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GOVERNOR

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STATE LIBRARIAN  
Ke Po'o Hale Waiihona Puke Moku'aina

STATE OF HAWAII  
HAWAII STATE PUBLIC LIBRARY SYSTEM  
'OIHANA HALE WAIHONA PUKE AUPUNI O KA MOKU'AINA O HAWAII  
OFFICE OF THE STATE LIBRARIAN  
44 MERCHANT STREET  
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**Committee on Finance**  
**Informational Briefing**  
**Wednesday, January 14, 2026, 1:00 pm**  
**Hawaii State Capitol, CR308**

**Overview**

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

Andrew Carnegie, businessman and philanthropist, often attributed his success to a neighbor who allowed the young Scottish immigrant to read from his personal library. This exposure to big ideas helped Carnegie forge grand goals. He vowed that if successful, he would build public libraries, what he called "cradles of democracy," in communities across the nation. He went on to fund almost 1,700 public libraries, or "palaces for the people," in the U.S., including here in Hawai'i, where he provided \$100,000 to help build the Hawai'i State Library.

Today, we have 51 "palaces for the people" on six islands and two bookmobiles. Our public libraries have continued to evolve and adapt to ensure that all people have equitable access to information, ideas, stories, learning, technology and spaces to gather. HSPLS supports and welcomes everyone: from families bringing keiki to story times to build emergent literacy skills, to people using computers to fill out applications for jobs, to kupuna taking a class to make lei or playing mahjong.

While libraries are palaces of our collective stories and knowledge, they are also vital hubs for people to access technology, use the internet/WIFI, and build digital skills. Public libraries continue to be the only places with free access to computers and internet connectivity, enabling connections with a predominantly digital world.

Based on feedback from the community about their needs, HSPLS focuses on the following four areas:

1. Strengthening Literacy,
2. Igniting our Digital Future,
3. Creating Opportunities for Life Enrichment, and
4. Deepening Community Relationships.

Each year we develop and implement projects and programs at both the system and local branch levels to ensure that we are meeting the needs of our communities in these areas.

We measure the effectiveness of these efforts and use the data collected to continuously improve to meet the needs of those we serve. Here are a few highlights from FY2025.

SERVICES/PROGRAMS	DATA
Checkouts of Physical Materials	3,520,228
Checkouts of Digital Items	1,701,145
Internet Sessions at Libraries	473,968
Library Programs Offered	4,925
Library Program Attendance	117,126
Library Visits	2,198,151
Summer Reading Program – Registration	23,467

When we look at last year's numbers, there are some notable increases:

- We increased programming by 28%, and attendance increased by 18%. More people are looking for opportunities to learn and connect in person.
- Summer Reading Program registrations were up by 44.4%.
- Use of Mango languages increased by 24.8%.

While many of the increases can be attributed to publicity generated by the launch of our new look, we continue to develop strategies to broaden our reach and increase awareness of the resources that are available to all in Hawai'i.

## **Statewide Conditions Affecting Operations**

We continue to experience the same state-wide conditions that most other departments and agencies experience, especially those that provide direct services to the public. The issues and their impact on operations are noted below.

### **Progress on Filling Vacancies Offset by Factors Outside Our Control**

In FY25, we had 103 recruitments and were able to fill 95 positions (55 were new hires and 40 were internal movements). Only 40 staff left HSPLS. We are also still trying to catch up in filling than 60 positions that were unfunded until FY2024.

Our human resources staff continue to work diligently to recruit for our vacant positions. However, the State's archaic hiring process and system continues to prevent us from filling vacancies quickly. Additionally, for certain positions, we may receive more than 50 applications over the past year, but when contacting them, many applicants either did not respond, expressed disinterest, or already accepted a job.

### **Salary Levels and Cost of Living Discourage Prospective Employees**

We experience the same challenges as the Department of Education and other State departments and agencies due to the cost of living in Hawai'i. Pay and lack of affordable housing contribute to qualified individuals declining to work for HSPLS.

### **Budget Restrictions and Timing of Funding Release Impact Hiring & Operations**

Budget restrictions that are imposed at the beginning of each fiscal year restrict our ability to plan on full funding for the entire fiscal year. Compounding the problem is that Budget & Fiscal only releases one-quarter of our budget at a time. As a result, at the start of each fiscal year, we required to make hard choices to identify which budget items - personnel or current expenses - will need to absorb the restriction requirement. As an agency with a budget heavily weighted to personnel costs (more than 80%), there few choices on how to absorb the budget restrictions. Thus, as the largest cost item, restrictions are taken from the personnel funds (rather than current expenses) at the start of the fiscal year. In practical terms, this means that there is insufficient funding to fill all positions at the beginning of a new fiscal year.

The other 15-20% of HSPLS' operating budget is attributable to expenses related to keeping 50 public libraries operational and open to the public. It should be noted that aside from utilities, there are a few large current expenses that continue to be under-funded each year.

The major under-funded current expenses continue to be expenses related to the purchase of books and materials, building repairs and maintenance, and the cost of security guard services.

