		Y
EDN-407	QB	77777121	CIP Coordinator (Substitute)	06/27/24	06/27/24	To meet with vendors at Kahului Library to discuss scope of work for upcoming repairs	N	Y	N	326.44		Y
EDN-407	QI	19333	Managing Librarian I	06/28/24	06/28/24	Providing LBPD education and outreach at the Lanai Senior Center and in support of Lanai Public & School Library	N	N	Y	312.02		Y
EDN-407	QM	15147	Information Technology Band C	07/03/24	07/03/24	Kahului, Maui - update Chromebook on all Maui libraries	N	N	N	186.93		Y
EDN-407	QM	43922	Library Technician V	07/03/24	07/03/24	Kahului, Maui - update Chromebook on all Maui libraries	N	N	N	186.93		Y

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EDN-407	QM	15147	Information Technology Band C	07/09/24	07/09/24	Kahului, Maui - finish up updating Chromebook on all Maui libraries	N	N	N	163.18		Y
EDN-407	QI	19333	Managing Librarian I	07/15/24	07/15/24	Meet with community point of contact to plan for deaf and hard of hearing culture services in HSPLS meeting is at Keaau Library. Follow on meeting with Ho'opono & DoE points of contact for creating opportunities for blind and low vision patrons to create community ties and improve literacy. Additional site visit to Laupahoehoe Library following reopening & with the new manager.	N	Y	N	264.94		Y
EDN-407	QB	101286	State Librarian	07/15/24	07/15/24	Meet with community POC to plan for deaf and hard of hearing culture services in HSPLS at Keaau Library.	N	Y	N	186.94		Y
EDN-407	QM	23064	Automated Systems Equipment Tech I	07/31/24	07/31/24	Lanai - Deploy staff computer, update Chromebooks	N	N	N	268.00		Y
EDN-407	QM	77777121	Information Technology Band B (Substitute)	07/31/24	07/31/24	Lanai - Deploy staff computer, update Chromebooks	N	N	N	268.00		Y
EDN-407	QI	19333	Managing Librarian I	07/31/24	07/31/24	Provide education & training outreach to the Maui Low Vision & Blindness Support group in Kahului, program story time at Wailuku Library, and awareness program at Kahului Senior Housing.	N	N	Y	184.70		Y
EDN-407	QM	15147	Information Technology Band C	08/08/24	08/08/24	Kahului, Maui - ASET coverage	N	N	N	191.71		Y
EDN-407	QB	77777121	CIP Coordinator (Substitute)	08/09/24	08/09/24	Kahului, Maui - site visit for project work at Kahului and Wailuku	N	N	N	309.44		Y
EDN-407	QM	44657	Automated Systems Equipment Tech I	08/12/24	08/12/24	Kahului, Maui - ASET coverage	N	N	N	196.28		Y
EDN-407	QM	49822	Managing Librarian II	08/14/24	08/14/24	Kailua-Kona branch check-in. On boarding for new branch manager in Kealakekua, Hawaii.	N	N	Y	231.70		Y
EDN-407	QM	19329	Librarian IV	08/19/24	08/21/24	Attend the Chief Officers of Library Agencies (COSLA) forum for Continuing Education Coordinators currently serving within HSPLS. The goal is to learn and collaborate with colleagues in this unique position. I am also a member of this year's forum planning committee.	Y	N	Y	1,734.35		Y
EDN-407	QG	41402	Librarian III	08/21/24	08/25/24	National Book Festival - Washington, DC.	Y	N	N	1,563.17	1,163.22	Y
EDN-407	QB	101286	State Librarian	08/21/24	08/21/24	To conduct the PLB Hawaii Branch Managers' Meeting at Thelma Parker Public & School Library	N	Y	N	185.50		Y
EDN-407	QM	49822	Managing Librarian II	08/21/24	08/21/24	To conduct the PLB Hawaii Branch Managers' Meeting at Thelma Parker Public & School Library	N	Y	N	132.80		Y
EDN-407	QD	122393	Librarian III	08/22/24	08/25/24	National Book Festival - Washington, DC.	Y	N	N	2,296.65	1,638.87	Y
EDN-407	QB	77777121	CIP Coordinator (Substitute)	08/22/24	08/22/24	Kahului, Maui - site visit for project work at Kahului	N	N	N	280.94		Y
EDN-407	QB	101286	State Librarian	08/23/24	08/23/24	To conduct the PLB Hawaii Branch Managers' Meeting at Lihue Public Library	N	Y	N	195.18		Y
EDN-407	QM	49822	Managing Librarian II	08/23/24	08/23/24	To conduct the PLB Hawaii Branch Managers' Meeting at Lihue Public Library	N	Y	N	296.18		Y