Prior to the adoption of Act 251, Session Laws of Hawaii 2025, the shortfall in current expenses could be covered by transferring vacancy savings to current expenses for these types of needs. With the adoption of Act 251, SLH 2025, there is no assurance that we will still have access to vacancy savings to address these historically under-funded operational expenses.

In FY2025, our total general fund budget appropriation is approximately \$43 million, with almost \$33 million allocated for payroll. After a 10% 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 limits our ability to meet our mission and is demoralizing to current staff.

### **Patron Mental Health/Addiction Issues Pose Challenges for Staff and Seem to be the Root Cause of Property Damage**

Our public libraries serve everyone. As long as patrons follow the rules that are designed to help create a safe and comfortable environment, they are welcome into public libraries

Sadly, some of our patrons with mental health issues or who are on drugs cannot follow the rules. Some have verbally or physically threatened our staff and exhibited behaviors that disrupt the comfort and safety of other patrons. And more frequently, we require the assistance of security guards, and sometimes the police, to resolve the situation.

On the facilities side, we have experienced minor and major destruction of lights, doors, irrigation systems, windows, power outlets, trees and theft. At many libraries, staff arrive every morning to the sight of garbage, human waste, and on occasion drug paraphernalia. Last year's request for an increase in our repair and maintenance base budget is intended to

address long deferred maintenance projects, address increasing amounts of vandalism, and other improvements to extend the condition and security of our buildings.

Overall, we continue to use multiple strategies to address these issues: training, developed community partnerships, installed fences, and made other facility modifications to discourage the destruction of our spaces.

### **Federal Funds**

HSPLS 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. Any reduction in our overall total State budget directly reduces the amount of federal funds Hawai'i receives. LSTA funds are used to purchase 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.

In FY25, DOGE attempted to close IMLS to reduce costs. We worked with the State's Office of the Attorney General on a national case to reinstate and restore appropriated funding for IMLS and the Minority Business and Development Agency, which was heard in the United States District Court for the District of Rhode Island. The State Librarian provided information for a declaration to document the importance of IMLS and the impact of the elimination of the agency on libraries and Hawai'i. In all, twenty-one states participated in this legal action to restore IMLS and federal funding. To date, we have received FY25 IMLS funding, which must be expended by September 30, 2026.

While we have heard that both the United States House and Senate have budgeted similar amounts for IMLS for FY26 in a still unapproved budget bill, it is unclear as to fate of additional future federal funding.

We are currently reviewing all of the services and equipment that are purchased using IMLS funding to determine how much funding is needed to maintain basic services in the event

there are reductions in federal funding levels. A reduction in federal funds means that non-basic programming such as Mango languages, a foreign language learning tool, may become too costly for HSPLS to provide to the community.

### **Non-General Funds**

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

### **State Budget Requests**

We develop and prioritize our budget request based on a review of our prior budget and actual expenditures for previous years. We review the data 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 are carefully balanced. Lastly, we consider how our budget request corresponds with our long-term priorities to meet the future needs of our communities. Our budget request focus on places and services.

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

We understand that many State departments and agencies are seeking additional funds to operate their programs. Although Governor Green did not include our additional operating budget request in his budget for Fiscal Year 2027, we respectfully share our request for consideration by the Hawai'i State Legislature.

#### **Security Guard Services**

In FY2025, the HSPLS switched security guard service vendor due to poor service provided by the previous vendor. There is insufficient funding in our base budget (currently at \$2.924m) for security guard services to cover the new security guard contract. We are requesting an additional \$1,500,000 in our base budget funding for security guard services to ensure continued safety and support for staff and patrons.

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

Although Governor Green did not include our Capital Improvement Project (CIP) budget request in his budget for Fiscal Year 2027, we respectfully share our request for the consideration by the Hawai'i State Legislature. We are requesting the following in new Capital Improvement Projects (CIP) funding:

CIP PROJECTS	FY26 BUDGET REQUEST	FY27 BUDGET REQUEST
Planning and design for Mililani, 'Ewa Beach, Kalihi-Palama and Kaimuki Public Libraries		\$5,000,000

HSPLS is requesting funding to start the planning and design process for four Oahu public libraries. This will allow us to update our library spaces to meet current and future community needs. Investing in our public libraries is one of the most effective ways to strengthen Hawai'i's communities, and it expands access to reading, learning, and connection for all. Mahalo for your thoughtful review and consideration.

If you have any questions or require further information, please contact Mallory Fujitani, Special Assistant to the State Librarian, at [mallory.fujitani@librarieshawaii.org](mailto:mallory.fujitani@librarieshawaii.org) or (808) 586-3714.

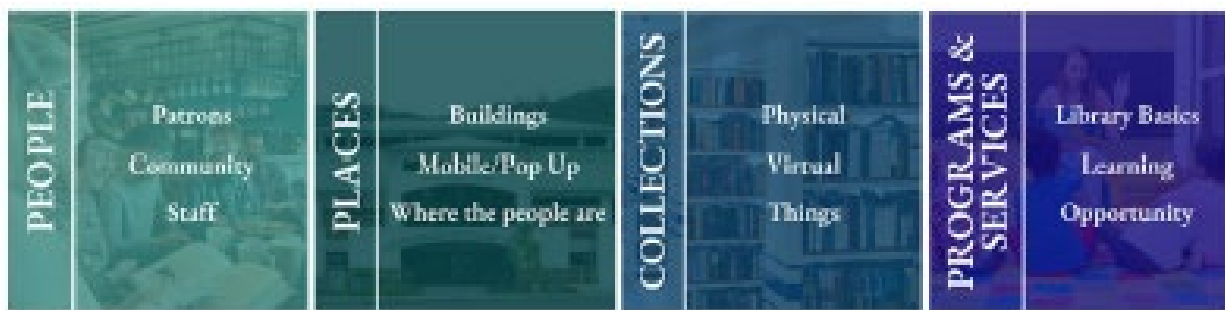
## **ATTACHMENT A**

### **SUPPLEMENTAL BUDGET REQUEST FY27**

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.



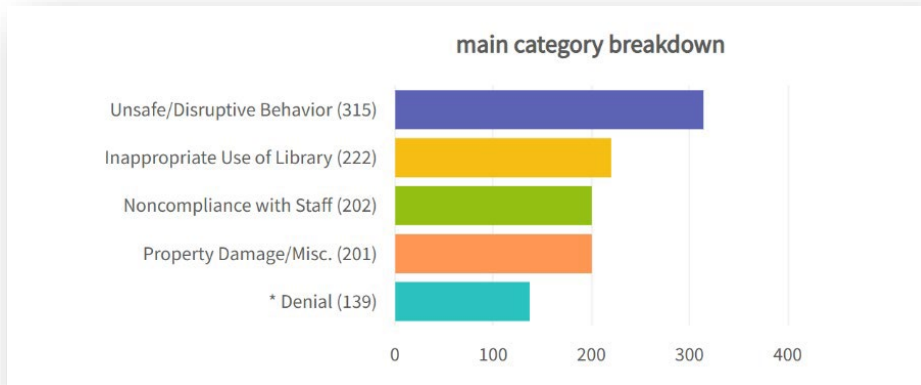
This FY27 request focuses on Places, which are vital spaces for access to books, information, technology, internet, learning and connections that strengthen our communities.



## GENERAL FUND REQUEST

### Security - \$1,500,000

We need security guards to deal with disruptive behaviors and create safe spaces in libraries for patrons and staff. In FY2025, we had 624 incident reports from our libraries. The chart below covers the types of incidents that our staff have been experiencing.



On October 1, 2025, we switched over to a new security guard company due to ongoing issues with the prior security guard company. We used the State Procurement Office Vendor List for Security Guards to identify our new vendor, which is the same company that the Department of Education and Legislature use.

The new guard company is more expensive than the previous vendor, forcing us to prioritize the libraries that require security guard services. Based on an analysis of the data, including the number and types of incidents reported from 2022 to present, we determined that these six libraries would be the least impacted without guard service: ‘Āina Haina, Hanapēpē, Hawai‘i Kai, Laupahoehoe, Library for the Blind and Print Disabled (LBPD), and Waialua. For example, ‘Āina Haina had a total of 10 incident reports over three years. In comparison, Kaimuki had 52 incidents over the same period. Another example is Waialua. At one point, this branch had a night guard to deal with specific issues occurring after hours, but current data show the night guard is no longer needed.

Our current security budget is \$2.924 million, which isn’t sufficient for a full contract year with the new security guard company. We need an additional \$1.5 million added to the base budget to continue guard services across the State. This would also provide some additional funding to restore some, but not all, of the guard services that were reduced when we

switched to the new guard company. The funding would also allow us to use temporary guards to respond to specific security issues or challenges.

**ATTACHMENT B**  
**CAPITAL IMPROVEMENT PROJECTS FUND REQUEST**  
**Planning and Design - \$5 million**

A majority of our public libraries are more than 50 years old and for many years, insufficient funding was allocated toward the continued maintenance and service. Over the last several years, we have made a concerted effort to reduce the backlog of repairs and maintenance, as well as address significant building improvements so that our public libraries can meet growing community needs. With the continued support of the Hawai'i State Legislature, we are addressing the backlog of repairs and improvements by focusing on whole-building renovations versus fixing individual issues one at a time. CIP funding is requested to start the planning and design process for the following Oahu public libraries:

- 'Ewa Beach Public Library (1971)
- Kaimuki Public Library (1965)
- Kalihi-Palama Public Library (1949)
- Mililani Public Library (1984)

The libraries that are on this list have not had any major updates in more than 20 years. However, more than just age, we anticipate that all of these buildings will need major infrastructure and equipment upgrades, including replacement of air conditioning systems. As we do whole building improvements, we also look at upgrades as an opportunity to redesign our spaces for efficiency and to incorporate future new services, programs and equipment that could meet emerging community needs.