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EDN-407	QM	15147	Information Technology Band C	08/26/24	08/26/24	Kahului, Maui - ASET coverage	N	N	N	182.18		Y
EDN-407	QM	44657	Automated Systems Equipment Tech I	08/26/24	08/26/24	Kahului, Maui - ASET coverage	N	N	N	239.04		Y
EDN-407	QG	30845	Librarian II	08/28/24	08/28/24	To attend the PLB-Maui Branch Managers' Meeting at Kahului Public Library.	N	Y	N	268.00		Y
EDN-407	QB	101286	State Librarian	08/28/24	08/28/24	To conduct the PLB Hawaii Branch Managers' Meeting at Kahului Public Library	N	Y	N	152.74		Y
EDN-407	QM	49822	Managing Librarian II	08/28/24	08/28/24	To conduct the PLB Hawaii Branch Managers' Meeting at Kahului Public Library	N	Y	N	127.74		Y
EDN-407	QM	49822	Managing Librarian II	08/28/24	08/28/24	To conduct the PLB Maui Branch Managers' Meeting at Kahului Public Library.	N	Y	N	78.00		Y
EDN-407	QM	15147	Information Technology Band C	09/09/24	09/09/24	Lanai - Deploy staff computer, update Chromebooks	N	N	N	350.00		Y
EDN-407	QM	23064	Automated Systems Equipment Tech I	09/09/24	09/09/24	Lanai - Deploy staff computer, update Chromebooks	N	N	N	350.00		Y
EDN-407	QM	44657	Automated Systems Equipment Tech I	09/09/24	09/09/24	ASET coverage - Maui	N	N	N	196.28		Y
EDN-407	QI	19333	Managing Librarian I	09/09/24	09/13/24	Attendance at the National Library Service (Library of Congress) biennial training conference for the national network of libraries for the blind, plus additional meetings before and after the conference on Monday and Friday with NLS leadership, and Dept of Interior Office of Insular Affairs.	Y	N	N	3,493.79		Y
EDN-407	QI	19191	Librarian IV	09/09/24	09/13/24	Attendance at the National Library Service (Library of Congress) biennial training conference for the national network of libraries for the blind, plus additional meetings before and after the conference on Monday and Friday with NLS leadership, and Dept of Interior Office of Insular Affairs staff.	Y	N	N	3,692.57		Y
EDN-407	QG	15405	Librarian IV	09/11/24	09/13/24	Employee will receive professional training directly related to the required elements of her role as librarian and branch manager at small rural library. Employee will attend relevant conference programs, act as a representative of HSPLS, and bring conference notes back to share with peers.	N	N	Y	2,253.15		Y
EDN-407	QF	1118	Librarian IV	09/11/24	09/14/24	The Association for Small and Rural Libraries is aimed specifically at our type of small Liabrary. This is an oppurtunity to learn from and network with other professionals in similar situations to our own. Employee will be able to bring back fresh ideas to put to use for small library branches, and to share with HSPLS colleagues.	Y	N	N	2,881.75		Y
EDN-407	QM	15147	Information Technology Band C	09/18/24	09/18/24	Kahului, Maui - ASET coverage	N	N	N	172.68		Y

Department of Education - Hawaii State Public Library System  
Work-related travel as of November 30, 2024