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>Dept-Wide</u>	<u>Statutory Reference</u>
				<u>Priority</u>	
DOE	Refer to the attached HSPLS functional statement	Refer to attached.		EDN407	HRS Chapter 312

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

Table 2

	Fiscal Year 2026							
	Budget Acts 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		
	Fiscal Year 2027							
	Budget Acts Appropriation	Reductions	Additions		Total FY27	MOF		
	\$ 47,632,130.00				\$ 47,632,130.00	A		
	\$ 4,000,000.00				\$ 4,000,000.00	B		
	\$ 2,000,000.00	\$ (460,708.00)			\$ 1,539,292.00	N		
					\$ -			
					\$ -			
					\$ -			
	\$ 53,632,130.00	\$ (460,708.00)	\$ -	\$ -	\$ 53,171,422.00	Total		

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

Table 3

<u>Prog ID</u>	<u>Program Title</u>	<u>MOF</u>	<u>As budgeted (FY26)</u>			<u>As budgeted (FY27)</u>			<u>Governor's Submittal (FY26)</u>				<u>Governor's Submittal (FY27)</u>			
			<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Percent Change of \$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Percent Change of \$\$\$</u>
EDN407	Public Libraries	A	566.50		\$ 47,850,582	567.50		#####			47632130	-0.00457				-100%
EDN407	Public Libraries	B			4000000			4000000			4000000					
EDN407	Public Libraries	N			2000000			2000000			1539292					

Department of Education - Hawaii State Public Library System  
Budget Decisions

Table 4

						Initial Department Requests						Budget and Finance Recommendations						Governor's Decision					
Prog ID	Sub-Org	Type of Req.	Description of Request	MOF	Priority #	FY26			FY27			FY26			FY27			FY26			FY27		
EDN407	QK		Reduce the budget ceiling to LSTA State Grants Award Amount	N												\$ (460,708.00)						\$ (460,708)	
EDN407	QB		Additional funding for Security Services	A							\$ 1,500,000												

<u>Fiscal</u> <u>Year</u>	<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOF</u>	<u>Budgeted by Dept</u>	<u>Restriction</u>	<u>Difference</u> <u>Between</u> <u>Budgeted &amp;</u> <u>Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
2024	EDN407		A	43,193,371	\$3,922,870	#####	-9.08%	Reduction in payroll and in public services and hours to provide services
2025	EDN407		A	45,798,553	\$4,179,860	#####	-9.13%	Reduction in payroll and in public services and hours to provide services
2026	EDN407		A	47,850,582	\$4,385,060	#####	-9.16%	Reduction in payroll and in public services and hours to provide services



Department of Education - Hawaii State Public Library System  
Emergency Appropriation Requests

Table 6

<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>
	No Emergency Appropriation Requests					

Department of Education - Hawaii State Public Library System  
All Transfers in FY26 and FY27

Table 7

<u>From Prog ID</u>	<u>To Prog ID</u>	<u>Actual or Anticipated Date of Transfer</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Percent of Program ID Appropriation Transferred From</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, 2025

Table 8

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89-Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means
EDN407	QH	9/16/2025	Jan 2026	5	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 38,604	\$ 38,412	Y	N		Sub
EDN407	QH	9/3/2024	12/2/2025	40	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 37,116	Y	N		
EDN407	QH	4/1/2025	12/1/2025	41	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 61,884	\$ 45,216	Y	N		
EDN407	QH	6/17/2024	#####	42	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 35,352	Y	N		
EDN407	QE	#####	#####	307	LIBRARIAN IV	N	SR23	13	P	1.00	A	\$ 89,820	\$ 69,732	Y	N		TA
EDN407	QM	#####		317	LIBRARIAN IV	N	SR22	13	P	1.00	A	\$ 89,820	\$ 89,820	Y	N		
EDN407	QB	3/6/2021		319	ACCOUNT CLERK III	N	SR11	03	P	1.00	A	\$ 41,808	\$ 36,564	Y	N		
EDN407	QJ	8/18/2025	#####	322	LIBRARIAN IV	N	SR22	13	P	1.00	A	\$ 38,640	\$ 72,516	Y	N		TA
EDN407	QM	4/30/2022	#####	324	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 38,640	\$ 33,792	Y	N		
EDN407	QG	11/1/2025		344	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 38,412	Y	N		Sub
EDN407	QJ	44044		347	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 48,936	\$ 39,720	Y	N		TA
EDN407	QB	45231		351	ACCOUNT CLERK V	N	SR15	03	P	1.00	A	\$ 52,908	\$ 50,388	Y	N		
EDN407	QJ	43456		352	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 38,640	\$ 29,868	Y	N		
EDN407	QJ	8/1/2025		357	SUPVSING LIB TECH II	N	SR15	04	P	1.00	A	\$ 72,264	\$ 52,608	Y	N		TA
EDN407	QJ	9/1/2018		360	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 43,452	\$ 36,276	Y	N		TA
EDN407	QE	9/16/2025	#####	362	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 38,640	\$ 39,996	Y	N		TA
EDN407	QJ	6/1/2025		366	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 37,116	Y	N		
EDN407	QJ	9/1/2016		368	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 52,872	\$ 39,492	Y	N		
EDN407	QD	9/2/2025		371	LIBRARIAN IV	N	SR22	23	P	1.00	A	\$ 52,872	\$ 69,732	Y	N		TA
EDN407	QE	9/2/2025	#####	375	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 38,640	\$ 39,996	Y	N		TA
EDN407	QG	10/1/2025		1126	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 38,412	Y	N		Sub
EDN407	QG	9/1/2023		1132	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 45,216	\$ 43,068	Y	N		TA
EDN407	QG	6/16/2022		1134	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 47,004	\$ 41,100	Y	N		Sub
EDN407	QH	7/10/2024		7359	JANITOR II	N	BC02	01	P	1.00	A	\$ 50,640	\$ 50,640	Y	N		Sub
EDN407	QE	10/1/2025		8355	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 63,096	\$ 59,532	Y	N		Sub
EDN407	QJ	5/14/2017		8358	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 58,296	\$ 48,828	Y	N		
EDN407	QG	4/16/2025		10017	LIBRARIAN IV	N	SR22	23	P	1.00	A	\$ 63,096	\$ 63,096	Y	N		
EDN407	QE	#####		11388	JANITOR II	N	BC02	01	P	1.00	A	\$ 50,640	\$ 48,228	Y	N		Sub
EDN407	QE	11/1/2024	Jan 2026	11903	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 37,116	Y	N		Sub
EDN407	QJ	#####		11919	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 47,064	\$ 44,820	Y	N		Sub
EDN407	QJ	11/1/2013		12067	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 38,640	\$ 27,756	Y	N		
EDN407	QF	8/17/2025		12562	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 38,412	Y	N		Sub
EDN407	QF	4/1/2020		12567	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 50,880	\$ 43,008	Y	N		
EDN407	QF	2/1/2025		12568	LIBRARY TECHNICIAN VI	N	SR13	03	P	1.00	A	\$ 64,404	\$ 45,216	Y	N		TA
EDN407	QE	3/1/2020		12822	LIBRARY TECHNICIAN VI	N	SR13	03	P	1.00	A	\$ 64,404	\$ 54,432	Y	N		
EDN407	QE	6/9/2023		13286	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 33,672	Y	N		
EDN407	QD	7/1/2025	Jan 2026	14015	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 54,948	\$ 38,412	Y	N		Sub
EDN407	QF	4/1/2025	Jan 2026	14818	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 37,116	Y	N		Sub
EDN407	QD	9/16/2025		15112	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 54,948	\$ 38,412	Y	N		Sub
EDN407	QE	5/8/2025	Jan 2026	15154	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 58,296	\$ 58,296	Y	N		Sub
EDN407	QD	1/2/2025	12/1/2025	15163	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 45,216	\$ 38,640	Y	N		
EDN407	QF	#####		15449	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 61,884	\$ 64,056	Y	N		
EDN407	QB	#####		17735	ADMINISTRATIVE ASSISTANT II	N	SR14	63	P	1.00	A	\$ 47,004	\$ 41,100	Y	N		
EDN407	QJ	7/1/2024		19183	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 41,820	\$ 39,828	Y	N		
EDN407	QJ	6/1/2024	Jan 2026	19185	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 35,352	Y	N		
EDN407	QE	5/1/2018		19322	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 41,820	\$ 32,856	Y	N		
EDN407	QI	10/1/2019		19323	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 57,192	\$ 48,348	Y	N		
EDN407	QM	8/6/2025		19326	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 45,216	\$ 39,996	Y	N		

Department of Education - Hawaii State Public Library System  
Vacancy Report as of November 30, 2025