Table 23

Prog ID	Sub-Org	Position Number	Job Title	Start Date	End Date	Justification for Travel	Full Agenda Y/N?	Meetings Attended Y/N?	Training Sessions Y/N?	Total Cost of Trip	Cost Paid by State or Other Entity?	Final Report of Travel Y/N?
EDN-407	QE	15154	Librarian III	09/19/24	09/21/24	Will connect with other children's librarians across the nation and hear from experts what is working to improve early literacy and how to best provide for HSPLS communities. Upon return from the conference, employee will incorporate what was learned and share to the field via webinar.	Y	Y	N	1,987.15		Y
EDN-407	QH	27022	Librarian IV	09/19/24	09/21/24	Will be representing HSPLS and attending the Association for Library Service to Children (ALSC) National Institute in order to learn more about programs that will serve our communities here in Hawai'i. The conference offers workshops covering many topics including diversity, intellectual freedom and children's programming.	Y	Y	N	2,149.76		Y
EDN-407	QB	102071	Special Assistant to the State Librarian	09/23/24	09/23/24	To meet with architect at Kahului Library to discuss scope of work for upcoming repairs	N	Y	N	229.69		Y
EDN-407	QM	44657	Automated Systems Equipment Tech I	09/23/24	09/23/24	ASET coverage - Maui	N	N	N	256.48		Y
EDN-407	QB	77777121	CIP Coordinator (Substitute)	09/23/24	09/23/24	To meet with architect at Kahului Library to discuss scope of work for upcoming repairs	N	Y	N	339.69		Y
EDN-407	QG	10017	Librarian IV	09/24/24	09/24/24	To attend the governor's award ceremony at the state capitol - HSPLS team of the year	N	N	N	218.93		Y
EDN-407	QG	121914	Librarian III	09/24/24	09/24/24	To attend the governor's award ceremony at the state capitol - HSPLS team of the year	N	N	N	142.79		Y
EDN-407	QG	77777121	Library Tech V (Substitute)	09/24/24	09/24/24	To attend the governor's award ceremony at the state capitol - HSPLS team of the year	N	N	N	166.93		Y
EDN-407	QG	8169	Bookmobile Driver	09/24/24	09/24/24	To attend the governor's award ceremony at the state capitol - HSPLS team of the year	N	N	N	166.93		Y
EDN-407	QB	102071	Special Assistant to the State Librarian	09/26/24	09/26/24	Visiting and inspecting Molokai Public Library	N	N	N	352.00		Y
EDN-407	QB	77777121	CIP Coordinator (Substitute)	09/26/24	09/26/24	Visiting and inspecting Molokai Public Library	N	N	N	248.00		Y
EDN-407	QM	49822	Managing Librarian II	09/26/24	09/26/24	Site visit and meet with Molokai Public Library branch manager and staff.	N	N	Y	351.00		Y
EDN-407	QB	102071	Special Assistant to the State Librarian	09/30/24	09/30/24	Project site visit to Hilo with consultant Dean Sakamoto	N	Y	N	172.68		Y
EDN-407	QB	77777121	CIP Coordinator (Substitute)	09/30/24	09/30/24	Project site visit to Hilo with consultant Dean Sakamoto	N	Y	N	172.68		Y
EDN-407	QB	101286	State Librarian	09/30/24	09/30/24	Visit to Hilo Library for site visit with consultant Dean Sakamoto	N	Y	N	147.68		Y
EDN-407	QM	49822	Managing Librarian II	09/30/24	09/30/24	Visit to Hilo Library for site visit; with Dean Sakamoto for consult.	N	Y	N	250.68		Y
EDN-407	QM	49822	Managing Librarian II	10/01/24	10/01/24	Meet with and provide orientation for new Mt. View Library manager	N	Y	N	255.43		Y
EDN-407	QM	15147	Information Technology Band C	10/02/24	10/02/24	ASET coverage - Maui	N	N	N	132.80		Y
EDN-407	QM	49822	Managing Librarian II	10/04/24	10/04/24	Meet with new Mountain View Public & School Library manager; site visit meet with Hilo Public Libray staff.	N	Y	N	288.69		Y