Table 8

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89-Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means
EDN407	QJ	11/1/2025		19328	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 41,808	\$ 39,996	Y	N		
EDN407	QD	10/1/2025	Jan 2026	19336	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 63,096	\$ 59,532	Y	N		Sub
EDN407	QM	3/16/2023		19505	LIBRARIAN VI	N	SR26	93	P	1.00	A	\$ 86,376	\$ 80,184	Y	N		
EDN407	QG	7/1/2025		21962	LIBRARIAN IV	N	SR22	23	P	1.00	A	\$ 65,664	\$ 68,280	Y	N		
EDN407	QH	11/8/2025		21965	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 41,808	\$ 39,996	Y	N		TA
EDN407	QJ	8/1/2025		22490	LIBRARIAN IV	N	SR22	13	P	1.00	A	\$ 79,872	\$ 84,828	Y	N		TA
EDN407	QD	#####		22923	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 38,412	Y	N		Sub
EDN407	QD	#####		23062	JANITOR II	N	BC02	01	P	1.00	A	\$ 50,640	\$ 52,416	Y	N		Sub
EDN407	QE	6/1/2025		23063	JANITOR II	N	BC02	01	P	1.00	A	\$ 50,640	\$ 50,640	Y	N		Sub
EDN407	QD	6/1/2019		23071	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 61,884	\$ 52,296	Y	N		
EDN407	QM	5/16/2025		23314	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 38,640	\$ 38,640	Y	N		
EDN407	QJ	2/16/2024		23910	LIBRARY ASSISTANT III	N	SR07	03	P	0.50	A	\$ 25,410	\$ 24,198	Y	N		
EDN407	QJ	4/27/2021		23915	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 45,168	\$ 39,504	Y	N		
EDN407	QJ	12/8/2022		23916	LIBRARY ASSISTANT III	N	SR07	03	P	0.50	A	\$ 19,302	\$ 16,878	Y	N		
EDN407	QJ	8/1/2022	Jan 2026	23918	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 45,168	\$ 39,504	Y	N		
EDN407	QJ	6/16/2020		23920	LIBRARIAN III	N	SR20	13	P	0.50	A	\$ 38,394	\$ 32,238	Y	N		
EDN407	QB	#####		23994	TRUCK DRIVER	N	BC06	01	P	1.00	A	\$ 58,596	\$ 55,800	Y	N		Sub
EDN407	QF	9/13/2025		23998	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 38,412	Y	N		Sub
EDN407	QJ	3/1/2016		24237	LIBRARIAN III	N	SR20	13	P	0.50	A	\$ 32,832	\$ 26,550	Y	N		
EDN407	QF	7/1/2025		24729	LIBRARIAN IV	N	SR22	23	P	1.00	A	\$ 89,820	\$ 91,728	Y	N		
EDN407	QM	6/3/2023		26841	IT BAND B SYSTEM ANALYST	N	SR22	13	P	1.00	A	\$ 79,872	\$ 71,268	Y	N		
EDN407	QE	3/1/2025	1/2/2026	28473	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 37,116	Y	N		Sub
EDN407	QM	#####		32248	OFFICE ASSISTANT IV	N	SR10	03	P	1.00	A	\$ 39,816	\$ 32,664	Y	N		
EDN407	QJ	7/1/2019		32934	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 57,192	\$ 48,348	Y	N		TA
EDN407	QJ	8/1/2023		32936	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 35,352	Y	N		
EDN407	QB	10/1/2022		34836	TRUCK DRIVER	N	BC06	01	P	1.00	A	\$ 58,596	\$ 51,240	Y	N		Sub
EDN407	QE	10/1/2025		35288	LIBRARY ASSISTANT III	N	SR07	03	P	0.50	A	\$ 20,910	\$ 21,642	Y	N		Sub
EDN407	QG	#####		35364	LIBRARIAN IV	N	SR22	23	P	1.00	A	\$ 63,096	\$ 57,420	Y	N		
EDN407	QM	#####		35408	LIBRARIAN IV	N	SR22	13	P	1.00	A	\$ 89,820	\$ 91,728	Y	N		
EDN407	QB	8/1/2018		35463	ACCOUNT CLERK II	N	SR08	03	P	1.00	A	\$ 37,872	\$ 31,056	Y	N		
EDN407	QE	5/1/2025		39919	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 63,096	\$ 63,096	Y	N		
EDN407	QE	2/18/2025		39921	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 68,280	\$ 58,296	Y	N		Sub
EDN407	QH	2/1/2025		40383	LIBRARIAN IV	N	SR22	23	P	1.00	A	\$ 83,064	\$ 63,096	Y	N		TA
EDN407	QB	#####		43313	PRE AUDIT CLERK III	N	SR15	03	P	1.00	A	\$ 52,908	\$ 56,676	Y	N		
EDN407	QB	#####		43314	PRE AUDIT CLERK II	N	SR13	03	P	1.00	A	\$ 66,876	\$ 66,876	Y	N		
EDN407	QH	7/1/2025		43315	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 43,452	\$ 43,272	Y	N		Sub
EDN407	QB	9/26/2022		43316	OFFICE ASSISTANT IV	N	SR10	03	P	1.00	A	\$ 59,508	\$ 52,044	Y	Y	1	
EDN407	QB	6/17/2019		43662	ACCOUNT CLERK II	N	SR08	03	P	1.00	A	\$ 56,052	\$ 46,476	Y	N		
EDN407	QB	5/1/2021		43664	ACCOUNT CLERK III	N	SR11	03	P	1.00	A	\$ 47,004	\$ 41,100	Y	Y	4	
EDN407	QB	7/16/2025	1/5/2026	43665	ACCOUNTANT IV	N	SR22	13	P	1.00	A	\$ 63,096	\$ 64,428	Y	N		
EDN407	QF	8/1/2025		43902	LIBRARY TECHNICIAN V	N	SR11	03	P	1.00	A	\$ 41,808	\$ 43,272	Y	N		TA
EDN407	QE	2/18/2025	1/5/2026	43916	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 68,280	\$ 68,280	Y	N		
EDN407	QG	12/2/2017	2/3/2026	43921	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 73,836	\$ 63,060	Y	N		
EDN407	QB	#####		44227	OFFICE ASSISTANT III	N	SR08	03	P	0.50	A	\$ 23,046	\$ 19,110	Y	N		
EDN407	QM	9/1/2023		44656	IT BAND B SYSTEM ANALYST - S	N	SR24	13	P	1.00	A	\$ 79,872	\$ 77,100	Y	N		
EDN407	QB	6/20/2020		44971	CPTL IMPRV COORD	N	SR24	13	P	1.00	A	\$ 71,016	\$ 72,528	Y	N		
EDN407	QD	12/1/2020		45980	JANITOR II	N	BC02	01	P	0.50	A	\$ 25,320	\$ 21,882	Y	N		
EDN407	QF	7/17/2025		45981	LIBRARY TECHNICIAN V	N	SR11	03	P	0.50	A	\$ 20,904	\$ 32,028	Y	N		

Department of Education - Hawaii State Public Library System  
Vacancy Report as of November 30, 2025

Table 8

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89-Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means
EDN407	QD	6/16/2025		45982	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 37,116	Y	N		
EDN407	QD	8/1/2025	1/2/2026	45983	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 38,640	\$ 39,996	Y	N		TA
EDN407	QH	5/17/2025	1/2/2026	46029	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 43,488	\$ 37,116	Y	N		Sub
EDN407	QG	3/2/2023	Jan 2026	46055	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 33,672	Y	N		
EDN407	QB	12/1/2021		46170	JANITOR II	N	BC02	01	P	1.00	A	\$ 50,640	\$ 44,292	Y	N		Sub
EDN407	QJ	#####		46398	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 58,296	\$ 61,944	Y	N		
EDN407	QJ	5/16/2019		46942	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 29,088	Y	N		
EDN407	QB	#####		48802	TRUCK DRIVER	N	BC06	01	P	1.00	A	\$ 58,596	\$ 55,800	Y	N		TA
EDN407	QJ	9/16/2025		49823	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 58,296	\$ 61,944	Y	N		
EDN407	QD	7/31/2016		110636	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 40,236	\$ 29,988	Y	N		
EDN407	QE	8/1/2025		110642	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 38,412	Y	N		
EDN407	QM	3/15/2025		112250	ADMINISTRATIVE ASSISTANT II	N	SR16	63	P	1.00	A	\$ 50,880	\$ 50,880	Y	N		
EDN407	QL	7/19/2025		112911	LIBRARIAN V	N	SR24	23	P	1.00	A	\$ 71,016	\$ 72,516	Y	N		
EDN407	QL	#####		116890	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 50,880	\$ 43,008	Y	N		
EDN407	QL	6/1/2020		116893	LIBRARY ASSISTANT IV	N	SR09	03	P	1.00	A	\$ 57,192	\$ 48,348	Y	N		
EDN407	QB	1/16/2009		119227	LIBRARIAN VI	N	SR26	93	P	1.00	A	\$ 76,788	Est. 01/16/09	Y	N		
EDN407	QD	9/16/2025		122393	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 63,096	\$ 64,428	Y	N		Sub
EDN407	QD	9/10/2024		122459	LIBRARY ASSISTANT III	N	SR07	03	P	1.00	A	\$ 37,116	\$ 37,116	Y	N		
EDN407	QF	10/1/2024		123856	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 58,296	\$ 58,296	Y	N		TA
EDN407	QM	7/26/2024		124278	IT BAND B SYSTEM ANALYST - S	N	SR22	13	P	1.00	A	\$ 63,096	\$ 71,016	Y	N		
EDN407	QM	5/30/2025		124280	IT BAND B SYSTEM ANALYST	N	SR22	13	P	1.00	A	\$ 63,096	\$ 63,096	Y	N		
EDN407	QM	NEW		124281	IT BAND B SYSTEM ANALYST	N	SR22	13	P	1.00	A	\$ 63,096	New psn	Y	N		
EDN407	QB	NEW		22935E	ADMINISTRATIVE ASSISTANT V	Y	SRNA	93	P	1.00	A	\$ 99,468	New psn	Y	N		
EDN407	QM	NEW		24931E	LIBRARIAN VI	N	SR26	93	P	1.00	A	\$ 74,124	New psn	Y	N		
EDN407	QM	NEW		24932E	LIBRARIAN VI	N	SR26	93	P	1.00	A	\$ 74,124	New psn	Y	N		
EDN407	QM	NEW		24934E	TRUCK DRIVER	N	BC06	01	P	1.00	A	\$ 55,800	New psn	Y	N		

Department of Education - Hawaii State Public Library System

Table 9

Positions Filled and/or Established that are not in the State Budget as of November 30, 2025

<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>
EDN407	QB	6/20/1985	HR\$312-3.3	36311	Carpet Clean	N	BC-04	1	T	G	1	\$ 56,064	N	N
EDN407	QE	7/27/2017	HR\$312-3.3	122425	Library Tec	N	SR-11	3	T	G	1	\$ 61,884	N	N
EDN407	QM	7/1/2021	HR\$312-3.3	124020	Automated	N	BC-14	1	T	G	1	\$ 81,612	N	N

Department of Education - Hawaii State Public Library System  
Active Contracts as of December 1, 2025