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Table 23

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Position Number</u>	<u>Job Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Justification for Travel</u>	<u>Full Agenda Y/N?</u>	<u>Meetings Attended Y/N?</u>	<u>Training Sessions Y/N?</u>	<u>Total Cost of Trip</u>	<u>Cost Paid by State or Other Entity?</u>	<u>Final Report of Travel Y/N?</u>
EDN-407	QB	102936	Administrative Assistant	10/10/24	10/10/24	Visit to Laupahoehoe to review/assess space for RFID return shelves installation	N	N	N	272.45		Y
EDN-407	QB	101286	State Librarian	10/10/24	10/10/24	Site visit at Hilo/Pahoa and attending the 50th Anniversary for Keaau Public & School Library celebration.	N	N	N	186.94		Y
EDN-407	QM	49822	Managing Librarian II	10/10/24	10/10/24	Site visit at Hilo/Pahoa and attending the 50th Anniversary for Keaau Public & School Library celebration.	N	N	N	239.94		Y
EDN-407	QB	102936	Administrative Assistant	10/14/24	10/14/24	Visit to Kapaa/Lihue to review/assess space for RFID return shelves installation	N	N	N	248.18		Y
EDN-407	QM	44657	Automated Systems Equipment Tech I	10/14/24	10/14/24	ASET coverage - Maui	N	N	N	285.59		Y
EDN-407	QB	102936	Administrative Assistant	10/17/24	10/17/24	Visit to Kahului/Kihei to review/assess space for RFID return shelves installation	N	N	N	242.69		Y
EDN-407	QB	102071	Special Assistant to the State Librarian	10/21/24	10/21/24	Meet with Kahului Library to discuss scope of work upcoming repairs	N	Y	N	270.45		Y
EDN-407	QM	15147	Information Technology Band C	10/28/24	10/28/24	Pull new cable for Kahului and prep for computer storage	N	N	N	186.93		Y
EDN-407	QM	44657	Automated Systems Equipment Tech I	10/28/24	10/28/24	ASET coverage - Maui	N	N	N	191.53		Y
EDN-407	QM	43922	Library Technician V	10/28/24	10/28/24	Pull new cable for Kahului and prep for computer storage	N	N	N	161.93		Y
EDN-407	QM	15147	Information Technology Band C	11/04/24	11/04/24	IP camera troubleshooting / pull cable and move PC at Molokai Library	N	N	N	306.00		Y
EDN-407	QM	23064	Automated Systems Equipment Tech I	11/04/24	11/04/24	IP camera troubleshooting / pull cable and move PC at Molokai Library	N	N	N	348.00		Y
EDN-407	QB	77777121	CIP Coordinator (Substitute)	11/04/24	11/04/24	Kahului - meeting with contractors to discuss scope of work upcoming repairs	N	Y	N	222.71		Y
EDN-407	QM	15147	Information Technology Band C	11/06/24	11/06/24	Kahului - Take down PC, kiosk and any other ESSS equipment	N	N	N	132.43		Y
EDN-407	QM	44657	Automated Systems Equipment Tech I	11/06/24	11/06/24	Kahului - Take down PC, kiosk and any other ESSS equipment	N	N	N	137.43		Y
EDN-407	QM	43922	Library Technician V	11/06/24	11/06/24	Kahului - Take down PC, kiosk and any other ESSS equipment	N	N	N	177.43		Y
EDN-407	QB	77777121	CIP Coordinator (Substitute)	11/08/24	11/05/24	Kahului - meeting with contractors to discuss scope of work upcoming repairs	N	Y	N	265.44		Y
EDN-407	QM	15147	Information Technology Band C	11/12/24	11/12/24	Kahului - Disassemble network rack	N	N	N	166.53		Y

Department of Education - Hawaii State Public Library System  
Expenditures/Encumbrances for Wildfire Response

Table 24

Prog ID	Sub-Org	Description of Expenditure/Encumbrance	Justification	Existing Budgeted Item(s) affected (If Any)	MOF	FY26		FY27		FEMA Reimbursable?	Reimbursement Applied for?
						Encumbrance Balance	Expenditure	Encumbrance Balance	Expenditure		
EDN407	QG	Hire planning consultant to assist HSPLS with determining cost estimates for rebuilding library for insurance and FEMA claim, site planning for temporary library and site planning for replacement library.	HSPLS does not have any technical expertise to perform these functions.	HSPLS had previously allotted funding for an assessment and masterplan of the Lahaina Public Library to develop plans for improvements prior to the 2023 Wildfire. In FY24, the funds were reallocated to hire consultants to assist with developing cost estimates for insurance and FEMA claims, and site planning for a temporary and new permanent library.	C						

Department of Education - Hawaii State Public Library System  
 Personnel utilized for Wildfire Response

Table 25

Prog ID	Sub-Org	Positions dispersed for Wildfire Reponse	Justification	MOF	FY26				FY27				Expected End Date	FEMA Eligible?	FEMA Reimb App?
					Pos (P)	Pos (T)	Pavroll Hours	\$\$\$	Pos (P)	Pos (T)	Pavroll Hours	\$\$\$			
		NONE													