Table 10

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Term of Contract			Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S/*
						Date Executed	From	To					
EDN407	A	#####	M	#####	\$ 3,809,316	09/19/25	10/01/25	09/30/26	API Security	Security Services - Statewide	by Accountant		S
EDN407	N	#####	A	#####	\$ -	07/30/25	07/01/25	06/30/26	EBSCO Information Services	EBSCO Publishing package subscription - for HSPLS	by Accountant		G
EDN407	N	\$ 34,695	A	\$ 34,695	\$ -	09/12/25	07/01/25	06/30/26	Encyclopaedia Britannica, Inc.	Encyclopaedia Britannica online database subscription - for HSPLS	by Accountant		G
EDN407	N	\$ -	A	#####	\$ 281,256	09/24/25	09/01/25	08/31/26	Gale/Cengage Learning	Various Online Database subscription	by TSS Manager		G
EDN407	A	\$ 27,170	A	\$ 27,170	\$ -	08/16/25	09/26/25	09/26/26	Ingram Library Services	Online Database subscription - Edelweiss Analytics	by TSS Manager		G
EDN407	A	\$ 21,484	A	\$ 38,139	\$ 16,655	06/27/25	06/27/25	06/26/26	Island Signal & Sound, Inc.	Fire alarm testing and inspection - Statewide	by Facilities Officer		S
EDN407	A	#####	A	#####	\$ -	07/26/25	07/01/25	06/30/26	Proquest LLC	Online Database subscription - PressReader	by TSS Manager		G
EDN407	N	\$ 21,555	A	\$ 21,555		12/05/24	01/01/25	12/31/25	Proquest LLC	Online Database subscription - Ancestry Library	by TSS Manager		G
EDN407	N	\$ 18,398	A	\$ 18,398		12/05/24	01/01/25	12/31/25	Proquest LLC	Online Database subscription - Global books in Print	by TSS Manager		G
EDN407	N	\$ 45,489	A	\$ 45,489		12/05/24	01/01/25	12/31/25	Proquest LLC	Online Database subscription - Heritage Quest	by TSS Manager		G
EDN407	N	\$ 40,843	A	\$ 40,843	\$ -	02/19/25	01/01/25	12/31/25	Proquest LLC	Online Database subscription - Historical Newspapers: U.S. Collection	by TSS Manager		G
EDN407	A	\$ 6,978	Q	\$ 27,912	\$ 20,934	07/01/25	07/01/25	06/30/26	Quadient - A Neopost USA Company	Lease of postage machine	by Accountant		E
EDN407	N	#####	M	#####	\$ -	07/30/25	07/01/25	06/30/26	SirsiDynix	ILS Horizon License software renewal	by Technology Officer		G
EDN407	A	\$ 10,000	M	\$ 24,000	\$ 14,000	07/09/25	07/01/25	06/30/26	University of Hawaii - Information Technology Services	INET Network Services for HSPLS	by Technology Officer		S
EDN407	A	\$ 20,130	M	\$ 66,316	\$ 46,186	09/09/25	08/01/25	07/31/26	West Oahu Aggregate Co., Inc.	Refuse services for Oahu Libraries	by Branch Manager		S
EDN407	A	\$ 56,667	M	#####	\$ 51,496	07/28/25	07/01/25	06/30/26	North Shore Investment Co.	Pop-Up location for Wahiawa Public Library	by Facilities Officer		L
EDN407	A	\$ 10,220	M	\$ 66,429	\$ 56,209	10/24/25	10/01/25	09/30/26	Ronald V. Haole and Gilda Ululani Haole- Lee	Pop-Up location for Makawao Public Library	by Facilities Officer		L
EDN407	A	\$ -	M	\$ 16,369	\$ 16,369	12/11/25	11/01/25	01/31/26	Kamehameha Schools	Pop-Up location for Kaneohe Public Library	by Facilities Officer		L

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

Table 11

					DEPT REQUESTS (IN 000s)		GOV DECISION (IN 000s)		LEGISLATIVE DISTRICT	
<u>Prog ID</u>	<u>Project Title</u>	<u>MOF</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept-</u> <u>Wide</u> <u>Priority</u>	<u>FY26 AMT</u>	<u>FY27 AMT</u>	<u>FY26 AMT</u>	<u>FY 27 AMT</u>	<u>SENATE</u>	<u>HOUSE</u>
	NONE									



Department of Education - Hawaii State Public Library System  
CIP Lapses

Table 12

<u>Prog ID</u>	<u>Act/Year of Appropriation</u>	<u>Project Title</u>	<u>MOF</u>	<u>Lapse Amount</u> <u>\$\$\$\$</u>	<u>Reason</u>
EDN407	Act 230, SLH 202	Pahoa Library and Transit Hub, Hawaii	C	\$1,000,000.00	Due to the title of the appropriation, DAGS/HSPLS will not be able to encumber and expend the funds before they lapse. The transit hub project is part of a County of Hawaii transportation project; the County has yet to acquire the land upon which the transit hub would be built. After the County of Hawaii acquires the land for the transit hub, the HSPLS intends to lease a portion of the property to replace the current Pahoa Public and School Library.

## Table 13

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

Table 14

<u>Prog ID</u>	<u>Fiscal Impact</u>	<u>Amount Requested</u>	<u>FTE Requested</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  
Previous Specific Appropriation Bills

Table 15

<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, 2025

Table 16

<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